



## **A G E N D A**

**December 20, 2018  
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 approval of the Workforce Development Board (WDB) meeting minutes – October 18, 2018.

### **7.0 Action Items**

7.1 Consideration of approval of Susan Crosno's - Caglia Family of Companies, representing GMCIA, WDB application and authorization to forward the application to the Board of Supervisors for approval of a 3 year term to the WDB.

7.2 Consideration of approval of a memorandum of understanding (MOU) between the WDB and Madera County Child Support.

## **8.0 Information Items**

- 8.1 WDB Workshop:
  - Board Member Participation Opportunities
  - Board Member Representation and Roles
  - Essential Workplace Skills: What are they and how do we teach them?
- 8.2 MCWIC Update
- 8.3 Program Update
- 8.4 Facilities Update
- 8.5 EconoVue Overview
- 8.6 Madera County Job Fairs Update
- 8.7 Success Stories
- 8.8 Regional and Local Plan Modifications Update
- 8.9 Workforce News Newsletter – November 2018

## **9.0 Written Communication**

### **10.0 Open Discussion/Reports/Information**

- 10.1 Committee Members
- 10.2 Staff

### **11.0 Next Meeting**

February 21, 2019

### **12.0 Adjournment**



## MINUTES

**October 18, 2018**

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

- PRESENT:** Chuck Riojas, Claudia Habib, David Salter, Deborah Martinez, Elizabeth Wisener, Jesse Carrasco, Jorge De Nava, Laura Gutile, Les Taylor, Michelle Brunetti, Mike Lopez, Nichole Mosqueda, Wayne Rylant
- ABSENT:** Bobby Kahn, Brett Frazier, Cindy Vail, Exhchille M. Mendoza, Gabriel Gil, Ivan Otamendi, Mike Fursman, Robert Poythress, Ruben Zarate, Terry Nichols, Wendy Lomeli
- GUEST:**
- OTHERS:** Gail Lopez, Jessica Roche, Maiknue Vang, Nicki Martin, Sarahi Cuellar, Tracie Scott-Contreras

### **1.0 Call to Order**

*Meeting called to order by Vice Chair Les Taylor at 3:08 pm.*

#### **1.1 Pledge of Allegiance**

### **2.0 Additions to the Agenda**

*Staff requested approval to add an additional item to the agenda action items to be numbered agenda item 7.9 which will cover revisions to the Transitional Job Training (TJT) policy.*

*Chuck Riojas moved to add the item, seconded by Laura Gutile.*

*Vote: Approved – unanimous*

*Yes: Chuck Riojas, Claudia Habib, David Salter, Deborah Martinez, Elizabeth Wisener, Jesse Carrasco, Jorge De Nava, Laura Gutile, Les Taylor, Michelle Brunetti, Mike Lopez, Nichole Mosqueda, Wayne Rylant*

### **3.0 Public Comment**

*None.*

### **4.0 Introductions and Recognitions**

*Everyone in attendance introduced themselves. Tracie Scott-Contreras introduced the newest Madera County Workforce Investment Corporation (MCWIC) staff – Erick Flores and Elizabeth Millan. Erick is a Business Specialist and Elizabeth is a Career Specialist.*

### **5.0 Adoption of Board Agenda**

*Laura Gutile moved to adopt the agenda, seconded by Nichole Mosqueda.*

*Vote: Approved – unanimous*

*Yes: Chuck Riojas, Claudia Habib, David Salter, Deborah Martinez, Elizabeth Wisener, Jesse Carrasco, Jorge De Nava, Laura Gutile, Les Taylor, Michelle Brunetti, Mike Lopez, Nichole Mosqueda, Wayne Rylant*

## **6.0 Consent Calendar**

- 6.1 Consideration of ratification of the Workforce Development Board (WDB) meeting minutes – April 19, 2018.**
- 6.2 Consideration of ratification of the Executive Committee meeting minutes – May 24, 2018.**
- 6.3 Consideration of approval of the Executive Committee meeting minutes – August 23, 2018.**
- 6.4 Consideration of ratification of the resignation of David Hernandez, Madera Unified School District, from the WDB.**
- 6.5 Consideration of ratification of the re-appointment of Terry Nichols, California Department of Rehabilitation, to the WDB.**
- 6.6 Consideration of ratification of a revision to the Individual Training Account (ITA) policy to increase the tuition cap from \$3,500 to \$7,000.**
- 6.7 Consideration of ratification of a revision to the One-the-Job (OJT) policy to increase the maximum training hours from 528 to 1,056.**
- 6.8 Consideration of ratification of the revised Transitional Job Training (TJT) policy to increase the maximum training hours from 160 to 320.**
- 6.9 Consideration of ratification of the revised Procurement Policy to align with recently released State guidance.**
- 6.10 Consideration of ratification of the revised Supportive Services Policy increasing the daily flat reimbursement rate for travel for unpaid training activities from \$8 per day to \$10 per day.**
- 6.11 Consideration of ratification of a new training provider, Dental Assisting Institute, Modesto, currently listed on the State Eligible Training Provider List.**
- 6.12 Consideration of ratification of the revised WDB Conflict of Interest Code to include mandatory Whistleblower protections language.**
- 6.13 Consideration of ratification of the acceptance of the One Stop Operator Report.**
- 6.14 Consideration of ratification of the PY 2018-19 preliminary budget.**
- 6.15 Ratification of the appointment of Brett Frazier, Nichole Mosqueda and Pat Gordon to an ad hoc committee led by the Madera County Workforce Investment Corporation Board to facilitate the hiring process for the Executive Director position.**
- 6.16 Consideration of ratification of the Limited English Proficiency (LEP) Plan, as required by the previously approved WDB Policy for Serving Individuals with Limited English Proficiency.**

*Mike Lopez moved to approve the Consent Calendar, seconded by Wayne Rylant.*

*Vote: Approved – unanimous*

*Yes: Chuck Riojas, Claudia Habib, David Salter, Deborah Martinez, Elizabeth Wisener, Jesse Carrasco, Jorge De Nava, Laura Gutile, Les Taylor, Michelle Brunetti, Mike Lopez, Nichole Mosqueda, Wayne Rylant*

## **7.0 Action Items**

- 7.1 Consideration of acceptance of the resignation of Elizabeth Wisener, Community Action Partnership of Madera County from the WDB.**
- 7.2 Consideration of approval of the application of Mattie Mendez – Executive Director, Community Action Partnership of Madera County, to the WDB for a 3 year term and authorization to forward the application to the Madera County Board of Supervisors for appointment.**

**7.3 Consideration of approval of the application of Debi Bray – President/CEO, Madera District Chamber of Commerce., Private Sector, to the WDB for a 3 year term and authorization to forward the application to the Madera County Board of Supervisors for appointment.**

*Agenda items 7.1, 7.2 and 7.3 were discussed as a group. The Board and staff thanked Elizabeth for her service to the WDB as a representative for Community Action Partnership of Madera County (CAPMC). The MCWIC Ad Hoc committee recommended that members of the MCWIC board come onto the WDB in order to streamline the work between the two boards. Mattie Mendez, CAPMC, and Debi Bray, Madera District Chamber of Commerce, will sit on the WDB and report back to the MCWIC. Both Debi and Mattie have served on the WDB previously.*

*Chuck Riojas moved to approve, seconded by Wayne Rylant.*

*Vote: Approved – unanimous*

*Yes: Chuck Riojas, Claudia Habib, David Salter, Deborah Martinez, Elizabeth Wisener, Jesse Carrasco, Jorge De Nava, Laura Gutile, Les Taylor, Michelle Brunetti, Mike Lopez, Nichole Mosqueda, Wayne Rylant*

**7.4 Consideration of approval of the transfer of funds from the Dislocated Worker funding stream to the Adult funding stream in the amount of \$250,000 for Subgrant K8106642.**

*Transfers between the two funding streams are allowed but must be approved by the Board. Local areas are allowed to transfer up to 100% of funds between streams. There have been low numbers of dislocated workers coming to the Center for services due to the low unemployment rate. Staff are still seeing adult, low-income customers with various barriers come in for services and trainings. The \$250,000 is being transferred from last fiscal year's carry-over funding. Staff will most likely request an additional transfer later this fiscal year.*

