



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

MEETING

July 22, 2021

3:00 p.m.

Members of the Board will meet in person at the
Workforce Assistance Center
2037 W. Cleveland Avenue, Madera, CA 93637, 559-662-4589

Members of the public can participate via Zoom at the following link and call-in phone number:

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 also be available via conference call and can be accessed as follows:

Join Zoom Meeting: [https://us02web.zoom.us/j/81999204075?pwd=TDh2T0t0Sml3SEU1K2NjYkFhFaEtndz09](https://us02web.zoom.us/j/81999204075?pwd=TDh2T0t0Sml3SEU1K2NjYkFhFaEtndz09;);

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.



AGENDA

July 22, 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 June 24, 2021 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 May 31, 2021.
- 7.2 Consideration of approval of the MCWIC Executive Director's goals for the period of July 1, 2021 to June 30, 2022.
- 7.3 Consideration of approval of the proposed non-exempt salary schedule.

8.0 Information Items

- 8.1 Workforce Development Board (WDB) of Madera County Update
- 8.2 Program Update
- 8.3 Information on Weekly Unemployment Insurance (UI) Initial Claims for Madera County

9.0 Written Communication

- 9.1 Subsequent Designation of Local Area and Recertification of the Local Workforce Development Board.

10.0 Open Discussion/Reports/Information

- 10.1 Board Members
- 10.2 Staff

11.0 Next Meeting

August 26, 2021

12.0 Adjournment



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

MINUTES

June 24, 2021

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

PRESENT: Debi Bray, Ramona Davie, Mike Farmer, Gabriel Mejia, Mattie Mendez (3:05pm), Robyn Smith

ABSENT: Roger Leach, Tim Riche

GUEST:

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

1.0 Call to Order

Meeting called to order at 3:03 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

Maiknue Vang, Deputy Director is working on her Community Work Incentive Coordinator (CWIC) certification.

5.0 Adoption of Board Agenda

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

Vote: Approved – unanimous

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

6.0 Consent Calendar

6.1 Consideration of approval of the May 27, 2021 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Gabriel Mejia moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

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

7.0 Closed Session

Mattie Mendez moved to close open session and go into closed session at 3:06 p.m., seconded by Robyn Smith.

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

Mike Farmer moved to adjourn closed session at 3:45 p.m., seconded by Gabriel Mejia.

Vote: Approved – unanimous

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

a. Closed Session Report-out

No reportable actions were taken during closed session.

8.0 Action Items

8.1 Consideration of approval of the MCWIC year-to-date financial reports for period ending April 30, 2021.

Everything is moving along slowly. More people are enrolling in services. MCWIC met the State training requirement numbers. Staff are looking at possibly doing cohort trainings. P. Steve Ramirez is considering adding 3 more cubicles to their lease. They are considering bringing more staff to work out of the Center. EDD is still working on their lease for the Center. Staff are looking to do more advertising of the available spaces in the Center. The program is in good shape going into next year. Staff have procured a license for Foundation Search, a tool that will help staff more easily search for non-profit grant opportunities. There are vacant locations next to the Center. Staff have not considered leasing those spaces as there would likely not be any tenant improvement available for the locations.

Mattie Mendez moved to approve, seconded by Gabriel Mejia.

Vote: Approved – unanimous

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

8.2 Consideration of approval of the addition of Juneteenth to the list of MCWIC paid holidays.

With the addition of Juneteenth as a federal holiday, staff asked the Board for input as to whether the holiday should be included in the available paid holidays for staff. The addition of the holiday is not required. The Board preferred to replace the Lincoln's birthday holiday with the Juneteenth holiday. This will allow Lincoln and Washington's birthdays to be honored on the same holiday in February.

Ramona Davie motioned to replace the Lincoln's Birthday holiday with the Juneteenth holiday and combine the Lincoln's birthday holiday with the Washington's birthday holiday on President's Day, seconded by Gabriel Mejia.

Vote: Approved – unanimous

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

9.0 Information Items

9.1 Workforce Development Board (WDB) of Madera County Update

Information provided within the agenda packet. The Workforce Development Board met on June 17, 2021, there were some membership changes. WDB Vice Chair, Wayne Rylant, resigned after Alto Ingredients was sold. He stated that he knows someone with the company that purchased Alto that may be able to participate in the WDB. Linda Montreal and David Salter also resigned. Staff are working to replace them on the WDB.

9.2 Program Update

Information provided within the agenda packet. Everything is moving along well. The COVID-19 Supportive Services grant has been fully expended. The English Language Learner (ELL) grant is going well. ELL grant funds are being used to sponsor an ELL and HiSET preparation summer class with Madera Adult School. The Prison to Employment grants are on track and staff anticipate expending the funds without any issues. To date, Madera has received \$25,538 for Ticket to Work activities.

