



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

A G E N D A

**April 23, 2015
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 – February 26, 2015

6.0 Action Items

6.1 Approve Disposal of Inventory

6.2 Approve MCWIC FY 2014-15 Revised Budget

6.3 Approve Financial Reports

7.0 Information Items

7.1 Grants/Projects Update

7.2 Facilities Update

7.3 Madera WIB High Performance Local Board (HPB) Certification

7.4 Workforce Innovation and Opportunity Act (WIOA) Update

7.5 Madera County Financial Oversight

8.0 Written Communication

9.0 Open Discussion/Reports/Information

9.1 Committee Members

9.2 Staff

10.0 Next Meeting

May 28, 2015

11.0 Adjournment



February 26, 2015

MINUTES

PRESENT: Debi Bray, Brett Frazier, Rich Mostert, Robyn Smith (@3:06), Kelly Woodard

ABSENT: Bob Carlson

GUEST:

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

1.0 Call to Order

Meeting called to order by WIB Chair Debi Bray at 3:34 p.m.

1.1 Pledge of Allegiance

2.0 Public Comment

None

3.0 Introductions and Recognitions

None

4.0 Adoption of Board Agenda

Brett Frazier moved to adopt the agenda, seconded by Kelly Woodard.

Vote: Approved – unanimous

Yes: Debi Bray, Brett Frazier, Rich Mostert, Robyn Smith, Kelly Woodard

5.0 Consent Calendar

5.1 Approve Madera County Workforce Investment Corporation (MCWIC) Meeting Minutes – January 22, 2015

Robyn Smith moved to approve, seconded by Kelly Woodard.

Vote: Approved – unanimous

Yes: Debi Bray, Brett Frazier, Rich Mostert, Robyn Smith, Kelly Woodard

6.0 Action Items

6.1 Approve Amended MCWIC Business Policies and Procedures – Record Retention Policy

The amendments will bring the policy more in line with business delineated retention. The amendments include addition of definitions and Federal Grant supporting documents.

Rich Mostert moved to approve, seconded by Kelly Woodard.

Vote: Approved – unanimous

Yes: Debi Bray, Brett Frazier, Rich Mostert, Robyn Smith, Kelly Woodard

6.2 Approve Community Development Block Grant (CDBG) – City of Madera

Formal Board approval is needed for the application process. The Application has already been submitted and is pending final award. If we are awarded grant funding, the resolution will be submitted to the City.

Kelly Woodard moved to approve, seconded by Brett Frazier.

Vote: Approved – unanimous

Yes: Debi Bray, Brett Frazier, Rich Mostert, Robyn Smith, Kelly Woodard

6.3 Approve Financial Reports

There are 6 new grants on the budget. Staff will bring a revised budget to the Board for approval.

Robyn Smith moved to approve, seconded by Brett Frazier.

Vote: Approved – unanimous

Yes: Debi Bray, Brett Frazier, Rich Mostert, Robyn Smith, Kelly Woodard

7.0 Information Items

7.1 Grants/Projects Update

Information for all information items is provided in the Agenda Packet. Staff will getting an application ready for a Federal Offender grant - \$500,000. The grant is for a 2 year period with plans to create a mini Job Center at the County Jail in order to help facilitate participants back into the community and pre-register them into the CalJOBS system.

7.2 Facilities Update

Information for all information items is provided in the Agenda Packet.

7.3 Application for Adjudication of Worker's Compensation Claim

At this time, staff has been made aware of a possible claim against the company Workers' Compensation carrier. An employee was injured at work and has an issue with the carrier but not with MCWIC.

7.4 Form 700 due April 1, 2015

8.0 Written Communication

None

9.0 Open Discussion/Reports/Information

9.1 Committee Members

- *Kelly Woodard: at this time, DSS has funding to help with residents' housing needs. Staff can contact Miguel Gonzales for more information.*
- *Brett Frazier: a special Board of Supervisors meeting is taking place next week to discuss the Madera County Economic Commission and encouraged members to attend.*

9.2 Staff

- *Elaine Craig: Elaine stated that she will be out of the office during the next scheduled meeting and will have Tracie facilitate the meeting.*

10.0 Next Meeting

March 26, 2015

11.0 Adjournment

Brett Frazier moved to adjourn the meeting, seconded by Rich Mostert. Meeting adjourned at 4:10 p.m.



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

Agenda Item 6.1

☐ **Consent**

☒ **Action**

☐ **Information**

To: Madera County Workforce Investment Corporation
From: Elaine Craig, Executive Director
Workforce Investment Board
Date: April 23, 2015
Subject: Approve Disposal of Inventory

Recommendation:

Staff recommend approval of the disposal of old and/or broken inventory

Summary:

It is recommended to approve the following equipment:

- 2 scanners that are no longer working – over 10 years of age
- 1 laptop that no longer works
- 1 HP PC that no longer works and has been parted out

All equipment listed above had already been fully depreciated and carried a zero value in the assets inventory. Other misc. electronics were also disposed of, but they were not listed in the assets inventory.

All equipment was picked up by Hudson Electronics Recycling for disposal.

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
1864	Scanjet 5400CXI Scanner	HP	5400CXI/HPC14014	SCN1BM1EOXW	No	Broken	
1866	Scanjet 5400CXI Scanner	HP	5400CXI/HPC14015	SCN1C31E07B	No	Broken	
20608	Pavillion ZD7000 Pentium4 Laptop	HP	Pavillion ZD7000	CNF4111NW2	No	Broken	
22195	HP DX2200 PC	HP	DX2200	???	No	Broken	

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.

Jonathan Soto

3/2/2015

Requested By

Date

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: April 23, 2015

Subject: Approve MCWIC FY 14-15 Revised Budget

Recommendation:

Staff recommend approval of the budget revision for FY 14-15.

Summary:

Attached is the budget revision request for FY 14-15 based on activity through 2/28/15. The most significant increase is due to the receipt of the Job's Driven National Emergency Grant (JD NEG) and the Additional Assistance Dislocated Worker (AADW) grant. Attached is also a document outlining the line item increases by general ledger (GL) code.

Financing:

Workforce Investment Act of 1998

Madera County Workforce Investment Corporation
Board Report - Revised Budget Approval
as of 2/28/15

