



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

A G E N D A

**May 28, 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 – April 23, 2015

6.0 Action Items

6.1 Approve Financial Reports

7.0 Information Items

7.1 Grants/Projects Update

7.2 Facilities Update

7.3 MCWIC Board Composition Update

7.4 Madera County Financial Oversight Update

7.5 Fiscal Year 2015-16 Budget Information

7.6 2014-15 Executive Director Performance Evaluation

8.0 Written Communication

9.0 Open Discussion/Reports/Information

9.1 Committee Members

9.2 Staff

10.0 Next Meeting

June 25, 2015

11.0 Adjournment



April 23, 2015

MINUTES

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

ABSENT: Brett Frazier, Kelly Woodard

GUEST:

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

1.0 Call to Order

Meeting called to order by WIB Chair Debi Bray at 3:50 p.m.

1.1 Pledge of Allegiance

2.0 Public Comment

None

3.0 Introductions and Recognitions

None

4.0 Adoption of Board Agenda

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

Vote: Approved – unanimous

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

5.0 Consent Calendar

5.1 Approve Madera County Workforce Investment Corporation (MCWIC) Meeting Minutes – February 26, 2015

Roby Smith moved to approve the minutes, seconded by Rich Mostert.

Vote: Approved – unanimous

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

6.0 Action Items

6.1 Approve Disposal of Inventory

Staff requested approval for disposal of equipment that is no longer working.

Bob Carlson moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

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

6.2 Approve MCWIC FY 2014-15 Revised Budget

The budget needed to be revised/adjusted after additional grants were awarded to Madera. No additional staff has been added to the budget. Madera received funds for the Job Driven National Emergency Grant (JD NEG) and is the lead for the project. Other workforce areas are subcontracted with Madera.

Bob Carlson moved to approve, seconded by Rich Mostert.

Vote: Approved – unanimous

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

6.3 Approve Financial Reports

Staff included reports for the periods ending February 2015 and March 2015. Rich Mostert commended staff for their work on the financial documents provided to the Board.

Rich Mostert moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

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

7.0 Information Items

7.1 Grants/Projects Update

Information provided in the Agenda Packet.

7.2 Facilities Update

Information provided in the Agenda Packet.

7.3 Madera WIB High Performance Local Board (HPB) Certification

Information provided in the Agenda Packet.

7.4 Workforce Innovation and Opportunity Act (WIOA) Update

Information provided in the Agenda Packet.

7.5 Madera County Financial Oversight

Madera Workforce received a letter from the Madera County Auditor's office related to the financial oversight of the MCWIC by the County. Staff have in the past met with Madera County Staff to provide information on the Workforce system and have always shared financial/audit information and results with the County. Staff will meet with Madera County staff in order to clarify the role of the County as well as their requirements for the Workforce program.

8.0 Written Communication

None

9.0 Open Discussion/Reports/Information

9.1 Committee Members

- *Rich Mostert: the Technical Resource Assistance Center (TRAC) now has a mobile van that is used for events. It is equipped with computer and office equipment and can serve as a mobile office.*
- *Debi Bray: the Mayor's Prayer Breakfast is scheduled to take place on May 7th. The Salute to Education is scheduled to take place on May 14th.*

9.2 Staff

None

10.0 Next Meeting

May 28, 2015

11.0 Adjournment

Meeting adjourned at 4:21 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: May 28, 2015

Subject: Approve Financial Reports

Recommendation:

Staff recommend approval of the year to date financial reports for the period ending April 2015.

Summary:

Attached are the financial reports for month ending April 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 - Board Report FY 2014-2015**

As of 4/30/2015

(In Whole Numbers)

	<u>Current Year</u>
Assets	
Cash	
Cash in BA - Main	229,736
Cash in BA - Payroll	6,241
Total Cash	<u>235,978</u>
Accounts Receivable	92,714
Fixed Assets	
Computer & Software	52,115
Office Equipment	12,904
Vehicles	2,125
Furniture & Fixtures	2,213
Accumulated Depreciation	<u>(19,731)</u>
Total Fixed Assets	<u>49,626</u>
Total Assets	<u><u>378,318</u></u>
Liabilities and Net Assets	
Accounts Payable	143
Employee Payroll and Taxes Payable	
Vacation Payable	27,497
Other	61,495
Total Employee Payroll and Taxes Payable	<u>88,992</u>
Employer Payroll Taxes Payable	6,376
Workers Compensation Payable	(15)
Dependent Benefits Payable	(1,657)
457 Plan Payable	5,974
Net Income and Expenditures	
Fund Balance	39,084
Net Assets - Capital Assets	64,448
Grant Revenue	2,221,033
Contribution Income	395
Other Income	573,760
Interest Revenue	50
Other	<u>(2,620,266)</u>
Total Net Income and Expenditures	<u>278,504</u>
Total Liabilities and Net Assets	<u><u>378,318</u></u>

