



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

AGENDA

September 26, 2019
3:00 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 but not appearing on the agenda. The Board will not take action on any items presented under public comment. The comment period will be limited to 15 minutes.

4.0 Introductions and Recognitions

5.0 Adoption of Board Agenda

6.0 Consent Calendar

6.1 Consideration of approval of the August 22, 2019 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

7.0 Action Items

7.1 Consideration of approval of revisions to the MCWIC Employee Handbook to include removal of reference to CFRA, and the addition of language around parental leave, life insurance benefits, heat illness prevention, cell phone use and the location of required employee postings.

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 July 31, 2019
- 8.3 Program Update
- 8.4 MCWIC Program Year 2018-19 Fiscal and Procurement Monitor Final Report
- 8.5 Motor Vehicle Network Advertising at DMV
- 8.6 MCWIC Mission, Vision, Credo Review

9.0 Written Communication

10.0 Open Discussion/Reports/Information

- 10.1 Board Members
- 10.2 Staff

11.0 Next Meeting

October 24, 2019

12.0 Adjournment



MINUTES

August 22, 2019

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

PRESENT: Debi Bray, Mattie Mendez, Mike Farmer, Roger Leach, Tim Riche

ABSENT: Gabriel Mejia, Lindsay Callahan, Robyn Smith,

GUEST:

OTHERS: Nicki Martin, Tracie Scott-Contreras

1.0 Call to Order

Meeting called to order by MCWIC Chair Debi Bray at 3:01 p.m.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Roger Leach introduced Tim Riche as a prospective MCWIC Board member. Roger and Tim have had a long standing friendship for 25 years. Roundtable introductions were made by everyone in attendance.

5.0 Adoption of Board Agenda

Roger Leach moved to adopt the agenda, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Mattie Mendez, Mike Farmer, Roger Leach

6.0 Consent Calendar

6.1 Consideration of approval of the July 25, 2019 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Mike Farmer moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Mattie Mendez, Mike Farmer, Roger Leach

7.0 Action Items

7.1 Consideration of approval of the application of Tim Riche, Madera Unified School District, to the MCWIC Board.

Tracie met and spoke with Tim last week and believes that he will be a great addition to the MCWIC Board. He has a great connection to Madera Unified School District programs and businesses in the community. He also works with the non-profit Linkage Foundation. Tim is also active on the ADA Committee for the City of Madera.

Roger moved to approve, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Mattie Mendez, Mike Farmer, Roger Leach

7.2 Consideration of approval of the unaudited fiscal year-end MCWIC financial statements for the period ending June 30, 2019.

The unaudited financial statements were presented. MCWIC did well this past year. Auditors will be on site next week. Once the audit is complete, the final audited document will be brought back to the Board for approval. Auditors look at Federal compliance with WIOA all the way down to participant files and fiscal information. The auditing team is comprised on new people this year. MCWIC has a good long-standing relationship with the auditing firm. A procurement for auditing services will be done this year for next year's audit. Roger Leach asked for information on the overage previously reported for TJT and OJT. Tracie stated that the previous report had to do with the contract with the Foundation for California Community Colleges. They operate as the employer of record for participants on TJT and OJT. We budget a certain amount for taxes and on-boarding. It was discovered that the overage was due to a change to their worker's compensation insurance rate so the amount of payroll taxes had exceeded the 15% that was budgeted. Staff have now created a new worksheet that will allow them to check the worker's compensation rates line by line and by position in order to avoid this issue in the future. This issue was solved internally and was not as a result of the audit. MCWIC obligated a significant amount of funds for participant trainings. Staffing and carry-over are good. At any time, the auditors can speak to the Board if they so desire. Tracie reported that there was an increase to Young Adult funding for 2019-20. Mattie Mendez requested information on "other income" as stated under the incumbance budget. Other income represents income that was carried over from the previous year. Total revenue for 2018-19 is 4.4. Staff does not foresee much change for the upcoming year. The allocations for the upcoming year went up slightly in certain areas. There was an increase to the Young Adult allocation up to \$808,000. The State put out a rescission after the Federal government passed it down to the States. This resulted in a small reduction of approximately \$50,000 to the budget. The positive percentages indicate a remaining balance. Any balance remaining will be carried over into the next fiscal year. Tracie noted that Federal WIOA grants have a 2 year grant life and would need to be expended within that time frame before the possibility of the funds being returned to the State. The 2017-18 allocations for Adult, Dislocated Worker and Young Adult were recently closed out as fully expended.

Roger moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Mattie Mendez, Mike Farmer, Roger Leach, Tim Riche

7.3 Consideration of approval of the final 2019-2020 fiscal year budget.

Each column on the budget represents individual funding sources. They represent Federal allocations or local, competitive grants or State grants to serve certain populations. MCWIC also has contracts with the county Department of Correction and Probation and contracts with Madera County Department of Social Services to provide a job fair and a new pilot program to provide vocational training to their participants. The various grants and funding sources on the budget were described and discussed. Employment Network funds are also included. The Workforce Assistance Center is an Employment Network and funds generated from the Ticket to Work program total approximately \$100,000 to date. Columns representing the allocated costs for the Center lease were reviewed. MCWIC holds the lease for the Center excluding the side of the building that houses the Madera Adult School. EDD, DSS, CVOC,

State Center Community College and the Department of Rehabilitation are partners and contribute towards the lease. The MCWIC has fiduciary oversight of the organization. The Workforce Development Board of Madera County has oversight of the policies and programs. They are the policy body that drives the programs that the MCWIC funds. Formula allocations are directly allocated monies. The final allocations have been entered into the budget. The 80% expenditure requirement was waived by the state last year so areas were allowed to carry over more than 20%. The DSS TJT contract was removed as DSS cancelled the contract due to budgeting issues. There was no reduction to staffing. DSS's occupancy was reduced due to their moving into the new building once its completed. One supervisor and 4 to 5 staff will remain in the Center. Staff have talked to 2 partners who may be interested in the space that will become available. The Prison2Employment (P2E) grant is included in the budget. Staff are waiting to receive the final, signed contract. Staff anticipates a September 1 start date for the grant. The State is allocating funds for the grant regionally. Some level of work will be done at the corrections sites as well as Valley State Prison. Staff have reached out to the women's prison. Re-entry Resource Fairs are scheduled in the Center once a month to provide information and resources. AB1145 is a state requirement that mandates that the workforce system spend a minimum of 25% of Adult and Dislocated Worker funding on trainings, 5% of which can be leveraged from other resources such as financial aide or the employer percentage paid on OJTs. MCWIC is on track with the required percentages. Approximately 36% of funds have been allocated for youth work-based learning. The minimum requirement is 20%. Sarahi has been moved into the Program Technician position and will focus on doing follow-up services. The Administrative Assistant position is vacant. Staff mileage was increased based on prior staff activity. The balance of the Workforce Accelerator Fund ARIA grant and the P2E grants were carried in. MCWIC is not a zero balance budget. Balances on the budget represent unobligated funds. At this time, there is just over \$200,000 in corporate reserve. The corporate reserve will show up on the audit reports. The amount at the bottom of the budget document is what's left over after all the income and expenses that are not budgeted.

Roger Leach moved to accept, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Mattie Mendez, Mike Farmer, Roger Leach, Tim Riche

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

Information provided within the agenda packet.

8.2 Program Update

Information provided within the agenda packet.

9.0 Written Communication

10.0 Open Discussion/Reports/Information

10.1 Board Members

10.2 Staff

11.0 Next Meeting

September 26, 2019

12.0 Adjournment

Meeting adjourned at 3:48 p.m. after agenda item 7.3 due to loss of the quorum.



EMPLOYEE HANDBOOK

September 13, 2019 ~~February 28, 2019~~

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INTRODUCTION

WELCOME TO OUR ORGANIZATION!

We're very happy to welcome you to the Madera County Workforce Investment Corporation. Thank you for joining us! We want you to feel that your association with MCWIC will be a mutually beneficial and pleasant one.

You have joined an organization that has established an outstanding reputation for quality services. This is due to the dedication and commitment of our employees. We hope you too, will find satisfaction and take pride in your work here.

BACKGROUND / HISTORY

The Madera County Workforce Investment Corporation ("MCWIC") is the fiscal and administrative agent of the workforce development system within Madera County, and is the provider of career services for ~~operates~~ the Madera County Workforce Assistance Centers. We are authorized and primarily funded by the Federal Workforce Innovation and Opportunity Act of 2014. There are 4548 local Workforce Development Areas in the State of California.

HANDBOOK PURPOSE

This MCWIC Employee Handbook (the "Employee Handbook" or "Handbook") is presented as a matter of information and has been prepared to inform you about MCWIC's philosophy, employment practices, policies, the benefits provided to you as a valued employee, as well as the conduct expected from you. While this handbook is not intended to be a book of rules and regulations, it does include some important guidelines about which you should know. The Handbook can be amended by MCWIC at any time.

Only authorized management may alter or modify any of the policies in this Handbook. No statement or promise by a supervisor is to be interpreted as a change in policy, nor will it constitute an agreement with an employee.

We ask that you read this handbook carefully, become familiar with MCWIC and our policies, and refer to it whenever questions arise.

EMPLOYMENT

EQUAL EMPLOYMENT

MCWIC is an equal opportunity employer and makes employment decisions on the basis of merit. MCWIC policy prohibits unlawful discrimination based on ancestry, age, color, disability, genetic information, gender, gender identity, or gender expression, transgender status, marital status, medical condition, military or veteran status, national origin, race, religion, sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), sexual orientation, or any other protected classification, in accordance with applicable federal, state, and local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

The MCWIC is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in MCWIC operations and prohibits unlawful discrimination by any employee of MCWIC, including supervisors and coworkers.

If you believe that you have been subjected to any form of unlawful discrimination you should notify your supervisor or the Executive Director. It is preferred, but not required, that your complaint is submitted in writing. The complaint should be specific, and include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint, contact the designated Equal Employment Opportunity Officer, or the Executive Director. Upon receipt of any such complaint, an immediate, thorough and objective investigation and an attempt to resolve the situation will be undertaken. To the extent reasonably possible, your complaint will be kept confidential.

If MCWIC determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination. MCWIC will not retaliate against any individual for filing a complaint, or acting as a witness on behalf of a complainant, and will not knowingly permit retaliation by management employees or coworkers.

Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence, and termination.

AT-WILL NOTICE

Employment with MCWIC is at-will, and may be terminated with or without cause and with or without notice at any time by the employee or MCWIC. Employee is not hired for any definite or specified period of time even though employee's wages are paid regularly. The terms and conditions of employment with MCWIC may be modified at the sole discretion of the MCWIC with or without cause and with or without notice. MCWIC also retains the right to demote, transfer, change job duties, and change compensation of any employee, at any time, with or without notice, and with or without cause, in its sole discretion.

The Handbook, the plans, policies, and procedures described herein and the language used

herein, are not intended to create, nor is it to be construed to constitute, a contract between MCWIC and any or all of its employees. Likewise, neither is this Employee Handbook, the plans, policies and procedures described herein, nor the language used herein, intended to be or is, a guarantee or promise of employment or continuing employment.

MCWIC's policy requires all employees to be hired at-will and this policy cannot be changed except by a written document signed by you and the Executive Director of MCWIC. There have been no implied or verbal agreements or promises to you that you will be discharged only under certain circumstances or after certain procedures are followed. There is no implied employment contract created by this Handbook or any other MCWIC document or written or verbal statement or policy.

When deciding to work for MCWIC, or continuing to work for MCWIC, employee must understand and accept these terms of employment.

ANNIVERSARY DATE

The employee's date of hire is that employee's official employment anniversary date.

**Individuals hired on 1/1/2013 by MCWIC, who were previously employed by the Madera County Superintendent of Schools ("MCSOS"), will use their hire date from MCSOS.

IMMIGRATION LAW COMPLIANCE

Each individual offered employment by MCWIC will be required to produce proof of his/her identity and eligibility to work in the United States prior to start of employment, and will be required to certify the same on the appropriate Form I-9 his/her identity.

EMPLOYMENT CLASSIFICATIONS

MCWIC has established the following Employee Classifications for compensation and benefit purposes only. Management will inform you of your classification, status, and responsibilities at the time of hire, rehire, promotion, or at any time a change in status occurs. **These classifications do not alter your at-will employment status.**

- **Regular Full-Time Employee:** An employee who is scheduled to work no less than 100% of the scheduled work hours in a work week on a fixed work schedule (not less than 40 hours). The employee will be exempt or non-exempt and is eligible for all employment benefits offered by MCWIC.
- **Part-Time Employee:** An employee who is generally scheduled to work less than 40 hours in a work week. Simply because a part-time employee works more than 40 hours does not make the employee full-time. Full-time designation will be made by MCWIC and will be made in writing. The employee may or may not be eligible for all employment benefits offered by MCWIC.

**Individuals hired on 1/1/2013 by the MCWIC, who were previously employed by the MCSOS, will retain their eligibility for health and retirement plan benefits.

DEFINITIONS

- **Exempt:** An employee whose position meets specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay requirements. The basic premise of exempt status is that the exempt employee is to work the hours required to meet his/her work responsibilities. This includes the Executive Director and other designated management/administrative staff.
- **Non-exempt:** An employee whose position does not meet FLSA and state exemption tests and who are paid a multiple of their regular rate of pay for overtime hours worked. Unless notified otherwise in writing by management, all employees of MCWIC, with the exception of designated management and supervisory staff, are non-exempt.

PERSONNEL RECORDS

MCWIC will maintain various employment files while you remain an employee of MCWIC. Examples of these files are: your personnel file, your attendance file, and your I-9 file. If you should have any changes with respect to personal information, such as a change in your home address and telephone number or a change of name, you are required to notify your supervisor so the appropriate changes can be made in your files.

Your files have restricted access. You and management, or its designated agents, may have access. In the event that you wish to review or copy your personnel file, you (or your authorized designee) must submit the request in writing to your supervisor. A form will be provided for this purpose. You will receive a response to your request within a reasonable time. The response will include the time, date, and location that the inspection will occur or the copies be provided, no later than 30 calendar days from the date of employee's written request. If you have not requested a copy of your personnel file, you may review your personnel file at the administrative office location. If the location is not your regularly assigned work location, there will be no loss of wages for the time needed to travel to the designated location.

Commented [A1]: Please note that the law has changed and the employer must now provide a copy if a copy is requested. The review cannot be conditioned on having a supervisor present.

EMPLOYEE REFERENCES

MCWIC restricts the information provided to people outside MCWIC about current and former employees. This information is restricted to the employment dates and positions held in MCWIC for that person. This is done to protect MCWIC and its employees. This information will only be released by authorized management.

JOB VACANCIES

MCWIC will make every effort to promote qualified individuals from within rather than to select persons from outside MCWIC to fill vacancies in established positions or to fill newly created positions. When job openings occur, MCWIC will, at its discretion, post such openings internally in order to provide MCWIC employees the opportunity to submit an application.

TRANSFERS

Management reserves its right to place you wherever and in whatever jobs it deems necessary. All job transfers, job changes, reassignments, promotions, or lateral transfers are at the sole discretion of MCWIC.

EMPLOYMENT OF RELATIVES

MCWIC does not have a general prohibition against hiring relatives. However, a few restrictions have been established to help prevent potential problems with safety, security, supervision, and morale.

While MCWIC will accept and consider applications for employment from relatives, close family members such as parents, grandparents, children, spouses, brothers and sisters, or in-laws, ~~they~~ generally will not be hired into positions where they have access to sensitive information regarding a close family member, would be supervised by a close family member, or where there is an actual or apparent conflict of interest.

CONDUCT AND BEHAVIOR

GENERAL GUIDELINES

Orderly and efficient operation of MCWIC requires that employees maintain proper standards of conduct and observe certain procedures. These guidelines are provided for informational purposes only and are not intended to be all-inclusive. Nothing herein is intended or shall be construed to change or replace, in any manner, the “at-will” employment relationship between MCWIC and you. MCWIC views the following as inappropriate behavior which could result in disciplinary action:

- (1) Negligence, carelessness or inconsiderate treatment of MCWIC clients or employees and/or their matters/files.
- (2) Theft, misappropriation, or unauthorized possession or use of property, documents, records, or funds belonging to MCWIC, or any client or employee; removal of same from MCWIC premises without authorization.
- (3) Divulging confidential information, of any kind, to any unauthorized person(s) or without an official need to know.
- (4) Obtaining unauthorized confidential information pertaining to clients or employees.
- (5) Changing or falsifying client records, MCWIC records, personnel or pay records, including time sheets without authorization.
- (6) Willfully or carelessly damaging, defacing or mishandling property of a client, MCWIC, or other employees.
- (7) Taking or giving bribes of any nature, or anything of value, as an inducement to obtain special treatment, to provide confidential information or to obtain a position. Acceptance of any gratuities or gifts must be reported to Management.
- (8) Entering MCWIC premises without authorization.
- (9) Willfully or carelessly violating security, safety, or fire prevention equipment or regulations.
- (10) Unauthorized use of a personal vehicle for MCWIC business.
- (11) Rude, discourteous, or unbusiness-like behavior; creating a disturbance on MCWIC premises or creating discord with clients or fellow employees; use of abusive language.
- (12) Insubordination or refusing to follow instructions of the immediate supervisor; refusal or unwillingness to accept a job assignment or to perform job requirements.
- (13) Failure to observe scheduled work hours, failure to contact a supervisor in the event of illness or any absence within thirty (30) minutes of the scheduled start of work; failure to report to work when scheduled; unauthorized use of sick leave or any other leave of absence.
- (14) Leaving the office during scheduled work hours without permission; unauthorized absence from assigned work area during regularly scheduled work hours.
- (15) Sleeping or loitering during regular working hours.

