



MEETING

January 28, 2021
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:

Join Zoom Meeting: [https://us02web.zoom.us/j/81999204075?pwd=TDh2T0t0SmI3SEU1K2NjYjFhZjEtdz09](https://us02web.zoom.us/j/81999204075?pwd=TDh2T0t0SmI3SEU1K2NjYjFhZjEtdz09;);

Please call: 1 (669) 900-9128; Meeting ID: 819 9920 4075; Password: 945567.

The public may participate in the meeting as otherwise permitted under the Brown Act by calling into the number above.

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.

ELECTRONIC MEETING INSTRUCTIONS

The Madera County Workforce Investment Corporation uses Zoom as the tool to facilitate electronic meetings. Our desire is to ensure orderly Zoom meetings and to help attendees have confidence in how the meeting will be facilitated and that all members and public will be effectively heard. The following instructions provide consistent methods that will lead us to realizing that desire.

- We highly recommend use of the Zoom client app, as this tool greatly enhances the attendee's experience and provides readily accessible controls.
- Remain muted until speaking and mute again when finished speaking.
- Ensure your name shows on your connection.
- Votes will be facilitated with a roll call.
- When connecting to Zoom, if using the phone is preferred over computer audio, we request you connect to the Zoom meeting first and then choose Phone for the preferred audio connection. Input the meeting and participant IDs to relate your phone audio to your Zoom connection.
- Please avoid having both computer audio and phone audio activated as this can cause sound problems.
- If connecting via phone only, *6 will toggle mute/unmute.
- Public comments will only be taken when a hand is raised. On the phone-only connection, *9 raises the hand. You must be recognized by the presiding officer of the meeting before speaking.



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

AGENDA

January 28, 2021

3:00 p.m.

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 December 10, 2020 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

7.0 Action Items

- 7.1 Consideration of approval of the MCWIC year-to-date financial reports for period ending November 30, 2020.

8.0 Information Items

- 8.1 Workforce Development Board (WDB) of Madera County Update
- 8.2 MCWIC Executive Director Mid-Year Goals Update
- 8.3 Program Update
- 8.4 Local and Regional Plans Update
- 8.5 One Stop Operator Request for Proposals Update
- 8.6 Information on Weekly Unemployment Insurance (UI) Initial Claims for Madera County
- 8.7 COVID-19 Update

9.0 Written Communication

10.0 Open Discussion/Reports/Information

- 10.1 Board Members
- 10.2 Staff

11.0 Next Meeting

February 25, 2021

12.0 Adjournment



MINUTES

December 10, 2020

***Convened at Madera County Workforce Assistance Center – via Teleconference
2037 W. Cleveland Avenue, Madera, CA 93637***

Zoom Meeting: [https://us02web.zoom.us/j/81999204075?pwd=TDh2T0t0Sml3SEU1K2NJcFhFaEtndz09](https://us02web.zoom.us/j/81999204075?pwd=TDh2T0t0Sml3SEU1K2NJcFhFaEtndz09;);
Meeting ID: 819 9920 4075; **Password:** 819 9920 4075; **Phone:** (669) 900-9128

PRESENT: Debi Bray, Gabriel Mejia, Mike Farmer, Roger Leach, Tim Riche

ABSENT: Mattie Mendez, Ramona Davie, Robyn Smith

GUEST:

STAFF: Jessica Roche, Nicki Martin, Tracie Scott-Contreras

1.0 Call to Order

Meeting called to order at 3:01 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

None.

5.0 Adoption of Board Agenda

Mike Farmer moved to adopt the agenda, seconded by Roger Leach.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mike Farmer, Roger Leach, Tim Riche

6.0 Consent Calendar

6.1 Consideration of approval of the October 22, 2020 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Tim Riche move to approve, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mike Farmer, Roger Leach, Tim Riche

7.0 Action Items

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

Everything is going well. There are low participant numbers due to the lower traffic into the building. Financial documents will be brought to the Board monthly.

Roger Leach moved to approve, seconded by Gabriel.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mike Farmer, Roger Leach, Tim Riche

7.2 Consideration of approval of the de-obligation of \$10,000 from the COVID Supportive Services grant.

The COVID supportive services funds were awarded in June 2020 and are to be used towards specific criteria such as rental assistance for participants whose income have been directly impacted by the COVID pandemic. One-time payments ranging from \$400 to \$800 can be made through this grant. The original September 2020 end date was moved to December. Madera saw very low traffic into the Center due to the pandemic and returned some funding to the State so that other areas could use it. Madera still has a balance to spend.

Mike Farmer moved to approve, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mike Farmer, Roger Leach, Tim Riche

7.3 Consideration of approval of a budget adjustment for facility costs related to Madera Community College's delayed lease start date.

Staff have been working on renewing the lease for space in the Center with College staff since February. The work on the lease started before the State officially granted Community College status in the summer. At the time, staff were working with the Administrative team at the College District at Reedley College. This caused a delay once the Madera Campus was granted their community college status. Staff have been communicating with Angel Reyna, President. Mr. Reyna requested that their lease begin January 2021 for a 2-year period or that their lease begin in October 2020 for a 1-year period. Staff recommended that they accept a 2-year contract starting in January 2021. It will mean absorbing approximately \$7,000. Staff reported that there are sufficient funds in the budget to absorb the amount. The College is willing to sign as soon as possible.

Gabriel Mejia moved to approve and start the Madera Community College's lease on January 1, 2021, seconded my Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mike Farmer, Roger Leach, Tim Riche

7.4 Review of Form 990 2019 tax returns by the MCWIC Board of Directors in preparation for submittal to the IRS

The MCWIC business policy and the IRS require that the MCWIC board review and accept the Form 990 before submittal. After the Form is reviewed and accepted by the Board, it will be signed by the Executive Director for submittal

Roger Leach motioned to accept the Form 990, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mike Farmer, Roger Leach, Tim Riche

7.5 Consideration of approval of the America’s Job Center of California (AJCC) Adult and Dislocated Worker Career Services Provider application.

The State Workforce Development Board requires that local areas provide career services. Because there is a One Stop Operator in place for the Madera AJCC, MCWIC is able to apply to provide career services. The application must be approved by the MCWIC and will also go to the Workforce Development Board (WDB) of Madera County for approval.

Gabriel Mejia moved to approve, seconded by Roger Leach.

Vote: Approved – unanimous

Yes: Debi Bray, Gabriel Mejia, Mike Farmer, Roger Leach, Tim Riche

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

There are no new updates on the WDB. Their next meeting will take place on December 17, 2020. Additional information provided within the agenda packet.

