



# **MADERA COUNTY WORKFORCE INVESTMENT CORPORATION**

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

**May 23, 2013  
3:00 p.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.maderawac.org/WIB/public\\_meetings/Pages/index.aspx](http://www.maderawac.org/WIB/public_meetings/Pages/index.aspx). 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 Meeting Minutes (MCWIC) – February 28, 2013
- 4.2 Approve MCWIC Meeting Minutes – April 25, 2013

### **5.0 Action Items**

- 5.1 Approve Community Development Block Grant (CDBG)
- 5.2 Approve MCWIC Property Management Policy
- 5.3 Approve Transfer of MCWIC Inventory

### **6.0 Information Items**

- 6.1 Grants/Projects Update
- 6.2 Facilities Update
- 6.3 Madera County Workforce Investment Corporation Mission, Vision, and Credo

6.4 MCWIC Social Security Administration Novation Agreement

6.4 Strategic Five Year Plan Update

6.5 Budget Update

**7.0 Closed Session**

7.1 Public Employee Discipline/Dismissal/Release/Reassignment/Resignation (Government Code 54957, 54957.1)

**8.0 Written Communication**

**9.0 Open Discussion/Reports/Information**

9.1 Committee Members

9.2 Staff

**10.0 Next Meeting**

June 27, 2013

**11.0 Adjournment**



# MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

February 28, 2013

## MINUTES

**PRESENT:** Debi Bray, Bob Carlson, Max Rodriguez, Kelly Woodard

**ABSENT:** Cecilia Massetti, Ed.D., Robyn Smith,

**GUEST:** Ana Barriga-Gil, Kathleen Hallert, Rose Deleon

**OTHERS:** Elaine Craig, Tracie Scott-Contreras, Jessica Roche, Maiknue Vang, Nicki Martin

### 1.0 Call to Order

*Meeting called to order at 3:03 p.m.*

#### 1.1 Pledge of Allegiance

### 2.0 Public Comment

*None*

### 3.0 Introductions and Recognitions

#### 3.1 Introduction of Madera County Workforce Investment Corporation Staff – Workforce Assistant & Customer Service Representatives

*Upfront staff were introduced to the Board - Ana Barriga-Gil, Workforce Assistant, Kathleen Hallert, Customer Service Representative, and Rose Deleon, Customer Service Representative. Kathleen and Rose work with customers on eligibility, enrollment, and Orientation. Ana works the lobby desks and guides customers through the services. They are doing a great job.*

### 4.0 Consent Calendar

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

*Kelly Woodard moved to approve minutes, seconded by Debi Bray.*

*Vote: approved 4-0*

*Yes: Debi Bray, Bob Carlson, Max Rodriguez, Kelly Woodard*

### 5.0 Action Items

#### 5.1 Approve Flexible Spending Account Policy

*Staff recommended approval of a Flexible Spending Account (FSA) policy. This policy provides staff an opportunity to set aside up to \$2,500 for medical use. Staff consulted a CPA to review fiscal procedures and were advised to create a stand-alone policy and reference IRS codes stating that all funds must be used within its designated time frame or they will lose the funds – “use it or lose it”. The employee handbook was revised to include the policy and staff are aware of the requirements for this policy.*

*Debi Bray moved to approve, seconded by Kelly Woodard*

*Vote: approved 4-0*

*Yes: Debi Bray, Bob Carlson, Max Rodriguez, Kelly Woodard*

## **5.2 Approve Transfer of Funds from the Dislocated Worker Funding Stream to the Adult Funding Stream**

*This transfer is typically sent to the Workforce Investment Board on a yearly basis. Staff are recommending the transfer of \$200,000 from the Dislocated Worker (DW) funding stream to the Adult funding stream. The current state waiver allows for up to a 50% transfer. \$200,000 represents a 30% transfer of funds. Currently, Adult trainings have been frozen due to lack of adult funds. Not many DW have been coming in for services. DW trainings have been covered under other DW grants obtained by the Workforce program. Many customers are coming in qualifying for Adult services.*

*Debi Bray moved to approve, seconded by Kelly Woodard*

*Vote: approved 4-0*

*Yes: Debi Bray, Bob Carlson, Max Rodriguez, Kelly Woodard*

## **5.3 Approve MCWIC Budget Process and Format**

*In trying to work as transparently as possible, staff wants input from the Board as to how they would like to receive budget information as well as the format in which it is presented.*

*Debi Bray moved to have staff provide monthly report balances, actuals, and month-to-date, documents as has been done previously, seconded by Max Rodriguez.*

*Vote: approved 4-0*

*Yes: Debi Bray, Bob Carlson, Max Rodriguez, Kelly Woodard*

## **6.0 Information Items**

### **6.1 Budget Update**

*The Vet grant is closing out in March. The Additional Assistance grant was extended to May. Staff do not have allocation information from the State. The Youth allocations are due in April but many times they get delayed or split. Staff will present a projected budget in May based on the California Workforce Association (CWA) information received. Staff will use a worst-case-scenario when using figures for the budget.*

