



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

M E E T I N G

January 27, 2022

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=TDh2T0t0SmI3SEU1K2NJcFhFaEtndz09](https://us02web.zoom.us/j/81999204075?pwd=TDh2T0t0SmI3SEU1K2NJcFhFaEtndz09;);

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

**January 27, 2022
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 authorizing remote teleconferencing for the period of February 2, 2022 through March 3, 2022 in accordance with Assembly Bill 361.
- 6.2 Consideration of approval of the December 2, 2021 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.
- 6.3 Consideration of approval of the December 30, 2021 MCWIC meeting minutes.

7.0 Action Items

- 7.1 Consideration of approval of the Lead Career Specialist job description.
- 7.2 Consideration of approval of the revised non-exempt salary schedule.
- 7.3 Consideration of approval of 80 hours emergency COVID leave for staff.

8.0 Information Items

- 8.1 Workforce Development Board (WDB) of Madera County Update
- 8.2 MCWIC Executive Director Mid-Year Goals Update
- 8.3 Program Update
- 8.4 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

February 24, 2022

12.0 Adjournment

RESOLUTION NO. 2022-01

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
FEBRUARY 2, 2022 THROUGH MARCH 3, 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 27th day of January, 2022 by the following vote:

AYES:

NAYES:

ABSENT:

Chair
Madera County Workforce Investment Corporation

ATTEST:

Secretary
Madera County Workforce Investment Corporation



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

AGENDA ITEM 6.2

SPECIAL MEETING

MINUTES

December 2, 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, Mike Farmer, Roger Leach, Gabriel Mejia, Mattie Mendez, Tim Riche, Robyn Smith

ABSENT: Ramona Davie

GUEST: Erick Flores - MCWIC

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

1.0 Call to Order

Meeting called to order by Chair Debi Bray at 3:03 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 Erick Flores, Business Specialist. Erick recently obtained certification for Business Engagement Professional. Erick and the business services team have been working on creating custom videos and flyers for employers. The team is working towards inserting conversational components to the videos for employers who may be less comfortable in front of the camera. A video created for Betts was played for the Board.

5.0 Adoption of Board Agenda

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

Vote: Approved – unanimous

Yes: Debi Bray, Mike Farmer, Roger Leach, Gabriel Mejia, Mattie Mendez, Tim Riche, Robyn Smith

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.

Roger leach moved to approve the Consent Calendar items, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Mike Farmer, Roger Leach, Gabriel Mejia, Mattie Mendez, Tim Riche, Robyn Smith

7.0 Action Items

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

There has been a slight increase to people coming into the Center. More trainings are being done. Budget to actuals information was provided. Operational and overhead expenditures are on schedule. There are still lots of training funds available. Accumulated depreciation is calculated one time a year at the end of the fiscal year. The current year's figures will be run again at the end of the fiscal year on 6/30/22. The Employment Development Department (EDD) has been negotiating more space in the Center. The Auditors recommended that EDD's potential revenue be included in the financial documents. The new sublease amount has been finalized and will be provided in future financial reports.

Tim Riche moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Mike Farmer, Roger Leach, Gabriel Mejia, Mattie Mendez, Tim Riche, Robyn Smith

7.2 Consideration of approval of a 3% Cost of Living Adjustment (COLA) budget adjustment for non-management staff.

Providing non-management staff with a 3% COLA was discussed at a previous meeting. Staff requested approval of a budget adjustment to cover the budget period of 1/1/22 to 6/30/22. The adjustment will cover increased wages and taxes for all non-management staff. Once an adjustment to a budget is made, it remains in places.

Mattie Mendez moved to approve a 3% COLA the budget adjustment for non-management staff effective 1/1/22, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Debi Bray, 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 agenda packet. The WDB is scheduled to meet again on 12/16/21.

8.2 Program Update

Information provided within agenda packet. Funds from the Wells Fargo grant have been used to pay for the annual Imago subscription which is used to provide soft skills workshops. The funds may also be used for online trainings or equipment needs for participant trainings. The Fresno Regional Workforce Board is applying for EDD's Equity and Special Populations grant. Madera and Kings counties will partner with the Fresno Regional Workforce Board and will assist English language learners (ELL) and the re-entry population in accessing training and employment in solar, construction and forestry sectors. If awarded, Madera will receive approximately \$65,000 from the grant. Madera is finishing a monitoring review for the period of 9/1/2018 to 12/31/2020. Monitors will review 20 participant files and will interview some participants and employers. All program and special projects are on track.

