



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

AGENDA

June 27, 2019
2:00 p.m.

Meeting will be held at:

**Workforce Assistance Center
Conference Room
2037 W. Cleveland Avenue
Madera, CA 93637
(559) 662-4589**

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the Madera County Workforce Investment Corporation, may request assistance by contacting the Executive Assistant at Madera County Workforce Investment Corporation office, 2037 W. Cleveland Avenue, Madera, CA 93637; Telephone 559/662-4589; CRS 711; Fax 559/673-1794.

This agenda and supporting documents relating to the items on this agenda are available through the Madera County Workforce Investment Corporation (MCWIC) website at <http://www.maderaworkforce.org/mcwic-meetings-and-agenda/>. These documents are also available at the Workforce Assistance Center – office of the Executive Director. MCWIC is an equal Opportunity Employer/Program. Auxiliary aids and services are available upon request.

1.0 Call to Order

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

Items identified after preparation of the Agenda for which there is a need to take immediate action. Two-thirds vote required for consideration (Government Code Section 54954.2(b)(2))

3.0 Public Comment

This time is made available for comment from the public on matters within the Board's jurisdiction. The comment period will be limited to 15 minutes. Each speaker will be limited to 3 minutes and only one speaker per subject matter.

4.0 Introductions and Recognitions

5.0 Adoption of Board Agenda

6.0 Consent Calendar

6.1 Consideration of approval of the Madera County Workforce Investment Corporation (MCWIC) May 23, 2019 meeting minutes.

6.2 Consideration of approval of the resignation of Bob Carlson from the MCWIC.

7.0 Action Items

7.1 Consideration of approval of the reclassification of the Workforce Assistant position to Workforce Technician I.

7.2 Consideration of approval of the revised Program Technician Job description.

- 7.3 Consideration of the approval of the revised non-exempt salary schedule to include changes to the Administrative Support Assistant, Workforce Technician I and Workforce Technician II salaries.
- 7.4 Consideration of approval of the MCWIC Executive Director goals for the period of July 1, 2019 to June 30, 2020.

8.0 Information Items

- 8.1 Workforce Development Board (WDB) of Madera County Update
- 8.2 MCWIC Year-to-Date Financial Reports Update for the period ending May 31, 2019.
- 8.3 Program Update
- 8.4 MCWAC Customer Survey Update
- 8.5 MCWIC Board Member Recruitment
- 8.6 Conversion to Hourly Pay Process Update
- 8.7 2019-20 MCWIC Meeting Calendar

9.0 Written Communication

10.0 Open Discussion/Reports/Information

- 10.1 Board Members
- 10.2 Staff

11.0 Next Meeting

July 25, 2019

12.0 Adjournment



MINUTES

May 23, 2019

***Convened at the Workforce Assistance Center - Conference Room
2037 W. Cleveland Avenue, Madera, CA 93637
(559) 662-4589***

PRESENT: Bob Carlson, Debi Bray, Gabriel Mejia, Mattie Mendez (2:31), Mike Farmer, Roger Leach

ABSENT: Lindsay Callahan, Robyn Smith

GUEST:

OTHERS: Bertha Vega, Gail Lopez, Jessica Roche, Maiknue Vang, Nicki Martin, Sarahi Cuellar, Tracie Scott-Contreras

1.0 Call to Order

Meeting called to order by Chair Debi Bray at 2:01 p.m.

1.1 Pledge of Allegiance

Pledge of Allegiance lead by Roger Leach.

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Tracie Scott-Contreras, Executive Director, stated David Raygoza, Madera Adult School, nominated Madera Workforce for an award with California Council for Adult Education (CCAЕ) for their partnership with the Adult School and that Workforce was awarded a regional award. They will submit Workforce for a State award as well.

5.0 Adoption of Board Agenda

Roger Leach stated that he was incorrectly marked absent on the attendance chart for the May 23, 2019 Board meeting. Staff will correct the chart.

Bob Carlson moved to adopt the agenda, seconded by Roger Leach.

Vote: Approved – unanimous

Yes: Bob Carlson, Debi Bray, Gabriel Mejia, Mike Farmer, Roger Leach

6.0 Consent Calendar

6.1 Consideration of approval of the Madera County Workforce Investment Corporation (MCWIC) March 28, 2019 meeting minutes.

Roger Leach moved to approve the Consent Calendar, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Bob Carlson, Debi Bray, Gabriel Mejia, Mike Farmer, Roger Leach

7.0 Action Items

7.1 Consideration of approval of the proposed budget for FY 2019-20.

Staff were notified that Madera was not awarded the DEA or the ELL phase 2 grants. Staff have received the amounts for the P2E grants and information on allocations. Staff stated that staffing will remain at the current level. The finalized budget will be brought back to the Board after the current year is closed out. Staff are looking at adding a Program Assistant in the next fiscal year. This position helps with assessments, eligibility and participant follow ups. There are no significant changes to the budget. Training allocations for work-based training were increased for participant trainings. Only 5 areas were awarded the DEA grant. The ELL grant was granted to new areas – except for 1 area. Workforce will still provide services to the target population even without the grant monies. Staff are contacting EDD to get input on their grant applications. There has been no word on the regional Veterans grant with Merced and Stanislaus. Federal funding for Workforce seems very steady. The Workforce legislation is due to be reauthorized in 2020. Bob Carlson noticed that rows 155 and 156 were the same amount and asked whether the numbers were correct. Jessica Roche, Controller, stated that row 156 was listed incorrectly and should be a lower amount. She will correct the figure and make sure that it is correct on the final budget.

Gabriel Mejia moved to approve with the corrections, seconded by Roger Leach.

Vote: Approved – unanimous

Yes: Bob Carlson, Debi Bray, Gabriel Mejia, Mike Farmer, Roger Leach

7.2 Consideration of approval of the MCWIC year to date financial reports for the period ending March 31, 2019.

Current spending and expenditures are at the anticipated levels to date. Staff are close to getting a signature for the Facilities Agreement from Department of Rehabilitation (DOR). Once the form is signed, DOR will begin submitting lease payments. Roger Leach stated that he liked that all the different reports were signed.

Roger Leach moved to approved, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Bob Carlson, Debi Bray, Gabriel Mejia, Mike Farmer, Roger Leach

7.3 Consideration of approval of the amendment to Creekside Farming LLC lease for CAM adjustment.

Staff requested consideration of the adjustment to the CAM rate for the period starting July 1, 2019. If approved, Partner subleases will also be amended to reflect the new rate beginning July 1st. There are no large maintenance related projects coming up as far as staff are aware that might affect the CAM fees. Total budget for last year was \$22,737. The increase equals approximately \$4,600 for the next fiscal year. The cost should stay stable for the second quarter. The amendment will take effect as of July 1st and the CAM fee of \$1.78 per square foot will be passed along to the Partners who will include the fee in the lease payments.

Mattie Mendez moved to approve with an effective date of July 1, 2019, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Bob Carlson, Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Roger Leach

7.4 Review and approval of payment for 2018 CAM overage out of MCWIC's budget.

Staff met with Creekside Farming and had a robust conversation regarding the CAM fees. Creekside Farming is requesting an amendment to cover the amount for CAM fees due to an overage in CAM fees from the property manager for the last calendar year. There were some unexpected maintenance fees incurred which resulted in CAM fees charged over the agreed upon amount. Creekside is asking MCWIC to pay the \$18,344 overage. The overage cannot be passed on to the Partners as they have subleases with MCWIC that are set at a specific amount. CAM fees are charged to the owners by the property manager and the owner then bills the tenant - MCWIC. The fee would be paid out of this fiscal year's budget.

Roger Leach moved to approve, seconded by Bob Carlson.

Vote: Approved – unanimous

Yes: Bob Carlson, Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Roger Leach

7.5 MCWIC Chair Election

Elections are due before the end of June. Debi Bray stated that she would step down if anyone else was interested in serving as the MCWIC Chair. Elections can be done at this meeting or in June.

Roger Leach nominated Debi Bray for MCWIC Chair, seconded by Bob Carlson.

Mike Farmer moved to close the nominations.

Vote: Approved – unanimous

Yes: Bob Carlson, Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Roger Leach

7.6 MCWIC Vice Chair Election

Roger Leach moved to nominate Mattie Mendez for MCWIC Vice Chair, seconded by Debi Bray.

Mike Farmer moved to close the nominations, seconded by Bob Carlson.

Vote: Approved – unanimous

Yes: Bob Carlson, Debi Bray, Gabriel Mejia, Mike Farmer, Roger Leach

Abstain: Mattie Mendez

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

Information provided within agenda packet.

8.2 Program Update

Information provided within agenda packet. Information on the number of customer served and grants has been update and provided. Everything is moving along nicely.

8.3 Salary Study Update

Previously, staff was concerned that the lobby staff and the Administrative Support positions were under comparable salary levels from the surrounding area. The Workforce Technician I and II are under the current market. Staff want to move the salaries closer to the regional hourly average: \$14 - \$17 for the Tech I and \$16 - \$19 for the Tech II in the future. The Administrative Support Assistant is at the same rate as the Tech I position. These positions are entry-level and have similar duties. Staff will bring changes to the salary schedule for these positions to the MCWIC for approval effective July 1, 2019.

8.4 HR Audit Report Update

The HR audit went very well and staff stated that it was a terrific experience. Most areas are in really good shape. Time keeping practices is an area of concern. Sierra HR recommended an hourly time

recording system. The audit report from the HR audit was provided in the agenda packet. Currently, time keeping is done on a salary basis. Staff receive their salary bi-monthly. Staff report their hours and leave requests on a web based system and represents bulk time. There is no clocking in or out. Switching to an in and out system will be developed through the same vendor as is being used now – OnePoint. This will cover liability and ensure documentation of meal and break times. Staff will see a difference in their paychecks after the salary system is discontinued and their paychecks reflect actual time worked and not the salary average as was paid previously. Staff proposed that the new time keeping process be implemented on January 1, 2020 as 5 months have already passed and payroll would need to be audited to in order to verify and reconcile any over or under payments to staff. The MCWIC board preferred to implement changes to the current time keeping system as soon as possible. Staff will work with the vendor to revise the current program to an hourly time keeping system and will notify staff of the change as soon as possible.

8.5 Live Well Madera County Community Health Plan Implementation

Tracie met with Deborah Martinez, Department of Social Services (DSS) to discuss Live Well plan. Madera Workforce was included in a section of the plan that focuses on increasing job preparedness for adults with children. The plan focuses on the impact of such things as child abuse and access to healthy food and the effects of diabetes. The Plan has only just come out and planning and organization of subgroups is still in progress. Participation with this plan is in line with MCWIC's work. MCWIC will lead their section and gather information and coordinate meetings and participants. Tracie would like to make sure to include an educational representative for the workforce section of the plan.

8.6 MCWIC Executive Director Evaluation

The Executive Director, Tracie Scott-Contreras, was hired effective January 1, 2019. An evaluation process was not put into place upon her hire date. The MCWIC board recommended that the evaluation process start as of July 1, 2019 and requested that the Executive Director submit goals and objectives to begin July 1st with a mid-year review/check-in the following January with the evaluation process beginning in May, 2020. Tracie stated that she would be happy to provide a progress report for the first 6 months as the Executive Director along with her goals and objectives. The Board was amenable to receiving a progress report along with the goals and objectives.

8.7 MCWIC 2019-20 Meeting Calendar

Information provided within agenda packet.

9.0 Written Communication

The Workforce Development Board received a letter from the California Workforce Development Board notifying them that they received a 2 year extension to serve as the local workforce area's Adult and Dislocated Worker career services provider. The extension is effective through June 30, 2021.

10.0 Open Discussion/Reports/Information

10.1 Board Members

Bob Carlson stated that he would be leaving and would be away for the remainder of the year and that he would be tendering his resignation from the Board at the next meeting.

10.2 Staff

None.

11.0 Next Meeting

June 27, 2019

12.0 Adjournment

Bob Carlson
Madera, CA 93638
6/22/2019

Tracie Scott-Contreras
Executive Director
Madera County Workforce Investment Corporation
2037 W. Cleveland Ave.
Madera, CA 93637

Dear Tracie:

It is with regret that I tender my resignation from the MCWIC Board and WDB Executive Committee effective immediately.

I am grateful for having had the opportunity to serve on these groups most recently and under the general Workforce Development organization for these past, nearly 20 years. My retirement travels have not availed me to be the engaged Director that these organizations deserve.

You have a great team working with you and I wish you continued success in all that you do.

Sincerely,

Bob Carlson
Director



JOB TITLE: Workforce Technician I (Non-Exempt) – Bi-Lingual Spanish

The Workforce Technician I represents the entry level of the Workforce Technician series.

