WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY

A G E N D A

October 21, 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 California Assembly Bill 361, 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: 1-669-900-9128; 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.

WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY

AGENDA

October 21, 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 August 19, 2021 Workforce Development Board (WDB) meeting minutes.

6.2 Consideration of approval of the resignation of Terry Nichols, Department of Rehabilitation, from the WDB.

6.3 Consideration of approval of the revised Supportive Services policy to include the addition of childcare assistance.

6.4 Consideration of approval of the re-appointment of Debi Bray, Private Sector, to the WDB for an additional 3-year term ending on 11/20/24.

6.5 Consideration of approval of the re-appointment of Mattie Mendez, Private Sector, to the WDB for an additional 3-year term ending on 11/20/24.

7.0 Action Items

7.1 Consideration of approval of Beaudette Inc.'s One Stop Operator report for the period of July 1, 2021 through September 30, 2021.

7.2 Consideration of approval of the fiscal year 2021-2022 program budget.

7.3 Consideration of approval of the Baseline America's Job Center of California^{SM} (AJCC) Certification and the AJCC Certification Indicator Assessment and authorization for the WDB Chair signature.

8.0 Information Items

8.1 Workforce Development Board Program Year 2021-2022 Goals Workshop

8.2 Workforce Development Board Private Sector Member Recruitment

8.3 Madera County Workforce Investment Corporation (MCWIC) Update

8.4 Program Update

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

9.0 Written Communication

10.0 Open Discussion/Reports/Information

10.1 Board Members

10.2 Staff

11.0 Next Meeting

December 16, 2021

12.0 Adjournment

WORKFORCE DEVELOPMENT BOARD OF MADERA COUNTY

MINUTES

August 19, 2021

Convened at Madera County Workforce Assistance Center – via Teleconference
2037 W. Cleveland Avenue, Madera, CA 93637
Zoom Meeting: https://us02web.zoom.us/j/81274206285?pwd=enROTmo3RTRidG5EcnhTM2Y2TXRWdz09;
Phone: (669) 900-9128; Meeting ID: 812 7420 6285; Password: 274155

PRESENT:	Debi Bray, Michelle Brunetti, Mark Choe, Brett Frazier, Santos Garcia, Marie Harris, Wendy Lomeli, Mike Lopez, Deborah Martinez, Mattie Mendez, Linda Monreal, Terry Nichols, Robert Poythress, Chuck Riojas, Wayne Rylant, David Salter, Cindy Vail
ABSENT:	Jorge DeNava, Mike Fursman, Bobby Kahn, Nichole Mosqueda, Lanie Suderman
GUEST:	Amelia Meza-DAS, Lalo Lopez-MUSD, Yvette Quevedo-EDD
STAFF:	Nicki Martin, Jessica Roche, Tracie Scott-Contreras, Maiknue Vang

1.0 Call to Order

Meeting called to order by Chair Brett Frazier at 3:01 p.m.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Tracie Scott-Contreras, Executive Director, introduced Yvette Quevedo – EDD and Amelia Meza – Division of Apprenticeship Standards (DAS). Tracie stated that Terry Nichols would be retiring in September and that this meeting would be his last.

5.0 Adoption of Board Agenda

Laura Gutile moved to adopt the agenda, seconded by Rob Poythress.

Vote: Approved – unanimous

Yes: Debi Bray, Michelle Brunetti, Mark Choe, Brett Frazier, Santos Garcia, Marie Harris, Wendy Lomeli, Mike Lopez, Deborah Martinez, Mattie Mendez, Linda Monreal, Terry Nichols, Robert Poythress, Chuck Riojas, Wayne Rylant, David Salter, Cindy Vail

6.0 Consent Calendar

6.1 Consideration of approval of the June 17, 2021 Workforce Development Board (WDB) meeting minutes.

Cindy Vail moved to approve, seconded by rob Poythress.

Vote: Approved – unanimous

Yes: Debi Bray, Michelle Brunetti, Mark Choe, Brett Frazier, Santos Garcia, Marie Harris, Wendy Lomeli, Mike Lopez, Deborah Martinez, Mattie Mendez, Linda Monreal, Terry Nichols, Robert Poythress, Chuck Riojas, Wayne Rylant, David Salter, Cindy Vail

7.0 Action Items

7.1 Consideration of approval of ProPath, Inc.'s One Stop Operator report for the period of April 1, 2021 through June 30, 2021.

ProPath, Inc. provided their last quarterly report. A new One Stop Operator will begin effective July 1, 2021.

Debi Bray moved to approve, seconded by Laura Gutile.

Vote: Approved – unanimous

Yes: Debi Bray, Michelle Brunetti, Mark Choe, Brett Frazier, Santos Garcia, Marie Harris, Wendy Lomeli, Mike Lopez, Deborah Martinez, Mattie Mendez, Linda Monreal, Terry Nichols, Robert Poythress, Chuck Riojas, Wayne Rylant, David Salter, Cindy Vail

7.2 Consideration of approval of the application of Ladislao "Lalo" Lopez, Area Assistant Superintendent, Madera Unified School District, to the Workforce Development Board (WDB) of Madera County for a 3 year term.

Lalo Lopez will represent Madera Unified School District on the Workforce Development Board. He is replacing Linda Monreal after her retirement. Lalo will help us work on strengthening our relationship with Madera Unified School District.

Santos Garcia moved to approve, seconded by Deborah Martinez.

Vote: Approved – unanimous

Yes: Debi Bray, Michelle Brunetti, Mark Choe, Brett Frazier, Santos Garcia, Marie Harris, Wendy Lomeli, Mike Lopez, Deborah Martinez, Mattie Mendez, Linda Monreal, Terry Nichols, Robert Poythress, Chuck Riojas, Wayne Rylant, David Salter, Cindy Vail

8.0 Information Items

8.1 Madera County Workforce Investment Corporation (MCWIC) Update

Information provided within the agenda packet. The MCWIC board last met on July 22, 2021. Minutes from the May and June meetings were provided.

8.2 Program Update

Information provided within the agenda packet.

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

Information provided within the agenda packet.

8.4 Executive Order N-29-20 Expiration

Information provided within the agenda packet. Executive Order N-29-20 is expiring on September 30, 2021. Staff are hoping for an extension or an alternative. A larger space for in-person meetings may be necessary for the October meeting or a hybrid format may need to be considered. Deborah Martinez stated that their large conference room should be large enough for the October meeting. Staff will follow up.

9.0 Written Communication

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

9.2 Local Plan for PY 2021-2024 Approval Notification Letter

9.3 Regional Plan for PY 2021-2024 Approval Notification Letter

The State Workforce Development Board sent Madera their official notification letters of approval for the Local area and recertification of the local WDB, the Local Plan for the 2021-24 program year, and the Regional Plan for the 2021-24 program year. Staff want to spend some time at the next staff meeting to work on WDB goals based on the Local Plan.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Omair Javaid inquired as to whether staff are expecting an uptick in people coming to the Workforce Assistance Center after the pandemic unemployment insurance (UI) ends. Staff expect to see a significant increase to people coming to the Center. Employment Development Department (EDD) staff are not expected back in the Center until September 7, 2021 or later. EDD is requiring that there be security present for the Center. They are in the process of contracting security services so that staff can return to the Center. Some people are coming to the Center ahead of the pandemic UI expiration.*
- *Brett Frazier inquired as to whether there is a triage-type of system in place for the expected increase in customers. Staff will be expanding the current process to get people processed as quickly as possible. There may be an additional Specialist of the Day assigned in order to help more people as needed.*
- *Laura Gutile asked what the best way to come to the Center is? Generally, anyone can walk in for services, but staff will modify the process as needed. Staff continue to share and post information about hiring events as well as hosting events in the Center. Staff anticipates that more candidates will be coming soon.*
- *Debi Bray stated that the Chamber the State's Office of Emergency Services for N95 face mask supplies for the unvaccinated. They have a good amount in stock.*

10.2 Staff

- *Tracie Scott-Contreras: a couple of grants were released from the Economic Development Administration under the American Rescue Plan. One of the grants is specific to infrastructure projects. The second is about developing quality jobs. Staff is hoping that both of the grants have a workforce component.*

11.0 Next Meeting

October 21, 2021

12.0 Adjournment

Meeting adjourned at 3:30 p.m.

WORKFORCE DEVELOPMENT BOARD OF MADERA COUNTY

SUPPORTIVE SERVICES POLICY

EDD Revision Date: N/A
WIB Review Date: 7/26/07; 12/20/07, 12/17/09, 4/22/10, 9/23/10, 6/21/12; 6/27/13; 5/22/14; 12/17/15; 10/27/16; 12/15/16; 8/23/18; 10/21/21

EXECUTIVE SUMMARY:

Purpose:

This document establishes the Workforce Development Board of Madera County's policy regarding the provision of supportive services to individuals participating in WIOA-funded career and training services.

References:

- Workforce Innovation and Opportunity Act (WIOA) Sections 129 and 134
- Title 20 CFR Section 680.140; 680.900-920; 681.570

Policy:

The Workforce Innovation and Opportunity Act Section 134(d)(2) expressly permits the provision of supportive services to adults and dislocated workers who are participating in WIOA-funded career and training services, **if they are unable to obtain such services through other programs**, while Section 129(c)(2)(G) requires supportive services to be available to youth participants through the local system of eligible youth service providers. Section 3(59) of the Workforce Innovation and Opportunity Act defines supportive services as "services such as transportation, child care, dependent care, housing, and needs related payments, that are necessary to enable an individual to participate in" Workforce Innovation and Opportunity Act funded activities.

It is the policy of the Workforce Development Board of Madera County to facilitate the provision of supportive services to individuals who are participating in individualized career or training services, who are unable to obtain supportive services through other programs providing such services, and only when such services are necessary to enable individuals to participate in title I activities, as stipulated in 20 CFR Subpart G Section 680.910. Accurate information regarding the availability of supportive services in the local area, as well as referral to such services, will be provided as a basic career service to adults and dislocated workers through the local One-Stop delivery system (WIOA 134(d)(1)(B)). The Workforce Development Board of Madera County has established limits on the types of available supportive services and a limit of a maximum of $1,500 of funding available to individual participants for supportive services funded through WIOA, as allowed under 20 CFR Subpart G Section 680.120. All supportive services

must be requested and approved in advance. Customers will not be reimbursed for supportive services purchases or payments that they have made directly. The Workforce Development Board of Madera County does **not** provide needs related payments.

The locally approved supportive services are as follows:

- Supportive Services will include, but may not be limited to: transportation assistance, mileage reimbursement, uniforms, tools, safety equipment, certification/licensing exam fees, medical services including required physicals and immunizations, drug testing, standardized work clothing or footwear, registration fees, union initiation fees, union dues (limited to one payment of not more than 3 months of dues) or instructional books, materials, and supplies. Purchase of any of these items requires written documentation that the items are required for training or employment, and verification that they are not reimbursed or provided by the employer or training provider.

- Transportation allowance – Provided for non-paid activities; may include MAX passes, Dial-a-Ride tickets, or a flat-rate daily reimbursement, only if the service is not available through some other source. Limited transportation funds may result in only partial subsidy of transportation costs, based on individual needs and the availability of other resources. A flat-rate reimbursement of $10.00 per day of travel required for training will only be provided to individuals who must travel a minimum of 25 miles round trip per day to an unpaid training activity using their own vehicle. **Travel Reimbursement will only be available to individuals who can provide documentation of a current California Driver's License, as well as proof of current vehicle registration and insurance for the vehicle being used for travel.**

- Child Care Assistance – Assistance with child care expenses may be provided on a limited basis for individuals participating in unpaid training programs, only if such assistance is not available from any other source. Child care assistance will only be provided for the specific days and times that the participant is engaged in the unpaid training activity.

These limits apply to WIOA formula-funded activities and services. Exceptions to these limits may be approved by the Executive Director (or designee) on a case-by-case basis for specific training programs or employment opportunities with higher support costs/needs. Projects funded by specific grants or from sources other than WIOA formula allocations will follow any limits established by the specific grant, proposal, or project, and may exceed the limits established here, when necessary, allowable, and appropriate for successful participation in, or retention in and completion of, training or employment. In addition, the provision of supportive services may be suspended, revoked, or reduced at any time, based on funds available, changes in program design or delivery, or at the discretion of the Executive Director.

Action:

This policy is effective on the date approved by the Workforce Development Board of Madera County, and replaces the previous version approved by the Board on December 15, 2016. Retain this policy until further notice.

Inquiries:

If you have questions, please contact the Executive Director or designee at (559) 662-4500.

Madera Workforce Development Board Q1 Report: October 21st, 2021

The Madera Workforce Assistance Center partnership meets monthly. The following agencies are invited to participate in each meeting, which are planned and facilitated by Beaudette Consulting Inc.

- State Center Adult Education Consortium
- Employment Development Department
- Reading and Beyond
- Department of Social Services
- Madera County Workforce Investment Corporation
- Madera Community College Center
- Central Valley Opportunity Center
- Housing Authority of Madera County
- Madera County Economic Development Commission
- California Indian Manpower Consortium, Inc.
- Madera Adult School
- Job Corps

An opportunity for improvement would be to have partners who participate in the meetings to be prepared to share Key Performance Indicators or data on how they are contributing to the three major objectives of the Madera Workforce Assistance Center Partnership. This indicates that there isn't a clear understanding of what partner agencies roles are in regard to 1. Aligning and integrating programs 2. Increasing demand driven skills attainment, and 3. Increasing upward mobility for all Californians. Ideally each agency in the partnership would know how they contribute to the success of each of the three objectives, and be able to report out each meeting the following:

- How their measuring and monitoring the work they are doing that support the three major objectives.
- If they are on track to accomplishing the joint objectives and goals
- If they are not on track, the root-cause as to why they are off track
- If they are on track, what are the things they are doing well that may benefit other partners?

I feel that with the strong group that we have, we will be able to accomplish this by the end of December 2021.

1. **Summary of One Stop Operator Activities Since July 2021:**
    a. Created a Collaboration Charter to Align all partners to a single purpose and SMART goals.
    b. Create a Google Share drive to improve communication flow for all partners
    c. Created new cross-collaboration/training videos that share information about each agency as well as share insights on referral processes unique to each agency.
2. **Upcoming Activities / Going Forward**
    a. Continue creating and refining cross-functional training videos for internal use only – sharing information amongst partners
    b. Unite US referral system demonstration and hopefully implementation
    c. Creating a Dashboard to show key performance indicators

WIOA Budget and Program Overview

Madera County Workforce Investment Corporation (MCWIC) is a nonprofit 501C3 and is both the fiscal agent and the program operator for the Workforce Innovation and Opportunity Act (WIOA) of Madera County. MCWIC's primary annual source of income is the WIOA funds, but additionally operates miscellaneous grants and awards that assist in achieving MCWIC's mission's and goals, and are also used to leverage and compliment the WIOA funding.

Approach in Developing the Final Budget for Fiscal Year 2021-2022

MCWIC uses a priority based budgeting model which evaluates the relative importance of individual programs and services, rather than focusing on specific departments. Since WIOA is the primary source of funding for MCWIC (approximately 90%), the objective is to retain cost-efficient and effective ways to meet the needs of the WIOA program, achieving the mandated outcomes of the program, all while meeting the obligations of MCWIC as a whole.

WIOA Funding Requirements

Senate Bill AB1149 requires that 20% of Adult and Dislocated Worker funding will support *direct training* with a planned assumption of 10% leverage in order to meet the full requirement of 30%. However, it is estimated that the 10% allowed leverage portion of training will be harder to meet this fiscal year. Therefore, the budgeted amount for direct training is calculated at the 30%, not the minimum requirement of 20%.

WIOA Section 129 requires that a 75% of youth allocations are spent on Out-of-School Youth (OSY) and also that a minimum of 20% of youth allocation is spent on Youth Work Based Learning (WBL), also outlined on EDD Workforce Services Directive (WSD) 17-07. MCWIC, under the direction of the Workforce Development Board of Madera County, focuses 100% of it's funds on OSY. MCWIC has also obligated 30% of it's youth allocation to direct participants costs, and 20% of those costs directly to WBL activities.

MCWIC FUNDS UTILIZATION STATUS - AA211014 YOA 2021

Funds Utilization Status - 80% Obligation Requirement by End of First Program Year

Formula Fund	Total Allocation	Allowable "Program" Funding 90% (less 10% admin)	80% Required Obligation Amount by End of 1st PY	Total Program Obligations Reported	Percentage of Total "Program" Obligations to 80% Requirement	Additional Obligations Needed by June 30, 2022
Adult	$ 769,203.00	$ 692,282.70	$ 553,826.16	$ -	$ -	$ 553,826.16
Youth	$ 773,210.00	$ 695,889.00	$ 556,711.20	$ -	$ -	$ 556,711.20
Dislocated Worker	$ 578,018.00	$ 520,216.20	$ 416,172.96	$ -	$ -	$ 416,172.96

OSY Youth Expenditure Status

Formula Fund	Total Allocation	Admin Expenditures	Program Expenditures	75% OSY Requirement on "Program" Funding	OSY Expenditures Reported	Additional Expenditures Needed to meet 75% Requirement by end of 1st PY
Youth	$ 773,210.00	$ -	$ -	$ 521,916.75	$ -	$ 521,916.75

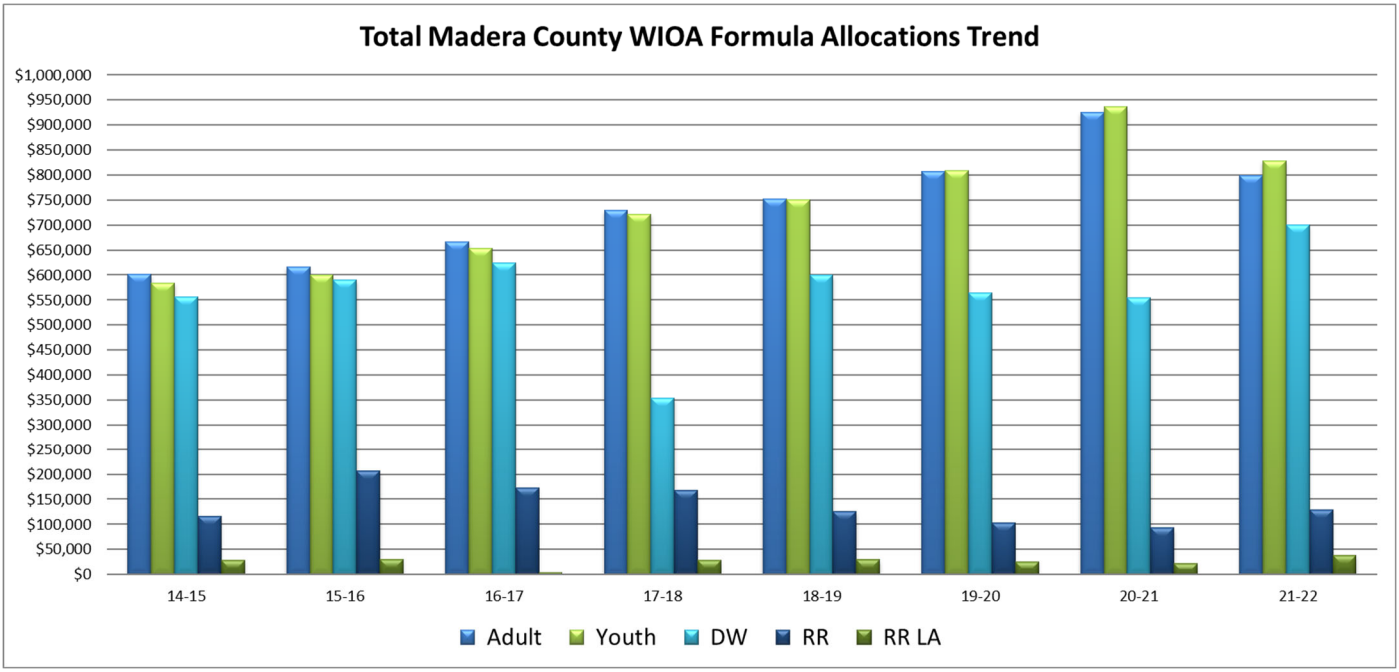
OSY Work Experience Expenditure Status

Formula Fund	Total Allocation	Admin Expenditures	Program Expenditures	20% WEX Requirement on "Program" Funding	WEX Expenditures Reported	Additional Expenditures Needed to meet 20% Requirement by End of 1st PY
Youth	$ 773,210.00	$ -	$ -	$ 139,177.80	$ -	$ 139,177.80

