



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

SPECIAL MEETING **A G E N D A**

December 5, 2013
9:00 a.m.

Meeting will be held at:

**Madera County Workforce Assistance Center
Conference Room
441 E. Yosemite Avenue
Madera, CA 93638
(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 Board, may request assistance by contacting the Senior Administrative Assistant at Madera County Workforce Development Office, 441 E. Yosemite Avenue, Madera, CA 93638; Telephone 559/662-4589; Fax 559/673-1794.

This agenda and supporting documents relating to the items on this agenda are available through the Madera County Workforce Investment Board website at http://www.maderaworkforce.org/?page_id=736. These documents are also available at the Madera County Workforce Assistance Center – office of the Executive Director.

1.0 Call to Order

1.1 Pledge of Allegiance

2.0 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.

3.0 Introductions and Recognitions

4.0 Consent Calendar

4.1 Approve Madera County Workforce Investment Corporation (MCWIC) Meeting Minutes – October 24, 2013

5.0 Adoption of Board Agenda

6.0 Action Items

6.1 Approve MCWIC Staff Salary Schedule

6.2 Approve Process to Change MCWIC Board Member Composition

6.3 Approve Development of a Non-Financial One Stop Consortia Memorandum of Agreement (MOA)

6.4 Approve Process for Performance Evaluation for Executive Director

6.5 Approve Financial Reports

6.6 Approve Writing Off Bad Debt

7.0 Information Items

7.1 Grants/Projects Update

7.2 Facilities Update

8.0 Written Communication

9.0 Open Discussion/Reports/Information

9.1 Committee Members

9.2 Staff

10.0 Next Meeting

December 26, 2013

11.0 Adjournment



October 24, 2013

MINUTES

PRESENT: Debi Bray, Bob Carlson, Manuel Nevarez, Robyn Smith, Kelly Woodard

ABSENT:

GUEST:

OTHERS: Elaine Craig, Tracie Scott-Contreras, Gail Lopez, Jessica Roche, Nicki Martin

1.0 Call to Order

Meeting called to order at 9:05 a.m.

1.1 Pledge of Allegiance

2.0 Public Comment

None

3.0 Introductions and Recognitions

None

4.0 Consent Calendar

4.1 Approve Madera County Workforce Investment Corporation (MCWIC) Meeting Minutes – June 27, 2013

Kelly Woodard moved to approve meeting minutes, seconded by Robyn Smith

Vote: Approved unanimous

Yes: Debi Bray, Bob Carlson, Manuel Nevarez, Robyn Smith, Kelly Woodard

5.0 Action Items

5.1 Review and Approve MCWIC Fiscal Year 2012-2013 Single Audit

Sheryl Morse with Morse Wittwer Samsprn, LLP presented the Single Audit findings to the Board. The auditors found all business conducted by MCWIC to be in compliance and issued unqualified opinions which are clean opinions and desirable for audits. Due to the small size of the fiscal department, it was recommended that staff put into place a clearer separation of duties – specifically within the Fiscal Department. At the time of the audit, the Fiscal Manager was able to print checks, sign checks, print bank statements and prepared monthly reconciliation without independent review or approval which could possibly result in errors. Since the audit, MCWIC staff have implemented new procedures whereby the Executive Director reviews the monthly statements and the Manager signs checks in her absence.

Kelly Woodard moved to accept the Single Audit, seconded by Robyn Smith

Vote: Approved unanimous

Yes: Debi Bray, Bob Carlson, Manuel Nevarez, Robyn Smith, Kelly Woodard

5.2 Approve Secretary (Executive Director), Treasurer (Fiscal Manager), and Manager Compensation

Staff request approval for the compensation for the Secretary, Treasurer, and Manager so that the compensation is properly documented and approved.

Bob Carlson moved to approve, seconded by Debi Bray

Vote: Approved unanimous

Yes: Debi Bray, Bob Carlson, Manuel Nevarez, Robyn Smith, Kelly Woodard

5.3 Approve Resolution Designating the MCWIC as the One Stop Operator

Staff requested that this item be pulled from the agenda. This item will go before the Madera County Workforce Investment Board and brought back to the MCWIC at a later date.

