



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

A G E N D A

SPECIAL MEETING

March 20, 2014

4:00 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.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 Adoption of Board Agenda

5.0 Consent Calendar

5.1 Approve Madera County Workforce Investment Corporation (MCWIC) Meeting Minutes – January 23, 2014

6.0 Action Items

6.1 Approve Executive Director Evaluation Process

6.2 Approve Revised Executive Director Job Description and Job Title

6.3 Approve MCWIC Business Policies and Procedures Manual

6.4 Approve Financial Reports

7.0 Information Items

7.1 One Stop Consortia Memorandum of Agreement (MOA) Update

7.2 Filing of Form 990 Tax Return

7.3 Grants/Projects Update

7.4 Facilities Update

7.5 MCWIC Board Member Composition Update

8.0 Written Communication

9.0 Open Discussion/Reports/Information

9.1 Committee Members

9.2 Staff

10.0 Next Meeting

April 24, 2014

11.0 Adjournment



January 23, 2014

MINUTES

PRESENT: Debi Bray, Bob Carlson, 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 3:46 p.m.

1.1 Pledge of Allegiance

2.0 Public Comment

None

3.0 Introductions and Recognitions

None

4.0 Adoption of Board Agenda

Kelly Woodard moved to approve the adoption of the agenda, seconded by Bob Carlson.

Vote: Approved – Unanimous

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

5.0 Consent Calendar

5.1 Approve Madera County Workforce Investment Corporation (MCWIC) Meeting Minutes – December 5, 2013

Manuel Nevarez moved to approve, seconded by Rich Mostert.

Vote: Approved – Unanimous

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

6.0 Action Items

6.1 Approve Revised MCWIC Bylaws

Revisions have been made to Article IV Board of Directors section 4.04 changing the qualifications for appointment to the MCWIC Board as nominated members from the WIB – revised from being members of the Executive Committee. Qualifying WIB Directors to the MCWIC must now be from the Private Sector. Article 7, Section 3 was added to include the annual evaluation of the Executive Director's performance by the WIB Chair, Vice Chair and an appointed third Director.

Rich Mostert moved to approve, seconded by Kelly Woodard.

Vote: Approved – Unanimous

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

6.2 Approve Revised Executive Director Evaluation Process

Staff had reviewed previous meeting minutes and recordings for approval of the evaluation process for the Executive Director. The previous approved motion included specific dates and timelines. After meeting with the Chair and receiving input for the process, staff have brought back a request for approval for revising the evaluation process in order to clarify the process. The Executive Director will be evaluated annually. Staff and Board of Directors discussed the process by which the Executive Director would be evaluated:

- The Executive Director will write up and provide Goals and Objectives for the following fiscal year in July*
- The Chair, Vice Chair and 1 appointed Board member will evaluate the Executive Director*
- The appointed Board member will be appointed in July*
- The Executive Director will provide a Self-Review to the Evaluation Committee by May 1st*
- The Evaluation process will begin in May with independent evaluators filling out the evaluation documents*
- The Chair will compile the 3 evaluations into 1 document by May 31st*
- The formal Evaluation for the end of the fiscal year will take place in June*
- The Chair will meet with the Executive Director to discuss the evaluation in June*
- The final Evaluation will be reviewed by the MCWIC Board in closed session*
- The summary will include the Executive Director's job description*

Previously, the prior motion stated that the Executive Director would provide a semi-annual progress report on their Goals and Objectives in January. The Board of Directors felt that staff provide updates and information throughout the year and there is no need to specify a mid-year report. The Board of Directors would like to address the process for any evaluation disputes and have the attorney provide input on how to handle disputes.

Rich Mostert moved to table item 6.2 until staff are able to contact and get input from the attorney regarding evaluation disputes, seconded by Manuel Nevarez.

Vote: Approved – Unanimous

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

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

Staff request approval of an MOA that will designate the MCWIC as the One Stop Operator. The Central Valley Opportunity Center (CVOC), Department of Rehabilitation (DOR), and the Employment Development Department (EDD) are 3 mandatory One Stop partners who have agreed to be included on the MOA and have been given a draft document for the purposes of gaining input and approval of the final document.

Manuel Nevarez moved to approve, seconded by Kelly Woodard.

Vote: Approved – Unanimous

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

6.4 Approve Financial Reports

The Board was provided updated financial reports as of 12/31/13 including bank account statements/documents. Staff will bring summaries by funding source in the future. This item will be a standing item on all the agenda. The current reports are not generated from the accounting system and staff are working on configuring reports using the system for future use.

Rich Mostert move to approve, seconded by Bob Carlson.

Vote: Approved – Unanimous

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

6.5 Approve Budget Revision

Staff are requesting approval of line time revisions/adjustments. In balancing the accounts, staff found a mistake applied towards the SUI tax which was calculated in error. This will bring money back into the budget. Line items adjustment for purchases for assessment skills products and web security software were added as well. Adjustments were also made to reflect the award of \$25,000 for the Chukchansi Grant.

Manuel moved to approve, seconded by Rich Mostert.

Vote: Approved – Unanimous

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

6.6 Approve Form 990 for Submission to IRS

Staff asked for approval of the draft Form 990 return which will be submitted to the IRS.

Rich Mostert moved to approve, seconded by Kelly Woodard.

Vote: Approved – Unanimous

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

7.0 Information Items

7.1 MCWIC Policies and Procedures Manual

Staff provided a copy of the draft manual with the agenda packet for review. This is a new manual and will be brought back to MCWIC for final approval in the future.

