



**WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY**

Executive Committee

SPECIAL MEETING

A G E N D A

**July 18, 2022
10:00 a.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/88325243573?pwd=cHNZaU5Bb2czRVN5eDRQSXluZWZWN4Zz09>
Phone: 1-669-900-9128; Meeting ID: 883 2524 3573; Password: 511624.

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.



Executive Committee

SPECIAL MEETING

A G E N D A

July 18, 2022
10:00 a.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 Items

- 6.1 Consideration to reaffirm Resolution 2021-01 authorizing remote teleconferencing for the period of July 20, 2022 through August 18, 2022 in accordance with Assembly Bill 361.

7.0 Action Items

- 7.1 Consideration of approval of the Out of School (OSY) Youth Incentives Policy which will provide \$25 incentive awards to enrolled OSY participants who achieve specific benchmarks in one or more of the following categories:
 - 1. Completion of Financial Capabilities Workshop
 - 2. Completion of Essential Workforce Skills Workshop

8.0 Next Meeting

To be determined.

9.0 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 JULY 20, 2022 through AUGUST 18, 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 vie 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 18th day of July 2022 by the following vote:

AYES:

NAYES:

ABSENT:

Chair
Workforce Development Board of Madera County

ATTEST:

Executive Director
Workforce Development Board of Madera County



OUT OF SCHOOL YOUTH INCENTIVES POLICY

EDD Revision Date: n/a

WDB Review Date:

PURPOSE:

This document establishes the Workforce Development Board of Madera County's policy on the authorization of monetary incentive payments to WIOA Title I Youth participants when specific benchmarks have been achieved that directly support their transition to training, education, or work experience activities.

The incentives are intended to promote and increase program participation by acknowledging the achievement of specific benchmarks that provide necessary skills that ultimately lead to full-time unsubsidized employment and retention.

REFERENCES:

- Workforce Services Directive (WSD) 17-07, WIOA Youth Program Requirements
- Training & Employment Guidance Letter (TEGL) WIOA No. 21-16
- Title 2 Code of Federal Regulations (CFR) Part 200
- Title 20 Code of Federal Regulations (CFR) 681.640

BACKGROUND:

Per 20 CFR 681.640 and TEGL 21-16, incentive payments with WIOA funds must be connected to recognition of achievement of milestones in the program tied to work experience, education, or training. Such incentives for achievement could include improvements marked by acquisition of a credential or other successful outcomes.

Incentive payments must comply with the Cost Principles in 2 CFR Part 200 and as such, incentive payments cannot be in the form of entertainment vouchers, such as movie or sporting event tickets, gift cards to movie theaters, or other venues whose sole purpose is entertainment. Additionally, internal controls must be established to safeguard any cash or other forms of payments used to award incentive payments.

POLICY:

The Workforce Development Board of Madera County will provide incentive awards to enrolled Out of School Youth participants who achieve specific benchmarks in one or more of the following categories:

1. Completion of Financial Capabilities Workshop
2. Completion of Essential Workforce Skills Workshop

The WDB of Madera County will provide incentive awards for achievement of benchmarks as identified and confirmed by the designated Career Specialist. If the participant is interested in entering a work experience activity, participants will be encouraged to use the incentive to open a bank account for direct deposits.

Incentive payments are to observe the following guidelines:

- awarded in recognition and achievement directly tied to training, education, or work experience activities;
- tied to the goals of the WIOA Title I Youth Program;
- aligned with other Workforce Innovation and Opportunity Act of 2014 (WIOA) Title I youth program policies;
- provided in accordance with the requirements and cost principles in 2 CFR Part 200; and
- provided in a timely fashion, so that participants receive the incentive payments within 15 working days of outcome attainment.

The Career Specialist will develop the terms and conditions for meeting specific benchmarks and a plan to obtain the benchmarks with the participant. The Career Specialist will be responsible for ensuring that the criteria for the incentive award have been met, provide documentation, and complete the necessary request forms for issuing the incentives.

Benchmark definitions, award amounts and documentation requirements are as follows:

1. Completion of Financial Capabilities Workshop

Definition

Attendance and successful completion of all required Financial Capabilities activities and workshop as identified by the Career Specialist.

Award Amount

\$25.00 check (maximum, one-time payment)

Documentation required

Attendance sheet and Certificate of Completion

2. Completion of Essential Workforce Skills Workshop

Definition

Attendance and successful completion of all required Essential Workforce Skills modules and activities as identified by the Career Specialist.

Award Amount

\$25.00 check (maximum, one-time payment)

Documentation required

Attendance sheet and Certificate of Completion

ACTION:

This policy is effective on the date of approval by the Workforce Development Board of Madera County and will remain in effect from the date of issue until such time that a revision is required.

INQUIRIES:

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