



# MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

## AGENDA

June 25, 2020  
3:00 p.m.

Meeting will be held as a  
**Teleconference Meeting**  
**Workforce Assistance Center**  
**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; CRS 711; 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/mcwic-meetings-and-agenda/>. These documents are also available at the Workforce Assistance Center – office of the Executive Director. MCWIC is an equal Opportunity Employer/Program. Auxiliary aids and services are available upon request.

### **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 but not appearing on the agenda. The Board will not take action on any items presented under public comment. The comment period will be limited to 15 minutes.

### **4.0 Introductions and Recognitions**

### **5.0 Adoption of Board Agenda**

### **6.0 Consent Calendar**

6.1 Consideration of approval of the May 28, 2020 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

### **7.0 Closed Session**

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

### **8.0 Action Items**

### **9.0 Information Items**

9.1 Workforce Development Board (WDB) of Madera County Update

9.2 MCWIC Year-to-Date Financial Reports Update for the Period Ending April 30, 2020

9.3 Program Update

9.4 Selection of AJCC Operators and Career Services Providers Update

9.5 Regional and Local Strategic Plan Process Update

9.6 State Level Performance Goals and Local Area Negotiations Update

9.7 Census 2020 Update

9.8 COVID-19 Update

**10.0 Written Communication**

**11.0 Open Discussion/Reports/Information**

11.1 Board Members

11.2 Staff

**12.0 Next Meeting**

July 23, 2020

**13.0 Adjournment**



**MINUTES**

**May 28, 2020**

***Convened at the Workforce Assistance Center - Conference Room  
2037 W. Cleveland Avenue, Madera, CA 93637  
Teleconference Line: (669) 900-9125, Meeting ID 853 7150 2331***

**PRESENT:** Debi Bray (3:20), Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Ramona Davie, Robyn Smith (3:43), Roger Leach, Tim Riche

**ABSENT:**

**GUEST:**

**STAFF:** Erick Flores, Jessica Roche, Jorge Espinosa, Nicki Martin, Tracie Scott-Contreras

**1.0 Call to Order**

*Meeting called to order at 3:05 p.m. by Vice Chair Mattie Mendez.*

**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**

*Roger Leach moved to adopt the agenda, seconded by Lindsay Callahan.*

*Vote: Approved – unanimous*

*Yes: Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Ramona Davie, Roger Leach, Tim Riche*

**6.0 Consent Calendar**

**6.1 Consideration of approval of the March 26, 2020 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.**

*Roger Leach moved to approve, seconded by Ramona Davie.*

*Vote: Approved – unanimous*

*Yes: Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Ramona Davie, Roger Leach, Tim Riche*

**7.0 Action Items**

**7.1 Consideration of approval of the MCWIC year to date financial reports for the period ending March 31, 2020.**

*Everything is going well and there is nothing unusual to report.*

*Lindsay Callahan moved to approve, seconded by Mike Farmer.*

*Vote: Approved – unanimous*

*Yes: Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Ramona Davie, Roger Leach, Tim Riche*

## **7.2 Consideration of approval of the updated preliminary budget for the 2020-21 fiscal year.**

*Staff were recently notified that Madera Workforce was awarded 3 grants: the Disability Employment Accelerator (DEA), National Dislocated Worker Grant (NDWG) and additional supportive services funds for dislocated workers affected by COVID-19. Staff previously anticipated receiving a reduction to the budget but there were slight increases to Adult and Youth funding. There was a slight decrease to Dislocated Worker funding. Staff expect stable staffing going into the next fiscal year. Information on funding allocations was received and the preliminary budget was updated. Allocation amounts are not always final and are used for planning purposes but they tend to be very close to the final allocations awarded. Department of Social Services (DSS) has moved out except for a 4-person unit. This unit will also move out and this will leave their former space completely unoccupied. DSS will set up a video conferencing tool in the Center to provide some services remotely. Staff have reached out to various organizations and used various communication methods to provide information on the vacant space in the Center for leasing. The budget looks good, however, if the empty space is not leased, it will put Workforce in a difficult position. Workforce can not afford to absorb the vacant lease amount beyond the end of the calendar year and may need to consider vacating. The final budget will include all the new grants. The budget presented reflects fewer staff, a lower amount for DSS since they withdrew all contract except for the annual County job fair. Staff is still waiting on grant numbers for the prison and probation projects. The additional Dislocated Worker supportive services grant is not included in the budget that is being presented. Amounts for vacations won't be finalized until year-end is finalized. Staff noted that approximately \$10,000 allocated to insurance was mistakenly omitted from the line item on the budget but assured the Board that it has been allocated and it will be corrected for future documents.*

*Roger Leach moved to approve, seconded by Debi Bray.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Lindsay Callahan, Mattie Mendez, Mike Farmer, Ramona Davie, Roger Leach, Tim Riche*

## **8.0 Information Items**

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

*Information provided within the agenda packet.*

### **8.2 WDB High Performing Board Application Update**

*Information provided within the agenda packet. Staff submitted the High Performing Board application to the state.*

### **8.3 Program Update**

*Information provided within the agenda packet. Madera Workforce has partnered with the Madera Community College and the James Irvine Foundation to recruit 20 participants for a manufacturing maintenance mechanic course that will be provided at no cost through a grant from the James Irvine foundation.*

### **8.4 Staffing update**

*Staff reported on various staffing changes. Someone accepted a position with the County and is resigning. A couple of staff members are retiring – one at the end of May and the other at the end of the calendar year. A current staff member is being moved into a Career Specialist position. Staff will continue to monitor and assess hiring needs as the next fiscal year approaches.*

### **8.5 COVID-19 Update**

*Staff have been working in the office through the pandemic. The doors have been closed to the public but services are provided over the phone, in person by appointment and through email. Anyone coming into the*

building is screened. Plexiglass screens were purchased and installed at the lobby desk. Customers will be required to wear masks to come into the Center. Both staff and customers will use face masks when meeting. Opening the doors and providing in-person services are being phased in. Staff are hoping to open the doors to the public on Monday, June 8, 2020.

#### **8.6 Census 2020 Update**

Staff continue to push information on the Census to the community via social media channels as well as email.

#### **8.7 Executive Director Evaluation Update**

Staff would like input from the Board for the Executive Director evaluation process. The Executive Director typically provides an update on the Director's goals and objectives at this time of year. The Board will start the process as soon as possible. The Executive Director will provide an update on the 2019-2020 goals and objective at the June board meeting. New goals and objectives for the upcoming year will also be provided. Staff mistakenly provided the wrong Executive Director process document. The correct document will be forwarded to the board for the upcoming evaluation. Per the most current process procedures, all board members will be involved in the evaluation process.

#### **8.8 MCWIC 2020-21 Meeting Calendar**

Information provided within the agenda packet.

#### **9.0 Written Communication**

None.

#### **10.0 Open Discussion/Reports/Information**

##### **10.1 Board Members**

- Mike Farmer stated that Loving Solutions had to be suspended but there were 23 graduates from the last class.
- Mattie Mendez stated that CAPMC has access to rental assistance funds. Please refer people to CAPMC.
- Lindsay Callahan wanted to ensure that Madera Families were referred for the funds.

##### **10.2 Staff**

None.

#### **11.0 Next Meeting**

June 25, 2020

#### **12.0 Adjournment**

Roger Leach moved to adjourn at 3:48 p.m., seconded by Robyn Smith.



**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**Agenda Item 9.1**

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

**From: Tracie Scott-Contreras, Executive Director**

**Date: June 25, 2020**

**Subject: Workforce Development Board of Madera County Update**

**Information:**

The WDB met last on June 18, 2020. The minutes for the meeting are provided as an update on Workforce Board's business and activities.