7.2 Grants/Projects Update

Staff provided updates for grants/projects in the agenda packet for their review. Everything looks good.

7.3 Facilities Update

Staff are continuing to be included in the meetings and planning for the new County Campus.

8.0 Written Communication

None

9.0 Open Discussion/Reports/Information

9.1 Committee Members

None

9.2 Staff

None

10.0 Next Meeting

February 27, 2014

11.0 Adjournment

Bob moved to adjourn meeting, seconded by Kelly Woodard. Meeting adjourned at 5:02 p.m.



**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: March 20, 2014
Subject: Approve Executive Director Evaluation Process

Recommendation:

Staff recommend approval of the revised Executive Director Performance Evaluation process as outlined in the attached document.

Summary:

Per the Board's direction at the January 23, 2014 MCWIC meeting after discussion of the agenda item related to the Executive Director Performance Evaluation process and questions related to the handling of issues such as significant disparity in the evaluation ratings, the Executive Director contacted the Corporation's Employment Law attorney for guidance and law specific to performance evaluations in a setting and operation such as the MCWIC. Per that conversation, the accompanying document entitled Procedures for Executive Director Annual Performance Evaluation.

Financing:

Workforce Investment Act of 1998



Procedures for Executive Director (ED) Annual Performance Evaluation

The ED will be evaluated on the attached evaluation form annually in June of each year by the Madera County Workforce Investment Corporation Board of Directors Chair, Vice Chair and a third Director to be appointed by the Chair. This appointment shall take place in July of each year at the Board of Director's regularly scheduled monthly meeting. The evaluation process will require that the evaluation team independently complete the evaluation form in May of each year and provide the completed forms to the Chair. The three evaluation ratings and comments will be aggregated onto one form by the Chair. In the event there is significant disparity in the ratings and/or comments between the three evaluations, the Chair will attempt to resolve this with the other evaluators. If this cannot be accomplished, the full MCWIC Board will review the evaluations and determine the final ratings and/or comments in a closed session of the MCWIC Board of Directors. A meeting will be scheduled between the Chair and the ED for the formal evaluation. The ED will have the opportunity to respond to any ratings or comments in writing prior to the evaluation being submitted in a closed session at the Board of Director's regularly scheduled June meeting for review/approval/ and /or determination of revisions to the compensation package. This review will include the ED's job description and current salary and benefits package.

Deleted: (what if the ratings and/or comments are significantly different?)

Deleted: ?

The ED will provide goals and objectives on the attached self-evaluation in July of each year to the Chair. Once agreed upon and finalized, this self-evaluation will be provided to the the Board of Directors at the next regularly scheduled meeting. The ED will provide at minimum a semi-annual update of the goals and objectives at the Board of Director's regularly scheduled January meeting but as time and circumstances permit, may update the Board of Directors at any regularly scheduled meeting.

Deleted: Vice Chair and third Director and/or

Deleted: ?

Madera County Workforce Investment Corporation

Self-Assessment Executive Director Evaluation

Annual Appraisal? Yes No, *please specify reason* _____

Evaluation Period _____

Name _____ Title _____

Date Employed in Present Position _____

Salary Range _____

Present Salary _____

Effective Date of Present Salary _____

1. Please review your job description (attached) and comment as to its relevance and appropriateness to the responsibilities and duties you have performed this past year.
2. What are your greatest strengths and talents that you feel you offer in the position of executive director?
3. What have been your major accomplishments this past year? How do these relate to the organization's goals and your personal development goals established in last year's evaluation?

4. What goal related challenges did you have this past year? How do you feel they will impact the coming year?

5. In what ways has the board of directors and its committees provided appropriate governing support to you in your work as executive director this past year?

6. How could the board and its committees improve its governance support for your work?

7. What are the agency goals that you would prioritize your efforts towards this coming year?

8. What are your short-term personal development goals for the next year? How do you plan on achieving them?

Executive Director _____

Date Submitted to Executive Committee _____



Madera County Workforce Investment Corporation

Executive Director Performance Evaluation Review

Annual Appraisal? Yes No, *please specify reason* _____
 Evaluation Period _____
 Name _____ Title _____

Date Employed in Present Position _____
 Salary Range _____
 Present Salary _____
 Effective Date of Present Salary _____

Rating Descriptions

Ratings (Scale 1-5)

- 1.....Unacceptable..... Performance is below job requirements and needs definite and significant improvement. Did not meet most goals.
- 2.....Below Expectations..... Performance needs to be improved in several major areas. Did not meet many goals.
- 3.....Meets Expectations..... A solid, consistent performance. Meets most goals and exceeds some.
- 4.....Exceeds Expectations..... Performs above standard level. Job performance clearly more than satisfactory. Meets all goals and exceeds several.
- 5.....Exceptional, Far Exceeds Expectations..... Exhibits the highest level of performance. Exceeds goals and objectives.

A. Leadership

Leadership involves the ability to influence, motivate and manage others to achieve the mission, vision, goals and objectives of the organization. It also reflects initiative, the drive for excellence, special job knowledge and the willingness to accept and seek responsibility, take calculated and measured risks, and to communicate on both a verbal and written basis.

Rating	1	2	3	4	5
	Unacceptable				Far Exceeds

Comments:

B. Board Relations

Board relations addresses the ability to successfully relate to and support the Board as a governing body, including its officers, committees and individual members. Support includes but is not limited to ensuring that the board has the timely and accurate information necessary to conduct its business and proper representation of the Board with stakeholders, in the community, etc..