Debi moved to pull agenda item 5.3, seconded by Manuel

Vote: Approved unanimous

Yes: Debi Bray, Bob Carlson, Manuel Nevarez, Robyn Smith, Kelly Woodard

5.4 Approve Memorandum of Understanding (MOU) with Madera County Workforce Investment Board

The MOU with the Madera County Workforce Investment Board (WIB) is a standard MOU which will replace the MOU with the Madera County Office of Education/Madera County Workforce Development Office. The previous MOU listed the County Office of Education as the Fiscal and Administrative agent. Since that time, the MCWIC has been named the Fiscal and Administrative agent. Staff request approval of the MOU and authorization to forward to the Board of Supervisors for approval.

Debi Bray moved to approve, seconded by Robyn Smith

Vote: Approved unanimous

Yes: Debi Bray, Bob Carlson, Manuel Nevarez, Robyn Smith, Kelly Woodard

6.0 Information Items

6.1 Budget Update

Board members discussed placing financial statements and documents on the agenda as Action items in order to document that the Board has received and reviewed the information. In future, staff will provide copies of financial statements to include monthly bank reconciliations, statement of activities and other accounting system generated reports for the Board approval as an action item. The Employment Development Department (EDD) has informed the local areas that they would be passing on the allocations once the Department of Labor disbursed funds to the States. It is possible that there will be more information or allocation as early as next week. Staff are not sure if there will be a sequestration that will affect the amount of funds to be received. Madera is in a good position compared to other areas due to saving carryover funds at the end of each fiscal year.

6.2 Grants/Projects Update

Everything is going well with the budget.

- Staff plan on requesting an advance payment from CDCR on the grant as they have expended some funds in preparation for the workshops staff will be providing ahead of receiving the funds. This will require obtaining a fidelity fund which will need to go before the Board for approval.*
- Tracie and Charlie Hindes are working the Wells Fargo Vet grant. 3 veterans have been identified as Veteran Mentors and will be working on this project with staff. They will receive a stipend out of the grant and must work a required amount of hours in order to receive the stipend. Staff and the*

Mentors will participate at the Vet Stand Down and will be conducting a survey while there. The Mentors have provided input and would like to start a peer support group that could possibly meet monthly. The Mentors will help by providing input and ideas for a webpage on our website.

6.3 Facilities Update

Staff contacted the building manager and inquired as to whether the building owner would be willing to conduct a certified architectural ADA survey in order to certify the building. EDD has stated that they would be willing to contribute towards the cost. MCWIC would not be contributing to the cost of the certification. A certification would enable EDD to place EDD staff in the building. MCWIC staff was contacted and asked if they are willing to be a part of the new County campus site for Department of Social Services and other county agencies. Staff will be working with the County to provide input and possibly be a part of the campus project.

6.4 Local Strategic Plan Update

The Madera County Local Strategic Plan was approved by the State and Madera is recertified.

6.5 MCWIC Organizational Chart

7.0 Written Communication

8.0 Open Discussion/Reports/Information

8.1 Committee Members

8.2 Staff

9.0 Next Meeting

The November 28, 2013 meeting is cancelled due to the Thanksgiving Day holiday on that date. Staff will contact Board members and schedule an alternate date.

10.0 Adjournment

Debi Bray moved to adjourn meeting at 10:20 a.m., seconded by Bob Carlson.



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 6.1

Consent

Action

Information

To: Madera County Workforce Investment Corporation

**From: Elaine Craig, Executive Director
Workforce Investment Board**

Date: December 5, 2013

Subject: Approve MCWIC Staff Salary Schedule

Recommendation:

Staff recommend approval of the Madera County Workforce Investment Corporation's current staff salary schedule.

Summary:

During our recent single audit, the auditors recommended that this item be placed on the Board's agenda as an action item so that it is a matter of public record regarding our positions, titles, beginning and ending salary, step increases, longevity and any stipend amounts for education and/or bilingual. This salary schedule was kept as is when we transitioned from Madera County Office of Education.