**Financing:**

Workforce Innovation and Opportunity Act



# Executive Committee

## MINUTES

**May 14, 2020**

***Convened at Madera County Workforce Assistance Center – via Teleconference  
Teleconference Line: (510) 338-9438  
2037 W. Cleveland Avenue, Madera, CA 93637***

**PRESENT:** Brett Frazier, Pat Gordon, Nichole Mosqueda, Robert Poythress, Wayne Rylant, Robyn Smith

**ABSENT:**

**GUEST:**

**STAFF:** Nicki Martin, Tracie Scott-Contreras, Maiknue Vang, Bertha Vega

**1.0 Call to Order**

*Meeting called to order by Chair Brett Frazier at 9:03 a.m.*

**1.1 Pledge of Allegiance**

**2.0 Additions to the Agenda**

*None.*

**3.0 Public Comment**

*None.*

**4.0 Introductions and Recognitions**

*Executive Director, Tracie Scott-Contreras recognized her staff for stepping up during the pandemic and coming to the office to help people. Wayne Rylant stated that Workforce staff have always been very helpful.*

**5.0 Adoption of Board Agenda**

*Robyn Smith motioned to adopt the agenda, seconded by Nichole Mosqueda.*

*Vote: Approved – unanimous*

*Yes: Brett Frazier, Pat Gordon, Nichole Mosqueda, Robert Poythress, Wayne Rylant, Robyn Smith*

**6.0 Consent Calendar**

**6.1 Consideration of approval of the February 20, 2020 Workforce Development Board (WDB) of Madera County meeting minutes.**

*Wayne Rylant moved to approve the minutes, seconded by Pat Gordon.*

*Vote: Approved – unanimous*

*Yes: Brett Frazier, Pat Gordon, Nichole Mosqueda, Robert Poythress, Wayne Rylant, Robyn Smith*

## **7.0 Action Items**

### **7.1 Consideration of approval of the WDB High Performing Board application.**

*Staff previously brought the application to the WDB in February. The application was later revised by the State to include the 2018-19 performance instead of the 2017-18 performance. Staff revised the application and will submit to the State once approved. No changes other than the updated performance figures. The State considers 80% as meeting performance standards.*

*Robyn Smith moved to approve, seconded by Robert Poythress.*

*Vote: Approved – unanimous*

*Yes: Brett Frazier, Pat Gordon, Nichole Mosqueda, Robert Poythress, Wayne Rylant, Robyn Smith*

### **7.2 Consideration of approval of the transfer of funds from the Dislocated Worker funding stream to the Adult funding stream in the amount of \$250,000.**

*The funds transferred will be used to cover training expenses that have taken place to date – not for services moving forward. Staff are not seeing many dislocated workers coming in for services and believe that many individuals are waiting to be called back to work. Many folks may also be doing ok with the stimulus funds and extra unemployment benefits they are receiving. Staff anticipate that it will be a couple of months when the additional unemployment funds expire before individuals will come in for services. Madera will see approximately \$100,000 in additional funds under COVID-19 funding. Staff can also apply for additional dislocated worker funding from the State. Staff will start working on an outline of a plan for services when the Center reopens.*

*Wayne Ryland moved to approve, seconded by Robert Poythress.*

*Vote: Approved – unanimous*

*Yes: Brett Frazier, Pat Gordon, Nichole Mosqueda, Robert Poythress, Wayne Rylant, Robyn Smith*

## **8.0 Next Meeting**

*To be determined.*

## **9.0 Adjournment**

*Meeting adjourned at 9:20 a.m.*





**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**Agenda Item 9.2**

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

**From: Tracie Scott-Contreras, Executive Director**

**Date: June 25, 2020**

**Subject: MCWIC Year-to-Date Financial Reports Update for the Period Ending April 30, 2020**

**Information:**

Information for financial reports for the April 30, 2020 period end will be provided to include the corporation's summarized Balance Sheet, Statement of Cash Flows, Revenues and Expense Report, MCWIC Recap Financial Report by Grant, and Bank Reconciliation summary sheets for both the main and payroll accounts.

**Financing:**

Workforce Innovation and Opportunity Act

**Madera County Workforce Investment Corporation**  
**Balance Sheet - Statement of Financial Position FY 2019 - 2020**

As of 4/30/2020

(In Whole Numbers)

	Current Fiscal Year	Prior Year Audited Financials Ending Balance
<b>CURRENT ASSETS</b>		
Cash and cash equivalents		
Cash in BA - Main	349,754	270,784
Cash in BA - Payroll	22,952	9,057
Total Cash and cash equivalents	<u>372,707</u>	<u>279,840</u>
Accounts Receivable		
Accounts Receivable	56,366	350,255
Total Accounts Receivable	<u>56,366</u>	<u>350,255</u>
Prepaid Expenses		
Prepaid Expense	5,323	2,804
Total Prepaid Expenses	<u>5,323</u>	<u>2,804</u>
Total assets, net		
Computer & Software	146,351	142,464
Office Equipment	18,438	18,438
Vehicles	0	0
Furniture & Fixtures	550	550
Accumulated Depreciation	(99,189)	(99,189)
Total Total assets, net	<u>66,150</u>	<u>62,262</u>
Total CURRENT ASSETS	<u><u>500,546</u></u>	<u><u>695,161</u></u>
<b>CURRENT LIABILITIES</b>		
Accounts Payable	800	149,994
Accrued payroll and related expenses	64,947	68,711
Vacation Payable	44,679	44,679
Total CURRENT LIABILITIES	<u>110,426</u>	<u>263,383</u>
<b>NET ASSETS</b>		
Temporary restricted and unrestricted		
Unrestricted	(365,083)	(409,271)
Restricted	(25,037)	(22,507)
Total Temporary restricted and unrestricted	<u>(390,120)</u>	<u>(431,778)</u>
Total NET ASSETS	<u>(390,120)</u>	<u>(431,778)</u>
Total liabilities and net assets	<u><u>500,546</u></u>	<u><u>695,161</u></u>

**Madera County Workforce Investment Corporation**  
**Statement of Cash Flows - Statement of Cash Flows FY 2019 - 2020**  
**As of 4/30/2020**  
(In Whole Numbers)

	<u>Current Month</u>	<u>Current Fiscal Year</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in Net Assets	8,560	(41,658)
Change in Operating Assets:		
Accounts Receivable	5,869	293,889
Prepaid Expense	0	(2,519)
Total Change in Operating Assets:	<u>5,869</u>	<u>291,369</u>
Change in Operating Liabilities:		
Accounts Payable	(3,316)	(149,194)
Other	(3,640)	(3,763)
Total Change in Operating Liabilities:	<u>(6,957)</u>	<u>(152,957)</u>
Total CASH FLOWS FROM OPERATING ACTIVITIES	<u>7,472</u>	<u>96,754</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of Property and Equipment		
Computer & Software	0	(3,888)
Total Purchase of Property and Equipment	<u>0</u>	<u>(3,888)</u>
Total CASH FLOWS FROM INVESTING ACTIVITIES	<u>0</u>	<u>(3,888)</u>
Net Cash used in Investing Activities	<u>0</u>	<u>(3,888)</u>
Net Change in Cash and Cash Equivalents	<u>7,472</u>	<u>92,866</u>
Cash and Cash Equivalents at the Beginning of the Year		
Cash in BA - Main	354,067	270,784
Cash in BA - Payroll	11,167	9,057
Total Cash and Cash Equivalents at the Beginning of the Year	<u>365,234</u>	<u>279,840</u>
Cash and Cash Equivalents as of Current Period End Date	<u>372,707</u>	<u>372,707</u>

**Madera County Workforce Investment Corporation**  
 Aged Receivables by Invoice Date - Aged accounts Receivable  
 Aging Date - 7/1/2019  
 From 7/1/2018 Through 4/30/2020

Customer ID	Customer Name	Invoice Date	Invoice Number	Invoice/Credit Description	Current	Total
1000	Central Valley Opportunity Center	3/31/2020	ARDoc1188	CVOC AJCC - March 2020	387.40	387.40
		4/30/2020	ARDoc1201	CVOC AJCC - April 2020	<u>386.24</u>	<u>386.24</u>
Total 1000	Central Valley Opportunity Center				773.64	773.64
1004	State Center Community College District	1/31/2020	ARDoc1149	SCCCD AJCC - January 2020	763.00	763.00
		2/29/2020	ARDoc1176	SCCCD AJCC - February 2020	763.00	763.00
		3/31/2020	ARDoc1191	SCCCD AJCC - March 2020	763.00	763.00
		4/30/2020	ARDoc1197	SCCCD AJCC - April 2020	<u>763.00</u>	<u>763.00</u>
Total 1004	State Center Community College District				3,052.00	3,052.00
1005	Madera County Probation Department	3/31/2020	ARDoc1186	CCP Post Release - March 2020	598.40	598.40
		3/31/2020	ARDoc1187	CCP In Custody - March 2020	3,235.71	3,235.71
		4/30/2020	ARDoc1209	CCP-Post Release - April 2020	473.14	473.14
		4/30/2020	ARDoc1210	CCP-In Custody - April 2020	<u>259.01</u>	<u>259.01</u>
Total 1005	Madera County Probation Department				4,566.26	4,566.26
1008	Department of Rehabilitation	3/31/2020	ARDoc1190	DOR AJCC - March 2020	417.69	417.69
		4/30/2020	ARDoc1198	DOR AJCC - April 2020	<u>417.69</u>	<u>417.69</u>
Total 1008	Department of Rehabilitation				835.38	835.38
1041	Madera County Department of Social Services	9/30/2019	ARDoc1091	DSS AJCC - September 2019	13,599.00	13,599.00
		4/1/2020	ARDoc1203	DSS AJCC - April 2020	3,403.26	3,403.26
		4/30/2020	ARDoc1206	DSS Skills Training - April 2020	<u>3,403.03</u>	<u>3,403.03</u>
Total 1041	Madera County Department of Social Services				20,405.29	20,405.29
1052	CertainTeed LLC	8/31/2019	ARDoc1066	Certainteed Assessments - August 2019	(892.50)	(892.50)
		2/29/2020	ARDoc1164	Certainteed Assessments - February 2020	<u>510.00</u>	<u>510.00</u>