Rating	1	2	3	4	5
Unacceptable					Far Exceeds

Comments:

C. Community Relations

Community Relations measures the ability to work with the community, constituents, stakeholders, funders, the media, and others to build positive relationships and recognition for the organization.

Rating	1	2	3	4	5
Unacceptable					Far Exceeds

Comments:

D. Collaboration

Collaboration measures the ability to foster and build collaborative relations with government, colleague nonprofits, businesses and other organizations to help accomplish the mission, vision and objectives of the organization .

Rating	1	2	3	4	5
Unacceptable					Far Exceeds

Comments:

E. Organization Skills

Organizational skills addresses the ability to successfully develop and organize the internal human and material resources necessary to carry out the mission. This will include the grouping and assignment of personnel, the appropriate delegation and structuring of authority, and the proper and effective use of physical resources

Rating	1	2	3	4	5
	Unacceptable				Far Exceeds

Comments:

F. Planning

Planning addresses the ability to develop realistic, short and long-range goals, initiate appropriate programs, and establish and meet necessary deadlines.

Rating	1	2	3	4	5
	Unacceptable				Far Exceeds

Comments:

G. Resource Development

Resource development addresses the ability to develop sustainable financial resources through grants, fund raising and earned revenue, both budgeted and otherwise, to support the organization's programs and administration. This factor includes the provision of information and support to the fund development efforts of the board.

Rating	1	2	3	4	5
	Unacceptable				Far Exceeds

Comments:

H. Personnel Management

Personnel management relates to effectiveness in selecting and motivating personnel and building the organization through teamwork and quality initiatives. This also includes practicing risk management, consistently applying the personnel policies established by the board, and success in developing qualified replacements for self, key subordinates and other members of management.

Rating	1	2	3	4	5
	Unacceptable				Far Exceeds

Comments:

I. Professional Development and Image

Professional development and image addresses the willingness, initiative, and effectiveness in maintaining and enhancing the individual's knowledge, skills and professional stature important to the current and future performance of the position. This include the individual's attitude and appearance within the organization and the community, as well as efforts to participate in relevant continuing educational programs, and related associations.

Rating	1	2	3	4	5
	Unacceptable				Far Exceeds

Comments:

Overall Rating Form

Factor	Rating
A. Leadership	_____
B. Board Relations	_____
C. Community Relations	_____
D. Collaborations	_____
E. Organizational Skills	_____
F. Planning	_____
G. Resource Development	_____
H. Personnel Actions	_____
I. Professional Development and Image	_____

Composite Performance Rating _____

Total Possible 50 points

Average Rating per Factor (Total Points divided by 10) _____

Employee Comments:

Executive Director Signature _____ Date _____

Board President Signature _____ Date _____



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 6.2

Consent

Action

Information

To: Madera County Workforce Investment Corporation
From: Elaine Craig, Executive Director
Workforce Investment Board
Date: March 20, 2014
Subject: Approve Revised Executive Director Job Description and Title

Recommendation:

Staff recommend approval of the revised job description and title for the Executive Director.

Summary:

Staff have updated and revised the job description from MCOE to align with the current operational model of the MCWIC. Staff have also revised the title from Executive Director, MCWIB to MCWIC, again to align with the operational model of the Corporation.

Financing:

Workforce Investment Act of 1998

TITLE: Executive Director, Madera County Workforce Investment Corporation

BASIC FUNCTION:

Under the direction of the Madera County Workforce Investment Corporation (MCWIC), plan, organize, control and direct operations and programs to assist the Workforce Investment Board (WIB) carry out the functions as defined by the Workforce Investment Act (WIA) of 1998. Manage and coordinate functions of the MCWIC; train, supervise, and evaluate the performance of assigned personnel; provide a leadership role in collaboration with agencies and organizations within the Workforce Investment Area and the one-stop partners to ensure maximum teamwork and integration of efforts and services

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control, and direct operations and programs regarding workforce development services; manage and coordinate functions of the MCWIC.

Report to the MCWIC Board of Directors and to the WIB on development and revision of the local plan and selection of operators.

Develop and negotiate Memorandum of Understanding with all mandatory partners.

Negotiate local performance standards, and any other requirements of federal and state legislation.

Assure that MCWIC activities are administered appropriately; maintain a clear fiscal and programmatic audit trail.

Develop, implement, and monitor procedures to protect against unallowable expenditure of WIA and other contracted funds.

Direct and coordinate the determination of resource allocation and levels of service according to established policies and procedures.

Monitor program effectiveness; evaluate results of projects based on identified objectives.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel; prepare comprehensive reports to meet local, state, and federal requirements.

Oversee performance accountability system and report outcomes to the WIB.

Read, interpret, and disseminate incoming technical information regarding changes from the Department of Labor; monitor changes in federal and state laws and regulations applicable to related activities.

Facilitate the coordination and delivery of services between partners located at the Madera County Workforce Assistance Center and any satellite sites.

Lead the collaborative process of building partnerships to meet the WIB goals.

Plan, design, and coordinate a variety of administrative procedures, reporting systems, and internal processes to assure effective and efficient service delivery.

Meet with a variety of federal, state, regional, and local officials regarding current and future policy and procedural aspects of services, programs, and functions; analyze impact of proposed legislation.