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

Information provided within the agenda packet. UI claims are starting to stabilize. Labor force numbers have dropped. Lots of people have left the labor force. There are a large number of business looking for employees but there are not enough potential employees coming in to fill open positions.

9.4 ProPath, Inc.'s One Stop Operator report for the period of January 1, 2021 through March 31, 2021.

Information provided within the agenda packet. ProPath, Inc. provided their last quarterly report for review. A new One Stop Operator will take effect on July 1, 2021.

9.5 Non-profit Operating Reserves Policy Discussion

Information provided within the agenda packet. Staff would like input from the Board for a possible policy for the handling of reserve funds. Madera Workforce has gotten to the point where there are available funds and would like to get to a point of having six month's worth of reserve funds at a time. Because the current reserves are getting close to the desired level, staff would like to develop a reserve fund policy and determine a process for MCWIC approval for the use of the fund/account. Staff could consider placing the funds in an interest-bearing account. Jessica Roche, Controller, also suggested that different accounts could be created for specific items such as facilities emergencies, etc. Debi Bray suggested including language that would allow the officers to access the funds in cases of emergencies and then bring the activity back to the MCWIC Board for ratification. The consensus was that the account should be a separate account. Staff could also consider starting the process by opening an account and adding funds as time goes on – possibly on a monthly basis.

10.0 Written Communication

None.

11.0 Open Discussion/Reports/Information

11.1 Board Members

- *Debi Bray: the Madera Chamber was notified by the Office of Emergency Services of a new mandate for employers to provide N95 masks for unvaccinated employees. The Chamber is working on a plan to distribute masks to businesses.*

11.2 Staff

- *Tracie Scott-Contreras: a staffing update was provided to the Board. Sarahi, Jesse, and Lily have been moved to new positions. Sarahi has moved up through a few positions to a Career Specialist at this time. Lily has moved into a Career Specialist position. Jesse has moved into a Program Tech. position. One person was hired to replace Jesse at the front desk as a Workforce Tech. Madera was contacted by Corrections and asked if Workforce was interested in creating and staffing a mini One Stop center at Valley State prison. \$150,000 has been funded for the pilot project at the prison's Transition Program. Tracie was a panelist for CWA's WORKCON conference Women Leading Workforce Development session. Madera was the only rural, Central Valley area represented on the panel. The other members were from the Southern California area. P Steve Ramirez want to expand their current space to 9 cubicles. Workforce is working with the Fresno Workforce Board on utilizing Senate Bill 1 funds they were awarded for construction careers. SB1 uses State funds. The classroom portion of the project for Madera residents will take place at Madera Community College.*

12.0 Next Meeting

July 22, 2021

13.0 Adjournment

Robyn Smith moved to adjourn the meeting at 4:47 p.m., seconded by Mike Farmer.

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

As of 5/31/2021
(In Whole Numbers)

	Current Fiscal Year	Prior Year Financials Ending Balance
	<hr/>	<hr/>
CURRENT ASSETS		
Cash and cash equivalents		
Cash in BA - Main	339,548	350,576
Cash in BA - Payroll	22,638	84,587
Total Cash and cash equivalents	<hr/> 362,186	<hr/> 435,163
Accounts Receivable		
Accounts Receivable	22,996	169,970
Grants/Program Contracts Receivable	22,273	0
Total Accounts Receivable	<hr/> 45,269	<hr/> 169,970
Prepaid Expenses		
Prepaid Expense	3,217	3,217
Total Prepaid Expenses	<hr/> 3,217	<hr/> 3,217
Total assets, net		
Computer & Software	149,116	149,116
Office Equipment	20,226	18,438
Vehicles	0	0
Furniture & Fixtures	550	550
Accumulated Depreciation	(125,118)	(125,118)
Total Total assets, net	<hr/> 44,775	<hr/> 42,986
Total CURRENT ASSETS	<hr/> <hr/> 455,447	<hr/> <hr/> 651,337
CURRENT LIABILITIES		
Accounts Payable	13,339	50,329
Accrued payroll and related expenses	58,581	63,105
Vacation Payable	45,767	30,746
Total CURRENT LIABILITIES	<hr/> 117,687	<hr/> 144,180
NET ASSETS		
Temporary restricted and unrestricted		
Unrestricted	(344,205)	(504,628)
Restricted	6,445	(2,529)
Total Temporary restricted and unrestricted	<hr/> (337,760)	<hr/> (507,157)
Total NET ASSETS	<hr/> (337,760)	<hr/> (507,157)
Total liabilities and net assets	<hr/> <hr/> 455,447	<hr/> <hr/> 651,337



