



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

A G E N D A

**June 26, 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 Executive Assistant at Madera County Workforce Investment Corporation 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 – May 22, 2014

6.0 Action Items

6.1 Approve Disposal of HP LaserJet 8000N Printer and VOS Server PC from Inventory

6.2 Approve Financial Reports

6.3 Approve Addition of Paid Floating Holiday for MCWIC Employees

6.4 Approve One-time Cost of Living Allowance Payment to MCWIC Employees

7.0 Information Items

7.1 Change to MCWIC Board Composition

7.2 Grants/Projects Update

7.3 Facilities Update

8.0 Closed Session

8.1 Public Employee Performance Evaluation (Government Code 54957) - MCWIC Executive Director

9.0 Written Communication

10.0 Open Discussion/Reports/Information

9.1 Committee Members

9.2 Staff

11.0 Next Meeting

September 25, 2014

12.0 Adjournment



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

May 22, 2014

MINUTES

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

ABSENT: Kelly Woodard

GUEST:

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

1.0 Call to Order

Meeting called to order at 3:47 p.m.

1.1 Pledge of Allegiance

2.0 Public Comment

None

3.0 Introductions and Recognitions

None

4.0 Adoption of Board Agenda

Per California Code section 54954.2(b)(2), staff are requesting the addition of an agenda action item. Staff applied and were granted Community Development Block Grant (CDBG) funding from the City of Madera. An approved and signed Board resolution is required to enter into an agreement and obtain the funds. Staff request the addition of this items to obtain then necessary approval and signature of the WIB Chair.

Manuel Nevarez moved to approve the agenda with the addition of the additional action item for the CDBG grant, seconded by Robyn Smith.

Vote: Approved – unanimous

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

5.0 Consent Calendar

5.1 Approve Madera County Workforce Investment Corporation (MCWIC) Meeting Minutes – March 20, 2014

Rich Mostert moved to approve, seconded by Bob Carlson.

Vote: Approved – unanimous

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

6.0 Action Items

6.1 Approve Capitalized Asset Threshold Change

Staff are requesting approval for a reduction of the capitalized asset threshold from \$5,000 to \$500. The \$5,000 was an amount set by MCOE policy. After consultation with the CPA and due to our smaller size, a \$500 threshold would be appropriate for the MCWIC.

Rich Mostert moved to approve, seconded by Manuel Nevarez.

Vote: Approved – unanimous

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

6.2 Approve 2014-15 Budget

Staff provided a projected budget for the 2014-15 program year. The budget is based on current expenditures. Staff will have actual expenditures at the end of the current program year and will bring a revised budget for approval to the Board. MCWIC staff became aware that the Corporation is exempt from the FUTA tax and will receive a refund for the funds sent in for the tax. Much of any potential savings to the budget are absorbed by a decrease to the allocations. Staff have requested a waiver that will exempt the Workforce program from a mandatory expenditure of 80% of the total allocation. Staff can carry-over more than the required 20% of the budget if granted.

Rich Mostert moved to approve the 2014-15 preliminary budget, seconded by Manuel Nevarez.

Vote: Approved – unanimous

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

6.3 Approve Financial Reports

Staff provided financial information up to April 2014. Financial and bank statements provided. Everything looks good and is going well. The Workforce system is cash based. State requirements do not allow programs to have more than 3 days' worth of cash on hand at any time.

Rich Mostert moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

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

6.4 Approve CDBG Grant Award - \$20,000

Staff applied for and received funds for a CDBG grant from the City of Madera. This is an increase from the previous grant award and requires the WIB Chair signature.

Bob Carlson moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

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

7.0 Information Items

7.1 2013-2014 Fiscal and Procurement Monitoring Review

Information provided on agenda packet background documents.

7.2 Executive Director Evaluation

Staff will send the evaluation to the 3 members of the evaluation committee – Debi Bray, Rich Mostert, and Robyn Smith. The forms are to be filled out and sent to the Chair by Friday, June 6, 2014. Staff will make sure to create a fillable form document for ease of use. A meeting will be scheduled between the Chair and the Executive Director for presentation and review of the evaluation. The evaluation of the Executive Director will be presented at the June MCWIC meeting.

7.3 Grants/Projects Update

Information provided on agenda packet background documents.

7.4 Facilities Update

Information provided on agenda packet background documents.

