



## **A G E N D A**

**April 27, 2017  
2:00 p.m.**

Meeting will be held at:

***Madera County Workforce Assistance Center  
Conference Room  
2037 W. Cleveland Avenue  
Madera, CA 93637  
(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, 2037 W. Cleveland Avenue, Madera, CA 93637; 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](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 Consideration of approval of the Madera County Workforce Investment Corporation (MCWIC) February 23, 2017 meeting minutes.

### **7.0 Action Items**

7.1 Consideration of approval to dispose of MCWIC 2002 Dodge Caravan.

7.2 Consideration of the approval of the financial reports for the February 1, 2017 through March 31, 2017 time period.

### **8.0 Information Items**

8.1 Moss-Adams LLP Report of Independent Auditors

8.2 Executive Director Evaluation

8.3 2017-18 Budget Update

8.4 Grants/Projects Update

8.5 Facilities Update

8.6 Workforce Development Board (WDB) Update

**9.0 Written Communication**

**10.0 Open Discussion/Reports/Information**

10.1 Committee Members

10.2 Staff

**11.0 Next Meeting**

May 25, 2017

**12.0 Adjournment**



## MINUTES

**February 23, 2017**

***Convened at Madera County Workforce Assistance Center - Conference Room  
2037 W. Cleveland Avenue, Madera, CA 93637  
(559) 662-4589***

**PRESENT:** Debi Bray, Lindsay Callahan, Victor Gonzalez, Roger Leach, Mattie Mendez

**ABSENT:** Bob Carlson, Robyn Smith

**GUEST:**

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

### **1.0 Call to Order**

*Meeting called to order by MCWIC Chair Debi Bray at 2:17 p.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**

*Staff requested that agenda item 8.3 MCWIC Audit Update be moved from the Information items to the Action items due to an upcoming IRS deadline that will require the audit's formal approval.*

*Roger Leach moved to add item 8.3 to the action items, seconded by Victor Gonzalez.*

*Vote: Approved – Unanimous*

*Yes: Debi Bray, Lindsay Callahan, Victor Gonzalez, Roger Leach, Mattie Mendez*

### **6.0 Consent Calendar**

**6.1 Consideration of approval of the Madera County Workforce Investment Corporation (MCWIC) meeting minutes – October 27, 2016.**

**6.2 Consideration of approval of the MCWIC meeting minutes – November 15, 2016.**

*Mattie Mendez moved to approve items 6.1 and 6.2, seconded by Lindsay Callahan.*

*Vote: Approved – Unanimous*

Yes: Debi Bray, Lindsay Callahan, Victor Gonzalez, Roger Leach, Mattie Mendez

## **7.0 Action Items**

### **7.1 Consideration of approval of the financial reports for the July 1, 2016 through January 31, 2017 time period.**

*Staff provided the financial reports for approval and provided an update on the status of the billing and expenses involved with the relocation of the Job Center. Billing for various expenses are just coming in and stand at approximately \$100,000. More cabling had to be done than anticipated due to having to restructure cubicles to accommodate more staff. The Workforce Development Board of Madera County received incentive funds for receiving High Performing status and the funds were used towards the move. There is currently a freeze on high ticket trainings. Items such as low cost certificate programs such as those obtained through Madera Adult School or the Community College are still being funded for participants.*

*Roger Leach moved to approve, seconded by Mattie Mendez.*

*Vote: Approved – Unanimous*

*Yes: Debi Bray, Lindsay Callahan, Victor Gonzalez, Roger Leach, Mattie Mendez*

### **7.2 Consideration of approval of the MCWIC Audit**

*The MCWIC received an unmodified, clean audit with no findings. All internal controls are in compliance. MCWIC's financials were found to have no significant deficiencies or material weaknesses.*

*Lindsay Callahan moved to approve, seconded by Roger Leach.*

*Vote: Approved – Unanimous*

*Yes: Debi Bray, Lindsay Callahan, Victor Gonzalez, Roger Leach, Mattie Mendez*

## **8.0 Information Items**

### **8.1 Update on 2017-18 Allocations**

*Information was provided within agenda packet. Staff noted that the amount written on the information background of \$144,000 was incorrect and should have read \$114,000.*

### **8.2 Workforce Development Board (WDB) of Madera County Update**

*The WDB minutes and agenda for their previous meetings were included in the agenda packet in order to provide the MCWIC with an update on the WDB.*

### **8.3 MCWIC Audit Update**

*Information provided within agenda packet.*

### **8.4 Grants/Projects Update**

*Information provided within agenda packet. MCWIC is now running the young adult program. They have spent considerable time reviewing participants' files and documents. Staff have already placed a few participants into Paid Work Experience and On-the-Job training sites.*

### **8.5 Facilities Update**

*Staff moved into the new Job Center the week of January 16<sup>th</sup>. The MCWIC office was closed on the 16<sup>th</sup> so staff moved in beginning on Tuesday, January 17<sup>th</sup>. Staff are waiting for additional tables for the Resource Room and will eventually have 20 computers and 1 ADA computer station located in the Resource Room. Participants are coming in based on word-of-mouth information they are getting. Staff are seeing more participants coming in from charter schools and Madera County Office of Education programs.*

**8.6 Form 700 due April 1, 2017**

**8.7 Workforce Assistance Center Ribbon Cutting: February, 27, 2017 – 3:00 p.m. to 5:00 p.m.**

**9.0 Written Communication**

*None.*

**10.0 Open Discussion/Reports/Information**

**10.1 Committee Members**

*Mattie Mendez: attended a Community Service Block Grant (CSBG) meeting. WIOA information was shared. They provided information on immigrant worker statistics.*

**10.2 Staff**

*Elaine and staff thanked the Board for their continued support and advocacy for the new building.*

**11.0 Next Meeting**

*March 23, 2017*

**12.0 Adjournment**

*Mattie Mendez moved to adjourn the meeting, seconded by Victor Gonzalez. Meeting adjourned at 3:18 p.m.*

**Madera County Workforce Investment Corporation****Balance Sheet - Board Report FY 2016-2017**

As of 3/31/2017

(In Whole Numbers)



	Current FY 2016-2017	Beginning Year Balance
<b>Assets</b>		
<b>Cash</b>		
Cash in BA - Main	94,564	212,267
Cash in BA - Payroll	11,148	13,374
<b>Total Cash</b>	<b>105,712</b>	<b>225,641</b>
Accounts Receivable	227,619	448,016
Prepaid Expenses	0	2,502
<b>Fixed Assets</b>		
Computer & Software	87,567	87,567
Office Equipment	12,583	12,583
Vehicles	2,125	2,125
Furniture & Fixtures	550	550
Accumulated Depreciation	(65,652)	(65,652)
<b>Total Fixed Assets</b>	<b>37,173</b>	<b>37,173</b>
<b>Total Assets</b>	<b>370,503</b>	<b>713,332</b>
<b>Liabilities and Net Assets</b>		
Accounts Payable	129,046	401,709
Employee Payroll Payable	36,421	46,962
Employee Vacation Payable	0	33,561
Payroll Taxes Payable	15,798	17,003
Workers Compensation Payable	380	0
Dependent Benefits Payable	(1,049)	(572)
457 Plan Payable	5,296	6,395
FSA Payable	(62)	0
<b>Net Income and Expenditures</b>		
Fund Balance	143,826	143,826
Net Assets - Capital Assets	64,448	64,448
Grant Revenue	2,149,980	0
Contribution Income	45	0
Contribution In-Kind (goods)	1,485	0
Other Income	179,546	0
Interest Revenue	1	0
Other	(2,354,657)	0
<b>Total Net Income and Expenditures</b>	<b>184,674</b>	<b>208,274</b>
<b>Total Liabilities and Net Assets</b>	<b>370,503</b>	<b>713,332</b>