*Mike Lopez moved to approve, seconded by Nichole Mosqueda.*

*Vote: Approved – unanimous*

*Yes: Chuck Riojas, Claudia Habib, David Salter, Deborah Martinez, Elizabeth Wisener, Jesse Carrasco, Jorge De Nava, Laura Gutile, Les Taylor, Michelle Brunetti, Mike Lopez, Nichole Mosqueda, Wayne Rylant*

**7.5 Consideration of approval to expend up to 20% of allocated youth funds to provide services to in-school juvenile offenders.**

*Staff were recently approached by staff from the Madera County juvenile division of the Probation Department with a request that Workforce work with students in court day school who are mostly juniors and seniors, to help them retain these students in school to complete their high school diplomas but also assist with transition services. Juvenile staff have identified 12-15 students that they would want to involve in a pilot program for services. Previously, Workforce discontinued services to in-school youth (ISY) as funding shifted to out-of-school (OSY) and ISY could access services through the school systems. There is a significant increase in State emphasis on providing services to justice involved and re-entry individuals. Staff would go to the facility to provide services. They do not want to lose contact with the youth once they exit the system. There is the possibility that providing services to youth will impact Workforce Outcomes related to youth performance. The performance outcomes for Youth mirror the Adult outcomes: entry into education, post-secondary employment, apprenticeship and entry into military within 6 months that they exit and also completion of a credential within 1 year of exit and an increase in median earnings in the second quarter after they exited the program. Initially services will be staff services at the court day school. Probation has offered to transport the students to the Center as needed. A maximum of \$150,000 will be paid out of the Youth allocations. Staff would like to try to provide these services for the remainder of this fiscal year and continue with the program the next fiscal year if everything works well. At this point, staff do not have any information on Probation's outcomes for their youth programs. Once youth turn 18, they can voluntarily leave their programs and Probation staff can lose them. The Board emphasized the importance of obtaining outcome details for services. Providing services to these youth will not impact any other services being provided. The Board emphasized the importance of possibly bringing in speakers and the trades to speak to the youth.*

*Chuck Riojas moved to approve, seconded by Deborah Martinez.*

*Vote: Approved – unanimous*

*Yes: Chuck Riojas, Claudia Habib, David Salter, Deborah Martinez, Elizabeth Wisener, Jesse Carrasco, Jorge De Nava, Laura Gutile, Les Taylor, Michelle Brunetti, Mike Lopez, Nichole Mosqueda, Wayne Rylant*

**7.6 Discussion and consideration of approval of a plan to implement the Skill Up Madera County initiative to include graphics, messaging, skill development inventory and marketing.**

*Staff and the Board previously brainstormed ideas for the initiative. Staff gathered the board's ideas and provided. Staff would like to have a Resource Fair and invite providers to participate to provide information on their services to the community. Staff will research how to bridge any gaps identified. Jorge De Nava suggested including information as to the length of time it may take to complete a course and obtain a certificate and information on what the cost per certificate trainings are. The WDB can only cover up to a certain point and the return on investment should be considered. Claudia Habib spoke to the many different programs available at Madera Community College. We also need to make sure that there is a wide selection of programs. Nichole Mosqueda suggested that staff look to the Deputy Sector Navigators for infographics that can be used. The homeless need also be taken into consideration. A "crew" program is working well in Southern California for the homeless. Childcare is also a big issue. Paying for childcare can become an issue once people are employed and have to start paying for childcare. Programs/trainings that offer alternate times should be considered. Workforce may be able to help with transportation i.e. bus tickets or even providing a bicycle. Jesse Carrasco noted that schools are focusing on career pathways. Tracie stated that staff would like to put on a Resource Fair. Vocation schools would also be invited to attend. Staff may consider charging a fee to for-profit organizations but this was discouraged as noted by Mike Lopez that some vocational schools are put off by being charged a fee. Staff are aiming to have the Resource Fair sometime in the Spring – April, 2019 at the Madera County Fairgrounds. Staff and the Board reviewed and provided input on the final logo for the initiative. There was a suggestion that a smaller, sans serif font be used and that the italicizing be removed.*

*Laura Gutile moved to approve, seconded by Jessie Carrasco.*

*Vote: Approved – unanimous*

*Yes: Chuck Riojas, Claudia Habib, David Salter, Deborah Martinez, Elizabeth Wisener, Jesse Carrasco, Jorge De Nava, Laura Gutile, Les Taylor, Michelle Brunetti, Mike Lopez, Nichole Mosqueda, Wayne Rylant*

**7.7 Consideration of approval of negotiated performance outcome goals for PY 18-19 and PY 19-20.**

*Staff participated in a call with other regions and the State Board staff for performance outcome goals and provided the results. The goals can be re-negotiated if there is a significant change to the economy in the area.*

*Laura Gutile moved to approve, seconded by David Salter.*

*Vote: Approved – unanimous*

*Yes: Chuck Riojas, Claudia Habib, David Salter, Deborah Martinez, Elizabeth Wisener, Jesse Carrasco, Jorge De Nava, Laura Gutile, Les Taylor, Michelle Brunetti, Mike Lopez, Nichole Mosqueda, Wayne Rylant*

**7.8 Consideration of entering into an agreement for the provision of occupational skills training with the Merced County Office of Education.**

*Staff stated that they frequently receive requests from participants who live in Chowchilla or closer to Merced to participate in trainings in Merced as those trainings may be closer to them than Madera or Fresno. Workforce has other Merced vendors as well. There are many programs that could be useful to participants such as computerized office technology, construction technology, automotive technology and accounting occupations.*

Wayne Rylant moved to approve, seconded by Mike Lopez.

Vote: Approved – unanimous

Yes: Chuck Riojas, Claudia Habib, David Salter, Deborah Martinez, Elizabeth Wisener, Jesse Carrasco, Jorge De Nava, Laura Gutile, Les Taylor, Michelle Brunetti, Mike Lopez, Nichole Mosqueda, Wayne Rylant

#### **7.9 Consideration of approval of the revised Transitional Job Training (TJT) Policy.**

The TJT policy was added to the agenda by a unanimous vote. The previous policy left off exception language. Exceptions to the policy are done on a case-by-case basis or are considered based on the needs of the employer or worksite.

Deborah Martinez moved to approve, seconded by Chuck Riojas.

Vote: Approved – unanimous

Yes: Chuck Riojas, Claudia Habib, David Salter, Deborah Martinez, Elizabeth Wisener, Jesse Carrasco, Jorge De Nava, Laura Gutile, Les Taylor, Michelle Brunetti, Mike Lopez, Nichole Mosqueda, Wayne Rylant

### **8.0 Information Items**

#### **8.1 MCWIC Board Update**

Information provided within agenda packet.

#### **8.2 Program Update**

Information provided within agenda packet.

#### **8.3 Facilities Update**

Information provided within agenda packet.

#### **8.4 MCWIC Executive Director Ad Hoc Committee Update**

Information provided within agenda packet.

#### **8.5 MCWIC FY 2017-2018 Year-End Unaudited Financial Activity Update**

Information provided within agenda packet.

#### **8.6 ProPath, Inc. Quarterly Report and America's Job Center of California (AJCC) Continuous Improvement Plan Update**

Information provided within agenda packet.

#### **8.7 Regional and Local Plan Update**

Information provided within agenda packet.

#### **8.8 Madera County Local Workforce Area Success Story Spotlight in EDD Labor Day 2018 Campaign**

Information provided within agenda packet.

#### **8.9 WDB Podcast Update**

Information provided within agenda packet.

#### **8.10 Sub-regional ProPath Contract One Year Extension**

Information provided within agenda packet.

**8.11 WDB Workforce Newsletters**

*Information provided within agenda packet.*

**8.12 WDB 2018-2019 Meeting Calendar**

*Information provided within agenda packet.*

**9.0 Written Communication**

*None*

**10.0 Open Discussion/Reports/Information**

**10.1 Board Members**

*None*

**10.2 Staff**

*None*

**11.0 Next Meeting**

*December 20, 2018*

**12.0 Adjournment**

Meeting adjourned immediately after action item 7.9 due to loss of a quorum at 4:08 p.m.



## Director Nomination

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To: Workforce Development Board of Madera County

From: Greater Madera County Industrial Association (GMCIA)

The Greater Madera County Industrial Association (GMCIA) submits the name of Susan Crosno, to the Madera County Board of Supervisors for nomination to the Workforce Development Board of Madera County.

