MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

M E E T I N G

April 28, 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;

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

April 28, 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 May 3, 2022 through June 1, 2022 in accordance with Assembly Bill 361.

6.2 Consideration of approval of the March 24, 2022 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

6.3 Consideration of approval of Robyn Smith's resignation from the MCWIC.

7.0 Action Items

7.1 Consideration of approval of the MCWIC year-to-date financial reports for the period ending February 28, 2022.

7.2 Consideration of approval of donation of laptops to the California Department of Corrections and Rehabilitation/Valley State Prison for the purpose of America's Job Center of California (AJCC) Agreement C5610584 valued at $1,829.54 each.

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

8.2 Program Update

8.3 Update on WDB approval of AA111014 line item transfer of $25,000 and AA211014 line item transfer of $350,000 from the Dislocated Worker (DW) funding stream to Adult funding stream

8.4 Update on Beaudette Inc.'s One Stop Operator Reports for the Periods of October 1, 2022 to December 31, 2021 and January 1, 2022 to March 31, 2022

8.5 Corrections Workforce Specialist (Grant Funded) Salary Update – correction to annual salary calculation listed on original Board approved salary schedule

8.6 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

May 26, 2022

12.0 Adjournment

RESOLUTION NO. 2021-01

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
May 3, 2022 THROUGH June 1, 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 28th day of April, 2022 by the following vote:

AYES:

NAYES:

ABSENT:

_____

Chair
Madera County Workforce Investment Corporation

ATTEST:

_____

Secretary
Madera County Workforce Investment Corporation

MINUTES

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

ABSENT:

GUEST:

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

1.0 Call to Order

1.1 Pledge of Allegiance

Meeting called to order at 3:03 p.m. by Chair Debi Bray.

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Tim Riche stated that Debi Bray was honored as District 1's Woman of the year.

5.0 Adoption of Board Agenda

Mattie Mendez moved to adopt the agenda, seconded by Robyn Smith.

Vote: Approved – unanimous

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

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.

Mike Farmer moved to approve the Consent Calendar, seconded by Tim Riche.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, 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 January 31, 2021.

Trainings are increasing. Some special projects are ending but new projects will be starting. Staff are waiting to hear from the State on the status of the 80% expenditure exemption and whether it will be allowed. Staff anticipate requesting another Dislocated Worker (DW) to Adult fund transfer in April. There are not many DW traffic coming to the Center.

Gabriel Mejia moved to approve, seconded by Robyn Smith.

Vote: Approved – unanimous

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

7.2 Consideration of approval of the Corrections Workforce Specialist job description.

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

Agenda item 7.2 and 7.3 were discussed together. Staff have received the contract from CDCR which will fund a staff member to work at the Valley State Prison's (VSP) with the Transitions program which works with the population that is getting ready to parole from the institution. The Corrections Workforce Specialist will need security clearance and will provide resources and training information at the site. The 5-year contract will fund staff and the mini America's Job Center of California (AJCC) within the facility. The Workforce Specialist will work at VSP from 7:30 to 4:00 and will come to the Madera office on Fridays. Inmates released from VSP are released to the area from which they were sentenced. Staff will coordinate with the VSP Transition program to connect them to services and resources in the area they will be released to. The Workforce Specialist will have access to email and will continue to be a part of MCWIC communications. The position is starting a bit higher due to the population they will be serving.

Roger Leach moved to approved items 7.2 and 7.3, seconded by Gabriel Mejia.

Vote: Approved – unanimous

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

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

Information provided within the agenda packet. The WDB last met on February 17, 2022. Their next meeting is on April 21, 2022.

8.2 Program Update

The $10,000 Wells Fargo grant award is used to pay for IMAGO which provides online resources for soft skills. It can also be used to purchase equipment. Madera Workforce along with Kings County will work with the Fresno Workforce Board on their Equity and Special Population grant. This grant will be assisting English language learners, immigrants and re-entry individuals obtain employment in solar, construction, and forestry sectors. Madera will receive $65,000 to serve 10 participants. Workforce signed the juvenile Re-alignment proposal that will allot approximately $71,000 for younger and older youth transition services. The tentative start date is April 4, 2022. Possible worksites have been identified through the Stewards of the Sierra. Signs and coverts along the highway in affected areas need to be replaced and worked on. Staff is working on forms and will submit to the State for approval. Staff are working on outreach to the community and have launched a text messaging platform and are working on an Instagram account. Staff have also been creating custom YouTube videos and marketing the HR Hotline to Madera County employers. Staff are working on a regional equity project to create stronger connections to the community colleges with a focus on industrial programs including welding. The Grant submittal deadline is May 6, 2022.

