



# MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

## SPECIAL MEETING

December 2, 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 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 also be available via conference call and can be accessed as follows:

Join Zoom Meeting: [https://us02web.zoom.us/j/81999204075?pwd=TDh2T0t0Sml3SEU1K2NJcFhFaEtndz09](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

## SPECIAL MEETING

### AGENDA

December 2, 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 to reaffirm Resolution 2021-01 for the period of December 2, 2021 through January 2, 2022.
- 6.2 Consideration of approval of the October 28, 2021 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

#### **7.0 Action Items**

- 7.1 Consideration of approval of the MCWIC year-to-date financial reports for the period ending September 30, 2021.
- 7.2 Consideration of approval of a 3% Cost of Living Adjustment (COLA) budget adjustment for non-management staff.

#### **8.0 Information Items**

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

#### **9.0 Written Communication**

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

- 10.1 Board Members
- 10.2 Staff

#### **11.0 Next Meeting**

January 27, 2022

#### **12.0 Adjournment**

**RESOLUTION NO. 2021-02**

**MADERA COUNTY WORKFORCE INVESTMENT CORPORATION**

**ADOPTING FINDINGS THAT THERE IS A PROCLAIMED STATE OF EMERGENCY AND THAT MEETING IN PERSON POSES IMMINENT HEALTH AND SAFETY RISKS TO ATTENDEES AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS FOR THE BOARD FOR THE PERIOD OF DECEMBER 2, 2021 THROUGH JANUARY 2, 2022**

**WHEREAS**, on March 4, 2020, Governor Gavin Newsom declared a State of Emergency in the State of California; and

**WHEREAS** in light of ongoing concerns about public health and safety, on March 17, 2020, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions of the Ralph M. Brown Act (the “Brown Act”) in order to allow local government bodies to conduct open meetings safely during the coronavirus pandemic. On June 11, 2021, the Governor issued Executive Order N-08-21, extending the suspension of these provisions to allow local government bodies to continue to conduct their meetings remotely through September 30, 2021; and

**WHEREAS**, on September 10, 2021, the Legislature took additional action to allow local agencies to forego compliance with the Brown Act teleconferencing requirements under specific circumstances after the expiration of the Governor’s order by adopting AB 361, which amends the Brown Act’s requirements for teleconferencing during a proclaimed state of emergency and when certain other conditions are met and certain findings are made. Because the bill contained an urgency clause, it took effect upon Governor Newsom’s signature on September 16, 2021; and

**WHEREAS**, the Brown Act, as amended, allows local agencies to make an initial determination to hold open meetings via teleconferencing when there is a proclaimed state of emergency and any of the following circumstances exist:

1. State or local officials have imposed or recommended social distancing

2. The local agency holds a meeting for the purpose of determining by majority vote if meeting in person would pose imminent health and safety risks to attendees
3. The local agency holds a meeting after having determined by majority vote that, as a result of the emergency, meeting in person would pose imminent risks to the health or safety of attendees.

The local agency must reconsider whether the state of emergency continues to impact the ability of the members to meet safely in person or whether local or state officials continue to impose or recommend social distancing every 30 days; and

**WHEREAS** the rates of transmission of COVID-19 and variants, and to protect the health and safety of the public, the Madera County Workforce Investment Corporation (MCWIC) wishes to take the actions necessary to comply with the Brown Act, as amended and to continue to hold its Board meetings remotely via teleconference.

**NOW, THEREFORE, BE IT RESOLVED** that the MCWIC hereby finds that pursuant to the Governor's State of Emergency Declaration, issued on March 4, 2020, there is a proclaimed State of Emergency in the State of California; and

**BE IT FURTHER RESOLVED** that the MCWIC finds that meeting in person in the next 30 days would pose imminent health and safety risks to attendees; and

**BE IT FURTHER RESOLVED** that the MCWIC approves meeting via teleconference for all Regular and Special meetings of the MCWIC for 30 days following this resolution, in accordance with the Government Code section 54953(e) and other applicable provisions of the Brown Act.