Financing:

Workforce Investment Act of 1998

MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

441 E. Yosemite Avenue, Madera, California 93638

Non-Exempt Salary Schedule

Effective January 1, 2013

(For Employees Transitioning from MCOE to MCWIC on January 1, 2013)

POSITION TITLE	STEP A	STEP B	STEP C	STEP D	STEP E
Workforce Assistant	2,183	2,291	2,409	2,531	2,663
Workforce Resource Room Assistant	2,183	2,291	2,409	2,531	2,663
Customer Service Representative	2,932	3,089	3,239	3,407	3,581
Accounting Technician III	3,089	3,239	3,407	3,581	3,762
Business Services Representative	3,239	3,407	3,581	3,762	3,949
Vocational & Career Specialist	3,239	3,407	3,581	3,762	3,949
Principal Accounting Technician	3,239	3,407	3,581	3,762	3,949
Senior Administrative Assistant	3,762	3,949	4,147	4,358	4,577
PC/Network Technician	3,854	4,044	4,255	4,470	4,695

Stipends

Annually

Bilingual Stipend - oral only	\$ 600.00
Bilingual Stipend - oral, read, write	\$ 900.00
Masters Degree	\$ 1,000.00

Step Increases:

Step Increases given annually and based on performance evaluation.

Longevity calculation for staff carried in from MCOE:

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

Example:

Starting Monthly Salary	Hire Date	8th YR LONG 1	every 3rd yr LONG 2	every 3rd yr LONG 3
\$1,000.00	1/1/2000	2/1/2008	2/1/2011	2/1/2014
	5% increase	\$50.00	\$52.50	\$55.13
		\$1,050.00	\$1,102.50	\$1,157.63

MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

441 E. Yosemite Avenue, Madera, California 93638

Exempt Salary Schedule

Effective January 1, 2013

(For Employees Transitioning from MCOE to MCWIC on January 1, 2013)

POSITION TITLE	STEP	SALARY
Executive Director, Workforce Investment Board	1	90,361
	2	94,882
	3	99,627
	4	104,608
Fiscal Manager	1	76,023
	2	79,827
	3	83,816
	4	88,009
Manager, Workforce Investment	1	76,023
	2	79,827
	3	83,816
	4	88,009
Supervisor, Workforce Investment	1	62,401
	2	65,516
	3	68,790
	4	72,230
Disability Resource Coordinator	1	62,401
	2	65,516
	3	68,790
	4	72,230

Stipends	Annually
Masters Degree	\$ 1,000.00
Cellular Phone	\$ 480.00

Step Increases:

Step Increases given annually and based on performance evaluation.

Longevity calculation for staff carried in from MCOE:

Longevity pay is \$500.00 each longevity period, starting on the 8th year after hire date.

LONG 1	LONG 2	LONG 3	LONG 4
\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00



Agenda Item 6.2

Consent

Action

Information

To: Madera County Workforce Investment Corporation
From: Elaine Craig, Executive Director
Workforce Investment Board
Date: December 5, 2013
Subject: Approve Process to Change MCWIC Board Member Composition

Recommendation:

Staff recommend approval to begin the process to change the MCWIC Board composition to private sector members from the WIB and at least two community members at large.

Summary:

Up to and during the transition from the Madera County Office of Education, it was imperative and practical to use the WIB Executive Committee as the Board of the Directors of the Corporation. It provided historical memory, knowledge and experience to make a successful transition. The strategic plan process, both at the state and local level, further reinforced the need to have a private sector, demand driven workforce development system. We began to have very preliminary discussions with the Board about the potential to have private sector members providing oversight to the Corporation. The issue of having a "firewall" was also a concern and this concern has become a reality both from staff and from a monitoring perspective. It would be staff intent, with Board input, to identify private sector members on the WIB and determine their willingness to serve on the MCWIC Board. We would post notices as well as a print ad and use the Chambers and EDC seeking interested persons from the community to sit on the Board.

