



**WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY**

A G E N D A

**June 16, 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

**June 16, 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 May 21, 2022, through June 19, 2022, in accordance with Assembly Bill 361.
- 6.2 Consideration of approval of Resolution 2021-01 authorizing remote teleconferencing for the period of June 20, 2022, through July 19, 2022, in accordance with Assembly Bill 361.
- 6.3 Consideration of approval of the May 11, 2022, Workforce Development Board (WDB) Executive Committee meeting minutes.
- 6.4 Consideration of approval of the April 21, 2022, WDB meeting minutes.
- 6.5 Consideration of approval of the resignation of Santos Garcia, Fresno-Madera-Tulare-Kings Central Labor Council, from the WDB.
- 6.6 Consideration of approval of the re-appointment of Cindy Vail, Vail Insurance, for an additional 3-year term: 8/23/22 to 8/23/225.
- 6.7 Consideration of approval of the re-appointment of Michelle Brunetti, Valley Children's Hospital, for an additional 3-year term: 8/23/22 to 8/23/225.
- 6.8 Consideration of approval of the re-appointment of Mike Fursman, UFCW 8, for an additional 3-year term: 8/23/22 to 8/23/225.
- 6.9 Consideration of approval of the revised Individual Training Account (ITA) policy to reduce the funding cap for each ITA from \$8,500 to \$6,000 for tuition and additional training costs due to reductions in 2022-2023 funding availability and to maximize the number of individuals that can be served.
- 6.10 Consideration of approval of the revised Supportive Services policy to reduce the funding cap from \$3,000 to \$1,500 for supportive services costs due to reductions in 2022-2023 funding availability and to maximize the number of individuals that can be served.
- 6.11 Consideration of approval of the revised Paid and Unpaid Work Experience (PWEX) policy which is revised to include a cap of 25 hours per week and a reduction in total duration of activity hours from 480 to 460 hours due to the participant payroll process being brought in-house.
- 6.12 Consideration of approval of the revised Transitional Jobs for Adults and Dislocated Workers policy which limits the hours per week to 25, maintains the total activity hours at 320 and reduces the maximum hours in the Executive Director exceptions language due to the participant payroll process being brought in-house.

7.0 Action Items

- 7.1 Consideration of approval of the draft WIOA Memorandum of Understanding between the Workforce Development Board and the Workforce Assistance Center Partner Agencies for the period from July 1, 2022, through June 30, 2025, and authorize staff to forward the MOU to the Board of Supervisors for approval once partner signatures have been obtained.

8.0 Information Items

- 8.1 Madera County Workforce Investment Corporation (MCWIC) Update
- 8.2 Program Update
- 8.3 Information on Weekly Unemployment Insurance (UI) Initial Claims for Madera County

9.0 Written Communication

10.0 Open Discussion/Reports/Information

- 10.1 Board Members
- 10.2 Staff

11.0 Next Meeting

October 20, 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 May 21, 2022 through June 19, 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 11th day of May 2022 by the following vote:

AYES: 4

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 JUNE 20, 2022 through JULY 19, 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 16th day of June 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

May 11, 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, Omair Javaid, Nichole Mosqueda, Robert Poythress

ABSENT: Pat Gordan

GUEST:

STAFF: Nicki Martin, Tracie Scott-Contreras

1.0 Call to Order

Meeting called to order at 1:33 p.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

Rob Poythress moved to adopt the agenda, seconded by Nichole Mosqueda.

Vote: Approved – unanimous

Yes: Brett Frazier, 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 May 21, 2022 through June 19, 2022 in accordance with Assembly Bill 361.

Nichole Mosqueda moved to approve, seconded by Rob Poythress.

Vote: Approved – unanimous

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

11.0 Next Meeting

To be determined.

12.0 Adjournment

Meeting adjourned at 1:36 p.m.



**WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY**

MINUTES

April 21, 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;>
Phone: (669) 900-9128; Meeting ID: 812 7420 6285; Password: 274155

PRESENT: Debi Bray, Michelle Brunetti, Brett Frazier, Laura Gutile, Marie Harris, Wendy Lomeli, Lalo Lopez, Mike Lopez, Deborah Martinez, Mattie Mendez (7.1), Joe Perez, Chuck Riojas, Lanie Suderman, Cindy Vail
ABSENT: Bobby Kahn, Mark Choe, Jorge DeNava, Mike Fursman, Santos Garcia, Omair Javaid, Nichole Mosqueda, Robert Poythress,
GUEST: Amelia Meza, Gary Beaudette
STAFF: Nicki Martin, Jessica Roche, Tracie Scott-Contreras

1.0 Call to Order

Meeting called to order at 3:03 p.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

Amelia Meza, Office of Apprenticeship Standards, and Gary Beaudette, One Stop Operator, were introduced.

5.0 Adoption of Board Agenda

Debi Bray moved to adopt the agenda, seconded by Chuck Riojas

Vote: Approved – Unanimous

Yes: Debi Bray, Michelle Brunetti, Brett Frazier, Laura Gutile, Marie Harris, Wendy Lomeli, Lalo Lopez, Mike Lopez, Deborah Martinez, Joe Perez, Chuck Riojas, Lanie Suderman, Cindy Vail

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.

Staff and the Board recognized Robyn Smith's service to the Workforce Board. Robyn and her family are relocating out of state.

Mike Lopez moved to approve the Consent Calendar, seconded by Laura Gutile.

Vote: Approved – Unanimous

Yes: Debi Bray, Michelle Brunetti, Brett Frazier, Laura Gutile, Marie Harris, Wendy Lomeli, Lalo Lopez, Mike Lopez, Deborah Martinez, Joe Perez, Chuck Riojas, Lanie Suderman, Cindy Vail

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.

Staff have obligated approximately \$140,000 for Adult trainings. There has been very low Dislocated Worker (DW) traffic into the Center. Staff are requesting a transfer of funds from DW to Adult in order to back-fill the Adult training budget to cover all the trainings. Staff are currently determining if there will be any training funds in the Adult category at the end of this fiscal year. Madera is working with Fresno to refer Madera participants to them for training opportunities as Fresno still has training funds. The transfers will ensure that the budget stays out of the red for the rest of the year. All the funds for trainings that staff have already coordinated for participants are encumbered and will not be affected. The transfer will make sure to cover trainings and operations until the year end.

Deborah Martinez moved to approve, seconded by Laura Gutile.

Vote: Approved – unanimous

Yes: Debi Bray, Michelle Brunetti, Brett Frazier, Laura Gutile, Marie Harris, Wendy Lomeli, Lalo Lopez, Mike Lopez, Deborah Martinez, Mattie Mendez, Joe Perez, Chuck Riojas, Lanie Suderman, Cindy Vail

- 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.

The transfer from this subgrant will also be used to cover participant trainings as discussed for item 7.1. Workforce areas are allowed to transfer up to 100% of funds between the DW funding stream and the Adult funding stream.

Laura Gutile moved to approve, seconded by Mike Lopez.

Vote: Approved – unanimous

Yes: Debi Bray, Michelle Brunetti, Brett Frazier, Laura Gutile, Marie Harris, Wendy Lomeli, Lalo Lopez, Mike Lopez, Deborah Martinez, Mattie Mendez, Joe Perez, Chuck Riojas, Lanie Suderman, Cindy Vail

- 7.3 Consideration of approval of Beaudette Inc.'s One Stop Operator report for the period of October 1, 2021 through December 31, 2021.

Gary Beaudette presented the 3rd quarter One Stop Operator (OSO) report. The major highlights were trying to make sure that aligning and integrating programs was done and to make sure that communicating flows horizontally and all partners have some centralized, standardized system to ensure quick and real-time communication and information sharing. A Google Share drive was set up so that there is a centralized

location for all partner documents. The Unite Us referral system is being used by many of the Partners. The goal would be to get 100% participation with this system. A scoreboard is being developed to see how things are working collectively – as one. The team reached out and talked to different Partners about the different goals and plans for the Continuous Improvement Plan. Madera has used the “working meeting” best practice to get work done during meetings. The OSO strives to have updates in real-time on how everything is working and checking in on goals and whether they are being met and to discuss potential problems or celebrate successes and having shared goals with Partners.

Brett Frazier moved to approve, seconded by Mike Lopez.

Vote: Approved – unanimous

Yes: Debi Bray, Michelle Brunetti, Brett Frazier, Laura Gutile, Marie Harris, Wendy Lomeli, Lalo Lopez, Mike Lopez, Deborah Martinez, Mattie Mendez, Joe Perez, Chuck Riojas, Lanie Suderman, Cindy Vail

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

The January to March report focuses on the Continuous Improvement Plane. 2 Surveys were sent to Partners asking what is important to them. Goals were established during this period. The number one goal was Coordination with Workforce System Partners followed by Services for Job Seekers. Business services highest voted goal was Developing an inventory of business by “key industry sector” to determine the demand-side of customer base within Madera County. The major focus is improving the career pathway, from high school to community college to either a degree or certificate but ultimately to meaningful job and careers that employers in Madera County are looking for. The next quarter report will include more up to date scoreboard data. This quarter will start to involve project management which will involve using Trello project management software. This free tool will help with the work on the established goals which will help us ensure that we are continuously improving. Brett Frazier appreciated the included table which provided information of the number of participants served for certain services. Staff’s goal is to work with the OSO and all the Partners for information on the number of people served. The numbers provided within the table reflects the Workforce office numbers. Staff expect that the numbers will go up as Partners work together and combine/include their numbers.

Brett Frazier moved to approve, seconded by Chuck Riojas.