**Madera County Workforce Investment Corporation**  
Aged Receivables by Invoice Date - Aged accounts Receivable  
Aging Date - 7/1/2019  
From 7/1/2018 Through 4/30/2020

Customer ID	Customer Name	Invoice Date	Invoice Number	Invoice/Credit Description	Current	Total
Total 1052	CertainTeed LLC				(382.50)	(382.50)
1065	Madera Adult School	3/31/2020	ARDoc1189	MAS AJCC - March 2020	4,344.42	4,344.42
		4/30/2020	ARDoc1202	MAS AJCC - April 2020	<u>4,642.08</u>	<u>4,642.08</u>
Total 1065	Madera Adult School				8,986.50	8,986.50
1073	EDD-DGS	8/31/2019	ARDoc1077	EDD Phone - August 2019	135.00	135.00
		10/31/2019	ARDoc1111	EDD Phone - October 2019	135.00	135.00
		12/31/2019	ARDoc1143	EDD Phone - December 2019	135.00	135.00
		1/31/2020	ARDoc1150	EDD Phone - January 2020	135.00	135.00
		2/29/2020	ARDoc1177	EDD Phone - February 2020	135.00	135.00
		3/31/2020	ARDoc1192	EDD AJCC Phone - March 2020	135.00	135.00
		4/1/2020	ARDoc1193	EDD AJCC Rent - April 2020	5,472.00	5,472.00
		4/30/2020	ARDoc1200	EDD Phone - April 2020	<u>135.00</u>	<u>135.00</u>
Total 1073	EDD-DGS				6,417.00	6,417.00
1098	County of Merced	3/31/2020	ARDoc1184	Merced Slingshot Regional Planning - March 2020	125.78	125.78
		4/30/2020	ARDoc1205	Merced Regional Plan - Slingshot - April 2020	687.45	687.45
Total 1098	County of Merced				813.23	813.23
1106	County of San Joaquin	4/30/2020	ARDoc1207	San Joaquin P2E IDS - April 2020	3,416.94	3,416.94
		4/30/2020	ARDoc1208	San Joaquin P2E SSEL - April 2020	<u>7,482.26</u>	<u>7,482.26</u>
Total 1106	County of San Joaquin				10,899.20	10,899.20
Report Total					<u>56,366.00</u>	<u>56,366.00</u>

Madera County Workforce Investment Corporation  
Aged Payables by Invoice Date - Aged Payables  
Aging Date - 7/1/2019  
From 7/1/2019 Through 4/30/2020

Vendor ID	Vendor Name	Date Invoiced	Invoice Number	Invoice Description	Amount Due	1 - 30 Days Past Due	31 - 60 Days Past Due
1089	SANDY'S HOUSEKEEPING & JANITORIAL	4/30/2020	610578	Extra Janitorial Cleaning for restrooms & Breakroom, March	800.00	0.00	0.00
Total 1089	SANDY'S HOUSEKEEPING & JANITORIAL				800.00	0.00	0.00
Report Total					800.00	0.00	0.00

Madera County Workforce Investment Corporation  
 Budget to Actual  
 From 7/1/2019 to 04/30/20

AGENDA ITEM 9.2

Revenue	GL Code	GL Description	Budget	1st Qrt Actual	2nd Qrt Actual	YTD Actual	Encumbrance	Available Budget Balance	Variance
<b>Revenue</b>									
	4000	Grant Revenue	\$ 3,208,153	\$ 600,227	\$ 617,004	\$ 2,262,951	\$ -	\$ 945,202	29%
	4300	Other Income	\$ 692,206	\$ 114,311	\$ 133,722	\$ 356,773	\$ -	\$ 335,433	48%
	4500	Interest Revenue	\$ 2	\$ 0	\$ 0	\$ 1	\$ -	\$ 1	30%
	4100	Contribution Income	\$ 250	\$ -	\$ 175	\$ 175	\$ -	\$ 75	30%
	4200	Contribution In-Kind (goods)	\$ -	\$ -	\$ 44	\$ 44	\$ -	\$ (44)	#DIV/0!
<b>Total Revenue</b>			<b>\$ 3,900,611</b>	<b>\$ 714,539</b>	<b>\$ 750,945</b>	<b>\$ 2,619,944</b>	<b>\$ -</b>	<b>\$ 1,280,667</b>	<b>33%</b>
<b>Expenditures</b>									
<b>Personnel Costs</b>									
	5100	Staff Salaries	\$ 1,444,823	\$ 326,542	\$ 333,782	\$ 1,075,406	\$ -	\$ 369,417	26%
	5105	Vacation	\$ 1,164	\$ 31,767	\$ 27,886	\$ 100,164	\$ -	\$ (99,000)	-8503%
	5111	Employer Medicare Expense	\$ 22,289	\$ 5,456	\$ 5,454	\$ 17,806	\$ -	\$ 4,483	20%
	5112	Social Security Employer Exp	\$ 95,305	\$ 23,331	\$ 23,322	\$ 75,970	\$ -	\$ 19,335	20%
	5115	CA Unemployment Insurance	\$ 11,344	\$ 486	\$ 4,005	\$ 11,551	\$ -	\$ (207)	-2%
	5116	CA Training Tax Expense	\$ 183	\$ 8	\$ 71	\$ 206	\$ -	\$ (23)	-12%
	5120	Workers Compensation Exper	\$ 4,050	\$ 854	\$ 697	\$ 2,644	\$ -	\$ 1,406	35%
	5130	Group Health Insurance Exper	\$ 116,432	\$ 27,265	\$ 27,451	\$ 96,770	\$ -	\$ 19,663	17%
	5140	Employers 457 Expense	\$ 87,017	\$ 20,640	\$ 20,745	\$ 67,652	\$ -	\$ 19,365	22%
	5160	Group Dental Insurance	\$ 19,267	\$ 2,621	\$ 2,621	\$ 8,619	\$ -	\$ 10,647	55%
	5170	Group Vision Insurance	\$ 3,990	\$ 611	\$ 601	\$ 2,002	\$ -	\$ 1,988	50%
	5180	Group Life Insurance	\$ 2,978	\$ 699	\$ 575	\$ 2,224	\$ -	\$ 754	25%
<b>Total Personnel Costs</b>			<b>\$ 1,808,842</b>	<b>\$ 440,282</b>	<b>\$ 447,212</b>	<b>\$ 1,461,013</b>	<b>\$ -</b>	<b>\$ 347,829</b>	<b>19%</b>
<b>General Operating Costs</b>									
	5210	Facility Materials and Supplie:	\$ 2,278	\$ -	\$ -	\$ -	\$ -	\$ 2,278	100%
	5300	Rent Expense	\$ 221,599	\$ 53,463	\$ 53,463	\$ 178,211	\$ -	\$ 43,388	20%
	5310	Common Area Maintenance	\$ 26,673	\$ 10,437	\$ -	\$ 10,437	\$ -	\$ 16,236	61%
	5330	Utilities Expense	\$ 88,378	\$ 28,168	\$ 20,146	\$ 69,541	\$ -	\$ 18,837	21%
	5820	Facility Maintenance Services	\$ 5,745	\$ 1,080	\$ 6,869	\$ 9,684	\$ -	\$ (3,940)	-69%
	5200	Materials and Supplies	\$ 27,440	\$ 11,591	\$ 3,467	\$ 20,895	\$ -	\$ 6,545	24%
	5230	Contributed Materials and Su	\$ -	\$ -	\$ 144	\$ 144	\$ -	\$ (144)	#DIV/0!
	5320	Telephone Expense	\$ 26,921	\$ 5,991	\$ 5,051	\$ 17,749	\$ -	\$ 9,172	34%
	5340	Property & Liability Insurance	\$ 1,746	\$ -	\$ -	\$ -	\$ -	\$ 1,746	100%
	5400	Postage Expense	\$ 1,725	\$ 1,143	\$ 139	\$ 2,911	\$ -	\$ (1,187)	-69%
	5410	Printing Expense	\$ 5,844	\$ 1,612	\$ -	\$ 1,612	\$ 233	\$ 3,998	68%
	5420	Advertising Expense	\$ 7,315	\$ -	\$ 150	\$ 4,718	\$ 999	\$ 1,598	22%
	5430	Bank Charges	\$ 51	\$ 6	\$ 6	\$ 21	\$ -	\$ 30	59%
	5440	Dues and Membership Expen:	\$ 2,450	\$ 99	\$ 1,162	\$ 2,144	\$ -	\$ 306	12%
	5450	Publications Expense	\$ 115	\$ -	\$ -	\$ 150	\$ -	\$ (35)	-30%
	5500	Auditing Fees	\$ 21,020	\$ -	\$ 16,348	\$ 21,348	\$ -	\$ (328)	-2%
	5510	Legal Fees	\$ 7,006	\$ -	\$ 4,298	\$ 4,984	\$ -	\$ 2,022	29%
	5520	Consulting/Professional Servi	\$ 64,453	\$ 3,686	\$ 3,204	\$ 8,263	\$ 5,676	\$ 50,515	78%
	5530	Taxes and Fees	\$ 256	\$ 4	\$ -	\$ 174	\$ -	\$ 82	32%
	5600	Office Equipment	\$ 639	\$ 509	\$ (119)	\$ 390	\$ 12,872	\$ (12,622)	-1975%
	5610	Equipment Maintenance	\$ 9,927	\$ 1,253	\$ 3,377	\$ 8,858	\$ -	\$ 1,069	11%
	5620	Equipment Rental	\$ 12,909	\$ 1,970	\$ 1,682	\$ 5,680	\$ -	\$ 7,229	56%
	5630	Software Expense	\$ 6,001	\$ 1,261	\$ -	\$ 5,980	\$ 1,702	\$ (1,680)	-28%
	5631	Software Maintenance	\$ 7,510	\$ 5,564	\$ -	\$ 5,564	\$ 1,063	\$ 883	12%
	5640	Internet Expense	\$ 10,532	\$ 1,247	\$ 981	\$ 5,610	\$ -	\$ 4,923	47%
	5650	Computer Hardware	\$ 21,811	\$ 6,259	\$ 2,109	\$ 10,212	\$ -	\$ 11,599	53%
	5660	Furniture & Fixtures	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ 1,500	100%
	5710	Employee Education Expense	\$ 1,549	\$ 149	\$ -	\$ 448	\$ -	\$ 1,101	71%
	5720	Staff Travel Expense	\$ 50,276	\$ 7,609	\$ 4,538	\$ 13,651	\$ 340	\$ 36,286	72%
	5730	Conference, Conventions & M	\$ 13,677	\$ 5,585	\$ 1,464	\$ 8,166	\$ -	\$ 5,511	40%
	5810	General Operating Services	\$ 121,270	\$ 27,686	\$ 33,193	\$ 98,919	\$ -	\$ 22,351	18%
	5900	Insurance Expense	\$ 10,903	\$ 1,572	\$ 7,198	\$ 8,909	\$ -	\$ 1,994	18%
	5980	Fixed Assets - Expense Offset	\$ -	\$ (5,270)	\$ -	\$ (3,888)	\$ -	\$ 3,888	#DIV/0!
	7310	Fiscal Processing Fee Offset	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
<b>Total General Operating Costs</b>			<b>\$ 779,520</b>	<b>\$ 172,674</b>	<b>\$ 168,872</b>	<b>\$ 521,484</b>	<b>\$ 22,884</b>	<b>\$ 235,152</b>	<b>30%</b>
<b>Direct Participant Costs</b>									
	5220	Client Materials and Supplies	\$ 39,753	\$ 4,766	\$ 1,758	\$ 13,707	\$ 10,470	\$ 15,576	39%
	5700	Client Transportation Assistar	\$ 72,481	\$ 12,485	\$ 6,961	\$ 33,632	\$ 21,858	\$ 16,991	23%
	5800	Subcontracted Program Servi	\$ 1,106,246	\$ 259,421	\$ 105,902	\$ 627,517	\$ 318,321	\$ 160,408	15%
<b>Total Direct Participant Costs</b>			<b>\$ 1,218,480</b>	<b>\$ 276,672</b>	<b>\$ 114,621</b>	<b>\$ 674,856</b>	<b>\$ 350,649</b>	<b>\$ 192,974</b>	<b>16%</b>
<b>Total Expenditures</b>			<b>\$ 3,806,842</b>	<b>\$ 889,628</b>	<b>\$ 730,704</b>	<b>\$ 2,657,352</b>	<b>\$ 373,534</b>	<b>\$ 775,956</b>	<b>20%</b>
<b>Net Revenue Over/(Under) Expense</b>			<b>\$ 93,769</b>	<b>\$ (175,089)</b>	<b>\$ 20,241</b>	<b>\$ (37,408)</b>	<b>\$ (373,534)</b>	<b>\$ 504,711</b>	



