



**WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY**

A G E N D A

**August 18, 2022
3:00 p.m.**

Meeting will be held as a
Teleconference Meeting & In Person (limited seating available)
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

**August 18, 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 July 20, 2022, through August 18, 2022, in accordance with Assembly Bill 361.
- 6.2 Consideration of approval of Resolution 2021-01 authorizing remote teleconferencing for the period of August 19, 2022, through September 17, 2022, in accordance with Assembly Bill 361.
- 6.3 Consideration of approval of the July 18, 2022, Workforce Development Board (WDB) Executive Committee meeting minutes.
- 6.4 Consideration of approval of the June 16, 2022, WDB meeting minutes.
- 6.5 Consideration of approval of the resignation of Marie Harris, Madera Community College, from the WDB.
- 6.6 Ratification 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

7.0 Action Items

- 7.1 Consideration of approval of Madera WDB's Equity Statement and Equity Principles.
- 7.2 Consideration of approval of Beaudette Inc.'s One Stop Operator (OSO) report for the period of April 1, 2022, through June 30, 2022.
- 7.3 Consideration of approval of the nomination and application of Joseph Giles, Labor Sector, to the WDB and authorization to forward his application to the Board of Supervisors for an appointment to the WDB for a 3-year term.
- 7.4 Consideration of approval of the nomination and application of Lucia Robles, Madera Community College, to the WDB and authorization to forward her application to the Madera County Board of Supervisor for a 3-year term.

8.0 Information Items

- 8.1 Madera County Workforce Investment Corporation (MCWIC) Update
- 8.2 WIOA Formula and Special Projects Quarterly Program Overview as of June 2022

8.3 Local and Regional Plan PY 2021-24 Two Year Plan Modifications

8.4 WDB Private Sector Member Recruitment

8.5 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 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: 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 AUGUST 19, 2022 through SEPTEMBER 17, 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

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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 August 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

July 18, 2022

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

Zoom Meeting: <https://us02web.zoom.us/j/88325243573?pwd=cHNZaU5Bb2czRVN5eDRQSXluZW4Zz09>
Phone: 1-669-900-9128; Meeting ID: 883 2524 3573; Password: 511624.

PRESENT: Brett Frazier, Pat Gordan, Nichole Mosqueda, Robert Poythress

ABSENT: Omair Javaid

GUEST:

STAFF: Nicki Martin, Tracie Scott-Contreras

1.0 Call to Order

Meeting called to order at 10:04 a.m. by Chair Brett Frazier.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

None.

5.0 Adoption of Board Agenda

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

Vote: Approved – unanimous

Yes: Brett Frazier, Pat Gordan, Nichole Mosqueda, Robert Poythress

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.

Rob Poythress moved to approve, seconded by Pat Gordon.

Vote: Approved – unanimous

Yes: Brett Frazier, Pat Gordan, Nichole Mosqueda, Robert Poythress

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**

In looking for strategies to get more OSY to the Center for services, staff created the Youth Incentives policy which will provide incentives when participants complete certain up-front activities. The policy would provide a \$25 incentive for each workshop completed. The hope is that participants will get through the activities and into services more quickly.

Rob Poythress moved to approve, seconded by Pat Gordon.

Vote: Approved – unanimous

Yes: Brett Frazier, Pat Gordan, Nichole Mosqueda, Robert Poythress

8.0 Next Meeting

To be determined.

9.0 Adjournment

Meeting adjourned at 10:09 a.m.



MINUTES

June 16, 2022

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

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

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

1.0 Call to Order

Meeting called to order at 3:10 p.m. by Chair Brett Frazier.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

Staff requested the addition of agenda item 7.2 requesting approval of a Temporary Jobs policy in order to provide services to participants for the Wildfire Grant.

Bobby Kahn moved to approve the addition, seconded by Chuck Riojas.

Vote: Approved – unanimous

Yes: Michelle Brunetti, Jorge DeNava, Brett Frazier, Laura Gutile, Marie Harris, Omair Javaid, Bobby Kahn, Wendy Lomeli, Deborah Martinez, Mattie Mendez, Nichole Mosqueda, Joe Perez, Chuck Riojas, Lanie Suderman, Cindy Vail

Abstain: Robert Poythress,

3.0 Public Comment

None.

4.0 Introductions and Recognitions

Carol Hammond was introduced. Carol is the Madera's Employment Development Department (EDD) Regional Advisor.

5.0 Adoption of Board Agenda

Bobby Kahn moved to adopt the agenda, seconded by Deborah Martinez.

Vote: Approved – unanimous

Yes: Michelle Brunetti, Jorge DeNava, Brett Frazier, Laura Gutile, Marie Harris, Omair Javaid, Bobby Kahn, Wendy Lomeli, Deborah Martinez, Mattie Mendez, Nichole Mosqueda, Joe Perez, Chuck Riojas, Lanie Suderman, Cindy Vail

Abstain: Robert Poythress,

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.

Bobby Kahn motioned to approve, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Michelle Brunetti, Jorge DeNava, Brett Frazier, Laura Gutile, Marie Harris, Omair Javaid, Bobby Kahn, Wendy Lomeli, Deborah Martinez, Mattie Mendez, Nichole Mosqueda, Joe Perez, Chuck Riojas, Lanie Suderman, Cindy Vail

Abstain: Robert Poythress

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.

The State requires that an MOU between the Workforce partners be renewed. Staff are still gathering all the necessary signatures and will forward the MOU to the Board of Supervisors for approval and signature once all signatures have been received. Staff will forward a copy of the unsigned MOU to the State in order to meet the filing deadline and will forward the final, signed copy once it's obtained from the Board of Supervisors.

Bobby Kahn moved to approve, seconded by Chuck Riojas.

Vote: Approved – unanimous

Yes: Michelle Brunetti, Jorge DeNava, Brett Frazier, Chuck Riojas, Laura Gutile, Marie Harris, Omair Javaid, Bobby Kahn, Wendy Lomeli, Deborah Martinez, Mattie Mendez, Nichole Mosqueda, Joe Perez, Chuck Riojas, Lanie Suderman, Cindy Vail

Abstain: Robert Poythress

7.2 Consideration of approval the Temporary Job policy

Staff are in the process of making changes to the participant payroll process for paid activities. Activities such as youth work experience and transitional job trainings will most likely be processed in-house. Work such as that associated with the Wildfire Recovery grant can be associated with higher workers compensation rates. Staff wanted to separate out a temporary jobs policy specifically for individuals who would be participating in activities that may be funded by special grants and be able to keep those activities through the Foundation for California Community Colleges as the employer of record and carrier of the workers' compensation policy who will also process the payroll for those projects. This new policy will facilitate the start of the new Wildfire grant job assignments for the Creek fire cleanup.

Laura Gutile moved to approve, seconded by Santos Garcia.

Vote: Approved – unanimous

Yes: Michelle Brunetti, Jorge DeNava, Brett Frazier, Santos Garcia, Laura Gutile, Marie Harris, Omair Javaid, Bobby Kahn, Wendy Lomeli, Deborah Martinez, Mattie Mendez, Nichole Mosqueda, Joe Perez, Chuck Riojas, Lanie Suderman, Cindy Vail

Abstain: Robert Poythress

8.0 Information Items

8.1 Madera County Workforce Investment Corporation (MCWIC) Update

Information provided within the agenda packet. The MCWIC meets next on June 23, 2022.

8.2 Program Update

information provided within the agenda packet. Staff started providing services to Transition program participants at the prison. Staff were asked to provide services at the prison to inmates who are getting ready to be released and would be participating in the prison's Transition program. Madera Workforce has a 5-year, \$150,000 per year contract to provide services through the Transition program at the prison. A staff member will be working at the prison for that 5-year period. Staff are working at juvenile hall under the Juvenile realignment program to provide services to younger & older youth. They will receive services/workshops to help them transition out of the facility. Madera Workforce has been approached by the Madera County Probation Department asking if Workforce was willing to place a staff member at the Probation Reporting Day Center when the facility is ready. Probation asked for information related to the cost of providing services at their Center. Staff are waiting to hear about the Economic Development Administration (EDA) Good Jobs Challenge grants Madera applied for. There have been requests from EDA for additional information. Staff are hopeful the applications are still moving forward in the process.

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

information provided within the agenda packet. UI claims have ticked upward slightly but are still below the numbers before the onset of the pandemic. The labor market is still tight. The labor participation rates have recovered. UI rates are still low for Madera County.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Jorge DeNava: The Community Economic Resilience Fund (CERF) project is an opportunity to participate as part of a regional consortium for a \$5 million planning grant that can then be followed by competing for*

\$600 million to put forth the consortium's plan. Madera County is part of a consortium that includes Fresno, Kings, and Tulare counties. The application for the planning grant is due July 25, 2022. Madera's 4 county consortium grant will include strategies to lower Madera's carbon footprint, address workforce issues and an equity piece around access to career pathways and career advancement and high road strategies around quality job opportunities. The lead for our consortium is the Central Valley Community Foundation. They are taking on the convener role and hope to be the fiscal agent for the project. Community workshops have been held in Fresno, Kings and Tulare counties. Madera had an exploratory meeting that was coordinated by Supervisor Leticia Gonzalez. Sara Bosse and Jorge DeNava have been selected to take on a leadership role along with Supervisor Gonzalez. A community convening session will be held on July 7, 2022, at 5:30 p.m. Everyone is welcome to attend this meeting.

10.2 Staff

- Tracie will gather information for the CERF meetings and will share with the community as well as the Boards and partners. Another important component is to be able to work with smaller community-based organizations. A consultant does not have to be hired to apply for the grant, however, you do have to have either an external consultant or internal expertise to do a community economic study that would be supplementary to the community economic strategy that is already developed by the county economic development agencies throughout the regions. There will be a need to have some work done on a regional basis. Tracie also mentioned that staff are recruiting for a Private Sector board member. A member from a private non-profit organization would be acceptable.*
- Maiknue Vang: The Madera County Job Fair was held on June 9, 2022. 57 employers participated and 252 job seekers attended. This was the first in-person job fair since the pandemic started. The free HR Hotline is still available to Madera County employers. Staff can email information on the hotline if interested. The Hotline is run by California Employers Association (CEA). CEA is also providing a free HR related webinar once a month. Madera Workforce needs help getting the HR Hotline information out to the community and would appreciate it if WDB members could share.*

11.0 Next Meeting

August 18, 2022

12.0 Adjournment

Meeting adjourned at 3:44 p.m.



OUT OF SCHOOL YOUTH INCENTIVES POLICY

EDD Revision Date: n/a

WDB Review Date: 7/18/22 (EXEC)

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.



**WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY**

EQUITY STATEMENT

The Workforce Development Board of Madera County is committed to equity, diversity, inclusion, and access in every aspect of its operations and programs



**WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY**

EQUITY PRINCIPLES

- The Workforce Board will use an equity lens and a customer-centered and holistic approach for the design and implementation of programs and processes
- The Workforce Board will maintain a shared environment that creates space for continual learning and promotes practices of awareness
- The Workforce Board will build trust to strengthen relationships with the community members, stakeholders, businesses, and customers and deepen understanding of opportunities and challenges
- The Workforce Board will use sourced data to make informed decisions and demonstrate progress
- The Workforce Board will create paths to opportunities by meeting customers where they are connecting them to the necessary tools, resources, and support mechanisms for people to succeed

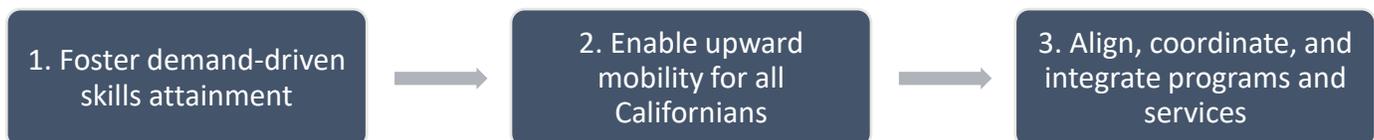
Madera County AJCC One-Stop Operator Annual Report FY2022 (6-30-2022)

Summary Overview

FY2022 has come with many changes and challenges for all partners, but this team has learned how to be agile throughout the course of the year. In summary, and in the spirit of continuous improvement, we have accomplished several tasks that will set us up for success in FY2023. In this report you will find accomplishments as well as continuous improvement opportunities that we plan to implement in FY2023.

AJCC One-Stop Partners:

- 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



One Stop Operator Accomplishments FY2022

1. Facilitated monthly Partner Meetings so that partners could align, coordinate, and integrate the programs and services provided.
2. Ensured the implementation of partner responsibilities and contributions agreed upon in the Memorandums of Understanding – Phase I and Phase II

3. Ensured all partners have updated contact information
4. Made myself available to all partners.
5. Promoted conversation around and the adoption of creative and innovative methods and best practices in the delivery of required services
6. Improved client flow system: scheduled and invited all partners to attend a [Unite Us](#) referral system demonstration to get all partners on the same electronic referral system.
7. Created a Google Share drive to improve communication flow for all partners to share information in real time.
8. Created a data collection intake form to align partners goals and track performance data. It is important to note that this document is placed in our Google Drive so that all partners could view this data in real time.