HOURLY RANGE: \$14.00 - \$17.00

SUMMARY:

Under the direction of an assigned supervisor, greet, direct, and assist job seekers and program participants to various resources offered at the Workforce Assistance Center and in the Resource Room; provide information to the public in both English and a designated second language regarding services within the Center and Resource Room; refer customers to partner and other community agencies, as appropriate; perform routine clerical and other support duties for the Workforce Investment Corporation.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Operate a multi-line phone system; take and relay messages accurately; provide general information to callers; greet and assist callers and visitors to the office; screen and direct visitors to appropriate personnel within the Center; refer job seekers to partner and outside agencies, as appropriate; accurately maintain visitor sign-in logs; assist job seekers with special needs.

Provide assistance and support to job seekers in the resource room; assure that job seekers read and acknowledge Resource Room policies and procedures; monitor computer use to ensure compliance with Center rules; assist job seekers with use of computers and on-line job search resources.

Assist job seekers in use of the job search phone, and monitor usage by documenting numbers called; file Federal, State, and local job announcements in appropriate binders, and remove expired announcements; coordinate appropriate coverage with supervisor and other staff members; ensure that job seekers comply with Acceptable Use policies related to computer and telephone usage.

Direct job seekers to appropriate resources for other partner services including, but not limited to: UI, Disability, Tax, Veteran, Rehabilitation, Housing, Social Services, Education, and Migrant/Seasonal Farm Worker programs.

Maintain displays, literature, and informational materials for job seekers in the lobby area and resource room; direct customer to appropriate locations and assist with computer-related issues; set-up and administer typing tests.

Prepare and maintain tracking logs, files, and records; sort, alphabetize, and file materials; compile job seeker information and generate reports and lists, as directed.

Perform a variety of clerical and administrative functions in support of business and job seeker services; type a variety of materials including memoranda, reports, correspondence, logs, and forms from rough draft or verbal instructions.

OTHER DUTIES:

Administer/proctor program-specific assessment tools, as needed.

Record staff meeting notes, as needed.

Attend a variety of outreach events, as assigned.

Receive, sort, distribute, and process incoming, outgoing and internal mail and other deliveries.

Maintain a variety of alphabetical, numerical, and subject matter files and records.

Communicate with various outside agencies to exchange information regarding programs and services.

This job description is only a summary of typical functions, and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The duties, tasks, and responsibilities may differ from the above job descriptions, and other duties, as assigned, may be part of the job.

KNOWLEDGE AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Customer service techniques.
- Available community resources and services.
- Standard and accepted office practices and procedures.

- Correct oral and written usage of English and a designated second language.
- Interpersonal skills using tact, patience, and courtesy.
- Recordkeeping and report preparation techniques.
- Microsoft Office Software (Word, Outlook, Excel, Publisher, PowerPoint) or similar programs
- Web based programs

ABILITY TO:

- Communicate effectively both orally and in writing, in English and a designated second language.
- Prepare and deliver oral presentations.
- Interact positively and successfully with a wide variety of individuals and groups with diverse needs and backgrounds.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment including a computer and assigned software.
- Organize and prioritize a variety of diverse tasks in an effective and timely manner in an environment with frequent interruptions.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Read, write, translate and interpret English and a designated second language as assigned by the position.
- Maintain punctuality and meet schedules and time lines.
- Establish and maintain files and records and prepare related reports.

EDUCATION AND EXPERIENCE:

Completion of a high school diploma or the equivalent and a minimum of one year of customer service, general clerical, or reception work involving high levels of public contact. Bi-lingual in Spanish.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

The physical demands and work environment characteristics described here are representative of those an employee will encounter when performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENT:

Indoor office environment.

Travel both within and outside of the County for employment purposes.

Participation at outdoor community events.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.

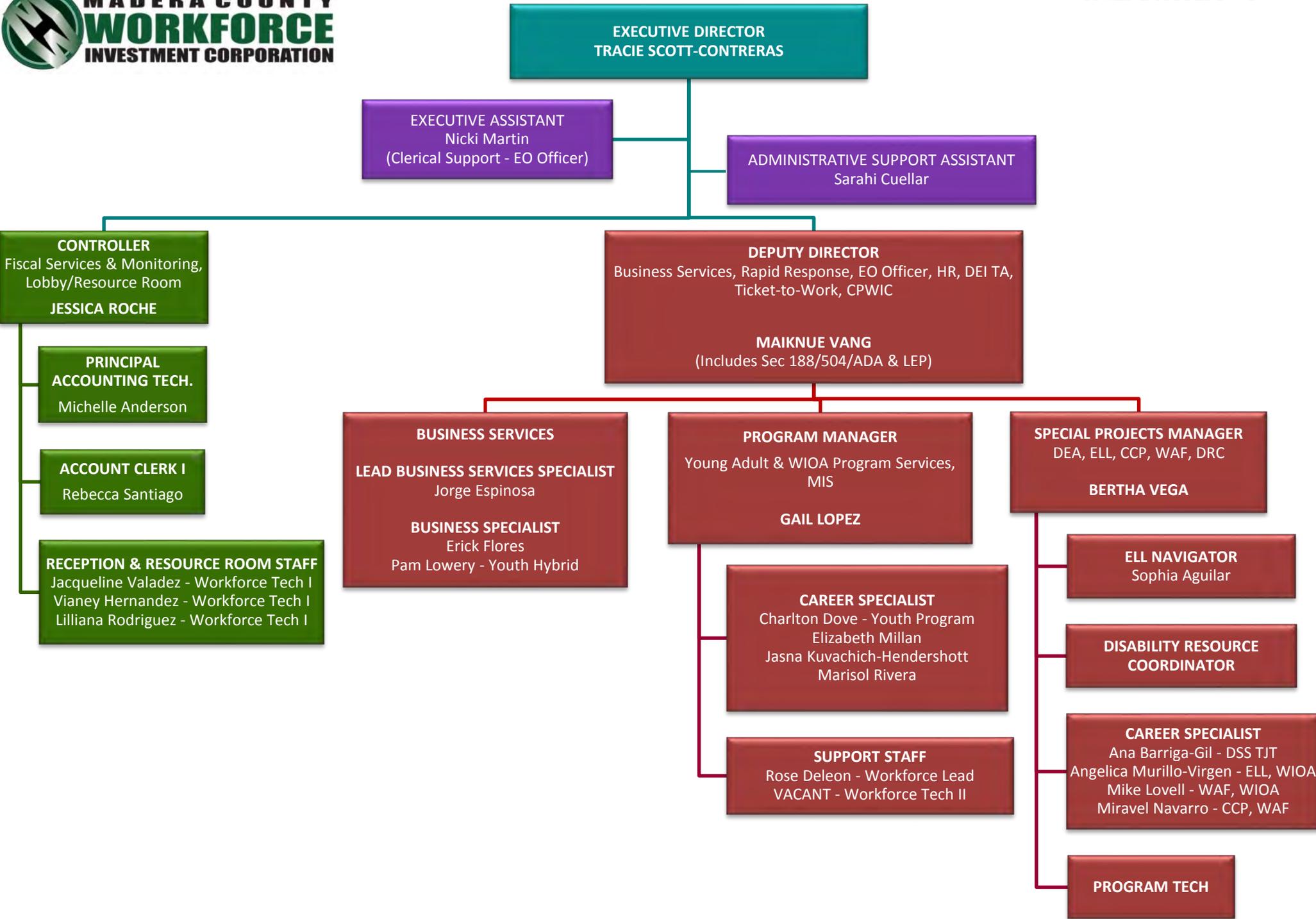
Sitting, standing, or walking for extended periods of time.

Dexterity of hands and fingers to operate computer keyboard.

Seeing to read a variety of materials.

Reaching with hands and arms or bending at the waist to retrieve documents/files.

Lifting or carrying up to 10 lbs.





JOB TITLE: Program Technician – Bilingual (Non-Exempt)

HOURLY RANGE: \$18.90 - \$23.03

SUMMARY:

Under the direction of an assigned supervisor, develop a follow up system for exited participants to ensure alignment with Workforce Innovation and Opportunity Act (WIOA) requirements; coordinate closure files and conduct review of files to ensure accuracy and completeness; perform specialized functions in support of a variety of job training and placement services; provide resources offered at the Workforce Assistance Center; refer customers to partner and other community agencies; conduct individual eligibility interviews as needed; administer, score, and provide results for assessments; facilitate a variety of monthly job readiness workshops; assist Business and Career Specialists with employer outreach and community events. Plan, organize, and coordinate the internal functions of assigned projects.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Administer assessments, score, and provide results as needed at multiple locations in accordance with employer or program needs. Exercise independent judgment in initiating, implementing, and coordinating grant project activities.

Develop a follow-up system and process for exited participants to ensure accuracy and alignment with WIOA requirements. Coordinate with Career Specialists to ensure warm receipt of closed files, including procedures for introduction, participant communication plan, follow-up, and documentation in CalJOBS. Provide participant follow-up for 12 months after exit to ensure optimum performance outcomes are achieved, including supportive service activities, assistance with job accommodation or work related issues, information and assistance with career pathway development, further education or training, and other services needed to ensure success for participants. Implement operational support activities related to closures as needed or required. Maintain current and accurate database to track participants in follow-up status and prepare comprehensive reports with deadlines as assigned.

Facilitate workshops in a classroom setting on a range of topics including resume development, job search techniques, interview and soft skills in the workplace; ensure the facility and required equipment and materials are available and ready for use; provide prompt feedback and response to all questions, comments, and submitted assignments from workshop participants; provide up to date labor market information and community resources; update workshop curriculum and materials, as needed and prepare and maintain workshop

evaluations and event scheduler in CalJOBS.

Provide assistance to job seekers to develop grooming, communication skills, problem solving skills, attendance, attire, and other appropriate work behaviors; plan, organize, and deliver workshops and seminars to job seekers. Assist job seekers with resources for preparing and developing resumes, cover and thank you letters, and conduct mock interviews to enhance interviewing skills

Schedule, attend and/or conduct community outreach presentations and orientations at multiple locations; attend a variety of events such as community presentations, outreach events, and other activities; coordinate and assist staff with workshops and job fairs. Participate in various conferences, meetings, and training events.

Develop, update and distribute a variety of flyers, brochures, pamphlets and other marketing materials.

OTHER DUTIES:

Perform a variety of clerical functions in support of Business and Career Specialist staff.

Provide information to job seekers regarding available program services and eligibility requirements. Interview job seekers to determine eligibility; enter eligibility information into a designated tracking system; assist job seekers in completing necessary forms and paperwork and gathering required documentation; track outstanding applications and documentation to ensure timely completion of the application eligibility process.

Assist with the development of procedures for routine auditing of participant records to ensure accuracy, timeliness of services, and database entries.

Communicate with various partner agencies and community based organizations to exchange information regarding programs and services.

Review data, test scores, files, eligibility status, and other information concerning job seekers; research labor market supply and demand, as needed.

This job description is only a summary of typical functions, and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The duties, tasks, and responsibilities may differ from the above job description and other duties, as assigned may be part of the job.

KNOWLEDGE AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/ or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Customer Service Techniques
- Standard and accepted one-on-one interviewing methods, techniques, and practices.
- Strong verbal communication skills and presentation techniques.
- WIOA regulations and guidelines governing eligibility for programs and services.
- WIOA exit and follow-up procedures.
- Available community resources and services.
- Local and regional labor market, related demographics and employment research methods.
- Occupational resources related to analyzing required qualifications and identifying training needs.
- Principles and techniques of effective communication, public relations, and sales or marketing.
- Job Search techniques and career development.
- Resume writing experience and skills.
- Standard and accepted office practices and procedures.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Human Resources processes and procedures related to hiring and training.
- Varying needs of diverse populations related to academic, socioeconomic, cultural, disability, and ethnic backgrounds.
- Interpersonal skills using tact, patience, and courtesy.
- Recordkeeping and report preparation techniques.
- Proficient in Microsoft Office Software (Word, Outlook, Excel, Publisher, PowerPoint) or similar programs
- Web based programs

ABILITY TO:

- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Facilitate in a large group setting.
- Interact positively and successfully with a wide variety of individuals and groups with diverse needs and backgrounds.
- Establish and maintain cooperative and effective working relationships with others.
- Perform mathematical calculations including addition, subtraction, multiplication and division accurately.
- Plan and coordinate community events.
- Develop marketing materials such as flyers, brochures, pamphlets, and postcards.
- Operate a variety of office equipment including a computer and assigned software.
- Organize and prioritize a variety of diverse tasks in an effective and timely manner.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Read, write, translate and interpret English and a designated second language

as assigned by the position.

