



**WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY**

A G E N D A

**April 21, 2022
3:00 p.m.**

Meeting will be held as a
Teleconference Meeting
Workforce Assistance Center
2037 W. Cleveland Avenue, Madera, CA 93637, 559-662-4589

Per California Assembly Bill 361, which allows local and state legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, this regular meeting will be held via conference call and can be accessed as follows: <https://us02web.zoom.us/j/81274206285?pwd=enROTmo3RTRidG5EcnhTM2Y2TXRWdz09>
Please call: 1-669-900-9128; Meeting ID: 812 7420 6285; Password: 274155.

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the Workforce Development Board of Madera County, may request assistance by contacting the Executive Assistant at Madera County Workforce Investment Corporation office, 2037 W. Cleveland Avenue, Madera, CA 93637; Telephone 559/662-4589; CRS 711; Fax 559/673-1794.

If a quorum of the Workforce Development Board is not present at the time of the meeting BUT a quorum of the Workforce Development Board Executive Committee IS present, an Executive Committee board meeting will be conducted in place of the Workforce Development Board.

This agenda and supporting documents relating to the items on this agenda are available through the Workforce Development Board website at <http://www.maderaworkforce.org/workforce-board-meetings/>. These documents are also available at the Madera County Workforce Assistance Center – office of the Executive Director. The Workforce Development Board is an equal Opportunity Employer/Program. Auxiliary aids and services are available upon request.

ELECTRONIC MEETING INSTRUCTIONS

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

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



A G E N D A

**April 21, 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 Ratification of the reaffirmation of Resolution 2021-01 authorizing remote teleconferencing for the period of March 17, 2022 through April 15, 2022 in accordance with Assembly Bill 361.
- 6.2 Ratification of the reaffirmation of Resolution 2021-01 authorizing remote teleconferencing for the period of April 16, 2022 through May 15, 2022 in accordance with Assembly Bill 361.
- 6.3 Consideration of approval of Resolution 2021-01 authorizing remote teleconferencing for the period of April 21, 2022 through May 20, 2022 in accordance with Assembly Bill 361.
- 6.4 Consideration of approval of the Workforce Development Board (WDB) Executive Committee March 7, 2022 meeting minutes.
- 6.5 Consideration of approval of the WDB Executive Committee April 7, 2022 meeting minutes.
- 6.6 Consideration of approval of the WDB meeting minutes February 17, 2022.
- 6.7 Consideration of approval of the re-appointment of Laura Gutile for an additional 3-year term: 6/7/22 to 6/7/25.
- 6.8 Consideration of approval of the re-appointment of Mike Lopez for an additional 3-year term: 6/7/22 to 6/7/25.
- 6.9 Consideration of approval of the resignation of Robyn Smith from the WDB Executive Committee.
- 6.10 Ratification of the approval of the revised Supportive Services policy to include an increase to the services cap to \$3,000, transportation reimbursement up to \$15 per day and the deletion of references for payments for union fee/dues.

7.0 Action Items

- 7.1 Consideration of approval of EDD Subgrant AA211014 line item transfer request for \$350,000 from the Dislocated Worker funding stream to the Adult funding stream.
- 7.2 Consideration of approval of EDD Subgrant AA111014 line item transfer request for \$25,000 from the Dislocated Worker funding stream to the Adult funding stream.
- 7.3 Consideration of approval of Beaudette Inc.'s One Stop Operator report for the period of October 1, 2021 through December 31, 2021.

7.4 Consideration of approval of Beaudette Inc.'s One Stop Operator report for the period of January 1, 2022 through March 31, 2022.

8.0 Information Items

8.1 WDB Private Sector Director Recruitment

8.2 Madera County Workforce Investment Corporation (MCWIC) Update

8.3 Program Update

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

9.0 Written Communication

9.1 Executive Order (EO) N-6-22: Sanctions in Response to Russian Aggression in Ukraine

10.0 Open Discussion/Reports/Information

10.1 Board Members

10.2 Staff

11.0 Next Meeting

June 16, 2022

12.0 Adjournment



RESOLUTION NO. 2021-01

WORKFORCE DEVELOPMENT BOARD OF MADERA COUNTY

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 March 17, 2022 through April 15, 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 purposed 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 Workforce Development Board (WDB) of Madera County 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 WDB 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 WDB 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 WDB approves meeting via teleconference for all Regular and Special and Regular meetings of the WDB 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 7th day of March, 2022 by the following vote:

AYES: 4

NAYES: 0

ABSENT: 2



Chair
Workforce Development Board of Madera County

ATTEST:



Executive Director
Workforce Development Board of Madera County

RESOLUTION NO. 2021-01

WORKFORCE DEVELOPMENT BOARD OF MADERA COUNTY

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 April 16, 2022 through May 15, 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

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NOW, THEREFORE, BE IT RESOLVED that the WDB 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 WDB 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 WDB approves meeting via teleconference for all Regular and Special and Regular meetings of the WDB 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 7th day of April, 2022 by the following vote:

AYES: 5

NAYES: 0

ABSENT: 1



Chair
Workforce Development Board of Madera County

ATTEST:



Executive Director
Workforce Development Board of Madera County

RESOLUTION NO. 2021-01**WORKFORCE DEVELOPMENT BOARD OF MADERA COUNTY****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 April 21, 2022 through May 20, 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 purposed 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 Workforce Development Board (WDB) of Madera County 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 WDB 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 WDB 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 WDB approves meeting via teleconference for all Regular and Special and Regular meetings of the WDB 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 21st day of April, 2022 by the following vote:

AYES:

NAYES:

ABSENT:

Chair
Workforce Development Board of Madera County

ATTEST:

Executive Director
Workforce Development Board of Madera County



Executive Committee

SPECIAL MEETING

MINUTES

March 7, 2022

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

Zoom Meeting: <https://us02web.zoom.us/j/84534800722?pwd=UDU0WGxheFB0V2F6UVpvNTVMNzNwZz09>

Phone: (669) 900-9128; Meeting ID: 845 3480 0722; Password: 993394

PRESENT: Omair Javaid, Pat Gordon, Nichole Mosqueda, Robyn Smith

ABSENT: Brett Frazier, Robert Poythress

GUEST:

STAFF: Tracie Scott-Contreras, Nicki Martin

1.0 Call to Order

Meeting called to order at 10:04 a.m. by Vice Chair Omair Javaid.

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

Nichole Mosqueda moved to adopt the agenda, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Omair Javaid, Pat Gordon, Nichole Mosqueda, Robyn Smith

6.0 Consent Items

6.1 Consideration to reaffirm Resolution 2021-01 authorizing remote teleconferencing for the period of March 17, 2022 through April 15, 2022 in accordance with Assembly Bill 361.