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

The UI numbers are trending downward. The numbers have been pretty steady – no big jumps. Staff are not seeing many dislocated workers (DW) compared to adult participants. There are approximately 4 times as many adult participants than DW. DW are participants who were terminated or laid off from their jobs.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Robyn Smith stated that she will be moving out of state and will be resigning from the MCWIC effective in April.*
- *Mattie Mendez stated that free tax services are still being provided through Volunteer Income Tax Assistance (VITA) through the Community Action Partnership of Madera County for those who file less than $73,000 in income. Those interested can call 211 to make an appointment. The Board of Supervisors approved funding for housing assistance.*
- *Gabriel Mejia stated that Camarena Health has been very busy and is starting to see non-COVID patients.*
- *Ramona Davie stated that Union Bank was bought out by US Bank. The purchase will be official by the end of the year.*
- *Mike Farmer stated that Madera Unified has started to allow in-person participation for the Parent Project.*
- *Debi Bray stated that there will be a ribbon cutting for the new fire station on Wednesday at 5:30 p.m. The Boot Barn's ribbon cutting is scheduled for April 1, 2022. Micro business loans are available for employers.*
- *Roger Leach stated that the Mayor's Prayer Breakfast will take place on May 5, 2022 at 6:50 a.m. Pastor Rick Countrymen will be speaking at the breakfast and that a portion of the Twin Towers memorial will be on display. Tickets can be purchased through the Madera Chamber of Commerce.*

10.2 Staff

None.

11.0 Next Meeting

April 28, 2022

12.0 Adjournment

Roger Leach moved to adjourn at 3:50 p.m., seconded by Mattie Mendez.

Madera County Workforce Investment Corporation

Balance Sheet - Statement of Financial Position FY 2021-2022

As of 2/28/2022

(In Whole Numbers)

	Current Fiscal Year	Prior Year Audited Financials Ending Balance
CURRENT ASSETS		
Cash and cash equivalents		
Cash in BA - Main	444,582	291,971
Cash in BA - Payroll	19,662	75,982
Total Cash and cash equivalents	464,245	367,952
Accounts Receivable		
Accounts Receivable	59,522	16,853
Grants/Program Contracts Receivable	(19,433)	299,527
Total Accounts Receivable	40,089	316,380
Prepaid Expenses		
Prepaid Expense	1,310	1,310
Total Prepaid Expenses	1,310	1,310
Total assets, net		
Computer & Software	149,116	149,116
Office Equipment	20,226	20,226
Vehicles	0	0
Furniture & Fixtures	550	550
Accumulated Depreciation	(147,150)	(147,150)
Total Total assets, net	22,742	22,742
Total CURRENT ASSETS	528,385	708,384
CURRENT LIABILITIES		
Accounts Payable	0	86,092
Accrued payroll and related expenses	53,408	57,226
Vacation Payable	43,369	28,612
Total CURRENT LIABILITIES	96,777	171,929
NET ASSETS		
Temporary restricted and unrestricted		
Unrestricted	(394,026)	(500,886)
Restricted	(37,582)	(35,568)
Total Temporary restricted and unrestricted	(431,608)	(536,455)
Total NET ASSETS	(431,608)	(536,455)
Total liabilities and net assets	528,385	708,384

Madera County Workforce Investment Corporation
Statement of Cash Flows - Board Report - Statement of Cash Flow
As of 2/28/2022
(In Whole Numbers)

	Current Month	Current Fiscal Year
CASH FLOWS FROM OPERATING ACTIVITES		
Change in Net Assets		
	5,711	(104,847)
Total Change in Net Assets	5,711	(104,847)
Change in Operating Assets:		
Accounts Receivable	6,108	(42,669)
Grants/Program Contracts Receivable	97,295	318,960
Total Change in Operating Assets:	103,403	276,291
Change in Operating Liabilities:		
Accounts payable	(2,605)	(86,092)
Accrued payroll and related expenses	(8,662)	10,940
Total Change in Operating Liabilities:	(11,267)	(75,152)
Total CASH FLOWS FROM OPERATING ACTIVITES	97,847	96,292
Net Change in Cash and Cash Equivalents	97,847	96,292
Cash and Cash Equivalents at the Beginning of the Year		
	366,398	367,952
Total Cash and Cash Equivalents at the Beginning of the Year	366,398	367,952
Cash and Cash Equivalents as of Current Period End Date	464,245	464,245

Madera County Workforce Investment Corporation
Encumbrance Budget
From 7/1/2021 Through 2/28/2022