Regularly passed and adopted this 2<sup>ND</sup> day of December, 2021 by the following vote:

AYES:

NAYES:

ABSENT:

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Chair  
Madera County Workforce Investment Corporation

ATTEST:

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Secretary  
Madera County Workforce Investment Corporation



MINUTES

**October 28, 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=TDh2T0t0Sml3SEU1K2NjYkFhFaEtndz09;>  
**Meeting ID:** 819 9920 4075; **Password:** 819 9920 4075; **Phone:** (669) 900-9128

**PRESENT:** Debi Bray, Mike Farmer, Gabriel Mejia, Mattie Mendez, Tim Riche

**ABSENT:** Ramona Davie, Roger Leach, Robyn Smith

**GUEST:** Doug Sampson, Moss Adams

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

**1.0 Call to Order**

*Meeting called to order by Chair Debi Bray at 3:06 p.m.*

**1.1 Pledge of Allegiance**

**2.0 Additions to the Agenda**

*Staff requested the addition of MCWIC Resolution 2021-01 to the agenda as item 7.1*

*Tim Riche moved to add the resolution to the agenda as item 7.1, seconded by Gabriel Mejia.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Mike Farmer, Gabriel Mejia, Mattie Mendez, Tim Riche*

**3.0 Public Comment**

*None.*

**4.0 Introductions and Recognitions**

*Tracie Scott-Contreras, Executive Director, introduced Doug Sampson. Doug works for Moss Adams and will be presenting the audited financials to the Board. Tracie informed the Board that Erick Flores, Business Specialist, has completed his Certified Business Engagement Professional course and is now certified. The Business Services team has been approached to present at a statewide peer-to-peer meeting and will speak about their work on employer videos and custom flyers. Tracie is the Chair of the California Workforce Association (CWA) Capacity Building Committee and is also on the CWA Executive Committee.*

**5.0 Adoption of Board Agenda**

*Mike Farmer moved to adopt the amended agenda, seconded by Tim Riche.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Mike Farmer, Gabriel Mejia, Mattie Mendez, Tim Riche*

**6.0 Consent Calendar**

**6.1 Consideration of approval of the September 28, 2021 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.**

*Tim Riche moved to approve, seconded by Mike Farmer*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Mike Farmer, Gabriel Mejia, Mattie Mendez, Tim Riche*

## 7.0 Action Items

### 7.1 Consideration of approval of MCWIC Resolution 2021-01.

*Assembly Bill 361 extends the exemptions for the Ralph M. Brown Act requirements for virtual meetings to January 1, 2024, when there is a continuing state of emergency. AB361 requires that public bodies adopt a resolution every 30 days declaring the need for a virtual meeting. The resolution will appear on the agendas until the MCWIC decides that there is no need for teleconferencing.*

*Tim Riche moved to adopt MCWIC Resolution 2021-01, seconded by Gabriel Mejia.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Mike Farmer, Gabriel Mejia, Mattie Mendez, Tim Riche*

### 7.2 Consideration of approval of the Audit Report for the 2020-2021 audited financial statements submitted by Moss Adams.

*Doug Sampson presented the audit report for the fiscal year ending June 30, 2021. The Governance letter is a required communication that goes along with the audit report. The purpose of the letter is to list those who have oversight of the financial reporting process. It also communicates the standards under which the audit was conducted. This letter would include information about any necessary corrections. There were no findings that need to be corrected. There were no significant audit issues – a clean audit. Mr. Sampson reviewed the audit report. The Report of Independent Auditors goes over what management’s responsibilities are and what the auditor’s responsibilities are. Management responsibilities are to prepare financials statements. Moss Adams responsibilities are to provide an opinion on the statements. MCWIC received a clean opinion on their financial statements. MCWIC also received an unmodified opinion on the Schedule of Expenditures of Federal Awards which is the driver of the whole audit. The Footnotes to Financial Statements report did not show any significant changes from the previous audit. The Footnotes statement provides information on accounting principals and practices as well as details for items that are on the balance sheet or other financial statements. The Schedule of Expenditures of Federal Awards provides information on the federal awards and expenditures. The Schedule of Grant Expenses reconciles to the Statement of Activity. The Report of Independent Auditors on Internal Controls Over Financial Reporting and Compliance and Other matters is often referred to as the Yellow Book Report has 2 components – Internal Controls Over Financial Reporting and Compliance of Laws and Regulations. An opinion is not provided for internal controls, however, if any deficiencies or material weaknesses in internal controls are found in the 2 components, it would be noted in this report. MCWIC did not have any significant deficiencies or material weaknesses. The Compliance for the Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance is required because of the federal funds that were expended. MCWIC received a clean, unmodified opinion for this report. The Schedule of Findings and Questioned Costs summarizes the audit report. The MCWIC Board and Tracie thanked Jessica Roche, Controller, and her staff for their hard work to help ensure clean audits.*

*Tim Riche moved to approve, seconded by Mattie Mendez.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Mike Farmer, Gabriel Mejia, Mattie Mendez, Tim Riche*

### 7.3 Consideration of approval of the MCWIC year-to-date financial reports for the period ending August 31, 2021.

*Staff provided the year-to-date financials.*

*Mike Farmer moved to approve, seconded by Tim Riche.*

*Vote: Approved – unanimous*

*Yes: Debi Bray, Mike Farmer, Gabriel Mejia, Mattie Mendez, Tim Riche*

### 7.4 Approval of 1<sup>st</sup> quarter budget adjustments. Budget adjustments include: 1) decrease WIOA Formula revenue \$166,425, WIOA Adult, DW, and Youth allocation amounts listed incorrectly in Board Approved Budget dated 9/23/2021; 2) increase expense \$150,000 with carry-over of \$150,000 into next FY, totaling \$300,000 of WIOA NDWG Wildfire Grant EDD approved budget; 3) increase budget \$5,000, Stanislaus County RPI Slingshot 4.0 contract for staff development and workgroups for Community of Practice activities.