Vote: Approved – unanimous

Yes: Debi Bray, Michelle Brunetti, Brett Frazier, Laura Gutile, Marie Harris, Wendy Lomeli, Lalo Lopez, Mike Lopez, Deborah Martinez, Mattie Mendez, Joe Perez, Chuck Riojas, Lanie Suderman, Cindy Vail

8.0 Information Items

8.1 WDB Private Sector Director Recruitment

Information provided within the agenda packet. Staff are recruiting a private sector Director for the WDB and would like to have someone from the Chowchilla, or the Madera Ranchos areas. Staff may also reach out to Supervisor Rodgers to see if he might have any recommendations. The potential Director should be from the Private sector preferably from one of the WDB’s priority sectors: Transportation & Logistics, Manufacturing, Agriculture, Healthcare, Retail, Hospitality Tourism or Energy/Renewable Energy. However, any Private sector business that has anyone interested in joining is welcome and staff are happy for recommendations.

8.2 Madera County Workforce Investment Corporation (MCWIC) Update

Information provided within the agenda packet. The MCWIC is scheduled to meet next on April 23, 2022.

8.3 Program Update

Information provided within the agenda packet. Program update information shows activities and information through March 31, 2022. The contract with the California Department of Corrections and Rehabilitation (CDCR) has been finalized. This contract will allow for a Workforce staff member to be stationed at the Valley State Prison who will be working with the Transitions program to connect people, who are being released from the institution to an American Job Center of California (AJCC) in the community where they will be located post-release. Staff have started providing services at Juvenile Hall for both younger and older youth. 2 worksites for the Wildfire grant have been identified. Stewards of the Sierra will serve as the site lead for those locations and are working with staff on identifying potential participants. Madera Workforce has 14

applied for a grant through the Wells Fargo Foundation. Madera was invited to apply. Staff have requested \$18,000 from the grant that will go towards payment for the IMAGO software and equipment for participants.

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

Information provided within the agenda packet. Claim numbers have been stable for the past 6 to 8 weeks. The numbers are below pre-pandemic. Table Mountain has been in the Center for a series of job fairs for their new casino. Staff will forward the flyer to the Board.

9.0 Written Communication

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

Information provided within the agenda packet. This is specific to any purchases that may be made with Russia or companies affiliated with Russia.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Brett Frazier: The Amtrak station relocation was included in the Mega grant (National Infrastructure Project Assistance grants program). Letters of support will be needed.*

10.2 Staff

None.

11.0 Next Meeting

June 16, 2022

12.0 Adjournment

Meeting adjourned at 3:41 p.m.



INDIVIDUAL TRAINING ACCOUNT POLICY

EDD Revision Date: N/A

WDB Review Date: 9/11/00; 7/17/06; 3/22/07, 12/18/09, 6/21/12; 2/28/13; 6/27/13; 5/22/14; 12/17/15; 5/4/16; 6/16/16; 7/28/16, 12/15/16; 8/23/18; 6/17/21; 6/16/22

EXECUTIVE SUMMARY:

Purpose:

This document establishes the policy of the Workforce Development Board of Madera County on training services for adults, dislocated workers, and out-of-school youth ages 18-24 as provided through Individual Training Accounts and is effective upon approval by the Board.

References:

- Workforce Innovation & Opportunity Act (WIOA) Section 134(c)(3)
- Title 20 CFR 680.230
- Title 20 CFR 680.300-340

Policy:

WIOA funding for training is limited to participants who are unable to obtain grant assistance from other sources to pay the costs of their training or who require assistance beyond that available under grant assistance from other sources to pay the costs of such training. One-stop operators and training providers must coordinate funds available to pay for training, taking into account the full cost of participating in training, including the cost of support services and other appropriate costs. Program staff must consider the availability of other sources of grants to pay for training costs such as Temporary Assistance for Needy Families (TANF), State-funded training programs, and Federal Pell Grants, so that WIOA funds supplement other sources of grant funding. A WIOA participant may enroll in WIOA-funded training while their application for a Pell Grant is pending, as long as arrangements have been made with the training provider and participant regarding allocation of the Pell Grant. If a Pell Grant is subsequently awarded, the training provider must reimburse the one-stop operator for the amount of WIOA funds used to underwrite the training for the amount covered by the Pell Grant.

Training services for eligible individuals are typically provided by training providers who receive payment for their services through an Individual Training Account (ITA). The ITA is a payment agreement established on behalf of a participant with a training provider. WIOA title I-eligible adults who are members of a priority group, dislocated workers, and out-of-school youth ages 18-24 may purchase training services from eligible providers they select in consultation with the

case manager. This consultation will include discussion of the quality and performance information on the available training providers. Training programs selected must be directly linked to an in-demand industry sector or occupation in the local area or in the planning region, or in another area to which a participant receiving such services is willing to relocate. Priority will be given to programs that lead to recognized post-secondary credentials that are aligned with such in-demand industry sectors or occupations in the local area. A local board may approve training services for occupations determined by the local board to be in sectors of the economy that have a high potential for sustained demand or growth in the local area.

Payments from ITA's may be made in a variety of ways, including the electronic transfer of funds through financial institutions, vouchers, or other appropriate payment methods. Payment for ITA's issued under this policy may be paid:

- Incrementally, at an hourly rate for training, based on the hours of training successfully completed each month, throughout the participant's training program; or
- Incrementally, at a per module rate for training, based on the successful completion of specific modules or other measurable segments of training; or
- For community college or other public educational institution-based training, at the time of enrollment into each semester or quarter of the training program, as specified by the enrollment policies of the institution.

The agreed upon payment structure for each occupational skills training provider will be outlined in the payment provisions section of the contract between the institution and the Board and will be specified for each participant enrolled in the ITA voucher issued for that participant.

Title 20 CFR 680.310 allows the State or Local Workforce Development Board to impose limits on the dollar amount and/or duration for Individual Training Accounts. Limitations established by a local Board policy must not undermine, but rather should maximize, customer choice in the selection of an eligible training provider.

Based on the results of an individual assessment and on funding availability, ITA's may be awarded to eligible adults who are members of a priority group, dislocated workers, and out-of-school youth ages 18-24. Each ITA will be subject to a maximum dollar amount of \$6,000 for tuition and additional training costs as listed on the ETPL. The maximum duration of an ITA will be two years. A second ITA may be issued to a participant based on exceptional economic or personal circumstances at the discretion of the Executive Director; however, a second ITA would not generally be approved within less than 3 years of the completion of the first ITA. Prior to the issuance of an ITA, justification must be provided which supports that training is necessary for the individual to obtain appropriate employment leading to self-sufficiency, and that the career options following completion of training are in demand in the local area. An ITA will only be issued for those costs in excess of all other available sources of financial assistance, including PELL Grants, Community College Board of Governors (BOG) fee waivers, Cal Grants, private or institution-specific scholarships, or other available resources.

The \$6,000 limit is for costs required for the selected training program and may be waived for extenuating circumstances as determined by the local Board or the Executive Director. One example of such extenuating circumstances would be for those dislocated workers who are eligible for training services, but, due to their earnings prior to dislocation, are not eligible for any other form of non-repayable financial assistance, or for whom such financial assistance is

limited. The \$6,000 limit includes all training costs required to participate in and successfully complete a training program, as listed on the ETPL. When awarding an ITA, consideration must be given to labor market demand in the local area or in the area to which the trainee intends to relocate.

An ITA may only be issued for courses or programs published in the Statewide Eligible Training Provider List and approved by the local Board. Local Community Colleges, Adult Schools, and other public training institutions will always be given priority for training referrals, when the training course is comparable to that offered at a Private Training Institution.

An individual must be enrolled in approved training within 90 days from the date of issuance of the ITA. An individual will be considered “enrolled” in training if they are: 1) pre-registered for classes or on the waiting list for an approved provider; and 2) have a start date for their training; and 3) the start date is not more than one quarter or term away.

An individual must be making satisfactory progress in training to access all payments from their ITA. Satisfactory progress is defined, for local purposes, as receiving passing scores in all courses related to their program and meeting all attendance and behavior requirements mandated by their school of attendance. The educational institution will certify that an individual is making satisfactory progress through official attendance and progress reports signed by the registrar, instructor, or equivalent person designated by the educational institution.

If an individual drops out or otherwise withdraws from ITA-funded training prior to completion **without cause**, the individual will be billed for ITA payments made to the training provider on their behalf. Adequate cause for dropping or otherwise withdrawing from training could include, but is not limited to: severe medical condition which prevents the individual from participating for a period of more than 90 days; serious illness or death of a family member that prevents the individual from participating for more than 90 days; or the necessity to relocate out of the area. The Executive Director will determine whether sufficient cause for dropping or withdrawing from training exists on a case-by-case basis.

EXCEPTIONS TO INDIVIDUAL TRAINING ACCOUNTS:

Title 20 CFR Section 680.320 allows the use of contracts for training services other than Individual Training Accounts under certain circumstances. These circumstances include only one or more of the following:

- When the services provided are On-the-Job Training, customized training, incumbent worker training or transitional jobs;
- When the local Board determines that there are an insufficient number of eligible providers in the local area to accomplish the purpose of a system of ITA’s. In this event, the local Plan will describe the process to be used in selecting the providers under a contract for services. The process will include a public comment period for interested providers of at least 30 days;
- When the local Board determines that there is a training services program of demonstrated effectiveness offered in the area by a community-based organization or another private organization to serve individuals with barriers to employment. The local

Board will determine criteria to be used in determining demonstrated effectiveness as required in 20 CFR 680.320(a)(3);

- When the local Board determines that it would be most appropriate to contract with an institution of higher education or other eligible provider of training services to facilitate the training of multiple individuals in in-demand industry sectors or occupations, provided that the contract does not limit customer choice; and/or
- When the local Board is considering entering into a pay-for-performance contract consistent with the requirements of 20 CFR 683.510.