Madera County Workforce Investment Corporation
Statement of Cash Flows - Board Report - Statement of Cash Flow
As of 5/31/2021
(In Whole Numbers)

	Current Month	Current Fiscal Year
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in Net Assets		
	(20,746)	(169,397)
Total Change in Net Assets	(20,746)	(169,397)
Change in Operating Assets:		
Accounts Receivable	26,923	146,973
Grants/Program Contracts Receivable	(22,273)	(22,273)
Total Change in Operating Assets:	4,650	124,700
Change in Operating Liabilities:		
Accounts payable	6,615	(36,990)
Accrued payroll and related expenses	1,194	10,497
Total Change in Operating Liabilities:	7,808	(26,493)
Total CASH FLOWS FROM OPERATING ACTIVITIES	(8,287)	(71,189)
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of Property and Equipment		
	0	(1,788)
Total Purchase of Property and Equipment	0	(1,788)
Total CASH FLOWS FROM INVESTING ACTIVITIES	0	(1,788)
Net Cash used in Investing Activities	0	(1,788)
Net Change in Cash and Cash Equivalents	(8,287)	(72,977)
Cash and Cash Equivalents at the Beginning of the Year		
	370,474	435,163
Total Cash and Cash Equivalents at the Beginning of the Year	370,474	435,163
Cash and Cash Equivalents as of Current Period End Date	362,186	362,186

Madera County Workforce Investment Corporation
Budget to Actual
From 7/1/2020 to 05/31/2021