Assembly Bill 361 requires that Boards assess the need for teleconferencing and put into place a resolution stating the need for teleconferencing every 30 days.

Pat Gordon moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

Yes: Omair Javaid, Pat Gordon, Nichole Mosqueda, Robyn Smith

6.2 Consideration of approval of the revised Supportive Services policy to include an increase to the services cap to \$3,000, transportation reimbursement up to \$15 per day and the deletion of references for payments for union fee/dues.

Staff have noted that the transportation reimbursements are getting larger due to the increase in fuel prices.

Nichole Mosqueda moved to approve seconded by Pat Gordon.

Vote: Approved – unanimous

Yes: Omair Javaid, Pat Gordon, Nichole Mosqueda, Robyn Smith

11.0 Next Meeting

To be determined.

12.0 Adjournment

Meeting adjourned at 10:08 a.m.



Executive Committee

SPECIAL MEETING

MINUTES

April 7, 2022

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

Zoom Meeting: <https://us02web.zoom.us/j/84534800722?pwd=UDU0WGxheFB0V2F6UVpvNTVMNzNwZz09>

Phone: (669) 900-9128; Meeting ID: 845 3480 0722; Password: 993394

PRESENT: Brett Frazier, Pat Gordon, Omair Javaid, Nichole Mosqueda, Robert Poythress

ABSENT: Robyn Smith

GUEST:

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

1.0 Call to Order

Meeting called to order at 11:04 a.m. by 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

None.

5.0 Adoption of Board Agenda

Nichole Mosqueda moved to adopt the agenda, seconded by Pat Gordon.

Vote: Approved – unanimous

Yes: Brett Frazier, Pat Gordon, Omair Javaid, Nichole Mosqueda, Robert Poythress

6.0 Consent Items

6.1 Consideration to reaffirm Resolution 2021-01 authorizing remote teleconferencing for the period of April 16, 2022 through May 16, 2022 in accordance with Assembly Bill 361.

Approval of the AB361 resolution must be done within 30 days for reaffirmation until the emergency health order is lifted or until the Board decides to move to in-person meetings. Staff will place the following 30-day resolution approval on the next Workforce Board meeting agenda.

Rob Poythress moved to approve, seconded by Nichole Mosqueda.

Vote: Approved – unanimous

Yes: Brett Frazier, Pat Gordon, Omair Javaid, Nichole Mosqueda, Robert Poythress

11.0 Next Meeting

To be determined.

12.0 Adjournment

Meeting adjourned at 11:08 a.m.



MINUTES

February 17, 2022

**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](https://us02web.zoom.us/j/81274206285?pwd=enROtmo3RTRidG5EcnhTM2Y2TXRWdz09;);
Phone: (669) 900-9128; Meeting ID: 812 7420 6285; Password: 274155

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

1.0 Call to Order

Meeting called to order at 3:08 p.m. by Vice Chair Omair Javaid.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Amelia Meza with the Division of Apprenticeship Standards and Yvette Quevedo, Regional Advisor, were introduced.

5.0 Adoption of Board Agenda

Debi Bray moved to adopt the agenda, seconded by Bobby Kahn.

Vote: Approved – unanimous

Yes: Debi Bray, Michelle Brunetti, Jorge DeNava, Mike Fursman, Santos Garcia, Omair Javaid, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Joe Perez, Chuck Riojas, Cindy Vail

6.0 Consent Calendar

- 6.1 Ratify reaffirmation of Resolution 2021-01 authorizing remote teleconferencing for the period of January 16,2022 through February 14, 2022 in accordance with Assembly Bill 361.**
- 6.2 Consideration of approval of Resolution 2021-01 authorizing remote teleconferencing for the period of February 15,2022 through March 16, 2022 in accordance with Assembly Bill 361.**
- 6.3 Consideration of approval of the Workforce Development Board (WDB) of Madera County December 16, 2021 meeting minutes.**
- 6.4 Consideration of approval of the WDB Executive Committee January 13, 2022 meeting minutes.**
- 6.5 Consideration of approval of the WDB Executive Committee February 11, 2022 meeting minutes.**

6.6 Consideration of approval of the reappointment of Rob Poythress, Teco Hardware, for an additional 3 year term ending on 4/6/2025.

Bobby Kahn moved to approve the Consent Calendar, seconded by Nichole Mosqueda.

Vote: Approved – unanimous

Yes: Debi Bray, Michelle Brunetti, Jorge DeNava, Mike Fursman, Santos Garcia, Omair Javaid, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Nichole Mosqueda, Joe Perez, Chuck Riojas, Cindy Vail

7.0 Action Items

7.1 Consideration of approval the EDD Subgrant A111014 line item transfer request for \$150,000 from Dislocated Worker funding stream to Adult funding stream.

Workforce areas have until the second year of the allocations to spend their training funds. If funds are not spent, they must be returned. There are more people coming to the Center for Adult services than Dislocated Worker services. Areas are allowed to transfer up to 100% between funding streams.

Mike Farmer moved to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Michelle Brunetti, Jorge DeNava, Brett Frazier, Mike Fursman, Santos Garcia, Omair Javaid, Bobby Kahn, Wendy Lomeli, Mike Lopez, Deborah Martinez, Mattie Mendez, Nichole Mosqueda, Joe Perez, Chuck Riojas, Cindy Vail

8.0 Information Items

8.1 WDB Private Sector Director Recruitment

Information provided within the agenda packet. Staff would like input from the Board for a private sector Director for the WDB. Ideally, candidates should be an executive or decision maker from the agriculture, manufacturing, healthcare, construction, or renewable energy sectors. Candidates from the Chowchilla or Madera Ranchos areas would be ideal.

8.2 Brainstorming: Businesses & Job Seeker Marketing and Outreach Strategies

Information provided within the agenda packet. Staff are revamping outreach methods to job seekers and businesses. A radio campaign in running for Youth Services. The Business Services team has been creating custom videos and flyers as well as videos for employers and job seekers. Printed materials are being re-energized. A Friends & Family referral program is being relaunched. The WDB suggested using childcare assistance and transportation assistance on marketing materials.

8.3 WDB Goals Update

Information provided within the agenda packet. Staff are continuously working on the goals and will provide updates periodically.

8.4 Executive Director Mid-Year Goals Update

Information provided within the agenda packet. The Executive Director's mid-year goals were presented to the Madera County Workforce Investment Corporation and are provided to the WDB as an update.

8.5 Madera County Workforce Investment Corporation (MCWIC) Update

Information provided within the agenda packet.

