



# **MADERA COUNTY WORKFORCE INVESTMENT CORPORATION**

## **AGENDA**

Meeting will be held as a  
***Teleconference Meeting***  
***Workforce Assistance Center***  
***2037 W. Cleveland Avenue, Madera, CA 93637***  
***559-662-4589***

Per Executive Order N-29-20, which allows local and state legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, this regular meeting will be held via conference call and can be accessed as follows:  
Please call: 669-900-9128; Meeting ID: 828 9867 3080; Password: 543904.

***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 June 25, 2020 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

### **7.0 Action Items**

7.1 Consideration of approval of the MCWIC Executive Director's goals for the period of July 1, 2020 to June 30, 2021

### **8.0 Information Items**

8.1 Workforce Development Board (WDB) of Madera County Update

8.2 MCWIC Year-to-Date Financial Reports Update

8.3 Program Update

8.4 Census 2020 Update

8.5 COVID-19 Update

**9.0 Written Communication**

**10.0 Open Discussion/Reports/Information**

10.1 Board Members

10.2 Staff

**11.0 Next Meeting**

August 27, 2020

**12.0 Adjournment**



## MINUTES

**June 25, 2020**

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

**PRESENT:** Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Ramona Davie, Robyn Smith

**ABSENT:** Lindsay Callahan, Roger Leach, Tim Riche

**GUEST:**

**STAFF:** Nicki Martin, Tracie Scott-Contreras

### **1.0 Call to Order**

*Meeting called to order at 3:04 p.m. by Chair Debi Bray.*

#### **1.1 Pledge of Allegiance**

### **2.0 Additions to the Agenda**

*None.*

### **3.0 Public Comment**

*None.*

### **4.0 Introductions and Recognitions**

*Tracie Scott-Contreras, Executive Director, informed the Board that Maiknue Vang, Deputy Director, passed her California SHRM HR certification.*

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

*Robyn Smith moved to adopt the agenda, seconded by Mike Farmer.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Ramona Davie, Robyn Smith*

### **6.0 Consent Calendar**

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

*Mattie Mendez moved to approve, seconded by Ramona Davie.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Ramona Davie, Robyn Smith*

### **7.0 Closed Session**

*The Board elected to proceed to information items on the agenda before going into closed session.*

*Robyn Smith moved close open session and go into closed session at 3:40 p.m., seconded by Ramona Davie*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Ramona Davie, Robyn Smith*

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

*Robyn Smith moved to adjourn closed session at 4:36 p.m., seconded by Mike Farmer.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Gabriel Mejia, Mattie Mendez, Mike Farmer, Ramona Davie, Robyn Smith*

**a. Closed Session Report-out by MCWIC Chair**

*Debi Bray reported that the Executive Director's salary will be increased from \$110,000 to \$115,000 effective July 1, 2020 and commended Tracie on her exemplary performance.*

**8.0 Action Items**

**9.0 Information Items**

**9.1 Workforce Development Board (WDB) of Madera County Update**

*Information provided within the agenda packet.*

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

*Information provided within the agenda packet. The financials don't show anything out of the ordinary. Everything is proceeding as anticipated.*

**9.3 Program Update**

*Information provided within the agenda packet. MCWIC has received approximately \$700,000 in additional grant funding since January 2020. Madera was awarded the \$300,000 English Language Learner (ELL) grant. MCWIC applied for and received a \$10,000 Wells Fargo grant. Madera received a portion of a National Dislocated Worker grant in the amount of \$90,000. Madera also received \$27,000 in additional dislocated worker funds to be used for emergency supportive services. So far, MCWIC has helped with a couple of rent payments, a mortgage payment and some assistance with technology needs for classes/trainings with the funds. Madera is partnering with Fresno EOC and the James Irvine Foundation on a 15 week manufacturing maintenance mechanic class. Madera is helping recruit participants. The class will be at no cost to participant and will be online classes and in person at Madera Community College. At this time, there are 26 participants enrolled in the Prison to Employment (P2E) direct services grant and 14 participants in the P2E Supportive Services and Earn and Learn grant.*

**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**

*Agenda items 9.4, 9.5, and 9.6 were discussed as a group. Information provided within the agenda packet. The upcoming year will be very busy due to the selection of the Operator, the strategic plans and the goals negotiations. The One Stop Operator selection occurs every 4 years. The process for the Operator procurement will start towards the end of the calendar year with a start date of July 1, 2021 for the Operator selected. MCWIC will also need to re-apply to be the career services provider for Madera County. Staff will start work on the application process most likely within the next couple of months. The applications will need to be approved by the Boards and the Board of Supervisors and are due in March, 2021. The Strategic Plans are done every 4 years. The current plans were submitted to the State in 2017. Preparation for the plans will include conducting regional convenings and the gathering of current labor market information. Madera has identified and will be working with a consultant for the local plan. The timeline for the plans is the same as it is for the One Stop Operator. Madera will be entering into negotiations for local performance goals. Negotiations take place every 2 years. Staff should have preliminary data by mid to late August. Areas must have their proposed figures by August 30<sup>th</sup>. Each area will receive their proposed goals individually. Guidance is available on the State Workforce Board's website. Quality jobs are part of the plans. The definition of what areas consider quality jobs will need to take place soon in order to be included in the plans. The Workforce Development Board (WDB) of*

