



AGENDA

April 28, 2016
2:00 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 Corporation, 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 Corporation (MCWIC) 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 Additions to the Agenda

Items identified after preparation of the Agenda for which there is a need to take immediate action. Two-thirds vote required for consideration (Government Code Section 54954.2(b)(2))

3.0 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.

4.0 Introductions and Recognitions

5.0 Adoption of Board Agenda

6.0 Consent Calendar

6.1 Approve Madera County Workforce Investment Corporation (MCWIC) Meeting Minutes – January 28, 2016

7.0 Action Items

7.1 Approve Employee and Director Per Diem Reimbursement Rate

7.2 Approve the Relocation of the Job Center – Madera County Workforce Assistance Center

7.3 Approve Financial Reports

7.4 Approve the Resignation of Rich Mostert from the MCWIC Board of Directors

7.5 Approve Revision to MCWIC Board Meeting Agenda Format

8.0 Information Items

8.1 Grants/Projects Update

8.2 Facilities Update

8.3 Workforce Development Board (WDB) of Madera County Update

8.4 One Stop Procurement Update

8.5 Executive Director Evaluation

9.0 Written Communication

10.0 Open Discussion/Reports/Information

10.1 Committee Members

10.2 Staff

11.0 Next Meeting

May 26, 2016

12.0 Adjournment



January 28, 2016

MINUTES

PRESENT: Debi Bray, Bob Carlson, Brett Frazier, Rich Mostert, Robyn Smith, Kelly Woodard

ABSENT:

GUEST: Doug Sampson

OTHERS: Elaine Craig, Jessica Roche, Maiknue Vang, Nicki Martin

1.0 Call to Order

Meeting called to order by Chair Debi Bray at 2:01 p.m.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None

3.0 Public Comment

None

4.0 Introductions and Recognitions

Directors, staff and guest introduced themselves.

5.0 Adoption of Board Agenda

Robyn Smith moved to adopt the agenda, seconded by Mattie Mendez.

Vote: Approved – unanimous

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

6.0 Consent Calendar

6.1 Approve Madera County Workforce Investment Corporation (MCWIC) Meeting Minutes – October 22, 2015

Robyn Smith moved to approve the minutes, seconded by Mattie Mendez

Vote: Approved – unanimous

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

7.0 Action Items

7.1 Review and Approve the MCWIC Fiscal Year 2014-2015 Single Audit

Jessica Roche clarified that the Single Audit was mistakenly referred to as the 2013-2014 Single Audit in the background document recommendation. It is correctly listed elsewhere as the 2014-2015 Single Audit. Doug Sampson provided a review of the audit and stated that the audit was unmodified which indicates that there were no findings. This is MCWIC's third audit – all three have been clean with no findings. All the financial information provided within the audit reports has been shared with the Board

throughout the year at Board meetings. The report provided is considered a draft until it is formally approved by the Board – it will be finalized once approved. Rich Mostert thanked the auditor and staff for their work. Debi Bray commended MCWIC staff for all their hard work.

Rich moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

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

7.2 Approve MCWIC Form 990

The Form 990 is prepared by the auditor's office. The Form 990 is comprised of some information from the audit report. The Form is presented to the Board annually for approval. MCWIC funds are primarily from grants and Federal funds. Schedule O provides a summary of management and program expenses.

Rich Mostert moved to approve, seconded by Bob Carlson.

Vote: Approved – unanimous

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

7.3 Approve MCWIC Accounting and Financial Policies and Procedures

The revised MCWIC Accounting and Financial Policies and Procedures document was provided and included with the agenda packet. Revisions to the document were highlighted in yellow. Changes to the document were minor with the exception of the "micro purchase" procedure. Uniform guidance does not require multiple quotes for purchases of \$5,000 or less. MCWIC will now set the micro purchase limit at \$500 with one mandatory quote for comparison.

Mattie Mendez moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

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

7.4 Approve Ethics Training

Staff recommends that the MCWIC board members complete an hour, bi-annual ethics training course. Currently, all Workforce Development Board directors are required to participate in and provide proof of completion of an ethics course. Due to subject matter that routinely includes financial oversight of public funds, staff recommend that MCWIC board members also participate in ethics training. Staff recommend using the Fair and Political (FPP) website's ethics training course - <http://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html>. It is acceptable to provide proof of an ethics course that was completed for another organization as long as it meets the FPP minimum requirements.

Mattie Mendez moved to approve, seconded by Rich Mostert.

Vote: Approved – unanimous

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

7.5 Approve Form 700

The Form 700 is a Workforce Development Board requirement for all Directors. Staff recommend that all MCWIC Board members complete and turn in a Form 700 annually by the April 1st deadline.

Bob Carlson moved to approve, seconded by Victor Gonzalez.

Vote: Approved – unanimous

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

7.6 Approve Financial Reports

The background document for the financial reports incorrectly state that the documents provided are for the period of September through December. The Board has previously reviewed and approved September's financial reports. Staff is requesting approval of the financial reports for the months of October through December. We currently have 19 different funding sources. The first column of the document indicates the total amount. Mattie Mendez suggested including percentages. Mattie has some examples of documents that illustrate her suggestion.

Rich Mostert moved to approve with a recommendation that Mattie Mendez send examples of financial documents, seconded by Mattie Mendez.

Bob Carlson moved to approve, seconded by Victor Gonzalez.

Vote: Approved – unanimous

8.0 Information Items

8.1 Grants/Projects Update

Information provided in the agenda packet.

8.2 Facilities Update

We are communicating and collaborating with Madera Unified School District (MUSD) in the hopes of bringing the Madera Adult School in as a Partner in the One Stop. MUSD is considering moving in to the One Stop as a partner and will take it to their Board for approval. The owner of the former RMA building has been very patient during this process.

8.3 Workforce Development Board (WDB) of Madera County Update

Information provided in the agenda packet.

8.4 CLEO Update

Information provided in the agenda packet.

8.5 One Stop Procurement Update

Information provided in the agenda packet.

9.0 Written Communication

None

10.0 Open Discussion/Reports/Information

10.1 Committee Members

None

10.2 Staff

None

11.0 Next Meeting

February 25, 2016

12.0 Adjournment

Rich Mostert moved to adjourn the meeting at 2:56 p.m., seconded by Bob Carlson.



Agenda Item 7.1

Consent Action Information

To: Madera County Workforce Investment Corporation
From: Elaine Craig, Executive Director
Date: April 28, 2016
Subject: Approve Employee and Director Per Diem Reimbursement Rate

Recommendation:

Staff recommends approval of per diem reimbursement rate to be adjusted to the current rates established by the General Services Administration (GSA) for 2016. Each year thereafter, if the GSA rates change, the change will be brought before the board for review and approval.

Summary:

The per diem language was changed in the MCWIC Business and Policies Procedures manual approved by the Board, but staff neglected to point out the change to the per diem rates specifically. Staff would recommend that the annual per diem rate be based on the rates established by the GSA for Madera County as outlined below, effective April 1, 2016. There has not been an increase to the per diem rates, except a \$4 increase to dinner three and a half years ago.

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Total</u>
-				
GSA 2016 Rates	\$15	\$16	\$28	\$59
Current MCWIC Rates <i>Last updated 2007</i>	\$6	\$10	\$20	\$36

Financing:

Workforce Innovation and Opportunity Act



Agenda Item 7.2

Consent

Action

Information

To: Madera County Workforce Investment Corporation
From: Elaine Craig, Executive Director
Date: April 28, 2016
Subject: Approve the Relocation of the Job Center – Madera County Workforce Assistance Center

Recommendation:

Staff recommend approval to enter into any necessary negotiations and cost analysis for a relocation of the Job Center to 2037 W. Cleveland Avenue, Madera.

