



# MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

## AGENDA

September 28, 2023  
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. The comment period will be limited to 15 minutes. Each speaker will be limited to 3 minutes.

### **4.0 Introductions and Recognitions**

### **5.0 Adoption of Board Agenda**

### **6.0 Consent Calendar**

6.1 Consideration of approval of the August 24, 2023, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

### **7.0 Action Items**

7.1 Consideration of approval of Mike Farmer's revised MCWIC Board Member application to include Jay Chapel.

7.2 MCWIC Chair Election

7.3 MCWIC Vice Chair Election

## **8.0 Information Items**

- 8.1 Success Stories
- 8.2 Update on Workforce Development Board (WDB) of Madera County
- 8.3 Funds Utilization Status Report Ending June 30, 2023, for Program Year (PY) 2021-22 and 2022-23
- 8.4 Re-classification of Executive Assistant – Confidential Position from Administrative Exempt to Non-Exempt Status
- 8.5 Revised Exempt and Non-Exempt Salary Schedules
- 8.6 Attorney Memo Regarding Agency Responsibility for Personnel Related Decisions
- 8.7 Workforce Development Professionals Day – September 1, 2023
- 8.8 Unemployment Insurance (UI) Claims Information

## **9.0 Written Communication**

### **10.0 Open Discussion/Reports/Information**

- 10.1 Board Members
- 10.2 Staff

### **11.0 Next Meeting**

October 26, 2023

### **12.0 Adjournment**



MINUTES

**August 24, 2023**

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

- PRESENT:** Debi Bray, Ramona Davie, Roger Leach, Gabriel Mejia, Tim Riche  
**ABSENT:** Mike Farmer, Mattie Mendez  
**GUEST:** Maria Ortiz  
**STAFF:** Nicki Martin, Jessica Roche, Maiknue Vang

**1.0 Call to Order**

*Meeting called to order at 3:04 by Chair Debi Bray.*

**1.1 Pledge of Allegiance**

**2.0 Additions to the Agenda**

*None.*

**3.0 Public Comment**

*Roger Leach thanked Gabriel Mejia for having provided information on medical assistant openings. A young lady he knew applied for a medical assistant job and was hired.*

**4.0 Introductions and Recognitions**

*Staff introduced Catalina and Samantha, auditors with Price Page & Company. They are here all week conducting a single audit. Price Page & Company are new auditors for MCWIC.*

**5.0 Adoption of Board Agenda**

*Gabriel Mejia moved to adopt the agenda, seconded by Roger Leach.*

*Vote: Approved – unanimous*

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

**6.0 Consent Calendar**

**6.1 Consideration of approval of the July 27, 2023, Madera County Workforce Investment Corporation (MCWIC) meeting minutes.**

*Roger Leach moved to approve, seconded by Ramona Davie.*

*Vote: Approved – unanimous*

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

## **7.0 Action Items**

### **7.1 Consideration of approval of the MCWIC year-to-date financial reports for period ending June 30, 2023.**

*Staff have wrapped up the year-end closeout. There are no concerns at this time. These reports are unaudited. Once the finalized reports are complete, staff will provide them to the Board. Discussion held regarding the possibility of doing a more in-depth quarterly financial review while having staff provide short, summary monthly reports. Maiknue reported that the detailed monthly reports are required per the Chief Local Elected Official (CLEO) agreement, however, staff are in the process of updating the CLEO and so can include these changes. Jessica Roche, Controller, stated that providing the more detailed financial reports were due to an auditor request when MCWIC was first established and considered a higher risk. MCWIC is now considered low risk and the more detailed reports are no longer necessary. Once the CLEO is amended, staff can provide the detailed reports quarterly and provide a one-page summary to the Board monthly. The detailed reports would be available to review at any time.*

*Ramona Davie moved to approve, seconded by Roger Leach.*

*Vote: Approved – unanimous*

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

### **7.2 Consideration of approval of the resignation of Mike Farmer from the MCWIC Board.**

### **7.3 Consideration and discussion on MCWIC Board Member Recruitment**

*Agenda items 7.2 and 7.3 were discussed as a group.*

*Mike Farmer submitted his resignation due to a change in his employment and schedule. Roger Leach has been in contact with him and may meet with him to discuss his position on the Board.*