*MCWIC received the funding for the Wildfires grant. The expenses need to be added to the budget. Adjustments had to be made to the WIOA allocations in order to correct some amounts that were incorrectly listed. An additional \$5,000 needed to be included for a regional contract for regional planning efforts.*

*Tim Riche moved to accept the budget adjustments, seconded by Gabriel Mejia.*

Vote: Approved – unanimous

Yes: Debi Bray, Mike Farmer, Gabriel Mejia, Mattie Mendez, Tim Riche

## **8.0 Information Items**

### **8.1 MCWIC Staff Survey Discussion**

Information provided within the agenda packet. A quick survey was sent to staff to get a sense of how staff are doing, if they are feeling supported, if they were generally well, how their work-life balance was and asked for input. Managers met to discuss the results and discussed staff recognition, trying to get people together other than virtual meetings such as team meetings and relaunching social events in a safe manner. These were things staff indicated they were missing. Staff also provided feedback as to the lack of a cost of living (COLA) increase. The last COLA was provided in 2017 as a one-time payment – not as a salary adjustment. Staff brought options for a COLA to the Board and also speak to an opportunity MCWIC may have to move to a better health insurance plan with better coverage and out of pocket expense. Researching into providing a health savings account is also being considered. A health savings account allows staff to contribute into the account pre-taxed to pay for health services. The current employee benefit plan has an out-of-pocket expense of \$8,100 for an individual and \$16,200 for a family. The health savings account is capped at \$3,600. The budget would allow for the increased cost for a better plan this year. It is also possible that if the budget disallows a more expensive plan in the future, MCWIC can provide an option for staff to opt to pay the difference between a lower plan and the more expensive plan. A better benefit package also helps with recruiting. Information provided with a breakdown of the cost for an increased benefits plan and COLA. The annual cost for the current benefits plan would be \$119,869. The difference to switch to the Platinum plan would be \$19,662. The salary increase for staff is well within the available funding. The COLA would be effective January 1, 2022 and would come back to the MCWIC Board as an action item for approvable at their next meeting. MCWIC does not offer retiree benefits. COBRA insurance information is provided upon an employee's exit from MCWIC. Staff requested input from the Board as to whether they want to move forward with bringing a COLA to the Board for approval at the next meeting. Staff will gather information on a proposed 3% COLA for staff – not managers and bring it to the Board in December.

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

Information provided within the agenda packet.

### **8.3 Program Update**

Information provided within the agenda packet.

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

Information provided within the agenda packet.

## **9.0 Written Communication**

None.

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

### **10.1 Board Members**

- *Debi Bray: participated in the Madera Community Hospital 50<sup>th</sup> Anniversary Celebration. Their website and Facebook page has a link to an excellent video on the history of the hospital. There will also be a video on the history of Madera which will include the High School Drama Club.*

### **10.2 Staff**

- *Tracie Scott-Contreras: participated in Supervisor Poythress' Town Hall virtual meeting. It was very informative. Tracie will try to get a copy of the presentation slides to share.*

## **11.0 Next Meeting**

*The November Board meeting falls on the Thanksgiving holiday. The next MCWIC Board meeting will take place on December 2, 2021 at 3:00 p.m.*

## **12.0 Adjournment**

*Mattie moved to adjourn the meeting at 4:13 p.m., seconded by Gabriel Mejia.*

Madera  
County Workforce Investment Corporation  
Budget to Actual  
From 7/1/2021 to 09/30/21

