



# **MADERA COUNTY WORKFORCE INVESTMENT CORPORATION**

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

**May 22, 2014  
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.maderaworkforce.org/?page\\_id=736](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 – March 20, 2014

### **6.0 Action Items**

6.1 Approve Capitalized Asset Threshold Change

6.2 Approve 2014-15 Budget

6.3 Approve Financial Reports

### **7.0 Information Items**

7.1 2013-2014 Fiscal and Procurement Monitoring Review

7.2 Executive Director Evaluation

7.3 Grants/Projects Update

7.4 Facilities Update

7.5 Memorandum of Agreement (MOA) Update

7.6 SB751 – Brown Act Amendment

7.7 2014-15 Meeting Calendar

7.8 Staff Benefits

**8.0 Written Communication**

**9.0 Open Discussion/Reports/Information**

9.1 Committee Members

9.2 Staff

**10.0 Next Meeting**

June 26, 2014

**11.0 Adjournment**



**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**March 20, 2014**

**MINUTES**

**PRESENT:** Debi Bray, Bob Carlson, Rich Mostert, Manuel Nevarez, Robyn Smith

**ABSENT:** Manuel Nevarez, Kelly Woodard

**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 4:12 p.m.*

**1.1 Pledge of Allegiance**

**2.0 Public Comment**

*None*

**3.0 Introductions and Recognitions**

*None*

**4.0 Adoption of Board Agenda**

*Rich Mostert moved to adopt the agenda, seconded by Bob Carlson*

*Vote: Approved – Unanimous*

*Yes: Debi Bray, Bob Carlson, Rich Mostert, Manuel Nevarez, Kelly Woodard*

**5.0 Consent Calendar**

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

*Rich Mostert stated that he was left off the attendance for the meeting. He is listed within the minutes correctly but his name needs to be added to the attendance. Staff will correct minutes.*

*Rich Mostert moved to approve the minutes with the addition of his name to the attendance for the meeting minutes, seconded by Bob Carlson.*

*Vote: Approved – Unanimous*

*Yes: Debi Bray, Bob Carlson, Rich Mostert, Robyn Smith*

**6.0 Action Items**

**6.1 Approve Executive Director Evaluation Process**

*The Executive Director (ED) will be evaluated annually in June by the MCWIC Chair, Vice Chair and a third Director to be appointed by the Chair. The evaluation team will complete the evaluation forms*

*independently from each other in May of each year and will provide the completed form to the Chair who will then aggregate the forms onto one form. The ED will have the opportunity to respond to any ratings or comments in writing prior to the evaluation being submitted for review and approval in a closed session at the June Board of Director's meeting. Staff reminded the Board that the Director's compensation packet should not be discussed during a closed session. Any compensation discussion should be done in a public manner as was advised by the attorney. The review will include the ED's job description and current salary and benefits package. Goals and objectives will be provided to the Director's at the beginning of the fiscal year in July. The ED will provide periodic updates semi-annually.*

*Rich Mostert moved to approve the ED evaluation process with the corrections as noted/discussed, seconded by Robyn Smith.*

*Vote: Approved – Unanimous*

*Yes: Debi Bray, Bob Carlson, Rich Mostert, Robyn Smith*

## **6.2 Approve Revised Executive Director Job Description and Job Title**

*The Executive Director job description and title has been revised to align with the currently operational model of the MCWIC. The title was also revised from Executive Director of the WIB to the MCWIC. The Director will continue to have oversight of the WIB.*

*Robyn Smith moved to approve the revisions as presented, seconded by Rich Mostert.*

*Vote: Approved – Unanimous*

*Yes: Debi Bray, Bob Carlson, Rich Mostert, Robyn Smith*

## **6.3 Approve MCWIC Business Policies and Procedures Manual**

*A draft copy of the manual was presented at the January MCWIC meeting. The manual provides an overview of the accounting policies and procedures for the MCWIC. Rich Mostert thanked staff for an amazing job.*

*Rich Mostert moved to approve the manual as presented, seconded by Bob Carlson.*

*Vote: Approved – Unanimous*

*Yes: Debi Bray, Bob Carlson, Rich Mostert, Robyn Smith*

## **6.4 Approve Financial Reports**

*Staff provided balance sheets and fiscal documents reflecting financial information through January 31, 2014. Staff will continue to provide financials monthly. Accruals as lump sums are now included as per the auditors. Everything is going well and is within the budget. Staff is hoping that the state will again provide a waiver to the mandatory 20% carry-over of funds. Staff have submitted the waiver request.*

*Bob Carlson moved to approve, seconded by Robyn Smith.*

*Vote: Approved – Unanimous*

*Yes: Debi Bray, Bob Carlson, Rich Mostert, Robyn Smith*

## **7.0 Information Items**

### **7.1 One Stop Consortia Memorandum of Agreement (MOA) Update**

*The MOA was previously brought to the WIB and the MCWIC. The process has been more lengthy than anticipated. Staff is continuing to work on the MOA and have a meeting with Employment Development Department (EDD) in April to discuss the MOA.*

### **7.2 Filing of Form 990 Tax Return**

*The IRS Form 990 has been completed and e-filed with the IRS, State of California FTB, and with the State of CA Registry of Charitable Trust.*

**7.3 Grants/Projects Update**

*Staff provided an update on grants and projects within the meeting Agenda Packet.*

**7.4 Facilities Update**

*Updated facilities information was provided with the meeting Agenda Packet.*

**7.5 MCWIC Board Member Composition Update**

*Staff are working on language to be used for a public notice or letter to recruit public non-profit members to the MCWIC. Staff will also place this on the WIB agenda to see if there are any private sector WIB members who are willing to serve on the MCWIC.*

**8.0 Written Communication**

*None*

**9.0 Open Discussion/Reports/Information**

**9.1 Committee Members**

*Bob Carlson: stated that the prison information was very good and inquired as to financial status of the project. Staff informed the Board that they have only just started receiving funds and that the MCWIC had to front monies up front. The funds are now almost caught up with the payments to current invoices.*

**9.2 Staff**

*None*

**10.0 Next Meeting**

*April 24, 2014*

**11.0 Adjournment**

*Bob Carlson moved to adjourned the meeting at 4:48 p.m., seconded by Robyn Smith.*



**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: May 22, 2014**

**Subject: Approve Capitalized Asset Threshold Change**

**Recommendation:**

Approve change to capitalized asset threshold from \$5,000 to \$500.

**Summary:**

The MCWIC Accounting & Financial Policy currently reflects the threshold for capitalized assets at \$5,000, which is the current Federal OMB requirement. However, due to the size of our organization and in discussion with the CPA, it was suggested that in order to reflect the true value of MCWIC on the financial statements, it would be best to reduce the capitalization threshold down to \$500.

**Financing:**

Workforce Investment Act of 1998



# 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: May 22, 2014**

**Subject: Approve 2014-15 Budget**

### **Recommendation:**

Staff recommend approval of the projected operating budget for upcoming FY 14-15.

### **Summary:**

- WIA State Allocations have been released from the DOL ETA to the State EDD on 4/3/14, see: [http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=7232](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7232) . EDD then released local WIB allocations on 4/15/14. See attached document for detail allocations on Adult, Dislocated Worker, and Youth. Or you may review the document on EDD's website: [http://www.edd.ca.gov/jobs\\_and\\_training/pubs/wsin13-52.pdf](http://www.edd.ca.gov/jobs_and_training/pubs/wsin13-52.pdf) . In regards to our Rapid Response funds, allocations are still being determined by EDD. However, we have budgeted the "Hold Harmless" amount of \$80,000. Therefore the only possible change to this would be an increase.
- Numerous local areas, including MCWIC, has officially requested to EDD a waiver to the 20% carry over and are pending an approval. This is in direct relation to the Federal shutdown, sequestration, and in turn, the delay in training. Therefore, the proposed budget will be adjusted accordingly once all revenue and expenditures are finalized by July 20<sup>th</sup>. The final FY 14-15 budget will be brought back to the board at that time for approval.
- Changes to operating costs: Most operating costs were based on prior year actuals. The only changes included increase to utilities such as water and PGE.
- Potential future changes: The only potential future change would be the annual subscription to Geographic Solutions case management system, budgeted at \$28,372. The state recently 'went live' with their new case management system called "CalJobs". For the time being, we are still utilizing our case management system until we are able to test the functionality of the state system in regards to WIA tracking requirements.