*Tim Riche moved to table agenda items 7.2 and 7.2, seconded by Gabriel Mejia.*

*Vote: Approved – unanimous*

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

### **7.4 Consideration of approval of the preliminary budget for the 2023-2024 fiscal year.**

*Staff reported that Madera received a 3.12% cut to funding. Madera has been informed they should plan for at least a 1% decrease in funding this year and next. Madera does have a significant amount of carry-over funds from last year, but it is specific to training. Overall, there is enough revenue to cover expenses. Personnel expenses are standard over the years. Line item 5420 for advertising expenses has been increased. There were less people coming to the Center due to the pandemic and staff would like to advertise more in order to get people back into the Center. Line item 5632, information technology, was increased so that the server equipment can be replaced. Leasing server equipment is not a viable option for Madera because it is a small number – 5. Line item for staff traveling was increased. Travel was decreased throughout the pandemic. Training is now picking up and staff will start to travel to trainings and events. Line item 5800, direct client expenses was increased. Much of the increase is due to carry-in funds from previous years to be used strictly for client training activities. These funds must be used or they must be returned to the State. Grant funds information reports were provided. These reports are broken down by grant and broken down by expenditures. The lease amount increases 2% every year as of January 1<sup>st</sup>. The current rate is \$1.23 a square foot per month. All shopping center tenants pay into Common Area Maintenance (CAM) fees. Workforce has a cap of CAM fees of \$1.78 per square foot.*

*Roger Leach moved to accept the preliminary budget, seconded by Tim Riche.*

*Vote: Approved – unanimous*

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

## **8.0 Information Items**

### **8.1 Success Stories**

*Maria Ortiz, Impossible Services Group, Inc, worked at a hotel for 15 years before being let go. Maria came to Workforce for services and obtained her GED followed by enrolling in a training school for computerized accounting. She worked with an employer through an on-the-job (OJT) training to strengthen her skills. After becoming unemployed again, she came back to Workforce for help obtaining a job. Maria was placed with Impossible Services Group through an OJT which allowed her to use her computerized accounting skills. Impossible Services hired her after the OJT was over and she became a permanent staff member. Aaron Chambers has been a very kind employer who values his staff.*

### **8.2 Update on Workforce Development Board (WDB) of Madera County**

*Information provided within the agenda packet.*

### **8.3 Beaudette Inc.'s One Stop Operator (OSO) report for the period of April 1, 2023, through June 30, 2023.**

*Information provided within the agenda packet.*

### **8.4 Beaudette Inc.'s OSO Annual Report for fiscal year 2023**

*Information provided within the agenda packet.*

### **8.5 National Workforce Development Month**

*Information provided within the agenda packet. September is National Workforce Development month and staff wanted to use this opportunity to launch a social media campaign to highlight board member and staff contributions. Staff will also have an all-day Workforce Development Professionals training on Friday, September 1, 2023, that will include reviewing end-of-year data and setting goals for the upcoming year. The social media campaign will kick off with First Job Friday posts that will highlight Board members and their first jobs. Workforce Wednesday posts will feature staff and resources and will eventually include Partner staff. Staff will be provided polo shirts with the Workforce Assistance Center logo. Board members are welcome to join.*

### **8.6 Workforce Innovation and Opportunity Act (WIOA) Formula and Special Projects Quarterly Program Overview**

*Information provided within the agenda packet.*

### **8.7 Program Impact and Data Reports**

*Information provided within the agenda packet.*

### **8.8 Information on Weekly Unemployment Insurance (UI) Initial Claims for Madera County**

*Information provided within the agenda packet.*

### **8.9 WDB Distressed Hospital Loan Program funding letter of support**

*Information provided within the agenda packet.*

### **8.10 Wildfires National Dislocated Worker Grant (NDWG) Close-out Report**

*Information provided within the agenda packet. Grant information and pictures were provided. Approximately \$218,000 of the \$300,000 grant total was spent on wages and workers compensation costs for the participants. Work had to stop for a couple of months due to the weather. Staff will provide the grant close-out report to the Board of Supervisors.*

