



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

A G E N D A

**June 27, 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. 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 – May 23, 2013

5.0 Action Items

5.1 Approve Resignation of Cecilia A. Massetti, Madera County Superintendent of Schools, from the MCWIC

5.2 Approve 2013-14 Operations Budget

6.0 Information Items

6.1 Budget Update

6.2 Grants/Projects Update

6.3 Facilities Update

6.4 2013-2014 Meeting Schedule

7.0 Written Communication

8.0 Open Discussion/Reports/Information

8.1 Committee Members

8.2 Staff

9.0 Next Meeting

July 25, 2013

10.0 Adjournment



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

May 23, 2013

MINUTES

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

ABSENT: Robyn Smith

GUEST:

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

1.0 Call to Order

Meeting called to order at 3:36 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 (MCWIC) – February 28, 2013

4.2 Approve MCWIC Meeting Minutes – April 25, 2013

Deb Bray moved to approve items 4.1 and 4.2, seconded by Kelly Woodard.

Vote: approved 5-0

Yes: Debi Bray, Bob Carlson, Cecelia Massetti, Manuel Nevarez, Kelly Woodard

5.0 Action Items

5.1 Approve Community Development Block Grant (CDBG)

The MCWIC has been awarded the CDBG grant in the amount of \$12,000. This amount is subject to change dependent on the total award received through HUD. If there is an increase to the HUD award, all recipients will receive a proportional increase in the award. Staff request that the MCWIC approve the receipt of the grant and authorize the WIB Chair to sign the resolution required to receive the funds.

Ceci moved to approve, seconded by Kelly Woodard.

Vote: approved 5-0

Yes: Debi Bray, Bob Carlson, Cecelia Massetti, Manuel Nevarez, Kelly Woodard

5.2 Approve MCWIC Property Management Policy

This policy falls in line with the law (29 CFR Part 97.31 and 97.32) which mandates that all property both non-expendable and real, vests with the MCWIC. There must be a policy in place in order to spend WIA funds. All major acquisitions must come before the Board for approval. Inventories will also be brought to the Board for approval.

Kelly Woodard moved to approve, seconded by Bob Carlson.

Vote: approved 5-0

Yes: Debi Bray, Bob Carlson, Cecelia Massetti, Manuel Nevarez, Kelly Woodard

5.3 Approve Transfer of MCWIC Inventory

Staff is requesting the approval of the transfer of inventory from the Madera County Superintendent of Schools (MCSOS) to the MCWIC. The Board of Education/MCSOS previously approved the inventory transfer between MCSOS/Workforce Development Office (WDO) to the MCWIC after the transition to the MCWIC. The extensive inventory includes the 2002 Chrysler van used by WDO and now the MCWIC. Staff is in the process of transferring the title to the van (license 1123521, VIN 1B8GP24392B515849) with DMV and the Office of Equalization. The State Board of Equalization requires MCSOS and MCWIC minutes that can demonstrate the authorization of the transfer to the MCWIC without the MCWIC incurring any debt in the process or that MCSOS received any consideration for any of the inventory and was not part of a contractual agreement.

Deb Bray moved to approve, seconded by Manuel Nevarez.

Vote: approved 5-0

Yes: Debi Bray, Bob Carlson, Cecelia Massetti, Manuel Nevarez, Kelly Woodard

6.0 Information Items

6.1 Grants/Projects Update

6.2 Facilities Update

Facilities update given during Executive Committee Meeting – Agenda item 6.4.

6.3 Madera County Workforce Investment Corporation Mission, Vision, and Credo

Staff took almost a full day to work on and create the MCWIC Mission, Vision, and Credo statement. It was a very productive day. Staff welcomes any input from the MCWIC. Once all input has been received and the statement is finalized, it will be brought back to the MCWIC for approval.

6.4 MCWIC Social Security Administration Novation Agreement

The MCWIC is working on a Novation Agreement with SSA in order to transfer the contract for the Ticket to Work program from MCSOS to the MCWIC. Until the transfer/contract is completed, all funds go to MCSOS. Staff is working with MCSOS on the transfer and will bring the contract back to the MCWIC for approval once it's completed.

6.4 Strategic Five Year Plan Update

6.5 Budget Update

Balance Sheet and Cash Accounts are in order and balanced. We operate as a cash-based system – there are no accounts payables. At the end of the fiscal year, staff records receivable and accruals for recording purposes. We are considered a “modified cash accrual” system. All invoices are paid upon receipt. Outside services on the budget are considered contracts we have for services such as janitorial, carpet cleaner, water, etc. along with program contract. There are approximately 12 outside services contracts. Staff will create a report that lists the outside services. Travel expenses reflect expenditures by staff and participants. Staff will separate staff travel from participant travel in future. Staff will continue to work on different print outs in order to provide budget information to the Board.