### **6.2 Projects/Grants Update**

- The CDCR approached us to do workshops at 2 prison facilities in Chowchilla. Staff are currently in negotiations. It would require 4 staff members.*
- An application was submitted for the Madera City Community Development Block Grant (CDBG). Staff is hopeful that the Workforce will receive some funds from the grant – approximately \$12,000. If the grant is received, it will require a resolution and approval from the Board.*
- CCP (Community Correction Plan) wants us to provide assessment and post-release workshops.*
- There is a Wells Fargo grant application submitted and pending.*
- Applied for the Chukchansi grant for \$25,500 which will be used to replace the computers customers use in the Resource Room. It would replace computers in all 3 locations: Madera, Chowchilla, and Oakhurst.*
- Staff is working on the Local Plan. It will be submitted in June. Staff have scheduled and facilitated Focus Group meeting to gather information on Employers' workforce needs. This information will be used in the Plan. The plan will include possible revisions on how we do business and the customer flow. Staff have a WIB focus group set up. A 30 day notice will go up for the plan. Staff will bring plan to WIB for approval.*
- No reauthorization yet. There is information that SKILLS will be used – “earn and learn” philosophy.*

### **6.3 City of Madera Community Development Block Grant (CDBG)**

#### **7.0 Written Communication**

#### **8.0 Open Discussion/Reports/Information**

##### **8.1 Committee Members**

*Debi Bray: heard that they are hiring Correctional Officers at the State level*

*Kelly Woodard: DSS has been authorized to hire 16 eligibility staff. Involves nominal requirements and a high school diploma.*

##### **8.2 Staff**

*Staff is busy looking at new buildings and has worked with Grubb and Ellis Realtor. They have workforce experience. They have toured 3 locations in Madera.*

#### **9.0 Next Meeting**

*March 28, 2013*

#### **10.0 Adjournment**

*Meeting adjourned at 4:20 p.m.*



# MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

April 25, 2013

## MINUTES

**PRESENT:** Debi Bray, Bob Carlson, Cecilia Massetti, Ed.D., Manuel Nevarez

**ABSENT:** Robyn Smith, Kelly Woodard

**GUEST:**

**OTHERS:** Elaine Craig, Tracie Scott-Contreras, Gail Lopez, Jessica Roche, Maiknue Vang

### 1.0 Call to Order

*Meeting called to order at 4:15 p.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 Meeting Minutes – February 28, 2013

*There was not a quorum of members present who attended the meeting on February 28, 2013. Agenda item 4.1 was tabled.*

*Vote: no action taken*

### 5.0 Action Items

#### 5.1 Approve Tentative 2013-14 Budget Process

*Staff informed the Board that the program is facing some fiscal challenges and that those challenges may require some reduction in staff. The formula funds do not sustain operations and 3 grants are scheduled to expire. Staff has looked and many different alternatives to layoffs, including furloughs but none of those alternatives are viable. Staff wants input and authorization to research the different scenarios and options to work with the budget and any staffing decisions that may need to be discussed in closed sessions. Board members expressed an interest in having a budget workshop meeting to discuss the budget and also the 5 Year Strategic Plan.*

*Ceci Massetti moved that staff put together the Plan and budget and place those items on the agenda for discussion and approval. Staff will also place personnel on the agenda. Staff and the Board members will go into closed session to discuss specific details on personnel issues as needed and will discuss general information in open session. Debi Bray seconded the motion.*

*Vote: approved 4-0*

*Yes: Debi Bray, Bob Carlson, Ceci Massetti, Manuel Nevarez*

**6.0 Information Items**

**6.1 Budget Update**

*Staff provided information on the state of the current budget and participant data. Board members would like to see travel and conference expenses broken out so that they are more clearly delineated.*

**6.2 Grants/Projects Update**

**6.3 Facilities Update**

**7.0 Written Communication**

**8.0 Open Discussion/Reports/Information**

**8.1 Committee Members**

**8.2 Staff**

**9.0 Next Meeting**

*May 23, 2013*

**10.0 Adjournment**

*Meeting adjourned at 4:49 p.m.*



**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**Agenda Item 5.1**

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**  
**From: Elaine Craig, Executive Director**  
**Workforce Investment Board**  
**Date: May 23, 2013**  
**Subject: Approve Community Development Block Grant (CDBG)**

**Recommendation:**

Staff recommend approval for receipt of Community Development Block Grant (CDBG) funds awarded by the City of Madera and further authorize the Chair to sign the required Resolution.

**Summary:**

Staff completed and submitted a grant application to the City of Madera for Community Development Block Grant (CDBG) to provide training to low income adults who reside within the City of Madera. The Madera City Council awarded \$12,000 to the MCWIC. This amount is subject to change, with the possibility of an increase to be determined upon final receipt of the HUD monies by the City of Madera.

**Financing:**

Workforce Investment Act of 1998



**program offers classroom and hands-on training resulting in a forklift certification, OSHA safety certification and CPR, resulting in access to apprenticeship opportunities in the Electrical, Plumbing & Pipe Fitting, and Sheet Metal trades, as well as certifications valued by local employers in the manufacturing, warehousing/logistics, and transportation sectors.**

**EXISTING SERVICES:** List other agencies currently addressing the need or problem described above. (Attach sheets if necessary.)