- Maintain punctuality and meet schedules and time lines.
- Maintain high levels of files and records, data entry, and prepare related reports.
- Work flexible hours, including evenings and weekend, as needed.

EDUCATION AND EXPERIENCE:

Completion of a high school diploma or the equivalent and a minimum of 1 year post-secondary training and four years of experience working in an outreach or communication role or a related field at a community based organization.

OR

Associate's degree in Marketing, Communication and/or Human Resources or a closely related field and two years of work experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

The physical demands and work environment characteristics described here are representative of those an employee will encounter when performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENT:

Indoor office environment.

Travel both within and outside of the County for employment purposes.

Participation at outdoor community events.

PHYSICAL DEMANDS:

Communicating to exchange information in person or on the telephone.

Sitting, standing, or walking for extended periods of time.

Operate a computer and effectively utilize a variety of software and on-line tools.

Reading a variety of materials.

Reaching with hands and arms or bending at the waist to retrieve documents/files.

Lifting or carrying up to 10 lbs.

MADERA COUNTY WORKFORCE INVESTMENT CORPORATION
 2037 W. Cleveland Avenue, Madera, CA 93637

NON-EXEMPT SALARY SCHEDULE

Board Approved Date: 7/19/2017; 8/24/2017, 3/22/2018, 4/26/18, 7/19/18, 02/28/19, 6/27/19

Job Title	Hourly Range	Annual Salary Range
Workforce Assistant	\$ 12.00 to \$ 12.87	\$ 24,960.00 to \$ 26,769.60
Administrative Support Assistant	\$ 14.00 to \$ 17.00	\$ 29,120.00 to \$ 35,360.00
Workforce Technician I	\$ 14.00 to \$ 17.00	\$ 29,120.00 to \$ 35,360.00
Workforce Technician II	\$ 16.00 to \$ 19.00	\$ 33,280.00 to \$ 39,520.00
Account Clerk I	\$ 15.17 to \$ 18.46	\$ 31,553.60 to \$ 38,396.80
Lead Workforce Technician	\$ 18.72 to \$ 19.02	\$ 38,937.60 to \$ 39,561.60
Program Technician	\$ 18.90 to \$ 23.03	\$ 39,312.00 to \$ 47,902.40
Business Specialist	\$ 19.25 to \$ 23.47	\$ 40,040.00 to \$ 48,817.60
Career Specialist	\$ 19.25 to \$ 23.47	\$ 40,040.00 to \$ 48,817.60
Principal Accounting Technician	\$ 19.25 to \$ 23.47	\$ 40,040.00 to \$ 48,817.60
Executive Assistant - Confidential	\$ 24.68 to \$ 30.09	\$ 51,334.40 to \$ 62,587.20
Lead Business Services Specialist	\$ 26.54 to \$ 30.52	\$ 55,203.20 to \$ 63,481.60
Workforce Analyst	\$ 25.54 to \$ 30.52	\$ 53,123.20 to \$ 63,481.60
Disability Resource Coordinator	\$ 30.90 to \$ 35.77	\$ 64,272.00 to \$ 74,401.60
English Language Learner (ELL) Project Navigator	\$ 30.90 to \$ 35.77	\$ 64,272.00 to \$ 74,401.60

Stipends for eligible Non-Exempt staff

	Annually
Cellular Phone – text only	\$ 240.00
Cellular Phone – data and text	\$ 480.00

Madera County Office of Education (MCOE) staff carried over on January 1, 2013 only:

Job Title	Monthly Salary/Range	Hourly Rate/Range
Lead Workforce Technician	\$4,476.86	\$ 25.83
Business Specialist	\$ 3,708.00 to \$ 4,707.78	\$ 21.39 to \$ 27.16
Career Specialist	\$ 3,708.00 to \$ 4,709.92	\$ 21.39 to \$ 27.17
Principal Accounting Tech (.63 FTE)	\$2,669.28	\$ 24.27

Longevity pay is equal to 5% of the employee's current salary for each longevity period, starting on the 8th year after hire date.

Example:

Starting Monthly Salary	Hire Date	8th YR LONG 1	Every 3rd YR LONG 2	Every 3rd YR LONG 3
\$1,000	1/1/2000	2/1/2008	2/1/2011	2/1/2014
	5% increase	\$50.00	\$52.50	\$55.13
		\$1,050.00	\$1,102.50	\$1,157.63

	Annually
Bilingual Stipend – Oral only	\$ 600.00
Bilingual Stipend – Oral, Read Write	\$ 900.00
Master Degree	\$ 1,000.00
Cellular Phone – text only	\$ 240.00
Cellular Phone – data and text	\$ 480.00

PY 2019-2020 PROPOSED GOALS AND PROGRESS REPORT TO BOARD

**TRACIE SCOTT-CONTRERAS, EXECUTIVE DIRECTOR
JUNE 27, 2018**

FIRST 30 DAYS

- Meet with internal management team to discuss staffing plan, short-term priorities and division of duties – **Completed; Revised job descriptions & org chart.**
- Release local & regional plan modification documents for public comment – **Completed; released 2/1/19; closed 3/2/19.**
- Review prior year and year-to-date job seeker performance metrics to establish baseline and proposed attainment rates for credential attainment and skill gains – **PY 17-18 data provided by State May 2019; initial review completed; will meet with management team to discuss and set goals for improvement.**
- Review prior year and year-to-date business engagement performance metrics to establish baseline and proposed attainment rates for business performance outcomes – **This data is not yet available from the State/Feds.**

FIRST QUARTER 2019 (JAN-MAR 2019)

- Meet with WDB and MCWIC Chairs to discuss and review priorities for balance of year – Meetings held with both Chairs for input and direction related to agenda development.
- Finalize staffing plan; open recruitments as needed to fill vacant position(s) – Completed, subject to any future changes; staffing plan finalized, job descriptions & salary schedules updated, and open positions filled.
- Develop and implement community outreach plan to increase community awareness of services – Currently working with WDB and partners to implement; customer satisfaction survey launched; workshops; business tours; have utilized social media and email campaigns and downtown banner.
- Develop and implement business engagement plan to increase local business awareness of services; focus on underserved areas of County – Assigned to Deputy Director and Business Services team; work on plan is progressing; metrics and goals will be set for PY19-20.
- Ensure timely approval and submission of local and regional plan modification documents – Completed; plan completed and submitted as required.

WITHIN 120 DAYS (APR 2019)

- Kick-off Skill-Up Madera County initiative – Working with WDB on other priorities; skill development still being considered.
- Develop, obtain Board approval, and release Request for Proposal document to expand vocational training offerings in Madera County – This has been on hold pending completion of budget process; will be moving forward first quarter of PY 19-20.
- Meet individually with partner organizations to review and update current Memoranda of Understanding; explore opportunities for new/expanded partnerships and MOUs – New MOU developed; currently moving through signature processes with partners.
- Develop proposed agenda and outcomes for strategic planning session with Board(s) – Session for WDB planned for August; date for MCWIC session TBD.
- Local or sub-regional plan for procurement of One-Stop Operator – Sub-regional OSO contract extended through 6/30/21 and now held by MCWIC.

SECOND QUARTER 2019 (APR – JUN 2019)

- Calendar strategic planning session for Board(s) – WDB session calendared; Date for MCWIC session TBD.
- Finalize 2019-2020 budget process – Preliminary budget approved; to be finalized after close-out of PY 18-19 by September 2019.
- Progress report/update on community and business outreach results – This item is pending.
- Annual progress report on AJCC Continuous Improvement Plan – Report will be presented to WDB in August 2019.
- Finalize approvals and contracting for start-up of new programs resulting from completed procurement process – Pending procurement process 1st qtr PY19-20.
- Prepare plan to implement strategies outlined in local and regional plan modifications – This will be discussed at WDB planning session in August for input from Board.
- Submitted Local Area Designation and Board Certification application to State.

PROPOSED GOALS PY 2019-2020

- Finalize Business Engagement Plan & establish metrics and goals for year 1.
- Prepare & release procurement for additional local training programs.
- Review Continuous Quality Improvement plan results; establish continuous improvement goals
- Develop and implement strategies outlined in local plan based on Board, staff, and partner input.
- Participate in the implementation of the SJVAC regional plan and Prison to Employment initiative.
- Active participation in CWA activities and advocacy efforts.
- Fund development; including special grants, foundations, other non-WIOA funds, and donations.
- Continue to increase opportunities for Board member engagement.
- Ensure participation and engagement in community events; continue/expand community & business outreach efforts.
- Maintain mandated WDB composition through member retention and recruitment, as needed.

THANK YOU!

DISCUSSION



Agenda Item 8.2

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Tracie Scott-Contreras, Executive Director

Date: June 27, 2019

Subject: MCWIC Year-to-Date Financial Reports Update for the Period Ending April 30, 2019

Information:

Information for financial reports for the April 30, 2019 period end will be provided to include the corporation's summarized Balance Sheet, Statement of Cash Flows, Revenues and Expense Report, MCWIC Recap Financial Report by Grant, and Bank Reconciliation summary sheets for both the main and payroll accounts.

Financing:

Workforce Innovation and Opportunity Act

Madera County Workforce Investment Corporation
Balance Sheet - Statement of Financial Position FY 2018-2019

As of 5/31/2019

(In Whole Numbers)

	Current Fiscal Year	Prior Year Ending Balance
CURRENT ASSETS		
Cash and cash equivalents		
Cash in BA - Main	229,414	202,179
Cash in BA - Payroll	7,757	6,204
Total Cash and cash equivalents	237,170	208,383
Accounts Receivable		
Accounts Receivable	138,021	217,496
Total Accounts Receivable	138,021	217,496
Prepaid Expenses		
Prepaid Expense	3,757	3,757
Total Prepaid Expenses	3,757	3,757
Total assets, net		
Computer & Software	97,651	94,220
Office Equipment	18,438	17,788
Vehicles	0	0
Furniture & Fixtures	550	550
Accumulated Depreciation	(85,608)	(85,608)
Total Total assets, net	31,030	26,951
Total CURRENT ASSETS	409,979	456,587
CURRENT LIABILITIES		
Accounts Payable	78,182	75,451
Accrued payroll and related expenses	66,059	59,140
Vacation Payable	42,248	42,248
Total CURRENT LIABILITIES	186,489	176,839
NET ASSETS		
Temporary restricted and unrestricted		
Unrestricted	(204,486)	(269,916)
Restricted	(19,004)	(9,832)
Total Temporary restricted and unrestricted	(223,490)	(279,748)
Total NET ASSETS	(223,490)	(279,748)
Total liabilities and net assets	409,979	456,587

Madera County Workforce Investment Corporation
Statement of Cash Flows - Statement of Cash Flows FY 2018-2019
As of 5/31/2019
(In Whole Numbers)

	Current Month	Current Fiscal Year
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in Net Assets	100,862	(56,258)
Change in Operating Assets:		
Accounts Receivable	(40,897)	79,475
Total Change in Operating Assets:	(40,897)	79,475
Change in Operating Liabilities:		
Accounts Payable	(88,415)	2,730
Other	(792)	6,919
Total Change in Operating Liabilities:	(89,207)	9,650
Total CASH FLOWS FROM OPERATING ACTIVITIES	(29,242)	32,866
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of Property and Equipment		
Computer & Software	0	(3,430)
Office Equipment	0	(649)
Total Purchase of Property and Equipment	0	(4,080)
Total CASH FLOWS FROM INVESTING ACTIVITIES	0	(4,080)
Net Cash used in Investing Activities	0	(4,080)
Net Change in Cash and Cash Equivalents	(29,242)	28,787
Cash and Cash Equivalents at the Beginning of the Year		
Cash in BA - Main	256,767	202,179
Cash in BA - Payroll	9,677	6,204
Total Cash and Cash Equivalents at the Beginning of the Year	266,444	208,383
Cash and Cash Equivalents as of Current Period End Date	237,203	237,170

Madera County Workforce Investment Corporation
 Encumbrance Budget - MCWIC Board Budget Fund 01
 From 7/1/2018 Through 5/31/2019