GL Code	Account Title	FY 14-15 Budget -		FY 14-15 Revised Budget Pending Board Approval
		Board Approved	Increase/(Decrease)	
5100	Staff Salaries	1,368,281	54,817	1,423,098
5105	Vacation	0	0	0
5110	Payroll Tax Expense (FUTA)	227	(227)	0
5111	Employer Medicare Expense	18,031	1,947	19,978
5112	Social Security Employer Exp	78,073	4,736	82,809
5115	CA Unemployment Insurance Exp	5,375	6,983	12,358
5116	CA Training Tax Expense	167	107	274
5120	Workers Compensation Expense	9,595	4,603	14,198
5130	Group Health Insurance Expense	174,109	8,681	182,790
5140	Employers 457 Expense	74,994	7,674	82,668
5160	Group Dental Insurance	8,910	2,698	11,608
5170	Group Vision Insurance	2,118	214	2,332
5180	Group Life Insurance	764	67	831
5200	Materials and Supplies	17,783	15,083	32,866
5300	Rent Expense	82,602	(2,130)	80,472
5320	Telephone Expense	8,064	(29)	8,035
5330	Utilities Expense	26,284	0	26,284
5400	Postage Expense	2,155	0	2,155
5410	Printing Expense	14,808	2,650	17,458
5420	Advertising Expense	1,000	25,200	26,200
5430	Bank Charges	303	40	343
5440	Dues and Membership Expense	7,795	2,205	10,000
5450	Publications Expense	1,181	0	1,181
5500	Auditing Fees	15,000	0	15,000
5510	Legal Fees	20,000	0	20,000
5530	Taxes and Fees	350	250	600
5600	Office Equipment	2,500	1,000	3,500
5610	Equipment Maintenance	11,200	3,050	14,250
5620	Equipment Rental	5,183	817	6,000
5630	Software Expense	5,000	0	5,000
5640	Internet Expense	4,103	0	4,103
5650	Computer Hardware	0	450	450
5660	Furniture & Fixtures	750	1,250	2,000
5700	Client Travel Expense	30,000	11,000	41,000
5710	Employee Education Expense	15,000	4,400	19,400
5720	Staff Travel Expense	23,010	5,120	28,130
5730	Meeting Costs	7,382	1,300	8,682
5800	Subcontracted Program Services	898,192	3,938,443	4,836,635
5810	General Outside Services	86,607	150,518	237,125
5900	Insurance Expense	6,306	0	6,306
5950	Allocation of Common Costs	0	0	0
5980	Fixed Assets - Expense Offset	0	0	0
Report Total		<u>3,033,202</u>	<u>4,252,917</u>	<u>7,286,119</u>

Madera County Workforce Investment Corporation
Board Report - Revised Budget Approval
as of 2/28/15

Cell: D3

Comment: GL 5100-5180

\$54,817 increase salary costs (new emp, position advances) - all taxes/benefits increase accordingly

Cell: D10

Comment: GL 5120

\$4,603 mod rate increase as of 1/1/15 and increase in salaries accordingly

Cell: D16

Comment: GL 5200

\$15,083 supplies increased for both clients and also for PGE Power Pathway grant

Cell: D21

Comment: GL 5410

additional printing due to PGE power pathway

Cell: D22

Comment: GL 5420

\$25,200 increased due to outreach efforts for RR and vets

Cell: D24

Comment: GL 5440

due to WIOA, reinstated membership for NAWB and other dues and memberships needed related to HR and WIOA transition

Cell: D29

Comment: GL 5600

monitors and other misc. office equipment purchased

Cell: D30

Comment: GL 5610

increased due to forecasted needs with phone system and server systems

Cell: D35

Comment: GL 5660

\$1,250 staff chairs

Cell: D36

Comment: GL 5700

\$11,000 increased due to PGE Power Pathway Grant

Cell: D37

Comment: GL 5710

\$4,400 OMB and WIOA trainings

Cell: D38

Comment: GL 5720

\$5,120 additional travel for Rapid Response layoff aversion and Vet contract

Cell: D39

Comment: GL 5730

\$1,300 WIOA and rapid response layoff aversion meetings

Cell: D40

Comment: GL 5800

JD NEG Grant - regional LWIA contracts; increase to client training \$ due to AADW grant & Vet Grant; and increase to youth contract approved in Dec.

Cell: D41

Comment: GL 5810

\$144,000 Partnership for JD NEG
\$6,000 temp staffing serv



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

Agenda Item 6.3

☐ **Consent**

☒ **Action**

☐ **Information**

To: Madera County Workforce Investment Corporation

From: Elaine Craig, Executive Director

Date: April 23, 2015

Subject: Approve Financial Reports

Recommendation:

Staff recommend approval of the year to date financial reports for the period ending February and March 2015.

Summary:

Attached are the financial reports for month ending February and March 2015. The reports include the Balance Sheet, Statement of Cash Flows, Encumbrance Budget Report, and Bank Reconciliation Summary's for both the main and payroll accounts.

Financing:

Workforce Investment Act of 1998

Madera County Workforce Investment Corporation**Balance Sheet - FY 2014-2015**

As of 2/28/2015

(In Whole Numbers)

	<u>Current Year</u>
Assets	
Cash	
Cash in BA - Main	62,094
Cash in BA - Payroll	6,338
Total Cash	<u>68,432</u>
Accounts Receivable	192,750
Fixed Assets	
Computer & Software	52,115
Office Equipment	12,583
Vehicles	2,125
Furniture & Fixtures	2,029
Accumulated Depreciation	<u>(19,731)</u>
Total Fixed Assets	<u>49,122</u>
Total Assets	<u><u>310,304</u></u>
Liabilities and Net Assets	
Accounts Payable	33,791
Employee Payroll and Taxes Payable	
Vacation Payable	27,497
Other	<u>63,577</u>
Total Employee Payroll and Taxes Payable	<u>91,074</u>
Employer Payroll Taxes Payable	6,022
Workers Compensation Payable	505
Dependent Benefits Payable	(740)
457 Plan Payable	6,276
Net Income and Expenditures	
Fund Balance	39,084
Net Assets - Capital Assets	64,448
Grant Revenue	1,572,914
Other Income	445,722
Interest Revenue	50
Other	<u>(1,948,843)</u>
Total Net Income and Expenditures	<u>173,376</u>
Total Liabilities and Net Assets	<u><u>310,304</u></u>

Madera County Workforce Investment Corporation
Statement of Cash Flows - Daily Cash Balance Report
As of 2/28/2015

	Month	Current Year FY 2014-2015
Cash Flows from Operating Activities		
Revenues and Expenditures	26,600.67	69,843.80
Accounts Receivable	(10,758.19)	26,275.88
Accounts Payable	(14,540.76)	(70,145.32)
Payroll Payable	(213.61)	20,488.25
Payroll Taxes Payable	(1,894.18)	4,622.88
Benefits Payable	(274.70)	41.54
Taxes Payable	52.62	105.24
Total Cash Flows from Operating Activities	(1,028.15)	51,232.27
Cash Flows from Investing Activities		
Asset Inventory		
Office Equipment	0.00	(1,583.48)
Furniture & Fixtures	0.00	(1,479.35)
Total Asset Inventory	0.00	(3,062.83)
Total Cash Flows from Investing Activities	0.00	(3,062.83)
Total Cash Flows from Investing Activities	0.00	(3,062.83)
Net Increase/(Decrease in Cash and Cash Equivalents	(1,028.15)	48,169.44
Cash and Cash Equivalents at the Beginning of Year		
Cash in BA - Main	63,126.06	14,339.09
Cash in BA - Payroll	6,334.21	5,923.59
Total Cash and Cash Equivalents at the Beginning of Year	69,460.27	20,262.68
Cash and Cash Equivalents as of Current Period End Date	68,432.12	68,432.12

Madera County Workforce Investment Corporation
 Encumbrance Budget Report - Board Report - Budget Balance
 From 7/1/2014 Through 2/28/2015