ACTION:

This policy replaces the previous version approved by the Board on June 17, 2021 and is effective on the date of approval by the Board. Please retain this policy until further notice.

INQUIRIES:

If you have questions, please contact the Executive Director at (559) 662-4589.

DRAFT

**WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY****SUPPORTIVE SERVICES POLICY**

EDD Revision Date: N/A

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

EXECUTIVE SUMMARY:**Purpose:**

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

References:

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

Policy:

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

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

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

The 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.

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 Executive Committee on March 7, 2022 and ratified by the Board on April 21, 2022. Retain this policy until further notice.

Inquiries:

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

DRAFT



PAID AND UNPAID WORK EXPERIENCE POLICY

EDD Revision Date: N/A

WDB Review Date: 4/23/09, 7/6/11; 12/17/15, 12/15/16, 4/15/21, [6/16/22](#)

EXECUTIVE SUMMARY

PURPOSE:

This document establishes the Workforce Development Board of Madera County's policy on Temporary Jobs and Paid and Unpaid Work Experience Activities for WIOA-eligible Out-of-School Youth, Adults, and Dislocated Workers.

REFERENCES:

- WIOA Section 134(c)(2)(A)(xii)(VII)
- 20 CFR Subpart B Section 678.430(b)(7)
- 20 CFR Subpart A Section 680.180, 681.460, 681.590, 681.600

POLICY:

The Workforce Innovation and Opportunity Act and the Final Regulations published in the Code of Federal Regulations permit the provision of temporary jobs and paid and unpaid work experience as an Individualized Career Service for eligible Adults, and Dislocated Workers, and as an allowable activity for Youth. It is the policy of the Workforce Development Board of Madera County to allow the provision of these services to eligible adults, youth and dislocated workers who:

1. are unemployed and are unable to obtain employment through basic career or youth program services and who have been determined to be in need of more individualized services in order to obtain employment; or
2. are underemployed, and who have been determined to be in need of such services in order to obtain or retain employment that allows for self-sufficiency.

In general, temporary jobs and/or work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work may be paid or unpaid, as appropriate. A work worksite may be in the private for profit sector, the non-profit sector, or the public sector. Labor standards apply in any temporary jobs and work experience placement where an employer/employee relationship, as defined by the Fair Labor Standards Act, exists.

For the purposes of implementation in Madera County, the following provisions will apply:

Temporary Jobs and Work Experience may be provided, where determined as appropriate through the Individual Employment Plan development process, for eligible Adults, Dislocated Workers, and Youth program participants for whom one or more of the following conditions exist:

- the individual has no previous work history,
- the individual has had no work history within the past five years, and/or
- the individual is otherwise eligible for WIOA individualized career or youth services and is in need of this service to assist them in preparing for participation in another appropriate training service or activity or to successfully obtain and retain unsubsidized employment.

This type of work experience activity is intended to provide training and skill development in the skills necessary to successfully obtain and retain employment, including punctuality, attendance, communication, teamwork, dependability, and task completion, and is not required to provide training in technical or job specific skills. There is no requirement or expectation that the individual will be retained by the worksite following the successful completion of this type of work experience activity.

Temporary Jobs and Work Experience may also be provided, where determined as appropriate through the Individual Employment Plan development process, for eligible Adults, Youth or Dislocated Workers when the individual has successfully completed a vocational training program (either WIOA-funded or non-WIOA funded) and/or is in need of a work experience placement to obtain training-related work experience to enhance their ability to obtain and retain unsubsidized employment in a new career field. There is an expectation that the work experience site would consider hiring/retaining the participant at the successful completion of the work experience period.

Temporary Jobs and Work Experience may be provided concurrently with other appropriate career or training services and will not exceed [25 hours per week and the total duration of the activity will not exceed 460480](#) hours. This activity requires the development of a training plan or outline which will be included in the worksite agreement between the one-stop or program operator and the work experience site. Regular time sheets and evaluations of participant progress are required no less frequently than twice per month throughout the duration of the activity.

ACTION:

This policy is effective on the date approved by the Workforce Development Board of Madera County. Retain this policy until further notice.

INQUIRIES:

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



TRANSITIONAL JOBS FOR ADULTS AND DISLOCATED WORKERS

EDD Revision Date: N/A

WDB Review Date: 5/4/16, 12/15/16; 8/23/18, 10/18/18, [6/16/22](#)

EXECUTIVE SUMMARY

PURPOSE:

This document establishes the Workforce Development Board of Madera County's policy on Transitional Jobs for WIOA-eligible Adults and Dislocated Workers.

REFERENCES:

- WIOA Section 134(d)(5)
- 20 CFR Subpart A Sections 680.140, 680.190, 680.830, and 680.840

POLICY:

The Workforce Innovation and Opportunity Act and the Final Regulations published in the Code of Federal Regulations permit the use of Transitional Jobs as a training activity for eligible Adults and Dislocated Workers. Not more than 10% of the combined allotment for Adult and Dislocated Worker services will be used to provide Transitional Job activities.

It is the policy of the Workforce Development Board of Madera County to allow the provision of the Transitional Job activity to eligible adults, dislocated workers, and participants in special grants or projects who:

1. Are individuals with barriers to employment; and
2. Are chronically unemployed or have an inconsistent work history.

In general, a transitional job is a planned, structured, subsidized work-based learning activity that takes place in a workplace for a limited period of time. A transitional job worksite may be in the private for profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience placement where an employer/employee relationship, as defined by the Fair Labor Standards Act, exists.

For the purposes of implementation in Madera County, the following provisions will apply:

A Transitional Job may be provided, where determined as appropriate through the Individual Employment Plan development process, for eligible Adult, Dislocated Worker, and special project participants for whom the following conditions exist:

- the individual has documented barriers to employment;
- the individual is chronically unemployed or has had little or no work history in the 12 months prior to program participation; and
- the individual is otherwise eligible for WIOA training services and is in need of this service to assist them in preparing for participation in another appropriate training service or activity or to successfully obtain and retain unsubsidized employment.

The transitional job activity is intended to assist eligible individuals to establish a recent work history, demonstrate work success, and to develop the skills that lead to entry into and retention in unsubsidized employment.

Transitional job activities must be provided concurrently or consecutively with comprehensive career services and supportive services.

Transitional jobs may be provided concurrently or consecutively with other appropriate career or training services and will generally not exceed 20 hours per week and a total of 320 hours in duration. This activity requires the development of a training plan which will be included in the worksite agreement between the program operator and the transitional job site. Regular time sheets and evaluations of participant progress are required no less frequently than twice per month throughout the duration of the activity.

Exceptions to the scheduled ~~hours per week and~~ maximum activity hours may be made at the discretion of the Executive Director on a case-by-case basis. However, the maximum total duration of the activity will not exceed ~~480~~460 hours.

ACTION:

This policy is effective on the date approved by the Workforce Development Board of Madera County. Retain this policy until further notice.

INQUIRIES:

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

**Workforce Innovation and Opportunity Act
Memorandum of Understanding
Workforce Development Board of Madera County and
America’s Job Center of California Partners**

Title I of the Workforce Innovation and Opportunity Act (WIOA) requires each local workforce development board, with the agreement of the Chief Local Elected Official, to develop and enter into a Memorandum of Understanding (MOU) between the local Workforce Development Board and the required America’s Job Center of California (AJCC) partners relating to the operation of the AJCC delivery system in the local area.

California’s one-stop delivery system, the AJCC, is a locally-driven system which develops partnerships and provides programs and services to achieve three main policy objectives established by the California Workforce Development Strategic Plan by:

- Fostering demand-driven skills attainment;
- Enabling upward mobility for all Californians;
- Aligning, coordinating, and integrating programs and services.

These objectives will be accomplished by ensuring access to high-quality AJCCs that provide the full range of services available in the community for all customers seeking the following:

- Looking to find a job.
- Building basic educational or occupational skills.
- Earning a postsecondary certificate or degree.
- Obtaining guidance on how to make career choices.
- Seeking to identify and hire skilled workers.

Vision and Mission of the Workforce Development Board of Madera County

The Workforce Development Board of Madera County (WDB) is committed to the economic health of Madera County by providing leadership and guidance resulting in a quality employment and training system. The WDB is focused on establishing innovative collaborations that inspire success, while insuring that the workforce system provides skill development opportunities for lifelong learning and personal growth resulting in a quality workforce. The WDB contributes to the economic health of the County and the region through supporting an environment conducive to economic development and assisting to build a vibrant economy through increased employment opportunities.

Purpose of Memorandum of Understanding (MOU)

- I. To define and reinforce (or establish) relationship between the Workforce Development

Board of Madera County (WDB) and the designated Partner Agencies;

- II. To define the roles and responsibilities of these entities, in the performance of their combined goal of establishing a workforce development system through an AJCC method of service delivery that is:
- Integrated (offering as many employment, training, and education services as possible for employers and individuals seeking jobs or wishing to enhance their skills) and affording universal access to the system overall;
 - Comprehensive (offering a large array of useful information with wide and easy access to needed services);
 - Customer Centered (providing the means for customers to judge the quality of services and make informed choices based on their individual needs); and
 - Performance Based (based on clear outcomes to be achieved; mutually negotiated outcomes and methods for measurements; and the means toward measuring and attaining customer satisfaction).