Account Code	Account Title	Original Budget	Revised Budget 3.1.19	1st Quarter Actual	2nd Quarter Actuals	3rd Quarter Actuals
REV	REVENUE					
4000	Grant Revenue	3,593,843	3,557,794	431,610	739,592	621,475
4100	Contribution Income	0	0	0	0	48
4200	Contribution In-Kind (goods)	0	0	0	0	60
4300	Other Income	876,102	876,102	155,820	143,514	143,663
4500	Interest Revenue	0	0	0	0	0
Total REV	REVENUE	4,469,945	4,433,897	587,430	883,106	765,246
EXP	EXPENDITURES					
5100	Staff Salaries	1,468,741	1,471,056	305,431	308,030	329,251
5105	Vacation	0	0	22,607	28,637	19,304
5111	Employer Medicare Expense	21,297	21,364	4,981	5,105	5,300
5112	Social Security Employer Exp	91,062	91,332	21,300	21,636	22,856
5115	CA Unemployment Insurance Exp	6,468	16,665	862	3,849	6,991
5116	CA Training Tax Expense	196	197	19	67	118
5120	Workers Compensation Expense	13,659	13,441	3,442	(139)	940
5130	Group Health Insurance Expense	175,976	164,192	22,751	23,152	26,173
5140	Employers 457 Expense	88,124	88,189	18,146	18,070	19,654
5160	Group Dental Insurance	14,396	14,296	2,266	2,222	2,488
5170	Group Vision Insurance	3,195	3,173	523	532	582
5180	Group Life Insurance	1,014	1,005	68	216	228
5200	Materials and Supplies	23,608	23,704	4,438	6,228	8,247
5210	Facility Materials and Supplies	2,200	2,178	12	0	0
5220	Client Materials and Supplies	30,000	31,024	4,053	1,976	5,425
5300	Rent Expense	213,853	214,478	53,463	53,463	53,463
5310	Common Area Maintenance	22,737	22,866	15,792	20,686	0
5320	Telephone Expense	9,346	9,437	2,289	2,158	2,040
5330	Utilities Expense	76,496	76,570	25,509	19,805	14,984
5400	Postage Expense	550	981	566	44	869
5410	Printing Expense	12,850	8,843	1,014	1,142	1,594
5420	Advertising Expense	9,566	4,417	0	0	153
5430	Bank Charges	70	70	18	8	112
5440	Dues and Membership Expense	4,790	4,685	0	1,122	5,842
5450	Publications Expense	195	891	525	0	565
5500	Auditing Fees	19,000	19,110	0	8,250	11,739
5510	Legal Fees	20,000	19,590	14	372	4,099
5520	Consulting/Professional Services	35,798	35,452	1,200	10,203	15,944
5530	Taxes and Fees	176	172	4	0	0
5600	Office Equipment	183	179	0	0	0
5610	Equipment Maintenance	2,336	5,086	135	197	0
5620	Equipment Rental	7,500	7,555	2,242	1,720	1,589
5630	Software Expense	5,000	6,499	505	0	0
5631	Software Maintenance	5,000	5,161	4,862	0	0
5640	Internet Expense	6,350	6,480	2,439	2,830	2,579
5650	Computer Hardware	31,600	55,522	5,847	0	4,150
5660	Furniture & Fixtures	2,500	2,489	1,028	288	0
5700	Client Transportation Assistance Exp	39,993	41,174	3,147	10,296	13,412
5710	Employee Education Expense	4,250	4,236	0	1,795	2,190
5720	Staff Travel Expense	9,625	20,624	8,281	6,353	14,670
5730	Conference, Conventions & Meeting:	3,000	12,934	2,483	5,960	2,274
5800	Subcontracted Program Services	1,347,266	1,305,704	97,989	283,637	223,832
5810	General Operating Services	164,312	144,860	24,451	21,429	26,699
5820	Facility Maintenance Services	7,097	17,171	4,624	5,457	0
5900	Insurance Expense	12,805	13,040	132	7,353	786
5980	Fixed Assets - Expense Offset	0	0	(3,430)	0	98
Total EXP	EXPENDITURES	(4,014,180)	(4,008,093)	(666,028)	(884,150)	(851,240)
Report Total		<u>455,765</u>	<u>425,804</u>	<u>(78,597)</u>	<u>(1,044)</u>	<u>(85,995)</u>

Madera County Workforce Investment Corporation
 Encumbrance Budget - MCWIC Board Budget Fund 01
 From 7/1/2018 Through 5/31/2019

Account Code	Account Title	YTD Actuals	Current Period		Variance %
			Encumbrance	Budget Variance	
REV	REVENUE				
4000	Grant Revenue	2,320,884	0	(1,236,911)	34.76%
4100	Contribution Income	225	0	225	(100.00)%
4200	Contribution In-Kind (goods)	1,256	0	1,256	(100.00)%
4300	Other Income	574,240	0	(301,862)	34.45%
4500	Interest Revenue	1	0	1	(100.00)%
Total REV	REVENUE	2,896,607	0	(1,537,290)	34.67%
EXP	EXPENDITURES				
5100	Staff Salaries	1,158,563	0	312,493	21.24%
5105	Vacation	91,673	0	(91,673)	(100.00)%
5111	Employer Medicare Expense	18,996	0	2,369	11.08%
5112	Social Security Employer Exp	81,224	0	10,109	11.06%
5115	CA Unemployment Insurance Exp	11,928	0	4,737	28.42%
5116	CA Training Tax Expense	208	0	(11)	(5.56)%
5120	Workers Compensation Expense	4,814	0	8,627	64.18%
5130	Group Health Insurance Expense	90,834	0	82,048	49.97%
5140	Employers 457 Expense	69,550	0	18,638	21.13%
5160	Group Dental Insurance	8,797	0	5,499	38.46%
5170	Group Vision Insurance	2,061	0	1,132	35.67%
5180	Group Life Insurance	669	0	336	33.39%
5200	Materials and Supplies	26,416	0	(2,712)	(11.15)%
5210	Facility Materials and Supplies	12	0	2,166	99.44%
5220	Client Materials and Supplies	12,155	2,899	15,970	51.47%
5300	Rent Expense	196,032	0	36,492	17.01%
5310	Common Area Maintenance	36,478	0	(13,612)	(59.52)%
5320	Telephone Expense	7,874	0	1,564	16.57%
5330	Utilities Expense	72,227	0	4,344	5.67%
5400	Postage Expense	1,980	0	(998)	(101.72)%
5410	Printing Expense	3,522	0	5,437	61.48%
5420	Advertising Expense	953	0	3,463	78.41%
5430	Bank Charges	142	0	(72)	(102.89)%
5440	Dues and Membership Expense	16,437	1,000	(12,752)	(272.17)%
5450	Publications Expense	1,125	0	(234)	(26.31)%
5500	Auditing Fees	19,989	0	(879)	(4.59)%
5510	Legal Fees	4,484	0	15,105	77.10%
5520	Consulting/Professional Services	28,535	7,230	(312)	(0.88)%
5530	Taxes and Fees	165	1	6	3.70%
5600	Office Equipment	0	0	179	100.00%
5610	Equipment Maintenance	2,516	2,631	(61)	(1.19)%
5620	Equipment Rental	6,357	0	1,198	15.85%
5630	Software Expense	505	2,244	3,751	57.70%
5631	Software Maintenance	4,862	479	(180)	(3.48)%
5640	Internet Expense	8,091	0	(1,554)	(23.98)%
5650	Computer Hardware	11,095	45,110	(684)	(1.23)%
5660	Furniture & Fixtures	1,316	0	1,172	47.10%
5700	Client Transportation Assistance Exp	36,991	23,112	(18,929)	(45.97)%
5710	Employee Education Expense	3,985	0	251	5.92%
5720	Staff Travel Expense	37,548	0	(16,924)	(82.05)%
5730	Conference, Conventions & Meeting:	12,742	0	192	1.48%
5800	Subcontracted Program Services	754,858	365,415	185,432	14.20%
5810	General Operating Services	86,277	40,020	18,562	12.81%
5820	Facility Maintenance Services	13,689	0	3,482	20.27%
5900	Insurance Expense	8,271	0	4,769	36.57%
5980	Fixed Assets - Expense Offset	(4,080)	0	4,080	(100.00)%
Total EXP	EXPENDITURES	(2,952,864)	(463,143)	592,086	14.77%
Report Total		(56,258)	(463,143)	945,204	221.98%

32

Madera County Workforce Investment Corporation

Aged Payables by Invoice Date - Aged Payables

Aging Date - 7/1/2018

From 7/1/2018 Through 5/31/2019

Vendor ID	Vendor Name	Invoice Date	Invoice Number	Invoice Description	Amount Due	1 - 30 Days Past Due	31 - 60 Days Past Due
1007	ADVANCED CAREER INSTITUTE	4/30/2019	APDoc3395	ITA: Truck Driving, Jaime A. Toro-Zamora, April 2019	1,635.69	0.00	0.00
		5/29/2019	APDoc3324	ITA: Truck Driver, Jesse N. Hernandez, April 2019	1,644.48	0.00	0.00
		5/29/2019	APDoc3325	ITA: Truck Driving, Silvia Cortes Jasso, April 2019	1,243.38	0.00	0.00
		6/3/2019	APDoc3359	ITA: Truck Driving, Louis Garcia, May 2019, Final	708.53	0.00	0.00
		6/12/2019	APDoc3406	ITA: Truck Driver, Cayetano R. Castaneda, April 2019	1,758.10	0.00	0.00
Total 1007	ADVANCED CAREER INSTITUTE				6,990.18	0.00	0.00
1013	CENTRAL VALLEY OPPORTUNITY CENTER	5/29/2019	APDoc3326	ITA: General Business, Marnie Speight, April 2019	829.25	0.00	0.00
Total 1013	CENTRAL VALLEY OPPORTUNITY CENTER				829.25	0.00	0.00
1017	INSTITUTE OF TECHNOLOGY	4/30/2019	APDoc3327	ITA: Lori Prentice, April 2019	685.30	0.00	0.00
		6/11/2019	APDoc3402	ITA: Yesenia Giron-Paz, May 2019	791.10	0.00	0.00
		6/11/2019	APDoc3403	ITA: Medical office Admin, Abigail Vasquez, May 2019	270.00	0.00	0.00
		6/11/2019	APDoc3404	ITA: Medical Office, Silvia Martinez, May 2019	270.00	0.00	0.00
		6/11/2019	APDoc3407	ITA: Alondra Ninche, May 2019	216.00	0.00	0.00
		6/11/2019	APDoc3408	ITA: HVAC Technician, Javier Montes, May 2019	549.00	0.00	0.00
		6/13/2019	APDoc3413	ITA: Medical Asst., Janet Vargas Gomez, May 2019	1,147.68	0.00	0.00
Total 1017	INSTITUTE OF TECHNOLOGY				3,929.08	0.00	0.00

Madera County Workforce Investment Corporation

Aged Payables by Invoice Date - Aged Payables

Aging Date - 7/1/2018

From 7/1/2018 Through 5/31/2019

Vendor ID	Vendor Name	Invoice Date	Invoice Number	Invoice Description	Amount Due	1 - 30 Days Past Due	31 - 60 Days Past Due
1041	CALIFORNIA INSTITUTE OF MEDICAL SCIENCE	6/3/2019	APDoc3355	ITA:Lab Assistant, Fabian Zapien Espinoza, May 2019	6,605.41	0.00	0.00
		6/3/2019	APDoc3356	ITA:Lab Assistant, Cynthia Dokery, May 2019	1,288.04	0.00	0.00
		6/3/2019	APDoc3357	ITA:Lab Technician, Marlene Herrera, May 2019	772.87	0.00	0.00
		6/6/2019	APDoc3358	ITA: Lab Assistant, Nansi A. Rodriguez, April 2019	5,963.46	0.00	0.00
		6/11/2019	APDoc3405	ITA: Lab Tech, Jennifer Rodriguez, May 2019	632.10	0.00	0.00
		6/17/2019	APDoc3391	ITA: Lab Assistant, Nansi A. Rodriguez, May 2019	824.07	0.00	0.00
Total 1041	CALIFORNIA INSTITUTE OF MEDICAL SCIENCE				16,085.95	0.00	0.00
1043	P. STEVE RAMIREZ VOCATIONAL TRAINING CENTERS	6/17/2019	APDoc3414	ITA:Accounting, Florencia Mendoza Navarrete,May 2019	1,386.16	0.00	0.00
Total 1043	P. STEVE RAMIREZ VOCATIONAL TRAINING CENTERS				1,386.16	0.00	0.00
1045	MADERA ADULT SCHOOL	5/20/2019	8401995	Support Services: Microsoft Excel Re-take, Diana Polly	85.00	0.00	0.00
		5/20/2019	8402016	Support Services: Outlook Re-take,Yennymaria Mendoza	85.00	0.00	0.00
		5/20/2019	8402667	Support Services:Proctor Fee, Quick books, Diana Mosqueda	35.00	0.00	0.00
		5/31/2019	7975552	OJT: Microsoft Office Specialist, Jacqueline Valadez	135.00	0.00	0.00
Total 1045	MADERA ADULT SCHOOL				340.00	0.00	0.00