5 AJCC Partner Goals: From the CA State Plan and MOU								
1	Type name of your organization here	Fiscal 20-21	Fiscal 20-21	Fiscal 21-22	Please put your monthly totals in the green			
#	Key Performance Indicator	2021 Goal	2021 Actual	2022 Goal	Jan -22 Actual	Feb - 22 Actual	Mar - 22 Actual	Apr - 22 Actual
1	How many people did your organization help find a job?							
2	How many people did your organization place into educational or occupational skills training?							
3	How many people did your organization help to earn a postsecondary certificate or degree?							
4	How many people did your organization provide guidance on how to make career choices?							
5	How many jobs did your organization help businesses fill when they were seeking to hire skilled workers?							

9. Created a Service Matrix Intake forms for partners. It is important to note that this document is placed in our Google Drive so that all partners could view this data in real time.

One Stop Partner Services Matrix			
	1	2	3
State Employment Development Department			
Services We Offer Below:	Services We Offer Below:	Services We Offer Below:	Services We Offer Below:
1			
2			

10. Each meeting is recorded and sent out to all Partners so that they are able to view the meeting if they were unable to attend.
11. Contact information of partner representatives who are to attend the meetings has been placed in our Google Share Drive so that it can be updated in real time, and accessible to other partners who may need to contact them for any reason.

Opportunities for the AJCC Partner Team

1. Sharing Demand Driven Skills Attainment Information

- a. Providing information about how partners are jointly convening with industry and showing proof it is led by industry Champions.
- b. Providing information and data on how partners are meeting the demands of applicable industry sectors.
- c. Share information about industry workforce needs to supply side partners.
- d. Sharing information and ideas about how partners are striving to improve job quality.

2. Sharing Upward Mobility and Equity for Individuals with Barriers to Employment

- a. Defining target populations of emphasis
- b. Deploying shared/pooled resources to provide services, training, and education to meet target population needs
- c. Utilize shared/common case management and capacity building strategies professional development, to develop shared responsibility for providing services and ensure quality outcomes.

3. Sharing System Alignment Information

- a. Partners to share information about shared/pooled administrative systems or processes to achieve efficiencies and program outcomes
- b. Using qualitative progress measures towards meeting regional industry and occupational demand.

4. Aligning to the MOU Objectives and Goals: The following SMART Goals have been established for the County's AJCC Partner Team:

- 1) How many people did your organization help find a job?
- 2) How many people did your organization place into educational or occupational skills training?
- 3) How many people did your organization help to earn a postsecondary certificate or degree?
- 4) How many people did your organization provide guidance on how to make career choices?
- 5) How many jobs did your organization help businesses fill when they were seeking to hire skilled workers?

Opportunities for these goals:

- a. We need to agree that these are the goals are meaningful and relevant, as we know they are required, but there seems to be a lack of motivation to create goals or track progress.
- b. Partners need to input their information into the data form that has been created for them and placed in our Google Share drive on a weekly basis.

5. One Universal Referral System.

- a. According to the MOU, Section IX. Shared Technology and System Security, all partners have agreed to: Commit to share information to the greatest extent allowable under their governing legislation and confidentiality requirements. They also agreed to Develop technological enhancements that allow interfaces of common information needs, as appropriate.

Recommendations, Continuous Improvement, and Next Steps

1. Continue creating and refining cross-functional training videos for internal use only – sharing information amongst partners.
2. Defining and aligning to SMART Goals that all partners agree on. Then utilizing the database to input information on a weekly basis.

3. Creating a Dashboard to show key performance indicators.
4. Get the right people at the OSO Partner meetings, and shooting for 100% attendance
5. Leadership should access survey data proactively, on a regular basis, by utilizing the collaboration feature on Microsoft Teams which have been provided and will be provided below. The goal is to have real time data, not to wait until data is posted once a month, that is too long to wait for feedback and makes it difficult to course correct or solve problems.
6. All agencies should use the agreed upon survey and stick to the standard format and delivery method. We agreed to have surveys that were done electronic, when we deviate from that and have hand copies turned in, it causes delays in the process, and information is likely to get missed, it also causes an unnecessary increase in labor hours.
7. The Google Drive can be better utilized, information should go in there, and each agency should update their contact list in real time, not sending an email for someone else to do it, it is just as fast to update it themselves and will get information into the centralized location faster.
8. Agenda items should be sent to the One Stop Operator prior to meetings.
9. Get the right people at the OSO Partner meetings, 100% attendance.
10. KPI's should be updated in real time and accessible to all.
11. Start pro-actively cross-training using a Training Plan and Matrix.
12. Solve Problems using root-cause-analysis tools.
13. Share information with all partners that shows customer and business client feedback.
14. Ensure we have pull systems from industry for certificates and skills training.
15. To possibly add the following Key Performance Indicators
 - a. Number of referrals that lead to services
 - b. Percent of staff trained in customer service (as required in the MOU)
16. Create a formalized structure for Decision Making
17. Develop a process for evaluating performance that includes, but may not be limited to:
 - a. Qualitatively evaluating progress towards meeting regional industry and occupational demand.

- b. Tracking the number of industry-recognized credentials and apprenticeships.
 - c. Aligning negotiated performance measures to regional Indicators.
 - d. Using the Regional Coordination and Alignment Indicators to evaluate progress.
18. Define the types of services are most likely to improve the labor market outcomes of program participants, especially over the medium to long term?
19. Brainstorm ideas on how services can be made more customer-centered
20. To remind all partners of their responsibilities which are as follows:

Partner Responsibilities:

1. Participate in joint planning, plan development, and modification of activities to accomplish the following:
 - a. Continuous partnership building.
 - b. Continuous planning in response to State and federal requirements.
 - c. Responsiveness to local and economic conditions, including employer needs; and
 - d. Adherence to common data collection and reporting needs.
2. Make available to customers the applicable service(s) of the partner programs through the AJCC delivery system.
3. Participate in the operation of the AJCC system, consistent with the terms of the MOU and requirements of authorized laws, rules, and regulations.
4. Participate in capacity building and staff development activities to help ensure that all partners and staff are adequately cross-trained.



CENTRAL LABOR COUNCIL

FRESNO · MADERA · TULARE · KINGS

AFL-CIO

July 13, 2022

Tracie Scott-Contreras
Executive Director
Madera Workforce Investment Board

RE: Nomination of Labor Representative

Mrs. Scott-Contreras,

Upon the competition of current his term, The Fresno-Madera-Tulare-Kings, Central Labor Council will not be renominating Santos Garcia to the Madera Workforce Investment Board.

At our July 13 Executive Board meeting, the Council voted to nominate Joe Giles, a Business Agent of the Operating Engineers local 3 to the Madera WIB. He can be reached at 559-446-7517 and jgiles@oe3.org.

We understand that the process of confirmation can often take multiple months.

Please keep me informed of this process should anything be delayed, or if our appointee fails to complete any steps necessary to move the process forward.

I would also appreciate an open dialogue regarding poor attendance by any of the existing Labor representatives on the Madera WIB.

Respectfully,

Dillon Savory
Executive Director
Fresno-Madera-Tulare-Kings
Central Labor Council, AFL-CIO
559-269-0165



**WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY**

Director Application

NAME: Joseph Giles	TITLE: Business Agent
EMPLOYER: Operating Engineers Local Union 3	
ADDRESS: 1635 Shaw Ave, Suite 101 Clovis CA 93611	
PHONE: [REDACTED]	FAX: None
EMAIL: jgiles@oe3.org	ALTERNATE EMAIL: None

ORGANIZATIONS YOU BELONG TO:	HOW LONG?
1. Operating Engineers	12 Years
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

REFERENCES:	PHONE:
Wyatt Meadows	[REDACTED]
Nathan Hayes	[REDACTED]
_____	_____
_____	_____

WHY DO YOU WANT TO BE A MEMBER OF THE WORKFORCE DEVELOPMENT BOARD OF MADERA COUNTY?

Being apart of OE3 and the Construction Industry, one thing I hear a lot of is the lack of skilled workers we see coming through the next generations. I would be proud to help in any way I can to change that or make a difference.

**DO YOU HAVE ANY RELEVANT EXPERIENCE WITH WORKFORCE DEVELOPMENT, ECONOMIC DEVELOPMENT, EDUCATION, OR TRAINING PROGRAMS? YES NO
IF YES, PLEASE EXPLAIN:**

As a Foreman for Granite Construction I would work side by side with Apprentices and help them learn and develop there skills.

As an Agent for OE3 I sit in as a committe member for JATC Subject meetings.

PLEASE LIST ANY OTHER INFORMATION THAT YOU FEEL WOULD BE PERTINENT.


SIGNATURE

7/18/22
DATE

America's **JobCenter**
of CaliforniaSM



**WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY**

Director Application

NAME: Dr. Lucia F. Robles	TITLE Vice President of Equity and Institutional Effectiveness
EMPLOYER: State Center Community College District - Madera Community College	
ADDRESS: 30277 Avenue 12, Madera, CA 93638	
PHONE: 559-675-4134	FAX:
EMAIL: lucia.robles@maderacollege.edu	ALTERNATE EMAIL:

ORGANIZATIONS YOU BELONG TO:	HOW LONG?
1. California Community Colleges Association of Occupational Administrators	15 years
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

REFERENCES:	PHONE:
Larry Frank, Vice Chancellor of Workforce Development	██████████
Dr. Patricia Ramos, Dean Santa Monica College	██████████
_____	_____
_____	_____
_____	_____

WHY DO YOU WANT TO BE A MEMBER OF THE WORKFORCE DEVELOPMENT BOARD OF MADERA COUNTY?

As an educational leader with extensive administrative experience, over two decades of professional work experience in workforce development, extensive involvement in the California Community College System, expertise in Career Technical Education, I believe that my experience will serve the Madera Workforce Development Board well. I recently moved to the Central Valley from Los Angeles County where I had the privilege to serve as a Board member for the Los Angeles County Workforce Development Board.

DO YOU HAVE ANY RELEVANT EXPERIENCE WITH WORKFORCE DEVELOPMENT, ECONOMIC DEVELOPMENT, EDUCATION, OR TRAINING PROGRAMS? YES NO
IF YES, PLEASE EXPLAIN:

I possess over two decades of professional work experience in Workforce Development. Specifically, I began my career with the Employment Development Department where I served as a former Job Training Partnership Act Statewide Monitor. Moreover, I worked in the policy unit providing statewide leadership support to local workforce development boards. I possess over a decade of professional work experience as a community college educator specifically in career technical education and workforce development programs. Most recently, I served as a Board member in the LA County Workforce Development Board.

PLEASE LIST ANY OTHER INFORMATION THAT YOU FEEL WOULD BE PERTINENT.

Lucia Robles

SIGNATURE

August 15, 2022

DATE





**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: August 18, 2022
Subject: Madera County Workforce Investment Corporation (MCWIC) Update

Information:

The MCWIC will meet next on August 25, 2022. The agenda for the July 28, 2022 meeting as well as the minutes for the May 26, 2022 and June 23, 2022 meetings are included for the Board's review.

Financing:

Workforce Innovation and Opportunity Act



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

AGENDA

July 28, 2022
3:00 p.m.

Meeting will be held at:

**Workforce Assistance Center – Executive Conference Room
2037 W. Cleveland Avenue, Madera, CA 93637, 559-662-4589**

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.

1.0 Call to Order

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

Items identified after preparation of the Agenda for which there is a need to take immediate action. Two-thirds vote required for consideration (Government Code Section 54954.2(b)(2))

3.0 Public Comment

This time is made available for comment from the public on matters within the Board's jurisdiction but not appearing on the agenda. The Board will not take action on any items presented under public comment. The comment period will be limited to 15 minutes.

4.0 Introductions and Recognitions

5.0 Adoption of Board Agenda

6.0 Consent Calendar

6.1 Consideration of approval of the June 23, 2022 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

7.0 Closed Session

7.1 Request for Closed Session: Public Employee Performance Evaluation Pursuant to Government Code 54957 – Title of Position: MCWIC Executive Director

8.0 Action Items

8.1 Consideration of approval of the MCWIC year-to-date financial reports for period ending May 31, 2022.

8.2 Consideration of approval of the MCWIC Executive Director's goals for the period of July 1, 2022 to June 30, 2023.

9.0 Information Items

9.1 Workforce Development Board (WDB) of Madera County Update

9.2 Program Update

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

10.0 Written Communication

11.0 Open Discussion/Reports/Information

11.1 Board Members

11.2 Staff

12.0 Next Meeting

August 25, 2022

13.0 Adjournment



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

MINUTES

June 23, 2022

**Convened at the Workforce Assistance Center - Conference Room
2037 W. Cleveland Avenue, Madera, CA 93637
(559) 662-4589**

PRESENT: Debi Bray, Mike Farmer, Roger Leach, Mattie Mendez, Gabriel Mejia (4.0)

ABSENT: Ramona Davie, Tim Riche

GUEST:

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

1.0 Call to Order

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

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

There were no additions to the agenda. Staff stated that agenda item 7.3 should have listed paid work experience and transitional jobs for the in-house payroll process and not out-of-school (OSY). Staff requested that agenda item 7.3 be renamed – Consideration of approval to bring paid work experience and transitional jobs payroll process in-house.