Parties to the MOU

The WIOA specifies that the required AJCC partners include employment and training services and programs authorized by:

- Adult, Dislocated Worker and Youth, WIOA Title I
- Wagner-Peyser Act, WIOA Title III
- Adult Education and Literacy, WIOA Title II
- Vocational Rehabilitation, WIOA Title IV
- Indian and Native American Programs, WIOA Section 166
- Migrant and Seasonal Farmworker Programs, WIOA Section 167
- Temporary Assistance for Needy Families/CalWORKS, 42 USC Section 601
- Older Americans Act of 1965, Title V
- Postsecondary Career and Technical Education, Perkins Act of 2006
- Trade Act of 1974, Title II
- Veterans' Employment and Training Service, 38 USC Chapter 41
- Community Services Block Grant Act
- Department of Housing and Urban Development
- EDD Unemployment Insurance
- Job Corps

As required AJCC partners in accordance with the Workforce Innovation and Opportunity Act, organizations in Madera County representing the above programs enter into a Memorandum of Understanding (MOU) with the Workforce Development Board of Madera County (WDB)

regarding the manner in which the partner agencies will participate in and provide access to their services through the AJCC system of service delivery. Any questions about the MOU should be directed to the Partner Agency Administrator listed on the signature page(s).

AJCC System Services

In consideration of mutual aims and shared desires of the AJCC System and in recognition of the public benefit to be derived from effective collaboration of the programs involved, the partner agrees to support, as authorized by applicable law, the following services through the AJCC Centers:

1. Basic Career Services as specified under the Workforce Innovation and Opportunity Act, Title I-Subtitle B, including eligibility determination for multiple programs; outreach, intake and orientation; initial assessment of skill levels, job search, placement assistance and career counseling; business services including recruitment; activity referral and coordination with other programs; provision of workforce and labor market statistical information relating to local, regional and national labor markets.
2. Individualized Career Services as specified under the Workforce Innovation and Opportunity Act (WIOA Section 134(c)(2)(A)(i)-(xi) and WIOA Final Rule Section 680.150), including but not limited to, comprehensive and specialized assessment, development of an individual employment plan, group and individual counseling, case management for participants seeking training services, and short-term and pre-vocational services.
3. Follow-up Services will be made available to participants for twelve months after exit. A participant will receive follow-up services necessary to enable them to progress further in their occupation or retain their employment. Follow-up services can include additional career planning, counseling, mentoring, assisting individuals to secure a better paying job, career development and further education. Agency staff is required to contact the participant and determine a participant's employment and educational status after exiting all WIOA programs at least once per calendar quarter for one year.
4. Access to training services (WIOA Section 134 (c)(3)(D) and WIOA Final Rule Section 680.200) which may include, but are not limited to, occupational skills training, on-the-job-training, private sector training programs, skill upgrading and retraining, job readiness training, adult basic education and literacy programs, and customized training.
5. Access to Wagner-Peyser services including job search, placement, recruitment, and CalJOBS.
6. Access to AJCC Programs and activities.
7. Services for employers including, but not limited to, job listings, meeting facilities, referral

of job seekers, pre-screening of applicants, labor market information, tax credit information, job and hiring fairs, and small business development assistance.

A chart specifying the Partner agencies and their respective services provided through the Madera County AJCC system is attached as Exhibit A.

Responsibilities of AJCC Partners

The AJCC Partner agrees to participate in joint planning, plan development, and other system activities to accomplish the following:

1. Continuous partnership building between all parties to this agreement;
2. Continuous planning responsive to State and Federal requirements;
3. Responsiveness to specific local and economic conditions including employer needs;
4. Adherence to common data collection and reporting requirements, including needs for modification or change;
5. Diligence in developing coordinated local leadership in workforce development through;
 - a) Responsiveness to customer needs;
 - b) Maintenance to system infrastructure
 - c) Shared technology and information;
 - d) Performance management to measure the success of the AJCC system overall and to enhance performance in a spirit of quality management and continuous improvement;
6. Making the applicable service(s) relevant to the partner program available to customers through the AJCC;
7. Participation in the operation of the AJCC, consistent with the terms of the MOU and the requirements of applicable laws; and
8. Participation in capacity building and staff development activities to insure that all partners and staff are adequately cross-trained.

Infrastructure Funding Agreement & Other Shared System Costs

A spreadsheet outlining the agreed upon Infrastructure Funding and other shared system costs for the Madera County AJCC system is attached at Exhibit B.

Methods of Referral

Parties to this MOU agree to jointly develop and mutually implement referral processes acceptable to all AJCC partners. Parties agree to cross-train staff on the services of each partner agency to facilitate effective and informed referrals between and among the partner organizations. Partners will adopt a common referral form to the extent practicable and will agree to the format and modality to be used for referrals to their respective agencies. Partners

agree to refer individuals to other AJCC partner agencies, when such individuals may benefit from the partner agency's services.

The referral process:

- Ensures that intake and referral processes are customer-centered and provided by staff trained in customer service;
- Ensures that general information regarding AJCC programs, services, activities, and resources will be made available to all customers, as appropriate;
- Describes how customer referrals are made electronically, through traditional correspondence, verbally, or through other means determined in cooperation with partners; and
- Describes how each AJCC partner will provide a direct link or access to other AJCC partner staff that can provide meaningful information or service, through the use of co-location, cross training of AJCC staff, or real-time two-way communication and interaction that results in the services needed by the customer.

The agreed upon Referral Process and Form for the Madera County AJCC system are included as Exhibits C1 and C2, respectively.

Access for Individuals with Barriers to Employment

The term "individual with a barrier to employment" means an individual who is a member of one or more of the following populations:

- A. Displaced homemakers
- B. Low-income individuals
- C. Native Americans, including Alaska Natives and Native Hawaiians
- D. Individuals with a disability
- E. Older individuals
- F. Homeless individuals
- G. Youth who are in or who have aged out of the foster care system
- H. Individuals who are English language learners, who have low levels of literacy, and/or who are facing substantial cultural barriers
- I. Eligible migrant and seasonal farmworkers
- J. Individuals within two years of exhausting lifetime eligibility for TANF
- K. Single parents, including pregnant women
- L. Long-term unemployed individuals
- M. Such other groups as the Governor may determine to have barriers to employment.

Each party to the MOU assures that its policies, programs, procedures, and services are in compliance with the ADA of 1990 and its amendments, which prohibits discrimination on the basis of disability, in order to provide equal access to all customers with disabilities.

Each party is committed to offering priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient when providing individualized career services and training services with WIOA Adult funds.

A system map identifying the location of the comprehensive AJCC and other service locations within the local area is included as Exhibit D.

Shared Technology and System Security

The WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including client tracking, common case management, reporting, and data collection. To support the use of these tools, each AJCC partner agrees to:

- Comply with the applicable provisions of the WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements;
- The principles of common reporting and shared information through electronic mechanisms, including shared technology;
- Commit to share information to the greatest extent allowable under their governing legislation and confidentiality requirements;
- Maintain all records of AJCC customers or partners (e.g. applications, eligibility, and referral records, or any other individual records related to services provided under this MOU) in the strictest of confidence, and use them solely for purposes directly related to such services;
- Develop technological enhancements that allow interfaces of common information needs, as appropriate; and
- Understand that system security provisions shall be agreed upon by all partners.

Confidentiality

The AJCC Partner agrees to comply with the provisions of WIOA as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and any other appropriate statute or requirement to assure the following:

- All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.
- No person will publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
- The AJCC partner agrees to abide by the current confidentiality provisions of the respective statutes to which AJCC operators and other AJCC partners must adhere, and shall share information necessary for the administration of the program as

allowed under law and regulation. The AJCC partner, therefore, agrees to share client information necessary for the provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes.

- Client information shall be shared solely for the purpose of enrollment, referral or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

Non-Discrimination and Equal Opportunity

Parties to this MOU shall comply with the provisions of WIOA Section 188 and 29 CFR Part 38, and shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant, or applicant for employment due to sex (including, but not limited to, pregnancy, childbirth and related medical conditions, transgender status, and gender expression or identity), race, color, ancestry, religion, national origin (including limited English proficiency), veteran status, physical disability, mental disability, medical conditions, age (over 40), or marital status. Nor shall any partner or the WDB, including the AJCC Operator, deny family and medical care leave or pregnancy disability leave to employees entitled to such leave. Partners and the WDB, including the AJCC Operator, shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Partners shall comply with the provisions of Fair Employment and Housing Act (California Government Code Section 12900, et seq.) and related, applicable regulations promulgated thereunder (Title 2, California Code of Regulations Section 7285 et seq.). Code of Regulations Section 8103 et seq. are incorporated into this MOU by reference and made a part hereof as if set forth in full. Partners shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining agreement or other such agreement. Parties to this MOU shall include non-discrimination and compliance provisions of this clause in all related subcontracts or financial agreements.

The WDB, including the AJCC Operator and other partners to the AJCC system, will ensure that policies and procedures established by the WDB, including the AJCC Operator, and programs and services provided by and through the AJCC are in compliance with the Americans with Disabilities Act of 1990 (ADA) and its amendments, which prohibits discrimination on the basis of disability, as well as applicable regulations and guidelines issued pursuant to the ADA.

All parties agree to universal access as an AJCC provision. Policies adopted locally for ensuring access for all customers include those with special needs; those with literacy deficits, physical or learning disabilities; limited English speakers, in accordance with Dymally-Alatorre Bilingual Services Act; Unemployment Insurance claimants; Veterans, Migrant and Seasonal Farmworkers; and others with economic or geographical barriers to service or employment.