*Madera County had discussed this topic at a previous meeting and did not settle on one definition. Staff anticipate being very busy in the coming months as all three of these items are happening at the same time.*

#### **9.7 Census 2020 Update**

*Information provided within the agenda packet. Staff are continuing to share information. Census is starting to recruit again. They have reached out to use space in the Center and will make sure to follow all social distancing and disinfecting guidelines.*

#### **9.8 COVID-19 Update**

*Information provided within the agenda packet. Everyone coming into the building is screened and must wear a face mask. A few MCWIC staff have used the emergency pandemic leave for instances where they needed to be with family.*

#### **10.0 Written Communication**

*None.*

#### **11.0 Open Discussion/Reports/Information**

##### **11.1 Board Members**

- *Robyn Smith commended Tracie on her leadership and advocacy for staff and her exemplary performance with the community as well as with customers. Kudos to Tracie!*

##### **11.2 Staff**

- *Tracie Scott-Contreras stated that they are continuing to manage the current circumstances for staff. She is aware of a consultant who provides training on stress management and would like to provide some training for staff. Staff have previously been sent to trauma informed training. Staffing is stable at the moment. No reductions are planned unless some significant issues arise. The ELL grant requires that a Program Navigator be assigned to the grant. Interviews for a Navigator were held yesterday. Not all grants require a Navigator. Line staff are not able to be used in place of a Navigator as the duties fall outside of their scope of duties. The ELL grant is an 18 month grant. It's possible that MCWIC can keep the position if other grant funds are available.*

#### **12.0 Next Meeting**

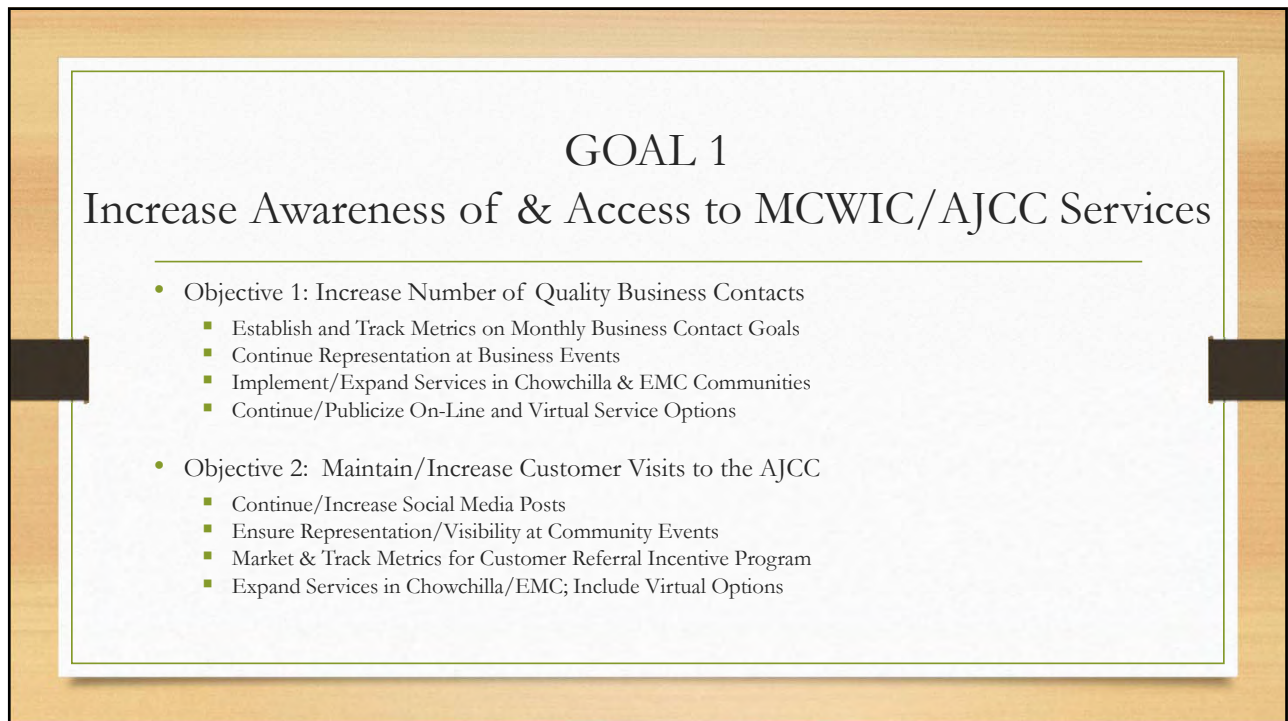
*The next meeting is scheduled to take place on July 23, 2020. Staff will plan on possibly meeting in person but will offer a teleconference option as well.*