- (16) Recording time for another employee or having time recorded to or by another employee.
- (17) Use or possession of intoxicating beverages or illegal use or possession of narcotics or drugs, on MCWIC premises during working hours or reporting to work under the influence of intoxicants or drugs so as to interfere with job performance.
- (18) Unauthorized possession of a weapon on MCWIC premises.
- (19) Gambling on MCWIC premises.
- (20) Soliciting, collecting money, vending, and posting or distributing bills or pamphlets on MCWIC property. These activities are closely controlled in order to prevent disruption of MCWIC services and to avoid unauthorized implication of MCWIC sponsorship or approval. However, this general rule is not intended to hinder or in any way curtail the rights of free speech or free expression of ideas. Therefore, such activity by employees during non-working time, including meal and rest periods, is not restricted so long as such activity does not interfere with the orderly and regular conduct of MCWIC business, is lawful, in good taste, conducted in an orderly manner, and does not create safety hazards or violate general good housekeeping practices. Any person who is not an employee of MCWIC is prohibited from any and all forms of solicitation, collecting money, vending, and posting or distributing bills or pamphlets on MCWIC property at all times. However, nothing in this subsection 20 shall be construed to limit concerted activity in contravention of state or federal law.
- (21) Falsification of one's employment application, medical or employment history.
- (22) Unlawful or unbusiness-like conduct, on or off MCWIC premises, which adversely affects MCWIC services, property, reputation or goodwill in the community, or interferes with work.

ANTI-HARASSMENT POLICY

MCWIC is committed to providing a work environment that is free of harassment, discrimination, retaliation, and disrespectful or unprofessional conduct based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin (including language use restrictions and possession of a driver's license issued under California Vehicle Code section 12801.9), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation. MCWIC is committed to complying with all aspects of the Fair Employment and Housing Act (FEHA). To find out more about the requirements of the FEHA, visit this website: http://www.dfeh.ca.gov/Publications_FEHADescr.htm.

Field Code Changed

MCWIC prohibits discrimination, harassment, disrespectful or unprofessional conduct based on a perception that someone has any of the above characteristics, or is associated with a person who has or is perceived as having any of the above characteristics.

Additionally, MCWIC prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

All such conduct violates MCWIC policy.

HARASSMENT PREVENTION

MCWIC's anti-harassment policy applies to all employees of MCWIC. MCWIC prohibits harassment, disrespectful or unprofessional conduct by any employee of the Company, including

supervisors, managers and co-workers. MCWIC’s anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract, and other persons with whom MCWIC employees come into contact while working.

Prohibited harassment, discrimination, retaliation, and disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts, or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race, or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by MCWIC policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment, but harassment based on any protected category.

NON-DISCRIMINATION

MCWIC is committed to compliance with all applicable laws providing equal employment opportunities including WIOA Section 188. In furtherance of compliance with Section 188, all MCWIC employees will receive and be required to acknowledge receipt of the notice entitled Equal Opportunity is the Law. This commitment applies to all persons involved in MCWIC operations. MCWIC prohibits unlawful discrimination against any job applicant, employee, or unpaid intern by any employee of MCWIC, including supervisors and coworkers.

Commented [A2]: This notice should be included with the employee handbook as an attachment.

Pay discrimination between employees of the opposite sex performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. MCWIC does not ask for previous salary history during the application and interview process during recruitment for any positions. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, MCWIC is not obligated to disclose the wages of other employees.

ANTI-RETALIATION

Whistleblowers are protected by the public policy of the State of California to encourage employees to notify an appropriate government or law enforcement agency, person with authority over the employee, or another employee with authority to investigate, discover, or correct the violation or noncompliance, and to provide information to and testify before a public body conducting an investigation, hearing or inquiry, when they have reason to believe their employer

is violating a state or federal statute, or violating or not complying with a local, state or federal rule or regulation. MCWIC refers all employees to its required posting, pursuant to Labor Code section 1102.8, regarding Whistleblowers' protections. This posting is located with all other required postings in the copy room and employee breakroom.

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COMPLAINT PROCESS

If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, or believe you have observed such prohibited conduct against another employee, bring your complaint to your supervisor or to any other MCWIC supervisor, the designated Equal Employment Opportunity officer, or the MCWIC Executive Director, as soon as possible after the incident. You can bring your complaint to any of these individuals. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact any of the MCWIC employees listed above. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but it is not mandatory that you do so.

MCWIC encourages all individuals to report any incidents of harassment, discrimination, retaliation, or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination, and retaliation in employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting, complaining, or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at www.dfeh.ca.gov and www.eeoc.gov.

Field Code Changed

Field Code Changed

Supervisors must refer all complaints involving harassment, discrimination, retaliation, or other prohibited conduct to the Executive Director of MCWIC so MCWIC can try to resolve the complaint.

When MCWIC receives allegations of misconduct, it will immediately undertake a fair, timely, thorough, and objective investigation of the allegations in accordance with all legal requirements. MCWIC will reach reasonable conclusions based on the evidence collected.

MCWIC will maintain confidentiality to the extent possible. However, MCWIC cannot promise complete confidentiality. MCWIC's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner
- Kept confidential to the extent possible
- Investigated impartially by qualified personnel in a timely manner
- Documented and tracked for reasonable progress
- Given appropriate options for remedial action and resolution
- Closed in a timely manner

If MCWIC determines that harassment, discrimination, retaliation or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. MCWIC also will take appropriate action to deter future misconduct.

Any employee determined by MCWIC to be responsible for harassment, discrimination, retaliation, or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Certain employees can be held personally liable for unlawful misconduct.

COMPENSATION

PAY PERIODS

The standard workweek for MCWIC will begin at 12:01 a.m. Sunday and end at midnight the following Saturday.

The designated pay period for all employees is semi-monthly. Generally, the first pay period extends from the first day of the month through the fifteenth day of the month. The second pay period of the month generally extends from the sixteenth of the month through the end of the month.

Paychecks are distributed on the 20th day of the month, for the first pay period, and on the 5th day of the following month, for the second pay period. Except as otherwise provided, if any date of paycheck distribution falls on a Saturday, Sunday or holiday, you will be paid on the preceding scheduled workday.

If you have questions about your paycheck, or notice an error in your pay, please notify your supervisor and the **Controller** immediately. Every effort will be made to answer all questions and resolve any errors in pay as soon as possible, and not later than the next regular payroll cycle.

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PAY ADJUSTMENTS

All pay increases are at the sole discretion of MCWIC but are generally based upon performance and funding factors. There may be one-time cost of living allowances based on available funding and these one-time allowances do not increase the base salary. There are not automatic annual cost of living salary adjustments or allowances to reflect current economic conditions.

Your pay also may be adjusted downward. Salary decreases are at the sole discretion of MCWIC but are generally considered in situations such as job restructuring, job duty changes, job transfers, or adverse business economic conditions.

**Individuals hired on 1/1/2013 by the MCWIC, who were previously employed by the MCSOS, will retain their eligibility for step and longevity pay increases consistent with MCSOS policies based on their original date of hire by MCSOS.

OVERTIME

MCWIC complies with all applicable federal and state laws with regard to payment for overtime work.

Any overtime you work must be authorized by management, in advance. Working unauthorized overtime is not acceptable work performance, subject to disciplinary action, up to and including dismissal. Overtime must be reflected on employee time sheets and accompanied by an Overtime Request ~~Form~~.

PERFORMANCE EVALUATION

You will receive an appraisal of your job performance within the first six (6) months of employment and annually thereafter on or around the anniversary date of hire. This evaluation will be written. Evaluations may occur at any time if deemed necessary due to performance issues, changes in assignment, classification, etc.

If in this appraisal you are given an evaluation sheet or other written document, you will be required to sign it. Your signature does not necessarily indicate that you agree with all the comments, but merely that you have had the opportunity to examine the evaluation and fully discuss the contents of it with your supervisor. The completed and signed evaluation form will be placed in your personnel file. You will receive a copy of the performance evaluation, and will have the opportunity to submit additional documents or information for inclusion in your personnel file.

Because pay increases are based in part on performance, the performance evaluation is an important element in the review. In addition to the annual performance review, performance coaching sessions may be conducted from time to time. Employees are encouraged to ask questions and/or seek assistance if they have any concerns at any time during their employment.

CORRECTIVE ACTION

A high level of job performance is expected of you. In the event that your job performance does not meet the standards established for your position, you should seek assistance from your supervisor to attain an acceptable level of performance. If you fail to respond to or fail to make positive efforts toward improvement, corrective action may ensue, including termination of employment.

It is the policy of MCWIC to regard discipline as an instrument for developing total job performance rather than as punishment. Corrective action is one tool MCWIC may select to enhance job performance. Corrective action may be in the form of a written or oral reprimand, notice(s) of inadequate job performance which could include a Personnel Improvement Plan, suspension, discharge or in any combination of the above, if MCWIC so elects. MCWIC reserves its prerogative to discipline, and the manner and form of discipline, at its sole discretion.

If you violate established MCWIC procedures, guidelines, or exhibit behavior that violates commonly accepted standards of honesty and integrity or creates an appearance of impropriety, MCWIC may elect to administer disciplinary action.

PERFORMANCE AND SALARY POLICY

The performance appraisal provides a means for discussing, planning and reviewing the performance of each employee. Regular performance appraisals:

- Help employees clearly define and understand their responsibilities, provide criteria by which their performance will be evaluated and suggest ways in which they can improve performance.

- Identify employees with potential for advancement within MCWIC.
- Help managers distribute and achieve departmental goals.
- Provide a fair basis for awarding compensation based on performance.

Performance appraisals influence salaries, promotions and transfers, so it is critical that supervisors be objective in conducting performance reviews and in assigning overall performance ratings.

PROCEDURE:

- Performance Review Schedule
Performance appraisals are conducted on an annual cycle. Employees will receive a performance review annually based on their established anniversary date each year. Performance increases are not guaranteed and are based upon organization performance and financials. When provided, a performance increase may accompany a performance review if the employee’s performance and salary level so warrant, budget permits and at the discretion of MCWIC.
- Performance Reviews-Salary Increases
Each MCWIC supervisor is responsible for the timely and equitable assessment of the performance and contribution of his/her employees. A performance review does not always result in a salary increase. The employee’s overall performance and salary level relative to his/her position responsibilities must be evaluated to determine if a salary increase is warranted and budget allows.
- Responsibility
The performance evaluation will be discussed and signed both by the employee and the supervisor to ensure that all strengths, areas for improvement and job goals for the next review period are clearly communicated. Salary increases must be supported by a performance appraisal for salary change processing. The supervisor will not discuss any proposed action with the employee until all written approvals are obtained.
The Executive Director and Controller will review all salary increase/adjustment requests to determine fiscal feasibility and ensure compliance with MCWIC’s performance increase policy and that they fall within the provided guidelines.

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PROMOTIONS

MCWIC is interested in providing maximum opportunity for your advancement within MCWIC if advancement opportunities are available. Accordingly, present employees of MCWIC may be considered for promotions before any new employees are hired to fill vacancies that may arise. Notwithstanding the foregoing, MCWIC retains sole discretion to determine the factors to be applied in any promotion decision, and the relative weight of the factors.

**Individuals hired on 1/1/2013 by the MCWIC, who were previously employed by the MCSOS, will retain their eligibility for step and longevity pay increases consistent with MCSOS policies based on their original date of hire by MCSOS.

DEMOTION

Demotion is a reduction in responsibility usually accompanied by a reduction in salary. Demotions are based on performance evaluations or the needs of MCWIC as determined by MCWIC.

WORK ASSIGNMENTS

From time to time, you may be required to perform duties or tasks of a fellow employee who is absent or for a position that is temporarily vacant. Work assignments may also occur at satellite offices or other locations where work is being performed.

MILEAGE REIMBURSEMENT

With prior approval from a supervisor, MCWIC will reimburse employees at the business standard mileage rate per IRS requirements for miles traveled by the employee in the employee's car while traveling to and returning from work related activities. Mileage reimbursement requests are to be submitted by the fifth day of the following month the mileage was traveled.

TRAVEL POLICY

All MCWIC travel arrangements will be made by authorized personnel only. MCWIC travel shall be properly authorized, reported, and reimbursed; under no circumstances shall expenses for personal travel be charged to, or be temporarily funded by, MCWIC. It is the employee's responsibility to report his or her actual travel expenses in a responsible and ethical manner, in accordance with the regulations set forth in the Policy. Any exceptions to the Policy must be submitted to the supervisor, as defined in the Policy, for approval.

Approval of Travel

Employees may not approve the reimbursement of their own travel expenses. All travel expenses must be approved by your supervisor.

Payment of Travel Expenses

Payments of all travel will be done through normal requisition and purchase order process. Certain prepaid expenses such as transportation tickets and conference fees may be billed directly to MCWIC with approval.

Transportation Expenses

Transportation expenses shall be reimbursed based on the most economical mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip.

Transportation tickets should be procured in advance in order to obtain any discounts offered by the carrier or negotiated by MCWIC. Such tickets shall be purchased by authorized personnel only from the MCWIC contracted travel agency or on-line resource, whichever is most cost effective.

Mileage Expenses

Mileage shall ordinarily be computed between the employee's primary work location and the destination. Expenses for travel between the employee's residence and primary work location (commuting expense) shall not be allowed. If using a personal vehicle, with prior approval from a supervisor, only the driver may claim mileage reimbursement. Passengers are not allowed to claim reimbursement.

Air Travel

Coach class or any discounted class airfare shall be used in the interest of economy.

Automobile Travel

• Private Vehicles

Employees may use their private vehicle for business purposes if it is less expensive than renting a car or using alternative transportation. Use of private vehicle must be approved in advance by supervisor.

• Mileage Reimbursement Rate

The standard mileage reimbursement rate increases or decreases in accordance to the IRS regulations, which takes into account all actual automobile expenses such as fuel and lubrication, towing charges, repairs, replacements, tires, depreciation, insurance, etc. Under IRS regulations, employees who claim this rate are not required to substantiate the actual costs of operating the vehicle.

• Surface Transportation Used in Lieu of Air Travel

If advance approval has been obtained, a traveler may use surface transportation for personal reasons even though air travel is the appropriate mode of transportation. The cost of meals and lodging, parking, mileage, tolls, taxis, and ferries incurred while in transit by surface transportation may be reimbursed.

Rental Cars

A vehicle may be rented when renting would be more advantageous to MCWIC than other means of commercial transportation, such as using a taxi. Advance reservations should be made whenever possible and a compact or economy model requested. MCWIC is responsible for obtaining the best available rate commensurate with the requirements of the trip. The discount negotiated with car rental agencies by MCWIC should be requested when available.

Travel Advances

Advances for travel costs may be authorized for specific situations that might cause undue financial hardship for business employees. These situations require the supervisor's approval and are limited to staff traveling on behalf of MCWIC.

Conference Registration Fees

Conference registration fees can be prepaid with a check with approval from the supervisor. Business related banquets or meals that are considered part of the conference can be paid with the registration fees; however, such meals must be deducted from the employee's per diem allowance.

Per Diem Reimbursement

The cost of meals during travel will be reimbursed at the following rates:

Breakfast	\$15.00
Lunch	\$16.00
Dinner	\$28.00

When a trip begins at 7:00 a.m. or later and ends at 6:00 p.m. or earlier only lunch will be allowed.

Miscellaneous Expenses

Employees shall be reimbursed for the actual costs for authorized miscellaneous expenses such as parking, taxi, baggage fees, internet/phone costs, etc. Receipts must be provided.

All requests for reimbursement for travel or other approved work-related expenses must be submitted within 90 days of the expense in order to be reimbursed.

ADVANCES AND LOANS

MCWIC does not give salary advances or loans to its employees.

BENEFITS

HOLIDAYS

Regular full-time employees are entitled to the following paid holidays observed by MCWIC:

- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Holiday
- Christmas Holiday
- New Year's Holiday
- Martin Luther King Day
- Lincolns Birthday
- Presidents Day
- Memorial Holiday
- Floating Holiday (Employee's Birthday or other day so long as scheduled with supervisor)

Other days or parts of days may be designated as holidays with pay in MCWIC's sole discretion. Employees are provided with a floating holiday wherein they may take their actual birthday off with pay or a day within the month of their birthday and must give proper notice, and receive prior approval, from their supervisor. This day must be used within the birthday month and may not be transferred to another month. An employee still on the Introductory Period is eligible for floating birthday holiday. No holiday pay will be paid to an employee who is on an unpaid status, on any leave or absence due to workers' compensation. If a holiday falls on a Sunday, the holiday will be observed on the following Monday. If the holiday falls on a Saturday, the holiday will be observed on the preceding Friday. An annual calendar reflecting actual days will be provided each year.

NON-PAID DAYS

Other days or parts of days may be designated as closure days without pay. These days will be included in the annual calendar of days off.

VACATION

All full-time regular exempt or non-exempt employees will accrue paid vacations according to the following schedule.