Develop and prepare the annual preliminary budget regarding MCWIC services; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Responsibilities:

Oversight:

- Ensure goals and objectives of WIB are met.
- Prepare RFPs for program operations, distribute, collect, evaluate and make recommendations to WIB.
- Assist the WIB in negotiation of area's performance standards.
- Oversee the area's performance accountability system and report outcomes to WIB.
- Provide oversight, monitoring and evaluation of operators, service providers, training providers and other entities that become part of the one-stop delivery system.
- Promote the workforce investment system through outreach and marketing.

Resource Development:

- Prepare proposals and seek alternative funding to support the programs, goals and objectives of the WIB.
- Explore and utilize innovative and leading edge opportunities in workforce, employment and training and related service areas.

Strategic Planning:

- Develop system-wide training opportunities for WIB and one-stop partners.
- Develop and hold community forums to identify workforce needs, services available, and prepare plans for addressing gaps.

- Assist in the development of continuous improvement strategies for the area's workforce system.

Support to WIB:

- Prepare WIB committee and MCWIC Board agendas.
- Develop policies for adoption by the WIB and MCWIC.
- Direct the implementation of WIB and MCWIC policies and priorities relating to assigned functions.
- Correspond with WIB committees and MCWIC Board.
- Attend all WIB committee and MCWIC Board meetings.
- Record and publish minutes of all meetings.
- Recruit and maintain WIB membership and certification and MCWIC Board members.
- Attend state and regional meetings of Workforce Investment Area administrators.

OTHER DUTIES:

- Represent the Madera County WIB and MCWIC at regional meetings.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Culturally, economically, and ethnically disadvantaged groups, individuals, and communities.
- Community resources and local labor market.
- Budget preparation and control.
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies, and procedures relating to WIA, including Government and non-profit corporations, including fund raising activities.
- Codes and regulations and the Ralph M. Brown Act.
- Principles and techniques of interviewing.
- Record-keeping techniques.
- Operation of a computer and assigned software.

ABILITY TO:

- Provide a leadership role in setting the direction of MCWIC including collaborative process of building partnerships to meet the WIA requirements of a "one-stop" delivery system.
- Comply with employer requirements and policies governing the confidentiality of accessed data.
- Train, supervise and evaluate the performance of assigned staff.
- Establish and maintain cooperative and effective working relationships with others including boards, the public, outside agencies and staff.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.

- Work independently with little direction.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Apply principles and techniques of interviewing to elicit employability information.
- Negotiate agreements and resolve operational or procedural problems among multiple parties.
- Speak and write clearly; exercise tact, discretion, and political acumen; elicit information; listen effectively; and mediate confrontations among diverse individuals and interest groups.

EDUCATION AND EXPERIENCE:

Any combination equivalent to possession of a bachelor of arts degree in business or public administration or related field, plus additional training or experience in professional program analysis, and five years of management and administrative experience including fiscal and project management duties related to employment training, preferably in a non-profit environment.

Master’s Degree in Public Administration or related field highly desirable/preferred.

The following qualifications are highly desirable:

Experience working with an appointed commission, employment development agencies, or similar legislative body and elected officials.

Experience in all aspects of complex project management involving multi-agency matrix organizations; strategic planning, process engineering, resource allocation, program evaluation, and budget development and monitoring.

Significant experience related to the provision of employment services, either in a public agency or in a service-oriented private sector organization.

Experience in building consensus and leading multi-disciplinary teams in a matrix organization.

Experience conducting highly complex research for the purpose of making policy recommendations to a multi-disciplinary board.

LICENSE:

Possession of a valid California Class C driver’s license. Incumbents must be insurable by the liability carrier of the Madera County Workforce Investment Corporation.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Drive a vehicle to conduct work.

PHYSICAL DEMANDS:

Stamina to perform multiple assignments and tasks with many interruptions and deadlines while under a variety of circumstances including critical, intense, or urgent situations.

Seeing to read a variety of materials.

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 6.3

Consent

Action

Information

To: Madera County Workforce Investment Corporation
From: Elaine Craig, Executive Director
Workforce Investment Board
Date: March 20, 2014
Subject: Approve MCWIC Business Policies and Procedures Manual

Recommendation:

Staff recommends the approval of the MCWIC Business Policies and Procedures Manual.

Summary:

The MCWIC Business Policies and Procedures Manual is an accounting manual that is intended to provide an overview of the accounting policies and procedures for Madera County Workforce Investment Corporation, which shall be referred to as "MCWIC" or "the Organization" throughout this manual. A draft copy of the manual was provided to the Board and reviewed at their meeting on January 23, 2014.

Financing:

Workforce Investment Act of 1998



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 6.4

Consent

Action

Information

To: Madera County Workforce Investment Corporation
From: Elaine Craig, Executive Director
Workforce Investment Board
Date: March 20, 2014
Subject: Approve Financial Reports

Recommendation:

Staff recommend approval of the year to date financial reports ending January 2014.

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 - Balance Sheet by Fund
 As of 1/31/2014
 (In Whole Numbers)

	<u>Current Year</u>
Assets	
Cash	87,510
Accounts Receivable	44,879
Due From MCSOS	1,435
Fixed Assets *	0
Prepaid Expenses	<u>425</u>
Total Assets	<u>134,250</u>
Liabilities and Net Assets	
Accounts Payable	44,879
Employee Payroll and Taxes Payable	
Vacation Payable	<u>15,249</u>
Total Employee Payroll and Taxes Payable	15,249
Dependent Benefits Payable	(1,045)
FSA Payable	(240)
Excess Revenues over Expenditures	
Fund Balance	60,598
Other	<u>14,808</u>
Total Excess Revenues over Expenditures	<u>75,407</u>
Total Liabilities and Net Assets	<u>134,250</u>
Total Balance Sheet	<u>134,250</u>

* Fixed Assets reflects 0.00 - currently entering all inventory into the accounting system in detail. Input should be completed by EOM Feb 2014.