Allocation Funding Changes

Madera County received an overall 2% reduction in WIOA Formula Allocations for PY 2021, reflecting the following increases/decreases in the specific WIOA funding category, compared to prior PY 2020:

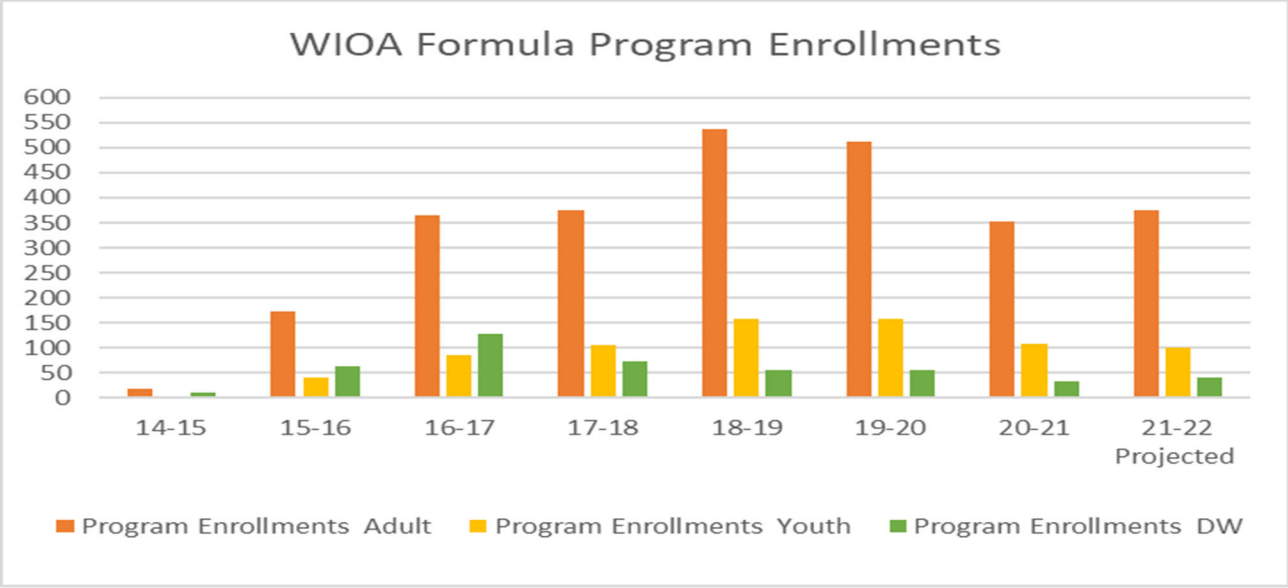
Funding	Adult	Dislocated Worker	Youth	Rapid Response	Rapid Response Layoff Aversion
Increase/Decrease	-14%	-11%	+26%	+39%	+75%

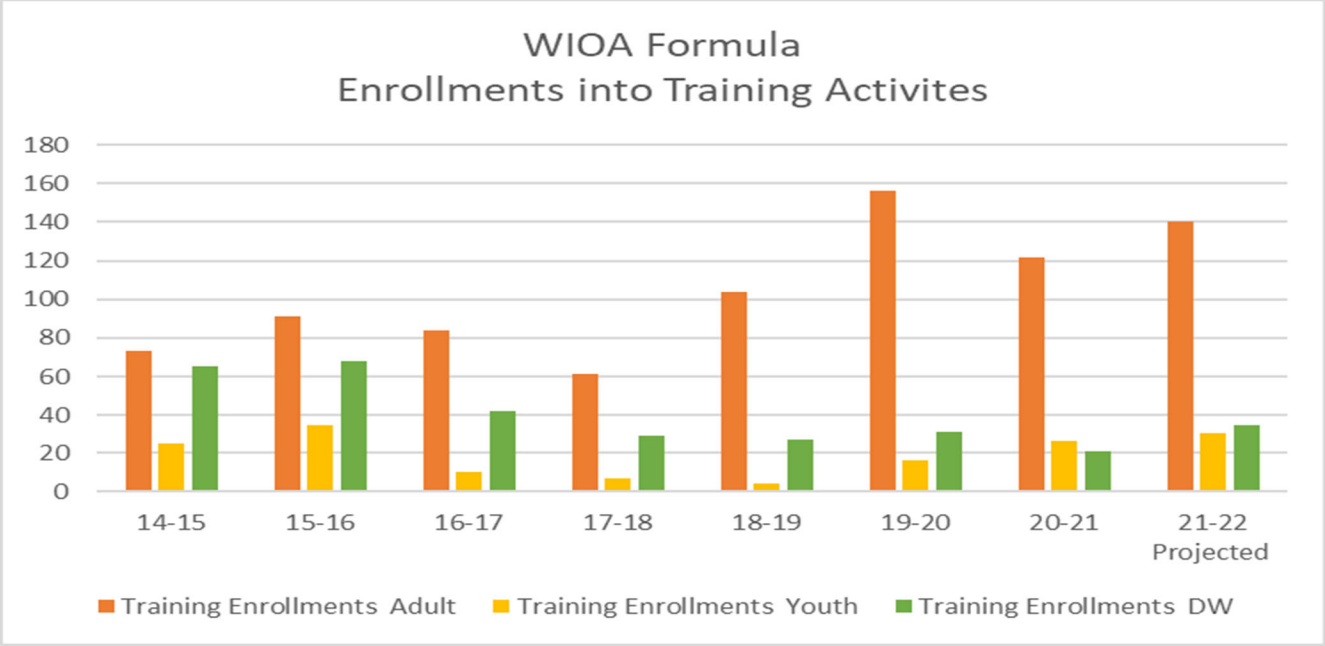


Due to Covid-19, the Funds Utilization Requirements were lifted for PY 2020, and therefore, a higher carry-over was brought into this FY than previously budgeted. However, it is not expected to have the utilization requirement waived for PY 2021, therefore, only 20% of the allocations have been set aside for FY 2022.

WIOA Formula Enrollment Projections

Below reflects historical WIOA program enrollment and training activity, as well as projected enrollment numbers for PY 2021-2022.





Additional WIOA Funding

MCWIC has received additional competitive WIOA funding this program year which includes a veterans grant and wildfires grant. MCWIC has also receive non-WIOA funding such as, Madera County Community Corrections Transitions Program funding, Prison to Employment funding, GRID Pathway Home funding, and Wells Fargo Foundation funds which will all be used to support the mission and goals of the MCWIC and WDB alike.

In addition to the grants and contracts outlined in the budget, there is a surplus of WIOA formula funding which has not been assigned in the budget. This surplus can be designated to an initiative identified by the Board, based on the priorities outlined in the local plan.

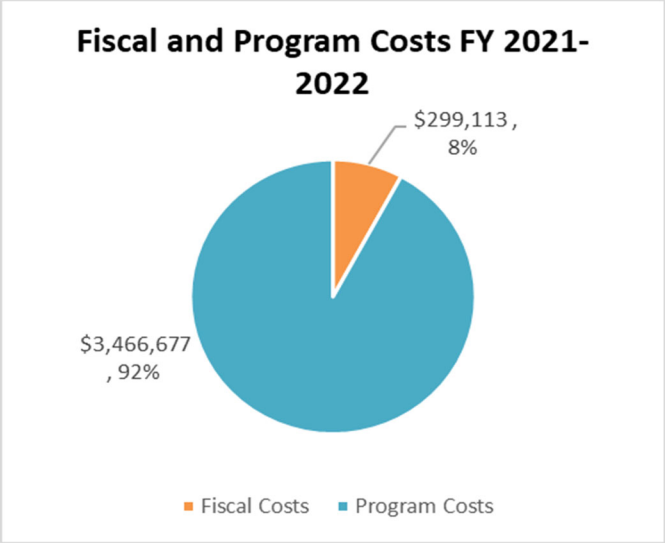
Additional Budgeting Notes

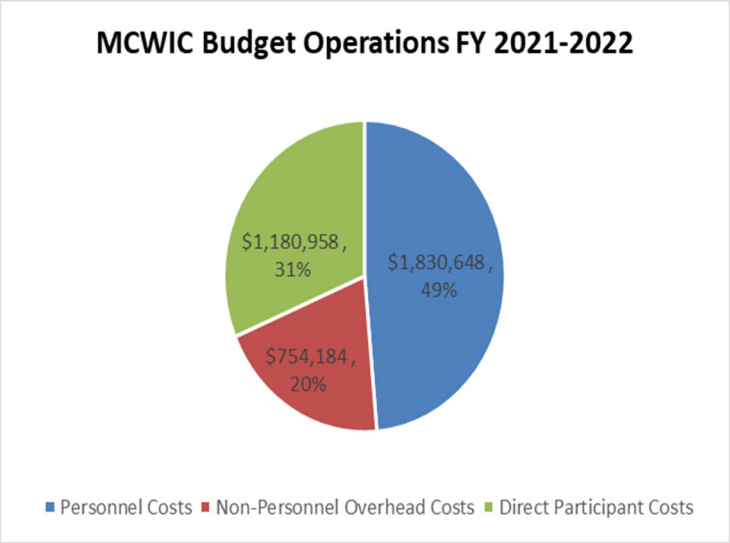
- MCWIC currently has 3 vacant program positions, however, has budgeted those positions in preparation in filling them within the next month.

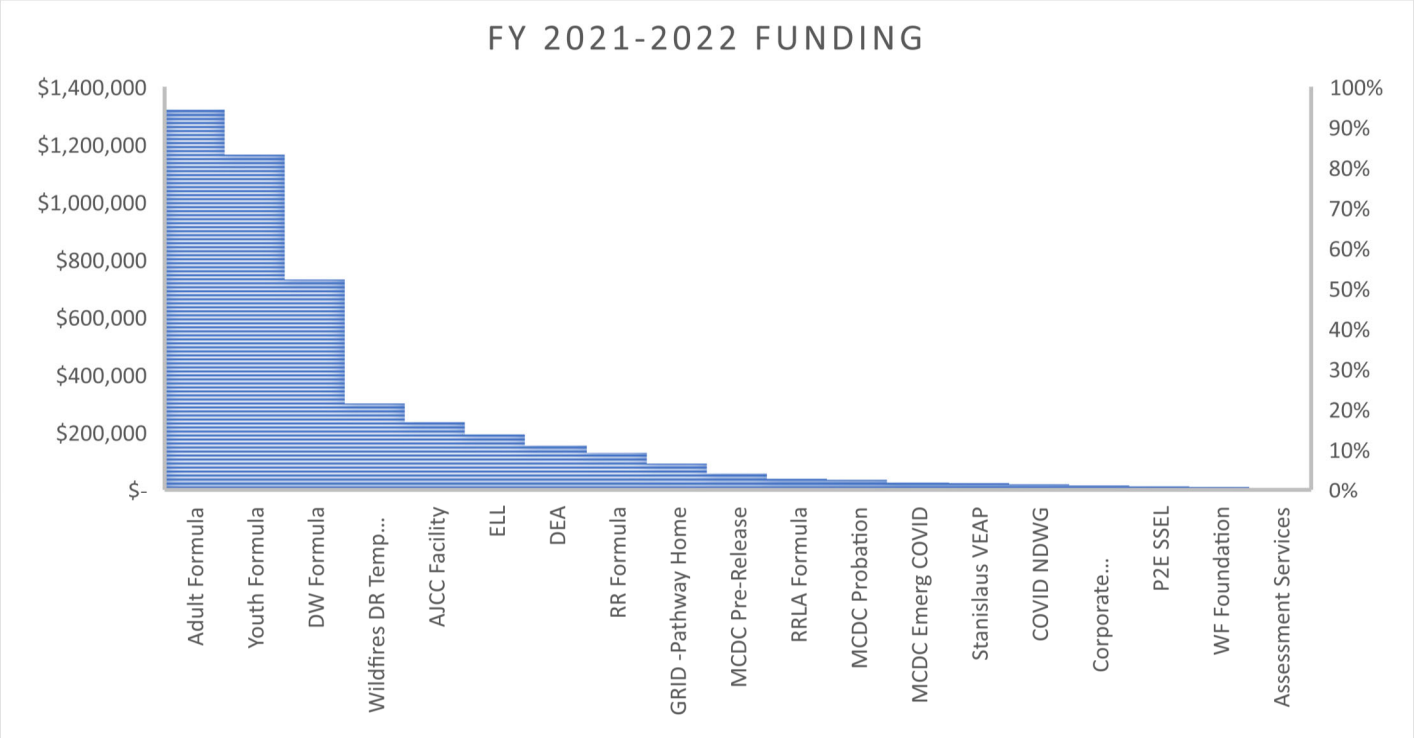
- Wildfire grant revenue is recorded, but expense side of the budget has not yet been determined. Worksites have just been approved the week ending 9/24/21, so expenses are now being determined and will be entered by the end of October.

- The English Language Learner (ELL), Disability Employment Accelerator (DEA), and COVID NDWG grant term end dates are March 31, 2022.

- 74% of Revenue is from WIOA Funding


Fiscal and Program Costs FY 2021-2022
$299,113, 8%
$3,466,677, 92%
Fiscal Costs
Program Costs


MCWIC Budget Operations FY 2021-2022
$1,180,958, 31%
$1,830,648, 49%
$754,184, 20%
Personnel Costs
Non-Personnel Overhead Costs
Direct Participant Costs


FY 2021-2022 FUNDING
$1,400,000
$1,200,000
$1,000,000
$800,000
$600,000
$400,000
$200,000
$-
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
Adult Formula
Youth Formula
DW Formula
Wildfires DR Temp...
AJCC Facility
ELL
DEA
RR Formula
GRID -Pathway Home
MCDC Pre-Release
RRLA Formula
MCDC Probation
MCDC Emerg COVID
Stanislaus VEAP
COVID NDWG
Corporate...
P2E SSEL
WF Foundation
Assessment Services

MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

Revenue Source	Total	Adult Formula	Youth Formula	DW Formula	RR Formula	RRLA Formula	MCDC Pre-Release (Term 6/30/2022)	MCDC Probation (Term 6/30/2022)	MCDC Emerg COVID (Term 6/30/2022)	DEA (Term 3/31/2022)	ELL (Term 3/31/2022)	P2E SSEL (Term 12/31/2021)	COVID NDWG (Term 3/31/2022)	Stanislaus VEAP (Term 3/31/2023)	GRID - Pathway Home (Term 3/31/2023)	Wildfires DR Temp Jobs (Term 12/31/2022)	WF Foundation	Assessment Services	AJCC Facility	Corporate Unrestricted
REVENUES																				
Contributions & Support																				
Foundations - Restricted																				
Wells Fargo Community Funds-New	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -		$ -	$ -		$ -	$ -	$ -	$ -
Wells Fargo Community Funds-Carry-In	$ 10,203																$ 10,203			
Corporations																				
Chuckchansi	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -		$ -	$ -		$ -	$ -	$ -	$ -
Individual contributions																				
Board members	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -		$ -	$ -		$ -	$ -	$ -	$ -
Government grants/contracts - NEW																				
WIOA/EDD/Other Federal	$ 2,303,364	$ 769,203	$ 773,210	$ 578,018	$ 128,898	$ 38,535	$ -	$ -		$ -	$ -	$ -		$ -	$ -		$ -	$ -	$ -	$ 15,500
State	$ -																			
Local/County	$ 140,309						$ 56,627	$ 34,762	$ 25,000					$ 23,120				$ 800		
Other revenue																				
Program Fee for Service	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -		$ -	$ -		$ -	$ -	$ -	
Sublease	$ 235,424																		$ 235,424	
Revenue Adjustments																				
Grant/Contract Prior Yr Carry-IN	$ 819,262									$ 154,208	$ 192,350	$ 12,000	$ 19,184		$ 141,520	$ 300,000				
2020 WIOA Formula Carry-IN	$ 1,352,100	$ 380,875	$ 500,744	$ 470,481	$ -	$ -														
Grant/Contract 2+YR Carry-Over	$ (50,581)														$ (50,581)					
2021 WIOA Formal Reserve for 2022	$ (424,086)	$ (153,841)	*$ (154,642)*	*$ (115,604)*	$ -	$ -														
WIOA Formula Transfer (Adult & DW)	$ -	$ 300,000		$ (300,000)																
Total Revenue	**$ 4,385,994**	**$ 1,296,238**	**$ 1,119,312**	**$ 632,896**	**$ 128,898**	**$ 38,535**	**$ 56,627**	**$ 34,762**	**$ 25,000**	**$ 154,208**	**$ 192,350**	**$ 12,000**	**$ 19,184**	**$ 23,120**	**$ 90,939**	**$ 300,000**	**$ 10,203**	**$ 800**	**$ 235,424**	**$ 15,500**
EXPENSES																				
Personnel:																				
Full Time																				
Salaries/Wages	$ 1,425,322	$ 449,397	$ 361,668	$ 191,821	$ -	$ 24,335	$ 30,970	$ 20,647	$ 15,485	$ 44,926	$ 30,878	$ -	$ -	$ 15,485	$ 51,617	$ -	$ -	$ -	$ 19,302	$ -
Fringe	$ 405,327	$ 127,797	$ 102,850	$ 54,549	$ -	$ 6,920	$ 8,807	$ 5,871	$ 4,404	$ 12,776	$ 8,781	$ -	$ -	$ 4,404	$ 14,679	$ -	$ -	$ -	$ 5,489	$ -
Total Personnel	**$ 1,830,648**	**$ 577,194**	**$ 464,517**	**$ 246,370**	**$ -**	**$ 31,255**	**$ 39,777**	**$ 26,518**	**$ 19,889**	**$ 57,701**	**$ 39,660**	**$ -**	**$ -**	**$ 19,889**	**$ 66,296**	**$ -**	**$ -**	**$ -**	**$ 24,792**	**$ -**
Other Than Personal Service (OTPS):																				
Direct Expenses																				
Total Direct OTPS	**$ 1,257,158**	**$ 388,219**	**$ 336,755**	**$ 207,006**	**$ 11,902**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 80,256**	**$ 142,013**	**$ 12,000**	**$ 19,184**	**$ 350**	**$ -**	**$ -**	**$ 10,203**	**$ 800**	**$ -**	**$ 7,870**
Shared Expenses																				
Total Shared OTPS	**$ 615,574**	**$ 173,085**	**$ 98,263**	**$ 62,111**	**$ -**	**$ 5,378**	**$ 7,414**	**$ 4,942**	**$ 1,461**	**$ 10,346**	**$ 6,178**	**$ -**	**$ -**	**$ 3,707**	**$ 12,356**	**$ -**	**$ -**	**$ -**	**$ 188,614**	**$ -**
Total Expenses	**$ 3,703,380**	**$ 1,138,497**	**$ 899,536**	**$ 515,487**	**$ 11,902**	**$ 36,633**	**$ 47,191**	**$ 31,461**	**$ 21,349**	**$ 148,303**	**$ 187,850**	**$ 12,000**	**$ 19,184**	**$ 23,945**	**$ 78,651**	**$ -**	**$ 10,203**	**$ 800**	**$ 213,405**	**$ 7,870**
Distributed Fiscal (WIOA Admin) Costs	**$0**	**$114,617**	**$86,094**	**$45,662**	**$0**	**$5,793**	**$7,372**	**$4,915**	**$3,686**	**$5,905**	**$4,500**	**$0**	**$0**	**$3,686**	**$12,287**	**$0**	**$0**	**$0**	**$4,595**	**$0**
Total Program/Admin Expenses	**$ 3,703,380**	**$ 1,253,115**	**$ 985,629**	**$ 561,149**	**$ 11,902**	**$ 42,426**	**$ 54,563**	**$ 36,375**	**$ 25,035**	**$ 154,208**	**$ 192,350**	**$ 12,000**	**$ 19,184**	**$ 27,632**	**$ 90,939**	**$ -**	**$ 10,203**	**$ 800**	**$ 218,000**	**$ 7,870**
Leveraged by WIOA Formula	**$ -**	**$ (4,096)**		**$ -**	**$ (3,891)**	**$ 3,891**	**$ (2,064)**	**$ 1,613**	**$ 35**	**$ -**	**$ -**			**$ 4,512**						
Revenues Less Expenses	**$ 682,614**	**$ 39,027**	**$ 133,682**	**$ 71,747**	**$ 113,105**	**$ 0**	**$ (0)**	**$ (0)**	**$ (0)**	**$ 0**	**$ (0)**	**$ 0**	**$ -**	**$ 0**	**$ (0)**	**$ 300,000**	**$ (0)**	**$ -**	**$ 17,424**	**$ 7,630**