### **Financing:**

Workforce Investment Act of 1998



CONSOLIDATED INFORMATION:

							Total
							Adm & Prog %
Annual Salary	01		5100	000	0000	\$ 1,257,788.60	\$1,257,789
OASDI	01		5110	000	0000	\$ 77,982.89	\$77,983
Federal MED	01		5111	000	0000	\$ 18,237.93	\$18,238
CA SUI - capped \$7,000 per EE wages	01		5112	000	0000	\$ 5,474.00	\$5,474
CA ETT - capped \$7,000 per EE wages	01		5115	000	0000	\$ 161.00	\$161
FUTA -EXEMPT	01		5116	000	0000	\$ -	\$0
Workers Comp	01		5110	000	0000	\$ 9,810.75	\$9,811
Health	01		5130	000	0000	\$ 166,920.00	\$166,920
Dental	01		5140	000	0000	\$ 8,910.24	\$8,910
Vision	01		5160	000	0000	\$ 2,118.12	\$2,118
AD&D	01		5160	000	0000	\$ 763.68	\$764
457 Plan	01		5160	000	0000	\$ 75,467.32	\$75,467
<b>TOTAL Salaries/Benefits</b>						<b>\$ 1,623,634.63</b>	<b>\$1,623,635</b>
<b>Total Payroll Costs</b>							<b>\$1,623,635</b>
Overhead/Operating Description	Funding	GL	Act	Act Desc.	Costs		
Materials & Supplies (general office supplies)	01	5200	000	0000	\$ 14,400	\$14,400	
Replacement of old computers (6 yrs or older)	01	5200	000	0000	\$ -	\$0	
General Builders Supply (misc. building supplies)	01	5200	000	0000	\$ 450	\$450	
Rent (Madera, Oakhurst)	01	5300	000	0000	\$ 66,628	\$66,628	
Telephone (Comcast)	01	5320	000	0000	\$ 7,846	\$7,846	
Utilities (PGE & City)	01	5330	000	0000	\$ 18,604	\$18,604	
Postage	01	5400	000	0000	\$ 2,155	\$2,155	
Printing	01	5410	000	0000	\$ 240	\$240	
Advertising	01	5420	000	0000	\$ -	\$0	
Bank Charges (EFT charges, etc.)	01	5430	000	0000	\$ 87	\$87	
Dues and Memberships	01	5440	000	0000	\$ 7,145	\$7,145	
Publications	01	5450	000	0000	\$ 1,181	\$1,181	
Single Audit/990 Financial/CPA Assistance	01	5500	000	0000	\$ 15,000	\$15,000	
Legal Fees	01	5510	000	0000	\$ 20,000	\$20,000	
Office Equipment	01	5600	000	0000	\$ 2,500	\$2,500	
Computer & Phone Maintenance Contracts	01	5610	000	0000	\$ 10,106	\$10,106	
Equipment Rental (postage and copier machines)	01	5620	000	0000	\$ 2,663	\$2,663	
Software & Computers (upgrades)	01	5630	000	0000	\$ 5,000	\$6,000	
Internet Connection (Comcast & Sierra Telephone)	01	5640	000	0000	\$ 2,500	\$2,500	
Employee Training	01	5710	000	0000	\$ 10,000	\$10,000	
Travel (staff travel, rental cars, conferences, etc.)	01	5720	000	0000	\$ 8,750	\$8,750	
Van Gas Cards	01	5720	000	0000	\$ -	\$0	
Meeting Costs (WIB, CCWC, etc.)	01	5730	000	0000	\$ 500	\$600	
Case Management System (GeoSol)	01	5810	000	0000	\$ 28,372	\$28,372	
Accounting System Annual Maintenance (SAGE)	01	5810	000	0000	\$ 4,050	\$4,050	
Learning Express (Workforce Skills Assessment)	01	5810	000	0000	\$ 2,700	\$1,843	
Retention Storage	01	5810	000	0000	\$ 1,140	\$1,140	
Alarm (Diamond Communications)	01	5810	000	0000	\$ 584	\$584	
Madera Cleaners (Floor mat service)	01	5810	000	0000	\$ 344	\$344	
Facility Repair	01	5810	000	0000	\$ 500	\$500	
Janitorial	01	5810	000	0000	\$ 9,750	\$9,750	
Alpine Drinking Water	01	5810	000	0000	\$ 947	\$947	
Contracted Computer Services	01	5810	000	0000	\$ 1,000	\$1,000	
Zoom Copier Service (maintenance)	01	5810	000	0000	\$ 2,108	\$2,108	
Van Repair	01	5810	000	0000	\$ 2,000	\$2,000	
Job Fair (hall rental/Advertisement/supplies)	01	5810	000	0000	\$ 1,300	\$1,300	
WorkKeys Testing	01	5810	000	0000	\$ 5,000	\$5,000	
Insurance	01	5900	000	0000	\$ 6,306	\$6,306	
Taxes and Fees (FTB, DOJ-reg of char trusts)	01	5530			\$ 350	\$350	
<b>Costs Allocated by Square Footage</b>							\$0
Materials & Supplies (general office supplies)	01	9911	5200	000	9000	\$ 400	\$400
Rent	01	9911	5300	000	9000	\$ 8,410	\$6,410
Phone Service	01	9911	5320	000	9000	\$ 419	\$419
Utilities Expense	01	9911	5330	000	9000	\$ 2,640	\$2,640
Equip Maint (copier and postage)	01	9911	5610	000	9000	\$ 1,142	\$1,142
General Outside Services	01	9911	5810	000	9000	\$ 1,843	\$2,701
<b>Total Operational/Overhead Costs</b>							<b>\$276,610</b>
<b>Participant/Direct Program Costs</b>							
Training FY 13-14 carry over obligated						\$267,000	\$267,000
Training FY 14-15						\$173,702	\$173,702
CDCR Staff Travel						\$5,200	\$5,200
CDCR Printing/copying						\$14,568	\$14,568
Youth Contracts						\$450,000	\$450,000
							\$910,470
<b>Total Participant Allocated Funding</b>							<b>\$910,470</b>



MCWIC Budget FYB 2014-2015

SUMMARY TOTAL	
Total Payroll by Funding Source	\$1,623,635
Total Overhead by Funding	\$276,610
Total Client Direct Services Funding	\$910,470
<b>TOTAL MCWIC BUDGET</b>	<b>\$2,810,714</b>
Note: amounts in black are an increase to the budget, amounts in red are a decrease to budget	<b>TOTAL</b>
Total Estimated Expense (payroll,overhead,participants)	(\$2,810,714)
14-15 New Formula Allocations/Grants/Contracts	\$2,249,752
Reserve for 15-16 (Adult, DW, Youth)	(\$308,564)
13-14 Grant balances carried-into 14-15 (Adult, DW, NEG, DEI, CCP) <i>AS OF MARCH 31</i>	\$901,062
Budget Balance Remaining to Allocate	\$31,536

# INFORMATION NOTICE

## WORKFORCE SERVICES

Number: WSIN13-52

Date: April 15, 2014

Expiration Date: 5/15/16

69:167:df:16869

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: WIA FORMULA ALLOCATIONS—PY 2014-15

This Information Notice announces the release of Workforce Investment Act (WIA) formula fund allocations for each Local Workforce Investment Area (Local Area) for the Adult, Youth, and Dislocated Worker (DW) funding streams for Program Year (PY) 2014-15. These allocations are based on the allotments issued by the U.S. Department of Labor (DOL) to the states (refer to [DOL Training and Employment Guidance Letter \[TEGL\] 18-13 dated April 3, 2014](#)). In addition, TEGL 18-13 notes that the amount available for the Governor for Statewide workforce investment activities is increased from five percent to eight and three-quarter percent.

Please note that this notice is being issued for planning and budgeting purposes only because the State has yet to receive the federal Notice of Obligation (NOO) for any of the funding streams. Once the NOO has been received, Youth allocations will be released to Local Areas immediately. The Adult and Dislocated Worker allocations will be released as soon as we receive federal and state spending authority for these funds.

As in previous years, the allocations for the Adult and Youth funding streams were calculated using the “hold-harmless” factor. Additionally, as approved by the California Workforce Investment Board on November 30, 2006, the DW funding also includes a “hold-harmless” factor. This hold-harmless provision for DW helps mitigate the year-to-year volatility by ensuring each Local Area receives no less than 90 percent of their average percentage share from the prior two years. The Local Areas that receive more than 100 percent of their average percentage share from the prior two years were proportionately reduced by an amount to total funding necessary for those Local Areas that were below the 90 percent threshold.

Additionally, the DW allocation formula contains the following four factors which are weighted as noted below:

- Long-Term Unemployment Insurance (UI) claims—weighted at 40 percent
- Mid-Term UI Claims—weighted at 30 percent
- Short-Term UI Claims—weighted at 10 percent
- Long-Term Civilian Unemployment—weighted at 20 percent

*The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

The allotments to California and the amounts available for formula allocation to the Local Areas are listed below. Attachment 1 reflects the total amount Local Areas will receive for each of the funding streams for PY 2014-15. Additionally, Attachment 2 provides a breakdown of how each of the three funding streams is allocated between formula and Governor's Discretionary amounts.

<u>PY 2014-15</u>	<u>Total Allotment</u>	<u>Amount Available for Formula Allocation</u>
Adult Program (Title I)	\$114,152,207	\$ 104,163,890
Youth Program (Title I)	\$119,122,833	\$108,699,586
Dislocated Worker Program (Title I)	\$157,376,202	\$104,261,735

Youth allotments to the states will be issued in one sum with an April 1, 2014, effective date under grant code 301.

If you have any questions about this notice, please contact Viviana Neet at [Viviana.Neet@edd.ca.gov](mailto:Viviana.Neet@edd.ca.gov) or by phone at (916) 653-9150.