Mike Farmer moved to approve the agenda with the requested change to agenda item 7.3, seconded by Mattie Mendez.

Vote: Approved – unanimous

Yes: Debi Bray, Mike Farmer, Roger Leach, Mattie Mendez

3.0 Public Comment

Mattie Mendez stated that the Community Action Partnership of Madera County (CAPMC) and Madera County Coalition have mortgage, rental, and utilities assistance funds for Madera County residents. CAPMC is servicing County districts 1 and 3. The Coalition is serving districts 2, 4 and 5. Anyone interested can contact CAPMC for more information at (559) 673-9173.

4.0 Introductions and Recognitions

Tracie Scott-Contreras, Executive Director, stated that she attended the California Workforce Association's Spring Conference along with a couple of staff members. She MC'd the Workforce Professionals Awards Luncheon. Mike Farmer stated that he visited the Madera County Job Fair and thought it looked well organized. There were 57 employers present and 252 job seekers at the Job Fair.

5.0 Adoption of Board Agenda

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

Vote: Approved – unanimous

Yes: Debi Bray, Mike Farmer, Roger Leach, Mattie Mendez, Gabriel Mejia

6.0 Consent Calendar

6.1 Consideration of approval of the May 26, 2022, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Roger Leach moved to approve, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Debi Bray, Mike Farmer, Roger Leach, Mattie Mendez, Gabriel Mejia

7.0 Action Items

7.1 Consideration of approval of the MCWIC year-to-date financial reports for period ending April 30, 2022.

We are doing fairly well with the help of the recent Dislocated Worker (DW) to Adult funding transfers. The State hasn't decided whether they will waive the 80% obligation requirement and will not decide until they see year-end reports from the workforce areas. Staff are concerned with the youth category expenditures. Youth are not coming to the Center for services. Due to COVID, there was a lack of worksites to send youth to for work experience. Youth funding allocations have been received. The funding is fairly flat. Staff received suggestions on methods for spending youth funds and are confident that they will be able to meet the youth funding expenditure requirements. Most other workforce areas are having the same issues. Youth spending includes paid work experience, individual training accounts, on the job training, anything that is categorized as a training expense as well as any supportive services that are required for youth to participate in a training. Staff have done social media outreach, using a texting platform, radio advertisements, and participated in community events in an effort to bring youth to the Center for services. Staff have not used postcards or any form of mailers but will look into it. There still isn't any new update on the Employment Development Department's (EDD) lease.

Roger Leach moved to approve, seconded by Gabriel Mejia.

Vote: Approved – unanimous

Yes: Debi Bray, Mike Farmer, Roger Leach, Mattie Mendez, Gabriel Mejia

7.2 Consideration of approval of the preliminary fiscal year 2022-23 budget.

The preliminary budget presented won't be final until the close-out of the fiscal year. Close-out must be done by 8/20/22. Staff hope to provide the final, updated budget to the Board in September. The allocations for the National Dislocated Worker grant (NDWG) will change slightly since participants have been identified and expenditures will then be applied to the grant. A new Prison to Employment (P2E) grant has been released. Madera will be applying for the grant regionally along with our county counterparts. The Kaiser Foundation invited Madera Workforce to apply for one of their grants. An Economic Opportunity grant for up to \$100,000 for a 12-month period has opened up. Staff are continuously looking for foundation grant opportunities. Actuals provided on the Year End (YE) Comparative report are through 6/10/22. The YE report will be updated with finals and will include a comparison column when the budget is finalized. The carry-over as well as the revenue figures are estimated. There are staff positions that are unfilled and will remain so unless there is a need to hire. The budget reflects the current staffing levels. All unfilled positions are on hold for now. Contracts with the county probation, the contract with Valley State Prison and other funding sources that are not related to WIOA allocation funding are examples of State or local grants. Federal funds are broken out from other funding sources in accordance with auditing requirements. The balances in the Revenues Less Expenses row have not been applied to an expense account. These balances can be used towards participant trainings or to balance any grants that are in the red. Once year end close-out is done and the carry-over amount is determined, the balances will be applied to other grants and will be reflected in the Expenses Leveraged by WIOA Formula row. The WIOA Formula Training Budget report provides information on the budgeted funds for trainings as well as the required funding amounts for Adult, Dislocated Worker (DW) and Youth categories. The Fringe Benefits report totals are slightly higher than previous years. This is due to MCWIC opting to provide a higher-level insurance plan for staff. The figures on the Breakout of Subscriptions and Conferences report may change after the fiscal year close-out as staff are opting to participate in less annual conferences such as the annual Youth Conference. Staff will and are participating in staff development such as various regional training events and online training subscriptions such as Star12, an e-learning platform through SkillPath.

Roger Leach moved to approve, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Mike Farmer, Roger Leach, Mattie Mendez, Gabriel Mejia

7.3 Consideration of approval to bring paid work experience and transitional jobs payroll process in-house.

Staff would like to keep the Foundation payroll services. The Foundation will be used for the Wildfire grant participant payroll and potentially for other occasions where the workers compensation rate is higher than what MCWIC wishes to absorb. Staff would like to keep the Foundation services so that it can be utilized as needed for special projects. In-house payroll services can be used for more traditional jobs such as office work or the kinds of work that is done for the youth, adult, and dislocated worker programs. Keeping the Foundation services will open up an additional option for payroll. Foundation services can be costly and time consuming. The in-house payroll process will not significantly increase the existing costs and will not be cumbersome for staff or participant. Staff will provide a brief review of on-boarding documents with the participant, will get them set up in the system and provide an overview of how to use the system. Participants will use the system to enter the times they arrive and leave work. The system has approval built into it so timesheets don't need to be printed. It streamlines the process and allows for on-boarding participants quickly whereas the Foundation only on-boards on a schedule and could cause delays.

Gabriel Mejia moved to approve bringing WIOA paid work experience and transitional jobs payroll in-house while maintaining the Foundation for Community Colleges as a secondary option, seconded by Mike Farmer.

Vote: Approved – unanimous

Yes: Debi Bray, Mike Farmer, Roger Leach, Mattie Mendez, Gabriel Mejia

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

Information provided within the agenda packet. The agenda for the WDB's last meeting on 6/16/22 was provided as an update to the Board.

8.2 MCWIC Executive Director Year-end Goals Update

Information provided within the agenda packet. Tracie highlighted some of her year-end goals as an update to the Board.

- Increase Awareness of and Access to MCWIC/AJCC Services: The Business Services team has been busy with business outreach. Customer visits to the Center are increasing and are closer to pre-pandemic levels. Facebook followers continue to increase and are at approximately 6,200 with a maximum individual post reach of 17,154 and a total reach for all posts of just over 935,000 for the 2022-2023 program year. Staff are working on expanding video content.*
- Continue Staff Development: Staff meetings and social events have gone back to in-person. Staff have enjoyed getting back together. Online workshops continue to be made available to staff. 2 staff members attended the CWA Spring Conference along with Tracie. Cross training related to succession planning is continuing.*
- MCWIC and WDB Board Development: Now that the Board has returned to in-person meetings, staff would like to know if the Board would like to plan a strategic planning session or Board retreat of any type. In the past, the MCWIC Board has attended some sessions collaboratively with the WDB. The Bi-annual Plan Modification is coming up in 2023. Staff are hoping to plan an in-person session in a larger venue for work on the plan modification that will include the Boards as well as community members and stakeholders. Tracie is working with the Workforce Board on recruiting a Private and a Labor Sector representative for the WDB.*
- Professional Development: Tracie continues to be a part of the CWA Executive Committee and is Chair of the CWA Capacity Building Committee. Tracie sits on the Visit Yosemite Madera County Board, the Economic Development Commission Board and the Juvenile Justice Coordinating Committee. She has been approached to sit on the Executive Steering Committee for the Fresno Madera K16 Collaborative to work on career pathways and alignment between K12, Community College and Higher Education.*
- Fund Diversification & Reserve Planning: Staff are continuing to work on this goal. A lot of foundation funding got really tight or was directed towards existing recipients during the pandemic. Staff are continuing to check on this. Waiting to hear from the Economic Development Administration's Good Jobs Challenge grant. There has been no action taken towards the planning and policy development for reserve funding.*

This objective will be carried forward to the new year. Tracie and Jessica Roche, Controller, will come together to discuss after year-end close.

8.3 MCWIC Executive Director Evaluation Update

Information provided within the agenda packet. All members of the MCWIC Board are invited to participate in the evaluation of the Executive Director. The WDB Chair will also be invited to participate. A minimum of 3 Board members must participate in the evaluation process. Nicki (Confidential Executive Assistant) will email the evaluation documents to all members. The evaluation will take place in closed session at the July Board meeting.

8.4 Program Update

Information provided within the agenda packet. Maiknue Vang provided the program update to the Board. Staff are working on finalizing a couple of re-entry contracts. The Madera County Probation COVID Emergency Supplemental contract was extended to 1/31/23. Staff are working on renewing the contract with Madera County Sheriff's jail division. This contract pays for a staff member to provide in-custody transition services at the jail. Madera has been participating in regional peer-to-peer monitoring. Madera monitored Stanislaus County for program year 2020-2021 and 2021-2022. Madera County was reviewed by San Joaquin County for the same program years. Madera had no findings for either of the program years. Madera just finalized the One Stop Operator (OSO) monitoring for program year 2021-2022. The results show compliance on all categories. Maiknue is wrapping up the Equal Opportunity (EO) site reviews for Madera's eligible training providers for the 2021-2022 program year. The EO site reviews determined the level of compliance related to WIOA Section 188. 2 new training providers were added – P. Steve Ramirez and San Joaquin Valley College. There were 14 individuals who showed up for eligibility for the Wildfire Grant. Staff are still processing the applications and finalizing eligibility.

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

Information provided within the agenda packet. The UI numbers are holding steady. Number provided from the EDD website represent weekly initial claims – someone filing unemployment for the first time.

8.6 MCWIC 2022-23 Meeting Calendar

Information provided within the agenda packet.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

None.

10.2 Staff

None.

11.0 Next Meeting

July 28, 2022

12.0 Adjournment

Roger moved to adjourn at 4:33 p.m., seconded by Mattie Mendez.



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

MINUTES

May 26, 2022

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

Zoom Meeting: [https://us02web.zoom.us/j/81999204075?pwd=TDh2T0t0SmI3SEU1K2NJcFhFaEtndz09](https://us02web.zoom.us/j/81999204075?pwd=TDh2T0t0SmI3SEU1K2NJcFhFaEtndz09;);
Meeting ID: 819 9920 4075; Password: 819 9920 4075; Phone: (669) 900-9128

PRESENT: Debi Bray, Mike Farmer, Roger Leach, Mattie Mendez (7.1), Gabriel Mejia, Tim Riche

ABSENT: Ramona Davie

GUEST:

STAFF: Jessica Roche, Maiknue Vang, Nicki Martin

1.0 Call to Order

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

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

Staff requested that information item 8.8 be added to the agenda to discuss bringing participant payroll in-house.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

None.

5.0 Adoption of Board Agenda

Tim Riche moved to adopt the agenda with the addition of information item 8.8, seconded by Mike Farmer.

Vote: Approved – unanimous

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

6.0 Consent Calendar

6.1 Consideration to reaffirm Resolution 2021-01 authorizing remote teleconferencing for the period of 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.

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

Vote: Approved – unanimous

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

7.0 Action Items

7.1 Consideration of approval of the MCWIC year-to-date financial reports for the period ending March 31, 2022.

As discussed previously, MCWIC expended the majority of training funds for participants. The financial reports ending March 31, 2022, will start to reflect those expenditures. The Operation figures look good. The Aged Receivable Report still shows the Employment Development Department (EDD) receivable for the amended lease amount. Once EDD finalizes the amended lease, they will forward the payment in arrears. It has been approximately 2 years in arrears. Account payables look good. Jessica Roche, Controller, provided information on how leverage funds work to assist special grant funds. Some grants specify that leverage funds must be used alongside grant funds – not all funds require leverage funds. The Center square footage totals 30,335 at \$1.62 per square foot. Common area maintenance (CAM) charges are separate. CAM fees are \$1.78 per square foot annually. Utilities are paid based on square footage as well. The total budget is approximately \$4 million. There are grants that go past the fiscal year-end. There is also revenue that was budgeted but was returned to the State. Those figures will be reflected on the April year-to-date (YTD) budget documents. The Fire Grant funds are shown on the current YTD documents but none of those funds have been used. YTD Actuals shows revenue that has been received to date based on expenditures. The Revenue total listed on the Encumbrance Budget report is the amount Madera expected to receive at the beginning of the current fiscal year, but it has not been adjusted to reflect some grants that ended at the end of March. The report includes revenue on grants of which we are no longer going to receive or grants that we have not started operating yet and no costs/encumbrances have been applied to. The April YTD reports will demonstrate a truer balance. There have been many adjustments made after March 31, 2022, that are not included in the provided financial reports. This report is showing some revenue amounts that were sent back but are not reflected in the report. Some de-obligations are also not reflected on the report but will be included in the April reports.

