



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

AGENDA

SPECIAL MEETING

June 24, 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 – June 14, 2016

7.0 Action Items

7.1 Approve the Memorandum of Understanding (MOU) with the Workforce Development Board of Madera County as Mandated by the Workforce Innovation and Opportunity Act (WIOA) and by EDD Directive WSD15-12 for the America's Job Center of California (AJCC) Delivery System

7.2 Approve MCWIC Letter of Support for Technology Grant with Madera County Library

7.3 Approve the MCWIC Year to Date Financial Reports for the Period ending May 31, 2016

7.4 Approve the Resignation of Rich Mostert, Valley Small Business Development Corporation, from the MCWIC Board of Directors

8.0 Information Items

8.1 Grants/Projects Update

8.2 Facilities Update

8.3 2016-17 MCWIC Meeting Calendar

9.0 Closed Session

9.1 Request for Closed Session: Public Employee Performance Evaluation Pursuant to Government Code 54957 – Title of Position: MCWIC Executive Director

10.0 Written Communication

11.0 Open Discussion/Reports/Information

10.1 Committee Members

10.2 Staff

12.0 Next Meeting

July 28, 2016

13.0 Adjournment



MINUTES

SPECIAL MEETING

June 14, 2016

*Convened at Madera District Chamber of Commerce – Meeting Room
120 North E Street, Madera, CA 93638
(559) 673-3563*

PRESENT: Debi Bray, Bob Carlson, Victor Gonzalez, Mattie Mendez (9:06 a.m.), Robyn Smith

ABSENT: Rich Mostert

GUEST:

OTHERS: Elaine Craig, Jessica Roche, Nicki Martin

1.0 Call to Order

Meeting called to order by Chair Debi Bray at 9:01 a.m.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

None.

5.0 Adoption of Board Agenda

Bob Carlson moved to adopt the agenda, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Victor Gonzalez, Robyn Smith

6.0 Consent Calendar

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

Bob moved to approve the minutes, seconded by Victor Gonzalez.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Victor Gonzalez, Robyn Smith

7.0 Action Items

7.1 Approve the Grant Application for the City of Madera's Community Development Block Grant (CDBG) 2016/2017 and Authorize the MCWIC Chair to Sign the Grant Resolution/Certification for Submittal

MCWIC submitted an application for the City's CDBG grant in the amount of \$60,000. This will be the 4th consecutive year that MCWIC submits an application to the City. The city granted MCWIC \$13,000 last year for this grant. City programs that provide meals for seniors and funds for the animal shelter also apply for this grant and many times are awarded funds which causes MCWIC's funds to be significantly reduced from the amount requested in the application. Awarded funds are mostly used to pay for supportive services for City of Madera, low income residents.

Robyn Smith moved to approve, seconded by Bob Carlson.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Victor Gonzalez, Mattie Mendez, Robyn Smith

7.2 Approve a Preliminary Budget of \$3,759,900 for Fiscal Year 2016-17

Staff requested approval of a preliminary budget. This budget is subject to change. Some pending grants will be included if/when awarded. Staff stated that 2 full time Career Specialist were incorrectly identified as reduced positions. There is only 1 full time Career Specialist position being reduced due retirements and vacant positions. The budget shows an increase in expenses due to the expected relocation of the Job Center. The moving expense numbers will be revised when bids have been taken and finalized. There are various grants that are still pending and some that have been closed or will be closing in the Fall. A final Fiscal Year 2016-17 budget will be brought to the MCWIC Board for approval. Staff will provide end of the fiscal year information for the 2015-16 year as well as a comparison of the 2015-16 and 2016-17 budgets.

Mattie Mendez moved to approve the preliminary budget, seconded by Bob Carlson.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Victor Gonzalez, Mattie Mendez, Robyn Smith

7.3 Approve the Lease Agreement with Creekside Land Co, LLC for Space in a Building located at 2037 W. Cleveland Avenue, Madera, Ca for the Madera County Workforce Assistance Center

Staff presented a draft lease document with Creekside Land Co for a new location for the Job Center. Staff and the owner are still communicating and negotiating on items such as the Common Area Maintenance (CAM) fees for the Job Center's space in the building. Madera Unified has finalized their negotiations and lease with the owner. The lease has been vetted by the attorney. Currently, staff is waiting for clarification on exactly what fees and items are included in the CAM fees and what the final per-square-foot amount will be. The lease will be for a 10 year duration and includes an "out" clause that would allow the Job Center to end the lease should funding be reduced significantly. The owner is taking care of issues outside of the building. The building has been inspected for ADA issues and walkways will need to be adjusted to comply with ADA regulations. Staff would bring back all revisions and recommendations of the lease to the Board as needed.

Bob Carlson moved to approve the proposed lease as presented and authorizes the Executive Director to continue to negotiate the lease as needed, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Bob Carlson, Victor Gonzalez, Mattie Mendez, Robyn Smith

8.0 Information Items

None.

9.0 Written Communication

None

10.0 Open Discussion/Reports/Information

None.

10.1 Committee Members

None.

10.2 Staff

None.

11.0 Next Meeting

June 23, 2016

12.0 Adjournment

Meeting adjourned at 10:23 a.m.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
WORKFORCE DEVELOPMENT BOARD OF MADERA COUNTY
AND
MADERA COUNTY WORKFORCE INVESTMENT CORPORATION**

Title I of the Workforce Innovation and Opportunity Act (WIOA) requires each local workforce development board, with the agreement of the Chief Local Elected Official, to develop and enter into a Memorandum of Understanding (MOU) between the local Workforce Development Board and the required America's Job Center of California (AJCC) partners relating to the operation of the AJCC delivery system in the local area.

The WIOA specifies that the required AJCC partners include employment and training services and programs authorized by:

- Adult, Dislocated Worker and Youth, WIOA Title I
- Wagner-Peyser Act, WIOA Title III
- Adult Education and Literacy, WIOA Title II
- Vocational Rehabilitation, WIOA Title IV
- Indian and Native American Programs, WIOA Section 166
- Migrant and Seasonal Farmworker Programs, WIOA Section 167
- Temporary Assistance for Needy Families/CalWORKS, 42 USC Section 601
- Older Americans Act of 1965, Title V
- Postsecondary Career and Technical Education, Perkins Act of 2006
- Trade Act of 1974, Title II
- Veterans' Employment and Training Service, 38 USC Chapter 41
- Community Services Block Grant Act
- Department of Housing and Urban Development
- State Unemployment Insurance laws
- Job Corps

California's one-stop delivery system, the AJCC, is a locally-driven system which develops partnerships and provides programs and services to achieve the policy objectives established by the California Workforce Development Board's State Strategic Plan by:

- Fostering demand-driven skill attainment;
- Enabling upward mobility, especially for those with barriers to employment; and
- Aligning, coordinating and integrating programs and services.

Vision and Mission of the Workforce Development Board of Madera County

The Workforce Development Board of Madera County (WDB) is committed to the economic health of Madera County by providing leadership and guidance resulting in a quality employment and training system. The WDB is focused on establishing innovative collaborations that inspire success, while insuring that the workforce system provides skill development opportunities for lifelong learning and personal growth resulting in a quality workforce. The WDB contributes to the economic health of the County and the region through supporting an environment conducive to economic development and assisting to build a vibrant economy through increased employment opportunities.

Purpose of Memorandum of Understanding (MOU)

- I. To define and reinforce (or establish) relationship between the Workforce Development Board of Madera County (WDB) and the designated Partner Agency;
- II. To define the roles and responsibilities of these entities, in the performance of their combined goal of establishing a workforce development system through an AJCC method of service delivery that is:
 - Integrated (offering as many employment, training, and education services as possible for employers and individuals seeking jobs or wishing to enhance their skills) and affording universal access to the system overall;
 - Comprehensive (offering a large array of useful information with wide and easy access to needed services);
 - Customer Centered (providing the means for customers to judge the quality of services and make informed choices based on their individual needs); and
 - Performance Based (based on clear outcomes to be achieved; mutually negotiated outcomes and methods for measurements; and the means toward measuring and attaining customer satisfaction).

Parties to the MOU

As a required AJCC partner in accordance with the Workforce Innovation and Opportunity Act, the Madera County Workforce Investment Corporation (MCWIC) enters into a Memorandum of Understanding (MOU) with the Workforce Development Board of Madera County (WDB) regarding the manner in which the MCWIC will participate in and provide access to its services through the AJCC system of service delivery. Any questions about this MOU should be directed to the Executive Director.