Financing:

Workforce Investment Act of 1998



Agenda Item 6.3

Consent

Action

Information

To: Madera County Workforce Investment Corporation
From: Elaine Craig, Executive Director
Workforce Investment Board
Date: December 5, 2013
Subject: Approve Development of a Non-Financial One Stop Consortia
Memorandum of Agreement (MOA)

Recommendation:

Staff recommend development of a non-financial Memorandum of Agreement between the Madera County Workforce Investment Board and at least three of the mandatory One Stop partners, to be determined, for the purpose of a One Stop Consortia designating the Madera County Workforce Investment Corporation as the One Stop Operator.

Summary:

Staff have determined that the transition and separation from the Madera County Office of Education did not allow for a "grandfathering" of the One Stop operation designation, nor did the recertification of the WIB and approval of the local plan by the CWIB provide this designation, nor did the CLEO/MOU. In WIA and OMB there are essentially three ways for this designation to occur; competitive procurement, a consortium of at least of the three mandated partners or agreement of chief elected official and the Governor. In working with the State (EDD), the California Workforce Investment Board (CWIB) and other Local Workforce Investment Areas (LWIA), the MOA will provide compliance. Upon completion of the agreement, staff will bring to the Board/Committee for approval and forwarding to the Madera County Board of Supervisors.

Financing:

Workforce Investment Act of 1998



Agenda Item 6.4

Consent

Action

Information

To: Madera County Workforce Investment Corporation
From: Elaine Craig, Executive Director
Workforce Investment Board
Date: December 5, 2013
Subject: Approve Process for Performance Evaluation for Executive Director

Recommendation:

Staff recommend approval of the agreed upon performance evaluation form and process for the Executive Director.

Summary:

Staff provided three different evaluation forms for consideration as well as a document that provided information and guidance in evaluating the Executive Director. To be determined are a number of items related to this process: the actual evaluation form itself that will be used, including whether the Board wishes to have the Executive Director complete a self-assessment as part of the process; when and how often the evaluation will take place; will goals and objectives be a collaborative effort and discussed prior to each program/fiscal year; will there be periodic reviews throughout the year; and, who on the Board will participate in this process?

Financing:

Workforce Investment Act of 1998



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 6.5

Consent

Action

Information

To: Madera County Workforce Investment Corporation
From: Elaine Craig, Executive Director
Workforce Investment Board
Date: December 5, 2013
Subject: Approve Financial Reports

Recommendation:

Staff recommend approval of the October 2013 year to date financial reports.

Summary:

Staff will bring to the Board at the regularly scheduled meetings year to date financial reports that include the budget, balance sheet, statement of activities and the bank reconciliation for review and approval.

Financing:

Workforce Investment Act of 1998

Madera County Workforce Investment Corporation

Balance Sheet - FY 2013-2014

As of 10/31/2013

(In Whole Numbers)

	<u>Current Year</u>
Assets	
Cash	115,186
Due From MCSOS	1,435
Fixed Assets	
Computer & Software	52,758
Office Equipment	7,220
Vehicles	2,125
Furniture & Fixtures	11,215
Accumulated Depreciation	<u>(8,870)</u>
Total Fixed Assets	<u>64,448</u>
Total Assets	<u><u>181,069</u></u>
Liabilities and Net Assets	
Dependent Benefits Payable	(3,020)
FSA Payable	(240)
Excess Revenues over Expenditures	<u>184,330</u>
Total Liabilities and Net Assets	<u><u>181,070</u></u>
Total Balance Sheet	<u><u>181,070</u></u>

Madera County Workforce Investment Corporation
 Summary Budget
 From 7/1/2013 Through 10/31/2013