Employment Years	Vacation Earned
Years One through Two	8 hours per month
Years Three through Five	10 hours per month
Years Six through Ten	12 hours per month
Years Eleven and above	14 hours per month

Employees may use accrued vacation after successful completion of their ~~ing~~ six (6) month s-introductory period of employment.

Vacations provide a break beneficial to both MCWIC and the employee. Therefore employees are encouraged to take vacations annually. Vacation time no longer accrues once that employee's accrual reaches 200 hours. When that point is reached the employee must take vacation to begin accruing again.

Employees are not paid wages in lieu of unused vacation time. All accrued vacation not taken at the time an employee leaves employment will be paid upon departure.

Vacations need to be scheduled with the appropriate supervisor with sufficient notice so as to not disrupt the workplace.

Employees will be required to use any vacation leave on the books prior to any unpaid requests. Vacation accruals may not be used to supplement any time for being tardy. Sick leave may not be used in lieu of vacation time, and cannot be used to extend or augment vacation leave requests.

Employees will not accrue vacation for any pay period they do not work and do not receive a payroll check.

****Individuals hired on 1/1/2013 by the MCWIC, who were previously employed by the MCSOS, will begin to accrue vacation as of 1/1/2013 at the rate of accrual based on their date of initial hire with MCSOS.**

*****Individuals hired on 1/1/2013 by the MCWIC, who were previously employed by the MCSOS, and were part-time on that date or became part-time after that date, will continue to accrue vacation leave but on a pro-rated basis.**

SICK LEAVE

Regular Full-Time Employee Accrual Rate

Sick leave for regular full-time employees is earned at a rate of 4 hours per pay period. All full-time regular employees are eligible to receive a maximum of twelve (12) days of paid sick

leave per calendar year. Sick leave accrual does not have a cap and may be carried over from year to year. Sick leave is not paid out upon departure from MCWIC.

New regular full-time employees may use accrued sick leave at any time after it has been accrued.

Part-time Employee Sick Leave Accrual Rate

Sick leave for part-time employees is earned based on a pro-rated calculation of the rate earned by regular full-time employees. For example, a part-time employee working 20 hours per week would accrue 50% of the sick leave accrual of an employee who works 40 hours per week. In no event will the sick leave accrual be less than the statutory requirement of 1 hour of leave for each 30 hours worked. To qualify for sick leave, all part-time employees must work for MCWIC for at least thirty (30) days within a year. Sick leave accrual does not have a cap and may be carried over from year to year. Sick leave is not paid out upon departure from MCWIC.

New part-time employees may use accrued sick leave at any time after it has been accrued.

Use of Sick Leave

You can take paid sick leave for yourself or a family member, for preventive care or diagnosis, care or treatment of an existing health condition, or for specified purposes if you are a victim of domestic violence, sexual assault or stalking. Family members include the employee's parent, child, spouse, registered domestic partner, grandparent, grandchild, and sibling. Preventive care includes annual physicals or flu shots.

You may decide how much paid sick leave you want to use in a given circumstance (for example, whether you want to take an entire day or only part of a day). Notwithstanding the foregoing, MCWIC can require you to take a minimum of at least two (2) hours of paid sick leave at a time.

If the need for paid sick leave is foreseeable, employees must provide advance oral or written notification to their supervisor. If the need for paid sick leave is not foreseeable, employees must provide notice to their supervisor as soon as practicable. On the third day of consecutive absence, you will be required to submit, in writing, documentation from a physician for your continued sick leave and the estimated date of return.

If your absence extends beyond your period of accrued sick leave, you may submit a request for a leave of absence. Before your return to work, a written statement from your physician will be required stating your ability to return to your regular duties with or without accommodations.

Employees will be required to use any sick/vacation leave on the books prior to any unpaid requests.

Employees will not accrue sick leave for any pay period they do not work and do not receive a payroll check. For previous MCSOS employees, this is effective July 1, 2013 when they begin to accrue sick leave each pay period rather than receiving a lump sum of sick leave at the beginning of each year.

**Individuals hired on 1/1/2013 by the MCWIC, who were previously employed by the MCSOS, will begin to accrue sick leave on 7/1/2013 since 96 hours of sick leave was credited to them on 7/1/2012.

***Individuals hired on 1/1/2013 by the MCWIC, who were previously employed by the MCSOS, and were part-time on that date or became part-time after that date, will continue to accrue sick leave but on a pro-rated basis.

California State Disability Insurance

MCWIC and its employees contribute to the California State Disability Insurance Program. State Disability Insurance provides a partial wage replacement to eligible California workers who are unable to work due to a non-work related illness, injury, or pregnancy. If an employee experiences a non-work related illness or injury that is anticipated to result in an inability to work for more than eight days, the employee may wish to explore their eligibility for State Disability Insurance benefits. Information regarding this program is available from your supervisor or on the Employment Development Department website at: www.edd.ca.gov/disability.

~~CALIFORNIA FAMILY RIGHTS ACT (CFRA)~~

~~The Fair Employment and Housing Act, enforced by the Department of Fair Employment and Housing (DFEH), contains family care and medical leave provisions for California employees. These leave provisions, known as the California Family Rights Act (CFRA) as amended by the New Parent Leave Act, cover employers who do business in California and employ 20 or more part-time or full-time employees or public agencies with any number of employees.~~

~~All such employers must provide information about the CFRA provisions to their employees and post this information in a conspicuous place where employees tend to gather. Employers who provide employee handbooks must include information about CFRA leave in the handbook.~~

~~CFRA Leave Requirements:~~

- ~~• To be eligible for CFRA leave, an employee must have more than 12 months of service with the employer and have worked at least 1,250 hours for that employer in the 12 month period before the leave begins. An eligible employee may take an unpaid leave to bond with an adopted or foster child or to bond with a newborn.~~
- ~~• An eligible CFRA employee may take unpaid leave to care for a parent, spouse, or child with a serious health condition. CFRA leave may also be taken for the employee's own serious health condition.~~
- ~~• Full-time employees may take leave of up to 12 work weeks in a 12-month period. Part-time employees may take leave on a proportional basis. The leave does not need to be taken in one continuous period of time.~~
- ~~• An employer may require a 30-day advance notice of the need for a CFRA-qualifying leave. When this is not possible due to the unexpected nature of the leave, notice should be given as soon as practicable. Notice can be written or verbal and should include the timing and the anticipated duration of the leave. An employer must respond to a leave request within 10 calendar days.~~
- ~~• The employer may require written communication from the health care provider of the child, parent, spouse, or employee with a serious health condition stating the reasons for the leave and the probable duration of the condition.~~
- ~~• Employees are entitled to take CFRA leave in addition to any leave entitlement they might have under Pregnancy Disability Leave (PDL). Leave taken for the birth or adoption of a child must be completed within one year of the event.~~

- ~~In addition to the family care and medical leave requirements of the CFRA, employers of five or more persons have additional obligations pertaining to PDL. Please refer to the DFEH publication “Facts on Pregnancy Disability Leave” for more information.~~

Salary and Benefits During CFRA Leave

- ~~Employers are not required to pay employees during a CFRA leave. An employer may require an employee to use accrued vacation time or other accumulated paid leave other than sick time. If the CFRA leave is for the employee’s own serious health condition, the use of sick time can be required.~~
- ~~If the employer provides health benefits under a group plan, the employer must continue to make these benefits available during the leave. The employee is also entitled to accrual of seniority and participation in other benefits plans.~~

Return Rights After CFRA Leave

- ~~After CFRA leave, employees are guaranteed a return to the same or comparable position and can request the guarantee in writing.~~
- ~~If the same position is no longer available, such as in a layoff or closure, the employer must offer a position that is comparable in terms of pay, location, job content, and promotional opportunities, unless the employer can prove that no comparable position exists. An employee is not entitled to reinstatement if the employee would have been otherwise laid off or terminated.~~

PARENTAL LEAVE

An employee who has at least 12 months of service with MCWIC and has provided at least 1,250 hours of service within the previous 12-month period, and who works at a worksite where the company employs at least 20 employees within 75 miles, may upon request take up to 12 weeks of unpaid parental leave to bond with a new child within one year of the child’s birth, adoption or foster care placement.

Before starting leave, MCWIC will provide a guarantee of employment in the same or a comparable position upon termination of parental leave. An employee must use accrued vacation, paid sick time or other paid time off during the parental leave. We will maintain coverage under our group health plan, for the duration of the leave, not to exceed 12 weeks over a 12-month period on the same terms and conditions as if the employee was at work.

MCWIC may recover the premium it paid for maintaining coverage during parental leave if the employee fails to return after the period of leave to which the employee is entitled has expired unless the failure to return is due to the continuation, recurrence, or onset of a serious health condition or other circumstance beyond the employee’s control.

If both parents work for MCWIC and are entitled to leave, we will not provide more than a total of 12 weeks between the parents. We may or may not grant simultaneous leave to the parents.

PAID FAMILY LEAVE (PFL)

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Employees are eligible for extended disability compensation if they must take time off work to care for a seriously ill child, spouse, parent, domestic partner, to bond with a new child or a child in connection with an adoption or foster care placement, parent-in-law, grandparent, grandchild or sibling.

PFL is administered by the Employment Development Department's (EDD) Disability Insurance Branch. The maximum claim benefit is six times the weekly benefit amount and no more than six (6) weeks of PFL benefits may be paid within any 12 month period.

PREGNANCY DISABILITY LEAVE

Employees disabled by pregnancy are entitled to up to four months of disability leave. Leave can be taken before or after birth during any period of time the employee is physically unable to work due to pregnancy or a pregnancy-related condition. All leave taken in connection with a specific pregnancy counts toward computing the four-month period. If possible, the employee must provide MCWIC with at least 30 days advance notice of the date for which pregnancy disability leave is sought and the estimated duration of the leave. If advance notice is not possible due to a change in circumstance or medical emergency, the notice must be given as soon as practical.

If an employee is disabled as the result of a condition related to pregnancy and requests reasonable accommodation upon the advice of her health care provider, MCWIC will provide reasonable accommodation.

Health insurance coverage for employees who take leave for pregnancy will be provided for the same duration as that provided for other types of leave, and the employee will be reinstated to the same position. If the same position is not available, MCWIC will offer a comparable, substantially similar position upon the employee's return to work.

ORGAN/BONE MARROW DONATION LEAVE

California Labor Code Section 1510 requires that employees be provided leave for the purposes of organ and/or bone marrow donation. The law provides up to 30 days of paid leave for organ donation and up to 5 days of paid leave for bone marrow donation. Employees must request this leave as far in advance as is practical, and will be required to use any accrued leave available for the leave. This type of leave does not run concurrently with any available leave that might be available under FMLA/CFRA.

SCHOOL AND CHILD CARE ACTIVITIES LEAVE

California's Family School Partnership Act requires employers with 25 or more employees working at the same location to allow employees to take job protected time off to attend or participate in school and child care activities, enrollment, and emergencies. Employees who are the parents (or any person standing *in loco parentis*) of a child of kindergarten age through grade 12 with a licensed child care provider are eligible for this leave.

The covered employee may take up to 40 hours of total time off each year, and up to a maximum of 8 hours per month, of school/child care leave. The employee must provide reasonable advance notice of the leave request, and must provide documentation that the leave is for school or child care activities.

- The 8 hour per month maximum does not apply in emergency situations, such as:
- The school or child care provider requests that the child be picked up, or has an attendance policy (excluding planned holidays) prohibiting the child from attending for requiring that the child be picked up;
 - Behavior or discipline problems;
 - Closure or unexpected unavailability of the school or child care provider, excluding planned holidays; or
 - A natural disaster such as a fire, earthquake, or flood.

Employees will be required to use any available accrued leave time for school and child care activities leave. If no paid leave is available, the employee may take unpaid, job protected leave for purposes allowed under this Act, up to the maximums allowed by law.

TIME OFF FOR COURT

MCWIC is prohibited from discharging or in any manner discriminating or retaliating against an employee who is a victim, as defined, of specified offenses, as described, for taking time off from work, upon the victim's request, to appear in court to be heard at any proceeding, including any delinquency proceeding, involving a post-arrest release decision, plea, sentencing, post-conviction release decision, or any proceeding in which a right of the victim is at issue. MCWIC also extends those aforementioned protections, including, but not limited to, reinstatement and reimbursement, to an employee who is a victim of specified offenses for taking time off from work to appear at such a court proceedings.

MCWIC may not discharge or in any manner discriminate or retaliate against an employee who is a victim for taking time off from work, upon the victim's request, to appear in court to be heard at any proceeding for the following offenses:

- A. Vehicular manslaughter while intoxicated.
- B. Felony child abuse likely to produce great bodily harm or a death.
- C. Assault resulting in the death of a child under eight years of age.
- D. Felony domestic violence.
- E. Felony physical abuse of an elder or dependent adult.
- F. Felony stalking.
- G. Solicitation for murder.
- H. A serious felony, such as kidnapping, rape, or assault.
- I. Hit and run causing death or injury.
- J. Felony driving under the influence causing injury.

A proceeding includes any delinquency proceeding, involving a post-arrest release decision, plea, sentencing, post-conviction release decision or any proceeding in which a right of the victim is at issue.

CRIME VICTIMS LEAVE OF ABSENCE

Employees may take time off to attend judicial proceedings for a crime against the employee or an "immediate family member" of the employee. The leave is unpaid; however, employees are allowed to use accrued vacation, personal time off and compensatory time off for this purpose. The following offenses apply to this policy:

- A. Vehicular manslaughter while intoxicated.

- B. Felony child abuse likely to produce great bodily harm or a death.
- C. Assault resulting in the death of a child under eight years of age.
- D. Felony domestic violence.
- E. Felony physical abuse of an elder or dependent adult.
- F. Felony stalking.
- G. Solicitation for murder.
- H. A serious felony, such as kidnapping, rape, or assault.
- I. Hit and run causing death or injury.
- J. Felony driving under the influence causing injury.

LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING

A victim of domestic violence, sexual assault or stalking may take time off from work to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety or welfare of the victim or his or her child. Information about leave available, and conditions of the use of leave for these purposes, will be provided both at time of hire and upon request at any time during employment with the organization.

As a condition of taking time off under this policy the employee shall give MCWIC reasonable advance notice of the employee’s intention to take time off, unless the advance notice is not feasible. When an unscheduled absence occurs, MCWIC will not take any action against the employee if the employee, within reasonable time after the absence, provides a certification to the employer.

Certification shall be sufficient in the form of any of the following:

1. A police report indicating that the employee was a victim of domestic violence, sexual assault or stalking.
2. A court order protecting or separating the employee from the perpetrator of an act of domestic violence, sexual assault or stalking, or other evidence from the court or prosecuting attorney that the employee has appeared in court.
3. Documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence, sexual assault or stalking.
4. An employee may use vacation, PTO, or comp time during time off.

Existing law prohibits an employer from taking adverse employment action against a victim of domestic violence or sexual assault who takes time off from work to attend to issues arising as a result of the domestic violence or sexual assault as long as the employee complies with certain conditions. It also provides protections to employees who are discharged, or discriminated or retaliated against. California Senate Bill 400 amended Labor Code Section 230 to extend the above referenced protections to victims of stalking, and includes addition accommodation described below:

1. Extends specified existing protections for victims of domestic violence and sexual assault to also include victims of stalking.
2. Prohibits an employer from discharging, discriminating or retaliating against an employee because of the employee’s known status as a victim of domestic violence,

sexual assault, or stalking, if the victim provides notice to the employer of the status or if the employer has actual knowledge of the status.

3. Requires an employer to provide reasonable accommodations for a victim of domestic violence, sexual assault or stalking who requests an accommodation while at work.
4. Specifies that reasonable accommodations may include the implementation of safety measures, including a transfer, reassignment, modified schedule, changed work telephone, changed work station, installed lock, assistance in documenting domestic violence, sexual assault or stalking, an implemented safety procedure or another adjustment in job structure, as specified.
5. Specifies that an employer is not required to provide a reasonable accommodation to an employee who has not disclosed his/her status as a victim of domestic violence, sexual assault or stalking.
6. Provides that an employer shall engage in a timely, good faith, and interactive process with the employee to determine effective reasonable accommodations.
7. Specifies that these requirements do not require an employer to undertake an action that constitutes an undue hardship on the employer's business operations, as specified, including when an action would violate an employer's duty to furnish and maintain a place of employment that is safe and healthful.
8. Requires an employee requesting a reasonable accommodation, upon request of the employer, to provide a written statement by the employee or an individual acting on the employee's behalf, certifying that the accommodation is for an authorized purpose.
9. Authorizes an employer to also request certification demonstrating the employee's status as a victim of domestic violence, sexual assault, or stalking, as specified, and authorizes the employer to request recertification every six months.
10. Specifies that if circumstances change and an employee needs a new accommodation, the employee shall request a new accommodation from the employer.
11. Specifies that if an employee no longer needs an accommodation, the employee shall notify the employer that the accommodation is no longer needed.
12. Provides that an employer shall not retaliate against a victim of domestic violence, sexual assault, or stalking for requesting a reasonable accommodation, regardless of whether the request was granted.
13. Provides that an employee who is discharged or in any other manner discriminated or retaliated against is entitled to reinstatement and reimbursement for lost wages and work benefits caused by the acts of the employer, as well as appropriate equitable relief.
14. Provides that an employer who willfully refuses to rehire, promote or otherwise restore an employee or former employee who has been determined to be eligible for rehiring or promotion is guilty of a misdemeanor.