8.6 Program and Financial Update

Information provided within the agenda packet. Staff have been working with the Probation Department using COVID supplementary funding to pay for a staff person who works at the site to provide outreach services throughout the County. Probation has extended that contract for an additional 10 months. Madera participated in the development and submission of 2 regional grants connected to the Economic Development Administration's Good Jobs Challenge. 1 grant includes the Central Valley and Mother Lode region which focuses on healthcare and how areas can augment the training capacity in healthcare. Staff also worked on a grant with the Fresno County Economic Development Corporation along with Fresno,

Tulare, and Kings Counties with a focus on construction, manufacturing, transportation logistics and business services. Both of the grants were successfully submitted. Staff hope to have news on the grants in May. Madera will also participate in the State Workforce Board's Regional Equity and Recovery Partnership grants. These grants are designed to strengthen the relationship between Workforce Boards and the Community College system. Participant numbers are slowly increasing. Staff are actively recruiting participants for the Young Adult program. Madera has a history of working with the trades and union organizations. Many times, participants have a hard time getting to those trainings due to issues with transportation. Chuck Riojas stated that they are trying to put an apprenticeship class together for Madera for 2022.

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

Information provided within the agenda packet. The numbers are going down but we are still not seeing very much traffic come into the Center.

8.8 Form 700 due April 1, 2022

Information provided within the agenda packet

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Brett Frazier thanked Tracie for providing information on the trades for one of his employees who is interested in that field once she graduates from High School. The information will help her get connected to that sector.*
- *Nichole Mosqueda stated that everyone is having a hard time recruiting for jobs and thanked the Workforce team for their help with recruiting and job placements.*

10.2 Staff

- *Jessica Roche referred the Board to the budget document that was provided along with the Program Update for information on how the funding works and information on the spending requirements and what happens if the funds don't get spent.*
- *Maiknue Vang stated that Madera Workforce is currently recruiting for 4 open positions and has noted that not all candidates are putting in the effort to submit complete application packets. There are plans to record a video that will provide guidelines on how to apply for Workforce jobs.*

11.0 Next Meeting

April 21, 2022

12.0 Adjournment

Meeting adjourned at 3:46 p.m.



EDD Revision Date: N/A

WDB Review Date: 7/26/07; 12/20/07, 12/17/09, 4/22/10, 9/23/10, 6/21/12; 6/27/13; 5/22/14; 12/17/15; 10/27/16; 12/15/16; 8/23/18; 10/21/21; 12/16/21; [3/7/22 \(Exec\)](#)

EXECUTIVE SUMMARY:

Purpose:

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

References:

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

Policy:

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

It is the policy of the Workforce Development Board of Madera County to facilitate the provision of supportive services to individuals who are participating in individualized career or training services, who are unable to obtain supportive services through other programs providing such services, and only when such services are necessary to enable individuals to participate in title I activities, as stipulated in 20 CFR Subpart G Section 680.910. Accurate information regarding the availability of supportive services in the local area, as well as referral to such services, will be provided as a basic career service to adults and dislocated workers through the local One-Stop delivery system (WIOA 134(d)(1)(B)). The Workforce Development Board of Madera County has established limits on the types of available supportive services and a limit of a maximum of ~~\$1,500~~[\\$3,000](#) of funding available to individual participants for supportive services funded through WIOA, as allowed under 20 CFR Subpart G Section 680.120. All supportive

services must be requested and approved in advance. Customers will not be reimbursed for supportive services purchases or payments that they have made directly.

The locally approved supportive services are as follows:

- Supportive Services will include, but may not be limited to: transportation assistance, mileage reimbursement, uniforms, tools, safety equipment, certification/licensing exam fees, medical services including required physicals and immunizations, drug testing, standardized work clothing or footwear, registration fees, or instructional books, materials, and supplies. Purchase of any of these items requires written documentation that the items are required for training or employment, and verification that they are not reimbursed or provided by the employer or training provider.
- Transportation allowance – Provided for non-paid activities; may include MAX passes, Dial-a-Ride tickets, or a flat-rate daily reimbursement, only if the service is not available through some other source. Limited transportation funds may result in only partial subsidy of transportation costs, based on individual needs and the availability of other resources. A flat-rate reimbursement per day of travel required for training will only be provided to individuals who must travel a minimum of 25 miles round trip per day to an unpaid training activity using their own vehicle. The base rate will be set at \$10 per day of travel; the rate may be temporarily adjusted periodically to account for significant changes in fuel costs and will not exceed \$15 per day. **Travel Reimbursement will only be available to individuals who can provide documentation of a current California Driver's License, as well as proof of current vehicle registration and insurance for the vehicle being used for travel.**
- Child Care Assistance – Assistance with childcare expenses may be provided on a limited basis for individuals participating in unpaid training programs, only if such assistance is not available from any other source. Childcare assistance will only be provided for the specific days and times that the participant is engaged in the unpaid training activity.

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

Action:

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

Inquiries:

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

Transfer of Funds Request

1. Local Area Madera County
 2. Subgrant Number AA211014 3. Request Date 3/31/2022
 4. Program Year 2021 5. Transfer Request No 01

6. Direction of Transfer (Check One):

Adult to Dislocated Worker	Dislocated Worker to Adult
<input type="checkbox"/> 201 → 299	<input type="checkbox"/> 501 → 499
<input type="checkbox"/> 202 → 200	<input checked="" type="checkbox"/> 502 → 500

7. Amount of Transfer \$350,000
 8. Contact Person Jessica Roche
 9. Contact Person's Telephone Number 559-662-4590
 10. All transfer requests must be approved and signed off by the Local Board.

Date of Local Board meeting to discuss transfer 4/21/2022

Date of Local Board meeting to approve transfer 4/21/2022

11. By signing below, the Local Area Administrator/Designee requests a transfer of funds and certifies that this transfer request was approved at the Local Board Meeting on the date indicated above.

Signature _____
 Name Tracie Scott-Contreras
 Title Executive Director
 Date _____

12. Taking into account the factors described under the Transfer of Funds Procedures section on page 5 of the directive, describe the Local Board's reasoning to request a transfer of funds.

Due to the pandemic and reduced unemployment numbers, we only have minimal eligible dislocated workers coming in for assistance, while there has been a recent increase in Adult eligible customers.

Transfer of Funds Request Participant Plan

Local Area: MADPrepared Date 3/31/2022

Enter the number of individuals in each category.

TOTALS FOR PY 20__	ADULT	DW
1. Registered Participants Carried in from PY 2020	154	20
2. New Registered Participants for PY 2021	335	35
3. Total Registered Participants for PY 2021 (Line 1 plus 2)	489	55
4. Exiters for PY 2021	220	35
5. Registered Participants Carried Out to PY 2022 (Line 3 minus 4)	269	20

PROGRAM SERVICES		
6. Career Services	969	109
a. Basic Career Services (WIA Core Services)	375	40
b. Individualized Career Services (WIA Intensive Services)	190	40
7. Training Services	160	35

EXIT STATUS		
8. Entered Employment	140	35
9. Training-Related	130	30
10. Entered Military Service	0	0
11. Entered Apprenticeship Program	0	0
12. Exited for Exclusionary Reasons	45	12

Maiknue Vang, Deputy Director

559-662-4503

Contact Person, Title**Telephone Number****Comments:**

Due to the pandemic, the DW enrollment numbers have dropped significantly. However, there has recently been a significant increase in Adult eligible individuals as the economy starts to recover.