/S/ JOSÉ LUIS MÁRQUEZ, Chief  
Workforce Services Division

Attachments

JULY 2014

OCTOBER 2014

LWIA	Round 1			Round 2		Grand Total
	Youth	Adult	Dislocated Worker	Adult	Dislocated Worker	
Alameda	\$1,975,292	\$131,556	\$365,391	\$1,726,891	\$2,212,095	\$6,411,225
Anaheim City	\$925,664	\$63,067	\$113,461	\$827,857	\$686,895	\$2,616,944
Contra Costa	\$1,823,899	\$127,181	\$322,724	\$1,669,460	\$1,953,783	\$5,897,047
Foothill	\$586,889	\$43,209	\$85,375	\$567,189	\$516,866	\$1,799,528
Fresno	\$4,204,289	\$280,636	\$579,755	\$3,683,804	\$3,509,861	\$12,258,345
Golden Sierra	\$1,139,435	\$78,928	\$195,375	\$1,036,055	\$1,182,808	\$3,632,601
Humboldt	\$422,391	\$26,319	\$47,904	\$345,486	\$290,012	\$1,132,112
Imperial	\$1,330,642	\$93,646	\$235,953	\$1,229,253	\$1,428,466	\$4,317,960
Kern, Inyo, Mono	\$3,492,536	\$238,403	\$458,538	\$3,129,426	\$2,776,007	\$10,094,910
Kings	\$587,956	\$48,106	\$79,574	\$631,471	\$481,743	\$1,828,850
Los Angeles City	\$14,497,885	\$995,353	\$1,457,644	\$13,065,661	\$8,824,629	\$38,841,172
Los Angeles	\$11,438,966	\$776,491	\$1,326,136	\$10,192,740	\$8,028,480	\$31,762,813
Madera	\$584,475	\$42,599	\$78,853	\$559,179	\$477,380	\$1,742,486
Marin	\$332,062	\$28,255	\$60,585	\$370,887	\$366,785	\$1,158,574
Mendocino	\$236,481	\$16,969	\$32,170	\$222,746	\$194,756	\$703,122
Merced	\$1,183,118	\$79,059	\$167,228	\$1,037,779	\$1,012,407	\$3,479,591
Monterey	\$1,384,902	\$100,325	\$257,164	\$1,316,928	\$1,556,879	\$4,616,198
Mother Lode	\$428,954	\$35,199	\$69,696	\$462,051	\$421,941	\$1,417,841
Napa-Lake	\$514,909	\$37,649	\$79,759	\$494,201	\$482,863	\$1,609,381
NoRTEC	\$2,455,678	\$167,403	\$331,326	\$2,197,435	\$2,005,862	\$7,157,704
NCC	\$968,982	\$63,900	\$147,870	\$838,792	\$895,213	\$2,914,757
NOVA	\$755,936	\$52,835	\$141,571	\$693,550	\$857,078	\$2,500,970
Oakland City	\$1,603,729	\$111,787	\$169,468	\$1,467,387	\$1,025,967	\$4,378,338
Orange	\$3,760,910	\$247,085	\$680,153	\$3,243,402	\$4,117,675	\$12,049,225
Pacific Gateway	\$2,044,449	\$134,456	\$228,430	\$1,764,961	\$1,382,924	\$5,555,220
Richmond City	\$414,822	\$30,776	\$44,441	\$403,986	\$269,046	\$1,163,071
Riverside	\$6,602,792	\$450,436	\$916,674	\$5,912,716	\$5,549,582	\$19,432,200
Sacramento	\$4,026,085	\$272,354	\$563,563	\$3,575,095	\$3,411,836	\$11,848,933
San Benito	\$195,446	\$13,062	\$34,276	\$171,458	\$207,509	\$621,751
San Bernardino City	\$983,860	\$65,078	\$90,947	\$854,252	\$550,597	\$2,544,734
San Bernardino	\$5,295,696	\$356,943	\$708,151	\$4,685,457	\$4,287,176	\$15,333,423
San Diego	\$7,991,124	\$520,010	\$1,141,336	\$6,825,986	\$6,909,693	\$23,388,149
San Francisco	\$1,488,295	\$116,512	\$276,846	\$1,529,410	\$1,676,039	\$5,087,102
San Joaquin	\$2,702,132	\$178,389	\$381,615	\$2,341,650	\$2,310,315	\$7,914,101
San Jose - Silicon Valley	\$2,863,415	\$191,866	\$423,729	\$2,518,561	\$2,565,274	\$8,562,845
San Luis Obispo	\$755,828	\$41,416	\$79,914	\$543,658	\$483,803	\$1,904,619
San Mateo	\$1,026,835	\$74,255	\$197,389	\$974,715	\$1,195,000	\$3,468,194
Santa Ana City	\$1,145,832	\$79,533	\$101,701	\$1,043,995	\$615,704	\$2,986,765
Santa Barbara	\$1,261,304	\$64,392	\$135,531	\$845,247	\$820,509	\$3,126,983
Santa Cruz	\$957,506	\$59,202	\$136,783	\$777,119	\$828,092	\$2,758,702
SELACO	\$1,083,641	\$72,844	\$156,382	\$956,195	\$946,743	\$3,215,805
Solano	\$1,034,739	\$80,347	\$180,333	\$1,054,686	\$1,091,740	\$3,441,845
Sonoma	\$1,098,330	\$73,250	\$168,824	\$961,531	\$1,022,066	\$3,324,001
South Bay	\$1,461,268	\$105,505	\$192,537	\$1,384,932	\$1,165,626	\$4,309,868
Stanislaus	\$2,084,553	\$142,405	\$312,840	\$1,869,304	\$1,893,945	\$6,303,047
Tulare	\$2,054,059	\$138,125	\$302,451	\$1,813,116	\$1,831,051	\$6,138,802
Ventura	\$1,995,263	\$129,520	\$320,761	\$1,700,167	\$1,941,901	\$6,087,612
Verdugo	\$745,736	\$56,940	\$118,136	\$747,425	\$715,202	\$2,383,439
Yolo	\$750,596	\$40,000	\$83,165	\$525,062	\$503,483	\$1,902,306
<b>TOTAL</b>	<b>\$108,699,586</b>	<b>\$7,373,576</b>	<b>\$14,780,428</b>	<b>\$96,790,314</b>	<b>\$89,481,307</b>	<b>\$317,125,211</b>

**Workforce Investment Act (WIA) Funding  
State Fiscal Year (SFY) 2014-15**

<b>Funding Stream</b>	<b>Round 1 (Base)</b>	<b>Share</b>	<b>Round 2 (Advance)</b>	<b>Share</b>	<b>Total</b>
<b>Youth Total</b>	<b>\$ 119,122,833</b>		<b>\$ -</b>		<b>\$ 119,122,833</b>
Formula	\$ 108,699,586	91.25%	\$ -		\$ 108,699,586
Governor's Discretionary	\$ 10,423,247	8.75%	\$ -		\$ 10,423,247
<b>Adult Total</b>	<b>\$ 8,080,631</b>		<b>\$ 106,071,576</b>		<b>\$ 114,152,207</b>
Formula	\$ 7,373,576	91.25%	\$ 96,790,314	91.25%	\$ 104,163,890
Governor's Discretionary	\$ 707,055	8.75%	\$ 9,281,262	8.75%	\$ 9,988,317
<b>Dislocated Worker Total</b>	<b>\$ 22,310,080</b>		<b>\$ 135,066,122</b>		<b>\$ 157,376,202</b>
Formula	\$ 14,780,428	66.25%	\$ 89,481,307	66.25%	\$ 104,261,735
Rapid Response	\$ 5,577,520	25.00%	\$ 33,766,530	25.00%	\$ 39,344,050
Governor's Discretionary	\$ 1,952,132	8.75%	\$ 11,818,285	8.75%	\$ 13,770,417
<b>Total WIA Funds</b>	<b>\$ 149,513,544</b>		<b>\$ 241,137,698</b>		<b>\$ 390,651,242</b>
Formula	\$ 130,853,590		\$ 186,271,621		\$ 317,125,211
Rapid Response	\$ 5,577,520		\$ 33,766,530		\$ 39,344,050
Governor's Discretionary	\$ 13,082,434		\$ 21,099,547		\$ 34,181,981

\* Program Year 2014-15 WIA allotments based on TEGL 18-13, dated April 3, 2014.



**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: May 22, 2014**  
**Subject: Approve Financial Reports**

**Recommendation:**

Staff recommend approval of the year to date financial reports for the periods ending February 2014, March 2014 and April 2014.

**Summary:**

Staff salaries are slightly under projected expended levels due to temporary changes in staffing. Overhead was budgeted to average \$35,165 monthly, and we are averaging \$30,590 monthly and are in line with our budget as of 3/31/14. Due to the 5 month delay in the federal funding at the beginning of the fiscal year, client training expenses are under what was originally projected for this timeline. These obligated training dollars will be carried over into the coming fiscal year and remain dedicated to training. This is also necessary so MCWIC remains in compliance with SB734, [http://www.leginfo.ca.gov/pub/09-10/bill/sen/sb\\_0701-0750/sb\\_734\\_bill\\_20091011\\_chaptered.html](http://www.leginfo.ca.gov/pub/09-10/bill/sen/sb_0701-0750/sb_734_bill_20091011_chaptered.html) , which mandates 25% of our allocations are dedicated to training.