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

Information provided within the agenda packet. The UI figures provided are through 11/13/21. UI numbers are almost to pre-pandemic levels. Staff will try to gather information on how many businesses may have closed during the pandemic and provide to the MCWIC at the next meeting.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- Robyn Smith – is doing very good. Stated that the foothills have been warm.
- Gabriel Mejia – staying busy.

10.2 Staff

None.

11.0 Next Meeting

January 27, 2022.

12.0 Adjournment

Roger Leach moved to adjourn at 3:50 p.m.



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

AGENDA ITEM 6.3

SPECIAL MEETING

MINUTES

December 30, 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, Roger Leach, Gabriel Mejia, Tim Riche, Robyn Smith

ABSENT: Ramona Davie, Mike Farmer, Mattie Mendez

GUEST:

STAFF: Tracie Scott-Contreras

1.0 Call to Order

Meeting called to order by Madera County Workforce Investment Corporation (MCWIC) Chair Debi Bray at 8:16 a.m.

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 Robyn Smith.

Vote: Approved – unanimous

Yes: Debi Bray, Roger Leach, Gabriel Mejia, Tim Riche, Robyn Smith

6.0 Consent Items

6.1 Consideration to reaffirm Resolution 2021-01 authorizing remote teleconferencing for the period of January 3 through February 1, 2021 in accordance with Assembly Bill 361.

Per assembly Bill 361, Boards must reaffirm or extend their resolutions every 30 days after it's initial approval. Since the next MCWIC Board meeting will fall outside of the required 30 days, staff scheduled this special meeting to meet the 30-day requirement.

Gabriel Mejia moved to approve, seconded by Roger Leach.

Debi Bray, Roger Leach, Gabriel Mejia, Tim Riche, Robyn Smith

11.0 Next Meeting

January 27, 2022

12.0 Adjournment

Roger Leach moved to adjourned at 8:21 a.m.



JOB TITLE: LEAD CAREER SPECIALIST (Non-Exempt)

SUMMARY:

Under the direction of an assigned supervisor, coordinate and implement all career services functions; create and implement systems and tools to perform varied technical and specialized functions in providing a variety of services to job seekers such as assessment, referral, skill development, career coaching, and development and enhancement of appropriate skill sets for future employment opportunities; provide training and development opportunities for new Career Specialists and serve as a liaison between managers, partner organizations, and staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Review data, test scores, files, eligibility status, and other information concerning job seekers; assist job seekers in identifying appropriate career pathways and goals in the development of an Individual Employment Plan.

Connect job seekers to partner and other outside agencies using established referral processes, as appropriate; provide career coaching, labor market information, and job search strategies and tools to job seekers such as web sites, job search booklets, and flyers; assist job seekers to access necessary supportive services.

Coordinate and implement career services outreach and engagement activities; maintain communication with partner agencies to facilitate broad dissemination of information and resources beneficial to job seekers.

Train new Career Specialist staff; review requests for services for accuracy and completion prior to management approval; create and maintain program forms as needed; update WIOA Customer Service Process Guidelines as changes occurs; provide responsible technical assistance to assigned programs to assist in program development and implementation by ensuring adequate administrative support is provided.

Review and approve applicant's eligibility for various programs under the Workforce Innovation and Opportunity Act.

Review case files monthly for effective implementation and compliance; including proper case notes, enrollments, measurable skill gains and certifications achieved, etc. Review CalJOBS follow-up reports to ensure staff are entering client status before the end of each quarter.

Coordinate Specialist of the Day schedules and provide to staff; coordinate workshop schedules and enter in CalJOBS.

Schedule and facilitate team meetings; provide team meeting summaries to managers and bring suggestions and/or concerns to management specific to the Career Specialist functions and duties.

Maintain a job seeker caseload including all required and appropriate documentation; determine customer eligibility; administer and interpret various vocational and basic skills assessment tools; create and maintain individual job seeker files and paperwork; counsel job seeker and review their progress while providing encouragement and motivation.

Determine job seeker's appropriateness for training programs; obtain financial aid information; refer job seeker to various appropriate agencies. Contact potential training providers; introduce and explain program processes and procedures; negotiate individual training agreements with vocational training providers. Prepare individual training related documents; track and process monthly attendance, supportive service documents, and training provider invoices.