Transfer of Funds Request Budget Plan

Local Area <u>MAD</u>	Date Prepared <u>3/31/2022</u>
------------------------------	---------------------------------------

Subgrant Number <u>AA211014</u>	Grant Code	Adult to DW	DW to Adult
Year of Appropriation <u>2021</u>		<input type="checkbox"/> 201 → 299 <input type="checkbox"/> 202 → 200	<input type="checkbox"/> 501 → 499 <input checked="" type="checkbox"/> 502 → 500

FUNDING IDENTIFICATION	ADULT	DW
1. Formula Allocation	769,203	578,018
2. Prior Adjustments - Plus or Minus	0	0
3. Previous Amounts Transferred	0	0
4. Current Amount to be Transferred	350,000	(350,000)
5. TOTAL FUNDS AVAILABLE (Lines 1 through 4)	1,119,203	228,018

TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (Lines 6a through 6c)	1,007,283	205,216
a. Career Services (WIA Core Services / Intensive Services)	542,926	74,696
b. Training Services	260,000	57,065
c. Other	204,357	73,455
7. Administration	111,920	22,802
8. TOTAL (Lines 6 plus 7)	1,119,203	228,018

QUARTERLY TOTAL EXPENDITURE PLAN (cumulative)		
9. September 2021	0	0
10. December 2021	257,043	0
11. March 2022	376,865	43,000
12. June 2022	635,865	73,000
13. September 2022	796,865	138,230
14. December 2022	856,865	183,410
15. March 2023	1,119,203	215,412
16. June 2023	1,119,203	228,018

COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)	10.00%	10.00%

<u>Jessica Roche, Controller</u>	<u>559-662-4590</u>
Contact Person, Title	Telephone Number

Comments

Expenditure plan numbers above are taken from prior expenditure reports filed to date. The last two quarters are estimated accordingly based on projected increased customer flow for Adult Formula funding.

Transfer of Funds Request

1. Local Area Madera County
2. Subgrant Number AA111014 3. Request Date 4/13/2022
4. Program Year 2020 5. Transfer Request No 02

6. Direction of Transfer (Check One):

Adult to Dislocated Worker

Dislocated Worker to Adult

201 → 299

501 → 499

202 → 200

502 → 500

7. Amount of Transfer \$25,000.00

8. Contact Person Jessica Roche

9. Contact Person's Telephone Number 559-662-4590

10. All transfer requests must be approved and signed off by the Local Board.

Date of Local Board meeting to discuss transfer 4/21/2022

Date of Local Board meeting to approve transfer 4/21/2022

11. By signing below, the Local Area Administrator/Designee requests a transfer of funds and certifies that this transfer request was approved at the Local Board Meeting on the date indicated above.

Signature _____

Name Tracie Scott-Contreras

Title Executive Director

Date _____

12. Taking into account the factors described under the Transfer of Funds Procedures section on page 5 of the directive, describe the Local Board's reasoning to request a transfer of funds.

Due to the pandemic, we continue to see a reduction of dislocated eligible customers, and increase in Adult eligible customers.

Transfer of Funds Request Participant Plan

Local Area: MADPrepared Date 4/13/2022

Enter the number of individuals in each category.

TOTALS FOR PY 20__	ADULT	DW
1. Registered Participants Carried in from PY 2018	154	20
2. New Registered Participants for PY 2019	221	20
3. Total Registered Participants for PY 2019 (Line 1 plus 2)	375	55
4. Exiters for PY 2019	200	35
5. Registered Participants Carried Out to PY 2020 (Line 3 minus 4)	175	20

PROGRAM SERVICES		
6. Career Services	969	109
a. Basic Career Services (WIA Core Services)	375	40
b. Individualized Career Services (WIA Intensive Services)	190	40
7. Training Services	140	35

EXIT STATUS		
8. Entered Employment	130	35
9. Training-Related	100	30
10. Entered Military Service	0	0
11. Entered Apprenticeship Program	0	0
12. Exited for Exclusionary Reasons	45	12

Maiknue Vang, Deputy Director

559-662-4503

Contact Person, Title

Telephone Number

Comments:

Due to the pandemic, the DW enrollment numbers have dropped significantly. However, there has been a increase in Adult eligible individuals as the economy starts to recover.

Transfer of Funds Request Budget Plan

Local Area <u>MAD</u>	Date Prepared <u>4/13/2022</u>
------------------------------	---------------------------------------

Subgrant Number <u>AA111014</u>	Grant	Adult to DW	DW to Adult
Year of Appropriation <u>2020</u>	Code	<input type="checkbox"/> 201 → 299	<input type="checkbox"/> 501 → 499
		<input type="checkbox"/> 202 → 200	<input checked="" type="checkbox"/> 502 → 500

FUNDING IDENTIFICATION	ADULT	DW
1. Formula Allocation	925,557	558,084
2. Prior Adjustments - Plus or Minus	0	0
3. Previous Amounts Transferred	150,000	(150,000)
4. Current Amount to be Transferred	25,000	(25,000)
5. TOTAL FUNDS AVAILABLE (Lines 1 through 4)	1,100,557	383,084

TOTAL ALLOCATION COST CATEGORY PLAN	ADULT	DW
6. Program Services (Lines 6a through 6c)	990,501	344,776
a. Career Services (WIA Core Services / Intensive Services)	566,033	194,704
b. Training Services	220,111	76,617
c. Other	204,357	73,455
7. Administration	110,056	38,309
8. TOTAL (Lines 6 plus 7)	1,100,557	383,084

QUARTERLY TOTAL EXPENDITURE PLAN (cumulative)	ADULT	DW
9. September 2019	4,273	4,273
10. December 2019	6,851	6,851
11. March 2020	253,295	28,184
12. June 2020	543,211	84,539
13. September 2020	793,255	166,519
14. December 2020	925,557	247,204
15. March 2021	1,075,557	356,336
16. June 2021	1,100,557	383,084

COST COMPLIANCE PLAN (maximum 10%)	ADULT	DW
21. % for Administration Expenditures (Line 7/Line 5)	10.00%	10.00%

<u>Jessica Roche, Controller</u>	<u>559-662-4590</u>
Contact Person, Title	Telephone Number

Comments

Expenditure plan numbers above are taken from prior expenditure reports filed to date.