**Financing:**

Workforce Investment Act of 1998



Madera County Workforce Investment Corporation  
Balance Sheet - FY 2013-2014

AGENDA ITEM 6.3

(In Whole Numbers)

As of 3/31/2014

	<u>Current Year</u>
<b>Assets</b>	
Cash	6,363
Accounts Receivable	
Accounts Receivable	<u>54,090</u>
Total Accounts Receivable	54,090
Due From MCSOS	1,435
Fixed Assets	
Computer Hardware	50,267
Computer Software	9,411
Furniture & Fixtures	4,000
Vehicle	2,125
Office Equipment	5,180
Accumulated Depreciation	<u>(8,870)</u>
Total Fixed Assets	62,113
Prepaid Expenses	
Prepaid Insurance Expense	<u>425</u>
Total Prepaid Expenses	<u>425</u>
Total Assets	<u>124,426</u>
<b>Liabilities and Net Assets</b>	
Accounts Payable	0
Employee Payroll and Taxes Payable	0
Employer Payroll Taxes Payable	0
Dependent Benefits Payable	
Dependent Medical Payable	(553)
Dependent Dental Payable	(364)
Dependent Vision Payable	(50)
Total Dependent Benefits Payable	(967)
457 Plan Payable	0
FSA Payable	(170)
Net Income and Expenditures	
Fund Balance	60,598
Grant Revenue	1,660,193
Other Income	314,293
Interest Revenue	3
Other	<u>(1,909,524)</u>
Total Net Income and Expenditures	<u>125,563</u>
Total Liabilities and Net Assets	<u>124,426</u>
Total Balance Sheet	<u>124,426</u>

Madera County Workforce Investment Corporation  
 Summary Budget Comparison  
 From 7/1/2013 Through 3/31/2014

AGEAGENENDA ITEM 6.3

Code	GL Account Title	YTD Budget - Revised		Budget Balance	% Remaining
		Board Approved	YTD Actual Expenses		
5100	Staff Salaries	1,250,577.00	856,125.62	394,451.38	32%
5110	Payroll Tax Expense (FUTA)	1,008.00	2,432.77	(1,424.77)	-141%
5111	Employer Medicare Expense	18,134.00	12,198.92	5,935.08	33%
5112	Social Security Employer Exp	77,535.00	52,160.89	25,374.11	33%
5115	CA Unemployment Insurance Exp	5,474.00	5,217.69	256.31	5%
5116	CA Training Tax Expense	161.00	153.46	7.54	5%
5120	Workers Compensation Expense	9,755.00	4,722.17	5,032.83	52%
5130	Group Health Insurance Expense	193,799.00	136,347.00	57,452.00	30%
5140	Employers 457 Expense	72,606.00	49,878.84	22,727.16	31%
5160	Group Dental Insurance	7,552.00	5,048.87	2,503.13	33%
5170	Group Vision Insurance	2,035.00	1,306.06	728.94	36%
5180	Group Life Insurance	<u>630.00</u>	<u>481.02</u>	<u>148.98</u>	24%
	<b>Subtotal Salaries and Benefits</b>	<b>1,639,266.00</b>	<b>1,126,073.31</b>	<b>513,192.69</b>	31%
5200	Materials and Supplies	18,549.00	14,721.71	3,827.29	21%
5300	Rent Expense	88,316.00	59,728.00	28,588.00	32%
5320	Telephone Expense	10,331.00	5,738.85	4,592.15	44%
5330	Utilities Expense	28,958.00	17,873.31	11,084.69	38%
5400	Postage Expense	5,003.00	55.90	4,947.10	99%
5410	Printing Expense	5,495.00	3,194.54	2,300.46	42%
5400	Advertising Expense	5,001.00	7,911.31	(2,910.31)	-58%
5430	Bank Charges	91.00	60.00	31.00	34%
5440	Dues and Membership Expense	4,251.00	2,985.00	1,266.00	30%
5450	Publications Expense	1,637.00	837.25	799.75	49%
5500	Auditing Fees	17,000.00	14,900.00	2,100.00	12%
5510	Legal Fees	19,999.00	1,202.25	18,796.75	94%
5530	Taxes and Fees	150.00	325.00	(175.00)	-117%
5600	Office Equipment	7,999.00	1,310.29	6,688.71	84%
5610	Equipment Maintenance	11,224.00	9,906.07	1,317.93	12%
5620	Equipment Rental	3,601.00	2,675.25	925.75	26%
5630	Software Expense	5,401.00	1,768.69	3,632.31	67%
5640	Internet Expense	10,680.00	1,891.97	8,788.03	82%
5650	Computer Hardware	38,000.00	26,135.71	11,864.29	31%
5660	Furniture & Fixtures	750.00	691.16	58.84	8%
5710	Employee Education Expense	12,408.00	13,321.41	(913.41)	-7%
5720	Staff Travel Expense	24,500.00	18,037.93	6,462.07	26%
5730	Meeting Costs	841.00	741.43	99.57	12%
5810	General Outside Services	94,372.00	62,991.65	31,380.35	33%
5900	Insurance Expense	<u>7,425.00</u>	<u>6,311.00</u>	<u>1,114.00</u>	15%
	<b>Subtotal Operating/Overhead</b>	<b>421,982.00</b>	<b>275,315.68</b>	<b>146,666.32</b>	35%
5800	Subcontracted Program Services	1,016,129.00	513,860.55	502,268.45	49%
5800	Client Travel Expense	<u>12,887.00</u>	<u>9,873.18</u>	<u>3,013.82</u>	23%
	<b>Subtotal Client Direct Program</b>	<b>1,029,016.00</b>	<b>523,733.73</b>	<b>505,282.27</b>	49%
	<b>BUDGET BALANCE</b>	<b>3,090,264.00</b>	<b>1,925,122.72</b>	<b>1,165,141.28</b>	38%

**Madera County Workforce Investment Corporation**  
 Statement of Revenues and Expenditures - Cash Balance Report  
 From 7/1/2013 Through 3/31/2014

AGENDA ITEM 6.3

	Total	NEG OJT	WIA Adult #201 #202	WIA Youth #301	WIA Dislocated Worker (DW) #501 #502	WIA - Rapid Resp. (RR) #540 #541
<b>Operating Revenue</b>						
Federal Revenue	1,606,102.75	158,740.07	425,737.84	482,307.79	199,660.51	110,755.77
Other Local & State Revenue	252,180.06	0.00	0.00	0.00	0.00	0.00
Other Income	352.88	0.00	0.00	0.00	0.00	0.00
<b>Total Operating Revenue</b>	<b>1,858,635.69</b>	<b>158,740.07</b>	<b>425,737.84</b>	<b>482,307.79</b>	<b>199,660.51</b>	<b>110,755.77</b>
<b>Total Revenue</b>	<b>1,858,635.69</b>	<b>158,740.07</b>	<b>425,737.84</b>	<b>482,307.79</b>	<b>199,660.51</b>	<b>110,755.77</b>
<b>Expenditures</b>						
Payroll Expenses	(1,110,824.10)	(54,766.72)	(270,242.03)	(124,230.38)	(161,211.61)	(98,447.08)
General Operating Expenses	(275,315.68)	(13,802.63)	(51,616.82)	(25,606.10)	(25,355.19)	(21,688.38)
Program Contracts	(523,733.73)	(105,068.02)	(20,492.92)	(340,519.96)	(26,523.76)	21.72
<b>Total Expenditures</b>	<b>(1,909,873.51)</b>	<b>(173,637.37)</b>	<b>(342,351.77)</b>	<b>(490,356.44)</b>	<b>(213,090.56)</b>	<b>(120,113.74)</b>
<b>Net Revenue Over Expenditures</b>	<b>(51,237.82)</b>	<b>(14,897.30)</b>	<b>83,386.07</b>	<b>(8,048.65)</b>	<b>(13,430.05)</b>	<b>(9,357.97)</b>
<b>Fund Balance</b>						
	60,598.35	0.00	0.00	0.00	0.00	0.00
<b>Total Balance</b>	<b>9,360.53</b>	<b>(14,897.30)</b>	<b>83,386.07</b>	<b>(8,048.65)</b>	<b>(13,430.05)</b>	<b>(9,357.97)</b>

**Madera County Workforce Investment Corporation**  
 Statement of Revenues and Expenditures - Cash Balance Report  
 From 7/1/2013 Through 3/31/2014

AGENDA ITEM 6.3

	Returning Heroes to Work	DEI - WIA	DEI - WP	DEI-Flex Funding #329	CDCR Transition Contract	CCP Realignment Contract
<b>Operating Revenue</b>						
Federal Revenue	0.00	107,909.36	107,207.27	13,784.14	0.00	0.00
Other Local & State Revenue	33,457.93	0.00	0.00	0.00	116,472.03	22,371.43
Other Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Operating Revenue</b>	<u>33,457.93</u>	<u>107,909.36</u>	<u>107,207.27</u>	<u>13,784.14</u>	<u>116,472.03</u>	<u>22,371.43</u>
<b>Total Revenue</b>	<u>33,457.93</u>	<u>107,909.36</u>	<u>107,207.27</u>	<u>13,784.14</u>	<u>116,472.03</u>	<u>22,371.43</u>
<b>Expenditures</b>						
Payroll Expenses	(32,595.69)	(33,740.63)	(118,963.84)	0.00	(163,667.75)	(24,023.54)
General Operating Expenses	(6,846.65)	(6,565.25)	(23,332.18)	(13,543.57)	(40,997.90)	(3,755.83)
Program Contracts	0.00	(18,075.01)	26.72	(8,250.73)	38.37	0.00
<b>Total Expenditures</b>	<u>(39,442.34)</u>	<u>(58,380.89)</u>	<u>(142,269.30)</u>	<u>(21,794.30)</u>	<u>(204,627.28)</u>	<u>(27,779.37)</u>
<b>Net Revenue Over Expenditures</b>	<u>(5,984.41)</u>	<u>49,528.47</u>	<u>(35,062.03)</u>	<u>(8,010.16)</u>	<u>(88,155.25)</u>	<u>(5,407.94)</u>
<b>Fund Balance</b>						
	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Balance</b>	<u>(5,984.41)</u>	<u>49,528.47</u>	<u>(35,062.03)</u>	<u>(8,010.16)</u>	<u>(88,155.25)</u>	<u>(5,407.94)</u>

**Madera County Workforce Investment Corporation**  
 Statement of Revenues and Expenditures - Cash Balance Report  
 From 7/1/2013 Through 3/31/2014