Madera County Workforce Investment Corporation
Statement of Cash Flows - Board Report - Cash Flow
As of 4/30/2015

	Month	Current Year FY 2014-2015
Cash Flows from Operating Activities		
Revenues and Expenditures	142,483.98	174,972.29
Accounts Receivable	83,178.81	126,312.06
Accounts Payable	(50,183.89)	(104,351.08)
Payroll Payable	(5,078.62)	18,446.20
Payroll Taxes Payable	(569.30)	4,936.60
Benefits Payable	(1,188.41)	(1,176.59)
Taxes Payable	37.62	142.86
Total Cash Flows from Operating Activities	168,680.19	219,282.34
Cash Flows from Investing Activities		
Asset Inventory		
Office Equipment	0.00	(1,904.23)
Furniture & Fixtures	0.00	(1,662.94)
Total Asset Inventory	0.00	(3,567.17)
Total Cash Flows from Investing Activities	0.00	(3,567.17)
Total Cash Flows from Investing Activities	0.00	(3,567.17)
Net Increase/(Decrease in Cash and Cash Equivalents	168,680.19	215,715.17
Cash and Cash Equivalents at the Beginning of Year		
Cash in BA - Main	61,630.76	14,339.09
Cash in BA - Payroll	5,666.90	5,923.59
Total Cash and Cash Equivalents at the Beginning of Year	67,297.66	20,262.68
Cash and Cash Equivalents as of Current Period End Date	235,977.85	235,977.85

GL Code	Account Title	<i>FY 14-15 Original Budget - Board Approved</i>	<i>FY 14-15 Revised Budget Board Approval</i>	Expenditures	Encumbrances	Budget Balance
5100	Staff Salaries	1,368,281	1,423,098	1,253,356	0	169,742
5110	Payroll Tax Expense (FUTA)	227	0	(2,520)	0	2,520
5111	Employer Medicare Expense	18,031	19,978	17,794	0	2,184
5112	Social Security Employer Exp	78,073	82,809	76,083	0	6,726
5115	CA Unemployment Insurance Exp	5,375	12,358	15,135	0	(2,777)
5116	CA Training Tax Expense	167	274	299	0	(25)
5120	Workers Compensation Expense	9,595	14,198	8,843	0	5,355
5130	Group Health Insurance Expense	174,109	182,790	136,523	37,447	8,820
5140	Employers 457 Expense	74,994	82,668	55,880	0	26,788
5160	Group Dental Insurance	8,910	11,608	9,099	4,299	(1,790)
5170	Group Vision Insurance	2,118	2,332	1,904	214	214
5180	Group Life Insurance	764	831	679	85	67
5200	Materials and Supplies	17,783	32,866	34,977	646	(2,758)
5300	Rent Expense	82,602	80,472	69,511	7,109	3,852
5320	Telephone Expense	8,064	8,035	4,545	1,130	2,360
5330	Utilities Expense	26,284	26,284	20,348	5,531	404
5400	Postage Expense	2,155	2,155	265	88	1,802
5410	Printing Expense	14,808	17,458	3,913	694	12,851
5420	Advertising Expense	1,000	26,200	20,295	0	5,905
5430	Bank Charges	303	343	327	0	16
5440	Dues and Membership Expense	7,795	10,000	12,435	185	(2,620)
5450	Publications Expense	1,181	1,181	1,058	0	124
5500	Auditing Fees	15,000	15,000	14,750	0	250
5510	Legal Fees	20,000	20,000	1,789	0	18,211
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	9,504	4,188	558
5620	Equipment Rental	5,183	6,000	4,804	866	330
5630	Software Expense	5,000	5,000	323	0	4,677
5640	Internet Expense	4,103	4,103	2,852	551	700
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	33,584	14,806	(7,389)
5710	Employee Education Expense	15,000	19,400	14,809	0	4,591
5720	Staff Travel Expense	23,010	28,130	16,778	1,122	10,230
5730	Meeting Costs	7,382	8,682	3,812	0	4,870
5800	Subcontracted Program Services	898,192	4,836,635	720,858	3,127,349	988,428
5810	General Outside Services	86,607	237,125	47,679	1,944	187,502
5900	Insurance Expense	6,306	6,306	6,172	0	134
5950	Allocation of Common Costs	0	0	0	0	0
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>2,619,781</u>	<u>3,208,303</u>	<u>1,458,035</u>