**Madera County Workforce Investment Corporation**

Statement of Cash Flows

As of 3/31/2017

	Current Month	Current Year 2016-2017
Cash Flows from Operating Activities		
Increase in Net Assets	36,095.43	(23,599.97)
Increase in accounts receivable		
Accounts Receivable	(153,794.94)	220,397.19
Total Increase in accounts receivable	(153,794.94)	220,397.19
Increase in accounts payable		
Accounts Payable	108,461.11	(272,663.59)
Total Increase in accounts payable	108,461.11	(272,663.59)
Increase in accrued payroll and related expenses		
FIT Withholding Payable EE	(1,347.79)	(2,034.92)
Medicare Withholding Payable EE	292.06	103.12
Medicare Payable ER	292.06	110.50
Social Security Tax Payable ER	1,248.61	472.29
SIT Withholding Payable EE	(23.67)	(74.48)
CA SDI Payable EE	(2.96)	(117.84)
CA SUI Payable ER	(1,718.15)	(204.99)
CA Training Tax Payable ER	(47.72)	(6.38)
Social Security Withholding Payable EE	1,248.61	440.77
Worker's Compensation Payable	(382.45)	379.66
457 Withholding Payable	74.71	(1,099.22)
Payroll Payable	(471.43)	(10,541.01)
Vacation Payable	0.00	(33,560.89)
Dependent Medical Payable	0.03	(332.88)
Dependent Dental Payable	0.24	(22.69)
Dependent Vision Payable	0.33	(121.77)
Flexible Saving Account Payable	(62.05)	(62.05)
EE Withholding Order	8.51	107.55
Total Increase in accrued payroll and related expenses	(891.06)	(46,565.23)
Total Cash Flows from Operating Activities	(10,129.46)	(122,431.60)
Cash Flows From Investing Activities:		
Purchase of property and equipment		
Prepaid Expense	0.00	2,502.08
Total Purchase of property and equipment	0.00	2,502.08
Total Cash Flows From Investing Activities:	0.00	2,502.08
Net Cash used in investing activities	0.00	2,502.08
Cash Flows from Financing Activities	(10,129.46)	(119,929.52)
Cash and Cash Equivalents at the Beginning of Year		
Cash in BA - Main	101,666.98	212,266.83
Cash in BA - Payroll	14,174.05	13,374.26
Total Cash and Cash Equivalents at the Beginning of Year	115,841.03	225,641.09
Cash and Cash Equivalents as of Current Period End Date	105,711.57	105,711.57

**Madera County Workforce Investment Corporation**  
 Statement of Revenues and Expenditures - Board Report  
 From 7/1/2016 Through 3/31/2017  
 (In Whole Numbers)

	Total	WIOA Grants	NEG/Prop 39	Rapid Response Layoff Aversion	Disability Employment Grants	CDBG
<b>Operating Revenue</b>						
Federal Revenue	2,149,980	1,528,526	374,716	1,321	149,922	0
Other Local & State Revenue	179,546	0	0	0	1,759	901
<b>Other Income</b>						
Contribution Income	45	0	0	0	0	0
Program Income	0	0	0	0	0	0
Interest Revenue	1	0	0	0	0	0
Total Other Income	46	0	0	0	0	0
<b>Total Operating Revenue</b>	<b>2,329,572</b>	<b>1,528,526</b>	<b>374,716</b>	<b>1,321</b>	<b>151,681</b>	<b>901</b>
<b>Total Revenue</b>	<b>2,329,572</b>	<b>1,528,526</b>	<b>374,716</b>	<b>1,321</b>	<b>151,681</b>	<b>901</b>
<b>Expenditures</b>						
Salaries	(897,747)	(667,984)	(88,494)	(856)	(59,244)	0
Payroll Taxes	(87,114)	(64,275)	(7,114)	(77)	(5,247)	0
Benefits	(152,499)	(118,991)	(17,455)	(153)	(8,093)	0
Materials & Supplies	(79,664)	(32,598)	(22,842)	(25)	(8,702)	(757)
Overhead/Operating Expenses	(466,922)	(279,981)	(24,891)	(401)	(29,078)	0
Client Program Contracts (SS, ITA, OJT, Contracts, etc.)	(670,712)	(360,267)	(256,678)	0	(37,534)	(144)
<b>Total Expenditures</b>	<b>(2,354,657)</b>	<b>(1,524,096)</b>	<b>(417,474)</b>	<b>(1,511)</b>	<b>(147,899)</b>	<b>(901)</b>
<b>Net Revenue Over Expenditures</b>	<b>(25,085)</b>	<b>4,430</b>	<b>(42,759)</b>	<b>(190)</b>	<b>3,782</b>	<b>0</b>
<b>Fund Balance</b>						
Fund Balance	165,427	(150)	0	0	0	0
Net Assets - Capital Assets	64,448	0	0	0	0	0
<b>Total Fund Balance</b>	<b>229,875</b>	<b>(150)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Balance</b>	<b>204,790</b>	<b>4,280</b>	<b>(42,759)</b>	<b>(190)</b>	<b>3,782</b>	<b>0</b>

**Madera County Workforce Investment Corporation**  
 Statement of Revenues and Expenditures - Board Report  
 From 7/1/2016 Through 3/31/2017  
 (In Whole Numbers)

	<u>Veterans Grant</u>	<u>Dept. of Social Service Contracts</u>	<u>Foundation Grants</u>	<u>Realignment Grants</u>	<u>Unrestricted Corporate</u>
<b>Operating Revenue</b>					
Federal Revenue	27,993	0	0	0	67,502
Other Local & State Revenue	0	73,282	20,000	36,234	47,371
<b>Other Income</b>					
Contribution Income	0	0	0	0	45
Program Income	0	0	0	0	0
Interest Revenue	0	0	0	0	1
Total Other Income	0	0	0	0	46
Total Operating Revenue	<u>27,993</u>	<u>73,282</u>	<u>20,000</u>	<u>36,234</u>	<u>114,919</u>
<b>Total Revenue</b>	<u>27,993</u>	<u>73,282</u>	<u>20,000</u>	<u>36,234</u>	<u>114,919</u>
<b>Expenditures</b>					
Salaries	(20,792)	(42,117)	(1,381)	(26,657)	9,778
Payroll Taxes	(1,818)	(4,198)	(113)	(2,313)	(1,961)
Benefits	(1,183)	(3,016)	(260)	(4,097)	750
Materials & Supplies	0	(3,608)	(1,062)	(1,016)	(9,054)
Overhead/Operating Expenses	(80)	(13,030)	(989)	(5,902)	(112,571)
Client Program Contracts (SS, ITA, OJT, Contracts, etc.)	0	(5,580)	(7,985)	(1)	(2,521)
Total Expenditures	<u>(23,872)</u>	<u>(71,550)</u>	<u>(11,790)</u>	<u>(39,985)</u>	<u>(115,580)</u>
<b>Net Revenue Over Expenditures</b>	<u>4,121</u>	<u>1,732</u>	<u>8,210</u>	<u>(3,752)</u>	<u>(660)</u>
<b>Fund Balance</b>					
Fund Balance	0	50,687	14,797	31,456	68,638
Net Assets - Capital Assets	0	0	0	0	64,448
Total Fund Balance	<u>0</u>	<u>50,687</u>	<u>14,797</u>	<u>31,456</u>	<u>133,086</u>
<b>Total Balance</b>	<u>4,121</u>	<u>52,419</u>	<u>23,007</u>	<u>27,704</u>	<u>132,425</u>