AGENDA ITEM 6.3

	City of Madera CDBG	Wells Fargo Grant	One-Stop Partners	Assessment Services	Van Maint Account
Operating Revenue					
Federal Revenue	0.00	0.00	0.00	0.00	0.00
Other Local & State Revenue	3,068.58	10,000.00	35,481.16	4,380.00	1,948.93
Other Income	0.00	0.00	352.88	0.00	0.00
Total Operating Revenue	<u>3,068.58</u>	<u>10,000.00</u>	<u>35,834.04</u>	<u>4,380.00</u>	<u>1,948.93</u>
Total Revenue	<u>3,068.58</u>	<u>10,000.00</u>	<u>35,834.04</u>	<u>4,380.00</u>	<u>1,948.93</u>
Expenditures					
Payroll Expenses	0.00	0.00	(26,378.73)	(2,556.10)	0.00
General Operating Expenses	(2,264.13)	(3,618.53)	(12,465.32)	(789.56)	(1,525.56)
Program Contracts	(4,890.14)	0.00	0.00	0.00	0.00
Total Expenditures	<u>(7,154.27)</u>	<u>(3,618.53)</u>	<u>(38,844.05)</u>	<u>(3,345.66)</u>	<u>(1,525.56)</u>
Net Revenue Over Expenditures	<u>(4,085.69)</u>	<u>6,381.47</u>	<u>(3,010.01)</u>	<u>1,034.34</u>	<u>423.37</u>
Fund Balance	0.00	0.00	25,651.63	19,222.01	15,724.71
Total Balance	<u>(4,085.69)</u>	<u>6,381.47</u>	<u>22,641.62</u>	<u>20,256.35</u>	<u>16,148.08</u>

Summary

Cash Account: 1010 Cash in BA - Main  
Reconciliation ID: Bank Reconciliation for 1010 for 03/31/14  
Reconciliation Date: 3/31/2014  
Status: Open

Bank Balance	65,461.70
Less Outstanding Checks/Vouchers	64,109.18
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	1,352.52
Balance Per Books	<u>1,352.52</u>
Unreconciled Difference	<u>0.00</u>



Click the Next Page toolbar button to view details.



**Summary**

**Cash Account: 1020 Cash in BA - Payroll**  
**Reconciliation ID: Bank Reconciliation for 03/31/14**  
**Reconciliation Date: 3/31/2014**  
**Status: Open**

Bank Balance	5,010.57
Less Outstanding Checks/Vouchers	0.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	5,010.57
Balance Per Books	<u>5,010.57</u>
Unreconciled Difference	<u>0.00</u>

**Click the Next Page toolbar button to view details.**

<b>Accrual Balance</b>	<b>MADERA COUNTY WORKFORCE INVESTMENT CORPORATION</b>			Check Dates: 01/18/2013 to 03/20/2013	Page
				Company (83213)	1

**Report Totals**

Accrual	Hours				Dollars			
	Prob	Avail	Used	Total	Prob	Avail	Used	Total
Sick		1823.65	2124.65	3948.30		65,960.72	49,595.68	115,556.40
<del>A</del> Vacation		828.20	2149.35	2977.55	<del>A</del>	20,935.31	54,711.26	75,646.57

## Madera County Workforce Investment Corporation

## Balance Sheet - FY 2013-2014

AGENDA ITEM 6.3

(In Whole Numbers)

As of 2/28/2014

	<u>Current Year</u>
<b>Assets</b>	
Cash	101,728
Accounts Receivable	
Accounts Receivable	54,090
Total Accounts Receivable	54,090
Due From MCSOS	1,435
Fixed Assets	
Computer Hardware	26,307
Computer Software	9,411
Furniture & Fixtures	3,310
Vehicle	2,125
Office Equipment	5,180
Accumulated Depreciation	(8,870)
Total Fixed Assets	37,463
Prepaid Expenses	
Prepaid Insurance Expense	<u>425</u>
Total Prepaid Expenses	<u>425</u>
Total Assets	<u>195,141</u>
<b>Liabilities and Net Assets</b>	
Accounts Payable	0
Employee Payroll and Taxes Payable	0
Employer Payroll Taxes Payable	0
Dependent Benefits Payable	
Dependent Medical Payable	(553)
Dependent Dental Payable	(384)
Dependent Vision Payable	(50)
Total Dependent Benefits Payable	(988)
457 Plan Payable	0
FSA Payable	(170)
Net Income and Expenditures	
Fund Balance	60,598
Grant Revenue	1,556,398
Other Income	188,893
Interest Revenue	2
Other	<u>(1,609,594)</u>
Total Net Income and Expenditures	<u>196,297</u>
Total Liabilities and Net Assets	<u>195,141</u>
Total Balance Sheet	<u>195,141</u>

**Madera County Work Investment Corporation**  
 Statement of Revenues and Expenditures - Cash Balance Report  
 From 7/1/2013 Through 2/28/2014

AGENDA ITEM 6.3

	Total	NEG OJT	WIA Adult #201 #202	WIA Youth #301	WIA Dislocated Worker (DW) #501 #502	WIA - Rapid Resp. (RR) #540 #541
<b>Operating Revenue</b>						
Federal Revenue	1,502,308.28	143,679.07	456,769.84	401,342.79	192,525.51	98,373.77
Other Local & State Revenue	151,429.90	0.00	0.00	0.00	0.00	0.00
Other Income	2.39	0.00	0.00	0.00	0.00	0.00
<b>Total Operating Revenue</b>	<u>1,653,740.57</u>	<u>143,679.07</u>	<u>456,769.84</u>	<u>401,342.79</u>	<u>192,525.51</u>	<u>98,373.77</u>
<b>Total Revenue</b>	<u>1,653,740.57</u>	<u>143,679.07</u>	<u>456,769.84</u>	<u>401,342.79</u>	<u>192,525.51</u>	<u>98,373.77</u>
<b>Expenditures</b>						
Payroll Expenses	(983,980.44)	(41,187.59)	(237,571.58)	(113,997.82)	(149,752.05)	(91,310.87)
General Operating Expenses	(215,831.93)	(7,544.03)	(44,508.91)	(23,615.64)	(22,915.04)	(16,837.89)
Program Contracts	(409,781.21)	(97,085.88)	(17,094.17)	(254,309.26)	(15,481.26)	21.72
<b>Total Expenditures</b>	<u>(1,609,593.58)</u>	<u>(145,817.50)</u>	<u>(299,174.66)</u>	<u>(391,922.72)</u>	<u>(188,148.35)</u>	<u>(108,127.04)</u>
<b>Net Revenue Over Expenditures</b>	<u>44,146.99</u>	<u>(2,138.43)</u>	<u>157,595.18</u>	<u>9,420.07</u>	<u>4,377.16</u>	<u>(9,753.27)</u>
<b>Fund Balance</b>	60,598.35	0.00	0.00	0.00	0.00	0.00
<b>Total Balance</b>	<u>104,745.34</u>	<u>(2,138.43)</u>	<u>157,595.18</u>	<u>9,420.07</u>	<u>4,377.16</u>	<u>(9,753.27)</u>

**Madera County Workforce Investment Corporation**  
 Statement of Revenues and Expenditures - Cash Balance Report  
 From 7/1/2013 Through 2/28/2014

AGENDA ITEM 6.3

	Returning Heroes to Work	DEI - WIA	DEI - WP	DEI-Flex Funding #329	CDCR Transition Contract	CCP Realignment Contract
<b>Operating Revenue</b>						
Federal Revenue	0.00	107,909.36	89,453.89	12,254.05	0.00	0.00
Other Local & State Revenue	0.00	0.00	0.00	0.00	80,353.73	22,371.43
Other Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Operating Revenue</b>	<u>0.00</u>	<u>107,909.36</u>	<u>89,453.89</u>	<u>12,254.05</u>	<u>80,353.73</u>	<u>22,371.43</u>
<b>Total Revenue</b>	<u>0.00</u>	<u>107,909.36</u>	<u>89,453.89</u>	<u>12,254.05</u>	<u>80,353.73</u>	<u>22,371.43</u>
<b>Expenditures</b>						
Payroll Expenses	(27,572.31)	(30,605.20)	(104,355.60)	0.00	(140,201.84)	(21,616.58)
General Operating Expenses	(5,887.61)	(5,821.23)	(20,175.02)	(12,146.12)	(35,486.83)	(3,294.34)
Program Contracts	0.00	(17,102.50)	26.72	(4,602.81)	38.37	0.00
<b>Total Expenditures</b>	<u>(33,459.92)</u>	<u>(53,528.93)</u>	<u>(124,503.90)</u>	<u>(16,748.93)</u>	<u>(175,650.30)</u>	<u>(24,910.92)</u>
<b>Net Revenue Over Expenditures</b>	<u>(33,459.92)</u>	<u>54,380.43</u>	<u>(35,050.01)</u>	<u>(4,494.88)</u>	<u>(95,296.57)</u>	<u>(2,539.49)</u>
<b>Fund Balance</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Balance</b>	<u>(33,459.92)</u>	<u>54,380.43</u>	<u>(35,050.01)</u>	<u>(4,494.88)</u>	<u>(95,296.57)</u>	<u>(2,539.49)</u>

**Madera County Workforce Investment Corporation**  
 Statement of Revenues and Expenditures - Cash Balance Report  
 From 7/1/2013 Through 2/28/2014