AGENDA ITEM 7.1

**FUND 01**

Revenue	GL Code	GL Description	Budget	YTD Actual	Encumbrance	Available Budget Balance	Variance
<b>Revenue</b>							
	4000	Grant Revenue (Federal)	\$ 4,191,498	\$ 452,656	\$ -	\$ 3,738,842	89%
	4300	Other Revenue (non-federal)	\$ 126,592	\$ 27,911	\$ -	\$ 98,681	78%
	4500	Interest Revenue	\$ -	\$ 1	\$ -	\$ (1)	#DIV/0!
	4600	Sublease/Rental Income	235424	44089.42	0		
<b>Total Revenue</b>			<b>\$ 4,553,514</b>	<b>\$ 524,657</b>	<b>\$ -</b>	<b>\$ 4,028,857</b>	<b>88%</b>
<b>Expenditures</b>							
<b>Personnel Costs</b>							
	5100	Staff Salaries	\$ 1,425,322	\$ 289,895	\$ -	\$ 1,135,427	80%
	5105	Vacation	\$ -	\$ 47,922	\$ -	\$ (47,922)	#DIV/0!
	5111	Employer Medicare Expense	\$ 20,667	\$ 4,761	\$ -	\$ 15,906	77%
	5112	Social Security Employer Exp	\$ 88,370	\$ 20,356	\$ -	\$ 68,014	77%
	5115	CA Unemployment Insurance Exp	\$ 10,192	\$ 602	\$ -	\$ 9,590	94%
	5116	CA Training Tax Expense	\$ 182	\$ 14	\$ -	\$ 168	92%
	5120	Workers Compensation Expense	\$ 3,563	\$ 757	\$ -	\$ 2,807	79%
	5130	Group Health Insurance Expense	\$ 202,800	\$ 26,375	\$ 96,895	\$ 79,529	39%
	5140	Employers 457 Expense	\$ 85,519	\$ 21,454	\$ -	\$ 64,065	75%
	5160	Group Dental Insurance	\$ 14,040	\$ 2,133	\$ 9,929	\$ 1,978	14%
	5170	Group Vision Insurance	\$ 3,120	\$ 503	\$ 2,268	\$ 349	11%
	5180	Group Life Insurance	\$ 3,120	\$ 627	\$ 2,463	\$ 30	1%
	5190	Employee Assistance Program Expense	\$ 780	\$ 139	\$ 467	\$ 174	22%
<b>Total Personnel Costs</b>			<b>\$ 1,857,675</b>	<b>\$ 415,538</b>	<b>\$ 112,057</b>	<b>\$ 1,330,080</b>	<b>72%</b>
<b>General Operating Costs</b>							
	5210	Facility Materials and Supplies	\$ 500	\$ 4,309	\$ 15,469	\$ (19,277)	-3856%
	5300	Rent Expense	\$ 216,650	\$ 55,398	\$ 161,249	\$ 3	0%
	5310	Common Area Maintenance	\$ 31,119	\$ 11,674	\$ 15,672	\$ 3,773	12%
	5330	Utilities Expense	\$ 84,040	\$ 2,970	\$ 62,190	\$ 18,880	22%
	5820	Facility Maintenance Services	\$ 44,065	\$ 8,924	\$ 29,930	\$ 5,211	12%
	5200	Materials and Supplies	\$ 19,900	\$ 811	\$ 132	\$ 18,957	95%
	5320	Telephone Expense	\$ 15,914	\$ 4,244	\$ 10,525	\$ 1,145	7%
	5340	Property & Liability Insurance	\$ 6,798	\$ -	\$ 5,883	\$ 915	13%
	5400	Postage Expense	\$ 322	\$ 84	\$ -	\$ 238	74%
	5410	Printing Expense	\$ 1,000	\$ -	\$ -	\$ 1,000	100%
	5420	Advertising Expense	\$ 7,500	\$ 494	\$ -	\$ 7,006	93%
	5440	Dues, Subscriptions, Fees Expense	\$ 39,941	\$ 8,110	\$ 10,431	\$ 21,400	54%
	5500	Auditing Fees	\$ 27,000	\$ -	\$ 27,000	\$ -	0%
	5510	Legal Fees	\$ 5,000	\$ -	\$ -	\$ 5,000	100%
	5520	Consulting/Professional Services	\$ 33,500	\$ 339	\$ 2,000	\$ 31,161	93%
	5530	Taxes and Fees	\$ 250	\$ 32	\$ 170	\$ 48	19%
	5600	Office Equipment	\$ 5,000	\$ 324	\$ -	\$ 4,676	94%
	5610	Equipment Maintenance	\$ 17,683	\$ 2,379	\$ 3,050	\$ 12,254	69%
	5620	Equipment Rental	\$ 5,193	\$ 380	\$ 1,140	\$ 3,673	71%
	5632	Information Technology	\$ 100,613	\$ 22,488	\$ 35,976	\$ 42,149	42%
	5640	Internet Expense	\$ 38,734	\$ 1,119	\$ 4,415	\$ 33,201	86%
	5710	Staff Training Expense	\$ 5,000	\$ 320	\$ -	\$ 4,680	94%
	5720	Travel Expense	\$ 4,850	\$ 4,653	\$ -	\$ 197	4%
	5730	Conference, Conventions & Meetings	\$ 16,600	\$ 2,242	\$ -	\$ 14,359	86%
	5810	General Operating Services	\$ 7,078	\$ 1,698	\$ 1,239	\$ 4,141	58%
	7310	Fiscal Processing Fee Offset	\$ -	\$ -	\$ -	\$ -	#DIV/0!
<b>Total General Operating Costs</b>			<b>\$ 734,250</b>	<b>\$ 132,991</b>	<b>\$ 402,056</b>	<b>\$ 199,203</b>	<b>27%</b>
<b>Direct Participant Costs</b>							
	5800	Supportive Services	\$ 106,525	\$ 13,442	\$ 26,398	\$ 66,686	63%
	5800	Client ITA & Other Training Contracts	\$ 712,363	\$ 55,967	\$ 215,065	\$ 441,332	62%
	5800	Client OJT & TJT Contracts	187454.24	23352.6	31451.73		
	5800	Client WEX Contracts	192191.06	20542.68	21333.89		
<b>Total Direct Participant Costs</b>			<b>\$ 1,198,534</b>	<b>\$ 113,304</b>	<b>\$ 293,654</b>	<b>\$ 791,576</b>	<b>66%</b>
<b>Total Expenditures</b>			<b>\$ 3,790,459</b>	<b>\$ 661,834</b>	<b>\$ 807,767</b>	<b>\$ 2,320,858</b>	<b>61%</b>
<b>Net Revenue Over/(Under) Expense</b>			<b>\$ 763,055</b>	<b>\$ (137,177)</b>		<b>\$ 1,707,999</b>	