FUND 01 SUMMARY

Revenue	GL	Description	Budget	1st Qrt Actual	2nd Qrt Actual	3rd Qrt Actual	YTD Actual	Encumbrance	Available Budget	
									Balance	Variance
Revenue										
		4000 Grant Revenue (Federal)	\$ 3,798,768	\$ 541,505	\$ 555,046	\$ 660,453	\$ 2,102,749	\$ -	\$ 1,696,019	45%
		4300 Other Revenue (non-federal)	\$ 234,746	\$ 69,935	\$ 46,659	\$ 47,718	\$ 35,854	\$ -	\$ 198,892	85%
		4500 Interest Revenue	\$ -	\$ 1	\$ 1	\$ 1	\$ 3	\$ -	\$ (3)	#DIV/0!
		4100 Contribution Income	\$ -	\$ -	\$ -	\$ -	\$ 5	\$ -	\$ (5)	#DIV/0!
Total Revenue			\$ 4,033,514	\$ 611,441	\$ 601,705	\$ 708,173	\$ 2,138,611	\$ -	\$ 1,894,903	47%
Expenditures										
Personnel Costs										
		5100 Staff Salaries	\$ 1,378,211	\$ 298,872	\$ 308,519	\$ 298,601	\$ 1,095,533	\$ -	\$ 282,678	21%
		5105 Vacation	\$ -	\$ 21,941	\$ 28,644	\$ 36,960	\$ 101,117	\$ -	\$ (101,117)	#DIV/0!
		5106 FFCRA Emergency Sick Leave	\$ -	\$ (0)	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
		5111 Employer Medicare Expense	\$ 21,202	\$ 4,861	\$ 5,087	\$ 4,819	\$ 17,862	\$ -	\$ 3,340	16%
		5112 Social Security Employer Exp	\$ 90,659	\$ 20,784	\$ 21,742	\$ 20,606	\$ 76,368	\$ -	\$ 14,291	16%
		5115 CA Unemployment Insurance	\$ 10,197	\$ 674	\$ 2,789	\$ 4,339	\$ 7,802	\$ -	\$ 2,395	23%
		5116 CA Training Tax Expense	\$ 182	\$ 12	\$ 64	\$ 101	\$ 177	\$ -	\$ 5	3%
		5120 Workers Compensation Expe	\$ 3,422	\$ 751	\$ 751	\$ 897	\$ 2,983	\$ -	\$ 439	13%
		5130 Group Health Insurance Expe	\$ 132,662	\$ 23,279	\$ 25,915	\$ 27,941	\$ 94,824	\$ -	\$ 37,838	29%
		5140 Employers 457 Expense	\$ 82,768	\$ 18,422	\$ 18,540	\$ 18,087	\$ 67,370	\$ -	\$ 15,398	19%
		5160 Group Dental Insurance	\$ 13,336	\$ 1,377	\$ 2,266	\$ 2,133	\$ 7,379	\$ -	\$ 5,957	45%
		5170 Group Vision Insurance	\$ 2,958	\$ 493	\$ 532	\$ 475	\$ 1,857	\$ -	\$ 1,101	37%
		5180 Group Life Insurance	\$ 2,851	\$ 684	\$ 677	\$ 656	\$ 2,469	\$ -	\$ 382	13%
		5190 Employee Assistance Program	\$ -	\$ -	\$ 101	\$ 139	\$ (1,507)	\$ -	\$ 1,507	#DIV/0!
Total Personnel Costs			\$ 1,738,448	\$ 392,149	\$ 415,627	\$ 415,752	\$ 1,474,233	\$ -	\$ 264,215	15%
General Operating Costs										
		5210 Facility Materials and Supplie	\$ 2,494	\$ 602	\$ 1,125	\$ 580	\$ 2,641	\$ 667	\$ (814)	-33%
		5300 Rent Expense	\$ 213,851	\$ 53,463	\$ 53,463	\$ 53,463	\$ 197,766	\$ -	\$ 16,085	8%
		5310 Common Area Maintenance	\$ 27,343	\$ -	\$ 12,975	\$ 10,006	\$ 22,981	\$ -	\$ 4,362	16%
		5330 Utilities Expense	\$ 84,159	\$ 25,122	\$ 17,308	\$ 12,135	\$ 62,656	\$ -	\$ 21,503	26%
		5820 Facility Maintenance Services	\$ 20,442	\$ -	\$ 458	\$ 4,070	\$ 5,174	\$ -	\$ 15,268	75%
		5200 Materials and Supplies	\$ 24,858	\$ 2,606	\$ 3,014	\$ (135)	\$ 5,438	\$ 22	\$ 19,399	78%
		5320 Telephone Expense	\$ 31,779	\$ 4,247	\$ 2,858	\$ 2,844	\$ 12,282	\$ -	\$ 19,497	61%
		5340 Property & Liability Insurance	\$ 5,448	\$ -	\$ 6,291	\$ (9)	\$ 6,282	\$ -	\$ (834)	-15%
		5400 Postage Expense	\$ 1,500	\$ -	\$ 48	\$ 1,804	\$ 1,883	\$ -	\$ (383)	-26%
		5410 Printing Expense	\$ 4,817	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,817	100%
		5420 Advertising Expense	\$ -	\$ -	\$ -	\$ -	\$ 184	\$ -	\$ (184)	#DIV/0!
		5430 Bank Charges	\$ 200	\$ 30	\$ 30	\$ 20	\$ 80	\$ -	\$ 120	60%
		5440 Dues, Subscriptions, Fees Exp	\$ 8,270	\$ 50	\$ 1,108	\$ 2,783	\$ 16,855	\$ -	\$ (8,585)	-104%
		5500 Auditing Fees	\$ 27,000	\$ -	\$ 27,000	\$ -	\$ 27,000	\$ -	\$ -	0%
		5510 Legal Fees	\$ 6,999	\$ 126	\$ -	\$ -	\$ 331	\$ -	\$ 6,668	95%
		5520 Consulting/Professional Servi	\$ 34,686	\$ 615	\$ 981	\$ 450	\$ 2,646	\$ 16,200	\$ 15,840	46%
		5530 Taxes and Fees	\$ 265	\$ 4	\$ 193	\$ (19)	\$ 205	\$ -	\$ 60	23%
		5600 Office Equipment	\$ -	\$ -	\$ 3,993	\$ (1,713)	\$ 2,838	\$ -	\$ (2,838)	#DIV/0!
		5610 Equipment Maintenance	\$ 10,376	\$ 2,778	\$ -	\$ 3,727	\$ 7,757	\$ -	\$ 2,619	25%
		5620 Equipment Rental	\$ 12,827	\$ 748	\$ 917	\$ 380	\$ 2,044	\$ -	\$ 10,783	84%
		5630 Software Expense	\$ 9,312	\$ 30	\$ 450	\$ 1,656	\$ 5,323	\$ -	\$ 3,989	43%
		5640 Internet Expense	\$ 10,562	\$ 2,523	\$ 3,035	\$ 2,102	\$ 9,993	\$ -	\$ 1,169	11%
		5650 Computer Hardware	\$ 15,001	\$ 2,255	\$ 251	\$ -	\$ 2,506	\$ -	\$ 12,495	83%
		5660 Furniture & Fixtures	\$ 1,500	\$ -	\$ -	\$ 1,180	\$ 1,180	\$ -	\$ 320	21%
		5710 Staff Training Expense	\$ 6,399	\$ 119	\$ 389	\$ 197	\$ 2,461	\$ -	\$ 3,938	62%
		5720 Staff Travel Expense	\$ 38,509	\$ 103	\$ 507	\$ 383	\$ 1,292	\$ -	\$ 37,217	97%
		5730 Conference, Conventions & N	\$ 2,220	\$ 1,139	\$ 598	\$ 229	\$ 3,397	\$ -	\$ (1,177)	-53%
		5810 General Operating Services	\$ 103,849	\$ 28,121	\$ 22,725	\$ 27,686	\$ 97,108	\$ 6,829	\$ (88)	0%
		5980 Fixed Assets - Expense Offset	\$ -	\$ -	\$ -	\$ (1,788)	\$ (1,788)	\$ -	\$ 1,788	#DIV/0!
		7310 Fiscal Processing Fee Offset	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Total General Operating Costs			\$ 704,666	\$ 124,680	\$ 159,717	\$ 122,031	\$ 497,914	\$ 23,717	\$ 183,095	26%
Direct Participant Costs										
		5220 Client Materials and Supplies	\$ 8,281	\$ -	\$ -	\$ -	\$ -	\$ 4,345	\$ 3,936	48%
		5700 Client Transportation Assistat	\$ 15,826	\$ -	\$ -	\$ -	\$ 2,538	\$ 6,199	\$ 7,089	45%
		5800 Program Services	\$ 1,292,718	\$ 95,666	\$ 129,861	\$ 144,483	\$ 499,871	\$ 289,004	\$ 503,843	39%
Total Direct Participant Costs			\$ 1,316,825	\$ 95,666	\$ 129,861	\$ 144,483	\$ 502,409	\$ 299,548	\$ 514,867	39%
Total Expenditures			\$ 3,759,939	\$ 612,496	\$ 705,205	\$ 682,266	\$ 2,474,556	\$ 323,265	\$ 962,118	26%
Net Revenue Over/(Under) Expense			\$ 273,575	\$ (1,055)	\$ (103,500)	\$ 25,907	\$ (335,945)	\$ (323,265)	\$ 932,786	