8.2 Program Update

Madera partnered with GRID Alternatives, Madera Corrections and the Fresno WDB on a central Valley Pathway Home Project for incarcerated individuals. Participants will receive training for work with solar panels. All grants are doing well. Workforce is still providing classes in the jail. 3 individuals came to the Center after being released. There are 12 individuals enrolled in the COVID-19 Employment Recovery National Dislocated Workforce Grant (NDWG). 20 participant enrollments is the goal for the NDWG. NDWG participants are people who have been laid off or who’s hours were cut. The Disability Employment Accelerator (DEA) grant is starting to get referrals from the Madera Community College. The English Language Learners (ELL) grant is going well. The numbers provided seem low but there have been a couple of community resource fairs that served many members of the community. Food as well as community resources were provided. The Prison to Employment (P2E) grant is going well. The project is over enrolled in order to show the State that the project needs to be fully funded. The Ticket to Work (TtW) program has 19 participants enrolled. \$10,000 has been received in payments since July 1, 2020. The TtW program receives payments when participants return to work. The Wells Fargo grant funds are fully expended and were used to purchase Chromebook laptops to be used by participants who needed them in order to participate in online education, trainings or other workplace activities. Additional information provided within the agenda packet.

8.3 Local and Regional Plans Update

Local plan forums have taken place with a couple more in January. Regional forums have also been scheduled. Staff have also been on calls with individual partners and organizations. Many good ideas have been provided at the forums and during the calls. The first regional forum took place on December 17, 2020. Madera will host a regional forum on January 7, 2021. Forum information will be shared with the Board. Staff hope to have the plan available for public comment on February 27, 2021. Additional information provided within the agenda packet.

8.4 One Stop Operator Request for Proposals Update

The current One Stop Operator’s (OSO) 4-year term is expiring. MCWIC holds the contract for the OSO. The OSO is a legislative requirement. The RFP will go out on December 18, 2020 with proposals expected in February. The WDB will also receive information on the OSO. The contract for OSO will be in place starting July 1, 2021. Additional information provided within the agenda packet.

8.5 Information on Weekly Unemployment Insurance (UI) Initial Claims for Madera County

The latest UI figures state that 50,164 people have files for unemployment. Self-employed are not included in the numbers. Additional information provided within the agenda packet.

8.6 COVID-19 Update

Staff are working in the Center and provide services via phone, email or by appointment. There have been no other positive COVID cases within MCWIC. A remote temperature scanner was ordered and will be placed at the main Center entrance and the East staff entry. Madera Adult School currently has a scanner at the doors closest to their department. Staff have worked with Sierra HR on an Injury & Illness Prevention Program (IIPP).

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Debi Bray thanked Tracie and MCWIC staff for helping with the PPE event. The Chamber partnered with the City and served 100 business in a day. The Chamber still has some supplies. People can contact the Chamber for more supplies.*

10.2 Staff

- *MCWIC hired a new Principal Accounting Technician – May Her. She is doing a great job so far. She has previously worked with the same accounting system. Pam Lowery and Angelica Murillo-Virgen retired. Their last day was December 4, 2020. Wendy Sandoval was promoted to Career specialist. Wendy was formerly a Workforce Technician I at the Lobby desk.*

11.0 Next Meeting

January 28, 2021

12.0 Adjournment

Meeting adjourned at 3:43 p.m.

Madera County Workforce Investment Corporation
Balance Sheet - Statement of Financial Position FY 2020-2021

As of 11/30/2020

(In Whole Numbers)

	Current Fiscal Year	Prior Year Financials Ending Balance
CURRENT ASSETS		
Cash and cash equivalents		
Cash in BA - Main	353,138	350,576
Cash in BA - Payroll	23,490	84,587
Total Cash and cash equivalents	376,628	435,163
Accounts Receivable		
Accounts Receivable	58,267	169,970
Total Accounts Receivable	58,267	169,970
Prepaid Expenses		
Prepaid Expense	3,217	3,217
Total Prepaid Expenses	3,217	3,217
Total assets, net		
Computer & Software	149,116	149,116
Office Equipment	18,438	18,438
Vehicles	0	0
Furniture & Fixtures	550	550
Accumulated Depreciation	(125,118)	(125,118)
Total Total assets, net	42,986	42,986
Total CURRENT ASSETS	481,099	651,337
CURRENT LIABILITIES		
Accounts Payable	7,556	50,329
Accrued payroll and related expenses	61,140	63,105
Vacation Payable	30,746	30,746
Total CURRENT LIABILITIES	99,442	144,180
NET ASSETS		
Temporary restricted and unrestricted		
Unrestricted	(385,939)	(504,628)
Restricted	4,282	(2,529)
Total Temporary restricted and unrestricted	(381,657)	(507,157)
Total NET ASSETS	(381,657)	(507,157)
Total liabilities and net assets	481,099	651,337

Madera County Workforce Investment Corporation
Statement of Cash Flows - Statement of Cash Flows
As of 11/30/2020
(In Whole Numbers)

	<u>Current Month</u>	<u>Current Fiscal Year</u>
CASH FLOWS FROM OPERATING ACTIVITES		
Change in Net Assets	(118,548)	(125,500)
Change in Operating Assets:		
Accounts Receivable	143,115	111,703
Total Change in Operating Assets:	<u>143,115</u>	<u>111,703</u>
Change in Operating Liabilities:	117	(44,738)
Total CASH FLOWS FROM OPERATING ACTIVITES	<u>24,684</u>	<u>(58,536)</u>
Net Change in Cash and Cash Equivalents	<u>24,684</u>	<u>(58,536)</u>
Cash and Cash Equivalents at the Beginning of the Year		
	351,944	435,163
Total Cash and Cash Equivalents at the Beginning of the Year	<u>351,944</u>	<u>435,163</u>
Cash and Cash Equivalents as of Current Period End Date	<u>376,628</u>	<u>376,628</u>

Madera County Workforce Investment Corporation
 Budget to Actual FY 2020-2021
 From 7/1/2020 to 11/30/2020