### Agenda Item 9.3

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

**From: Tracie Scott-Contreras, Executive Director**

**Date: June 25, 2020**

**Subject: Program Update**

**Information:**

We have been awarded an Emergency Response National Dislocated Worker Grant (NDWG) in the amount of \$90,000. These funds will provide additional funding for staffing and include training funds for approximately 20 new dislocated workers impacted by closures or lay-offs due to the current COVID-19 pandemic. The Business Services Unit hold weekly Rapid Response Zoom Orientation sessions for individuals that have experienced such impacts.

We have also received \$27,000 in Dislocated Worker funds to provide additional supportive services for individuals who have been laid off due to COVID-19, have experienced a reduction in hours/pay due to COVID-19, or are unable to work for COVID-19 related reasons.

In early June, we were notified that we have been awarded an additional grant for \$300,000 for a Pathway to Career Project for English Language Learners (ELL). We plan to serve 100 customers who are ELL with a focus on work-based learning opportunities and attainment of industry-recognized credentials. The subgrant award for these funds should be received soon.

Recently, we were invited by the Wells Fargo Foundation to apply for funding related to our response to COVID. We have submitted a grant application requesting \$20,000 for a virtual workshop platform and laptops/tablets to provide to customers who need them to participate in education, training, or other workforce activities. The grant notifications should be made within the next 90 days.

Additionally, we have partnered with Fresno EOC's Valley Apprenticeship Connections (VAC), the State Center Community College Center/James Irvine Foundation, and the Madera Community College Center to provide a 15-week Pre-Apprenticeship Manufacturing Maintenance Mechanic program. This training opportunity is at no cost to participants and includes all costs associated with the training such as books, supplies, clothing, etc. The first 6 weeks of the program are online and the remaining 9 weeks of manufacturing classes will be provided by the Madera Community College Center.

**• CCP/AB109:**

Grant award: \$56,627 In-Custody



\$34,762 Post-Release

Grant term: 7/1/2019 - 6/30/2020

Scope: Provide a 4-week workshop for In-Custody Pre-Release customers at Department of Corrections and facilitate periodic job fairs inside the facility. Additionally, provide a 3-hour group Orientation and CalJOBS system registration workshop to Post-Release individuals four times a month at the Center as well as coordinate monthly resource fairs with Probation at the Center.

# of Participants to be Served: Open

# of Participants Enrolled: 57 referred in-custody, 55 completed, 1 WIOA enrolled  
53 referred post release, 5 WIOA enrolled

- **Department of Social Services (DSS) – Expanded Co-Enrollment and Occupational Skills Training Pilot:**

Grant award: \$98,398

Grant term: 7/1/2019 – 6/30/2020

Scope: An assigned Career Specialist to meet one on one with CalWORKs participants enrolled in the Welfare to Work's Career Club activity to determine their interest in concurrent participation in WIOA Title I services. Funding will also sponsor vocational training programs in occupations in demand in the local area that will result in a certificate or credential.

# of CalWORKS participants referred from Career Club for WIOA Services: 18

# of CalWORKS participants enrolled in WIOA Services: 3

# of CalWORKS participants referred for Vocational Training: 18

# of CalWORKS participants enrolled in Vocational Training: 3

- **Department of Social Services (DSS) – Job Fair**

Grant award: \$22,898 Annually

Grant term: 7/1/2017 – 6/30/2020

Scope: Coordinate an annual Job Fair each spring. Due to restrictions around COVID-19, the job fair was cancelled. Final invoices have been provided to DSS to close out the project.

# of Participants to be Served: Approximately 1,500 per event

# of Job Seekers (April 2, 2020): TBD

# of Employers (April 2, 2020): TBD

# of Job Seekers who obtained employment within 90 days: TBD

- **Disability Employment Accelerator (DEA)**

Grant award: \$300,000

Grant term: 4/1/2019 – 12/31/2021

Scope: Increase and retain long-term employment for PWD who have graduated or are on track to graduate from college. Camarena Health, CAPMC, and Exact Staff will become worksites for work-based learning activities that lead to gainful employment. Worksite agreements will outline specific information regarding skill gaps and development of skills in the areas of highest need.

# of Participants to be Served: 50

# of Participants Enrolled: 1

- **Merced Regional Industry Partnership:**

Grant award: \$12,000

Grant term: 10/19/2019 – 6/30/2020

Scope: Provide dedicated staff person(s) to coordinate the work around regional industry engagement and partnership.

- **Prison to Employment – Individual Direct Service**

Grant award: \$56,249.00

Grant lead: San Joaquin County

Grant term: 9/1/19 – 3/31/2022

Scope: Funding to provide Individual Direct Services to formerly incarcerated and other justice involved individuals.

# of Participants to be Served: 4

# of Participants Enrolled: 26

- **Prison to Employment – Supportive Service and Earn and Learn**

Grant award: \$100,289.00

Grant Lead: San Joaquin County

Grant term: 9/1/19 to 3/31/2022

Scope: Funding to provide Supportive Service and Earn and Learn activities to formerly incarcerated and other justice involved individuals.