**None**

Explain how your program supplements or complements existing services without duplicating them. (Attach sheets if necessary.)

**As noted above, many individuals who are seeking employment are in need of post-secondary education or technical occupational skills training, licensing, or certification, particularly in the areas of the trades and technology. Funding and resources for training have been reduced significantly in our area over the last several years, while the demand for higher skilled workers has been increasing. This proposed program will increase access to training for eligible individuals, and will complement other resources and services available through other community agencies, without duplication of those services, while increasing each individual participant's ability to successfully locate, obtain, and retain employment in positions that will move them along the path to economic self-sufficiency.**

### **CLIENT POPULATION**

Indicate the total number of potential clients in the community who require your services.

Approximately 8,900 (total unemployed individuals as of December 2012)

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State the total number of unduplicated clients you intend to serve during the term of this proposed program/service (12 months)

6-7; Funding to include CDBG, WIA, and CalWORKS resources

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If this program was funded last year, has there been a change in the composition of the target population to be served and/or shift in the geographic target area?

\_\_\_\_\_ Yes                        x   No

If yes, explain:

Provide the following demographic information for the total number of unduplicated clients as indicated above:

AGE	0 - 5	6 - 12	13 - 17	18 - 34	35 - 54	55 - 59	60 - 64	65 +
				3	3	1		
GENDER	Female	3						
	Male	4						
FEMALE HEAD								

**This information is confidential and is only used for government reporting purposes to monitor compliance with equal opportunity laws. Please note that self-identification of race/ethnicity is voluntary.**

RACE	NO.	RACE	NO.
White	<u>3</u>	American Indian or Alaska native AND White	___
Black/African American	<u>1</u>	Asian AND White	___
Asian	___	Black/African American AND White	___
American Indian or Alaska Native	___	American Indian/Alaska Native AND Black/African American	___
Native Hawaiian or Other Pacific Islander	___	Other: _____	___
Mexican/Chicano	<u>3</u>	Cuban	___
Puerto Rican	___	Other Hispanic/Latino: _____	___

### EFFECTIVENESS AND EFFICIENCY

Describe the method used to measure the effectiveness (outcomes) of services. Identify measurable goals and objectives. Attach a copy of the program's evaluation documentation.

**The program services will be evaluated using the same outcome metrics as other WIA-funded programs. Performance measurements will include the total number of individuals served, the number of individuals completing training and receiving a certificate/credential, and the number who enter employment, apprenticeship, or post-secondary education/training following completion of their program.**

What National Objective does your program meet?

#### #1 – Activities Benefiting Lower Income Persons/Households

Describe what measurable objectives your program meets?

**Increasing employment outcomes for the target population**

How will your program meet its goals in one year?

**Training programs offered will range from 4 weeks for truck driving or pre-apprenticeship up to 8 months for Welding & Industrial Maintenance and will be completed within the 12-month operating period.**

## SERVICE FUNDING

What financial resources, other than City are available for this program? Have applications for other funds been submitted? Explain. If funds other than CDBG are proposed, please provide supporting documentation/letters of commitment.

**Local Workforce Investment Act funding (both allocated and grants), as well as CalWORKS and Department of Rehabilitation funds may be accessed/leveraged, based on the eligibility of the individuals served.**

Describe in detail all proposed plans for fund raising for this program. What is the projected net income from fund raising? If net fund raising is not increasing, please explain (be specific).

**No fundraising is planned.**

What was done to receive public input/participation? Please provide details. What did the public input/participation identify? Include documentation of support for the proposal such as meeting minutes, letters and petitions.

**The Annual Local Strategic Plan has a public comment period and is available for review and comment. The public has an opportunity to provide feedback and input at any time during their participation with our program. In addition, quarterly and monthly meetings of the Workforce Investment Board and their Executive Committee include public comment opportunities.**

If service is offered outside the Madera city limits, include the list of funding sources and supporting documentation/letters of commitment that support these program services.

N/A

When there is an overflow of clients, how is it determined whom to serve?

**Priority of services shall be given to recipients of public assistance and other low income individuals and Veterans who reside within the City of Madera. Individuals who reside outside the City limits but within Madera County, may be served after the priority individuals listed above. Overflow customers will be offered the opportunity to access other training opportunities should funding be available.**

Is income criteria used to establish eligibility for services?

Yes                       No      (If yes, attach a copy of the criteria.)

Is a fee schedule used?

Yes                       No      (If yes, attach a copy of fee schedule.)

INCOME SOURCE	AMOUNT	
CITY	\$12,000	
UNITED WAY		
STATE (SPECIFY)		
FEDERAL (SPECIFY)		
SERVICE FEES		
FUND RAISING		
DONATIONS		
RESERVE/CONTINGENCY		
OTHER (LIST)		
TOTAL INCOME		
SALARY EXPENSES	ACCOUNT NO.	AMOUNT
SALARIES	0100	
BENEFITS	0150	
SERVICES & SUPPLIES		
INSURANCE	0200	
COMMUNICATIONS	0250	
CONSULTANT SERVICES	0300	
OFFICE EXPENSE	0350	
OFFICE RENTAL	0400	
EQUIPMENT RENTAL	0450	
UTILITIES	0500	
TRAVEL (Staff)	0550	
FOOD SUPPLIES	0600	
CLIENT SERVICES (ITA's, OJT's, Support Services, etc.)		\$12,000.00
TRANSPORTATION	0700	\$0.00
FUND RAISING	0750	\$0.00
TOTAL		\$12,000.00

**SPONSORING AGENCY MANAGEMENT**

**CORPORATION DIRECTORS:**

How often does the Board meet? Monthly

What was the average number of Board members attending meetings last year?  
5

Based on the bylaws, what is the minimum and maximum number of seats on the Board?