Update records and complete required documents, reports, and detailed case narratives in a timely manner for job seekers; input all required tracking data into established systems.

Provide assistance to job seekers for developing and refining occupational goals and developing grooming, communication skills, problem solving skills, attendance, attire, and other appropriate work behaviors; plan, organize, and deliver workshops and seminars to job seekers. Assist job seekers with resources for preparing and developing resumes and cover and thank you letters, and conduct mock interviews to enhance interviewing skills.

Review and confer with job seekers concerning job applications, resume, work history, skills, living status, work flexibility, transportation, childcare, salary expectations, and other matters related to the successful completion of training or obtaining and retaining employment.

Coordinate with Business Specialists for the administration of tests to job seekers in accordance with employer needs; score assessments and provide results to Business Specialists.

Coordinate with Business Specialists to interview job seekers and determine suitability for current job openings; assist Business Specialists in developing and reviewing OJT agreements for job seekers.

Schedule, attend, and participate in various appointments, orientations, conferences, workshops, and meetings; present materials and information; coordinate, conduct, and recruit for job fairs and workshops.

Attend a variety of events such as job fairs, community presentations, outreach events, hiring fairs, and other activities.

Perform responsible and varied technical and specialized functions in support of a variety of job training and placement services for assigned customer base.

OTHER DUTIES:

Assist clients in the Resource Room, instructing clients in computer operations to obtain labor market information.

Perform a variety of clerical and administrative functions in support of job seeker services.

Provide program-specific information to job seekers regarding available services and eligibility requirements.

Conduct workshops for job seekers; present an overview of services and eligibility requirements; respond to questions from attendees. Update workshop curriculum as needed.

Interview job seekers to determine eligibility; assist job seeker's in completing necessary forms and paperwork and gathering required documentation; track outstanding applications and documentation to assure timely completion of the application eligibility process.

Prepare, update, and distribute a variety of marketing, promotional, and informational materials such as brochures, pamphlets, and flyers.

Collect and track participant data, performance, and outcomes regarding progress of projects, successes and challenges, and anticipated resource needs for successful project operation; prepare and maintain a variety of records and reports related to program data and assigned activities; assist with program monitoring and evaluation; coordinate with supervisor to prepare for external reviews by State or Federal personnel.

Communicate with various outside agencies to exchange information regarding programs and services.

This job description is only a summary of typical functions and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The duties, tasks, and responsibilities may differ from the above job descriptions, and other duties, as assigned, may be part of the job.

KNOWLEDGE AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Standard and accepted one-on-one interviewing methods, techniques, and practices.
- Pertinent Federal and State regulations and guidelines governing programs and funding.
- Follow-up and retention techniques.
- Available community resources and services.
- Local and regional labor market and related demographics.
- Occupational resources related to analyzing required qualifications and identifying training needs.
- Standard and accepted office practices and procedures.
- Principles and techniques of effective communication, public relations, and sales or marketing.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Policies and objectives of assigned program and activities.
- Varying needs of diverse populations related to academic, socioeconomic, cultural, disability, and ethnic backgrounds.
- Interpersonal skills using tact, patience, and courtesy.
- Recordkeeping and report preparation techniques.
- Microsoft Office Software (Word, Outlook, Excel, Publisher, PowerPoint) or similar programs
- Web based programs

ABILITY TO:

- Gather and analyze data and complex problems, consider alternatives, project consequences, and adopt appropriate solutions.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Interact positively and successfully while counseling and motivating individuals and groups with diverse needs and backgrounds.
- Conduct research to develop an understanding of career and vocational opportunities.

- Perform mathematical calculations including addition, subtraction, multiplication, and division accurately. Compare numbers and detect errors efficiently.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment including a computer and assigned software.
- Compile and verify data and prepare and maintain records and reports.
- Organize and prioritize a variety of diverse tasks in an effective and timely manner.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Establish and maintain cooperative and effective working relationships with others.
- Read, write, translate, and interpret English and a designated second language as assigned by the position.
- Maintain punctuality and meet schedules and timelines.
- Establish and maintain files and records and prepare related reports.

EDUCATION AND EXPERIENCE:

Five years of progressively responsible experience working in employment and training programs, vocational guidance, job development or a related occupation.