Responsibilities of AJCC Partners

The AJCC Partner agrees to participate in joint planning, plan development, and other system activities to accomplish the following:

1. Continuous partnership building between all parties to this agreement;
2. Continuous planning responsive to State and Federal requirements;
3. Responsiveness to specific local and economic conditions including employer needs;
4. Adherence to common data collection and reporting requirements, including needs for modification or change;
5. Diligence in developing coordinated local leadership in workforce development through;
 - a) Responsiveness to customer needs;
 - b) Maintenance to system infrastructure
 - c) Shared technology and information;
 - d) Performance management to measure the success of the AJCC system overall and to enhance performance in a spirit of quality management and continuous improvement;
6. Making the applicable service(s) relevant to the partner program available to customers through the AJCC;
7. Participation in the operation of the AJCC, consistent with the terms of the MOU and the requirements of applicable laws; and
8. Participation in capacity building and staff development activities to insure that all partners and staff are adequately cross-trained.

Effective Dates

This MOU shall become effective on July 1, 2016 and shall continue for three years, through June 30, 2019, unless terminated sooner by one of the parties. The MOU will be reviewed not less than once every three years to identify and incorporate any substantial changes that may have occurred.

This MOU is of no force or effect until signed by authorized representatives of the participating agencies, and until approved by the Chief Local Elected Official. The MOU, once signed, becomes a part of the local WIOA Plan.

Revisions and Modifications

This MOU constitutes the entire agreement between and parties and no oral understanding not incorporated herein shall be binding on any of the parties hereto. This MOU may be modified, altered, or revised, as necessary, by mutual consent of the parties, by the issuance of a written amendment, signed and dated by the parties.

Each party reserves the right to modify the scope, structure, and content of this MOU based on legislative changes, local WDB policies, availability of funding, or other circumstances as warranted and agreed upon by the WDB and the partner agency.

Extensions

This MOU may be extended by written agreement between the parties, provided such agreement is signed by both parties prior to the termination date of this agreement, and contains the following:

1. A statement of intent to continue all provisions of the MOU;
2. Revised effective and end dates; and
3. Dated signatures of both parties.

Terminations

Either party to this MOU may elect to terminate its participation in this MOU without cause by delivering a thirty (30) day written notice of intent to terminate to the other party.

Non-Discrimination and Equal Opportunity

Parties to this MOU shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant, or applicant for employment due to gender or gender identity, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical conditions, age (over 40), sexual orientation, or marital status. Nor shall any partner or the WDB, including the AJCC Operator, deny family and medical care leave or pregnancy disability leave to employees entitled to such leave. Partners and the WDB, including the AJCC Operator, shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Partners shall comply with the provisions of Fair Employment and Housing Act (California Government Code Section 12900, et seq.) and related, applicable regulations promulgated thereunder (Title 2, California Code of Regulations Section 7285 et seq.). Code of Regulations Section 8103 et seq. are incorporated into this MOU by reference and made a part hereof as if set forth in full. Partners shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining agreement or other such agreement. Parties to this MOU shall include non-discrimination and compliance provisions of this clause in all related subcontracts or financial agreements.

The WDB, including the AJCC Operator and other partners to the AJCC system, will ensure that policies and procedures established by the WDB, including the AJCC Operator, and programs and services provided by and through the AJCC are in compliance with the Americans with Disabilities Act of 1990 (ADA) and its amendments, which prohibits discrimination on the basis of disability, as well as applicable regulations and guidelines issued pursuant to the ADA.

All parties agree to universal access as an AJCC provision. Policies adopted locally for ensuring access for all customers include those with special needs; those with literacy deficits, physical or learning disabilities; limited English speakers, in accordance with Dymally-Alatorre Bilingual

Services Act; Unemployment Insurance claimants; Veterans, Migrant and Seasonal Farmworkers; and others with economic or geographical barriers to service or employment.

Grievances and Complaints Procedure

The AJCC Partner agrees to establish and maintain a procedure for grievance and complaints as outlined in WIOA. The process for handling grievances and complaints is applicable to customers and partners. These procedures will allow the customer or entity filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance. The partner further agrees to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

Americans with Disabilities Act and Amendments Compliance

The AJCC Partner agrees to ensure that the policies and procedures as well as the programs and services provided at the AJCC are in compliance with the Americans with Disabilities Act and its amendments. Additionally, partners agree to fully comply with the provisions of WIOA, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, 29 Code of Federal Regulations Part 37 and all other regulations implementing the aforementioned laws.

AJCC System Services

In consideration of mutual aims and shared desires of the AJCC System and in recognition of the public benefit to be derived from effective collaboration of the programs involved, the partner agrees to support, as authorized by applicable law, the following services through the AJCC Centers:

1. Basic Career Services as specified under the Workforce Innovation and Opportunity Act, Title I-Subtitle B, including eligibility determination for multiple programs; outreach, intake and orientation; initial assessment of skill levels, job search, placement assistance and career counseling; business services including recruitment; activity referral and coordination with other programs; provision of workforce and labor market statistical information relating to local, regional and national labor markets;
2. Individualized Career Services as specified under the Workforce Innovation and Opportunity Act (WIOA Section 134(c)(2)(A)(i)-(xi) and Notice of Proposed Rule-Making section 680.150), including comprehensive and specialized assessment, development of an individual employment plan, group and individual counseling, case management for participants seeking training services, and short-term and pre-vocational services.
3. Follow-up Services will be made available to participants for twelve months after exit. A participant will receive follow-up services necessary to enable them to progress further in

their occupation or retain their employment. Follow-up services can include additional career planning, counseling, mentoring, assisting individuals to secure a better paying job, career development and further education. Agency staff is required to contact the participant and determine a participant's employment and educational status after exiting all WIOA programs at least once per calendar quarter for one year.

4. Access to training services (WIOA Section 134 (c)(3)(D) and Notice of Proposed Rule-Making (NPRM) section 680.200) which may include, but are not limited to, occupational skills training, on-the-job-training, private sector training programs, skill upgrading and retraining, job readiness training, adult basic education and literacy programs, and customized training.
5. Access to Wagner-Peyser services including job search, placement, recruitment, and CalJOBS.
6. Access to AJCC Programs and activities.
7. Services for employers including, but not limited to, job listings, meeting facilities, referral of job seekers, pre-screening of applicants, labor market information, tax credit information, job and hiring fairs, and small business development assistance.

The MCWIC will provide the following specific AJCC services:

Acting as the AJCC Operator, the MCWIC will insure that services are provided by assigning staff to local AJCC sites and by coordinating cross-training between AJCC Partner agencies. MCWIC, in the role of AJCC operator will:

1. Facilitate the daily operation of the AJCC insuring that the facility is properly maintained and offers a professional and accessible work atmosphere for the delivery of services;
2. Establish and maintain key relationships and convene partner agency representatives in order to collaboratively integrate and supervise the workforce development system in the local area;
3. Support a collaborative environment through inclusive activities designed to develop the capacity of all partners to deliver high quality services to customers;
4. Coordinate the compilation and distribution of information to partner agencies regarding strategies to address the labor force needs of employers as well as the training and skill development needs of job seekers;
5. Collaborate in the development and implementation of integrated system-level outreach, marketing, branding, and innovative service delivery strategies; and
6. Serve as the primary point of contact for the community and media regarding workforce and AJCC system issues and inquires.

The MCWIC further agrees that it will provide the following services to individuals the MCWIC determines eligible for services and for whom such services are necessary, appropriate, and

consistent with Federal and State law, and which are not available through other partners in the AJCC system.

Basic Career Services

The MCWIC will participate in the provision of Basic Career Services, as defined in WIOA Section 134(c)(2), to individuals determined eligible to receive such services. Basic Career Services, as outlined in 20 Code of Federal Regulations NPRM Section 678.430(a), include:

1. Determination of eligibility to receive assistance from the Adult, Dislocated Worker, or Youth programs;
2. Outreach, intake, and orientation to the AJCC system;
3. Initial assessment of skill levels, aptitudes, abilities (including skills gaps), and supportive service needs;
4. Job search and placement assistance, including career counseling, information on industry sectors, occupations in demand, and nontraditional employment;
5. Recruitment and other business services for employers, including information and referrals to specialized services not traditionally offered in the AJCC system;
6. Provision of referrals to, and coordination of activities with, other programs and services within and outside of the AJCC system;
7. Provision of workforce and labor market information, including job vacancy listings, job skills requirements, occupations in demand, and earnings, skill requirements, and advancement opportunities for available jobs;
8. Performance and program cost information on eligible providers of training services;
9. Performance information for the local AJCC system;
10. Information relating to the availability of supportive services or assistance, and referrals to those services and assistance;
11. Information regarding the process to access assistance for filing unemployment insurance claims; and
12. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

Individualized Career Services

The MCWIC agrees to provide Individualized Career Services, as defined in WIOA Section 134(c)(2), to individuals determined eligible to receive such services and if determined to be appropriate in order for an individual to obtain or retain employment. Individualized Career Services, as outlined in 20 Code of Federal Regulations NPRM Section 678.430(b), include:

1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers;
2. Development of an individual employment plan to identify the employment goals, achievement objectives, and appropriate combination of services for the participant;
3. Group counseling;

4. Individual counseling;
5. Career planning;
6. Short-term pre-vocational services to prepare individuals for unsubsidized employment or training;
7. Internships and work experiences that are linked to careers;
8. Workforce preparation activities;
9. Financial literacy services;
10. Out-of-area job search assistance; and
11. English language acquisition and integrated education and training programs.