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A handwritten signature in cursive script that reads 'Ron Flores'.

Signature

President

Title

12/10/2018

Date



**WORKFORCE DEVELOPMENT  
BOARD OF MADERA COUNTY**

# Director Application

<b>NAME:</b> Susan Crosno	<b>TITLE</b> Human Resource Manager
<b>EMPLOYER:</b> Caglia Family of Companies	
<b>ADDRESS:</b> P. O. Box 446, Fresno, CA 93709	
<b>PHONE:</b> 559-650-1153	<b>FAX:</b> 559-650-1162
<b>EMAIL:</b> susan.crosno@electricmotorshop.com	<b>ALTERNATE EMAIL:</b> hr@cagliarecycling.com

<b>ORGANIZATIONS YOU BELONG TO:</b>	<b>HOW LONG?</b>
1. Right to Life	13 years
2. Central California Society for Human Resources	15 years
3. Central Vally Safety Society	13 years
4. Society for Human Resource Managment	13 years
5. _____	_____

<b>REFERENCES:</b>	<b>PHONE:</b>
Justin Raymond	559-994-4553
Kirsten Nolan	559-417-1750
Richelle Caglia-Jarrell	559-650-1153
_____	_____
_____	_____

**WHY DO YOU WANT TO BE A MEMBER OF THE WORKFORCE DEVELOPMENT BOARD OF MADERA COUNTY?**

One of the toughest jobs as a Human Resource Manager is that of recruiting. My hopes are, being more involved in the Madera Community, my involvement with Workforce Development would give our company more resources for recruiting. I also see the need for our schools to bring back more vocational type training. This would enhance our communities ability to have more workforce ready individuals. As students graduate, look for positions, Workforce Development could be a resource for these graduates.

**DO YOU HAVE ANY RELEVANT EXPERIENCE WITH WORKFORCE DEVELOPMENT, ECONOMIC DEVELOPMENT, EDUCATION, OR TRAINING PROGRAMS?  YES  NO**  
**IF YES, PLEASE EXPLAIN:**

We as a company have utilized the services of Workforce Development for both Madera and Fresno counties. We attend job fairs and have had a few individuals we have actually hired through Workforce Development.

**PLEASE LIST ANY OTHER INFORMATION THAT YOU FEEL WOULD BE PERTINENT.**

*Susan Brown*  
SIGNATURE

12/04/2018

DATE

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of California™

**MEMORANDUM OF UNDERSTANDING (MOU)  
BY AND BETWEEN THE MADERA COUNTY  
DEPARTMENT OF CHILD SUPPORT SERVICES  
AND THE  
WORKFORCE DEVELOPMENT BOARD (WDB) OF MADERA COUNTY**

**FY 2019-2021**

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**MEMORANDUM OF UNDERSTANDING (MOU)  
BY AND BETWEEN THE COUNTY OF MADERA COUNTY  
DEPARTMENT OF CHILD SUPPORT SERVICES  
AND  
WORKFORCE DEVELOPMENT BOARD (WDB) OF MADERA COUNTY**

**I. PURPOSE**

This Memorandum of Understanding (MOU) is entered into by and between the Madera County Department of Child Support Services (DCSS) and the Workforce Development Board of Madera County (WDB) for services and referrals with the America's Job Center of California for Madera County, known as the Workforce Assistance Center. DCSS and WDB are hereinafter sometimes referred to collectively as the 'Parties' and individually as "Party".

DCSS is charged with establishing and enforcing support orders in accordance with Title IV-D of the Social Security Act of 1975. DCSS provides services that include: opening cases, locating parents, establishing paternity, establishing child and medical support orders, and collecting payments on support orders.

WDB is charged with overseeing a variety of services offered through the AJCC that improve the lives of the residents of Madera County, including employment and training services.

It is the mutual desire of WDB and DCSS to assist individuals with child support obligations to obtain permanent employment. Two important steps toward this objective are making obligors aware of employment services and eliminating barriers to employment. WDB and DCSS will collaborate to address these issues in the Non-Custodial Parent Referral Program.

**II. TERMS OF UNDERSTANDING**

This MOU is in effect for the period of January 1, 2019 through June 30, 2021.

**III. DEPARTMENTAL APPOINTEES**

Each Party will appoint a person to serve as the official contact and coordinate the activities of each Department in carrying out this MOU. The initial appointees of each organization are:

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

Madera, CA 93637  
v.559.662.4587  
[tscott-contreras@maderaworkforce.org](mailto:tscott-contreras@maderaworkforce.org)

And

Sarah Honeycutt, Director  
Department of Child Support Services  
120 N. Lake Street  
Madera, CA 93638  
(559) 675-7889  
[sarah.honeycutt@maderacounty.com](mailto:sarah.honeycutt@maderacounty.com)

#### **IV. DCSS RESPONSIBILITIES**

DCSS will have the following responsibilities:

1. Refer DCSS customers in need of employment services to the America's Job Centers of California (AJCC) in Madera County by way of the designated staff liaison at WDB.
2. Provide customers referred to an AJCC with an America's Job Center of California (AJCC) Participant Referral Form (Attachment A) that identifies them as participants in the program.
3. Maintain the below email address to be used by AJCC staff to notify DCSS when a customer has been enrolled in a Workforce Innovation and Opportunity Act program.

a. **Workforce@MaderaCounty.com**

4. Once notified by AJCC staff, via the above email address, that a customer had been enrolled in a Workforce Innovation and Opportunity Act (WIOA) program at an AJCC, issue a conditional release of the customer's driver's or professional license to allow completion of the WIOA Program.
5. Provide a point-of-contact to help AJCC staff obtain child support-related information to assist participants in their program.
6. Provide the designated AJCC contact with data regarding outcomes of referrals and demographic information upon request, but no more frequently than on a quarterly basis.
7. As resources allow, provide training to AJCC staff regarding this program, the IV-D child support program and the services offered by DCSS.

## V. WDB RESPONSIBILITIES

WDB will have the following responsibilities:

1. To ensure that the AJCCs they administer provide services to qualifying customers who are referred by DCSS staff.
2. To ensure that AJCC staff email the Non-Custodial Parent America's Job Center of California (AJCC) Referral Form (Attachment B) and a completed Non-Custodial Parent (NCP) consent and Release Agreement (Attachment C) to **WORKFORCE@MADERACOUNTY.COM** if, and only if, a customer referred by DCSS has at a minimum, attended Orientation and has received two or more Basic Career Services, or has enrolled to receive Individualized Career services, in a AJCC WIOA program.
3. To ensure that if AJCC staff identifies shared customers who would benefit from this program they email the Non-Custodial Parent America's Job Center of California (AJCC) Referral Form and a completed Non-Custodial Parent (NCP) Consent and Release Agreement to **Workforce@MaderaCounty.com** if, and only if, the customer has been enrolled in a WIOA program.
4. To provide DCSS with data on a monthly basis identifying any shared customers who have dropped out of the WIOA program or who have obtained employment. For those who have obtained employment, ensure that AJCC staff email a complete Non-Custodial Parent (NCP) Referral Program Outcome Tracking Form (Attachment D) and provide any available information regarding the employer including but not limited to name, address, phone number, contact person and pay stubs.

## VI. SHARED RESPONSIBILITIES

Both DCSS and WDB shall have the following responsibilities:

1. To execute amendments to the MOU whenever necessary to reflect new or revised federal statutes or regulations, material changes in State laws or policies or in State or local agency operation or organization.
2. Cooperate with one another in order to achieve the objective of this MOU and to enhance the Title IV-D program.
3. Maintain an organizational structure and sufficient staff to administer and supervise all of the functions for which they are responsible under this MOU.
4. Satisfy the applicable standards for program operation as delineated in Title 45 of the Code of Federal Regulations, sections 302, 303, and 304.

5. The Parties to this MOU agree to comply with Title IV-D of the Social Security Act, implementing regulations, and all federal and State regulations and requirements promulgated thereunder.

## **VII. CONFIDENTIALITY**

DCSS intends to release to WDB only information that would be accessible to the individual executing the Non-Custodial Parent (NCP) Consent and Release Agreement. No other confidential information will be provided.

Child and spousal support information used in the administration of the Title IV-D Program shall be considered confidential and shall not be disclosed for any purpose not directly connected with the administration of the child and spousal support enforcement program, unless expressly authorized under the MOU.