Account Co	Account Title	Total Budget Board Approved 10.18.21	YTD Actual	YTD Enc	Total Budget Variance - Original	% Budget Remaining
REVENUE						
4000	Grant Revenue (Federal)	4,191,498	1,708,880	0	2,482,619	
4300	Other Revenue (State or Local)	126,592	64,931	0	61,661	
4500	Interest Revenue	0	2	0	2	
4600	Sublease/Rental Income	235,424	118,500	0	116,924	
Total	**Revenue**	**4,553,514**	**1,892,312**	**0**	**2,661,202**	**58%**
EXPENDITURES						
02	Personnel Costs					
5100	Staff Salaries	1,429,329	775,898	0	653,430	
5105	Vacation	189	76,381	0	(76,192)	
5111	Employer Medicare Expense	20,731	12,678	0	8,053	
5112	Social Security Employer Exp	88,643	54,210	0	34,433	
5115	CA Unemployment Insurance Exp	10,195	6,723	0	3,472	
5116	CA Training Tax Expense	182	181	0	1	
5120	Workers Compensation Expense	3,563	2,206	0	1,358	
5130	Group Health Insurance Expense	203,089	78,797	42,469	81,822	
5140	Employers 457 Expense	85,771	50,222	0	35,549	
5160	Group Dental Insurance	14,064	5,975	2,749	5,340	
5170	Group Vision Insurance	3,125	1,420	789	916	
5180	Group Life Insurance	3,127	1,691	1,434	2	
5190	Employee Assistance Program Expense	782	366	240	176	
Total 02	Personnel Costs	1,862,789	1,066,747	47,682	748,359	40%
03	General Operating					
5200	Materials and Supplies	19,901	6,175	0	13,726	
5210	Facility Materials and Supplies	500	16,168	3,565	(19,233)	
5300	Rent Expense	216,650	145,471	71,179	0	
5310	Common Area Maintenance	31,119	17,185	10,161	3,773	
5320	Telephone Expense	15,914	12,811	9,918	(6,815)	
5330	Utilities Expense	84,040	27,863	37,662	18,515	
5340	Property & Liability Insurance	6,798	6,948	0	(150)	
5400	Postage Expense	322	2,155	0	(1,833)	
5410	Printing Expense	1,000	40	0	960	
5420	Advertising Expense	7,500	17,906	5,085	(15,491)	
5440	Dues, Subscriptions, Fees Expense	39,941	13,097	6,327	20,517	
5500	Auditing Fees	27,000	27,507	0	(507)	
5510	Legal Fees	5,000	0	5,000	0	
5520	Consulting/Professional Services	33,500	16,567	8,170	8,763	
5530	Taxes and Fees	250	83	170	(3)	

Madera County Workforce Investment Corporation
Encumbrance Budget
From 7/1/2021 Through 2/28/2022

5600	Office Equipment	5,000	324	0	4,676	
5610	Equipment Maintenance	17,683	5,924	2,746	9,013	
5620	Equipment Rental	5,193	759	761	3,673	
5632	Information Technology	100,732	43,372	17,708	39,652	
5640	Internet Expense	38,734	2,638	2,523	33,573	
5710	Staff Training Expense	5,000	4,664	0	336	
5720	Travel Expense	5,309	6,439	0	(1,130)	
5730	Conference, Conventions & Meetings	16,600	5,537	0	11,063	
5810	General Operating Services	7,244	21,938	7,100	(21,794)	
5820	Facility Maintenance Services	44,065	29,130	16,577	(1,642)	
Total 03	General Operating	734,996	430,700	206,999	97,297	13%
04	Direct Client Costs					
5800	Program Services	1,198,534	499,712	325,358	373,464	31%
Total 04	Direct Client Costs	1,198,534	499,712	325,358	373,464	31%
Total	**Expenditures**	**3,796,318.18**	**1,997,159.19**	**580,038.98**	**1,219,120.01**	**32%**
Total - Revenue Less Expenditures		**757,196**	**104,847**	**580,039**	**1,442,082**	

Notes:

GL 5210 Facilty Materials and Supplies -
Installation of cameras and access control system not included in original budget $14,475.20
Increase in PPE supplies

GL 5340 Property & Liability Insurance -
Annual cost of general business liabilty increased

GL 5400 Postage -
Postage increase for program purposes due to reduced in person activity

GL 5420 Advertising Expense -
Radio advertising not included in original budget. Due to severe reduction in client activity, management determined alternative method of outreach

GL 5810 General Operating Services -
Staffing services contract $23,040 - will adjust budget costs from Personnel Costs to General Operating Services upon completion of contract

GL 5320 Telephone -
Increase in phone service due to increase in partners/agencies moving back into facility

Madera County Workforce Investment Corporation
Aged Payables by Invoice Date - Aged Payables
Aging Date - 2/28/2022
From 7/1/2021 Through 2/27/2022