OR

Associate's degree in social work, sociology, vocational guidance, business, Human Resources or a closely related field and 3 years of progressively responsible experience working in employment and training programs, vocational guidance, job development or a related occupation.

Preferred: Bachelor's degree or higher in social work, sociology, vocational guidance, business, Human Resources or a closely related field and one year of experience work in employment and training programs, vocational guidance, job development or a related occupation.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

The physical demands and work environment characteristics described here are representative of those an employee will encounter when performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENT:

Indoor office, all Job Centers and/or facilities such as Department of Corrections or other public and private buildings.

Travel both within and outside of the County for employment purposes.

Participation at outdoor community events.

PHYSICAL DEMANDS:

Communicating to exchange information in person or on the telephone.

Sitting, standing, or walking for extended periods of time.

Operate a computer and effectively utilize a variety of software and on-line tools.

Reading a variety of materials.

Reaching with hands and arms or bending at the waist to retrieve documents/files.

Lifting or carrying up to 10 lbs.

MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

2037 W. Cleveland Avenue, Madera, CA 93637

NON-EXEMPT SALARY SCHEDULE

Board Approved Date: 7/19/2017; 8/24/2017, 3/22/2018, 4/26/18, 7/19/18, 02/28/19, 6/27/19, 1/23/2020, 7/22/2021, 1/27/22

<u>Job Title</u>	<u>Current Hourly Range</u>	<u>Current Annual Range</u>
Workforce Assistant	\$14.00 to \$15.50	\$29,120.00 to \$32,240.00
Administrative Support Assistant	\$15.00 to \$18.00	\$31,200.00 to \$37,440.00
Workforce Technician I	\$15.00 to \$18.00	\$31,200.00 to \$37,440.00
Workforce Technician II	\$17.00 to \$20.00	\$35,360.00 to \$41,600.00
Account Clerk I	\$16.00 to \$19.00	\$33,280.00 to \$39,520.00
Lead Workforce Technician	\$18.90 to \$23.03	\$39,312.00 to \$47,902.40
Program Technician	\$18.90 to \$23.03	\$39,312.00 to \$47,902.40
Business Specialist	\$20.25 to \$25.47	\$42,120.00 to \$52,977.60
Career Specialist	\$20.25 to \$23.47	\$42,120.00 to \$48,817.60
Principal Accounting Technician	\$20.25 to \$23.47	\$42,120.00 to \$48,817.60
Lead Business Services Specialist	\$26.54 to \$30.52	\$55,203.20 to \$63,481.60
Workforce Analyst	\$26.54 to \$30.52	\$55,203.20 to \$63,481.60
Lead Career Specialist	\$26.92 to \$30.77	\$56,000.00 to \$64,000.00
Disability Resource Coordinator	\$30.90 to \$35.77	\$64,272.00 to \$74,401.60
Program Navigator	\$30.90 to \$35.77	\$64,272.00 to \$74,401.60

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

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

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

Example:

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

TO: MCWIC Board of Directors

FROM: Tracie Scott-Contreras, Executive Director

DATE: January 27, 2022

SUBJECT: 2022 COVID Leave – Proposed

The recently updated guidance regarding COVID exposure quarantine requirements is heavily impacting our organization and our staff members. We have had several staff members who have had to quarantine due to COVID exposures outside of the workplace. This has created a burden on some staff members who must wait for test results and/or a physician's release to return to work if they develop any symptoms that could possibly be attributable to COVID-19, which can result in the zeroing out of all regular leave available. I am requesting that the Board approve an additional 80-hour allocation of sick leave for all employees, to account for the maximum 10-day current quarantine requirements, and to minimize impacts to regular leaves due to those new quarantine requirements. The recommended effective dates of the leave are from January 1, 2022 through December 31, 2022.

The office has also purchased a supply of rapid test kits for employees use if an exposure occurs, have notified staff regarding the availability of free rapid tests from the new government website, and directed staff to free testing resources that are available in the community. Test results are taking anywhere from 3-6 days to be provided following the date of testing at community sites.



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: January 27, 2022
Subject: Workforce Development Board (WDB) of Madera County Update

Information:

The WDB will meet next on February 17, 2022. The minutes for the WDB meeting on October 21, 2021 and the agenda for the December 16, 2021 are included for the Board's review.

Financing:

Workforce Innovation and Opportunity Act



A G E N D A

December 16, 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

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Please call: 1-669-900-9128; Meeting ID: 812 7420 6285; Password: 274155.