NOTES:
*** Wildfire Temp Jobs grant is pending worksite approval. Expense budget will be created once worksites are approved by EDD.**
*** 74% of Revenue is from WIOA Formula Funding**

Expense Category		Total Budget	Adult Formula	Youth Formula	DW Formula	RR Formula
Personnel						
Salaries/Wages (Direct and Indirect)		$ 1,425,322	$ 163,027	$ 140,725	$ 81,350	$ -
Fringe (Direct and Indirect)		$ 405,327	$ 46,361	$ 40,019	$ 23,134	$ -
# of Full Time Equivalents (FTEs)		-	*3.70*	*3.00*	*1.50*	-
% of all FTEs		*0.00%*	*14.23%*	*11.54%*	*5.77%*	*0.00%*
Indirect Cost Pool Positions Allocated Based On Direct Time Charged		-	%	%	%	%
WIOA Pgm CP (Allocated)		*0.00%*	*45.12%*	*36.59%*	*18.29%*	*0.00%*
Special Projects CP (Allocated)		*0.00%*	*0.00%*	*0.00%*	*0.00%*	*0.00%*
Program General CP (Allocated)		*0.00%*	*39.81%*	*28.44%*	*14.22%*	*0.00%*
Indirect Allocated Salaries/Wages		$ 737,518	$ 286,370	$ 220,943	$ 110,471	$ -
Indirect Allocated CP Fringe		$ 209,732	$ 81,437	$ 62,831	$ 31,415	$ -
Total Salaries and Wages		$ 1,425,322	$ 449,397	$ 361,668	$ 191,821	$ -
Total Fringe		$ 405,327	$ 127,797	$ 102,850	$ 54,549	$ -
Total Personnel Costs		$ 1,830,648	$ 577,194	$ 464,517	$ 246,370	$ -
Total # of Full Time Equivalents (FTEs)	23.00		8.44	6.73	3.36	0.00
Total % of all FTEs	88.46%		32.47%	25.88%	12.94%	0.00%
Non-Personnel / OTPS						
Direct Participant Expenses	$ -	$ -	$ -	$ -	$ -	$ -
ITA	*see WIOA Trng wksht*	*$ 668,785*	*$ 261,978*	*$ 96,866*	*$ 89,603*	$ -
OJT	*see WIOA Trng wksht*	*$ 145,691*	*$ 20,661*	*$ 29,553*	*$ 69,362*	$ -
TJT	*see WIOA Trng wksht*	*$ 25,384*	*$ 25,384*	$ -	$ -	$ -
PWEX	*see WIOA Trng wksht*	*$ 181,325*	$ -	*$ 181,325*	$ -	$ -
Supportive Services	*see WIOA Trng wksht*	*$ 97,364*	*$ 34,802*	*$ 15,278*	*$ 37,081*	$ -
Training-other	$ -	$ -	$ -	$ -	$ -	$ -
Other Direct Expenses	$ -	$ -	$ -	$ -	$ -	$ -
Accounting Software	$ -	*$ 6,100*	$ -	$ -	$ -	$ -
AT&T Data Plan	$ -	*$ 29,434*	*$ 12,351*	*$ 10,014*	*$ 5,007*	*$ 2,062*
Audit/Annual Tax Return Services	$ -	*$ 27,000*	$ -	$ -	$ -	$ -
Bank Fee	$ -	*$ 50*	$ -	$ -	$ -	$ -
Bottled Water	$ -	*$ 1,300*	$ -	$ -	$ -	$ -
Computer Hardware/Software - resource room	$ -	*$ 10,000*	*$ 10,000*	$ -	$ -	$ -
Dues and Subscriptions - grant direct	$ -	*$ 14,476*	*$ 8,544*	*$ 720*	*$ 2,352*	*$ 2,340*
General Contract Program Services	$ -	*$ 10,000*	*$ 10,000*	$ -	$ -	$ -
HR Professional Services	$ -	*$ 2,500*	$ -	$ -	$ -	$ -
MAS ESL/Hi-Set Class Summer 2021 Class	$ -	*$ 7,000*	$ -	$ -	$ -	$ -
Payroll Processing Services	$ -	*$ 5,000*	$ -	$ -	$ -	$ -
SHRM Conference	$ -	*$ 4,500*	$ -	$ -	$ -	$ -
Sponsorship - advertising	$ -	*$ 1,500*	$ -	$ -	$ -	$ -
Rapid Response Conference	$ -	*$ 2,500*	$ -	$ -	$ -	*$ 2,500*
Staff Travel	$ -	*$ 1,350*	$ -	$ -	$ -	*$ 1,000*
Materials and Supplies	$ -	*$ 9,900*	*$ 3,000*	*$ 1,500*	*$ 2,100*	*$ 2,500*
Advertising	$ -	*$ 6,000*	*$ 1,500*	*$ 1,500*	*$ 1,500*	*$ 1,500*
Total Direct Expenses	$ -	*$ 1,257,158*	*$ 388,219*	*$ 336,755*	*$ 207,006*	*$ 11,902*
Shared Expenses (allocated by FTE)	*0.00%*	*FTE %*	*32.47%*	*25.88%*	*12.94%*	*0.00%*
Computer Hardware		$ 10,000	$ 3,247	$ 2,588	$ 1,294	
Computer Software		$ 10,000	$ 3,247	$ 2,588	$ 1,294	
Employee Education/Training		$ 5,000	$ 1,624	$ 1,294	$ 647	
Equipment Maintenance		$ 8,000	$ 2,598	$ 2,070	$ 1,035	
Equipment Rental		$ 3,700	$ 1,201	$ 957	$ 479	
Internet Expense		$ 9,300	$ 3,020	$ 2,407	$ 1,203	
IT Licenses/subscriptions		$ 21,113	$ 6,856	$ 5,464	$ 2,732	
IT Service Contract		$ 42,000	$ 13,638	$ 10,869	$ 5,434	
Legal Fees		$ 5,000	$ 1,624	$ 1,294	$ 647	
Materials and Supplies - Facility		$ 500	$ 162	$ 129	$ 65	
Materials and Supplies - Office		$ 10,000	$ 3,247	$ 2,588	$ 1,294	
Misc. Janitorial Services		$ 4,548	$ 1,477	$ 1,177	$ 588	
Postage/Shipping		$ 322	$ 105	$ 83	$ 42	
Printing/copying Expense		$ 1,000	$ 325	$ 259	$ 129	
Property & Liability Insurance		$ 6,798	$ 2,207	$ 1,759	$ 880	
Taxes & Fees		$ 200	$ 65	$ 52	$ 26	
AJCC Facility Costs (Allocated by SF)						
Rent		$ 212,430	$ 45,069	$ 35,917	$ 17,958	$ -
Alarm Monitoring		$ 2,566	$ 286	$ 228	$ 114	$ -
Mat Service		$ 1,494	$ 167	$ 133	$ 66	$ -
City Utilities		$ 14,006	$ 1,539	$ 1,227	$ 613	$ -
Copier, and Toner supplies		$ 9,625	$ 2,304	$ 1,836	$ 918	$ -
Gas & Elect		$ 69,942	$ 2,149	$ 1,713	$ 856	$ -
Facilities Maintanence		$ 8,407	$ 924	$ 736	$ 368	$ -
Janitorial Services		$ 22,090	$ 5,289	$ 4,215	$ 2,107	$ -
Janitorial Supplies		$ 2,213	$ 530	$ 422	$ 211	$ -
Managed Shredding Service		$ 773	$ 185	$ 148	$ 74	$ -
Phone Service		$ 15,818	$ 3,806	$ 3,033	$ 1,516	$ -
Postage Meter Rental		$ 1,484	$ 355	$ 283	$ 142	$ -
Pest Control		$ 1,501	$ 165	$ 132	$ 66	$ -
CAM Fees		$ 30,932	$ 7,453	$ 5,939	$ 2,970	$ -
Creekside Building Insurance		$ 3,070	$ 735	$ 586	$ 293	$ -
Fire Extinguisher		$ 470	$ 52	$ 41	$ 21	$ -
Alarm Response Service		$ 586	$ 140	$ 112	$ 56	$ -
Shared Expenses (Allocated by PY WIOA Enrollments)		$ -				
Dues and Subscriptions		$ 19,365	$ 14,244	$ 1,200	$ 3,921	$ -
OSO Contract		$ 15,000	$ 11,033	$ 930	$ 3,037	$ -
Consulting Services Local Plan		$ 16,000	$ 11,769	$ 992	$ 3,240	$ -
Casas/Workkeys		$ 4,720	$ 3,472	$ 293	$ 956	$ -
CWA-Workcon Conference		$ 3,600	$ 2,648	$ 223	$ 729	$ -
Meeting of the Minds Conference		$ 6,000	$ 4,413	$ 372	$ 1,215	$ -
Total Shared Expenses		*$ 615,574*	*$ 173,085*	*$ 98,263*	*$ 62,111*	$ -
Total Non-Personnel / OTPS Costs		*$ 1,872,732*	*$ 561,303*	*$ 435,018*	*$ 269,116*	*$ 11,902*
Subtotal Budget by Program/Function		*$ 3,703,380*	*$ 1,138,497*	*$ 899,536*	*$ 515,487*	*$ 11,902*
Percentage of Total Expenses		*100.00%*	*30.74%*	*24.29%*	*13.92%*	*0.32%*
Fiscal (WIOA Admin) allocation FTE %		*100.00%*	*35.76%*	*28.78%*	*15.27%*	*0.00%*
Fiscal Allocation		*$ 299,112.66*	*$ 114,617.31*	*$ 86,093.75*	*$ 45,662.35*	$ -
Total Expense Budget by Program		$ 3,703,380.41	$ 1,253,114.68	$ 985,629.41	$ 561,149.03	$ 11,902.00

Expense Category		RRLA Formula	MCDC Pre-Release	MCDC Probation	MCDC Emerg COVID	DEA
Personnel						
Salaries/Wages (Direct and Indirect)		$ 16,010	$ 12,636	$ 8,424	$ 6,318	$ 28,243
Fringe (Direct and Indirect)		$ 4,553	$ 3,593	$ 2,396	$ 1,797	$ 8,032
# of Full Time Equivalents (FTEs)		*0.30*	*0.30*	*0.20*	*0.15*	*0.50*
% of all FTEs		*1.15%*	*1.15%*	*0.77%*	*0.58%*	*1.92%*
Indirect Cost Pool Positions Allocated Based On Direct Time Charged		%	%	%	%	%
WIOA Pgm CP (Allocated)		*0.00%*	*0.00%*	*0.00%*	*0.00%*	*0.00%*
Special Projects CP (Allocated)		*0.00%*	*14.63%*	*9.76%*	*7.32%*	*24.39%*
Program General CP (Allocated)		*2.84%*	*2.84%*	*1.90%*	*1.42%*	*0.00%*
Indirect Allocated Salaries/Wages		$ 8,324	$ 18,334	$ 12,223	$ 9,167	$ 16,683
Indirect Allocated CP Fringe		$ 2,367	$ 5,214	$ 3,476	$ 2,607	$ 4,744
Total Salaries and Wages		$ 24,335	$ 30,970	$ 20,647	$ 15,485	$ 44,926
Total Fringe		$ 6,920	$ 8,807	$ 5,871	$ 4,404	$ 12,776
Total Personnel Costs		$ 31,255	$ 39,777	$ 26,518	$ 19,889	$ 57,701
Total # of Full Time Equivalents (FTEs)	23.00	0.39	0.53	0.36	0.27	0.74
Total % of all FTEs	88.46%	1.49%	2.05%	1.37%	1.03%	2.86%
Non-Personnel / OTPS						
Direct Participant Expenses	$ -	$ -	$ -	$ -	$ -	$ -
ITA	*see WIOA Trng wksht*	$ -	$ -	$ -	$ -	*$ 80,256*
OJT	*see WIOA Trng wksht*	$ -	$ -	$ -	$ -	$ -
TJT	*see WIOA Trng wksht*	$ -	$ -	$ -	$ -	$ -
PWEX	*see WIOA Trng wksht*	$ -	$ -	$ -	$ -	$ -
Supportive Services	*see WIOA Trng wksht*	$ -	$ -	$ -	$ -	$ -
Training-other	$ -	$ -	$ -	$ -	$ -	$ -
Other Direct Expenses	$ -	$ -	$ -	$ -	$ -	$ -
Accounting Software	$ -	$ -	$ -	$ -	$ -	$ -
AT&T Data Plan	$ -	$ -	$ -	$ -	$ -	$ -
Audit/Annual Tax Return Services	$ -	$ -	$ -	$ -	$ -	$ -
Bank Fee	$ -	$ -	$ -	$ -	$ -	$ -
Bottled Water	$ -	$ -	$ -	$ -	$ -	$ -
Computer Hardware/Software - resource room	$ -	$ -	$ -	$ -	$ -	$ -
Dues and Subscriptions - grant direct	$ -	$ -	$ -	$ -	$ -	$ -
General Contract Program Services	$ -	$ -	$ -	$ -	$ -	$ -
HR Professional Services	$ -	$ -	$ -	$ -	$ -	$ -
MAS ESL/Hi-Set Class Summer 2021 Class	$ -	$ -	$ -	$ -	$ -	$ -
Payroll Processing Services	$ -	$ -	$ -	$ -	$ -	$ -
SHRM Conference	$ -	$ -	$ -	$ -	$ -	$ -
Sponsorship - advertising	$ -	$ -	$ -	$ -	$ -	$ -
Rapid Response Conference	$ -	$ -	$ -	$ -	$ -	$ -
Staff Travel	$ -	$ -	$ -	$ -	$ -	$ -
Materials and Supplies	$ -	$ -	$ -	$ -	$ -	$ -
Advertising	$ -	$ -	$ -	$ -	$ -	$ -
Total Direct Expenses	$ -	$ -	$ -	$ -	$ -	*$ 80,256*
Shared Expenses (allocated by FTE)	*0.00%*	*1.49%*	*2.05%*	*1.37%*	*1.03%*	*2.86%*
Computer Hardware		$ 149	$ 205	$ 137	$ 103	$ 286
Computer Software		$ 149	$ 205	$ 137	$ 103	$ 286
Employee Education/Training		$ 74	$ 103	$ 68	$ 51	$ 143
Equipment Maintenance		$ 119	$ 164	$ 109	$ 82	$ 229
Equipment Rental		$ 55	$ 76	$ 51	$ 38	$ 106
Internet Expense		$ 138	$ 191	$ 127	$ 95	$ 266
IT Licenses/subscriptions		$ 314	$ 433	$ 289	$ 216	$ 604
IT Service Contract		$ 625	$ 861	$ 574	$ 431	$ 1,202
Legal Fees		$ 74	$ 103	$ 68	$ 51	$ 143
Materials and Supplies - Facility		$ 7	$ 10	$ 7	$ 5	$ 14
Materials and Supplies - Office		$ 149	$ 205	$ 137	$ 103	$ 286
Misc. Janitorial Services		$ 68	$ 93	$ 62	$ 47	$ 130
Postage/Shipping		$ 5	$ 7	$ 4	$ 3	$ 9
Printing/copying Expense		$ 15	$ 21	$ 14	$ 10	$ 29
Property & Liability Insurance		$ 101	$ 139	$ 93	$ 70	$ 195
Taxes & Fees		$ 3	$ 4	$ 3	$ 2	$ 6
AJCC Facility Costs (Allocated by SF)						
Rent		$ 2,064	$ 2,846	$ 1,897	$ -	$ 3,971
Alarm Monitoring		$ 13	$ 18	$ 12	$ -	$ 25
Mat Service		$ 8	$ 11	$ 7	$ -	$ 15
City Utilities		$ 71	$ 97	$ 65	$ -	$ 136
Copier, and Toner supplies		$ 106	$ 145	$ 97	$ -	$ 203
Gas & Elect		$ 98	$ 136	$ 90	$ -	$ 189
Facilities Maintanence		$ 42	$ 58	$ 39	$ -	$ 81
Janitorial Services		$ 242	$ 334	$ 223	$ -	$ 466
Janitorial Supplies		$ 24	$ 33	$ 22	$ -	$ 47
Managed Shredding Service		$ 8	$ 12	$ 8	$ -	$ 16
Phone Service		$ 174	$ 240	$ 160	$ -	$ 335
Postage Meter Rental		$ 16	$ 22	$ 15	$ -	$ 31
Pest Control		$ 8	$ 10	$ 7	$ -	$ 15
CAM Fees		$ 341	$ 471	$ 314	$ -	$ 657
Creekside Building Insurance		$ 34	$ 46	$ 31	$ -	$ 65
Fire Extinguisher		$ 2	$ 3	$ 2	$ -	$ 5
Alarm Response Service		$ 6	$ 9	$ 6	$ -	$ 12
Shared Expenses (Allocated by PY WIOA Enrollments)						
Dues and Subscriptions		$ -	$ -	$ -	$ -	$ -
OSO Contract		$ -	$ -	$ -	$ -	$ -
Consulting Services Local Plan		$ -	$ -	$ -	$ -	$ -
Casas/Workkeys		$ -	$ -	$ -	$ -	$ -
CWA-Workcon Conference		$ -	$ -	$ -	$ -	$ -
Meeting of the Minds Conference		$ -	$ -	$ -	$ -	$ -
Total Shared Expenses		*$ 5,378*	*$ 7,414*	*$ 4,942*	*$ 1,461*	*$ 10,346*
Total Non-Personnel / OTPS Costs		*$ 5,378*	*$ 7,414*	*$ 4,942*	*$ 1,461*	*$ 90,602*
Subtotal Budget by Program/Function		*$ 36,633*	*$ 47,191*	*$ 31,461*	*$ 21,349*	*$ 148,303*
Percentage of Total Expenses		*0.99%*	*1.27%*	*0.85%*	*0.58%*	*4.00%*
Fiscal (WIOA Admin) allocation FTE %		*1.94%*	*2.46%*	*1.64%*	*1.23%*	*3.58%*
Fiscal Allocation		*$ 5,792.77*	*$ 7,372.34*	*$ 4,914.89*	*$ 3,686.17*	*$ 5,904.82*
Total Expense Budget by Program		$ 42,425.92	$ 54,563.19	$ 36,375.46	$ 25,035.45	$ 154,207.65