GL Code	GL Account Title	Budget - Board			Budget Balance	Notes
		Approved 11/15/16	Revenue & Expenditures	Encumbrances		
<b>Revenue</b>						
4000	Federal Grant Revenue	3,022,422	2,149,980		872,442	
4100	Contribution Revenue	0	45		(45)	
4300	State/Local/Foundation Grant Revenue	292,847	179,546		113,301	
4500	Interest Revenue	0	1		(1)	
<b>Total Revenue</b>		<b>3,315,269</b>	<b>2,329,572</b>	<b>0</b>	<b>985,697</b>	
<b>Expenditures</b>						
5100	Staff Salaries	1,243,211	890,823	0	352,388	
5111-5180	Taxes and Benefits	353,104	246,536	43,429	63,138	
5200	Materials and Supplies	31,000	8,695	2,126	20,179	
5200-9052	Materials and Supplies - client support	22,000	7,931	1,055	13,014	
5300	Rent Expense	168,626	117,054	27,902	23,670	offset from Partner rent contribution
5320	Telephone Expense	5,343	5,560	220	(436)	Addtl' costs for move
5330	Utilities Expense	31,760	23,586	14,528	(6,354)	PGE is higher than estimated - still balancing out HVAC system
5400	Postage Expense	1,544	973	79	492	
5410	Printing Expense	2,100	1,573	200	327	
5420	Advertising Expense	15,848	5,173	8,386	2,289	
5430	Bank Charges	35	114	0	(79)	
5440	Dues and Membership Expense	6,133	5,624	240	269	
5450	Publications Expense	761	5,635	280	(5,154)	need to correct advertisements to correct GL
5500	Auditing Fees	15,000	14,000	750	250	
5510	Legal Fees	10,000	3,155	0	6,845	
5520	Consulting Fees	45,000	25,472	17,125	2,403	

Madera County Workforce Investment Corporation  
 Encumbrance Budget - Board Support - Budget Balance  
 From 7/1/2016 Through 03/31/2017

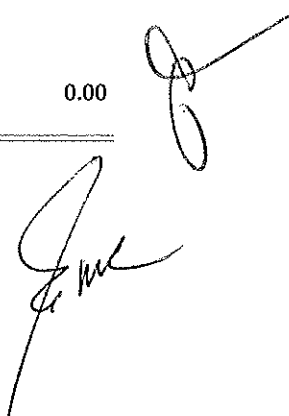
GL Code	GL Account Title	Budget - Board			Budget Balance	Notes
		Approved 11/15/16	Revenue & Expenditures	Encumbrances		
5530	Taxes and Fees	248	364	615		
5600	Office Equipment	10,000	8,379	0		(731) Building sign and Fire Marshal permit and fees not initially budgeted
5610	Equipment Maintenance	1,784	13,134	2,530	1,621	
5620	Equipment Rental	11,112	4,849	1,344		(13,880) add Barracuda Maint. (3 yr) and phone maintenance to budget
5630	Software Expense	2,000	1,233	0	4,919	
5631	Software Maintenance	12,729	12,330	0	767	
5640	Internet Expense	3,420	2,806	138	399	
5650	Computer Hardware	26,000	8,392	0	475	
5660	Furniture & Fixtures	12,000	1,818	8,330	17,608	
5700	Client Transportation Assistance Expense	30,000	22,566	2,068	1,853	
5710	Employee Education Expense	3,199	109	199	5,366	
5720	Staff Travel Expense	6,740	12,557	270	2,891	
5730	Conference, Conventions & Meetings	3,000	19,286	0		(6,087) Staff mileage travel higher than projected - van not operable
5800-9040	Subcontracted Program Services	347,950	231,941			(16,286) Addtl' conferences paid for by additional grant funds - partnership conveni
5800-9020/9024	Client Training (OJT/ITA/TJT/WEX)	507,959	403,507	27,268	116,009	balance due to de-obligation of contract
5810	General Outside Services	246,615	239,664	48,119	77,184	
5900	Insurance Expense	8,285	9,819	0		(41,167) Addtl' cost due to move, covered by additional funds received
						(1,534) Increase in property insurance (size of facility) and EPLI
<b>Total Expenses</b>		<b><u>3,184,506</u></b>	<b><u>2,354,657</u></b>	<b><u>207,201</u></b>	<b><u>622,648</u></b>	
<b>Balance Revenue less Expenses</b>		<b><u>130,763</u></b>	<b><u>(25,085)</u></b>		<b><u>363,049</u></b>	

Summary

Cash Account: 1020 Cash in BA - Payroll  
Reconciliation ID: Bank Reconciliation for 1020 for 03.31.17  
Reconciliation Date: 3/31/2017  
Status: Open

Bank Balance	11,147.90
Less Outstanding Checks/Vouchers	0.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	11,147.90
Balance Per Books	<u>11,147.90</u>
Unreconciled Difference	<u><u>0.00</u></u>

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**Summary**

**Cash Account: 1010 Cash in BA - Main**  
**Reconciliation ID: Bank Reconciliation for 1010 for 03.31.17**  
**Reconciliation Date: 3/31/2017**  
**Status: Open**

Bank Balance	138,644.73
Less Outstanding Checks/Vouchers	53,993.64
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>9,912.58</u>
Reconciled Bank Balance	94,563.67
Balance Per Books	<u>94,563.67</u>
Unreconciled Difference	<u>0.00</u>



**Click the Next Page toolbar button to view details.**



**Madera County Workforce Investment Corporation****Balance Sheet - Board Report FY 2016-2017**

As of 2/28/2017

(In Whole Numbers)



	Current FY 2016-2017	Beginning Year Balance
<b>Assets</b>		
<b>Cash</b>		
Cash in BA - Main	228,667	212,267
Cash in BA - Payroll	11,963	13,374
<b>Total Cash</b>	<b>240,630</b>	<b>225,641</b>
Accounts Receivable	49,180	448,016
Prepaid Expenses	0	2,502
<b>Fixed Assets</b>		
Computer & Software	87,567	87,567
Office Equipment	12,583	12,583
Vehicles	2,125	2,125
Furniture & Fixtures	550	550
Accumulated Depreciation	(65,652)	(65,652)
<b>Total Fixed Assets</b>	<b>37,173</b>	<b>37,173</b>
<b>Total Assets</b>	<b>326,982</b>	<b>713,332</b>
<b>Liabilities and Net Assets</b>		
Accounts Payable	73,844	401,709
Employee Payroll Payable	37,614	46,962
Employee Vacation Payable	0	33,561
Payroll Taxes Payable	14,138	17,003
Workers Compensation Payable	386	0
Dependent Benefits Payable	(597)	(572)
457 Plan Payable	5,421	6,395
<b>Net Income and Expenditures</b>		
Fund Balance	143,826	143,826
Net Assets - Capital Assets	64,448	64,448
Grant Revenue	1,818,004	0
Contribution Income	45	0
Contribution In-Kind (goods)	1,485	0
Other Income	118,619	0
Interest Revenue	1	0
Other	(1,950,252)	0
<b>Total Net Income and Expenditures</b>	<b>196,176</b>	<b>208,274</b>
<b>Total Liabilities and Net Assets</b>	<b>326,982</b>	<b>713,332</b>