GL Code	Account Title	FY 14-15 Budget - Board Approved	FY 14-15 Revised Budget Pending Board Approval	Expenditures	Encumbrances	Budget Balance (based on pending revised budget)
5100	Staff Salaries	1,368,281	1,423,098	975,764	0	447,334
5105	Vacation	0	0	5,540	0	(5,540)
5110	Payroll Tax Expense (FUTA)	227	0	(2,520)	0	2,520
5111	Employer Medicare Expense	18,031	19,978	13,878	0	6,100
5112	Social Security Employer Exp	78,073	82,809	59,340	0	23,469
5115	CA Unemployment Insurance Exp	5,375	12,358	12,285	0	73
5116	CA Training Tax Expense	167	274	244	0	30
5120	Workers Compensation Expense	9,595	14,198	6,900	0	7,298
5130	Group Health Insurance Expense	174,109	182,790	110,915	63,055	8,820
5140	Employers 457 Expense	74,994	82,668	43,476	0	39,192
5160	Group Dental Insurance	8,910	11,608	7,233	4,299	76
5170	Group Vision Insurance	2,118	2,332	1,505	613	214
5180	Group Life Insurance	764	831	537	226	67
5200	Materials and Supplies	17,783	32,866	30,815	689	1,362
5300	Rent Expense	82,602	80,472	54,582	22,038	3,852
5320	Telephone Expense	8,064	8,035	3,143	2,531	2,361
5330	Utilities Expense	26,284	26,284	17,268	8,611	404
5400	Postage Expense	2,155	2,155	178	96	1,881
5410	Printing Expense	14,808	17,458	3,605	240	13,613
5420	Advertising Expense	1,000	26,200	12,694	12,823	683
5430	Bank Charges	303	343	315	0	28
5440	Dues and Membership Expense	7,795	10,000	9,245	515	240
5450	Publications Expense	1,181	1,181	889	168	124
5500	Auditing Fees	15,000	15,000	14,750	0	250
5510	Legal Fees	20,000	20,000	495	1,141	18,365
5530	Taxes and Fees	350	600	529	50	21
5600	Office Equipment	2,500	3,500	1,989	0	1,511
5610	Equipment Maintenance	11,200	14,250	7,620	5,455	1,175
5620	Equipment Rental	5,183	6,000	3,798	2,076	126
5630	Software Expense	5,000	5,000	323	0	4,677
5640	Internet Expense	4,103	4,103	2,302	1,101	700
5650	Computer Hardware	0	450	324	0	126
5660	Furniture & Fixtures	750	2,000	1,539	0	461
5700	Client Travel Expense	30,000	41,000	24,696	13,496	2,809
5710	Employee Education Expense	15,000	19,400	15,324	0	4,076
5720	Staff Travel Expense	23,010	28,130	12,807	3,504	11,819
5730	Meeting Costs	7,382	8,682	3,074	0	5,608
5800	Subcontracted Program Services	898,192	4,836,635	447,470	3,262,606	1,126,559
5810	General Outside Services	86,607	237,125	40,680	23,196	173,249
5900	Insurance Expense	6,306	6,306	6,172	0	134
5950	Allocation of Common Costs	0	0	180	0	(180)
5980	Fixed Assets - Expense Offset	0	0	(3,063)	0	3,063
Report Total		<u>3,033,202</u>	<u>7,286,119</u>	<u>1,948,843</u>	<u>3,428,528</u>	<u>1,908,748</u>

Madera County Workforce Investment Corporation
Reconcile Cash Accounts

Summary**Cash Account: 1010 Cash in BA - Main****Reconciliation ID: Bank Reconciliation for 1010 for 02/28/2015****Reconciliation Date: 2/28/2015****Status: Open**

Bank Balance	68,087.28
Less Outstanding Checks/Vouchers	5,993.07
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	62,094.21
Balance Per Books	<u>62,094.21</u>
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.

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Madera County Workforce Investment Corporation
Reconcile Cash Accounts

Summary**Cash Account: 1020 Cash in BA - Payroll****Reconciliation ID: Bank Reconciliation for 1020 for 02.28.15****Reconciliation Date: 2/28/2015****Status: Open**

Bank Balance	9,388.17
Less Outstanding Checks/Vouchers	3,050.26
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	6,337.91
Balance Per Books	<u>6,337.91</u>
Unreconciled Difference	<u><u>0.00</u></u>



Click the Next Page toolbar button to view details.

Madera County Workforce Investment Corporation**Balance Sheet - FY 2014-2015**

As of 3/31/2015

(In Whole Numbers)

Current Year**Assets****Cash**

Cash in BA - Main 61,631

Cash in BA - Payroll 5,667

Total Cash 67,298

Accounts Receivable 175,893

Fixed Assets

Computer & Software 52,115

Office Equipment 12,904

Vehicles 2,125

Furniture & Fixtures 2,213

Accumulated Depreciation (19,731)

Total Fixed Assets 49,626Total Assets 292,816**Liabilities and Net Assets**

Accounts Payable 50,289

Employee Payroll and Taxes Payable

Vacation Payable 27,497

Other 67,274

Total Employee Payroll and Taxes Payable 94,771

Employer Payroll Taxes Payable 6,245

Workers Compensation Payable (15)

Dependent Benefits Payable (740)

457 Plan Payable 6,246

Net Income and Expenditures

Fund Balance 39,084

Net Assets - Capital Assets 64,448

Grant Revenue 1,884,772

Contribution Income 350

Other Income 488,804

Interest Revenue 50

Other (2,341,488)

Total Net Income and Expenditures 136,020Total Liabilities and Net Assets 292,816

Madera County Workforce Investment Corporation

Statement of Cash Flows - Daily Cash Balance Report

As of 3/31/2015

	Month	Current Year FY 2014-2015
Cash Flows from Operating Activities		
Revenues and Expenditures	(37,355.49)	32,488.31
Accounts Receivable	16,857.37	43,133.25
Accounts Payable	15,978.13	(54,167.19)
Payroll Payable	3,036.57	23,524.82
Payroll Taxes Payable	883.02	5,505.90
Benefits Payable	(29.72)	11.82
Taxes Payable	0.00	105.24
Total Cash Flows from Operating Activities	(630.12)	50,602.15
Cash Flows from Investing Activities		
Asset Inventory		
Office Equipment	(320.75)	(1,904.23)
Furniture & Fixtures	(183.59)	(1,662.94)
Total Asset Inventory	(504.34)	(3,567.17)
Total Cash Flows from Investing Activities	(504.34)	(3,567.17)
Total Cash Flows from Investing Activities	(504.34)	(3,567.17)
Net Increase/(Decrease in Cash and Cash Equivalents	(1,134.46)	47,034.98
Cash and Cash Equivalents at the Beginning of Year		
Cash in BA - Main	62,094.21	14,339.09
Cash in BA - Payroll	6,337.91	5,923.59
Total Cash and Cash Equivalents at the Beginning of Year	68,432.12	20,262.68
Cash and Cash Equivalents as of Current Period End Date	67,297.66	67,297.66