MEDICAL/DENTAL/VISION BENEFITS

All full-time regular employees are entitled to benefits under MCWIC's paid medical plan, as may be in effect. Any health insurance plan offered will be compliant with the requirements of the Affordable Care Act. MCWIC reserves the right to change or terminate medical plans or other benefits at any time, with required written notice as mandated by law.

New full-time employees joining MCWIC will be eligible for coverage on the first day of the month that occurs after the first thirty (30) days from the date of employment. New employees, with the permission of MCWIC, may elect not to be covered, provided the percentage of employees not covered is within the plan and they have other medical coverage elsewhere.

**Individuals hired on 1/1/2013 by the MCWIC, who were previously employed by the

MCSOS, and are less than full-time will retain eligibility for medical benefits.

FLEXIBLE SPENDING ACCOUNTS (FSA)

MCWIC does not provide Flexible Spending Accounts for employees.

CONTINUATION OF BENEFITS

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), employees may be allowed to continue their health insurance benefits, at the employee's expense, for up to 18 months after either voluntary or involuntary termination, if the employer has 20 or more employees.

To qualify for COBRA continuation coverage, an employee must have a qualifying event that causes the employee to lose group health coverage. The following are qualifying events for:

Employees

- Voluntary or involuntary termination of employment for reasons other than gross misconduct
- Reduction in numbers of hours worked

Spouses

- Loss of coverage by the employee because of one of the qualifying events listed above
- Covered employee becomes eligible for Medicare
- Divorce or legal separation of the covered employee
- Death of the covered employee

Dependent Children

- Loss of coverage because of any of the qualifying events listed for spouses
- Loss of status as a dependent child under the plan rules

RETIREMENT PLAN BENEFITS

All full-time non-exempt and exempt employees will be eligible to participate in a deferred compensation 457 retirement plan after successful completion of the six (6) month introductory period of employment. Employee has 30 days to enroll in the 457 from the date of eligibility. Employee contribution of minimum 3% will receive employer contribution of 6% and is based on salary excluding any stipends. If employee chooses to "opt-out" within first 30 days of enrollment, the employer contribution will be reduced to 2%. Employees may contribute additional monies beyond the 3% up to a maximum of combined contributions totaling \$19,000 per year and if over the age of 50 may contribute \$25,000 maximum per year.

*Employer contribution percentage is subject to change based on funding.

**Individuals hired on 1/1/2013 by the MCWIC, who were previously employed by the MCSOS, and are less than full-time will retain eligibility for retirement benefits.

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***Individuals hired on 1/1/2013 by the MCWIC, who were previously employed by the MCSOS, will use their original hire date from MCSOS for the purposes of determining the vesting period.

LIFE INSURANCE BENEFIT

All full-time employees, ~~under the age of 65~~, are eligible for a \$~~5040~~,000 life insurance policy ~~with - Over the age of 65 is in the amount of \$7,500 a reduced policy payout starting at age 70~~. New employees are eligible for the life insurance policy 30 days after start of employment with MCWIC.

MILITARY LEAVE

Employees serving in the military will be provided with 30 days paid military leave per fiscal year. Unpaid leave must be requested and approved. Upon the approval of the Executive Director, a request will be considered to provide the pay difference between the military pay and the MCWIC pay if the military pay is less and the employee is on approved unpaid leave. If the employee is on an extended military leave of absence, you are entitled to be restored to your previously held position or similar position, if available, without loss of any rights, privileges or benefits provided you meet the requirements specified in the Uniformed Services Employment and Reemployment Rights Act (USERRA).

An employee who is a member of the reserve corps of the armed forces of the United States or of the National Guard or the Naval Militia will be granted temporary leave of absence without pay while engaged in military duty as required by state employment law. A letter from your commanding officer is required to establish the dates of duty.

Any employee working more than 20 hours per week who has a spouse serving the military is entitled to unpaid leave. The employee shall provide notice to the Executive Director of any such request for unpaid leave.

JURY SERVICE LEAVE

If you are summoned to report for jury duty, you will be granted up to 5 days of leave with pay. Anything beyond the 5 days the employee is permitted to use vacation or any accrued compensatory time. If the employee does not have accrued time, a leave of absence without pay will be approved when you notify and submit a copy of the original summons for jury duty to your supervisor. MCWIC reserves the right to request that you seek to be excused from or request postponement of jury service if the absence from work would create a hardship to MCWIC.

Any fees received for jury duty, including travel fees, are to be retained by you. You are to report to work on any day, or portion thereof, that is not actually spent in the performance of jury service. For each week of jury duty, a certificate of jury service shall be certified by the Court and filed with MCWIC no later than Wednesday of the following week.

WITNESS LEAVE

If you are requested to serve as a witness on behalf of MCWIC, you will be granted a witness leave at regular pay for such time as it is necessary to comply with the request. Paid witness leave shall not be granted to an employee subpoenaed as an expert witness, as a party in a case, or as a lay witness other than as delineated above.

VOTING LEAVE

If you cannot vote because of your scheduled work hours, you will be given up to two hours to vote in any state or federal election. The two hours shall be compensated at your regular rate of pay.

BEREAVEMENT LEAVE

A full-time employee of MCWIC may request a leave of absence with pay for a maximum of three (3) working days upon the death of a member of his or her immediate family. If traveling further than 350 miles, the employee may request a leave of absence with pay for a maximum of five (5) working days upon the death of a member of his or her immediate family. Members of the immediate family are defined as: father, mother, spouse, child, sister, brother, grandmother, grandfather, father-in-law, or mother-in-law. Proof of death may be required.

PERSONAL LEAVE OF ABSENCE

Once you have been employed as a full-time regular employee of MCWIC for more than one (1) year, you may request a personal leave of absence without pay. You must submit your request in writing and state the date the leave is to begin, the date of return to work and the reasons for the leave. You will receive either written approval or denial of the request. If approved, you must use your leave of absence for the approved reason or purpose. Sick leave, vacation time and seniority and other benefits are not earned during an unpaid leave of absence. Any paid holidays that fall within the leave of absence are not paid. If you fail to return to work on the scheduled date of return, you will be considered to have abandoned your position and voluntarily terminated your employment.

HEALTH, SAFETY, AND SECURITY

USE OF TOBACCO AND OTHER NICOTINE PRODUCTS

Smoking and use of tobacco and other nicotine products, including e-cigarettes, is not permitted in any MCWIC buildings, facilities, work sites, or vehicles. Employees wishing to smoke or use other tobacco or nicotine products should do so during their break times, outside MCWIC buildings, in designated areas, and in accordance with local ordinances.

DRUG AND ALCOHOL

MCWIC is dedicated to providing employees with a workplace that is free of drugs and alcohol. MCWIC discourages drug and alcohol abuse by its employees. MCWIC has a vital interest in maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with health, safety, efficiency, and success at MCWIC. Employees who are under the influence of a drug or alcohol on the job compromise MCWIC interests, endanger the employees own health and safety and the health and safety of others, and can cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for coworkers, behavior that disrupts other employees, delays in the completion of jobs, inferior quality in our services, and disruption of customer relations. Any identified usage of drugs, including medicinal or recreational use of marijuana or alcohol on

MCWIC premises, or being under the influence of same during working hours will be grounds for discipline up to and including termination.

Any employee found to use, sell, possess or distribute any illegal or unauthorized drugs (including excessive quantities of prescription or over-the-counter drugs and marijuana) while on MCWIC premises, performing MCWIC-related duties, or while operating any MCWIC equipment, is subject to disciplinary action, up to and including termination of employment. Any suspected illegal drug confiscated will be turned over to the appropriate law enforcement agency.

Any employee taking medication should consult a medical professional to determine whether the drug may affect his or her personal safety or ability to perform the essential functions of the job and should advise his or her supervisor of any job limitations. Upon notification of job limitations, MCWIC will make reasonable efforts to accommodate the limitation.

To the extent any federal, state or local law, rule or regulation limits or prohibits the application of any provision of this policy, then to the minimum extent necessary and only for that geographical area, this policy is deemed to be amended to be in compliance.

REASONABLE ACCOMMODATIONS

It is the policy of MCWIC to comply with all the relevant and applicable provisions of the federal Americans with Disabilities Act (ADA), as well as state and local laws concerning the employment of persons with disabilities. MCWIC will not discriminate against any qualified employee or job applicant because of a person's physical or mental disability with respect to any terms, privileges, or conditions of employment, including but not limited to hiring, advancement, discharge, compensation, and training.

Employees with a disability should notify their supervisor if the conditions of the disability impair their ability to perform the essential functions of their position. MCWIC will then engage in a good faith interactive process with the employee or applicant to determine what, if any, effective accommodations can be made for the employee. Where necessary and feasible, reasonable accommodations will be made for qualified employees with a disability to perform the essential functions of the job in question, as long as the accommodation does not cause MCWIC undue hardship.

SAFETY POLICY

It is the policy of MCWIC to encourage safe working conditions and comply with set standards of safety established by management or by federal, state, and local law. Employees must do everything possible to safeguard co-workers, visitors, and themselves against accidents. All employees are required to comply with safety standards. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until a management decision has been made in regard to the employee's immediate employment situation.

All employees are covered by Workers' Compensation unless excluded from coverage by applicable law.

1. It is the responsibility of each employee that all tasks be conducted in a safe and efficient manner complying with all local, state and federal safety and health regulations,

programmatic standards, and with any special safety concerns identified by MCWIC for use in a particular area or with a client.

2. It is the responsibility of the employee to complete an "Accident and/or Incident Report" for any safety and health infraction that involves an employee or that the employee witnesses.
3. Any incident occurring at work that results in personal injury to an employee of MCWIC, no matter how minor, must be immediately reported to their direct supervisor. Failure to do so may result in disciplinary action up to and including termination.
4. Work related accidents, whether they result in injury or not, may be followed by a post-accident drug screen, subject to state and federal law.
5. Any fraudulent report of a work injury will result in immediate termination of all Employees involved.
6. Failure to follow MCWIC's safety and health guidelines or conduct which places the employee, volunteer, client or agency property at risk will lead to employee disciplinary action, up to and including termination.
7. Management requires that every person in MCWIC assumes the responsibility for individual and organizational safety.
8. Management will be responsible for investigating all workplace accidents and injuries. management will maintain an accident investigation kit which will include, at a minimum:
 - First-aid kit.
 - Disposable gloves.
 - Camera for taking pictures of the accident scene, NOT pictures of any injured person.
 - Accident investigation forms and witness statements.
 - Instructions for handling possible blood-borne pathogens/bodily fluid clean-up.
 - Emergency contact instructions.
 - Instructions for investigating accidents and proper reporting procedures (esp. Worker's Compensation).
9. Management shall have the responsibility to develop, and authority to implement, a safety and health program in the interest of maintaining a safe work environment.
10. Reporting Instructions. In addition to reporting accidents and injuries to management, supervisors must also ensure compliance with the state's Worker's Compensation policies and file the necessary documentation.
11. Customer Accidents and Injuries. Customer accidents and/or injuries will be reported to the supervisor on duty immediately. The supervisor will initiate any first response actions necessary to ensure the safety and health of the customer (i.e. first aid, calling for medical response). The supervisor on duty will complete the Accident/Incident report and call the incident into the liability insurance carrier. Incidents may be called in as injury or incident only and should be called in immediately even if the information is not complete. Additional information can be provided as it is obtained. The supervisor on duty will:

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- Ensure the safety of all customers and employees.
- Ensure all safety guidelines for blood-borne pathogens are followed.
- Preserve the accident scene until the accident investigation has been completed.
- Fill out all accident report paperwork and fax/send to the insurance carrier.
- Obtain witness statements from every witness and the victim (if possible). The supervisor should not write the victim's statement for him or her.
- Assemble the investigation packet and cooperate with the insurance carrier to resolve the issue.

SAFETY

In the event you become injured or witness an injury during your work hours, you are to report it immediately to the nearest available supervisor or management personnel. You are to render any assistance requested by your management. Any questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and avoiding speculation. You should report all nonfunctioning hazardous office equipment and or building issues to your immediate supervisor.

WORKER'S COMPENSATION PROGRAM

MCWIC provides Worker's Compensation insurance for all work-related injuries or illness. The name of MCWIC's workers' compensation insurance carrier and other pertinent information is posted. The carrier governs all Workers' Compensation insurance benefits provided by MCWIC. These contracts shall not be limited, expanded or modified by any statements of MCWIC personnel or MCWIC documents. Any discrepancies shall be determined by reference to the insuring contracts.

SECURITY/VIOLENCE IN THE WORKPLACE POLICY

It is the intent of MCWIC to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for customers and others with whom we do business. MCWIC has zero tolerance for violent acts or threats of violence.

MCWIC expects all employees to conduct themselves in a non-threatening, non-abusive manner at all times. No direct, conditional or veiled threat of harm to any employee or MCWIC property will be considered acceptable behavior. Acts of violence or intimidation of others will not be tolerated. Any employee, who commits or threatens to commit a violent act against any person while on MCWIC premises, will be subject to immediate discharge.

Employees within MCWIC share the responsibility in identification and alleviation of threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to their supervisor or a member of management. Any threat reported to a supervisor should be brought to the attention of the Executive Director. All reports will be carefully investigated and employee confidentiality will be maintained to the fullest extent possible.

HEAT ILLNESS PREVENTION STANDARD

Heat Illness Prevention training is required for all employees working at outdoor locations.

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MCWIC will take necessary steps to prevent outdoor heat illnesses, including (1) a written heat illness prevention plan that will be provided to employees during orientation; (2) heat illness prevention training that will be provided each year to all employees working in outdoor places of employment; (3) access to fresh water that will provide employees with at least 4 cups per hour (1 quart per hour). Employees are encouraged to consume water on a frequent basis in order to stay hydrated; and (4) access to shade for at least 5 minutes of rest. Employees should not wait until they feel sick to cool down. Supervisors must evaluate work conditions before sending employees to perform outdoor work in hot conditions. Cal/OSHA defines a trigger temperature and “shade up” provisions when temperatures reach 80 degrees Fahrenheit or higher.

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WORKPLACE GUIDELINES

HOURS OF WORK

The standard workweek for MCWIC will begin at 12:01 a.m. Sunday, and end at midnight the following Saturday. The normal workweek for a full-time employee will be forty (40) hours.

MCWIC’s office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. You are expected to be at your desk, ready to work at 8:00 a.m.

You will be given your individual duty hours upon hire and at the time of any change in position. If your normal duty hours are changed or if MCWIC changes its operating hours, you will be given written notice at least one (1) week prior to the change in schedule.

MEAL PERIODS

You will be provided a non-compensated meal period for each workday of one (1) hour. Your one hour meal period should be completed between the hours of 11:00 am and 2:00 pm, and shall not be commenced any later than 1:00 pm. No work may be performed during your meal period. There must be at least one employee working during this period. Your supervisor must approve any variation in the normal schedule in advance and should be notified immediately if you are unable for whatever reason to take at least a thirty (30) minute uninterrupted meal period. An employee's failure to comply with this meal period policy is will be grounds for discipline up to and including termination.

All employees scheduled to work more than five (5) hours in a workday will take at least a 30 minute meal period. In no case may any meal period be waived to shorten an employee’s work hours or be used in lieu of time without pay. Any employee who is scheduled to work not more than six (6) hours in any workday, may, by mutual written agreement between MCWIC and the employee, work without a meal period. All employees that work (10) hours are entitled to a second 30 minute meal period. The second meal period may be waived by mutual written agreement so long as the employee did not waive the first meal period and the employee will not work longer than twelve hours. During your meal period you are free to leave the premises and there will be no control over your activities.

REST PERIODS

Employees will be provided a 15 fifteen minute rest period for every four hours of work (or major fraction thereof). A rest break is not authorized if you work less than 3.5 hours. You will receive one rest break if you work between 3.5 hours and 6 hours. You will receive two rest breaks if you work between 6 hours and 10 hours. You will receive three rest breaks if you work

between 10 hours and fourteen hours. If you leave the premises during the fifteen-minute rest period, you must notify your supervisor.

Breastfeeding. As part of our policies and benefits, MCWIC provides a supportive environment to enable breastfeeding employees to express their milk during work hours. Discrimination against, or harassment of, breastfeeding employees in any form is unacceptable and will not be tolerated by MCWIC.

ATTENDANCE / TARDINESS POLICY

Regular attendance and consistent punctuality are expected from all employees. Unsatisfactory attendance, including tardiness and leaving work early, is unacceptable performance. You will be rated in your performance appraisal in the categories of attendance and punctuality.

If you are ill, injured or an unexpected emergency arises which prevents you from coming to work, you must notify your supervisor prior to the start of your scheduled work day. If your supervisor is not available, you must speak directly with a member of management. If you are physically unable to contact MCWIC, you should direct another person to make the contact on your behalf. Leaving a message with a fellow employee or with the answering service is not considered proper notification.

When you notify MCWIC of an absence, you are to advise MCWIC of your expected date of return. Management reserves the right to require proof of illness, injury or accident, including a doctor's statement(s) or notice(s), for any absences due to illness, injury, or accident.

Repeated absences, excessive absences (excused or unexcused) or a pattern of absences are unacceptable job performance. If you are absent for three (3) consecutive days and have not provided proper notification, MCWIC will assume that you have abandoned your position and you may be presumed to have voluntarily terminated your employment with MCWIC.

If you become ill at work, notify your supervisor immediately. If you are unable to perform your job task, you will be either sent to a doctor or your home. You will be paid only for time actually worked and may receive paid sick time if eligible.