Follow-Up Services

The MCWIC will provide follow-up services, including counseling regarding the workplace, as defined in WIOA Section 134(c)(2), for participants in Adult or Dislocated Worker activities who are placed in unsubsidized employment, for not less than 12 months after the first day of employment, as outlined in 20 Code of Federal Regulations NPRM Section 678.430(c).

Training Services

The MCWIC will, as funding permits, provide training services, as defined in WIOA section 134(c)(3)(A), to eligible individuals who, after an interview, evaluation, assessment, or career planning, have been determined to:

- a. Be unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable or higher than those from previous employment;
- b. Be in need of training services to obtain or retain employment that leads to economic self-sufficiency;
- c. Have the skills and qualifications necessary to successfully participate in the selected program of training services;
- d. Have selected a program of training services that is directly linked to the employment opportunities in the local area or planning region;
- e. Be unable to obtain other grant assistance, or require additional assistance beyond that available through other grant assistance programs; and
- f. Be eligible in accordance with the priority system in effect under WIOA Section 134(c)(3)(E).

Training services may include:

1. Occupational skills training, including training for non-traditional employment;
2. On-the-job training;
3. Incumbent worker training;
4. Programs combining workplace training with related instruction, including cooperative education program;
5. Training programs operated by the private sector;
6. Skill upgrading and retraining;

7. Entrepreneurial training;
8. Transitional jobs;
9. Job readiness training, in combination with the services listed in items 1-8, above;
10. Adult education and literacy activities, including English language acquisition and integrated education and training programs, provided concurrently with the services listed in items 1-7 above; and
11. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

Business Services

The MCWIC will provide Business Services, as outlined in WIOA Sections 134(c)(1)(A) and 134(d) and 20 Code of Federal Regulations NPRM Section 678.435, including, but not limited to:

1. Appropriate recruitment and other business services on behalf of employers, including business services other than those traditionally offered within the AJCC system;
2. Providing accurate workforce and labor market employment statistics information;
3. Customized screening and referrals of qualified participants in training services to employers;
4. Customized services to employers, employer associations, or other such organizations, on employment-related issues;
5. Customized recruitment events and related services for employers, including targeted job fairs;
6. Human resource consultation services, including assistance with job descriptions, employee handbooks, policies, or explaining labor laws to assist with compliance with wage/hour or safety/health regulations; and
7. Customized labor market information for specific employers, sectors, industries, or clusters.

Working in conjunction with the Workforce Development Board of Madera County, as well as other partners identified by the local Board, MCWIC will also participate in:

1. Developing and implementing industry sector strategies;
2. Providing customized assistance or referral for assistance in the development of a registered apprenticeship program;
3. Developing and delivering innovative workforce investment services and strategies for area employers, which may include career pathways, skill upgrading, skill standard development, or other effective initiatives for meeting the workforce investment needs of area employers and workers;
4. Assisting area employers in managing reductions in force in coordination with rapid response activities and with strategies for the aversion of layoffs;
5. Marketing available business services to appropriate area employers, including small and mid-sized employers; and
6. Assisting employers with accessing local, State, and Federal tax credits.

Location of AJCC Sites

The WDB will establish a minimum of one physical location within the local workforce area in which all AJCC Partners will provide access to the services provided under the WIOA. The parties agree that such AJCC shall be located at 441 E. Yosemite Avenue, Madera, CA 93638. The partner agrees that it will provide access to the services described in this MOU at such location and any other satellite location deemed appropriate by the partner organization. This location may be changed by the WDB during the term of this MOU, upon reasonable advance notice of at least thirty (30) days of such change to the partner organization.

Methods of Referral

Parties to this MOU agree to jointly develop and mutually implement referral processes acceptable to all AJCC partners. Parties agree to cross-train staff on the services of each partner agency to facilitate effective and informed referrals between and among the partner organizations. Partners will adopt a common referral form and will agree to the format and modality to be used for referrals to their respective agencies. Partners agree to refer individuals to other AJCC partner agencies, when such individuals may benefit from the partner agency's services.

The referral process will:

- Ensure that intake and referrals processes are customer-centered and provided by staff trained in customer service;
- Ensure that general information regarding AJCC programs, services, activities, and resources will be made available to all customers, as appropriate;
- Describe how customer referrals are made electronically, through traditional correspondence, verbally, or through other means determined in cooperation with partners; and
- Describe how each AJCC partner will provide a direct link or access to other AJCC partner staff that can provide meaningful information or service, through the use of co-location, cross training of AJCC staff, or real-time two-way communication and interaction that results in the services needed by the customer.

A copy of the local referral form and process is included as Attachment A.

Access for Individuals with Barriers to Employment

The term "individual with a barrier to employment" means an individual who is a member of one or more of the following populations:

- A. Displaced homemakers
- B. Low-income individuals
- C. Native Americans, including Alaska Natives and Native Hawaiians
- D. Individuals with a disability
- E. Older individuals
- F. Homeless individuals

- G. Youth who are in or who have aged out of the foster care system
- H. Individuals who are English language learners, who have low levels of literacy, and/or who are facing substantial cultural barriers
- I. Eligible migrant and seasonal farmworkers
- J. Individuals within two years of exhausting lifetime eligibility for TANF
- K. Single parents, including pregnant women
- L. Long-term unemployed individuals
- M. Such other groups as the Governor may determine to have barriers to employment.

Each party to the MOU assures that its policies, programs, procedures, and services are in compliance with the ADA of 1990 and its amendments, which prohibits discrimination on the basis of disability, in order to provide equal access to all customers with disabilities.

Each party is committed to offering priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient when providing individualized career services and training services with WIOA Adult funds.

A system map identifying the location of the comprehensive and affiliate AJCC sites within the local area is included as Attachment B.

Shared Technology and System Security

The WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including client tracking, common case management, reporting, and data collection. To support the use of these tools, each AJCC partner agrees to:

- Comply with the applicable provisions of the WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements;
- The principles of common reporting and shared information through electronic mechanisms, including shared technology;
- Commit to share information to the greatest extent allowable under their governing legislation and confidentiality requirements;
- Maintain all records of AJCC customers or partners (e.g. applications, eligibility, and referral records, or any other individual records related to services provided under this MOU) in the strictest of confidence, and use them solely for purposes directly related to such services
- Develop technological enhancements that allow interfaces of common information needs, as appropriate; and
- Understand that system security provisions shall be agreed upon by all partners.

Funding of Services and Operating Costs

All relevant parties to this MOU agree to share in the operating costs of the AJCC system, either in cash or through in-kind services. It is expressly understood that this MOU does not constitute a financial commitment, but rather intend to commit specific resources in the future as the partner's allocations and budgets are known and the AJCC system evolves.

The cost of services, operating costs, and infrastructure costs of the system will be funded by all AJCC partners through a separately negotiated cost sharing agreement based on an agreed upon formula or plan. These cost sharing agreements will be formalized no later than December 31, 2017.

Confidentiality

The AJCC Partner agrees to comply with the provisions of WIOA as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and any other appropriate statute or requirement to assure the following:

- All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.
- No person will publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
- The AJCC partner agrees to abide by the current confidentiality provisions of the respective statutes to which AJCC operators and other AJCC partners must adhere, and shall share information necessary for the administration of the program as allowed under law and regulation. The AJCC partner, therefore, agrees to share client information necessary for the provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes.
- Client information shall be shared solely for the purpose of enrollment, referral or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

Administrative and Operational Management

License for Use:

During the term of this MOU, all partners to this MOU shall have a license to use space in the AJCC for the sole purpose of conducting acceptable AJCC services as outlined herein, or according to the terms of any separately negotiated cost sharing agreements.

Supervision/Day to Day Operations:

The day-to-day supervision of staff assigned to the AJCCs will be the responsibility of the site supervisor(s). The original employer of staff assigned to the AJCCs will continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite will be handled by the site supervisor(s) and the management of the original employer.

The office hours for the staff at the AJCCs will be established by the site supervisor(s) and the primary employer. All staff will comply with the holiday schedule of their primary employer and will provide a copy of their holiday schedule to the operator and host agency at the beginning of each fiscal year.

Disciplinary actions may result in removal of co-located staff from the AJCCs and each party will take appropriate action.

Each party shall be solely liable and responsible for providing to, or on behalf of, its employee(s) all legally-required employee benefits. In addition, each party shall be solely responsive and save all other parties harmless from all matters relating to payment of each party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

Dispute Resolution:

The parties agree to try to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective staff employer and the operator, for discussion and resolution.