Expense Category		ELL	P2E SSEL	COVID NDWG	Stanislaus VEAP	GRID -Pathway Home
Personnel						
Salaries/Wages (Direct and Indirect)		$ 15,600	$ -	$ -	$ 6,318	$ 21,060
Fringe (Direct and Indirect)		$ 4,436	$ -	$ -	$ 1,797	$ 5,989
# of Full Time Equivalents (FTEs)		*0.25*	-	-	*0.15*	*0.50*
% of all FTEs		*0.96%*	*0.00%*	*0.00%*	*0.58%*	*1.92%*
Indirect Cost Pool Positions Allocated Based On Direct Time Charged		%	%	-	%	%
WIOA Pgm CP (Allocated)		*0.00%*	*0.00%*	*0.00%*	*0.00%*	*0.00%*
Special Projects CP (Allocated)		*12.20%*	*0.00%*	*0.00%*	*7.32%*	*24.39%*
Program General CP (Allocated)		*2.37%*	*0.00%*	*0.00%*	*1.42%*	*4.74%*
Indirect Allocated Salaries/Wages		$ 15,278	$ -	$ -	$ 9,167	$ 30,557
Indirect Allocated CP Fringe		$ 4,345	$ -	$ -	$ 2,607	$ 8,690
Total Salaries and Wages		$ 30,878	$ -	$ -	$ 15,485	$ 51,617
Total Fringe		$ 8,781	$ -	$ -	$ 4,404	$ 14,679
Total Personnel Costs		$ 39,660	$ -	$ -	$ 19,889	$ 66,296
Total # of Full Time Equivalents (FTEs)	23.00	0.44	0.00	0.00	0.27	0.89
Total % of all FTEs	88.46%	1.71%	0.00%	0.00%	1.03%	3.42%
Non-Personnel / OTPS						
Direct Participant Expenses	$ -	$ -	$ -	$ -	$ -	$ -
ITA	*see WIOA Trng wksht*	$ *135,013*	$ *5,069*	$ -	$ -	$ -
OJT	*see WIOA Trng wksht*	$ -	$ *6,931*	$ *19,184*	$ -	$ -
TJT	*see WIOA Trng wksht*	$ -	$ -	$ -	$ -	$ -
PWEX	*see WIOA Trng wksht*	$ -	$ -	$ -	$ -	$ -
Supportive Services	*see WIOA Trng wksht*	$ -	$ -	$ -	$ -	$ -
Training-other	$ -	$ -	$ -	$ -	$ -	$ -
Other Direct Expenses	$ -	$ -	$ -	$ -	$ -	$ -
Accounting Software	$ -	$ -	$ -	$ -	$ -	$ -
AT&T Data Plan	$ -	$ -	$ -	$ -	$ -	$ -
Audit/Annual Tax Return Services	$ -	$ -	$ -	$ -	$ -	$ -
Bank Fee	$ -	$ -	$ -	$ -	$ -	$ -
Bottled Water	$ -	$ -	$ -	$ -	$ -	$ -
Computer Hardware/Software - resource room	$ -	$ -	$ -	$ -	$ -	$ -
Dues and Subscriptions - grant direct	$ -	$ -	$ -	$ -	$ -	$ -
General Contract Program Services	$ -	$ -	$ -	$ -	$ -	$ -
HR Professional Services	$ -	$ -	$ -	$ -	$ -	$ -
MAS ESL/Hi-Set Class Summer 2021 Class	$ -	$ *7,000*	$ -	$ -	$ -	$ -
Payroll Processing Services	$ -	$ -	$ -	$ -	$ -	$ -
SHRM Conference	$ -	$ -	$ -	$ -	$ -	$ -
Sponsorship - advertising	$ -	$ -	$ -	$ -	$ -	$ -
Rapid Response Conference	$ -	$ -	$ -	$ -	$ -	$ -
Staff Travel	$ -	$ -	$ -	$ -	$ *350*	$ -
Materials and Supplies	$ -	$ -	$ -	$ -	$ -	$ -
Advertising	$ -	$ -	$ -	$ -	$ -	$ -
Total Direct Expenses	$ -	$ *142,013*	$ *12,000*	$ *19,184*	$ *350*	$ -
Shared Expenses (allocated by FTE)	*0.00%*	*1.71%*	*0.00%*	*0.00%*	*1.03%*	*3.42%*
Computer Hardware		$ 171		$ -	$ 103	$ 342
Computer Software		$ 171		$ -	$ 103	$ 342
Employee Education/Training		$ 85		$ -	$ 51	$ 171
Equipment Maintenance		$ 137		$ -	$ 82	$ 273
Equipment Rental		$ 63		$ -	$ 38	$ 126
Internet Expense		$ 159		$ -	$ 95	$ 318
IT Licenses/subscriptions		$ 361		$ -	$ 216	$ 721
IT Service Contract		$ 718		$ -	$ 431	$ 1,435
Legal Fees		$ 85		$ -	$ 51	$ 171
Materials and Supplies - Facility		$ 9		$ -	$ 5	$ 17
Materials and Supplies - Office		$ 171		$ -	$ 103	$ 342
Misc. Janitorial Services		$ 78		$ -	$ 47	$ 155
Postage/Shipping		$ 6		$ -	$ 3	$ 11
Printing/copying Expense		$ 17		$ -	$ 10	$ 34
Property & Liability Insurance		$ 116		$ -	$ 70	$ 232
Taxes & Fees		$ 3		$ -	$ 2	$ 7
AJCC Facility Costs (Allocated by SF)						
Rent		$ 2,371	$ -	$ -	$ 1,423	$ 4,743
Alarm Monitoring		$ 15	$ -	$ -	$ 9	$ 30
Mat Service		$ 9	$ -	$ -	$ 5	$ 18
City Utilities		$ 81	$ -	$ -	$ 49	$ 162
Copier, and Toner supplies		$ 121	$ -	$ -	$ 73	$ 242
Gas & Elect		$ 113	$ -	$ -	$ 68	$ 226
Facilities Maintanence		$ 49	$ -	$ -	$ 29	$ 97
Janitorial Services		$ 278	$ -	$ -	$ 167	$ 557
Janitorial Supplies		$ 28	$ -	$ -	$ 17	$ 56
Managed Shredding Service		$ 10	$ -	$ -	$ 6	$ 19
Phone Service		$ 200	$ -	$ -	$ 120	$ 400
Postage Meter Rental		$ 19	$ -	$ -	$ 11	$ 37
Pest Control		$ 9	$ -	$ -	$ 5	$ 17
CAM Fees		$ 392	$ -	$ -	$ 235	$ 784
Creekside Building Insurance		$ 39	$ -	$ -	$ 23	$ 77
Fire Extinguisher		$ 3	$ -	$ -	$ 2	$ 5
Alarm Response Service		$ 7	$ -	$ -	$ 4	$ 15
Shared Expenses (Allocated by PY WIOA Enrollments)						
Dues and Subscriptions		$ -	$ -	$ -	$ -	$ -
OSO Contract		$ -	$ -	$ -	$ -	$ -
Consulting Services Local Plan		$ -	$ -	$ -	$ -	$ -
Casas/Workkeys		$ -	$ -	$ -	$ -	$ -
CWA-Workcon Conference		$ -	$ -	$ -	$ -	$ -
Meeting of the Minds Conference		$ -	$ -	$ -	$ -	$ -
Total Shared Expenses		$ *6,178*	$ -	$ -	$ *3,707*	$ *12,356*
Total Non-Personnel / OTPS Costs		$ *148,191*	$ *12,000*	$ *19,184*	$ *4,057*	$ *12,356*
Subtotal Budget by Program/Function		$ *187,850*	$ *12,000*	$ *19,184*	$ *23,945*	$ *78,651*
Percentage of Total Expenses		*5.07%*	*0.32%*	*0.52%*	*0.65%*	*2.12%*
Fiscal (WIOA Admin) allocation FTE %		*2.46%*	*0.00%*	*0.00%*	*1.23%*	*4.11%*
Fiscal Allocation		$ *4,500.00*	$ -	$ -	$ *3,686.17*	$ *12,287.23*
Total Expense Budget by Program		$ 192,350.50	$ 11,999.97	$ 19,183.97	$ 27,631.59	$ 90,938.65

Expense Category		Wildfires DR Temp Jobs	WF Foundation	Assessment Services	AJCC Facility	Corporate Unrestricted
Personnel						
Salaries/Wages (Direct and Indirect)		$ -	$ -	$ -	$ 19,302	$ -
Fringe (Direct and Indirect)		$ -	$ -	$ -	$ 5,489	$ -
# of Full Time Equivalents (FTEs)		-	-	-	*0.58*	-
% of all FTEs		*0.00%*	*0.00%*	*0.00%*	*2.23%*	*0.00%*
Indirect Cost Pool Positions Allocated Based On Direct Time Charged		%	%	%	-	-
WIOA Pgm CP (Allocated)		*0.00%*	*0.00%*	*0.00%*	*0.00%*	*0.00%*
Special Projects CP (Allocated)		*0.00%*	*0.00%*	*0.00%*	*0.00%*	*0.00%*
Program General CP (Allocated)		*0.00%*	*0.00%*	*0.00%*	*0.00%*	*0.00%*
Indirect Allocated Salaries/Wages		$ -	$ -	$ -	$ -	$ -
Indirect Allocated CP Fringe		$ -	$ -	$ -	$ -	$ -
Total Salaries and Wages		$ -	$ -	$ -	$ 19,302	$ -
Total Fringe		$ -	$ -	$ -	$ 5,489	$ -
Total Personnel Costs		$ -	$ -	$ -	$ 24,792	$ -
Total # of Full Time Equivalents (FTEs)	23.00	0.00	0.00	0.00	0.58	0.00
Total % of all FTEs	88.46%	0.00%	0.00%	0.00%	2.23%	0.00%
Non-Personnel / OTPS						
Direct Participant Expenses	$ -	$ -	$ -	$ -	$ -	$ -
ITA	*see WIOA Trng wksht*	$ -	$ -	$ -	$ -	$ -
OJT	*see WIOA Trng wksht*	$ -	$ -	$ -	$ -	$ -
TJT	*see WIOA Trng wksht*	$ -	$ -	$ -	$ -	$ -
PWEX	*see WIOA Trng wksht*	$ -	$ -	$ -	$ -	$ -
Supportive Services	*see WIOA Trng wksht*	$ -	$ 10,203	$ -	$ -	$ -
Training-other	$ -	$ -	$ -	$ -	$ -	$ -
Other Direct Expenses	$ -	$ -	$ -	$ -	$ -	$ -
Accounting Software	$ -	$ -	$ -	$ -	$ -	$ -
AT&T Data Plan	$ -	$ -	$ -	$ -	$ -	$ -
Audit/Annual Tax Return Services	$ -	$ -	$ -	$ -	$ -	$ -
Bank Fee	$ -	$ -	$ -	$ -	$ -	$ 50
Bottled Water	$ -	$ -	$ -	$ -	$ -	$ 1,300
Computer Hardware/Software - resource room	$ -	$ -	$ -	$ -	$ -	$ -
Dues and Subscriptions - grant direct	$ -	$ -	$ -	$ -	$ -	$ 520
General Contract Program Services	$ -	$ -	$ -	$ -	$ -	$ -
HR Professional Services	$ -	$ -	$ -	$ -	$ -	$ -
MAS ESL/Hi-Set Class Summer 2021 Class	$ -	$ -	$ -	$ -	$ -	$ -
Payroll Processing Services	$ -	$ -	$ -	$ -	$ -	$ -
SHRM Conference	$ -	$ -	$ -	$ -	$ -	$ 4,500
Sponsorship - advertising	$ -	$ -	$ -	$ -	$ -	$ 1,500
Rapid Response Conference	$ -	$ -	$ -	$ -	$ -	$ -
Staff Travel	$ -	$ -	$ -	$ -	$ -	$ -
Materials and Supplies	$ -	$ -	$ -	$ 800	$ -	$ -
Advertising	$ -	$ -	$ -	$ -	$ -	$ -
Total Direct Expenses	$ -	$ -	$ 10,203	$ 800	$ -	$ 7,870
Shared Expenses (allocated by FTE)	*0.00%*	*0.00%*	*0.00%*	*0.00%*	*2.23%*	*0.00%*
Computer Hardware					$ 223	
Computer Software					$ 223	
Employee Education/Training					$ 112	
Equipment Maintenance					$ 178	
Equipment Rental					$ 83	
Internet Expense					$ 207	
IT Licenses/subscriptions					$ 471	
IT Service Contract					$ 937	
Legal Fees					$ 112	
Materials and Supplies - Facility					$ 11	
Materials and Supplies - Office					$ 223	
Misc. Janitorial Services					$ 101	
Postage/Shipping					$ 7	
Printing/copying Expense					$ 22	
Property & Liability Insurance					$ 152	
Taxes & Fees					$ 4	
AJCC Facility Costs (Allocated by SF)						
Rent		$ -	$ -	$ -	$ 78,156	$ -
Alarm Monitoring		$ -	$ -	$ -	$ 1,713	$ -
Mat Service		$ -	$ -	$ -	$ 998	$ -
City Utilities		$ -	$ -	$ -	$ 9,419	$ -
Copier, and Toner supplies		$ -	$ -	$ -	$ 2,760	$ -
Gas & Elect		$ -	$ -	$ -	$ 63,538	$ -
Facilities Maintanence		$ -	$ -	$ -	$ 5,654	$ -
Janitorial Services		$ -	$ -	$ -	$ 6,334	$ -
Janitorial Supplies		$ -	$ -	$ -	$ 634	$ -
Managed Shredding Service		$ -	$ -	$ -	$ 222	$ -
Phone Service		$ -	$ -	$ -	$ 4,480	$ -
Postage Meter Rental		$ -	$ -	$ -	$ 426	$ -
Pest Control		$ -	$ -	$ -	$ 1,010	$ -
CAM Fees		$ -	$ -	$ -	$ 8,727	$ -
Creekside Building Insurance		$ -	$ -	$ -	$ 880	$ -
Fire Extinguisher		$ -	$ -	$ -	$ 316	$ -
Alarm Response Service		$ -	$ -	$ -	$ 168	$ -
Shared Expenses (Allocated by PY WIOA Enrollments)						
Dues and Subscriptions		$ -	$ -	$ -	$ -	$ -
OSO Contract		$ -	$ -	$ -	$ -	$ -
Consulting Services Local Plan		$ -	$ -	$ -	$ -	$ -
Casas/Workkeys		$ -	$ -	$ -	$ -	$ -
CWA-Workcon Conference		$ -	$ -	$ -	$ -	$ -
Meeting of the Minds Conference		$ -	$ -	$ -	$ -	$ -
Total Shared Expenses		$ -	$ -	$ -	$ 188,614	$ -
Total Non-Personnel / OTPS Costs		$ -	$ 10,203	$ 800	$ 188,614	$ 7,870
Subtotal Budget by Program/Function		$ -	$ 10,203	$ 800	$ 213,405	$ 7,870
Percentage of Total Expenses		*0.00%*	*0.28%*	*0.02%*	*5.76%*	*0.21%*
Fiscal (WIOA Admin) allocation FTE %		*0.00%*	*0.00%*	*0.00%*	*1.54%*	*0.00%*
Fiscal Allocation		$ -	$ -	$ -	$ 4,594.87	$ -
Total Expense Budget by Program		$ -	$ 10,203.00	$ 800.00	$ 217,999.95	$ 7,870.00

Expense Category		Fiscal Indirect	WIOA Pgm CP (Allocated)	Special Projects CP (Allocated)	Program General CP (Allocated)	Total
Personnel						
Salaries/Wages (Direct and Indirect)		$ 168,791	$ 376,376	$ 68,400	$ 292,741	$ 1,425,322
Fringe (Direct and Indirect)		$ 48,000	$ 107,032	$ 19,451	$ 83,248	$ 405,327
# of Full Time Equivalents (FTEs)		*3.00*	*7.82*	*1.00*	*3.05*	*26.00*
% of all FTEs		*11.54%*	*30.08%*	*3.85%*	*11.73%*	*100.00%*
Indirect Cost Pool Positions Allocated Based On Direct Time Charged		-	-	-	-	-
WIOA Pgm CP (Allocated)		*0.00%*	*0.00%*	*0.00%*	*0.00%*	*100.00%*
Special Projects CP (Allocated)		*0.00%*	*0.00%*	*0.00%*	*0.00%*	*100.00%*
Program General CP (Allocated)		*0.00%*	*0.00%*	*0.00%*	*0.00%*	*100.00%*
Indirect Allocated Salaries/Wages		$ -	$ -	$ -	$ -	100%
Indirect Allocated CP Fringe		$ -	$ -	$ -	$ -	100%
Total Salaries and Wages		$ 168,791	$ -	$ -	$ -	$ 1,425,322
Total Fringe		$ 48,000	$ -	$ -	$ -	$ 405,327
Total Personnel Costs		$ 216,791	$ -	$ -	$ -	$ 1,830,648
Total # of Full Time Equivalents (FTEs)	23.00	3.00	0.00	0.00	0.00	26.00
Total % of all FTEs	88.46%	11.54%	0.00%	0.00%	0.00%	100.00%