# of participants to be Served: 9

# of participants Enrolled: 14

- **Ticket-to-Work:**

Scope: Provide employment and training support to SSI/SSDI beneficiaries.

Ticket Payments Received 7/2019 - 5/2020: \$43, 484

# of Tickets Assigned: 21

- **Wells Fargo Grant:**

Grant award: \$20,000

Grant term: 11/2019 until expended

Scope: Sustain an open entry/open exit HiSET Class in partnership with the Department of Social Services and the Madera Adult School.

# of Participants to be Served: Open

# of Participants Enrolled: 84

**Financing:**

Workforce Innovation and Opportunity Act



## Agenda Item 9.4

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

**From: Tracie Scott-Contreras, Executive Director**

**Date: June 25, 2020**

**Subject: Selection of AJCC Operators and Career Services Providers Update**

### **Information:**

We have received guidance from the State regarding the requirements for the re-procurement of our AJCC (One-Stop) Operator and the process for the Madera County Workforce Investment Corporation (MCWIC), as the local administrative entity, to re-apply to continue to provide Adult and Dislocated Worker Career Services. Our local One-Stop Operator, ProPath, Inc., was procured in partnership with 4 other local areas in 2017. Our organization will be issuing developing and releasing a procurement document to competitively select the One-Stop Operator for the period from July 1, 2021 through June 30, 2025 later this calendar year. If other areas in our region wish to participate, we will once again procure for multiple local areas. The Board will be asked to review and approve the final selection of the One-Stop Operator, who must be ready to begin OSO services on July 1, 2021.

The State guidance also includes the process for local Boards or administrative entities to apply to provide Adult and Dislocated Worker services. Madera County Workforce Investment Corporation staff will prepare the application, which must be approved by both the local Workforce Development Board and the Board of Supervisors and be submitted to the California Workforce Development Board on or before March 1, 2021. If approved, MCWIC will be able to continue to provide Adult and Dislocated Worker Career Services for the period from July 1, 2021 through June 30, 2025.

The Directive from the State Board and EDD is attached for the Board's review.

### **Financing:**

Workforce Innovation and Opportunity Act



# DIRECTIVE

Date: June 8, 2020 Number: WSIN19-13



## SELECTION OF AJCC OPERATORS AND CAREER SERVICES PROVIDERS

### EXECUTIVE SUMMARY

This policy provides the guidance and establishes the procedures regarding the selection of America's Job Center of California<sup>SM</sup> (AJCC) Operators and *Workforce Innovation and Opportunity Act* (WIOA) Adult and Dislocated Worker Career Services Providers. This policy applies to all Local Workforce Development Boards (Local Board), and is effective on date of issuance.

This policy contains no state-imposed requirements.

This Directive finalizes Workforce Services Draft Directive, Selection of AJCC Operators and Career Services Providers (WSDD-207), issued for comment on January 24, 2020. The Workforce Development community submitted two comments during the draft comment period. A summary of comments is provided as Attachment 3.

This Directive supersedes Workforce Services Directive *Selection of AJCC Operators and Career Services Providers* (WSD16-14), dated December 19, 2016.

Retain this Directive until further notice.

### REFERENCES

- WIOA (Public Law 113-128)
- Title 2 *Code of Federal Regulations* (CFR) Part 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Uniform Guidance)
- Title 2 CFR Part 2900: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Department of Labor Exceptions)
- Title 20 CFR WIOA, "Department of Labor; Final Rule"
- Title 34 CFR WIOA, "Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Final Rule"
- Training and Employment Guidance Letter (TEGL) 15-16, Subject: *Competitive Selection of One-Stop Operators* (January 17, 2017)

*The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

## BACKGROUND

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The AJCC locations are the core of California's workforce system. The AJCC Operators and Adult and Dislocated Worker Career Services Providers play a critical role to ensure that AJCCs are serving as all-inclusive access points to education and training programs for a wide range of customers.

Local Boards are required to conduct an open and competitive process to select their AJCC Operators (WIOA Section 121[d][2][A]). The Local Board, with the agreement of the Chief Elected Official and the Governor, may provide Adult and Dislocated Worker Career Services, or by awarding contracts. Although not required by statute, Local Boards are encouraged to use a competitive process to select their Adult and Dislocated Worker Career Services Providers, similar to the AJCC Operator, to promote efficiency and effectiveness of these roles by regularly examining performance and costs.

## POLICY AND PROCEDURES

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The AJCC Operators and the Adult and Dislocated Worker Career Services Providers fulfill two distinct and separate roles within the local AJCC system. These roles may be filled by the same entity or different entities based on the Local Board's determination to meet the needs of its customers and demographic area, however the roles must be clearly articulated as part of the competitive procurement and selection processes.

In California, AJCC Operators are responsible for coordinating service delivery among all AJCC partners and service providers within the Local Workforce Development Area (Local Area). By having the AJCC Operator act as the local service delivery coordinator, it allows Local Boards to focus on strategic planning and developing partnerships at the local and regional level.

### **Roles and Responsibilities**

The role of the AJCC Operator includes:

- Coordinating the service delivery of required AJCC partners and service providers.
- Ensuring the implementation of partner responsibilities and contributions agreed upon in the Memorandum of Understanding.

The role of the Adult and Dislocated Worker Career Services Provider includes:

- Providing basic career services including but not limited to participant intake, orientations, initial assessments, employment services, and referrals to other partners and services.

- Providing individualized career services including but not limited to comprehensive and specialized assessments, case management, individual employment plans, career planning, and vocational counseling.
- Managing the daily operations in coordination with local fiscal agents for the lease, utilities, and other property activities in support of AJCC premises.
- Managing the hours of operation for AJCCs.

The responsibilities of both the AJCC Operator and Adult and Dislocated Worker Career Services Provider includes:

- Reporting to Local Boards on operations, performance, and continuous improvement recommendations.
- Implementing policies established by Local Boards.
- Adhering to all applicable federal and state guidance.

Local Boards may also choose to regionally select an AJCC Operator or Adult and Dislocated Worker Career Services Provider to align regional planning efforts, if operational conditions make it feasible. Selecting one AJCC Operator or Adult and Dislocated Worker Career Services Provider for all of the Local Boards in a Regional Planning Unit may help align, coordinate, and integrate programs and services on a regional basis.

It is important to note that there are certain restrictions Local Boards must adhere to when defining the AJCC Operator role. Within the defined roles and responsibilities, the AJCC Operator may not perform any of the following:

- Convene system stakeholders to assist in the development of the local plan.
- Prepare and submit local plans.
- Be responsible for oversight of itself.
- Manage or significantly participate in the competitive selection process for AJCC Operators.
- Select or terminate AJCC Operators, Adult and Dislocated Worker Career Services Providers, and Youth Service Providers.
- Negotiate local performance accountability measures.
- Develop and submit budget for activities of the Local Board in the Local Area.

If the entity serving as the AJCC Operator also serves in a different capacity within the AJCC service delivery system (e.g. Local Board support), it may perform some or all of the functions listed above only when acting in its other role as long as there are clearly established firewalls and conflict of interest policies and procedures in place that conform with Title 20 CFR Section 679.430 (Title 20 CFR Section 678.620).

## Definitions

For the purposes of this directive, the following definitions apply:

*Conflict of Interest* – An employee, officer, agent, or any member of the organization that has interest in a financial gain or tangible benefit and who participates in the selection, award, or administration of a contract supported by a federal award (Uniform Guidance Section 200.318[c][1]).

*Firewall* – An established policy or procedure that acts as a barrier or protection against an undesirable influence, outcome, or authority. Examples of firewalls include but are not limited to organizational arrangements that provide clear separation of duties and responsibilities, reporting hierarchy of managers and staff that provide clear separation between job duties and responsibilities, and conflict of interest/confidentiality/disclosure agreements.

*Administrative Entity* – a unit of local government, corporation, or agency designated by a Chief Elected Official (CEO) to oversee and administer WIOA in the Local Area.

*Internal Control* – A process designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

- Effectiveness and efficiency of operations.
- Reliability of reporting for internal and external use.
- Compliance with applicable laws and regulations.  
(Uniform Guidance Section 200.61)

## Selection of AJCC Operator

Local Boards must select their AJCC Operator through a competitive process at least once every four years (WIOA Section 121[d][2][A]). As part of that competitive process, Local Boards are required to clearly articulate the expected role(s) and responsibilities of the AJCC Operator (Title 20 CFR Section 678.620[a]).

AJCC Operators may be a single public, private, or non-profit entity or consortium of entities. However, if a consortium of entities consists of AJCC partners, it must include a minimum of three of the required AJCC partners listed in WIOA Section 121(b)(1).