**Madera County Workforce Investment Corporation**

## Statement of Cash Flows

As of 2/28/2017

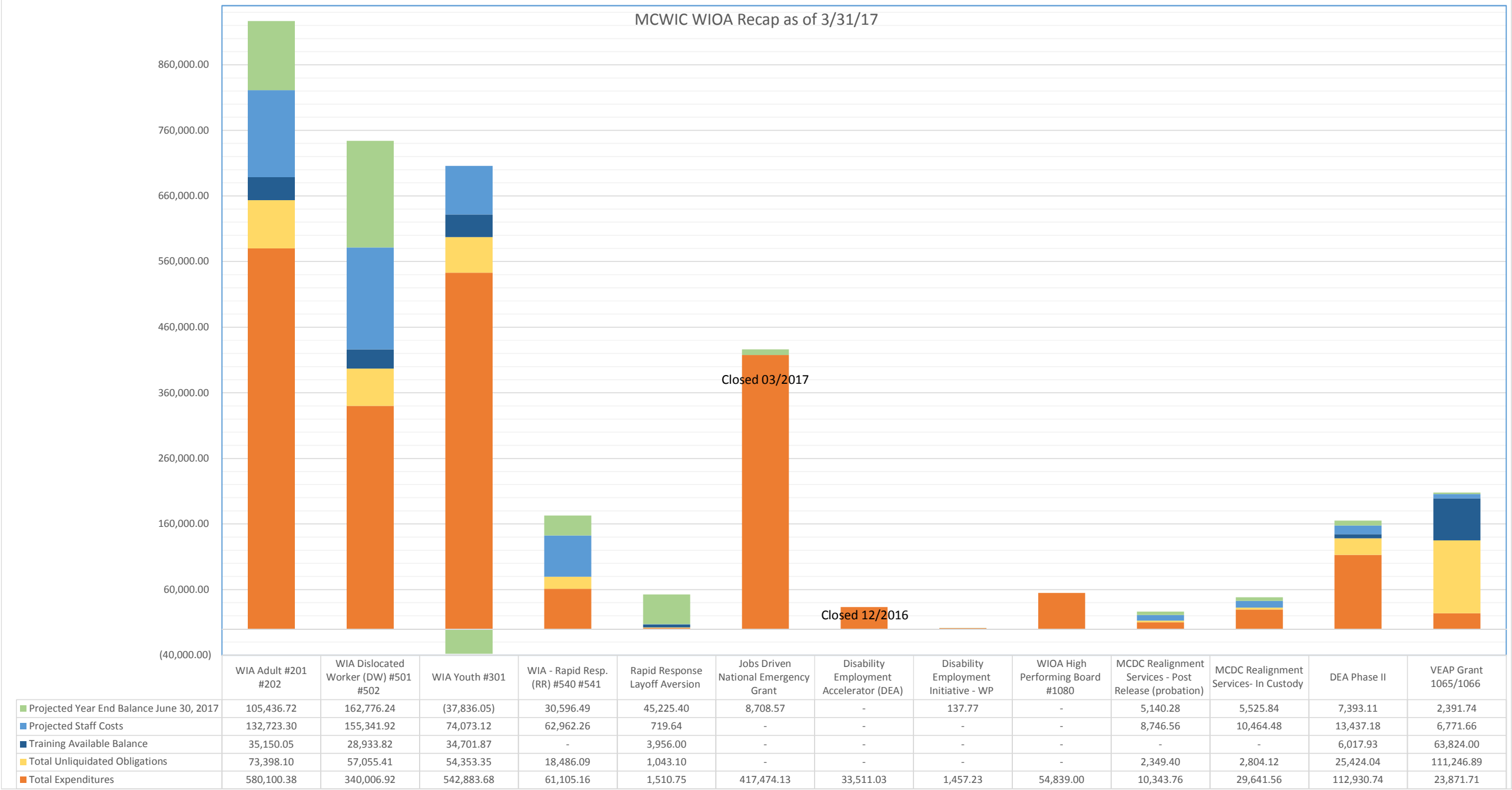
	Current Month	Current Year 2016-2017
<b>Cash Flows from Operating Activities</b>		
Increase in Net Assets	47,597.72	(12,097.68)
Increase in accounts receivable		
Accounts Receivable	24,644.20	398,836.33
Total Increase in accounts receivable	24,644.20	398,836.33
Increase in accounts payable		
Accounts Payable	53,259.67	(327,865.03)
Total Increase in accounts payable	53,259.67	(327,865.03)
Increase in accrued payroll and related expenses		
FIT Withholding Payable EE	(162.18)	(849.31)
Medicare Withholding Payable EE	10.14	(178.80)
Medicare Payable ER	10.14	(171.42)
Social Security Tax Payable ER	43.28	(733.04)
SIT Withholding Payable EE	(0.37)	(51.18)
CA SDI Payable EE	6.26	(108.62)
CA SUI Payable ER	(1,616.08)	(102.92)
CA Training Tax Payable ER	(44.89)	(3.55)
Social Security Withholding Payable EE	43.28	(764.56)
Worker's Compensation Payable	(375.87)	386.24
457 Withholding Payable	199.84	(974.09)
Payroll Payable	721.22	(9,348.36)
Vacation Payable	0.00	(33,560.89)
Dependent Medical Payable	332.99	0.08
Dependent Dental Payable	0.16	(22.77)
Dependent Vision Payable	119.49	(2.61)
EE Withholding Order	0.01	99.05
Total Increase in accrued payroll and related expenses	(712.58)	(46,386.75)
<b>Total Cash Flows from Operating Activities</b>	<b>124,789.01</b>	<b>12,486.87</b>
<b>Cash Flows From Investing Activities:</b>		
Purchase of property and equipment		
Prepaid Expense	0.00	2,502.08
Total Purchase of property and equipment	0.00	2,502.08
<b>Total Cash Flows From Investing Activities:</b>	<b>0.00</b>	<b>2,502.08</b>
<b>Net Cash used in investing activities</b>	<b>0.00</b>	<b>2,502.08</b>
<b>Cash Flows from Financing Activities</b>	<b>124,789.01</b>	<b>14,988.95</b>
<b>Cash and Cash Equivalents at the Beginning of Year</b>		
Cash in BA - Main	101,666.98	212,266.83
Cash in BA - Payroll	14,174.05	13,374.26
Total Cash and Cash Equivalents at the Beginning of Year	115,841.03	225,641.09
<b>Cash and Cash Equivalents as of Current Period End Date</b>	<b>240,630.04</b>	<b>240,630.04</b>

**Madera County Workforce Investment Corporation**  
 Statement of Revenues and Expenditures - Board Report  
 From 7/1/2016 Through 2/28/2017  
 (In Whole Numbers)