Summary:

The old RMA building became available after the County moved their department to the County Admin Building approximately one year ago. Staff toured the building which is 34,000 sq. ft. Because the Job Center and partners who could/would re-locate with us could not occupy that amount of sq. ft., staff approached the Madera Unified School District about relocating the Madera Adult School in with the Job Center. This approach came after WIOA was enacted and one of the four core programs was Adult Education and Literacy. We also have an established partnership with the Adult School over many years. MUSD ultimately toured the building after a number of meetings with them and began to have discussions with the Superintendents Executive Council which led to a draft schematic and possible costs and benefits, both programmatically and financially, of moving the Adult School. This all resulted in a request for approval from the Board of Education at a recent meeting to retain an architect and have more formal floor plan schematics and actual costs determined. This will then be brought back to the Board of Education for further approval and/or guidance at their regularly scheduled meeting on Tuesday, April 26, 2016. In the meantime, MCWIC staff would like to begin and continue preliminary discussions with the owner of the building as well as determining costs associated with a move such as this if MUSD continues to move forward. Any formal documents, such as a lease, would be brought before the MCWIC board as well as actual costs and impacts to the MCWIC budget and program. We have also toured the building with a moving/cubicle configuration expert as well as our current IT provider in order to determine estimate/ballpark costs associated with those two items. We are also attempting to determine any costs associated with structural modifications that will be required for our side of the building, which is fairly negligible. Currently, we have obligated approximately \$100,000 for the relocation. This does not include the overall increased costs for rent, overhead, etc. and this will depend on cost allocation with all partners.

Financing:

Workforce Innovation and Opportunity Act



Agenda Item 7.3

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Elaine Craig, Executive Director

Date: April 28, 2016

Subject: Approve Financial Reports

Recommendation:

Staff recommends approval of the year to date financial reports for the period ending January 2016, February 2016 and March 2016.

Summary:

Attached are the financial reports for the periods ending January 2016, February 2016, and March 2016. The reports include the Balance Sheet, Statement of Cash Flows, Statement of Revenues and Expenditures, Encumbrance Budget Report, and bank reconciliation summary sheets for both the main and payroll accounts.

The Statement of Revenue and Expenditure report is a snapshot of MCWIC's net assets resulting from income and expenses that have occurred during the period noted for the fiscal year. The report is grouped by grant purpose/activity, so instead of 19 separate funding categories being listed, they are grouped into 9 categories.

As you may recall from the January 28th Board meeting, On November 16, 2015, a Workforce Services Information Notice (WSIN15-16) was released by EDD advising all the LWDB's that the formula allotments were being revised due to a rescission passed down from DOL. The rescission reflected a .2108 percent and was only applied to round 2 formula allotments. Fortunately DOL has recently released a notice that the rescissions will be reversed and the allotments to the states will be adjusted back to their original amounts. The amounts were fairly insignificant for our local area and only equated to a total of \$2,251.

Financing:

Workforce Innovation and Opportunity Act

Madera County Workforce Investment Corporation**Balance Sheet - Board Report FY 2015-2016**

As of 1/31/2016

(In Whole Numbers)

J. Ray
3-4-16

	Current FY 2015-2016	Beginning Year Balance
Assets		
Cash		
Cash in BA - Main	79,281	44,147
Cash in BA - Payroll	10,891	17,414
Total Cash	90,171	61,562
Accounts Receivable	77,916	593,394
Fixed Assets		
Computer & Software	57,996	52,115
Office Equipment	12,904	12,904
Vehicles	2,125	2,125
Furniture & Fixtures	229	229
Accumulated Depreciation	(43,968)	(43,968)
Total Fixed Assets	29,287	23,406
Total Assets	197,375	678,362
Liabilities and Net Assets		
Accounts Payable	44,410	409,592
Employee Payroll and Taxes Payable		
Vacation Payable	65,786	30,642
Other	29,731	66,456
Total Employee Payroll and Taxes Payable	95,516	97,098
Employer Payroll Taxes Payable	6,867	6,123
Workers Compensation Payable	(15)	543
Dependent Benefits Payable	(616)	0
457 Plan Payable	5,706	5,449
Net Income and Expenditures		
Fund Balance	95,109	95,109
Net Assets - Capital Assets	64,448	64,448
Grant Revenue	2,711,411	0
Other Income	330,334	0
Interest Revenue	1	0
Other	(3,155,795)	0
Total Net Income and Expenditures	45,507	159,557
Total Liabilities and Net Assets	197,375	678,362

Madera County Workforce Investment Corporation
 Statement of Cash Flows
 As of 1/31/2016

	Current Month	Current Year 2014-2015
Cash Flows from Operating Activities		
Increase in Net Assets	(79,250.57)	(114,049.38)
Increase in accounts receivable		
Accounts Receivable	358.72	515,478.11
Total Increase in accounts receivable	358.72	515,478.11
Increase in accounts payable		
Accounts Payable	33,980.73	(365,182.32)
Total Increase in accounts payable	33,980.73	(365,182.32)
Increase in accrued payroll and related expenses		
FIT Withholding Payable EE	131.02	(540.75)
Medicare Withholding Payable EE	23.59	(23.40)
Medicare Payable ER	23.64	(23.44)
Social Security Tax Payable ER	101.07	(100.23)
SIT Withholding Payable EE	12.49	(201.70)
CA SDI Payable EE	14.66	(14.61)
CA SUI Payable ER	(495.97)	832.50
CA Training Tax Payable ER	(15.02)	34.50
Social Security Withholding Payable EE	101.08	(100.22)
Worker's Compensation Payable	0.00	(558.35)
457 Withholding Payable	24.73	257.02
Payroll Payable	(3,373.50)	(35,902.41)
Vacation Payable	4,718.02	35,143.99
Dependent Medical Payable	0.01	(5.15)
Dependent Dental Payable	48.75	(502.62)
Dependent Vision Payable	0.11	(108.28)
EE Withholding Order	(6.80)	57.76
Total Increase in accrued payroll and related expenses	1,307.88	(1,755.39)
Total Cash Flows from Operating Activities	(43,603.24)	34,491.02
Cash Flows From Investing Activities:		
Purchase of property and equipment		
Computer & Software	0.00	(5,881.44)
Total Purchase of property and equipment	0.00	(5,881.44)
Total Cash Flows From Investing Activities:	0.00	(5,881.44)
Net Cash used in investing activities	0.00	(5,881.44)
Cash Flows from Financing Activities	(43,603.24)	28,609.58
Cash and Cash Equivalents at the Beginning of Year		
Cash in BA - Main	56,682.51	44,147.45
Cash in BA - Payroll	77,091.87	17,414.11
Total Cash and Cash Equivalents at the Beginning of Year	133,774.38	61,561.56
Cash and Cash Equivalents as of Current Period End Date	90,171.14	90,171.14

Madera County Workforce Investment Corporation
Statement of Revenues and Expenditures - Board Report
From 7/1/2015 Through 1/31/2016

AGENDA ITEM 7.3

	Total	WIOA Grants	NEG/Prop 39	Rapid Response Layoff Aversion	Disability Employment Grants	CDBG
Operating Revenue						
Federal Revenue	2,711,410.54	1,350,852.20	1,280,006.00	26,511.34	50,874.00	0.00
Other Local & State Revenue	330,334.23	0.00	5,876.50	0.00	2,502.97	2,930.60
Other Income						
Interest Revenue	1.20	0.00	0.00	0.00	0.00	0.00
Total Other Income	1.20	0.00	0.00	0.00	0.00	0.00
Total Operating Revenue	<u>3,041,745.97</u>	<u>1,350,852.20</u>	<u>1,285,882.50</u>	<u>26,511.34</u>	<u>53,376.97</u>	<u>2,930.60</u>
Total Revenue	<u>3,041,745.97</u>	<u>1,350,852.20</u>	<u>1,285,882.50</u>	<u>26,511.34</u>	<u>53,376.97</u>	<u>2,930.60</u>
Expenditures						
Salaries	(956,671.28)	(613,706.75)	(2,414.32)	(28,703.00)	(37,349.83)	0.00
Payroll Taxes	(90,840.01)	(55,157.44)	(183.28)	(2,135.63)	(3,563.60)	0.00
Benefits	(114,218.59)	(94,182.47)	(166.53)	(3,291.22)	(7,435.65)	0.00
Materials & Supplies	(51,917.50)	(36,561.39)	(7,742.50)	(1,962.49)	(1,946.22)	(1,177.60)
Overhead/Operating Expenses	(207,096.41)	(178,768.24)	(3,234.59)	(4,604.52)	(10,160.94)	0.00
Client Program Contracts (SS, ITA, OJT, Contracts, etc.)	(1,735,051.56)	(458,736.02)	(1,273,239.54)	0.00	(1,283.00)	(1,793.00)
Total Expenditures	<u>(3,155,795.35)</u>	<u>(1,437,112.31)</u>	<u>(1,286,980.76)</u>	<u>(40,696.86)</u>	<u>(61,739.24)</u>	<u>(2,970.60)</u>
Net Revenue Over Expenditures	<u>(114,049.38)</u>	<u>(86,260.11)</u>	<u>(1,098.26)</u>	<u>(14,185.52)</u>	<u>(8,362.27)</u>	<u>(40.00)</u>