**8.11 MCWIC Chair and Vice Chair Elections – September 2023**

*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**

*September 28, 2023*

**12.0 Adjournment**

*Roger Leach motioned to adjourn at 4:22 p.m., seconded by Gabriel Mejia.*

## Board of Directors Application

<b>NAME:</b> Mike Farmer	<b>TITLE</b>
<b>EMPLOYER:</b> Jay Chapel	
<b>ADDRESS:</b> 519 Chablis Ave	
<b>PHONE:</b> ( [REDACTED] )	<b>FAX:</b>
<b>EMAIL:</b> [REDACTED]	<b>ALTERNATE EMAIL:</b> [REDACTED]

ORGANIZATIONS YOU BELONG TO:	HOW LONG?
1. MCWIC	5 Years
2. Jay Chapel	2 Months
3. Central CA Church of God	4 Months
4. Madera Ministeral Association	18 Years
5. Madera Police Depratment Chaplaincy	7 Years

REFERENCES:	PHONE:
Jerol Holiday	[REDACTED]
Roger Leach	[REDACTED]
Tim Etcheverria	[REDACTED]
Chief Gino Charamonti	[REDACTED]

**WHY DO YOU WANT TO BE A MEMBER OF THE MADERA COUNTY WORKFORCE INVESTMENT CORPORATION?**

Part of MCWIC's purpose is to the quality of life in Madera County, that is something that I support, encourage and want to be involved with.



**DO YOU HAVE ANY RELEVANT EXPERIENCE WITH WORKFORCE DEVELOPMENT, ECONOMIC DEVELOPMENT, EDUCATION, TRAINING PROGRAMS, NON-PROFIT, COMMUNITY BASED OR PRIVATE SECOTR ORGANIZATIONS?**

YES  NO

**IF YES, PLEASE EXPLAIN:**

I have been a part of the MCWIC board for the last 5 years


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


  
SIGNATURE

09/21/2023  
DATE





**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**Agenda Item 8.1**

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

**From: Maiknue Vang, Executive Director**

**Date: September 28, 2023**

**Subject: Success Stories**

**Information:**

Successful program participants have been invited to share information about their experience working with our system, and how their participation contributed to positive results.

**Financing:**

Workforce Innovation and Opportunity Act



**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**Agenda Item 8.2**

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**  
**From: Maiknue Vang, Executive Director**  
**Date: September 28, 2023**  
**Subject: Update on Workforce Development Board (WDB) of Madera County**

**Information:**

The WDB met on August 17, where the board approved consideration to develop an action plan of priorities with Bob Lanter and CWA. Members will identify practical actions that will guide staff and the board's work for the next 24 months; centering the Workforce Board in the community and supporting economic opportunities for Madera County.

**Financing:**

Workforce Innovation and Opportunity Act/James Irvine Foundation



## **AGENDA**

**August 17, 2023  
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 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.

### **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 ratification of the February 16, 2023, Workforce Development Board (WDB) meeting minutes.
- 6.2 Consideration of ratification of the April 21, 2023, WDB Executive Committee meeting minutes.
- 6.3 Consideration of ratification of the May 10, 2023, WDB Executive Committee meeting minutes.
- 6.4 Consideration of approval of the June 15, 2023, WDB Executive Committee meeting minutes.
- 6.5 Consideration of ratification of the application of Brett Frazier, Papa Murphy's Pizza, to the WDB for a 3-year term representing the Private Sector.
- 6.6 Consideration of ratification of the application of Aaron Chambers, Hometown Tax Pros, to the WDB for a 3-year term representing the Private Sector.