Vendor ID	Vendor Name	Date Invoiced	Invoice Number	Amount Due	1 - 30 Days Past Due	31 - 60 Days Past Due	Total
1098	BANK OF AMERICA - VISA	2/23/2022	APDoc7251	0.00	6.00	0.00	6.00
	BANK OF AMERICA - VISA	2/24/2022	APDoc7252	0.00	62.32	0.00	62.32
Total 1098	BANK OF AMERICA - VISA			0.00	68.32	0.00	68.32
1141	WEX Bank (Chevron and Texaco)	2/23/2022	78742431	0.00	13.25	0.00	13.25
Total 1141	WEX Bank (Chevron and Texaco)			0.00	13.25	0.00	13.25
1707	Ultimate Staffing Services	2/11/2022	14141722	0.00	960.00	0.00	960.00
Total 1707	Ultimate Staffing Services			0.00	960.00	0.00	960.00
1939	American Business Machines	2/25/2022	609639	0.00	163.90	0.00	163.90
Total 1939	American Business Machines			0.00	163.90	0.00	163.90
2101	Beaudette Consulting Inc.	2/22/2022	1346	0.00	3,500.00	0.00	3,500.00
Total 2101	Beaudette Consulting Inc.			0.00	3,500.00	0.00	3,500.00
366	OFFICE DEPOT BUSINESS DIVISION	2/18/2022	226752951001	0.00	239.12	0.00	239.12
	OFFICE DEPOT BUSINESS DIVISION	2/23/2022	222909237003	0.00	15.14	0.00	15.14
	OFFICE DEPOT BUSINESS DIVISION	2/25/2022	229970880001	0.00	306.98	0.00	306.98
Total 366	OFFICE DEPOT BUSINESS DIVISION			0.00	561.24	0.00	561.24
Report Total				0.00	5,266.71	0.00	5,266.71

Madera County Workforce Investment Corporation
Aged Receivables by Invoice Date
Aging Date - 2/28/2022
From 7/1/2021 Through 2/28/2022

Customer ID	Customer Name	Invoice Date	Invoice Number	Invoice/Credit Description	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Pa: Due
1000	Central Valley Opportunity Center	1/31/2022	ARDoc1513	CVOC AJCC - January 2022	405.84	0.00	405.84	0.00	0.00	0.00
Total 1000	Central Valley Opportunity Center				405.84	0.00	405.84	0.00	0.00	0.00
1003	EDD - WIOA Cash Draw	2/25/2022	ARDoc1526	EDD Cash Draw	6,247.95	0.00	6,247.95	0.00	0.00	0.00
Total 1003	EDD - WIOA Cash Draw				6,247.95	0.00	6,247.95	0.00	0.00	0.00
1004	State Center Community College District	1/31/2022	ARDoc1520	SCCCD AJCC - January 2022	763.00	0.00	763.00	0.00	0.00	0.00
Total 1004	State Center Community College District				763.00	0.00	763.00	0.00	0.00	0.00
1005	Madera County Probation Department	6/30/2021	ARDoc1423	CCP In Custody - June 2021	0.10	0.00	0.00	0.00	0.00	0.10
1005		10/31/2021	ARDoc1471	CCP Post Release - October 2021	2,428.77	0.00	0.00	0.00	0.00	,428.77
1005		1/31/2022	ARDoc1517	CCP Emergency COVID - January 2022	2,418.18	0.00	2,418.18	0.00	0.00	0.00
1005		1/31/2022	ARDoc1518	CCP In Custody - January 2022	822.24	0.00	822.24	0.00	0.00	0.00
1005		1/31/2022	ARDoc1519	CCP Post Release - January 2022	1,840.98	0.00	1,840.98	0.00	0.00	0.00
Total 1005	Madera County Probation Department				7,510.27	0.00	5,081.40	0.00	0.00	,428.87

Madera County Workforce Investment Corporation
Aged Receivables by Invoice Date
Aging Date - 2/28/2022
From 7/1/2021 Through 2/28/2022

Customer ID	Customer Name	Invoice Date	Invoice Number	Invoice/Credit Description	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Pa: Due
1008	Department of Rehabilitation	6/30/2021	ARDoc1416	DOR AJCC - June 2021	452.67	0.00	0.00	0.00	0.00	452.67
1008		12/31/2021	ARDoc1501	DOR AJCC - July 2021	468.15	0.00	0.00	468.15	0.00	0.00
1008		12/31/2021	ARDoc1502	DOR AJCC - August 2021	468.15	0.00	0.00	468.15	0.00	0.00
1008		12/31/2021	ARDoc1503	DOR AJCC - September 2021	468.15	0.00	0.00	468.15	0.00	0.00
1008		12/31/2021	ARDoc1504	DOR AJCC - October 2021	468.15	0.00	0.00	468.15	0.00	0.00
1008		12/31/2021	ARDoc1505	DOR AJCC - November 2021	468.15	0.00	0.00	468.15	0.00	0.00
1008		12/31/2021	ARDoc1506	DOR AJCC - December 2021	468.15	0.00	0.00	468.15	0.00	0.00
1008		1/31/2022	ARDoc1522	DOR AJCC - January 2022	468.15	0.00	468.15	0.00	0.00	0.00
Total 1008	Department of Rehabilitation				3,729.72	0.00	468.15	2,808.90	0.00	452.67
1052	CertainTeed LLC	8/31/2019	ARDoc1066	Certainteed Assessments - August 2019	(892.50)	0.00	0.00	0.00	0.00	(892.50)
1052		2/29/2020	ARDoc1164	Certainteed Assessments - February 2020	510.00	0.00	0.00	0.00	0.00	510.00
Total 1052	CertainTeed LLC				(382.50)	0.00	0.00	0.00	0.00	(382.50)
1065	Madera Adult School	1/31/2022	ARDoc1514	MAS AJCC - January 2022	3,968.79	0.00	3,968.79	0.00	0.00	0.00
Total 1065	Madera Adult School				3,968.79	0.00	3,968.79	0.00	0.00	0.00