7.5 Memorandum of Agreement (MOA) Update

Information provided on agenda packet background documents.

7.6 SB751 – Brown Act Amendment

Information provided on agenda packet background documents.

7.7 2014-15 Meeting Calendar

7.8 Staff Benefits

Staff are proposing that MCWIC staff be given a one-time cost of living allowance (COLA) payment and that a floating "Birthday" holiday be added to the work calendar. Staff have not received a cost of living increase in approximately 6 years. Staff are researching the cost of a possible 1-3% one-time payment based on each individual's pay rate. The Birthday holiday would be taken within the month of an employee's birthday or not at all – "use it or lose it". Staff will bring the COLA and proposed holiday to the Board for approval at a later meeting for possible implementation in July.

8.0 Written Communication

None

9.0 Open Discussion/Reports/Information

9.1 Committee Members

None

9.2 Staff

None

10.0 Next Meeting

June 26, 2014

11.0 Adjournment

Bob Carlson moved to adjourn, seconded by Rich Mostert. Meeting adjourned at 4:47 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

Date: June 26, 2014

Subject: Approve Disposal of Equipment from Inventory

Recommendation:

Staff recommend approval to disposal of inventory tag # 8542 Floor Stand Printer Laser Jet 8000N and tag # 20198 VOS Server PC.

Summary:

- Tag #8542 - Printer was originally purchased 6/29/1998 and is 15 years old. Printer is old and slow, and toner is becoming difficult to locate.
- Tag #20198 – Server is damaged and not able to be repaired

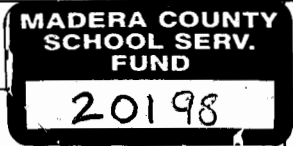
Financing:

Workforce Investment Act of 1998

Madera County Workforce Investment Board

INVENTORY/EQUIPMENT DISPOSAL REQUEST

Tag #	Description or Item	Manufacturer	Model	Serial Number	Is Item in Working Condition? (YES OR NO)	Reason For Disposal	Date of Disposal
20198	VOS Server Dimension 2350 PC @2GHZ w/128MB	Dell	Dell/Dimension 2300/2350	6P7YD21	NO	Damaged and not working; beyond repair	6/20/2014



NOTE: Please DO NOT dispose of any item or remove any inventory tags or any other identifying information until approval by the Board of Directors has been obtained and you have been notified.

Herb Mattos
Requested By
6/20/2014
Date

[Signature]
Supervisor Approval
6-20-14
Date

6/20/14
Date Approved By Fiscal Manager

Board Approved Date

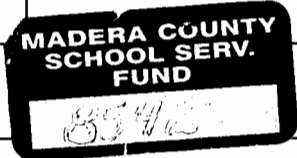
Date Recorded in Inventory
(Fiscal Dept. Only)

Madera County Workforce Investment Board

INVENTORY/EQUIPMENT DISPOSAL REQUEST

Tag #	Description or Item	Manufacturer	Model	Serial Number	Is Item in Working Condition? (YES OR NO)	Reason For Disposal
8542	Floor stand printer	HP	Laserjet 8000DN	USCB007396	Yes	Old/slow and hard to find parts & toner

DATE OF DISPOSAL



NOTE: Please DO NOT dispose of any item or remove any inventory tags or any other identifying information until approval by the Board of Directors has been obtained and you have been notified.

Jessica Roche
 Requested By _____ Date _____

Elaine M. Ray 6-10-14
 Supervisor Approval _____ Date _____

 Date Approved By Fiscal Manager

 Board Approved Date

 Date Recorded in Inventory
 (Fiscal Dept. Only)



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 6.2

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Elaine Craig, Executive Director

Date: June 26, 2014

Subject: Approve Disposal of Equipment from Inventory

Recommendation:

Staff recommend approval of the year to date financial reports for the period ending May 31, 2014.

Summary:

Attached are the financial reports for month ending May 31, 2014. The reports include the Balance Sheet, Statement of Revenues and Expenditures by grant, Reconciliation Summaries for both the main and payroll accounts, Vacation Accrual Balance, and Accounts Receivable.