<u>Account Title</u>	<u>Original Budget</u>	<u>YTD Expenditures</u>	<u>Encumbrances</u>	<u>Budget Balance</u>
Staff Salaries	1,250,577.00	355,165.67	0.00	895,411.33
FUTA	0.00	0.00	0.00	0.00
Employer Medicare Expense	18,134.00	16,853.03	0.00	1,280.97
Social Security Employer Exp	77,535.00	9,834.44	0.00	67,700.56
CA Unemployment Insurance Exp	42,519.00	0.00	0.00	42,519.00
CA Training Tax Expense	1,251.00	0.00	0.00	1,251.00
Workers Compensation Expense	8,505.00	2,426.47	0.00	6,078.53
Group Health Insurance Expense	193,799.00	97,203.00	77,778.00	18,818.00
Employers 457 Expense	72,606.00	20,942.16	0.00	51,663.84
Group Dental Insurance	7,552.00	1,880.37	5,014.32	657.31
Group Vision Insurance	2,005.00	510.51	1,361.36	133.13
Group Life Insurance	<u>660.00</u>	<u>182.49</u>	<u>486.64</u>	<u>(9.13)</u>
Subtotal Payroll and Benefits	1,675,143.00	489,748.93	84,640.32	1,085,504.54
Materials and Supplies	26,799.00	6,429.30	4,737.28	15,632.42
Rent Expense	88,316.00	29,065.00	44,271.36	14,979.64
Telephone Expense	15,681.00	2,557.92	7,765.61	5,357.47
Utilities Expense	28,958.00	8,196.87	17,243.13	3,518.00
Postage Expense	5,003.00	25.82	0.00	4,977.18
Printing Expense	3,995.00	3,010.73	958.83	25.44
Advertising Expense	5,001.00	662.23	280.00	4,058.77
Bank Charges	91.00	24.00	0.00	67.00
Dues and Membership Expense	4,251.00	85.00	0.00	4,166.00
Publications Expense	1,637.00	636.39	0.00	1,000.61
Auditing Fees	15,000.00	10,150.00	3,000.00	1,850.00
Legal Fees	19,999.00	536.50	19,462.50	0.00
Consulting Fees	0.00	264.00	0.00	(264.00)
Taxes and Fees	150.00	29.00	50.00	71.00
Office Equipment	7,999.00	1,149.13	0.00	6,849.87
Equipment Maintenance	6,744.00	294.75	2,582.54	3,866.71
Equipment Rental	3,601.00	1,171.65	1,957.47	471.88
Software Expense	5,401.00	1.00	0.00	5,400.00
Internet Expense	10,680.00	665.74	4,395.97	5,618.29
Client Travel Expense	7,500.00	4,331.18	1,544.00	1,624.82
Employee Education Expense	1,498.00	603.41	825.00	69.59
Staff Travel Expense	24,500.00	4,519.13	2,125.43	17,855.44
Meeting Costs	841.00	0.00	0.00	841.00
Subcontracted Program Services	1,022,039.00	254,304.25	556,074.75	211,660.00
General Outside Services	77,012.00	25,495.55	45,950.66	5,565.79
Insurance Expense	<u>7,425.00</u>	<u>0.00</u>	0.00	7,425.00
Subtotal Operating	1,390,121.00	354,208.55	713,224.53	322,687.92
Budget Balance	3,065,264.00	843,957.48	797,864.85	1,408,192.46

Madera County Workforce Investment Corporation

Statement of Activities - Financial Report as of 6.30.13

From 7/1/2013 Through 10/31/2013

	Total	Main Fund
Operating Revenue		
Grant Revenue	870,339.87	870,339.87
State/Local Revenue	32,900.39	32,900.39
Other		
Interest Revenue	0.68	0.68
Total Other	0.68	0.68
Total Operating Revenue	<u>903,240.94</u>	<u>903,240.94</u>
Expenditures		
Salaries	339,916.46	339,916.46
Payroll Taxes	29,113.94	29,113.94
Benefits		
Group Health Insurance Expense	97,203.00	97,203.00
Employers 457 Expense	20,942.16	20,942.16
Group Dental Insurance	1,880.37	1,880.37
Group Vision Insurance	510.51	510.51
Group Life Insurance	182.49	182.49
Total Benefits	120,718.53	120,718.53
Materials & Supplies	7,150.69	7,150.69
Overhead/Operating Expenses	88,422.43	88,422.43
Client Program Expenses (SS, ITA, Contracts, etc.)	258,635.43	258,635.43
Total Expenditures	<u>843,957.48</u>	<u>843,957.48</u>
Net Revenue over Expenditures	<u>59,283.46</u>	<u>59,283.46</u>
Beginning Net Assets		
	<u>58,151.56</u>	<u>58,151.56</u>
Total Beginning Net Assets	58,151.56	58,151.56
Ending Net Assets	<u>117,435.02</u>	<u>117,435.02</u>