Budget documents for the 2013-14 budget will be much cleaner to view as they will only reflect MCWIC without any references to MCSOS and the transition.

7.0 Closed Session

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

No reportable action taken.

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

Meeting adjourned at 4:45 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: June 27, 2013
Subject: Approve Resignation of Cecilia Massetti, Madera County
Superintendent of Schools (MCSOS), from the Madera WIB

Recommendation:

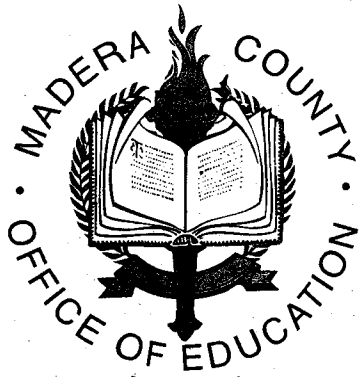
Staff recommends the approval of the resignation of Cecelia Massetti from the MCWIC.

Summary:

Dr. Massetti has resigned from the Madera County Workforce Investment Board (WIB) effective July 1, 2013 and will no longer be serving on the Executive Committee or the MCWIC. Dr. Massetti is not a mandated representative on the WIB since MCSOS is no longer the administrative and fiscal agent of the local workforce development system as of January 1, 2013.

Financing:

Workforce Investment Act of 1998



Cecilia A. Massetti, Ed.D.
Superintendent

June 19, 2013

Bob Carlson, Chairperson
Madera County Workforce Investment Board
441 East Yosemite Avenue
Madera, CA 93638

Dear Bob:

The Madera County Workforce Investment Corporation (MCWIC) members are also members of the Madera County Workforce Investment Board (MCWIB). Since I have resigned my position as a MCWIB member due to the fact that the "local education" membership category was filled, I am no longer eligible to serve on the MCWIC.

This is a very exciting time for MCWIC. The possibilities are endless and the spirit of the MCWIC staff is second to none.

Best wishes for MCWIC's continued success.

Sincerely,

A handwritten signature in cursive script that reads "Cecilia A. Massetti".

Cecilia A. Massetti, Ed.D.
Madera County Superintendent of Schools

CAM/nlb

cc: Elaine Craig, Executive Director Madera County Workforce
Investment Corporation



**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: June 27, 2013
Subject: Approve 2013-14 Operations Budget

Recommendation:

Staff recommend the approval of the July 1, 2013 to June 30, 2014 MCWIC operations budget.

Summary:

Staff have finalized, based on final formula allocations and other special grant funds, an operations budget for the 2013-14 fiscal/program year. This budget is for required and/or needed operational costs such as rent, PG&E, supplies, insurance, retirement, payroll, workers compensation, attorney, and annual costs such as the case management and accounting system, etc. If there are any substantive changes to the budget and/or costs associated with any operational item, staff will review and present to the Board. This budget does not include program costs such as training and supportive services or any other direct costs for participants.

Financing:

Workforce Investment Act of 1998

CONSOLIDATED INFORMATION:

Total Payroll Admin & Program	Total
Annual Salary	\$1,231,336
CA Edu & Training Tax	\$1,231
Federal MED	\$17,854
OASDI	\$76,343
CA SUI	\$41,865
Wcomp	\$8,373
Anthem Blue Cross - Medical	\$193,800
457 Plan	\$72,737
MetLife - Dent/Vis/AD&D	\$9,616
TOTAL Salaries/Benefits	\$1,653,157
Total Payroll Costs	\$1,653,157
Overhead/Operating Description	
Materials & Supplies (general office supplies)	\$15,347
Rent (Madera, Oakhurst)	\$88,315
Telephone (Comcast)	\$8,680
Utilities (PGE & City)	\$30,960
Insurance	\$2,985
Postage	\$5,000
Printing	\$1,560
Advertising	\$1,000
Bank Charges (EFT charges, etc.)	\$90
Dues & Membership	\$4,251
Publications	\$1,637
Auditing	\$15,000
Legal Fees	\$20,000
Office Equipment	\$8,000
Computer & Phone Maintenance Contracts	\$6,744
Equipment Rental (postage and copier machines)	\$3,600
Software & Computers (upgrades)	\$5,400
Replacement of old computers (6 yrs or older)	\$18,000
Internet Connection (Comcast & Sierra Telephone)	\$10,680
Travel (staff travel, rental cars, conferences, etc.)	\$8,750
Employee Training	\$1,500
Meeting Costs (WIB, CCWC, etc.)	\$840
Case Management System (GeoSol)	\$28,368
EMCSI (cancelled)	\$0
Accounting System Annual Maintenance (SAGE)	\$4,050
Retention Storage	\$1,140
Alarm (Diamond Communications)	\$584
Madera Cleaners (Floor mat service)	\$250
Facility Repair	\$500
Janitorial	\$9,600
Alpine Drinking Water	\$372
Cybertech Computers (contracted services)	\$1,000
General Builders Supply (misc. building supplies)	\$450
Zoom Copier Service (maintenance)	\$2,108
Van Repair	\$5,000
Job Fair (hall rental/Advertisement/supplies)	\$1,300
Assessment Testing/Remediation (Eng&Span)	\$5,000
	\$318,061
Total Operational/Overhead Costs	\$318,061
TOTAL	TOTAL
Total Payroll by Funding Source	\$1,653,157
Total Overhead by Funding	\$318,061
Total Client Direct Services Funding	\$934,955
TOTAL MCWIC BUDGET	\$2,906,172