The types of entities eligible to be an AJCC Operator include:

- An institution of higher education.
- An employment service state agency established under the *Wagner-Peyser Act*.
- A community-based organization, nonprofit organization, or workforce intermediary.
- A private for-profit entity.
- A government agency or governmental unit, such as, local or county governments, school districts, state agencies, and federal WIOA partners.
- Another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.  
(WIOA Section 121[d][2][B])

Local Boards must ensure that, in carrying out WIOA programs and activities, AJCC Operators adhere to the following (Title 20 CFR Section 678.600):

- Disclose any potential conflicts of interest arising from the relations of the AJCC Operator with particular training service providers or other service providers in accordance with Uniform Guidance Section 200.318.
- Do not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services.
- Comply with federal regulations and procurement policies relating to the calculation and use of profits as outlined in Uniform Guidance.
- Adhere to any applicable firewalls or internal controls.

#### *Procurement Standards*

When selecting an AJCC Operator, Local Boards are required to fully adhere to the federal procurement standards outlined in Uniform Guidance Sections 200.318-200.326, as well as their local procurement policies.

Although the intent of WIOA is for all Local Boards to procure their AJCC Operators through a full and open competitive process, the Uniform Guidance allows for very limited instances in which alternate procurement methods may be allowed, if substantial justification is provided.

The following are allowable procurement processes under Uniform Guidance.

- Sealed Bid – Uniform Guidance Section 200.320(c).
- Competitive Proposals – Uniform Guidance Section 200.320(d).
- Sole Source – Uniform Guidance Section 200.320(f):
  - The AJCC Operator services are only available from a single source.
  - The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
  - After solicitation from a number of sources, competition is determined to be inadequate.

Whichever procurement method is used, Local Boards must retain extensive written documentation explaining the determination of the competitive process followed in selecting an AJCC operator. (20 CFR 678.605[d] and 678.610[b]).

Local Boards must also make available to the public, through electronic means and open meetings, information regarding their selection of AJCC Operators (WIOA Section 107[e]).

Once the competitive process is completed and an AJCC operator is selected, the operator must execute a legally binding agreement. All contracts, agreements, or Memorandums of Understanding must include at a minimum the following elements:



- Statement of Work
- Authorized Officials and Purpose
- Additional contractual terms and conditions

All AJCC Operators must be in place and operating in the AJCCs no later than **July 1, 2021**.

*Conflict of Interest and Firewalls*

A Local Board or administrative entity who seeks to compete to be the AJCC Operator must arrange for a neutral third party to conduct the competitive process. The third party may be a consultant, professional, outside government agency, or other independent entity. The Local Board must ensure that the third party does not participate in the competition by bidding, competing, or having any financial interest in the outcome of the procurement.

Local Boards who use a third party to conduct the competitive process must create a firewall in its procurement policy that only allows the Local Board to contribute the necessary and relevant federal, state, and local procurement requirements to the third party for them to conduct the competitive process. This information must be furnished to the third party prior to the start of the procurement process. It is imperative to note that the Local Board is prohibited from drafting specifications, developing contract requirements, statements of work, or other procurement related documents.

*Local Board Request for Approval to be an AJCC Operator*

If a Local Board or administrative entity competes to serve as the AJCC Operator and is selected through an appropriate procurement process, the Local Board may be designated as an AJCC Operator only with the agreement of the CEO and the Governor (WIOA 107[g][2]). In order to be considered by the Governor for designation as an AJCC Operator, the CEO must submit a Request for Approval to be an AJCC Operator (Attachment 1) application along with the required supporting documentation to the California Workforce Development Board (CWDB) by **March 1, 2021**, through one of the following methods:

<b>Mail</b>	California Workforce Development Board PO Box 826880 Sacramento, CA 94280-0001
<b>Overnight Mail Hand Deliver</b>	California Workforce Development Board 800 Capitol Mall, Suite 1022 Sacramento, CA 95814

The local CEO will be notified in writing by **May 1, 2021**, regarding the approval or denial of the proposed Request for Approval. If approved, the designation will be effective immediately.

## **Selection of Adult and Dislocated Worker Career Service Providers**

Local Boards are responsible for identifying eligible Adult and Dislocated Worker Career Services Providers. The WIOA Section 107(d)(10)(D) states that if the AJCC Operator does not provide the Adult and Dislocated Worker Career Services described in Section 134(c)(2), the Local Board must identify eligible providers through awarding contracts.

If an AJCC Operator wishes to also serve as the Adult and Dislocated Worker Career Services Provider they must have appropriate firewalls in place between the staff providing services, the staff responsible for oversight and monitoring of services, and the Local Board. The firewalls must conform to Title 20 CFR Section 679.430 for demonstrating internal controls and preventing conflicts of interests.

A Local Board may avoid a conflict of interest by establishing appropriate firewalls such as a requirement for an outside entity or third party to conduct the competition. Outsourcing the entire process to an alternate entity would be the best practice in this circumstance to avoid a conflict of interest.

All Adult and Dislocated Worker Career Services Providers must be in place and operating in the AJCCs no later than **July 1, 2021**.

### *Request for Approval to be Adult and Dislocated Worker Career Services Provider*

A Local Board or administrative entity may be designated as an Adult and Dislocated Worker Career Services Provider only with the approval of the CEO and the Governor (WIOA Section 107[g][2] and Title 20 CFR Section 679.410[b]). Approval under this provision would serve as the agreement by the Governor and would exempt the Local Board from selecting Adult and Dislocated Worker Career Service Providers through the awarding of contracts by allowing them to fulfill the role themselves. In line with the time period of selecting of AJCC Operators, if a Local Board receives approval to provide Adult and Dislocated Worker Career Services, that approval will be valid for a maximum of four years, after which time another request must be submitted.

If a Local Board wants to provide Adult and Dislocated Worker Career Services, the local CEO must submit the Request for Approval to be an Adult and Dislocated Worker Career Services Provider application (Attachment 2) and the required supporting documentation to the CWDB by **March 1, 2021**, through one of the following methods.

<b>Mail</b>	California Workforce Development Board PO Box 826880 Sacramento, CA 94280-0001
<b>Overnight Mail Hand Deliver</b>	California Workforce Development Board 800 Capitol Mall, Suite 1022 Sacramento, CA 95814

The local CEO will be notified in writing by **May 1, 2021**, regarding the status of the request. If approved, the designation will be effective immediately.

## ACTION

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Please bring this Directive to the attention of the Local Board and other relevant parties.

## INQUIRIES

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If you have any questions, contact your [Regional Advisor](#).

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

Attachments are available on the internet:

1. [Request for Approval America's Job Center of California<sup>SM</sup> Operator \(DOCX\)](#)
2. [Request for Approval Adult and Dislocated Worker Career Services Provider \(DOCX\)](#)
3. [Summary of Comments \(PDF\)](#)



## **Request for Approval**

# **America's Job Center of California<sup>SM</sup> Adult and Dislocated Worker Career Services Provider**

### **Local Workforce Development Board**

### **Local Workforce Development Area**

*The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

The *Workforce Innovation and Opportunity Act* (WIOA) allows Local Workforce Development Boards (Local Board) to be an Adult and Dislocated Worker Career Services Provider with the agreement of the Chief Elected Official (CEO) and the Governor.

This application will serve as the Local Board’s or administrative entity’s request for Governor Approval to be an Adult and Dislocated Worker Career Services Provider within a Local Workforce Development Area (Local Area) under WIOA. The application must be submitted to the California Workforce Development Board (CWDB) by March 1, 2021, through one of the following methods:

**Mail** California Workforce Development Board  
P.O. Box 826880  
Sacramento, CA 94280-0001

**Overnight Mail** California Workforce Development Board  
**Hand Deliver** 800 Capitol Mall, Suite 1022  
Sacramento, CA 95814

If the CWDB determines the request is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your [Regional Advisor](#) for technical assistance or questions related to completing and submitting this request.

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Name of Local Board

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Mailing Address

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City, State Zip

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Contact Person

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Contact Person’s Phone Number

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Date of Submission

## **Request for Approval Adult and Dislocated Worker Career Services Provider**

### **Local Chief Elected Official Statement**

A Local Board or administrative entity that seeks approval to be an Adult and Dislocated Worker Career Services Provider within an America's Job Center of California must provide a statement from the local CEO indicating his/her request as well as responses to the following questions.

Please provide responses to the following items on a separate document:

1. What factors guided the Local Board's or administrative entity's decision to submit this application to be an Adult and Dislocated Worker Career Services Provider within the Local Area?
2. How would participants be better served by the Local Board or administrative entity acting in this role rather than through the awarding of contracts?
3. Describe the Basic and Individualized Career Services the Local Board or administrative entity will provide as well as their past experience providing these services.
4. Provide the Local Area's performance outcomes for each of the last two Program Years (PY 19-20 and 20-21) and evidence that the Local Board or administrative entity is qualified to provide Adult and Dislocated Worker Career Services, including testimonials that speak to the effectiveness and efficiency with which the Local Board or administrative entity has provided or can provide those services.
5. Attach documentation (signed and dated letter) that the members of the Local Board and other relevant parties (e.g., Board of Supervisors) reviewed the information provided in the application and approved the request in a public meeting.
6. Attach documentation of internal controls, conflict of interest, and firewall policies.