*Handwritten signature and date: 11/27/21*

**Madera County Workforce Investment Corporation**  
**Balance Sheet - Statement of Financial Position FY 2021-2022**

As of 9/30/2021

(In Whole Numbers)

	Current Fiscal Year	Prior Year Audited Financials Ending Balance
<b>CURRENT ASSETS</b>		
Cash and cash equivalents		
Cash in BA - Main	431,875	291,971
Cash in BA - Payroll	20,678	75,982
Total Cash and cash equivalents	452,553	367,952
Accounts Receivable		
Accounts Receivable	39,878	16,853
Grants/Program Contracts Receivable	(6,576)	299,527
Total Accounts Receivable	33,302	316,380
Prepaid Expenses		
Prepaid Expense	1,310	1,310
Total Prepaid Expenses	1,310	1,310
Total assets, net		
Computer & Software	149,116	149,116
Office Equipment	20,226	20,226
Vehicles	0	0
Furniture & Fixtures	550	550
Accumulated Depreciation	(147,150)	(147,150)
Total Total assets, net	22,742	22,742
Total CURRENT ASSETS	509,907	708,384
<b>CURRENT LIABILITIES</b>		
Accounts Payable	1,365	86,092
Accrued payroll and related expenses	58,419	57,226
Vacation Payable	52,251	28,612
Total CURRENT LIABILITIES	112,035	171,929
<b>NET ASSETS</b>		
Temporary restricted and unrestricted	(397,873)	(536,455)
Total NET ASSETS	(397,873)	(536,455)
Total liabilities and net assets	509,907	708,384

**Madera County Workforce Investment Corporation**  
**Statement of Cash Flows - Board Report - Statement of Cash Flow**  
**As of 9/30/2021**  
(In Whole Numbers)

	<b>Current Month</b>	<b>Current Fiscal Year</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in Net Assets		
	767	(138,582)
<b>Total Change in Net Assets</b>	<b>767</b>	<b>(138,582)</b>
Change in Operating Assets:		
Accounts Receivable	4,750	(23,026)
Grants/Program Contracts Receivable	19,893	306,103
<b>Total Change in Operating Assets:</b>	<b>24,642</b>	<b>283,078</b>
Change in Operating Liabilities:		
Accounts payable	(8,154)	(84,727)
Accrued payroll and related expenses	(14,021)	24,832
<b>Total Change in Operating Liabilities:</b>	<b>(22,175)</b>	<b>(59,895)</b>
<b>Total CASH FLOWS FROM OPERATING ACTIVITIES</b>	<b>3,234</b>	<b>84,601</b>
Net Change in Cash and Cash Equivalents	3,234	84,601
Cash and Cash Equivalents at the Beginning of the Year		
	449,319	367,952
<b>Total Cash and Cash Equivalents at the Beginning of the Year</b>	<b>449,319</b>	<b>367,952</b>
Cash and Cash Equivalents as of Current Period End Date	452,553	452,553