Non-Personnel / OTPS						
Direct Participant Expenses	$ -	$ -	$ -	$ -	$ -	*0%*
ITA	*see WIOA Trng wksht*	$ -	$ -	$ -	$ -	*100%*
OJT	*see WIOA Trng wksht*	$ -	$ -	$ -	$ -	*100%*
TJT	*see WIOA Trng wksht*	$ -	$ -	$ -	$ -	*100%*
PWEX	*see WIOA Trng wksht*	$ -	$ -	$ -	$ -	*100%*
Supportive Services	*see WIOA Trng wksht*	$ -	$ -	$ -	$ -	*100%*
Training-other	$ -	$ -	$ -	$ -	$ -	*0%*
Other Direct Expenses	$ -	$ -	$ -	$ -	$ -	*0%*
Accounting Software	$ -	$ *6,100*	$ -	$ -	$ -	*100%*
AT&T Data Plan	$ -	$ -	$ -	$ -	$ -	*100%*
Audit/Annual Tax Return Services	$ -	$ *27,000*	$ -	$ -	$ -	*100%*
Bank Fee	$ -	$ -	$ -	$ -	$ -	*100%*
Bottled Water	$ -	$ -	$ -	$ -	$ -	*100%*
Computer Hardware/Software - resource room	$ -	$ -	$ -	$ -	$ -	*100%*
Dues and Subscriptions - grant direct	$ -	$ -	$ -	$ -	$ -	*100%*
General Contract Program Services	$ -	$ -	$ -	$ -	$ -	*100%*
HR Professional Services	$ -	$ *2,500*	$ -	$ -	$ -	*100%*
MAS ESL/Hi-Set Class Summer 2021 Class	$ -	$ -	$ -	$ -	$ -	*100%*
Payroll Processing Services	$ -	$ *5,000*	$ -	$ -	$ -	*100%*
SHRM Conference	$ -	$ -	$ -	$ -	$ -	*100%*
Sponsorship - advertising	$ -	$ -	$ -	$ -	$ -	*100%*
Rapid Response Conference	$ -	$ -	$ -	$ -	$ -	*100%*
Staff Travel	$ -	$ -	$ -	$ -	$ -	*100%*
Materials and Supplies	$ -	$ -	$ -	$ -	$ -	*100%*
Advertising	$ -	$ -	$ -	$ -	$ -	*100%*
Total Direct Expenses	$ -	$ *40,600*	$ -	$ -	$ -	*100%*
Shared Expenses (allocated by FTE)	*0.00%*	*11.54%*	*0.00%*	*0.00%*	*0.00%*	*100.00%*
Computer Hardware		$ 1,154	$ -	$ -	$ -	100%
Computer Software		$ 1,154	$ -	$ -	$ -	100%
Employee Education/Training		$ 577	$ -	$ -	$ -	100%
Equipment Maintenance		$ 923	$ -	$ -	$ -	100%
Equipment Rental		$ 427	$ -	$ -	$ -	100%
Internet Expense		$ 1,073	$ -	$ -	$ -	100%
IT Licenses/subscriptions		$ 2,436	$ -	$ -	$ -	100%
IT Service Contract		$ 4,846	$ -	$ -	$ -	100%
Legal Fees		$ 577	$ -	$ -	$ -	100%
Materials and Supplies - Facility		$ 58	$ -	$ -	$ -	100%
Materials and Supplies - Office		$ 1,154	$ -	$ -	$ -	100%
Misc. Janitorial Services		$ 525	$ -	$ -	$ -	100%
Postage/Shipping		$ 37	$ -	$ -	$ -	100%
Printing/copying Expense		$ 115	$ -	$ -	$ -	100%
Property & Liability Insurance		$ 784	$ -	$ -	$ -	100%
Taxes & Fees		$ 23	$ -	$ -	$ -	100%
AJCC Facility Costs (Allocated by SF)						
Rent		$ 16,015	$ -	$ -	$ -	100%
Alarm Monitoring		$ 102	$ -	$ -	$ -	100%
Mat Service		$ 59	$ -	$ -	$ -	100%
City Utilities		$ 547	$ -	$ -	$ -	100%
Copier, and Toner supplies		$ 819	$ -	$ -	$ -	100%
Gas & Elect		$ 764	$ -	$ -	$ -	100%
Facilities Maintanence		$ 328	$ -	$ -	$ -	100%
Janitorial Services		$ 1,879	$ -	$ -	$ -	100%
Janitorial Supplies		$ 188	$ -	$ -	$ -	100%
Managed Shredding Service		$ 66	$ -	$ -	$ -	100%
Phone Service		$ 1,352	$ -	$ -	$ -	100%
Postage Meter Rental		$ 126	$ -	$ -	$ -	100%
Pest Control		$ 59	$ -	$ -	$ -	100%
CAM Fees		$ 2,648	$ -	$ -	$ -	100%
Creekside Building Insurance		$ 261	$ -	$ -	$ -	100%
Fire Extinguisher		$ 18	$ -	$ -	$ -	100%
Alarm Response Service		$ 50	$ -	$ -	$ -	100%
Shared Expenses (Allocated by PY WIOA Enrollments)						
Dues and Subscriptions		$ -	$ -	$ -	$ -	$ 19,365
OSO Contract		$ -	$ -	$ -	$ -	$ 15,000
Consulting Services Local Plan		$ -	$ -	$ -	$ -	$ 16,000
Casas/Workkeys		$ -	$ -	$ -	$ -	$ 4,720
CWA-Workcon Conference		$ -	$ -	$ -	$ -	$ 3,600
Meeting of the Minds Conference		$ -	$ -	$ -	$ -	$ 6,000
Total Shared Expenses		*$ 41,722*	$ -	$ -	$ -	*100%*
Total Non-Personnel / OTPS Costs		*$ 82,322*	$ -	$ -	$ -	*100%*
Subtotal Budget by Program/Function		*$ 299,113*	$ -	$ -	$ -	*$ 3,703,380*
Percentage of Total Expenses		*8.08%*	*0.00%*	*0.00%*	*0.00%*	*100.00%*
Fiscal (WIOA Admin) allocation FTE %		*0.00%*	*0.00%*	*0.00%*	*0.00%*	*0.00%*
Fiscal Allocation		*$ -*	*$ -*	*$ -*	*$ -*	*$ -*
Total Expense Budget by Program		$ -	$ -	$ -	$ -	$ -

WIOA Formula Training Budget			
ITA	$ 261,978	$ 89,603	$ 96,866
OJT	$ 20,661	$ 69,362	$ 29,553
TJT	$ 25,384	$ -	$ -
PWEX	$ -	$ -	$ 181,325
Supportive Services	$ 34,802	$ 37,081	$ 15,278
Total for Budget	**$ 342,824**	**$ 196,047**	**$ 323,021**
AB1149 Training Requiement for Adult and DW ONLY			
	Adult	DW	Youth Training
Allocations	$ 769,203.00	$ 578,018.00	$ 773,210
30% Requirement	$ 230,760.90	$ 173,405.40	n/a
20% Direct	$ 153,840.60	$ 115,603.60	n/a
10% Leverage	$ 76,920.30	$ 57,801.80	n/a
Carryin from 2020			
Calc amount for AB1149 YOA 2021	**$ 230,761**	**$ 173,405**	**$ 231,963**
ITA	$ 161,533	$ 69,362	$ 69,589
OJT	$ 18,461	$ 69,362	$ 25,000
TJT	$ 25,384		
PWEX	$ -		$ 150,776
Supportive Services	$ 25,384	$ 34,681	$ 11,598
Carry in Obligations			
ITA	$ 52,445	$ 20,241	$ 27,277
OJT	$ 2,200		$ 4,553
TJT			
PWEX			$ 30,549
Supportive Services	$ 9,418	$ 2,400	$ 3,680
AB1149 YOA 2020 still needed			
Training	$ 48,000		

WIOA PY WIOA Enrollment % used for budget purposes		
Year 2020-2021 WIOA Enrollments - based on individuals participated		
	Enrolled	**%**
Adult	178	73.55%
DW	15	6.20%
Youth	49	20.25%
Total	**242**	**100.00%**
Per CalJobs Enrollment Report		

Comprehensive AJCC Certification Matrix
Baseline Criteria

The Baseline America's Job Center of California[SM] (AJCC) Certification is intended to ensure that every comprehensive AJCC is in compliance with key *Workforce Innovation and Opportunity Act* (WIOA) statutory and regulatory requirements.

Local Boards must submit a completed matrix to their Regional Advisor for each comprehensive AJCC by April 30, 2021.

Name of Local Board ~~Workforce Development Board of Madera County~~

Name of AJCC ~~Madera Workforce Assistance Center~~

Baseline Criteria	Yes	No
Implements the signed Memorandums of Understanding (MOU)		
A Memorandum of Understanding (meeting the requirements in Workforce Services Directive WSD18-12) has been signed by all the required AJCC partners.	☒	☐
The signed MOU identifies the AJCC as a comprehensive.	☒	☐
The AJCC is implementing the MOU specifications applicable to comprehensive centers.	☒	☐
Implements the Local Board defined roles and responsibilities of the AJCC Operator and Career Services Provider		
AJCC Operator selected in compliance with WSD19-13.	☒	☐
Roles and responsibilities of AJCC Operator are clearly identified.	☒	☐
Career Services Provider selected in compliance with WSD19-13.	☒	☐
Roles and responsibilities of the Career Services Provider within the AJCC are clearly identified.	☒	☐
Meets all regulatory requirements to be a comprehensive AJCC (WIOA Joint Final Rule Section 678.305)		

Baseline Criteria	Yes	No
AJCC has least one Title I staff person physically present.	☒	☐
AJCC provides access to all basic and individualized career services identified in WIOA Joint Final Rule Section 678.430.	☒	☐
AJCC provides access to training services for adult and dislocated workers identified in WIOA Joint Final Rule Section 680.200.	☒	☐
AJCC provides access to any employment and training activities carried out under WIOA Section 134(d).	☒	☐
AJCC provides access to programs, services, and activities of all required AJCC partners by having partner staff physically co-located at the AJCC, having a staff person at the AJCC who has been cross-trained to provide information about partner programs, or having direct linkage through technology to staff who can provide meaningful information or services.	☒	☐
AJCC provides workforce and labor market information.	☒	☐
AJCC provides customers with access programs, services, and activities during regular business hours.	☒	☐
Ensures Equal Opportunity for Individuals With Disabilities		
The AJCC is physically and programmatically accessible to individuals with disabilities, as described in WIOA Section 188 and Title 29 *Code of Federal Regulations* Part 38. The *Americans with Disabilities Act* (ADA) Title V provides that state requirements may supersede the ADA when state requirements provide greater or equal protection for the rights of individuals with disabilities. Therefore, the AJCC must also be in compliance with following California guidance related to equal access for individuals with disabilities: • *Fair Employment and Housing Act* (California Government Code Section 12900-12996) • *Unruh Civil Rights Act* (California Civil Code Section 51-52) • *Disabled Persons Act* (California Civil Code Section 54-55) • *California Building Code* Title 24 Chapter 11B • *California Government Code* 7405 • *California Government Code* 11135 Such requirements include, but are limited to, the following: • Providing reasonable accommodations for individuals with disabilities	☒	☐

Baseline Criteria	Yes	No
• Making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities • Administering programs in the most integrated setting appropriate • Communicating with persons with disabilities as effectively as with others • Providing appropriate auxiliary aids and services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, the program or activity • Providing for the physical accessibility of the AJCC to individuals with disabilities		
Was WIOA Section 188 compliance monitoring completed for PY 2019-20?	☒	☐
Did the AJCCs have any findings when WIOA Section 188 compliance monitoring was completed?	☐	☒
If yes, briefly describe the findings: Click here to enter text.		
Was a corrective action plan submitted?	☐	☒
Is the status of the findings open or closed?: Click here to enter text. If closed, as of what date: Click here to enter text.		
The AJCC meets all Baseline Criteria for Baseline AJCC Certification	☒	☐

The Local Board Chair must attest the Local Board's certification decision by signing below.

Signature

Brett Frazier

Name

Board Chair

Title

AJCC Certification Indicator Assessment

The America's Job Center of California[SM] (AJCC) Certification Indicator Assessment is intended to encourage continuous improvement by identifying areas where an AJCC is exceeding quality expectations, as well as areas where improvement is needed. The Certification Indicators were developed in alignment with Training and Employment Guidance Letter 4-15, California's Unified Strategic Workforce Development Plan (State Plan), and the AJCC Certification Workgroup's vision for California's One-Stop delivery system.

The matrix below describes each Certification Indicator using both characteristics of a high-quality AJCC and the overall vision and strategies of the State Plan. Additionally, the Certification Indicators are provided as guidance for the evaluator to use in order to note the assessment of the AJCC's strengths and continuous improvement opportunities.

The Local Board may establish additional criteria or set higher standards for continuous improvement than those suggested by the state criteria below.

Local Boards must submit a completed AJCC Certification Indicator Assessment to their Regional Advisor for each comprehensive and/or affiliate/specialized AJCC by November 1, 2021.

Name of Local Board Workforce Development Board of Madera County

Name of AJCC Workforce Assistance Center

AJCC Certification Indicator #1: The AJCC ensures universal access, with an emphasis on individuals with barriers to employment.

US DOL Characteristics of a High Quality AJCC	California State Plan Vision and Strategies
a. Reflect a welcoming environment to all customer groups who are served by the AJCC. All AJCC staff are courteous, polite, responsive, and helpful to job seekers, businesses, and others who visit the AJCC. Staff are sensitive to the unique needs of individuals with disabilities and are prepared to provide necessary accommodations. b. Ensure meaningful access to all customers. AJCCs must be physically and programmatically accessible to all customers, including individuals with disabilities. In so doing, AJCCs use principles of universal design and human-centered design, such as flexibility in space usage, the use of pictorial, written, verbal and tactile modes to present information for customers with disabilities or Limited English Proficiency; providing clear lines of sight to information for seated or standing users; providing necessary accommodations; and providing adequate space for the use of assistive devices or personal assistants. AJCCs use assistive technology and flexible business hours to meet the range of customer needs. c. Include both virtual and center-based service delivery for job seekers, workers, and employers. Both methods of delivery support the talent needs of the regional economy, although each may better serve different customers with different levels of service needs at any given time. The system can expand its reach by delivering robust virtual services; and increasing the accessibility of those services through community partners, such as libraries, community and faith-based organizations, and other partners.	a. Enabling upward mobility for all Californians including populations with barriers to employment. Workforce and education programs need to be accessible for all Californians and ensure that everyone has access to a marketable set of skills and is able to access the level of education necessary to ensure economic self-sufficiency and security.

AJCC Certification Indicators

- All AJCC staff honor and accommodate diversity and are comfortable and adept in working with all types of individuals, including those with disabilities, cultural differences, and all individuals with barriers to employment.
- The local Equal Opportunity Officer periodically reviews the AJCC's policies, procedures, and facility for accessibility and equal opportunity and then provides recommendations and staff training, where needed.
- The AJCC has a Limited English Proficiency Plan to provide meaningful access for individuals that do not speak English as their primary language and who have limited ability to read, speak, write, or understand English.
- The AJCC uses the principles of universal and customer-centered design to ensure inclusive space and materials are available to individuals regardless of their range of abilities, mobility, age, language, learning style, intelligence, or educational level.
- The AJCC implements the veteran's preference and priority of service requirements.
- The AJCC provides services outside of regular business hours where there is a workforce need as defined by the Local Board.
- The AJCC delivers both AJCC-based and virtual services.
- The AJCC ensures that individuals with disabilities are able to access virtual services in a manner that is comparable to the access available to others.

AJCC Certification Indicator #1: The AJCC ensures universal access, with an emphasis on individuals with barriers to employment.

Assessment of the AJCC's Strengths and Continuous Improvement Opportunities:

There is one comprehensive AJCC within Madera County's local workforce area: the Workforce Assistance Center in Madera. Signage at the entrance to the Center informs customers about the organizations that provide services at the facility (including state and local agencies) and also identifies the Center as "a proud partner of America's Job Center of California." The AJCC logo is visible at the entrance and in the reception area. The AJCC meets state branding requirements.

Strengths:

1. The Center's reception area and resource room are open and inviting. Because the Center was designed with customers in mind, services are easy to access . The Center's physical lay-out and staffing structure (both at the reception point and within the resource room) support a customer flow that quickly leads to delivery of services. Following initial assessment, a Career Specialist guides customers to services that address their needs. Career Specialists serve customers based on their needs. The Specialist of the Day provides one-on-one orientations and custom referrals.

2. The Resource Room area is neat and well organized. Staff is available to support customers in accessing resources and utilizing equipment, which includes 20 computer workstations with large monitors. One workstation is thoroughly outfitted with accessibility features and assistive technology for customers with disabilities.

3. The Center's leadership sets very high standards for customer service. Ensuring that customers have a positive experience is a top priority. Overall, staff excels at working with all types of customers and has experience working with vulnerable populations. The AJCC has operated programs serving individuals with barriers to employment, such as Disability Employment Initiative (DEI), Disability Employment Accelerator (DEA) and English Language Learner (ELL) grants. AJCC staff have received special funding to provide technical assistance and guidance to other local workforce areas that also received DEI funds. Target populations for the local workforce system include persons with disabilities, mature workers, disconnected youth, justice-involved individuals, and English language learners.

4. Partner staff co-located at the Center are generally customer-focused and a productive relationship exists between the staff and co-located partners. Center staff collaborates with partners to ensure customers receive the right mix of services and supports to assist them in pursuing their employment and/or educational goals.

5. The high standard of service set by the leadership has been evident throughout the pandemic. While co-located partners completely vacated the AJCC, implementing work

from home strategies for their staff, the Madera County Workforce Investment Corporation (MCWIC) staff remained and continued to offer both in-person and virtual services to the public. They updated their Injury Illness Prevention Program, which incorporated new sanitization standards, employee health and safety protocols, and wellness screenings for staff and customers to comply with public health guidelines. These standards ensured the staff were continuously provided a safe work environment and customers were able to access the essential help they needed from the Center, without undue concern for their health and safety.

6. State representatives monitor the Center for equal opportunity (EO) compliance on an annual basis. Training on topics related to EO is a part of new employee orientation for Title I staff and partners report that similar training is also part of their internal training protocols. Additional training is provided to Center staff as changes occur within state law or policy.

7. The Workforce Development Board of Madera County (WDB) has published a Limited English Proficiency (LEP) Plan for the Center. The Plan requires that an annual assessment of languages spoken by customers will be completed; critical documents will be translated; interpreter services will be made available as needed; staff assistance will be provided to help LEP individuals understand the services that are available through the Center and the local workforce system partnership; and Center leadership will monitor services provided to LEP customers.

8. A customer-centered approach has been used in the design and layout of the facility and in the development of service strategies and continues to be utilized to improve service delivery. Examples of this approach include open lines of vision within the reception area for customers who are standing and those using wheelchairs. Similarly, there are varied counter heights in the reception and Resource Room area. Braille text in signage, large print materials, translation of documents into Spanish, and provision of computer literacy training for mature customers all speak to the Center's development and implementation of services and strategies that reflect customer needs and preferences. This continuous improvement strategy was used during the pandemic to ensure the availability of virtual services, while the AJCC continued to offer in-person services for those with technology barriers. Workgroups were established to evaluate and strengthen the client referral process, which resulted in the development of a Center Referral Form, in order to ensure that customers receive a quality referral, have access to services they needed, and communication is shared back to the referring agency.

9. The Center meets all federal requirements with regard to veterans' preference and priority of service. A policy and procedure "Priority of Service for Veterans and Eligible Spouses" is current, and staff are trained on its contents.

10. The Center provides the full range of career services Monday through Friday from 8:00 am until 5:00 pm. Prior to the pandemic, the Center remained opened three nights per week (Tuesday, Wednesday and Thursday), until 9:00 pm, when it was used by the Adult School

to offer various courses and for other services such as free income tax assistance. With the onset of the pandemic, these services were not available after hours. The Adult School had its staff working from home and all instruction was provided through online learning sessions. Center staff also provides other services outside of traditional work hours, such as rapid response, supporting businesses' hiring events, and participating in community resource fairs.

11. A number of virtual services are available through the local workforce system in Madera County. The partnership has assessed and expanded the availability of web-based services and information by providing new links on website and social media platforms. These online resources connect to community-based organizations that provide essential and emergency family wellness and health programs. This work became more important as customers were apprehensive about exposure to COVID-19. For those experiencing difficulty accessing web-based information, printed materials, such as the Community Resource Guide and informational flyers/bulletins, continue to be available.

12. In addition to the extensive use of EDD's CalJOBS system, which offers virtual services through web-based and mobile applications, the Center and various partners have added or enhanced the use of online meeting platforms and social media communications. The use of these platforms increased during the pandemic. For example, as businesses shifted to conducting online interviews, Center staff developed and offered workshops on the use of Zoom, including fundamental uses of lighting, microphone and the chat feature. The adult school transitioned to distance learning and provided students with needed computer equipment.

13. The content of the Center's website has been tested for accessibility by Full Capacity Marketing, which consulted on the development of the site. Partners, consistent with the Hallmarks of Excellence Continuous Improvement Plan, were asked to ensure their online services met accessibility requirements. To improve connectivity between partner agencies, websites were connected through resources/partner pages, providing electronic links for ease of access by customers that entered the workforce system through any of the Center partners' websites.

14. Assessment for compliance with ADA and accessibility standards were also asked to be clearly stated on partner websites. All of this work was done prior to the pandemic due to the partners' commitment to implement the Hallmarks of Excellence continuous improvement recommendations. As offices closed due to the pandemic, the partnership was already positioned to transition to online services.

15. The use of the Center's social media has also been significantly enhanced during the pandemic. As traditional forms of communication and outreach were no longer available, the staff pivoted to ensure these platforms were regularly updated to reflect the partnership's services and programs that were offered, as well as sharing information related to special COVID-19 funding and grant programs that were available to those who were impacted by COVID-19 and met the programs' eligibility requirements.