You shall be at your workstation, prepared to begin work at the start of your scheduled work time or resumption of your work duties. If you are not, you will be considered tardy. Excessive tardiness, whether excused or unexcused, constitute unacceptable work performance. MCWIC does not categorize tardiness as excused or unexcused. Your wages are based on actual time worked, therefore, if you are tardy, your wages will be reduced accordingly. Calculation is based on the one-tenth of an hour (6 minute) calculation rule. Any time up to 3 minutes will be rounded down; 4-6 minutes will be rounded up to the next tenth increment. For example, time punched at 8:03am will record as 0.00 tenths of an hour reduction, whereas time punched at 8:04am will record 0.10 tenths of an hour reduction.

All absences are to be arranged for as far in advance as possible. This includes vacations and time off for other reasons. If a doctor or dental appointment must be scheduled during the workday, it should be scheduled as early in the morning or as late in the afternoon as possible.

Employees who use all of their allotted sick time for the year may not make up the time (including doctor's appointments).

In order to fairly and consistently enforce this policy, the following guidelines will be used: All occurrences of absences will be tracked per each evaluation period whether the absence is paid or unpaid time.

Absence Definition

- Not reporting or not working the schedule you have been assigned including regular work hours, and other required hours such as training, mandatory meetings, etc.
- Absences due to illnesses for three or more consecutive days may require a physician's certification of the need for the absence, and if necessary, confirmation that employee is fit to return to work.
- Absences due to Family Medical Leave, Jury Service, Military Leave, Bereavement Leave, Vacation, Pregnancy Disability Leave, or any other protected leave or company-approved leave will not be considered an absence under this policy.

Late Arrival and Leave Early:

- Late arrivals and leaving work early require proper notification and /or authorization by a supervisor under the absence reporting procedure.

PERSONAL APPEARANCE

MCWIC is a professional business based on the trust and goodwill it engenders from its clients. In addition to providing excellent services, clients only do business with MCWIC if they are also treated with courtesy, patience and appropriate deference. You are to treat all clients with the utmost courtesy. You will be evaluated in your performance appraisal in this category.

Since clients tend to think in terms of the individual employees with whom they come in contact with at MCWIC, the way you perform your job and treat the individual client will determine, in part, the client's satisfaction with MCWIC. A good employee will approach his / her job duties and responsibilities with a positive attitude and respect. A neat personal appearance and good grooming habits reflect respect for yourself and your workplace.

Expensive clothing is not necessary for a well-groomed appearance. You are to wear clothing appropriate for a professional business office. If you have any questions, you should contact your supervisor/manager for counseling.

Examples of inappropriate attire are:

Tank tops, tube tops, halter tops, denim jeans, casual leisure, "weekend wear", bare midriff, bare back tops, camisoles, "net wear", athletic sweatshirts, bare shouldered or low cut tops, leotards, shorts, leggings, mini-skirts or mid-thigh length or shorter skirts, logo or screen printed shirts, flip flops, Birkenstocks, athletic shoes.

The supervisor of an employee has the authority to request that an employee go home and change into appropriate attire if he/she reports to duty dressed in an unacceptable manner. Time required to effect the necessary change may be without pay.

Employees who need a reasonable accommodation to MCWIC's dress requirements because of religious beliefs, observances, or practices should contact their supervisor to discuss the need for the accommodation.

CONFIDENTIALITY POLICY

Our clients and other parties with whom we do business entrust MCWIC with important information. It is our policy that all information considered confidential will not be disclosed to external or internal parties or to employees without an appropriate signed release. If there is a question of whether certain information is considered confidential, the employee should first check with his/her immediate supervisor.

It is your duty and responsibility to safeguard all confidential information. This includes the dissemination of information by any available means, including but not limited to telephone, fax and e-mail. When any inquiry is made regarding an employee or any former employee, the inquiry must be forwarded to your supervisor without comment on your part. When any inquiry is made regarding any client, the inquiry must be forwarded to management.

Confidential information shall be disclosed and/or discussed only on a "need to know" basis. Conversation of a confidential nature must never be held within earshot of the public, clients or unauthorized employees.

Employees shall not seek to use personal or confidential information for their own use or personal gain. Employees must take all reasonable precautions to ensure privacy is maintained under the law while handling information in any form, including, but not limited to: voice, electronic (disk file, diskette, CD ROM, magnetic tape, E-mail, etc.), paper, photograph, and microfiche information. Included under this precaution is the disposal of any related materials as previously described.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

All inquiries from the media must be referred to the Executive Director or designee.

RELEASE OF EMPLOYEE INFORMATION~~Release of Employee Information~~

MCWIC maintains strict confidentiality of employee records. However, operating requirements of MCWIC do necessitate disclosure of employee information. The purpose of this policy is to outline circumstances in which employee information will be disclosed to external organizations.

GARNISHMENTS/LEVIES/SUPPORT ORDERS~~Garnishments/Levies/Support Orders~~

Upon receipt of a properly authorized request to release information or initiate deductions from employee pay, the company will release salary/wage information and begin deductions from pay.

LENDERS/CREDIT ORGANIZATIONS~~Lenders/Credit Organizations~~

Upon receipt of an authorized request that includes the employee's signature, the company will release information. The company will not respond to any telephone requests for information.

PROSPECTIVE EMPLOYERS~~Prospective Employers~~

The company will provide information for reference purposes which will be limited to job title(s) held, work status (i.e. full-time, part-time, etc.), and dates of employment.

LETTERS OF RECOMMENDATION ~~Letters of Recommendation~~

Letters of recommendation will be completed by, and at the sole discretion of, the Executive Director or designee.

BUSINESS GIFTS

We want at all times to avoid the appearance of impropriety in the acceptance of gifts from business contacts or clients. It is the express policy of MCWIC that you are prohibited from, either directly or indirectly, asking, demanding, exacting, soliciting, or seeking, anything of value for yourself or for any other person or entity.

It is the express policy of MCWIC that you are prohibited from, either directly or indirectly, accepting, receiving, or agreeing to receive anything of value for yourself or for any other person or entity (other than your pay check from MCWIC) for or in connection with any transaction or business of MCWIC that has a value of \$50 or more. If you are promised, offered, or given anything of value from any member, perspective member, customer, or perspective customer for or in connection with any transaction or business of MCWIC, you are to advise your immediate supervisor at once.

CONFLICT OF INTEREST

MCWIC is judged by the collective and individual performance of its officers and employees. MCWIC has a particular interest in preserving its reputation and the reputation of its employees for the utmost honesty and integrity. Thus, MCWIC holds itself and its employees to the highest standards of lawful and ethical conduct.

Therefore, you must be very careful that your relationship with clients or vendors or other activities do not subject you or MCWIC to question or undue criticism. You must refrain from engaging in any activity that could be in conflict with your status as an MCWIC employee. This includes the use of your position with MCWIC for personal profit or advantage or entering into transactions or relationships where it may appear you have a conflict of interest, are improperly benefiting from your affiliation with MCWIC, or are violating laws governing fiduciary relationships. Good judgment and common sense are to supplement these provisions to avoid even the appearance of impropriety. To the extent there is a conflict or ambiguity between permissive conduct and that which is not permitted, the latter shall have precedence.

If you question the propriety of a transaction or activity, you should seek guidance from your supervisor or a member of management of MCWIC. If necessary, you should seek written approval.

OUTSIDE ACTIVITIES

You may engage in outside employment or personal educational activities during non-working hours, provided that such activities do not interfere with your job performance or constitute a conflict of interest. If the position constitutes a conflict of interest or interferes with your MCWIC job, at any time, you may be required to curtail or terminate such activity.

REPORTING IRREGULARITIES

It is the responsibility of each employee of MCWIC to report, immediately, any and all irregularities indicating actual or suspected existence of a loss, fraud, embezzlement or similar impairment of MCWIC funds or property, or suspicious persons or activity.

If you have actual or constructive knowledge of any irregularity, and do not report it to your supervisor, you have engaged in unacceptable job performance.

INSPECTIONS / SEARCHES

Your desk, workstation, work area, computer terminal, memory, files, etc. and your voice mail are subject to inspection/search at any time. MCWIC may monitor any telephone conversation you have on MCWIC owned or controlled equipment. Any inspection/search conducted by MCWIC or its designee may occur at any time, with or without notice.

You are prohibited from placing any passwords or restrictors on any document, computer or computer software without the prior authority of management. Any password or restrictor must be revealed to and maintained by a second authorized source. Removing, changing, deleting or erasing any MCWIC information, without the appropriate authorization, is strictly prohibited, nor does having a password create any privacy.

ELECTRONIC ASSETS USAGE/COMPUTER POLICY

MCWIC recognizes that use of the Internet has many benefits for MCWIC and its employees. The Internet and e-mail make communication more efficient and effective. Therefore, employees are encouraged to use the Internet appropriately. Unacceptable usage of the Internet can place MCWIC and others at risk.

The following guidelines have been established for using the Internet and e-mail in an appropriate, ethical and professional manner:

- MCWIC Internet and e-mail access may not be used for transmitting, retrieving or storing of any communications of a defamatory, discriminatory or harassing nature or materials that are obscene or X-rated. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. Harassment or cyber bullying of any kind is prohibited.
- Disparaging, abusive, profane, or offensive language; and any illegal activities – including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the Internet or e-mail – are forbidden.
- Copyrighted materials belonging to entities other than MCWIC may not be transmitted by employees on MCWIC's network. All employees obtaining access to other companies' or individual's materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only. If you find something on the Internet that may be interesting to others, do not copy it to a network drive. Instead, give the URL (uniform resource locator or "address") to the person who may be interested in the information and have that person look at it on his / her own.
- Do not use the system in a way that disrupts its use by others. This includes excessive sending or receiving many large files and "spamming" (sending e-mail messages to thousands of users.)

- The Internet is full of useful programs that can be downloaded, but some of them may contain computer viruses that can extensively damage our computers. Be sure to virus-check downloaded files immediately. Instructions on how to check for viruses are available through the IT Support. Also, many browser add-on packages (called “plug-ins”) are available to download. There is no guarantee that such will be compatible with other programs on the network and such may cause problems; therefore, please refrain from downloading such plug-ins.
- Each employee is responsible for the content of all text, audio or images that he/she places or sends over MCWIC’s Internet and e-mail system. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. Also, be aware that MCWIC’s name is attached to all messages so use discretion in formulating messages.
- E-mail is not private or confidential. All electronic communications are MCWIC property. Therefore, MCWIC reserves the right to examine, monitor and regulate e-mail messages, directories and files, as well as Internet usage. Also, the Internet is not secure so don’t assume that others cannot read or possibly alter your messages.
- Internal and external e-mail messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside MCWIC.
- Use of company resources including time or equipment for personal reasons, or outside of your regular work hours, is prohibited.

All MCWIC-supplied technology, including computer systems and MCWIC-related work records, belong to MCWIC and not the employee. MCWIC routinely monitors usage patterns for its e-mail and Internet communications. Although encouraged to explore the resources available on the Internet, employees should use discretion in the sites that are accessed.

Since all the computer systems and software, as well as the e-mail and Internet connection, are MCWIC-owned, all MCWIC policies are in effect at all times. Any employee who abuses the privilege of MCWIC-facilitated access to e-mail or the Internet, may be denied access to the Internet and, if appropriate, be subject to disciplinary action up to and including termination.

SOCIAL MEDIA POLICY

MCWIC recognizes that employees may have personal accounts on Facebook, Linked-In, Myspace, Twitter, Web-based email accounts such as Gmail, Hotmail and Yahoo! mail and the like (collectively, “Social Media”), and understands that employees may elect to review those accounts. Personal use of Social Media should be reserved for break times and meal periods on personal electronic equipment only.

MCWIC therefore notifies its employees that should employees log onto or access Social Media from MCWIC electronic assets of technology, computers or internet access that such employees shall have no expectation of privacy as to any information that they input or review while in contact with Social Media, including passwords, codes or other information that is reviewed or that enables access to the Social Media.

To the extent employees are posting comments to Social Media outside the scope of their employment responsibilities, including an on-line forum, such as a blog, employees may not include any client or confidential information and may not make any statements that would give the impression that the views they have expressed are the opinions of MCWIC.

Employees may not post to any on-line forums using any official MCWIC e-mail address or providing any MCWIC telephone number or extension. Employees may not utilize any of MCWIC logos, drawings, trademarks, copyrights or other images or photographs of MCWIC or typically associated with MCWIC in conjunction with such activities. In all postings, employees are responsible for ensuring compliance with all of the company's policies, including its MCWIC Social Media Policy, Anti-Harassment Policy, Electronic Assets Usage/Computer Policy, Confidentiality Policy, and Workplace Violence Policy.

Social Media Policy Exceptions:

MCWIC understands that social networking, when used properly, can be an effective marketing and business tool. Therefore, some exceptions exist to the above policy for certain employees (generally those with marketing responsibilities) who have been designated in advance by the MCWIC's Executive Director. However, in order to protect our brand image in the community, we have developed the following guidelines for MCWIC posts on Social Media sites:

1. Only staff authorized to do so by the Executive Director may speak for MCWIC.
2. Designated staff may spend time adding content as determined by their job position and authorized by their supervisor.
3. All photos or videos posted to any of MCWIC social media outlets must have a signed Visual/Audio Image Release Form on file prior to posting photos.
4. All MCWIC and contract provider rules of confidentiality apply.
5. Representing personal opinions as those of the company is prohibited.
6. All copyright laws must be respected, and employees must reference or cite sources appropriately. (Plagiarism applies online as well.)

PHONE USAGE

The telephones of MCWIC are to be restricted to business calls for MCWIC business. All employees are required to be professional and conscientious at all times when using MCWIC phones and to refrain from usage of personal cell phones including texting and downloading of web content unless subject to emergency situations and / or as authorized by your supervisor/manager. Use of personal cell phones and other personal electronic devices should be limited to meal and rest periods and should not be used for the purpose of work unless prior approval has been provided.

PERSONAL PROPERTY

MCWIC is not liable for lost, misplaced or stolen property. You should take all precautions necessary to safeguard your personal possessions. Having personal mail sent to MCWIC is prohibited.

Your work area and any other MCWIC property are subject to inspection / search at any time, with or without notice. Desks and office areas are to be kept as neat and organized as possible.

EMPLOYMENT SEPARATION

RESIGNATION

Non-exempt employees are requested, but not required, to provide a minimum of two (2) weeks written notice of their intent to resign. Exempt employees are requested, but not required to provide a minimum of four (4) weeks written notice. Your notice of resignation to voluntarily terminate employment with MCWIC should be submitted to your supervisor or a member of management. An exit interview may be requested.

TERMINATION

All employment with MCWIC is “at will” employment. This means that you have not been hired for a specified duration, but that you can terminate your employment or MCWIC can terminate your employment at any time, with or without cause, and with or without prior notice.

Upon separation of your employment you are to remove your personal possessions. You will be paid for all unused vacation time. Upon separation, you are not entitled to severance pay.

RETURN OF ORGANIZATION PROPERTY

Any MCWIC property issued to employees, such as computer equipment, keys, tools, parking passes or MCWIC credit cards, must be returned to MCWIC at the time of termination. Employees will be responsible for any lost or damaged items. All work product is the property of MCWIC and will remain at MCWIC at all times and at time of termination of employment.

MISCELLANEOUS

AUTOMOBILE ACCIDENT

If you are involved in an automobile accident while on MCWIC business, you must report the accident to your supervisor immediately. You should request and obtain a police report and police investigation at the scene of the accident.

USE OF PERSONAL VEHICLE

Employees are not to drive a personal vehicle for MCWIC business unless authorized to do so. If your job requires you to operate your personal vehicle, you shall be required to submit proof of a current and valid state driver’s license.

If you use your own vehicle, either by authorization or requirement, to carry out the business of MCWIC, insurance must be maintained current as a term and condition of continuing employment. Employees are not authorized to drive their own vehicle for work purposes if their insurance lapses.

If you use your own vehicle, either by authorization or requirement, to carry out the business of MCWIC and you incur damage to your vehicle, primary insurance is the employee’s vehicle insurance. In addition, the currently approved Internal Revenue Service mileage reimbursement rate includes gas, maintenance, insurance, service costs, etc.

Cell phone use is prohibited when driving. Attention to the road and safety should always take precedence over conducting business. If necessary, you should pull off to the side of the road find a safe place and stop before you take/place a call, text, or retrieve voice messages. MCWIC will not be responsible for any fines or penalties incurred by an employee who is using a cell phone in violation of the law California Vehicle Code, Section 23123 & 23123.5, and such violations may result in disciplinary action.

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PARKING

MCWIC provides you with parking at no cost. All parking is at your own risk. It is recommended that you lock your car and take other appropriate safeguards. You are not to park in areas reserved for visitors.

ACKNOWLEDGEMENT

The contents of the Employee Handbook are presented as a matter of information. Except for the at-will provisions, the Handbook can be amended at any time. I agree to read the Handbook and to follow the guidelines and policies set forth in the Handbook and any amendments to the Handbook along with the other policies and procedures of MCWIC.

It is specifically understood and agreed that the Handbook is for informational purposes only and is not intended to create a contract, nor is it a contract, of employment or continuing employment between myself and MCWIC. It is further understood that neither the Handbook nor any policy of MCWIC is a guarantee or promise of employment or continuing employment.