Press Releases and Communications:

All parties shall be included when communicating with the press, television, radio or any other form of media regarding its duties or performance under this MOU. Participation of each party in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed by the other parties, in all communications, each party shall make specific reference to all other parties.

The parties agree to utilize the AJCC logo developed by the State of California and the local Board on buildings identified for AJCC usage. This also includes letterhead, envelopes, business cards, any written correspondence, and fax transmittals.

Hold Harmless/Indemnification/Liability:

In accordance with provisions of Section 895.4 of the California Government Code, each party hereby agrees to indemnify, defend, and hold harmless all other parties identified in this MOU

from and against any and all claims, demands, damages and costs arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. In addition, except for Departments of the State of California which cannot provide for indemnification of court costs and attorney's fees under the indemnification policy of the State of California, all other parties to this MOU agree to indemnify, defend, and hold harmless each other from and against all court costs and attorney's fees arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

Signatures

Dated: _____, 2016

BY: _____

Pat Gordon, Chair

Workforce Development Board of Madera County
(Name of WDB)

441 E. Yosemite Avenue
(Address)

Madera, CA 93638
(City, State, Zip Code)

Dated: _____, 2016

BY: _____

(Debi Bray, Chair)

Madera County Workforce Investment Corporation
Name of Partner Agency

441 E. Yosemite Avenue
Address

Madera, CA 93638
City, State, Zip Code

I, Rick Farinelli, Chair, Madera County Board of Supervisors, hereby agree to the forgoing Memorandum of Understanding between the Workforce Development Board of Madera County and the Madera County Workforce Investment Corporation.

Dated: _____, 2016

By: _____

Rick Farinelli, Chairman
Madera County Board of Supervisors

69:175:rc

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: WIOA MEMORANDUMS OF UNDERSTANDING

EXECUTIVE SUMMARY

Purpose

This policy provides guidance on the development of Memorandums of Understanding (MOUs) under the *Workforce Innovation and Opportunity Act* (WIOA).

Please note that this guidance was developed using the WIOA Notices of Proposed Rule Making (NPRM) and is subject to change based upon issuance of the final WIOA regulations or further guidance from Department of Labor (DOL).

Scope

This directive applies to all Local Workforce Development Boards (Local Boards).

Effective Date

This directive is effective on the date of issuance.

REFERENCES

- WIOA (Public Law 113-128) Section 121(c)
- *Americans with Disability Act Amendment Act of 2008* (ADA) (Public Law 110-325)
- Title 34 *Code of Federal Regulations* (CFR) “WIOA, Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Notices of Proposed Rule Making”
- Title 2 CFR Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”

STATE-IMPOSED REQUIREMENTS

This directive contains some state-imposed requirements. These requirements are printed in ***bold, italic type***.

FILING INSTRUCTIONS

This directive finalizes Workforce Services Draft Directive WSDD-131, dated November 25, 2015. The Central Office Workforce Services Division received eight comments during the comment period. A summary of these comments is provided as an attachment. Retain this directive until further notice.

BACKGROUND

The WIOA strengthens the ability of our public workforce system to align investments in workforce, education, and economic development with regional in-demand jobs. It also focuses on the importance of providing customers with access to high-quality One-Stop centers that connect them with the full range of services available in their communities.

Accordingly, California's Unified Strategic Workforce Development Plan (State Plan) was developed with the following three policy objectives in mind:

- Fostering demand-driven skills attainment
- Enabling upward mobility for all Californians
- Aligning, coordinating, and integrating programs and services

To achieve these objectives, the America's Job Center of CaliforniaSM (AJCC) system must serve as an all-inclusive access point to education and training programs that provide demand-driven skills attainment, especially for those with barriers to employment.

A critical component of the successful implementation of the State Plan vision is a well-articulated MOU. Local Boards, with the agreement of the chief elected official (CEO), are responsible for entering into a MOU with each of the AJCC partners that outlines the operations of the overarching One-Stop delivery system (WIOA Section 121[c]). The law envisions that Local Boards will act as both the convener of the MOU negotiations as well as the shaper of how One-Stop services are delivered within their Local Workforce Development Area (Local Area) (NPRM Preamble page 20602).

POLICY AND PROCEDURES

The AJCCs are the cornerstone of California's workforce development system. The AJCC partners are jointly responsible for workforce and economic development, educational, and other human service programs. Therefore, collaboration is essential to establishing a quality-focused, employer-driven, and customer-centered system.

Comprehensive AJCC

Every Local Area must have at least one comprehensive AJCC that provides universal access to the full range of employment services, training and education, employer assistance, etc. In other words, a comprehensive AJCC is a physical location where job seekers and employers have access to the programs, services, and activities of all the required AJCC partners. These include the following:

- WIOA Title I Adult, Dislocated Worker, and Youth
- WIOA Title II Adult Education and Literacy
- WIOA Title III Wagner-Peyser
- WIOA Title IV Vocational Rehabilitation
- Carl Perkins Career Technical Education
- Title V Older Americans Act
- Job Corps
- Native American Programs (Section 166)
- Migrant Seasonal Farmworkers (Section 167)
- Veterans
- Youth Build
- Trade Adjustment Assistance Act
- Community Services Block Grant
- Housing & Urban Development
- Unemployment Compensation
- Second Chance
- Temporary Assistance for Needy Families/CalWORKs

The term “access” refers to providing services that are accessible to all AJCC customers, including those with disabilities, through one of the following methods:

- Co-location – Program staff from each partner are physically present at the AJCC.
- Cross information sharing – Staff physically present at the AJCC are properly trained to provide information about all programs, services, and activities that may be available to the customer through other partners.
- Direct access through real-time technology – Access through two-way communication and interaction between customers and AJCC partners that result in services being provided. Examples may include the following:
 - Email or instant messaging.
 - Live chat via Skype or Facetime.
 - Identification of a single point of contact for service delivery at each partner program.
 - Establishment of an internet portal linking all of the partners.

(NPRM Section 678.305)

Affiliate AJCCs

An affiliate AJCC is a center that offers job seekers and employers one or more of the AJCC programs, services, and activities. These types of centers serve as access points into the local AJCC system. An affiliated site is not required to provide access to every required AJCC core or partner service and the frequency of staff presence in an affiliated center is determined at the local level. Affiliate AJCCs can be specialized centers that address specific needs of a target population or key industry sector or cluster. Local Areas choosing to incorporate affiliated centers as part of their service delivery strategy should implement these centers in a manner that supplements and enhances customer access (NPRM Section 678.310).

Stand Alone Wagner-Peyser Office

Stand-alone Wagner-Peyser (W-P) Employment Service (ES) offices are no longer permitted. Current W-P offices may transition to an affiliate center, provided that staff from at least one other partner in the affiliated center is physically present more than 50 percent of the time during the center's business hours and an MOU has been developed with the Local Board. Additionally, the other partner must not be the partner administering local veterans' employment representatives, disabled veterans' outreach program specialists, or unemployment compensation programs. If W-P ES and any of these three programs are provided at an affiliated site, an additional partner must have staff present in the center more than 50 percent of the time during the center's business hours (NPRM Section 678.315).

Development of a Memorandum of Understanding

Each MOU should act as a functional tool as well as visionary plan for how the Local Board and AJCC partners will work together to create a unified service delivery system that best meets the needs of their shared customers.

Local Boards may develop a single "umbrella" MOU that addresses overarching issues for the Local Board, CEO, and AJCC partners as they relate to the local AJCC system. Alternatively, they may choose to enter into a separate MOU with each individual partner or groups of partners (NPRM Section 678.505). Two or more Local Areas within a planning region also have the option to develop a single joint MOU, should they wish to do so (NPRM Section 678.500).

The three major components each MOU should address are as follows:

1. Shared Customers
2. Shared Services
3. Shared Costs

Joint infrastructure funding is a critical part of establishing the foundation needed to support integrated service delivery. Therefore, under WIOA each of the required partners must contribute a portion of their funds toward maintaining the AJCC system [WIOA Section 121(b)(1)]. However, in order to ensure we are moving toward a customer-focused approach across all programs, the shared resources and costs portion of each MOU does not have to be negotiated until after the Local Board and AJCC partners have first addressed their shared customers and services.

Phase I and Phase II

The MOU development process will take place in two phases. Phase I of each MOU will address service coordination and collaboration amongst the partners. Phase II will address how to functionally and fiscally sustain the unified system described in Phase I through the use of resource sharing and joint infrastructure costs. The State compiled a matrix of the AJCC required partners at the state and local level as well as the preferred points of contact for MOU negotiations and signatures (Attachment 3). After each phase of a MOU has been completed, authorized representatives of the Local Board, CEO, and AJCC partner(s) must sign it.