Madera County Workforce Investment Corporation
Statement of Revenues & Expenditures - Board Report
From 7/1/2015 Through 1/31/2016

	Dept. of Social Service Contracts	Foundation Grants	Realignment Grants	Unrestricted Corporate
Operating Revenue				
Federal Revenue	0.00	0.00	0.00	3,167.00
Other Local & State Revenue	252,468.77	0.00	60,341.48	6,213.91
Other Income				
Interest Revenue	0.00	0.00	0.00	1.20
Total Other Income	0.00	0.00	0.00	1.20
Total Operating Revenue	252,468.77	0.00	60,341.48	9,382.11
Total Revenue	252,468.77	0.00	60,341.48	9,382.11
Expenditures				
Salaries	(213,141.55)	(3,567.42)	(38,547.88)	(19,240.53)
Payroll Taxes	(24,224.47)	(354.65)	(3,508.75)	(1,712.19)
Benefits	(873.31)	(769.35)	(7,066.72)	(433.34)
Materials & Supplies	(423.48)	(108.42)	(1,912.96)	(82.44)
Overhead/Operating Expenses	(10,463.29)	(676.31)	(9,200.91)	10,012.39
Client Program Contracts (SS, ITA, OJT, Contracts, etc.)	0.00	0.00	0.00	0.00
Total Expenditures	(249,126.10)	(5,476.15)	(60,237.22)	(11,456.11)
Net Revenue Over Expenditures	3,342.67	(5,476.15)	104.26	(2,074.00)

GL	Activity	Account Title	FY 15-16 Budget -		Encumbrances	Budget Balance	Budget % Remaining	Notes
			Board Approved 10.22.15	Revenue & Expenditures				
Revenue								
4000		Federal Grant Revenue	5,718,456	2,711,411	-	3,007,045	53%	
4100		Contribution Revenue	-	-	-	-	0%	
4300		State/Local Grant Revenue	1,163,484	330,334	-	833,150	72%	
4500		Interest Revenue	-	1	-	(1)	0%	
Total Revenue			6,881,940	3,041,746	-	3,840,194	56%	
Expenditures								
5100		Staff Salaries (Reg & Vac)						
	0000	General Operations	1,295,910	754,615	-	541,295	42%	
	9039	Paid Work Experience	797,135	202,057	-	595,078	75%	
5111		Employer Medicare Expense						
	0000	General Operations	18,791	10,853	-	7,938	42%	
	9039	Paid Work Experience	11,553	2,930	-	8,623	75%	
5112		Social Security Employer Exp						
	0000	General Operations	80,346	46,406	-	33,940	42%	
	9039	Paid Work Experience	49,399	12,528	-	36,871	75%	
5115		CA Unemployment Insurance Exp						
	0000	General Operations	8,736	4,648	-	4,088	47%	
	9039	Paid Work Experience	41,431	7,669	-	33,762	81%	
5116		CA Training Tax Expense						
	0000	General Operations	168	140	-	28	17%	
	9039	Paid Work Experience	797	163	-	634	80%	
5120		Workers Compensation Expense	15,846	7,183	-	8,663	55%	
5130		Group Health Insurance Expense	176,180	98,842	52,006	25,332	14%	
5140		Employers 457 Expense	77,755	44,307	-	33,448	43%	
5160		Group Dental Insurance	8,910	6,887	3,777	(1,753)	-20%	
5170		Group Vision Insurance	2,211	1,532	809	(130)	-6%	
5180		Group Life Insurance	792	528	303	(39)	-5%	
5200		Materials and Supplies	46,058	10,369	739	34,950	76%	
5300		Rent Expense	78,672	50,810	26,416	1,446	2%	
5320		Telephone Expense	5,600	3,218	3,000	(618)	-11%	
5330		Utilities Expense	24,500	16,543	8,657	(700)	-3%	
5400		Postage Expense	400	649	149	(398)	-100%	6
5410		Printing Expense	14,600	938	740	12,922	89%	
5420		Advertising Expense	20,000	4,013	2,426	13,561	68%	
5430		Bank Charges	250	258	-	(8)	-3%	
5440		Dues and Membership Expense	7,000	4,975	4,080	(2,055)	-29%	7
5450		Publications Expense	1,500	760	168	571	38%	
5500		Auditing Fees	18,500	11,500	3,750	3,250	18%	
5510		Legal Fees	20,000	1,043	747	18,211	91%	
5520		Consulting Fees	154,754	8,838	37,953	107,964	70%	
5530		Taxes and Fees	530	97	352	81	15%	
5600		Office Equipment	5,000	3	-	4,997	100%	
5610		Equipment Maintenance	14,000	7,394	5,327	1,279	9%	
5620		Equipment Rental	7,240	3,530	3,035	674	9%	

GL	Activity	Account Title	FY 15-16 Budget		Encumbrances	Budget Balance	Budget % Remaining	Notes
			Board Approved 10.22.15	Revenue & Expenditures				
5630		Software Expense	14,500	4,097	2,465	7,938	55%	
5631		Software Maintenance	-	4,852	-	(4,852)	0%	1
5640		Internet Expense	3,500	1,913	2,279	(692)	-20%	
5650		Computer Hardware	20,000	20,808	14,926	(15,734)	-79%	2
5660		Furniture & Fixtures	5,000	-	-	5,000	100%	
5710		Employee Education Expense	7,500	6,881	863	(244)	-3%	
5720		Staff Travel Expense	23,861	5,351	808	17,702	74%	
5730		Conference, Conventions & Meetings	5,000	4,753	2,279	(2,032)	-41%	
5800		Subcontracted Program Services						
	9021	Skills Training (ITA)	461,260	126,083	112,547	222,631	48%	3
	9022	On-The-Job (OJT) Training	87,561	85,039	23,713	(21,191)	-24%	3
	9036	Kings View-Subrecipient Contract	602,871	264,997	337,874	0	0%	
	9039	Paid Work Experience	20,589	1,915	-	18,674	91%	3
	9040	Subrecipient	2,331,544	1,237,069	1,035,211	59,264	3%	
	9052	Support Services - Other	68,843	10,840	3,677	54,325	79%	3
	9054	Supportive Service-Transportation Assista	20,000	18,362	18,852	(17,214)	-86%	3
	9055	Supportive Service-Medical	-	-	66	(66)	0%	3
5810		General Outside Services	61,034	35,620	33,486	(8,072)	-13%	4
5900		Insurance Expense	6,306	6,873	-	(567)	-9%	5
5950		Allocation of Common Costs	-	-	-	-	0%	
5980		Fixed Assets - Expense Offset	-	(5,881)	-	5,881	0%	
Total Expenses			<u>6,743,933</u>	<u>3,155,795</u>	<u>1,743,477</u>	<u>1,844,660</u>	27%	
Balance Revenue less Expenses			<u>138,007</u>	<u>(114,049)</u>				

Notes:

- 1 GL 5631 budget incorrectly applied to 5630 - overall ok
- 2 New server system - offset by budget in 5630, 5600, 5660
- 3 For training and supportive services, we have already met our SB734 requirement for training expense. All budget bal will offset within these categories.
- 4 over budget - 1 exp incorrectly posted (1,800 will be fixed); WS21 Skills assessment \$6,600 subscription
- 5 general liability and elpi increase
- 6 processed more postage due to special grants
- 7 Career Pillar subscription obligated for youth program

Madera County Workforce Investment Corporation**Balance Sheet - Board Report FY 2015-2016**

As of 2/29/2016

(In Whole Numbers)