Madera Workforce Development Board Report: **October – December 2021**

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

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



Major Highlights:

- **Unite Us:** Providing all partners with a resource to standardized referral information through a Unite Us Demonstration and for all partners to help with Objective #1 Aligning and Integrating Programs.
- **Continuous Improvement Plan Input:** Created and sent out survey to partners to get their feed back on what to focus on regarding the Continuous Improvement Plan.
 - This Continuous Improvement Plan was developed as part of the Madera County Workforce Development Board’s (WDB) process to certify its comprehensive America’s Job Center of California (AJCC) in accordance with requirements of the federal Workforce Innovation and Opportunity Act (WIOA) and policies of the California Employment Development Department (EDD) and the California Workforce Development Board (CWDB).
- **WDB Goals Input:** Created and sent out survey to partners to get their input on what they consider high priority goals for WAC and AJCC to focus on.

Objectives, Goals, KPI's

End of year data along with goals for 2022

	Service	2021	Goal 2022
^a	How many people did we (AJCC Partners) help find a job?	43	56
^b	How many people did we put through educational or occupational skills?	108	129
^c	How many people earned a postsecondary certificate or degree?	40	90
^d	How many customers did we provide guidance on how to make career choices?	85	103
^e	How many skilled workers were hired with our help?	43	56

Continuous Improvement Major Indicators:

- **INDICATOR 1**: The AJCC Ensures Universal Access, with an Emphasis on Individuals with Barriers to Employment
- **INDICATOR 2**: The AJCC actively supports the One-Stop System Through Effective Partnerships
- **INDICATOR 3**: The AJCC Provides integrated, Customer-Centered Services
- **INDICATOR 4**: The AJCC is an on-ramp for skill development and the attainment of industry-recognized credentials that meet the needs of targeted regional sectors and pathways.
- **INDICATOR 5**: The AJCC Actively Engages Industry and Labor and Supports Regional Sector Strategies Through an Integrated Business Service Strategy that Focuses on Quality Jobs

Best Practices:

- I saw a lot of positive things this quarter. The proactive involvement of the WDB to reach out and get input from partners, I feel is a best practice that should be a new standard.
- Another thing we tried this quarter, was to turn one of the meetings into a “working meeting” meaning, instead of simply sending out the survey, we dedicated time in the meeting for everyone to spend time to conduct the survey right there and then. This worked out extremely well and should be a standardized best practice and continue in the future.

Opportunities:

1. **Shared Measurable Goals:** As mentioned in the last quarter report out, an opportunity for improvement would be to have partners who participate in the meetings to be prepared to share Key Performance Indicators or data on how they are contributing to the three major objectives of the Madera Workforce Assistance Center Partnership. I think we are now well on our way by having the survey with the goals go out, and after we get the goals finalized, we can then turn those into SMART goals, and at performance metrics next to the goals and keep track of them during the meetings.
2. **Continuously Improving our Meetings:** I think together as a team, to come up with ways on how to go from “we are all forced by the state to have these meetings” to, looking forward to the meetings, and really getting a lot out of them. I think I can do a better job at looking for input and solutions, I will develop a survey or dedicate some time on an upcoming agenda to get feedback from the partners.
3. **Proactive Information Flow:** Utilizing the Google Share drive for
 - a. **Continue with “Cross Training Videos:**

Madera Workforce Development Board Report: **January – March 2022**

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

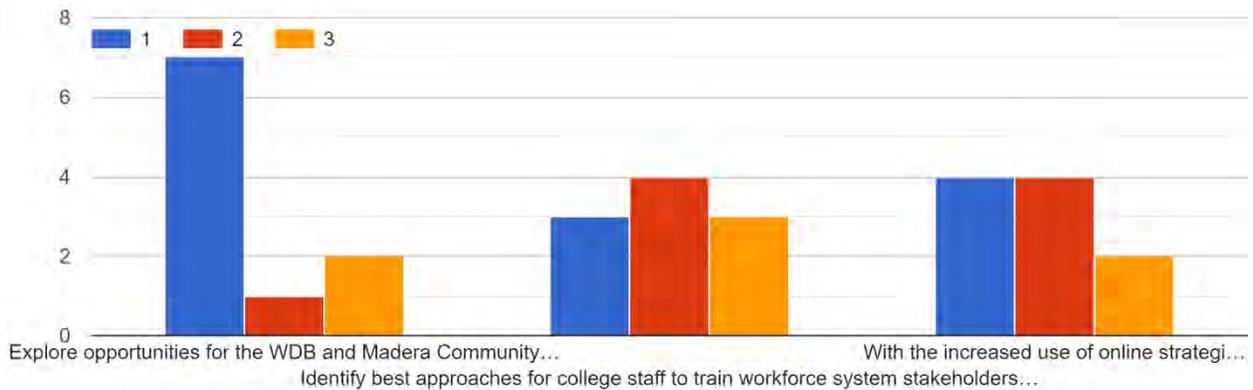
- State Center Adult Education Consortium
- Employment Development Department
- Reading and Beyond
- Department of Social Services
- Madera County Workforce Investment Corporation
- Madera Community College Center
- Central Valley Opportunity Center
- Housing Authority of Madera County
- Madera County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



Major Highlights:

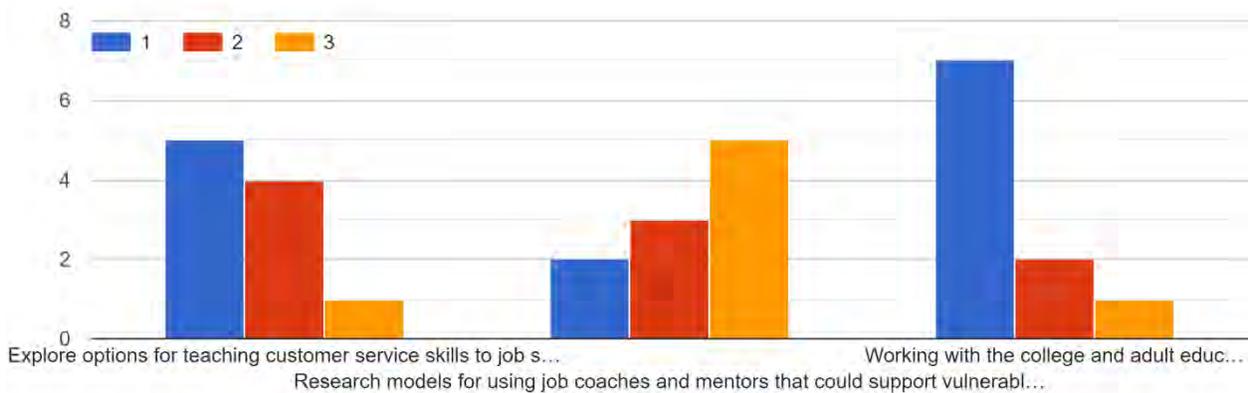
- **Continuous Improvement Plan Completion:** This Continuous Improvement Plan was developed as part of the Madera County Workforce Development Board’s (WDB) process to certify its comprehensive America’s Job Center of California (AJCC) in accordance with requirements of the federal Workforce Innovation and Opportunity Act (WIOA) and policies of the California Employment Development Department (EDD) and the California Workforce Development Board (CWDB).
- **WDB Goals Created:** Below are the results from the Goals Survey, and under each bar graph will be the item that received the most votes in it’s category:

1. Coordination with Workforce System Partners



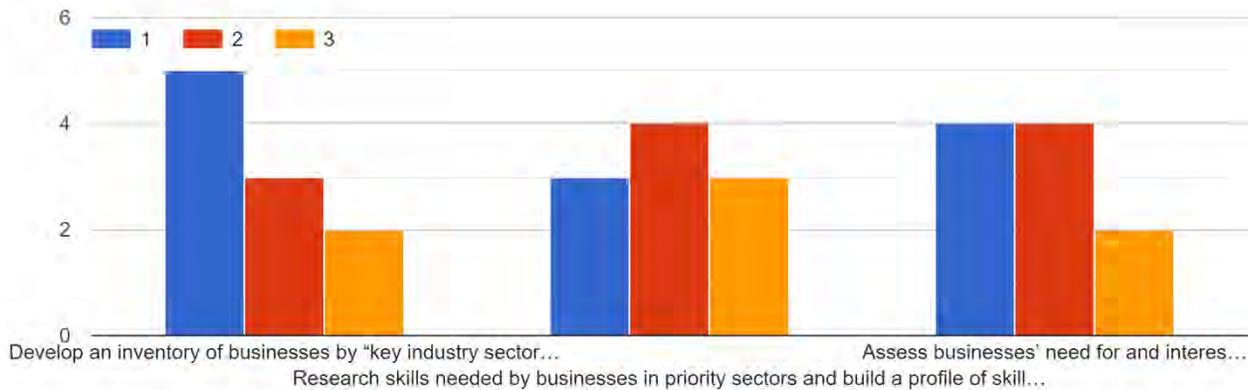
1. Coordination with Workforce System Partners: Explore opportunities for the WDB and Madera Community College to jointly convene focus groups to refine education and workforce system knowledge about industry skill gaps and community training needs.

2. Services for Job Seekers



2. **Services for Job Seekers:** #1 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.

3. Business Services



3. Business Services: #1 Develop an inventory of businesses by “key industry sector” to determine the demand-side customer base within Madera County.

Summary of Goal Survey Findings:

What we learned from these goals is that a major focus for all the partners is improving the career pathway, from high school to community college, to either a degree, or certificate, but ultimately to a meaningful job and career that employers in Madera County are looking for. This starts with a pull system, starting with the end user The organizations that are providing the jobs, and starting there and working backwards, and aligning the entire pathway to those jobs that are in demand.

Mader County Objectives, Goals, KPI's

End of year data along with goals for 2022

Service	2021	Goal 2022
^a How many people did we (AJCC Partners) help find a job?	43	56
^b How many people did we put through educational or occupational skills?	108	129
^c How many people earned a postsecondary certificate or degree?	40	90
^d How many customers did we provide guidance on how to make career choices?	85	103
^e How many skilled workers were hired with our help?	43	56

Continuous Improvement Major Indicators:

- **INDICATOR 1**: The AJCC Ensures Universal Access, with an Emphasis on Individuals with Barriers to Employment
- **INDICATOR 2**: The AJCC actively supports the One-Stop System Through Effective Partnerships
- **INDICATOR 3**: The AJCC Provides integrated, Customer-Centered Services
- **INDICATOR 4**: The AJCC is an on-ramp for skill development and the attainment of industry-recognized credentials that meet the needs of targeted regional sectors and pathways.
- **INDICATOR 5**: The AJCC Actively Engages Industry and Labor and Supports Regional Sector Strategies Through an Integrated Business Service Strategy that Focuses on Quality Jobs

Best Practices and Opportunities:

- Completing the Continuous Improvement plan with the input from partners
- Putting Target dates next to each goal, making them SMART Goals
 - I recommend that we put exact numbers to each of these goals for example,
 - (Current way) goal 1.a. reads: “To increase access for wheelchair users and others with disabilities, AJCC leadership should examine the feasibility of installing automatic door opening devices at the entrance to the Center.”
 - (Suggested way) goal 1.a. to read: “ To increase the access for wheelchair users and others with disabilities, **by 10%** by March 2022.
 - Just by adding the 10% will prompt us to get current state metrics, and future state metrics, and then we can determine the gap between the two. The gap will represent the problem we are trying to solve, and we will know when we are on or off track.
- **Continuous Improvement visibility**: I believe that an opportunity is to put our Continuous Improvement projects into a project management board such as Trello, so we can keep track of our progress. I will demonstrate what this would look like at our April 2022 Partners Meeting.
- **Celebrating Success**: I would like to also in our next partner meeting got decide on how we should celebrate goals that we achieve, it doesn't have to cost money, but just a nice way to recognize the teams accomplishments.



Agenda Item 8.1

Consent

Action

Information

To: Workforce Development Board of Madera County

From: Tracie Scott-Contreras, Executive Director

Date: April 21, 2022

Subject: WDB Private Sector Director Recruitment

Information:

Staff are recruiting for one additional private sector member for the Board. The ideal representative would be in a leadership or human resources role in one of the following sectors: Transportation/Logistics, Manufacturing, Health Care, Retail/Hospitality/Tourism, Agriculture, or Renewable Energy. Representation from the Chowchilla or Madera Ranchos area would be preferred but is not required. Staff is requesting recommendations from current members of the Board for potential new Board members.

Financing:

Workforce Innovation and Opportunity Act



**WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY**

Agenda Item 8.2

Consent Action Information

To: Workforce Development Board of Madera County
From: Tracie Scott-Contreras, Executive Director
Date: April 21, 2022
Subject: Madera County Workforce Investment Corporation (MCWIC) Update

Information:

The MCWIC will meet next on April 28, 2022. The agenda for the March 24, 2022 meeting and the minutes for the meetings on January 27, 2022 and February 24, 2022 are included for the Board's review.

Financing:

Workforce Innovation and Opportunity Act



MEETING

March 24, 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=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

A G E N D A

March 24, 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 April 3, 2022 through May 2, 2022 in accordance with Assembly Bill 361.
- 6.2 Consideration of approval of the February 24, 2022 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 January 31, 2021.
- 7.2 Consideration of approval of the Corrections Workforce Specialist job description.
- 7.3 Consideration of approval of the revised non-exempt salary schedule.