Handwritten signature and date: 6/29/21

Madera County Workforce Investment Corporation
 Aged Receivables by Invoice Date
 Aging Date - 5/31/2021
 From 7/1/2020 Through 5/31/2021

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	5/31/2021	ARDoc1403	359.39	359.39	0.00	0.00	0.00	0.00
Total 1000	Central Valley Opportunity Center			359.39	359.39	0.00	0.00	0.00	0.00
1004	State Center Community College District	5/31/2021	ARDoc1409	763.00	763.00	0.00	0.00	0.00	0.00
Total 1004	State Center Community College District			763.00	763.00	0.00	0.00	0.00	0.00
1005	Madera County Probation Department	5/31/2021	ARDoc1410	5,457.47	5,457.47	0.00	0.00	0.00	0.00
1005		5/31/2021	ARDoc1411	461.65	461.65	0.00	0.00	0.00	0.00
Total 1005	Madera County Probation Department			5,919.12	5,919.12	0.00	0.00	0.00	0.00
1008	Department of Rehabilitation	3/31/2021	ARDoc1375	452.67	0.00	0.00	0.00	452.67	0.00
1008		4/30/2021	ARDoc1380	452.67	0.00	0.00	452.67	0.00	0.00
1008		5/31/2021	ARDoc1405	452.67	452.67	0.00	0.00	0.00	0.00
Total 1008	Department of Rehabilitation			1,358.01	452.67	0.00	452.67	452.67	0.00
1052	CertainTeed LLC	8/31/2019	ARDoc1066	(892.50)	0.00	0.00	0.00	0.00	(892.50)
1052		2/29/2020	ARDoc1164	510.00	0.00	0.00	0.00	0.00	510.00
Total 1052	CertainTeed LLC			(382.50)	0.00	0.00	0.00	0.00	(382.50)
1065	Madera Adult School	5/31/2021	ARDoc1402	3,640.23	3,640.23	0.00	0.00	0.00	0.00