Financing:

Workforce Investment Act of 1998

Madera County Workforce Investment Corporation

Balance Sheet - FY 2013-2014

As of 5/31/2014

(In Whole Numbers)

	Current Year
Assets	
Cash	106,000
Due From MCSOS	
Due From MCSOS Receivable	1,435
Total Due From MCSOS	1,435
Fixed Assets	
Computer & Software	38,896
Office Equipment	11,000
Vehicles	2,125
Furniture & Fixtures	550
Accumulated Depreciation	(8,870)
Total Fixed Assets	43,701
Total Assets	151,136
Liabilities and Net Assets	
Accounts Payable	8,234
Employee Payroll and Taxes Payable	45,391
Employer Payroll Taxes Payable	3,673
Dependent Benefits Payable	
Dependent Medical Payable	830
Dependent Dental Payable	(15)
Dependent Vision Payable	3
Total Dependent Benefits Payable	818
457 Plan Payable	5,536
FSA Payable	(170)
Net Income and Expenditures	
Fund Balance	60,598
Net Assets - Capital Assets	64,448
Grant Revenue	2,005,685
Other Income	374,027
Interest Revenue	4
Other	(2,417,108)
Total Net Income and Expenditures	87,654
Total Liabilities and Net Assets	151,136
Total Balance Sheet	151,136

Madera County Workforce Investment Corporation
 Statement of Revenues and Expenditures - Cash Balance Report
 From 7/1/2013 Through 5/31/2014

	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	2,005,684.52	223,303.28	491,471.81	599,204.18	270,625.61	144,152.66
Other Local & State Revenue	374,026.68	0.00	0.00	0.00	0.00	0.00
Other Income	354.19	0.00	0.00	0.00	0.00	0.00
Total Operating Revenue	<u>2,380,065.39</u>	<u>223,303.28</u>	<u>491,471.81</u>	<u>599,204.18</u>	<u>270,625.61</u>	<u>144,152.66</u>
Total Revenue	<u>2,380,065.39</u>	<u>223,303.28</u>	<u>491,471.81</u>	<u>599,204.18</u>	<u>270,625.61</u>	<u>144,152.66</u>
Expenditures						
Payroll Expenses	(1,422,423.59)	(88,179.95)	(355,576.46)	(146,270.52)	(191,675.14)	(121,549.89)
General Operating Expenses	(331,248.71)	(18,563.51)	(65,471.88)	(28,344.35)	(33,840.27)	(24,980.03)
Program Contracts	(643,038.56)	(134,494.93)	(31,284.10)	(395,362.98)	(40,658.01)	21.72
Total Expenditures	<u>(2,396,710.86)</u>	<u>(241,238.39)</u>	<u>(452,332.44)</u>	<u>(569,977.85)</u>	<u>(266,173.42)</u>	<u>(146,508.20)</u>
Net Revenue Over Expenditures	<u>(16,645.47)</u>	<u>(17,935.11)</u>	<u>39,139.37</u>	<u>29,226.33</u>	<u>4,452.19</u>	<u>(2,355.54)</u>
Fund Balance	60,598.35	0.00	0.00	0.00	0.00	0.00
Total Balance	<u>43,952.88</u>	<u>(17,935.11)</u>	<u>39,139.37</u>	<u>29,226.33</u>	<u>4,452.19</u>	<u>(2,355.54)</u>

Madera County Work Investment Corporation
 Statement of Revenues and Expenditures - Cash Balance Report
 From 7/1/2013 Through 5/31/2014

	Returning Heroes to Work	DEI - WIA	DEI - WP	DEI-Flex Funding #329	CDCR Transition Contract	CCP Realignment Contract
Operating Revenue						
Federal Revenue	0.00	87,909.36	160,572.93	28,444.69	0.00	0.00
Other Local & State Revenue	45,055.11	0.00	0.00	0.00	207,986.66	30,732.45
Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Revenue	<u>45,055.11</u>	<u>87,909.36</u>	<u>160,572.93</u>	<u>28,444.69</u>	<u>207,986.66</u>	<u>30,732.45</u>
Total Revenue	<u>45,055.11</u>	<u>87,909.36</u>	<u>160,572.93</u>	<u>28,444.69</u>	<u>207,986.66</u>	<u>30,732.45</u>
Expenditures						
Payroll Expenses	(40,502.40)	(49,742.69)	(139,351.35)	0.00	(223,453.30)	(30,022.84)
General Operating Expenses	(7,618.39)	(7,214.52)	(28,487.63)	(17,069.54)	(49,584.07)	(4,402.35)
Program Contracts	0.00	(18,075.01)	26.72	(14,184.75)	38.37	0.00
Total Expenditures	<u>(48,120.79)</u>	<u>(75,032.22)</u>	<u>(167,812.26)</u>	<u>(31,254.29)</u>	<u>(272,999.00)</u>	<u>(34,425.19)</u>
Net Revenue Over Expenditures	<u>(3,065.68)</u>	<u>12,877.14</u>	<u>(7,239.33)</u>	<u>(2,809.60)</u>	<u>(65,012.34)</u>	<u>(3,692.74)</u>
Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00
Total Balance	<u>(3,065.68)</u>	<u>12,877.14</u>	<u>(7,239.33)</u>	<u>(2,809.60)</u>	<u>(65,012.34)</u>	<u>(3,692.74)</u>