GL Code	Account Title	FY 14-15 Budget - Board Approved	FY 14-15 Revised Budget Pending Board Approval	Expenditures	Encumbrances	Budget Balance (based on pending revised budget)
5100	Staff Salaries	1,368,281	1,423,098	1,113,713	0	309,385
5105	Vacation	0	0	5,540	0	(5,540)
5110	Payroll Tax Expense (FUTA)	227	0	(2,520)	0	2,520
5111	Employer Medicare Expense	18,031	19,978	15,863	0	4,115
5112	Social Security Employer Exp	78,073	82,809	69,829	0	12,980
5115	CA Unemployment Insurance Exp	5,375	12,358	13,874	0	(1,516)
5116	CA Training Tax Expense	167	274	274	0	(0)
5120	Workers Compensation Expense	9,595	14,198	8,260	0	5,938
5130	Group Health Insurance Expense	174,109	182,790	123,534	59,255	2
5140	Employers 457 Expense	74,994	82,668	49,737	0	32,931
5160	Group Dental Insurance	8,910	11,608	8,166	3,449	(7)
5170	Group Vision Insurance	2,118	2,332	1,700	613	19
5180	Group Life Insurance	764	831	606	224	0
5200	Materials and Supplies	17,783	32,866	31,415	689	763
5300	Rent Expense	82,602	80,472	63,370	17,038	64
5320	Telephone Expense	8,064	8,035	4,133	2,531	1,371
5330	Utilities Expense	26,284	26,284	18,782	7,311	191
5400	Postage Expense	2,155	2,155	178	96	1,881
5410	Printing Expense	14,808	17,458	3,721	240	13,497
5420	Advertising Expense	1,000	26,200	16,346	9,823	31
5430	Bank Charges	303	343	321	0	22
5440	Dues and Membership Expense	7,795	10,000	9,245	515	240
5450	Publications Expense	1,181	1,181	1,232	168	(220)
5500	Auditing Fees	15,000	15,000	14,750	0	250
5510	Legal Fees	20,000	20,000	1,752	1,141	17,108
5530	Taxes and Fees	350	600	529	50	21
5600	Office Equipment	2,500	3,500	1,989	0	1,511
5610	Equipment Maintenance	11,200	14,250	8,881	5,455	(86)
5620	Equipment Rental	5,183	6,000	4,625	2,076	(701)
5630	Software Expense	5,000	5,000	323	0	4,677
5640	Internet Expense	4,103	4,103	2,577	1,101	425
5650	Computer Hardware	0	450	324	0	126
5660	Furniture & Fixtures	750	2,000	2,044	0	(44)
5700	Client Travel Expense	30,000	41,000	30,494	10,496	11
5710	Employee Education Expense	15,000	19,400	15,519	0	3,881
5720	Staff Travel Expense	23,010	28,130	14,559	3,504	10,067
5730	Meeting Costs	7,382	8,682	3,812	0	4,870
5800	Subcontracted Program Services	898,192	4,836,635	634,794	3,262,606	939,236
5810	General Outside Services	86,607	237,125	44,313	23,196	169,616
5900	Insurance Expense	6,306	6,306	6,172	0	134
5950	Allocation of Common Costs	0	0	279	0	(279)
5980	Fixed Assets - Expense Offset	0	0	(3,567)	0	3,567
Report Total		<u>3,033,202</u>	<u>7,286,119</u>	<u>2,341,488</u>	<u>3,411,576</u>	<u>1,533,055</u>

Summary


Cash Account: 1020 Cash in BA - Payroll

Reconciliation ID: Bank Reconciliation for 1020 for 03/31/15

Reconciliation Date: 3/31/2015

Status: Open

Bank Balance	6,901.48
Less Outstanding Checks/Vouchers	1,234.58
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	5,666.90
Balance Per Books	<u>5,666.90</u>
Unreconciled Difference	<u>0.00</u>



Click the Next Page toolbar button to view details.


**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 03/31/15
Reconciliation Date: 3/31/2015
Status: Open

Bank Balance	139,533.53
Less Outstanding Checks/Vouchers	77,902.77
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	61,630.76
Balance Per Books	<u>61,630.76</u>
Unreconciled Difference	<u><u>0.00</u></u>



Click the Next Page toolbar button to view details.



Agenda Item 7.1

☐ Consent

☐ Action

☒ Information

To: Madera County Workforce Investment Corporation
From: Elaine Craig, Executive Director
Workforce Investment Board
Date: April 23, 2015
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 cleared and is now conducting Financial Literacy Workshops during that portion of the workshop curriculum. We are in the second year of the project which began July 1, 2014 and ends June 30, 2015. . We recently received a perfect score from a review conducted by personnel from Sacramento CDCR related to the effectiveness of the workshops, staff presenting the workshops and evaluations from the participants. We will not be renewing this contract with CDCR.
- CCP/AB109: We are currently providing in custody workshops at the Madera County Department of Corrections facility. Evaluations from the participants have been excellent, and some of the participants have started to come into the Center after they are released from the facility and are ready to being training or job search. We are also conducting specialized, 3 hour orientation sessions twice per month for individuals referred from County Corrections and Probation. The sessions assist these customers to access the services they need to become employed. We have submitted a proposal for the 2015-16 program year in anticipation of continuing and expanding these services and understand that it will indeed be approved..
- There are currently two offender grant opportunities; a Federal grant that requires a Job Center inside of the county corrections facility and a State grant funded from the Recidivism Reduction Fund. We completed and submitted the Department of Labor grant to create a

satellite Job Center location in the local jail facility. The application proposed a \$500,000 budget for the two-year grant period. We anticipate notification regarding the outcome of the proposal review process in May. We have reviewed the State grant opportunity and have determined that the parameters required for this project do not fit with our local needs and approach, so do not anticipate applying for this State grant.

- **Dislocated Worker – Additional Assistance Grant:** In response to the closure of Chukchansi Gold Resort & Casino, and the resulting influx of impacted workers to our Centers, we applied for a Dislocated Worker Additional Assistance Grant on December 5, 2014 in the amount of \$500,000. We were notified on February 20, 2015 that the application was approved and the funds have been awarded to our organization, specifically to assist individuals impacted by business closures or significant reductions in force in our County. To date, we have enrolled over 60 individuals into this grant.
- **Wells Fargo Veteran Project:** We have received an additional \$10,000 from Wells Fargo to continue to provide resources and assistance to veterans in the community. The intent for use of this second round of funding is to continue with the work started last year. We will continue to recruit Veteran Mentors, increase advertising and outreach to the Veteran community, participate in all Veteran-oriented community events, and continue to add resources and options to improve our web-based Veteran Resource Center, including the addition of an on-line interest form. Planning is also underway for Veteran-focused Financial Literacy workshops, as well as an Employer Panel/Forum event to provide interaction opportunities between our Veteran customers and local employers. We have met with a veteran consultant that we have worked with on other projects to consult in order to provide the best services and resources to the veteran community. We were invited to submit a letter of interest for a rural workforce development \$75,000 grant (this is invitation only) and while we were not successful in being asked to submit an application, we have been advised this opportunity will be presented again. We have recently submitted an application to Wells Fargo for \$20,000 to implement a project to assist single parent female households with a staff navigator and mentor to identify community resources and navigate barriers and challenges faced by this particular population. We have been notified that we have been awarded \$15,000 for this new project. In the past these awards have been for \$10,000 each.
- **Veteran Power Pathways Grant:** This grant is in collaboration with Fresno and Kings County. A cohort of 21 veterans began training through Pacific Gas and Electric at the Madera Center on January 12, 2015 and 21 completed in March 2015. Madera cohort will receive their training in gas and electric. We have had three veterans attend either the Kings or Fresno cohort in addition to the 21 in Madera. We added a pre-apprenticeship component in electrical and pipefitter/plumber after the completion of the PG&E training, which completes on March 6, 2015. In addition, FCC CTE provided a week long forklift certification training. The veterans will receive certification in OSHA 10, First Aid/CPR/AED, Flagger, Mark and Locate and Traffic Control as well as the completion certification for the PG&E training. We have provided personal protection equipment and items such as boots and gloves, safety glasses, etc. They are also receiving mileage reimbursement. The program will conclude on March 27 and the participants were invited to participate in an Employer Event held on March 31 at the VFW Hall here in Madera.
-
- **PG&E Call Center OJT Project:** PG&E has asked if we would participate in a project providing 20 veterans with direct placement at the Fresno Call Center using the OJT

mechanism. We would subsidize 50% of the approximate \$20 per hour wage for 12 weeks. These veterans, if successful in the OJT, would have full time employment with PG&E, full benefits, and the ability to move up in the company in different department and jobs.