8.0 Information Items

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

9.0 Written Communication

10.0 Open Discussion/Reports/Information

- 10.1 Board Members
- 10.2 Staff

11.0 Next Meeting

April 28, 2022

12.0 Adjournment



MINUTES

February 24, 2022

**Convened at Madera County Workforce Assistance Center
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, Tim Riche

ABSENT: Ramona Davie, Mattie Mendez, Robyn Smith

GUEST:

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

1.0 Call to Order

Meeting called to order at 3:02 p.m. by Chair Debi Bray.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

None.

5.0 Adoption of Board Agenda

Roger Leach moved to adopt the agenda, seconded by Tim Riche.

Vote: Approved – unanimous

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

6.0 Consent Calendar

6.1 Consideration to reaffirm Resolution 2021-01 authorizing remote teleconferencing for the period of March 4, 2022 through April 2, 2022 in accordance with Assembly Bill 361.

6.2 Consideration of approval of the January 27, 2022 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Roger Leach moved to approve the Consent Calendar, seconded by Gabriel Mejia.

Vote: Approved – unanimous

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

7.0 Action Items

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

Adult training has increased significantly. Staff are working hard on expending youth funds. There have been discussions at the State level to waive the 80% expenditure requirement. Staffing expenditures will be lower than expected due to some savings from COVID incentives and retirements.

Mike Farmer moved to approve, seconded by Gabriel Mejia.

Vote: Approved – unanimous

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

7.2 Review of Form 990 2020 tax returns by the MCWIC Board of Directors in preparation for submittal to the IRS.

The Board is required to review the Form 990 tax returns before they are submitted to the IRS. Once reviewed, the Form will be signed by the Executive Director and submitted to the IRS.

Roger Leach moved to accept the Form 990, seconded by Tim Riche.

Vote: Approved – unanimous

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

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

Information provided within the agenda packet.

8.2 Program and Financial Update

Information provided within the agenda packet.

8.3 Update on WDB approval of AA111014 line item transfer of \$150,000 from the Dislocate Worker (DW) funding stream to Adult funding stream

Information provided within the agenda packet. The line item transfer was approved by the WDB at their meeting on February 17, 2022.

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

Information provided within the agenda packet.

8.5 Annual Review and Signature - Conflict of Interest Code

Information provided within the agenda packet. The MCWIC Conflict of Interest Code must be reviewed and signed annually.

8.6 Form 700 due April 1, 2022

Information provided within the agenda packet.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

10.2 Staff

11.0 Next Meeting

March 24, 2022

12.0 Adjournment

Meeting adjourned at 3:17 p.m. due to loss of a quorum.



MINUTES

January 27, 2022

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

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

PRESENT: Debi Bray, Ramona Davie, Roger Leach, Mike Farmer, Gabriel Mejia, Mattie Mendez, Robyn Smith

ABSENT: Time Riche

GUEST:

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

1.0 Call to Order

1.1 Pledge of Allegiance

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

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

5.0 Adoption of Board Agenda

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

Vote: Approved – unanimous

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

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.

Roger Leach moved to approve the Consent Calendar, seconded by Gabriel Mejia.

Vote: Approved – unanimous

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

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.

Agenda items 7.1 and 7.2 were discussed as a group.

Currently, there is a Lead Business Specialist position. This position provides additional leadership and other duties to the Business Services team. The Lead Career Specialist (CS) will provide additional help with the Career Specialist team such as setting up meetings and checking documents. The Lead CS will be a liaison between the CS team and the management team and will be a non-exempt position. This will be an in-house recruitment. The position's salary was added to the non-exempt salary schedule for the Board's review. It was placed higher than the Lead Business Specialist due to the CS team being much larger and will have more responsibilities.

Mike Farmer moved to approved items 7.1 and 7.2, seconded by Gabriel Mejia.

7.3 Consideration of approval of 80 hours emergency COVID leave for staff.

The State recently approved an additional round of 80 hours of emergency COVID leave for employers with 26 or more employees. MCWIC does not qualify for the State's new round of COVID leave. MCWIC has recently had a number of staff miss work due to positive COVID tests or contact with someone with a positive COVID test. Many staff have not had enough leave to cover their absence from the office. The proposed leave would cover the period of January 1, 2022 to September 30, 2022 which matches the State's timeframe. If approved, the leave would be applied retroactively.

Mike Farmer moved to approve the additional COVID emergency for the period of January 1, 2022 through September 30, 2022, seconded by Mattie Mendez.

Vote: Approved – unanimous

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

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

Information provided within the agenda packet. The minutes for the WDB October meeting and the agenda for the December meeting were provided. Staff hope to work on WDB goals with the Board at upcoming meetings.

8.2 MCWIC Executive Director Mid-Year Goals Update

Information provided within the agenda packet. The Executive Director's mid-year goals and objectives were reviewed with the Board.

Increase Awareness of and Access to MCWIC/AJCC Services.

Participant numbers are still down. Foot traffic into the Center is still slow. Social media outreach has been boosted for businesses. The Business Services team has been busy working with employers and has organized over 13 hiring events since July. The Team has directly assisted 67 local businesses with recruitments and other services. Workforce has partnered with California Employers Association (CEA) for a regional HR hotline and some regional workshops including labor law. A radio campaign was launched that targeted youth. This program year, customer visits to the Center are averaging 700 per month. Facebook followers are at 5,844 currently with a maximum post reach of 14,300 and total reach of 62,156.

Staff Development

Virtual trainings are available for staff. Socially distant events are taking place in the office. The Social Committee has been relaunched. They have done a great job of coordinating events in a safe manner that have allowed staff to reconnect.

Succession Planning

A recruitment for a Special Projects Manager is currently in place. Duties and activities are currently being shared by the 3 remaining members of the management team. This has caused the management team to take on extra duties which results in less participation in events or trainings.

MCWIC and WDB Board Development

There is an opening on the MCWIC Board. There are currently 8 members on the MCWIC board. The limit is 9. Currently, the WDB has an opening for a private sector member.

Professional Development

Tracie is learning from her colleagues. She is a member of the California Workforce Association (CWA) Executive Committee and the CWA Capacity Building Committee. Due to the current situation with the pandemic, Tracie has not had an opportunity to meet with local government administrators.

Fund Diversification & Reserve Planning

Staff have obtained licensing and training for the Foundation Search tool which helps identify potential grant funding opportunities. MCWIC is in the last stages of finalizing a contract with the prison for a mini-America's Job Center of California (AJCC) and a staff person to provide services at the prison.

Planning and Policy Development for Reserve funding

Staff have not been able to make progress due to shortness in staffing. Staff hope to get this going in the second half of the fiscal year.