Summary

Cash Account: 1010 Cash in BA - Main
Reconciliation ID: Bank Reconciliation for 10/31/13
Reconciliation Date: 10/31/2013
Status: Open

Bank Balance	134,123.56
Less Outstanding Checks/Vouchers	75,998.26
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	58,125.30
Balance Per Books	<u>58,125.30</u>
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.

*Renewed
11-8-13*

Summary

Cash Account: 1020 Cash in BA - Payroll
Reconciliation ID: Bank Reconciliation for 10.31.13
Reconciliation Date: 10/31/2013
Status: Open

Bank Balance	57,027.09
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	57,027.09
Balance Per Books	<u>57,027.09</u>
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.

*Renewed
G. Craig
11-8-13*



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 6.6

Consent

Action

Information

To: Madera County Workforce Investment Corporation
From: Elaine Craig, Executive Director
Workforce Investment Board
Date: December 5, 2013
Subject: Approve Writing Off Bad Debt

Recommendation:

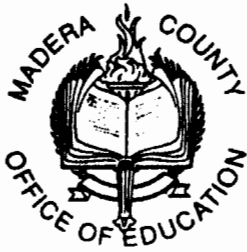
Staff recommend writing off \$1,435.00 in accounts receivable owed by Madera County Office of Education (MCOE) as bad debt.

Summary:

On 4/8/2013, MCOE notified staff that they would forward \$1,435.00 in revenue that they had received in error in the form of a MCOE check. Subsequently, MCOE notified staff that they had conducted an internal audit and discovered what they believed was money owed to them by MCWIC. In the month of August and after many discussions, MCOE informed MCWIC that they would not release the revenue to MCWIC and MCWIC indicated they would not pay MCOE. Therefore, the amount of \$1,435 will need to be written off as bad-debt so the A/R can be properly recorded in the financial system.

Financing:

Workforce Investment Act of 1998



Cecilia A. Massetti, Ed.D
Superintendent

INVOICE

TO: **Madera County Workforce Investment Corp.**
441 E. Yosemite Avenue
Madera, CA 93638

Date: 07/10/13
Invoice:
P.O. #: N/A

ATTN: Jessica Roche

Phone: 559-673-6051
Fax #: 559-673-5569

Quantity	Unit	Description of Charge	Unit Amount	Total Amount
				\$ -
1.00		Assessment Payments Received	\$ (1,435.00)	\$ (1,435.00)
		3/6/2013		\$ -
1.00				\$ -
1.00				\$ -
1.00		<i>3/6/13 MCOE received check</i>		\$ -
1.00		<i>4/8/13 Julie @ MCOE state she would process check to MCOE</i>		\$ -
1.00		<i>May - no response</i>		\$ -
		<i>June - no response</i>		\$ -
		<i>July 17 email from GC keeping revenue</i>		\$ -
Total Amount Due				\$ (1,435.00)

Warrant for the above should be made payable to:

Madera County Office of Education
ATTN: Accounts Receivable
28123 Avenue 14
Madera, CA 93638

Invoiced by: Deborah Hardy, Accounting Technician III
Phone: 559-662-6251 FAX: 559-673-5569

Account Classification:	0100-59670-0-8100-5900-8290-000-0000	\$ (1,435.00)
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73 - MADERA CO. OFFICE OF EDUCATION
 Fiscal Year: 2013
 Requested by jdewall