Phase I: Service Coordination

For Phase I, Local Boards are expected to work with all of the required partners in their Local Area to develop an agreement regarding the operations of the local One-Stop system as it relates to shared services and customers. ***Phase I of each MOU must be completed no later than June 30, 2016.***

Phase II: Shared Resources and Costs

For Phase II, Local Boards should build upon the agreements established in Phase I and determine how to best support their established service delivery model through the sharing of resources and costs. ***Phase II of each MOU must be completed no later than December 31, 2017.***

The two-part schedule is being provided in order to allow time for other key WIOA milestones (e.g., Local Area subsequent designation, AJCC operator procurement, establishment of a state infrastructure fund) to be completed before Phase II is due. **Prior to the completion of Phase II, Local Boards may continue to negotiate local funding agreements as they previously had been under the Workforce Investment Act.**

While the AJCC operator can participate in the MOU development process, the responsibility of negotiating Phase I of each MOU cannot be delegated to them as part of the competitive procurement process. Local Boards may wish to request an assessment of an applicant's ability to leverage resources or their experience in working with the required AJCC partners. However, they cannot require applicants to submit each AJCC partner's financial commitments as part of the procurement process.

Every MOU must contain an assurance that it will be reviewed and updated, at a minimum, every three years in order to ensure it contains up to date information regarding funding, delivery of services, and changes in the signatory official of the Local Board, CEO, or AJCC partner(s).

In addition, each MOU must be reviewed and, if necessary, renegotiated after Local Workforce Development Plans and Regional Workforce Development Plans have been developed. This is to ensure they are properly aligned with the local priorities and strategies identified in both plans.

Strategic Timeline

During the MOU development process, Local Boards should remain aware of upcoming deadlines for several other key WIOA provisions. The timeline below takes into account current federal guidance as well as California’s strategic vision for WIOA implementation:

- During PY 2015-2016, Local Boards must complete Phase I of the MOU no later than **June 30, 2016**.
- During PY 2016-2017, Local Boards must ensure that AJCC operators and career services providers are in place and operating by **June 30, 2017**.
- During PY 2017-2018, Local Boards must complete Phase II of the MOU no later than **December 31, 2017**.
- During PY 2018-2019, Local Boards must ensure that both Regional Plans and Local Plans go into effect as of **July 1, 2018**.

**Please note, dates are subject to change, pending further guidance from DOL.*

Provisions of a Memorandum of Understanding

The table below outlines the content for Phase I and Phase II of the MOU development process. The left column lists the provisions that each MOU must contain, as required by WIOA. The right column lists what corresponding information needs to be included in order to address each provision.

In addition, the state developed a Sample MOU (Attachment 1). The Sample MOU is intended to be a technical assistance tool rather than a required template. As such, it should be used in whatever way best fits the needs of the Local Board.

Phase I June 30, 2016	
MOU Provisions Required under WIOA Section 121 (c)	Corresponding Information Needed
<p>Services provided through the One-Stop delivery system</p> <p>WIOA Section 121(c)(2)(A)(i)</p> <p>Describe the services to be provided through the One-Stop delivery system consistent with the requirements of this section, including the manner in which the services will be coordinated and delivered through such a system.</p>	<ul style="list-style-type: none"> • Define the purpose, mission, values and goals of the AJCC system. • Identify the AJCC partner(s) included in the MOU. • Describe the AJCC system design. • Describe the AJCC system services, that are applicable to each partner, including career services and those identified in the bi-lateral agreements contained in the State Plan • Identify the AJCC system customers and describe shared customers.

	<ul style="list-style-type: none"> • Describe the responsibilities of the AJCC partner(s), including joint planning and staff development/professional development.
<p>Initial Plan for Funding of Services and Operating Costs</p> <p>Describe the initial plan for Phase II as referenced in WIOA Section 121(c)(2)(A)(ii).</p>	<ul style="list-style-type: none"> • Include a commitment to sharing system operating costs. • Include an assurance that costs will be based on proportionate use and agreed upon methodology. • Include an assurance that a cost sharing agreement will be completed during Phase II of MOU process (see Attachment 1 for more guidance).
<p>Methods for Referring Customers</p> <p>WIOA Section 121(c)(2)(A)(iii)</p> <p>Describe methods of referral of individuals between the One-Stop operator and the One-Stop partners for appropriate services and activities.</p>	<ul style="list-style-type: none"> • Describe the AJCC system referral process. • Describe commitment to ensuring a high quality customer service and customer-centered focus. • Identify how the AJCC system will provide direct access to partners through real-time technology.
<p>Access to Services</p> <p>WIOA Section 121(c)(2)(A)(iv)</p> <p>Describe methods to ensure the needs of workers and youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in the provision of necessary and appropriate access to services, including access to technology and materials, made available through the One-Stop delivery system.</p>	<ul style="list-style-type: none"> • Attach an AJCC system map that identifies the location of each comprehensive and affiliate AJCC within the Local Area. • Define individuals with barriers to employment and describe how the AJCC system will ensure access and priority for services to individuals with barriers to employment. • Include a commitment by the AJCC partner(s) to work together to share data and technology. • Identify measures and internal control applied to ensure system security. • Include a commitment to comply with the confidentiality provisions of the respective statutes of the AJCC partner(s).

	<ul style="list-style-type: none"> • Describe how the AJCC system will provide measures to promote non-discrimination and equal opportunity. • Describe the AJCC system grievance procedures. • Include a commitment that the AJCC partner(s) and locations will comply with ADA physical and programmatic access requirements. • Include a commitment that the AJCC partner(s) will promote capacity building and professional development for staff in order to increase awareness and understanding of serving individuals with barriers to employment and individuals with disabilities.
<p>Duration of MOU</p> <p>WIOA Section 121(c)(2)(A)(v)</p> <p>Describe the duration of the MOU and the procedures for amending the memorandum during the duration of the memorandum, and assurances that such memorandum shall be reviewed not less than once every 3-year period to ensure appropriate funding and delivery of services.</p>	<ul style="list-style-type: none"> • Identify the effective dates of the MOU. • Include an assurance to review the MOU at least every three years. • Describe the procedures established to revise and modify the MOU. • Describe the procedures established to terminate the MOU.

Recommended MOU Provision	Optional Sections to include in the MOU
<p>Administration and Operations Management</p>	<ul style="list-style-type: none"> • Describe management operations, including site supervision and day to day operations. • Describe how the AJCC system will engage in media releases and communication. • Describe the AJCC system policy and procedures regarding hold harmless, indemnification, and liability. • Describe how the AJCC system will handle dispute resolution.
<p>Phase II December 31, 2017</p>	
MOU Provisions Required under WIOA Section 121 (c)	Corresponding Information Needed
<p>Funding of Services and Operating Costs</p> <p>WIOA Section 121(c)(2)(A)(ii)</p> <p>Describe how the costs of such services and the operating costs of such system will be funded, including the following:</p> <p>(I) Funding through cash and in-kind contributions (fairly evaluated), which contributions may include funding from philanthropic organizations or other private entities, or through other alternative financing options, to provide a stable and equitable funding stream for ongoing One-Stop delivery system operations.</p> <p>(II) Funding of the infrastructure costs of One-Stop centers in accordance with subsection (h).</p>	<ul style="list-style-type: none"> • Identify the AJCC system operating and infrastructure costs. • Describe how shared operating and infrastructure costs will be funded by the AJCC partner(s). • Describe the cash and in-kind contributions used to fund shared operating and infrastructure costs. • Identify the amount to be contributed by the AJCC partner(s) through the cost sharing agreement. • Include an assurance that AJCC proportionate fund contributions were calculated in accordance with Title 2 CFR Part 200. • Describe the process that will be used to periodically review and adjust shared costs so that they continue to be proportionate and equitable to the benefit received by the AJCC partner(s).

Mid-Point Update and Final Submission

Mid-Point Update

To ensure progress is being made towards the Phase I June 30th, 2016 deadline, each Local Area must submit a timeline outlining all completed and upcoming MOU development activities to their Regional Advisor by May 13th, 2016.

The purpose of the mid-point update is to help Local Boards chart out their MOU development process as well as to notify the state of any outstanding technical assistance needs. Similar to the Sample MOU, the state has developed a Sample Timeline (Attachment 2) which Local Boards can use as a tool for developing their own schedule of activities.

Final Submission

At the end of Phase I, the completed MOU(s) must be signed by an authorized representative of the Local Board, CEO, and AJCC partner(s). A hard copy must then be submitted to the Regional Advisor no later than 5:00 p.m. on June 30, 2016.