- 6.7 Consideration of ratification of the re-appointment of Wendy Lomeli, Employment Development Department, to the WDB for an additional 3-year term: 6/6/23 to 6/6/26.
- 6.8 Consideration of ratification of the re-appointment of Deborah Martinez, Madera County Department of Social Services, to the WDB for an additional 3-year term: 8/8/23 to 8/8/26.
- 6.9 Consideration of ratification of the resignation of Joseph Giles, Operating Engineers Local 3, from the WDB.  
Consideration of approval of the reappointment of Nichole Mosqueda, Camarena Health, to an additional 3-year term: 10/21/23 to 10/21/26.
- 6.10 Consideration of ratification of the application for subsequent local area designation and local board recertification for the 2023-25 program year.
- 6.11 Consideration of ratification of EDD Subgrant AA311014 Year of Authorization (YOA) 2022 transfer of funds request in the amount of \$180,000 from the Dislocated Worker funding stream to the Adult funding stream in order to maximize customer service and provide more flexibility of services in the areas of greatest need as allowed by WIOA Section 113(b)(4).
- 6.12 Consideration of ratification of Beaudette Inc.'s One Stop Operator (OSO) report for the period of January 1, 2023, through March 31, 2023.
- 6.13 Consideration of ratification of the revised application for subsequent local area designation and local board recertification for the 2023-25 program year and authorize staff to submit to the Madera County Board of Supervisors (BOS) for approval and signature.
  - Since the WDB and BOS approval of Madera's recertification application, the State EDD issued a different set of performance requirements for the application. Per EDD's guidance, staff submitted a new application reflecting the revised performance data along with the original signed and approved application, which has been accepted by EDD and determined to have met the application deadline as outlined in EDD's final directive. Per the BOS, a revised application will be submitted as a ratification of the amended application for their records.

## **7.0 Action Items**

- 7.1 Consideration of approval of Beaudette Inc.'s One Stop Operator (OSO) report for the period of April 1, 2023, through June 30, 2023.
- 7.2 Consideration of approval of Beaudette Inc.'s OSO Annual Report for fiscal year 2023.
- 7.3 Discussion on The Real Role of Workforce Boards retreat and consideration to continue working with the California Workforce Association and Bob Lanter on developing an action plan of priorities for the next 24 months.
- 7.4 WDB Chair Election
- 7.5 WDB Vice Chair Election
- 7.6 Discussion and consideration of the Program Impact and Data Reports

## **8.0 Information Items**

- 8.1 Madera County Workforce Investment Corporation (MCWIC) Update
- 8.2 National Workforce Development Month
- 8.3 Small Business Development Center (SBDC) Ribbon Cutting Event
- 8.4 EDD Funds Utilization Status Report for Period Ending March 31, 2023, for Program Year 2021-22 and Program Year 2022-2023.
- 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 19, 2023

**12.0 Adjournment**



### Agenda Item 8.3

Consent

Action

Information

**To:** Madera County Workforce Investment Corporation  
**From:** Maiknue Vang, Executive Director  
**Date:** September 28, 2023  
**Subject:** Funds Utilization Status Report for period ending June 30, 2023, for PY 21-22 and PY 22-23

**Information:**

Staff have verified that the data within the Funds Utilization Report matches what was submitted to EDD for the period ending June 31st.

For Enclosure 1, the 80% Program Obligation requirement has been met for the first year AA311014 YOA 2022 (2022-2024) WIOA Formula Allocation.

For Enclosure 2, the Youth AA211014 YOA 2021 (2021-2023) percentage requirements for both the out-of-school youth program requirement as well as the percentage requirement for the Youth work experience have both been met. For this grant allocation period, all Youth funds were spent on out-of-school youth.

For Enclosure 3, for the AA211014 YOA 2021 (2021-2023) WIOA Adult and Dislocated Worker funding, there is a limit as to how much may be expended on Incumbent Worker Training and Transitional Jobs Training. No funds specific to this subgrant were expended on these specific training categories. Therefore the 'within requirement' was met.

Additional notes may be found on the attached Funds Utilization Report received from EDD.