## Signature Page

By signing below, the local CEO and Local Board chair request approval from the Governor to be an Adult and Dislocated Worker Career Services Provider. Each party certifies that this application submission was reviewed and demonstrates that the Local Board or administrative entity will meet all the requirements as an Adult and Dislocated Worker Career Services Provider under WIOA law and regulations.

### Instructions

The Local Board chair and local CEO must sign and date this form. Include the original signatures with the request.

#### Local Workforce Development Board Chair

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Signature

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Name

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Title

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Date

#### Local Chief Elected Official

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Signature

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Name

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Title

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Date



## Agenda Item 9.5

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

**From: Tracie Scott-Contreras, Executive Director**

**Date: June 25, 2020**

**Subject: Regional and Local Strategic Plan Process Update**

### **Information:**

The Regional and Local Strategic Plan process for implementation of the requirements of the Workforce Innovation and Opportunity Act was completed in March of 2017 and approved in July 2017. A required modification to the original four-year plan was submitted in March of 2019 and approved in July of 2019. The planning cycle required in the Federal regulations will begin again in July of this year. It is anticipated that the process to update the regional and local plans will follow approximately the same timeline and requirements as the previous plan submissions. We anticipate receiving planning guidance from the State in July of 2020, with a due date in March of 2021. We will be working with a consultant for our local plan development and with the Regional Organizer for the San Joaquin Valley and Associated Counties Regional Planning Unit for the development regional plan. It is likely that there will be a requirement for the convening of several community input sessions with specific plan partners – these convenings, if required, will take place this Fall.

Both the regional and local plans must be approved by the Workforce Development Board and by the Board of Supervisors, prior to submission to the State.

Staff will keep the Board informed regarding any guidance received, timelines for plan development, approval and submission, and any areas for which we need Board member assistance or participation.

### **Financing:**

Workforce Innovation and Opportunity Act





## Agenda Item 9.6

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

**From: Tracie Scott-Contreras, Executive Director**

**Date: June 25, 2020**

**Subject: State Level Performance Goals and Local Area Negotiations Update**

### **Information:**

Every two years, the Workforce Innovation and Opportunity Act requires that every State negotiate and come to agreement with the Department of Labor on the State's performance goals for the upcoming two-year period. Following the conclusion of these negotiations with the Department of Labor, the State implements a performance negotiation process with each local Workforce Development Area.

This year, we will be providing proposed performance goals for the 2020-2021 and 2021-2022 program years to the State Workforce Development Board by August 30. The final performance for PY 18-19 has been published and our preliminary performance outcomes will be available by August 15, 2020. Following submission of our proposed goals, the State Board will schedule a call with all of the Boards in our region and will work through our negotiations individually on the call. We will be looking closely at our 18-19 and 19-20 outcomes, along with current economic indicators and anticipated impacts on employment and unemployment moving forward, to inform our negotiation process with the State.

A chart with PY 18-19 performance goals and outcomes, along with negotiated PY 19-20 goals is attached for the Board's review. Current State guidance and published State performance goals are also attached.

### **Financing:**

Workforce Innovation and Opportunity Act

Local Workforce Development Area: Madera					
Performance Indicators		Local	Local		Local
		Negotiated PY18-19	Actual Performance		Negotiated PY19-20
<b>Adult</b>					
Employment 2nd Q post exit (7/1/16 - 6/30/17)		64.0%	64.7%		66.8%
Employment 4th Q post exit (7/1/16 - 12/31/16)		63.0%	66.8%		65.0%
Median Earnings (7/1/16 - 6/30/17)		\$ 4,850	\$ 4,672		\$ 5,150
Credential Attainment Rate (7/1/16 - 12/31/16)		56.5%	67.5%		58.0%
Measureable Skill Gain (7/1/16 - 6/30/17)	baseline	baseline	baseline		baseline
<b>Dislocated Worker</b>					
Employment 2nd Q post exit (7/1/16 - 6/30/17)		71.0%	76.6%		73.0%
Employment 4th Q post exit (7/1/16 - 12/31/16)		70.0%	77.3%		73.0%
Median Earnings (7/1/16 - 6/30/17)		\$ 6,100	\$ 7,513		\$ 6,300
Credential Attainment Rate (7/1/16 - 12/31/16)		65.0%	93.3%		67.0%
Measureable Skill Gain (7/1/16 - 6/30/17)	baseline	baseline	baseline		baseline
<b>Youth</b>					
In Ed,Trng or Employment 2nd Q post exit (7/1/16 - 6/30/17)		60.0%	65.7%		62.0%
In Ed,Trng or Employment 4th Q post exit (7/1/16 - 12/31/16)		62.0%	76.5%		64.0%
Median Earnings (7/1/16 - 6/30/17)	baseline		\$ 4,148		Baseline
Credential Attainment Rate (7/1/16 - 12/31/16)		57.0%	75.0%		59.0%
Measureable Skill Gain (7/1/17 - 6/30/18)		baseline	baseline		baseline



# DIRECTIVE

Date: April 16, 2020 Number: WSD19-11



## STATE LEVEL PERFORMANCE GOALS AND LOCAL AREA NEGOTIATIONS

### EXECUTIVE SUMMARY

This policy provides the guidance and establishes the procedure regarding final *Workforce Innovation and Opportunity Act* (WIOA) state-level negotiated performance goals for the following programs: Wagner-Peyser; and Title IB Adult, Dislocated Worker, and Youth. In addition, this Directive provides guidance to Local Workforce Development Areas (Local Areas) on negotiating Adult, Dislocated Worker, and Youth program performance goals.

The state intends to negotiate Title IB WIOA primary indicators of performance every two years with Local Areas through a negotiation process with representatives of Regional Planning Units (RPU). This policy applies to all Local Areas, and is effective on the day of issuance.

This policy contains some state-imposed requirements. All state-imposed requirements are indicated by ***bold, italic*** type.

This Directive finalizes Workforce Services Draft Directive *State Level Performance Goals and Local Area Negotiations* (WSDD-205), issued for comment on January 6, 2020. The Workforce Development Community submitted 2 comments during the draft comment period. A summary of comments, including all changes, is provided as Attachment 1.

This policy supersedes Workforce Services Directive *State Level Performance Goals and Local Area Negotiations for PY 18 and PY 19* (WSD18-13), dated May 13, 2019. Retain this Directive until further notice.

### REFERENCES

- WIOA (Public Law 113-128) Sections 107(d)(9), 116(b)-(c) and 503
- Title 20 *Code of Federal Regulations* (CFR) Part 677: "Performance Accountability Under Title I of the Workforce Innovation and Opportunity Act" (Uniform Guidance)
- Title 20 CFR Part 679: "What are the requirements for local planning?" (DOL Exceptions), Section 679.510

*The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

- Training and Employment Guidance Letter (TEGL) [11-19](#), Subject: Negotiations and Sanctions Guidance for the Workforce Innovation and Opportunity Act (WIOA) Core Programs (February 6, 2020)
- TEGL [10-16](#), Change 1, Subject: Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III, Title IV Core Programs (August 23, 2017)
- Workforce Services Directive [WSD19-03 \(PDF\)](#), Subject: Performance Guidance (August 28, 2019)

## BACKGROUND

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Under WIOA Section 116(b), the state is required to negotiate and reach an agreement with the Department of Labor (DOL) on state-level performance goals for Wagner-Peyser, and WIOA Title IB Adult, Dislocated Worker, and Youth Programs every two years for five of the primary indicators of performance. These negotiated rates will be in the State Plan.

The policy in the State Plan supports the establishment of performance goals based on current and projected levels, which enables Local Areas in their planning efforts to provide industry-related skill attainment to participants who face barriers to employment. Increasing the percentage of participants served from identified target populations helps develop the state's vision to build and sustain regional sector pathways, and prepare a workforce for in-demand middle skill jobs. The rationale and subsequent data-driven analysis also sought to establish continuous improvement in the workforce education and training system, and ensure a return on targeted investments.

The state and Local Areas shall negotiate and reach an agreement on local-level performance goals for the same two program years (PY) as the state negotiated goals.

## POLICY AND PROCEDURES

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This policy serves to outline the definitions and procedures needed to understand the process when negotiating the five primary indicators of performance.

### Definitions

*Expected levels of performance* – Levels of performance for each primary indicator of performance for each core program submitted by the state in the initial submission of the State Plan.

*Pre-negotiated target* – The target levels after entering the most recently completed Annual Report data and data from the previous calendar year into the Statistical Adjustment Model (SAM). For example, negotiations for PY 2020 and 2021 will use the 2018 Annual Report data.