Roger Leach moved to approve, seconded by Tim Riche.

Vote: Approved – unanimous

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

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

Information provided within the agenda packet. The WDB met last on April 21, 2022, and will meet next on June 16, 2022.

8.2 WIOA Formula Quarterly Budget and Program Overview as of March 2022

Information provided within the agenda packet. The Funds Utilization Status report information is provided by EDD on a quarterly basis. Jessica maintains the report on a monthly basis in order to have an accurate account of the funds. In March, \$375,000 was transferred from the Dislocated Worker (DW) funding stream into the Adult funding stream. This transfer helped Madera meet the 80% training expense requirement. The transfer amount is not reflected on the current utilization report. The transfer will be applied to the Adult formula budget line in the April utilization report. This will put Madera in compliance with the 80% expenditure requirement. There is still a concern that there may not be a waiver for the 80% requirement, but Madera is confident that the requirement will be met. The Youth Expenditure requirement for youth and work experience are below the requirement for the first year due to low numbers of participants coming in for services. Worksites were also not available for paid work experience services. Staff are seeing an increase for those services and are confident that they will meet the requirement for the second year. If expenditure requirements are not met, a corrective action plan must be submitted.

8.3 Mission Square 457b Annual 2021 Retirement Account Information

Information provided within the agenda packet. Staff provided an update on the 457b plan. The reports provide a consolidated look of the plan. Each employee has control of their account. Everyone is putting in the 3% minimum contribution – no one is doing less. MCWIC matches the 3% for each employee.

8.4 Discussion regarding MCWIC teleconference meetings

Information provided within the agenda packet. Staff requested input from the Board as to whether to continue offering a teleconference option for Board meetings as described in AB361 and MCWIC Resolution 2022-01 or going back to in-person meeting and discontinuing reaffirming the resolution. The Board preferred to go back to in-person meeting and reverting to Brown Act procedure for teleconferencing as needed.

8.5 Fiscal and Procurement Fiscal Year 2020-21 Final Monitoring Report

Information provided within the agenda packet. Staff received the final report for the fiscal and procurement monitoring for the 2020-21 fiscal year. This report cleared up various outstanding findings that had remained in the system even after they had been cleared. All findings are now removed and show as resolved in the system.

8.6 MCWIC Executive Director Evaluation Update

Information provided within the agenda packet. Due to various events and the California Workforce Association (CWA) spring conference, staff requested that the Executive Director's evaluation be moved to June. All MCWIC Board members are invited to participate in the evaluation process and will receive the documents needed for the evaluation. The formal evaluation will take place at the July 2022 Board meeting.

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

Information provided within the agenda packet. Information provided from the EDD UI website represents new claims.

8.8 Participant Payroll Processing

Agenda item 8.8 was added to the agenda. Currently, the participant payroll process is done through a 3rd party organization – Foundation for California Community Colleges (FCCC) which also is the employer of record. There have been some issues with the FCCC as well as increases to costs for the services. Using FCCC also comes up during monitoring. Staff have discussed bringing the payroll process in-house. Staff have checked with legal counsel as well as calling the HR hotline for information and guidance. Staff checked into how bringing the process in-house could possibly trigger Affordable Care Act (ACA) or Family and Medical Leave Act (FMLA) thresholds. Staff also considered creating a subsidiary organization for the payroll process but decided against it after some research. A cost analysis for creating and running payroll through a subsidiary was approximately \$9,000 while bringing the process in-house would add a cost of approximately \$80 to the payroll process. It was determined that it would be best to bring the process in-house. Program staff already enter and track all the participant payroll information. Existing MCWIC payroll staff would take the participant information and run it through the payroll system. All participants would be doing direct deposit. Direct Deposit fees average \$1.50 per person per payroll. Payroll would be run bi-weekly. There are approximately 20-30 participants per year that would need to be run through the payroll process. The FCCC charges 15% of total cost of participant pay including employer. Staff's main concern was meeting the threshold for ACA and FMLA. Based on staff research, participants will work up to 25 per week or a maximum of 480 hours which should not trigger ACA or FMLA. Staff will bring the in-house payroll process and the cancellation of the FCCC contract to the MCWIC for approval at a future meeting.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Mike Farmer stated that Loving Solutions graduated 16 participants out of an original 18. Parents of grade school aged students participate in the program. The program's graduation was the first graduation ceremony for many of the parents who participated.*
- *Debie Bray thanked Maiknue for running the meeting in Tracie's absence.*

10.2 Staff

- *Maiknue Vang reminded everyone about the Madera County Job Fair taking place on June 9, 2022. Maiknue shared handouts for the Job Fair, the HR Hotline and information on a free webinar through California Employers Association. Debi suggested adding a bullet to the HR Hotline flyer for remote work.*

11.0 Next Meeting

June 23, 2022

12.0 Adjournment

Tim Riche moved to adjourn the meeting at 4:19 p.m., seconded by Mattie Mendez.



**WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY**

Agenda Item 8.2

Consent

Action

Information

To: Workforce Development Board of Madera County
From: Maiknue Vang, Deputy Director
Date: August 18, 2022
Subject: WIOA Formula and Special Projects Quarterly Program Overview

Information:

WIOA Formula and Special Projects Quarterly Program Overview report for period ending June 30, 2022. The report reflects data for the fiscal year 2021-2022.

Financing:

Workforce Innovation and Opportunity Act

WIOA Formula and Special Projects Quarterly Program Overview as of June 2022

Madera County Workforce Investment Corporation (MCWIC) is a nonprofit 501(c)(3) and is both the fiscal agent and the program operator for the Workforce Innovation and Opportunity Act (WIOA) in Madera County. MCWIC's primary annual source of income is the WIOA funds, but the organization also operates miscellaneous grants and awards that assist in achieving MCWIC's mission and goals, and are also used to leverage and complement the WIOA funding.

WIOA Funding Requirements AB1149

Senate Bill AB1149 requires that 20% of Adult and Dislocated Worker funding will support *direct training* with a planned assumption of 10% leverage in order to meet the full requirement of 30%. MCWIC was able to exceed the direct training requirement by 5.38%, reflecting that 25.38% of the calculated allocation went toward training.

Summary of Leveraged Resources			
1. LWIA Name	MAD		
2. Date	6/30/2022		
3. Year of Appropriation	2020 AA111014 - Term 6/2022		
Program Year Funding and Training Expenditures			
			Amount
4. Adult and Dislocated Worker Formula Fund Allocations			\$ 1,308,641
5. Training Expenditure Requirement (direct & leveraged)			\$ 392,592
6. Formula Fund Training Expenditures (20% minimum per AB1149 = \$296,728.20)	25.38%		\$ 332,135
7a. Leveraged resources used for Training (10% = \$148,058)	17.22%		\$ 205,935
7b. Leveraged resources used for Supportive Services			\$ 19,366
8. Total amount spent on Training and Supportive Services (should equal or exceed Line 5)	42.60%		\$ 557,436
Leveraged Resources Detail			
8. Source (See page 2)	Total Amount	Training	Supportive Services
A - Pell Grant	\$ 32,127.00	\$ 32,127.00	
B - Programs authorized by the WIOA (not Formula)	\$ 27,465.00	\$ 27,465.00	
C - TAA	\$ -		
D - DOL NDWG	\$ 24,428.00	\$ 23,778.00	\$ 650.00
E - Match from employers, industry, and industry associations	\$ 22,512.00	\$ 22,512.00	
F - Match funds from Joint labor Management trusts	\$ -	\$ -	
G - ETP grants	\$ -		
H - SS for training WIOA Formula	\$ 21,604.00	\$ 5,138.00	\$ 16,466.00
I - TANF SS	\$ 750.00		\$ 750.00
J - TANF TJT/WEX	\$ -		
K - Other local, state, fed funds	\$ 96,415.00	\$ 94,915.00	\$ 1,500.00
I - CWDB approved funds	\$ -		
Total	\$ 225,301.00	\$ 205,935.00	\$ 19,366.00

WIOA Funds Utilization

WIOA Section 129 requires that a 75% of youth allocations are spent on Out-of-School Youth (OSY) and also that a minimum of 20% of youth allocation is spent on Youth Work Based Learning (WBL), also outlined on EDD Workforce Services Directive (WSD) 17-07. MCWIC, under the direction of the Workforce Development Board of Madera County, focuses 100% of Youth allocation on OSY.

Funds utilization requirements for Subgrant AA111014 have been met in 2nd year. The WIOA allotments were also fully expended and no funds will be returned back to the State.

MCWIC FUNDS UTILIZATION STATUS - AA111014 YOA 2020						as of	6/30/2022
Funds Utilization Status - 80% Obligation Requirement by End of First Program Year							
Formula Fund	Total Allocation	Allowable "Program" Funding 90% (less 10% admin)	80% Required Obligation Amount by End of 1st PY	Total Program Obligations Reported	Percentage of Total "Program" Obligations to 80% Requirement (WAIVED)	Additional EXPENDITURES Needed by June 30, 2022 closeout	
Adult	\$ 925,557.00	\$ 833,001.30	\$ 666,401.04	\$ 833,001.30	125.00%	\$ -	
Youth	\$ 936,517.00	\$ 842,865.30	\$ 674,292.24	\$ 865,433.72	128.35%	\$ -	
Dislocated Worker	\$ 383,084.00	\$ 344,775.60	\$ 275,820.48	\$ 344,775.60	125.00%	\$ -	
OSY Youth Expenditure Status							
Formula Fund	Total Allocation	Admin Expenditures	OSY Program Expenditures	75% OSY Requirement on "Program" Funding	OSY Expenditures Reported	Additional Expenditures Needed to meet 75% Requirement by end of 1st PY	
Youth	\$ 936,517.00	\$ 71,083.28	\$ 865,433.72	\$ 632,148.98	\$ 865,433.72	\$ -	
OSY Work Experience Expenditure Status							
Formula Fund	Total Allocation	Admin Expenditures	OSY Program Expenditures	20% WEX Requirement on "Program" Funding	WEX Expenditures Reported	Additional Expenditures Needed to meet 20% Requirement by End of 1st PY	
Youth	\$ 936,517.00	\$ 71,083.28	\$ 865,433.72	\$ 168,573.06	\$ 295,344.15	\$ -	

Funds utilization for Subgrant AA211014 were partially met. The first year Youth requirements were not met, so management will have to provide a corrective action plan to the State. However, Youth client activity to the center has increase, so management does not have a concern that these expenditure requirements will be achieved by end of 2nd year, 6/30/23. The 80% expenditure was met and exceeded, so there is less carry-over from 6/30/22 to 7/1/2022 than was previously expected. However, due to a limited allotment of training available in the 1st Quarter of the FY, there will be funds available to continue full operations for the first quarter.

MCWIC FUNDS UTILIZATION STATUS - AA211014 YOA 2021						as of	6/30/2022
Funds Utilization Status - 80% Obligation Requirement by 6/30/2022, End of First Program Year							
Formula Fund	Total Allocation	Allowable "Program" Funding 90% (less 10% admin)	80% Required Obligation Amount by End of 1st PY	Total Program Obligations Reported	Percentage of Total "Program" Obligations to 80% Requirement	Additional Obligations Needed by June 30, 2022	
Adult	\$ 1,119,203.00	\$ 1,007,282.70	\$ 805,826.16	\$ 917,426.95	114%	\$ (111,600.79)	
Youth	\$ 773,210.00	\$ 695,889.00	\$ 556,711.20	\$ 608,060.71	109%	\$ (51,349.51)	
Dislocated Worker	\$ 228,018.00	\$ 205,216.20	\$ 164,172.96	\$ 205,216.20	125%	\$ (41,043.24)	
OSY Youth Expenditure Status							
Formula Fund	Total Allocation	Admin Expenditures	Program Expenditures	75% OSY Requirement on "Program" Funding	OSY Expenditures Reported	Expenditures Needed to meet 75% Requirement by end of 1st PY	
Youth	\$ 773,210.00	\$ -	\$ 171,004.18	\$ 521,916.75	\$ 171,004.18	\$ 350,912.57	
OSY Work Experience Expenditure Status							
Formula Fund	Total Allocation	Admin Expenditures	Program Expenditures	20% WEX Requirement on "Program" Funding	WEX Expenditures Reported	Expenditures Needed to meet 20% Requirement by End of 1st PY	
Youth	\$ 773,210.00	\$ -	\$ 171,004.18	\$ 139,177.80	\$ 125,383.00	\$ 13,794.80	

WIOA Formula Funds Allocations for PY 2023

On May 25, 2022 EDD released the WIOA Adult, Dislocated Worker (DW), and Youth Allocations for PY 2022-2023. On August 1, 2022 they then released the remaining Rapid Response and Layoff Aversion funding. Based on initial estimates released back in March 2022, it looked as if we would receive an increase closer to 12%, however it ended up being 5.93%.