- Disability Employment Initiative: We have received additional Ticket to Work revenue and have been working diligently to increase Ticket assignments. 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 have assigned 8 Tickets under the Ticket to Work program and have started to receive revenue for those individuals who have re-entered employment. We recently received a new beneficiary CD from the Social Security Administration and have initiated outreach efforts to the identified individuals. We received funding to provide Technical Assistance to Merced County, as they are a recent DEI grant recipient.
- Disability Employment Accelerator Grant: We have been invited to apply, and have done so, for up to \$225,000 to serve individuals with a disability gain employment and/or receive upgrade skills training for retention or advancement. We anticipate receiving news about an award in the very near future. This will be an 18 month project.
- 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 20 participants from Madera and we are currently working on contractual documents with Fresno. Madera's cohort will begin the end of June 2015 and we are attempting to determine, based on labor market and demand, which trades we will conduct the training in. We are working with the local labor council who will provide the training.
- 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 have served 15 individuals to date and have exhausted the funds for the current year. We have submitted an application for 2015/16 CDBG funds to the City of Madera, and the Review & Advisory Committee has recommended a funding level of \$22,000 for next year, subject to the review and approval of the City Council. This amount may be reduced to \$13,000 per the City Council. The Executive Director will be at the May 6, 2015 City Council meeting for the final action. A public comment period of 30 days was used to submit comments related to the work and success of the MCWIC program.
- 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 Board and has been accepted and approved. 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. Madera has been identified as the lead in this Valley initiative for the planning phase and we pending modification of our sub-grant to receive these funds. We are beginning the work of this phase which will involve the development of an employer led Manufacturing Compact/Leadership Team with the intent to hold a facilitated forum with manufacturing employers and other stakeholders and partners to determine the need of the workforce specific to manufacturing, advanced manufacturing, value added manufacturing with the intent to utilize the \$1m funds to implement and/or resolve the challenges and needs identified by the Compact.

- The Central California Workforce Collaborative has also been identified, along with Inland Empire and due to our involvement in the Slingshot Initiative, to be a part of a Jobs Driven National Emergency Grant with the State. We have been notified that the State has been funded and Madera will act as the lead for the CCWC and San Bernardino County will be the lead for Inland Empire. The amount Madera will receive for the CCWC is approximately \$3.6 million with approximately \$140,000 for the Madera program. We completed all of the contractual documents with the other participating WIBs and have begun to implement the project and enroll participants. This project requires 30% of the total funds be spent on work-based learning activities such as OJT, Intern/Extern, PWEX, Job Shadow.
- We have also resubmitted our application to the California Workforce Investment Board to be designated a High Performing Workforce Board, and have successfully received designation as a High Performing Workforce Board.
- We have also submitted our application for Local Workforce Area Designation and Local Board Certification to the California Workforce Investment Board for review and approval. This is a requirement of WIOA and will be for a two year period. We are awaiting a response.

Financing:

Workforce Investment Act of 1998



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

Agenda Item 7.2

☐ **Consent**

☐ **Action**

☒ **Information**

To: Madera County Workforce Investment Corporation

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

Date: April 23, 2015

Subject: Facilities Update

Information:

There is a meeting scheduled with the County on Wednesday April 29, 2015 at 2pm to discuss letting an RFP for the new facility. The new County Campus on Road 28 will include DSS, Public Health, Child Support and Behavioral Health and the Workforce.

Financing:

Workforce Investment Act of 1998



Agenda Item 7.3

☐ **Consent**

☐ **Action**

☒ **Information**

To: Madera County Workforce Investment Corporation
From: Elaine Craig, Executive Director
Workforce Investment Board
Date: April 23, 2015
Subject: Madera WIB High Performance Local Board (HPB) Certification

Information:

Staff completed the California Workforce Investment Board's application process for High-Performing Board Designation for our local area on December 19, 2014. After the State's review process, we were notified that our application score missed the cut-off for HPB certification by just over 1 point. We subsequently submitted additional information to the State Board on February 12, 2015 and were successfully awarded High-Performing Board designation on March 2, 2015. The notification letter from the State Board is included in the agenda packet for your review.

Financing:

Workforce Investment Act of 1998



Michael Rossi, Chair ■ Tim Rainey, Executive Director ■ Edmund G. Brown, Jr., Governor

March 2, 2015

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

Dear Ms. Craig,

Congratulations! The additional information you submitted was reviewed and scored by the State Board and your Workforce Investment Board has achieved High-Performance Local Board (HPB) certification.

As you are aware, the State Board's goal is to encourage a planning process that supports local workforce investment board efforts to deliver on the Governor's vision of an effective workforce system. We would like to acknowledge and thank you for your time and effort in this endeavor.

As a High-Performance Local Board, we would like to highlight your local plan on the State Board's website and at an upcoming meeting of the State Board. We look forward to continuing to work with you and to championing your Workforce Investment Board's great work!

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Rainey".

Tim Rainey, Executive Director

Cc: Andre Schoorl, *Undersecretary, California Labor and Workforce Development Agency*
 Dennis Petrie, *Deputy Director, Workforce Services Division, EDD*
 Jose Luis Marquez, *Chief, Workforce Services Division, EDD*



Agenda Item 7.4

☐ Consent

☐ Action

☒ Information

To: Madera County Workforce Investment Corporation
From: Elaine Craig, Executive Director
Workforce Investment Board
Date: April 23, 2015
Subject: WIOA Update

Information:

The Workforce Innovation and Opportunity Act, replacing the Workforce Investment Act, has been officially signed into law by the President. Staff have already begun to participate on webinars that are being conducted by the Department of Labor and called “listening sessions” in order to elicit input for future guidance and policymaking related to the more salient and impactful changes in WIOA to the workforce development system. Managers also spent a day reviewing the written law so as to be as informed as possible as we begin to determine changes to our system and implementation of those changes for the effective date of July 1, 2015. Staff provided the WIB members with several documents and links that provided information and updates to WIOA and will continue to do so. We will also continue to have this as a standing item on the agenda as we become more familiar with the Act and ultimately when we begin to receive formal guidance from DoL and EDD. We are watching a number of changes that will potentially have impact or change the way the system currently functions:

- *Required procurement of the One Stop
- *Infrastructure funds for the One Stop
- *Change in mandatory partners and core programs
- *The change of required sequence of activities for customers to a more general “career services” activity

Managers attended a Department of Labor Town Hall on September 10, and provided feedback for the regulatory development process. Several staff and WIB members are scheduled to attend a WIOA overview event in Fresno on October 27. The Notice of Proposed Rulemaking (draft regulations) were scheduled to be published by the Department of Labor in January 2015 but this has been pushed out to “Spring 2015”. The DoL continue to seek input related to the areas of most concern from the locals and the impact on the system.