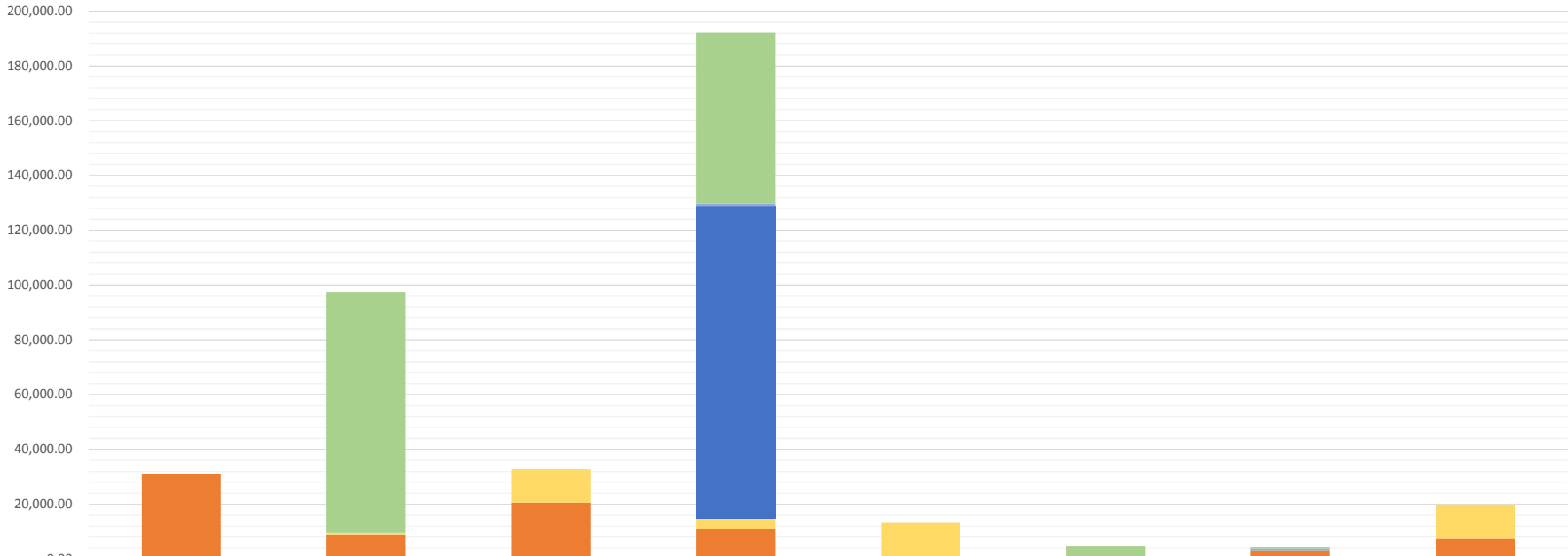
	Total	WIOA Grants	NEG/Prop 39	Rapid Response Layoff Aversion	Disability Employment Grants	Veterans Grant
<b>Operating Revenue</b>						
Federal Revenue	1,818,004	1,301,275	303,331	646	140,578	23,114
Other Local & State Revenue	118,619	0	0	0	1,759	0
<b>Other Income</b>						
Contribution Income	45	0	0	0	0	0
Program Income	0	0	0	0	0	0
Interest Revenue	1	0	0	0	0	0
Total Other Income	46	0	0	0	0	0
<b>Total Operating Revenue</b>	<b>1,936,669</b>	<b>1,301,275</b>	<b>303,331</b>	<b>646</b>	<b>142,337</b>	<b>23,114</b>
<b>Total Revenue</b>	<b>1,936,669</b>	<b>1,301,275</b>	<b>303,331</b>	<b>646</b>	<b>142,337</b>	<b>23,114</b>
<b>Expenditures</b>						
Salaries	(797,639)	(595,004)	(79,805)	(766)	(55,411)	(18,121)
Payroll Taxes	(76,934)	(56,540)	(6,343)	(68)	(4,923)	(1,570)
Benefits	(126,783)	(99,387)	(14,962)	(131)	(7,868)	(1,022)
Materials & Supplies	(70,790)	(29,140)	(20,838)	(20)	(8,702)	0
Overhead/Operating Expenses	(368,785)	(219,228)	(14,248)	(335)	(28,954)	(55)
Client Program Contracts (SS, ITA, OJT, Contracts, etc.)	(509,320)	(308,652)	(161,358)	0	(31,928)	0
<b>Total Expenditures</b>	<b>(1,950,252)</b>	<b>(1,307,950)</b>	<b>(297,555)</b>	<b>(1,321)</b>	<b>(137,787)</b>	<b>(20,768)</b>
<b>Net Revenue Over Expenditures</b>	<b>(13,583)</b>	<b>(6,675)</b>	<b>5,776</b>	<b>(675)</b>	<b>4,550</b>	<b>2,346</b>
<b>Fund Balance</b>						
Fund Balance	165,427	(150)	0	0	0	0
Net Assets - Capital Assets	64,448	0	0	0	0	0
<b>Total Fund Balance</b>	<b>229,875</b>	<b>(150)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Balance</b>	<b>216,292</b>	<b>(6,825)</b>	<b>5,776</b>	<b>(675)</b>	<b>4,550</b>	<b>2,346</b>

Madera County Workforce Investment Corporation  
 Statement of Revenues and Expenditures - Board Report  
 From 7/1/2016 Through 2/28/2017  
 (In Whole Numbers)

	Dept. of Social Service Contracts	Foundation Grants	Realignment Grants	Unrestricted Corporate
Operating Revenue				
Federal Revenue	0	0	0	49,060
Other Local & State Revenue	58,063	20,000	31,885	6,913
Other Income				
Contribution Income	0	0	0	45
Program Income	0	0	0	0
Interest Revenue	0	0	0	1
Total Other Income	0	0	0	46
Total Operating Revenue	58,063	20,000	31,885	56,019
Total Revenue	58,063	20,000	31,885	56,019
Expenditures				
Salaries	(35,526)	(1,304)	(22,755)	11,054
Payroll Taxes	(3,603)	(107)	(1,926)	(1,854)
Benefits	(1,278)	(243)	(3,030)	1,139
Materials & Supplies	(389)	(1,059)	(942)	(9,699)
Overhead/Operating Expenses	(11,128)	(978)	(4,547)	(89,312)
Client Program Contracts (SS, ITA, OJT, Contracts, etc.)	(4,356)	(503)	(1)	(2,521)
Total Expenditures	(56,281)	(4,194)	(33,202)	(91,194)
Net Revenue Over Expenditures	1,782	15,806	(1,318)	(35,175)
Fund Balance				
Fund Balance	50,687	14,797	31,456	68,638
Net Assets - Capital Assets	0	0	0	64,448
Total Fund Balance	50,687	14,797	31,456	133,086
Total Balance	52,469	30,603	30,138	97,910



MCWIC Local Grants/Contracts as of 3/31/17



	DSS Payroll Services-PWEX	DSS Assessment Services Contract	DSS Job Fair Contract	DSS OJT Contract	CDBG	Wells Fargo - Veterans Grant	Wells Fargo - Single Female Parent Grant	Wells Fargo HS/GED Prep
Projected Year End Balance June 30, 2017	0.00	87,991.18	(9,909.72)	62,489.90	(3,188.13)	3,502.42	460.67	0.00
Projected Staff Costs	0.00	0.00	0.00	925.38	0.00	0.00	600.12	0.00
Training Available Balance	0.00	0.00	0.00	114,048.00	0.00	0.00	0.00	0.00
Total Unliquidated Obligations	0.00	552.00	12,312.15	3,780.62	12,287.22	0.00	0.00	12,517.37
Total Expenditures	31,140.23	8,956.82	20,495.57	10,957.10	900.91	1,102.48	3,204.62	7,482.63



## Agenda Item 8.1

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

**From: Elaine Craig, Executive Director**

**Date: April 27, 2017**

**Subject: Moss-Adams LLP Report of Independent Auditors**

**Information:**

Staff are providing each board member a bound copy of the 2015-2016 Financial Statements along with the letter to the Board of Directors from Moss Adams LLP.

**Financing:**

Workforce Investment Act of 1998



## Agenda Item 8.2

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

**From: Elaine Craig, Executive Director**

**Date: April 27, 2017**

**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, to be determined, 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

## Procedures for Executive Director (ED) Annual Performance Evaluation

- The ED will be evaluated annually in June of each year by the Madera County Workforce Investment Corporation Board of Directors Chair, Vice Chair and a third Director to be appointed by the Chair. The Third Director shall be appointed at the July Board meeting.
- The evaluation process will require that the evaluation team independently complete the evaluation form in May of each year and provide the completed forms to the Chair. The three evaluation ratings and comments will be aggregated onto one form by the Chair.
- In the event there is a significant disparity in the rating and/or comments between the three evaluations, the Chair will attempt to resolve this with the other evaluators. If this cannot be accomplished, the full MCWIC Board will review the evaluations and determine the final ratings and/or comments in a closed session of the MCWIC Board of Directors.
- A meeting will be scheduled between the Chair and the ED for the formal evaluation. The ED will have the opportunity to respond to any ratings or comments in writing prior to the evaluation being submitted in a closed session at the Board of Director's regularly scheduled June meeting for review/approval and/or determination of revisions to the compensation package. This review will include the ED's job description and current salary and benefits package.
- The ED will provide goals and objectives in July of each year to the Chair. Once agreed upon and finalized, the goals and objectives will be provided to the Board of Directors at the next regularly scheduled meeting.
- The ED will provide, at minimum, a semi-annual update of the goals and objectives at the Board of Director's regularly scheduled January meeting but, as time and circumstances permit, may update the Board of Directors at any regularly scheduled meeting.