Summary

Cash Account: 1010 Cash in BA - Main
Reconciliation ID: Bank Reconciliation for 1010 for 04/30/15
Reconciliation Date: 4/30/2015
Status: Open

Bank Balance	310,763.80
Less Outstanding Checks/Vouchers	81,027.31
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	229,736.49
Balance Per Books	<u>229,736.49</u>
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.

Madera County Workforce Investment Corporation
Reconcile Cash Accounts

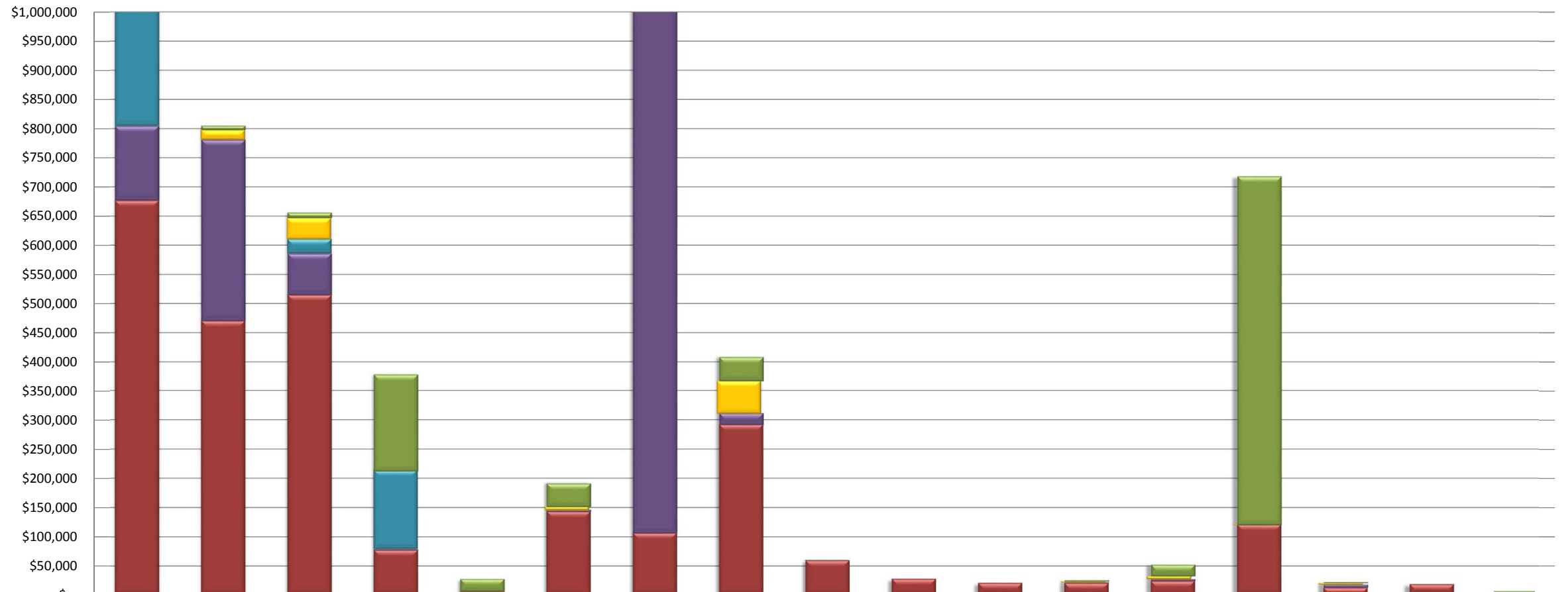
Summary

Cash Account: 1020 Cash in BA - Payroll
Reconciliation ID: Bank Reconciliation for 1020 for 04/30/15
Reconciliation Date: 4/30/2015
Status: Open

Bank Balance	7,064.42
Less Outstanding Checks/Vouchers	823.06
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	6,241.36
Balance Per Books	<u>6,241.36</u>
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.