	Current FY 2015-2016	Beginning Year Balance
Assets		
Cash		
Cash in BA - Main	229,830	44,147
Cash in BA - Payroll	11,290	17,414
Total Cash	241,120	61,562
Accounts Receivable	72,797	593,394
Fixed Assets		
Computer & Software	57,996	52,115
Office Equipment	12,904	12,904
Vehicles	2,125	2,125
Furniture & Fixtures	229	229
Accumulated Depreciation	(43,968)	(43,968)
Total Fixed Assets	29,287	23,406
Total Assets	343,204	678,362
Liabilities and Net Assets		
Accounts Payable	128,575	409,592
Employee Payroll and Taxes Payable		
Vacation Payable	69,088	30,642
Other	25,584	66,456
Total Employee Payroll and Taxes Payable	94,672	97,098
Employer Payroll Taxes Payable	5,856	6,123
Workers Compensation Payable	(15)	543
Dependent Benefits Payable	(713)	0
457 Plan Payable	5,806	5,449
Net Income and Expenditures		
Fund Balance	95,109	95,109
Net Assets - Capital Assets	64,448	64,448
Grant Revenue	3,031,915	0
Other Income	370,237	0
Interest Revenue	1	0
Other	(3,452,687)	0
Total Net Income and Expenditures	109,023	159,557
Total Liabilities and Net Assets	343,204	678,362

Madera County Workforce Investment Corporation

Statement of Cash Flows

As of 2/29/2016

	Current Month	Current Year 2014-2015
Cash Flows from Operating Activities		
Increase in Net Assets	63,515.28	(50,534.10)
Increase in accounts receivable		
Accounts Receivable	5,119.22	520,597.33
Total Increase in accounts receivable	5,119.22	520,597.33
Increase in accounts payable		
Accounts Payable	84,164.99	(281,017.33)
Total Increase in accounts payable	84,164.99	(281,017.33)
Increase in accrued payroll and related expenses		
FIT Withholding Payable EE	71.49	(469.26)
Medicare Withholding Payable EE	(2.36)	(25.76)
Medicare Payable ER	(2.29)	(25.73)
Social Security Tax Payable ER	(9.92)	(110.15)
SIT Withholding Payable EE	22.41	(179.29)
CA SDI Payable EE	(1.46)	(16.07)
CA SUI Payable ER	(968.53)	(136.03)
CA Training Tax Payable ER	(29.35)	5.15
Social Security Withholding Payable EE	(9.93)	(110.15)
Worker's Compensation Payable	0.00	(558.35)
457 Withholding Payable	100.62	357.64
Payroll Payable	(4,050.22)	(39,952.63)
Vacation Payable	3,302.37	38,446.36
Dependent Medical Payable	0.01	(5.14)
Dependent Dental Payable	(97.23)	(599.85)
Dependent Vision Payable	0.11	(108.17)
EE Withholding Order	(176.69)	(118.93)
Total Increase in accrued payroll and related expenses	(1,850.97)	(3,606.36)
Total Cash Flows from Operating Activities	150,948.52	185,439.54
Cash Flows From Investing Activities:		
Purchase of property and equipment		
Computer & Software	0.00	(5,881.44)
Total Purchase of property and equipment	0.00	(5,881.44)
Total Cash Flows From Investing Activities:	0.00	(5,881.44)
Net Cash used in investing activities	0.00	(5,881.44)
Cash Flows from Financing Activities	150,948.52	179,558.10
Cash and Cash Equivalents at the Beginning of Year		
Cash in BA - Main	79,280.64	44,147.45
Cash in BA - Payroll	10,890.50	17,414.11
Total Cash and Cash Equivalents at the Beginning of Year	90,171.14	61,561.56
Cash and Cash Equivalents as of Current Period End Date	241,119.66	241,119.66

Madera County Workforce Investment Corporation
 Statement of Revenues and Expenditures - Board Report
 From 7/1/2015 Through 2/29/2016

AGENDA ITEM 7.3

	Total	WIOA Grants	NEG/Prop 39	Rapid Response Layoff Aversion	Disability Employment Grants	CDBG
Operating Revenue						
Federal Revenue	3,031,915.27	1,550,286.20	1,353,741.00	47,285.07	77,436.00	0.00
Other Local & State Revenue	370,236.65	0.00	5,876.50	0.00	3,264.87	2,930.60
Other Income						
Interest Revenue	1.36	0.00	0.00	0.00	0.00	0.00
Total Other Income	1.36	0.00	0.00	0.00	0.00	0.00
Total Operating Revenue	<u>3,402,153.28</u>	<u>1,550,286.20</u>	<u>1,359,617.50</u>	<u>47,285.07</u>	<u>80,700.87</u>	<u>2,930.60</u>
Total Revenue	<u>3,402,153.28</u>	<u>1,550,286.20</u>	<u>1,359,617.50</u>	<u>47,285.07</u>	<u>80,700.87</u>	<u>2,930.60</u>
Expenditures						
Salaries	(1,092,898.67)	(700,854.05)	(2,414.32)	(35,029.86)	(45,377.71)	0.00
Payroll Taxes	(102,728.22)	(62,194.55)	(183.28)	(2,591.81)	(4,190.85)	0.00
Benefits	(131,101.07)	(110,338.65)	(166.53)	(4,665.53)	(9,159.35)	0.00
Materials & Supplies	(63,140.23)	(37,715.42)	(16,725.00)	(2,000.77)	(2,178.30)	(1,528.25)
Overhead/Operating Expenses	(228,337.01)	(194,271.45)	(3,234.59)	(5,730.67)	(12,371.03)	0.00
Client Program Contracts (SS, ITA, OJT, Contracts, etc.)	(1,834,482.18)	(477,293.38)	(1,345,328.60)	0.00	(10,004.20)	(1,856.00)
Total Expenditures	<u>(3,452,687.38)</u>	<u>(1,582,667.50)</u>	<u>(1,368,052.32)</u>	<u>(50,018.64)</u>	<u>(83,281.44)</u>	<u>(3,384.25)</u>
Net Revenue Over Expenditures	<u>(50,534.10)</u>	<u>(32,381.30)</u>	<u>(8,434.82)</u>	<u>(2,733.57)</u>	<u>(2,580.57)</u>	<u>(453.65)</u>

Madera County Workforce Investment Corporation
 Statement of Revenues and Expenditures - Board Report
 From 7/1/2015 Through 2/29/2016

AGENDA ITEM 7.3

	<u>Dept. of Social Service Contracts</u>	<u>Foundation Grants</u>	<u>Realignment Grants</u>	<u>Unrestricted Corporate</u>
Operating Revenue				
Federal Revenue	0.00	0.00	0.00	3,167.00
Other Local & State Revenue	288,597.07	0.00	62,648.34	6,919.27
Other Income				
Interest Revenue	0.00	0.00	0.00	1.36
Total Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1.36</u>
Total Operating Revenue	<u>288,597.07</u>	<u>0.00</u>	<u>62,648.34</u>	<u>10,087.63</u>
Total Revenue	<u>288,597.07</u>	<u>0.00</u>	<u>62,648.34</u>	<u>10,087.63</u>
Expenditures				
Salaries	(244,701.68)	(4,355.70)	(39,290.10)	(20,875.25)
Payroll Taxes	(27,682.17)	(420.11)	(3,611.85)	(1,853.60)
Benefits	(1,068.44)	(939.98)	(7,399.65)	2,637.06
Materials & Supplies	(771.77)	(109.22)	(1,915.14)	(196.36)
Overhead/Operating Expenses	(12,797.47)	(816.34)	(9,693.08)	10,577.62
Client Program Contracts (SS, ITA, OJT, Contracts, etc.)	0.00	0.00	0.00	0.00
Total Expenditures	<u>(287,021.53)</u>	<u>(6,641.35)</u>	<u>(61,909.82)</u>	<u>(9,710.53)</u>
Net Revenue Over Expenditures	<u>1,575.54</u>	<u>(6,641.35)</u>	<u>738.52</u>	<u>377.10</u>