	Adult		DW		RR		Youth			CCP		CDBG		DE
	Admin	Program	Admin	Program	Admin	Program	Admin	ISY	OSY	Admin	Program	Admin	Program	Admin
Participant Costs/Contracts														
Skills Training/OJT		\$93,007		\$87,124										
Participant Supplies		\$10,000		\$10,000										
Participant Mileage Reimb		\$10,000		\$10,000										
DEI flex														
Youth Contracts OSY									\$220,000					
Youth Contracts ISY								\$200,000						
CDBG Training													\$12,000	
WorkKeys		\$10,000		\$5,000										
	\$0	\$123,007	\$0	\$112,124	\$0	\$0	\$0	\$200,000	\$220,000	\$0	\$0	\$0	\$12,000	\$0
Total Participant Allocated Funding	\$123,007		\$112,124		\$0		\$420,000		\$0		\$12,000			
	Adult		DW		RR		Youth		CCP		CDBG		DE	
Total Payroll by Funding Source	\$60,821	\$329,895	\$37,241	\$201,978	\$24,827	\$121,237	\$31,102	\$0	\$115,157	\$5,260	\$26,300	\$0	\$0	\$24,827
Total Overhead by Funding	\$11,654	\$63,211	\$7,136	\$38,701	\$4,757	\$24,530	\$5,959	\$0	\$22,065	\$1,008	\$5,039	\$0	\$0	\$4,757
Total Client Direct Services Funding	\$0	\$123,007	\$0	\$112,124	\$0	\$0	\$0	\$200,000	\$220,000	\$0	\$0	\$0	\$12,000	\$0
TOTAL MCWIC BUDGET	\$72,475	\$516,113	\$44,377	\$352,803	\$29,585	\$145,767	\$37,061	\$200,000	\$357,223	\$6,268	\$31,340	\$0	\$12,000	\$29,585
Note: amounts in black are an increase to the budget, amounts in red are a decrease to budget	Adult		DW		RR		Youth		CCP		CDBG		DE	
Total Estimated Expense (payroll,overhead,participants)	(\$588,588)		(\$397,180)		(\$175,351)		(\$594,284)		(\$37,608)		(\$12,000)		(\$19,585)	

MADERA COUNTY WORKFORCE INVESTMENT BOARD

441 E. Yosemite Avenue • Madera, CA 93638
(559) 662-4589

BOARD MEETINGS

2012 - 2013

 <p><i>Monthly, 4th Thursday</i> <i>(as needed)</i> <i>3:00 p.m.</i></p>	<p>Workforce Investment Board</p> <p><i>Quarterly: 3rd Thursday</i> <i>3:00 p.m.</i></p>	<p>Executive Committee</p> <p><i>Monthly: 4th Thursday</i> <i>(as needed)</i> <i>3:00 p.m.</i></p>	<p>Youth Advisory Council</p> <p><i>Quarterly: 1st Wednesday</i> <i>3:30 p.m.</i></p>
July 25, 2013	September 19, 2013	July 25, 2013	September 4, 2013
August 22, 2013	December 19, 2013	August 22, 2013	December 4, 2013
September 26, 2013	March 20, 2014	September 26, 2013	March 5, 2014
October 24, 2013	June 19, 2014	October 24, 2013	June 4, 2014
November 28, 2013		November 28, 2013	
December 26, 2013		December 26, 2013	
January 23, 2014		January 23, 2014	
February 27, 2014		February 27, 2014	
March 27, 2014		March 27, 2014	
April 24, 2014		April 24, 2014	
May 22, 2014		May 22, 2014	
June 26, 2014		June 26, 2014	