Madera County Workforce Investment Corporation
Aged Receivables by Invoice Date
Aging Date - 2/28/2022
From 7/1/2021 Through 2/28/2022

Customer ID	Customer Name	Invoice Date	Invoice Number	Invoice/Credit Description	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Pa: Due
1072	Stanislaus County Department of Workforce Development	12/31/2021	ARDoc1511	Stanislaus VEAP - December 2021	159.18	0.00	0.00	159.18	0.00	0.00
1072		1/31/2022	ARDOC1515	Stanislaus VEAP - January 2022	530.68	0.00	530.68	0.00	0.00	0.00
Total 1072	Stanislaus County Department of Workforce Development				689.86	0.00	530.68	159.18	0.00	0.00
1073	EDD-DGS	10/31/2020	ARDoc1391	EDD AJCC - October 2020 Additional Estimated Rent Increase	944.00	0.00	0.00	0.00	0.00	944.00
1073		11/30/2020	ARDoc1392	EDD AJCC - November 2020 Additional Estimated Rent Increase	944.00	0.00	0.00	0.00	0.00	944.00
1073		12/31/2020	ARDoc1393	EDD AJCC - December 2020 Additional Estimated Rent Increase	944.00	0.00	0.00	0.00	0.00	944.00
1073		1/31/2021	ARDoc1394	EDD AJCC - January 2021 Additional Estimated Rent Increase	944.00	0.00	0.00	0.00	0.00	944.00

Madera County Workforce Investment Corporation
Aged Receivables by Invoice Date
Aging Date - 2/28/2022
From 7/1/2021 Through 2/28/2022

Customer ID	Customer Name	Invoice Date	Invoice Number	Invoice/Credit Description	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Pa: Due
1073		2/28/2021	ARDoc1395	EDD AJCC - February 2021 Additional Estimated Rent Increase	944.00	0.00	0.00	0.00	0.00	944.00
1073		3/31/2021	ARDoc1396	EDD AJCC - March 2021 Additional Estimated Rent Increase	944.00	0.00	0.00	0.00	0.00	944.00
1073		4/30/2021	ARDoc1397	EDD AJCC - April 2021 Additional Estimated Rent Increase	944.00	0.00	0.00	0.00	0.00	944.00
1073		5/31/2021	ARDoc1398	EDD AJCC - May 2021 Additional Estimated Rent Increase	944.00	0.00	0.00	0.00	0.00	944.00
1073		6/1/2021	ARDoc1407	EDD AJCC - June 2021- Additional Estimated Rent Increase	944.00	0.00	0.00	0.00	0.00	944.00
1073		6/30/2021	ARDoc1418	EDD Phone - June 2021	135.00	0.00	0.00	0.00	0.00	135.00
1073		10/31/2021	ARDoc1467	EDD AJCC Phone - October 2021	532.00	0.00	0.00	0.00	0.00	532.00
1073		12/31/2021	ARDoc1497	EDD Phone - December 2021	210.00	0.00	0.00	210.00	0.00	0.00
1073		1/31/2022	ARDoc1523	EDD Phone - January 2022	210.00	0.00	210.00	0.00	0.00	0.00
Total 1073	EDD-DGS				9,583.00	0.00	210.00	210.00	0.00	,163.00
1118	P. Steve Ramirez Vocational Training Centers	2/1/2022	ARDoc1521	PSR AJCC - February 2022	3,724.84	0.00	3,724.84	0.00	0.00	0.00

Madera County Workforce Investment Corporation
Aged Receivables by Invoice Date
Aging Date - 2/28/2022
From 7/1/2021 Through 2/28/2022