Opportunities for Improvement

1. To increase access for wheelchair users and others with disabilities, AJCC leadership should examine the feasibility of installing automatic door opening devices at the entrance to the Center.

2. Given increased availability and use of virtual services, AJCC and workforce system leadership should survey customers more intensively and frequently regarding their satisfaction with these services and seek their recommendations for improvement.

3. When EDD staff returns to the Center to provide in-person services, AJCC leadership should request that a Veterans Representative be scheduled on-site on a regular basis and/or be available via other means.

AJCC Certification Indicator #2: The AJCC actively supports the One-Stop system through effective partnerships.

US DOL Characteristics of a High Quality AJCC	California State Plan Vision and Strategies
a. Reflect the establishment of robust partnerships among partners. The AJCC operator facilitates an integrated, co-located partnership that seamlessly incorporates the services of all the AJCC partners.	a. Aligning, coordinating, and integrating programs and services to economize limited resources while also providing the right services to customers, based on each client's particular and potentially unique needs so as to facilitate skills-attainment.

Quality Indicators

- A system is in place to assess the satisfaction of both co-located and non-co-located partners with the AJCC and its services.
- Both co-located and non-co-located partners believe that the AJCC adds value to their program and their customers.
- The required AJCC partners meet on a regular basis to discuss the One-Stop system and the AJCC's contribution to the system and make recommendations for continuous improvement.
- The AJCC actively outreaches and provides access to non-co-located partner customers to participate in AJCC-based services, such as workshops and recruitment events.
- An inventory and overview of all partner services is available to all AJCC staff and all AJCC staff has received an orientation to all partner programs and services.
- One-Stop system marketing materials have been developed that overview all partner services for distribution to customers at the AJCC and at all non-co-located partner locations.
- The AJCC's partner referral process (as outlined in the Memorandum of Understanding) is being implemented with a focus on quality referrals that are likely to convert to service.
- Referrals are recorded and a system is in place for partners to follow-through and report progress on referrals made.
- The AJCC connects to the community through multiple community partnerships and community access points.

AJCC Certification Indicator #2: The AJCC actively supports the One-Stop system through effective partnerships.

Assessment of the AJCC's Strengths and Continuous Improvement Opportunities:

The Center's partnership is built upon years of cooperation and working together to address the education, employment and training needs of the residents of Madera County. The partnership includes the California Employment Development Department; California Department of Rehabilitation; Job Corps; California Indian Manpower Consortium, Inc.; Central Valley Opportunity Center; Housing Authority of the City of Madera; Madera County Department of Social Services; Madera Unified School District/Madera Adult School; SER/Jobs for Progress; State Center Adult Education Consortium; Madera Community College; Madera County Economic Development Commission; Reading and Beyond; and the MCWIC. Prior to the pandemic all but a few were co-located, on at least a part-time basis, in the Center. The AJCC provides electronic connections to the services of these organizations and promotes their services at the Center.

Strengths:

1. A partnership survey was administered during the Spring of 2019 and again in 2021. The electronic surveys are sent to each partner and partners are encouraged to solicit anonymous responses from their staff. Overall, the response to questions regarding the level of satisfaction is near 80 percent. Monthly meetings provide partners the opportunity to raise concerns regarding opportunities to strengthen coordination and integration efforts.

2. Partners' actions and responses to surveys indicate they have a high degree of satisfaction with the Center, and believe it brings value to their agencies, programs, services and customers.

3. The partners are invited to participate in monthly Workforce Assistance Center Partnership meetings. These meetings are planned and facilitated by the One Stop Operator. The focus of dialogues have been the opportunities for improvement identified in the Hallmark of Excellence Continuous Improvement Plan, and related topics raised by those in attendance. The meetings provide a forum for information sharing, such as new educational programs being offered, grants and funding received that provide new resources to serve the community and general and specific discussions around gaps in coordination or communication that have been identified. Since the beginning of the pandemic, these dialogues have continued via an online meeting platform.

4. Each partner is invited to the monthly meetings. Information about programs and services is continuously communicated to partners through a document sharing tool which all partners have access to. Email and social media platforms are also used. Through social media platforms, the Center is able to inform customers about services and events and partners can repost this information on their own platforms for the benefit of their

customers. Partners are encouraged to share event information with MCWIC leadership so it can be quickly posted to the Center's social media and the message can be amplified. MCWIC staff also frequently peruse partner sites to ensure the most current information about upcoming partner events is available and easily accessible to partners and customers.

5. The partnership developed a Community Resources Directory, which includes a comprehensive list of Center partners and community-based organizations providing a wide-range of family and individual health and wellness services. That Directory is available in printed format in the resource area, and it has also been posted on the Center's website. The partners have developed a tri-fold brochure that contains a list of all Center partners and a synthesis of the services and programs available. Prior to the pandemic, these brochures were distributed and available at community organizations in and around the local workforce area.

6. Many staff have been oriented to the services of the partners. However, the level of knowledge staff has about partners varies from person to person working at the Center. To ensure integration and the quality of referrals, the partnership has held training events, which are convened at least annually. During these sessions, each agency presents a 10-12 minute overview of their programs and services, associated eligibility criteria, and community-based organizations they regularly work with. The intent of the training sessions is to increase staff's working knowledge of partner services, enabling a higher quality referral, facilitate increases in co-enrollments, and leverage resources from partner agencies. Further, this knowledge assures customers receive access to the full complement of programs and services they need and are eligible for through this partnership.

   These training resources are collected, along with a video recording of the training session, and are available to all partners through Dropbox. These resources can be used as desk reference materials and the content of additional in-house training sessions.

7. The Center's leadership connects to the community through a variety of external partnerships. They are actively involved with the Madera County Economic Development Commission, Madera County Chamber of Commerce, and a variety of other education and public health advisory bodies. To ensure that access to services is available outside the City of Madera, they have scheduled workforce and business services staff to be stationed and available at partner office locations in the more rural communities. Those activities were halted during the pandemic. However, as the CDC and public health agencies make new announcements re-opening facilities to the public, those efforts will be renewed, schedules confirmed, and staff assigned to be present in those areas.

Opportunities for Improvement:

1. The partners should discuss the value of the monthly partner meeting. Attendance and support of the monthly partner meeting has declined, both before and as a result of the

pandemic. Partners should consider options for greater engagement, such as holding meetings on a quarterly basis.

2. As the effects of the pandemic subside and co-located partners begin to resume their on-site presence at the center, AJCC leadership should re-assess and confirm roles and responsibilities of all partners with regard to Center-based service delivery.

3. Training events are intended to increase the staff's working knowledge of the range of services available to customers. To ensure the largest impact and availability for staff without disrupting daily operations, these sessions were offered at two different dates and times, but did not always achieve expected staff participation. AJCC and system leadership should consider options for increasing participation in these events.

AJCC Certification Indicator #3: The AJCC provides integrated, customer-centered services.

US DOL Characteristics of a High Quality AJCC	California State Plan Vision and Strategies
a. Organize and integrate services by function (rather than by program); when permitted by a program's authorizing statute and as appropriate, and by coordinating staff communication, capacity building, and training efforts. Functional alignment includes having AJCC staff who perform similar tasks serve on relevant functional teams, e.g., skills development team. Service integration focuses on serving all customers seamlessly (including targeted populations) by providing a full range of services staffed by cross-functional teams, consistent with the purpose, scope, and requirements of each program. b. Use an integrated and expert intake process for all customers entering the AJCCs. Frontline staff are highly familiar with the functions and basic eligibility requirements of each program and can appropriately assist customers and make knowledgeable referrals to partner programs, as needed and as appropriate given the authorized scope of the program. c. Develop and maintain integrated case management systems that inform customer service throughout the customer's interaction with the integrated system and allows information collected from customers at intake to be captured. Customer information is properly secured in accordance with personally identifiable information guidelines, and facilitated as appropriate, with the necessary MOU or other forms of confidentiality and data sharing agreements. Data, however, would be shared with other programs, within the One-Stop system only after the informed written consent of the individual has been obtained, where required.	a. Integrated Service Delivery: braiding resources and coordinating services at the local level to meet client needs. b. Customer-Centered Service Design: use of customer centered design to involve frontline staff and customers in the development, prototyping and evaluation of AJCC services, resources, tools, and systems.

AJCC Certification Indicators

- AJCC staff identifies with the AJCC system (and not just their specific program), believes that all AJCC customers are shared customers, and contributes to providing a positive AJCC experience for every AJCC customer.
- AJCC staff have received customer service and customer-centered design training
- AJCC staff is cross-trained in program partner eligibility and services, so they have the capacity to functionally serve customers well.
- The AJCC has clearly identified the roles, responsibilities, and authorities of both functional leaders and the supervisors of program partners and the AJCC has an integrated functional organizational chart.
- The AJCC has a system in place to promptly greet all AJCC customers, identify the reason for their visit and their needs, and connect them to appropriate services as quickly as possible
- The AJCC has developed integrated customer flow procedures that respond to customer need and moves customers seamlessly between AJCC entry and service delivery with as few hand-offs as possible.
- All AJCC co-located partners have identified the Career Services that are applicable to their program and the AJCC has developed methods to align/integrate the delivery of those services.
- The AJCC has establish protocols to co-enroll customers in more than one partner program when there is value to customers and has a strategy for effectively sharing case management when customers are co-enrolled.

AJCC Certification Indicator #3: The AJCC provides integrated, customer-centered services.

Assessment of the AJCC's Strengths and Continuous Improvement Opportunities:

Since its inception, the Workforce Assistance Center has brought together a diverse group of partners that offer a broad range of services and programs.

Strengths:

1. The partnership includes programs serving vulnerable populations and priority sectors. All of these programs, prior to the pandemic, were readily accessible by virtue of their being physically present within the Center or were quickly and easily available through referrals. Partners co-located at the Center recognize and acknowledge the integration of programs is greatly assisted by the close proximity to each other. The development and use of common outreach materials representing all Center programs furthers the recognition and awareness of being part of a partnership.

2. Everyone working at the Center relates to his/her role as a member of the AJCC team. All agree that individuals seeking services are shared customers. This conclusion is borne out in the results of both the 2019 and 2021 partner survey.

3. Several Center staff members have received training in customer service skills through a variety of training opportunities made available by their employers. Some Center staff has participated in customer-centered design training.

4. Partner training is conducted at least annually, providing the opportunity for public facing staff to gain knowledge regarding the range of programs and services available to customers. This insight positively impacts the quality of each client referral.

5. The Center has clearly defined roles for all management and staff. Functions that are currently coordinated among programs include reception, workshops, and customer assistance in the resource area. An organizational chart has been developed that illustrates roles and responsibilities throughout the Center.

6. In the area of integrated services to the business community, the partnership has formed the Workforce Business Division, which includes representatives from each agency that conducts business facing activities. This group meets on a monthly basis. The group is working toward reporting business outreach activities in the CalJOBS Customer Relations Management (CRM) tool to avoid duplication in contact, have had training in the variety of services and incentives that are available to business, and developed a unified message and promotional materials, further eliminating duplication and overlap and enhancing messaging to the members of the business community. Further, a business services website has been jointly developed and deployed. Final work on a business services plan is being completed.

7. The Center has a system in place and documented procedures that enable customers to be quickly greeted and connected to the appropriate services. Customers are promptly greeted and those with appointments or who have a specific purpose are efficiently handed off to the appropriate staff. First time visitors are introduced to the Career Specialist of the Day, who provides a brief orientation and conducts an initial assessment to determine services needed by customers. This strategy enhances the client experience by removing the need to have the client return for a group orientation. This process includes a client flow, decision matrix and a simplified initial interview questionnaire to more quickly assess customers' needs, immediately orient them to the Center's services, and refer them to programs or services that best meet their needs.

8. All partners have identified career services available through their programs. In addition to Career Services provided by WIOA Title I Adult and Dislocated Workers programs and Wagner-Peyser, other providers make some career services available through the Center.

9. Co-enrollments are common, reflecting the fact that staff is aware of the services available from partner agencies that can best be leveraged to meet the customers' needs and address any potential barriers. Transition Specialists from the State Center Adult Education Consortium are present in the Center and visit classes within the Adult School system to share with them the services and assistance that are available through the Center's partners. During the pandemic, these staff have been able to enter virtual classrooms and share the same information. Co-case management has been supported through the use of two separate case management systems: Community Pro: used by the education partners and Title I staff, and CalJOBS, used by EDD, Title I staff and Central Valley Opportunity Center. These shared systems allow case managers to follow and track the services being received by customers referred for co-enrollment with partner agencies.

Opportunities for Improvement:

1. Partners should consider providing on-going training opportunities in the areas of customer service and customer-centered design strategies for staff. This additional insight by staff will help identify new areas that could be improved through their experience and daily engagements with Center customers and service strategies. While the Center has clearly adopted principles of customer-centered design and staff members provide good customer service, across the board training in these areas would help to create even greater awareness of the importance of providing excellent customer services at all times.

2. Mock-interview panels are provided by several partners to their specific customers, which causes duplication and overlap. As the pandemic eases, Center partners should evaluate and assess the opportunity to jointly conduct and participate in mock-interview panels, which will decrease cost and provide a consistent quality experience for all customers of the Center.

AJCC Certification Indicator #4: The AJCC is an on-ramp for skill development and the attainment of industry-recognized credentials which meet the needs of targeted regional sectors and pathway.

US DOL Characteristics of a High Quality AJCC	California State Plan Vision and Strategies
a. Improve the skills of job seeker and worker customers. AJCCs offer access to education and training leading to industry-recognized credentials through the use of career pathways, apprenticeships, and other strategies that enable customers to compete successfully in today's global economy. b. Value skill development by assessing and improving each individual's basic, occupational, and employability skills. c. Balance traditional labor exchange services with strategic talent development within a regional economy. d. Create opportunities for individuals at all skill levels and levels of experience by providing customers as much timely, labor market, job-driven information and, choice as possible related to education and training, careers, and service delivery options, while offering customers the opportunity to receive both skill-development and job placement services.	a. Career Pathways: enabling of progressive skills development through education and training programs, using multiple entry and exit points, so that each level of skills development corresponds with a labor market payoff for those being trained or educated and results in industry-recognized credentials. b. Earn and Learn: using training and education best practices that combine applied learning opportunities with material compensation while facilitating skills development in the context of actual labor market participation. c. Supportive Services: providing ancillary services like childcare, transportation, and counseling to facilitate program completion by those enrolled in training and education courses. d. AJCCs as an access point for programs that provide for "demand-driven skills attainment." From this perspective, AJCCs will be operated as an "on ramp" or "gateway" to the "Regional Sector Pathways" programs either built-out or identified through the regional planning process described above. e. AJCCs will continue to provide the full array of Career Services and function as labor exchanges but there will be much greater emphasis on treating AJCCs as an access point for education and training services for those who want and need it.

AJCC Certification Indicators

- All AJCC staff (i.e., the staff of all co-located partners regardless of staff position or program) value both skill development and employment outcomes and know how they can promote and contribute to both.
- All AJCC staff knows the regional target sectors, can identify regional sector career pathways, and can understand what those mean in terms of providing services to customers.
- The AJCC has skill development and training opportunities for customers at all skill and experience levels.
- The AJCC has robust training services and staff assists customers in accessing and enrolling in these services, including career pathways, integrated education and training, workforce preparation, work-based learning, and apprenticeship.
- AJCC staff are committed to and competent in helping customers navigate career pathways that result in industry-recognized credentials.
- The AJCC does not implement a "sequence of service requirement" for training and does not have cumbersome entry steps that prohibit easy access to education and training that leads to industry-recognized credentials.
- The AJCC ensures that supportive services are available to customers, as appropriate, to facilitate participation in training services.
- The AJCC strives to increase the number and percentage of all AJCC customers receiving skill development and training services resulting in industry recognized credentials.

AJCC Certification Indicator #4: The AJCC is an on-ramp for skill development and the attainment of industry-recognized credentials which meet the needs of targeted regional sectors and pathways.

Assessment of the AJCC's Strengths and Continuous Improvement Opportunities:

Leadership and staff of the Center value the importance of skills development in preparing job seekers for work and in being able to supply businesses with the talent they need to be competitive in the local economy. Having Madera USD/Adult School programs available within the Center emphasizes the common goal of pairing educational attainment and developing workplace skills. Partnerships with the local educational agencies enables the Center to respond to the needs of customers at all levels of experience and skills. The Center partners strive to balance skill development and training with employment and labor exchange services to ensure that all customers receive the services they want and need.

Strengths:

1. Center staff understands that each customer has a unique history, background, and range and levels of experience. Many job seekers have sufficient experience and skills to begin a job search and may use the Center to gain assistance in understanding the labor market, finding opportunities, obtaining assistance with job applications, resume development and improving their interviewing skills. Other customers have insufficient skills to successfully compete for jobs. Staff members provide assistance to orient customers to the variety of opportunities for training and skills development. Because many classes are available on-site, customers seeking training can receive these services at the Center.

2. A wide variety of training programs and customized work-based learning programs are available. Increasingly, work-based models are used to address skill gaps for all levels of workers, including those seeking to build upon existing skills to qualify for career advancement opportunities. To further ensure the competitiveness of Center customers to successfully compete in the local labor market, the Center obtained private funding to pilot a sequence of five on-line learning modules that are focused on the development of essential soft skills valued by the Workforce Development Board and the business and education communities.

3. The Center does not require a "sequence of services" as a prerequisite for training.

4. A wide range of support services are available to Center customers. Individuals enrolled in WIOA Title I or other programs, such as TANF or the Title IV Rehabilitation program, will qualify for services available through those programs. Other customers often qualify for support services available to the general public through local agencies, such as the California Partnership, Reading and Beyond, the local food bank, the Salvation Army, United Way, CVOC, and the Housing Authority. The Resources Directory also provides a comprehensive list of family and individual support services available in the community.

5. A significant number of the Center's customers participate in training. In Program Year 2019-2020, 139 WIOA Title I participants were enrolled in training. This number has been impacted by the pandemic restrictions imposed during the final quarter of the Program Year. The Madera Adult School educates over 800 individuals per year at the Center.

Opportunities for Improvement:

1. The Center should investigate how local resources can be used on a regular basis to help staff gain a deeper understanding of and become more familiar with the hiring, skills, and training needs of local and regional priority sectors. This knowledge will enhance staff's ability to assist customers in selecting services, choosing a training program and making informed career decisions.

2. Career pathways are an important element when evaluating career opportunities. The partners should consider the development of visual tools and training for staff and customers, that are linked to skills development and education requirements. This would help staff and customers better understand career pathways, and provide informed assistance to job seekers in choosing a career and navigating the pathway over time.

AJCC Certification Indicators #5: The AJCC actively engages industry and labor and supports regional sector strategies through an integrated business service strategy that focuses on quality jobs.

US DOL Characteristics of a High Quality AJCC	California State Plan Vision and Strategies
a. Design and implement practices that actively engage industry sectors and use economic and labor market information, sector strategies, career pathways, registered apprenticeships, and competency models to help drive skill-based initiatives. b. Develop, offer, and deliver quality business services that assist specific businesses and industry sectors in overcoming the challenges of recruiting, retaining, and developing talent for the regional economy. To support area employers and industry sectors most effectively, AJCC staff identify and have a clear understanding of industry skill needs, identify appropriate strategies for assisting employers, and coordinate business services activities across AJCC partner programs, as appropriate. This includes the incorporation of an integrated and aligned business services strategy among AJCC partners to present a unified voice for the AJCC in its communications with employers. Additionally, AJCCs use the forthcoming performance measure(s) on effectiveness in serving employers to support continuous improvement of these services.	a. Regional partnerships: building partnerships between industry leaders, workforce professionals, education and training providers, and economic development leaders to develop workforce and education policies that increase job quality and support regional economic growth. b. Sector strategies: aligning workforce and education programs with leading and emergent industry sectors' skills needs. c. Fostering demand-driven skills attainment: workforce and education programs need to align program content with the state's industry sector needs so as to provide California's high road employers and businesses with the skilled workforce it needs to compete in the global economy.