Grievances and Complaints Procedure

The AJCC Partner agrees to establish and maintain a procedure for grievances and complaints as outlined in WIOA. The process for handling grievances and complaints is applicable to customers and partners. These procedures will allow the customer or entity filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance. The partner further agrees to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

Americans with Disabilities Act and Amendments Compliance

The AJCC Partner agrees to ensure that the policies and procedures as well as the programs and services provided at the AJCC are in compliance with the Americans with Disabilities Act and its amendments. Additionally, partners agree to fully comply with the provisions of WIOA, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, 29 Code of Federal Regulations Part 38, and all other regulations implementing the aforementioned laws.

Effective Dates

This MOU shall become effective on July 1, 2022 and shall continue for three years, through June 30, 2025, unless terminated sooner by one of the parties. The MOU will be reviewed not less than once every three years to identify and incorporate any substantial changes that may have occurred.

This MOU is of no force or effect until signed by authorized representatives of the participating agencies, and until approved by the Chief Local Elected Official. The MOU, once signed, becomes a part of the local WIOA Plan.

Revisions and Modifications

This MOU constitutes the entire agreement between the parties and no oral understanding not incorporated herein shall be binding on any of the parties hereto. This MOU may be modified, altered, or revised, as necessary, by mutual consent of the parties, by the issuance of a written amendment, signed and dated by the parties.

Each party reserves the right to modify the scope, structure, and content of this MOU based on legislative changes, local WDB policies, availability of funding, or other circumstances as warranted and agreed upon by the WDB and the partner agency.

Extensions

This MOU may be extended by written agreement between the parties, provided such agreement is signed by both parties prior to the termination date of this agreement, and contains the following:

1. A statement of intent to continue all provisions of the MOU;
2. Revised effective and end dates; and
3. Dated signatures of both parties.

Terminations

Either party to this MOU may elect to terminate its participation in this MOU without cause by delivering a thirty (30) day written notice of intent to terminate to the other party.

Administrative and Operational Management

License for Use:

During the term of this MOU, all partners to this MOU shall have a license to use space in the AJCC for the sole purpose of conducting acceptable AJCC services as outlined herein, or according to the terms of any separately negotiated cost sharing agreements.

Supervision/Day to Day Operations:

The day-to-day supervision of staff assigned to the AJCCs will be the responsibility of the site supervisor(s). The original employer of staff assigned to the AJCCs will continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite will be handled by the site supervisor(s) and the management of the original employer.

The office hours for the staff at the AJCCs will be established by the site supervisor(s) and the primary employer. All staff will comply with the holiday schedule of their primary employer and will provide a copy of their holiday schedule to the operator and host agency at the beginning of each fiscal year.

Disciplinary actions may result in removal of co-located staff from the AJCCs and each party will take appropriate action.

Each party shall be solely liable and responsible for providing to, or on behalf of, its employee(s) all legally-required employee benefits. In addition, each party shall be solely responsive and save all other parties harmless from all matters relating to payment of each party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

Dispute Resolution:

The parties agree to try to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management staff of the respective staff employer and the operator, for discussion and resolution.

Press Releases and Communications:

All parties shall be included when communicating with the press, television, radio or any other form of media regarding its duties or performance under this MOU. Participation of each party in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed by the other parties, in all communications, each party shall make specific reference to all other parties.

The parties agree to utilize the AJCC logo developed by the State of California and the local Board on buildings identified for AJCC usage. This also includes letterhead, envelopes, business cards, any written correspondence, and fax transmittals.

Hold Harmless/Indemnification/Liability:

In accordance with provisions of Section 895.4 of the California Government Code, each party hereby agrees to indemnify, defend, and hold harmless all other parties identified in this MOU from and against any and all claims, demands, damages and costs arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. In addition, except for Departments of the State of California which cannot provide for indemnification of court costs and attorney's fees under the indemnification policy of the State of California, all other parties to this MOU agree to indemnify, defend, and hold harmless each other from and against all court costs and attorney's fees arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

Signature Page

By signing below, the Partner agency agrees to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

California Indian Manpower Consortium, Inc.
738 Market Boulevard
Sacramento, CA 95834

Lorenda T. Sanchez, Executive Director
Printed Name and Title

Signature Date

Signature Pages

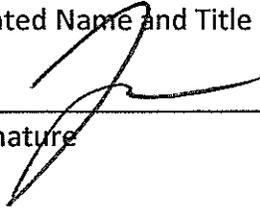
By signing below, the Partner agency agrees to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

Central Valley Opportunity Center, Inc.
1930 Howard Road, Suite 125
Madera, CA 93637

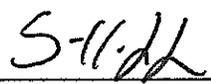
Jorge De Nava, Executive Director

Printed Name and Title

Signature



Date



Signature Pages

By signing below, the Partner agency agrees to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

State of California
Department of Rehabilitation
464 E. Yosemite Avenue, Suite A
Merced, CA 95340

Shayn Anderson, Regional Director
Printed Name and Title

Signature Date

Signature Pages

By signing below, the Partner agency agrees to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

State of California
Employment Development Department
Workforce Services Branch
1600 E. Belle Terrace
Bakersfield, CA 93307

Shelly Tarver, DDC
Printed Name and Title

Signature Date

State of California
Employment Development Department
Unemployment Insurance Branch
P.O. Box 419132
Rancho Cordova, CA 95741-9132

David Rangel, Employment Development Administrator
Printed Name and Title

Signature Date

Signature Pages

By signing below, the Partner agency agrees to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

Madera County Department of Social Services
1626 Sunrise Avenue
Madera, CA 93638

Deborah Martinez, Director

Printed Name and Title

Signature Date

Signature Pages

By signing below, the Partner agency agrees to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

Housing Authority of the City of Madera
205 North G Street
Madera, CA 93637

Renee Wright, Executive Director
Printed Name and Title

Signature Date

Signature Pages

By signing below, the Partner agency agrees to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

Job Corps Northern California Outreach and Admissions
3485 East Hill Drive
San Jose, CA 95127

Davina Hernandez, Center Director
Printed Name and Title

Signature Date

Signature Pages

By signing below, the Partner agency agrees to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

Madera Unified School District
Madera Adult School
1902 Howard Road
Madera, CA 93637

Todd Lile, Superintendent
Printed Name and Title

Signature Date

Signature Pages

By signing below, the Partner agency agrees to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

SER, Jobs for Progress, Inc.
255 North Fulton Street, #106
Fresno, CA 93701

Sandra Leon-Alfaro, Project Director/North
Printed Name and Title

Signature Date

Signature Pages

By signing below, the Partner agency agrees to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

State Center Adult Education Consortium
7942 N. Maple, Suite 103
Fresno, CA 93720

Sherri Watkins, Executive Director
Printed Name and Title

Signature Date

Signature Pages

By signing below, the Partner agency agrees to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

State Center Community College District
Madera Community College
30277 Avenue 12
Madera, CA 93638

Cheryl Sullivan, Vice Chancellor, Finance & Admin
Printed Name and Title

Signature Date

Signature Pages

By signing below, the Partner agency agrees to the terms prescribed in this MOU, including the attached IFA and other system costs budget.

Madera County Workforce Investment Corporation
2037 West Cleveland Avenue
Madera, CA 93637

Tracie Scott-Contreras, Executive Director
Printed Name and Title


Signature

6/13/2022
Date

Signature Page

The Workforce Development Board of Madera County has reviewed and approved this MOU encompassing all mandated Partners services, infrastructure costs, and other shared system costs, for the America’s Job Center of California system in the Madera County Local Workforce Development Area.

Workforce Development Board of Madera County
2037 West Cleveland Avenue
Madera, CA 93637

Brett Frazier, Chair
Printed Name and Title

Signature Date

Madera County Board of Supervisors

Tom Wheeler, Chairman of the Board
Printed Name and Title

Signature Date

Summary of Career Services Applicable to Each One-Stop Delivery System Partner FY 2022-2023