Madera County Workforce Investment Corporation
 Statement of Activities - Financial Repor FY 2013-2014
 From 7/1/2013 Through 1/31/2014

	Total	NEG OJT	WIA Adult #201 #202
Operating Revenue			
Grant Revenue	1,430,512.13	116,035.28	443,877.84
State/Local Revenue	80,455.35	0.00	0.00
Other			
Interest Revenue	2.39	0.00	0.00
Total Other	2.39	0.00	0.00
Total Operating Revenue	<u>1,510,969.87</u>	<u>116,035.28</u>	<u>443,877.84</u>
Expenditures			
Salaries	655,045.25	22,971.65	157,325.19
Payroll Taxes	58,038.22	2,025.97	13,550.23
Benefits			
Group Health Insurance Expense	110,677.00	3,076.14	24,925.52
Employers 457 Expense	37,987.67	1,342.66	8,781.13
Group Dental Insurance	3,798.31	114.65	1,063.21
Group Vision Insurance	1,008.78	30.61	282.65
Group Life Insurance	364.98	11.17	102.30
Total Benefits	<u>153,836.74</u>	<u>4,575.23</u>	<u>35,154.81</u>
Materials & Supplies	14,652.77	429.12	2,893.20
Overhead/Operating Expenses			
Furniture & Fixtures	691.16	10.80	183.55
Other	173,369.25	4,789.87	35,755.38
Total Overhead/Operating Expenses	<u>174,060.41</u>	<u>4,800.67</u>	<u>35,938.93</u>
Client Program Expenses (SS, ITA, Contracts, etc.)	440,528.09	92,393.93	12,238.17
Total Expenditures	<u>1,496,161.48</u>	<u>127,196.57</u>	<u>257,100.53</u>
Net Revenue over Expenditures	<u>14,808.39</u>	<u>(11,161.29)</u>	<u>186,777.31</u>
Beginning Net Assets			
Total Beginning Net Assets	<u>60,598.35</u>	<u>0.00</u>	<u>0.00</u>
Ending Net Assets	<u>75,406.74</u>	<u>(11,161.29)</u>	<u>186,777.31</u>

Madera County Workforce Investment Corporation
 Statement of Activities - Financial Report FY 2013-2014
 From 7/1/2013 Through 1/31/2014

	WIA Youth #301	WIA Dislocated Worker (DW) #501 #502	WIA - Rapid Resp. (RR) #540 #541
Operating Revenue			
Grant Revenue	416,325.10	168,029.30	96,439.77
State/Local Revenue	0.00	0.00	0.00
Other			
Interest Revenue	0.00	0.00	0.00
Total Other	0.00	0.00	0.00
Total Operating Revenue	<u>416,325.10</u>	<u>168,029.30</u>	<u>96,439.77</u>
Expenditures			
Salaries	77,123.97	106,745.03	62,499.68
Payroll Taxes	6,605.98	9,274.20	5,487.48
Benefits			
Group Health Insurance Expense	12,313.34	12,498.80	10,448.93
Employers 457 Expense	4,229.63	6,265.40	3,678.01
Group Dental Insurance	457.55	473.65	363.27
Group Vision Insurance	122.03	126.10	96.48
Group Life Insurance	44.13	45.91	34.99
Total Benefits	17,166.68	19,409.86	14,621.68
Materials & Supplies	1,287.08	1,199.21	1,067.46
Overhead/Operating Expenses			
Furniture & Fixtures	62.89	71.48	65.77
Other	19,351.54	19,821.02	13,600.34
Total Overhead/Operating Expenses	19,414.43	19,892.50	13,666.11
Client Program Expenses (SS, ITA, Contracts, etc.)	295,288.57	13,557.26	(21.72)
Total Expenditures	<u>416,886.71</u>	<u>170,078.06</u>	<u>97,320.69</u>
Net Revenue over Expenditures	<u>(561.61)</u>	<u>(2,048.76)</u>	<u>(880.92)</u>
Beginning Net Assets			
	0.00	0.00	0.00
Total Beginning Net Assets	0.00	0.00	0.00
Ending Net Assets	<u>(561.61)</u>	<u>(2,048.76)</u>	<u>(880.92)</u>

Madera County Workforce Investment Corporation
Statement of Activities - Financial Report FY 2013-2014
From 7/1/2013 Through 1/31/2014