Program Year	Adult	DW	Youth	Rapid Response	Rapid Response Layoff Aversion	Total
PY 2021	\$ 769,203	\$ 578,018	\$ 773,210	\$ 128,898	\$ 38,535	\$ 2,287,864
PY 2022	\$ 827,911	\$ 603,688	\$ 836,147	\$ 120,297	\$ 35,391	\$ 2,423,434
Decrease/Increase	7.63%	4.44%	8.14%	-6.67%	-8.16%	5.93%

MCWIC Program Update

MCWIC has a combination of WIOA grants as well as State and Local contracts. Outside of the WIOA formula funding, these additional grants and contracts are competitively procured. The following is a chart of grants and contracts obtained during the fiscal year as well as the enrollment and activity by grant.

The Corrections Workforce Specialist has cleared GATE clearance to meet with in-custody participants within 90-120 days from release at Valley State Prison (VSP). Programs have been on lock down due to COVID-19, however, this individual has been reporting to VSP and working with Education and Transition staff to set up and prepare for implementation of this project.

We have finalized an agreement with the Fresno Regional WDB for implementation of EDD's Equity and Special Populations (ESP) grant. This project will focus on assisting ELL's, immigrants, and re-entry individuals in accessing training and employment in the solar, construction, and forestry sectors. Madera is projected to serve 10 participants.

Our 2 additional Wildfires NDWG worksites have been approved by the State; Whiskey Falls and the Beasore Area within the Sierra National Forest. Stewards of the Sierra will serve as the site lead and work will include removal of dead and fallen trees as well as installation of road and trail signage on Forest Service Roads and trails that are open for legal travel to the public. 15 individuals have been enrolled and are scheduled to begin temporary work at the end of August.

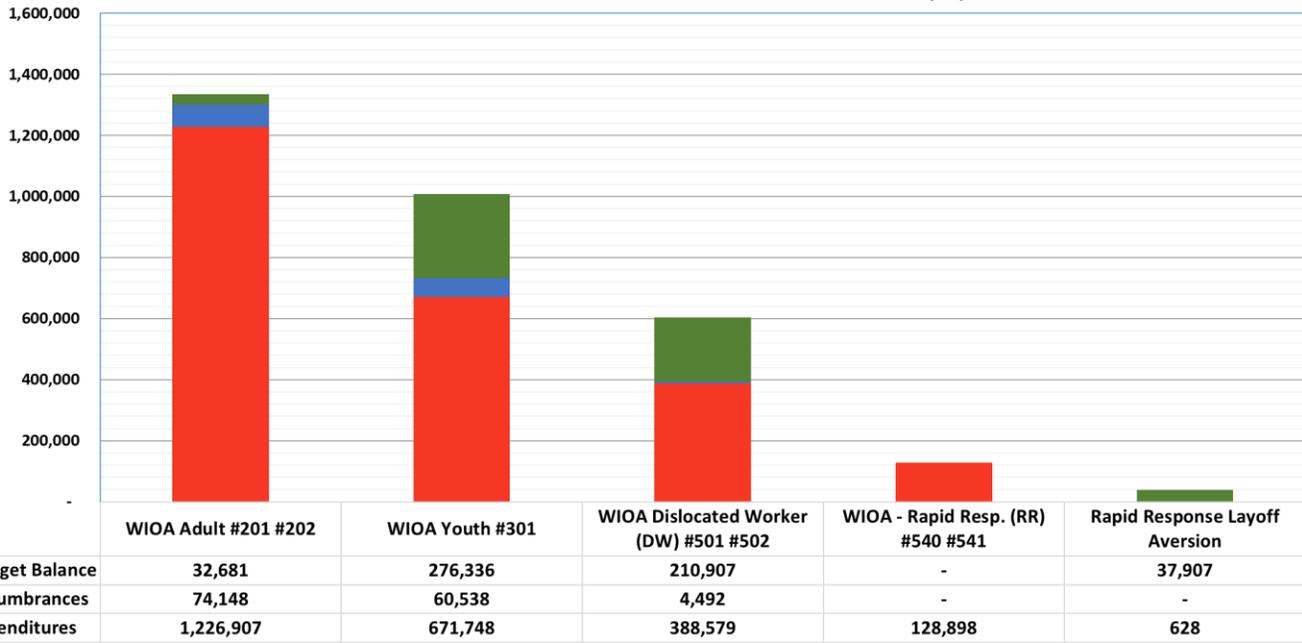
Allotment/Award amounts listed in the following charts are for the entire term of the contract. This amount may vary from the annual budget amount per FY if the term spans over the FY end period.

<u>GRANTS and CONTRACT</u>	<u>Allotment/Award Amount</u>	<u>Term</u>	<u>Count Served</u>
WIOA Formula Adult SCOPE: Provide employment, training, and supportive services assistance for eligible adult participants.	\$ 769,203.00	7/1/2021-6/30/2023	361 Enrolled
WIOA Formula Dislocated Worker (DW) SCOPE: Provide employment, training, and supportive service assistance for individuals who have been laid off due to a company downsize or closure.	\$ 578,018.00	7/1/2021-6/30/2023	39 Enrolled
WIOA Formula Youth SCOPE: Provide out-of-school youth between the ages of 18-24 with employment, training, and supportive service assistance.	\$ 773,210.00	7/1/2021-6/30/2023	89 Enrolled
WIOA Formula Rapid Response & Layoff Aversion 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. All funds have been expended.	\$ 167,433.00	7/1/2021-6/30/2022	<ul style="list-style-type: none"> •35 <i>in-person hiring events</i> •72 <i>recruitment flyers</i> •20 <i>hiring videos</i> •64 <i>text messages</i> •6 <i>OJTs</i> •1 <i>TJT</i> •230+ <i>businesses served</i>

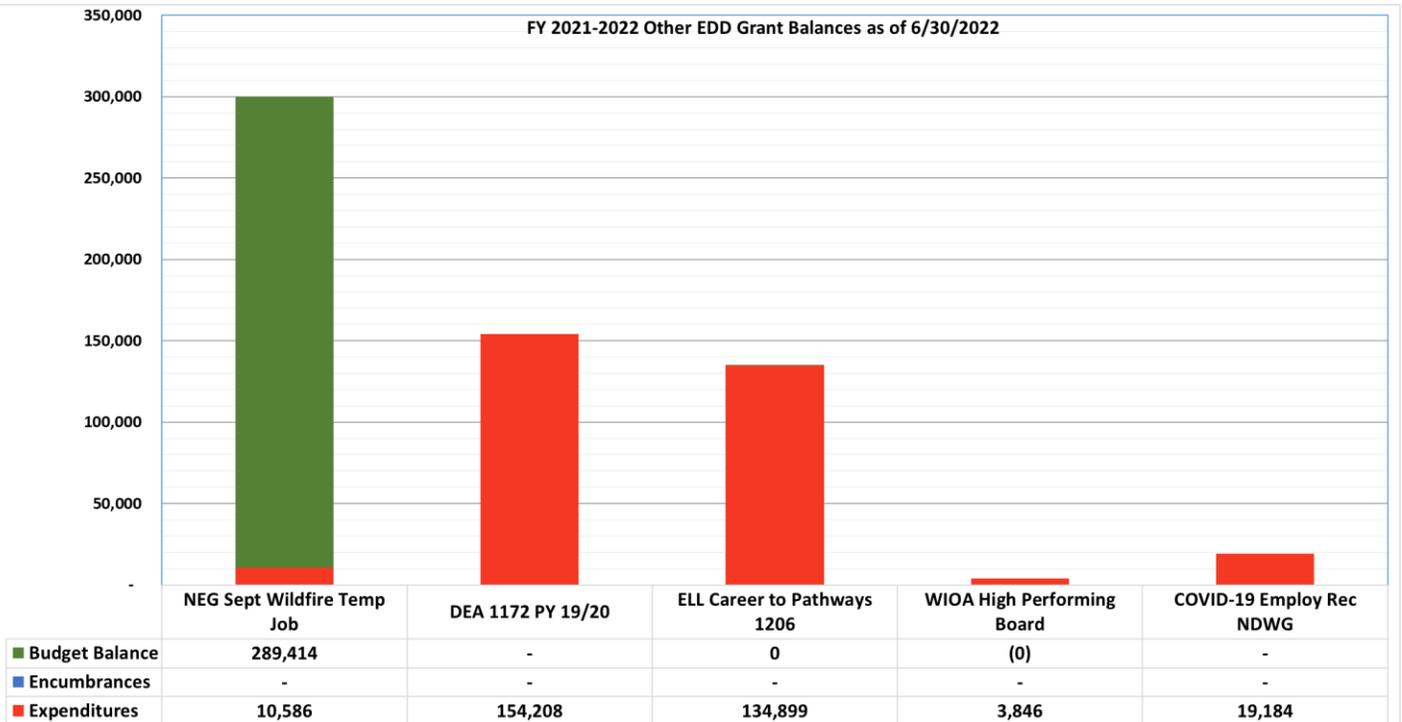
<u>GRANTS and CONTRACT</u> <u>(Cont'd)</u>	<u>Allotment/Award</u> <u>Amount</u>	<u>Term</u>	<u>Count Served</u>
Disability Employment Accelerator (DEA) SCOPE: Increase and retain long-term employment for PWD who have graduated or are on track to graduate from college. Camarena Health, CAPMC, and Exact Staff will become worksites for work-based learning activities that lead to gainful employment. Worksite agreements will outline specific information regarding skill gaps and development of skills in the areas of highest need.	\$ 300,000.00	4/1/2020-3/31/2022	49 Enrolled
English Language Learners (ELL) SCOPE: Increase services to ELLs with a focus on work-based learning opportunities and attainment of industry-recognized credentials. Initial grant was \$300,000, but due to the pandemic, portions of the ELL project was not able to be implemented and therefore upon term of the grant \$57,451.39 had to be returned to the State EDD.	\$ 242,548.61	6/1/2020-3/31/2022	67 Enrolled
Prison to Employment (P2E) SCOPE: Funding to provide Individual Direct Services to formerly incarcerated and other justice involved individuals.	\$ 156,538.00	9/1/2019-3/31/2022	39 Enrolled
EDD COVID-19 National DW Grant (NDWG) SCOPE: This Employment Recovery NDWG provided services to Dislocated Workers who were laid off as a result of the Coronavirus 2019 (COVID) Pandemic Response.	\$ 90,000.00	4/10/2020-6/30/22	24 Enrolled
GRID Pathway Home Project 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.	\$ 147,847.00	7/1/2020-12/31/2023	52 Served/11 Enrolled
Stanislaus Veterans Employment Assistance Program (VEAP) SCOPE: Funding to support staff person to conduct orientation and basic career services to connect Veterans	\$ 23,120.00	7/1/2021-3/31/2023	8 Served/6 Enrolled
Wildfires National DW Grant (NDWG) 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.	\$ 300,000.00	11/1/2020-12/31/2023	15 Enrolled
Fresno Equity and Special Populations (ESP) Contract SCOPE: Madera County Workforce Investment Corporation (MCWIC) will collaborate with the Fresno Regional Workforce Development Board (FRWDB) to provide outreach and recruitment, orientation, eligibility, career aptitude/interest assessments, partner referrals, labor market information, supportive services, job ready/soft skills workshops, career counseling, referrals to vocational training, paid work experience, on-the-job training, job placement services, and follow-up services for the two targeted populations identified as ELL and Justice-Involved.	\$ 45,486.00	2/1/2022-6/30/2023	0