EXHIBIT A

Budget for Applicable Career Services - MCWIC: T-I Adult												
<i>Applicable Career Services</i>	T-I Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$45,040	\$26,756	\$29,276	\$16,756	\$45,040	\$11,260	\$2,252	\$22,520	\$45,040	\$11,260	\$0	\$ 255,199
<i>Individualized Career Services</i>	Comp Assessment	IEP	Career Plan/Counselor	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$11,848	\$18,848	\$42,652	\$35,924	\$3,554	\$2,370	\$4,739	\$0	\$35,543	\$0	\$0	\$ 155,478
Total by Program	\$56,888	\$45,604	\$71,928	\$52,680	\$48,594	\$13,629	\$6,991	\$22,520	\$80,583	\$11,260	\$0	\$ 410,677
Budget for Applicable Career Services - MCWIC: T-I DW												
<i>Applicable Career Services</i>	T-I Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$14,916	\$4,972	\$10,938	\$7,955	\$17,899	\$9,944	\$994	\$7,955	\$19,887	\$3,977	\$0	\$ 99,437
<i>Individualized Career Services</i>	Comp Assessment	IEP	Career Plan/Counselor	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$8,000	\$8,000	\$32,800	\$2,400	\$2,400	\$3,200	\$3,200	\$800	\$19,200	\$0	\$0	\$ 80,000
Total by Program	\$22,916	\$12,972	\$43,738	\$10,355	\$20,299	\$13,144	\$4,194	\$8,755	\$39,087	\$3,977	\$0	\$ 179,437
Budget for Applicable Career Services - MCWIC: T-I Youth												
<i>Applicable Career Services</i>	T-I Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$29,292	\$21,717	\$19,040	\$15,858	\$29,292	\$7,323	\$4,394	\$21,969	\$5,858	\$11,717	\$0	\$ 166,459
<i>Individualized Career Services</i>	Comp Assessment	IEP	Career Plan/Counselor	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$31,969	\$42,953	\$64,922	\$20,984	\$31,969	\$2,197	\$21,969	\$0	\$52,725	\$0	\$0	\$ 269,689
Total by Program	\$61,261	\$64,670	\$83,962	\$36,843	\$61,261	\$9,520	\$26,363	\$21,969	\$58,584	\$11,717	\$0	\$ 436,148
Budget for Applicable Career Services - CVOC												
<i>Applicable Career Services</i>	T-I Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$4,735	\$4,735	\$4,735	\$4,735	\$4,735	\$4,735	\$0	\$4,735	\$0	\$0	\$0	\$ 33,145
<i>Individualized Career Services</i>	Comp Assessment	IEP	Career Plan/Counselor	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$23,675	\$23,675	\$4,735	\$4,735	\$0	\$0	\$0	\$0	\$4,735	\$0	\$0	\$ 61,555
Total by Program	\$28,410	\$28,410	\$9,470	\$9,470	\$4,735	\$4,735	\$0	\$4,735	\$4,735	\$0	\$0	\$ 94,700
Budget for Applicable Career Services - MCDSS												
<i>Applicable Career Services</i>	T-I Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,500	\$ 12,500
<i>Individualized Career Services</i>	Comp Assessment	IEP	Career Plan/Counselor	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Total by Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,500	\$ 12,500
Budget for Applicable Career Services - Housing Authority												
<i>Applicable Career Services</i>	T-I Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$0	\$2,342	\$0	\$0	\$136	\$0	\$0	\$30	\$0	\$0	\$0	\$ 2,508
<i>Individualized Career Services</i>	Comp Assessment	IEP	Career Plan/Counselor	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Total by Program	\$0	\$2,342	\$0	\$0	\$136	\$0	\$0	\$30	\$0	\$0	\$0	\$ 2,508
Budget for Applicable Career Services - Vocational Rehabilitation												
<i>Applicable Career Services</i>	T-I Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$0	\$43,723	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 43,723
<i>Individualized Career Services</i>	Comp Assessment	IEP	Career Plan/Counselor	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$0	\$0	\$174,891	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 174,891
Total by Program	\$0	\$43,723	\$174,891	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 218,614

Budget for Applicable Career Services - Madera Community College Center												
Applicable Career Services	T-1 Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$0	\$25,000	\$0	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 36,585
Individualized Career Services	Comp Assessment	IEP	Career Plan/Counselor	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 0
Total by Program	\$0	\$25,000	\$0	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 36,858
Budget for Applicable Career Services - Madera Adult School												
Applicable Career Services	T-1 Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$0	\$2,500	\$0	\$0	\$2,000	\$0	\$0	\$0	\$0	\$1,500	\$0	\$ 6,000
Individualized Career Services	Comp Assessment	IEP	Career Plan/Counselor	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$0	\$0	\$2,500	\$1,500	\$0	\$0	\$1,500	\$0	\$0	\$0	\$0	\$ 5,500
Total by Program	\$0	\$2,500	\$2,500	\$1,500	\$2,000	\$0	\$1,500	\$0	\$0	\$1,500	\$0	\$ 11,500
Budget for Applicable Career Services - EDD: Title III WP												
Applicable Career Services	T-1 Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$0	\$0	\$0	\$0	\$0	\$11,255	\$0	\$0	\$0	\$0	\$345,088	\$ 356,343
Individualized Career Services	Comp Assessment	IEP	Career Plan/Counselor	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,898	\$ 60,898
Total by Program	\$0	\$0	\$0	\$0	\$0	\$11,255	\$0	\$0	\$0	\$0	\$405,986	\$ 417,241
Budget for Applicable Career Services - EDD: JVSG												
Applicable Career Services	T-1 Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$73,294	\$ 73,294
Individualized Career Services	Comp Assessment	IEP	Career Plan/Counselor	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,934	\$ 12,934
Total by Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$86,228	\$ 86,228
Budget for Applicable Career Services - OAA: SER												
Applicable Career Services	T-1 Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$252	\$252	\$252	\$126	\$63	\$63	\$0	\$63	\$0	\$0	\$0	\$ 1,071
Individualized Career Services	Comp Assessment	IEP	Career Plan/Counselor	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Total by Program	\$252	\$252	\$252	\$126	\$63	\$63	\$0	\$63	\$0	\$0	\$0	\$ 1,071
Budget for Applicable Career Services - Job Corp												
Applicable Career Services	T-1 Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$0	\$38	\$38	\$0	\$0	\$0	\$0	\$38	\$0	\$0	\$0	\$ 115
Individualized Career Services	Comp Assessment	IEP	Career Plan/Counselor	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Total by Program	\$0	\$38	\$38	\$0	\$0	\$0	\$0	\$38	\$0	\$0	\$0	\$ 115
Budget for Applicable Career Services - State Unemployment Insurance Program												
Applicable Career Services	T-1 Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,949	\$0	\$0	\$ 14,949
Individualized Career Services	Comp Assessment	IEP	Career Plan/Counselor	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Total by Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,949	\$0	\$0	\$ 14,949

Budget for Applicable Career Services - Native American												
<i>Applicable Career Services</i>	T-1 Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
<i>Individualized Career Services</i>	Comp Assessment	IEP	Career Plan/Counsel	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Total by Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Budget for Applicable Career Services - State Center Adult Education Consortium												
<i>Applicable Career Services</i>	T-1 Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,125	\$ 19,125
<i>Individualized Career Services</i>	Comp Assessment	IEP	Career Plan/Counsel	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other: Community Pro Suites	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ -
Total by Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,125	\$ 19,125
Budget for Applicable Career Services - Summary												
<i>Applicable Career Services</i>	T-1 Program Eligibility	Outreach, Intake, Orient	Initial Assessment	Labor Exch/Job Search	Referrals to Partners	LMI	Performance /Cost Info	Support Service Info	UI Info/Assistance	Financial Aid Info	Basic Services (no break out)	Total Career Basic Services Costs
Basic Career Services	\$94,234	\$113,572	\$72,864	\$53,311	\$107,750	\$44,580	\$16,225	\$57,310	\$85,735	\$37,039	\$450,007	\$ 682,619
<i>Individualized Career Services</i>	Comp Assessment	IEP	Career Plan/Counsel	Short-Term Prevoc	Internships/Wk Exper	Out-of-Area Job Search	Financial Literacy	IET/ELA	Workforce Preparation	Other:	Individualized Services (no break out)	Total Career Indiv. Services Costs
Individualized Career Services	\$75,492	\$97,345	\$338,967	\$65,543	\$37,923	\$7,766	\$35,277	\$800	\$128,670	\$0	\$73,832	\$ 787,783
Total by Program	\$169,726	\$210,917	\$411,830	\$118,855	\$145,673	\$52,346	\$51,502	\$58,110	\$214,404	\$37,039	\$523,839	\$ -
Consolidated Budget Total of Career Services Delivered through the AJCC						\$1,941,398						

**AJCC Infrastructure Budget Planning Document:
Comprehensive AJCC: Madera County Workforce Assistance Center**
Budget Period: July 1, 2022 - June 30, 2023

<i>Cost Category/Line Item</i>	<i>CVOC</i>	<i>DOR</i>	<i>EDD</i>	<i>MAS</i>	<i>MCWIC</i>	<i>SCCCD</i>	<i>Cost</i>
Rent							
AJCC Facility Rent, CAM, Ins.	\$ 2,921	\$ 2,848	\$ 48,029	\$ 252,448	\$ 157,104	\$ 5,022	\$ 468,372
Subtotal: Rental Costs	\$ 2,921	\$ 2,848	\$ 48,029	\$ 252,448	\$ 157,104	\$ 5,022	\$ 468,372
Utilities and Maintenance							
AJCC Utilities (power, gas, water, sewage, refuse)	\$ 1,048	\$ 518	\$ 5,400	\$ 45,640	\$ 15,680	\$ 941	\$ 69,227
AJCC Facility Maintenance and Supplies	\$ 852	\$ 493	\$ 13,317	\$ 13,073	\$ 5,200	\$ 124	\$ 33,059
AJCC Other General Facility Operating Costs	\$ 373	\$ 643	\$ 3,730	\$ 2,969	\$ 29,313	\$ 1,299	\$ 38,327
Subtotal: Utilities and Maintenance Costs	\$ 2,273	\$ 1,654	\$ 22,447	\$ 61,682	\$ 50,193	\$ 2,364	\$ 140,613
Equipment							
AJCC Assistive technology for individuals with disabilities (Access and Accommodation)	\$ -	\$ -	\$ -	\$ -	\$ 4,500	\$ -	\$ 4,500
AJCC Resource Room Computer/IT Equipment	\$ -	\$ -	\$ -	\$ -	\$ 13,510	\$ -	\$ 13,510
Resource Room furniture	\$ -	\$ -	\$ -	\$ -	\$ 6,823	\$ -	\$ 6,823
Digital Facility Camera Monitoring	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ -	\$ 1,500
Facility Access Control Maintenance/Monitoring	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ -	\$ 2,500
Other:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal: Equipment Costs	\$ -	\$ -	\$ -	\$ -	\$ 28,833	\$ -	\$ 28,833
Technology to Facilitate Access to the AJCC							
AJCC IT Service Technology used for AJCC Job Fairs - laptops	\$ -	\$ -	\$ -	\$ -	\$ 2,380	\$ -	\$ 2,380
AJCC IT Services allocated to One-Stop Services	\$ -	\$ -	\$ -	\$ -	\$ 15,160	\$ -	\$ 15,160
AJCC CalJobs Universal Employment system/UI	\$ -	\$ -	\$ 14,949	\$ -	\$ -	\$ -	\$ 14,949
Subtotal: Technology to Facilitate Access Costs	\$ -	\$ -	\$ 14,949	\$ -	\$ 17,540	\$ -	\$ 32,489
Common Identifier Costs (Local Option, If Agreed To By All Collocated Partners)							
Other:	\$ -						\$ -
AJCC Community Resource Flyers/Information for Lobby	\$ -	\$ 97			\$ 3,800		\$ 3,897
Subtotal: Common Identifier	\$ -	\$ 97	\$ -	\$ -	\$ 3,800	\$ -	\$ 3,897