6 Minimum N/A Maximum

Please provide the following information:

Date of Incorporation: May 9, 2012

IRS Employer Number: 45-5243432

Attach current Board of Directors' roster, including the names, addresses, occupations and number of years served on the Board.

**FINANCIAL:**

How often are financial records audited, and by whom? Required by OMB's, annual Single Audit performed by outside auditing agency once per year

Are the treasurer and/or other financial officers bonded? No – Business and Management Indemnity Policy and General Liability policy provided upon request

If so, for how much? \_\_\_\_\_

List any judgments or pending lawsuits against the agency or program:

None

List any outstanding obligations: \_

**RESOLUTION/CERTIFICATION:**

We, the Board of Directors of the Madera County Workforce Investment Corporation do hereby resolve that on May 23, 2013, the Board reviewed this application and, furthermore, the Board in proper motion and vote approved this application for submission to the City of Madera.

Furthermore, we certify that the agency making this application is (1) non profit, (2) tax exempt, and (3) incorporated in the State of California, and has complied with all applicable laws and regulations. To the best of our knowledge, all information presented herein is correct and complete.

Dated: May 23, 2013

AGENCY NAME: Madera County Workforce Investment Corporation

ADDRESS: 441 East Yosemite Avenue, Madera, CA 93638

TELEPHONE: (559) 662-4500

By: \_\_\_\_\_  
Bob Carlson, President of the Board of Directors

This application and the information contained herein are true, correct and complete to the best of my knowledge.

By: \_\_\_\_\_  
Elaine M. Craig, Executive Director

**RETURN AN ORIGINAL AND TWO COPIES TO:**

City of Madera  
205 West Fourth Street  
Madera, CA 93637  
Attention: CDBG Administration

**DUE DATE:**

**February 8, 2013, 5:00 p.m.**

**CONTACT PERSON:**

Jorge Antonio Rojas, Program Manager – Grants  
559-661-3693  
Internal Extension: 359



**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**Agenda Item 5.2**

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

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

**Date: May 23, 2013**

**Subject: Approve MCWIC Property Management Policy**

**Recommendation:**

Staff recommend approval of the MCWIC Property Management Policy.

**Summary:**

In accordance with 29 CFR Part 97.31 and 97.32, title to all property, both non-expendable and real, vests with the MCWIC. The Property Management Policy ensures the proper acquisition, utilization and disposition of all property acquired in whole or part with funds.

**Financing:**

Workforce Investment Act of 1998



## PROPERTY MANAGEMENT POLICY

### A. Purpose of Property Management

1. To safeguard a significant investment.
2. To ensure responsibility.
3. To assist in the formulation of proper equipment use and retirement policies.
4. To provide for orderly and explicit movement of all property.
5. To account for the custody of equipment.

### B. Responsibilities

MCWIC has the responsibility to ensure the proper acquisition, utilization and disposition of all property acquired in whole or in part with funds. This also applies to property purchased with program income.

### C. Title to Property

In accordance with 29 CFR part 97.31 and 97.32, title to all property, both non-expendable and real, vests with MCWIC.

### D. Administration of Property System

The administrative functions associated with the acquisition, maintenance, disposition and/or retirement of non-expendable personal property are shared jointly by MCWIC and its subcontractors and will be in compliance with Workforce Investment Act Directive WIAD03-9 of March 25,2004. This section enumerates the respective responsibilities and outlines procedures by which control is maintained over all property.

1. Responsibility of MCWIC: MCWIC is responsible for the accounting and administration of all assets, including all non-expendable personal property.
2. Responsibility of Subcontractors: Any subcontractor or agency receiving, acquiring, or possessing non-expendable personal property purchased with funds from a contract with MCWIC shall designate a member of its staff as contact for property matters. This delegation of duty is for purposes of identifying a specific task and not the responsibility. The director of the agency will be held fully responsible for its own property management.

### E. Property Management

1. An audit trail shall be maintained showing the acquisition and disposition of all non-expendable property. Property records shall include:
  - a. Acquisition date.
  - b. Description of the item.

- c. Manufacturer's name, make (if applicable), model, serial number.
  - d. Unit acquisition cost, including installation, transportation, etc., where relevant (unit acquisition cost for inventory purposes does not include installation or transportation cost).
  - e. Funding source.
  - f. Inventory tag number.
  - g. Location.
  - h. Condition.
  - i. Use.
  - j. Who holds title (if jointly funded, the WIA share of the cost).
  - k. Disposition of property (including the date of disposal and sale price, if any).
2. Any thefts must be documented by a copy of the police theft report and any other related information pertinent thereto. Subcontractors will notify MCWIC in writing of any theft and attach a copy of the police theft report.
  3. Scheduled physical inventories will be performed annually by MCWIC Fiscal Department to verify the existence and condition of property; additionally, special inventory will be conducted whenever a loss or theft of property is suspected.