AGENDA ITEM 6.3

	City of Madera CDBG	Wells Fargo Grant	One-Stop Partners	Assessment Services	Van Maint Account
Operating Revenue					
Federal Revenue	0.00	0.00	0.00	0.00	0.00
Other Local & State Revenue	0.00	10,000.00	32,739.81	4,380.00	1,584.93
Other Income	0.00	0.00	2.39	0.00	0.00
Total Operating Revenue	<u>0.00</u>	<u>10,000.00</u>	<u>32,742.20</u>	<u>4,380.00</u>	<u>1,584.93</u>
Total Revenue	<u>0.00</u>	<u>10,000.00</u>	<u>32,742.20</u>	<u>4,380.00</u>	<u>1,584.93</u>
Expenditures					
Payroll Expenses	0.00	0.00	(23,479.05)	(2,329.95)	0.00
General Operating Expenses	(1,010.26)	(3,618.53)	(10,868.32)	(766.75)	(1,335.41)
Program Contracts	(4,192.14)	0.00	0.00	0.00	0.00
Total Expenditures	<u>(5,202.40)</u>	<u>(3,618.53)</u>	<u>(34,347.37)</u>	<u>(3,096.70)</u>	<u>(1,335.41)</u>
Net Revenue Over Expenditures	<u>(5,202.40)</u>	<u>6,381.47</u>	<u>(1,605.17)</u>	<u>1,283.30</u>	<u>249.52</u>
Fund Balance	0.00	0.00	25,651.63	19,222.01	15,724.71
Total Balance	<u>(5,202.40)</u>	<u>6,381.47</u>	<u>24,046.46</u>	<u>20,505.31</u>	<u>15,974.23</u>



Madera County Workforce Investment Corporation  
Reconcile Cash Accounts

AGENDA ITEM 6.3

Summary

Cash Account: 1010 Cash in BA - Main  
Reconciliation ID: Bank Reconciliation for 1010 for 02/28/14  
Reconciliation Date: 2/28/2014  
Status: Open

Bank Balance	100,388.81
Less Outstanding Checks/Vouchers	4,197.09
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	139.00
Plus or Minus Suspense Items	<u>3,676.64</u>
Reconciled Bank Balance	100,007.36
Balance Per Books	<u>96,330.72</u>
Unreconciled Difference	<u>3,676.64</u>

Bank Rec Mar. 5/14  
Bank Rec Mar. 5/14

*[Handwritten signature]*  
3/5/14

Click the Next Page toolbar button to view details.

Detail

Cash Account: 1010 Cash in BA - Main  
Reconciliation ID: Bank Reconciliation for 1010 for 02/28/14  
Reconciliation Date: 2/28/2014  
Status: Open

Outstanding Suspense Items

Item Number	Date	Description	Amount
CASHTRANSFER	2/28/2014	Cash Transfer - Doc Dt 03/05/14 Eff Dt 02/15/14	3,676.64
Outstanding Suspense Items			3,676.64

Bank Rec takes into acct Effective Dt  
in the totals but shows only  
Document Dt for items to be cleared.  
This item had an Eff Dt of 2/15/14  
but a doc dt of 3/5/14 and will  
clear in March.

Madera County Workforce Investment Corporation  
Reconcile Cash Accounts

AGENDA ITEM 6.3

Summary

Cash Account: 1020 Cash in BA - Payroll  
Reconciliation ID: Bank Reconciliation for 1020 for 02/28/14  
Reconciliation Date: 2/28/2014  
Status: Open

Bank Balance	5,397.09
Less Outstanding Checks/Vouchers	0.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	0.00
Reconciled Bank Balance	5,397.09
Balance Per Books	5,397.09
Unreconciled Difference	0.00

Click the Next Page toolbar button to view details.

<b>Accrual Balance</b>	<b>MADERA COUNTY WORKFORCE INVESTMENT CORPORATION</b>			Check Dates: 01/18/2013 to 02/20/2014	Page
				Company (83213)	1

**Report Totals**

Accrual	Hours				Dollars			
	Prob	Avail	Used	Total	Prob	Avail	Used	Total
Sick		1823.65	2124.65	3948.30		65,960.72	49,595.68	115,556.40
* Vacation		828.20	2149.35	2977.55	*	20,935.31	54,711.26	75,646.57

Madera County Workforce Investment Corporation  
Balance Sheet - FY 2013-2014

(In Whole Numbers)

As of 4/30/2014

	<u>Current Year</u>
<b>Assets</b>	
Cash	129,082
Accounts Receivable	
Accounts Receivable	<u>72,804</u>
Total Accounts Receivable	72,804
Due From MCSOS	1,435
<b>Fixed Assets</b>	
Computer Hardware	50,267
Computer Software	9,411
Furniture & Fixtures	4,000
Vehicle	2,125
Office Equipment	5,180
Accumulated Depreciation	<u>(8,870)</u>
Total Fixed Assets	62,113
<b>Prepaid Expenses</b>	
Prepaid Insurance Expense	<u>0</u>
Total Prepaid Expenses	<u>0</u>
Total Assets	<u>265,434</u>
<b>Liabilities and Net Assets</b>	
Accounts Payable	0
Employee Payroll and Taxes Payable	0
Employer Payroll Taxes Payable	0
<b>Dependent Benefits Payable</b>	
Dependent Medical Payable	(553)
Dependent Dental Payable	(411)
Dependent Vision Payable	<u>(62)</u>
Total Dependent Benefits Payable	(1,026)
457 Plan Payable	0
FSA Payable	<u>(170)</u>
<b>Net Income and Expenditures</b>	
Fund Balance	60,598
Grant Revenue	1,932,057
Other Income	394,443
Program Income	0
Interest Revenue	4
Other	<u>(2,120,472)</u>
Total Net Income and Expenditures	<u>266,630</u>
Total Liabilities and Net Assets	<u>265,434</u>
<b>Total Balance Sheet</b>	<u>265,434</u>

**Madera County Workforce Investment Corporation**  
Statement of Revenues and Expenditures - Cash Balance Report  
From 7/1/2013 Through 4/30/2014

AGENDA ITEM 6.3

	Total	NEG OJT	WIA Adult #201 #202	WIA Youth #301	WIA Dislocated Worker (DW) #501 #502	WIA - Rapid Resp. (RR) #540 #541
Operating Revenue						
Federal Revenue	1,859,253.14	200,945.07	523,598.81	526,615.79	230,043.51	128,887.77
Other Local & State Revenue	332,329.50	0.00	0.00	0.00	0.00	0.00
Other Income	353.91	0.00	0.00	0.00	0.00	0.00
Total Operating Revenue	<u>2,191,936.55</u>	<u>200,945.07</u>	<u>523,598.81</u>	<u>526,615.79</u>	<u>230,043.51</u>	<u>128,887.77</u>
Total Revenue	<u>2,191,936.55</u>	<u>200,945.07</u>	<u>523,598.81</u>	<u>526,615.79</u>	<u>230,043.51</u>	<u>128,887.77</u>
Expenditures						
Payroll Expenses	(1,239,083.77)	(65,637.72)	(301,774.36)	(132,989.78)	(176,973.58)	(108,108.36)
General Operating Expenses	(303,412.11)	(14,898.35)	(58,059.98)	(26,816.01)	(30,725.09)	(23,726.70)
Program Contracts	(578,326.42)	(114,115.59)	(25,893.80)	(367,922.43)	(33,611.53)	21.72
Total Expenditures	<u>(2,120,822.30)</u>	<u>(194,651.66)</u>	<u>(385,728.14)</u>	<u>(527,728.22)</u>	<u>(241,310.20)</u>	<u>(131,813.34)</u>
Net Revenue Over Expenditures	<u>71,114.25</u>	<u>6,293.41</u>	<u>137,870.67</u>	<u>(1,112.43)</u>	<u>(11,266.69)</u>	<u>(2,925.57)</u>
Fund Balance	60,598.35	0.00	0.00	0.00	0.00	0.00
Total Balance	<u>131,712.60</u>	<u>6,293.41</u>	<u>137,870.67</u>	<u>(1,112.43)</u>	<u>(11,266.69)</u>	<u>(2,925.57)</u>

**Madera County Workforce Investment Corporation**  
 Statement of Revenues and Expenditures - Cash Balance Report  
 From 7/1/2013 Through 4/30/2014

AGENDA ITEM 6.3

	Returning Heroes to Work	DEI - WIA	DEI - WP	DEI-Flex Funding #329	CDCR Transition Contract	CCP Realignment Contract
Operating Revenue						
Federal Revenue	0.00	107,909.36	124,503.90	16,748.93	0.00	0.00
Other Local & State Revenue	39,442.35	0.00	0.00	0.00	177,993.95	27,779.37
Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Revenue	<u>39,442.35</u>	<u>107,909.36</u>	<u>124,503.90</u>	<u>16,748.93</u>	<u>177,993.95</u>	<u>27,779.37</u>
Total Revenue	<u>39,442.35</u>	<u>107,909.36</u>	<u>124,503.90</u>	<u>16,748.93</u>	<u>177,993.95</u>	<u>27,779.37</u>
Expenditures						
Payroll Expenses	(37,540.26)	(35,279.18)	(134,467.88)	0.00	(187,734.95)	(26,578.19)
General Operating Expenses	(7,514.85)	(7,200.64)	(26,131.77)	(15,036.91)	(45,242.36)	(4,154.26)
Program Contracts	0.00	(18,075.01)	26.72	(13,407.78)	38.37	0.00
Total Expenditures	<u>(45,055.11)</u>	<u>(60,554.83)</u>	<u>(160,572.93)</u>	<u>(28,444.69)</u>	<u>(232,938.94)</u>	<u>(30,732.45)</u>
Net Revenue Over Expenditures	<u>(5,612.76)</u>	<u>47,354.53</u>	<u>(36,069.03)</u>	<u>(11,695.76)</u>	<u>(54,944.99)</u>	<u>(2,953.08)</u>
Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00
Total Balance	<u>(5,612.76)</u>	<u>47,354.53</u>	<u>(36,069.03)</u>	<u>(11,695.76)</u>	<u>(54,944.99)</u>	<u>(2,953.08)</u>