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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.



A G E N D A

December 16, 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 Workforce Development Board (WDB) of Madera County October 21, 2021 meeting minutes.

6.2 Consideration of approval of the revised Support Services policy to include a mileage base rate of no lower than \$10 per day and an increased maximum rate of \$15 per day.

7.0 Action Items

7.1 Consideration of approval of WDB Resolution 2021-1 regarding the need for teleconference meetings.

7.2 Consideration of approval of Joe Perez', Department of Rehabilitation, WDB Director application.

7.3 Consideration of approval of the America's Job Center of CaliforniaSM (AJCC) Continuous Improvement Plan.

8.0 Information Items

8.1 Madera County Workforce Investment Corporation (MCWIC) Update

8.2 Program Update

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

8.4 MCWIC Audited Financials

9.0 Written Communication

10.0 Open Discussion/Reports/Information

10.1 Board Members

10.2 Staff

11.0 Next Meeting

February 17, 2022

12.0 Adjournment



MINUTES

October 21, 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: Michelle Brunetti, Jorge DeNava, Brett Frazier, Laura Gutile, Marie Harris, Omair Javaid, Bobby Kahn, Wendy Lomeli, Lalo Lopez, Mike Lopez, Nichole Mosqueda, Robert Poythress, Chuck Riojas, Lanie Suderman (8.1)
ABSENT: Debi Bray, Mark Choe, Mike Fursman, Santos Garcia, Deborah Martinez, Mattie Mendez, Terry Nichols, Cindy Vail
GUEST: Gary Beaudette, Yvette Quevedo
STAFF: Nicki Martin, Jessica Roche, Tracie Scott-Contreras, Maiknue Vang

1.0 Call to Order

Meeting called to order at 3:04 p.m. by Workforce Development Board (WDB) Chair Brett Frazier.

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 Gary Beaudette, Beaudette Consulting. Gary is presenting Beaudette's first One Stop Operator (OSO) quarterly report. Yvette Quevedo is Employment Development Department's (EDD) Regional Advisor.

5.0 Adoption of Board Agenda

Bobby Kahn moved to adopt the agenda, seconded by Chuck Riojas.

Vote: Approved – unanimous

Yes: Michelle Brunetti, Jorge DeNava, Brett Frazier, Laura Gutile, Marie Harris, Omair Javaid, Bobby Kahn, Wendy Lomeli, Lalo Lopez, Mike Lopez, Nichole Mosqueda, Robert Poythress, Chuck Riojas

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.**

Bobby Kahn moved to approve the Consent Calendar, seconded by Mike Lopez.

Vote: Approved – unanimous

Yes: Michelle Brunetti, Jorge DeNava, Brett Frazier, Laura Gutile, Marie Harris, Omair Javaid, Bobby Kahn, Wendy Lomeli, Lalo Lopez, Mike Lopez, Nichole Mosqueda, Robert Poythress, Chuck Riojas

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.**

Gary Beaudette presented the OSO's quarterly report. Beaudette Consulting has been working as the OSO since July 1, 2021. Gary is experienced with project management and working with metrics and measurements, defining key objectives and taking that information and creating common visions and goals. The OSO is working with the Center partners and working towards the 3 Workforce Board goals: Aligning and Integrating Programs, Increasing Demand Driven Skills Attainment, Increasing Upward Mobility for all Californians. Currently, work has been around the first goal – Aligning and Integrating Programs. This includes looking at a universal referral system. A Charter was created and work on refining certain smart goals is being done. Tracie stated that the information sharing platform was moved to Google Drive and Partners have started uploading staff cross-training videos.

Chuck Riojas moved to approve, seconded by Laura Gutile.

Vote: Approved – unanimous

Yes: Michelle Brunetti, Jorge DeNava, Brett Frazier, Laura Gutile, Marie Harris, Omair Javaid, Bobby Kahn, Wendy Lomeli, Lalo Lopez, Mike Lopez, Nichole Mosqueda, Robert Poythress, Chuck Riojas

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

Jessica Roche, Controller, presented the budget. A WIOA budget and program overview were provided. It lays out what some requirements are. The Funds Utilization provides information on the required spending for the program. There is a considerable amount of carry-over from the previous year due to the State waiving the 80% expenditure requirement. There is still a considerable amount of carry-over funds due to the pandemic slowing enrollments and trainings. The Allocation Funding Changes chart shows funding sources have increased or decreased for Adult, Youth, Dislocated Worker (DW), Rapid Response (RR) and Rapid Response Lay-off Aversion (RR LA). WIOA enrollment projection information was provided. The projections for the upcoming year is based on a non-pandemic environment and staff are hoping that everything will go back to some semblance of normalcy. Enrollment training activities were also provided. The budgets provide information about funds that are received besides WIOA funds. Revenue less expenses shows a remaining balance in the Adult, Youth and DW categories. Staff are currently considering how to spend the balance for those categories.