### Agenda Item 8.3

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

**From: Elaine Craig, Executive Director**

**Date: April 27, 2017**

**Subject: 2017-18 Budget Update**

**Information:**

Staff have received preliminary estimates for next year 2017-2018 PY formula funding on Workforce Information Notice 16-37 (WSIN16-37). Within the notice, it is stated that the full-year appropriations are expected in April 2017, however, they have not yet been received. Therefore, staff will move forward on the proposed 2017-2018 budget utilizing the estimated allocations received, for approval at next board meeting.

Estimated allocations to Madera County reflect an overall decrease of 6.04%, \$117,419, compared to prior year 2016-2017. Breakout of each reduction by formula is as follows:

Adult - reduction 4.04%    Dislocated Worker - reduction 9.88%    Youth - reduction 4.42%

Overall State reduction compared to prior year 2016-2017 is estimated to be 4.43%. Breakout of each formula area is as follows:

Adult - Increase 12.84%    Dislocated Worker - reduction 14.59%    Youth – reduction 4.42%

**Financing:**

Workforce Investment Act of 1998

## WIOA FORMULA PLANNING ESTIMATE ALLOCATIONS – PY 17-18

This provides *Workforce Innovation and Opportunity Act* (WIOA) Title I formula estimate allocations for each Local Workforce Development Area (Local Area), for the Adult, Youth, and Dislocated Worker funding streams for Program Year (PY) 2017-18. These allocations are based on the estimated allotment levels issued by the U.S. Department of Labor, Employment and Training Administration to the states in Training and Employment Guidance Letter 14-16, dated January 13, 2017. These allotment levels are provided as an estimate for planning purposes and will change based on the enacted PY 2017 full-year appropriation expected in April 2017. The planning estimates in this notice can provide Local Areas with a general idea of how their funding will change in PY 2017, assuming there are no major increases or decreases enacted by Congress.

The WIOA prescribes a specific method to calculate sub-state hold harmless levels. These hold harmless provisions were established to help mitigate year-to-year volatility in funding levels. Under WIOA, hold harmless provisions ensure that each Local Area receives no less than 90 percent of their average percentage share from the two prior years. The Local Areas that receive more than 100 percent of their average percentage share from the previous two years will be proportionately reduced by the amount of total funding necessary to ensure that all Local Areas receive at least 90 percent of their average percentage share from the two prior years.

The allotment to California and the amounts available for the formula allocation to its Local Areas are listed below. Attachment 1 reflects the total amount Local Areas will receive for each of the funding streams for PY 17-18. Additionally, Attachment 2 provides a breakdown of how each of the three funding streams is allocated.

<b>PY 17-18 Title I</b>	<b>Total Federal Allotment</b>	<b>Amount Available for Formula Allocation</b>
Youth Program	\$123,092,430	\$104,628,566
Adult Program	\$118,028,427	\$100,324,163
Dislocated Worker Program	\$152,634,373	\$91,580,625

If you have any questions, please contact Laura Caputo from the Financial Management Unit at [Laura.Caputo@edd.ca.gov](mailto:Laura.Caputo@edd.ca.gov) or by phone at 916-653-9150.

/S/ JAIME L. GUTIERREZ, Chief  
Central Office Workforce Services Division

Attachment is available on the internet:

1. [Youth, Adult, and Dislocated Worker Activities Program Estimate Allotments](#)
2. [WIOA Estimate Funding SFY 17-18](#)

*Workforce Innovation and Opportunity Act*  
 Youth, Adult, and Dislocated Worker Activities Program Estimate Allocations  
 Program Year 2017-18

Local Area	Round 1			Round 2		Grand Total
	Youth	Adult	Dislocated Worker	Adult	Dislocated Worker	
Alameda	\$1,770,533	\$249,899	\$320,891	\$1,416,096	\$1,818,379	\$5,575,798
Anaheim City	\$826,989	\$119,474	\$100,222	\$677,018	\$567,924	\$2,291,627
Contra Costa	\$1,596,072	\$236,433	\$290,129	\$1,339,787	\$1,644,066	\$5,106,487
Foothill	\$642,445	\$99,233	\$81,699	\$562,323	\$462,959	\$1,848,659
Fresno	\$4,434,754	\$629,026	\$586,889	\$3,564,480	\$3,325,702	\$12,540,851
Golden Sierra	\$956,813	\$140,602	\$165,582	\$796,748	\$938,298	\$2,998,043
Humboldt	\$364,686	\$47,772	\$41,708	\$270,706	\$236,345	\$961,217
Imperial	\$1,721,465	\$256,016	\$280,662	\$1,450,756	\$1,590,421	\$5,299,320
Kern, Inyo, Mono	\$3,802,243	\$550,026	\$496,061	\$3,116,816	\$2,811,010	\$10,776,156
Kings	\$613,404	\$104,676	\$83,430	\$593,162	\$472,773	\$1,867,445
Los Angeles City	\$14,668,846	\$2,133,868	\$1,331,961	\$12,091,918	\$7,547,767	\$37,774,360
Los Angeles	\$11,722,762	\$1,687,539	\$1,217,048	\$9,562,720	\$6,896,604	\$31,086,673
<b>Madera</b>	<b>\$624,691</b>	<b>\$95,764</b>	<b>\$84,246</b>	<b>\$542,666</b>	<b>\$477,397</b>	<b>\$1,824,764</b>
Mendocino	\$211,512	\$32,272	\$29,341	\$182,877	\$166,266	\$622,268
Merced	\$1,277,570	\$181,452	\$174,026	\$1,028,230	\$986,149	\$3,647,427
Monterey	\$1,461,907	\$223,590	\$268,307	\$1,267,010	\$1,520,409	\$4,741,223
Mother Lode	\$376,589	\$66,357	\$57,533	\$376,023	\$326,022	\$1,202,524
North Bay	\$720,898	\$118,959	\$124,195	\$674,100	\$703,774	\$2,341,926
NoRTEC	\$2,288,871	\$330,855	\$293,773	\$1,874,844	\$1,664,715	\$6,453,058
NCC	\$1,000,055	\$139,051	\$144,816	\$787,956	\$820,625	\$2,892,503
NOVA-San Mateo	\$1,496,064	\$226,930	\$294,380	\$1,285,935	\$1,668,152	\$4,971,461
Oakland City	\$1,373,921	\$203,090	\$145,133	\$1,150,841	\$822,417	\$3,695,402
Orange	\$3,163,124	\$441,212	\$628,502	\$2,500,201	\$3,561,509	\$10,294,548
Pacific Gateway	\$1,928,910	\$265,304	\$173,286	\$1,503,390	\$981,957	\$4,852,847
Richmond City	\$359,257	\$56,499	\$37,121	\$320,159	\$210,355	\$983,391
Riverside	\$6,163,335	\$891,341	\$846,711	\$5,050,933	\$4,798,032	\$17,750,352
Sacramento	\$3,597,433	\$515,805	\$498,910	\$2,922,892	\$2,827,155	\$10,362,195
San Benito	\$193,267	\$27,413	\$31,781	\$155,339	\$180,089	\$587,889
San Bernardino	\$5,733,199	\$816,481	\$716,795	\$4,626,725	\$4,061,837	\$15,955,037
San Diego	\$6,987,095	\$960,619	\$1,018,129	\$5,443,509	\$5,769,400	\$20,178,752
San Francisco	\$1,250,588	\$207,425	\$242,570	\$1,175,409	\$1,374,565	\$4,250,557
San Joaquin	\$2,700,790	\$378,724	\$362,794	\$2,146,103	\$2,055,832	\$7,644,243
San Jose - Silicon Valley	\$2,392,024	\$339,679	\$359,487	\$1,924,847	\$2,037,094	\$7,053,131
San Luis Obispo	\$640,085	\$74,021	\$72,412	\$419,454	\$410,334	\$1,616,306
Santa Ana City	\$988,857	\$145,496	\$84,087	\$824,476	\$476,490	\$2,519,406
Santa Barbara	\$1,173,687	\$126,607	\$133,230	\$717,443	\$754,972	\$2,905,939
Santa Cruz	\$962,723	\$127,035	\$133,165	\$719,867	\$754,603	\$2,697,393
SELACO	\$1,120,442	\$159,868	\$141,607	\$905,918	\$802,442	\$3,130,277
Solano	\$934,038	\$154,603	\$160,625	\$876,083	\$910,206	\$3,035,555
Sonoma	\$914,674	\$129,512	\$138,597	\$733,903	\$785,381	\$2,702,067
South Bay	\$1,723,469	\$264,467	\$223,759	\$1,498,645	\$1,267,966	\$4,978,306
Stanislaus	\$2,144,274	\$310,499	\$302,900	\$1,759,495	\$1,716,434	\$6,233,602
Tulare	\$2,305,741	\$329,439	\$326,175	\$1,866,819	\$1,848,323	\$6,676,497
Ventura	\$1,822,429	\$250,449	\$306,321	\$1,419,210	\$1,735,820	\$5,534,229
Verdugo	\$782,068	\$125,198	\$108,401	\$709,458	\$614,272	\$2,339,397
Yolo	\$693,967	\$78,044	\$77,698	\$442,249	\$440,288	\$1,732,246
<b>TOTAL</b>	<b>\$104,628,566</b>	<b>\$15,048,624</b>	<b>\$13,737,095</b>	<b>\$85,275,539</b>	<b>\$77,843,530</b>	<b>\$296,533,354</b>