#### **F. Valuation Basis**

Fixed assets will be recorded at acquisition cost. The acquisition cost of equipment shall include purchase price or construction cost, less discounts, plus freight or other charges such as sales, use or transportation, taxes and installation costs.

All items purchased as fixed assets must be accounted for throughout their life span. Both MCWIC and subcontractor maintain accounting for fixed assets.

#### **G. Procedures for Tagging Equipment**

Pre-numbered identification tags will be attached to property by the Fiscal Department Staff or One Stop -Manager for proper control. If, for any reason, the pre-numbered tag will not adhere to the equipment due to size, shape, condition or composition of the equipment, the "number" will be affixed by any means deemed appropriate without causing damage to the equipment. The main concern is that an identifiable number be applied to all equipment and that accountability be maintained for all property. Identification by number is considered to be the most appropriate and uniform method of accounting for equipment. The fact that the tag furnished will not adhere to the equipment cannot be a basis for loss of accountability.

1. When the Fiscal Staff has received an invoice for property purchased, he/she will add the item to a "Fixed Assets Record" (Exhibit A) identifying each item of property purchased. The Fiscal Staff assigns and records identification tag number and has tag affixed to asset.

#### **H. Untagged Equipment - Lost Tags**

If a property tag comes off, it should immediately be referred to the item. If a tag comes off, becomes lost or is destroyed, notify the Fiscal Staff of the number, together with a description of the item to which it was affixed and a new tag will be assigned as indicated in the foregoing procedure.

#### **I. Subcontractor Equipment Control**

Each subcontractor must maintain an inventory control of all items in its possession.

**J. Transfer of Equipment**

The Transfer or removal of any equipment from the assigned inventory location is absolutely prohibited unless approved by the Executive Director or Fiscal Manager and an Asset Action Form is prepared (Exhibit B). The following transfers apply:

1. Transfer of asset from one MCWIC inventory location to another MCWIC location.
2. Return or assignment of asset from/to subcontractor.

**K. Property- Lost or stolen**

In the event an equipment item is lost or suspected to have been stolen, the law enforcement agency (police, sheriff) having jurisdiction in the geographical area should first be notified by the One Stop Manager or Subcontractor. Secondly, the MCWIC Executive Director will be promptly notified and furnished copies of the police and/or sheriff report. Upon notification, the Executive Director and/or the Fiscal Manager will conduct a joint inventory to determine exact losses.

1. If the lost property had a unit cost with a fair market value of \$5,000 or more the Executive Director will notify the WID Property Management Unit or the State Department of Education Property Management Unit what was stolen in writing, describing the situation, and including a copy of the police report, if available.
2. The Fiscal Manager will notify the insurance carrier by telephone of the loss, being sure to obtain the claim number for future reference and then follow the telephone notification with a written notification. The subcontractor will notify his insurance carrier of the loss.
3. The Executive Director will notify the Fiscal Manager of the stolen/damaged items and the date of loss. The Fiscal Manager will remove the items from the inventory. If loss is partial, the insurance company's valuation of the loss should serve as documentation for portion lost.
4. Insurance claim proceeds, when received, will be credited to the same funding source as that from which property was purchased or to the funding source which will replace the property (if different).

Special instructions regarding MCWIC property on loan to subcontractors:

5. Subcontractor using MCWIC property will maintain insurance on the property on loan to them.
6. Subcontractor has the responsibility to notify the appropriate local law enforcement agency and retain a copy of that agency's police report for the property files, with a copy going to MCWIC.
7. Subcontractor will immediately notify MCWIC Executive Director of the theft/damage of property. MCWIC will then proceed with Steps 1, 3 and 4 above.
8. The subcontractor is responsible for the cost of the full replacement of the stolen/damaged property with property of equal value and specifications as approved by MCWIC. If the insurance proceeds endorsed over to MCWIC are not sufficient to adequately replace the stolen/damaged property, the subcontractor shall be held accountable for the balance of the replacement cost.
9. Any insurance proceeds on the stolen/damaged property received by the subcontractor are to be

endorsed over to MCWIC immediately upon receipt.

**L. Damaged Property**

Any property item damaged while being used in the performance of a contract will be repaired by the subcontractor utilizing contract funds.

In the event an item is damaged beyond economical repair, i.e., costing more than 65% of the purchase/replacement price, the subcontractor will request disposition instructions, in writing, from the MCWIC Executive Director.

NOTE: Service agreements for equipment will be maintained by the subcontractor.

**M. Insurance**

Subcontractors are expected to exercise care in the custody of property placed in their charge and all reasonable means to protect the property should be utilized. Subcontractors are responsible for providing adequate insurance against theft, vandalism or fire for all property in their charge.

**N. Property Inventory Closeout Procedures - Subcontractors**

Upon expiration of contract, all MCWIC equipment is to be returned to MCWIC. Executive Director will contact subcontractor with instructions.