Laura Gutile moved to approve, seconded by Wendy Lomeli.

Vote: Approved – unanimous

Yes: Michelle Brunetti, Jorge DeNava, Brett Frazier, Laura Gutile, Marie Harris, Omair Javaid, Bobby Kahn, Wendy Lomeli, Lalo Lopez, Mike Lopez, Nichole Mosqueda, Robert Poythress, Chuck Riojas

- 7.3 Consideration of approval of the Baseline America's Job Center of CaliforniaSM (AJCC) Certification and the AJCC Certification Indicator Assessment and authorization for the WDB Chair signature.**

The State requires the evaluation and certification of the One Stops (AJCCs) every 2 years. There are 2 parts. The first part is the baseline requirement certification. The Madera AJCC evaluations show that the Madera One Stop has met all the minimum requirements related to the operation of an AJCC. The second portion, the AJCC Certificate Indicator Assessment, outlines the State's requirements for quality AJCCs and how they align with the State's Plan. The Indicator Assessment includes information on the strengths and

areas that may need improvement for the AJCC. These strengths and weaknesses will be consolidated into a continuous improvement plan. Staff will work with the OSO to bring that work forward. All Partners will have input into the process. WDB approval is required. The Indicator Assessment and the Baseline Assessment are due to the State by November 1, 2021. The Continuous Improvement Plan will be due by December 31, 2021. The Continuous Improvement Plan will come before the WDB in December for approval.

Mike Lopez moved to approve, seconded by Chuck Riojas.

Vote: Approved – unanimous

Yes: Michelle Brunetti, Jorge DeNava, Brett Frazier, Laura Gutile, Marie Harris, Omair Javaid, Bobby Kahn, Wendy Lomeli, Lalo Lopez, Mike Lopez, Nichole Mosqueda, Robert Poythress, Chuck Riojas

8.0 Information Items

8.1 Workforce Development Board Program Year 2021-2022 Goals Workshop

Information included within the agenda packet. Staff requested input from the WDB for goals that they would like to focus on. The goals were taken from Madera's local workforce plan. Staff used Zoom's polling feature to gather the WDB's top 3 priorities for each goal. Results:

Coordination with Workforce System Partners

- 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.
- 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.

Services for Job Seekers

- Explore options for teaching customer service skills to job seekers. This could be offered in a workshop format or as a course.
- 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.

Business Services

- Develop an inventory of businesses by "key industry sector" to determine the demand-side customer base within Madera County.
- 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.
- Explore greater use of a shared data management platform across partners to support co-case management.

8.2 Workforce Development Board Private Sector Member Recruitment

Information included within the agenda packet. Staff requested the WDB's help with recruiting a Private Sector member.

8.3 Madera County Workforce Investment Corporation (MCWIC) Update

Information included within the agenda packet.

8.4 Program Update

Information included within the agenda packet.

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

Information included within the agenda packet.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Brett Frazier: Brett appreciated his time at the California Workforce Association (CWA) Meeting of the Minds conference. The conference brought lots of different sectors together. He stated that Madera as well as Tracie, Maiknue and Jessica are well respected within the workforce community.*
- *Omar Javid: attended the CWA conference along with Brett. He attended multiple sessions and felt everything he learned was very relevant for Board business as well as private businesses.*

10.2 Staff

- *Tracie Scott-Contreras: Tracie stated that she is the Chair for the CWA Capacity Building Committee. Tracie thanked Chair Brett Frazier and Vice Chair Omar Javid for attending the CWA Meeting of the Minds conference on behalf of the WDB. Brett sat on a Workforce Board Director panel. Our Madera Business Services team was asked to present on a peer-to-peer event and speak about their strategies for creating videos and flyers for local employers.*

11.0 Next Meeting

December 16, 2021.