**Workforce Innovation and Opportunity Act (WIOA) Estimate Funding  
State Fiscal Year (SFY) 2017-18**

Funding Stream	Round 1 (Base)	Share	Round 2 (Advance)	Share	Total
<b>Youth Total</b>	\$ 123,092,430		\$ -		\$ 123,092,430
Formula	\$ 104,628,566	85.00%	\$ -		\$ 104,628,566
Governor's Discretionary	\$ 18,463,864	15.00%	\$ -		\$ 18,463,864
<b>Adult Total</b>	\$ 17,704,264		\$ 100,324,163		\$ 118,028,427
Formula	\$ 15,048,624	85.00%	\$ 85,275,539	85.00%	\$ 100,324,163
Governor's Discretionary	\$ 2,655,640	15.00%	\$ 15,048,624	15.00%	\$ 17,704,264
<b>Dislocated Worker Total</b>	\$ 22,895,156		\$ 129,739,217		\$ 152,634,373
Formula	\$ 13,737,095	60.00%	\$ 77,843,530	60.00%	\$ 91,580,625
Rapid Response	\$ 5,723,788	25.00%	\$ 32,434,805	25.00%	\$ 38,158,593
Governor's Discretionary	\$ 3,434,273	15.00%	\$ 19,460,882	15.00%	\$ 22,895,155
<b>Total WIOA Funds</b>	\$ 163,691,850		\$ 230,063,380		\$ 393,755,230
Formula	\$ 133,414,285		\$ 163,119,069		\$ 296,533,354
Rapid Response	\$ 5,723,788		\$ 32,434,805		\$ 38,158,593
Governor's Discretionary	\$ 24,553,777		\$ 34,509,506		\$ 59,063,283

\* State Fiscal Year 2017-18 WIOA estimate allotments based on TEGL 14-16, dated January 13, 2017.



# MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

## Agenda Item 8.4

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

**From: Elaine Craig, Executive Director**

**Date: April 27, 2017**

**Subject: Grants/Projects Update**

### **Information:**

- CCP/AB109: This contract was renewed for 2016-2017 with a decrease in funding from the Department of Corrections. We continue to provide in custody job readiness workshops at the Madera County Department of Corrections facility however the staffing has been reduced and is only available to conduct the workshops. 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 four times 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 are scheduling a meeting with DoC/Probation to discuss the potential for expanded services and a potential increase in funds. A proposal has been submitted for 17-18 with a Business Services/Specialist included in the budget and scope of work to provide employer resources, interview panels, industry/sector information.
- Wells Fargo Grants: We continue to provide resources and assistance to veterans in the community with the second round of funds from Wells Fargo in the amount of \$10,000. 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. We were provided with a showcase window at the County Government Center and provided a veteran display specific to veterans with a sign that thanked Wells Fargo for the opportunity to serve veterans with their funding. We have also received \$15,000 to assist single parent female households, now extended to single parent male households, with a staff navigator and mentor to identify community resources and navigate barriers and challenges faced by this particular population. We have mentors assisting us with focus groups and surveys as well as outreach into the community to better determine the needs of 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) and though we were a finalist, ultimately we were not one of the successful applicants. We were recently contacted by Wells Fargo and asked to submit a proposal for up to \$20,000. A discussion ensued about the scope of work that would be considered and we have submitted a proposal to fund a dedicated HiSET class, with instructor and clerical support and flexible hours for customers and we were recently notified that we were successful for that amount and project and will be receiving funds in the near future. We were recently notified that our application for \$20,000 to continue the HiSET dedicated and customized class with Madera Adult School has been approved.

- 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. We continue to check the PG&E website for open applications but have recently been advised that they are in the process of re-vamping their grant program and that applications would most likely not be available until 2017. However, because we have worked with PG&E on a number of very successful projects, we were asked about any other projects we would like to fund and we have suggested a Veterans Resource Center in the new facility and that is being considered with the potential for up to \$20,000 funding. The Executive Director recently spoke with a new contact with PGE and was asked to provide a proposal/executive summary for a grant that would provide new computers for the resource room, assessment room and mobile laptops with a cart. That proposal was accepted and we will be asked to complete a formal application for \$25,000.
- 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. We have since been awarded another round of Disability Employment Accelerator funds, while these funds will continue to assist customers with disabilities the focus is employer/business services to include an HR Hotline and a new website for the local system.
- 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. We have been awarded these funds as indicated in the DEI. We recently submitted a DEA grant application for 17-18 with a continued focus on employers, as well as jobseekers.
- 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 the third year we have been awarded these funds. We have submitted a 2016-17 application and presented at both the Review Advisory Committee and the City Council and have tentatively been awarded \$10,000. Final approval is scheduled on August 2, 2016. These funds will assist with the dedicated HiSET class with Madera Adult School. The City is still pending receipt of these funds from HUD. As of this date, we have indeed received \$10,000 and signed the contract with the City. We have applied for 17-18 funds and have tentatively been awarded \$7,500. This will be confirmed at a City Council meeting in May.

- 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 and has now provided an extension through March 31, 2017. Recently, the CCWC approved paying for a nationally recognized Business U Boot Camp for Business Specialists staff in the region. This Boot Camp will be held on January 17, 2017 at the Madera Muni Golf Course with approximately 35 participants. We have successfully completed and closed out this grant as of March 31, 2017 and met all performance outcomes and numbers and returned \$8,000 approximately to the state as unexpended. This is due to other areas that could not expend their entire allocation.
- The California Workforce Investment Board has approved our application to be designated a High Performing Workforce Board and we have subsequently received approximately \$54,000 for that designation. We were required to reapply for Board Certification by March 31, 2016. We believe at this time that we have received a conditional certification due to not meeting the required percentage for labor representation. Since then, we have received a nomination from the local labor council, along with additional private sector members, which will bring us compliant with membership and will receive full certification. We have received the written notice of full certification from the State 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 and the State Board. We received conditional certification due to a lack of the required labor representative percentage. This was due to a misunderstanding/interpretation of the law. This has since been resolved and we recently received notification from the state board that the WDB will be fully certified.