For the purpose of this MOU, Information means all files, applications, papers, documents and records including those maintained in an electronic format on microfilm or microfiche.

Information considered confidential under this MOU consists of child and spousal support enforcement records related to determination of paternity, establishment, modification and/or enforcement of child support, medical support, and spousal support orders: Information related to abducting person and information related to crimes against a child.

## **VIII. FINANCIAL PROVISIONS**

1. The services described within this MOU shall be provided at no cost.
2. Each collaborative member is responsible for his or her own expenses related to this agreement. There will not be an exchange of funds between the Parties for tasks associated with this agreement.
3. The signing of this agreement is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the stated purpose.

## **IX. ADMINISTRATIVE SAFEGUARDS**

This section is not needed; there is no information or information security issues relating to the work performed under this MOU. WDB will not have accessed to any computer systems at DCSS. They will not be provided logon or passwords to access DCSS computer system.

## **X. TERMINATION**

This MOU may be terminated by either Party for any reason upon providing thirty (30) days written notice.

**XI. AUTHORIZATION**

We the undersigned, as authorized representatives of the Madera County Child Support Services Department and the Workforce Development Board of Madera County and the Workforce Investment Corporation do hereby approve and enter into this Memorandum of Understanding for the services described in this document. This Memorandum of Understanding may be extended in its present form, or in a modified form, by mutual written agreement. The parties have signed their names effective the day and year first above written.

Dated: 12/6/2018

Dated: \_\_\_\_\_

Sarah Honeycutt

**Sarah Honeycutt,**  
**Director**  
Department of Child Support Services  
Madera County

\_\_\_\_\_  
**Tracie Scott-Contreras,**  
**Interim Executive Director**  
Madera County  
Workforce Investment Corporation

**REQUEST AND AUTHORIZATION FOR RELEASE OF INFORMATION**

DCSS 0644 (06/05/09)

I, \_\_\_\_\_, authorize the Department of Child Support Services to discuss my case information with the person or agency designated below.

Madera County Workforce Investment

I authorize Corporation to discuss and/or examine all files, applications, papers, documents and records held by the California Department of Child Support Services or any Local Child Support Agency regarding the establishment of paternity; and the establishment, modification or enforcement of child, medical or spousal support in my case which I am authorized to discuss and/or examine, consistent with Title 22 California Code of Regulations § 111440 and Family Code section 17212.

I am not aware of any court issued protective order, nor a good cause claim under Section 11477.04 of the Welfare and Institutions Code pending or approved by an administrative agency in this case which bars the authorized person or agency named below from access to this information. I further declare that I have no reason to believe that the release of this information to the authorized person or agency named below may result in physical or emotional harm to the child(ren) involved in this case.

This authorization shall expire on \_\_\_\_\_. I understand that if I wish to revoke this authorization at any time before the expiration date, I must submit a written notification of revocation to the California Department of Child Support Services or any Local Child Support Agency.

**In the interest of protecting your personal information, the California Department of Child Support Services encourages you to complete the information requested below. Please provide a copy of this form to your authorized person or agency so they have the information necessary to conduct business on your behalf. If we are unable to identify you or your authorized person or agency from the information provided we may need to contact you.**

**CHILD SUPPORT PARTICIPANT INFORMATION**

Participant's Name (Please Print)	Telephone Number	CSE Case Number	
Address, City, State, and Zip Code		SSN (last four digits)	Date of Birth

**AUTHORIZED PERSON INFORMATION**

Authorized Person's Name (Please Print)	Telephone Number	SSN (last four digits) or CA ID Number	
Address, City, State, and Zip Code			

**AUTHORIZED AGENCY INFORMATION**

Authorized Agency's Name (Please Print) Workforce Development Board of Madera County	Telephone Number (559) 662-4587	Primary Contact Name Tracie Scott-Contreras
Address, City, State, and Zip Code 2037 W. Cleveland Avenue, Madera, CA 93637		

I declare under penalty of perjury that I the participant authorize the release of information as described above.

\_\_\_\_\_  
PARTICIPANT'S SIGNATURE

\_\_\_\_\_  
DATE



## Agenda Item 8.1

Consent                       Action                       Information

**To:** Workforce Development Board of Madera County  
**From:** Tracie Scott-Contreras, Interim Executive Director  
**Date:** December 20, 2018  
**Subject:** WDB Workshop

### **Information:**

Input from the WDB is needed in three areas that have been identified as opportunities to improve specific areas in our operation: Board member engagement, community awareness, and essential workplace (soft) skills needed by local job seekers.

Board Member Participation Opportunities: Staff will present information on opportunities for Board members to participate in various workforce system activities, including speaking opportunities, conferences and meetings, provision of worksites for participants, and mock interviews. Board members are encourage to select at least one participation opportunity.

Board Member Representation and Roles: Staff would like to create a list of all of the community organizations and other Boards that WDB members serve on and strategize about how to utilize those relationships to increase community and employer awareness of, and participation in, the workforce development system.

Board Member Input – Essential Workplace Skills: What Are They and How Do We Effectively Teach Them?: Staff is requesting WDB member input on the essential workplace skills that are most desired/needed by local business and brainstorm some methods for effectively instructing job seekers in these critical skills for workplace success

### **Financing:**

Workforce Innovation and Opportunity Act



MINUTES

**September 27, 2018**

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

- PRESENT:** Debi Bray, Lindsay Callahan, Mike Farmer (2:19 p.m.), Zaven Kalebjian, Roger Leach, Gabriel Mejia
- ABSENT:** Bob Carlson, Mattie Mendez, Robyn Smith
- GUEST:**
- OTHERS:** Gail Lopez, Jessica Roche, Maiknue Vang, Nicki Martin, Sarahi Cuellar, Tracie Scott-Contreras

**1.0 Call to Order**

*Meeting called to order by Chair Debi Bray at 2:10 p.m.*

**1.1 Pledge of Allegiance**

**2.0 Additions to the Agenda**

*None.*

**3.0 Public Comment**

*None.*

**4.0 Introductions and Recognitions**

*Roundtable introductions were done by everyone in attendance.*

**5.0 Adoption of Board Agenda**

*Roger Leach moved to adopt the agenda, seconded by Lindsay Callahan.*

*Vote: approved – unanimous*

*Debi Bray, Lindsay Callahan, Zaven Kalebjian, Roger Leach, Gabriel Mejia*

**6.0 Consent Calendar**

**6.1 Consideration of approval of the Madera County Workforce Investment Corporation (MCWIC) meeting minutes – August 23, 2018.**

*Lindsay Callahan moved to approve, seconded by Roger Leach.*

*Vote: approved – unanimous*

*Debi Bray, Lindsay Callahan, Zaven Kalebjian, Roger Leach, Gabriel Mejia*

**7.0 Action Items**

**7.1 Consideration of approval of the application of Mike Farmer, Fourth Street Church of God, to the MCWIC Board.**

*Tracie Scott-Contreras met with Mike and reviewed the mission and primary role of the MCWIC in the community and believes that Mike is a good fit for the corporation based on his work with the community. Roger Leach stated that he has known Mike for several years and has observed his work within the community. Mike shared that he has been in Madera for 13 years after coming down from Canada. His background includes the ministry as well as the construction field before that. He appreciates the opportunity. He works with the police department as the chaplain. This role gives him a better idea as to how to pray for the community and tries to participate in a ride along once a week.*

*Roger Leach moved to approve, seconded by Gabriel Mejia.*

*Vote: Approved – unanimous*

*Debi Bray, Lindsay Callahan, Zaven Kalebjian, Roger Leach, Gabriel Mejia*

**7.2 Consideration of approval of adding the MCWIC Chair as an authorized signer for MCWIC bank accounts, checks and procurement documents.**

*Adding the MCWIC Chair as an authorized signer was discussed at the August 23, 2018 meeting. Having the Chair as an authorized signer would be important in cases where staff may not be available to sign documents or checks. Many internal documents require 2 or 3 signatures for internal review and the chair could provide a signature in cases where staff are not available. The Director, Deputy Director and Fiscal Manager are the current authorized signors for the account.*

*Roger Leach moved to approve, seconded by Gabriel Mejia.*

*Vote: Approved – unanimous*

*Debi Bray, Lindsay Callahan, Mike Farmer, Zaven Kalebjian, Roger Leach, Gabriel Mejia*