Madera County Workforce Investment Corporation

Aged Payables by Invoice Date - Aged Payables

Aging Date - 7/1/2018

From 7/1/2018 Through 5/31/2019

Vendor ID	Vendor Name	Invoice Date	Invoice Number	Invoice Description	Amount Due	1 - 30 Days Past Due	31 - 60 Days Past Due
1114	FRESNO ADULT SCHOOL	6/12/2019	4174	ITA: LVN, Adriana Marentes, May 2019	109.47	0.00	0.00
Total 1114	FRESNO ADULT SCHOOL				109.47	0.00	0.00
1235	BULLARD UNIFORMS INC	5/10/2019	APDoc3323	Support Services: Uniform & Shoes, Crystal Enriquez	239.06	0.00	0.00
Total 1235	BULLARD UNIFORMS INC				239.06	0.00	0.00
1601	FCCC: Foundation for California Community Colleges	6/6/2019	Madera-1924	PWEX Wages for 5/12/19-5/25/19	15,304.39	0.00	0.00
Total 1601	FCCC: Foundation for California Community Colleges				15,304.39	0.00	0.00
1616	Creekside Land Company LLC	3/1/2019	314	CAM(Common Area Maintenance) Charges for June - Aug 2018	6,474.16	0.00	0.00
		3/1/2019	315	CAM (Common Area Maintenance) Charges for Sept - Dec 2018	11,869.37	0.00	0.00
Total 1616	Creekside Land Company LLC				18,343.53	0.00	0.00
1695	Conte, Jeffrey	5/31/2019	APDoc3334	Mileage Reimbursement:Jeffrey Conte, 5/16-5/31	20.00	0.00	0.00
Total 1695	Conte, Jeffrey				20.00	0.00	0.00
1717	DIANA POLLY	5/31/2019	APDoc3329	Mileage Reimbursement: Diana Polly, 5/16-5/31	70.00	0.00	0.00
		6/3/2019	APDoc3370	Mileage Reimbursement: Diana Polly, 3/16-3/31	10.00	0.00	0.00
Total 1717	DIANA POLLY				80.00	0.00	0.00

Madera County Workforce Investment Corporation

Aged Payables by Invoice Date - Aged Payables

Aging Date - 7/1/2018

From 7/1/2018 Through 5/31/2019

Vendor ID	Vendor Name	Invoice Date	Invoice Number	Invoice Description	Amount Due	1 - 30 Days Past Due	31 - 60 Days Past Due
1736	SUPERIOR INSTALLATIONS	5/31/2019	9864	Purchase of cubical for workstations	2,864.82	0.00	0.00
		5/31/2019	9865	Labor and Installation for cubical workstations	742.50	0.00	0.00
Total 1736	SUPERIOR INSTALLATIONS				3,607.32	0.00	0.00
1739	Gomez, Janet	6/11/2019	APDoc3401	Mileage Reimbursement: Janet Vargas Gomez, 5/1-5/15	110.00	0.00	0.00
		6/13/2019	APDoc3422	Mileage Reimbursement: Janet Vargas Gomez, 5/16-5/31	80.00	0.00	0.00
Total 1739	Gomez, Janet				190.00	0.00	0.00
1742	Walker, Chelsea	6/12/2019	APDoc3432	Mileage Reimbursement:Chelsea Walker, 5/16-5/31	70.00	0.00	0.00
		6/12/2019	APDoc3433	Mileage Reimbursement:Chelsea Walker, 5/1-5/15	50.00	0.00	0.00
Total 1742	Walker, Chelsea				120.00	0.00	0.00
1751	Gutierrez, Maria	6/3/2019	APDoc3338	Mileage Reimbursement Allowance: Maria Gutierrez, 5/16-5/22	30.00	0.00	0.00
Total 1751	Gutierrez, Maria				30.00	0.00	0.00
1754	Rodriguez, Andrina	6/6/2019	APDoc3373	Mileage Reimbursement Allowance: Andrina Rodriguez, 5/16-5/3	60.00	0.00	0.00
Total 1754	Rodriguez, Andrina				60.00	0.00	0.00
1757	Garibay, Cynthia	5/31/2019	APDoc3330	Mileage Reimbursement Allowance: Cynthia Garibay, 5/16-5/31	60.00	0.00	0.00
Total 1757	Garibay, Cynthia				60.00	0.00	0.00
1759	Ricardo Aguilar Martinez	6/13/2019	APDoc3396	Mileage Reimbursement: Ricardo Aguilar Martinez, 5/1-5/15	80.00	0.00	0.00

Madera County Workforce Investment Corporation

Aged Payables by Invoice Date - Aged Payables

Aging Date - 7/1/2018

From 7/1/2018 Through 5/31/2019

Vendor ID	Vendor Name	Invoice Date	Invoice Number	Invoice Description	Amount Due	1 - 30 Days Past Due	31 - 60 Days Past Due
		6/13/2019	APDoc3397	Mileage Reimbursement: Ricardo Aguilar Martinez, 5/16-5/31	80.00	0.00	0.00
Total 1759	Ricardo Aguilar Martinez				160.00	0.00	0.00
1760	Molina, Jose	5/29/2019	APDoc3337	Mileage Reimbursement: Jose Molina, 4/16-4/30	80.00	0.00	0.00
Total 1760	Molina, Jose				80.00	0.00	0.00
1761	Meza, Antonio	6/11/2019	APDoc3427	Mileage Reimbursement Allowance, Antonio Meza,5/16-5/31	100.00	0.00	0.00
		6/11/2019	APDoc3428	Mileage Reimbursement Allowance, Antonio Meza, 5/1-5/15	100.00	0.00	0.00
Total 1761	Meza, Antonio				200.00	0.00	0.00
1762	Vasquez, Abigail	6/11/2019	APDoc3424	Mileage Reimbursement: Abigail Vasquez, 5/16-S/31	90.00	0.00	0.00
Total 1762	Vasquez, Abigail				90.00	0.00	0.00
1763	Martinez, Silvia	6/11/2019	APDoc3425	Mileage Reimbursement: Silvia Martinez, 5/16-5/31	90.00	0.00	0.00
Total 1763	Martinez, Silvia				90.00	0.00	0.00
1765	Madera Valley Water Company	6/10/2019	APDoc3412	OJT: Maintenance, Jacob Castillo, May 2019	2,318.40	0.00	0.00
Total 1765	Madera Valley Water Company				2,318.40	0.00	0.00
1779	Giron-Paz, Yesenia	6/11/2019	APDoc3434	Mileage Reimbursement: Yesenia Giron-Paz, 5/16-5/31	90.00	0.00	0.00
Total 1779	Giron-Paz, Yesenia				90.00	0.00	0.00

Madera County Workforce Investment Corporation

Aged Payables by Invoice Date - Aged Payables

Aging Date - 7/1/2018

From 7/1/2018 Through 5/31/2019

Vendor ID	Vendor Name	Invoice Date	Invoice Number	Invoice Description	Amount Due	1 - 30 Days Past Due	31 - 60 Days Past Due
1782	Madera County Superior Court	6/12/2019	APDoc3409	OJT: Legal Clerk I, Mariah Brand, April 2019	1,076.16	0.00	0.00
Total 1782	Madera County Superior Court				1,076.16	0.00	0.00
1791	Gil, Guadalupe	6/6/2019	APDoc3372	Mileage Reimbursement: Guadalupe Gil, 5/16-5/31	110.00	0.00	0.00
Total 1791	Gil, Guadalupe				110.00	0.00	0.00
1792	Camberos, Stephanie	5/31/2019	APDoc3331	Mileage Reimbursement: Stephanie Camberos, 5/16-5/31	70.00	0.00	0.00
Total 1792	Camberos, Stephanie				70.00	0.00	0.00
1794	Marentes, Adriana	6/6/2019	APDoc3376	Mileage Reimbursement:Adriana Marentes, 5/16-5/31	90.00	0.00	0.00
Total 1794	Marentes, Adriana				90.00	0.00	0.00
1796	Bess, Sheila	5/28/2019	APDoc3332	Mileage Reimbursement:Sheila M. Bess, April 2019	70.00	0.00	0.00
		5/31/2019	APDoc3333	Mileage Reimbursement:Sheila M. Bess, May 2019	70.00	0.00	0.00
Total 1796	Bess, Sheila				140.00	0.00	0.00
1797	Herrera, Marlene	6/3/2019	APDoc3364	Mileage Reimbursement: Marlene Herrera, 5/16-5/31	80.00	0.00	0.00
Total 1797	Herrera, Marlene				80.00	0.00	0.00
1798	Salas, Nayely	6/6/2019	APDoc3374	Mileage Reimbursement: Nayely Salas, 5/16-5/31	70.00	0.00	0.00
		6/6/2019	APDoc3375	Mileage Reimbursement: Nayely Salas, 5/1-5/15	80.00	0.00	0.00
Total 1798	Salas, Nayely				150.00	0.00	0.00

Madera County Workforce Investment Corporation

Aged Payables by Invoice Date - Aged Payables

Aging Date - 7/1/2018

From 7/1/2018 Through 5/31/2019

Vendor ID	Vendor Name	Invoice Date	Invoice Number	Invoice Description	Amount Due	1 - 30 Days Past Due	31 - 60 Days Past Due
1804	Dockery, Cynthia	6/3/2019	APDoc3365	Mileage Reimbursement: Cynthia Dockery, 5/1-5/15	90.00	0.00	0.00
		6/3/2019	APDoc3366	Mileage Reimbursement: Cynthia Dockery, 5/16-5/31	80.00	0.00	0.00
Total 1804	Dockery, Cynthia				170.00	0.00	0.00
1806	Rosel Patricia	6/3/2019	APDoc3336	Mileage Reimbursement: Patricia Rosel, 5/1-5/15	30.00	0.00	0.00
		6/17/2019	APDoc3420	Mileage Reimbursement: Patricia Rosel, 5/16-5/31	40.00	0.00	0.00
Total 1806	Rosel Patricia				70.00	0.00	0.00
1808	Fresno Plumbing & Heating Inc.	6/3/2019	APDoc3360	OJT: Frederick Hinesley, April 2019	1,228.50	0.00	0.00
Total 1808	Fresno Plumbing & Heating Inc.				1,228.50	0.00	0.00
1810	Ninche, Alondra	6/3/2019	APDoc3369	Mileage Reimbursement: Alondra Ninche, 5/16-5/31	90.00	0.00	0.00
Total 1810	Ninche, Alondra				90.00	0.00	0.00
1814	Jorge J. Vasquez	5/15/2019	APDoc3328	Mileage Reimbursement: Jorge J. Vasquez, 5/1-5/15	90.00	0.00	0.00
		6/12/2019	APDoc3430	Mileage Reimbursement: Jorge J. Vasquez, 5/15-5/31	50.00	0.00	0.00
Total 1814	Jorge J. Vasquez				140.00	0.00	0.00
1818	Medvetta Collection Services	6/6/2019	APDoc3411	OJT: Data Entry Clerk, Leslie Giron, May 2019	1,413.00	0.00	0.00
Total 1818	Medvetta Collection Services				1,413.00	0.00	0.00
1820	Javier Montes, Jr	6/11/2019	APDoc3426	Mileage Reimbursement: Javier Montes, 5/16-5/31	90.00	0.00	0.00

Madera County Workforce Investment Corporation

Aged Payables by Invoice Date - Aged Payables

Aging Date - 7/1/2018

From 7/1/2018 Through 5/31/2019

Vendor ID	Vendor Name	Invoice Date	Invoice Number	Invoice Description	Amount Due	1 - 30 Days Past Due	31 - 60 Days Past Due
Total 1820	Javier Montes, Jr				90.00	0.00	0.00
1821	Wayne Rylant	5/31/2019	APDoc3322	Mileage Reimbursement: Wayne Rylant, CWA, 5/14-5/17	295.80	0.00	0.00
Total 1821	Wayne Rylant				295.80	0.00	0.00
1829	Silvia Cortes Jasso	6/12/2019	APDoc3429	Mileage Reimbursement: Silvia Cortes Jasso, 5/16-5/31	90.00	0.00	0.00
Total 1829	Silvia Cortes Jasso				90.00	0.00	0.00
1830	Cayetano R. Castaneda	6/17/2019	APDoc3393	Mileage Reimbursement: Cayetano R. Castaneda, 5/1-5/15	80.00	0.00	0.00
		6/17/2019	APDoc3394	Mileage Reimbursement: Cayetano R. Castaneda, 5/16-5/31	10.00	0.00	0.00
Total 1830	Cayetano R. Castaneda				90.00	0.00	0.00
1831	Jennifer Rodriguez	6/3/2019	APDoc3362	Mileage Reimbursement: Jennifer Rodriguez, 5/1-5/15	70.00	0.00	0.00
		6/3/2019	APDoc3363	Mileage Reimbursement: Jennifer Rodriguez, 5/16-5/31	70.00	0.00	0.00
Total 1831	Jennifer Rodriguez				140.00	0.00	0.00
1832	Nansi A. Rodriguez	6/3/2019	APDoc3371	Mileage Reimbursement: Nansi A. Rodriguez, 5/16-5/31	90.00	0.00	0.00
Total 1832	Nansi A. Rodriguez				90.00	0.00	0.00
1833	Anthony Benavidez	6/12/2019	APDoc3431	Mileage Reimbursement: Anthony Benavidez, 5/16-5/31	90.00	0.00	0.00
Total 1833	Anthony Benavidez				90.00	0.00	0.00
1834	Fabian Zapien Espinoza	6/3/2019	APDoc3367	Mileage Reimbursement: Fabian Zapien Espinoza, 5/16-5/31	80.00	0.00	0.00