**Madera County Workforce Investment Corporation**  
 Statement of Revenues and Expenditures - Cash Balance Report  
 From 7/1/2013 Through 4/30/2014

AGENDA ITEM 6.3

	City of Madera CDBG	Wells Fargo Grant	One-Stop Partners	Assessment Services	Van Maint Account
Operating Revenue					
Federal Revenue	0.00	0.00	0.00	0.00	0.00
Other Local & State Revenue	7,154.27	10,000.00	38,505.75	4,380.00	2,073.81
Other Income	0.00	0.00	353.91	0.00	0.00
Total Operating Revenue	<u>7,154.27</u>	<u>10,000.00</u>	<u>38,859.66</u>	<u>4,380.00</u>	<u>2,073.81</u>
Total Revenue	<u>7,154.27</u>	<u>10,000.00</u>	<u>38,859.66</u>	<u>4,380.00</u>	<u>2,073.81</u>
Expenditures					
Payroll Expenses	0.00	0.00	(29,327.74)	(2,671.77)	0.00
General Operating Expenses	(2,264.13)	(3,618.53)	(13,526.73)	(1,377.16)	(1,576.56)
Program Contracts	(5,387.09)	0.00	0.00	0.00	0.00
Total Expenditures	<u>(7,651.22)</u>	<u>(3,618.53)</u>	<u>(42,854.47)</u>	<u>(4,048.93)</u>	<u>(1,576.56)</u>
Net Revenue Over Expenditures	<u>(496.95)</u>	<u>6,381.47</u>	<u>(3,994.81)</u>	<u>331.07</u>	<u>497.25</u>
Fund Balance	0.00	0.00	25,651.63	19,222.01	15,724.71
Total Balance	<u>(496.95)</u>	<u>6,381.47</u>	<u>21,656.82</u>	<u>19,553.08</u>	<u>16,221.96</u>



Madera County Workforce Investment Corporation  
Reconcile Cash Accounts

AGENDA ITEM 6.3

Summary

Cash Account: 1010 Cash in BA - Main  
Reconciliation ID: Bank Reconciliation for 1010 for 04/30/14  
Reconciliation Date: 4/30/2014  
Status: Open

Bank Balance	173,140.77
Less Outstanding Checks/Vouchers	54,624.48
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>5,565.10</u>
Reconciled Bank Balance	124,081.39
Balance Per Books	<u>129,646.49</u>
Unreconciled Difference	<u>(5,565.10)</u>

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*[Handwritten signature]*  
4/30/14

*\$ 5565.10 will clear  
bank in May.*

*(ICMA + FEE)*

*Thank you  
E*

Madera County Workforce Investment Corporation  
Reconcile Cash Accounts

AGENDA ITEM 6.3

Summary

Cash Account: 1020 Cash in BA - Payroll  
Reconciliation ID: Bank Reconciliation for 1020 for 04.30.14  
Reconciliation Date: 4/30/2014  
Status: Open

Bank Balance	10,565.21
Less Outstanding Checks/Vouchers	0.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	(5,565.10)
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	5,000.11
Balance Per Books	<u>(564.99)</u>
Unreconciled Difference	<u>5,565.10</u>

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5-6-14

**Accrual Balance**

MADERA COUNTY WORKFORCE INVESTMENT Check Dates: 01/18/2013 to 05/03/2013  
 CORPORATION  
 Company (83213)

**Report Totals**

Accrual	Hours				Dollars			
	Prob	Avail	Used	Total	Prob	Avail	Used	Total
Sick		1866.35	2311.45	4177.80	66,226.81	55,093.18	121,319.99	
Vacation		916.10	2331.15	3247.25	22,776.47	59,351.32	82,127.79	

Payality Inc

Phone (559) 634-1002 Fax (888) 677-7162

MS-0492 (MAY2013) © 2009 - 2013 MPAY

Run Date: 05/20/14

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**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: May 22, 2014**  
**Subject: 2013-2014 Fiscal and Procurement Monitoring Review**

**Information:**

The purpose of the Fiscal and Procurement On-site Monitoring Review is to provide the Employment Development Department, Compliance Review Division (CRD) with information needed to conduct an on-site review of our grants' fiscal and procurement operations. The monitor performs a review of our fiscal and procurement operations to ensure compliance with applicable federal and state laws, regulations, and policies related to the Workforce Investment Act (WIA) and the American Recovery and Reinvestment Act of 2009 (ARRA).

CRD performed their on-site review the week of March 17, and has concluded in their report that there are no findings, issues or concerns.

**Financing:**

Workforce Investment Act of 1998

California Labor and Workforce Development Agency

AGENDA ITEM 7.1



Edmund G. Brown Jr.  
Governor

March 27, 2014

Ms. Elaine Craig, Executive Director  
Madera County Workforce Investment Corporation  
441 E. Yosemite Avenue  
Madera, CA 93638

Dear Ms. Craig:

**WORKFORCE INVESTMENT ACT  
FISCAL AND PROCUREMENT REVIEW  
FINAL MONITORING REPORT  
PROGRAM YEAR 2013-14**

This is to inform you of the results of our review for Program Year (PY) 2013-14 of the Madera County Workforce Investment Corporation's (MCWIC) financial management and procurement systems for activities funded by Workforce Investment Act (WIA). This review was conducted by Mr. TG Akins from March 17, 2014, through March 21, 2014. For the fiscal portion of the review, we focused on the following areas: fiscal policies and procedures, financial reporting, expenditures charged to the WIA grants, cost allocation, resource sharing of costs, indirect cost rate, oversight of your subrecipients, subrecipient audits, and debt collection. For the procurement portion of the review, we examined procurement policies and procedures, procurement transactions, and property management.

Our review was conducted under the authority of Section 667.400(c) and Section 667.410(b)(1), (2) & (3) of Title 20 of the Code of Federal Regulations (20 CFR). The purpose of this review was to determine the level of compliance by MCWIC with applicable federal and state laws, regulations, policies, and directives related to the WIA grant regarding financial management and procurement for PY 2013-14.

We collected the information for this report through interviews with representatives of MCWIC, a review of applicable policies and procedures, and a review of documentation retained by MCWIC for a sample of expenditures and procurements for PY 2013-14.

Ms. Elaine Craig  
March 27, 2014  
Page two

## **BACKGROUND**

The MCWIC was awarded WIA funds to administer a comprehensive workforce investment system by way of streamlining services through the America's Job Center of California<sup>SM</sup> delivery system. For PY 2013-14, MCWIC was allocated: \$609,387 to serve adult participants; \$589,605 to serve youth participants; and \$601,627 to serve dislocated worker participants.

For the quarter ending December 31, 2013, MCWIC reported the following PY 2013-14 WIA expenditures: \$11,520 for adult participants and \$26,722 for dislocated worker participants. In addition, MCWIC reported \$511,558 in PY 2012-13 WIA expenditures for youth participants. Lastly, MCWIC reported the following WIA enrollments: 249 adult participants; 137 youth participants; and 143 dislocated worker participants.

## **FISCAL REVIEW RESULTS**

We conclude that, overall, MCWIC is meeting applicable WIA requirements concerning financial management.

## **PROCUREMENT REVIEW RESULTS**

We conclude that, overall, MCWIC is meeting applicable WIA requirements concerning procurement.

This report contains no findings or concerns; therefore, we are issuing this report as the final report.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included in our review. It is MCWIC's responsibility to ensure that its systems, programs, and related activities comply with the WIA grant program, federal and state regulations, and applicable state directives. Consequently, any deficiencies identified in subsequent reviews, such as an audit, would remain MCWIC's responsibility.

Ms. Elaine Craig  
March 27, 2014  
Page three

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Mr. D. Vance Cannedy at (916) 654-7005 or Mr. TG Akins at (916) 654-8428.

Sincerely,



*John*  
JOHN GRIFFIN, Chief  
Compliance Monitoring Section  
Compliance Review Office

cc: Roni Armstrong, MIC 50  
Greg Gibson, MIC 50  
Doug Orlando, MIC 50  
Daniel Patterson, MIC 45



**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: May 22, 2014**

**Subject: Executive Director Evaluation**

**Information:**

Per the approved annual evaluation process for the Executive Director, the evaluation form will be emailed by May 30, 2014 to the Board Chair, Vice Chair and the third approved Board Director for the evaluation forms to be completed independently. A date for completion of the evaluation will be determined and they will be returned to the Chair for compilation and presentation to the Executive Director and ultimate Board approval at the next regularly scheduled meeting. The Executive Director will provide goals and objectives on the self-evaluation form in July for consideration and approval.