MAIL ATTN: (Name of Regional Advisor)
Workforce Service Division, MIC 50
Employment Development Department
P.O. Box 826880
Sacramento, CA 94280-0001

COURIER SERVICE/
OVERNIGHT MAIL ATTN: (Name of Regional Advisor)
Workforce Services Division, MIC 50
Employment Development Department
722 Capitol Mall
Sacramento, CA 95814

Additional Resources

Supplementary federal guidance that may be of assistance during the MOU development process includes the following:

- [DOL Training and Employment Guidance Letter 04-15](#): Vision for the One-Stop Delivery system under the WIOA
- [Rehabilitation Services Administration Technical Assistance Circular 15-02](#): Vision for the State Vocational Rehabilitation Services Program as a Partner in the Workforce Development System Under the WIOA
- [Office of Career, Technical and Adult Education - Division of Adult Education and Literacy 15-4](#): Vision of the Adult Education and Literacy Act in the Workforce System and Initial Implementation of the WIOA

- [Unemployment Insurance Program Letter 20-15](#): Unemployment Insurance and the WIOA of 2014

Frequently Asked Questions

As the MOU process continues to unfold and further guidance becomes available, the EDD will issue a set of MOU Frequently Asked Questions (FAQS). These FAQs will be located on the EDD website at the following link: [WIOA FAQs](#).

ACTION

Bring this guidance to the attention of all concerned parties.

INQUIRIES

If you have any questions regarding this directive, contact Robin Purdy at Robin.Purdy@cwdb.ca.gov or 916-657-1474.

Please direct all other questions to your assigned [Regional Advisor](#).

/S/ JOSÉ LUIS MÁRQUEZ, Chief
Central Office Workforce Services Division

Attachment is available on the internet:

1. [Sample MOU](#)
2. [Sample Timeline](#)
3. [AJCC Partner Matrix](#)
4. [Summary of Comments](#)

TECH GRANTS FOR LIBRARIES – DEADLINE JULY 15

Libraries and other public agencies can apply for funds to support tech projects or equipment purchase via the [CRT Settlement Fund](#). As a result of a computer industry lawsuit settled by the CA Attorney General, about \$2.27 million in one-time funds will be awarded to both public and non-profit agencies, with grants ranging from around \$30,000 to \$86,000, and 1-2 years in duration. Grant process will be administered by Harry M. Snyder, Consumer Attorney, Cy Pres Funds.

Projects that increase access to computer or visual technology will be considered. Examples include funding to train displaced or unemployed workers in new tech occupations; New software, technology or hi-tech equipment; or Funding for computer or visual technology services that will improve tech access, skills and knowledge for California populations.

The RFAs will be released on June 1, 2016 and proposals are due COB July 15, 2016, with an informational Webinar on June 8, 2016. To read the Summary Information about funding for each of four types of grants, click [here](#). If you would like to be added to the email list for the CRT Settlement Funds RFA and other updates, please send a request to hmscypresfunds@gmail.com.

Page 1 of 6
 REQUEST FOR APPLICATIONS
 CRT Settlement Fund - Residual



GRANT FUNDS AVAILABLE FOR CALIFORNIA NONPROFIT ORGANIZATIONS TO PROVIDE COMPUTER RELATED SERVICES AND/OR TECHNOLOGY RELATED SERVICES TO CALIFORNIANS

Applications are due electronically by 5:00 PM (Pacific Daylight Time) on July 15, 2016.

SUMMARY OF REQUEST FOR APPLICATIONS

The purpose of this Request for Application (RFA) is to solicit applications from California nonprofit organizations to provide computer related services and/or technology related services to Californians.

CRTs are a display technology that was widely used in televisions and computer monitors. Display technology advances have replaced CRTs with more cutting-edge display technologies such as Plasma, LCD, and LED. To that end, the purpose of this RFA is to encourage innovative technology purchases that would have a significant impact on enabling new and improved operational capabilities. For example, the purchase of tablets, smart phones, computer lab equipment, or improved sewer system video technology, are all viable grant options. Please note the specific devices and equipment described should be viewed as suggestive, rather than limiting.

THE CRT SETTLEMENT FUND

The CRT Settlement Fund is the result of five Settlement Agreements obtained by the Attorney General of the State of California in a civil lawsuit filed against the makers of cathode ray tubes (CRTs). CRTs are a display technology that was widely used in televisions and computer monitors. Display technology advances have replaced CRTs with more cutting-edge display technologies such as Plasma, LCD, and LED.

The Attorney General's lawsuit in *The State of California, et al. v. Samsung SDI, Co., Ltd., et al., San Francisco Superior Court Case No. CGC-11-515784* alleges CRT makers worldwide between March 1, 1995 and November 25, 2007, operated an illegal price-fixing cartel that illegally set the price of CRTs. As a result, there was harm to California's economy, as well as California individuals, and government entities who were overcharged for products containing CRTs. The cartel's alleged price-fixing scheme violated California's Antitrust Law, California's Unfair Competition Law, and the common law doctrine of unjust enrichment. The State of California and the five settling defendants (Hitachi, LG, Panasonic, Samsung, and Toshiba), have consented to the Settlement Agreements without trial or adjudication of any additional issues of fact or law.

INDIRECT BENEFIT OF CALIFORNIA NATURAL PERSONS

As part of the resolution of the Attorney General's objections to the allocation plan of the federal settlements that involve the class claims for damages to California natural persons in the parallel federal case *In re: Cathode Ray tube (CRT) Antitrust Litigation (2007), Case No. 3:07-MDL-1917*, the Attorney General proposes to allocate a residual fund in the amount of \$195,000. The residual fund is to be distributed cy pres (next best benefit to the group of persons affected) for the indirect benefit of



California natural persons. The residual cy pres fund discussed here is in addition to the opportunity natural persons have to make claims directly from the federal settlements.

Due to the limited funds available for the residual cy pres fund, the Attorney General anticipates geographically diverse grants to two or more California charitable organizations (each, a “Cy Pres Recipient”), pursuant to California Business and Professions Code Section 16760(e)(1). As a condition to receiving any payment under this section, each Cy Pres Recipient shall agree to devote the funds to providing computer or technology related services that would increase the access, skills, and knowledge to Californians.

CRITERIA FOR REVIEWING APPLICATIONS

The Attorney General’s Office has engaged Harry M. Snyder to act as the neutral fund administrator (hereafter, “Cy Pres Fund Administrator”) for the CRT Settlement Fund. The Cy Pres Fund Administrator will apply the following criteria in selecting Cy Pres Recipients for the residual cy pres distribution.

- How closely related is the use of the grant to the cy pres purpose and the overall RFA purpose of providing computer or technology related services that would increase the access, skills, and knowledge to Californians?
- Has the entity submitted more than one application?
- How efficient is the use of grant funds?
- Does the applicant have a proven track record of success in similar programs?
- Will the grant be matched by the entity itself?
- Will this grant supplant funds from other sources?

NOTE: The Attorney General’s Office has a policy of not supplanting funds in cy pres awards.

Grants will be awarded following an application, due diligence, and court approval process.

Inquiries regarding this RFA must be submitted electronically by email to Harry M. Snyder at: hmscypresfunds@gmail.com

Interested parties are encouraged to periodically check the following websites for updates to the CRT Settlement Agreements, CRT Settlement Fund, and amendments to this RFA:

<http://cypresfunds.net/> - Harry Snyder, Cy Pres Fund Administrator website

http://oag.ca.gov/consumers/crt_notice - Attorney General's Office - CRT



A. GRANT SUMMARY AND ELIGIBILITY

Residual Fund Amount:	\$195,000
Estimated Number of Grants:	2-4
Anticipated Grant Amount:	\$65,000
Maximum Grant Duration:	24 months

Eligibility - Who May Submit Applications:

- Applications may only be submitted by California nonprofit organizations.

Limit on Number of Applications Submitted by an Organization:

- Only one (1) application can be submitted by an organization. No exceptions will be made.

B. APPLICATION CONTENTS AND PREPARATION

Cover Sheet Guide (1-page limit): Required

- **LEGAL NAME AND EIN NUMBER** - Indicate the full legal name of the applicant, and the applicant's EIN number. **California nonprofit organizations are required to be registered with the California Registry of Charitable Trusts.**
- **TITLE** - Provide a short informative title for the proposed project. To assist staff in sorting proposals for review, proposal titles should begin with "Residual Fund:" (i.e., Residual Fund: Training a Technologically Fluent Workforce).
- **PROJECT SUMMARY** - The project summary should include a brief description of the project, including its transformative technology goals, the technology related services provided, and the community (communities) that will be impacted. Indicate the total project cost and duration.
- **MANAGEMENT CONTACT** - Indicate the full name, title, department, email address, and phone number for the person responsible for overseeing the project.
- **ADMINISTRATIVE CONTACT** - Indicate the full name, title, department, email address, and phone number for the administrative contact for the project.
- **FINANCIAL CONTACT** - Indicate the full name, title, department, email address, and phone number for the financial contact for the project.