Madera co-hosted an event entitled Enough is Known to Act held at Fresno State with the California Workforce Association on Friday April 3, 2015. Partner agencies attended to further discuss and review WIOA and its implications on the local system.

The Notice of Proposed Rule Making has been released by the Department of Labor and we have 60 days to comment. We, locally, have made copies of the almost 1200 pages which include 3 core programs besides Title 1 (WIA). We have scheduled a number of days to review as a management team ultimately to spend dedicated time with staff related to impacts of WIOA to customer service, flow, delivery, sector strategies, career pathways, etc. This may result in proposed policy changes which will be brought to the WIB. The Central California Workforce Collaborative has also assigned areas of the NPRM to local areas in order that technical assistance amongst ourselves takes place through conference calls, Webex, etc.

We have received a technical guidance letter from Department of Labor with recommendations and technical assistance on how to best transition and implement WIOA in the local areas. We have also received a Guidance Letter from the Department of Labor, which will be provided at the meeting. We have placed a number of WIOA-related documents in a Dropbox file which can be found at the following link:

<https://www.dropbox.com/sh/zidism0gnl4vsne/AAABITWaz2YP9L4FVUIbZeLQa?dl=0>

An issue had recently arisen related to the initial local area designation and local board certification. The legislation in WIOA refers to a two year period for initial designation and certification, however, the state released a directive allowing only one year. The California Workforce Association worked, on behalf of the locals, with the state and the state Workforce Investment Board and was able to successfully resolve this issue with the State now providing a two-year Initial Designation and Board Certification.

The final regulations typically take up to one year to receive from DoL.

Financing:

Workforce Investment Act of 1998

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION WIOA - Vision
	CORRESPONDENCE SYMBOL OPDR -DPLR
	DATE February 19, 2015

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 19-14

TO: STATE WORKFORCE AGENCIES
STATE WORKFORCE ADMINISTRATORS
STATE WORKFORCE LIAISONS
STATE AND LOCAL WORKFORCE BOARD CHAIRS AND DIRECTORS
LABOR COMMISSIONERS

FROM: PORTIA WU 
Assistant Secretary

SUBJECT: Vision for the Workforce System and Initial Implementation of the Workforce Innovation and Opportunity Act of 2014

1. **Purpose.** This Training Employment Guidance Letter (TEGL) lays out the vision for a revitalized transformed workforce system as a result of implementation of the Workforce Innovation and Opportunity Act (WIOA). Further, it encourages workforce system leaders and partners to take action now to support successful implementation to fully realize the vision of WIOA. Finally, it provides an overview of upcoming guidance and technical assistance to support effective implementation of WIOA.
2. **References.**
 - WIOA, Public Law (Pub. L.) 113-128, enacted July 22, 2014.
 - Workforce Investment Act of 1998 (WIA), Pub. L. 105-220, et seq.
 - TEGL No. 15-14, Implementation of the New Uniform Guidance Regulations, dated December 19, 2014.
 - TEGL No. 12-14, Allowable Uses and Funding Limits of WIA Program Year 2014 Funds for Workforce Innovation and Opportunity Act Transitional Activities.
 - Training and Employment Notice (TEN) No. 6-14, Information for Stakeholder Engagement for Workforce Innovation and Opportunity Act Implementation.
 - TEN No. 5-14, WIOA Announcement and Initial Informational Resources.
 - WIOA implementation dates, at www.doleta.gov/wioa/pdf/WIOA-Key-Implementation-Dates.pdf.
 - TEGL No. 3-14, Implementing a Job-Driven Workforce System.
 - 2 CFR, Part 2900, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

RESCISSIONS None	EXPIRATION DATE Continuing
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3. **Vision for WIOA and the Workforce System.** WIOA, which supersedes the Workforce Investment Act of 1998, presents an extraordinary opportunity to improve job and career options for our nation's workers and jobseekers through an integrated, job-driven public workforce system that links diverse talent to businesses. It supports the development of strong, vibrant regional economies where businesses thrive and people want to live and work.

This revitalized workforce system will be characterized by three critical hallmarks of excellence:

- ✓ The needs of business and workers drive workforce solutions;
- ✓ One-Stop Centers (or American Job Centers) provide excellent customer service to jobseekers and employers and focus on continuous improvement; and
- ✓ The workforce system supports strong regional economies and plays an active role in community and workforce development.

Across the system, continuous improvement is supported through evaluation, accountability, identification of best practices, and data driven decision making.

- a. **The Needs of Businesses and Workers Drive Workforce Solutions:** Businesses inform and guide the workforce system and access skilled talent as they shape regional workforce investments and build a pipeline of skilled workers. This engagement includes leadership in the workforce system and active participation in the development and provision of education and training, work-based learning, career pathways, and industry sector partnerships. Jobseekers and workers, including those individuals with barriers to employment, such as individuals with disabilities, as defined by WIOA, have the information and guidance to make informed decisions about training and careers, as well as access to the education, training and support services they need to compete in current and future labor markets.
- b. **One-Stop Centers (American Job Centers or AJCs) Provide Excellent Customer Service to Jobseekers, Workers and Employers and Focus on Continuous Improvement:** One-Stop Centers and partners provide jobseekers, including individuals with barriers to employment, such as individuals with disabilities, with the skills and credentials necessary to secure and advance in employment with family-sustaining wages. Additionally, AJCs enable employers to easily identify and hire skilled workers and access other supports, including education and training for their current workforce. Further, rigorous evaluations support continuous improvement of AJCs by identifying which strategies work better for different populations; states, local areas, and training providers remain accountable for performance; high-quality, integrated data informs policy maker, employer and jobseeker decision making; and training providers are accountable for performance using the data and evidence.
- c. **The Workforce System Supports Strong Regional Economies:** Meeting workforce needs is critical to economic growth. State and local workforce development boards—in partnership with workforce, economic development, education, and social service organizations at the state, regional and local levels—align education and training investments to regional civic and economic growth strategies, ensuring that all jobseekers and businesses can access pathways to prosperity.

4. **Implementing WIOA: Realizing the Vision.** State and local workforce system leaders should take immediate action to achieve the vision of modernizing the workforce system and ensuring it operates as a comprehensive, integrated and streamlined system that expands opportunities for all workers and businesses.