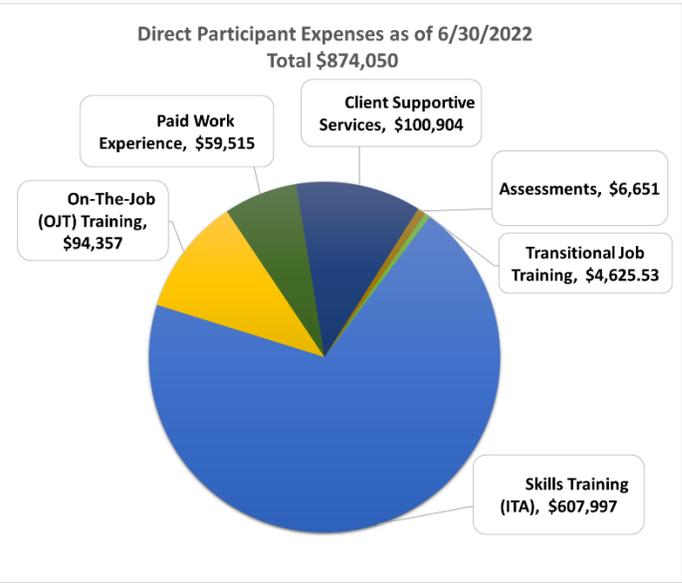
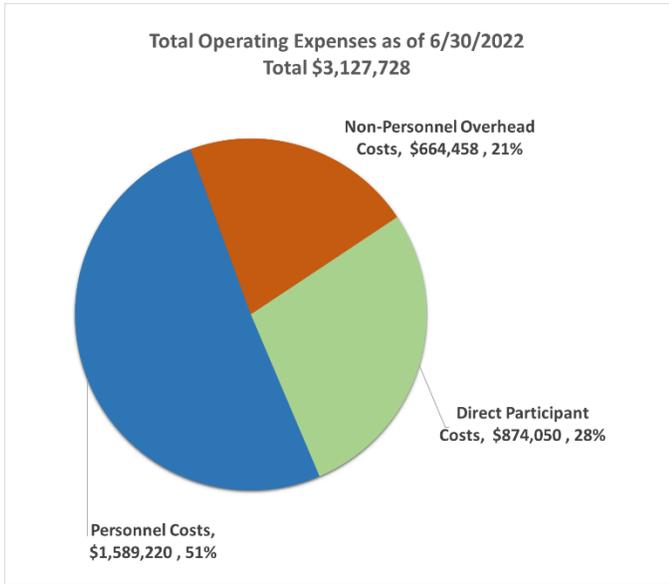
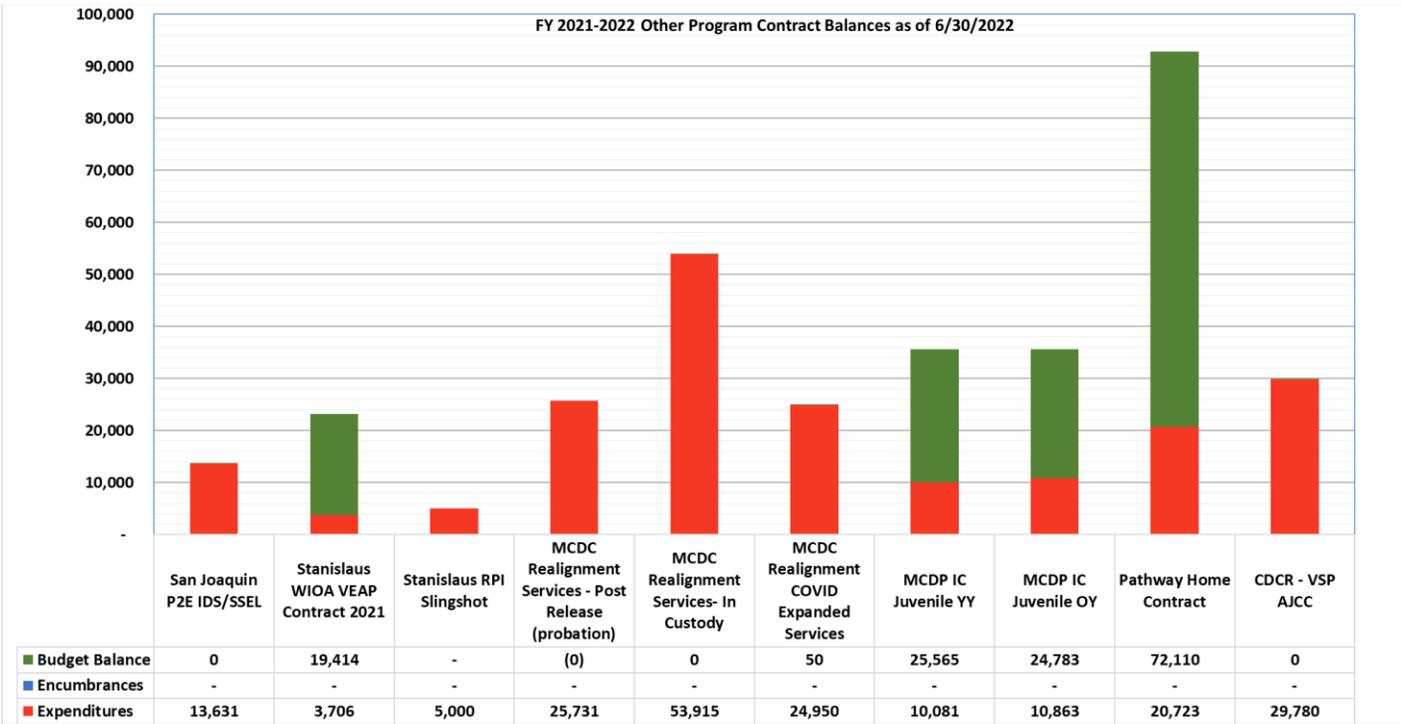
<u>GRANTS and CONTRACT</u> <u>(Cont'd)</u>	<u>Allotment/Award</u> <u>Amount</u>	<u>Term</u>	<u>Count Served</u>
Madera County AB109 CCP In-Custody	\$ 56,627.00	7/1/2021-6/30/2022	52 Served
SCOPE: Provide a 4-week workshop for In-Custody Pre-Release customers at Department of Corrections and facilitate 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.			
Madera County AB109 CCP Prob	\$ 34,762.00	7/1/2021-6/30/2022	18 Served
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.			
Madera County Juvenile Probation Realignment- Older Youth	\$ 35,646.00	1/1/2022-6/30/2023	Open Workshops
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			
Madera County Juvenile Probation Realignment- Younger Youth	\$ 35,646.00	1/1/2022-6/30/2023	Open Workshops
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.			
Madera County Coronavirus Emergency Funding	\$ 33,843.00	5/1/2022-1/31/2023	Open Workshops
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.			
Wells Fargo Foundation Funding	\$ 10,000.00	11/1/2021-10/31/22	N/A
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			
Wells Fargo Foundation Funding	\$ 10,000.00	7/1/2022-6/30/2022	N/A
SCOPE: IMAGO Online Workshop Platform, provide supportive services with technology for online learning			
SS Ticket-toWork Contract	\$ 12,795.00	Open Ended	16 Tickets Assigned
SCOPE: Provide employment and training support to SSI/SSDI beneficiaries.			

FY 2021-2022 EDD WIOA Formula Grant Balances as of 6/30/2022

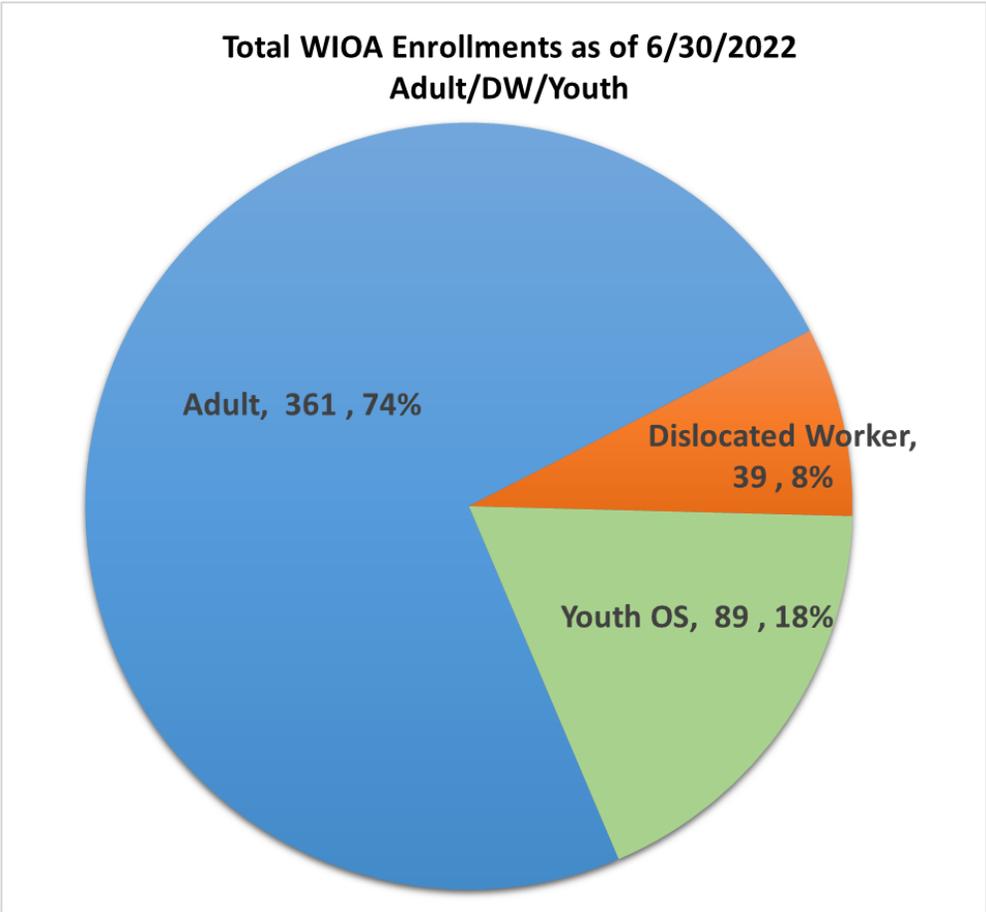


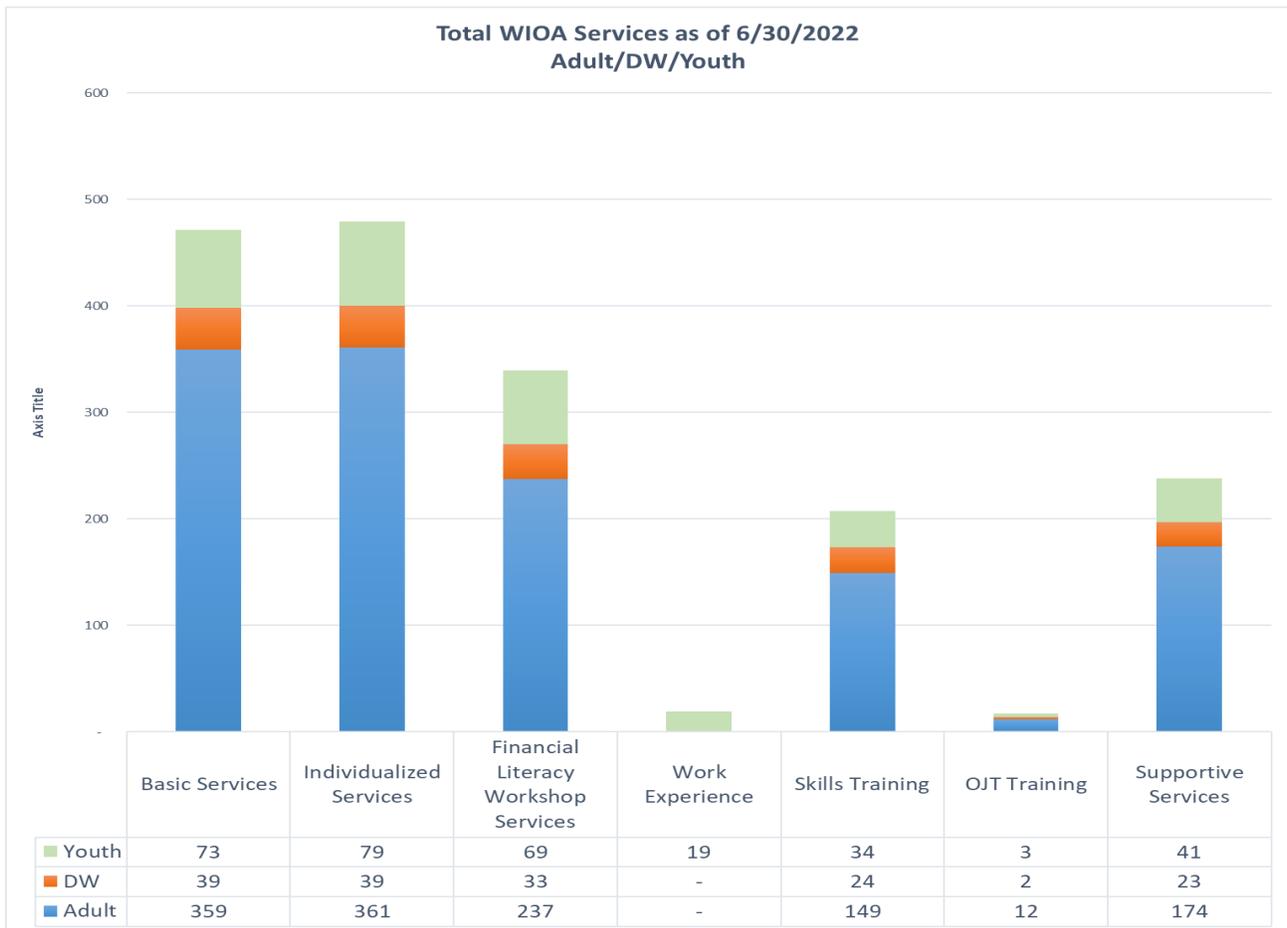
FY 2021-2022 Other EDD Grant Balances as of 6/30/2022





WIOA formula specific enrollments and activities are listed below. Note that some of these enrollments are also leveraged for, or co-enrolled in, other special projects, such as the Disability Employment Accelerator (DEA), English Language Learners (ELL), and Veterans Contract.





The chart below displays the occupations for which clients have received training this fiscal year. All training determinations are based on an individual's service/employment plan as well as verifying current demand for the occupation resulting from the specific training. Services provided to individuals are to develop the right skills for today's labor market and to also provide a clear career path for those entering or re-entering the labor market.