**Madera County Workforce Investment Corporation**

Aged Receivables by Invoice Date

Aging Date - 9/30/2021

From 7/1/2021 Through 9/30/2021

Customer ID	Customer Name	Invoice Date	Invoice Number	Invoice/Credit Description	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
1000	Central Valley Opportunity Center	8/31/2021	ARDoc1449	CVOC AJCC - August 2021	559.71	0.00	559.71	0.00	0.00	0.00
1000		9/30/2021	ARDoc1456	CVOC AJCC - September 2021	435.04	435.04	0.00	0.00	0.00	0.00
<b>Total 1000</b>	Central Valley Opportunity Center				994.75	435.04	559.71	0.00	0.00	0.00
1004	State Center Community College District	8/31/2021	ARDoc1443	SCCCD AJCC - August 2021	763.00	0.00	763.00	0.00	0.00	0.00
1004		9/30/2021	ARDoc1454	SCCCD AJCC - September 2021	763.00	763.00	0.00	0.00	0.00	0.00
<b>Total 1004</b>	State Center Community College District				1,526.00	763.00	763.00	0.00	0.00	0.00
1005	Madera County Probation Department	6/30/2021	ARDoc1423	CCP In Custody - June 2021	0.10	0.00	0.00	0.00	0.00	0.10
1005		9/30/2021	ARDoc1458	CCP Post Release - September 2021	719.54	719.54	0.00	0.00	0.00	0.00
1005		9/30/2021	ARDoc1462	CCP In Custody - September 2021	(866.03)	(866.03)	0.00	0.00	0.00	0.00
<b>Total 1005</b>	Madera County Probation Department				(146.39)	(146.49)	0.00	0.00	0.00	0.10
1008	Department of Rehabilitation	6/30/2021	ARDoc1416	DOR AJCC - June 2021	452.67	0.00	0.00	0.00	0.00	452.67
<b>Total 1008</b>	Department of Rehabilitation				452.67	0.00	0.00	0.00	0.00	452.67

**Madera County Workforce Investment Corporation**

Aged Payables by Invoice Date - Aged Payables

Aging Date - 9/30/2021

From 7/1/2021 Through 9/30/2021

Vendor ID	Vendor Name	Date Invoiced	Invoice Number	Amount Due	1 - 30 Days Past Due	31 - 60 Days Past Due	Total
2005	PROFESSIONAL HEALTH SERVICES INC	9/1/2021	APDoc6462	0.00	750.75	0.00	750.75
	PROFESSIONAL HEALTH SERVICES INC	9/1/2021	APDoc6463	0.00	614.25	0.00	614.25
Total 2005	PROFESSIONAL HEALTH SERVICES INC			0.00	1,365.00	0.00	1,365.00
Report Total				0.00	1,365.00	0.00	1,365.00

**Madera County Workforce Investment Corporation**

Aged Receivables by Invoice Date

Aging Date - 9/30/2021

From 7/1/2021 Through 9/30/2021

Customer ID	Customer Name	Invoice Date	Invoice Number	Invoice/Credit Description	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
1052	CertainTeed LLC	8/31/2019	ARDoc1066	CertainTeed Assessments - August 2019	(892.50)	0.00	0.00	0.00	0.00	(892.50)
1052		2/29/2020	ARDoc1164	CertainTeed Assessments - February 2020	510.00	0.00	0.00	0.00	0.00	510.00
Total 1052	CertainTeed LLC				(382.50)	0.00	0.00	0.00	0.00	(382.50)
1065	Madera Adult School	8/31/2021	ARDoc1444	MAS - Lost Key Cards - M. Vang;D. Reygosa	10.00	0.00	10.00	0.00	0.00	0.00
1065		8/31/2021	ARDoc1450	MAS AJCC - August 2021	6,228.88	0.00	6,228.88	0.00	0.00	0.00
1065		9/30/2021	ARDoc1461	MAS AJCC - September 2021	(3,727.07)	(3,727.07)	0.00	0.00	0.00	0.00
Total 1065	Madera Adult School				2,511.81	(3,727.07)	6,238.88	0.00	0.00	0.00
1072	Stanislaus County Department of Workforce Development	9/30/2021	ARDoc1459	Stanislaus VEAP - September 2021	139.98	139.98	0.00	0.00	0.00	0.00
Total 1072	Stanislaus County Department of Workforce Development				139.98	139.98	0.00	0.00	0.00	0.00
1073	EDD-DGS	10/31/2020	ARDoc1391	EDD AJCC - October 2020 Additional Estimated Rent Increase	944.00	0.00	0.00	0.00	0.00	944.00