Customer ID	Customer Name	Invoice Date	Invoice Number	Invoice/Credit Description	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Pa: Due
Total 1118	P. Steve Ramirez Vocational Training Centers				3,724.84	0.00	3,724.84	0.00	0.00	0.00
1120	GRID Alternatives	1/31/2022	ARDoc1516	GRID Pathway Home - January 2022	2,438.11	0.00	2,438.11	0.00	0.00	0.00
Total 1120	GRID Alternatives				2,438.11	0.00	2,438.11	0.00	0.00	0.00
1124	Impossible Services Group Inc. (ISG)	2/1/2022	ARDoc1524	ISG AJCC - March 2022	1,410.00	0.00	1,410.00	0.00	0.00	0.00
Total 1124	Impossible Services Group Inc. (ISG)				1,410.00	0.00	1,410.00	0.00	0.00	0.00
Report Total					40,088.88	0.00	25,248.76	3,178.08	0.00	,662.04

Summary

Cash Account: 1010 Cash in BA - Main
Reconciliation ID: Bank Reconciliation for 1010 for 02/28/22
Reconciliation Date: 2/28/2022
Status: Open

Bank Balance	505,964.77
Less Outstanding Checks/Vouchers	61,382.55
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	0.00
Reconciled Bank Balance	444,582.22
Balance Per Books	444,582.22
Unreconciled Difference	0.00

Click the Next Page toolbar button to view details.

Madera County Workforce Investment Corporation
Reconcile Cash Accounts

Summary

Cash Account: 1020 Cash in BA - Payroll
Reconciliation ID: Bank Reconciliation for 1020 for 02.28.22
Reconciliation Date: 2/28/2022
Status: Open

Bank Balance	19,662.32
Less Outstanding Checks/Vouchers	0.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	0.00
Reconciled Bank Balance	19,662.32
Balance Per Books	19,662.32
Unreconciled Difference	0.00

Click the Next Page toolbar button to view details.

Madera County Workforce Investment Board

INVENTORY/ASSET EQUIPMENT DONATION REQUEST

Tag #	Description or Item	Serial Number	Asset item	Economic Value at time of donation	Asset Item Only: Fully Depreciated (YES OR NO)	Is Item in Working Condition? (YES OR NO)	Reason For Donation	Date of Donation
25193	Dell Mobile Precision Workstation 3560 CTO	G9JGGL3	Laptop	$1,829.54	NO	YES	CDCR/VSP AJCC Agreement C5610584	3/21/2022
25194	Dell Mobile Precision Workstation 3560 CTO	H9JGGL3	Lapton	$1,829.54	NO	YES	CDCR/VSP AJCC Agreement C5610584	3/21/2022

Notes:

Per contractual agreement, laptops are to be purchased and charged to CDCR VSP contract then donated back to VSP.

Requested By

Controller Approval

3/21/22

Date

If Item has not been fully depreciated, Executive Director Approval is required.

Executive Director Approval or Authorized Representative

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: **April 28, 2022**

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

Information:

The WDB last met on April 21, 2022. The WDB meeting agenda is provided to the MCWIC for their review.

Financing:

Workforce Innovation and Opportunity Act

AGENDA ITEM 8.1

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.

WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY

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

MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

Agenda Item 8.2

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

To: **Madera County Workforce Investment Corporation**

From: **Maiknue Vang, Deputy Director**

Date: **April 28, 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.

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

MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

Agenda Item 8.3

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

To: **Madera County Workforce Investment Corporation**

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

Date: **April 28, 2022**

Subject: **Update on WDB approval of AA111014 line item transfer of $25,000 and AA211014 line item transfer of $350,000 from the Dislocated Worker (DW) funding stream to Adult funding stream**

Information:

The WDB approved a transfer totaling $375,000 from our Dislocated Worker funds to our Adult funds at their meeting on April 21, 2022. The transfer was necessary as a result of the large number of training requests we processed during the January through March quarter for Adult eligible individuals.

Since the WDB has now formally approved the transfer, the request will be sent to the State for the adjustment to our subgrants.

Financing:

Workforce Innovation and Opportunity Act

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
☐ 201 → 299	☐ 501 → 499
☐ 202 → 200	☒ 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: Tracie Scott-Contreras

    Name: Tracie Scott-Contreras

    Title: Executive Director

    Date: April 21, 2022

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: MAD **Prepared 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 — **Contact Person, Title**

559-662-4503 — **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 MAD **Date Prepared** 3/31/2022

Subgrant Number AA211014
Year of Appropriation 2021

Grant Code	Adult to DW	DW to Adult
	☐ 201 → 299	☐ 501 → 499
	☐ 202 → 200	☑ 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%**

Jessica Roche, Controller — **Contact Person, Title**

559-662-4590 — **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: Tracie Scott-Contreras

    Name: Tracie Scott-Contreras

    Title: Executive Director

    Date: April 21, 2022

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: MAD **Prepared 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 — **Contact Person, Title**

559-662-4503 — **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 MAD **Date Prepared** 4/13/2022