Madera County Workforce Investment Corporation

Aged Payables by Invoice Date - Aged Payables

Aging Date - 7/1/2018

From 7/1/2018 Through 5/31/2019

Vendor ID	Vendor Name	Invoice Date	Invoice Number	Invoice Description	Amount Due	1 - 30 Days Past Due	31 - 60 Days Past Due
		6/3/2019	APDoc3368	Mileage Reimbursement: Fabian Zapien Espinoza, 5/1-5/15	70.00	0.00	0.00
Total 1834	Fabian Zapien Espinoza				150.00	0.00	0.00
1835	R&D Sanitation	6/12/2019	APDoc3410	OJT:Sales Rep, Isabel Zepeda, May 2019	1,261.74	0.00	0.00
Total 1835	R&D Sanitation				1,261.74	0.00	0.00
1840	Sergio Velazquez	6/13/2019	APDoc3398	Mileage Reimbursement: Sergio Velazquez, 5/16-5/31	80.00	0.00	0.00
Total 1840	Sergio Velazquez				80.00	0.00	0.00
1844	Tesei Petroleum	6/10/2019	APDoc3361	OJT: Warehouse Clerk, Matthew Betancourt, May 2019	223.65	0.00	0.00
Total 1844	Tesei Petroleum				223.65	0.00	0.00
Report Total					78,181.64	0.00	0.00

Madera County Workforce Investment Corporation
 Aged Receivables by Invoice Date
 Aging Date - 7/1/2018
 From 7/1/2018 Through 5/31/2019

Customer ID	Customer Name	Invoice Date	Invoice Number	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
1000	Central Valley Opportunity Center	3/14/2018	ARDoc757	(0.10)	0.00	0.00	0.00	0.00	(0.10)
1000		4/30/2019	ARDoc1011	365.13	365.13	0.00	0.00	0.00	0.00
1000		5/31/2019	ARDoc1034	366.73	366.73	0.00	0.00	0.00	0.00
Total 1000	Central Valley Opportunity Center			731.76	731.86	0.00	0.00	0.00	(0.10)
1002	EDD - WP	3/31/2019	ARDoc1001	179.80	179.80	0.00	0.00	0.00	0.00
1002		4/30/2019	ARDoc1012	431.20	431.20	0.00	0.00	0.00	0.00
1002		5/31/2019	ARDoc1030	340.48	340.48	0.00	0.00	0.00	0.00
Total 1002	EDD - WP			951.48	951.48	0.00	0.00	0.00	0.00
1003	EDD - WIA Cash Draw	5/30/2019	ARDoc1023	59,151.94	59,151.94	0.00	0.00	0.00	0.00
Total 1003	EDD - WIA Cash Draw			59,151.94	59,151.94	0.00	0.00	0.00	0.00
1005	Madera County Probation Department	12/31/2018	ARDoc955	(184.01)	(184.01)	0.00	0.00	0.00	0.00
1005		12/31/2018	ARDoc956	492.42	492.42	0.00	0.00	0.00	0.00
1005		5/31/2019	ARDoc1032	3,227.19	3,227.19	0.00	0.00	0.00	0.00
Total 1005	Madera County Probation Department			3,535.60	3,535.60	0.00	0.00	0.00	0.00
1008	Department of Rehabilitation	7/31/2018	ARDoc919	461.34	461.34	0.00	0.00	0.00	0.00
1008		8/31/2018	ARDoc920	461.34	461.34	0.00	0.00	0.00	0.00
1008		9/30/2018	ARDoc921	461.34	461.34	0.00	0.00	0.00	0.00
1008		10/31/2018	ARDoc922	461.34	461.34	0.00	0.00	0.00	0.00
1008		11/30/2018	ARDoc923	461.34	461.34	0.00	0.00	0.00	0.00

Madera County Workforce Investment Corporation
Aged Receivables by Invoice Date
Aging Date - 7/1/2018
From 7/1/2018 Through 5/31/2019

Customer ID	Customer Name	Invoice Date	Invoice Number	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
1008		1/15/2019	ARDoc942	461.34	461.34	0.00	0.00	0.00	0.00
1008		1/31/2019	ARDoc965	461.34	461.34	0.00	0.00	0.00	0.00
1008		2/28/2019	ARDoc985	461.34	461.34	0.00	0.00	0.00	0.00
1008		3/31/2019	ARDoc994	461.34	461.34	0.00	0.00	0.00	0.00
1008		4/30/2019	ARDoc1018	461.34	461.34	0.00	0.00	0.00	0.00
1008		5/31/2019	ARDoc1029	461.34	461.34	0.00	0.00	0.00	0.00
Total 1008	Department of Rehabilitation			5,074.74	5,074.74	0.00	0.00	0.00	0.00
1041	Madera County Department of Social Services	4/30/2019	ARDoc1009	12,826.82	12,826.82	0.00	0.00	0.00	0.00
1041		5/31/2019	ARDoc1026	75.66	75.66	0.00	0.00	0.00	0.00
1041		5/31/2019	ARDoc1033	22,235.77	22,235.77	0.00	0.00	0.00	0.00
1041		5/31/2019	ARDoc1035	12,785.07	12,785.07	0.00	0.00	0.00	0.00
Total 1041	Madera County Department of Social Services			47,923.32	47,923.32	0.00	0.00	0.00	0.00
1052	CERTAINTTEED SAINT-GOBAIN	1/15/2019	ARDoc944	701.25	701.25	0.00	0.00	0.00	0.00
1052		1/31/2019	ARDoc959	127.50	127.50	0.00	0.00	0.00	0.00
1052		3/19/2019	ARDoc988	1,020.00	1,020.00	0.00	0.00	0.00	0.00
1052		3/22/2019	ARDoc989	42.50	42.50	0.00	0.00	0.00	0.00
1052		3/31/2019	ARDoc1002	(85.00)	(85.00)	0.00	0.00	0.00	0.00
1052		3/31/2019	ARDoc1003	510.00	510.00	0.00	0.00	0.00	0.00
1052		4/30/2019	ARDoc1007	680.00	680.00	0.00	0.00	0.00	0.00
1052		5/31/2019	ARDoc1024	255.00	255.00	0.00	0.00	0.00	0.00
Total 1052	CERTAINTTEED SAINT-GOBAIN			3,251.25	3,251.25	0.00	0.00	0.00	0.00
1065	Madera Adult School	5/31/2019	ARDoc1036	3,625.88	3,625.88	0.00	0.00	0.00	0.00

Madera County Workforce Investment Corporation

Aged Receivables by Invoice Date

Aging Date - 7/1/2018

From 7/1/2018 Through 5/31/2019

Customer ID	Customer Name	Invoice Date	Invoice Number	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
Total 1065	Madera Adult School			3,625.88	3,625.88	0.00	0.00	0.00	0.00
1073	EDD-DGS	2/28/2019	ARDoc978	135.00	135.00	0.00	0.00	0.00	0.00
1073		3/31/2019	ARDoc993	135.00	135.00	0.00	0.00	0.00	0.00
1073		4/30/2019	ARDoc1020	135.00	135.00	0.00	0.00	0.00	0.00
1073		5/1/2019	ARDoc1019	5,472.00	5,472.00	0.00	0.00	0.00	0.00
1073		5/31/2019	ARDoc1028	135.00	135.00	0.00	0.00	0.00	0.00
Total 1073	EDD-DGS			6,012.00	6,012.00	0.00	0.00	0.00	0.00
1091	CSU Fresno	4/30/2019	ARDoc1017	2,458.87	2,458.87	0.00	0.00	0.00	0.00
Total 1091	CSU Fresno			2,458.87	2,458.87	0.00	0.00	0.00	0.00
1098	County of Merced	4/30/2019	ARDoc1015	2,709.00	2,709.00	0.00	0.00	0.00	0.00
1098		5/31/2019	ARDoc1031	2,595.27	2,595.27	0.00	0.00	0.00	0.00
Total 1098	County of Merced			5,304.27	5,304.27	0.00	0.00	0.00	0.00
Report Total				138,021.11	138,021.21	0.00	0.00	0.00	(0.10)



Agenda Item 8.3

Consent Action Information

To: Madera County Workforce Investment Corporation
From: Tracie Scott-Contreras, Executive Director
Date: June 27, 2019
Subject: Program Update

Information:

An application has been submitted to the State Board on behalf of the San Joaquin Valley and Associated Counties Regional Planning Unit for the Prison to Employment Direct and Support Services/Earn and Learn Grant. The application was accepted, but the funding allocation was significantly reduced. At this time, we anticipate receiving approximately \$156,000 for implementation.

A grant application for VEAP (in partnership with Merced and Stanislaus) was not funded for this round.

• **CCP/AB109:**

Grant award: \$48,630

Grant term: 7/1/2018 - 6/30/2019

Scope: Provide a 4 week workshop for In-Custody Pre-Release customers at Department of Corrections. Also provide a 3 hour group Orientation and CalJOBS system registration workshop to Post-Release individuals four times a month at the Center.

of Participants to be Served: Open

of Participants Enrolled: 96 referred in-custody, 22 enrolled
36 referred post release, 3 enrolled

• **Department of Social Services (DSS) – Transitional Job Training (TJT):**

Grant award: \$764,400

Grant term: 7/1/2018 – 6/30/2021

Scope: Provide TJT opportunities for DSS participants.

of Participants to be Served: 90

of Participants Enrolled: 52

• **Department of Social Services (DSS) – Job Fair**

Grant award: \$22,898 Annually

Grant term: 7/1/2017 – 6/30/2020

Scope: Coordinate an annual Job Fair each spring.

of Participants to be Served: Approximately 1,500 per event

of Job Seekers (April 4, 2019): 400

of Employers (April 4, 2019): 60

of Job Seekers who obtained employment as of 5/31/19: 56

- **Disability Employment Initiative (DEI) -Technical Assistance:**

Grant award: \$7,000

Grant term: 10/1/2016 – 4/1/2020

Scope: Provide technical assistance to new grantees of the DEI project. Travel and attend quarterly meetings provided by State EDD.

- **Prison to Employment (P2E) Planning:**

Grant award: \$19,000

Grant lead: Worknet Merced County

Grant term: 10/1/18 – 3/31/20

Scope: Funding for planning and coordination of P2E activities.

- **Slingshot 2.0 – Construction Pre-Apprenticeship Pipeline for Ex-Offenders**

Grant award: \$12,500

Grant lead: Fresno Regional Workforce Development Board

Grant term: Contract in process

Scope: Provide recruitment, screening, referrals, assessments, and case management, of ex-offenders into a multi-craft, pre-apprenticeship training from the building and construction trades. Upon completion of training, assist participants with applying to appropriate Union Apprenticeship Programs, connect participants to transitional jobs, or find other gainful employment.

- **Ticket-to-Work:**

Scope: Provide employment and training support to SSI/SSDI beneficiaries.

Ticket Payments Received 7/2018 - 04/2019: \$44,126

of Tickets Assigned: 19

- **Workforce Accelerator 6.0 Grants:**

- Accelerating Reintegration and Improving Access for Ex-Offenders (ARIA)**

Grant award: \$150,000

Grant term: 2/1/2018 - 7/31/2019

Scope: Place an AJCC at the Department of Corrections. Career Specialist meets with participants at both the Department of Corrections and Probation. Assist with the transition to the Center for training and employment services.

Funded Partners: Madera County Department of Corrections & Madera County Probation

of Participants to be Served: 75

of Participants enrolled: 78

of In School Youth enrolled: 6

- Virtual Placement and Employment Retention (VIPER)**

Grant award: \$15,000

Grant lead: Fresno Regional Workforce Development Board

Grant term: 2/1/2018 - 7/31/2019

Scope: Job ready and retention services for ex-offenders and long term unemployed using a mentoring platform called Mentored.