Madera County Workforce Investment Corporation

Aged Receivables by Invoice Date

Aging Date - 5/31/2021

From 7/1/2020 Through 5/31/2021

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 1065	Madera Adult School			3,640.23	3,640.23	0.00	0.00	0.00	0.00
1073	EDD-DGS	10/31/2020	ARDoc1391	944.00	0.00	0.00	0.00	0.00	944.00
1073		11/30/2020	ARDoc1392	944.00	0.00	0.00	0.00	0.00	944.00
1073		12/31/2020	ARDoc1393	944.00	0.00	0.00	0.00	0.00	944.00
1073		1/31/2021	ARDoc1394	944.00	0.00	0.00	0.00	0.00	944.00
1073		2/28/2021	ARDoc1395	944.00	0.00	0.00	0.00	0.00	944.00
1073		3/31/2021	ARDoc1373	135.00	0.00	0.00	0.00	135.00	0.00
1073		3/31/2021	ARDoc1396	944.00	0.00	0.00	0.00	944.00	0.00
1073		4/30/2021	ARDoc1383	135.00	0.00	0.00	135.00	0.00	0.00
1073		4/30/2021	ARDoc1397	944.00	0.00	0.00	944.00	0.00	0.00
1073		5/1/2021	ARDoc1382	5,581.44	0.00	5,581.44	0.00	0.00	0.00
1073		5/31/2021	ARDoc1398	944.00	944.00	0.00	0.00	0.00	0.00
1073		5/31/2021	ARDoc1408	135.00	135.00	0.00	0.00	0.00	0.00
1073		6/1/2021	ARDoc1406	5,581.44	5,581.44	0.00	0.00	0.00	0.00
Total 1073	EDD-DGS			19,119.88	6,660.44	5,581.44	1,079.00	1,079.00	4,720.00
1106	County of San Joaquin	4/30/2021	ARDoc1388	6,330.09	0.00	0.00	6,330.09	0.00	0.00
1106		4/30/2021	ARDoc1389	366.73	0.00	0.00	366.73	0.00	0.00
1106		5/31/2021	ARDoc1412	6,191.28	6,191.28	0.00	0.00	0.00	0.00
Total 1106	County of San Joaquin			12,888.10	6,191.28	0.00	6,696.82	0.00	0.00
1120	GRID Alternatives	4/30/2021	ARDoc1390	1,157.50	0.00	0.00	1,157.50	0.00	0.00
1120		5/31/2021	ARDoc1413	446.44	446.44	0.00	0.00	0.00	0.00
Total 1120	GRID Alternatives			1,603.94	446.44	0.00	1,157.50	0.00	0.00
Report Total				45,269.17	24,432.57	5,581.44	9,385.99	1,531.67	4,337.50

CDE
6/16/21


Madera County Workforce Investment Corporation
Aged Payables by Invoice Date - Aged Payables
Aging Date - 5/31/2021
From 7/1/2020 Through 5/31/2021

Vendor ID	Vendor Name	Date Invoiced	Invoice Number	Amount Due	1 - 30 Days Past Due	31 - 60 Days Past Due
1187	CWA - CALIFORNIA WORKFORCE ASSOCIATION	5/28/2021	10311	0.00	3,630.00	0.00
Total 1187	CWA - CALIFORNIA WORKFORCE ASSOCIATION			0.00	3,630.00	0.00
1635	Compnology, LLC	5/19/2021	IT6452	0.00	8,956.00	0.00
Total 1635	Compnology, LLC			0.00	8,956.00	0.00
1707	Ultimate Staffing Services	5/28/2021	14026438	0.00	672.00	0.00
Total 1707	Ultimate Staffing Services			0.00	672.00	0.00
1778	Cintas	5/28/2021	4085735047	0.00	81.09	0.00
Total 1778	Cintas			0.00	81.09	0.00
Report Total				0.00	13,339.09	0.00

Handwritten signature and date:
6/29/21

Summary

Cash Account: 1010 Cash in BA - Main
Reconciliation ID: Bank Reconciliation for 1010 for 05/31/21
Reconciliation Date: 5/31/2021
Status: Open

Bank Balance	365,986.32	✓
Less Outstanding Checks/Vouchers	26,438.12	✓
Plus Deposits in Transit	0.00	
Plus or Minus Other Cash Items	0.00	
Plus or Minus Suspense Items	<u>0.00</u>	
Reconciled Bank Balance	339,548.20	
Balance Per Books	<u>339,548.20</u>	
Unreconciled Difference	<u><u>0.00</u></u>	

Click the Next Page toolbar button to view details.



Summary

Cash Account: 1020 Cash in BA - Payroll
Reconciliation ID: Bank Reconciliation for 1020 for 05.31.21
Reconciliation Date: 5/31/2021
Status: Open

Bank Balance	22,638.05	✓
Less Outstanding Checks/Vouchers	0.00	
Plus Deposits in Transit	0.00	
Plus or Minus Other Cash Items	0.00	
Plus or Minus Suspense Items	<u>0.00</u>	
Reconciled Bank Balance	22,638.05	
Balance Per Books	<u>22,638.05</u>	✓
Unreconciled Difference	<u><u>0.00</u></u>	

Click the Next Page toolbar button to view details.