Subgrant Number AA111014
Year of Appropriation 2020

Grant Code

Adult to DW	DW to Adult
☐ 201 → 299	☐ 501 → 499
☐ 202 → 200	☑ 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		
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)		
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%)		
21. % for Administration Expenditures (Line 7/Line 5)	**10.00%**	**10.00%**

Jessica Roche, Controller — **Contact Person, Title**

559-662-4590 — **Telephone Number**

Comments

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

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: **April 28, 2022**

Subject: **One Stop Operators Quarterly Reports for the periods 10/1/21 to 12/31/21 and 1/1/22 to 3/31/22**

Information:

Beaudette Inc. is the One-Stop Operator (OSO) for our local area – a role that is required in the law and by state policy. The OSO plans, develops agendas, and facilitates monthly partner meetings in our area, as well as working with our Business Services group. The OSO provides quarterly reports of progress to the Workforce Development Board. The quarterly reports for the 10/1/21 to 12/31/21 and 1/1/22 to 3/31/22 periods are attached for the Board's review.

Financing:

Workforce Innovation and Opportunity Act

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 though 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

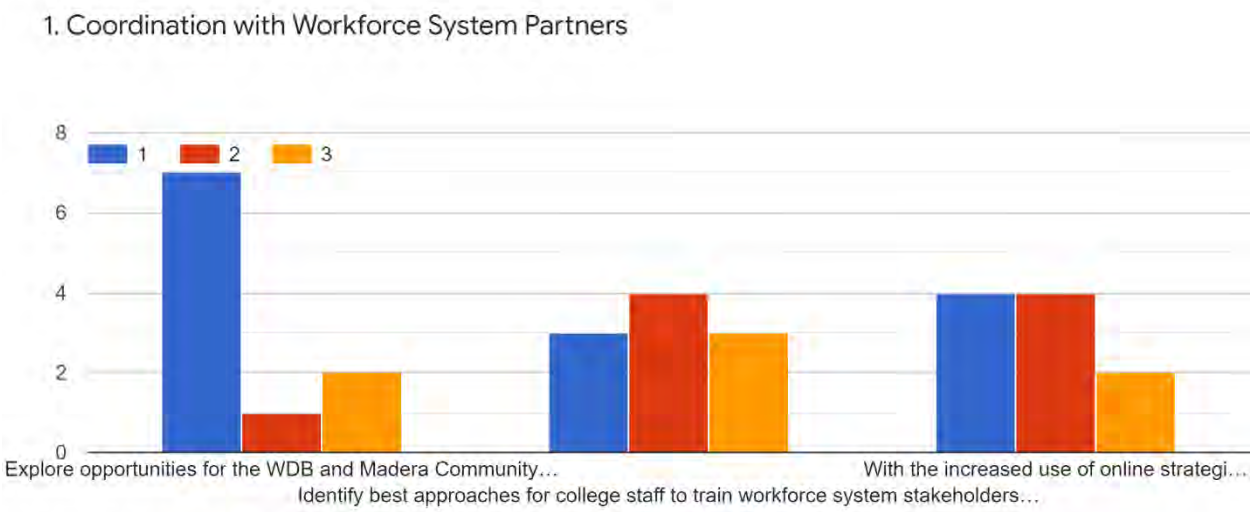
The Madera Workforce Assistance Center partnership meets monthly. The following agencies are invited to participate in each meeting, which are planned and facilitated by Beaudette Consulting Inc.

- 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:



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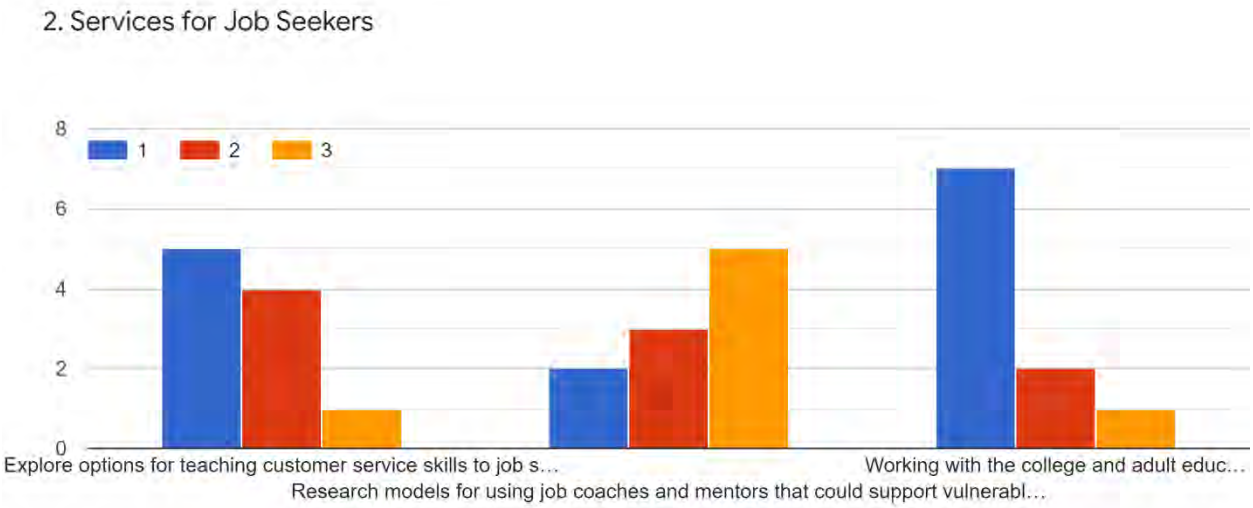
1. Coordination with Workforce System Partners: Explore opportunities for the WDB and Madera Community College to jointly convene focus groups to refine education and workforce system knowledge about industry skill gaps and community training needs.