**7.3 Consideration of approval to remove references to Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) from the MCWIC Employee Handbook and HR Policies.**

*During the time that Workforce was operating under the Madera County Office of Education (MCOE), staff were able to participate in MCOE's extended leave program. The MCWIC employee handbook was initially developed based on MCOE's handbook after the separation and references to extended FMLA leave and CFRA were included within the handbook. Longer term FMLA leave is required for employers/businesses with 50 or more employees. MCWIC does not qualify to follow the FMLA mandate as they are under the 50 employee threshold. Staff became concerned with the possible liability related to the requirement to pay staff salary up to 12 weeks during their leave. Staff checked with SHRM and legal counsel and were advised that it would be beneficial to remove the reference to FLMA and CFRA in order to minimize the liability which it is not mandated to follow. Staff accrue sick leave and vacation. Sick leave accrual is unlimited. MCWIC pays into the State's disability insurance program so individuals have access to that program. Staff also has access to worker's compensation benefits should they injure themselves during work hours. Changes to the handbook will be reviewed with staff at the next staff meeting if approved. State disability taxes are paid by both the employee and the corporation as part of State payroll taxes. MCWIC currently employs 24 employees. Besides the more recent revision to the handbook in May, 2018 for the addition of whistleblower language, the handbook was last updated in January for the addition of mandatory allowable leave related to school activities in January, 2018. Staff will typically review and revise the handbook in January of each year as that is when most changes to labor laws occur. The content for the handbook has not changed since the initial writing that legal counsel reviewed other than to add required mandates required by the State of California. The Board suggested that staff have legal counsel review the handbook. Staff stated that Van Beurden offers an employee handbook builder that would contain all the state and federal mandates. The Board requested that staff plan on a thorough review of the handbook in January or February and plan on bringing it back to the Board for their consideration. Staff and the Board had previously discussed going out to bid for legal services as well as other services vendors.*

*Gabriel Mejia moved to approve, seconded by Zaven Kalebjian.*

*Vote: Approved – unanimous*

*Debi Bray, Lindsay Callahan, Mike Farmer, Zaven Kalebjian, Roger Leach, Gabriel Mejia*

## **8.0 Information Items**

### **8.1 Workforce Development Board (WDB) of Madera County Update**

*The WDB are scheduled meet on October 18, 2018. The Board previously approved increasing the cap amounts on ITAs and supportive services. It allows us to cover participants who may not qualify for financial aid or fee waivers. OJT and TJT benefits were increased as well. The Workforce Innovation Act (WIOA) as well as the previous federal law mandates that every local area that receives federal funds through the law establish a workforce development board for their area. That board must be comprised of specific representatives from the community with 51% of those representing the private sector. The WDB is the policy board for the local workforce area and oversees the Center and the Center partners. They are also responsible for procurements, the service provider and the local strategic plan for the area. They are responsible for administering and overseeing business services. Their role and responsibilities are defined within the contract with the chief local elected official. The MCWIC is the fiscal and administrative entity for the Center and is responsible for the workforce employees. The Executive Director reports directly to the MCWIC while the remaining staff fall directly under the Executive Director – not the MCWIC. The WDB reviews and approves the program budget and oversees how the funds will be spent while the MCWIC oversees the operation budget. There are specific formulas and mandates that must be adhered to for expenditures. Currently, 30% of allocated funds must be expended on Adult and Dislocated Worker training. 20% of youth funds must be spent on work-based learning i.e. paid work experience. The WDB must be comprised of 51% private sector representative as well as mandated representation from core program partners – EDD, DOR, Adult Education and Family Literacy and Workforce. Other public entities as well as mandated labor representatives are represented on the WDB. There are currently 24 members on the WDB. The WDB meets every other month. The Executive Committee is comprised of 8 members and meets on an as needed basis.*

### **8.2 MCWIC Year-to-Date Financial Reports Update for the period ending August 31, 2018**

*The quarterly financials will be brought to the MCWIC for approval at their next meeting. Jessica Roche, Fiscal Manager, was able to upload financial information into the accounting system which is now available to share in a different format. The reports seem more clearly laid out than the previous reports. Previously, Jessica had to take the figures out of the accounting system and create spreadsheet to present the information to the Board. The budget is now in the system and this allows the reports to be generated from the program. A new document is now created that shows the allocations. The financial reports are now separated – encumbrances, actuals, budget balance expenditures and totals. These reports are now more easily obtainable for staff and more understandable for the Board. The Board stated that they liked the new format for the reports. The WDB sees a similar document but with program activities and not general ledger codes. Their reports are the same information but categorized differently. The new reports also allow staff easier access to information on budgets and balances for trainings. A cost-reimbursement system is used. Items must be expensed before cash can be drawn down from the State. Cash is drawn down from the State based on expenditures. The budget software now allows staff to pull independent reports such as budgets, actuals, monthly actuals, year-to-date actuals and encumbrances. The fund balance sheet is on page 85. There are very few outstanding checks.*

### **8.3 Program Update**

*Information on an additional workforce accelerator grant was included in the program update. Staff have been working the Fresno State's Office of Community and Economic Development (OCED) since March on a program to provide financial capabilities orientations and digital and financial literacy classes to customers in the Center. OCED classes and orientations have been suspended until a finalized contract can be provided by OCED. Madera connected with OCED through the California Partnership for the San Joaquin Valley. The previous Executive Director was a representative on their board.*

### **8.4 MCWIC Executive Director Job Description Update**

*Per the previous meeting discussion. Staff revised the Executive Director job description to include language specific to the Director's role as liaison between the MCWIC and WDB boards. Also added was language specific to the director's role in developing the agreement between the Chief Local Elected Official (CLEO), the MCWIC and the WDB.*

#### **8.5 MCWIC Executive Director Ad Hoc Committee Update**

*The MCWIC ad hoc committee met with the WDB ad hoc committee regarding the recruitment of the MCWIC Executive Director. The committee is proposing that the job description will be revised and brought back for approval. The committee will also recommend that the Director's salary range be increased \$101,000 to \$115,000. Nicki Martin is providing administrative support to the committee. The committee discussed a timeline that included posting the job opening by November 1<sup>st</sup> for a 30 day time period and screening and interviews by the December 6, 2018 MCWIC meeting date in order to finalize a candidate by the end of 2018. Details as to who will sit on the interview committee and the screening process will be among the topics of discussion at the next ad hoc committee meeting. Staff are in agreement with the timeline that the committee has proposed. Lindsay Callahan inquired as to how the Board of Supervisor should be advised as to the hiring of the new Executive Director. The committee will send the Supervisors a memo letting them know about the process and that they will be informed as to the outcome of the recruitment. Brett Frazier is a Board of Supervisor and is also a member of the ad hoc committee.*

#### **8.6 MCWIC Organizational Chart Update**

*The vacant Career Specialist position was filled by Elizabeth Millan and the organizational chart was revised to reflect the new hire. Elizabeth is an experience case manager. Esmeralda Benavidez resigned and there is a recruitment out to replace her. Many times, program participants are hired to fill vacancies.*

#### **8.7 Common Area Maintenance (CAM) Changes for Complex and Potential of Exceeding \$1.48 Cap Outlined in Lease Agreement**

*Jessica Roche, Fiscal Manager, previously took the average amount used by the County when they occupied the building as the previous tenant to help calculate the CAM fees and negotiated with the owner of the building to cap the fee at \$1.48. Due to various expenses through the complex, the CAM fees may exceed the cap amount and MCWIC may need to discuss the possibility that fees above the cap may not be paid to the owner. If that is the case, the owner would need to pay the difference to the complex. Staff may need to discuss the possible situation with the owner for the 4<sup>th</sup> quarter of the year. Every business in the complex pays into the CAM fees and are based on square footage. Unexpected expenses such as the re-paving of the parking lot have driven up the fees. The re-paving was originally supposed to be done over a period of approximately 2 years rather than all at once as was done recently.*