AJCC Certification Indicators

- All AJCC staff has high-knowledge of the regional economy, labor market conditions, business talent supply chains, and the needs of high-growth sectors and high road employers.
- The AJCC focuses on quality jobs by actively promoting targeted sector opportunities and high-demand occupations to all AJCC customers
- The AJCC promotes systems and partnerships that connect workers to high-quality jobs or entry-level work with clear routes to advancement.
- The AJCC has a defined strategy in place to regularly seek and capture employer advice in the design and delivery of demand-driven services for job seekers.
- The AJCC is an integral partner in the implementation of the Local Board's integrated business services strategy and seeks to minimize redundant employer contacts while maximizing access to system-wide, integrated business services.
- The AJCC offers a wide range of AJCC-based services for employers including referral of qualified candidates, on-site recruitment, pre-employment testing, skill verification, and hiring and training subsidies.
- The AJCC consistently seeks feedback and satisfaction data from businesses on the delivery of business services and applies the learning for continuous improvement.

AJCC Certification Indicators #5: The AJCC actively engages industry and labor and supports regional sector strategies through an integrated business service strategy that focuses on quality jobs

Assessment of the AJCC's Strengths and Continuous Improvement Opportunities:

The workforce development delivery system in Madera County is business responsive, with the Center leading efforts to support local companies in meeting their hiring needs and in equipping potential new workers with the skills needed by businesses. The Center partnership has formed the Workforce Business Division, which is comprised of representatives of partner agencies that conduct business outreach activities. The purpose of the group is to better coordinate activities, eliminate duplication and speak to the business community with one voice and message. Their collective efforts have developed a business website, which provides a single location for information and shared outreach materials to communicate with businesses in the local workforce area. The WDB has identified priority sectors, which are closely aligned with the regional sectors identified by the eight local boards serving the central valley. These same local boards are developing a regional approach and targeted sector strategies to positively impact the priority sectors common in their local strategic plans.

Strengths:

1. WIOA Title I business service staff has extensive knowledge of the economy, the local labor market and jobs that are available in the local area and throughout the region. This is complemented by that of partner business services representatives, who are now working together with Center staff on the Workforce Business Division. The Title I business services staff produce a bi-monthly labor market information newsletter, which is distributed to several hundred local businesses. Additionally, the Economic Development Commission participates as a contributing member of the committee and has provided an overview of their agency's annual report to both the partners and the local business services representatives. This information has also been shared through Constant Contact with staff and partner agencies.

2. The Center partnership is successful in its efforts to leverage resources across the partnership. This is accomplished working together on the business committee, sharing job orders and jointly seeking qualified job-seekers to fill them, conducting mock-interviews, and working to develop the new business website and business services strategic plan. The focus of this team is to ensure that the resources and strengths of the partners are leveraged for the benefit of their common customers.

3. Center staff use jobs paying self-sufficiency wages as a general guideline for "quality jobs." Defining quality jobs is a difficult and nuanced task as the customers served by the Center have a variety of skill sets and education levels, so a "one-sized fits all" definition is not practical. However, the overall goal is to assist customers in entering employment in a sector that has a variety of on-ramps and opportunities to enter pathways that lead to career growth and self-sufficiency.

4. The Title I business services representatives utilize an electronic survey to gauge the quality of engagement and satisfaction with the services received by the business. Additionally, Center leadership participates in the Madera County Chamber of Commerce and the Economic Development Commission. This participation provides the opportunity to speak to representatives of the business community and hear their concerns and needs regarding a skilled workforce as well as promote the variety of services available through the Center.

5. The agencies that form the Workforce Business Division have agreed to utilize a common customer relations management tool to track and record all business contacts. The Business Division meets on a monthly basis to share successes and challenges, and to ensure a common and shared approach to business engagement activities.

6. Title I business services staff have access to business data, through platforms like EconoVue, which enables specific strategies to be developed targeting sectors and individual businesses. This strategy focuses efforts on those priority sectors identified in the local strategic plan, while simultaneously working to fill job orders for businesses that regularly use the Center's services.

7. The addition of the Madera County Economic Development Commission to the partnership has enhanced the staff's knowledge of the local and regional economy by informing them of the types of projects that are being planned and built and the associated occupations and skill levels used by the businesses within those projects.

8. The Center is successful in leveraging resources across the partnership. Partners offering employment focused services are able to leverage training resources of other stakeholders and vice-versa. The Business Division has received training on the Work Opportunity Tax Credit and Fidelity Bonding programs administered by the EDD. Those programs provide tax incentives and protection to businesses that hire new employees that meet specific eligibility requirements. Additionally, presentations have been provided by the local Small Business Development Center and the Employment Training Panel, which provides training for new employees and the existing workforce of eligible businesses.

9. A survey of local business representatives showed the most essential skills are soft skills. A local provider was contacted, curriculum evaluated and a set of five courses were identified. The Center sought and received special funding to pay for the development of these online courses and make them available to all customers through a pilot project. Upon completion, customers earn a job readiness certificate documenting the essential skills sought by the business community and will be more competitive in the hiring process.

10. Using Survey Monkey, the Center transmits surveys to businesses following initial visits, the provision of services, and at the completion of services. Surveys are also used to assess business satisfaction following special events such as job fairs or large hiring events for a single business. Review of survey results concentrates on identifying common themes that can be addressed to achieve service improvements.

11. Throughout the pandemic, business services representatives have successfully conducted a number of large in-person hiring events for local businesses. They continue to work with business to identify a forum that will enable them to successfully interview potential employees, while also providing for the safety and comfort levels of businesses and job seekers. They supported small business by providing personal protective equipment, sanitization equipment at no-cost and helped them access small grants for those who were negatively impacted by the pandemic.

Opportunities for Improvement

1. Partners should develop a training plan related to regional labor market information. The Economic Development Commission could provide annual updates as part of such training.

2. Each partner conducting business outreach uses a separate survey tool to obtain feedback from their business partners. The partners should examine opportunities to collect and share business feedback across the system.

3. The partners should consider the value of evaluating how effective they are at helping business access services and how they could increase their use, where warranted.

4. The partners should evaluate the value of using a single CRM to document all business outreach activities to eliminate duplicate calls to businesses.

5. Partners should examine the value of merging two separate “job boards.” One is currently used for the AJCC and another is used by the community college.

AJCC Certification Indicator #6: The AJCC has high-quality, well-informed, and cross-trained staffing.

US DOL Characteristics of a High Quality AJCC	California State Plan Vision and Strategies
a. Train and equip AJCC staff in an ongoing learning process with the knowledge, skills, and motivation to provide superior service to job seekers, including those with disabilities, and businesses in an integrated, regionally focused framework of service delivery. AJCC staff are cross-trained, as appropriate, to increase staff capacity, expertise, and efficiency. Cross training allows staff from differing programs to understand every program and to share their expertise about the needs of specific populations so that all staff can better serve all customers. AJCC staff are routinely trained and are keenly aware as to how their particular function supports and contributes to the overall vision of the local board. b. Staff the center with highly trained career counselors, skilled in advising job seekers of their options, knowledgeable about local labor market dynamics, aware of available services inside and outside the AJCC.	a. Certification criteria will include an assessment of professional development and staff capacity building.

AJCC Certification Indicators

- The AJCC has regular staff meetings with all AJCC staff (i.e., the staff of all co-located partners regardless of program) to build relationships, provide updates on center activities, and discuss strategies for AJCC improvement.
- Partners have agreed to provide training to all AJCC staff on a regular basis.
- There is a capacity building and/or professional development plan for staff and partners.
- All AJCC staff has received training on the services of One-Stop partners, eligibility for those services, and the process for referring customers to partners.
- All AJCC staff has received training on how to use labor market information to help customers identify career pathways and develop in-demand skills and credentials and find jobs.

- All AJCC staff has received training in how to effectively assist customers in registering with CalJOBS and how to match customers to available jobs.
- All AJCC staff has received training on serving individuals with barriers to employment, including customers with disabilities.
- All AJCC staff has received training on providing excellent customer service and customer-centered design.
- All AJCC staff has received training on sector strategies, career pathways, job quality and high road training partnerships.

AJCC Certification Indicator #6: The AJCC has high-quality, well-informed, and cross-trained staffing.

Assessment of the AJCC's Strengths and Continuous Improvement Opportunities:

Most Workforce Assistance Center staff has been employed in the field for many years and has extensive knowledge regarding workforce development systems, processes, requirements, and best practices. As Center and stakeholder leadership continue to work together, information sharing and formal training will be essential to building on current success. While training frequently takes place, a formal professional development plan for all Center staff is needed to provide structure for future learning.

Strengths

1. The Workforce Assistance Center holds partner meetings with stakeholder leadership on a monthly basis. These meetings are planned and facilitated by the One Stop Operator. The focus of the meeting are the items included in the Continuous Improvement Plan, developed by the partners, and information sharing. Center leadership encourages partners to disseminate information from these meetings to their staff. WDB staff meetings are held on a monthly basis. Partner staff is invited to attend meetings that deal with Center operations. The partnership is using Dropbox to share resources.

2. Many AJCC staff has participated in the annual training regarding partner services, programs, and related eligibility requirements. New opportunities for cooperation between partner agencies have been identified, increasing the likeliness of co-enrollment and leveraging of resources to better meet the customers' needs. Indicators of success will include the quality and number of customer referrals, increased co-enrollments, services and supports received by customers, and funds leveraged.

3. A number of training sessions have been provided to staff about strategies for serving populations with barriers to employment, such as people with disabilities, justice-involved individuals, English language learners, and job seekers with mental health issues. The Center has been successful in obtaining special grants to serve these targeted customer populations. Success in administering these grants speaks to the quality of staff and their expertise in serving their customers.

Opportunities for Improvement:

1. To increase quality customer service, AJCC leadership should examine opportunities to fund and deliver specialized and specific training to staff for those populations who have barriers to employment, such as people with disabilities, justice-involved individuals, English language learners, and those with mental health issues.

2. AJCC and system leadership should examine opportunities to implement new strategies and modalities for partner cross training.

3. Further equipping staff with knowledge about the local/regional economy and career pathways would greatly enhance the quality of service received by customers. Partners should discuss and agree on how training can be conducted, what information would be useful to include in a labor market presentation, and schedule sessions. AJCC and system leadership should consider leveraging the expertise of EDD Labor Market Information analysts to support this effort.

AJCC Certification Indicator #7: The AJCC achieves business results through data-driven continuous improvement.

US DOL Characteristics of a High Quality AJCC	California State Plan Vision and Strategies
a. Use common performance indicators to ensure that federal investments in employment and training programs are evidence-based, labor market driven, and accountable to participants and taxpayers. Center performance is transparent and accountable to the communities and regions served; data entry staff are trained and understand the importance of data validation, data collection processes, and the importance of accurate reporting. b. Develop and implement operational policies that reflect an integrated system of performance, communication, and case management, and use technology to achieve integration and expanded service offerings.	a. Certification criteria will include an assessment of the way the AJCC will use data for continuous improvement.

AJCC Certification Indicators

- The AJCC contributes to the achievement of WIOA performance indicators for all core program partners.
- The AJCC reports to the Local Board on an ongoing basis the number of customers served, the types of services provided, and the outcomes of those services.
- The AJCC operates in a cost-efficient manner and the resources invested are justified by the results.
- The AJCC has a system in place to collect satisfaction data from individuals and employers using the AJCC's services.
- The AJCC has a system in place to capture and respond to specific customer feedback, complaints, and compliments.
- The AJCC regularly reviews and analyzes performance, customer satisfaction, and service data and develops specific plans for AJCC service improvements.
- The AJCC regularly identifies areas of needed technical assistance to improve business results and taps available resources to obtain needed assistance.

AJCC Certification Indicator #7: The AJCC achieves business results through data-driven continuous improvement.

Assessment of the AJCC's Strengths and Continuous Improvement Opportunities:

The AJCC surveys business customers following various phases of contact and follow-up, and a job-seeker customer satisfaction survey is in use in the resource room in both paper and electronic formats. Additionally, a satisfaction survey for Center partners was administered in the Spring of 2019 and again in 2021.Such surveys, combined with performance outcomes and service levels, are useful data on which to develop plans for improving system services, strategies, and approaches.

Strengths:

1. The Center and the strength of its partnership contributes to the overall achievement of WIOA performance measures for all core partners. The Center provides access to labor market information, skills training, career services, supportive services, job search and placement support. Because all partners and their customers can access these services, the Center contributes to skill attainment, employment, earnings, and job retention of many individuals that participate in services offered throughout the local workforce development delivery system.

2. The MCWIC leadership operates the Center as cost-effectively as possible. They have been successful in obtaining numerous competitive grants that bring in additional resources to expand services. They report regularly to the WDB on the Center's services and outcomes and also provide a monthly year-to-date financial report of all MCWIC activities. The Center leadership has developed a dashboard that synthesizes the programmatic outcomes and related costs for use at MCWIC and WDB meetings.

3. The MCWIC has developed a customer satisfaction survey that is available on each of the public use computers in the resources room. A paper version is also available. Customers utilizing the resource room are asked to respond to the survey. The results are reviewed on a regular basis and complaints about customer services or the quality of service received are addressed by the Center's leadership. Business services representatives also use a satisfaction survey tool.

Opportunities for Improvement

1. The Center partners should consider opportunities to improve the current partner satisfaction survey tool and amend it, as needed, to ensure feedback is more complete and identifies opportunities for improvement that can be acted upon.

2. To increase the effectiveness of the AJCC's services for businesses, including training of incumbent workers, AJCC and system leadership should examine opportunities to secure support from entities such as the California Employment Training Panel, California

Manufacturing Technology Consulting, and other organizations with unique resources and expertise.

By signing below, the Local Board Chair attests to the **AJCC's Certification Indicator Assessment** and agrees to develop a continuous improvement plan with target dates with the AJCC.

Signature

Brett Frazier

Name

Board chair

Title

WORKFORCE DEVELOPMENT BOARD OF MADERA COUNTY

Agenda Item 8.1

☐ **Consent** ☐ **Action** ☒ **Information**

To: **Workforce Development Board of Madera County**

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

Date: **October 21, 2021**

Subject: **Workforce Development Board Program Year 2021-2022 Goals Workshop**

Information:

The Local Plan that has been approved by the California Workforce Development Board for program years 2021-2024 includes topics for consideration in four categories: Coordination with Workforce System Partners, Services for Job Seekers, Business Services, and Other Priorities. Staff is requesting that the Board prioritize the individual tasks identified in each of these categories, to provide direction on which areas the Board would like to emphasize for the next 12-18 months of the plan period.

Board members will have the opportunity to select the most important 1-3 areas for focused effort during the meeting.

Financing:

Workforce Innovation and Opportunity Act

V. CONSIDERATIONS FOR PROGRAM YEARS 2021 - 24

Based on discussions held throughout the planning process, the following topics have been identified as priorities for further exploration, development, and/or enhancement as the WDB and the partners implement the Local Plan.

Coordination with Workforce System Partners

- Consider options for better coordinating messaging about WDB and EDC services, particularly for small businesses.
- Review options for creating additional links between EDC and WDB websites.
- Explore opportunities for the WDB and Madera Community College to jointly convene focus groups to refine education and workforce system knowledge about industry skill gaps and community training needs.
- Identify best approaches for college staff to train workforce system stakeholders about the various forms of support that the college provides to students, including financial aid programs.
- Examine the needs of Native Americans and tribal populations in Madera County and determine if there are opportunities to expand services to this target group, perhaps through increased coordination with the WIOA Section 166 program grantee.
- With the increased use of online strategies to communicate with customers, consider options for developing brief videos on each partner's programs that could be hosted on other partners' websites.
- Consider the WDB's development and distribution of a weekly "top jobs list" to partners.

Services for Job Seekers

- Identify opportunities to immediately connect probation youth to workforce services at release.
- Explore the availability of online courses/training for jobs in the hospitality industry.
- Explore options for teaching customer service skills to job seekers. This could be offered in a workshop format or as a course.
- Explore options for providing training in supervision/supervisorial skills.

- Research models for using job coaches and mentors that could support vulnerable customers. This could be an expansion of the "navigator" function that the WDB has successfully implemented for specific target groups.

- Working with the college and adult education, identify opportunities to develop short-term training (less than 4 months) that will prepare job seekers for entry-level employment in career path employment.

- Examine the feasibility of developing a short course in Vocational Spanish that would serve as a mini-credential for workers seeking employment at locations where Spanish language skills are desirable.

- Research the feasibility of putting additional online courses (including those from out of area institutions) on the Eligible Training Provider List.

Business Services

- Develop an inventory of businesses by "key industry sector" to determine the demand-side customer base within Madera County.

- Consider options for board members to establish a business visitation team to meet directly with owners and managers at locations where work is accomplished.

- Research skills needed by businesses in priority sectors and build a profile of skills most needed and desired by local businesses, particularly for entry-level workers.

- Assess businesses' need for and interest in incumbent worker training.

Other Priorities

- Maintain and enhance cross-training to ensure that system staff develop basic knowledge about all local workforce system programs and remain aware of changes and updates.

- Review current online offerings and consider implementation of additional virtual services, such as online financial literacy workshops.

- Consider conducting a digital skills assessment of new customers to inform the delivery of digital skills workshops.

- Explore greater use of a shared data management platform across partners to support co-case management.

- Expand physical presence of staff at Northern and Eastern County locations on a regularly scheduled basis.

WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY

Agenda Item 8.2

☐ **Consent** ☐ **Action** ☒ **Information**

To: **Workforce Development Board of Madera County**

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

Date: **October 21, 2021**

Subject: **WDB Private Sector Member Recruitment**

Information:

Since the resignation of Mr. David Salter from the WDB and the appointment of the new representative for Madera Unified School District, our Board composition has fallen below the mandated private sector member majority.

We are in need of one additional private sector representative and are requesting recommendations from the Board for a private sector representative. A representative from the Chowchilla area, Madera Ranchos, or Eastern Madera County would be preferred, but is not required.

Staff will reach out to any individuals recommended by the Board, to gauge interest and request applications from any individuals who meet the private sector representative requirements.

Financing:

Workforce Innovation and Opportunity Act

WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY

Agenda Item 8.3

☐ **Consent** ☐ **Action** ☒ **Information**

To: **Workforce Development Board of Madera County**

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

Date: **October 21, 2021**

Subject: **MCWIC Update**

Information:

The agenda for the September 23, 2021 meeting and the minutes for the July 22, 2021 and August 26, 2021 meetings of the Madera County Workforce Investment Corporation Board (MCWIC) are attached for the Board's review.

Financing:

Workforce Innovation and Opportunity Act

AGENDA ITEM 8.3

MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

M E E T I N G

September 23, 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=TDh2T0t0Sml3SEU1K2NJcFhFaEtndz09;

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

A G E N D A

September 23, 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 August 26, 2021 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

7.0 Action Items

7.1 Consideration of approval of the finalized budget for the 2021-2022 fiscal year.

7.2 Consideration of approval of the proposed revised maximum salary ranges for the Controller, Deputy Director and Executive Director.