Madera County Workforce Investment Corporation
 Statement of Revenues and Expenditures - Cash Balance Report
 From 7/1/2013 Through 5/31/2014

	Chuckchansi Grant	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	0.00
Other Local & State Revenue	25,000.00	7,154.27	10,000.00	41,471.34	4,380.00	2,246.85
Other Income	0.00	0.00	0.00	354.19	0.00	0.00
Total Operating Revenue	<u>25,000.00</u>	<u>7,154.27</u>	<u>10,000.00</u>	<u>41,825.53</u>	<u>4,380.00</u>	<u>2,246.85</u>
Total Revenue	<u>25,000.00</u>	<u>7,154.27</u>	<u>10,000.00</u>	<u>41,825.53</u>	<u>4,380.00</u>	<u>2,246.85</u>
Expenditures						
Payroll Expenses	0.00	0.00	0.00	(33,275.97)	(2,823.08)	0.00
General Operating Expenses	(21,542.08)	(2,572.65)	(3,618.53)	(14,882.45)	(1,412.18)	(1,644.28)
Program Contracts	0.00	(9,065.59)	0.00	0.00	0.00	0.00
Total Expenditures	<u>(21,542.08)</u>	<u>(11,638.24)</u>	<u>(3,618.53)</u>	<u>(48,158.42)</u>	<u>(4,235.26)</u>	<u>(1,644.28)</u>
Net Revenue Over Expenditures	<u>3,457.92</u>	<u>(4,483.97)</u>	<u>6,381.47</u>	<u>(6,332.89)</u>	<u>144.74</u>	<u>602.57</u>
Fund Balance	0.00	0.00	0.00	25,651.63	19,222.01	15,724.71
Total Balance	<u>3,457.92</u>	<u>(4,483.97)</u>	<u>6,381.47</u>	<u>19,318.74</u>	<u>19,366.75</u>	<u>16,327.28</u>

Summary

Account: 1020 Cash in BA - Payroll
Reconciliation ID: Bank Reconciliation for 1020 for 05.31.14
Reconciliation Date: 5/31/2014
Status: Open

Bank Balance	5,372.39
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>(3.00)</u>
Reconciled Bank Balance	5,369.39
Balance Per Books	<u>5,369.39</u>
Unreconciled Difference	<u>0.00</u>

Click the Next Page toolbar button to view details.

R. Ruiz
6-6-14

Summary

Account: 1010 Cash in BA - Main
Reconciliation ID: Bank Reconciliation for 1010 for 05/31/2014
Reconciliation Date: 5/31/2014
Status: Open

Bank Balance	171,952.06
Less Outstanding Checks/Vouchers	71,321.87
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	100,630.19
Balance Per Books	<u>100,630.19</u>
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.



R. Sierra
6/6/14

Accrual Balance	MADERA COUNTY WORKFORCE INVESTMENT CORPORATION Company (83213)	Check Dates: 01/18/2013 to 05/03/2013	Page 1
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Report Totals

Accrual	Hours				Dollars			
	Prob	Avail	Used	Total	Prob	Avail	Used	Total
Sick		1884.15	2446.65	4330.80	67,209.77	59,178.96	126,388.73	
Vacation		839.60	2587.45	3427.05	20,880.12	65,700.91	86,581.03	