GL	Activity	Account Title	FY 15-16 Budget -		Encumbrances	Budget Balance	Budget %	Notes
			Board Approved 10.22.15	Revenue & Expenditures				
Revenue								
4000		Federal Grant Revenue	5,718,456	3,031,915	-	2,686,541	47%	
4100		Contribution Revenue	-	-	-	-	0%	
4300		State/Local Grant Revenue	1,163,484	370,237	-	793,247	68%	
4500		Interest Revenue	-	1	-	(1)	0%	
Total Revenue			6,881,940	3,402,153	-	3,479,787	51%	
Expenditures								
5100		Staff Salaries (Reg & Vac)						
	0000	General Operations	1,295,910	861,681	-	434,229	34%	
	9039	Paid Work Experience	797,135	231,218	-	565,917	71%	
5111		Employer Medicare Expense						
	0000	General Operations	18,791	12,392	-	6,399	34%	
	9039	Paid Work Experience	11,553	3,353	-	8,200	71%	
5112		Social Security Employer Exp						
	0000	General Operations	80,346	52,986	-	27,360	34%	
	9039	Paid Work Experience	49,399	14,336	-	35,063	71%	
5115		CA Unemployment Insurance Exp						
	0000	General Operations	8,736	5,374	-	3,362	38%	
	9039	Paid Work Experience	41,431	8,631	-	32,800	79%	
5116		CA Training Tax Expense						
	0000	General Operations	168	162	-	6	4%	
	9039	Paid Work Experience	797	192	-	605	76%	
5120		Workers Compensation Expense	15,846	6,983	-	8,863	56%	
5130		Group Health Insurance Expense	176,180	111,404	39,445	25,332	14%	
5140		Employers 457 Expense	77,755	47,470	-	30,285	39%	
5160		Group Dental Insurance	8,910	7,775	2,888	(1,753)	-20%	
5170		Group Vision Insurance	2,211	1,736	605	(130)	-6%	
5180		Group Life Insurance	792	593	238	(39)	-5%	
5200		Materials and Supplies	46,058	10,920	419	34,719	75%	
5300		Rent Expense	78,672	56,951	20,275	1,446	2%	
5320		Telephone Expense	5,600	3,623	2,594	(618)	-11%	
5330		Utilities Expense	24,500	18,354	6,846	(700)	-3%	
5400		Postage Expense	400	675	123	(398)	-100%	6
5410		Printing Expense	14,600	938	740	12,922	89%	
5420		Advertising Expense	20,000	4,845	1,751	13,404	67%	
5430		Bank Charges	250	264	-	(14)	-6%	
5440		Dues and Membership Expense	7,000	4,975	4,080	(2,055)	-29%	7
5450		Publications Expense	1,500	760	168	571	38%	
5500		Auditing Fees	18,500	15,250	-	3,250	18%	
5510		Legal Fees	20,000	1,043	747	18,211	91%	
5520		Consulting Fees	154,754	17,820	28,970	107,964	70%	
5530		Taxes and Fees	530	373	76	81	15%	
5600		Office Equipment	5,000	3	-	4,997	100%	
5610		Equipment Maintenance	14,000	7,723	4,998	1,279	9%	
5620		Equipment Rental	7,240	4,183	2,671	386	5%	

GL	Activity	Account Title	FY 15-16 Budget -				Budget % Remaining	Notes
			Board Approved 10.22.15	Revenue & Expenditures	Encumbrances	Budget Balance		
5630		Software Expense	14,500	4,097	2,465	7,938	55%	
5631		Software Maintenance	-	4,852	-	(4,852)	0%	1
5640		Internet Expense	3,500	2,145	2,448	(1,093)	-31%	8
5650		Computer Hardware	20,000	20,808	18,011	(18,818)	-94%	2
5660		Furniture & Fixtures	5,000	-	-	5,000	100%	
5710		Employee Education Expense	7,500	7,729	360	(589)	-8%	
5720		Staff Travel Expense	23,861	6,076	848	16,937	71%	
5730		Conference, Conventions & Meetings	5,000	6,249	780	(2,029)	-41%	9
5800		Subcontracted Program Services						
	9021	Skills Training (ITA)	461,260	146,775	86,721	227,764	49%	3
	9022	On-The-Job (OJT) Training	87,561	91,053	41,510	(45,002)	-51%	3
	9036	Kings View-Subrecipient Contract	602,871	264,997	337,874	0	0%	
	9039	Paid Work Experience	20,589	2,156	-	18,433	90%	3
	9040	Subrecipient	2,331,544	1,307,287	941,296	82,961	4%	
	9052	Support Services - Other	68,843	12,060	2,950	53,832	78%	3
	9054	Supportive Service-Transportation Assista	20,000	20,480	18,952	(19,432)	-97%	3
	9055	Supportive Service-Medical	-	-	66	(66)	0%	3
5810		General Outside Services	61,034	39,948	23,974	(2,888)	-5%	4
5900		Insurance Expense	6,306	6,873	-	(567)	-9%	5
5950		Allocation of Common Costs	-	-	-	-	0%	
5980		Fixed Assets - Expense Offset	-	(5,881)	-	5,881	0%	
Total Expenses			<u>6,743,933</u>	<u>3,452,687</u>	<u>1,595,888</u>	<u>1,695,357</u>	25%	
Balance Revenue less Expenses			<u>138,007</u>	<u>(50,534)</u>				

Notes:

- 1 GL 5631 budget incorrectly applied to 5630 - overall ok
- 2 New server system - offset by budget in 5630, 5600, 5660
- 3 For training and supportive services, we have already met our SB734 requirement for training expense. All budget bal will offset within these categories.
- 4 over budget - 1 exp incorrectly posted (1,800 will be fixed); WS21 Skills assessment \$6,600 subscription
- 5 general liability and elpi increase
- 6 processed more postage due to special grants
- 7 Career Pillar subscription obligated for youth program
- 8 researching for increase in expenses
- 9 hotel charges for DEI Quarterly and NAWB incorrectly posted to 5730, s/b 5720; will correct with jv

Madera County Workforce Investment Corporation**Balance Sheet - Board Report FY 2015-2016**

As of 3/31/2016

(In Whole Numbers)



	Current FY 2015-2016	Beginning Year Balance
Assets		
Cash		
Cash in BA - Main	65,005	44,147
Cash in BA - Payroll	11,821	17,414
Total Cash	<u>76,826</u>	<u>61,562</u>
Accounts Receivable	83,192	593,394
Fixed Assets		
Computer & Software	57,996	52,115
Office Equipment	12,904	12,904
Vehicles	2,125	2,125
Furniture & Fixtures	229	229
Accumulated Depreciation	(43,968)	(43,968)
Total Fixed Assets	<u>29,287</u>	<u>23,406</u>
Total Assets	<u><u>189,305</u></u>	<u><u>678,362</u></u>
Liabilities and Net Assets		
Accounts Payable	31,062	409,592
Employee Payroll and Taxes Payable		
Vacation Payable	72,239	30,642
Other	25,920	66,456
Total Employee Payroll and Taxes Payable	<u>98,159</u>	<u>97,098</u>
Employer Payroll Taxes Payable	6,009	6,123
Workers Compensation Payable	0	543
Dependent Benefits Payable	(713)	0
457 Plan Payable	5,995	5,449
Net Income and Expenditures		
Fund Balance	95,109	95,109
Net Assets - Capital Assets	64,448	64,448
Grant Revenue	3,245,284	0
Other Income	370,687	0
Interest Revenue	2	0
Other	(3,726,736)	0
Total Net Income and Expenditures	<u>48,793</u>	<u>159,557</u>
Total Liabilities and Net Assets	<u><u>189,305</u></u>	<u><u>678,362</u></u>

Madera County Workforce Investment Corporation

Statement of Cash Flows

As of 3/31/2016

	Current Month	Current Year 2014-2015
Cash Flows from Operating Activities		
Increase in Net Assets	(29,071.26)	(110,763.86)
Increase in accounts receivable		
Accounts Receivable	(10,394.97)	510,202.36
Total Increase in accounts receivable	(10,394.97)	510,202.36
Increase in accounts payable		
Accounts Payable	(128,670.61)	(378,529.44)
Total Increase in accounts payable	(128,670.61)	(378,529.44)
Increase in accrued payroll and related expenses		
FIT Withholding Payable EE	(22.83)	(492.09)
Medicare Withholding Payable EE	46.04	20.28
Medicare Payable ER	46.02	20.29
Social Security Tax Payable ER	196.78	86.63
SIT Withholding Payable EE	(6.34)	(185.63)
CA SDI Payable EE	28.61	12.54
CA SUI Payable ER	(87.34)	(223.37)
CA Training Tax Payable ER	(2.65)	2.50
Social Security Withholding Payable EE	196.77	86.62
Worker's Compensation Payable	15.02	(543.33)
457 Withholding Payable	188.22	545.86
Payroll Payable	72.18	(39,880.45)
Vacation Payable	3,151.02	41,597.38
Dependent Medical Payable	0.01	(5.13)
Dependent Dental Payable	0.09	(599.76)
Dependent Vision Payable	0.11	(108.06)
EE Withholding Order	21.54	(97.39)
Total Increase in accrued payroll and related expenses	3,843.25	236.89
Total Cash Flows from Operating Activities	(164,293.59)	21,145.95
Cash Flows From Investing Activities:		
Purchase of property and equipment		
Computer & Software	0.00	(5,881.44)
Total Purchase of property and equipment	0.00	(5,881.44)
Total Cash Flows From Investing Activities:	0.00	(5,881.44)
Net Cash used in investing activities	0.00	(5,881.44)
Cash Flows from Financing Activities	(164,293.59)	15,264.51
Cash and Cash Equivalents at the Beginning of Year		
Cash in BA - Main	229,829.64	44,147.45
Cash in BA - Payroll	11,290.02	17,414.11
Total Cash and Cash Equivalents at the Beginning of Year	241,119.66	61,561.56
Cash and Cash Equivalents as of Current Period End Date	76,826.07	76,826.07