#### **13.0 Adjournment**

*Robyn Smith moved to adjourn at 4:48 p.m., seconded by Mike Farmer.*



1



2

## GOAL 2

### Continue Staff Development

---

- Objective 1: Maintain Positive and Engaged Workforce
  - Schedule Team Building Activities
  - Cross Train Staff Across Multiple Grants/Projects to Enhance Stability
- Objective 2: Support Skill Development and Life-Long Learning
  - Peer Mentoring for New Staff
  - Expand Training Options – CWA, On-line, Workshops/Seminars
  - Provide Flexibility for Continuing Education

3

## Goal 3

### Succession Planning

---

- Objective 1: Develop Succession Plan
  - Plan for Short-Term Coverage of All Critical Functions; Identify Staff Members for Potential Training
  - Identify Competencies Needed for Key Positions & Duties
  - Develop Training Plan for Current Management Team Members
  - Create Upskilling Opportunities for Interested Staff Members

4



## Goal 4

### Local/Regional Compliance Activities

---

- Local Requirements
  - Local Performance Negotiation Process – August/September 2020
  - Local Strategic Plan Development – July 2020 – March 2021
  - AJCC Operator Procurement – Dec. 2020 – April 2021
- Regional Requirements
  - Regional Plan Implementation & Evaluation Activities
  - Regional Training Plan Implementation/Scheduling
  - Regional Strategic Plan Activities – July 2020 – March 2021

5

## Goal 5

### MCWIC and WDB Board Development

---

- Objective 1: MCWIC Board Development
  - Conduct Member Recruitment, as Needed
  - Schedule Strategic Planning Session
  - Update Board Member Orientation and On-Boarding Process
- Objective 2: WDB Development
  - Maintain Composition; Recruit Members as needed
  - Encourage Attendance at Events and Participation at the AJCC
  - Obtain Input on Regional and Local Plans
  - Schedule New Member Orientations, as Needed

6



## Goal 6

### Professional Development

---

- Objective 1: Continue System Knowledge Development – Regional & State
  - Regular Participation in Central California Workforce Collaborate (CCWC)
  - Quarterly Meeting and Committee Participation at CWA
  - Attend Policy and Advocacy Events
  - Continue Participation in Regional and Sub-regional Projects/Workgroups
- Objective 2: Develop/Improve Local Partnerships and Professional Relationships
  - Increase Awareness/Visibility Via Participation in Local Events and Committees
  - Establish Regular Reporting to Cities & County Elected Official
  - Become Familiar With and Support (where applicable) City's/County's priorities as related to Workforce Development



## Agenda Item 8.1

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**  
**From: Tracie Scott-Contreras, Executive Director**  
**Date: July 23, 2020**  
**Subject: Workforce Development Board of Madera County Update**

**Information:**

The WDB met last on June 18, 2020. The agenda for the June meeting is provided as an update. The approved minutes will be provided after the WDB meets next on August 20, 2020.

**Financing:**

Workforce Innovation and Opportunity Act



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

**June 18, 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***

Per Executive Order N-29-20, which allows local and state legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, this regular meeting will be held via conference call and can be accessed as follows:  
Please call: (669) 900-9128; Meeting ID: 820 6739 9217; Password: 339783.

**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; CRS 711; 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/workforce-board-meetings/>. These documents are also available at the Madera County Workforce Assistance Center – office of the Executive Director. The Workforce Development Board 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 ratification of the February 20, 2020 Workforce Development Board (WDB) of Madera County meeting minutes.
- 6.2 Consideration of approval of the May 14, 2020 WDB meeting minutes.
- 6.3 Consideration of approval of the re-appointment of Wendy Lomeli, Employment Development Department, for an additional 3 year term.

- 6.4 Consideration of the approval of the re-appointment of Deborah Martinez, Department of Social Services, for an additional 3 year term.
- 6.5 Consideration of ratification of the transfer of funds from the Dislocated Worker funding stream to the Adult funding stream in the amount of \$250,000.
- 6.6 Consideration of ratification of the WDB High Performing Board application.