	CDCR Transition Contract	Vet Connect - Contract	DEI - WIA
Operating Revenue			
Grant Revenue	0.00	0.00	110,460.36
State/Local Revenue	24,116.67	0.00	0.00
Other			
Interest Revenue	0.00	0.00	0.00
Total Other	0.00	0.00	0.00
Total Operating Revenue	<u>24,116.67</u>	<u>0.00</u>	<u>110,460.36</u>
Expenditures			
Salaries	87,624.98	17,139.48	20,701.94
Payroll Taxes	8,590.24	1,575.55	1,820.18
Benefits			
Group Health Insurance Expense	13,146.55	2,479.20	3,335.48
Employers 457 Expense	5,417.45	985.77	1,218.71
Group Dental Insurance	652.30	129.24	101.71
Group Vision Insurance	172.40	34.19	26.92
Group Life Insurance	61.71	12.40	9.78
Total Benefits	19,450.41	3,640.80	4,692.60
Materials & Supplies	2,917.22	410.73	225.19
Overhead/Operating Expenses			
Furniture & Fixtures	163.39	27.95	20.76
Other	27,857.78	4,428.43	4,620.95
Total Overhead/Operating Expenses	28,021.17	4,456.38	4,641.71
Client Program Expenses (SS, ITA, Contracts, etc.)	(38.37)	0.00	20,536.65
Total Expenditures	<u>146,565.65</u>	<u>27,222.94</u>	<u>52,618.27</u>
Net Revenue over Expenditures	<u>(122,448.98)</u>	<u>(27,222.94)</u>	<u>57,842.09</u>
Beginning Net Assets			
	0.00	0.00	0.00
Total Beginning Net Assets	0.00	0.00	0.00
Ending Net Assets	<u>(122,448.98)</u>	<u>(27,222.94)</u>	<u>57,842.09</u>

Madera County Workforce Investment Corporation
Statement of Activities - Financial Repor FY 2013-2014
From 7/1/2013 Through 1/31/2014

	DEI - WP	DEI-Flex Funding #329	CCP Realignment Contract
Operating Revenue			
Grant Revenue	73,591.88	5,752.60	0.00
State/Local Revenue	0.00	0.00	15,780.30
Other			
Interest Revenue	0.00	0.00	0.00
Total Other	0.00	0.00	0.00
Total Operating Revenue	<u>73,591.88</u>	<u>5,752.60</u>	<u>15,780.30</u>
Expenditures			
Salaries	68,402.99	0.00	16,778.31
Payroll Taxes	6,150.11	0.00	1,483.46
Benefits			
Group Health Insurance Expense	10,737.73	0.00	19.31
Employers 457 Expense	4,001.10	0.00	1,003.82
Group Dental Insurance	401.21	0.00	37.50
Group Vision Insurance	106.13	0.00	10.18
Group Life Insurance	38.53	0.00	3.67
Total Benefits	15,284.70	0.00	1,074.48
Materials & Supplies	1,344.31	1,898.11	130.07
Overhead/Operating Expenses			
Furniture & Fixtures	84.57	0.00	0.00
Other	15,967.31	9,287.85	2,905.11
Total Overhead/Operating Expenses	16,051.88	9,287.85	2,905.11
Client Program Expenses (SS, ITA, Contracts, etc.)	(26.72)	2,598.18	0.00
Total Expenditures	<u>107,207.27</u>	<u>13,784.14</u>	<u>22,371.43</u>
Net Revenue over Expenditures	<u>(33,615.39)</u>	<u>(8,031.54)</u>	<u>(6,591.13)</u>
Beginning Net Assets			
Total Beginning Net Assets	0.00	0.00	0.00
Ending Net Assets	<u>(33,615.39)</u>	<u>(8,031.54)</u>	<u>(6,591.13)</u>

Madera County Workforce Investment Corporation
 Statement of Activities - Financial Report FY 2013-2014
 From 7/1/2013 Through 1/31/2014

	City of Madera CDBG	Wells Fargo Grant	One-Stop Partners
Operating Revenue			
Grant Revenue	0.00	0.00	0.00
State/Local Revenue	0.00	10,000.00	25,217.81
Other			
Interest Revenue	0.00	0.00	2.39
Total Other	0.00	0.00	2.39
Total Operating Revenue	0.00	10,000.00	25,220.20
Expenditures			
Salaries	0.00	0.00	15,910.16
Payroll Taxes	0.00	0.00	1,316.39
Benefits			
Group Health Insurance Expense	0.00	0.00	17,696.00
Employers 457 Expense	0.00	0.00	954.64
Group Dental Insurance	0.00	0.00	0.16
Group Vision Insurance	0.00	0.00	0.04
Group Life Insurance	0.00	0.00	0.02
Total Benefits	0.00	0.00	18,650.86
Materials & Supplies	760.26	18.53	55.92
Overhead/Operating Expenses			
Furniture & Fixtures	0.00	0.00	0.00
Other	250.00	2,900.00	9,815.82
Total Overhead/Operating Expenses	250.00	2,900.00	9,815.82
Client Program Expenses (SS, ITA, Contracts, etc.)	4,002.14	0.00	0.00
Total Expenditures	5,012.40	2,918.53	45,749.15
Net Revenue over Expenditures	(5,012.40)	7,081.47	(20,528.95)
Beginning Net Assets			
Total Beginning Net Assets	0.00	0.00	25,651.63
Ending Net Assets	(5,012.40)	7,081.47	5,122.68

Madera County Workforce Investment Corporation
 Statement of Activities - Financial Report FY 2013-2014
 From 7/1/2013 Through 1/31/2014

	Assessment Services	Van Maint Account
Operating Revenue		
Grant Revenue	0.00	0.00
State/Local Revenue	4,095.00	1,245.57
Other		
Interest Revenue	0.00	0.00
Total Other	0.00	0.00
Total Operating Revenue	<u>4,095.00</u>	<u>1,245.57</u>
Expenditures		
Salaries	1,821.87	0.00
Payroll Taxes	158.43	0.00
Benefits		
Group Health Insurance Expense	0.00	0.00
Employers 457 Expense	109.35	0.00
Group Dental Insurance	3.86	0.00
Group Vision Insurance	1.05	0.00
Group Life Insurance	0.37	0.00
Total Benefits	114.63	0.00
Materials & Supplies	16.36	0.00
Overhead/Operating Expenses		
Furniture & Fixtures	0.00	0.00
Other	733.74	1,284.11
Total Overhead/Operating Expenses	733.74	1,284.11
Client Program Expenses (SS, ITA, Contracts, etc.)	0.00	0.00
Total Expenditures	<u>2,845.03</u>	<u>1,284.11</u>
Net Revenue over Expenditures	<u>1,249.97</u>	<u>(38.54)</u>
Beginning Net Assets		
Total Beginning Net Assets	<u>19,222.01</u>	<u>15,724.71</u>
Ending Net Assets	<u>20,471.98</u>	<u>15,686.17</u>