AGENDA ITEM 7.2

MCWIC Executive Director

GOALS / OBJECTIVES / TASKS

July 1, 2021 to June 30, 2022

GOAL 1

Increase Awareness of & Access to MCWIC/AJCC Services

- Objective 1: Increase Number of Quality Business Contacts
 - Establish and Track Metrics on Monthly Business Contact Goals
 - Relaunch Representation at Business Events
 - Implement/Expand Services in Chowchilla & EMC Communities
 - Continue/Publicize On-Line and Virtual Service Options
- Objective 2: Maintain/Increase Customer Visits to the AJCC
 - Continue/Increase Social Media Posts
 - Ensure Representation/Visibility at Community Events
 - Expand Services in Chowchilla/EMC; Include Virtual Options
 - Research options for video and live streaming media

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

Goal 3

Succession Planning

- Objective 1: Develop Succession Plan
 - Complete Cross-Training between Key Positions
 - Outline Specific Plan to Manage Changes in Management Team
 - Recruit for Management Positions in Advance of Openings to Allow Training Time
 - Offer/Expand Upskilling Opportunities for Interested Staff Members

Goal 4

MCWIC and WDB Board Development

- Objective 1: MCWIC Board Development
 - Conduct Member Recruitment, as Needed
 - Schedule Strategic Planning Session
 - Offer Opportunities for Participation at AJCC Events and Activities
- Objective 2: WDB Development
 - Maintain Composition; Recruit Members as needed
 - Encourage Attendance at Events and Participation at the AJCC
 - Schedule New Member Orientations, as Needed

Goal 5

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
- 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

Goal 6

Fund Diversification & Reserve Planning

- Objective 1: Identify and Apply for Diversified Funding
 - Launch Use of FoundationSearch Tool to Increase Unrestricted Funding
 - Continue to Apply for Available Grants – Federal, State, and Local
- Objective 2: Planning and Policy Development for Reserve Funding
 - Work with Controller to Develop Policy for Reserve Funding
 - Identify Timeline for Attainment of Desired Reserve Amount for Operations

MADERA COUNTY WORKFORCE INVESTMENT CORPORATION
 2037 W. Cleveland Avenue, Madera, CA 93637

NON-EXEMPT SALARY SCHEDULE

Board Approved Date: 7/19/2017; 8/24/2017, 3/22/2018, 4/26/18, 7/19/18, 02/28/19, 6/27/19, 1/23/2020

January 2022 Minimum Wage: \$14.00

January 2023 Minimum Wage: \$15.00

Job Title	Current Hourly Range	Current Annual Range	Proposed Hourly	Proposed Annual
Workforce Assistant	\$12.00 to \$12.87	\$24,960.00 to \$26,769.60	\$14.00 to \$15.50	\$29,120.00 to \$32,240.00
Administrative Support Assistant	\$14.00 to \$17.00	\$29,120.00 to \$35,360.00	\$15.00 to \$18.00	\$31,200.00 to \$37,440.00
Workforce Technician I	\$14.00 to \$17.00	\$29,120.00 to \$35,360.00	\$15.00 to \$18.00	\$31,200.00 to \$37,440.00
Workforce Technician II	\$16.00 to \$19.00	\$33,280.00 to \$39,520.00	\$17.00 to \$20.00	\$35,360.00 to \$41,600.00
Account Clerk I	\$15.17 to \$18.46	\$31,553.60 to \$38,396.80	\$16.00 to \$19.00	\$33,280.00 to \$39,520.00
Lead Workforce Technician	\$18.72 to \$19.02	\$38,937.60 to \$39,561.60	\$18.90 to \$23.03	\$39,312.00 to \$47,902.40
Program Technician	\$18.90 to \$23.03	\$39,312.00 to \$47,902.40	\$18.90 to \$23.03	\$39,312.00 to \$47,902.40
Business Specialist	\$19.25 to \$23.47	\$40,040.00 to \$48,817.60	\$20.25 to \$25.47	\$42,120.00 to \$52,977.60
Career Specialist	\$19.25 to \$23.47	\$40,040.00 to \$48,817.60	\$20.25 to \$23.47	\$42,120.00 to \$48,817.60
Principal Accounting Technician	\$19.25 to \$23.47	\$40,040.00 to \$48,817.60	\$20.25 to \$23.47	\$42,120.00 to \$48,817.60
Lead Business Services Specialist	\$26.54 to \$30.52	\$55,203.20 to \$63,481.60	\$26.54 to \$30.52	\$55,203.20 to \$63,481.60
Workforce Analyst	\$25.54 to \$30.52	\$53,123.20 to \$63,481.60	\$26.54 to \$30.52	\$55,203.20 to \$63,481.60
Disability Resource Coordinator	\$30.90 to \$35.77	\$64,272.00 to \$74,401.60	\$30.90 to \$35.77	\$64,272.00 to \$74,401.60
Program Navigator	\$30.90 to \$35.77	\$64,272.00 to \$74,401.60	\$30.90 to \$35.77	\$64,272.00 to \$74,401.60