**Madera County Workforce Investment Corporation**

Aged Receivables by Invoice Date

Aging Date - 9/30/2021

From 7/1/2021 Through 9/30/2021

Customer ID	Customer Name	Invoice Date	Invoice Number	Invoice/Credit Description	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
1073		11/30/2020	ARDoc1392	EDD AJCC - November 2020 Additional Estimated Rent Increase	944.00	0.00	0.00	0.00	0.00	944.00
1073		12/31/2020	ARDoc1393	EDD AJCC - December 2020 Additional Estimated Rent Increase	944.00	0.00	0.00	0.00	0.00	944.00
1073		1/31/2021	ARDoc1394	EDD AJCC - January 2021 Additional Estimated Rent Increase	944.00	0.00	0.00	0.00	0.00	944.00
1073		2/28/2021	ARDoc1395	EDD AJCC - February 2021 Additional Estimated Rent Increase	944.00	0.00	0.00	0.00	0.00	944.00
1073		3/31/2021	ARDoc1396	EDD AJCC - March 2021 Additional Estimated Rent Increase	944.00	0.00	0.00	0.00	0.00	944.00
1073		4/30/2021	ARDoc1397	EDD AJCC - April 2021 Additional Estimated Rent Increase	944.00	0.00	0.00	0.00	0.00	944.00
1073		5/31/2021	ARDoc1398	EDD AJCC - May 2021 Additional Estimated Rent Increase	944.00	0.00	0.00	0.00	0.00	944.00

**Madera County Workforce Investment Corporation**

Aged Receivables by Invoice Date

Aging Date - 9/30/2021

From 7/1/2021 Through 9/30/2021

Customer ID	Customer Name	Invoice Date	Invoice Number	Invoice/Credit Description	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
1073		6/1/2021	ARDoc1407	EDD AJCC - June 2021- Additional Estimated Rent Increase	944.00	0.00	0.00	0.00	0.00	944.00
1073		6/30/2021	ARDoc1418	EDD Phone - June 2021	135.00	0.00	0.00	0.00	0.00	135.00
1073		7/31/2021	ARDoc1431	EDD Phone - July 2021	210.00	0.00	0.00	0.00	210.00	0.00
1073		8/31/2021	ARDoc1441	EDD Phone - August 2021	210.00	0.00	210.00	0.00	0.00	0.00
1073		9/1/2021	ARDoc1440	EDD AJCC - September 2021	5,581.44	0.00	5,581.44	0.00	0.00	0.00
1073		9/30/2021	ARDoc1452	EDD Phone - September 2021	210.00	210.00	0.00	0.00	0.00	0.00
<b>Total 1073</b>	<b>EDD-DGS</b>				<b>14,842.44</b>	<b>210.00</b>	<b>5,791.44</b>	<b>0.00</b>	<b>210.00</b>	<b>,631.00</b>
1106	County of San Joaquin	7/31/2021	ARDoc1438	San Joaquin P2E-SSEL, July 2021	3,835.43	0.00	0.00	0.00	3,835.43	0.00
1106		8/31/2021	ARDoc1448	San Joaquin P2E - August 2021	803.81	0.00	803.81	0.00	0.00	0.00
1106		9/30/2021	ARDoc1457	San Joaquin P2E SSEL - September 2021	3,822.18	3,822.18	0.00	0.00	0.00	0.00
<b>Total 1106</b>	<b>County of San Joaquin</b>				<b>8,461.42</b>	<b>3,822.18</b>	<b>803.81</b>	<b>0.00</b>	<b>3,835.43</b>	<b>0.00</b>
1118	P. Steve Ramirez Vocational Training Centers	9/1/2021	ARDoc1442	PSR AJCC - September 2021	3,724.84	0.00	3,724.84	0.00	0.00	0.00
<b>Total 1118</b>	<b>P. Steve Ramirez Vocational Training Centers</b>				<b>3,724.84</b>	<b>0.00</b>	<b>3,724.84</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Madera County Workforce Investment Corporation**

Aged Receivables by Invoice Date

Aging Date - 9/30/2021

From 7/1/2021 Through 9/30/2021

Customer ID	Customer Name	Invoice Date	Invoice Number	Invoice/Credit Description	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
1120	GRID Alternatives	9/30/2021	ARDoc1460	GRID Alternatives Pathway Home - September 2021	1,177.15	1,177.15	0.00	0.00	0.00	0.00
Total 1120	GRID Alternatives				1,177.15	1,177.15	0.00	0.00	0.00	0.00
Report Total					33,302.17	2,673.79	17,881.68	0.00	4,045.43	,701.27

Madera County Workforce Investment Corporation  
Reconcile Cash Accounts

Summary

Cash Account: 1010 Cash in BA - Main  
 Reconciliation ID: Bank Reconciliation for 1010 for 09.30.21  
 Reconciliation Date: 9/30/2021  
 Status: Open

Bank Balance	449,171.61
Less Outstanding Checks/Vouchers	17,296.66
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	431,874.95
Balance Per Books	<u>431,874.95</u>
Unreconciled Difference	<u>0.00</u>

Click the Next Page toolbar button to view details.