Accrual Balance	MADERA COUNTY WORKFORCE INVESTMENT CORPORATION			Check Dates: 01/18/2013 to 02/05/2013	Page
	Company (83213)				1

Report Totals

Accrual	Hours				Dollars			
	Prob	Avail	Used	Total	Prob	Avail	Used	Total
Sick		1738.95	1979.85	3718.80	62,348.95	46,013.49	108,362.44	
Vacation		887.70	1945.85	2833.55	22,985.17	49,964.90	72,950.07	

Aged AR Report by Customer

January 31, 2014

Row Labels	Sum of Amount Outstanding
AT&T	\$ -
ATT	\$ -
Cal West (Citizen's Hotel)	\$ -
CCP	\$ 6,591.13
10/2/2013	\$ -
11/1/2013	\$ -
12/4/2013	\$ -
12/30/2013	\$ 3,483.77
2/5/2014	\$ 3,107.36
CDBG	\$ 3,068.58
10/2/2013	\$ 350.00
12/30/2013	\$ 2,718.58
CDCR	\$ 122,307.57
10/2/2013	\$ -
11/1/2013	\$ 36,527.01
12/4/2013	\$ 29,862.89
12/30/2013	\$ 26,916.69
2/6/2014	\$ 29,000.98
ColorBox	\$ -
Constellation Wines	\$ 150.00
1/6/2014	\$ 150.00
CVOC	\$ 5,574.60
11/1/2013	\$ 1,526.73
12/4/2013	\$ -
12/5/2013	\$ -
12/30/2013	\$ 1,661.75
1/5/2014	\$ -
2/1/2014	\$ 583.08
2/5/2014	\$ 1,803.04
DOR	\$ 1,319.91
12/4/2013	\$ 26.31
12/9/2013	\$ 135.00
12/30/2013	\$ 565.05
2/5/2014	\$ 593.55
EDD - DEI Flex	\$ 8,031.54
12/30/2013	\$ 6,501.45
2/5/2014	\$ 1,530.09
EDD - DEI WP	\$ 33,615.39
12/30/2013	\$ 15,862.01
2/5/2014	\$ 17,753.38
First 5	\$ 8,982.57
7/17/2013	\$ -
8/15/2013	\$ -
12/10/2013	\$ 4,411.74
2/5/2014	\$ 4,570.83
Georgia Pacific	\$ -
Fresno Regional WIB	\$ 27,222.94
12/16/2013	\$ 16,346.19
12/30/2013	\$ 5,288.02
2/5/2014	\$ 5,588.73
Rose DeLeon	\$ 183.32
12/30/2013	\$ 183.32
Vantagepoint (ICMA)	\$ -
1/4/2014	\$ -
Hallert, Kathleen	\$ 70.00
1/6/2014	\$ 70.00
Grand Total	\$ 217,117.55

AR Report by Account Code

January 31, 2014

Row Labels	Sum of Amount Outstanding
01-5900-5320-000-0000-00	\$ -
01-5900-5700-502-0000-00	\$ -
01-5920-5320-503-9036-00	\$ -
01-5920-5320-504-9036-00	\$ -
01-5960-4300-000-0000-00	\$ 122,307.57
01-5970-4000-000-0000-00	\$ 33,615.39
01-5971-4000-000-0000-00	\$ 8,031.54
01-5971-5300-000-0000-00	\$ -
01-5971-5700-000-0000-00	\$ -
01-5972-4300-000-0000-00	\$ 6,591.13
01-9908-4300-000-0000-00	\$ 3,068.58
01-9909-4300-000-0000-00	\$ -
01-9910-4300-000-0000-00	\$ -
01-9911-4300-000-0000-00	\$ 587.63
01-9911-4300-512-0000-00	\$ 5,360.19
01-9911-4300-517-0000-00	\$ 1,157.17
01-9911-4300-518-0000-00	\$ 8,637.09
01-9911-5320-000-0000-00	\$ -
01-9911-5320-512-0000-00	\$ -
01-9911-5320-517-0000-00	\$ -
01-9920-4300-000-0000-00	\$ 285.00
01-9920-4300-553-0000-00	\$ -
(blank)	\$ -
01-5971-5720-000-0000-00	\$ -
01-5967-4300-000-0000-00	\$ 27,222.94
01-5900-2170-000-0000-00	\$ 168.24
01-5900-2175-000-0000-00	\$ 15.08
01-5900-5140-000-0000-00	\$ -
01-5900-2190-000-0000-00	\$ 70.00
Grand Total	\$ 217,117.55



**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: March 20, 2014
Subject: One Stop Consortia Memorandum of Agreement MOA Update

Information:

Staff are continuing to work with one of the partners (EDD) originally identified to participate in the Consortia MOA to finalize the document to their satisfaction. Several iterations have gone back and forth and a conference call has been scheduled in the hopes of finalizing the document and bringing it forth to the MCWIC and the WIB for approval and signature.