12.0 Adjournment

Meeting adjourned at 3:47 p.m.



Agenda Item 8.2

☐ Consent

☐ Action

☒ Information

To: Madera County Workforce Investment Corporation

From: Tracie Scott-Contreras, Executive Director

Date: January 27, 2022

Subject: MCWIC Executive Director Mid-Year Goals Update

Information:

The mid-year report regarding progress on the Executive Director's 2021-22 program year goals is attached for the Board's review.

Financing:

Workforce Innovation and Opportunity Act

TO: MCWIC Board

FROM: Tracie Scott-Contreras, Executive Director

DATE: January 27, 2022

SUBJECT: Mid-Year Goals & Objectives Progress Report

Since July, we continue to be impacted by the pandemic and its impact on both customer traffic and businesses. We have adjusted our service delivery model and strategies, as necessary. Most partners have returned to some level of in-person services at this point. An update on progress on goals and objectives for the current year is provided below.

Increase Awareness of and Access to MCWIC/AJCC Services

Objective 1: Increase Number of Quality Business Contacts

Our focus in business engagement since July has been on sharing information needed by local businesses to survive in the pandemic economy. Communications via email and social media have been the primary contact tool to provide information regarding the continuous changes to guidance related to business operations and resources available. Business Services staff have planned and executed 13+ in-person hiring events since July 1 and have directly assisted 67 local businesses with recruitment and other resources. We have implemented video marketing for business recruitment and procured the equipment necessary to create quality video content. There were 18 email campaigns, 48 digital custom recruitment flyers, 9 employer video productions and 21 business-focused social media postings during the period from July – December.

Objective 2: Maintain/Increase Customer Visits to the AJCC

Customer visits from January-June of 2021 averaged approximately 800 per month – up from 600 the previous six months and due in great part to the resumption of in-person instruction at Madera Adult School. Customer visits to the Center so far this program year are averaging 727 per month (excluding Madera Adult School) and 2213 with Adult School students included. We have maintained consistent postings on social media, result in an increase of followers on the Center Facebook page of 358 since July 1 – total followers are now 5,844, with a maximum post reach of 14,300 and a total reach of 62,156. Video has been started and a YouTube channel launched, with plans to increase video content over the next several months.

Continue Staff Development

Objective 1: Schedule Team Building Activities

We continue to hold virtual staff meetings monthly. Staff health and safety continue to be a priority, with several updates to our COVID safety plan to align with the most current guidance. Staff have also participated in virtual training specific to their roles, as it has been made available. The staff-led social committee was relaunched and the committee has planned several events, while staying compliant with safety protocols. We provided catered food for the holiday potluck and recently provided a pizza lunch for all staff. More traditional team building activities will need to be postponed until the pandemic, and the related safety and distancing requirements, have eased.

Objective 2: Support Skill Development and Life-Long Learning

Workshops and seminars have been made available to staff and we have scheduled individuals to participate as frequently as possible. Managers have also participated in seminars and training virtually – Peer-to-Peer Learning events, training for special projects, and more general training. We continue to provide new staff mentoring from a more experienced team member to support their training and development. Schedule flexibility is available for individuals wishing to pursue continuing education and training on their own.

Succession Planning

Cross training was completed prior to the retirement of the Program Manager on December 17, 2021. The Special Projects Manager has been promoted to the Program Manager position. We have been recruiting for a replacement for the Special Projects Manager since November with very low response. We will ramp up recruiting efforts again now that we are through the holiday season. Deputy Director continues to participate in activities and meetings with the Executive Director as schedules permit, to enhance knowledge, awareness, and capacity in all areas. Staff involved with special projects are preparing content for inclusion in required monthly/quarterly reports. Staff are also being offered workshop and seminar activities regularly. Work on a Lead Career Specialist position job description has been completed.

MCWIC and WDB Board Development

Objective 1: MCWIC Board Development

There is currently one vacancy on the MCWIC Board – input on potential members from the Board members would be appreciated, if the Board desires to fill the seat. One additional member would bring MCWIC Board membership back to the maximum membership number outlined in the Board by-laws. A Strategic Planning session for MCWIC is on hold for now, as this activity will be more effective if we are able to conduct it at an in-person meeting/session.