AGENDA ITEM 7.1

Fund 01 Summary

Revenue	GL Code	GL Description	Budget	YTD Actual	Encumbrance	Available Budget	
						Balance	Variance
Revenue							
	4000	Grant Revenue	\$ 3,383,658	\$ 850,854	\$ -	\$ 2,532,804	75%
	4300	Other Income	\$ 618,915	\$ 106,466	\$ -	\$ 512,449	83%
	4500	Interest Revenue	\$ -	\$ 1	\$ -	\$ (1)	#DIV/0!
	4100	Contribution Income	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	4200	Contribution In-Kind (goods)	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Total Revenue			\$ 4,002,573	\$ 957,321	\$ -	\$ 3,045,252	76%
Expenditures							
Personnel Costs							
	5100	Staff Salaries	\$ 1,378,590	\$ 504,576	\$ -	\$ 874,014	63%
	5105	Vacation	\$ -	\$ 38,911	\$ -	\$ (38,911)	#DIV/0!
	5106	FFCRA Emergency Sick Leave Wages	\$ -	\$ 721	\$ -	\$ (721)	#DIV/0!
	5111	Employer Medicare Expense	\$ 21,183	\$ 8,231	\$ -	\$ 12,952	61%
	5112	Social Security Employer Exp	\$ 90,637	\$ 35,139	\$ -	\$ 55,498	61%
	5115	CA Unemployment Insurance Exp	\$ 10,193	\$ 784	\$ -	\$ 9,409	92%
	5116	CA Training Tax Expense	\$ 185	\$ 14	\$ -	\$ 171	92%
	5120	Workers Compensation Expense	\$ 3,426	\$ 1,255	\$ -	\$ 2,171	63%
	5130	Group Health Insurance Expense	\$ 132,621	\$ 40,620	\$ -	\$ 92,001	69%
	5140	Employers 457 Expense	\$ 82,717	\$ 30,766	\$ -	\$ 51,951	63%
	5160	Group Dental Insurance	\$ 13,323	\$ 2,888	\$ -	\$ 10,435	78%
	5170	Group Vision Insurance	\$ 2,971	\$ 848	\$ -	\$ 2,123	71%
	5180	Group Life Insurance	\$ 2,873	\$ 1,137	\$ -	\$ 1,736	60%
Total Personnel Costs			\$ 1,738,719	\$ 665,888	\$ -	\$ 1,072,831	62%
General Operating Costs							
	5210	Facility Materials and Supplies	\$ 2,492	\$ 1,534	\$ -	\$ 958	38%
	5300	Rent Expense	\$ 213,845	\$ 89,105	\$ -	\$ 124,740	58%
	5310	Common Area Maintenance	\$ 27,357	\$ 12,975	\$ -	\$ 14,382	53%
	5330	Utilities Expense	\$ 84,161	\$ 37,409	\$ -	\$ 46,752	56%
	5820	Facility Maintenance Services	\$ 20,473	\$ 343	\$ -	\$ 20,130	98%
	5200	Materials and Supplies	\$ 24,840	\$ 5,260	\$ -	\$ 19,580	79%
	5230	Contributed Materials and Supplies Ir	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	5320	Telephone Expense	\$ 31,799	\$ 7,120	\$ -	\$ 24,679	78%
	5340	Property & Liability Insurance	\$ 5,458	\$ -	\$ -	\$ 5,458	100%
	5400	Postage Expense	\$ 1,500	\$ 40	\$ -	\$ 1,460	97%
	5410	Printing Expense	\$ 3,330	\$ -	\$ 233	\$ 3,097	93%
	5420	Advertising Expense	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	5430	Bank Charges	\$ 200	\$ 50	\$ -	\$ 150	75%
	5440	Dues and Membership Expense	\$ 8,306	\$ 809	\$ -	\$ 7,497	90%
	5500	Auditing Fees	\$ 27,018	\$ 23,500	\$ -	\$ 3,518	13%
	5510	Legal Fees	\$ 7,001	\$ 126	\$ -	\$ 6,875	98%
	5520	Consulting/Professional Services	\$ 34,707	\$ 1,596	\$ 16,200	\$ 16,911	49%
	5530	Taxes and Fees	\$ 255	\$ 47	\$ -	\$ 208	81%
	5600	Office Equipment	\$ -	\$ 1,460	\$ -	\$ (1,460)	#DIV/0!
	5610	Equipment Maintenance	\$ 10,372	\$ 2,778	\$ -	\$ 7,594	73%
	5620	Equipment Rental	\$ 12,843	\$ 1,110	\$ -	\$ 11,733	91%
	5630	Software Expense	\$ 9,285	\$ 480	\$ -	\$ 8,805	95%
	5631	Software Maintenance	\$ 7,494	\$ 5,898	\$ -	\$ 1,596	21%
	5640	Internet Expense	\$ 10,577	\$ 4,717	\$ -	\$ 5,860	55%
	5650	Computer Hardware	\$ 15,024	\$ 2,255	\$ -	\$ 12,769	85%
	5660	Furniture & Fixtures	\$ 1,504	\$ -	\$ -	\$ 1,504	100%
	5710	Staff Training Expense	\$ 6,380	\$ 238	\$ -	\$ 6,142	96%
	5720	Staff Travel Expense	\$ 33,546	\$ 486	\$ -	\$ 33,060	99%
	5730	Conference, Conventions & Meetings	\$ 2,220	\$ 1,737	\$ -	\$ 483	22%
	5810	General Operating Services	\$ 93,034	\$ 41,172	\$ -	\$ 51,862	56%
	5900	Insurance Expense	\$ 3,845	\$ 251	\$ -	\$ 3,594	93%
	5980	Fixed Assets - Expense Offset	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	7310	Fiscal Processing Fee Offset	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Total General Operating Costs			\$ 698,866	\$ 242,496	\$ 16,433	\$ 439,937	63%
Direct Participant Costs							
	5220	Client Materials and Supplies	\$ 12,188	\$ 4,350	\$ 8,221	\$ (383)	-3%
	5700	Client Transportation Assistance Expe	\$ 61,990	\$ 8,920	\$ 19,724	\$ 33,346	54%
	5800	Subcontracted Program Services	\$ 1,233,752	\$ 161,116	\$ 296,760	\$ 775,876	63%
Total Direct Participant Costs			\$ 1,307,930	\$ 174,386	\$ 324,705	\$ 808,839	62%
Total Expenditures			\$ 3,745,515	\$ 1,082,770	\$ 341,138	\$ 2,321,607	62%
Net Revenue Over/(Under) Expense			\$ 257,058	\$ (125,449)	\$ (341,138)	\$ 723,646	