**7.0 Action Items**

- 7.1 Consideration of approval of the revised On-the-Job Training policy to include language specific to retention and wage expectations.
- 7.2 Consideration of approval of the Needs-Related Payments policy.
- 7.3 Consideration of approval of the One Stop Operator Quarterly Report for the period of January 1, 2020 through March 31, 2020.
- 7.4 Consideration of approval of the preliminary program budget for the 2020-21 fiscal year.

**8.0 Information Items**

- 8.1 Madera County Workforce Investment Corporation (MCWIC) Update
- 8.2 WDB Workshop: Quality Jobs
- 8.3 Program and Quarterly Financials Update
- 8.4 Selection of AJCC Operators and Career Services Providers Update
- 8.5 Regional and Local Strategic Plan Process Update
- 8.6 State Level Performance Goals and Local Area Negotiations Update
- 8.7 COVID-19 Update
- 8.8 WDB 2020-21 Meeting Calendar

**9.0 Written Communication**

**10.0 Open Discussion/Reports/Information**

- 10.1 Board Members
- 10.2 Staff

**11.0 Next Meeting**

August 20, 2020

**12.0 Adjournment**



**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**Agenda Item 8.2**

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

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

**Date: July 23, 2020**

**Subject: MCWIC Year-to-Date Financial Reports Update for the Period Ending  
May 31, 2020**

**Information:**

Information for financial reports for the May 31, 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 5/31/2020

(In Whole Numbers)

	Current Fiscal Year	Prior Year Audited Financials Ending Balance
<b>CURRENT ASSETS</b>		
Cash and cash equivalents		
Cash in BA - Main	309,441	270,784
Cash in BA - Payroll	19,016	9,057
Total Cash and cash equivalents	<u>328,457</u>	<u>279,840</u>
Accounts Receivable		
Accounts Receivable	128,669	350,255
Total Accounts Receivable	<u>128,669</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>528,600</u>	<u>695,161</u>
<b>CURRENT LIABILITIES</b>		
Accounts Payable	1,032	149,994
Accrued payroll and related expenses	62,984	68,711
Vacation Payable	44,679	44,679
Total CURRENT LIABILITIES	<u>108,695</u>	<u>263,383</u>
<b>NET ASSETS</b>		
Temporary restricted and unrestricted		
Unrestricted	(394,868)	(409,271)
Restricted	(25,037)	(22,507)
Total Temporary restricted and unrestricted	<u>(419,905)</u>	<u>(431,778)</u>
Total NET ASSETS	<u>(419,905)</u>	<u>(431,778)</u>
Total liabilities and net assets	<u>528,600</u>	<u>695,161</u>



**Madera County Workforce Investment Corporation**  
**Statement of Cash Flows - Statement of Cash Flows FY 2019 - 2020**  
**As of 5/31/2020**  
(In Whole Numbers)

	<b>Current Month</b>	<b>Current Fiscal Year</b>
<b>CASH FLOWS FROM OPERATING ACTIVITES</b>		
Change in Net Assets	29,785	(11,873)
Change in Operating Assets:		
Accounts Receivable	(72,303)	221,585
Prepaid Expense	0	(2,519)
Total Change in Operating Assets:	(72,303)	219,066
Change in Operating Liabilities:		
Accounts Payable	232	(148,962)
Other	(1,963)	(5,726)
Total Change in Operating Liabilities:	(1,731)	(154,688)
<b>Total CASH FLOWS FROM OPERATING ACTIVITES</b>	<b>(44,250)</b>	<b>52,505</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of Property and Equipment		
Computer & Software	0	(3,888)
Total Purchase of Property and Equipment	0	(3,888)
<b>Total CASH FLOWS FROM INVESTING ACTIVITIES</b>	<b>0</b>	<b>(3,888)</b>
Net Cash used in Investing Activities	0	(3,888)
Net Change in Cash and Cash Equivalents	(44,250)	48,617
Cash and Cash Equivalents at the Beginning of the Year		
Cash in BA - Main	349,754	270,784
Cash in BA - Payroll	22,952	9,057
Total Cash and Cash Equivalents at the Beginning of the Year	372,707	279,840
Cash and Cash Equivalents as of Current Period End Date	328,457	328,457

**Madera County Workforce Investment Corporation**  
 Aged Receivables by Invoice Date  
 Aging Date - 7/1/2019  
 From 7/1/2019 Through 5/31/2020