AR Report by Account Code

May 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	\$ 31,323.43
01-5970-4000-000-0000-00	\$ -
01-5971-4000-000-0000-00	\$ -
01-5971-5300-000-0000-00	\$ -
01-5971-5700-000-0000-00	\$ -
01-5972-4300-000-0000-00	\$ -
01-9908-4300-000-0000-00	\$ -
01-9909-4300-000-0000-00	\$ -
01-9910-4300-000-0000-00	\$ -
01-9911-4300-000-0000-00	\$ 182.99
01-9911-4300-512-0000-00	\$ -
01-9911-4300-517-0000-00	\$ 544.95
01-9911-4300-518-0000-00	\$ 4,242.06
01-9911-5320-000-0000-00	\$ -
01-9911-5320-512-0000-00	\$ -
01-9911-5320-517-0000-00	\$ -
01-9920-4300-000-0000-00	\$ -
01-9920-4300-553-0000-00	\$ 700.00
01-5971-5720-000-0000-00	\$ -
01-5967-4300-000-0000-00	\$ -
01-5900-2170-000-0000-00	\$ 108.24
01-5900-2175-000-0000-00	\$ 15.08
01-5900-5140-000-0000-00	\$ -
01-5900-2190-000-0000-00	\$ -
01-5960-5900-501-0000-00	\$ -
01-5920-5800-503-9036-00	\$ -
01-5920-5800-504-9036-00	\$ -
01-5969-5800-554-9021-00	\$ -
01-5900-5120-000-0000-00	\$ -
0	\$ -
01-9911-4100-000-0000-00	\$ -
01-9903-4300-000-0000-00	\$ -
01-9908-5200-555-9052-00	\$ -
01-5932-5720-502-0000-00	\$ -
01-5900-5720-501-0000-00	\$ -
Grand Total	\$ 37,116.75

Aged AR Report by Customer

May 31, 2014

Row Labels	Sum of Amount Outstanding	
CDCR	\$	31,323.43
DOR	\$	558.26
First 5	\$	4,411.74
Georgia Pacific	\$	280.00
Rose DeLeon	\$	123.32
Color Box	\$	420.00
Grand Total	\$	37,116.75



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 6.3

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Elaine Craig, Executive Director

Date: June 26, 2014

Subject: Approve Addition of Paid Floating Holiday for MCWIC Employees

Recommendation:

Staff recommend approving an additional paid floating holiday for MCWIC employees beginning July 1, 2014.

Summary:

This floating paid holiday is for each employee's birthday to be taken either on their actual birthday or during the month of their birthday. Staff feel it is critical to somehow acknowledge the hard work, dedication and loyalty of all MCWIC employees. They have not received any cost of living allowance in six years and the majority of the employees are "topped out" in step increases and longevity increases due to their length of service with the organization. There are no financial implications to this request and we do not anticipate any challenges related to staffing, workload, and accommodating this holiday. Staff will build policy language for the Employee Handbook to cover the addition of this holiday, if approved, as well as the requirement to use it within the birthday month or lose it.

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

Date: June 26, 2014

Subject: Approve One-time Cost of Living Allowance payment to MCWIC Employees

Recommendation:

Staff recommend approval of a 3% one-time cost of living allowance payment for MCWIC employees effective July 1, 2014.

Summary:

Staff are recommending a 3% one-time cost of living allowance payment to all MCWIC employees. Employees have not received a cost of living allowance in over six years and most are "topped out" in step and longevity increases. Employees have continued to work tirelessly and with unwavering support and loyalty, particularly during the transition and have been understanding of the financial challenges of the workforce development system due to continued WIA funding reductions. Because of the unique financial situation that we find ourselves in with the freeze to training and supportive services for 6 months of the 13-14 fiscal and program year due to sequestration and the government shutdown, we have carry over funds, as well as the "flat funding" for the fiscal and program 14-15 year, we have a one-time opportunity to acknowledge staff financially through this cost of allowance payment. This payment will not inhibit or reduce our ability to meet SB734, the 25% training requirement, nor to operations of the system and the Job Center. We feel as though we may not get this opportunity again unless there are dramatic changes to the funding formula and have to anticipate continued reductions in the future. Staff have provided a financial summary based on 0-4% payments. There is a more detailed financial summary that we will provide at the meeting as it is legal size and quite detailed.