**Financing:**

Workforce Innovation and Opportunity Act



Gavin Newsom, Governor  
California Labor and Workforce Development Agency



September 5, 2023

Ms. Maiknue Vang, Executive Director  
Madera County Workforce Investment Corp  
2037 West Cleveland Avenue  
Madera, CA 93637

Dear Ms. Vang:

**FUNDS UTILIZATION REPORT - PERIOD ENDING JUNE 30, 2023, FOR PY 21-22 AND PY 22-23**

This letter is to provide a funds utilization report of your Local Area's Adult, Youth, and Dislocated Worker formula funds for Program Year (PY) 2021-22 and PY 2022-23. A similar letter is being sent to all Local Area administrators to assist them with the management of their formula funds. Each Local Area is responsible for ensuring that the following expenditure requirements are met by the end of the grant term dates:

- Expend a minimum of 50 percent of the Youth "program" funds on out-of-school (OS) youth activities.
- Expend a minimum of 20 percent of the Youth "program" funds on work experience activities.
- Expend no more than 20 percent of combined Adult and Dislocated Worker allotments on Incumbent Worker Training.
- Expend no more than 10 percent of combined Adult and Dislocated Worker allotments on Transitional Jobs activities.
- Expend no more than 10 percent of combined Adult and Dislocated Worker allotments on Pay-for-Performance contracts.

Local Areas are also required to obligate at least 80 percent of their program dollars by the end of the first program year for which they were allotted. We are including benchmark data regarding this requirement in Enclosure 1. Please refer to Workforce Services Directive *Funds Utilization Requirements for WIOA Funds* (WSD15-08), dated November 18, 2015, for more information on this requirement.

Enclosure 2 reflects your expenditure levels for OS youth activities and work experience within your Local Area for PY 21-22. Each Local Area is responsible for meeting the 75 percent OS youth minimum expenditure level and the 20 percent youth work experience minimum expenditure level; However, the PY 21-22 OS youth minimum expenditures requirement has been lowered to 50 percent. Please see *Waiver for Out-of-School Youth Expenditures PY 21-22* (WSIN21-12), dated September 2, 2021. Expenditure levels are calculated based on "program" funds (total allotment less administrative expenditures).

Ms. Maiknue Vang, Executive Director  
September 5, 2023  
Page 2

If your Local Area did not meet the 50 percent OS youth expenditure requirement by June 30, 2023, then you must submit a corrective action plan to your assigned Regional Advisor within six months after the end of the program year. A corrective action plan is included as Attachment 2 to Workforce Services Directive *WIOA Youth Program Requirements* (WSD17-07), dated January 16, 2018.

Enclosure 3 reflects expenditure levels for Incumbent Worker Training, Transitional Jobs, and Pay-for-Performance contracts.

All data enclosed is as of June 30, 2023, reporting period and was obtained from expenditure reports submitted by each Local Area through CalJOBS<sup>SM</sup>. Please review the data and make adjustments, if necessary, within your program to ensure meeting the expenditure requirements going forward into the subsequent program years.

The WIOA Training Expenditure Requirement Annual Report will be forth coming. A separate letter and report will be sent during the first week of December.

If you have any questions or require assistance with financial reporting, please contact the Financial Management Unit at [WSBFinancialManagementUnit@edd.ca.gov](mailto:WSBFinancialManagementUnit@edd.ca.gov). If you have questions or require technical assistance relative to the programs, please contact your Regional Advisor.

Sincerely,

/s/KIMBERLEE MEYER  
Chief  
Central Office Workforce Services Division

Enclosures

cc: Gustavo Alatorre, Regional Advisor





FUNDS UTILIZATION REPORT - 80 PERCENT OBLIGATION REQUIREMENT  
PY 22-23 REPORTING PERIOD JUNE 30, 2023

**MAD**  
**MADERA COUNTY WORKFORCE INVESTMENT CORP**

Formula Fund	Total Allocation	Allowable "Program" Funding 90% (-10% Admin)	80% Required Obligation Amount	Total Program Obligations Reported Period End June 30, 2023	Percentage of Total "Program" Obligations to 80% Requirement	Additional Obligations Needed by June 30, 2023
Adult	\$ 1,007,911.00	\$ 907,119.90	\$ 725,695.92	\$ 768,857.58	105.95%	\$ -
Youth	\$ 836,147.00	\$ 752,532.30	\$ 602,025.84	\$ 675,595.64	112.22%	\$ -
Dislocated Worker	\$ 426,401.00	\$ 383,760.90	\$ 307,008.72	\$ 311,001.76	101.30%	\$ -

**NOTES:**

Obligated AB11149 training % balance for Adult, Youth, and Dislocated Worker, was carried over to FY 2023-2024.