**Financing:**

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:** May 22, 2014  
**Subject:** Grants/Projects Update

### Information:

- We have received the funds of \$25,000 from Chukchansi and have begun to replace customer computers in the three One Stops; Resource Rooms and Assessment Room and are using the old equipment to update staff equipment as needed and appropriate.
- We received an extension to the NEG OJT from March 31 to May 31, 2014. We placed additional print ads, in addition to using the Chambers and EDC newsletters. We have been using the funds when possible even with the impending close date of May 31, 2014 fast approaching but have leveraged other funds to continue any OJT's beyond the end date. We have exceeded our required enrollment numbers but will most likely have a small amount of funds that will be returned to the state.
- We have received our new contract with the Social Security Administration for our Employment Network and Ticket to Work program with an effective date of November 4, 2013. With the impending closure of the DEI project/grant scheduled for September 30, 2014 staff will be working on a plan to increase tickets assigned to our EN. We have already contacted Department of Rehabilitation regarding the Partnership Plus agreement and strengthening the relationship and increasing the referrals from their agency to our EN. We currently have five (5) tickets assigned.
- 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. Wells Fargo staff are still working on a Newsletter to highlight this project as well as the partnership with the Financial Literacy Workshops and their involvement with the June Veterans Job and Resource Fair. We have been asked to apply for additional funds to continue the work with veterans. Staff are currently working on the application.
- 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 received an extension to this grant through May 31, 2015 in order to facilitate the training for the Madera cohort scheduled tentatively for January 2015.
- Staff will be working on providing another Jump Start Pre-Apprenticeship training cohort conducted by the local labor council but with an expanded trades offering. Due to the need for math remediation for most customers to be successful in many of the trades occupations, we will be offering a concurrent math remediation course.

- 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. Unfortunately, we have received notice that we were not successful but will continue to apply whenever possible.
- 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. The requested amount will be approximately \$30,000 with a leveraged amount of approximately \$70,000 between staff and training costs.
- We were successful in a grant application with Fresno, Kings, Merced and Tulare Counties for the Prop 39 Pre-Apprenticeship Support, Training and Placement. We will train a cohort of 25 Madera residents in various green, multi-craft building trades occupations and industry. We will receive approximately \$135,000 for this project.
- We also were a part of the application for the California Career Pathways Trust with the State Center Community College District as the applicant. Our project was selected for an interview by the California Department of Education. We are pending notification as to the results of the interview and selection process. This project will target K-14 career pathway programs that provide students with a sequenced pathway of integrated academic and career-based education and training, aligned to current or emerging regional economic needs.
- We continue to have four (4) staff provide job readiness workshops at both prison facilities in Chowchilla. Those are going very well and we have worked out all of the “kinks” we were experiencing with the CDCR in Sacramento related to invoicing and payments. One of our workshop facilitators was featured in a video done by CDCR featuring this project. We continue to receive exemplary evaluations from the participants about the workshop and the staff. This is a two year contract with the potential for a third year so the funding is continued into the 14-15 program and fiscal year. It would be our intent to enter into discussions with CDCR prior to the third year (15-16 program year) to determine the options for sustainability.
- AB109/Community Corrections Plan (CCP) Project is with Madera County Probation wherein one staff person provides in custody assessment and post release job readiness workshops those persons referred by Probation. We recently completed a pilot in custody job readiness workshop, per Probation and Department of Corrections request and we have been asked, and subsequently have provided, a proposal for 14-15 program and fiscal year to provide in custody job readiness workshops which will include the assessment component and a monthly orientation to persons referred to the American Job Center. This proposal also included increased partnership with Probation and DoC to include data, reporting, attending meetings and working with the partner agencies staff. If accepted, this will pay for approximately 85% of full-time equivalent (FTE) staff salaries.
- Veterans Staff are working with the County Veteran’s Services Office and the Veteran’s Employment Committee planning the annual Veteran’s Job and Resource Fair at the VFW Hall from 9:00 to 2:00 on June 19. Funds from the Wells Fargo Foundation grant are being used for print ads for this event. The local Wells Fargo branch has offered to provide lunch for the event, and has been referred to the County VSO to coordinate this. Staff are reaching out to local employers who are interested in recruiting Veteran job applicants. Approximately 30 employers and Veteran service organizations have already reserved a table for the event. All job seekers are welcome to attend the event – both Veterans and non-Veterans.

**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: May 22, 2014**

**Subject: Facilities Update**

**Information:**

Staff have attended and participated in the fourth 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. Based on the questionnaires from all of the agencies, a face to face meeting with the architect, a visit to the Stanislaus County building, and a meeting with the architect and tenant agencies, a preliminary drawing was completed and reviewed at the last meeting. The next scheduled meeting is May 28, 2014 wherein we hope that some preliminary dollar figures will be provided. Staff will keep the Board updated as we receive more detailed information.

**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: May 22, 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 and a face to face meeting was held in the hopes of finalizing the document and bringing it forth to the MCWIC and the WIB for approval and signature. Staff have followed up with EDD to determine if they have reviewed the final proposed document, sent on May 7, 2014 and we are waiting a response.

**Financing:**

Workforce Investment Act of 1998



**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**Agenda Item 7.6**

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

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

**Date: May 22, 2014**

**Subject: SB751 – Brown Act Amendment**

**Information:**

SB751 was enacted by Governor Brown amending the Ralph M. Brown Act, effective January 1, 2014, to require votes of each member of a legislative body of a local agency to be publicly reported. It requires the “legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.” SB751 adds Government Code 54953(c)(2). Staff believe we are already in compliance with this amendment but would like to have broader discussion due to the legislative recommendation to conduct an “oral roll call vote”.

**Financing:**

Workforce Investment Act of 1998

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November 22, 2013

### Brown Act Amendment Requires Reporting of Individual Votes

**RELATED ATTORNEY(S):** [Warren S. Kinsler](#), [Cathie L. Fields](#), [Todd A. Goluba](#)

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On September 6, 2013, Governor Jerry Brown signed Senate Bill 751, amending the Ralph M. Brown Act (Government Code § 54950 et seq.) to require the votes of each member of a legislative body of a local agency to be publicly reported. The Brown Act requires all meetings of the legislative body of a local agency, such as school or college district governing boards, be held in public, unless a closed session is specifically authorized, and prohibits a secret ballot at these meetings. SB 751 requires the "legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action." (SB 751 adds Government Code § 54953(c)(2).)

#### Purpose of Legislation

The purpose of the legislation is to provide greater public transparency by legislative bodies such as school and college district governing boards, commissions, standing committees, and other legislative bodies of a local agency. Currently, some legislative bodies report only the number of "ayes" and "noes" rather than reporting how individual members vote on specific actions taken in public. Certain closed session actions have, for a long time, required a report of each member's vote or abstention immediately upon the board's return to public session from closed session. (See, e.g., Government Code § 54957.1(a)(5) [requiring a public report of personnel actions taken in closed session and the vote or abstention of every member present].)

#### Significance for School and College District Board Meetings

Beginning on January 1, 2014, the votes of individual board members must be publicly reported. We recommend individual board members orally report the roll-call vote when it occurs and carefully record this roll-call vote in the formal meeting minutes. For example, meeting minutes may not simply reflect that the board adopted or rejected an agenda item; the individual votes must be contemporaneously reported, and the minutes should reflect how each member voted. Additionally, merely reporting the tally of votes from a closed session on matters requiring a report of the vote pursuant to Government Code section 54957.1, without disclosing how each member voted, would continue to be a violation of the Brown Act.

By January 1, 2014, districts should review their board policies and bylaws to reflect this amendment. Additionally, board members who chair meetings subject to the Brown Act should be advised that they must orally report the roll-call vote on each item on the public agenda to ensure compliance with this new requirement.

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# MADERA COUNTY WORKFORCE INVESTMENT BOARD

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

## BOARD MEETINGS 2014 – 2015

<b>Workforce Investment Board</b>	<b>Business Services Committee</b>	<b>Executive Committee</b>	<b>Youth Advisory Council</b>
<i>Quarterly: 3<sup>rd</sup> Thursday 3:00 p.m.</i>	<i>Quarterly: 3<sup>rd</sup> Thursday 2:00 p.m.</i>	<i>Monthly: 4<sup>th</sup> Thursday (as needed) 3:00 p.m.</i>	<i>Quarterly: 1<sup>st</sup> Wednesday 3:30 p.m.</i>
September 18, 2014	September 18, 2014	July 24, 2014	September 3, 2014
December 18, 2014	December 18, 2014	August 28, 2014	December 3, 2014
March 19, 2015	March 19, 2015	September 25, 2014	March 4, 2015
June 18, 2015	June 18, 2015	October 23, 2014	June 3, 2015
		November 27, 2014	
		December 25, 2014	
		January 22, 2015	
		February 26, 2015	
		March 26, 2015	
		April 23, 2015	
		May 28, 2015	
		June 25, 2015	



**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**Agenda Item 7.8**

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**  
**From: Elaine Craig, Executive Director**  
**Workforce Investment Board**  
**Date: May 22, 2014**  
**Subject: Staff Benefits**

**Information:**

Staff would like input regarding the possibility of providing MCWIC employees with a “birthday holiday” which would be a floating day off in the month of their birthday. Also, staff are considering a financial increase through a one time check OR spread throughout their checks for the year July 1, 2014 – June 30, 2015 OR an increase in the employer retirement contribution, which is currently 6%, again for the fiscal year July 1, 2014 – June 30, 2015. This is being considered as a means to provide staff with an acknowledgement of their continued hard work and loyalty. We have not received a cost of living for six years and we are unable to do so at this time but because of cost savings since the transition from MCOE and projected funds for 14-15 we would like to take this opportunity to provide them with something that is essentially a no cost benefit with a birthday holiday and, if possible, some type of financial incentive.

**Financing:**

Workforce Investment Act of 1998