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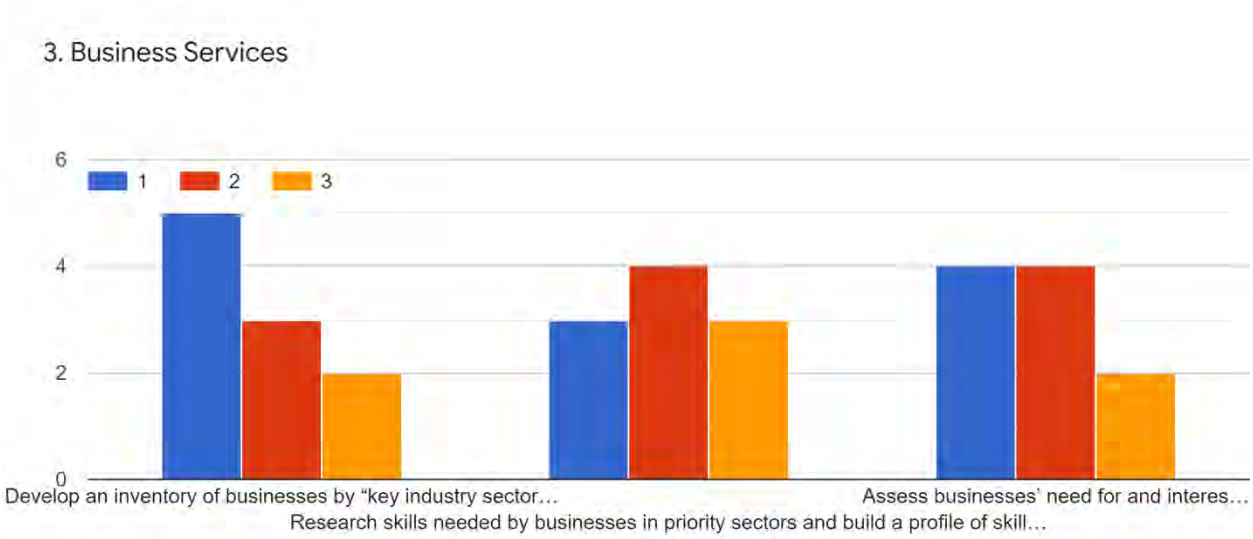
2. Services for Job Seekers: #1 Working with the college and adult education, identify opportunities to develop short-term training (less than 4 months) that will prepare job seekers for entry-level employment in career path employment.



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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.

MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

Agenda Item 8.5

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

To: **Madera County Workforce Investment Corporation**

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

Date: **April 28, 2022**

Subject: **Corrections Workforce Specialist (Grant Funded) Salary Update**

Information:

Staff brought a revised non-exempt salary schedule to the MCWIC on 3/24/22, that included the addition of the Corrections Workforce Specialist (Grant Funded) position. The annual starting range for the position was inadvertently listed as $42,120. All other salary information was correct. The correct salary range for the position is as follows:

Corrections Workforce Specialist (Grant Funded)	$22.00	to	$25.47	$45,760.00	to	$52,977.60

Financing:

Workforce Innovation and Opportunity Act

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, 3/24/22

Job Title	Current Hourly Range	Current Annual Range
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
Corrections Workforce Specialist (Grant Funded)	$22.00 to $25.47	$45,760.00 to $52,977.60
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			

MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

Agenda Item 8.6

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

To: **Madera County Workforce Investment Corporation**

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

Date: **April 28, 2022**

Subject: **UI Claim Information**

Information:

The most recent data on UI Claims for the period of March 19, 2022 through April 16, 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

	March 2022 (Week Ending)		April 2022 (Week Ending)		
County	19	26	2	9	16
Madera	203	219	180	237	184

Claim Type
(●) UI Claims
( ) PUA Claims

County
Madera

Claims by Date
Multiple values

Employment Development Department
State of California

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 INRESPONSE 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 sanctionsimposed 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,

SMendes

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