Other Partners: Merced County Workforce Development Board and Kern County Workforce Development Board

of Participants to be Served: 10 Job Ready, 25 Retention
of Participants Enrolled: 14 Job Search/Placement, 7 Job Retention

Comprehensive Literacy Activities Supporting Success (CLASS)

Grant award: \$36,563

Grant lead: Office of Community and Economic Development, CSU, Fresno

Grant term: 3/1/2018 – 8/31/2019

Scope: Offers digital and financial literacy programs via OCED/CSUF Parent University; financial capability orientations offered by MCWIC staff and individual financial coaching provided by OCED staff members. Services are combined with ESL, ABE, and HiSET Preparation or other literacy activities.

Other Partners: Mission Economic Development Agency, San Francisco, CA

Participants to be Served: 200

of Participants Enrolled: 147

• **Wells Fargo Grant:**

Grant award: \$20,000

Grant term: 6/2018 until expended

Scope: Support an open entry/open exit HiSET Class in partnership with the Department of Social Services and the Madera Adult School.

of Participants to be Served: Open

of Participants Enrolled: 165

Financing:

Workforce Innovation and Opportunity Act



Agenda Item 8.4

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Tracie Scott-Contreras, Executive Director

Date: June 27, 2019

Subject: MCWAC Customer Satisfaction Survey

Information:

The Workforce Assistance Center partners have launched a customer satisfaction survey for individuals who are utilizing the services here at the Center. The survey launched in mid-April via Survey Monkey. Links to the survey are provided on the Resource Room computers and are also emailed to customers who are working with staff members here in the Center.

Results from the first 8 weeks of the survey are attached for your review.

Financing:

Workforce Innovation and Opportunity Act

Q1 Was the Center easy to access and were you able to easily move around inside the facility?

Answered: 85 Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	98.82%	84
No	1.18%	1
TOTAL		85

#	IF NO, PLEASE LET US KNOW WHAT WE CAN IMPROVE OR BARRIERS YOU ENCOUNTERED.	DATE
	There are no responses.	

Q2 Have you used our website?

Answered: 85 Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	65.88%	56
No	34.12%	29
TOTAL		85

Q3 If you used our website, was it easy to navigate?

Answered: 85 Skipped: 0

	VERY DISSATISFIED	SOMEWHAT DISSATISFIED	NEUTRAL	SOMEWHAT SATISFIED	VERY SATISFIED	DID NOT USE WEBSITE	TOTAL	WEIGHTED AVERAGE
(no label)	4.71% 4	0.00% 0	11.76% 10	8.24% 7	56.47% 48	18.82% 16	85	4.68

Q4 What additional services or information would you like to see on-line?

Answered: 44 Skipped: 41

#	RESPONSES	DATE
1	N/A	6/11/2019 9:48 AM
2	EVERYTHING WAS GOOD	6/10/2019 1:45 PM
3	i dont know	6/4/2019 3:44 PM
4	looks all good	6/4/2019 3:18 PM
5	Everything was good.	6/3/2019 11:33 AM
6	N/A	6/3/2019 10:35 AM

MCWAC Customer Satisfaction Survey

7	this was fine. thank you.	5/31/2019 9:35 AM
8	work	5/28/2019 4:27 PM
9	No comment at this time	5/28/2019 10:39 AM
10	everything was perfect	5/28/2019 9:21 AM
11	How to use computers effectively for dummies	5/23/2019 4:28 PM
12	im fine.	5/23/2019 2:22 PM
13	work	5/20/2019 8:45 AM
14	every thing is good	5/16/2019 4:31 PM
15	None, it has all necessary	5/15/2019 2:52 PM
16	NOTHING	5/15/2019 12:09 PM
17	Everything was great.	5/14/2019 12:23 PM
18	I found the website a little confusing to navigate.	5/14/2019 11:53 AM
19	Jobs Search Workshops	5/14/2019 9:37 AM
20	rounded program	5/13/2019 2:06 PM
21	none	5/13/2019 1:22 PM
22	?	5/13/2019 12:09 PM
23	none	5/13/2019 10:21 AM
24	NA	5/10/2019 2:58 PM
25	none	5/9/2019 12:55 PM
26	Information about classes and training offered.	5/9/2019 10:22 AM
27	Job Training	5/8/2019 2:40 PM
28	to let people know its really fast and easy to do	5/8/2019 1:13 PM
29	Thank you for allowing us to print the documents needed to complete our research	5/7/2019 3:36 PM
30	free programs	5/6/2019 3:49 PM
31	por el momento esta bien	5/6/2019 2:50 PM
32	the ability to make appointments	5/6/2019 2:21 PM
33	none	5/6/2019 10:43 AM
34	ofertas de trabajos	5/2/2019 3:20 PM
35	did not visit the website	5/2/2019 3:11 PM
36	more of the services that are offered like typing test and what times.	5/2/2019 1:58 PM
37	MORE JOB APPLICATIONS	5/2/2019 12:09 PM
38	everything was perfect.	5/2/2019 11:36 AM
39	none	5/2/2019 10:36 AM
40	none theyre all available	5/1/2019 4:39 PM
41	n/a	5/1/2019 12:23 PM
42	na	5/1/2019 11:55 AM
43	CPR CLASSES	5/1/2019 10:00 AM
44	none	4/12/2019 1:52 PM

Q5 What was the purpose of your visit? Check all that apply

MCWAC Customer Satisfaction Survey

Answered: 85 Skipped: 0

ANSWER CHOICES	RESPONSES	
Career Advisor Appointment	17.65%	15
Job Search Workshops	24.71%	21
Classroom Training	11.76%	10
Skills Assessments	25.88%	22
Employer Recruitments	7.06%	6
Veteran Services	1.18%	1
Job Search	42.35%	36
Unemployment/EDD Services	14.12%	12
Department of Rehabilitation	1.18%	1
Department of Social Services	1.18%	1
Education Services	8.24%	7
Eligibility	4.71%	4
Workshop	5.88%	5
Total Respondents: 85		

#	OTHER:	DATE
1	RESUME	6/10/2019 1:45 PM
2	paycom	6/6/2019 3:35 PM
3	Typing test	6/5/2019 4:19 PM
4	resume	6/5/2019 3:45 PM
5	typing tests	6/4/2019 3:18 PM
6	Typing test	6/3/2019 10:35 AM
7	Typing Test	5/31/2019 10:41 AM
8	Specialist of the day	5/29/2019 3:23 PM
9	Computer	5/29/2019 2:35 PM
10	x	5/23/2019 3:39 PM
11	Typing test	5/15/2019 9:31 AM
12	typing certificate	5/10/2019 2:58 PM
13	Update resume	5/9/2019 12:55 PM
14	Complete forms needed for Paycom	5/7/2019 3:36 PM
15	typing test	5/6/2019 4:34 PM
16	email	5/3/2019 10:57 AM
17	Resume	4/15/2019 9:46 AM

Q6 Is this your first visit to the Center?

Answered: 85 Skipped: 0

MCWAC Customer Satisfaction Survey

ANSWER CHOICES	RESPONSES
Yes	47.06% 40
No	52.94% 45
TOTAL	85

Q7 How satisfied were you with the service that you received at the Welcome Desk?

Answered: 85 Skipped: 0

	VERY DISSATISFIED	SOMEWHAT DISSATISFIED	NEUTRAL	SOMEWHAT SATISFIED	VERY SATISFIED	TOTAL	WEIGHTED AVERAGE
(no label)	4.71% 4	0.00% 0	2.35% 2	9.41% 8	83.53% 71	85	4.67

Q8 Were you greeted in a friendly manner?

Answered: 85 Skipped: 0

	VERY DISSATISFIED	SOMEWHAT DISSATISFIED	NEUTRAL	SOMEWHAT SATISFIED	VERY SATISFIED	TOTAL	WEIGHTED AVERAGE
(no label)	2.35% 2	0.00% 0	2.35% 2	5.88% 5	89.41% 76	85	4.80

Q9 How Satisfied were you with the wait times?

Answered: 85 Skipped: 0

	VERY DISSATISFIED	SOMEWHAT DISSATISFIED	NEUTRAL	SOMEWHAT SATISFIED	VERY SATISFIED	TOTAL	WEIGHTED AVERAGE
(no label)	2.35% 2	1.18% 1	4.71% 4	9.41% 8	82.35% 70	85	4.68

Q10 Did you receive the services for which you came to the Center for?

Answered: 85 Skipped: 0

	STRONGLY DISAGREE	SOMEWHAT DISAGREE	NEUTRAL	SOMEWHAT AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
(no label)	2.35% 2	0.00% 0	5.88% 5	14.12% 12	77.65% 66	85	4.65

Q11 How well did our services meet your needs?

Answered: 85 Skipped: 0

MCWAC Customer Satisfaction Survey

	VERY DISSATISFIED	SOMEWHAT DISSATISFIED	NEUTRAL	SOMEWHAT SATISFIED	VERY SATISFIED	TOTAL	WEIGHTED AVERAGE
(no label)	1.18% 1	0.00% 0	2.35% 2	10.59% 9	85.88% 73	85	4.80

Q12 Did the services offered by Center staff help you plan your job search or help you with your career choices?

Answered: 85 Skipped: 0

	VERY DISSATISFIED	SOMEWHAT DISSATISFIED	NEUTRAL	SOMEWHAT SATISFIED	VERY SATISFIED	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	1.18% 1	8.24% 7	12.94% 11	77.65% 66	85	4.67

Q13 Was the staff person(s) who assisted you knowledgeable and friendly?

Answered: 85 Skipped: 0

	VERY DISSATISFIED	SOMEWHAT DISSATISFIED	NEUTRAL	SOMEWHAT SATISFIED	VERY SATISFIED	TOTAL	WEIGHTED AVERAGE
(no label)	1.18% 1	0.00% 0	2.35% 2	4.71% 4	91.76% 78	85	4.86

Q14 How well did we understand your questions and concerns?

Answered: 85 Skipped: 0

	VERY DISSATISFIED	SOMEWHAT DISSATISFIED	NEUTRAL	SOMEWHAT SATISFIED	VERY SATISFIED	TOTAL	WEIGHTED AVERAGE
(no label)	1.18% 1	0.00% 0	2.35% 2	10.59% 9	85.88% 73	85	4.80

Q15 Was there someone who was really helpful that you would like to mention to us? if so, who and why?

Answered: 61 Skipped: 24

#	RESPONSES	DATE
1	NO	6/10/2019 1:45 PM
2	jacqueline	6/6/2019 3:35 PM
3	Vianey Friendly and willingly very helpful.	6/6/2019 12:59 PM
4	I was assisted by Jaqueline. She was very friendly and knowledgeable, and went above and beyond to assist me. Thank you.	6/5/2019 3:45 PM
5	yes	6/4/2019 3:44 PM

MCWAC Customer Satisfaction Survey

6	yes Vianey was very friendly and over all very encouraging to do better. Amazing person	6/4/2019 3:18 PM
7	Jackie	6/3/2019 3:47 PM
8	Yes, Daisy was always there to help me with all the questions I had.	6/3/2019 11:33 AM
9	Jacky and Daisy help me. They were both very friendly.	6/3/2019 10:35 AM
10	Vianey very friendly	5/31/2019 10:41 AM
11	yes, Lilliana Rodriquez	5/31/2019 9:35 AM
12	Jacqueline was very friendly and nice	5/29/2019 3:23 PM
13	Liliana, she was & is super sweet, nice, friendly & very helpful. She's reliable & very helpful. I'm very thankful to her.	5/29/2019 3:10 PM
14	Jacqueline and Jacky	5/29/2019 2:35 PM
15	jacky and lilly were very helpful	5/28/2019 4:27 PM
16	all	5/28/2019 10:39 AM
17	Jacqueline was very helpful and always in the best mood	5/28/2019 9:21 AM
18	Lillianna is polite and very understanding . and yes is an informed worker	5/23/2019 4:28 PM
19	lilly- Always greets me and insures i have assistance with everything i need. jacqueline - goes above beyond with her work. shes always smiling and her and Lilly always seems to make me smile whiling here and leaving i would cry if they no longer worked at Madera Workforce	5/23/2019 3:39 PM
20	every single one of them was fantastic especially the woman in black at the front desk....	5/23/2019 2:22 PM
21	both lady	5/20/2019 8:45 AM
22	vanee	5/16/2019 4:31 PM
23	Vianey and Jackie are very nice and very helpfull	5/16/2019 3:00 PM
24	Vianey Hernandez	5/16/2019 2:23 PM
25	Yes, everyone who i spoke to answered my questions.	5/15/2019 2:52 PM
26	nothing, everything was great	5/15/2019 12:09 PM
27	N/A	5/14/2019 12:23 PM
28	Daisy	5/14/2019 11:45 AM
29	No one everyone was so helpful	5/14/2019 9:37 AM
30	Vianey very helpful	5/13/2019 4:37 PM
31	front and back representative - very friendly in face and demeanor	5/13/2019 2:06 PM
32	?	5/13/2019 12:09 PM
33	NA	5/10/2019 2:58 PM
34	All the staff was very friendly and helpful	5/9/2019 12:55 PM
35	Front desk secretaries.	5/9/2019 10:22 AM
36	Vianey	5/8/2019 2:45 PM
37	The entire staff was very patient and understanding	5/8/2019 2:40 PM
38	no but all were very nice !	5/8/2019 1:13 PM
39	Vianney knows this program PAYCOM and has always been instrumental in helping complete the forms	5/7/2019 3:36 PM
40	everyone that worked here was very helpful.	5/6/2019 4:34 PM
41	no	5/6/2019 3:49 PM
42	no	5/6/2019 2:50 PM
43	yes she was guiding me on what to do on the website	5/6/2019 2:21 PM