O'Net Occupation Activity through March 31, 2022		Count
53-0000 Transportation and Material Moving Occupations		42
43-0000 Office and Administrative Support Occupations		40
31-0000 Healthcare Support Occupations		10
47-0000 Construction and Extraction Occupations		10
29-0000 Healthcare Practitioners and Technical Occupations		7
33-0000 Protective Service Occupations		4
49-0000 Installation, Maintenance, and Repair Occupations		3
13-0000 Business and Financial Operations Occupations		2
25-0000 Education, Training, and Library Occupations		2
35-0000 Food Preparation and Serving Related Occupations		1
15-0000 Computer and Mathematical Occupations		1
37-0000 Building and Grounds Cleaning and Maintenance Occupations		1
51-0000 Production Occupations		1
Total		124

Training Accounts listed above do not include carry-in from prior FY



**WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY**

Agenda Item 8.3

Consent

Action

Information

To: Workforce Development Board of Madera County
From: Maiknue Vang, Deputy Director
Date: August 18, 2022
Subject: Local and Regional Plan PY 2021-24 Two Year Plan Modifications

Information:

The State issued Workforce Services Draft Directive WSDD-235 on June 22, 2022, which provides guidance and establishes the procedures regarding the two-year modification to both regional and local plans for Program Year (PY) 2021-2024 under WIOA. We are currently entering the second year of implementation of the original regional and local plans. The regional and local plan modifications will be due to the State on March 31, 2023. The planning guidance includes continuous community and stakeholder engagement requirements, as well as the standard 30-day public comment period, approval by the Workforce Development Board, and approval by the Madera County Board of Supervisors. Given the volume of work required, the region and local staff have engaged the same consultant, David Shinder, as was used on the original regional plan to guide the work on the modifications and develop the required plan documents for submission within the required timeframes.

Locally, WDB staff are scheduled to meet with David Shinder on September 13, to review the current four-year plan, requirements for the biennial plan modifications, and content of the current plan that is subject to modification requirements. Three local stakeholder forums have been scheduled; the first session will be held in-person on October 11, at the Community Action Partnership of Madera County from 3:00-4:30pm. This session is open to the community, CBOs, partners, board members, etc. and will focus on Recovery. The second session will be held via videoconference on October 24, from 9:00-10:00am, and will focus on input from Job Seekers. The last session will also be held via videoconference on November 1, from 8:30-9:30am, and will focus on input from businesses. Workforce Development Board members are invited to attend all sessions that are of interest – formal invitations will be sent to all Directors on the Board.

The draft of the local plan modification narrative should be completed by December 8, with a presentation of the draft local plan modification by David Shinder to the WDB, management and staff, and/or partners and stakeholders on December 15. The draft will be released for public comment beginning January 4, 2023, through February 4, 2023. Public comments received will be summarized and included with the plan narrative for review and approval by the WDB and the Board of Supervisors.

The San Joaquin Valley and Associated Counties Regional Planning Unit will be led by Stanislaus County Workforce Development who will coordinate regional activities in accordance with regional plan modification requirements and timeframes. Local and Regional plans are due to the State by March 31,

2023, and will be delivered in one package that will include the regional plan and all local plans associated with the San Joaquin Valley and Associated Counties Regional Planning Unit.

WSDD-235: Local and Regional Plans PY 21-24 Two Year Modifications is attached for reference.

Financing:

Workforce Innovation and Opportunity Act

LOCAL AND REGIONAL PLANS PY 21-24 TWO YEAR MODIFICATIONS

GENERAL INSTRUCTIONS

The attached draft Directive is being issued in draft to give the Workforce Development Community the opportunity to review and comment prior to final issuance.

Submit any comments by email no later than **July 21, 2022**.

All comments received within the comment period will be considered before issuing the final Directive. Commenters will not be responded to individually. Rather, a summary of comments will be released with the final Directive.

Comments received after the specified due date will not be considered.

Email CWDBPolicyUnit@cwdb.ca.gov
Include "Local and Regional Plan Modification" in the email subject line.

If you have any questions, contact Asael Sala at Asael.Sala@cwdb.ca.gov.

LOCAL AND REGIONAL PLANS PY 21-24 TWO YEAR MODIFICATIONS

EXECUTIVE SUMMARY

This policy provides guidance and establishes the procedures regarding the two-year modification of the Regional and Local Plans for Program Year (PY) 2021-2024 as required by the *Workforce Innovation and Opportunity Act* (WIOA). This policy applies to Regional Planning Units (RPU) and Local Workforce Development Boards (Local Board) and is effective on the date of issuance.

This policy contains some state-imposed requirements. All state-imposed requirements are indicated by ***bold, italic*** type.

This policy supersedes Workforce Services Directive *Regional and Local Plans PY 17-21 Two Year Modifications* (WSD18-01), dated July 27, 2018. Retain this Directive until further notice.

REFERENCES

- *WIOA (Public Law 113-128) Sections 106 – 108 and 121*
- *Title 20 Code of Federal Regulations (CFR) Sections 679.200 through 679.580*
- *Training and Employment Notice (TEN) 21-16, WIOA Regional and Local Planning and Local Board Responsibilities Questions and Answers* (December 5, 2016)
- *California Unemployment Insurance Code (CUIC) Sections 14000 through 18012*
- *California's Workforce Development Strategic Plan PY 2020-2023*
- *Workforce Services Directive WSD20-05, Regional and Local Planning Guidance for PY 21-24* (January 29, 2021)
- *WSD19-13, Selection of AJCC Operators and Career Services Providers* (June 8, 2020)
- *WSD19-09, Strategic Co-Enrollment – Unified Plan Partners* (February 12, 2020)
- *WSD18-12, WIOA Memorandums of Understanding* (April 30, 2019)
- *WSD17-07, WIOA Youth Program Requirements* (January 16, 2018)
- *WSD17-01, Nondiscrimination and Equal Opportunity Procedures* (August 1, 2017)
- *WSD16-04, Rapid Response and Layoff Aversion Activities* (July 22, 2016)
- *WSD15-14, WIOA Adult Program Priority of Service* (January 22, 2016)

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

BACKGROUND

Overview of State Plan, Regional Plans, and Local Plans

The California Unified Strategic Workforce Development Plan (State Plan) provides a conceptual outline for RPUs and Local Boards and their partners to jointly develop their Regional and Local Plans. The State Plan policy objectives, developed in collaboration with WIOA partners and Local Boards, work toward the shared vision of creating a comprehensive system that addresses poverty, promotes income mobility, and embeds equity as a cornerstone of service delivery.

As outlined under WIOA Section 106, Regional Plans provide a roadmap for the alignment of resources and investments to meet specific outcomes within the 15 RPUs. Regional Plans are used to articulate how RPUs will build intentionality around industry sector engagement, drive workforce development outcomes across multiple jurisdictions, and expand on ramps to career pathways for individuals who experience barriers to employment.

As outlined in WIOA Section 108, Local Plans provide an action plan for operationalizing the roadmap laid out in the Regional Plan by describing how individuals access services through the local America's Job Center of CaliforniaSM (AJCC) system. Local Plans are used to articulate how Local Boards will coordinate with local partners to ensure a customer-centered service delivery.

In addition to the federal planning requirements, WIOA indicates that Regional and Local Plans should be consistent with the vision and goals of the State Plan. For the purpose of developing cohesive narratives for Regional and Local Plans, this guidance combines both federal and state requirements. The intent is to assist in the development of a seamless blueprint for the operationalization and implementation of all the required Plan content.

Changing Economic Landscape

After two years of COVID-19, California's economy is rebounding and moving back towards pre-pandemic conditions. However, for communities who have historically experienced barriers to employment, the pandemic-induced recession exacerbated and compounded long-standing disparities and economic inequities. Although some workers have benefited from higher-wages due to a tightening of the labor market, the ensuing burden of pandemic-related inflation has placed more pressure on already stretched-thin, low-income families.

While the planning process can be a beneficial tool for gathering a wide view of the current AJCC system within the state's diverse regional and local landscapes, the California Workforce Development Board (CWDB) recognizes that this set of Regional and Local Plans modifications will be developed while the state's economy and labor market continues to recover from the

recession. Therefore, the CWDB also understands that the goals, strategies, and objectives developed at this point in time may need to be changed or adjusted to reflect the changing economy and labor market.

POLICY AND PROCEDURES

Regional Plans

According to the WIOA, the establishment of regions is intended to align workforce development activities and resources with regional economic development areas and available resources. While the vision and policy objectives laid out in the State Plan were used to guide the development of the criteria below, RPUs have significant discretion to determine how these approaches will be best actualized within their regions.

Analytical Overview of the Region

This section of the Regional Plan should provide an analysis of the economic conditions and trends in the region as well as an analysis of the current workforce. The analysis may be completed using data compiled from a variety of resources, including local partners providing measures of self-sufficiency; WIOA core, required, and state partners; Labor Market Information (LMI); Bureau of Labor Statistics; Cross-System Analytics and Assessment for Learning and Skills Attainment (CAAL-Skills) Reports; employer engagement, and other relevant sources. For reference, California LMI data is available on the Regional Planning Unit LMI webpage.

Workforce and Economic Analysis

The Regional Plan represents the big picture of a region's economy and workforce environment, with a focus on collaborative strategies to be implemented across multiple Local Workforce Development Areas (Local Area) to attain regional goals and objectives. This should start with an analysis that provides insight into the current and future needs of employers and job seekers in the region. The analysis should take into account what impact the events of the last few years (e.g. COVID-19, natural disasters, amplified movement for racial justice, inflation and rising gas prices, etc.) has had on the regional economy. The quantitative and qualitative data provided in this analysis should be used as a foundation for informing the rest of the Plan.

This section of the Regional Plan should do the following:

- Provide an analysis of current employment and unemployment data.
- Provide an analysis of the current educational and skill levels of the workforce, the current needs of employers in the region, and any relevant skill gaps between the two.
- Provide an analysis of industries and occupations with an emerging demand.

Regional Indicators

A key objective of Regional Planning efforts is to connect AJCC services to a regional skills infrastructure that aligns with regional labor market needs. To that end, previous Regional Planning cycles utilized ten Regional Indicators to assess coordination and measure progress within the RPUs. The indicators provided a useful measure of processes and activities utilized by RPU partners to establish a foundation for driving a regional approach and aligning the needs of regional industry sectors and employers.

In an effort to further refine how progress is evaluated, the number of indicators that will be used to assess progress has been narrowed to focus on the following:

- The region has a process to communicate industry workforce needs to supply-side partners.
- The region has policies supporting equity and strives to improve job quality.
- The region has shared target populations of emphasis.
- The region deploys shared/pooled resources to provide services, training, and education to meet the target population's needs.

As part of [Regional Plan Implementation \(RPI\) 4.0](#), RPUs were asked to work with the RPI 4.0 Evaluation and Technical Assistance Teams over the last 18 months to establish objective metrics associated with at least one of the four Regional Indicators. The CWDB does not see this as a one-size-fits-all exercise that will result in one set of uniform metrics across the state. Rather, it was a chance for each RPU to jointly agree upon data points that take into account their region's unique needs and demonstrate the impact regional work has on their residents. The modification will allow each RPU to outline progress that has been made in documenting the impact over the last 18 months and communicate what is anticipated for the next two years.

This section of the Regional Plan should do the following:

- ***Identify which of the four regional indicators the RPU established objective metrics for under RPI 4.0, and what those metrics were.***
- ***Identify any anticipated impacts that tracking and evaluating the regionally-agreed upon metrics will have on each of RPU's local workforce service delivery system (e.g. change in service strategies, improved participant outcomes, new partner engagement, etc.).***

Fostering Demand-Driven Skills Attainment

This section of the Regional Plan aligns with the key indicator of the region's process for communicating industry workforce needs to supply-side partners. This means that workforce and education programs should receive timely and accurate information from industry on the sectors and jobs that are driving growth in the region. Each region should use that information to align program content with the state's industry sector needs to provide California's employers and businesses with the skilled workforce necessary to compete in the global economy.

Regional Sector Pathways

Regional sector pathway programs are career pathway programs that result in the attainment of industry-valued and recognized postsecondary credentials. Credentials are both portable and aligned with regional workforce needs. There is a need to ensure that these career pathway programs are responsive to the historic economic disparities in our state. Regional Plans should be used to cultivate partnerships to promote the expansion of employer engagement and recruitment, as well as coordinate between the education and workforce development systems.

This section of the Regional Plan should do the following:

- ***Identify the in-demand industry sectors or occupations for the region.***
- ***Describe any current sector-based initiatives being implemented by the RPU for regionally in-demand industries or occupations and what, if any, new sector-based initiatives are planned for the next two years.***
- ***Describe what processes or strategies the RPU uses to communicate effectively and cohesively with regional employers.***

Enabling Upward Mobility for All Californians

This section of the Regional Plan aligns with two key indicators: 1) the region's policies for supporting equity and improving job quality, and 2) advancing economic prosperity of shared target populations. This means that workforce and education programs should be accessible for all Californians, especially populations who experience barriers to employment. It is important to ensure that everyone has access to a marketable set of skills, and is able to access the level of education necessary to get a job that ensures both long-term economic self-sufficiency and economic security.

High Road Workforce System

California's vision for the future of workforce development is centered on the establishment and growth of a High Road workforce system that is focused on meaningful industry engagement and the placement of Californians in quality jobs that provide economic security. For more information on the High Road model, please visit the [High Road Training Partnerships](#) website.

Regional Plans should serve as a blueprint for regional efforts to advance work with employers who offer jobs with good wages and benefits, support for ongoing skills training and employee development, good working conditions (including paid sick days, paid family leave, and paid medical or short-term disability leave), and adequate hours with predictable schedules that enable employees to meet their family caregiving commitments.