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY CO-LOCATED PARTNERS

<i>Cost Category</i>	<i>CVOC</i>	<i>DOR</i>	<i>EDD</i>	<i>MAS</i>	<i>MCWIC</i>	<i>SCCCD</i>	<i>Total</i>
Subtotal: Rental Costs	\$ 2,921	\$ 2,848	\$ 48,029	\$ 252,448	\$ 157,104	\$ 5,022	\$ 468,372
Subtotal: Utilities and Maintenance Costs	\$ 2,273	\$ 1,654	\$ 22,447	\$ 61,682	\$ 50,193	\$ 2,364	\$ 140,613
Subtotal: Equipment Costs	\$ -	\$ -	\$ -	\$ -	\$ 28,833	\$ -	\$ 28,833
Subtotal: Technology to Facilitate Access Costs	\$ -	\$ -	\$ 14,949	\$ -	\$ 17,540	\$ -	\$ 32,489
Subtotal: Common Identifier Costs	\$ -	\$ 97	\$ -	\$ -	\$ 3,800	\$ -	\$ 3,897
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network	\$ 5,194	\$ 4,599	\$ 85,425	\$ 314,130	\$ 257,470	\$ 7,386	\$ 674,204

Allocation of Proportionate Share of Infrastructure Costs for Collocated Partners

COLLOCATED PARTNERS	CVOC Migrant Seasonal Farm Worker	DOR T-IV VR	EDD T-III WP	MAS T-II AEL	MCWIC T-1 Adult//DW/Youth	SCCCD	Total
Square Footage Allocated Share for Common A/B Suite	0.67%	0.60%	6.67%	57.42%	33.64%	1.01%	100%
Square Footage Allocated Share for Common A Suite	1.56%	1.41%	15.65%	0.00%	78.94%	2.43%	100%
Occupancy Allocation Method used for PGE	1.64%	0.66%	3.29%	81.58%	11.51%	1.32%	100%
Allocated Shared Costs	\$ 5,194	\$ 4,502	\$ 70,476	\$ 314,130	\$ 207,297	\$ 7,386	\$ 608,985
In-Kind Costs	\$ -	\$ -	\$ 14,949	\$ -	\$ 46,373	\$ -	\$ 61,322
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network	\$ 5,194	\$ 4,502	\$ 85,425	\$ 314,130	\$ 253,670	\$ 7,386	\$ 670,307

*All facility direct costs above are based on budgeted costs projected for the year.
The methodology used for all infrastructure costs is based on the allowed OMB cost allocation method of square footage and is allocated monthly to the appropriate organization housed within the AJCC.*

MADERA COUNTY WORKFORCE ASSISTANCE CENTER PARTNER REFERRAL PROCESS

The Partner organizations in the AJCC system in Madera County agree to use the process outlined below when referring customers between partner and other community agencies in the local AJCC system.

AJCC partners agree to use, to the extent allowable and practical, the standard Madera County Workforce Assistance Center referral form. If organizational systems, regulations, or requirements mandate the use of another form for referrals, the partner agrees that the format used will have substantially the same information as the standard referral form. A copy or description of other referral forms used by any AJCC partner organizations will be provided for dissemination to all AJCC system partners.

Referrals between AJCC partners and other community organizations may be made by email, fax, standard mail, interoffice mail, or may be hand-carried by the individual being referred. The method used to deliver referral forms will be based on each organization's regulatory, confidentiality, and procedural requirements. All AJCC partners will specify the method or methods they will use when making referrals, so that all AJCC partners are familiar with the referral method(s) used by each partner organization.

AJCC partners will provide contact information for their designated contact person(s) for the receipt of referrals. Partners agree to send referrals to the appropriate contact person(s) at each partner organization, using the delivery method required or preferred by that partner. Partners will communicate with the designated contact person(s) to follow up on referral results or if other information is needed regarding the referral.

AJCC partners will, in accordance with the applicable regulations, laws, or other program requirements, track referrals sent and received, as well as the outcomes associated with those referrals. Referral information such as number referred or received, number accessing specific services, number of no shows, or number returned to referring agency, will be tracked by each partner to the extent allowable or practical, and such information will be shared upon request with other AJCC partners, as allowable and with the AJCC Operator.

Referrals

- Standard AJCC Referral Form approved by all AJCC system partners will be used.
- If AJCC partner needs use a form other than the Standard AJCC Referral Form, copies of the referral form will be provided for dissemination to all AJCC system partners. The referral form will contain the same basic information as is included on the Standard AJCC Referral Form.

- Each partner will determine the method they will use when making referrals so all partners are familiar with the referral method(s) used by each agency. Referrals may be made via email, fax, standard mail, interoffice mail, or hand-carried by customer.
 - More than one method of referral delivery may be used.
 - Delivery method will be determined by each agency organization's regulatory, confidentiality and procedural requirements.
- All AJCC partners will provide contact information for their designated staff who will be designated to receive the referrals.
- AJCC partners will, in accordance with the applicable regulations, laws, or other program requirements, track referrals sent and received, as well as the outcomes associated with those referrals.
 - Referral information such as number referred or received, number accessing specific services, number of no shows, or number returned to referring agency, will be tracked by each partner to the extent allowable or practical, and such information will be shared upon request with other AJCC partners, as allowable and with the AJCC Operator.



EXHIBIT C2
**MADERA COUNTY WORKFORCE ASSISTANCE CENTER
CUSTOMER REFERRAL**



REFERRAL TO:
Agency Name: _____ Address: _____
Appointment Date: _____ Appointment Time: _____
Agency Staff: _____ Phone #: _____



REFERRAL FROM:
Agency Name: _____ Referral Date: _____
Agency Staff: _____ Phone #: _____



Comments: _____

Housing Authority
of the
City of Madera



CUSTOMER INFORMATION:
Name: _____ Last 4 of SSN: _____
Mailing Address: _____ Date of Birth: _____
Phone#: _____ Email: _____



Referral Reason: _____



Please respond with results of referral and any comments to referring agency contact
above: _____



AUTHORIZATION FOR RELEASE OF INFORMATION:
I _____ hereby authorize _____ to
Customer Signature Agency/Organization
discuss and/or release information to assist with my employment/training opportunities.



**MADERA
COMMUNITY
COLLEGE**

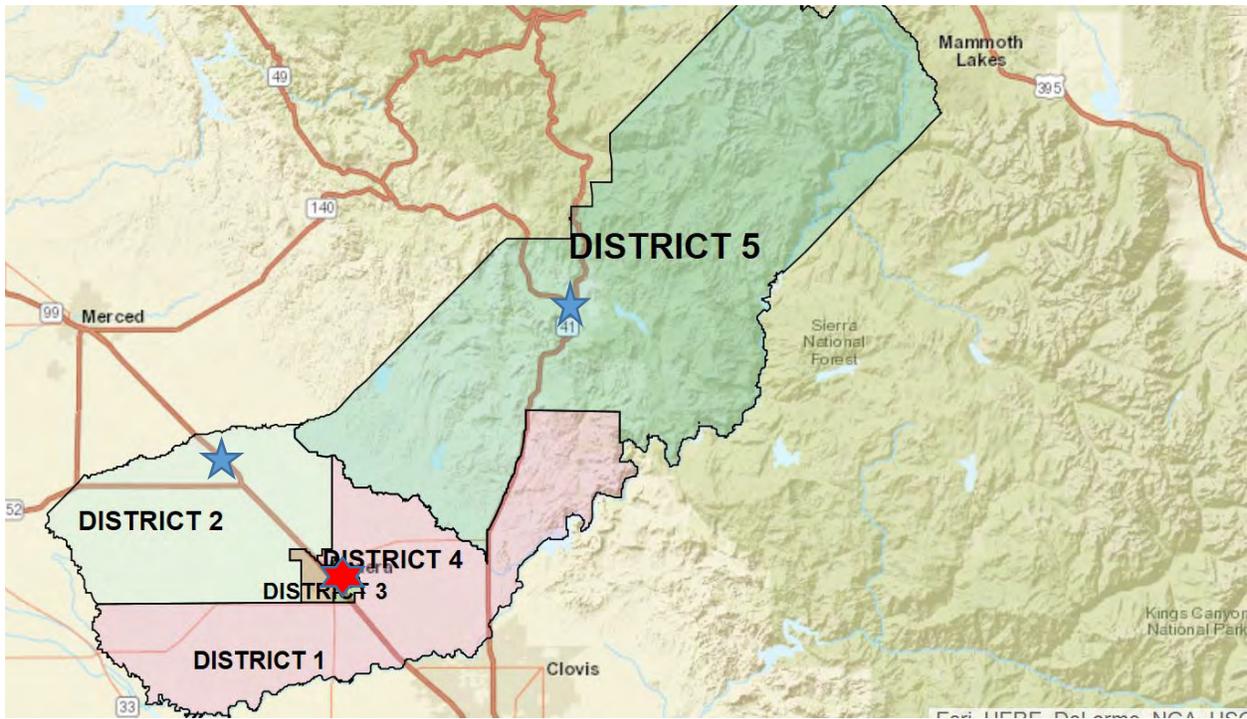


*P.O. Box 1205, Madera, CA 93639 • 2037 W. Cleveland Avenue. • Madera, CA 93637
(559) 662-4500 • TTY 711 • FAX (559) 673-1794
Appointment for Chowchilla and Oakhurst, please call (559) 662-4500*



*We are an equal opportunity employer/program; therefore auxiliary aids and services are available upon request to individuals
with disabilities. Please call our office to make arrangements.*

MADERA COUNTY LOCAL WORKFORCE AREA AJCC SYSTEM MAP



-  - Madera County Workforce Assistance Center – Comprehensive AJCC
2037 West Cleveland Ave., Madera, CA 93637
-  - Chowchilla Service Location
First 5 Family Resource Center, 405 Trinity Ave., Chowchilla, CA 93610
-  - Oakhurst Service Location
Oakhurst Community College Center, 40241 Highway 41, Oakhurst, CA 93644



**WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY**

Agenda Item 8.1

Consent Action Information

To: Workforce Development Board of Madera County
From: Tracie Scott-Contreras, Executive Director
Date: June 16, 2022
Subject: Madera County Workforce Investment Corporation (MCWIC) Update

Information:

The MCWIC will meet next on June 23, 2022. The agenda for the May 26, 2022 meeting and the minutes for the meetings on March 24, 2022 and April 28, 2022 are included for the Board's review.