**O. Property Inventory Procedures**

One Stop Managers and/or Fiscal Manager will perform physical property inventories annually.

Procedures for performing the physical property inventory are as follows:

1. The Fiscal Manager sends each One Stop Manager a copy of the respective county's most current property inventory (Exhibit C) plus a blank inventory form for additions. A due date is listed. The Fiscal Manager performs the property inventory for the Administrative Office.
2. Manager performs physical inventory by locating and identifying the items on the inventory form.
  - a. Records condition of property in appropriate year appearing on right of form.
    - 1 = New
    - 2 = Good
    - 3 = Fair
    - 4 = Poor
  - b. Writes in new equipment purchased since prior inventory, completely filling out all information appearing on inventory form. Costs should include related sales taxes and shipping charges. If cost is not known, leave blank for Accounting to complete.
  - c. If items are not being used, please write explanation in "Condition" section of form.  
Examples:

Broken  
Returned to EDD  
Damaged

Unlocated  
Traded on \_\_\_\_\_  
Transferred to

3. Any property transferred from one MCWIC site to another, should be documented by the One Stop Manager making the transfer by preparing an Asset Transfer Form (Exhibit B) and routing it to the Fiscal Manager. Be sure and list the MCWIC Tag # (s) of the item (s) transferred.
4. If MCWIC Tag #s are needed for any new item (or old item if tag has fallen off), One Stop Manager should write "Tag Needed" under MCWIC Tag #.

The Fiscal Staff will provide all necessary tags.

5. When inventory is completed, One Stop Manager signs and dates the forms, makes a photocopy for own records and forwards the completed inventory to the Fiscal Manager by required due date.
6. The Fiscal Manager reviews the inventories and:
  - a. Clarifies condition of broken/damaged items.
  - b. Works with Executive Director to reconcile inventory to the MCWIC general ledger by Fund.
  - c. Provides MCWIC Tag #s as required.
  - d. Enters inventory changes in the computer and reconciles to General Ledger accounts by July 31.
  - e. Provides print out by funding source to the Executive Director, and by location to One Stop Manager.
  - f. The inventory records will be made available to staff of EDD and DOL, or their representatives, upon request.

**P. Disposition of Property**

1. Non-Expendable Property (Equipment)

A determination needs to be made as to what the current fair market value is of this property. This determination should be certified by a source other than MCWIC such as a vendor or other person qualified to render such a judgment. The Executive Director is responsible for obtaining approvals for disposition of all property.

- a. Property with a fair market value of \$5,000 or more at time of disposal will be disposed of in accordance with WIAD03-9 (see attached).
- b. If property's fair market value at the time of disposal is less than \$5,000 prior approval for disposition is not required. Proceeds from sale or disposition shall be in accordance with WIAD03-9

**Procedures for Requesting Disposition Instructions**

Prior to requesting disposition instructions, MCWIC shall first make sure that all relevant records are up-to-date.

The request for disposition instructions must include the following information:

- A description of the property in question,
- An inventory tag number,
- Unit acquisition cost,
- Condition,
- Reason for disposition and
- Proposed disposition plans (including what will be done with any moneys resulting from said disposition).

The request for disposition instructions is to be mailed to WID at the following address:

WID Property Analyst  
State of California, EDD, MIC 69  
P. O. Box 826880  
Sacramento, CA 94280-0001

The WID will submit the MCWIC's request to DOL. Upon receipt from DOL, the disposition instructions will be forwarded to MCWIC by fax or mail.

## 2. Real Property

MCWIC must request disposition instructions from the state for the disposition of real property. Proceeds from the sale of real property, less reasonable selling and repair expenses, must be remitted to DOL, through the state, unless the grant funds related to the purchase are still active.

MCWIC should be aware that disposal of jointly funded (WIA and other federal/nonfederal funding sources) real property acquisitions must follow the requirements of 29 CFR 97.31 (c). This requires that the WIA grant be compensated for its fair market value.

## Q. Records Retention

In accordance with 29CFR 97.42 (C) (2), records for non-expendable and real property shall be maintained from the date of acquisition, through final disposition. Those records must also be retained for a period of three years from the date of their last expenditure report submitted to the WID. If any litigation, claim, or audit is started before the expiration of the three year period, all records must be retained until all findings have been resolved and final action taken.

## Definitions

The following definitions apply for the purpose of this property system;

- A. **Real Property** : Real property means land, land improvements, structures and appurtenances thereto, excluding movable machinery and equipment.
- B. **Personal Property**: Personal property means property of any kind except real property. It may be tangible - having physical existence, or intangible - having no physical existence, such as patents, inventions and copyrights.

- C. **Fixed Assets:** Equipment, non-expendable property, land, land improvements, structures and appurtenances. All items purchased as fixed assets must be accounted for throughout their life span. The MCWIC Accounting Department maintains accountability records for all fixed assets. In the event there is a question as to what constitutes a fixed asset the Accounting Department must be contacted for a determination.
  
- D. **Non-expendable Property:** This includes property that has a unit cost of \$500 or more. It is complete in itself and is not consumed; it does not lose its identity or become a permanent component of another asset when placed in use, and it has useful life of two years or more.
  