#### **8.8 Facility Update**

*The property management company has been concerned that our customers are taking up too much parking and impacting other businesses. This appears to be driven by at least one complaint from Sal's Restaurant. Tracie Scott-Contreras reached out to the owner of Sal's on September 4<sup>th</sup> to reassure her that the Center would do everything necessary to make sure the Center customers who stay for lengthier periods of time would not take up parking spots nearest the restaurant. The Center posts signs at the entrance regarding not parking nearest the building. Notices are also handed out to customers. Since the September meeting, the property manager, David Delawder, has spoken with Madera Adult School and various other partners about the parking. Mr. Delawder has also placed an item on the Madera City Council agenda in order to discuss with them the Madera Adult School conditional use permit as he feels that the City did not properly vet the permit request for the number of anticipated parking spots used by the School. The Center averages approximately 100 visitors a day but not all at once. Staff met with City staff to discuss the parking issue and were assured that the parking is sufficient. Mr. Delawder proposed that parking spots could be assigned and that security could be hired to enforce parking but wanted to pass the cost of doing so along to the Center. The building was made aware and is planning to speak with the owner of Sal's Restaurant before also speaking with Safeco Management. It has been proposed that customers be allowed to park in the back of the building but staff emphasized that the back entrance is not appropriate for customers as there needs to be some control and counting of customers who enter the building both in regards to program mandates and*

security. Mr. Delawder will be at the October 13<sup>th</sup> City Council meeting. Staff are planning to attend the meeting and asked MCWIC Directors be present as well if possible. Staff have observed Mr. Delawder along with a security guard at the Center courtyard asking people who are passing by where they are going and where they parked. There is a concern that Center customers are being harassed as they enter the building. Staff are concerned that this could cause some customers to hesitate to come to the Center for the services they need. Staff also pointed out that according the complex CCR, the back area is not a common area to be used by customers.

#### **8.9 MCWIC Board Representation on the Workforce Development Board Executive Committee**

*It had been previously discussed that it would be beneficial to have a member of the MCWIC board join the WDB Executive Committee in order to strengthen their connection and so that both boards can be informed of the other's business. Staff are suggesting that a MCWIC member join the WDB instead as the Executive Committee only meets on an as needed basis when the WDB does not or cannot meet. A private sector MCWIC member would be preferable. The WDB meets every other month on the 3<sup>rd</sup> Thursday of the month beginning at 3:00 p.m. Debi Bray volunteered to join the WDB and will speak to Mattie Mendez about joining as well.*

#### **9.0 Written Communication**

*None.*

#### **D10.0 Open Discussion/Reports/Information**

##### **10.1 Board Members**

*Roger Leached inquired as to Veteran services in the Center. Staff stated that EDD has assigned Veteran staff as well as MCWIC staff who are assigned to work specifically with Veterans.*

##### **10.2 Staff**

*Tracie Scott-Contreras asked the Board about when they would like to meet with MCWIC staff. The Board suggested that they could meet with staff at the next board meeting on October 25, 2018.*

#### **11.0 Next Meeting**

*October 25, 2018*

#### **12.0 Adjournment**

*Roger Leach moved to adjourn at 3:56 p.m., second by Gabriel Mejia.*



## MINUTES

**October 25, 2018**

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

**PRESENT:** Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer  
**ABSENT:** Bob Carlson, Zaven Kalebjian, Roger Leach, Robyn Smith  
**GUEST:** Elizabeth Millan, Erick Flores, Scott Miller  
**OTHERS:** Gail Lopez, Jessica Roche, Nicki Martin, Sarahi Cuellar, Tracie Scott-Contreras

### **1.0 Call to Order**

*Meeting called to order at 2:10 p.m. by Chair Debi Bray.*

#### **1.1 Pledge of Allegiance**

### **2.0 Additions to the Agenda**

*None.*

### **3.0 Public Comment**

*None.*

### **4.0 Introductions and Recognitions**

*Tracie Scott-Contreras introduced Erick Flores and Elizabeth Millan to the Board. Erick is a Business Specialist and has been with the Workforce Investment Corporation (MCWIC) for approximately 4 months. Elizabeth is a Career Specialist and has been with MCWIC for approximately a month. Elizabeth worked previously with Central Valley Opportunity Center and Reading and Beyond.*

### **5.0 Adoption of Board Agenda**

*Mattie Mendez moved to adopt the agenda, seconded by Gabriel Mejia.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer*

### **6.0 Consent Calendar**

#### **6.1 Consideration of approval of the Madera County Workforce Investment Corporation (MCWIC) meeting minutes – September 27, 2018.**

*Lindsay Callahan noted that Roger Leach's last name is misspelled on the minutes within the motion for item 10.1. Staff will correct the minutes.*

*Lindsay Callahan moved to approve the minutes with the correction to Roger Leach's name, seconded by Gabriel Mejia.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer*

## **7.0 Closed Session**

*Lindsay Callahan moved to close open session and go into closed session at 2:16 p.m., seconded by Mattie Mendez.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer*

### **7.1 Request for Closed Session: Public Employee Employment Hiring Process Pursuant to Government Code 54957 – Title of Position: MCWIC Executive Director**

#### **a. Closed Session Report-out by MCWIC Chair**

*Open session reconvened at 2:49 p.m. Debi Bray reported that there were no reportable actions taken in closed session.*

## **8.0 Action Items**

### **8.1 Consideration of approval of the revised MCWIC Executive Director Job Description**

*Lindsay Callahan moved to approve, seconded by Mike Farmer.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer*

### **8.2 Consideration of approval of the revised exempt staff salary schedule.**

*Staff provided the exempt and non-exempt salary schedules. The only change to the schedules was the revised rate for the Executive Director. The new range is \$101,000 to \$115,000 per the ad hoc committee recommendation.*

*Mattie Mendez moved to approve, seconded by Gabriel Mejia.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer*

### **8.3 Consideration of approval of the MCWIC year to date financial reports for the quarter ending September 30, 2018.**

*The budget and expenditures are on track. Expenditures for trainings have increased since July 1, 2018 due to staff ramping up training expenses and also due to the Workforce Development Board increasing the limits on certain training activities. The newest options for trainings are Transitional Job Trainings (TJT) which was created with WIOA. Staff are starting to utilize that for special populations through grants. TJT allows part time, subsidized employment while participants are in other activities. The incumbent worker training is new training being used in Madera. The reports provided are grouped by funds that shows where we're at related to budget for each grant for each quarter of the year. There is nothing out of the ordinary when comparing expenditures to budget. We are in the process of getting an extension on DEA grant which was due to close at the end of December. Madera received an extension through the end of March, 2019. This will allow us to expend the work-based learning funds before the end of the grant. Jessica Roche, Fiscal manager, stated that there have been more expenditures for facility repairs than anticipated. When unexpected issues come up, staff obtain prior approval from the partners since this will cause expenses above and beyond what was budgeted. Jessica asked the board for their input as to how they preferred to view the quarterly report actual details. Information can be provided to include year to date totals are just the quarter's information. The Board preferred to receive the information broken out by most recent quarter actual details. For December, the Board will see October, November and December details along with year to date information.*

*Mattie Mendez moved to approve, seconded by Mike Farmer.*

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer

## **9.0 Information Items**

### **9.1 Presentation by Circles USA**

*Lindsay Callahan provided some information on Circles USA. Circles USA works nationwide with local organization and many United Ways to reduce poverty. Their strategy is relational and individualized but also systemic. Scott Miller, provided a presentation on Circles USA. Tracie Scott-Contreras, Interim Executive Director stated that she would take Circles USA information to the Workforce Development Board.*

### **9.2 Workforce Development Board (WDB) of Madera County Update**

*Information provided within the agenda packet.*

### **9.3 Program Update**

*Staff are continuing to see individuals with significant barriers. MCWIC will apply for the next round of Disability Employment Accelerator (DEA) grant funds.*

### **9.4 Employee Handbook Review by Legal Counsel Update**

*Staff have submitted the employee handbook to legal counsel and are waiting to hear back from them and will provide an update to the Board once they receive input from counsel.*

### **9.5 Insurance Services and Legal Services Procurements Update**

*Staff are currently preparing procurements for health and legal services. It will be important that any organization submitting a proposal have non-profit experience. Insurance procurements will include health and business insurances. The procurements should be ready to go shortly after the beginning of next year. Staff will prepare and bring the documents to the Board for review. Staff will post and review any proposals received and provide a recommendation to the Board for their consideration.*

### **9.6 MCWIC Representation on the Workforce Development Board of Madera County Update**

*The Workforce Board approved Debi Bray's and Mattie Mendez's applications at their October 18<sup>th</sup> board meeting. Staff will forward the applications to the Board of Supervisors for appointment.*

### **9.7 Executive Director Ad Hoc Committee Update**

*No new updates at this time.*

### **9.8 Facilities Update**

*A parking permit system will be implemented to help with the parking in front of the building. Center staff will be issuing parking passes to anyone spending more than an hour at the Center. Visitors will be asked to use the parking stalls farther away from the front of the building as designated in a map provided by the complex manager. Customers will not be parking in the back of the building. There have not been any additional complaints about parking.*

## **10.0 Written Communication**

*None.*

## **11.0 Open Discussion/Reports/Information**

### **11.1 Board Members**

*None.*

### **11.2 Staff**

*Tracie Scott-Contreras spoke about the local and regional forums taking place for the update to the local and regional workforce plans. Reading and Beyond has participated in some of the meetings. Staff are considering a membership with the National Council of Non-Profits.*

**12.0 Next Meeting**

*December 6, 2018*

**13.0 Adjournment**

*Mattie Mendez moved to adjourn the meeting at 3:53 p.m., seconded by Lindsay Callahan.*



## AGENDA

December 6, 2018  
2:00 p.m.