Key operational and governing principles:

- a. ***States align programs and ensure integrated services through a unified strategic plan and shared governance.*** Every state collaborates across the core programs (Adult, Dislocated Worker and Youth, Wagner-Peyser, Adult Education and Vocational Rehabilitation) to create a single unified and integrated strategic state plan. States govern the core programs as one system, assessing strategic needs and aligning them with service strategies to ensure the workforce system meets employment and skill needs of all workers and employers. States also collaborate with One-Stop partner programs and other partners at the state and local levels to produce Combined WIOA plans. States use the certification process and competition to help achieve this vision and ensure continuous improvement.
- b. ***Workforce boards focus on strategy.*** As strategic leaders, state and local workforce boards, in partnership with governors and chief elected officials, facilitate public-private partnerships; support sector strategies and career pathways that advance opportunities for all workers and jobseekers, including low-skilled adults, youth, and individuals with disabilities; foster innovation; and ensure streamlined operations and service delivery excellence.
- c. ***States and local areas align workforce programs with regional economic development strategies.*** Local boards, program leaders, and elected officials share a common vision and design and govern the system regionally; create unified regional and local plans integrating education, training, support services, and other workforce services across the core programs; align workforce policies and services with regional economies; and support sector strategies tailored to their needs.
- d. ***The One-Stop Center network and partner programs are organized to provide high-quality services to individuals and employers.*** State and local boards, One-Stop Center operators and partners must increase coordination of programs and resources to support a comprehensive system that seamlessly provides integrated services that are accessible to all jobseekers, workers, and businesses.
- e. ***States and local areas promote accountability and transparency, and data drives decisions and informs customer choice.*** State and local leaders ensure investments in employment, education and training programs are evidence-based and data-driven, and programs are accountable to participants and taxpayers. This includes evaluating approaches and aligning performance accountability and data systems to support program management, facilitate common case management systems, and inform policy. State and local areas provide robust, validated data to inform strategy, operations, and evaluations. Information technology systems are designed to reduce burden and present integrated information to support services, inform customer choice and guide strategy development. Technological strategies for improving the quality of services

are adopted, including advances in digital literacy skills and models for accelerating skill acquisition and credential attainment of jobseekers.

5. **Taking Action Now.** Most WIOA provisions related to DOL-administered programs take effect in Program Year (PY) 2015, which starts July 1, 2015. ETA strongly advises states and local areas to begin planning and implementing WIOA transition activities now. As discussed further in Section VI, ETA will issue regulations and additional guidance; in addition, the legislation and the technical assistance tools currently available support initial implementation and transitional activities. While some provisions do not go into effect until PY 2016 (July 1, 2016), such as the unified or combined state plans and the performance accountability system, states should be preparing now for the ultimate implementation of these provisions.

Beyond complying with the requirements of the new law, WIOA offers an opportunity to continue to modernize the workforce system and create a customer-centered system: where the needs of business and workers drive workforce solutions; where One-Stop Career Centers provide excellent customer service to all jobseekers and businesses; and where the workforce system supports strong regional economies. To realize this vision, workforce system leaders are asked to step back and re-envision how they conduct business and restructure activities accordingly.

Below are recommended actions workforce system leaders and partners are strongly encouraged to take now to move toward full implementation of the law. These should be considered in any state and local transition discussions to ensure states and local areas are well positioned on July 1, 2015 to implement WIOA. The list is not exhaustive, and each state and local area should fully assess its own situation and requirements and determine the activities it will need to undertake to support a full and effective transition.

- ✓ ***Identify and allocate funding for transitional activities.*** TEGL 12-14, *Allowable Uses and Funding Limits of Workforce Investment Act Program Year (PY) 2014 funds for Workforce Innovation and Opportunity Act (WIOA) Transitional Activities* explains that states and locals may use up to two percent of the WIA's Fiscal Year 2014 Youth, Adult, and Dislocated Worker formula funds to transition to WIOA. The TEGL identifies nine priority areas for transition activities more fully described in this document and also details how to incur and report transition activities costs. Please consult TEGL 12-14 in tandem with this guidance. Also, please note the importance of maintaining a balance between exercising the transitional funding authority and continuing to serve current system customers effectively.
- ✓ ***Build new, and strengthen existing, partnerships.*** WIOA requires states and local areas to enhance coordination and partnerships with local entities and supportive service agencies for strengthened service delivery, including through unified state plans and combined state plans. These plans should include statutorily specified additional partners in the planning process; establish a set of system performance measures that apply to all core programs; strengthen linkages between a myriad of complementary programs within the One-Stop Center system; require co-location of employment services in One-Stop Centers; add One-Stop Center partners, such as Temporary Assistance for Needy Families (TANF) and the Jobs for Veterans State Grants (JVSG)

programs; enhance the role of apprenticeship; clarify partner programs support for system infrastructure costs and other common costs; and ask the system to work regionally and across local workforce development areas.

Additionally, successful implementation of many of the approaches called for within WIOA, such as career pathways and sector strategies, require robust relationships across programs and with businesses, economic development, education and training institutions, including community colleges and career and technical education local entities and supportive service agencies. As workforce system leaders step back and explore their approach for moving toward the WIOA vision, robust partnerships will be required to successfully enable our dual customers—jobseekers and employers—to drive solutions, to ensure these customers receive excellent services, and to effectively support economic regions.

- ✓ ***Engage with core programs and other partners to begin strategic planning.*** Local and state leaders should engage in strategic planning and find new ways to align core and other key programs, such as Registered Apprenticeship, Job Corps, JVSG, TANF, Perkins Career and Technical Education programs, Unemployment Insurance, and required partners under the Act. It is vital to understand the new unified and combined state plan requirements, and assess whether the right partners are at the table, and are participating fully as equal partners in the design and coordination of the programs and services within the workforce system. Strategic planning should include concrete goals as well as a vision of success: how the workforce system should ideally function in each state to best meet WIOA goals. We encourage local and state leaders to include state economic development staff and alignment of workforce and economic development goals.
- ✓ ***Reassess One-Stop delivery system.*** With your WIOA partners, reassess the One-Stop delivery system and what is needed to achieve seamless service delivery models that place the customer at the center of how programs are designed and delivered. Consider operations, such as “bricks and mortar” and information technology infrastructures in light of new requirements: core and mandatory One-Stop Center partners; co-location of Wagner-Peyser employment services; procedures and policies to transition to selecting One-Stop Center operators through competitive procurement; a Memoranda of Understanding to address One-Stop Center infrastructure funding; physical and programmatic accessibility requirements; and the vision of WIOA and state established goals. These actions will better position states and local workforce development areas to better tailor the state’s plan for infrastructure funding and certification of One-Stop Centers.
- ✓ ***Develop plans to ensure workforce investment boards become WIOA compliant.*** State and local boards must meet the new membership requirements and be able to carry out new functions by July 1, 2015. Chief elected officers should review the new requirements to reconstitute and certify boards. While a business majority is required by WIOA and must be maintained for the transition period of July 22, 2014 through June 30, 2015, suggested strategies may be employed to bring board membership into compliance by July 1, 2015, such as establishing standing committees and transition board members. When establishing standing committees, we strongly encourage

focusing on serving youth, low skilled adults, Indians and Native Americans, individuals with disabilities and other relevant priorities for the local area. Also, local areas can reach out to the state to signal interest in initial designation or re-designation that may result in a new area.