MCWAC Customer Satisfaction Survey

44	N/A	5/6/2019 2:21 PM
45	the beautiful mexican woman on front desk was very helpfull	5/6/2019 10:43 AM
46	VIANEY	5/6/2019 9:49 AM
47	Jacky	5/3/2019 3:47 PM
48	Vianey	5/3/2019 10:57 AM
49	Vianey	5/2/2019 4:33 PM
50	no	5/2/2019 3:20 PM
51	Vianey and Jackie were very helpful and courteous. Greeted me with a smile and encouraging.	5/2/2019 3:11 PM
52	Jacqueline was very accomadating to my needs, since i came in with no appointment but needed my certificate by today.	5/2/2019 1:58 PM
53	all staff	5/2/2019 11:36 AM
54	no	5/2/2019 10:36 AM
55	no	5/1/2019 4:39 PM
56	n/a	5/1/2019 12:23 PM
57	I worked with Vianey from the minute i walked in she greeted me with a smile and made me fill comfortable. And gave me so much help.	5/1/2019 10:00 AM
58	Vianey	4/15/2019 3:41 PM
59	Vianey Heranadez was able to help me setup and edit my resume and help create an email for employment. She was very friendly and helpful with any concern i had.	4/15/2019 9:46 AM
60	Vianey and Jacky	4/12/2019 3:21 PM
61	na	4/12/2019 1:52 PM

Q16 Which of the services did you just evaluate? Check all that apply.

Answered: 85 Skipped: 0

ANSWER CHOICES	RESPONSES	
Career Advisor Appointment	15.29%	13
Job Search Workshops	16.47%	14
Classroom Training	7.06%	6
Skills Assessments	20.00%	17
Employer Recruitments	7.06%	6
Veteran Services	0.00%	0
Job Search	44.71%	38
Unemployment/EDD Services	11.76%	10
Department of Rehabilitation	1.18%	1
Department of Social Services	2.35%	2
Education Services	7.06%	6
Eligibility	10.59%	9
Workshop	9.41%	8

MCWAC Customer Satisfaction Survey

Total Respondents: 85

#	OTHER:	DATE
1	typing certificate	6/13/2019 3:12 PM
2	RESUME	6/10/2019 1:45 PM
3	Assistance to completing my resume.	6/5/2019 3:45 PM
4	typing test	6/4/2019 3:18 PM
5	typing test	6/3/2019 10:35 AM
6	Typing Testing	5/31/2019 10:41 AM
7	Resume	5/29/2019 3:10 PM
8	Computer (caljobs)	5/29/2019 2:35 PM
9	Resume	5/16/2019 2:23 PM
10	Typing test	5/15/2019 9:31 AM
11	resume assistance	5/9/2019 12:55 PM
12	Pay Com Forms	5/7/2019 3:36 PM
13	email	5/3/2019 10:57 AM
14	Typing Test	5/2/2019 3:11 PM
15	Resume	4/15/2019 9:46 AM

Q17 How did you hear about the Workforce Assistance Center?

Answered: 85 Skipped: 0

ANSWER CHOICES	RESPONSES	
Internet	16.47%	14
Facebook	2.35%	2
Friend	22.35%	19
Family	25.88%	22
Community	21.18%	18
Referral	11.76%	10
Other:	8.24%	7
Total Respondents: 85		

#	OTHER:	DATE
1	UI	6/6/2019 12:59 PM
2	saw the sign walk in	6/4/2019 3:18 PM
3	county	5/23/2019 3:39 PM
4	Walked by	5/15/2019 9:31 AM
5	cal careers	5/6/2019 4:34 PM
6	City of Madera job opportunity flyer	5/2/2019 3:11 PM
7	Thank you!	4/29/2019 10:33 AM

Q18 How likely is it that you would recommend our services to others?

Answered: 85 Skipped: 0

	VERY UNLIKELY	NEUTRAL	SOMEWHAT LIKELY	VERY LIKELY	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	3.53% 3	4.71% 4	91.76% 78	85	3.88

Q19 Have you had a positive experience with the Workforce Assistance Center that you would like to share?

Answered: 46 Skipped: 39

#	RESPONSES	DATE
1	LADIES WERE VERY HELPFUL	6/10/2019 1:45 PM
2	yes	6/6/2019 3:35 PM
3	They have a lot to offer, and are very friendly and helpful.	6/5/2019 3:45 PM
4	yes	6/4/2019 3:44 PM
5	yes	6/4/2019 3:18 PM
6	Jacqueline has always been very helpful and kind. She never is demeaning, she lets me know that I can do anything. Thank you for having the best helpers here. And very knowledgeable	6/3/2019 3:47 PM
7	Daisy is a very sweet lady and very helpful.	6/3/2019 11:33 AM
8	Every time I've been here at this location I've had a very satisfactory experience. Not only have they help me with my questions but also given me extra information that I was not aware was out there.	6/3/2019 10:35 AM
9	yes I did	5/31/2019 9:35 AM
10	They're very friendly & helpful.	5/29/2019 3:10 PM
11	work	5/28/2019 4:27 PM
12	Friendly and listened	5/28/2019 10:39 AM
13	yes i have	5/28/2019 9:21 AM
14	Awesome to the third power	5/23/2019 4:28 PM
15	yes, theyre always helpful and willing to lend a hand great work with assisting everyone	5/23/2019 3:39 PM
16	yes	5/23/2019 2:22 PM
17	no	5/20/2019 8:45 AM
18	Very helpful staff.	5/16/2019 4:31 PM
19	yes good people very helpful.	5/16/2019 3:00 PM
20	Very welcoming and helpful staff	5/16/2019 2:23 PM
21	all good	5/15/2019 12:09 PM
22	n/a	5/14/2019 12:23 PM
23	no	5/14/2019 9:37 AM
24	very helpful in setting me up with a counselor to discuss cna/lvn program	5/13/2019 2:06 PM
25	no	5/13/2019 12:09 PM

MCWAC Customer Satisfaction Survey

26	Receptionist are polite and welcoming	5/10/2019 2:58 PM
27	Very friendly and helpful	5/9/2019 12:55 PM
28	Personal is very polite, friendly, positive and helpful.	5/9/2019 10:22 AM
29	The staff is very open to helping you potentially find your next career	5/8/2019 2:40 PM
30	no	5/8/2019 1:13 PM
31	Thankful for the people that help us access the internet and print out the forms needed for employment	5/7/2019 3:36 PM
32	my experience was very positive.	5/6/2019 4:34 PM
33	fast and easy	5/6/2019 3:49 PM
34	yes	5/6/2019 2:50 PM
35	Charlton Dove is very good with all of her duties.	5/6/2019 2:21 PM
36	yes	5/6/2019 10:43 AM
37	YA ME AVIAN AYUDADO	5/6/2019 9:49 AM
38	i felt welcomed	5/2/2019 4:33 PM
39	no	5/2/2019 3:20 PM
40	1st time visit	5/2/2019 3:11 PM
41	nice people	5/2/2019 10:36 AM
42	no	5/1/2019 4:39 PM
43	n/a	5/1/2019 12:23 PM
44	She i had amazing lady helping me named Vianey	5/1/2019 10:00 AM
45	I've always had a good experience	4/12/2019 3:21 PM
46	Easy to make an appt. and come in and take a typing test	4/12/2019 1:52 PM

Q20 What else would you like us to know?

Answered: 34 Skipped: 51

#	RESPONSES	DATE
1	thank you for your time	6/13/2019 4:07 PM
2	NOTHING	6/10/2019 1:45 PM
3	nothing	6/6/2019 3:35 PM
4	dont know	6/4/2019 3:44 PM
5	nothing	6/4/2019 3:18 PM
6	Everyone here is very professional and nice.	6/3/2019 11:33 AM
7	I'm very happy this services are available of us.	6/3/2019 10:35 AM
8	thats all	5/31/2019 9:35 AM
9	im a very hard worker	5/28/2019 4:27 PM
10	n/a	5/28/2019 10:39 AM
11	everything was great	5/28/2019 9:21 AM
12	nothing	5/23/2019 2:22 PM
13	noe	5/20/2019 8:45 AM

MCWAC Customer Satisfaction Survey

14	Thank you for your services that you offer to your community.	5/16/2019 4:31 PM
15	Short program learning	5/16/2019 2:23 PM
16	nothing	5/15/2019 12:09 PM
17	n/a	5/14/2019 12:23 PM
18	That everyone is very helpful	5/14/2019 9:37 AM
19	thank you	5/13/2019 2:06 PM
20	nothing	5/13/2019 12:09 PM
21	NA	5/10/2019 2:58 PM
22	.	5/9/2019 10:22 AM
23	Thank you	5/7/2019 3:36 PM
24	n/a	5/6/2019 4:34 PM
25	clean facilities and friendly staff	5/6/2019 3:49 PM
26	lo que se pueda	5/6/2019 2:50 PM
27	N/A	5/6/2019 2:21 PM
28	i need help finding employment	5/6/2019 10:43 AM
29	encontrar un trabajo o tomar un entrenamiento	5/2/2019 3:20 PM
30	need more staff for easier wait times	5/2/2019 10:36 AM
31	nothing	5/1/2019 4:39 PM
32	n/a	5/1/2019 12:23 PM
33	nothing	5/1/2019 10:00 AM
34	n/a	4/12/2019 1:52 PM

Q21 How satisfied are you with the services and quality of customer service you received today?

Answered: 85 Skipped: 0

	VERY DISSATISFIED	SOMEWHAT DISSATISFIED	NEUTRAL	SOMEWHAT SATISFIED	VERY SATISFIED	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	0.00% 0	2.35% 2	8.24% 7	89.41% 76	85	4.87

Q22 Would you like to be contacted about your answers?

Answered: 85 Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	17.65%	15
No	82.35%	70
TOTAL		85



Agenda Item 8.5

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Tracie Scott-Contreras, Executive Director

Date: June 27, 2019

Subject: MCWIC Board Member Recruitment

Information:

With the recent departures of both Zaven Kalebjian and Bob Carlson, staff would like input from the Board members regarding the potential recruitment of new members. Staff did reach out to representatives from both EECU and Noble Credit Union – we have had no response from EECU and the local manager of Noble Credit Union declined for personal reasons.

To be considered as a potential Board member, an individual must represent a private sector, non-profit, or faith-based organization serving Madera County; workforce development or related knowledge or experience is preferred.

Financing:

Workforce Innovation and Opportunity Act



Agenda Item 8.6

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Tracie Scott-Contreras, Executive Director

Date: June 27, 2019

Subject: Conversion to Hourly Pay Process Update

Information:

The Controller has been working directly with our current payroll system vendor, One Point Human Capital Management, to make the changes necessary to convert non-exempt staff from salary to hourly compensation. The staff were all informed about the change verbally at a staff meeting on June 7, and will be provided a change form to acknowledge the change.

We are on track at this time to implement the change as of July 1, as planned.

Financing:

Workforce Innovation and Opportunity Act



2019-2020

BOARD MEETINGS

Meeting Location:
Madera County Workforce Assistance Center
2037 W. Cleveland Avenue
Madera, CA 93637
559-662-4589

Monthly: 4th Thursday of the month @ 2:00 p.m.
July 25, 2019
August 22, 2019
September 26, 2019
October 24, 2019
<i>*November 28, 2019 – Closed</i>
<i>*December 26, 2019 – Closed</i>
January 23, 2020
February 27, 2020
March 26, 2020
April 23, 2020
May 28, 2020
June 25, 2020

** HOLIDAY SCHEDULE*