Customer ID	Customer Name	Invoice Date	Invoice Number	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
1000	Central Valley Opportunity Center	4/30/2020	ARDoc1201	386.24	386.24	0.00	0.00	0.00	0.00
1000		5/31/2020	ARDoc1221	379.81	379.81	0.00	0.00	0.00	0.00
Total 1000	Central Valley Opportunity Center			766.05	766.05	0.00	0.00	0.00	0.00
1003	EDD - WIOA Cash Draw	5/29/2020	ARDoc1212	76,003.00	76,003.00	0.00	0.00	0.00	0.00
Total 1003	EDD - WIOA Cash Draw			76,003.00	76,003.00	0.00	0.00	0.00	0.00
1004	State Center Community College District	1/31/2020	ARDoc1149	763.00	763.00	0.00	0.00	0.00	0.00
1004		2/29/2020	ARDoc1176	763.00	763.00	0.00	0.00	0.00	0.00
1004		3/31/2020	ARDoc1191	763.00	763.00	0.00	0.00	0.00	0.00
1004		4/30/2020	ARDoc1197	763.00	763.00	0.00	0.00	0.00	0.00
1004		5/31/2020	ARDoc1223	763.00	763.00	0.00	0.00	0.00	0.00
Total 1004	State Center Community College District			3,815.00	3,815.00	0.00	0.00	0.00	0.00
1005	Madera County Probation Department	5/31/2020	ARDoc1226	130.76	130.76	0.00	0.00	0.00	0.00
1005		5/31/2020	ARDoc1227	148.30	148.30	0.00	0.00	0.00	0.00
Total 1005	Madera County Probation Department			279.06	279.06	0.00	0.00	0.00	0.00
1008	Department of Rehabilitation	4/30/2020	ARDoc1198	417.69	417.69	0.00	0.00	0.00	0.00

**Madera County Workforce Investment Corporation**

Aged Receivables by Invoice Date

Aging Date - 7/1/2019

From 7/1/2019 Through 5/31/2020

Customer ID	Customer Name	Invoice Date	Invoice Number	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
1008		5/31/2020	ARDoc1222	417.69	417.69	0.00	0.00	0.00	0.00
Total 1008	Department of Rehabilitation			835.38	835.38	0.00	0.00	0.00	0.00
1041	Madera County Department of Social Services	5/31/2020	ARDoc1220	9,390.70	9,390.70	0.00	0.00	0.00	0.00
Total 1041	Madera County Department of Social Services			9,390.70	9,390.70	0.00	0.00	0.00	0.00
1052	CertainTeed LLC	8/31/2019	ARDoc1066	(892.50)	(892.50)	0.00	0.00	0.00	0.00
1052		2/29/2020	ARDoc1164	510.00	510.00	0.00	0.00	0.00	0.00
Total 1052	CertainTeed LLC			(382.50)	(382.50)	0.00	0.00	0.00	0.00
1065	Madera Adult School	4/30/2020	ARDoc1202	4,642.08	4,642.08	0.00	0.00	0.00	0.00
1065		5/31/2020	ARDoc1225	3,290.70	3,290.70	0.00	0.00	0.00	0.00
Total 1065	Madera Adult School			7,932.78	7,932.78	0.00	0.00	0.00	0.00
1073	EDD-DGS	8/31/2019	ARDoc1077	135.00	135.00	0.00	0.00	0.00	0.00
1073		10/31/2019	ARDoc1111	135.00	135.00	0.00	0.00	0.00	0.00
1073		12/31/2019	ARDoc1143	135.00	135.00	0.00	0.00	0.00	0.00
1073		2/29/2020	ARDoc1177	135.00	135.00	0.00	0.00	0.00	0.00
1073		3/31/2020	ARDoc1192	135.00	135.00	0.00	0.00	0.00	0.00
1073		4/30/2020	ARDoc1200	135.00	135.00	0.00	0.00	0.00	0.00
1073		5/1/2020	ARDoc1199	5,472.00	5,472.00	0.00	0.00	0.00	0.00
1073		5/31/2020	ARDoc1224	135.00	135.00	0.00	0.00	0.00	0.00
Total 1073	EDD-DGS			6,417.00	6,417.00	0.00	0.00	0.00	0.00
1098	County of Merced	3/31/2020	ARDoc1184	125.78	125.78	0.00	0.00	0.00	0.00
1098		4/30/2020	ARDoc1205	687.45	687.45	0.00	0.00	0.00	0.00
1098		5/31/2020	ARDoc1228	6,633.16	6,633.16	0.00	0.00	0.00	0.00

**Madera County Workforce Investment Corporation**

Aged Receivables by Invoice Date

Aging Date - 7/1/2019

From 7/1/2019 Through 5/31/2020

Customer ID	Customer Name	Invoice Date	Invoice Number	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
Total 1098	County of Merced			7,446.39	7,446.39	0.00	0.00	0.00	0.00
1106	County of San Joaquin	4/30/2020	ARDoc1207	3,416.94	3,416.94	0.00	0.00	0.00	0.00
1106		4/30/2020	ARDoc1208	7,482.26	7,482.26	0.00	0.00	0.00	0.00
1106		5/31/2020	ARDoc1229	3,313.93	3,313.93	0.00	0.00	0.00	0.00
1106		5/31/2020	ARDoc1230	1,953.45	1,953.45	0.00	0.00	0.00	0.00
Total 1106	County of San Joaquin			16,166.58	16,166.58	0.00	0.00	0.00	0.00
Report Total				128,669.44	128,669.44	0.00	0.00	0.00	0.00