Madera County Workforce Investment Corporation
 Statement of Revenues and Expenditures - Board Report
 From 7/1/2015 Through 3/31/2016

	Total	WIOA Grants	NEG/Prop 39	Rapid Response Layoff Aversion	Disability Employment Grants	CDBG
Operating Revenue						
Federal Revenue	3,245,284.26	1,698,244.51	1,388,244.03	62,542.72	93,086.00	0.00
Other Local & State Revenue	370,686.65	0.00	5,876.50	0.00	3,264.87	2,930.60
Other Income						
Interest Revenue	1.54	0.00	0.00	0.00	0.00	0.00
Total Other Income	1.54	0.00	0.00	0.00	0.00	0.00
Total Operating Revenue	3,615,972.45	1,698,244.51	1,394,120.53	62,542.72	96,350.87	2,930.60
Total Revenue	3,615,972.45	1,698,244.51	1,394,120.53	62,542.72	96,350.87	2,930.60
Expenditures						
Salaries	(1,232,442.67)	(782,410.27)	(2,414.32)	(45,791.74)	(53,669.50)	0.00
Payroll Taxes	(114,596.61)	(69,212.52)	(183.28)	(3,503.45)	(4,902.38)	0.00
Benefits	(147,732.52)	(122,843.51)	(166.53)	(6,513.33)	(10,580.49)	0.00
Materials & Supplies	(73,422.70)	(43,706.24)	(16,725.00)	(2,359.35)	(2,436.20)	(1,940.97)
Overhead/Operating Expenses	(238,704.34)	(200,834.67)	(3,234.59)	(6,799.65)	(13,336.53)	0.00
Client Program Contracts (SS, ITA, OJT, Contracts, etc.)	(1,919,837.47)	(502,198.59)	(1,402,155.58)	0.00	(13,525.30)	(1,958.00)
Total Expenditures	(3,726,736.31)	(1,721,205.80)	(1,424,879.30)	(64,967.52)	(98,450.40)	(3,898.97)
Net Revenue Over Expenditures	(110,763.86)	(22,961.29)	(30,758.77)	(2,424.80)	(2,099.53)	(968.37)

Madera County Workforce Investment Corporation
 Statement of Revenues and Expenditures - Board Report
 From 7/1/2015 Through 3/31/2016

	Dept. of Social Service Contracts	Foundation Grants	Realignment Grants	Unrestricted Corporate
Operating Revenue				
Federal Revenue	0.00	0.00	0.00	3,167.00
Other Local & State Revenue	288,597.07	0.00	62,648.34	7,369.27
Other Income				
Interest Revenue	0.00	0.00	0.00	1.54
Total Other Income	0.00	0.00	0.00	1.54
Total Operating Revenue	<u>288,597.07</u>	<u>0.00</u>	<u>62,648.34</u>	<u>10,537.81</u>
Total Revenue	<u>288,597.07</u>	<u>0.00</u>	<u>62,648.34</u>	<u>10,537.81</u>
Expenditures				
Salaries	(279,261.02)	(4,733.47)	(41,610.33)	(22,552.02)
Payroll Taxes	(31,430.98)	(449.58)	(3,839.03)	(1,075.39)
Benefits	(1,396.10)	(1,004.38)	(7,764.64)	2,536.46
Materials & Supplies	(2,850.00)	(433.53)	(1,917.83)	(1,053.58)
Overhead/Operating Expenses	(13,228.87)	(1,289.57)	(9,890.79)	9,910.33
Client Program Contracts (SS, ITA, OJT, Contracts, etc.)	0.00	0.00	0.00	0.00
Total Expenditures	<u>(328,166.97)</u>	<u>(7,910.53)</u>	<u>(65,022.62)</u>	<u>(12,234.20)</u>
Net Revenue Over Expenditures	<u>(39,569.90)</u>	<u>(7,910.53)</u>	<u>(2,374.28)</u>	<u>(1,696.39)</u>

GL	Activity	Account Title	FY 15-16 Budget		Encumbrances	Budget Balance	Budget %	Notes
			Board Approved 10.22.15	Revenue & Expenditures				
Revenue								
4000		Federal Grant Revenue	5,718,456	3,245,284	-	2,473,172	43%	
4100		Contribution Revenue	-	-	-	-	0%	
4300		State/Local Grant Revenue	1,163,484	370,687	-	792,797	68%	
4500		Interest Revenue	-	2	-	(2)	0%	
Total Revenue			6,881,940	3,615,972	-	3,265,968	47%	
Expenditures								
5100		Staff Salaries (Reg & Vac)						
	0000	General Operations	1,295,910	968,779	-	327,131	25%	
	9039	Paid Work Experience	797,135	263,663	-	533,472	67%	
5110		Payroll Tax Expense (FUTA)	-	(921)	-	921	0%	
5111		Employer Medicare Expense						
	0000	General Operations	18,791	13,931	-	4,860	26%	
	9039	Paid Work Experience	11,553	3,823	-	7,730	67%	
5112		Social Security Employer Exp						
	0000	General Operations	80,346	59,568	-	20,778	26%	
	9039	Paid Work Experience	49,399	16,347	-	33,052	67%	
5115		CA Unemployment Insurance Exp						
	0000	General Operations	8,736	5,548	-	3,188	36%	
	9039	Paid Work Experience	41,431	9,702	-	31,729	77%	
5116		CA Training Tax Expense						
	0000	General Operations	168	167	-	1	1%	
	9039	Paid Work Experience	797	225	-	572	72%	
5120		Workers Compensation Expense	15,846	7,887	-	7,959	50%	
5130		Group Health Insurance Expense	176,180	120,633	30,215	25,332	14%	
5140		Employers 457 Expense	77,755	53,808	-	23,947	31%	
5160		Group Dental Insurance	8,910	8,664	1,999	(1,753)	-20%	
5170		Group Vision Insurance	2,211	1,911	435	(135)	-6%	
5180		Group Life Insurance	792	593	238	(39)	-5%	
5200		Materials and Supplies	46,058	12,354	3,195	30,509	66%	
5300		Rent Expense	78,672	57,037	20,189	1,446	2%	
5320		Telephone Expense	5,600	4,028	2,189	(618)	-11%	
5330		Utilities Expense	24,500	20,084	5,116	(700)	-3%	6
5400		Postage Expense	400	1,492	106	(1,198)	-300%	
5410		Printing Expense	14,600	938	1,359	12,303	84%	
5420		Advertising Expense	20,000	7,936	(1,339)	13,404	67%	
5430		Bank Charges	250	270	-	(20)	-8%	7
5440		Dues and Membership Expense	7,000	5,175	3,880	(2,055)	-29%	9
5450		Publications Expense	1,500	820	109	571	38%	
5500		Auditing Fees	18,500	15,250	-	3,250	18%	
5510		Legal Fees	20,000	1,302	487	18,211	91%	
5520		Consulting Fees	154,754	17,820	51,070	85,864	55%	
5530		Taxes and Fees	530	373	76	81	15%	
5600		Office Equipment	5,000	941	-	4,059	81%	
5610		Equipment Maintenance	14,000	8,795	4,388	817	6%	