- 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. We have also successfully contracted for an HR Hotline made available to Madera County employers at no cost. This was made possible from the DEA funds.
- 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 have been notified that we were not a successful award for these funds. Only one workforce development area in California received these funds and it was in San Diego.
- 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. We have been notified that we have indeed been awarded these funds and we will be the lead on this project. We are currently enrolling eligible veterans under this grant focused in Manufacturing.
- We have applied for America's Promise Grant as a region with Fresno as the lead. This is a four year, \$6 million application with manufacturing training identified as the targeted industry. This grant, if received, will build capacity at the community colleges and allow for more advanced training in manufacturing related trades. Unfortunately, we were not successful in receiving this grant.
- We will also be submitting an application to the State Board for the Workforce Accelerator Grant with the intent to serve individuals who are limited English proficiency by providing, through contract ed, a customized and dedicated class for the participants. Potentially we

would target incumbent workers and provide the class at the worksites or at a central location with flexible days and times to accommodate the participants. We are still pending notification of awards for these funds. Unfortunately, we did not receive this grant.

- Staff submitted an application for a technology grant in which only non-profit organizations could apply. This was due to a court settlement with the Attorney Generals office related to technology infractions by a private company. We collaborated with the Library and submitted the grant application to replace and provide technology equipment and software to the main library branch and the outlying branches. Unfortunately, we did not receive these funds but have subsequently received grant opportunities for the library and have forwarded them the information.
- Staff continue to work on WIOA Transitional activities such as Regional Planning. The Central California Workforce Collaborative, which comprises the eight local workforce development areas and Boards, will be contracting for a consultant to provide a one day facilitation on beginning the planning and logistics of regional planning. Ultimately, the CCWC will also consult for assistance and facilitation through the development of the required regional plan. The Central Valley Region participated in a full day facilitated regional planning process two weeks ago and will begin the process with bi-weekly webex, conference calls, and when possible, in person meetings. We have also let an RFP with Merced, Stanislaus, San Joaquin and Kings County for a One Stop Operator. This is the second let as the first failed with no proposals. This round closes in a week and we will then know if we have any successful and/or viable proposals to be the sub-regional one stop operator.
- We have also applied for a Workforce Navigator Pilot Project Grant for English as a Second Language Learners. This was done in collaboration with Fresno WDB and the Regional Adult Ed Consortium. We are pending notification.

**Financing:**

Workforce Investment Act of 1998



## Agenda Item 8.5

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

**From: Elaine Craig, Executive Director**

**Date: April 27, 2017**

**Subject: Facilities Update**

### **Information:**

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. The MUSD Board approved the Adult School relocation at their May 24, 2016 meeting. MUSD will be requesting bids for construction of ten classrooms for the Adult School in the new building. Bids will be received through June 13, 2016 with the intent to request an award at the MUSD Board Meeting on June 14, 2016. Bids that were ultimately received were well over budget. MUSD has since reduced the number of classrooms and construction materials have been changed to reduce costs. The owner of the property will be accomplishing the tenant improvements to further reduce costs. A contractor has since been selected by the owner and MUSD with a meeting scheduled for Monday, September 19<sup>th</sup> to determine costs and timelines. MUSD has since been in the building and has begun construction.

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. A Special meeting of the MCWIC Board of Directors was held on June 14, 2016 to approve the lease and relocation of the Job Center. We were hoping to relocate in August/September timeframe but it is now currently January 2017. It will depend on the construction progress and completion. We have since signed a lease with the owner but with language that until we have moved into the facility and all issues specific to ADA compliance and completion of those items is complete we will be unable to pay rent. As of this date, the projected move – in is January 2017. We have the partners to fully occupy our side of the building but still have the concern about timing of their occupancy and our need to pay for

them pending sub-leases and payments and have budgeted accordingly. Current partners that will occupy the building, and pay for costs, are DSS, EDD, DoR, MAS. We are working with Madera Community College Center, Housing Authority and SER (Older Worker Program), and CVOC to have a representative in the building and pay for infrastructure costs. All mandated partners are required in accordance with the WIOA to contribute towards the cost, either through operational and/or delivery of career services, of the one stop whether they are co-located or not.

\*\*The One Stop was closed the week of January 16, 2017 for the physical move to the new location and we opened for business on Monday, January 23, 2017 with Madera Adult School colocated. Department of Rehabilitation and Department of Social Services have also began providing services in the new facility. DSS's lease has since been signed to begin paying for costs as of March 1, 2017. The last of the required

ADA issues are being taken care of in order for the State Form G to be signed off by the architect and for EDD to enter into a sublease and have staff physically collocated as well. We are hoping in the next month we can finalize with EDD on both the lease and staff presence and services. We have also met with Madera Community College Center and CVOC regarding either collocation and/or a level of services and representation in the One Stop. The Form G has been formally signed and has been provided to EDD. We are currently in sublease negotiations to include their IT, Phone and Furniture staff making the necessary arrangements for EDD staff to occupy the space. We are anticipating this will most likely take a number of more months to finalize. Central Valley Opportunity Center has leased an office space to have representation back in the One Stop and they are currently working on IT arrangements. Madera Center is planning and hoping to lease and occupy an office and cubicle space and is preparing to take that to their Board. This will leave us with one empty cubicle that can be used for other partners who are not able to co-locate such as SER and/or Tribal TANF.

**Financing:**

Workforce Investment Act of 1998

# WORKFORCE DEVELOPMENT BOARD of MADERA COUNTY

## AGENDA

February 16, 2017  
3:00 p.m.

Meeting will be held at:

***Madera County Workforce Assistance Center  
Executive Conference Room  
2037 W. Cleveland Avenue  
Madera, CA 93637  
(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 Workforce Development Board of Madera County, may request assistance by contacting the Executive Assistant at Madera County Workforce Investment Corporation office, 2037 W. Cleveland Avenue, Madera, CA 93637; Telephone 559/662-4589; Fax 559/673-1794.

If a quorum of the Workforce Development Board is not present at the time of the meeting BUT a quorum of the Workforce Development Board Executive Committee IS present, an Executive Committee board meeting will be conducted in place of the Workforce Development Board.

This agenda and supporting documents relating to the items on this agenda are available through the Workforce Development Board website at [http://www.maderaworkforce.org/?page\\_id=724](http://www.maderaworkforce.org/?page_id=724). 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 Consideration of approval of the Workforce Development Board (WDB) meeting minutes – December 15, 2017.
- 6.2 Consideration of approval of the Executive Committee meeting minutes – February 2, 2017.

### **7.0 Action Items**

- 7.1 Consideration of approval of the resignation of Ernie Flores, Central Valley Opportunity Center, from the WDB.
- 7.2 Consideration of approval of the application of Jorge DeNava, Central Valley Opportunity Center, for appointment to the WDB.
- 7.3 Consideration of approval of the resignation of Sofia Morales, Employment Development Department, from the WDB.

- 7.4 Consideration of the ratification of the transfer of funds from the Dislocated Worker funding stream to the Adult funding stream in the amount of \$95,000.
- 7.5 Consideration of the ratification of the WDB of Madera County's application to be America's Job Center of California adult and dislocated worker career services provider.
- 7.6 Consideration of revised strategic goals to align with the Workforce Innovation and Opportunity Act (WIOA).

**8.0 Information Items**

- 8.1 MCWIC Update
- 8.2 Financial and Program Activity Update
- 8.3 Grants/Projects Update
- 8.4 Facilities Update
- 8.5 One Stop Certification
- 8.6 MOU Phase II
- 8.7 Website and Branding
- 8.8 Strategic Regional and Local Workforce Development Plans
- 8.9 Regional One Stop Operator Procurement
- 8.10 Local Workforce Board Review of WIOA Title II Adult Education and Family Literacy Act Grant Application
- 8.11 Young Adult Program Update
- 8.12 Workforce Assistance Center Ribbon Cutting – February 27, 2017 from 3:00 p.m. to 5:00 p.m.

**9.0 Written Communication**

**10.0 Open Discussion/Reports/Information**

- 10.1 Committee Members
- 10.2 Staff

**11.0 Next Meeting**

April 20, 2017

**12.0 Adjournment**