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: March 20, 2014

Subject: Filing of Form 990 Tax Return

Information:

Form 990 Tax return has been completed and *e-filed* with IRS, State of CA FTB, and also the State of CA Registry of Charitable Trusts.

Financing:

IRS e-file fee \$150.00; State of CA FTB e-file fee \$10.00
Workforce Investment Act of 1998



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

Agenda Item 7.3

Consent

Action

Information

To: Madera County Workforce Investment Corporation

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

Date: March 20, 2014

Subject: Grants/Projects Update

Information:

- We have received notice of an award of \$25,000 from Chukchansi for us to replace customer computers in the three One Stops; Resource Rooms and Assessment Room. We have not yet received the funds, though we are assured we will via a letter from the Tribal Council as well as numerous verbal and email assurances. They have indicated they are attempting to access other monies in order to provide the awarded amount to us pending the continued litigation the Tribe is involved in which has created the situation in which they cannot access the traditional funds.
- We received an extension to the NEG OJT from March 31 to May 31, 2014 and staff are working diligently on contacting employers. We have placed an ad in the Chambers newsletters and with the EDC and are working on a print ad in all three newspapers in order to expend all of these funds. We have exceeded our required enrollment numbers but still have funds available to assist employers with wage subsidy. We hope to be able to fully expend the dollars by May 31.
- We have finally received our new contract with the Social Security Administration for our Employment Network and Ticket to Work program. Our original contract was terminated on August 31, 2013 after we were required to reapply when MCOE declined to sign a Novation Agreement transferring the contract from them to MCWIC. This caused a gap in services until November 4, 2013 when we finally received a new contract but we were subsequently unable to access the portal because SSA apparently "lost" the contract in their system and had to terminate that contract and issue a new one, effective January 14, 2014. During this time we were unable to reassign or assign any tickets and have potentially lost revenue as at least one of our ticket customers has gone to work and we should have received revenue from that ticket. We worked with SSA in regards to at least making the contract effective November 4, 2013 to mitigate the gap in services and have recently been notified the contract effective date is November 4, 2013. We have continued to request the September 1, 2013 date and that is still being considered by SSA. We have begun to enter previous/existing tickets as well as new ones into the system. We are anticipating receiving revenue from at least one of the ticketholders who has returned to work. We have exceeded the required enrollments for the Disability Employment Initiative piece of this project.
- The Wells Fargo Veteran Project has exceeded our expectations with three veteran mentors that have received stipends to assist us with accessing and delivering services and information to the veterans in our community. This has also resulted in a virtual Veterans Resource Center on the maderaworkforce.org website. We recently recognized two of the veteran mentors at a staff meeting,

which was attended by representatives from Wells Fargo, wherein we provided them with a Certificate of Appreciation and a bonus stipend of \$200 each. Both of these mentors either are attending training and/or entered full time employment with the assistance of our program. Wells Fargo will be including them in their Newsletter and once completed will provide us with a copy and we will share that with the Board.

- We are actively recruiting for eligible veterans for the Power Pathways grant/project in collaboration with Fresno and Kings County. Training dates and location are still being worked on for the Madera cohort. 30 veterans will receive this training in gas.
- We have submitted a grant application to Union Bank to provide a dedicated GED course by Madera Adult School with a follow-on Microsoft course for single parents. This was for approximately \$25,000
- We are working on a grant application to Bank of America specific to assisting individuals with a disability with a “learn and earn” component to the services. We are currently unsure about the amount of the request.
- There are a number of other potential grant applications with businesses such as Lowes and also SFP’s we are considering for Pre-Apprenticeship training in green/clean energy and a Ready to Work and H1B SFP’s. These will be regional applications if we are able to pull together the necessary information and scope of work for the applications. These have a very short turnaround time for submission of the applications. We have also been contacted by the Consortium for the State Center Community College District to potentially participate in the Career Pathways Trust which was let to the school districts and community colleges. We have a conference call scheduled in the near future.

Financing:

Workforce Investment Act of 1998



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 7.4

Consent

Action

Information

To: Madera County Workforce Investment Corporation

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

Date: March 20, 2014

Subject: Facilities Update

Information:

Staff have attended and participated in the third Madera County Campus meeting related to the new proposed facility on Road 28 where the Madera County Workforce has been invited to be a tenant. We were provided with a comprehensive questionnaire as an initial means to begin discussion about what our needs and requests are and have had a face to face meeting with the architect to review and answer any questions/concerns they may have. Based on the questionnaires from all of the agencies, a very rough draft was completed and workshops will be done with the agencies participating in revisions, modifications, etc. Staff have received requested information from the primary partner agencies that either currently have space in the One Stop and from EDD who have asked to occupy space when the opportunity arises. Staff will be touring the Stanislaus County facility on Monday, March 17, 2014. Staff will keep the Board of Directors and the WIB apprised of this item.

Financing:

Workforce Investment Act of 1998



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 7.5

Consent

Action

Information

To: Madera County Workforce Investment Corporation

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

Date: March 20, 2014

Subject: MCWIC Board Composition Update

Information:

Staff have been unable to dedicate any substantial time to this effort. This item will be placed on the WIB agenda as well and we will be seeking private sector members who are interested and willing to sit on the MCWIC Board. Staff have also been working on draft language for a public notice/letter to begin to distribute seeking community at large members for the MCWIC Board.

Financing:

Workforce Investment Act of 1998