Cash Flow Report

0100 General Fund/County School Service Fund
 Resource 99200 Local Assessment Services

As Of 06/30/2013

Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET	DIFFERENCE
A. BEGINNING CASH	9110	282.96	1,717.96	1,435.00	1,435.00		13,419.35		
B. RECEIPTS									
Principal Apportionment	8010-8019	0.00	0.00				0.00	0.00	0.00
Property Taxes	8020-8079	0.00	0.00				0.00	0.00	0.00
Misc Funds	8080-8099	0.00	0.00				0.00	0.00	0.00
Federal Revenue	8100-8299	0.00	0.00				0.00	0.00	0.00
Other State Revenue	8300-8599	0.00	0.00				0.00	0.00	0.00
Other Local Revenue	8600-8799	1,435.00	0.00				6,627.04	1,930.00	4,697.04
Interfund Transfers In	8910-8929	0.00	0.00				0.00	0.00	0.00
All Other Financing Sources	8930-8979	0.00	0.00				0.00	0.00	0.00
TOTAL RECEIPTS		1,435.00	0.00				6,627.04	1,930.00	4,697.04
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	0.00	0.00				0.00	0.00	0.00
Classified Salaries	2000-2999	0.00	0.00				3,130.15	1,183.00	(1,947.15)
Employee Benefits	3000-3999	0.00	0.00				1,017.42	639.00	(378.42)
Books and Supplies	4000-4999	0.00	0.00				15.78	16.00	0.22
Services	5000-5999	0.00	0.00				453.99	323.00	(130.99)
Capital Outlay	6000-6599	0.00	0.00				0.00	0.00	0.00
Other Outgo	7000-7499	0.00	0.00				460.35	460.00	(0.35)
Interfund Transfers Out	7600-7629	0.00	0.00				0.00	0.00	0.00
All Other Financing Uses	7630-7699	0.00	0.00				0.00	0.00	0.00
TOTAL DISBURSEMENTS		0.00	0.00				5,077.69	2,621.00	(2,456.69)
D. BALANCE SHEET							ACTIVITY		
Assets									
Cash Not In Treasury	9111-9199	0.00	0.00				(15,972.20)		
Accounts Receivable	9200-9299	0.00	(282.96)				2,438.50		
Due From Other Funds	9310	0.00	0.00				0.00		
Stores	9320	0.00	0.00				0.00		
Prepaid Expenses	9330	0.00	0.00				0.00		
Other Current Assets	9340	0.00	0.00				0.00		
SUBTOTAL ASSETS		0.00	(282.96)				(13,533.70)		
Liabilities									
Accounts Payable	9500-9599	0.00	0.00				0.00		
Due To Other Funds/Groups	9610-9620	0.00	0.00				0.00		
Current Loans	9640	0.00	0.00				0.00		
Deferred Revenues	9650	0.00	0.00				0.00		
SUBTOTAL LIABILITIES		0.00	0.00				0.00		
Nonoperating									
Suspense Clearing	9910	0.00	0.00				0.00		
TOTAL BALANCE SHEET		0.00	(282.96)				(13,533.70)		
E. NET INCREASE/DECREASE		1,435.00	(282.96)				(11,984.35)		
F. ENDING CASH		1,717.96	1,435.00	1,435.00	1,435.00		1,435.00		

excess cash noted on books

M A D E R A C O U N T Y
I N V E S T M E N T B O A R D

August 27, 2013

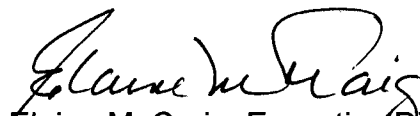
Cecilia Massetti
Madera County Superintendent of Schools
1105 S. Madera Avenue
Madera, Ca 93637

Dr. Massetti:

Please find enclosed a check in the amount of \$63.42 as payment for a Valero gas charge as indicated on the attached Summary dated 7/15/13 and an Invoice dated 2/14/13. This Summary also reflects an additional amount of \$2,071.78 from an invoice dated 7/10/13 as a "WC Deposit overage on Books Due to Surcharges misapplied to deposit for Res 9902 DSS Paid Work Exp moved to 9911". The Invoice was in the original amount of \$3,018.87 reduced by a "WC Deposit Received to apply to deposit" in the amount of \$947.09 leaving a balance of \$2,071.78. The Summary and an Invoice dated 7/10/13 further reflects a credit for "Assessment Payments Received 3/6/2013" in the amount of \$1,435.00 which was retained by MCOE and used to further reduce the original amount resulting in a final balance of \$700.20.