**Financial Data FY 14-15
as of 4/30/15**



	Adult	Youth	Dislocated Worker	DW Additional Assist.	Rapid Response Layoff Aversion	Rapid Response	JD NEG	CDCR	Veterans Pathways Project	Disability Employment Initiative - WIA	Disability Employment Initiative - Flex	MCDC - Realignment (Probation)	MCDC - Realignment (In-Custody)	DSS Payroll Services	DSS Job Fair	City of Madera CDBG	Disability Employment - WP
Proj. Year-End Balance	\$32,680	\$7,598	\$9,433	\$164,993	\$22,317	\$40,223	\$337,957	\$42,374	\$0	\$(0)	\$-	\$2,698	\$20,692	\$595,802	\$1,747	\$332	\$3,476
Projected Staff Salaries	\$69,488	\$16,758	\$37,018	\$-	\$-	\$7,303	\$8,265	\$56,508	\$-	\$-	\$-	\$1,748	\$5,122	\$1,935	\$2,636	\$-	\$-
Training \$\$ Available	\$212,890	\$-	\$24,827	\$135,560	\$-	\$-	\$9,433	\$-	\$312	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Obligations	\$127,856	\$310,868	\$71,241	\$1,967	\$-	\$3,998	\$2,894,165	\$19,988	\$-	\$-	\$-	\$957	\$3,258	\$1,060	\$5,276	\$400	\$3,261
Current FY Expenditures	\$677,350	\$470,751	\$515,219	\$77,480	\$6,460	\$143,156	\$106,391	\$291,981	\$59,868	\$28,321	\$21,164	\$21,196	\$24,810	\$120,682	\$13,239	\$18,956	\$263



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 7.5

Consent

Action

Information

To: Madera County Workforce Investment Corporation

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

Date: May 28, 2015

Subject: MCWIC Fiscal Year 2015-16 Budget Information

Information:

Attached reflects detailed information on the FY 2015-2016 budget. The budget doc reflects salaries as they are currently and overhead costs are based on a combination of current year and previous year history. We are still pending notification on 2 grants and therefore do not want to present to the board for *approval* until such grant notification is received. Notification of the awards is expected to be by the end of May.

Financing:

Workforce Investment Act of 1998

Detailed Information	Total
	100%
Wages	1,348,392
OASDI	83,600
Federal MED	19,552
CA SUI - capped \$7,000 per EE wages	9,100
CA ETT - capped \$7,000 per EE wages	175
Workers Comp	16,550
Health	181,456
Dental	9,145
Vision	2,267
AD&D	809
457 Plan	80,904
Total Payroll Costs	1,751,949
Overhead/Operating Description	100.00%
Materials & Supplies (general office supplies)	\$14,400
Replacement of old computers (8 yrs or older)	\$0
General Builders Supply (misc. building supplies)	\$450
Rent (Madera, Oakhurst)	\$78,672
Telephone (Comcast)	\$7,935
Utilities (PGE & City)	\$25,200
Postage	\$2,155
Printing	\$490
Advertising	\$500
Bank Charges (EFT charges, etc.)	\$250
Dues and Memberships	\$10,000
Publications	\$1,181
Single Audit/990 Financial/CPA Assistance	\$18,500
Legal Fees	\$20,000
Office Equipment	\$2,500
Computer & Phone Maintenance Contracts	\$14,000
Equipment Rental (postage and copier machines)	\$5,182
Software & Computers (upgrades)	\$5,000
Internet Connection (Comcast & Sierra Telephone)	\$4,103
Employee Training	\$2,500
Travel (staff travel, rental cars, conferences, etc.)	\$500
Van Gas Cards	\$0
Meeting Costs (WIB, CCWC, etc.)	\$7,382
Case Management System (GaoSol)	\$0
Accounting System Annual Maintenance (SAGE)	\$4,050
Learning Express (Workforce Skills Assessment)	\$2,700
Retention Storage	\$1,140
Alarm (Diamond Communications)	\$584
Madera Cleaners (Floor mat service)	\$344
Facility Repair	\$789
Janitorial	\$9,750
Alpine Drinking Water	\$947
Contracted Computer Services	\$1,000
Zoom Copier Service (maintenance)	\$2,108
Van Repair	\$2,000
Job Fair (hall rental/Advertisement/supplies)	\$1,300
WorkKeys Testing	\$5,000
Insurance	\$6,306
Taxes and Fees (FTB, DOJ-reg of char trusts)	\$350
Temporary Staffing Services	\$0
Furniture and Fixtures	\$750
Misc. Outside Services	\$4,068
Subtotal General Overhead Costs To be Allocated	\$264,086
Direct Program Expenses Based on Contract Budgets	
Printing Expense	\$1,800
Materials and Supplies	\$1,200
Advertising	\$0
Employee Education	\$0
Staff Travel	\$0
Outside Services	\$0
Meeting Costs	\$0
Equipment (computer/printer)	\$0
Costs Allocated by Square Footage	
Materials & Supplies (general office supplies)	\$0
Rent	\$1,800
Phone Service	\$100
Utilities Expense	\$650
Equip Maint	\$2,050
General Outside Services	\$400
Total Operational/Overhead Costs	\$272,086
Participant/Other Program Costs	
Supportive Services	\$20,000
WIA Training FY 15-16	\$226,024
CDBG	\$22,000
Youth Contracts	\$430,000
Client Mileage	\$10,000
DSS Payroll	\$675,236
DSS Assessments Max	\$18,360
DSS Job Fair venue	\$1,500
DSS Job Fair Security	\$1,500
DSS Job Fair Advertising	\$10,000
JD NEG - Fresno	\$0
JD NEG - Kern/Inyo/Mono	\$0
JD NEG - Kings	\$0
JD NEG - Merced	\$0
JD NEG - Mother Lode	\$0
JD NEG - San Joaquin	\$0
JD NEG - Stanislaus	\$0
JD NEG - Tulare	\$0
JD NEG 5% Partnership Funds	\$0
	\$1,414,620
Total Participant/Other Funding	\$1,414,620
SUMMARY TOTAL	Summary
Total Payroll by Funding Source	\$1,751,949
Total Overhead by Funding	\$272,086
Total Client Direct Services Funding	\$1,414,620
TOTAL MCWC BUDGET	\$3,438,655

Detailed Information	Total
	100%
Wages	1,348,392
OASDI	83,600
Federal MED	19,552
CA SUI - capped \$7,000 per EE wages	9,100
CA ETT - capped \$7,000 per EE wages	175
Workers Comp	16,550
Health	181,456
Dental	9,145
Vision	2,267
AD&D	809
457 Plan	80,904
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Advertising	\$500
Bank Charges (EFT charges, etc.)	\$250
Dues and Memberships	\$10,000
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Subtotal General Overhead Costs To be Allocated	\$264,086
Direct Program Expenses Based on Contract Budgets	
Printing Expense	\$1,800
Materials and Supplies	\$1,200
Advertising	\$0
Employee Education	\$0
Staff Travel	\$0
Outside Services	\$0
Meeting Costs	\$0
Equipment (computer/printer)	\$0
Costs Allocated by Square Footage	
Materials & Supplies (general office supplies)	\$0
Rent	\$1,800
Phone Service	\$100
Utilities Expense	\$650
Equip Maint	\$2,050
General Outside Services	\$400
Total Operational/Overhead Costs	\$272,086

Participant/Direct Program Costs	
Supportive Services	\$20,000
WIA Training FY 15-16	\$226,024
CDBG	\$22,000
Youth Contracts	\$430,000
Client Mileage	\$10,000
DSS Payroll	\$675,236
DSS Assessments Max	\$18,360
DSS Job Fair venue	\$1,500
DSS Job Fair Security	\$1,500
DSS Job Fair Advertising	\$10,000
JD NEG - Fresno	\$0
JD NEG - Kern/Inyo/Mono	\$0
JD NEG - Kings	\$0
JD NEG - Merced	\$0
JD NEG - Mother Lode	\$0
JD NEG - San Joaquin	\$0
JD NEG - Stanislaus	\$0
JD NEG - Tulare	\$0
JD NEG 5% Partnership Funds	\$0
	\$1,414,620
Total Participant Allocated Funding	\$708,024

MCWIC Budget FYB 2015-2016

SUMMARY TOTAL	Summary
Total Payroll by Funding Source	\$1,751,949
Total Overhead by Funding	\$272,086
Total Client Direct Services Funding	\$1,414,620
TOTAL MCWIC BUDGET	\$3,438,655