Madera County Workforce Investment Corporation

Aged Payables by Invoice Date - Aged Payables

Aging Date - 11/1/2020

From 7/1/2020 Through 11/30/2020

Vendor ID	Vendor Name	Date Invoiced	Invoice Number	Amount Due	1 - 30 Days Past Due	31 - 60 Days Past Due
1013	CENTRAL VALLEY OPPORTUNITY CENTER	12/3/2020	APDoc5321	648.80	0.00	0.00
Total 1013	CENTRAL VALLEY OPPORTUNITY CENTER			648.80	0.00	0.00
1017	INSTITUTE OF TECHNOLOGY	12/3/2020	APDoc5322	289.85	0.00	0.00
Total 1017	INSTITUTE OF TECHNOLOGY			289.85	0.00	0.00
1031	ACT INC	11/5/2020	1246620	204.00	0.00	0.00
Total 1031	ACT INC			204.00	0.00	0.00
1098	BANK OF AMERICA - VISA	11/11/2020	APDoc5311	630.00	0.00	0.00
		11/16/2020	APDoc5309	465.30	0.00	0.00
		11/18/2020	APDoc5313	50.00	0.00	0.00
		11/23/2020	APDoc5312	21.17	0.00	0.00
		11/27/2020	APDoc5310	600.00	0.00	0.00
Total 1098	BANK OF AMERICA - VISA			1,766.47	0.00	0.00
1601	FCCC: Foundation for California Community Colleges	11/13/2020	Madera-2110	3,401.39	0.00	0.00
Total 1601	FCCC: Foundation for California Community Colleges			3,401.39	0.00	0.00
1711	Sierra HR Partners, Inc.	11/30/2020	57586	131.00	0.00	0.00
		11/30/2020	57718	150.00	0.00	0.00

Madera County Workforce Investment Corporation

Aged Payables by Invoice Date - Aged Payables

Aging Date - 11/1/2020

From 7/1/2020 Through 11/30/2020

Vendor ID	Vendor Name	Date Invoiced	Invoice Number	Amount Due	1 - 30 Days Past Due	31 - 60 Days Past Due
Total 1711	Sierra HR Partners, Inc.			281.00	0.00	0.00
1778	Cintas	11/25/2020	APDoc5314	57.68	0.00	0.00
Total 1778	Cintas			57.68	0.00	0.00
1908	[REDACTED]	12/3/2020	APDoc5317	32.00	0.00	0.00
Total 1908	[REDACTED]			32.00	0.00	0.00
1929	[REDACTED]	12/3/2020	APDoc5315	54.00	0.00	0.00
	Ruelas-Hernandez	12/3/2020	APDoc5316	81.00	0.00	0.00
Total 1929	[REDACTED] Ruelas-Hernandez			135.00	0.00	0.00
1930	[REDACTED]	12/7/2020	APDoc5332	30.00	0.00	0.00
	Gustavo Cerrales Villarobos					
Total 1930	[REDACTED] Gustavo Cerrales Villarobos			30.00	0.00	0.00
1939	American Business Machines	11/13/2020	539716	8.00	0.00	0.00
		11/19/2020	540369	8.00	0.00	0.00
Total 1939	American Business Machines			16.00	0.00	0.00
1949	[REDACTED]	12/3/2020	APDoc5318	80.00	0.00	0.00
Total 1949	[REDACTED]			80.00	0.00	0.00
1963	[REDACTED]	12/3/2020	APDoc5319	100.00	0.00	0.00
	Oscar P. Martinez Gonzalez					
Total 1963	[REDACTED] Oscar P. Martinez Gonzalez			100.00	0.00	0.00

Madera County Workforce Investment Corporation

Aged Payables by Invoice Date - Aged Payables

Aging Date - 11/1/2020

From 7/1/2020 Through 11/30/2020

Vendor ID	Vendor Name	Date Invoiced	Invoice Number	Amount Due	1 - 30 Days Past Due	31 - 60 Days Past Due
1986	[REDACTED] Jose	12/3/2020	APDoc5320	40.00	0.00	0.00
Total 1986	[REDACTED] Jose			40.00	0.00	0.00
366	OFFICE DEPOT BUSINESS DIVISION	11/9/2020	135765166001	454.57	0.00	0.00
		11/18/2020	136543952-0...	(259.76)	0.00	0.00
		11/23/2020	138313024001	246.44	0.00	0.00
		11/24/2020	13576538001	32.19	0.00	0.00
Total 366	OFFICE DEPOT BUSINESS DIVISION			473.44	0.00	0.00
Report Total				7,555.63	0.00	0.00

Madera County Workforce Investment Corporation

Aged Receivables by Invoice Date

Aging Date - 11/1/2020

From 7/1/2020 Through 11/30/2020

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	10/31/2020	ARDoc1299	353.38	0.00	353.38	0.00	0.00	0.00
1000		11/30/2020	ARDoc1315	<u>559.31</u>	<u>559.31</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total 1000	Central Valley Opportunity Center			912.69	559.31	353.38	0.00	0.00	0.00
1001	CONSTELLATION WINES US/MISSION BELL WINERY	9/11/2020	ARDoc1259	558.00	0.00	0.00	558.00	0.00	0.00
1001		9/17/2020	ARDoc1272	279.00	0.00	0.00	279.00	0.00	0.00
1001		9/29/2020	ARDoc1279	558.00	0.00	0.00	558.00	0.00	0.00
1001		10/8/2020	ARDoc1282	279.00	0.00	279.00	0.00	0.00	0.00
1001		10/21/2020	ARDoc1293	279.00	0.00	279.00	0.00	0.00	0.00
1001		11/17/2020	ARDoc1310	<u>372.00</u>	<u>372.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total 1001	CONSTELLATION WINES US/MISSION BELL WINERY			2,325.00	372.00	558.00	1,395.00	0.00	0.00
1004	State Center Community College District	7/31/2020	ARDoc1252	763.00	0.00	0.00	0.00	0.00	763.00
1004		9/30/2020	ARDoc1288	763.00	0.00	0.00	763.00	0.00	0.00
1004		10/31/2020	ARDoc1302	763.00	0.00	763.00	0.00	0.00	0.00
1004		11/30/2020	ARDoc1321	<u>763.00</u>	<u>763.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total 1004	State Center Community College District			3,052.00	763.00	763.00	763.00	0.00	763.00
1005	Madera County Probation Department	10/31/2020	ARDoc1307	1,101.23	0.00	1,101.23	0.00	0.00	0.00