Per our conversation on Friday, August 2, 2013 and the discussion we had related to these invoices, the payment of the Valero gas bill is the total and final payment to MCOE. This payment finalizes any expenses, financial relationship or obligation to MCOE.

Sincerely,



Elaine M. Craig, Executive Director
Madera County Workforce Investment Board



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

Agenda Item 7.1

Consent

Action

Information

To: Madera County Workforce Investment Corporation

**From: Elaine Craig, Executive Director
Workforce Investment Board**

Date: December 5, 2013

Subject: Grants/Projects Update

Information:

- California Department of Corrections and Rehabilitation (CDCR): Four staff began a Transitions Project at CCWF and VSP in Chowchilla wherein they are conducting job readiness workshops to inmates who are approximately 120 days from release. Each workshop will have 30 inmates each for a total of 120 inmates every workshop session which are approximately four weeks in length with one week break in between. Curriculum consists of topics such as resume portfolio, financial literacy, career search. We have processed the request and all of the necessary required documents for an advance in order to receive a percentage of funds to have in our local bank account in order to reimburse expenditures related specifically to this project. We are currently still waiting for CDCR to reimburse us for expenditures incurred since August 2013. Staff have received excellent evaluations from the institution staff and inmates.
- CCP/AB109: One staff is conducting post release job readiness workshops for referred ex-offenders released from County Jail. The curriculum is a compressed version of the CDCR for a total of two weeks in length each month. One staff is doing assessments for referred in custody inmates generally one or two times a month. This project is being funded by AB109 funds. Attendance from referrals is poor and staff are working with local Probation and the County Jail to determine strategies for better attendance such as a condition of probation with ramifications if they do not attend.
- Well Fargo Veteran Project: we have identified three veteran mentors who have assisted with numerous projects such as marketing language, brochures, web page, networking in the community, conducting surveys, etc. have provided staff with excellent suggestions and feedback to better connect and provide services to the veteran community. The funds from this project are providing monthly stipends to the mentors as well as funding the new virtual Veteran Resources Center. We received \$10,000 from Wells Fargo Bank and are providing regular reports to them.
- Veteran Power Pathways Grant: This grant is in collaboration with Fresno and Kings County. We will have a cohort of 30 veterans who will receive training through Pacific Gas and Electric. Madera cohort will receive their training specifically in gas. We have begun recruitment for the anticipated Summer start date. We are still working on training location but have met with Dr. Caldwell, President of Reedley College and have garnered her support to have the training at the Madera Center.
- NEG OJT: We recently received an extension from March to May 2014 in order to expend these funds. This is the third round of this money we have received and we were successful both in expending and

the number of participants for the other two rounds. We have been concerned about this round of money as it has been more difficult to place participants with employers who are willing to sign a contract for retention and/or the wages have not been as high in the past thus reducing expenditures and/or we have had a significant decrease in eligible dislocated workers seeking services in the One Stop. We have asked all staff to concentrate on working with employers and identifying eligible participants in order to appropriately expend all funds.

Financing:

Workforce Investment Act of 1998



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 7.2

Consent

Action

Information

To: Madera County Workforce Investment Corporation
From: Elaine Craig, Executive Director
Workforce Investment Board
Date: December 5, 2013
Subject: Facilities Update

Information:

We have been invited to possibly be a tenant in the new proposed Madera County Campus on Road 28. There is a meeting scheduled with the CAO and Directors of DSS, Public Health and the Child Support Department in mid-December. We ceased looking for a new building for the One Stop due to the fact that MCWIC would be the lease holder and the financial uncertainties the system is currently experiencing. This may indeed be an excellent opportunity to have a more comprehensive One Stop with more of the partners as tenants, however, until we are fully informed and aware of the project itself and costs we will not be sure or decide on any moves of the One Stop and certainly not without guidance and approval of the WIB and MCWIC.

Financing:

Workforce Investment Act of 1998