- E. **Expendable Property:** This includes office, janitorial and other supplies and minor items of equipment including tools having an original purchase price under \$500 per item and a usable life of less than two years.
  
- F. **Equipment:** Tangible, nonexpendable personal property having a useful life of more than 1 year and an acquisition cost of \$5,000 or more per unit.





**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**Agenda Item 5.3**

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**  
**From: Elaine Craig, Executive Director**  
**Workforce Investment Board**  
**Date: May 23, 2013**  
**Subject: Approve Transfer of Inventory from MCSOS to MCWIC**

**Recommendation:**

Staff recommend approval of the transfer of inventory from MCSOS to MCWIC effective January 1, 2013.

**Summary:**

The Board of Education/MCSOS in a regular meeting approved the transfer of all inventory belonging to the MCSOS/Workforce Development Office to the Madera County Workforce Investment Corporation. On this extensive inventory list is the 2002 Chrysler Van, license number 1123521, VIN number 1B8GP24392B515849 wherein title must be transferred with the Department of Motor Vehicles. It should be noted for the record that the MCWIC did not pay for or assume a debt for any of the inventory items, including the van. Nor did MCSOS receive any consideration for any of the inventory and was not part of a contractual agreement.

**Financing:**

Workforce Investment Act of 1998



## Mission

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

## Vision

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

## Credo

**Investing in a Quality Workforce!**

Madera County Workforce Investment Corporation  
 Balance Sheet  
 As of 5/22/2013

AGENDA ITEM 6.5

Assets

Cash in BA - Main	60,962.08
Cash in BA - Payroll	50.00
Accounts Receivable	0.00
Due From MCSOS Receivable	<u>1,435.00</u>
 Total Assets	 <u>62,447.08</u>

Liabilities and Net Assets

Accounts Payable	60.00
Due To MCSOS	0.00
FIT Withholding Payable	0.00
FUTA Payable	0.00
Medicare Withholding Payable	0.00
SIT Withholding Payable	0.00
CA SDI Payable	0.00
CA SUI Payable	0.00
CA Training Tax Payable	0.00
Social Security Tax Payable	0.00
Worker's Compensation Payable	0.00
457 Withholding Payable	0.00
Dependent Medical Payable	(1,590.00)
Dependent Dental Payable	(204.36)
Dependent Vision Payable	(43.51)
Flexible Saving Account Payable	215.00
Due to MCSOS Payable	0.00
Fund Balance	49,704.92
Excess Revenues over Expenditures	<u>14,305.03</u>
 Total Liabilities and Net Assets	 <u>62,447.08</u>

**Madera County Workforce Investment Corporation**  
**Statement of Revenues and Expenditures**  
From 7/1/2012 Through 5/22/2013

<b>Revenues</b>	
Grant Revenue	1,161,500.80
Other Income	19,838.56
Program Income	<u>0.00</u>
<b>Total Revenues</b>	<u><b>1,181,339.36</b></u>
<b>Expenditures</b>	
Staff Salaries	491,871.96
Payroll Tax Expense	1,006.43
Employer Medicare Expense	7,002.49
Social Security Employer Exp	29,941.73
CA Unemployment Insurance Exp	5,703.19
CA Training Tax Expense	167.74
Workers Compensation Expense	3,184.48
Group Health Insurance Expense	89,792.00
Employers 457 Expense	29,396.72
Group Dental Insurance	2,635.08
Group Vision Insurance	724.39
Group Life Insurance	(433.56)
Materials and Supplies	9,101.62
Rent Expense	36,629.76
Telephone Expense	6,235.66
Utilities Expense	7,686.14
Postage Expense	2,734.98
Printing Expense	736.97
Advertising Expense	1,982.50
Bank Charges	24.00
Dues and Membership Expense	832.00
Publications Expense	91.26
Auditing Fees	225.00
Legal Fees	2,424.00
Taxes and Fees	130.00
Office Equipment	7,267.35
Equipment Maintenance	1,919.43
Equipment Rental	1,186.34
Software Expense	577.27
Internet Expense	2,568.23
Travel Expense	34,218.04
Employee Education Expense	1,480.00
Outside Services	385,035.13
Insurance Expense	<u>2,956.00</u>
<b>Total Expenditures</b>	<u><b>1,167,034.33</b></u>
<b>Total Revenues Over (Under) Expenditures</b>	<u><b>14,305.03</b></u>

Madera County Work Investment Corporation  
Reconcile Cash Accounts

Reconciliation Date: 4/30/2013  
Cash Account: 1010 Cash in BA - Main

Bank Balance	156,318.26
Less Outstanding Checks/Vouchers	27,267.76
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	163.72
Plus or Minus Suspense Items	<u>116.43</u>
Reconciled Bank Balance	129,330.65
Balance Per Books	<u>129,330.65</u>
Unreconciled Difference	<u><u>0.00</u></u>

Madera County Workf. Investment Corporation  
Reconcile Cash Accounts

Reconciliation Date: 4/30/2013  
Cash Account: 1020 Cash in BA - Payroll

Bank Balance	147.19
Less Outstanding Checks/Vouchers	50.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	(1,136.87)
Plus or Minus Suspense Items	<u>1,380.71</u>
Reconciled Bank Balance	341.03
Balance Per Books	<u>341.03</u>
Unreconciled Difference	<u><u>0.00</u></u>