Project Description Guide (5-page limit): Required

The Project Description should explicitly address the following additional items:

A. Introduction and Background of Organization (incorporating the following points):



- Briefly describe your organization's relevant history and accomplishments providing computer and/or technology related services, and the individuals that your organization serves.
- Describe your organization's prior experience conducting projects similar to the proposed project, including procedures that are in place to document expenses and costs.

B. Describe Your Request (incorporating the following points):

- What problems, needs, or issues does your project address?
- Describe the project for which you seek funding and whether it is a new or ongoing part of your organization's work.
- What are the goals, objectives and activities involved in the request? Provide a task-by-task breakdown of the steps required to implement the proposed project demonstrating your understanding of the work needed to successfully complete the project.
- What are the specific benefits related to computer and/or technology services that will result from your project?
- Describe the individuals who would be served or benefited by your project.

C. Project Management, Reporting and Evaluation (incorporating the following points):

- Who will be involved in carrying out the work outlined in the request?
- Please describe how you will manage the project and track the progress of the project. For most grants, during the project, grantees will be required to submit written progress and expenditure reports every six months covering the progress made relative to the goals, objectives, activities and timeline for the project, whether any problems were encountered and how they were resolved, expenses paid relative to the project budget, and any proposed changes to the project timeline or budget.
- At the completion of the project, grantees will be required to submit a Grantee Final Report summarizing the project, successes and challenges, inventorying and documenting the completion of all project deliverables, and discussing the results of the project and its broader implications.
- Please describe your evaluation plan for the project. What specific information and data will you collect to measure the results? When specifically will you be collecting this information and data, analyzing this information and data and reporting the results?



Project Line-Item Budget Guide: Required

- Expenses should be directly budgeted to individual line items to the maximum extent possible.
- **Indirect costs in excess of 6% of the requested amount will not be funded.**
- If your project involves distinct phases or strategies, please prepare a separate line-item budget for each phase or strategy.

Project Budget Justification Guide: Required

- Please explain the need for each line item in the budget, as well as show the breakdown of calculations used to arrive at the amount in each line of the budget.
- If there are other funding sources for the proposed project, identify the sources and include amounts and whether received, committed, or projected/pending.

Project Timeline Guide: Required

- Include a quarterly timeline, including milestones with the steps necessary for project implementation.

Other Documents Guide: Required

- IRS 501(c)(3) Determination Letter
 - Provide a copy of the applicant's IRS 501(c)(3) Determination Letter
- Letter of Proposed Project Approval
 - Please submit a document showing that your proposed project has approval from the organization (for example, a letter signed by the Board Chair).
- Key Personnel Resumes
 - Please submit a resume or profile summarizing the qualifications of the key individuals involved (resumes not to exceed 2 pages per individual).

Letters of Support: Optional

- Provide Letters of Support



C. GRANT AWARDS

The CRT Settlement Fund may make no awards if no satisfactory applications are submitted. All grants are subject to court approval.

Prior to distributing any funds, successful applicants will be required to execute a Grant Agreement setting forth the terms and conditions of the grant, including payment and use of grant funds, reporting on the progress of the project and on the expenditures of grant funds,

and recordkeeping requirements. Grants are not final until a Grant Agreement has been fully executed by the Cy Pres Recipient and the Cy Pres Fund Administrator.

D. APPLICATION SUBMISSION

Applications are accepted electronically, only. Apply at cypresfunds.fluidreview.com. Applications must be received on or before 5:00 PM (Pacific Time), Friday, July 15, 2016. Faxed, mailed hard copy, or non-PDF files will not be accepted.

COMPLETE APPLICATIONS MUST INCLUDE:

- 1) Cover Sheet;
 - 2) Project Description;
 - 3) Line-Item Budget;
 - 4) Budget Justification;

 - 5) Timeline; AND
 - 6) Other Documents- IRS Determination Letter, Proposed Project Approval Letter , and Key Personnel Resumes.
- Letters of Support are not required.

- ➔ **Applications must be submitted electronically to cypresfunds.fluidreview.com.**
- ➔ **Inquiries regarding this RFA must be submitted electronically by email to Harry M. Snyder at: hmscypresfunds@gmail.com**

Applicants are encouraged to periodically check the following websites for updates to the CRT Settlement Agreements, CRT Settlement Fund, and amendments to this RFA:

- <http://cypresfunds.net/> - Harry Snyder, Cy Pres Fund Administrator website
- http://oag.ca.gov/consumers/crt_notice - Attorney General's Office - CRT

Harry M. Snyder
Cy Pres Fund Administrator - CRT Settlement Fund

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

As of 5/31/2016

(In Whole Numbers)



	Current FY 2015-2016	Beginning Year Balance
Assets		
Cash		
Cash in BA - Main	34,731	44,147
Cash in BA - Payroll	10,747	17,414
Total Cash	<u>45,477</u>	<u>61,562</u>
Accounts Receivable	214,299	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>289,063</u></u>	<u><u>678,362</u></u>
Liabilities and Net Assets		
Accounts Payable	106,907	409,592
Employee Payroll and Taxes Payable		
Vacation Payable	82,556	30,642
Other	7,683	66,456
Total Employee Payroll and Taxes Payable	<u>90,239</u>	<u>97,098</u>
Employer Payroll Taxes Payable	5,139	6,123
Workers Compensation Payable	0	543
Dependent Benefits Payable	(713)	0
457 Plan Payable	5,922	5,449
Net Income and Expenditures		
Fund Balance	95,109	95,109
Net Assets - Capital Assets	64,448	64,448
Grant Revenue	4,184,399	0
Contribution Income	290	0
Contribution In-Kind (goods)	356	0
Other Income	501,822	0
Interest Revenue	2	0
Other	(4,764,857)	0
Total Net Income and Expenditures	<u>81,569</u>	<u>159,557</u>
Total Liabilities and Net Assets	<u><u>289,063</u></u>	<u><u>678,362</u></u>

Madera County Workforce Investment Corporation
Statement of Cash Flows
As of 5/31/2016

	Current Month	Current Year 2014-2015
Cash Flows from Operating Activities		
Increase in Net Assets	(13,813.59)	(77,987.78)
Increase in accounts receivable		
Accounts Receivable	(152,370.93)	379,095.58
Total Increase in accounts receivable	(152,370.93)	379,095.58
Increase in accounts payable		
Accounts Payable	72,992.26	(302,684.45)
Total Increase in accounts payable	72,992.26	(302,684.45)
Increase in accrued payroll and related expenses		
FIT Withholding Payable EE	(65.43)	(615.14)
Medicare Withholding Payable EE	(90.76)	(94.39)
Medicare Payable ER	(90.77)	(94.36)
Social Security Tax Payable ER	(388.15)	(403.61)
SIT Withholding Payable EE	(65.22)	(262.08)
CA SDI Payable EE	(56.36)	(58.64)
CA SUI Payable ER	(210.66)	(481.38)
CA Training Tax Payable ER	(6.38)	(5.31)
Social Security Withholding Payable EE	(388.21)	(403.63)
Worker's Compensation Payable	0.00	(543.33)
457 Withholding Payable	5.39	473.54
Payroll Payable	(13,028.70)	(57,220.50)
Vacation Payable	7,396.96	51,914.04
Dependent Medical Payable	0.01	(5.11)
Dependent Dental Payable	(600.48)	(599.58)
Dependent Vision Payable	0.11	(107.84)
EE Withholding Order	(2.04)	(118.93)
Total Increase in accrued payroll and related expenses	(7,590.69)	(8,626.25)
Total Cash Flows from Operating Activities	(100,782.95)	(10,202.90)
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	(100,782.95)	(16,084.34)
Cash and Cash Equivalents at the Beginning of Year		
Cash in BA - Main	134,295.03	44,147.45
Cash in BA - Payroll	11,965.14	17,414.11
Total Cash and Cash Equivalents at the Beginning of Year	146,260.17	61,561.56
Cash and Cash Equivalents as of Current Period End Date	45,477.22	45,477.22

Madera County Workforce Investment Corporation
 Statement of Revenues and Expenditures - Board Report
 From 7/1/2015 Through 5/31/2016
 (In Whole Numbers)