Madera County Workforce Investment Corporation

Aged Receivables by Invoice Date

Aging Date - 11/1/2020

From 7/1/2020 Through 11/30/2020

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
1005		10/31/2020	ARDoc1308	2,490.10	0.00	2,490.10	0.00	0.00	0.00
1005		11/30/2020	ARDoc1322	853.70	853.70	0.00	0.00	0.00	0.00
1005		11/30/2020	ARDoc1323	<u>4,737.36</u>	<u>4,737.36</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total 1005	Madera County Probation Department			9,182.39	5,591.06	3,591.33	0.00	0.00	0.00
1008	Department of Rehabilitation	7/31/2020	ARDoc1249	452.84	0.00	0.00	0.00	0.00	452.84
1008		8/31/2020	ARDoc1264	452.84	0.00	0.00	0.00	452.84	0.00
1008		9/30/2020	ARDoc1285	452.84	0.00	0.00	452.84	0.00	0.00
1008		10/31/2020	ARDoc1303	452.84	0.00	452.84	0.00	0.00	0.00
1008		11/30/2020	ARDoc1316	<u>452.84</u>	<u>452.84</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total 1008	Department of Rehabilitation			2,264.20	452.84	452.84	452.84	452.84	452.84
1052	CertainTeed LLC	8/31/2019	ARDoc1066	(892.50)	0.00	0.00	0.00	0.00	(892.50)
1052		2/29/2020	ARDoc1164	<u>510.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>510.00</u>
Total 1052	CertainTeed LLC			(382.50)	0.00	0.00	0.00	0.00	(382.50)
1065	Madera Adult School	10/31/2020	ARDoc1298	3,577.84	0.00	3,577.84	0.00	0.00	0.00
1065		11/30/2020	ARDoc1319	<u>4,579.07</u>	<u>4,579.07</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total 1065	Madera Adult School			8,156.91	4,579.07	3,577.84	0.00	0.00	0.00
1073	EDD-DGS	7/31/2020	ARDoc1250	135.00	0.00	0.00	0.00	0.00	135.00
1073		9/30/2020	ARDoc1287	135.00	0.00	0.00	135.00	0.00	0.00
1073		10/31/2020	ARDoc1304	135.00	0.00	135.00	0.00	0.00	0.00
1073		11/1/2020	ARDoc1301	5,581.44	5,581.44	0.00	0.00	0.00	0.00
1073		11/30/2020	ARDoc1317	<u>135.00</u>	<u>135.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total 1073	EDD-DGS			6,121.44	5,716.44	135.00	135.00	0.00	135.00

Madera County Workforce Investment Corporation

Aged Receivables by Invoice Date

Aging Date - 11/1/2020

From 7/1/2020 Through 11/30/2020

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
1106	County of San Joaquin	8/31/2020	ARDoc1262	3,085.12	0.00	0.00	0.00	3,085.12	0.00
1106		8/31/2020	ARDoc1263	1,630.26	0.00	0.00	0.00	1,630.26	0.00
1106		9/30/2020	ARDoc1291	2,586.38	0.00	0.00	2,586.38	0.00	0.00
1106		9/30/2020	ARDoc1292	3,136.31	0.00	0.00	3,136.31	0.00	0.00
1106		10/31/2020	ARDoc1305	3,256.83	0.00	3,256.83	0.00	0.00	0.00
1106		10/31/2020	ARDoc1306	5,713.01	0.00	5,713.01	0.00	0.00	0.00
1106		11/30/2020	ARDoc1324	2,267.07	2,267.07	0.00	0.00	0.00	0.00
1106		11/30/2020	ARDoc1325	<u>1,646.18</u>	<u>1,646.18</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total 1106	County of San Joaquin			23,321.16	3,913.25	8,969.84	5,722.69	4,715.38	0.00
1118	P. Steve Ramirez Vocational Training Centers	10/27/2020	ARDoc1295	774.00	0.00	774.00	0.00	0.00	0.00
1118		11/1/2020	ARDoc1300	<u>2,539.76</u>	<u>2,539.76</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total 1118	P. Steve Ramirez Vocational Training Centers			3,313.76	2,539.76	774.00	0.00	0.00	0.00
Report Total				<u>58,267.05</u>	<u>24,486.73</u>	<u>19,175.23</u>	<u>8,468.53</u>	<u>5,168.22</u>	<u>968.34</u>



Agenda Item 8.1

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Tracie Scott-Contreras, Executive Director

Date: January 28, 2021

Subject: Workforce Development Board of Madera County Update

Information:

The WDB met last on December 17, 2020. The WDB December meeting agenda is being provided to the MCWIC as an update. The WDB meets next on February 18, 2021. Staff will provide new updated information on the WDB at their February 25, 2021 meeting.

Financing:

Workforce Innovation and Opportunity Act



**WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY**

A G E N D A

**December 17, 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: <https://us02web.zoom.us/j/81274206285?pwd=enROTmo3RTRidG5EcnhTM2Y2TXRWdz09>
Please call: 669) 900-9128; Meeting ID: 812 7420 6285; Password: 274155.

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.

ELECTRONIC MEETING INSTRUCTIONS

The Workforce Development Board of Madera County uses Zoom as the tool to facilitate electronic meetings. Our desire is to ensure orderly Zoom meetings and to help attendees have confidence in how the meeting will be facilitated and that all members and public will be effectively heard. The following instructions provide consistent methods that will lead us to realizing that desire.

- We highly recommend use of the Zoom client app, as this tool greatly enhances the attendee's experience and provides readily accessible controls.
- Remain muted until speaking and mute again when finished speaking.
- Ensure your name shows on your connection.
- Votes will be facilitated with a roll call.
- When connecting to Zoom, if using the phone is preferred over computer audio, we request you connect to the Zoom meeting first and then choose Phone for the preferred audio connection. Input the meeting and participant IDs to relate your phone audio to your Zoom connection.
- Please avoid having both computer audio and phone audio activated as this can cause sound problems.
- If connecting via phone only, *6 will toggle mute/unmute.
- Public comments will only be taken when a hand is raised. On the phone-only connection, *9 raises the hand. You must be recognized by the presiding officer of the meeting before speaking.



AGENDA

**December 17, 2020
3:00 p.m.**

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 October 15, 2020 Workforce Development Board (WDB) of Madera County meeting minutes.

7.0 Action Items

- 7.1 Consideration of approval to release a request for proposal (RFP) for the One Stop Operator.
- 7.2 Consideration of approval of the America's Job Center of California (AJCC) Adult and Dislocated Worker Career Services Provider application.
- 7.3 Consideration of approval of the Dental Assisting Institute as a new training provider.