MCWIC Budget FYB 2013-2014

Total Payroll Admin & Program			Total
	Adm & Prog FTE %		
Annual Salary	5100 \$	1,226,848.49	\$1,226,848
CA Edu & Training Tax	5110 \$	1,226.85	\$1,227
Federal MED	5111 \$	17,789.30	\$17,789
OASDI	5112 \$	76,064.61	\$76,065
CA SUI	5115 \$	41,712.85	\$41,713
Wcomp	5120 \$	7,373.38	\$7,373
Anthem Blue Cross - Medical	5130 \$	193,800.00	\$193,800
457 Plan	5140 \$	72,602.64	\$72,603
MetLife - Dent/Vis/AD&D	5160 \$	9,615.87	\$9,616
<b>TOTAL Salaries/Benefits</b>	\$	<b>1,647,033.97</b>	<b>\$1,647,034</b>
<b>Total Payroll by Funding Source</b>			<b>\$1,647,034</b>
Overhead/Operating Description	GL	Costs	
Materials & Supplies (general office supplies)	5200 \$	15,347	\$15,347
Rent (Madera, Oakhurst)	5300 \$	88,315	\$88,315
Telephone	5320 \$	10,680	\$10,680
Utilities	5330 \$	30,560	\$30,560
Insurance	5340 \$	2,985	\$2,985
Postage	5400 \$	5,000	\$6,000
Printing	5410 \$	1,560	\$1,560
Advertising	5420 \$	1,000	\$1,000
Bank Charges (EFT charges, etc.)	5430 \$	90	\$90
Dues & Membership	5440 \$	4,850	\$4,850
Publications	5450 \$	470	\$470
Auditing	5500 \$	15,000	\$16,000
Legal Fees	5510 \$	20,000	\$20,000
Sage Subscription License (one-time cost)	5800 \$	10,690	\$10,690
Office Equipment	5600 \$	10,000	\$10,000
Equipment Maintenance	5610 \$	5,000	\$8,000
Equipment Rental	5620 \$	5,700	\$5,700
Software	5630 \$	8,000	\$8,000
Internet	5640 \$	5,040	\$6,040
Travel (staff travel, rental cars, conferences, etc.)	5700 \$	10,000	\$10,000
Employee Training (IT, SAGE, misc. staff)	5710 \$	1,500	\$1,500
Meeting Costs (WIB, CCWC, etc.)	5730 \$	500	\$500
Contracted/Outside Services (GeoSol, EMSI, facility, Sage Maint./sup	5800 \$	44,400	\$44,400
Van Repair	5800 \$	5,000	\$6,000
First Five Madera Rent/phone (fiscal move back to main office)	5300 \$	(15,000)	(\$15,000)
FRC IT Costs	\$	(21,351)	(\$21,351)
Partner paid overhead costs based on Sq Ft, not FTE	\$	(7,262)	(\$7,262)
<b>Other Grant Specific Expenses:</b>			
CDCR Conference Travel	\$	3,750	\$3,750
CDCR Assessment Tools (SDS)	\$	1,498	\$1,496
CDCR Curriculum Printing	\$	14,568	\$14,568
CDCR Worksite Travel	\$	5,200	\$6,200
DEI Flex Printing/Newspaper adv	\$	3,435	\$3,435
DEI Flex Quarterly Meetings (airfare, travel, lodging, etc.)	\$	6,800	\$6,800
DEI Flex Funding	\$	44,126	
Wells Fargo Veterans Outreach	\$	10,000	\$10,000
Job Fair Advertisement/supplies	\$	1,300	\$1,300
<b>Control</b>	\$	<b>348,749</b>	<b>\$304,623</b>
<b>Total Overhead by Funding</b>			<b>\$348,749</b>
<b>Participant Costs/Contracts</b>			
Skills Training	5800	9021	\$258,520
OJT	5800	9022	\$179,436
Participant Supplies	4300	9052	\$20,000
Participant Mileage Reimb	5200	9052	\$20,000
DEI flex	5800	9051	\$10,000
Youth Contracts (IS/OS)	5800	9036	\$420,000
CDBG Training	5800	9021	\$12,000
WorkKeys	5800	9052	\$15,000
			\$934,955
<b>Total Participant Allocated Funding</b>			<b>\$934,955</b>
			<b>TOTAL</b>
<b>Total Payroll by Funding Source</b>			<b>\$1,647,034</b>
<b>Total Overhead by Funding</b>			<b>\$348,749</b>
<b>Total Participant Allocated Funding</b>			<b>\$934,955</b>
<b>Subtotal</b>			<b>\$2,930,737</b>
<b>Note: amounts in black are an increase to the budget, amounts in red are a decrease to budget</b>			<b>TOTAL</b>
<b>Total Estimated Expense (payroll,overhead,participants)</b>			<b>(\$2,930,737)</b>
<b>13-14 New Formula Allocations/Grants/Contracts</b>			<b>\$2,379,345</b>