8.3 Program Update

Information provided within the agenda packet. Staff noted that the end date for the DEA grant should have been 3/31/22 not 12/31/21 as is stated in the agenda packet. Staff are working on the Good Jobs grant solicitation. A couple of special grants will be ending on 3/31/22. Most or all goals were met except for the DEA grant which is behind in enrollment numbers. A radio campaign is running focusing on youth through B95 is currently playing. A new campaign is set to begin and run from January to March. All formula grant expenditures are low. Much of the Youth funding is usually spent on paid work experience (PWEX) but are low in part due to COVID closing many work sites down. The Wildfire grant is currently stalled due to the weather and/or illness at the job sites. Mattie Mendez suggested that youth can be referred to the Community Action Partnership (CAPMC) if they need rental assistance. Roger Leach previously had a very positive experience with a youth PWEX participant and will continue to refer youth to the program.

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

Information provided within the agenda packet. Numbers are averaging approximately 300 per week. UI numbers are below pre-pandemic levels but that may be due to people leaving the job market.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- Mattie Mendez: Rental assistance is still available through CAPMC through 3/31/22. A contract that will provide mortgage assistance in pending approval at the Board of Supervisors. This will allow CAPMC to provide mortgage assistance to eligible families who live within unincorporated areas of District 1 and District 3.
- Debi Bray: The Madera Chamber is distributing masks and hand sanitizer. The Chamber is having a ribbon cutting/open house for Barrows Physical Therapy tomorrow, 1/28/22.

10.2 Staff

None.

11.0 Next Meeting

February 24, 2022

12.0 Adjournment

Mike Farmer moved to adjourn at 3:59 p.m., seconded by Roger Leach.



Agenda Item 8.3

Consent Action Information

To: Workforce Development Board of Madera County
From: Maiknue Vang, Deputy Director
Date: April 21, 2022
Subject: Program Update

Information:

We are applying for another round of the Wells Fargo Foundation grant that will support an annual subscription for IMAGO, the 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.

We have filled the Corrections Workforce Specialist position for our contract with CDCR to provide a mini AJCC at Valley State Prison. This individual is currently undergoing GATE clearance and will be scheduled to attend orientation and additional safety and facility trainings. Tentative start date is May 1.

Additionally, we have begun in-custody transition services for younger and older youth, ages 14-25, at Juvenile Hall. Staff facilitate workshops 5 days a week for a total of 10 hours each week.

We have submitted 2 additional Wildfires NDWG worksites for approval. Stewards of the Sierra will serve as the site lead and work will include removal of dead and fallen trees, installation of road and trail signage to improve public access and performing minor maintenance on Forest Service Roads and trails that are open for legal travel to the public.

P2E, ELL, and DEA projects ended as of 3/31/22. We met and/or exceeded P2E and DEA numbers and expenditures. While we met ELL numbers, our expenditures were lower than projected and we will be de-obligating \$57,451.39. These populations were significantly impacted by the Pandemic; all of which have been consistently shared with our Project Managers. Participants from these target populations will continue to be served with WIOA formula funds, as eligible.

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: 312
- **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: **34**

- **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: **75**

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: **39 referred in-custody, 26 completed
14 referred post release**

- **CCP/Juvenile Realignment:**

Grant award: \$35,646.00 In-Custody Older Youth
\$35,646.00 In-Custody Younger Youth

Grant term: 1/1/2022 – 6/30/2023

Scope: Provide a 10-week workshop for In-Custody Pre-Release Older Youth and 7-day workshop for In-Custody Pre-Release younger youth at the Juvenile Detention Facility Monday through Friday. The workshop is designed to serve Individuals who are within 90 to 120 days of release from the Juvenile facility but may also be offered to any individual that Juvenile Detention Staff deem is appropriate.

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

Grant award: \$90,000

Grant term: 4/10/2020 - 3/31/2023

Scope: This grant has been extended for another 12 months without additional funds. We have met our target numbers and the funds are fully obligated and expended.

of Participants to be Served: 20

of Participants Enrolled: **24**

- **Disability Employment Accelerator (DEA):**

Grant award: \$300,000

Grant term: 4/1/2020 – 3/31/2022

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: **49**

- **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: **123**

of Participants Enrolled: **67**

- **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: **41**

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: **31**

- **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 – 3/31/2022: **\$1965.00**

of Tickets Assigned: **16**

- **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: **4**

- **Wells Fargo:**

Grant award: \$10,000

Grant term: 10/2022 until expended

Scope: Contract for a virtual platform to expand workshop offerings to customers. Funds will also be used to purchase online learning equipment and other technology support for participants enrolled in education and/or training

of Participants to be Served: Open

- **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 **3/31/2022**.

Financing:

Workforce Innovation and Opportunity Act



Agenda Item 8.4

Consent

Action

Information

To: Workforce Development Board of Madera County

From: Tracie Scott-Contreras, Executive Director

Date: April 21, 2022

Subject: Unemployment Insurance (UI) Claim Information

Information:

The most recent data on UI Claims for the period of February 12, 2022 through April 9, 2022 for Madera County is being provided for the WDB's review.

Financing:

Workforce Innovation and Opportunity Act

California Unemployment Industry & Demographics Data Dashboard

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

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

Weekly Initial Claims by County

County	February 2022 (Week Ending)			March 2022 (Week Ending)			April 2022 (Week Ending)		
	12	19	26	5	12	19	26	2	9
Madera	245	229	196	277	236	203	219	180	237

- Claim Type
- UI Claims
 - PUA Claims

County
Madera

Claims by Date
Multiple values



Gavin Newsom, Governor

California Labor and Workforce Development Agency



April 11, 2022

Tracie Scott-Contreras
 Madera County Workforce Investment Corporation
 2037 West Cleveland Avenue
 Madera, CA 93637

Dear Tracie Scott-Contreras,

**CONTRACTOR AND GRANTEE COMPLIANCE WITH ECONOMIC SANCTIONS
 IMPOSED IN RESPONSE TO RUSSIA'S ACTIONS IN UKRAINE**

On March 4, 2022, Governor Gavin Newsom issued Executive Order (EO) N-6-22 regarding sanctions in response to Russian aggression in Ukraine. The EO is located at <https://www.gov.ca.gov/wp-content/uploads/2022/03/3.4.22-Russia-Ukraine-Executive-Order.pdf>.

The EO directs all agencies and departments that are subject to the Governor's authority to take certain immediate steps, including notifying all contractors and grantees of their obligations to comply with existing economic sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law.

This correspondence serves as a notice under the EO that as a contractor or grantee, compliance with the economic sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in the termination of contracts or grants, as applicable.

Please note that for any agreements or grants valued at \$5 million or more, a separate notification will be sent outlining additional requirements specified under the EO.

Sincerely,

SANDY M. MENDES, Esq.
 Chief, Business Operations Planning & Support Division