*Negotiated level of performance* – Levels of performance for each primary indicator of performance for each core program agreed to by the state and DOL, and the Local Area and the state.

*Adjusted levels of performance* – The levels of performance after being adjusted in the SAM at the end of the PY using actual data. The adjusted levels of performance will be used to determine performance success or failure.

### **Statistical Adjustment Model (SAM)**

The SAM is an objective statistical regression model developed by DOL. It is used to make adjustments for actual economic conditions, and the characteristics of participants served at the end of the PY. In compliance with the WIOA, the existing DOL issued SAM will be used to negotiate local-level performance goals. The model takes into consideration labor market factors such as employment rates and job losses and/or gains in different industries so the goals are realistic and representative of the existing economic status. In addition, the SAM incorporates participant barriers to employment that include poor work history, lack of work experience, lack of educational or occupational skills attainment, dislocation from high-wage and high-benefit employment, low levels of literacy or English proficiency, disability status, homelessness, ex-offender status, and welfare dependency to get an accurate representation of the population that is being served.

The SAM will provide two major functions in performance negotiations and performance assessment.

1. It is one of the tools used when reaching agreement with the Local Areas on the negotiated levels of performance. It is used to account for the expected economic conditions and the expected characteristics of participants to be served in the Local Areas.
2. It will be applied at the close of the PY to adjust for actual economic conditions experienced and actual characteristics of participants.

***When used at a local level, the SAM may not accurately adjust the data and performance measures specific to the Local Area. Local Areas should review the SAM, and how it affects their performance goals before negotiating performance goals with the state.***

### **Negotiating Performance**

The objective of the negotiation process is to define local-level performance goals that are aligned with current economic indicators, and that reflect Local Area service strategies and local achievements. The process should also build on the overall system goal of continuous improvement, providing the greatest return on workforce investments, and enabling the

regional planning implementation of the WIOA by providing industry-relevant skills attainment for individuals with barriers to employment.

The state will take into account the following factors when negotiating performance with Local Areas:

- How the levels involved compare with the negotiated levels of performance established for the state.
- Ensure that the negotiated levels account for the expected economic conditions and the expected participant characteristics based on the SAM.
- The levels involved promote continuous improvement of the indicators of performance.

The WIOA emphasizes serving individuals with barriers to employment and individuals more at-risk of not connecting to the labor market. The state encourages Local Areas to serve individuals with barriers to employment who may need higher levels of service to achieve a positive outcome. The impact of serving these customers will be accounted for in the adjusted levels of performance calculated after the PY. Local Areas are encouraged to review the SAM to understand the benefit of serving individuals with barriers on their target outcomes.

The Local Areas will negotiate with the state and reach an agreement on local-levels of performance no later than September 30<sup>th</sup>. The negotiations will take place every two years, and will negotiate two PYs at a time. Once negotiations are completed, the goals are final and second year goals cannot be renegotiated

### Primary Indicators of Performance

Each Local Area must negotiate performance goals for Title I Adult, Dislocated Worker, and Youth programs for each of the following primary indicators of performance:

- Employment in the second quarter after exit
- Employment in the fourth quarter after exit
- Median earnings in the second quarter after exit
- Credential attainment rate
- Measurable skill gains

For detailed information on each of the primary indicators of performance, please see *Performance Guidance* ([WSD19-03 \[PDF\]](#)).

### The Negotiation Process

The following table provides a timeline for the negotiations process, which occurs every two years.

Action	Date
DOL and the state will negotiate to reach state level negotiated goals.	By June 30 <sup>th</sup>

Action	Date
The state will release an IN with the state’s negotiated goals and inform Local Areas that the negotiation process has begun.	By mid-July
The state will schedule negotiations and provide the pre-negotiated target number to the Local Area.	By mid-July
Local Areas can access the previous PY’s preliminary annual report after the fourth quarter report has been certified with DOL.	August 15 <sup>th</sup>
Local Areas are required to send the state their proposed goals.	By last Friday in August
The state and RPU’s will negotiate to reach Local Area level negotiated goals.	By September 30
The state adjusts the Local Area level negotiated goals.	By December 31 <sup>st</sup> following the end of PY

### Determining Successful Performance

After the PY, the state adjusts the Local Area negotiated goals by entering the actual Annual Report data into the SAM to determine if Local Areas pass or fail performance. Further guidance on calculating performance success will be issued in a separate directive.

## ACTION

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Bring this Directive to the attention of all affected parties.

## INQUIRIES

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If you have any questions, contact the Program Reporting and Analysis Unit at [WSBManagePerformance@edd.ca.gov](mailto:WSBManagePerformance@edd.ca.gov).

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

Attachments are available on the internet:

[Summary of Comments \(PDF\)](#)



# INFORMATION NOTICE

Date: June 4, 2020 Number: WSIN19-48

Expiration Date: 07/04/2020



## STATE NEGOTIATED PERFORMANCE GOALS PY 2020 and 2021

The *Workforce Innovation and Opportunity Act* (WIOA) Section 116(b) requires the state to reach an agreement with the US Department of Labor (DOL) on state-level performance goals for the Wagner-Peyser, and WIOA Title IB Adult, Dislocated Worker, and Youth programs every two years.

In May 2020, the state negotiated the performance goals with the DOL for Program Years (PY) 2020 and 2021 using the Statistical Adjustment Model (SAM) as a baseline.

PY 2020 and PY 2021 Negotiated Performance Goals				
Indicators	Adults	Dislocated Workers	Youth	Wagner-Peyser
<b>Employment Rate 2nd Quarter After Exit</b> (Includes placement in education for Youth)	67.0%	71.9%	71.0%	61.4%
<b>Employment Rate 4th Quarter After Exit</b> (Includes placement in education for Youth)	66.0%	72.5%	71.0%	62.0%
<b>Median Earnings 2nd Quarter After Exit</b>	\$6,000	\$8,070	\$3,490	\$6,689
<b>Credential Attainment</b>	60.0%	60.0%	60.0%	N/A
<b>Measurable Skill Gains</b>	50.0%	50.0%	56.4%	N/A

The Employment Development Department will negotiate levels of performance for five of the WIOA primary indicators of performance with Local Areas for PY 2020 and PY 2021.

The state will take into account the following factors when negotiating performance goals with the Local Areas:

*The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*



- How the levels involved compare with the negotiated levels of performance established for the state.
- Ensure that the negotiated levels account for the economic conditions and the participant characteristics based on the SAM.
- The levels involved promote continuous improvement of the indicators of performance.

For more information on the Performance Negotiation process, please review the Workforce Services Directive *State Level Performance Goals and Local Area Negotiations* ([WSD19-11 PDF](#)).

If you have questions related to this information, contact the Program Reporting and Analysis Unit at [wsbmanageperformance@edd.ca.gov](mailto:wsbmanageperformance@edd.ca.gov).

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



**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**Agenda Item 9.7**

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

**From: Tracie Scott-Contreras, Executive Director**

**Date: June 25, 2020**

**Subject: Census 2020 Update**

**Information:**

We are continuing to post census information in the Center and via social media. Census on-site recruiting was temporarily suspended due to the COVID-19 pandemic. We have received communication from our local Census contacts indicating that they are beginning the hiring process again to implement the outreach to community members who have not yet responded on-line. We will continue to post materials encouraging community members to respond to the Census.

**Financing:**

Workforce Innovation and Opportunity Act



## Agenda Item 9.8

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**  
**From: Tracie Scott-Contreras, Executive Director**  
**Date: June 25, 2020**  
**Subject: COVID-19 Update**

### **Information:**

On March 13, 2020 we moved to phone-based services to minimize public contact while continuing to provide services. The resource room was open and limited to a maximum of 10 people at a time, and 1 hour per person. We sanitize the equipment after each use.

As of March 20, 2020 at noon, and in response to the order by the Governor, we locked the front doors to the facility and have been providing access to the facility by appointment only. This includes picking up or dropping off documents, accessing the resource room, or scheduling assessments. Our staff have been providing all other services by phone or on-line meetings. This has been consistent with the strategy being used by other partners who are still open and on-site or otherwise available, as organizations who provide government programs and services.

We have developed a phased plan for beginning to provide in-person services that we began rolling out the week of May 4. At this time, the number of customers who are interested in in-person services is very low, and we are managing the numbers safely and effectively. Customers who do come into the facility are screened at the lobby doors and are asked to immediately wash or sanitize their hands. We ask that customers coming to the Center for in-person services wear a mask or face covering as well.

The front doors of the Center were reopened to the public on June 8, 2020. The screening, mask, hand sanitizing, and social distancing requirements remain in place. We have added plexiglass screens to the lobby and resource room staff desks and are limiting group activities to 5 at this time, to ensure appropriate social distancing.

All staff have been provided masks, and we have made disinfecting products, hand sanitizer, and gloves available to all staff as well.

We continue to monitor the situation by regularly checking the CDC, State, and Local Health Department websites.

### **Financing:**

Workforce Innovation and Opportunity Act