8.0 Information Items

- 8.1 Local Workforce Area Plan Workshop
- 8.2 MCWIC Update
- 8.3 Program and Financial Update
- 8.4 COVID-19 Update
- 8.5 Information on Weekly Unemployment Insurance (UI) Initial Claims for Madera County

9.0 Written Communication

9.1 Madera WDB High Performing Board Certification

10.0 Open Discussion/Reports/Information

- 10.1 Board Members
- 10.2 Staff

11.0 Next Meeting

February 18, 2021

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: January 28, 2021

Subject: MCWIC Executive Director Mid-Year Goals Update

Information:

The mid-year report regarding progress on the Executive Director's 2020-21 program year goals is attached for the Board's review.

Financing:

Workforce Innovation and Opportunity Act



TO: MCWIC Board

FROM: Tracie Scott-Contreras, Executive Director

DATE: January 28, 2021

SUBJECT: Mid-Year Goals & Objectives Progress Report

This fiscal year has been impacted heavily by several factors: the on-going pandemic, continuous adjustments to service delivery models and strategies, the lack of presence and response from several AJCC partners, and State and Federal mandated procedural requirements. An update on progress on goals and objectives for the current year is provided below.

Increase Awareness of and Access to MCWIC/AJCC Services

Objective 1: Increase Number of Quality Business Contacts

Our focus in business engagement since July has been on sharing information needed by local businesses to survive in the pandemic economy. Communications via email and social media have been the primary contact tool to provide information regarding the continuous changes to guidance related to business opening & closing, return-to-work requirements, CARES Act leaves, and resources available including a local distribution of PPE and PPP and other business loan programs. MCWIC staff assisted the City of Madera and the Chamber of Commerce with PPE distribution events at the Madera Fairgrounds. Metrics have been set aside in the interest of getting accurate and timely information to our business customers. We have implemented virtual access to business services staff via video conferencing, as well as continuing to use email and phone communications. We are also testing platforms for virtual job fairs/hiring events.

Objective 2: Maintain/Increase Customer Visits to the AJCC

Customer visits to the Center decreased from an average of almost 5,000 per month pre-pandemic, to a low of an average of 339 per month during April-June of 2020. We have been able to begin to increase customer visits to the Center so far this program year, with an average of 674 visits per month for July – December of 2020. We have maintained consistent postings on social media, hosted hiring (in person) for Vallarta Supermarket, and provided drive-through events for resource and food distribution that served 800 families in November and December. Our focus has been on providing customers what they need today, versus trying to increase participation numbers in specific programs. Our thinking is that, by providing these supportive resources now, customers will think of the Center when they are ready to begin looking for education, training, and employment as the pandemic eases and the economic recovery begins.

We are also providing services by phone, virtually, and in-person to encourage individuals to access the services they want and need now.

Continue Staff Development

Objective 1: Schedule Team Building Activities

We have launched virtual staff meetings via Zoom to connect with staff and provide regular updates. Staff health and safety have been a priority since March of 2020, and we have continued to improve and strengthen our systems and processes in this area, including the development of both an Injury and Illness Prevention Plan and a COVID safety plan. The Board also recently approved a new Employee Assistance Plan to support staff during these difficult times. Staff have also participated in virtual training specific to their roles, as it has been made available. We have managed to hold several socially distant luncheons/potlucks and the staff came up with a Secret Santa activity in December to replace our traditional potluck and gift exchange. More traditional team building activities will need to be postponed until the pandemic, and the related safety and distancing requirements, have eased.

Objective 2: Support Skill Development and Life-Long Learning

Workshops and seminars have been made available to staff and we have scheduled individuals to participate as frequently as possible. Managers have also participated in seminars and training virtually – Peer-to-Peer Learning events, training for special projects, and more general training. Staff presented at a recent Statewide Peer-to-Peer event to share details regarding our drive-through events, which was well received. We continue to provide new staff mentoring from a more experienced team member to support their training and development. Schedule flexibility is available for individuals wishing to pursue continuing education and training on their own.

Succession Planning

Cross-training between program managers has begun – specifically focused on cross training in our CalJOBS system reports, and the ETPL. Staff members assigned to special projects have been given the opportunity to begin preparing content for monthly and quarterly reports. Staff have also been asked to contribute ideas for new service delivery strategies, which has resulted in new workshop topics and new concepts for virtual hiring events, video marketing, and social media use. The Deputy Director has been closely involved and performing specific tasks in the regional and local planning process, management and monitoring of the OSO contract, ETPL management, performance negotiations, and Board agenda development. She has also handled the development of the internal IIPP and COVID Safety Plan, developed or coordinated the development and submission of special project reports, grant applications, and the Application for Approval to continue as the WIOA Career Services Provider for Madera County. Staff members have all been assigned as back-up coverage for specific colleagues and programs, to guarantee we have no gaps in service delivery in the event of a staff absence or leave. Front

lobby staff are being provided training in orientation, eligibility, and assessment processes for potential upward mobility in the organization.

Local/Regional Compliance Activities

Local Requirements:

- Local performance negotiations for PY 20-21 and 21-22 were successfully completed in September of 2020 and were approved by the Workforce Development Board at their meeting in October.
- Local strategic plan development is underway, and all local stakeholder input forums and individual partner discussion have been concluded. The management team is gathering information to provide to the consultant for the remaining areas needing to be addressed in the local Plan.
- AJCC Operator procurement was issued on December 18, 2020 and proposals are due in February. The process is on track to award a contract for our local and subregional one-stop operator prior to the July 1 deadline.
- WIOA Career Services provider application was completed and approved by both MCWIC and the WDB in December. It is being placed on the agenda for the Board of Supervisors for February with plans to submit the final approved and signed document on or before the March 1, 2021 deadline.

Regional Requirements:

- Regional plan implementation and evaluation activities are continuing. We participate in all regional evaluation and implementation activities via surveys, virtual meetings, and peer-to-peer learning events.
- The regional training plan is in progress. Staff and managers are participating in all regional training opportunities being provided.
- Regional strategic plan development activities are well underway. We are participating in regional plan stakeholder input sessions and hosted a session on January 7, 2021. Maiknue and I are participating in the regional plan workgroup meetings where leadership from all the workforce areas in our region are providing input to the consultants who will be writing the plan. These workgroup meeting are in addition to discussions being held at the CCWC meetings every six weeks.

MCWIC and WDB Board Development

Objective 1: MCWIC Board Development

I have been in contact with a potential new Board member from Habitat for Humanity. We have spoken several times and I anticipate receiving a completed Board Member application from her soon. That will bring MCWIC Board membership back to the maximum membership number outlined in the Board by-laws. A Strategic Planning session for MCWIC is on hold for now, as this activity will be more effective if we are able to conduct it at an in-person meeting/session.