I understand that I am not being hired for any definite period of time even though my wages are paid regularly. I further understand that I am an at-will employee and my employment can be terminated at any time, with or without cause and with or without prior notice either by MCWIC or myself. No promises or representations have been made to me that I can be disciplined or discharged from my employment with MCWIC only under certain circumstances or after certain events.

MCWIC policy requires all employees to be hired at-will and this policy cannot be changed except by a written document signed by me and the Executive Director of MCWIC, specifically changing my at-will employment status. I have neither been requested nor have I signed any such document.

My at-will employment status with MCWIC has been fully explained and I have been given an opportunity to ask any questions regarding MCWIC policies and my at-will employment status. No representative of MCWIC has made any promise or other statements implying employment will be other than what has been stated above.

The undersigned acknowledges receipt of MCWIC's Employee Handbook and Policies and agrees that a manager/supervisor of MCWIC fully reviewed the Handbook and Policies with me. I also agree that I was provided ample opportunity to ask any questions, get clarification or ask for any other information as was needed.

Dated

Signature of Employee

Print Name

Signature of Manager/Supervisor

Print Name



EXECUTIVE COMMITTEE

AGENDA

August 15, 2019
3:00 p.m.

Meeting will be held at:

**Workforce Assistance Center
Executive 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 Workforce Development Board of Madera County, 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.

If a quorum of the Workforce Development Board is not present at the time of the meeting BUT a quorum of the Workforce Development Board Executive Committee IS present, an Executive Committee board meeting will be conducted in place of the Workforce Development Board.

This agenda and supporting documents relating to the items on this agenda are available through the Workforce Development Board website at <http://www.maderaworkforce.org/workforce-board-meetings/>. These documents are also available at the Madera County Workforce Assistance Center – office of the Executive Director. The Workforce Development Board 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 the ratification of the minutes for the April 18, 2019 Workforce Development Board (WDB) of Madera County meeting minutes.
- 6.2 Consideration of approval of the minutes for the July 25, 2019 Executive Committee meeting minutes.
- 6.3 Consideration of the ratification of the nomination and application of Santos Garcia, Labor Sector, to the WDB and authorization to forward his application to the Board of Supervisors for an appointment to the WDB for a 3 year term.

- 6.4 Consideration of the ratification of the re-appointment of Mike Fursman, UFCW 8, for an additional 3 year term – 8/23/19 to 8/23/22
- 6.5 Consideration of the ratification of the re-appointment of Michelle Brunetti, Valley Children's Hospital, for an additional 3 year term – 8/23/19 to 8/23/22
- 6.6 Consideration of the ratification of the resignation of Claudia Habib, State Center Community College District, from the WDB.
- 6.7 Consideration of the ratification of the resignation of Bob Carlson, Community-member-at-large, from the WDB Executive Committee.
- 6.8 Consideration of the ratification of the revised application for subsequent local area designation and local board recertification for the 2019-21 program year.
- 6.9 Consideration of the ratification of the transfer of funds from the Dislocated Worker funding stream to the Adult funding stream in the amount of \$200,000.
- 6.10 Consideration of approval of the application of Marie Harris, State Center Community College District, to the WDB and authorization to forward her application to the Madera County Board of Supervisor for a 3 year term.
- 6.11 Consideration of approval of the AB1111 Grant Document and Grant Submission.
- 6.12 Consideration of approval of the One Stop Operator Quarterly Report for the period of April 1, 2019 through June 30, 2019.

7.0 Action Items

8.0 Information Items

- 8.1 WDB Strategic Planning Workshop – David Shinder, Facilitator

9.0 Written Communication

10.0 Open Discussion/Reports/Information

- 10.1 Board Members
- 10.2 Staff

11.0 Next Meeting

October 17, 2019

12.0 Adjournment



**WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY**

Executive Committee

MINUTES

July 25, 2019

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

PRESENT: Brett Frazier, Nichole Mosqueda, Pat Gordon, Robert Poythress, Robyn Smith

ABSENT: Bob Carlson, Wayne Rylant

GUEST:

OTHERS: Bertha Vega, Maiknue Vang, Nicki Martin, Sarahi Cuellar, Tracie Scott-Contreras

1.0 Call to Order

Meeting called to order at 4:30 p.m. by Chair Brett Frazier.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

None.

5.0 Adoption of Board Agenda

Rob Poythress moved to adopt the agenda, seconded by Pat Gordon.

Vote: Approved – unanimous

Yes: Brett Frazier, Nichole Mosqueda, Pat Gordon, Robert Poythress, Robyn Smith

6.0 Consent Calendar

6.1 Consideration of approval of the minutes for the April 18, 2019 Workforce Development Board (WDB) of Madera County meeting minutes.

6.2 Consideration of approval of the nomination and application of Santos Garcia, Labor Sector, to the WDB and authorization to forward his application to the Board of Supervisors for an appointment to the WDB for a 3 year term.

6.3 Consideration of approval of the re-appointment of Mike Fursman, UFCW 8, for an additional 3 year term – 8/23/19 to 8/23/22

6.4 Consideration of approval of the re-appointment of Michelle Brunetti, Valley Children's Hospital, for an additional 3 year term – 8/23/19 to 8/23/22

- 6.5 Consideration of approval of the resignation of Claudia Habib, State Center Community College District, from the WDB.**
- 6.6 Consideration of approval of the resignation of Bob Carlson, Community-member-at-large, from the WDB Executive Committee.**
- 6.7 Consideration of approval of the revised application for subsequent local area designation and local board recertification for the 2019-21 program year.**

Staff stated that they would send Bob Carlson a gift as a token of appreciation for all his years of service on the Workforce Boards he served on.

Nichole Mosqueda moved to approve the Consent Calendar, seconded by Rob Poythress.

Vote: Approved – Unanimous

Yes: Brett Frazier, Nichole Mosqueda, Pat Gordon, Robert Poythress, Robyn Smith

7.0 Action Items

- 7.1 Consideration of approval of the transfer of funds from the Dislocated Worker funding stream to the Adult funding stream in the amount of \$200,000.**

Workforce areas are allowed to transfer up to 100% of dislocated worker funds to adults. Staff are not seeing large numbers of dislocated workers coming to the Center for services. If necessary, dislocated workers can be provided services using adult funds. Staff pointed out a mathematical error on the Participant Plan. Line 3 should be 448 not 548. The correct total for line 5 for Registered Participants is 244.

Rob Poythress moved to approve, seconded by Robyn Smith.

Vote: Approved – Unanimous

Yes: Brett Frazier, Nichole Mosqueda, Pat Gordon, Robert Poythress, Robyn Smith

8.0 Information Items

None.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Nichole Mosqueda: Camarena and Madera County Workforce Investment Corporation (MCWIC) are working on a short video for marketing. It will feature the successful partnership between Camarena and MCWIC.*
- *Brett Frazier: will be attending the Meeting of the Minds 2019 conference in Monterey in September.*

10.2 Staff

- *Maiknue Vang: will be presenting on the ARIA grant and services at the Meeting of the Minds conference in September.*
- *Tracie Scott-Contreras: MCWIC is starting a Friends and Family referral process. Business card sized referral tickets will be handed out to business and workforce customers so that they can hand out and refer people to Workforce. The cards will have the person's contact information and the cards will be eligible to be included in a raffle.*

11.0 Next Meeting

To be determined.

12.0 Adjournment

Meeting adjourned at 4:37 p.m.



Agenda Item 8.2

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Tracie Scott-Contreras, Executive Director

Date: September 26, 2019

Subject: MCWIC Year-to-Date Financial Reports Update for the Period Ending July 31, 2019

Information:

Information for financial reports for the July 31, 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 2019 - 2020

As of 7/31/2019

(In Whole Numbers)

	Current Fiscal Year	Prior Year Ending Balance (Unaudited Financials)
CURRENT ASSETS		
Cash and cash equivalents		
Cash in BA - Main	214,544	270,784
Cash in BA - Payroll	9,803	9,057
Total Cash and cash equivalents	224,347	279,840
Accounts Receivable		
Accounts Receivable	177,308	340,255
Total Accounts Receivable	177,308	340,255
Prepaid Expenses		
Prepaid Expense	2,804	2,804
Total Prepaid Expenses	2,804	2,804
Total assets, net		
Computer & Software	142,464	142,464
Office Equipment	18,438	18,438
Vehicles	0	0
Furniture & Fixtures	550	550
Accumulated Depreciation	(99,189)	(99,189)
Total Total assets, net	62,262	62,262
Total CURRENT ASSETS	466,721	685,161
CURRENT LIABILITIES		
Accounts Payable	114,142	149,994
Accrued payroll and related expenses	72,642	68,711
Vacation Payable	44,679	44,679
Total CURRENT LIABILITIES	231,463	263,383
NET ASSETS		
Temporary restricted and unrestricted		
Unrestricted	(224,651)	(403,010)
Restricted	(10,607)	(18,768)
Total Temporary restricted and unrestricted	(235,258)	(421,778)
Total NET ASSETS	(235,258)	(421,778)
Total liabilities and net assets	466,721	685,161

Madera County Workforce Investment Corporation
Statement of Cash Flows - Statement of Cash Flows FY 2019 - 2020
As of 7/31/2019
(In Whole Numbers)

	Current Month	Current Fiscal Year
CASH FLOWS FROM OPERATING ACTIVITES		
Change in Net Assets	(186,520)	(186,520)
Change in Operating Assets:		
Accounts Receivable	162,947	162,947
Total Change in Operating Assets:	162,947	162,947
Change in Operating Liabilities:		
Accounts Payable	(35,852)	(35,852)
Other	3,932	3,932
Total Change in Operating Liabilities:	(31,920)	(31,920)
Total CASH FLOWS FROM OPERATING ACTIVITES	(55,493)	(55,493)
Net Change in Cash and Cash Equivalents	(55,493)	(55,493)
Cash and Cash Equivalents at the Beginning of the Year		
Cash in BA - Main	270,784	270,784
Cash in BA - Payroll	9,057	9,057
Total Cash and Cash Equivalents at the Beginning of the Year	279,840	279,840
Cash and Cash Equivalents as of Current Period End Date	224,347	224,347

		Original Budget -				
GL Code	Account Title	Approved 8/22/19	YTD Actuals	Encumbrances	Variance	Variance %
RFV	RFVFNIF					
4000	Grant Revenue	3,181,891	79,330	0	3,102,561	97.50%
4300	Other Income	691,960	27,181	0	664,779	96.07%
4500	Interest Revenue	0	0	0	0	(100.00)%
Total REV	REVENUE	3,873,851	106,512	0	3,767,340	97.25%
EXP	EXPENDITURES					
5100	Staff Salaries	1,428,089	108,467	0	1,319,621	92.40%
5105	Vacation	0	15,811	0	(15,811)	(100.00)%
5111	Employer Medicare Expense	21,950	1,893	0	20,057	91.37%
5112	Social Security Employer Exp	93,854	8,093	0	85,761	91.37%
5115	CA Unemployment Insurance Exp	11,284	159	0	11,125	98.59%
5116	CA Training Tax Expense	182	3	0	179	98.52%
5120	Workers Compensation Expense	4,000	286	0	3,714	92.84%
5130	Group Health Insurance Expense	115,000	9,201	0	105,799	91.99%
5140	Employers 457 Expense	85,685	7,129	0	78,556	91.67%
5160	Group Dental Insurance	19,089	889	0	18,200	95.34%
5170	Group Vision Insurance	3,951	207	0	3,744	94.75%
5180	Group Life Insurance	1,200	77	0	1,123	93.57%
5200	Materials and Supplies	27,472	4,291	30	23,151	84.27%
5210	Facility Materials and Supplies	2,278	0	0	2,278	100.00%
5220	Client Materials and Supplies	36,753	309	1,710	34,734	94.50%
5300	Rent Expense	220,715	17,821	0	202,894	91.92%
5310	Common Area Maintenance	26,663	0	0	26,663	100.00%
5320	Telephone Expense	26,866	692	0	26,173	97.42%
5330	Utilities Expense	88,277	8,451	0	79,826	90.42%
5340	Property & Liability Insurance	1,755	0	0	1,755	100.00%
5400	Postage Expense	1,500	116	0	1,384	92.26%
5410	Printing Expense	4,820	1,023	0	3,797	78.77%
5420	Advertising Expense	6,995	0	0	6,995	100.00%
5430	Bank Charges	50	2	0	48	96.00%
5440	Dues and Membership Expense	2,450	99	0	2,351	95.96%
5450	Publications Expense	115	0	0	115	100.00%
5500	Auditing Fees	21,000	0	0	21,000	100.00%
5510	Legal Fees	7,000	0	0	7,000	100.00%
5520	Consulting/Professional Services	64,150	64	7,030	57,057	88.94%
5530	Taxes and Fees	256	4	0	252	98.43%
5600	Office Equipment	839	390	119	330	39.32%
5610	Equipment Maintenance	9,884	768	0	9,116	92.23%
5620	Equipment Rental	12,826	783	0	12,043	93.89%
5630	Software Expense	6,000	0	3,628	2,372	39.53%
5631	Software Maintenance	7,500	0	0	7,500	100.00%
5640	Internet Expense	10,485	444	0	10,040	95.76%
5650	Computer Hardware	21,610	0	7,410	14,200	65.70%
5660	Furniture & Fixtures	1,500	0	0	1,500	100.00%
5700	Client Transportation Assistance Exp	75,481	4,520	26,090	44,871	59.44%
5710	Employee Education Expense	1,549	44	0	1,505	97.16%
5720	Staff Travel Expense	51,559	502	0	51,057	99.02%
5730	Conference, Conventions & Meetings	13,614	3,110	0	10,504	77.15%
5800	Subcontracted Program Services	1,106,246	100,325	355,924	649,997	58.75%
5810	General Operating Services	121,792	8,941	24,700	88,151	72.37%
5820	Facility Maintenance Services	5,740	0	0	5,740	100.00%
5900	Insurance Expense	9,992	0	0	9,992	100.00%
Total EXP	EXPENDITURES	3,780,014	304,914	426,642	3,048,459	80.65%
Report Total		93,837	(198,402)	(426,642)	718,881	

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Madera County Workforce Investment Corporation
Reconcile Cash Accounts

Summary

Cash Account: 1010 Cash in BA - Main
Reconciliation ID: Bank Reconciliation for 1010 for 07/31/19
Reconciliation Date: 7/31/2019
Status: Open

Bank Balance	220,891.12
Less Outstanding Checks/Vouchers	6,347.48
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	214,543.64
Balance Per Books	<u>214,543.64</u>
Unreconciled Difference	<u><u>0.00</u></u>

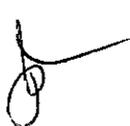


Click the Next Page toolbar button to view details.

Madera County Workforce Investment Corporation
Reconcile Cash Accounts

Summary

Cash Account: 1020 Cash in BA - Payroll
Reconciliation ID: Bank Reconciliation for 1020 for 07/31/19
Reconciliation Date: 7/31/2019
Status: Open

Bank Balance	9,803.40
Less Outstanding Checks/Vouchers	0.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	9,803.40
Balance Per Books	<u>9,803.40</u>
Unreconciled Difference	<u><u>0.00</u></u> 

Click the Next Page toolbar button to view details.