**Madera County Workforce Investment Corporation**

Aged Payables by Invoice Date - Aged Payables

Aging Date - 7/1/2019

From 7/1/2019 Through 5/31/2020

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	5/29/2020	610589	Extra Cleaning of Restroom & Breakroom for 4/20/20-5/29/20	1,050.00	0.00	0.00
Total 1089	SANDY'S HOUSEKEEPING & JANITORIAL				1,050.00	0.00	0.00
1098	BANK OF AMERICA - VISA	6/13/2020	APDoc4834	Disposable Nitrile Gloves, Med 200 Count	(75.74)	0.00	0.00
Total 1098	BANK OF AMERICA - VISA				(75.74)	0.00	0.00
1778	Cintas	5/29/2020	4051795903	Bi-Weekly Floor Mat Cleaning Service, 5/29/20	57.68	0.00	0.00
Total 1778	Cintas				57.68	0.00	0.00
Report Total					1,031.94	0.00	0.00



Madera  
County Workforce Investment Corporation  
Budget to Actual  
From 7/1/2019 to 5/31/2020

FUND 01 SUMMARY

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	\$ 2,459,741	\$ -	\$ 748,413	23%
	4300	Other Income	\$ 692,206	\$ 114,311	\$ 133,722	\$ 394,614	\$ -	\$ 297,592	43%
	4500	Interest Revenue	\$ 2	\$ 0	\$ 0	\$ 2	\$ -	\$ 0	17%
	4100	Contribution Income	\$ 250	\$ -	\$ 175	\$ 180	\$ -	\$ 70	28%
	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>\$ 2,854,580</b>	<b>\$ -</b>	<b>\$ 1,046,032</b>	<b>27%</b>
<b>Expenditures</b>									
<b>Personnel Costs</b>									
	5100	Staff Salaries	\$ 1,444,823	\$ 326,542	\$ 333,782	\$ 1,177,754	\$ -	\$ 267,069	18%
	5105	Vacation	\$ 1,164	\$ 31,767	\$ 27,886	\$ 113,240	\$ -	\$ (112,076)	-9626%
	5111	Employer Medicare Expense	\$ 22,289	\$ 5,456	\$ 5,454	\$ 19,525	\$ -	\$ 2,764	12%
	5112	Social Security Employer Exp	\$ 95,305	\$ 23,331	\$ 23,322	\$ 83,432	\$ -	\$ 11,873	12%
	5115	CA Unemployment Insurance	\$ 11,344	\$ 486	\$ 4,005	\$ 11,852	\$ -	\$ (508)	-4%
	5116	CA Training Tax Expense	\$ 183	\$ 8	\$ 71	\$ 211	\$ -	\$ (28)	-15%
	5120	Workers Compensation Exper	\$ 4,050	\$ 854	\$ 697	\$ 2,924	\$ -	\$ 1,126	28%
	5130	Group Health Insurance Expei	\$ 116,432	\$ 27,265	\$ 27,451	\$ 106,602	\$ -	\$ 9,830	8%
	5140	Employers 457 Expense	\$ 87,017	\$ 20,640	\$ 20,745	\$ 74,312	\$ -	\$ 12,705	15%
	5160	Group Dental Insurance	\$ 19,267	\$ 2,621	\$ 2,621	\$ 9,419	\$ -	\$ 9,848	51%
	5170	Group Vision Insurance	\$ 3,990	\$ 611	\$ 601	\$ 2,189	\$ -	\$ 1,801	45%
	5180	Group Life Insurance	\$ 2,978	\$ 699	\$ 575	\$ 2,452	\$ -	\$ 526	18%
<b>Total Personnel Costs</b>			<b>\$ 1,808,842</b>	<b>\$ 440,282</b>	<b>\$ 447,212</b>	<b>\$ 1,603,912</b>	<b>\$ -</b>	<b>\$ 204,930</b>	<b>11%</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	\$ 196,032	\$ -	\$ 25,567	12%
	5310	Common Area Maintenance	\$ 26,673	\$ 10,437	\$ -	\$ 10,437	\$ -	\$ 16,236	61%