The Board member information, orientation, and on-boarding process has been updated – several aspects of the process have been tested with the potential Board member I have been communicating with. The most important and effective aspect of this process is scheduling multiple conversations with potential new members to insure that they have a clear understanding of the focus and responsibilities of the Board.

Objective 2: WDB Development

The WDB has remained compliant related to required membership and representation, and meeting attendance and engagement have been very positive for the last several months. We will reach out to members again as we move into reopening more fully and increasing activities to engage Board members in activities at the Center and with local businesses. The Board has provided input to the regional and local plans at their meetings in October and December and several members have attended local and regional stakeholder input sessions. There has been no need for board member recruitment or new member orientations during the first half of this program year.

Professional Development

Objective 1: Continue System Knowledge Development – Regional and State

I have participated regularly at CCWC meetings and have attended CWA quarterly Board and committee meetings as my schedule permits. I am currently the Vice-Chair of the CWA Capacity Building Committee and also a member of the CWA Executive Committee – the committee work has expanded by learning about the association and it's priorities and has resulted in the development of stronger contacts with Directors from other areas throughout the State. We presented information to Senator Anna Caballero at a joint outreach session with CWA staff on November 16, 2020 and attended a NAWB Townhall session during a recent CWA quarterly board meeting. We also partnered recently with Stanislaus, Merced, and San Joaquin counties on the submission of a Veteran's Employment Assistance Program grant application and are currently partnering with Merced and Stanislaus counties on the development of an English Language Learner project focused on the development and use of Integrated Education and Training programs.

Objective 2: Develop/Improve Local Partnerships and Professional Relationships

We have continued throughout the pandemic to participate in local virtual events whenever possible. Our organization assisted the City of Madera and the Chamber with research to obtain PPE for local businesses and assisted with PPE distribution events. I participated in a meeting with a business prospect and their site selection group in Chowchilla in October. I am an active member of the Economic Development Commission and the Visit Yosemite-Madera County Boards and am on the Growing Healthy Families workgroup for the Madera County Public Health Department's Live Well Madera County plan. Reporting to City and County Governments has not been established yet – I will move forward with execution as the pandemic eases and will

schedule time with the Mayors and CAO to see how our efforts can support municipal goals and priorities for workforce and economic development.

While progress on some established goals has slowed or been postponed so far this year, I am confident that the organization has remained focused on our primary mission and priorities - assisting residents and businesses in our communities.

I am happy to answer any questions that the Board members may have.

Thank you.



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

Agenda Item 8.3

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Tracie Scott-Contreras, Executive Director

Date: January 28, 2021

Subject: Program Update

Information:

We have partnered with GRID Alternatives, Fresno Regional Workforce Development Board, and Madera County Department of Corrections on a Central Valley Pathway Home Project. If awarded, these funds will help incarcerated individuals successfully return to society by accessing training, case management support, and securing employment in solar or construction related industries. We have requested for approximately \$90,000 for pre-release assessments, referrals, and case management.

We are also partnering with Stanislaus County Workforce Development on a sub-regional Veterans Employment Related Assistance Program (VEAP) that will accelerate employment and re-employment for unemployed and/or under-employed veterans to enter the workforce in skilled occupations. Grant funds will also address the need for equal access to education, training, and re-employment opportunities for veterans as a result of COVID-19. The sub region is applying for \$300,000 to serve 100 veterans in 18-24 months.

WIOA Formula Funds

- **Adult:**

Budget: \$1,126,464.00

Budget term: 7/1/2020 - 6/30/2021

Scope: Provide employment, training, and supportive service assistance for eligible adult participants.

of Participants Enrolled: **251**

- **Dislocated Worker (DW):**

Budget: \$551,079

Budget term: 7/1/2020 - 6/30/2021

Scope: Provide employment, training, and supportive service assistance for individuals who have been laid off due to a company downsize or closure.

of Participants Enrolled: **22**

- **Rapid Response (RR) & Layoff Aversion (LOA):**

Budget: \$143,321

Budget term: 7/1/2020 – 6/30/2021

Scope: Provide timely and effective response to potential layoffs and business closures as well as enable affected workers to return to work as quickly as possible following a layoff.

- **Youth Formula:**

Budget: \$1,232,004

Budget term: 7/1/2020 – 6/30/2021

Scope: Provide out-of-school youth between the ages of 18-24 with employment, training, and supportive service assistance.

of Participants Enrolled: **80**

Special Grants/Projects

- **CCP/AB109:**

Grant award: \$56,627 In-Custody

\$34,762 Post-Release

Grant term: 7/1/2020 - 6/30/2021

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: 18 referred in-custody, 18 completed

20 referred post release, 3 WIOA enrollment pending

- **COVID-19 Employment Recovery National Dislocated Worker Grant (NDWG)**

Grant award: \$90,000

Grant term: 4/10/2020 - 3/31/2022

Scope: Provide additional funding for staffing and include training funds for new dislocated workers impacted by closures or lay-offs due to the COVID-19 pandemic.

of Participants to be Served: 20

of Participants Enrolled: **16**

- **COVID-19 Supportive Services (SS)**

Grant award: \$27,000

Grant term: 3/1/2020 - 12/31/2020

Scope: 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. We have requested to de-obligate \$10,000 of these funds to other workforce areas and extend \$17,000 to December 31, 2020.

of Participants to be Served: 50

of Participants Enrolled: **11** (grant #1187) and **13** (grant #2051)

- **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: 6

- **English Language Learners Pathways to Careers (ELL):**

Grant award: \$300,000

Grant term: 6/1/2020 – 3/31/2022

Scope: Increase services to ELLs with a focus on work-based learning opportunities and attainment of industry-recognized credentials.

of Participants to be Served: 100

of Participants Enrolled: 13

- **Prison to Employment (P2E) – Individual Direct Service (IDS):**

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: 35

- **Prison to Employment (P2E) – Supportive Service and Earn and Learn (SSEL):**

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: 23

- **Ticket-to-Work:**

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

Ticket Payments Received 7/1/2020 – 11/20/2020: \$10,053

of Tickets Assigned: 19

- **Wells Fargo:**

Grant award: \$10,000

Grant term: 7/2020 until expended

Scope: Contract for a virtual platform to expand workshop offerings to customers. Funds will also be used to purchase 5 chrome books to provide to customers who need them to participate in education, training, or other workforce activities.

of Participants to be Served: Open

Enrollment numbers reported through **12/31/20**.