FY 15-16 Budget								
GL	Activity	Account Title	Board Approved	Revenue &	Encumbrances	Budget Balance	Budget %	
			10.22.15	Expenditures			Remaining	Notes
5620		Equipment Rental	7,240	5,115	1,739	386	5%	
5630		Software Expense	14,500	4,097	2,465	7,938	55%	1
5631		Software Maintenance	-	4,852	-	(4,852)	0%	8
5640		Internet Expense	3,500	2,376	2,223	(1,099)	-31%	2
5650		Computer Hardware	20,000	23,928	15,716	(19,644)	-98%	
5660		Furniture & Fixtures	5,000	-	-	5,000	100%	
5710		Employee Education Expense	7,500	7,959	327	(786)	-10%	
5720		Staff Travel Expense	23,861	10,177	707	12,977	54%	
5730		Conference, Conventions & Meetings	5,000	3,249	780	971	19%	
5800		Subcontracted Program Services						
9020		Training Contract - Other		4,961	-	(4,961)	0%	3
9021		Skills Training (ITA)	461,260	163,140	87,357	210,764	46%	3
9022		On-The-Job (OJT) Training	87,561	98,341	48,189	(58,969)	-67%	
9036		Kings View-Subrecipient Contract	602,871	264,997	337,874	0	0%	3
9039		Paid Work Experience	20,589	2,359	-	18,230	89%	
9040		Subrecipient	2,331,544	1,361,650	910,631	59,264	3%	3
9052		Support Services - Other	68,843	12,898	3,019	52,926	77%	3
9054		Supportive Service-Transportation Assista	20,000	22,572	20,194	(22,766)	-114%	3
9055		Supportive Service-Medical	-	70	136	(206)	0%	4
5810		General Outside Services	61,034	44,059	25,125	(8,150)	-13%	5
5900		Insurance Expense	6,306	6,873	-	(567)	-9%	
5950		Allocation of Common Costs	-	-	-	-	0%	
5980		Fixed Assets - Expense Offset	-	(5,881)	-	5,881	0%	
Total Expenses			<u>6,743,933</u>	<u>3,726,736</u>	<u>1,580,192</u>	<u>1,437,005</u>	21%	
Balance Revenue less Expenses			<u>138,007</u>	<u>(110,764)</u>				

Notes:

- 1 GL 5631 budget incorrectly applied to 5630 - overall ok
- 2 New server system - offset by budget in 5630, 5600, 5660
- 3 For training and supportive services, we have already met our SB734 requirement for training expense. All budget bal will offset within these categories.
- 4 over budget - 1 exp incorrectly posted (1,800 will be fixed); WS21 Skills assessment \$6,600 subscription
- 5 general liability and elpi increase
- 6 processed more postage due to special grants
- 7 Career Pillar subscription obligated for youth program
- 8 purchased operating system licenses for pc's - prev MCOE id
- 9 researching



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 7.4

Consent

Action

Information

To: Madera County Workforce Investment Corporation
From: Elaine Craig, Executive Director
Date: April 28, 2016
Subject: Approve Resignation of Rich Mostert form the MCWIC Board of Directors

Recommendation:

Staff recommends the approval of the resignation of Rich Mostert from the MCWIC Board of Directors.

Summary:

Rich Mostert has notified staff that he is no longer available to sit on the MCWIC Board due to his expanded role at Valley Small Business Development Corporation which will take up considerable more time.

In accordance with the MCWIC By Laws, the composition of the Board can be 5-8 Directors. The Board can either decide to either conduct a public recruitment, in accordance with the By Laws, for a replacement to maintain the six Directors and/or simply hold an election from the remaining members for a Vice Chair.

Financing:

Workforce Innovation and Opportunity Act

Nicki Martin

From: Rich Mostert <Rich@vsbdc.com>
Sent: Monday, April 25, 2016 10:01 AM
To: Nicki Martin
Subject: RE: MCWIC Meeting - 4/28/16

Good Morning Nicki,

Per our conversation, I am sending you this e-mail to formally submit my resignation from the WIC Board of Directors. As I mentioned, I have been given a greatly expanded role at Valley which will take up most of my time (and I don't want to be someone who continuously kills quorums). I will be at the meeting on 4/28 but it will be my last one. This was a hard decision for me to make because of the admiration and respect I have for the staff and the organization as a whole. I wish you all nothing but the best and will continue to be an avid supporter and cheerleader for all that you do.

Rich Mostert
Director, Technical Resource Assistance Center
Valley Small Business Development Corporation
7035 N. Fruit Avenue
Fresno, CA 93711
(559) 476-3975



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 7.5

Consent

Action

Information

To: Madera County Workforce Investment Corporation
From: Elaine Craig, Executive Director
Date: April 28, 2016
Subject: Approve Revision to MCWIC Board Meeting Agenda Format

Recommendation:

Staff recommends approval of the revision to the MCWIC meeting agenda format.

Summary:

Staff are recommending that we no longer provide background documents to the agenda but rather provide a short, but more descriptive, sentence to the actual agenda. This will still satisfy the Brown Act. Staff will provide all of the necessary and more detailed information at the Board meeting. This is due to the lack of quorum issue and the fact that staff spend a considerable amount of time and effort preparing and providing a comprehensive agenda packet and then a meeting is not held. It typically takes two Managers (Program and Fiscal), the Executive Director and the Executive Assistant approximately two full days to prepare and provide the agenda packet in its present format. Staff time and effort is needed currently on the continued transition to WIOA and a possible relocation of the Job Center.

Financing:

Workforce Innovation and Opportunity Act



Agenda Item 8.1

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Elaine Craig, Executive Director

Date: April 28, 2016

Subject: Grants/Projects Update

Information:

- We have completed the contract with California Department of Corrections and Rehabilitation (CDCR) and did not renew the contract.
- CCP/AB109: This contract was renewed for 2015-2016 with an increase in funding. We continue to provide in custody job readiness workshops at the Madera County Department of Corrections facility. Evaluations from the participants, and DOC staff, 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 begin 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 submitted a proposal for these programs for 2016-2017 and they were approved but we have recently been advised that the funding is being decreased which will reduce the number of workshops and thus the staffing.
- Unfortunately we were not successful in our application to the Department of Labor to provide a One Stop at the DOC. Staff would like it noted that all grantees from the DoL were in urban areas, however, we have recently been notified of another round of funding for this project. After meeting with staff at DOC, it was determined that there are not sufficient individuals currently housed at the DOC facility who meet the eligibility requirements to participate in a program funded by the second round of this solicitation. As a result, we were not able to apply for this grant.
- Dislocated Worker – Additional Assistance Grant: We continue to work with and assist impacted employees from Chukchansi Gold Resort & Casino with the \$500,000 grant we applied for and received. This funding expires May 31, 2016 and we will be successful in expending the entire amount. We are also continuing to assist Chukchansi since they have reopened with their workforce needs.
- Wells Fargo Grants: 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 are considering using these funds to pay for a dedicated Veterans sign on the old Chicago Title sign and have recently received a quote. We have also received \$15,000 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 were again invited to submit a letter of interest and subsequently an application for a rural workforce development \$75,000 grant (this is invitation only). This project, if funded, will continue the preliminary work for the single female households. Unfortunately, even though we were a finalist in the review process, ultimately we were not one of the successful applicants.

- **Veteran Power Pathways Grant:** We successfully completed this project. This grant was in collaboration with Fresno and Kings County. A cohort of 20 veterans and one veteran spouse completed the training in gas and electric through Pacific Gas and Electric at the Madera Center. We also 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. 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 provided personal protection equipment and items such as boots and gloves, safety glasses, etc. They also received mileage reimbursement.
- **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. This project is continuing and 6 candidates have been identified from Madera and Fresno and are currently working at the PG&E Call Center. This project was completed in December 2015 and was highly successful. All 16 original veterans hired under the OJT were retained by PGE.
- Staff have also reached out to PG&E in order to apply for grant monies for their 2016 award period and received a positive response for us to be an applicant for community education and training. We have subsequently held a conference call with PG&E and have identified an area where there is mutual interest for an application and project working with Individuals with a Disability. We are waiting for PG&E to post their application online to complete and submit our project for consideration.
- **Disability Employment Initiative:** We have successfully completed this project and continue to increase our Ticket to Work assignments and revenue. 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 awarded funds through this grant of

approximately \$166,000 to assist individuals with a disability gain employment and/or receive upgrade skills training for retention or advancement and to educate, inform and engage employers. We are currently completing the application for 2016-2017 funds for submission to EDD.