Madera County Workforce Investment Corporation

Aged Payables by Invoice Date - Aged Payables

Aging Date - 7/1/2018

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1007	ADVANCED CAREER INSTITUTE	8/12/2019	APDoc3693	ITA: Truck Driving, Luis Chavez, July 2019	4,132.64	0.00	0.00
		8/13/2019	APDoc3694	ITA: Welding, Daniel Cruz, July 2019	631.84	0.00	0.00
		8/13/2019	APDoc3743	ITA: Truck Driver, Reginald Ortega, July 2019	1,298.79	0.00	0.00
		8/15/2019	APDoc3692	ITA: Truck Driver, Delmer Falls, July 2019	3,751.06	0.00	0.00
		8/16/2019	APDoc3752	ITA: Welding, Yvette Jimenez, July 2019	3,097.68	0.00	0.00
		8/19/2019	APDoc3732	ITA: Truck Driver, Melissa Guerrero, July 2019	1,066.37	0.00	0.00
		8/19/2019	APDoc3747	ITA: Truck Driver, Manuel del Toro, July 2019	2,009.92	0.00	0.00
		8/28/2019	APDoc3798	ITA: Truck Driver, Jonathan Torres, July 2019	823.14	0.00	0.00
		9/13/2019	APDoc3900	ITA: Truck Driver, Jorge J. Vasquez, Final	3,107.14	0.00	0.00
9/16/2019	APDoc3897	ITA: Truck Driver, Juan Daniel Barra, July 2019	1,694.47	0.00	0.00		
Total 1007	ADVANCED CAREER INSTITUTE				21,613.05	0.00	0.00
1009	UNITED TRUCK DRIVING SCHOOL	8/20/2019	APDoc3730	ITA: Truck Driving, Diego R. Garcia, June 2019	1,200.00	0.00	0.00
Total 1009	UNITED TRUCK DRIVING SCHOOL				1,200.00	0.00	0.00
1013	CENTRAL VALLEY OPPORTUNITY CENTER	8/20/2019	APDoc3804	ITA: Welding & Industrial, Luis Salinas, July 2019	882.00	0.00	0.00
		8/20/2019	APDoc3805	ITA: Welding & Industrial, Silvestre Conde, July 2019	52.50	0.00	0.00
		8/20/2019	APDoc3807	ITA: Ismaela Pozos De Ortiz, July 2019	1,383.72	0.00	0.00
		8/21/2019	APDoc3767	ITA: General Business Course, Viola Rodriguez, July 2019	766.40	0.00	0.00
		8/23/2019	APDoc3803	ITA: Lisa Ramos-Baylor, July 2019	1,007.80	0.00	0.00

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		8/23/2019	APDoc3806	ITA: Truck Driver, Jennifer Valencia, July 2019	741.10	0.00	0.00
		8/28/2019	APDoc3799	ITA: Wedding & Industrial, Fernando Martinez, July 2019	1,029.00	0.00	0.00
Total 1013	CENTRAL VALLEY OPPORTUNITY CENTER				5,862.52	0.00	0.00
1016	CAL VALLEY PRINTING	7/17/2019	28651	Name Badge & Name Plaque, Nicole Gray-Padilla	20.57	0.00	0.00
		7/18/2019	28569	Printing Service: 100 packets of ccp/Aria modules	1,022.96	0.00	0.00
Total 1016	CAL VALLEY PRINTING				1,043.53	0.00	0.00
1017	INSTITUTE OF TECHNOLOGY	8/8/2019	APDoc3721	ITA: HVAC Technician, Javier Montes, July 2019	579.50	0.00	0.00
		8/8/2019	APDoc3722	ITA: Alondra Ninche, July 2019	228.00	0.00	0.00
		8/8/2019	APDoc3723	ITA: Yesenia Giron-Paz, July 2019	791.10	0.00	0.00
		8/9/2019	APDoc3719	ITA: Lori Prentice, July 2019	195.80	0.00	0.00
		8/19/2019	APDoc3731	ITA: Medical Billing, Irene Casillas, July 2019	908.25	0.00	0.00
		8/28/2019	APDoc3800	ITA: Medical Office, Silvia Martinez, June 2019	240.00	0.00	0.00
		8/28/2019	APDoc3802	ITA: Medical Office, Silvia Martinez, July 2019	432.00	0.00	0.00
Total 1017	INSTITUTE OF TECHNOLOGY				3,374.65	0.00	0.00
1041	CALIFORNIA INSTITUTE OF MEDICAL SCIENCE	8/6/2019	APDoc3657	ITA: Lab Assistant, Yesenia Garcia, July 2019	135.45	0.00	0.00
		8/8/2019	APDoc3742	ITA: Lab Tech, Jennifer Rodriguez, June 2019	677.25	0.00	0.00
		8/12/2019	APDoc3695	ITA: Lab Assistant, Fabian Zapien Espinoza, July 2019	972.36	0.00	0.00

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		8/15/2019	APDoc3755	ITA: Lab Tech, Jennifer Rodriguez, July 2019	867.06	0.00	0.00
		8/28/2019	APDoc3791	ITA:Lab Technician, Marlene Herrera, July 2019	1,286.77	0.00	0.00
Total 1041	CALIFORNIA INSTITUTE OF MEDICAL SCIENCE				3,938.89	0.00	0.00
1098	BANK OF AMERICA - VISA	7/15/2019	APDoc3622	Overnight Mailing Service: Doc. Translation-Cortes	20.21	0.00	0.00
		7/16/2019	APDoc3626	HP LaserJet Pro Feeder Tray, Gail's Office	151.54	0.00	0.00
		7/19/2019	APDoc3624	Rental car: Maiknue Vang, SHRM Training, 7/16-7/19	177.64	0.00	0.00
		7/23/2019	3366	Memebership: NENA, Bertha Vega, One Year	50.00	0.00	0.00
		7/29/2019	APDoc3627	Keurig K-Due Essential Coffee Maker	107.17	0.00	0.00
Total 1098	BANK OF AMERICA - VISA				506.56	0.00	0.00
1141	WEX Bank	7/23/2019	60367342	Gas Charges:Maiknue Vang, Shrm Training, 7/17-7/18	82.13	0.00	0.00
Total 1141	WEX Bank				82.13	0.00	0.00
1223	POLICE SCIENCE INSTITUTE INC.	8/1/2019	APDoc3656	ITA: Security Guard, Daisy Villafan, 7/1-7/31	6,145.00	0.00	0.00
Total 1223	POLICE SCIENCE INSTITUTE INC.				6,145.00	0.00	0.00
1310	MADERA UNIFIED SCHOOL DISTRICT	7/1/2019	19367	CTE-Internet Core Competency Certification (IC3), April-June	2,744.30	0.00	0.00
		7/1/2019	19368	MUSD HiSet Contract-31-2018/19, April-June 2019	8,160.66	0.00	0.00
		7/1/2019	19369	MUSD/MAS ESL Class, Contract #33-2018/19, April-June 2019	6,511.61	0.00	0.00

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		9/10/2019	20301	2019 Summer ESL/HiSet Prep, MUSD/MAS, 6/18/19-7/30/19	6,236.70	0.00	0.00
Total 1310	MADERA UNIFIED SCHOOL DISTRICT				23,653.27	0.00	0.00
1338	VAIL INSURANCE SERVICES	9/16/2019	APDoc3895	OJT: Iris Causor, Office Assist, July 2019	843.77	0.00	0.00
Total 1338	VAIL INSURANCE SERVICES				843.77	0.00	0.00
1421	FCC TRAINING INSTITUTE - SCCCD	8/12/2019	7-14233115	ITA: Pharmacy Technician, Patricia Rosel, 2/4/19-6/19-19	1,500.00	0.00	0.00
Total 1421	FCC TRAINING INSTITUTE - SCCCD				1,500.00	0.00	0.00
1601	FCCC: Foundation for California Community Colleges	7/12/2019	Madera-2001	PWEX Wages for 7/1-7/6	3,929.35	0.00	0.00
		7/29/2019	Madera-2002	PWEX Wages for 7/7-7/20	10,670.84	0.00	0.00
Total 1601	FCCC: Foundation for California Community Colleges				14,600.19	0.00	0.00
1674	Toshiba Financial Services	7/12/2019	69827689	Toshiba Copier 757 lease, July 2019	129.09	0.00	0.00
Total 1674	Toshiba Financial Services				129.09	0.00	0.00
1677	ProPath, Inc.	6/30/2019	APDoc3620	One-Stop Operator Services, Merced Contract #2018200, Feb-Jun	10,839.64	0.00	0.00
		6/30/2019	APDoc3621	One Stop Operator Additional Services: Y 18/19, feb-jun	8,975.00	0.00	0.00
Total 1677	ProPath, Inc.				19,814.64	0.00	0.00

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1678	Xtreme Auto Collision & Glass, Inc	8/15/2019	APDoc3749	OJT:Estimator, Elyssa Maya, June 2019	1,403.25	0.00	0.00
		8/15/2019	APDoc3750	OJT: Customer Rep, Julie G. Fedota, June 2019	273.73	0.00	0.00
		8/21/2019	APDoc3764	OJT: Customer Rep, Julie G. Fedota, July 2019	1,577.30	0.00	0.00
		8/23/2019	APDoc3766	OJT: Customer Service Rep, Rut Aguilar de Lopez, July 2019	509.60	0.00	0.00
Total 1678	Xtreme Auto Collision & Glass, Inc				3,763.88	0.00	0.00
1698	Marisol Armenta	8/6/2019	APDoc3675	Mileage Reimbursement: Marisol Armenta, 7/1-7/15	30.00	0.00	0.00
		8/6/2019	APDoc3677	Mileage Reimbursement: Marisol Armenta, 7/16-7/31	70.00	0.00	0.00
Total 1698	Marisol Armenta				100.00	0.00	0.00
1724	SARAH CUELLAR	7/29/2019	APDoc3623	Mileage Reimbursement: Sarahi Cuellar, 6/18-7/26	16.24	0.00	0.00
Total 1724	SARAH CUELLAR				16.24	0.00	0.00
1731	Prentice, Lori	8/9/2019	APDoc3713	Mileage -Lori Prentice Culinary Arts - 7/1-7/15	40.00	0.00	0.00
Total 1731	Prentice, Lori				40.00	0.00	0.00
1751	Gutierrez, Maria	8/1/2019	APDoc3670	Mileage Reimbursement: Maria Gutierrez, 7/16-7/31	60.00	0.00	0.00
Total 1751	Gutierrez, Maria				60.00	0.00	0.00
1754	Rodriguez, Andrina	7/31/2019	APDoc3666	Mileage Reimbursement Allowance: Andrina Rodriguez,7/16-7/31	50.00	0.00	0.00

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Total 1754	Rodriguez, Andrina				50.00	0.00	0.00
1757	Garibay, Cynthia	7/31/2019	APDoc3672	Mileage Reimbursement Allowance: Cynthia Garibay, 7/16-/7/31	50.00	0.00	0.00
Total 1757	Garibay, Cynthia				50.00	0.00	0.00
1763	Martinez, Silvia	7/1/2019	APDoc3637	Mileage Reimbursement: Silvia Martinez, 6/15-6/30	80.00	0.00	0.00
		8/28/2019	APDoc3787	Mileage Reimbursement: Silvia Martinez, 7/16-7/31	110.00	0.00	0.00
		8/28/2019	APDoc3792	Mileage Reimbursement: Silvia Martinez, 7/1-7/15	100.00	0.00	0.00
Total 1763	Martinez, Silvia				290.00	0.00	0.00
1765	Madera Valley Water Company	8/20/2019	APDoc3763	OJT: Maintenance, Jacob Castillo, July 2019	2,318.40	0.00	0.00
Total 1765	Madera Valley Water Company				2,318.40	0.00	0.00
1777	Myron Corp	7/11/2019	114109705	WDB Marketing Supplies: 250 pens	267.93	0.00	0.00
		7/19/2019	114109762	WDB Marketing Supplies: 250 Sticky Note Pads	127.20	0.00	0.00
Total 1777	Myron Corp				395.13	0.00	0.00
1778	Cintas	7/18/2019	621571635	Bi-Weekly Floor Mat Cleaning Service, 7/16-7/31	56.65	0.00	0.00
Total 1778	Cintas				56.65	0.00	0.00
1779	Giron-Paz, Yesenia	8/8/2019	APDoc3703	Mileage Reimbursement: Yesenia Giron-Paz, 7/1-7/15	80.00	0.00	0.00
		8/8/2019	APDoc3704	Mileage Reimbursement: Yesenia Giron-Paz, 7/16-7/31	100.00	0.00	0.00
Total 1779	Giron-Paz, Yesenia				180.00	0.00	0.00

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1791	Gil, Guadalupe	8/5/2019	APDoc3660	Mileage Reimbursement: Guadalupe Gil, 7/16-7/31	130.00	0.00	0.00
Total 1791	Gil, Guadalupe				130.00	0.00	0.00
1792	Camberos, Stephanie	7/30/2019	APDoc3663	Mileage Reimbursement: Stephanie Camberos, 7/16-7/31	70.00	0.00	0.00
		7/30/2019	APDoc3664	Mileage Reimbursement: Stephanie Camberos, 7/1-7/15	40.00	0.00	0.00
		7/30/2019	APDoc3665	Mileage Reimbursement: Stephanie Camberos, 6/16-6/30	30.00	0.00	0.00
Total 1792	Camberos, Stephanie				140.00	0.00	0.00
1793	Ruiz Ramirez, Guadalupe	7/15/2019	APDoc3640	Mileage Reimbursement: Guadalupe Ruiz Ramirez, 7/1-7/15	40.00	0.00	0.00
		8/14/2019	APDoc3746	Mileage Reimbursement: Guadalupe Ruiz Ramirez, 7/16-7/31	70.00	0.00	0.00
Total 1793	Ruiz Ramirez, Guadalupe				110.00	0.00	0.00
1796	Bess, Sheila	8/8/2019	APDoc3711	Mileage Reimbursement: Sheila M. Bess, 6/24-6/30	40.00	0.00	0.00
		8/9/2019	APDoc3710	Mileage Reimbursement: Sheila M. Bess, 7/1-7/15	80.00	0.00	0.00
		8/9/2019	APDoc3712	Mileage Reimbursement: Sheila M. Bess, 7/16-7/31	100.00	0.00	0.00
Total 1796	Bess, Sheila				220.00	0.00	0.00
1797	Herrera, Marlene	8/15/2019	APDoc3740	Mileage Reimbursement: Marlene Herrera, 7/16-7/31	90.00	0.00	0.00
		8/15/2019	APDoc3748	Mileage Reimbursement: Marlene Herrera, 7/1-7/15	90.00	0.00	0.00
Total 1797	Herrera, Marlene				180.00	0.00	0.00

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1798	Salas, Nayely	7/31/2019	APDoc3661	Mileage Reimbursement: Nayely Salas, 7/1-7/15	40.00	0.00	0.00
		7/31/2019	APDoc3667	Mileage Reimbursement: Nayely Salas, 7/15-7/31	70.00	0.00	0.00
Total 1798	Salas, Nayely				110.00	0.00	0.00
1800	Garcia, Yesenia	8/6/2019	APDoc3659	Mileage Reimbursement: Yesenia Garcia,7/1-7/15	30.00	0.00	0.00
Total 1800	Garcia, Yesenia				30.00	0.00	0.00
1808	Fresno Plumbing & Heating Inc.	8/14/2019	APDoc3744	OJT: Frederick Hinesley, June 2019	1,162.00	0.00	0.00
		8/14/2019	APDoc3745	OJT: Frederick Hinesley, July 2019	1,176.00	0.00	0.00
Total 1808	Fresno Plumbing & Heating Inc.				2,338.00	0.00	0.00
1810	Ninche, Alondra	7/15/2019	APDoc3639	Mileage Reimbursement: Alondra Ninche, 7/1-7/15	80.00	0.00	0.00
		8/2/2019	APDoc3673	Mileage Reimbursement: Alondra Ninche, 7/16-7/31	100.00	0.00	0.00
Total 1810	Ninche, Alondra				180.00	0.00	0.00
1818	Medvetta Collection Services	8/6/2019	APDoc3655	OJT: Data Entry Clerk, Leslie Giron, July 2019	1,431.00	0.00	0.00
Total 1818	Medvetta Collection Services				1,431.00	0.00	0.00
1820	Javier Montes, Jr	8/8/2019	APDoc3701	Mileage Reimbursement: Javier Montes, 7/1-7/15	90.00	0.00	0.00
		8/12/2019	APDoc3702	Mileage Reimbursement: Javier Montes, 7/16-7/31	100.00	0.00	0.00
Total 1820	Javier Montes, Jr				190.00	0.00	0.00

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1831	Jennifer Rodriguez	7/15/2019	APDoc3638	Mileage Reimbursement: Jennifer Rodriguez, 7/1-7/15	80.00	0.00	0.00
		8/7/2019	APDoc3705	Mileage Reimbursement: Jennifer Rodriguez, 7/16-7/31	100.00	0.00	0.00
Total 1831	Jennifer Rodriguez				180.00	0.00	0.00
1832	Nansi A. Rodriguez	8/1/2019	APDoc3662	Mileage Reimbursement: Nansi A. Rodriguez, 7/16-7/31	100.00	0.00	0.00
Total 1832	Nansi A. Rodriguez				100.00	0.00	0.00
1834	Fabian Zapien Espinoza	8/7/2019	APDoc3708	Mileage Reimbursement: Fabian Zapien Espinoza, 7/16-7/31	100.00	0.00	0.00
Total 1834	Fabian Zapien Espinoza				100.00	0.00	0.00
1835	R&D Sanitation	8/7/2019	APDoc3718	OJT:Sales Rep, Isabel Zepeda, July 2019	1,657.58	0.00	0.00
Total 1835	R&D Sanitation				1,657.58	0.00	0.00
1839	Jonathan J. Torres	8/7/2019	APDoc3699	Mileage Reimbursement: Jonathan Torres, 7/1-7/15	70.00	0.00	0.00
		8/7/2019	APDoc3700	Mileage Reimbursement: Jonathan Torres, 7/16-7/31	40.00	0.00	0.00
Total 1839	Jonathan J. Torres				110.00	0.00	0.00
1840	Sergio Velazquez	7/15/2019	APDoc3641	Mileage Reimbursement: Sergio Velazquez, 7/1-7/15	10.00	0.00	0.00
Total 1840	Sergio Velazquez				10.00	0.00	0.00
1846	Ardagh Group	7/24/2019	APDoc3632	OJT: Jorge Flores, June 2019	1,411.20	0.00	0.00
		7/25/2019	APDoc3630	OJT: Rodolfo Montemayor, June 2019	705.60	0.00	0.00
		7/25/2019	APDoc3631	OJT: Dolores Zaragoza, June 2019	1,296.54	0.00	0.00
		8/20/2019	APDoc3771	OJT: Jorge Flores, July 2019	1,552.32	0.00	0.00
Total 1846	Ardagh Group				4,965.66	0.00	0.00