7.3 MCWIC Chair Election

7.4 MCWIC Vice Chair Election

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

8.2 Program Update

8.3 MCWIC Meetings Update

8.4 457 Deferred Compensation Plan Quarterly Report

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

9.0 Written Communication

10.0 Open Discussion/Reports/Information

10.1 Board Members

10.2 Staff

11.0 Next Meeting

October 28, 2021

12.0 Adjournment

MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

MINUTES

August 26, 2021

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;
Meeting ID:* 819 9920 4075; Password: 819 9920 4075; Phone*: (669) 900-9128

PRESENT: Debi Bray, Ramona Davie, Mike Farmer, Roger Leach, Mattie Mendez, Tim Riche, Robyn Smith

ABSENT: Gabriel Mejia

GUEST:

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

1.0 Call to Order

Meeting called to order at 3:05 p.m. by Chair Debi Bray.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

None.

5.0 Adoption of Board Agenda

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

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, Mike Farmer, Roger Leach, Mattie Mendez, Tim Riche, Robyn Smith

6.0 Consent Calendar

6.1 Consideration of approval of the July 22, 2021, 2021 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Ramona Davie moved to approve, seconded by Roger Leach.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, Mike Farmer, Roger Leach, Mattie Mendez, Tim Riche, Robyn Smith

7.0 Action Items

7.1 Consideration of approval of the MCWIC year-to-date unaudited financial reports for period ending June 30, 2021.

Staff presented the unaudited year-end financials. The audited financials will most likely be ready in October. Year-end cash amounts are reduced as the program saw less fee-for-service activities. Staff salary and overhead are

good. Participant expenses are low due to the lower traffic coming into the Center. Computer software is the same as last year. Nothing additional was purchased. The carry-over amount for WIOA (Workforce Innovation and Opportunity Act) programs is approximately $600,000. There are grants that are not included in the carry-over since they close prior to the next fiscal year. Anything that is not spent from allocations will be carry-over into the next year with the funds staying within the same category. The majority of the carry-over will go to client services. All the figures presented are approximate until the final audited figures are provided. Most carry-over funds are in the participant direct cost category and that is where they will be applied in next year's budget. Staff are anticipating a significant increase to customer traffic when the pandemic unemployment insurance (UI) benefits expire on September 4, 2021. Most folks receiving these benefits will most likely receive their last payments a week or 2 after the expiration date. Bank reconciliations were also provided. All checks are cleared with a 60-day period. There is a large balance to the dislocated worker (DW) category. Those funds can typically be transferred to the adult funding stream. This has been done previously. Staff are able to request additional assistance funding to serve DW if there is a large influx of DW customers needing services. Funds typically take 60 to 90 days to come in. Workforce also received special COVID DW grant funds. Those funds come directly from the State. For the last 18 months, due to the pandemic, folks who are receiving cash public assistance have been excused from the requirement for participating in the Welfare to Work program which includes going to school or looking for work. Those exceptions will also be going away which could mean more Adult category customers coming to the Center for services. Social Services also receives workforce funding, but it can only be used for certain things. They can not pay for tuition for a training program. They can pay for childcare or mileage, but they cannot pay for direct training costs. This is one of the reasons why Social Services and Workforce often work together.

Roger Leach moved to approve, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, Mike Farmer, Roger Leach, Mattie Mendez, Tim Riche, Robyn Smith

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

Information provided within the agenda packet. The WDB met last week. A new member was approved who represents Madera Unified. Lalo Lopez is the new Area Superintendent who oversees adult education. His nomination will go to the Board of Supervisors on September 21,2021. The WDB received recertification from the Governor and was notified of the approval of the Local and Regional workforce plans by the California Workforce Development Board.

8.2 Program Update

Information provided within the agenda packet. The WIOA formula founds do not include the carry-in amounts. We are seeing an increase in traffic and training. There are some grants that are still in progress including the Wildfire DW grant. Staff are still working on identifying work sites. The Veterans Employment Assistance Program (VEAP) and the COVID National DW Grant with the County Probation department are near being finalized. The existing COVID DW grant which are funds used for individuals directly impacted by COVID is being expended. The Creek Fire grant has already started in California but Madera is still trying to finalize the work sites. Areas are only allowed to access 10% of the funds until work sites are officially identified and approved. The rest of the funding will be released once the work sites are finalized. Along with identifying 21 camp sites as the work sites, staff must also submit details for the work that will be done through the grant at those sites. All workers identified to work these temporary jobs through this grant will be Madera County residents. Madera Workforce was selected to have a Department of Labor (DOL) review last month. DOL reviewed Madera's policies, looked at procedures, reviewed 1 participant file as well as speaking with a participant. This may have lead to Madera also being selected to participate in another consultation with DOL on how Madera ran their AJCC (America's Job Center of California) during the pandemic. Staff are working with juvenile probation and juvenile hall staff on a proposed partnership that would establish services for juveniles that are coming back to the County from the State. The juvenile participants would be 14 to 25 years of age. Staff are working on the curriculum alongside IMAGO.

8.3 Executive Salary Survey Update

Information provided within the agenda packet. As was discussed at the June Board meeting, the Board was interested in receiving information on executive level salaries from other local or similar workforce areas for comparison with Madera. Jessica gathered the information from our region which included some areas that are much larger in size and budget. There are several who have similar sized allocations and operating budgets that can be used to make a fair comparison. Most of the areas used for the comparison sit within their county entities. If the Board wants to make any changes to the salary ranges for the executive level staff, it would need to be brought back for approval as an action item. Madera is unique in that they are a stand-alone non-profit entity that runs their career services themselves. Some areas like Fresno contract their career services. In some areas, like Kings County, the

Executive Director also runs their Economic Development services. In these areas, their operating budgets are substantially higher than their formula allocations. Jessica noted that in some areas where there seemed to be a very large budget but the Director salary was low in comparison, there seemed to be a lot of support staff working as well. Debi Bray suggested that a small committee be formed to come together to look at the figures. Mattie recommended that Gabriel Mejia be included in the committee. Debi, Mattie, Mona, and Gabriel will form the committee. Any proposed changes will be coming back to the Board in September.

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

Information provided within the agenda packet. UI numbers continue to fluctuate. There may be a change after the pandemic UI payments end. Staff are looking to put a marketing response plan together for a possible influx of customers. Staff may look at possibly using multiple Specialist of the Day staff assignments in order to serve more people if necessary. Staff are also considering that people may come in to the Center for help with resume development and who may not be interested in training or classes.

9.0 Written Communication

9.1 Local Plan for PY 2021-2024 Approval Notification Letter

9.2 Regional Plan for PY 2021-2024 Approval Notification Letter

Staff shared the approval notification letters for the Local and the Regional workforce plans. Madera has already received approval for their Career Services application. The Career Services application is good for 4 years.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Tim Riche: appreciates getting emails from Workforce with job openings. He forwards them to many people.*

10.2 Staff

- *Tracie Scott-Contreras: the CWA policies conference is taking place the week of Labor Day. Maiknue, Jessica, and the WDB Chair and Vice Chair will attend. Tracie has been asked to serve as the Chair on the California Workforce Association (CWA) Capacity Building Committee. This committee works on conference planning and technical assistance efforts. Her appointment will most likely be approved in September. She will act as the Chair for the remainder of the fiscal year. The MCWIC Chair and Vice Chair elections will need to take place at the next MCWIC Board meeting. Tracie will reach out to the MCWIC Board members to gauge any interest to serve as Chair and Vice Chair.*

11.0 Next Meeting

September 23, 2021

12.0 Adjournment

Roger Leach moved to adjourn the meeting at 4:07 p.m., seconded by Tim Riche.

MINUTES

July 22, 2021

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;
Meeting ID:* 819 9920 4075; Password: 819 9920 4075; Phone*: (669) 900-9128

PRESENT: Ramona Davie, Mike Farmer, Roger Leach, Gabriel Mejia (3:14pm), Mattie Mendez, Tim Riche, Robyn Smith

ABSENT: Debi Bray

GUEST:

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

1.0 Call to Order

Meeting called to order at 3:01 p.m. by Vice Chair Mattie Mendez.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

None.

5.0 Adoption of Board Agenda

Mike Farmer moved to adopt the agenda, seconded by Ramona Davie.

Vote: Approved – unanimous

Yes: Ramona Davie, Mike Farmer, Roger Leach, Mattie Mendez, Tim Riche, Robyn Smith

6.0 Consent Calendar

6.1 Consideration of approval of the June 24, 2021 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Robyn Smith moved to approve, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Ramona Davie, Mike Farmer, Roger Leach, Mattie Mendez, Tim Riche, Robyn Smith

7.0 Action Items

7.1 Consideration of approval of the MCWIC year-to-date financial reports for period ending May 31, 2021.

Everything is working as anticipated. A couple of recent vacancies have been filled. Staff will look into using a paid work experience participant to work with the lobby staff or possibly use temporary staff. Participant costs are lower

than usual for the period ending May 31st. People weren't coming in to the Center or weren't yet in a position to obtain work because of childcare or other circumstances. Unemployment benefits will soon start to expire. Generally, grants run for a 2 year period. Staff are projecting that we are at 59% expended and obligated – typically the program would be at 80% or more. Local areas were given a waiver that allows more carry-over to the next fiscal year. Because of the waiver, a significant pot of funds is available to use for customer when they start coming back to the Center for services.

Tim Riche moved to approve, seconded by Ramona Davie.

Vote: Approved – unanimous

Yes: Ramona Davie, Mike Farmer, Roger Leach, Mattie Mendez, Tim Riche, Robyn Smith

7.2 Consideration of approval of the MCWIC Executive Director's goals for the period of July 1, 2021 to June 30, 2022.

Tracie Scott-Contreras, Executive Director, presented her goals for the boards review and approval. Some goals were carried over from the previous year with some slight modifications.

- *Goal 1: this goal was slightly modified from the previous year. Tracie wants to expand social media channels to possibly include Instagram and Twitter. Staff would need to make sure to post often in order to use effectively. Staff have obtained a camera for possible use to create video tours of the Center or to use for Orientation videos for customers. We want to start getting staff back out into the community.*
- *Goal 2: Staff development was impacted by the COVID-19 pandemic. Staff attended lots on virtual events. Workforce continued to practice peer-to-peer mentoring for new staff. More in-person staff development is desirable.*
- *Goal 3: There is a fairly well developed succession plan in place. Staff are continuing to work on cross-training between key positions on the management team. Staff will be working on more detailed written plans around coverage for specific tasks and managing changes to the team. Staff will continue to offer upskilling opportunities for current staff who may want to move into a supervisorial or managerial role.*
- *Goal 4: Haven't been able to do some of the things for this goal due to the pandemic. Tracie will keep this goal and continue to work toward completing it. Tracie is actively recruiting Private Sector members.*
- *Goal 5: There is always more to learn. Tracie is more involved in regional and State activities. Tracie was on a panel at the California Workforce Association (CWA) Spring conference. She will be speaking at a regional event focused on the re-openings of the America's Job Centers. Tracie is planning to make arrangements to meet with the City's and the County's leadership to discuss how to work on Workforce goals. She will be attending the CWA's Meeting of the Minds conference in September. Staff will be more actively marketing the open/available space in the Center. P. Steve Ramirez has expanded their space by 4 cubicles.*
- *Goal 6: Tracie will be working on procedures for reserve funds. Staff will continue to look for and apply for more grants.*

Vote: Approved – unanimous

Yes: Ramona Davie, Mike Farmer, Roger Leach, Gabriel Mejia, Mattie Mendez, Tim Riche, Robyn Smith

7.3 Consideration of approval of the proposed non-exempt salary schedule.

Per the discussion held at the June MCWIC meeting regarding increasing the salary of some staff due to the upcoming raise to the minimum wage, staff presented a proposed increases to salaries. The Workforce Assistant and the Administrative Support position are no longer in use and were not affected by the proposed changes. The entry-level positions were mostly affected. Staff considers that some higher-level positions are at an appropriate level and were not affected. Staff can make the changes effective August 1, 2021 or wait until January 2022 when the new minimum wage goes into effect. If the changes are made effective August 1st, the next minimum wage changes won't take effect until 2023.

Tim Riche moved to approve the proposed salary schedule effective August 1, 2021, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Ramona Davie, Mike Farmer, Roger Leach, Gabriel Mejia, Mattie Mendez, Tim Riche, Robyn Smith

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

Information provided within the agenda packet. The WDB last met in June. There are no new updates at this time. Staff will update the MCWIC on the WDB at their next meeting on August 26, 2021.

8.2 Program Update

Information provided within the agenda packet. Staff provided information on program expenditures and enrollments for various grants and programs. Information for the emergency funding from the probation department in the amount of $25,000 will be added to the program update at the next meeting. This funding will be used to have staff provide orientations and basic career services at probation offices throughout the area. This will help connect probation individuals to the Center. Madera received a small amount of funds from a regional grant to offset some of the staff time that was spent on some regional activities related to the regional plan implementation and regional training.

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

Information provided within the agenda packet. The Employment Development Department (EDD) has not provided any UI information beyond June 19, 2021. The UI numbers appear to be staying fairly consistent.

9.0 Written Communication

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

Information provided within the agenda packet. Madera received the official notification letter from the State Workforce Development Board stating that the Governor has approved the Madera local area to continue to provide services as a local area and also recertified the Madera WDB.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Roger Leach: Roger suggested that other Workforce Staff such as Deputy Director Maiknue Vang, report out on agenda items such as the Program Update.*
- *Gabriel Mejia: Gabe worked with Tracie and Maiknue on incumbent worker trainings for Camarena staff. He commended them on their work and was glad to see the process from a customer's point of view. There is not a date for the opening of Camarena's new facility. Gabe will share the opening information with staff so that they can forward to the Board.*

10.2 Staff

- *Maiknue Vang: Madera Workforce is undergoing program monitoring review with EDD. Madera was notified that the Department of Labor (DOL) was going to review EDD on the COVID National Emergency grant – EDD in turn selected Madera to be one of the areas to be reviewed by DOL. The entrance meeting is scheduled for next Tuesday at 11:30 a.m. They will be reviewing case files as well as speaking to case managers and participants. Staff are also preparing for the Adult and Dislocated Worker monitor review. This review will take place on November 1 – 5, 2021. The program review will cover the period of September 2018 to December 2020.*
- *Jessica Roche: Immediately following the DOL review, the fiscal and procurement review will take place. The tax returns will be completed after that. Close-out is going well.*

11.0 Next Meeting

August 26, 2021

12.0 Adjournment

Roger Leach moved to adjourn the meeting at 3:54 p.m., seconded by Mike Farmer.

WORKFORCE DEVELOPMENT BOARD OF MADERA COUNTY

Agenda Item 8.4

☐ **Consent** ☐ **Action** ☒ **Information**

To: **Workforce Development Board of Madera County**

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

Date: **October 21, 2021**

Subject: **Program Update**

Information:

We have received 2 worksite approvals for the Wildfires NDWG project. The Jackass Meadow Pasture and Timberline Fence in the Sierra National Forest is recruiting for 7 construction fence laborers. Staff have updated our flyer to include current worksites, which have been shared with WIOA enrolled customers and partner agencies in Oakhurst, including the Department of Social Services, the Chambers, and the Community College. The flyer has also been posted in local bulletin areas in Raley's, the Post Office, Library, local stores, and agencies. We have also shared information with the Creek Fire Collaborative, on our Facebook page and with our Center partners. Staff have also connected with a point of contact at the North Fork Rancheria of Mono Indians to garner additional interest for the temp positions.

Our San Joaquin Valley and Associated Counties region is working on a regional grant proposal in response to Economic Development Administration's American Rescue Plan "Good Jobs Challenge" solicitation, which aims to get Americans back to work by strengthening partnerships that bring together employers and key entities to train workers with in-demand skills that lead to good-paying jobs, benefits, and growth opportunities. Our region's focus is Healthcare, and we have already participated in several planning calls to gather input from industry partners on occupational needs in hospitals, clinics, private, and public facilities. The deadline to apply is January 26, 2022

We are also working on a sub-regional grant proposal in response to EDD's Equity and Special Populations grant solicitation. Fresno WDB will be the lead applicant, along with Kings and Madera County, focused on assisting ELL's, immigrants, and re-entry individuals access training and employment in the solar, construction, and forestry sectors. The deadline to apply is November 1, 2021.

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

WIOA Formula Funds

- **Adult:**
  Budget: $1,320,328
  Budget term: 7/1/2021 - 6/30/2022
  Scope: Provide employment, training, and supportive service assistance for eligible adult participants.
  # of Participants Enrolled: **210**

- **Dislocated Worker (DW):**
  Budget: $ 730,651
  Budget term: 7/1/2021 - 6/30/2022
  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: **25**

- **Rapid Response (RR) & Layoff Aversion (LOA):**
  Budget: RR - $ 128,898; LOA - $ 38,535
  Budget term: 7/1/2021 – 6/30/2022
  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: $ 1,163,892
  Budget term: 7/1/2021 – 6/30/2022
  Scope: Provide out-of-school youth between the ages of 18-24 with employment, training, and supportive service assistance.
  # of Participants Enrolled: **48**

Special Grants/Projects

- **CCP/AB109:**
  Grant award: $56,627 In-Custody
  $34,762 Post-Release
  Grant term: 7/1/2021 - 6/30/2022
  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: **17 referred in-custody, 12 completed**
  8 referred post release

- **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. This grant is fully obligated and expended.
  # 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: **25**

- **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: **51**

- **GRID Pathway Home Project:**
  Grant award: $147,847
  Grant lead: GRID Alternatives
  Grant term: 7/1/2020 – 12/31/2023
  Scope: In collaboration with GRID Alternatives and the Madera County Department of Corrections, identify in-custody individuals interested in solar careers. Provide transitional services, post-release orientation, career exploration, skills evaluation, and case management for individuals enrolled in GRID Alternatives Central Valley Solar Installer training program.
  # of Participants to be Served: 100
  # of Participants Served: 30
  # of Participants Enrolled: **6**

- **Prison to Employment (P2E) – Individual Direct Service (IDS):**
  Grant award: $56,249.00
  Grant lead: San Joaquin County
  Grant term: 9/1/2019 – 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: 9/1/2019 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: **30**

- **Probation COVID Emergency Supplemental Contract**
  Grant award: $25,000
  Grant term: 7/1/2021 to 4/30/2022
  Scope: Funding to support a part time staff person to conduct orientation and basic career services to participants at probation office locations throughout the county. Staff person will provide resources, referrals, and connect individuals to the AJCC.
  # of participants to be Served: Open

- **Ticket-to-Work:**
  Scope: Provide employment and training support to SSI/SSDI beneficiaries.
  Ticket Payments Received 7/1/2021 – 9/30/2021: **$1965.00**
  # of Tickets Assigned: **17**

- **Veteran's Employment Assistance Program (VEAP)**
  Grant award: $23,120
  Grant Lead: Stanislaus County
  Grant term: 7/1/2021 to 3/31/2023
  Scope: Funding to support staff person to conduct orientation and basic career services to connect Veterans to the AJCC.
  # of participants to be Served: 8
  # of participants Enrolled: **3**

Enrollment numbers reported through **9/30/2021**

Financing:

Workforce Innovation and Opportunity Act

WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY

Agenda Item 8.5

☐ **Consent** ☐ **Action** ☒ **Information**

To: **Workforce Development Board of Madera County**

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

Date: **October 21, 2021**

Subject: **Unemployment Insurance (UI) Claim Information**

Information:

The most recent data on UI Claims for the period of August 14, 2021 through October 9, 2021 for Madera County is being provided for the WDB's review.

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

	August 2021 (Week Ending)			September 2021 (Week Ending)				October 2021 (Week Ending)	
County	14	21	28	4	11	18	25	2	9
Madera	456	397	366	336	256	395	377	282	373

Claim Type
(●) UI Claims
( ) PUA Claims

County
Madera

Claims by Date
Multiple values