This section of the Regional Plan should address the following:

- ***Describe how the RPU defines job quality and how the RPU prioritizes working with employers who provide quality jobs.***
- ***Describe how the RPU works together to develop targeted service strategies for the region's unserved and underserved communities.***

Equity and Economic Justice

California believes that diversity is a strength and that advancing equity is an economic and moral imperative. To that end, the workforce system should ensure the provision of workforce and education services that recognize historically unserved or underserved communities, including BIPOC (Black, Indigenous, persons of color), Latinx, immigrants, refugees, people with disabilities, LGBTQ+ (lesbian, gay, bisexual, transgender, and queer), and others who experience systemic barriers in the labor force. For individuals who experience exclusion from employment opportunities despite having the skills and abilities to perform a job satisfactorily, RPUs are encouraged to outline strategies to work with employers, training providers, and community-based organizations to create more accurate occupational language training and job placement programs. Advancing equity within the workforce and education systems, and ensuring greater opportunity and upward mobility for all Californians is vital to repairing and sustaining a healthy economy.

The CWDB recognizes that many individuals may need multiple interventions, as well as access to a variety of services provided over an extended period of time in order to find and obtain a quality job. Therefore, CWDB wants to support and encourage RPUs and Local Boards to invest in long-term approaches to serving individuals who experience barriers to employment.

While the majority of services are delivered at the local level, establishing career pathways at the regional level allows RPUs to work directly with regional employers and partners in order to remove barriers and address structural issues that can prevent historically unserved and underserved communities from accessing those opportunities.

This section of the Regional Plan should address the following:

- ***Describe how the RPU defines equity and how the RPU ensures equal access to the regional sector pathways, earn-and-learn opportunities, supportive services, and other effective service strategies identified by the RPU.***

Aligning, Coordinating, and Integrating Programs and Services

This section of the Regional Plan aligns with the key indicator of the region's deployment of shared resources to provide services, training, and education to meet population needs. This means that workforce and education programs must economize limited resources to achieve scale and impact, while also providing the right services to clients based on each client's particular and potentially unique needs, including skills-development.

System Alignment

Successful system alignment often begins with identifying a shared mission and objectives. This provides the foundation for developing strategies with a system viewpoint rather than thinking about programs as separate. By identifying ways to align program design, reduce duplication of efforts, and leverage critical resources, RPUs can increase the impact of their shared mission.

This section of the Regional Plan should address the following:

- ***Describe any regional service strategies, including use of cooperative service delivery agreements or Memorandum of Understanding (MOU).***
- ***Describe any regional administrative cost arrangements, including the pooling of funds for administrative costs for the region.***

Local Plans

The Local Plan demonstrates operational alignment with the strategic objectives of the respective Regional Plan, drives coordination with local partners, and highlights key service-delivery strategies. In this regard, service delivery is typically integrated at the local level, where resources are braided, and support is provided to participants through multiple workforce system partners. The Local Plans should address partnerships established under the previous Local and Regional Planning and Modification processes. This includes WIOA core and

required program partners, as well as state strategic partnerships. Local Boards are also encouraged to address any additional partnership efforts taking place at the local level, if applicable.

The Local Plan process is not intended to place an additional administrative burden on programs that are providing critical services to the public. Rather, the Local Plan process is intended to facilitate communication across systems to improve service coordination during these critical times. Therefore, Local Boards and their partners have flexibility in determining the nature, scope, and depth of each partnership based on local needs and priorities.

WIOA Core and Required Partner Coordination

Under WIOA, the ultimate vision is for core and required programs to operate as a unified system, strategically assessing needs and aligning them with service strategies to meet the necessities of workers and employers. This section of the Local Plan should address coordination with the following WIOA core and required program partners identified under WIOA Section 121:

- WIOA Title II Adult Education and Literacy
- WIOA Title III - Wagner-Peyser
- WIOA Title IV - Vocational Rehabilitation
- Carl Perkins Career Technical Education
- Title V Older Americans Act
- Job Corps
- Native American Programs (WIOA Section 166)
- Migrant and Seasonal Farmworkers (WIOA Section 167)
- Veterans
- Youth Build
- Trade Adjustment Assistance Act
- Community Services Block Grant
- Housing and Urban Development
- Unemployment Compensation
- Second Chance
- Temporary Assistance for Needy Families/CalWORKs

This section of the Local Plan should address the following:

- How Local Boards and AJCC partners will coordinate the services and resources identified in their MOU, as outlined in *WIOA Memorandums of Understanding* ([WSD18-12](#)).
- ***How the Local Board and AJCC partners will work towards co-enrollment and/or common case management as a service delivery strategy, as outlined in *Strategic Co-Enrollment – Unified Plan Partners* ([WSD19-09](#)).***

- How the Local Board and AJCC partners will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means.
- How the Local Board and AJCC partners will coordinate workforce and education activities with the provision of appropriate supportive services.
- How the Local Board and AJCC partners will comply with WIOA Section 188 and applicable provisions of the Americans with Disabilities Act of 1990 regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, as outlined in *Nondiscrimination and Equal Opportunity Procedures* ([WSD17-01](#)).

State Strategic Partner Coordination

During the two-year modification of PY 2015-2020 Local Plans, Local Boards were asked to establish new partnerships with strategic partners included in the State Plan modification. This section of the Local Plan should address ongoing coordination efforts with the partnerships established in *Regional and Local Plans PY 17-21 – Two Year Modifications* ([WSD18-01](#)), and include the following:

- ***How the Local Board will coordinate with County Health and Human Services Agencies and other local partners who serve individuals who access CalFresh Employment and Training services.***
- ***How the Local Board will coordinate with Local Child Support Agencies and other local partners who serve individuals who are non-custodial parents.***
- ***How the Local Board will coordinate with Local Partnership Agreement partners, established in alignment with the Competitive Integrated Employment Blueprint, and other local partners who serve individuals with developmental and intellectual disabilities.***
- ***How the Local Board will coordinate with community-based organizations and other local partners who serve individuals who are English language learners, foreign-born, and/or refugees.***

WIOA Title I Coordination

This section of the Local Plan should describe strategies for staff preparation, training, and ongoing professional development to effectively respond to participant needs. This section of the Local Plan should also address the services, activities, and administrative requirements established for Local Boards under WIOA Title I, and include the following:

- ***Training and/or professional development that will be provided to frontline staff to gain and expand proficiency in digital fluency and distance learning.***
- ***Training and/or professional development that will be provided to frontline staff to ensure cultural competencies and an understanding of the experiences of trauma-exposed populations.***
- How the Local Board will coordinate workforce investment activities carried out in the Local Area with statewide rapid response activities, as outlined in *Rapid Response and Layoff Aversion Activities* ([WSD16-04](#)).
- A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the Local Area. This includes how the Local Board will ensure that priority for adult career and training services will be given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient, as outlined in *WIOA Adult Program Priority of Service* ([WSD15-14](#)).
- A description and assessment of the type and availability of youth workforce investment activities in the Local Area, as outlined in *WIOA Youth Program Requirements* ([WSD17-07](#)). This includes any strategies the Local Board has regarding how to increase the digital literacy and fluency of youth participants, including youth with disabilities.
- The entity responsible for the disbursement of grant funds as determined by the Chief Elected Official (CEO) or the Governor and the competitive process that will be used to award the sub-grants and contracts for WIOA Title I activities.
- A description of how the AJCC Operator and/or the Career Services Provider roles are fulfilled within the Local Area as outlined in *Selection of AJCC Operators and Career Services Providers* ([WSD19-13](#)). This should include the name(s) and role(s) of all entities.

Stakeholder and Community Engagement

The development of comprehensive Plans entails building broad and inclusive partnerships with regional and local entities in a variety of sectors. This includes engaging with employers and labor organizations, as well as WIOA core, required, and strategic program partners. Additionally, building meaningful partnerships with worker centers and community-based organizations who work closely with a variety of populations, including undocumented immigrants, will ensure the inclusion of person-centered approaches to addressing multifaceted barriers to employment by utilizing input from the communities themselves.

Stakeholders participating in the planning processes should include, but are not limited to, employers, labor organizations, education partners, human services and housing partners, as well as community-based organizations that provide services to target populations such as justice-involved, English language learners, refugees, immigrants, youth, older adults, veterans, people with disabilities, BIPOC, Latinx, LGBTQ+, and any other entities supporting historically unserved or underserved communities.

Using the Stakeholder and Community Engagement Summary Template (Attachment 2), RPU's and Local Boards should provide a detailed description of how meaningful stakeholder involvement and community engagement was achieved when developing the Regional and Local Plans. This summary should be included as an attachment to both the Regional and Local Plans. A list of potential Regional and Local Planning Partners (Attachment 3) is included as a tool to assist with identifying stakeholders for the planning process.

Public Meetings and Public Comment

Local Boards are subject to the open meeting requirements of the *Ralph M. Brown Act*. The intent of the law is to ensure that meetings are properly noticed, agendas are made available, and that the public has an opportunity to provide comments on local policy and operations.

Local Boards must provide a 30-day opportunity for public comment prior to submission of the Regional and Local Plans. Any comments that express disagreement with the Regional or Local Plans must be included in the final submission.

Accessibility and Inclusivity

In accordance with WIOA Section 188, public meetings and publicly disbursed information pertaining to Regional and Local Plan content must be made fully accessible to individuals with disabilities, as well as to individuals who require additional language options. The Department of Rehabilitation's [Constructing Accessible Electronic Content](#) webpage contains the Seven Steps to Creating an Accessible Microsoft Word Document guide that can assist you in preparing accessible documents. Reasonable accommodations and alternative formats or

languages must be provided upon request to ensure an opportunity for full and equal participation in the planning process.

Regional and Local Plan Format

RPU and Local Boards should arrange their completed Regional and Local Plans in the following order:

Regional Plan

1. Cover Page
 - a. Name of RPU
 - b. Name of each Local Board in RPU
 - c. Primary contact name, phone number, and email address (if applicable)
2. Regional Plan Content
 - a. Analytical Overview of the Region
 - b. Fostering Demand-Driven Skills Attainment
 - c. Enabling Upward Mobility for All Californians
 - d. Aligning, Coordinating, and Integrating Programs and Services
3. Appendices
 - a. Stakeholder and Community Engagement Summary
 - b. Public comments received that disagree with the Regional Plan
 - c. Signature Page

Local Plan

1. Cover page
 - a. Name of Local Board
 - b. Contact name, phone number, and email address
2. Local Plan Content
 - a. WIOA Core and Required Partner Coordination
 - b. State Strategic Partner Coordination
 - c. WIOA Title I Coordination
3. Appendices
 - a. Stakeholder and Community Engagement Summary
 - b. Public comments received that disagree with the Local Plan
 - c. Signature Page

Submission Criteria

Each RPU must submit one package that includes the following documents in separate, accessible PDF files copied to a USB flash drive:

- One electronic copy of the Regional Plan with the electronic signatures of the Local Board Chair(s) within the RPU.

- One electronic copy of each Local Plan within the RPU with the electronic signatures of the Local Board Chair and CEO or their designated alternate.

If an electronic signature of the CEO or their alternative cannot be achieved by the submission deadline, the Local Board must submit a blank signature page and include a detailed explanation for the signature absence(s) and the date by which the signed copy will be provided.

Regional and Local Plans must be submitted by USB flash drive to the CWDB no later than Friday, March 31, 2023, through one of the following methods:

Mail California Workforce Development Board
CWDB Policy Unit
PO Box 826880
Sacramento, CA 94280-0001

**Overnight Mail/
Hand Delivery** California Workforce Development Board
CWDB Policy Unit
800 Capitol Mall, Suite 1022
Sacramento, CA 95814

ACTION

Please bring this Draft Directive to the attention of the Local Board and other relative parties.

INQUIRIES

If you have any questions, contact the CWDB Policy Unit at CWDBPolicyUnit@cwdb.ca.gov.

/s/ JAVIER ROMERO, Deputy Director
Workforce Services Branch

Attachments:

1. [WIOA Regional Planning Units \(DOCX\)](#)
2. [Stakeholder and Community Engagement Summary \(DOCX\)](#)
3. [Regional and Local Planning Partners \(DOCX\)](#)



**WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY**

Agenda Item 8.4

Consent

Action

Information

To: Workforce Development Board of Madera County

From: Tracie Scott-Contreras, Executive Director

Date: August 18, 2022

Subject: WDB Private Sector Director Recruitment

Information:

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

Financing:

Workforce Innovation and Opportunity Act



**WORKFORCE DEVELOPMENT
BOARD OF MADERA COUNTY**

Agenda Item 8.5

Consent

Action

Information

To: Workforce Development Board of Madera County

From: Tracie Scott-Contreras, Executive Director

Date: August 18, 2022

Subject: Unemployment Insurance (UI) Claim Information

Information:

The most recent data on UI Claims for the period of June 11, 2022 through August 6, 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	June 2022 (Week Ending)			July 2022 (Week Ending)				August 2022 (Week Ending)	
	11	18	25	2	9	16	23	30	6
Madera	233	201	195	186	169	202	163	157	194

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