Financing:

Workforce Investment Act of 1998

		EE Gross Allowance Amount		EE Gross Wages		ER Total Cost	
Name	Base Annual Salary	Salary w/ Stipends & Longevity	1.00%	Annual Salary before taxes & bens	Annual Total	Original Annual Payroll	One-Time Increase
			C.O.L. Allowance				
TOTALS	1,239,899.34	1,257,788.60	12,398.99	1,270,187.59	1,639,352.76	\$ 1,623,634.53	\$ 15,718.23
Name	Base Annual Salary	Salary w/ Stipends & Longevity	2.00%	Annual Salary before taxes & bens	Annual Total	0.00%	2.00%
			C.O.L. Allowance				
TOTALS	1,239,899.34	1,257,788.60	24,797.99	1,282,586.59	1,652,796.99	\$ 1,623,634.53	\$ 29,162.46
Name	Base Annual Salary	Salary w/ Stipends & Longevity	3.00%	Annual Salary before taxes & bens	Annual Total	0.00%	3.00%
			C.O.L. Allowance				
TOTALS	1,239,899.34	1,257,788.60	37,196.98	1,294,985.58	1,666,241.22	\$ 1,623,634.53	\$ 42,606.69
Name	Base Annual Salary	Salary w/ Stipends & Longevity	4.00%	Annual Salary before taxes & bens	Annual Total	0.00%	4.00%
			C.O.L. Allowance				
TOTALS	1,239,899.34	1,257,788.60	49,595.97	1,307,384.57	1,679,685.45	\$ 1,623,634.53	\$ 56,050.91

NOTES:
 Since this is proposed to be a One-Time Allowance payment, this amount will not increase the employee's base pay.



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 7.1

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Elaine Craig, Executive Director

Date: June 26, 2014

Subject: Change to MCWIC Board Composition

Information:

The Board approved in a regularly scheduled meeting the transition of the composition of the MCWIC Board of Directors to a private sector led, preferably from the current WIB members, Board in response to recommendations from the State Monitoring Unit as well as alignment with a workforce development system that is private sector led. We would also add up to two positions that were designated as community at large representatives. With the retirement of Bob Carlson from PGE and after discussion with Mr. Carlson, he will remain on the WIB Executive Committee as the Immediate Past Chair and on the MCWIC Board of Directors as one of the community at large representatives. We have not received any response or inquiries related to sitting on the MCWIC Board after a general query so staff will begin to reach out individually to appropriate members to determine their interest and/or concerns. Staff will continue to update the Board but any suggestions/recommendations would be appreciated.

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
Date: June 26, 2014
Subject: Grants/Projects Update

Information:

- California Department of Corrections and Rehabilitation (CDCR): Four staff continue to work with a Transitions Project at CCWF and VSP in Chowchilla wherein they are conducting job readiness workshops to inmates who are approximately 120 days from release. Each workshop has approximately 30 inmates each for a total of 120 inmates every workshop session which are approximately four weeks in length with one week break in between. Curriculum consists of topics such as resume portfolio, financial literacy, career search. Processing invoices and receiving reimbursement from CDCR is current and running smoothly. Staff continue to receive excellent evaluations from the institution staff and inmates. We are also working with a Wells Fargo representative who has been conducting Financial Literacy Workshops at the Job Center to receive a clearance from CDCR to be a guest speaker in the CDCR workshops during that portion of the workshop curriculum. We have a contract for the second year of the project to begin July 1, 2014 and end June 30, 2015. We will enter into discussions with CDCR to determine the feasibility of continuing this project into a third year.
- CCP/AB109: One staff continues to conduct post release job readiness workshops for referred ex-offenders released from County Jail. We have trained a second staff person. The curriculum is a compressed version of the CDCR for a total of two weeks in length each month. One staff is doing assessments for referred in custody inmates generally one or two times a month. This project is being funded by AB109 funds. Per a request from Probation and Department of Corrections, we have submitted a proposal for in custody workshops, which will include the assessment component, as well as two Orientations delivered specifically for referred and released offenders conducted at the Job Center. We provided a pilot of this proposal for them in April/May. We recently received the contract for signature to be presented to the Board of Supervisors.
- Well Fargo Veteran Project: We received \$10,000 from Wells Fargo to provide resources and assistance to veterans in the community. We provided stipends to veteran mentors that were identified and willing and able to assist us with this project. The scope of the project was to update, provide and enhance areas such as marketing language, brochures, web page, networking in the community, conducting surveys, etc. The mentors have provided staff with excellent suggestions and feedback to better connect and provide services to the veteran community. The funds from this project, not only provided the stipends and mileage for the veterans many activities, but for funding the new virtual Veteran Resources Center and all new marketing materials. We were able to acknowledge the veteran mentors in a staff meeting, attended by Wells Fargo representatives, and also provided them with a bonus stipend for their work and commitment to this project. Because of the success of this project, Wells Fargo contacted us and asked us to apply for another grant. That application has been submitted in the amount of \$20,000. In addition, we received an invitation only to submit a Letter of Intent for a grant in the amount of \$25,000 - \$75,000. Staff have submitted the letter of intent in the amount of \$75,000 to serve customers with a priority of service to the more rural Madera County areas such as Eastern Madera County, Chowchilla and Madera Ranchos.