Financing:

Workforce Innovation and Opportunity Act



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](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.



MINUTES

April 28, 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](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, Gabriel Mejia, Tim Riche

ABSENT: Mike Farmer, Mattie Mendez, Time Riche

GUEST:

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

1.0 Call to Order

Meeting called to order at 3:08 p.m. by MCWIC 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

Tim Riche moved to adopt the agenda, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, 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 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.

Gabriel Mejia moved to approve the Consent Calendar, seconded by Ramona Davie.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, 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 February 28, 2022.

Staff presented financial documents through February 28, 2022. There was a significant jump in trainings in February and even more in March. Adult and Dislocated Worker expenditures are looking good and all expenditures are happening as anticipated. There have been some salary savings due to some open positions. Notes for some negative figures on the Encumbrance Budget Report in the Total Budget Variance column can be found at the bottom of the second page of that report. Madera is still waiting to receive Employment Development Department's (EDD) retroactive lease payment. Their retro payment will go back to October. An amendment will be done once received. The lease document is already approved but staff are waiting for the signed amendment. The lease document is strictly for space in the Center. Equipment such as phones are not included in lease documents.

Roger Leach moved to approve, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, Roger Leach, Gabriel Mejia, Tim Riche

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

CDCR requested that Madera get the contract in place which included the purchase of 2 laptops and a printer to be used by MCWIC staff at the facility. CDCR asked for the purchase specific items and that the items be donated to the facility. The purchase of the equipment was written into the contract and the funds for the purchase were included within the contract.

Tim Riche moved to approve, seconded by Ramona Davie.

Roger Leach moved to approve, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Debi Bray, Ramona Davie, 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. The Workforce Board last met on April 21, 2022. The agenda for that meeting were provided for the Board's review.

8.2 Program Update

Information provided within the agenda packet. Program information through March 31, 2022 was provided. Madera applied for the Wells Fargo grant again in the amount of \$22,000 to be used to pay for the IMAGO platform as well as equipment for participants. The Corrections Workforce Specialist position was filled. Their tentative start date is mid-May but will be dependent on how quickly that person can get access and the required training for the facility. Youth program services at Juvenile Hall have begun. 2 worksites for the Wildfire grant have been submitted. Stewards of the Sierras will be the worksite lead. Participants will work in areas affected by the wildfires. Staff are waiting for the State to approve the sites before work can begin. The P2E, ELL, and DEA projects ended as of 3/31/22. While the ELL participant numbers were met, the expenditure requirement for the project were not met and approximately \$15,000 in funds had to be de-obligated and returned to the State. ELL works slightly different than other grants. It aims to serve a number of individuals rather than enroll individuals. While some individuals can be enrolled into the program, there are a few that do not have right-to-work documents who can not be enrolled. They are still provided the basic services, though. Some individuals can sometimes qualify for multiple funding sources/grants at the same time. Youth services are targeted towards youth who are out of school (OSY) between the ages of 16-24. Services are not provided to in-school youth.

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

In December, staff were worried that the program wouldn't be able to expend the required funds for trainings. People started coming into the Center in February. In March, 33 trainings were done where 8 is usually the average. Staff

have been slammed by training requests. The DW to Adult transfers were necessary to cover all the extra trainings. Some special grants also ended and so those funds were not available to pay for trainings. The State has not given the workforce areas information on the next fiscal year allocations. Allocations are done in 2 parts – Youth allocations are usually provided in the Spring and the other in October. The Youth allocations have not been sent to the areas at this time. Madera will partner with the Fresno Workforce Board to provide services to adult participants and will refer participants to community colleges for some trainings. Staff are referring participants to lower cost training options in order to save money on trainings. At this time, staff are being told to hold off on trainings for participants through our program directly. Anyone who has already been enrolled for training will still be trained since those funds have already been obligated. Anyone new or pending participants will be referred to Fresno for services.

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

Information provided within the agenda packet. The Partner meetings are having good turn-outs. There have been cross-trainings between partners and documents are being centralized. The OSO is working with the Madera WDB on the Continuous Improvement Plan. Beaudette will continue to act as the OSO the next fiscal year.

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

Information provided within the agenda packet. The Annual Salary information provided on the non-exempt salary schedule approved at the last MCWIC meeting for the Corrections Workforce Specialist was incorrect. The hourly rate was listed correctly. Staff provided a corrected schedule.

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

Information provided within the agenda packet. UI claims continue to decrease and are now significantly lower. Numbers for specific areas/cities such as for the City of Madera or Chowchilla are not available through EDD. That information would need to be gathered through the last Census but may not reflect the current job market. Low UI numbers could be the result of people going back to work or some people falling out of the labor market and no longer being counted. Allocations are based on UI figures so the low UI numbers may impact future allocations.

9.0 Written Communication

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

Information provided within the agenda packet.

10.0 Open Discussion/Reports/Information

10.1 Board Members

Tim Riche shared that the Madera Unified Robotics Team came in 4th at the World Championships. The Career Technical Education (CTE) audit was completed and everything looked good.

10.2 Staff

None.

11.0 Next Meeting

May 26, 2022

12.0 Adjournment

Ramona Davie moved to adjourn at 4:11 p.m., seconded by Roger Leach.



MEETING

**May 26, 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.



AGENDA

May 26, 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 June 2, 2022 through July 1, 2022 in accordance with Assembly Bill 361.
- 6.2 Consideration of approval of the April 28, 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 March 31, 2022.

8.0 Information Items

- 8.1 Workforce Development Board (WDB) of Madera County Update
- 8.2 WIOA Formula Quarterly Budget and Program Overview as of March 2022
- 8.3 Mission Square 457b Annual 2021 Retirement Account Information
- 8.4 Discussion regarding MCWIC teleconference meetings
- 8.5 Fiscal and Procurement Fiscal Year 2020-21 Final Monitoring Report
- 8.6 MCWIC Executive Director Evaluation Update
- 8.7 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

June 23, 2022

12.0 Adjournment



Agenda Item 8.2

Consent Action Information

To: Workforce Development Board of Madera County
From: Maiknue Vang, Deputy Director
Date: June 16, 2022
Subject: Program Update

Information:

We are working with Madera County Probation to extend the COVID Emergency Supplemental Contract that ended on 4/30/22. The extension will run from 5/1/2022 to 1/31/2023 and include a budget of \$33,843 for orientations, basic career services, and referrals. We are also renewing our contract with the Madera County Sheriff's Office-Jail Division for PY 22-23, which will fund a MCWIC staff person to deliver an in-custody transition's program as well as facilitate access to the AJCC through post release workshops.

We participated in a sub-regional peer to peer program monitoring review of Stanislaus County for PY20-21 and PY21-22. 10% of program participants were reviewed, including 5% of Adult and Dislocated Workers from each program year. Madera County programs will be reviewed by San Joaquin County.

Additionally, we are facilitating the One Stop Operator monitoring for PY 21-22 between Beaudette Consulting, Inc., and the five areas comprising the San Joaquin Valley Sub - Regional Planning Unit (San Joaquin, Stanislaus, Madera, Merced, and Kings). Each local workforce board has been asked to report on progress on the deliverables in the contract. Preliminary results show compliance in all five deliverable categories, pending receipt of the annual report.

Lastly, we are conducting Equal Employment Opportunity (EEO) site reviews of eligible training providers for PY 21-22. This review determines the level of compliance by the eligible training provider in regard to applicable federal and state laws, regulations, policies, and directives related to the WIOA Section 188 nondiscrimination and equal opportunity provisions.

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: **339**

- **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: **38**

- **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: **79**

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: **46 referred in-custody, 35 completed**
15 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**

- **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: **46**

of Participants Enrolled: **9**

- **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 – 4/30/2022: **\$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: **5**

- **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 **04/30/2022**.

Financing:

Workforce Innovation and Opportunity Act



Agenda Item 8.3

Consent

Action

Information

To: Workforce Development Board of Madera County

From: Tracie Scott-Contreras, Executive Director

Date: June 16, 2022

Subject: Unemployment Insurance (UI) Claim Information

Information:

The most recent data on UI Claims for the period of April 16, 2022 through June 4, 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	April 2022 (Week Ending)			May 2022 (Week Ending)				June 2022 (Week Ending)
	16	23	30	7	14	21	28	4
Madera	184	217	178	173	183	154	200	239

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