Meeting will be held at:

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

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

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

### **1.0 Call to Order**

1.1 Pledge of Allegiance

### **2.0 Additions to the Agenda**

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

### **3.0 Public Comment**

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

### **4.0 Introductions and Recognitions**

### **5.0 Adoption of Board Agenda**

### **6.0 Consent Calendar**

6.1 Consideration of approval of the Madera County Workforce Investment Corporation (MCWIC) meeting minutes – October 25, 2018.

### **7.0 Closed Session**

7.1 Request for Closed Session: Public Employee Employment Pursuant to Government Code 54957 – Title of Position: MCWIC Executive Director

## **8.0 Action Items**

- 8.1 Consideration of approval of the compensation package for the MCWIC Executive Director.
- 8.2 Consideration of approval of the Request for Proposals (RFP) document, process and timeline for MCWIC Insurance Services.
- 8.3 Consideration of approval of the Request for Proposals (RFP) document, process and timeline for MCWIC Legal Services.
- 8.4 Consideration of approval to obtain quotes for a new phone system per EDD WSD17-18 Procurement of Equipment and Related Services directive and submit quotes to the State and the Board for final approval.

## **9.0 Information Items**

- 9.1 Workforce Development Board (WDB) of Madera County Update
- 9.2 MCWIC Year-to-Date Financial Reports Update for the Period Ending October 31, 2018
- 9.3 Program Update
- 9.4 Facilities Update
- 9.5 MCWIC Employee Handbook Update

## **10.0 Written Communication**

### **11.0 Open Discussion/Reports/Information**

- 11.1 Board Members
- 11.2 Staff

### **12.0 Next Meeting**

January 24, 2019

### **13.0 Adjournment**



## Agenda Item 8.3

Consent                       Action                       Information

**To:** Workforce Development Board of Madera County  
**From:** Tracie Scott-Contreras, Interim Executive Director  
**Date:** December 20, 2018  
**Subject:** Program Update

### **Information:**

A grant application was submitted on December 10, 2018 for a new round of funding under the California Workforce Development Board's Workforce Accelerator solicitation. The funds, if awarded, will be used to continue and expand our services to English Language Learners, Immigrants, and Refugees. This work was started under the English Language Learner Navigator Pilot Project grant which ends on December 31, 2018.

Another grant application for Disability Employment Accelerator funds was submitted on December 13, 2018 to expand our work in this area. This project will focus on identifying individuals who will be, or have recently, completed a degree program through our local community college system, and who need assistance obtaining and retaining employment.

We are partnering with the Merced, Stanislaus, and Kings Local Workforce Areas on a grant application for Veterans Employment Assistance funding. The grant focuses on training for Veterans in local demand occupations. The grant application is due December 27.

#### • **CCP/AB109:**

Grant award: \$48,630

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

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

# of Participants to be Served: Open

# of Participants Served: 43

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

Grant award: \$764,400

Grant term: 7/1/2018 – 6/30/2021

Scope: Provide TJT opportunities for DSS participants.

# of Participants to be Served: 90

# of Participants Served: 29

- **Department of Social Services (DSS) – Assessments**

Grant award: \$205,200 Annually

Grant term: 7/1/2017 – 6/30/2020

Scope: Provide WorkKeys assessments for DSS participants.

# of Assessments: Max 720 per year

- **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

- **Disability Employment Accelerator (DEA) 3 Grant:**

Grant award: \$275,000

Grant term: 6/30/2017 - 12/31/2018

Scope: Increase work based learning opportunities for persons with disabilities (PWD) through paid work experience, transitional job training, and/or one the job training. Also educate employers about hiring and retaining PWD, including an HR hotline, a business newsletter, a customized job fair, and a mental health workshop.

# of Participants to be Served: 31

# of Participants Served: 117

- **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.

- **English Language Learner (ELL) Pilot Project:**

Grant award: \$500,000

Grant term: 7/1/2017 - 12/31/2019

Scope: Connect ELLs to the Center, increase enrollments among Title I and II programs, and make referrals to appropriate resources, services, and training opportunities.

Funded Partners: Fresno Regional Workforce Development Board and the State Center Adult Education Consortium

# of Participants to be Served: 150 Fresno, 75 Madera

# of Participants Served: 200+ Fresno, 173 Madera

- **Ticket-to-Work:**

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

Ticket Payments Received 7/2017 - 6/2018: \$26,256

Ticket Payments Received 1<sup>st</sup> Quarter 2018/2019: \$27,504

# of Tickets Assigned: 19

- **Workforce Accelerator 6.0 Grants:**

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

Grant award: \$150,000

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

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

Funded Partners: Madera County Department of Corrections & Madera County Probation  
# of Participants to be Served: 75  
# of Participants Served: 245

**Virtual Placement and Employment Retention (VIPER)**

Grant award: \$15,000  
Grant lead: Fresno Regional Workforce Development Board  
Grant term: 2/1/2018 - 7/31/2019  
Scope: Job ready and retention services for ex-offenders and long term unemployed using a mentoring platform called Mentored.  
Other Partners: Merced County Workforce Development Board and Kern County Workforce Development Board  
# of Participants to be Served: 10 Job Ready, 25 Retention  
# of Participants Served: 25 Job Ready; 68 Retention

**Comprehensive Literacy Activities Supporting Success (CLASS)**

Grant award: \$36,563  
Grant lead: Office of Community and Economic Development, CSU, Fresno  
Grant term: 3/1/2018 – 8/31/2019  
Scope: Offers digital and financial literacy programs via OCED/CSUF Parent University; financial capability orientations offered by MCWIC staff and individual financial coaching provided by OCED staff members. Services are combined with ESL, ABE, and HiSET Preparation or other literacy activities.  
Other Partners: Mission Economic Development Agency, San Francisco, CA  
Participants to be Served: 200  
# of Participants Served: 33

• **Veteran’s Employment Assistance Project:**

Grant award: \$17,521  
Grant lead: Stanislaus Alliance WorkNet  
Grant term: 4/1/2017 - 12/31/2018  
Scope: Recruitment, training, and employment services or veterans.  
Other Partners: Merced County Worknet  
# of Participants to be Served: 11  
# of Participants Served: 32 served; 16 enrolled

• **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 Served: 135

**Financing:**

Workforce Innovation and Opportunity Act



## Agenda Item 8.4

Consent

Action

Information

**To:** Workforce Development Board of Madera County  
**From:** Tracie Scott-Contreras, Interim Executive Director  
**Date:** December 20, 2018  
**Subject:** Facilities Update

### **Information:**

Staff have been informally notified that a number of the DSS staff currently stationed at the Center will be relocating to the new County Campus for Public Health and Social Services near the end of calendar year 2019. Staff have requested that the DSS leadership team provide an estimate of the number and type of spaces to be vacated, so that we can begin to talk with other partners about additional staff and/or seek out new partners to sublease the vacant space in the Center. A preliminary conversation has taken place with CVOC to determine if they are interested in additional space here at the Center. A meeting is scheduled in January with Reading and Beyond (Madera Bridge Academy) to see if they also might be interested in space here at the Center.

Staff is requesting input from the Board as to any organizations that we might not have identified as potential partners here at the Center.