AGENDA ITEM 7.3

	<u>Total</u>	<u>WIOA Grants</u>	<u>NEG/Prop 39</u>	<u>Rapid Response Layoff Aversion</u>	<u>Disability Employment Grants</u>	<u>CDBG</u>
Operating Revenue						
Federal Revenue	4,184,399	2,228,134	1,762,611	74,288	116,300	0
Other Local & State Revenue	501,822	0	5,877	0	3,469	3,899
Other Income						
Contribution Income	290	0	0	0	0	0
Interest Revenue	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Other Income	<u>292</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Operating Revenue	<u>4,686,513</u>	<u>2,228,134</u>	<u>1,768,488</u>	<u>74,288</u>	<u>119,769</u>	<u>3,899</u>
Total Revenue	<u>4,686,513</u>	<u>2,228,134</u>	<u>1,768,488</u>	<u>74,288</u>	<u>119,769</u>	<u>3,899</u>
Expenditures						
Salaries	(1,500,031)	(951,777)	(3,713)	(56,286)	(67,255)	0
Payroll Taxes	(138,675)	(83,627)	(282)	(4,296)	(6,055)	0
Benefits	(186,161)	(154,164)	(408)	(7,143)	(13,779)	0
Materials & Supplies	(115,854)	(57,177)	(39,587)	(2,904)	(3,369)	(2,917)
Overhead/Operating Expenses	(287,563)	(241,278)	(3,569)	(6,868)	(17,354)	(252)
Client Program Contracts (SS, ITA, OJT, Contracts, etc.)	(2,536,573)	(732,590)	(1,784,363)	0	(17,175)	(2,446)
Total Expenditures	<u>(4,764,857)</u>	<u>(2,220,613)</u>	<u>(1,831,923)</u>	<u>(77,497)</u>	<u>(124,987)</u>	<u>(5,614)</u>
Net Revenue Over Expenditures	<u>(78,344)</u>	<u>7,520</u>	<u>(63,435)</u>	<u>(3,210)</u>	<u>(5,217)</u>	<u>(1,715)</u>

Madera County Workforce Investment Corporation
Statement of Revenues and Expenditures - Board Report
From 7/1/2015 Through 5/31/2016
(In Whole Numbers)

	<u>Dept. of Social Service Contracts</u>	<u>Foundation Grants</u>	<u>Realignment Grants</u>	<u>Unrestricted Corporate</u>
Operating Revenue				
Federal Revenue	(100)	0	0	3,167
Other Local & State Revenue	404,460	0	68,624	15,493
Other Income				
Contribution Income	100	0	0	190
Interest Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>2</u>
Total Other Income	<u>100</u>	<u>0</u>	<u>0</u>	<u>192</u>
Total Operating Revenue	<u>404,460</u>	<u>0</u>	<u>68,624</u>	<u>18,852</u>
Total Revenue	<u>404,460</u>	<u>0</u>	<u>68,624</u>	<u>18,852</u>
Expenditures				
Salaries	(342,985)	(5,615)	(46,597)	(25,802)
Payroll Taxes	(38,221)	(517)	(4,326)	(1,351)
Benefits	(3,008)	(1,212)	(8,790)	2,341
Materials & Supplies	(5,671)	(458)	(2,126)	(1,646)
Overhead/Operating Expenses	(21,119)	(2,095)	(10,312)	15,284
Client Program Contracts (SS, ITA, OJT, Contracts, etc.)	0	0	0	0
Total Expenditures	<u>(411,003)</u>	<u>(9,895)</u>	<u>(72,151)</u>	<u>(11,174)</u>
Net Revenue Over Expenditures	<u>(6,543)</u>	<u>(9,895)</u>	<u>(3,527)</u>	<u>7,678</u>

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	4,184,399	-	1,534,057	27%	
4100		Contribution Revenue	-	290	-	(290)	0%	
4300		State/Local Grant Revenue	1,163,484	501,822	-	661,662	57%	
4500		Interest Revenue	-	2	-	(2)	0%	
Total Revenue			6,881,940	4,686,513	-	2,195,427	32%	
Expenditures								
5100		Staff Salaries (Reg & Vac)						
	0000	General Operations	1,295,910	1,179,887	-	116,023	9%	
	9039	Paid Work Experience	797,135	320,143	-	476,992	60%	
5110		Payroll Tax Expense (FUTA)	-	(921)	-	921	0%	
5111		Employer Medicare Expense						
	0000	General Operations	18,791	16,965	-	1,826	10%	
	9039	Paid Work Experience	11,553	4,642	-	6,911	60%	
5112		Social Security Employer Exp						
	0000	General Operations	80,346	72,539	-	7,807	10%	
	9039	Paid Work Experience	49,399	19,849	-	29,550	60%	
5115		CA Unemployment Insurance Exp						
	0000	General Operations	8,736	5,651	-	3,085	35%	
	9039	Paid Work Experience	41,431	11,565	-	29,866	72%	
5116		CA Training Tax Expense						
	0000	General Operations	168	170	-	(2)	-1%	
	9039	Paid Work Experience	797	281	-	516	65%	
5120		Workers Compensation Expense	15,846	9,613	-	6,233	39%	
5130		Group Health Insurance Expense	176,180	144,452	7,681	24,047	14%	
5140		Employers 457 Expense	77,755	66,279	-	11,476	15%	
5160		Group Dental Insurance	10,410	10,219	444	(253)	-2%	
5170		Group Vision Insurance	2,211	2,300	-	(89)	-4%	
5180		Group Life Insurance	792	789	42	(39)	-5%	
5200		Materials and Supplies	25,058	17,239	198	7,621	30%	
5300		Rent Expense	78,902	77,139	87	1,676	2%	
5320		Telephone Expense	6,600	5,348	890	362	5%	
5330		Utilities Expense	26,000	24,001	1,199	800	3%	
5400		Postage Expense	1,600	1,536	84	(20)	-1%	
5410		Printing Expense	4,600	1,553	740	2,307	50%	
5420		Advertising Expense	12,000	10,391	(3,294)	4,904	41%	
5430		Bank Charges	350	282	-	68	19%	
5440		Dues and Membership Expense	9,500	5,555	3,500	445	5%	
5450		Publications Expense	1,500	880	49	571	38%	
5500		Auditing Fees	18,500	15,250	-	3,250	18%	
5510		Legal Fees	20,000	2,251	(2,215)	19,964	100%	
5520		Consulting Fees	154,754	40,637	28,253	85,864	55%	
5530		Taxes and Fees	530	378	76	76	14%	
5600		Office Equipment	5,000	941	-	4,059	81%	
5610		Equipment Maintenance	14,000	9,469	3,202	1,329	9%	

Madera County Workforce Investment Corporation
 Encumbrance Budget - Board Report - Budget Balance
 From 7/1/2015 Through 5/31/2016

GL	Activity	Account Title	FY 15-16 Budget -				Budget % Remaining	Notes
			Board Approved 10.22.15	Revenue & Expenditures	Encumbrances	Budget Balance		
5620		Equipment Rental	7,240	5,926	914	401	6%	
5630		Software Expense	6,600	5,330	1,233	38	1%	
5631		Software Maintenance	4,900	4,852	-	48	0%	
5640		Internet Expense	4,800	3,168	1,535	96	2%	
5650		Computer Hardware	39,900	33,676	7,463	(1,239)	-3%	
5660		Furniture & Fixtures	4,000	-	-	4,000	100%	
5710		Employee Education Expense	8,500	8,259	27	214	3%	
5720		Staff Travel Expense	23,861	12,749	732	10,380	44%	
5730		Conference, Conventions & Meetings	5,000	4,835	739	(574)	-11%	
5800		Subcontracted Program Services						1
9020		Training Contract - Other		4,961	21,242	(26,204)	0%	
9021		Skills Training (ITA)	461,260	210,956	71,328	178,976	39%	
9022		On-The-Job (OJT) Training	87,561	122,919	32,336	(67,694)	-77%	
9036		Kings View-Subrecipient Contract	602,871	425,271	14,409	163,191	27%	
9039		Paid Work Experience	20,589	2,784	-	17,805	86%	
9040		Subrecipient	2,331,544	1,738,528	531,660	61,355	3%	
9052		Support Services - Other	68,843	14,597	7,346	46,900	68%	
9054		Supportive Service-Transportation Assista	20,000	29,292	10,130	(19,422)	-97%	
9055		Supportive Service-Medical	-	270	66	(336)	0%	
5810		General Outside Services	73,234	58,220	23,702	(8,688)	-12%	
5900		Insurance Expense	6,876	6,873	-	3	0%	
5950		Allocation of Common Costs	-	-	-	-	0%	
5980		Fixed Assets - Expense Offset	-	(5,881)	-	5,881	0%	
Total Expenses			<u>6,743,933</u>	<u>4,764,857</u>	<u>765,798</u>	<u>1,213,278</u>	18%	
Balance Revenue less Expenses			<u>138,007</u>	<u>(78,344)</u>				

Notes:

1 For training and supportive services, we have already met our SB734 requirement for training expense. All budget bal will offset within the 5800 category.



2016 - 2017

BOARD MEETINGS

**Meeting Location:
Madera County Workforce Assistance Center
441 E. Yosemite Avenue
Madera, CA 93638
559-662-4589**

Meets Monthly – as needed 4th Thursday of the month @ 2:00 p.m.
July 28, 2016
August 25, 2016
September 22, 2016
October 27, 2016
November 24, 2016
December 22, 2016
January 26, 2016
February 23, 2016
March 23, 2016
April 27, 2016
May 25, 2016
June 22, 2017