	5330	Utilities Expense	\$ 88,378	\$ 28,168	\$ 20,146	\$ 74,470	\$ -	\$ 13,908	16%
	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	\$ 22,274	\$ 83	\$ 5,083	19%
	5230	Contributed Materials and Su	\$ -	\$ -	\$ 144	\$ 144	\$ -	\$ (144)	#DIV/0!
	5320	Telephone Expense	\$ 26,921	\$ 5,991	\$ 5,051	\$ 19,123	\$ -	\$ 7,798	29%
	5340	Property & Liability Insurance	\$ 1,746	\$ -	\$ -	\$ -	\$ -	\$ 1,746	100%
	5400	Postage Expense	\$ 1,725	\$ 1,143	\$ 139	\$ 2,940	\$ -	\$ (1,215)	-70%
	5410	Printing Expense	\$ 5,844	\$ 1,612	\$ -	\$ 1,612	\$ 233	\$ 3,998	68%
	5420	Advertising Expense	\$ 7,315	\$ -	\$ 150	\$ 5,800	\$ -	\$ 1,515	21%
	5430	Bank Charges	\$ 51	\$ 6	\$ 6	\$ 23	\$ -	\$ 28	55%
	5440	Dues and Membership Expen:	\$ 2,450	\$ 99	\$ 1,162	\$ 5,363	\$ -	\$ (2,913)	-119%
	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	\$ 8,413	\$ 5,676	\$ 50,365	78%
	5530	Taxes and Fees	\$ 256	\$ 4	\$ -	\$ 174	\$ -	\$ 82	32%
	5600	Office Equipment	\$ 639	\$ 509	\$ (119)	\$ 390	\$ -	\$ 249	39%
	5610	Equipment Maintenance	\$ 9,927	\$ 1,253	\$ 3,377	\$ 9,071	\$ -	\$ 856	9%
	5620	Equipment Rental	\$ 12,909	\$ 1,970	\$ 1,682	\$ 11,392	\$ -	\$ 1,517	12%
	5630	Software Expense	\$ 6,001	\$ 1,261	\$ -	\$ 7,697	\$ -	\$ (1,695)	-28%
	5631	Software Maintenance	\$ 7,510	\$ 5,564	\$ -	\$ 6,627	\$ -	\$ 883	12%
	5640	Internet Expense	\$ 10,532	\$ 1,247	\$ 981	\$ 6,286	\$ -	\$ 4,246	40%
	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 & Iv	\$ 13,677	\$ 5,585	\$ 1,464	\$ 8,566	\$ -	\$ 5,111	37%
	5810	General Operating Services	\$ 121,270	\$ 27,686	\$ 33,193	\$ 106,646	\$ 3,541	\$ 11,083	9%
	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>\$ 568,977</b>	<b>\$ 9,873</b>	<b>\$ 200,670</b>	<b>26%</b>
<b>Direct Participant Costs</b>									
	5220	Client Materials and Supplies	\$ 39,753	\$ 4,766	\$ 1,758	\$ 14,184	\$ 9,905	\$ 15,664	39%
	5700	Client Transportation Assistar	\$ 72,481	\$ 12,485	\$ 6,961	\$ 34,752	\$ 20,898	\$ 16,831	23%
	5800	Subcontracted Program Servi	\$ 1,106,246	\$ 259,421	\$ 105,902	\$ 643,732	\$ 358,879	\$ 103,635	9%
<b>Total Direct Participant Costs</b>			<b>\$ 1,218,480</b>	<b>\$ 276,672</b>	<b>\$ 114,621</b>	<b>\$ 692,668</b>	<b>\$ 389,682</b>	<b>\$ 136,130</b>	<b>11%</b>
<b>Total Expenditures</b>			<b>\$ 3,806,842</b>	<b>\$ 889,628</b>	<b>\$ 730,704</b>	<b>\$ 2,865,557</b>	<b>\$ 399,555</b>	<b>\$ 541,729</b>	<b>14%</b>
<b>Net Revenue Over/(Under) Expense</b>			<b>\$ 93,769</b>	<b>\$ (175,089)</b>	<b>\$ 20,241</b>	<b>\$ (10,978)</b>	<b>\$ (399,555)</b>	<b>\$ 504,302</b>	



Madera  
County Workforce Investment Corporation  
Budget to Actual  
From 7/1/2019 to 5/31/2020