Madera County Office of Education (MCOE) staff carried over on January 1, 2013 only:

Job Title	Monthly Salary/Range	Hourly Rate/Range
Lead Workforce Technician	\$4,476.86	\$ 25.83
Business Specialist	\$ 3,708.00 to \$ 4,707.78	\$ 21.39 to \$ 27.16
Career Specialist	\$ 3,708.00 to \$ 4,709.92	\$ 21.39 to \$ 27.17
Principal Accounting Tech (.63 FTE)	\$2,669.28	\$ 24.27

Longevity pay is equal to 5% of the employee’s current salary for each longevity period, starting on the 8th year after hire date.

Example:

Starting Monthly Salary	Hire Date	8th YR LONG 1	11th YR LONG 2	12th YR LONG 3
\$1,000	1/1/2000	2/1/2008	2/1/2011	2/1/2014
	5% increase	\$50.00	\$52.50	\$55.13
		\$1,050.00	\$1,102.50	\$1,157.63



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 8.1

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Tracie Scott-Contreras, Executive Director

Date: July 22, 2021

Subject: Workforce Development Board (WDB) of Madera County Update

Information:

The WDB is scheduled to meet on August 19, 2021. Staff will provide an update on the WDB at the next MCWIC Board meeting on August 26, 2021.

Financing:

Workforce Innovation and Opportunity Act



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 22, 2021
Subject: Program Update

Information:

We are gathering more site information from the USDA Forest Service to submit to the State for worksite(s) approval. Additionally, we met with representatives from FEMA and Cal OES to discuss recruitment for additional worksites. These funds will support temporary jobs working on recovery and cleanup efforts in the areas of Madera County impacted by the Creek Fire. This initial round of funding will pay for wages, other payroll costs, and worker's compensation coverage for approximately 15 temporary jobs for 480 hours at an hourly wage of up to \$18 per hour.

Fiscal information outlining expenditures and obligations is attached for the Board's review.

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: **352**

- **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: **32**

- **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: **107**

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: **38 referred in-custody, 36 completed
45 referred post release, 9 WIOA enrolled, 5 pending eligibility**

- **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: **24**

- **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: **16**

- **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 Served: **106**

of Participants Enrolled: **38**

- **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: 39

- **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: 29

- **Ticket-to-Work:**

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

Ticket Payments Received 7/1/2020 – 06/30/2021: \$25,638

of Tickets Assigned: 17

- **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 **6/30/21**

Financing:

Workforce Innovation and Opportunity Act



**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: July 22, 2021

Subject: UI Claim Information

Information:

The most recent data on UI Claims for the period of June 12, 2021 through June 19, 2021 for Madera County is attached.

Financing:

Workforce Innovation and Opportunity Act

California Unemployment Industry & Demographics Data Dashboard

(Dashboard appears better when viewed in full screen mode. Click the icon in the bottom right-hand corner of screen next to download icon.)

- About This Tool
- County Claims
- County Demographics
- County Industry
- Statewide Demographics
- Statewide Industry

Weekly Initial Claims by County

County	June 2021 (Week Ending)	
	12	19
Madera	443	459

Claim Type

UI Claims

PUA Claims

County

Madera

Claims by Date

Multiple values



Dr. Angelo Farooq, Chair

Tim Rainey, Executive Director

Gavin Newsom, Governor

June 29, 2021

Madera County Workforce Development Board
 Ms. Traci Scott-Contreras, Executive Director
 2037 West Cleveland Avenue
 Madera, CA 93637

SUBJECT: Application for Subsequent Designation of Local Areas and Recertification of Local Workforce Development Board (Local Board)

Dear Ms. Scott-Contreras,

The California Workforce Development Board (State Board) has received and carefully assessed your application requesting subsequent designation of local area and recertification of the Local Board under the Workforce Innovation and Opportunity Act (WIOA).

This letter is to inform you that the Madera County WDB met the eligibility requirements for subsequent designation and recertification. This determination was made by applying the criteria and evaluating the specific requirements included in Directive WSD 20-06, dated February 22, 2021.

Therefore, your application for initial designation for the period of July 1, 2021, through June 30, 2023, has been approved.

If you have any questions, please contact your Employment Development Department Regional Advisor.

A handwritten signature in blue ink, appearing to read 'Tim Rainey'.

Tim Rainey, Executive Director
 California Workforce Development Board

cc: Carlos Bravo, California Workforce Development Board
 Yvette Quevedo, Employment Development Department