- Prop 39 Pre-Apprenticeship Grant: We recently completed a cohort of 17 customers who received training in several trades from the labor halls. This was a grant with Fresno and Kings County.
- Community Development Block Grant: We received \$13,000 from the City of Madera for 2015-16 to serve adult low-income City of Madera residents. We are to enroll at least ten (10) participants. This is third year we have been awarded these funds. We are waiting for the City to post their revised application for these funds for 2016-2017. We submitted an application in March but were advised by the City that they were making changes to their Plan and thus to the CDBG and we would need to resubmit our application.
- 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, with Madera as the lead, received \$20,000 for the Governor's Office Slingshot Initiative which is being administered by the State Board for the planning phase of this project, which has been successfully developed. Fresno will be the lead for the \$1m implementation phase. 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. The planning phase brought numerous partners together such as EDC, Community Colleges and manufacturing employers 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 with strategies such as prior learning assessment and reciprocity for demand curriculum across community college campuses. Fresno WIB is the lead on the \$1m project.
- National Emergency Jobs Driven Grant: The Central California Workforce Collaborative have been successfully implementing this grant for long-term unemployed customers across the region, with Madera as the lead. This project requires 30% of the total funds, which is approximately \$3m for the region, to be spent on work-based learning activities such as OJT, Intern/Extern, PWEX, Job Shadow. This grant will also fund a regional economic and skills gap analysis with local data also being provided. This will assist in the local and regional plans that are required but also will benefit employers and partners to determine needs and gaps in the local communities. We have recently requested an extension of six months and a modification to the eligibility criteria in order to expend the dollars associated with this grant and to increase the number of participants regionally. The request for six months was ultimately denied by DoL but EDD provided us with a three month extension to September 31, 2016.
- The California Workforce Investment Board has approved our application to be designated a High Performing Workforce Board.

- The California Workforce Investment Board has also approved our application for designation as a local workforce investment area under WIOA as well as certification of the Workforce Development Board under WIOA. This is a requirement of WIOA and will be for a two year period for the local area and we will be required to reapply in March 2016 for continued certification of the WDB. We have recently received the Directive to begin the process for recertification of the WDB with the application due to EDD by March 31, 2016. The recertification application was approved by the Board of Supervisors at their meeting on March 15, 2016 and has been submitted to EDD for consideration.
- Under the auspices and umbrella of the WDB, staff will be facilitating and hosting employer resource events. In October staff will be facilitating an employer event sponsored by PGE and SBDC/Fresno State with a number of partner agencies such as EDC and GoBiz, where in information and resources will be provided to local employers. This was a very successful event with over 30 employers attending. We have since collaborated with the Madera Chamber of Commerce and the California Employer Association to co-host/co-sponsor employer training events.
- Staff are also assisting the currently funded Youth provider with the transition to WIOA for Out of School Youth. This transition is going well and the Youth provider, previously Kings View Ready Set Go has rebranded to Skills 4 Success (S4S) for a young adult program. The provider continues to successfully transition and provide services and resources for young adults 16-24 years of age.
- We have submitted a grant application to the Department of Labor under the Strengthening Working Families Initiative solicitation. The grant application was developed in partnership with SCCCD/Madera Community College Center, the Community Action Partnership of Madera County, and the Greater Madera County Industry Association via the Economic Development Commission. The program, if funded, will serve unemployed and underemployed residents of Madera County who are parents, and for whom child care creates a barrier to training and employment. The grant will focus on the provision of training in the Advanced Manufacturing sector and provides resources for child care costs. A portion of the grant will also be provided to SCCCD/Madera Community College Center to increase student capacity in the Advanced Manufacturing programs through the addition of faculty, counseling time, and the provision of updated equipment and tools for the program. We anticipate hearing whether we have been awarded or not by June 2016.
- We have also submitted a grant application for Veterans Employment Assistance Program (VEAP) funds in partnership with Merced County WIB. We have received these funds in the past and have identified manufacturing as the sector for training.

Financing:

Workforce Innovation and Opportunity Act



Agenda Item 8.2

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Elaine Craig, Executive Director

Date: April 28, 2016

Subject: Facilities Update

Information:

There has been some significant movement on the possibility of leasing a portion of the old RMA facility near Walmart. Madera Unified School District (MUSD) presented the proposed facility relocation for their programs to the school board at their regularly scheduled meeting on March 22, 2016. Their Board approved the concept and the ability to hire an architect to provide a schematic and costs associated with the move. Their Board meets on Tuesday, April 26, 2016 to decide on the relocation based on the submitted costs from the architect and their staff.

MCWIC staff have also been working on preparing a project plan in preparation for the possible relocation of facilities. This plan will include costs, timeframes, procurement of services, partner agency location/relocation, etc.

Current leaseholder for the 441 E. Yosemite facility has also been contacted regarding the potential move and is not only very understanding, but very flexible and willing work with us in regards to the timeline of the move.

While the Executive Director remains on the Review Committee for the new proposed County Campus, the County has been advised that we will not be able to relocate to the Campus due to the significant monthly costs associated with the lease.

Financing:

Workforce Innovation and Opportunity Act



Agenda Item 8.3

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Elaine Craig, Executive Director

Date: April 28, 2016

Subject: Workforce Development Board (WDB) Update

Information:

The recertification process for the Workforce Development Board is almost completed. The application for recertification was completed and approved by the WDB Executive Committee at a Special meeting on February 29. The recertification application was approved by the Board of Supervisors at their meeting on March 15. The signed copy from the Board of Supervisors, has been forwarded to the State Workforce Development Board by the deadline of March 31, 2016.

Staff has scheduled MOU development sessions with all AJCC partner agencies to develop new MOU's according to the requirements in WIOA. The sessions scheduled and held on March 23 from 8:00-noon and on March 30 from 1:00-5:00 with all WIOA-mandated partner agencies attending one of the sessions. After development, the MOUs must be approved by the WDB and the Board of Supervisors, and are due to the State by June 30, 2016. Phase II of the MOU process will require the development of cost sharing agreements with all partners to outline each agencies contributions to the costs of operating the AJCC system in Madera County. Phase II MOUs are due to the State no later than December 31, 2017. We hope to complete Phase II of the process during the 2016-2017 fiscal year.

We are currently recruiting for private sector members for the WDB, due to some new appointments and recent resignations. If you have recommendations, staff would be happy to follow up.

Financing:

Workforce Innovation and Opportunity Act



Agenda Item 8.4

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Elaine Craig, Executive Director

Date: April 28, 2016

Subject: One Stop Procurement Update

Information:

The One Stop Procurement is currently a required process in the law and is reinforced in the Notice of Proposed Rulemaking (NPRM). In the State of California there are 36 of the 48 local workforce development boards that operate their One Stops. Under the previous law, WIA, there was the ability to establish a Consortium of three of the mandatory partners with an MOU in order for the local board to operate the One Stop. The other two options were procurement and a request for a Governor waiver. Under WIA, there had not ever been a waiver by the Governor either requested and/or approved. We are hoping that the final regulations, now due to be published in June 2016, will provide some relief or other alternatives to the procurement process. If not, the process will require the hiring of a facilitator who will work with the WDB ad hoc work group to develop the RFP document, let the RFP, hold bidders conferences, accept and review proposals and make a final determination of award. Staff, except for the Confidential Executive Assistant, will have to remove themselves entirely from the process as we would be writing a proposal in response to the RFP on behalf of the MCWIC to continue to operate the One Stop. Discussions have been held both locally and regionally, to submit a request to the Governor for a waiver to the One Stop procurement process but the California Workforce Development Board will need to be in support of this request. We have received some additional information that may create some alternatives in the procurement process, but need to research them more fully before they are considered as viable and compliant options. We will continue to update the MCWIC Board of Directors of the status of this requirement. To date we have still not received any guidance and the regulations are still pending. One of the Central Valley WIB's is conducting an RFP for consulting services with a "piggy back" clause in order for other WIBs to utilize that procurement as the mechanism to make decisions related to consultant services.

Financing:

Workforce Innovation and Opportunity Act



Agenda Item 8.5

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Elaine Craig, Executive Director

Date: April 28, 2016

Subject: Executive Director Evaluation

Information:

Per the MCWIC By-Laws and procedures, the annual evaluation of the Executive Director will need to be conducted beginning in May. The evaluation form will be sent to the Chair, Vice Chair and a third Director, currently Robyn Smith, to be completed. The three ratings will be aggregated by the Chair and a meeting will be scheduled prior to the June MCWIC Board meeting with the Executive Director for review and discussion. The final evaluation will be submitted in a closed session at the June Board meeting.

Financing:

Workforce Innovation and Opportunity Act