Management and General

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	\$ -	\$ 14,946	\$ 7,354	\$ 43,334	\$ -	\$ (43,334)	#DIV/0!
	4300	Other Income	\$ 10,000	\$ 6,595	\$ -	\$ 220	\$ -	\$ 9,780	98%
	4500	Interest Revenue	\$ 2	\$ 0	\$ 0	\$ 2	\$ -	\$ 0	17%
	4100	Contribution Income	\$ 250	\$ -	\$ 175	\$ 180	\$ -	\$ 70	28%
	4200	Contribution In-Kind (goods)	\$ -	\$ -	\$ 44	\$ 44	\$ -	\$ (44)	#DIV/0!
<b>Total Revenue</b>			<b>\$ 10,252</b>	<b>\$ 21,541</b>	<b>\$ 7,573</b>	<b>\$ 43,779</b>	<b>\$ -</b>	<b>\$ (33,527)</b>	<b>-327%</b>
<b>Expenditures</b>									
<b>Personnel Costs</b>									
	5111	Employer Medicare Expense	\$ -	\$ -	\$ -	\$ (237)	\$ -	\$ 237	#DIV/0!
	5130	Group Health Insurance Exper	\$ -	\$ -	\$ (287)	\$ (287)	\$ -	\$ 287	#DIV/0!
<b>Total Personnel Costs</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ (287)</b>	<b>\$ (524)</b>	<b>\$ -</b>	<b>\$ 524</b>	<b>#DIV/0!</b>
<b>General Operating Costs</b>									
	5200	Materials and Supplies	\$ -	\$ 401	\$ 27	\$ 897	\$ -	\$ (897)	#DIV/0!
	5230	Contributed Materials and Sup	\$ -	\$ -	\$ 144	\$ 144	\$ -	\$ (144)	#DIV/0!
	5400	Postage Expense	\$ -	\$ 23	\$ -	\$ 23	\$ -	\$ (23)	#DIV/0!
	5440	Dues and Membership Expen:	\$ 1,500	\$ -	\$ 329	\$ 329	\$ -	\$ 1,171	78%
	5530	Taxes and Fees	\$ -	\$ -	\$ -	\$ 170	\$ -	\$ (170)	#DIV/0!
	5600	Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	5610	Equipment Maintenance	\$ -	\$ -	\$ -	\$ 71	\$ -	\$ (71)	#DIV/0!
	5620	Equipment Rental	\$ -	\$ -	\$ -	\$ 5,654	\$ -	\$ (5,654)	#DIV/0!
	5630	Software Expense	\$ -	\$ (2,519)	\$ -	\$ (2,519)	\$ -	\$ 2,519	#DIV/0!
	5640	Internet Expense	\$ -	\$ -	\$ 21	\$ 21	\$ -	\$ (21)	#DIV/0!
	5720	Staff Travel Expense	\$ -	\$ -	\$ 1,680	\$ 1,680	\$ -	\$ (1,680)	#DIV/0!
	5980	Fixed Assets - Expense Offset	\$ -	\$ (5,270)	\$ -	\$ (3,888)	\$ -	\$ 3,888	#DIV/0!
<b>Total General Operating Costs</b>			<b>\$ 1,500</b>	<b>\$ (7,366)</b>	<b>\$ 2,200</b>	<b>\$ 2,581</b>	<b>\$ -</b>	<b>\$ (1,081)</b>	<b>-72%</b>
<b>Direct Participant Costs</b>									
	5800	Subcontracted Program Servic	\$ -	\$ 1,107	\$ -	\$ 1,107	\$ -	\$ (1,107)	#DIV/0!
<b>Total Direct Participant Costs</b>			<b>\$ -</b>	<b>\$ 1,107</b>	<b>\$ -</b>	<b>\$ 1,107</b>	<b>\$ -</b>	<b>\$ (1,107)</b>	<b>#DIV/0!</b>
<b>Total Expenditures</b>			<b>\$ 1,500</b>	<b>\$ (6,259)</b>	<b>\$ 1,914</b>	<b>\$ 3,164</b>	<b>\$ -</b>	<b>\$ (1,664)</b>	<b>-111%</b>
<b>Net Revenue Over/(Under) Expense</b>			<b>\$ 8,752</b>	<b>\$ 27,800</b>	<b>\$ 5,659</b>	<b>\$ 40,615</b>	<b>\$ -</b>	<b>\$ (31,863)</b>	



### Agenda Item 8.3

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

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

**Date: July 23, 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 continues to hold weekly Rapid Response Zoom Orientation sessions in English and Spanish 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 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. Award notifications should be made soon.

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): NA

# of Employers (April 2, 2020): NA

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

- **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. These funds have been fully expended.

- **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: 31

- **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 - 6/2020: \$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 8.4

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

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

**Date: July 23, 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, but they had recently started recruiting and the hiring push for local employees again – this may be impacted by the new shut-down orders issued July 13th. We will continue to post materials encouraging community members to respond to the Census and are monitoring the response rate data provided by Census representatives.

**Financing:**

Workforce Innovation and Opportunity Act



## Agenda Item 8.5

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**  
**From: Tracie Scott-Contreras, Executive Director**  
**Date: July 23, 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 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.

Given the new shut-down orders issued by the Governor on July 13, we will be maintaining all current safety and health practices and anticipate another surge in individuals needing assistance with unemployment insurance and job search services. We are watching customer numbers closely and will move back to more restricted access if customer numbers increase to a level that exceeds our current limitations on safe group sizes.

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