*Handwritten signature and date: 10/12/21*

Madera County Workforce Investment Corporation  
Reconcile Cash Accounts

Summary

Cash Account: 1020 Cash In BA - Payroll  
Reconciliation ID: Bank Reconciliation for 1020 for 09.30.21  
Reconciliation Date: 9/30/2021  
Status: Open

Bank Balance	20,678.07
Less Outstanding Checks/Vouchers	0.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	20,678.07
Balance Per Books	<u>20,678.07</u>
Unreconciled Difference	<u><u>0.00</u></u>



Click the Next Page toolbar button to view details.

*[Handwritten signature]*  
10/12/21

## Budget Adjustment Request

**Request Date** 11/23/21

**Grant/Contract:** WIOA Formula

**Net Amount:** \$5,279.88

**Effective Date of Adjustment:** 1/1/2022

**Requester:** Tracie Scott-Contreras

**Board Approval Needed (as outlined in policy):**  **Yes** or  **No**

### Requested Budget Adjustment

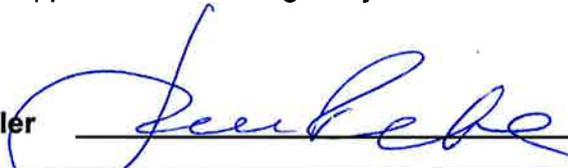
3% COLA (Cost of Living Adjustment) increase for all non-management staff for a 6 month period of the fiscal year. The amount of \$5,279.88 increase to the budget is a combination of wages and taxes incurred by the corporation due to the increase (wages \$4,862.22+taxes \$417.66).

### Rationale

Staff have not received a COLA increase since 2017, and the one in 2017 was only a one-time COL payment that did not increase staff's hourly wage or salary.

### Signatures

I request approval for this budget adjustment:

**Controller**  **Date** 11/23/21

Reviewed and Approved:

**Executive Director**  **Date** 11/23/21



**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**Agenda Item 8.1**

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**  
**From: Tracie Scott-Contreras, Executive Director**  
**Date: December 2, 2021**  
**Subject: Workforce Development Board (WDB) of Madera County Update**

**Information:**

The WDB will meet next on December 16, 2021. Staff will provide a WDB update to the MCWIC at their meeting on January 27, 2022.

**Financing:**

Workforce Innovation and Opportunity Act



# MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

## Agenda Item 8.2

Consent

Action

Information

**To:** Madera County Workforce Investment Corporation

**From:** Maiknue Vang, Deputy Director

**Date:** December 2, 2021

**Subject:** Program Update

### **Information:**

We have been awarded a Wells Fargo Foundation grant in the amount of \$10,000. Funds will support an annual subscription for IMAGO, an online platform that allows us to provide Essential Soft Skills Workshops. Funds may also support online learning equipment and other technology support for participants enrolled in education and/or training.

The Fresno Regional WDB has submitted a sub-regional grant proposal in response to EDD's Equity and Special Populations grant solicitation. In partnership with Kings and Madera County, this project will focus on assisting ELL's, immigrants, and re-entry individuals in accessing training and employment in the solar, construction, and forestry sectors. If awarded, Madera is expected to receive approximately \$65,000 to serve 10 participants.

Our Adult and DW Program Monitoring Review is scheduled to begin the week of November 15, 2021. The scope of this review will cover the period of September 1, 2018 through December 31, 2020. Twenty participant case files have been selected for review and individual interviews will be conducted with 2 participants and staff and employers associated with the selected participants.

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: 229

- **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: **26**

- **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: **52**

### 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: **23 referred in-custody, 16 completed  
10 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: **30**

- **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: **55**

- **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: **35**

# 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 – 10/31/2021: **\$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

- **Wildfires National Dislocated Worker Grant (NDWG)**

Grant award: \$300,000

Grant term: 11/1/2020 to 12/31/2023

Scope: Funding to support temporary jobs working on recovery and cleanup efforts in the areas of Madera County impacted by the Creek Fire, including wages, other payroll costs, and worker's compensation coverage.

# of participants to be Served: 15

# of participants Enrolled: 0

Enrollment numbers reported through **10/31/2021**

**Financing:**

Workforce Innovation and Opportunity Act



**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**Agenda Item 8.3**

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

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

**Date: December 2, 2021**

**Subject: UI Claim Information**

**Information:**

The most recent data on UI Claims for the period of October 23, 2021 through November 13, 2021 for Madera County is being provided for the Board'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

County	October 2021 (Week Ending)		November 2021 (Week Ending)	
	23	30	6	13
Madera	312	331	293	334

**Claim Type**

UI Claims

PUA Claims

**County**

Madera

**Claims by Date**

Multiple values