- ✓ ***Develop transition plans.*** Transition to WIOA and realizing its vision is complex, and will require substantial activities leading up to July 1, 2015 and after. We encourage states and local areas to develop transition plans that will allow for transition preparation and tracking of transition and implementation progress and use these to guide implementation of new WIOA requirements. Also, consider customer impacts, such as how current WIA participants are impacted in WIOA transition. ETA is developing several technical assistance tools to assist states and locals in this area.
- ✓ ***Prepare for fiscal and program changes for transition across legislations.*** There are several fiscal and program changes that have been recently issued that require attention as part of transition planning: the new Office of Management and Budget Uniform Guidance was published in the Federal Register on December 19, 2014 and ETA issued associated guidance in [TEGL 15-14](#), also dated December 19, 2014. Financial staff and other applicable staff must become familiar with the requirements of this guidance and the impact on the state system and the transition from WIA to WIOA. States should also prepare for 100 percent transfer between adult and dislocated worker formula funds.
- ✓ ***Assess state laws.*** It is important to review state legislation and identify areas that may conflict with WIOA to develop plans and strategies that resolve these conflicts. When state and federal laws conflict, federal laws take precedence.
- ✓ ***Review Eligible Training Provider processes.*** Review Eligible Training Provider List processes and assess how they need to be updated to reflect new eligibility criteria. Examples include: adding new procedures for the inclusion of Registered Apprenticeship programs; taking into account the need to ensure access to training throughout the state, including rural areas; and ensuring the ability of providers to provide training to individuals who are employed and individuals with barriers to employment. States must also take steps to ensure that eligible training providers are in a position to provide required outcomes information for individuals served by their programs by July 1, 2015. ETA will be providing additional technical assistance to support such implementation.
- ✓ ***Ensure new or existing youth service contract operators support the 75 percent out-of-school youth and the 20 percent work experience expenditure rate requirements.*** States and locals that are not currently meeting the 75 percent out-of-school youth requirement must begin to prepare for this transition. ETA will provide guidance and technical assistance to aid with this transition, including further guidance on use of funds, productive approaches for serving out-of-school youth, as well as alternative resources for serving in-school youth. In the meantime, states, local areas and federal partners should develop plans to address this requirement. States will receive their first WIOA allotment for the youth programs in April 2015 and will begin full implementation of WIOA for the Youth Program at that time

6. **Timeframe of Anticipated Regulations, Guidance & Technical Assistance.** ETA is committed to continuing its collaborative work with its Federal partners and all workforce system stakeholders and grantees to support WIOA implementation. Generally, the WIOA provisions take effect on July 1, 2015, with the exception of the provisions in title IV, which became effective on enactment, and targeted exceptions.

Two Notices of Proposed Rulemaking (NPRMs) will be issued in early 2015: a joint NPRM with the Department of Education which will cover joint activities, including state planning, performance, and provisions covering the One-Stop system; and a second which will cover the remaining ETA-administered provisions in WIOA. (Concurrently, three additional NPRMs will be published by the Department of Education, one implementing Adult Education and Literacy and two implementing WIOA amendments to the Rehabilitation Act of 1973.) These NPRMs will provide notice of the current thinking by ETA and the Department of Education and an opportunity for public comment. These NPRMs will be published in the Federal Register and posted on www.regulations.gov. Instructions on how to comment on the NPRMs are included in the preambles of each proposed rule. ETA and the Department of Education will analyze these public comments and develop and issue Final Regulations by early 2016.

As many provisions of the law go into effect July 1, 2015, ETA will issue Operating Instructions in spring 2015 to support such implementation. ETA also intends to issue operating and programmatic guidance and continue to disseminate technical assistance beginning in early 2015 and throughout implementation. We will continue to gather stakeholder input for guidance development and technical assistance needs and convene additional regional events and conferences to provide more in-depth learning and networking opportunities.

The DOL's official Website for additional information on WIOA is www.doleta.gov/wioa. In addition, ETA has created a new WIOA collection page at <https://wioa.workforce3one.org> which currently houses existing technical assistance resources that are relevant for WIOA implementation, and will house more technical assistance resources and guidance as they are developed. These pages will be updated as new information is available.

7. **Inquiries.** Questions regarding this guidance should be directed to the appropriate ETA regional office or through the ETA email address established for this purpose: DOL.WIOA@dol.gov. ETA monitors this account daily, and may respond to inquiries directly or through general communications such as official guidance, webinars, and public Q&A documents. You can also contact your regional office for any inquiries or feedback.



Agenda Item 7.5

☐ Consent

☐ Action

☒ Information

To: Madera County Workforce Investment Corporation

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

Date: April 23, 2015

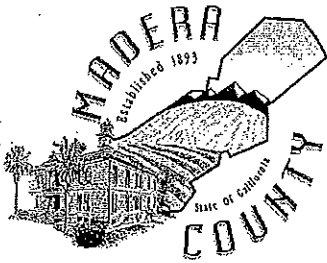
Subject: Madera County Financial Oversight

Information:

We were recently contacted by the Madera County Auditor's Office related to their oversight responsibility for the MCWIC and the operation of the local workforce development system with WIA funds. Jessica and I met with him and provided him with the history of the local system, its operational model both with MCOE and as MCWIC, what WIA mandates related to fiduciary responsibility and the County's role as the Chief Local Elected Official (Board of Supervisors) as well as our process related to the operation of the system through MCWIC, state and federal monitoring, annual single audits, oversight of financial reporting and tracking by the MCWIC Board of Directors, copies of all documents including sub-grants, MOU's, contracts, performance, etc. that are provided to the County. We were cc'd on a letter sent by the Auditor's Office to the Board of Supervisors related to this oversight and email was provided to the Board of Supervisor representative of the WIB.

Financing:

Workforce Investment Act of 1998



TODD E. MILLER, C.P.A.
 AUDITOR-CONTROLLER COUNTY OF MADERA
 200 W 4TH STREET/MADERA, CALIFORNIA 93637
 (559) 675-7707 / FAX (559) 661-3006 / TDD (559) 675-8970

Date: March 23, 2015
 To: David Rogers, Chairman
 Madera County Board of Supervisors
 From: Todd E. Miller, CPA
 Madera County Auditor-Controller
 Subject: Oversight of Madera County Workforce

Dear Chairman Rogers,

It has come to my attention that your Board has a responsibility to provide oversight of the Madera County Workforce Investment Corporation (MCWIC). The County entered into an agreement with MCWIC and the Madera County Workforce Investment Board on October 2, 2012 for the purpose of defining roles and responsibilities for the administration and operation of the Workforce Investment Act of 1998 and its regulations, and any and all directives as may be prescribed by the Governor of the State of California regarding the administration of the Workforce Investment Act of 1998.

WIA Section 117(d)(4) states "The local board, in partnership with the chief elected official, shall conduct oversight with respect to local programs of youth activities authorized under section 129, local employment and training activities authorized under section 134, and the one-stop delivery system in the local area." The Local Board is the Madera County Workforce Investment Board and the Chief Elected Official is the Madera County Board of Supervisors.

Workforce Investment Act Directive Number WIAD00-7 requires the Local Board and The Chief Elected Official to determine whether oversight will be conducted independently, jointly, or delegated to an appropriate entity. Oversight must include a written policy, onsite monitoring at least once per program year, a written report, and follow up.

Please provide direction as to how the Board would like to proceed concerning this matter. Please feel free to contact my office with any questions you may have.

Sincerely,

Todd E. Miller, CPA
 Auditor-Controller

Cc: Madera County Board of Supervisors
 Eric Fleming, Madera County Chief Administrative Officer