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1847	Manuel Del Toro	7/15/2019	APDoc3634	Mileage Reimbursement: Manuel Del Toro, 7/1-7/15	80.00	0.00	0.00
		8/7/2019	APDoc3707	Mileage Reimbursement: Manuel Del Toro, 7/16-7/31	110.00	0.00	0.00
Total 1847	Manuel Del Toro				190.00	0.00	0.00
1849	Daniel Cruz	8/7/2019	APDoc3709	Mileage Reimbursement: Daniel Cruz, 7/16-7/31	120.00	0.00	0.00
Total 1849	Daniel Cruz				120.00	0.00	0.00
1850	Diego R. Garcia	8/20/2019	APDoc3733	Mileage Reimbursement: Diego R. Garcia, 6/24-6/30	50.00	0.00	0.00
		8/20/2019	APDoc3734	Mileage Reimbursement: Diego R. Garcia, 7/1-7/15	10.00	0.00	0.00
		8/20/2019	APDoc3735	Mileage Reimbursement: Diego R. Garcia, 7/16-7/31	120.00	0.00	0.00
Total 1850	Diego R. Garcia				180.00	0.00	0.00
1851	Luis Chavez	7/15/2019	APDoc3633	Mileage Reimbursement: Luis Chavez, 7/1-7/15	80.00	0.00	0.00
		8/2/2019	APDoc3674	Mileage Reimbursement: Luis Chavez, 7/16-7/31	120.00	0.00	0.00
Total 1851	Luis Chavez				200.00	0.00	0.00
1852	Daisy Villafan	7/15/2019	APDoc3636	Mileage Reimbursement: Daisy Villafan, 7/1-7/15	110.00	0.00	0.00
		7/31/2019	APDoc3671	Mileage Reimbursement: Daisy Villafan, 7/1-7/31	90.00	0.00	0.00
Total 1852	Daisy Villafan				200.00	0.00	0.00
1854	Juan Daniel Barra	8/23/2019	APDoc3775	Mileage Reimbursement: Juan Daniel Barra, 7/16-7/31	120.00	0.00	0.00
Total 1854	Juan Daniel Barra				120.00	0.00	0.00

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1855	Julio C. Gutierrez	7/15/2019	APDoc3635	Mileage Reimbursement: Julio C. Gutierrez, 7/1-7/15	10.00	0.00	0.00
		8/8/2019	APDoc3698	Mileage Reimbursement: Julio C. Gutierrez, 7/16-7/31	110.00	0.00	0.00
Total 1855	Julio C. Gutierrez				120.00	0.00	0.00
1856	Delmer Falls	8/1/2019	APDoc3668	Mileage Reimbursement: Delmer Falls, 7/1-7/15	10.00	0.00	0.00
		8/1/2019	APDoc3669	Mileage Reimbursement: Delmer Falls, 7/16-7/31	120.00	0.00	0.00
Total 1856	Delmer Falls				130.00	0.00	0.00
1857	Leonardo Cervantes	8/22/2019	APDoc3769	Mileage Reimbursement: Leonardo Cervantes, 7/16-7/31	30.00	0.00	0.00
Total 1857	Leonardo Cervantes				30.00	0.00	0.00
1858	Yvette Jimenez	8/6/2019	APDoc3676	Mileage Reimbursement: Yvette Jimenez, 7/16-7/31	70.00	0.00	0.00
Total 1858	Yvette Jimenez				70.00	0.00	0.00
1859	Irene Casillas	8/20/2019	APDoc3737	Mileage Reimbursement: Irene Casillas, 7/1-7/15	50.00	0.00	0.00
		8/20/2019	APDoc3738	Mileage Reimbursement: Irene Casillas, 7/16-7/31	100.00	0.00	0.00
Total 1859	Irene Casillas				150.00	0.00	0.00
1860	Reginald Ortega	8/7/2019	APDoc3706	Mileage Reimbursement: Reginald Ortega, 7/16-7/31	30.00	0.00	0.00
Total 1860	Reginald Ortega				30.00	0.00	0.00
1861	Melissa Guerrero	8/12/2019	APDoc3697	Mileage Reimbursement: Melissa Guerrero, 7/16-7/31	30.00	0.00	0.00
Total 1861	Melissa Guerrero				30.00	0.00	0.00

Madera County Workforce Investment Corporation

Aged Payables by Invoice Date - Aged Payables

Aging Date - 7/1/2018

From 7/1/2019 Through 7/31/2019

Vendor ID	Vendor Name	Date Invoiced	Invoice Number	Invoice Description	Amount Due	1 - 30 Days Past Due	31 - 60 Days Past Due
1862	Praytor & Son Plumbing	8/8/2019	APDoc3720	OJT:Plumber's Assistant, Daniel Luna Ramirez,July 2019	234.00	0.00	0.00
Total 1862	Praytor & Son Plumbing				234.00	0.00	0.00
338	SCOTT CONTRERAS, TRACIE	7/25/2019	APDoc3653	Reimbursement: Tracie Scott-Contreras, Snacks, MCWIC MTG	14.98	0.00	0.00
		7/29/2019	APDoc3629	Mileage Reimbursement: Tracie Scott-Contreras, 7/9-7/25	72.91	0.00	0.00
Total 338	SCOTT CONTRERAS, TRACIE				87.89	0.00	0.00
366	OFFICE DEPOT BUSINESS DIVISION	7/22/2019	343147138001	HP Printer M404DN: Gail Office	238.14	0.00	0.00
Total 366	OFFICE DEPOT BUSINESS DIVISION				238.14	0.00	0.00
367	VANG, MAIKNUE	7/29/2019	APDoc3628	Travel Reimbursement:Pre Diem, Maiknue Vang, SHRM, 7/16-7/18	84.00	0.00	0.00
Total 367	VANG, MAIKNUE				84.00	0.00	0.00
Report Total					126,023.86	0.00	0.00

Madera County Workforce Investment Corporation

Aged Receivables by Invoice Date

Aging Date - 7/1/2018

From 7/1/2019 Through 7/31/2019

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		6/30/2019	ARDoc1045	384.10	384.10	0.00	0.00	0.00	0.00
1000		7/31/2019	ARDoc1060	452.79	452.79	0.00	0.00	0.00	0.00
Total 1000	Central Valley Opportunity Center			836.79	836.89	0.00	0.00	0.00	(0.10)
1002	EDD - WP	5/31/2019	ARDoc1030	340.48	340.48	0.00	0.00	0.00	0.00
Total 1002	EDD - WP			340.48	340.48	0.00	0.00	0.00	0.00
1003	EDD - WIA Cash Draw	6/30/2019	ARDoc1056	32,429.24	32,429.24	0.00	0.00	0.00	0.00
1003		7/30/2019	ARDoc1051	76,792.00	76,792.00	0.00	0.00	0.00	0.00
Total 1003	EDD - WIA Cash Draw			109,221.24	109,221.24	0.00	0.00	0.00	0.00
1005	Madera County Probation Department	6/30/2019	ARDoc1049	2,079.05	2,079.05	0.00	0.00	0.00	0.00
1005		7/31/2019	ARDoc1061	76.49	76.49	0.00	0.00	0.00	0.00
1005		7/31/2019	ARDoc1062	2,002.08	2,002.08	0.00	0.00	0.00	0.00
Total 1005	Madera County Probation Department			4,157.62	4,157.62	0.00	0.00	0.00	0.00
1008	Department of Rehabilitation	5/31/2019	ARDoc1029	461.34	461.34	0.00	0.00	0.00	0.00
1008		6/30/2019	ARDoc1040	461.34	461.34	0.00	0.00	0.00	0.00
Total 1008	Department of Rehabilitation			922.68	922.68	0.00	0.00	0.00	0.00

Madera County Workforce Investment Corporation

Aged Receivables by Invoice Date

Aging Date - 7/1/2018

From 7/1/2019 Through 7/31/2019

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
1041	Madera County Department of Social Services	6/27/2019	ARDoc1037	11,880.90	11,880.90	0.00	0.00	0.00	0.00
1041		6/30/2019	ARDoc1044	1,335.63	1,335.63	0.00	0.00	0.00	0.00
1041		6/30/2019	ARDoc1050	28,613.13	28,613.13	0.00	0.00	0.00	0.00
1041		7/31/2019	ARDoc1067	1,450.79	1,450.79	0.00	0.00	0.00	0.00
Total 1041	Madera County Department of Social Services			43,280.45	43,280.45	0.00	0.00	0.00	0.00
1052	CERTAINTTEED SAINT-GOBAIN	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		5/31/2019	ARDoc1024	255.00	255.00	0.00	0.00	0.00	0.00
1052		7/30/2019	ARDoc1052	255.00	255.00	0.00	0.00	0.00	0.00
1052		7/31/2019	ARDoc1053	1,020.00	1,020.00	0.00	0.00	0.00	0.00
Total 1052	CERTAINTTEED SAINT-GOBAIN			1,487.50	1,487.50	0.00	0.00	0.00	0.00
1065	Madera Adult School	6/30/2019	ARDoc1043	4,986.49	4,986.49	0.00	0.00	0.00	0.00
1065		7/31/2019	ARDoc1059	6,057.36	6,057.36	0.00	0.00	0.00	0.00
Total 1065	Madera Adult School			11,043.85	11,043.85	0.00	0.00	0.00	0.00
1073	EDD-DGS	5/31/2019	ARDoc1028	135.00	135.00	0.00	0.00	0.00	0.00
1073		6/30/2019	ARDoc1041	135.00	135.00	0.00	0.00	0.00	0.00
1073		7/1/2019	ARDoc1042	5,472.00	5,472.00	0.00	0.00	0.00	0.00
1073		7/31/2019	ARDoc1057	135.00	135.00	0.00	0.00	0.00	0.00
Total 1073	EDD-DGS			5,877.00	5,877.00	0.00	0.00	0.00	0.00
1098	County of Merced	6/30/2019	ARDoc1046	85.24	85.24	0.00	0.00	0.00	0.00
1098		7/31/2019	ARDoc1063	54.90	54.90	0.00	0.00	0.00	0.00

Madera County Workforce Investment Corporation

Aged Receivables by Invoice Date

Aging Date - 7/1/2018

From 7/1/2019 Through 7/31/2019

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 1098	County of Merced			140.14	140.14	0.00	0.00	0.00	0.00
Report Total				177,307.75	177,307.85	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: September 26, 2019
Subject: Program Update

Information:

We continue to work through the contracting process for the Prison to Employment Direct and Support Services/Earn and Learn Grant. The State Board has advised the field that the effective start date of all projects will be no earlier than October 1, 2019. Currently, we anticipate receiving approximately \$156,000 for implementation. We have started the planning process with representatives from Valley State Prison and will schedule a follow-up meeting in October to coordinate services in the Transitions Program.

In response to the State Board's Request for Applications for the Breaking Barriers to Employment Act (AB1111), staff submitted an application as the lead with CVOC and the Educational Leadership Foundation to serve immigrants, migrant/seasonal farmworkers, unemployed & underemployed individuals, and English language learners in the project amount of \$429,539, with \$166,488 for MCWIC. We also partnered on another AB1111 regional application with the Fresno Regional Workforce Development Board, Reading and Beyond, and Fresno Economic Opportunity Commission to serve disadvantaged populations in the project amount of \$661,124, with \$105,000 for MCWIC. These funds are designed to create partnerships with local community-based organizations to assist targeted populations to successfully access the broader range of available workforce system services.

• **CCP/AB109:**

Grant award: \$56,627 In-Custody
\$34,762 Post-Release

Grant term: 7/1/2019 - 6/30/2020

Scope: Provide a 4-week workshop for In-Custody Pre-Release customers at Department of Corrections and facilitate periodic job fairs inside the facility. Additionally, provide a 3-hour group Orientation and CalJOBS system registration workshop to Post-Release individuals four times a month at the Center as well as coordinate monthly resource fairs with Probation at the Center.

of Participants to be Served: Open

of Participants Enrolled: 20 referred in-custody, 4 enrolled
10 referred post release, 0 enrolled

- **Department of Social Services (DSS) – Expanded Co-Enrollment and Occupational Skills Training Pilot:**

Grant award: \$98,398

Grant term: 7/1/2019 – 6/30/2020

Scope: An assigned Career Specialist to meet one on one with CalWORKs participants enrolled in the Welfare to Work's Career Club activity to determine their interest in concurrent participation in WIOA Title I services. Funding will also sponsor vocational training programs in occupations in demand in the local area that will result in a certificate or credential.

of CalWORKS participants referred from Career Club for WIOA Services: 0

of CalWORKS participants enrolled in WIOA Services: 0

of CalWORKS participants referred for Vocational Training: 1

of CalWORKS participants enrolled in Vocational Training: 0

- **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 within 90 days: 63

- **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. We have requested additional resources from the State to enable our team to continue to participate in TA activities.

- **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: 4/1/19 – 11/30/19

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.

of Participants to be Served: 5

of Participants to Enrolled: 0

- **Ticket-to-Work:**

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

Ticket Payments Received 5/2019 - 08/2019: \$28,175

of Tickets Assigned: 20

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: 193

• **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: 171

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: September 26, 2019

Subject: MCWIC Program Year 2018-19 Fiscal and Procurement Monitor Final Report

Information:

A Workforce Innovation and Opportunity Act (WIOA) Program year 2018-19 fiscal and procurement review for MCWIC was conducted by EDD's Compliance Review Office in March, 2019. Staff received the final report for the review which concluded that MCWIC is meeting all applicable WIOA requirements concerning procurement.

Financing:

Workforce Innovation and Opportunity Act

September 18, 2019

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

WORKFORCE INNOVATION AND OPPORTUNITY ACT
PROGRAM YEAR 2018-19
FISCAL AND PROCUREMENT REVIEW
FINAL REPORT

Dear Ms. Scott-Conteras:

This final monitoring report is to inform you of the results of the Employment Development Department, Compliance Review Office's (CRO's) Workforce Innovation and Opportunity Act (WIOA) review of Madera County Workforce Investment Corporation's (MCWIC's) fiscal and procurement systems for Program Year (PY) 2018-19. The MCWIC was awarded WIOA funds to provide centralized comprehensive workforce services to adults, dislocated workers, youth, and rapid response through one comprehensive America's Job Centers of CaliforniaSM.

Our review was conducted under the authority of WIOA, Sections 183(a) and 184(a)(4). The purpose of this review was to determine the level of compliance by MCWIC with applicable federal and state laws, regulations, policies, and directives related to the WIOA grant specific to financial management and procurement activities for PY 2018-19.

The scope of the review covered the period of April 1, 2018 through February 28, 2019. For the fiscal portion of the review, we focused on the following areas: fiscal policies and procedures, financial reporting, expenditures charged to the WIOA grants, cost allocation, indirect cost rate, cash management, internal controls, oversight of your subrecipients, audits, and debt collection. For the procurement portion of the review, we examined procurement transactions and property management.

The on-site review was conducted by Ms. Jo Ann Madrid Schmit and Mr. Andrew Kuhn from March 11, 2019, through March 15, 2019. The exit conference for this review was held on March 15, 2019. We collected the information for this report through interviews with MCWIC representatives, and by reviewing applicable policies, procedures, a

sample of PY 2017-18 and PY 2018-19 expenditures and procurements, and your response to Sections I and II of the WIOA Fiscal and Procurement On-Site Monitoring Guide.

FISCAL REVIEW RESULTS

We conclude that we did not identify any areas of MCWIC not meeting WIOA requirements concerning financial management.

PROCUREMENT REVIEW RESULTS

We conclude that we did not identify any areas of MCWIC not meeting applicable WIOA requirements concerning procurement.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all areas included in our review. It is MCWIC's responsibility to ensure that the systems, programs, and related activities comply with the WIOA grant program, federal and state regulations, and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain MCWIC's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Ms. Melissa McDaniel, Compliance Monitoring Supervisor, at 1-916-654-7825 or Melissa.McDaniel@edd.ca.gov.

Sincerely,



SCHENELLE FLORES, Chief
Compliance Monitoring Section
Compliance Review Office

cc: Jessica Encarnacion, MIC 22
Jennifer Gouvaia, MIC 50
Jaime Gutierrez, MIC 50
MaryLiz Kerecman, MIC 50
Melissa McDaniel, MIC 22M
Tim Reynaga, MIC 50



Agenda Item 8.5

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Tracie Scott-Contreras, Executive Director

Date: September 26, 2019

Subject: Motor Vehicle Network Advertising at DMV

Information:

Motor Vehicle Network (MVN) has a contract with the State of California to install large screen TV's in DMV offices throughout the state which display advertising from local organizations. Staff will provide information on the process and cost of such advertising, as well as discuss the potential fiscal impact to the budget for the services provided by MVN should the Board wish to consider implementing this type of outreach.

Financing:

Workforce Innovation and Opportunity Act

AGENDA ITEM 8.5

**Celebrating Your
Future**

**Scholarships
Available**

**HORRY
GEORGETOWN**
TECHNICAL COLLEGE
WORKFORCE DEVELOPMENT

hgtc.edu/jobtraining

Now Serving
JM 1792

Window 16

Customer	Window
JM 1792	16
FR 5609	14
MH3929	24
RJ 4078	25
SR 1883	6
CB 9424	13
JL 8063	12
GT 3651	20



Agenda Item 8.6

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Tracie Scott-Contreras, Executive Director

Date: September 26, 2019

Subject: MCWIC Mission, Vision, Credo Review

Information:

Staff is providing the current Mission, Vision and Credo that is in place for MCWIC for the Board's review and discussion of whether a discussion and revision of this information might be desired by the Board at a future meeting.

Financing:

Workforce Innovation and Opportunity Act



Mission

To empower and develop a highly-skilled workforce by providing specialized support and resources to our customers, partners, and employers, ensuring economic prosperity for Madera County.

Vision

Be, and be recognized as, the premiere workforce development organization in Madera County, inspiring our customers with excellent services, resulting in a skilled, high-quality workforce.

Credo

Investing in a Quality Workforce!