Objective 2: WDB Development

The WDB currently has one vacancy for a private sector representative – I will be reaching out to community contacts in Chowchilla and the Ranchos area for potential candidates. Meeting attendance and engagement have been very positive for the last several months. We will reach out to members when we move into reopening more fully and increasing activities to engage Board members in activities at the Center and with local businesses.

Professional Development

Objective 1: Continue System Knowledge Development – Regional and State

I have participated regularly at CCWC meetings and have attended CWA quarterly Board and committee meetings regularly. I am currently the Chair of the CWA Capacity Building Committee and also a member of the CWA Executive Committee – the committee work has expanded my learning about the association and it's priorities and has resulted in the development of stronger contacts with Directors from other areas throughout the State. The partnership with Stanislaus, Merced, and San Joaquin counties on the submission of a Veteran's Employment Assistance Program grant application resulted in funding and the grant is currently operational. We are currently partnering on two EDA grants – one for the entire Valley and Mother Lode regions focused on expanding health care training capacity and a second with Fresno, Kings, and Tulare counties focused on Transportation, Manufacturing, Construction, and Business Services.

Objective 2: Develop/Improve Local Partnerships and Professional Relationships

I am an active member of the Economic Development Commission and the Visit Yosemite-Madera County Boards and am on the Growing Healthy Families workgroup for the Madera County Public Health Department's Live Well Madera County plan. I am also a member of the local Juvenile Justice Coordinating Committee for the local realignment of juvenile justice funding and services. Reporting to City and County Governments has not been established yet – I will move forward with execution as the pandemic eases and will schedule time with the Mayors and CAO to see how our efforts can support municipal goals and priorities for workforce and economic development.

Fund Diversification & Reserve Planning

Objective 1: Identify and Apply for Diversified Funding

We have completed the licensing and training for the use of the Foundation Search tool to begin to identify other funding sources and their application requirements and allowed uses of funds. We are currently participating in two regional grants through the U. S. Economic Development Administration. We are finalizing negotiations for funding through the Juvenile Justice

Coordinating Committee and for funding for a staff person to provide services at Valley State Prison through the California Department of Corrections and Rehabilitation.

Objective 2: Planning and Policy Development for Reserve Funding

This objective will be getting underway during the second half of this fiscal year.

While this year has been another with multiple challenges, I am confident that the organization has remained focused on our primary mission and priorities - assisting residents and businesses in our communities.

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

Thank you.



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

Agenda Item 8.3

☐ Consent

☐ Action

☒ Information

To: Madera County Workforce Investment Corporation

From: Maiknue Vang, Deputy Director

Date: January 27, 2022

Subject: Program Update

Information:

We continue to work on 2 regional grant proposals 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 San Joaquin Valley and Associated Counties region's application will focus on the Healthcare industry and address the medical personnel shortage (primarily nurses but may also include lower entry level occupations such as MAs, CNAs, LVNs, etc.) to solve existing gaps identified by representatives from education and industry partners. The Fresno EDC's application will focus on Construction, Manufacturing, Transportation & Logistics, and Business Services (i.e., Accounting, Customer Service, Office Manager, etc.) industries. The deadline to apply has been extended to February 10, 2022.

We have also been approached by the Madera County Probation Department for a 1-year extension of the COVID Emergency Supplemental contract through January 23, 2023. These funds provide services to their participants at probation office locations throughout the County. Currently, a MCWIC staff person conducts orientation and basic career services to connect these individuals to the AJCC. An extension budget has been provided and includes more robust activities for follow ups and eligibility.

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: **257**

- **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: **29**

- **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: **60**

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: **28 referred in-custody, 20 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: **35**

- **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: **119**

of Participants Enrolled: **60**

- **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: **9**

- **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 – 12/31/2021: **\$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 **12/31/2021**

Financing:

Workforce Innovation and Opportunity Act



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

Agenda Item 8.4

☐ Consent

☐ Action

☒ Information

To: Madera County Workforce Investment Corporation

From: Tracie Scott-Contreras, Executive Director

Date: January 27, 2022

Subject: UI Claim Information

Information:

The most recent data on UI Claims for the period of November 20, 2021 through January 15, 2022 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	November 2021 (Week Ending)		December 2021 (Week Ending)				January 2022 (Week Ending)		
	20	27	4	11	18	25	1	8	15
Madera	313	268	295	314	322	235	281	346	329

- Claim Type
- ☒ UI Claims
- ☐ PUA Claims
- County
- Madera
- Claims by Date
- Multiple values