- **Veteran Power Pathways Grant:** This grant is in collaboration with Fresno and Kings County. We will have a cohort of 30 veterans who will receive training through Pacific Gas and Electric. Madera cohort will receive their training specifically in gas for 20 participants. We have begun recruitment for the anticipated January 2015 start date. The other ten participants will attend the Fresno training which will be a hybrid class...gas and line/utility worker training.
- **NEG OJT:** We have closed out this grant effective May 30, 2014 after receiving an extension in order to attempt to expend the full amount. This extension was beneficial in that we will only return approximately \$25,000 to the state. Our participant numbers and retention in the jobs after the training period far exceeded our proposed numbers in the application for these funds.
- **Disability Employment Initiative:** We have successfully completed the application with the Social Security Administration for the MCWIC to become a Ticket to Work Employment Network and have since received our contract. We have received notice that we have our first Ticket to Work payment in the amount of approximately \$1,300! The DEI grant called for us to enroll 60 participants in the three year term of the grant and we have exceeded this number with the grant ending September 30, 2014. We intend to sustain this program, and the staffing, through WIA and other funds, including ticket revenue.
- We received \$25,000 from Chukchansi to be used to replace all of the computers used by customers in the Resource Rooms of all three One Stops. This is approximately 30 computers. This will then allow us to utilize the old computers to upgrade staff equipment and save us dollars in the budget for staff equipment. This has been fully accomplished and we are processing the required disposal documents for the MCWIC approval in order to donate the equipment we can no longer use. This was per the grant application we submitted.
- We have been notified that we are the recipient, with Fresno and Kings Counties, of Prop 39 Pre-Apprenticeship training funds. Fresno is the lead on this grant and project. It will provide training to 25 participants from Madera.
- We are completing an application to Union Bank for approximately \$25,000 to be used to offer a customized GED and/or Microsoft Word class through Madera Adult School to low income single parent participants.
- We are completing an application to Bank of America to assist in sustaining the Disability Employment Initiative project by assisting individuals with a disability and the continued dedicated staffing and ability to fund the unique training, supportive services and entrepreneurial needs and requests of the population.
- **Community Development Block Grant:** We applied for and have been awarded \$20,000 from the City of Madera to serve adult low-income City of Madera residents. We are to enroll at least ten (10) participants. This is third award of these funds and we continue to receive small increases to the amount of the award.
- We are constantly searching for funding opportunities through various Foundations and other institutions due to our non-profit status. We are building a system in that we are notified of grant opportunities and the deadline dates so we do not miss appropriate and viable opportunities.
- The Central California Workforce Collaborative has also been identified as one of two pilot sites, the other is Inland Empire, to submit an action plan for \$20,000 for the state and Governor's Office Slingshot Initiative. Our plan has been submitted to the State Workforce Investment Plan. The implementation phase of this initiative has approximately \$1 million funding opportunity. This initiative is to regionalize and enhance collaboration and partnerships with stakeholders for training and employment of valley residents. While the Valley is known for its collaboration and regional efforts around workforce development, the approach of this initiative is unique in that it encourages and allows for out of the box and risk taking projects to enhance access to career pathways and self-sufficiency. Staff have provided copies of the project and initiative.

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

Date: June 26, 2014

Subject: Facilities Update

Information:

We continue to attend meetings and participate in the process related to being a tenant in the new County Campus on Road 28 with DSS, Public Health, Child Support and Behavioral Health. We still do not have any costs associated with this project. We have seen and reviewed a draft schematic of the campus and where the Job Center would be located in the Campus. Staff feel this is still a viable opportunity to relocate and have partner agencies represented in the Job Center once again. Our next meeting is scheduled for June 30, 2014.

Financing:

Workforce Investment Act of 1998