### **Financing:**

Workforce Innovation and Opportunity Act



## Agenda Item 8.5

Consent                       Action                       Information

**To:** Workforce Development Board of Madera County  
**From:** Tracie Scott-Contreras, Interim Executive Director  
**Date:** December 20, 2018  
**Subject:** EconoVue Overview

**Information:**

The California Workforce Development Board is providing each local workforce area with access to a business intelligence tool called EconoVue. Staff will provide an overview of the tool for the Board.

**Financing:**

Workforce Innovation and Opportunity Act



## Agenda Item 8.6

Consent                       Action                       Information

**To:** Workforce Development Board of Madera County  
**From:** Tracie Scott-Contreras, Interim Executive Director  
**Date:** December 20, 2018  
**Subject:** Madera County Job Fairs Update

**Information:**

Our annual job fairs for 2019 have been scheduled. The event in Eastern Madera County will be held at the Oakhurst Community Center on March 14, 2019. The DSS-sponsored event in Madera is scheduled for April 4 and will be held at Hatfield Hall at the Madera District Fairgrounds.

Save the date flyers and invitations will be forthcoming. For additional information, about either event please contact Maiknue Vang or Jorge Espinosa.

**Financing:**

Workforce Innovation and Opportunity Act



## Agenda Item 8.7

Consent                       Action                       Information

**To:** Workforce Development Board of Madera County  
**From:** Tracie Scott-Contreras, Interim Executive Director  
**Date:** December 20, 2018  
**Subject:** Success Stories

**Information:**

Job seeking customers and a local business customer have been invited to share information about their experience working with our system, and how their participation contributed to positive results.

**Financing:**

Workforce Innovation and Opportunity Act



## Agenda Item 8.8

Consent                       Action                       Information

**To:** Workforce Development Board of Madera County  
**From:** Tracie Scott-Contreras, Interim Executive Director  
**Date:** December 20, 2018  
**Subject:** Regional and Local Plan Modification Process Update

### **Information:**

The State issued Workforce Services Directive WSD18-01 on July 27, 2018, which outlines the requirements for modifications to both regional and local plans under WIOA. We are currently entering the second year of implementation of the original regional and local plans. The regional and local plan modifications will be due to the State on March 15, 2019. The planning guidance includes significant community and stakeholder engagement requirements, as well as the standard 30-day public comment period, approval by the Workforce Development Board, and approval by the Madera County Board of Supervisors. Given the volume of work required, the region and local staff have engaged the same consultants as were used on the original regional plan to guide the work on the modifications and develop the required plan documents for submission within the required timeframes.

Stakeholder forums were scheduled starting in late August through October to address the additional community engagement mandates and new required partnerships outlined in the guidance specific to Local Plan Modifications. New or expanded partnerships are now required for:

- Improving Services for English and Language Learners and Foreign Born Individuals
- Serving Persons with Disabilities through Competitive Integrated Employment
- Collaborating in CalFresh Employment and Training Programs
- Partnerships with Local Child Support Agencies to Serve Non-custodial Parents

Two additional sessions to encourage general community input – particularly for individual or organizations with specific interest in or knowledge of targeted population – were conducted in October.

The Regional Plan modification includes new or expanded partnerships with the California Department of Corrections and Rehabilitation (CDCR) and with Building Trades Councils around the Multi-Craft Core Curriculum Pre-Apprenticeship Program. One regional forum around the expanded partnership with CDCR was held in Madera on November 8 at the Madera Municipal Golf Course from 2:00-4:00 p.m. Additional regional forums in nearby counties were held regarding Re-Entry Service Delivery in Visalia and an Assessment of Regional Progress in Fresno, along with a general Community Input session in Kings County.

Workforce Development Board members were invited to attend any and all sessions that are of interest.

We anticipate receipt of an internal review draft of the local plan by the end of December. The draft of the local and regional plan modification narratives will be posted for public comment beginning approximately February 1. Public comments received will be summarized and included with the plan narrative for review and approval by the WDB and the Board of Supervisors. Plans are due to the State by March 15, 2019 and will be delivered in one package that will include the regional plan and all local plans associated with the San Joaquin Valley and Associated Counties Regional Planning Unit.

WSDD-180: Regional and Local Planning Guidance PY 18-19 is attached for reference, along with the calendar for both the Regional and Local Plan Stakeholder Convening Sessions.

**Financing:**

Workforce Innovation and Opportunity Act

# WORKFORCE NEWS

*Developing a Quality Workforce*

November 2018

Vol II, Issue 5

## 2018 Madera County Fall Job Fair

On November 1<sup>st</sup> the Workforce Development Board of Madera County and the City of Madera Parks and Community Services partnered to host the 2018 Madera County Fall Job Fair.

The event was held at the Pan-American Community Center and drew more than a hundred job seekers. Thirty-one employers were present representing a variety of business sectors, from the retail and hospitality industry to the manufacturing and medical industry. Partner agencies from the Madera County Workforce Assistance Center such Department of Social Services, Central Valley Opportunity Center and State Center Community College District supported the event and provided valuable information to attendees.

WDB would like to express gratitude to the following local businesses for their kind donations to support the event: Starbucks, Walmart, Savemart, Sal's Mexican Restaurant and Pak N' Save and Fallas



**Save the Date**

The Madera County Workforce Assistance Center is planning their 2019 Spring Job Fair. This event will take place on

**Thursday, April 4, 2019  
from 10:00 am – 2:00 pm.**

**Madera District Fair – Hatfield Hall**

If you would like to participate, please contact Jorge Espinosa at (559) 662-4540 or to reserve your space complete the job fair registration form and email it to [jespinosa@maderaworkforce.org](mailto:jespinosa@maderaworkforce.org)

[Registration Form](#)



**SAVE THE DATE**  
**2019 Madera County Job Fair**

Date: Thursday, April 4, 2019  
Time: 10:00 AM—2:00 PM  
Location: Madera District Fair—Hatfield Hall

For more information contact Jorge Espinosa at (559) 662-4540 or via email at [jespinosa@maderaworkforce.org](mailto:jespinosa@maderaworkforce.org)  
"Equal opportunity employer/program. Auxiliary aids and services available upon request to individuals with disabilities."

## Let's Build a SCORE Chapter in Madera!



**VOLUNTEER** Your expertise, Your skills,  
Your Passion.

You are good at what you do. Your skills, talents, and business savvy are valuable resources that entrepreneurs can tap into. As a SCORE volunteer, not only do you use your knowledge and experience to help others succeed, you also support the community in a meaningful way. You can gain a tremendous sense of personal satisfaction from nurturing businesses so they grow and thrive.

**Contact Yuliana Franco,  
SCORE Vice Chair Madera  
at (559) 232-8382  
Or**

[Email Yuliana](#)

## Employers Can Be Liable for Distracted Driving

It's easy to imagine: A manager takes a business call while driving to work, a driver browses social media while delivering packages, or a salesperson who's stuck in traffic sends a text to a client. So what happens when distracted drivers cause accidents while they're working?

[Read more...](#)



## No Cost HR Hotline

The Workforce Development Board of Madera County and Sierra HR Partners have partnered to provide you with expert Human Resources information. The Madera County HR hotline is designed to handle questions from employers regarding Human Resources issues such as:

- ADA and other accommodations in the workplace
- Hiring and Firing Do's and Don'ts
- Paid Sick Leave Laws
- Wage and Hour Laws
- Employee Handbook Policies
- And More...



**Hotline hours**  
**Monday-Friday**  
**8am-5pm**

**844.431.4748**

Servicio en Español  
disponible



**Business 30-Second Training Series and Resource Guide.**  
**What questions can I ask when interviewing an applicant with a disability?**

The Business 30-Second Training Series and complementary Business Resource Guide were developed with a business focus and designed to educate businesses, hiring managers and supervisors about proven strategies and easy-to-use resources that can assist in retaining and accommodating existing employees who experience onset of a disability.



[What questions can I ask when interviewing an applicant with a disability?](#)

## Madera County Unemployment Rate



The unemployment rate in the Madera County was **5.9** percent in October 2018, up from a revised 5.4 percent in September 2018, and below the year-ago estimate of 6.2 percent. This compares with an unadjusted unemployment rate of 4.0 percent for California and 3.5 percent for the nation during the same period.

**Madera MSA**

Source: EDD November 2018 release of the Madera Metropolitan Statistical Area (MSA)  
[www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)