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: January 28, 2021

Subject: Local and Regional Plans Update

Information:

The Workforce Innovation and Opportunity Act (WIOA) requires States, regions, and local workforce development areas to develop and submit strategic plans every 4 years. We are currently in the planning cycle for our local and regional plans for the period from July 1, 2021 through June 30, 2025. We have completed four stakeholder forums to gather input on specific areas required by the draft plan guidance from the State. We have also held 7 stakeholder calls with individual partner agencies to date and have one more scheduled. We are working with our consultant on providing information required for the narrative portion of the plan and are also working with our regional lead. We hosted a regional forum on January 6 and have attended regional forums that schedules permit. We are also participating on the regional plan workgroup which meets once or twice per month (virtually).

The plans should be drafted and ready for public comment by February 22, 2021. Following the 30-day required public comment period and approval by the Workforce Development Board, the plans (local and regional) will be forwarded to the Madera County Board of Supervisors for final approval and signature. The plans must be submitted to the State by April 30, 2021.

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: January 28, 2021
Subject: MCWIC One Stop Operator Request for Proposal (RFP) Update

Information:

For the last several years, our organization has participated in a multi-area agreement with ProPath, Inc. to provide required One-Stop Operator services. The vendor was originally selected in 2017 through a procurement process managed by the County of Merced. The workforce areas participating, in addition to our area, are: Kings County Job Training Office, Merced County WorkNet, San Joaquin County WorkNet, and the Stanislaus County Workforce Alliance. The One-Stop Operator services must be procured again this fiscal year, for services starting on July 1, 2021.

The Request for Proposals was approved by the Workforce Development Board at their meeting on December 17 and released publicly on December 18. A pre-proposal bidder's conference was held on January 6, 2021. One potential bidder attended the pre-proposal conference – it was not mandatory.

Proposals are due in February. Proposals received will be reviewed and ranked by representatives of the participating workforce areas and submitted to the WDB for final selection of the One-Stop Operator. All the information regarding the procurement process will continue to be shared with this Board.

Financing:

Workforce Innovation and Opportunity Act



Agenda Item 8.6

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Tracie Scott-Contreras, Executive Director

Date: January 28, 2021

Subject: Information on Weekly UI Initial Claims for Madera County

Information:

Attached is the report outlining the number of initial Unemployment Insurance and Pandemic Unemployment Assistance (new program for gig workers and self-employed individuals) for Madera County. New claim numbers are increasing slightly for the week ending January 9, 2021 for a total of 934.

Madera County has had a total of 57,016 initial claims for unemployment insurance benefits since the week ending March 21, 2020, following the initial closure and shelter in place orders issued by the Governor in March.

Financing:

Workforce Innovation and Opportunity Act



Number of Weekly Unemployment Insurance (UI) Initial Claims for Madera County		
Week Ending	Initial UI Claims	PUA Claims
1/11/2020	387	0
1/18/2020	423	0
1/25/2020	269	0
2/1/2020	256	0
2/8/2020	225	0
2/15/2020	257	0
2/22/2020	206	0
2/29/2020	287	0
3/7/2020	310	0
3/14/2020	283	0
3/21/2020	498	0
3/28/2020	2,793	0
4/4/2020	2,133	0
4/11/2020	1,590	0
4/18/2020	1,317	0
4/25/2020	867	0
5/2/2020	1,377	597
5/9/2020	832	286
5/16/2020	646	242
5/23/2020	758	198
5/30/2020	871	200
6/6/2020	1,030	204
6/13/2020	975	195
6/20/2020	1,281	284
6/27/2020	1,332	349
7/4/2020	1,331	303
7/11/2020	1,393	372
7/18/2020	1,557	486
7/25/2020	1,281	374
8/1/2020	1,100	302
8/8/2020	1,051	371
8/15/2020	1,128	453
8/22/2020	1,159	500
8/29/2020	1,489	755
9/5/2020	1,790	993
9/12/2020	1,309	425
9/19/2020	1,144	260
9/26/2020	830	175
10/3/2020	611	63
10/10/2020	857	104
10/17/2020	710	79
10/24/2020	724	80
10/31/2020	867	84
11/7/2020	825	84
11/14/2020	831	94
11/21/2020	858	107
11/28/2020	707	128
12/5/2020	995	169
12/12/2020	995	173
12/19/2020	809	174
12/26/2020	827	132
1/2/2021	738	71
1/9/2021	831	103
	47,046	9,970

Please Note: The data by county represents the mailing address given by the claimant at the time of filing for UI. It is possible that an individual can reside in a different county than their mailing address. Also, this information does not represent the county where the individual worked. It is also possible that a claimant could have moved or changed their mailing address after filing for UI which would not be reflected here. Data for claimants residing outside of California but collecting benefits are not included in these figures nor are invalid addresses in California where a county cannot be determined. A "0" value is included in the Pandemic Unemployment Assistance (PUA) data for dates prior to April 28, when PUA was not available. Initial claims includes new claims, transitional claims, and additional claims of both regular and PUA type claims. The PUA claims is a breakout from this total that only includes initial PUA claims.

809
934
57,016



Agenda Item 8.7

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Tracie Scott-Contreras, Executive Director

Date: January 28, 2021

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 provided access to the facility by appointment only. This included picking up or dropping off documents, accessing the resource room, or scheduling assessments. Our staff provided all other services by phone or on-line meetings. This was 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 and temperature checked at the lobby doors and are asked to immediately wash or sanitize their hands. We require customers coming to the Center for in-person services to 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.

On July 29, due to a positive case of COVID-19, we initiated a 14-day closure of the Center and our organization in compliance with isolation/quarantine requirements in place at that time.

We were able to reopen the Center on Thursday, August 13, and have had minimal instances of illness to date. Our Public and Internal Health and Safety plans have been updated to align with local and State guidance around the safe reopening of AJCC's. The updated plans have been shared with partners and with all staff and have been posted in English and Spanish at the entrance to the facility.

We worked with Sierra HR Partners Inc. to develop an Injury and Illness Prevention Program (IIPP) for our organization.

All staff have been provided masks, and we have made disinfecting products, hand sanitizer, and gloves available to all staff as well. We applied for and received a month's worth of PPE through the program coordinated by the City of Madera and the Chamber of Commerce.

We continue to monitor the situation by regularly checking the CDC, State, and Local Health Department websites and comply with the new notification requirements around exposure of staff members in the workplace now mandated by OSHA.

Financing:

Workforce Innovation and Opportunity Act