**Out-Of-School Youth & Work Experience Expenditure Report  
PY 21-22 Report Period JUNE 30, 2023**

**MAD  
MADERA COUNTY WORKFORCE INVESTMENT CORP**

**Out-of-School Youth**

Grant Code	Total Youth Allocation	Admin Expenditures	Program Expenditures	50% Out-of-School Requirement on "Program" Funding	Out-of-School Expenditures as of June 30, 2023	Additional Expenditures Needed to meet 50% Requirement by June 30, 2023	Percentage of Required Out of School Expenditures
301	\$ 773,210.00	\$ 72,610.46	\$ 700,599.54	\$ 347,944.50	\$ 700,599.54	\$ -	201%

**NOTE 1**

**Work Experience - Youth**

Grant Code	Total Youth Allocation	Admin Expenditures	Program Expenditures	20% Work Experience Requirement on "Program" Funding	Work Experience Expenditures as of June 30, 2023	Additional Expenditures Needed to meet 20% Requirement by June 30, 2023	Percentage of Required Out of School Expenditures
301	\$ 773,210.00	\$ 72,610.46	\$ 700,599.54	\$ 139,177.80	\$ 503,236.36	\$ -	362%

**NOTE 2**

**NOTES:**

**Note 1 - WDB requires 100% of Youth funding to be focused on Out-Of-School Youth.**

**Note 2 - Youth experience % calculation includes direct wex cost as well as applicable staff/overhead costs for the wex activity.**

**WIOA Formula Funds Expenditure Report  
PY 21-22 Report Period June 30, 2023**

**MAD  
MADERA COUNTY WORKFORCE INVESTMENT CORP**

MAD Expense Category / Type	Reported Category Expenditures			Allocation	Requirement		
	Adult Expenses <small>Grant Codes: 201, 202, 499, 500</small>	Dislocated Worker Expenses <small>Grant Codes: 501, 502, 200, 299</small>	Total Expenses <small>(Adult + DW)</small>	Total Allocation <small>(Adult + DW)</small>	Percent Spent	Max Expenditure Allowed	Within Requirement
Incumbent Worker Training	.00	.00	\$ -	\$ 1,347,268	0.00%	20%	YES
Transitional Jobs	.00	.00	\$ -	\$ 1,347,268	0.00%	10%	YES
Pay-for-Performance	.00	.00	\$ -	\$ 1,347,268	0.00%	10%	YES



## Agenda Item 8.4

Consent

Action

Information

**To:** Madera County Workforce Investment Corporation  
**From:** Maiknue Vang, Executive Director  
**Date:** September 28, 2023  
**Subject:** Re-classification of Executive Assistant – Confidential Position from Administrative Exempt to Non-Exempt Status

**Information:**

Upon further review and consultation with both legal and Sierra HR, the Executive Assistant – Confidential position has been reclassified from Exempt to Non-Exempt. In question is whether the position consistently “exercises discretion and independent judgment” as defined in the law under the Administrative Exemption. Both the Department of Industrial Relations and Department of Labor provide clear definitions regarding discretion and independent judgment that would not apply to this position as described in the job description.

The exercise of discretion and independent judgment must be more than the use of skill in applying well-established techniques, procedures or specific standards described in manuals or other sources. While an employee may be very knowledgeable and skilled in this position and may be trusted to complete their responsibilities with little oversight, the position does not have the authority or power required to make an independent decision - with no direction or supervision - on matters of significance for the agency. Additionally, the Executive Assistant is not required to delegate any part of the Executive Director’s discretionary power, and any area where the employee is able to make independent decisions such as planning meetings, making travel arrangements, ordering supplies, etc. would not impact matters of significance that would result in dire consequences for the agency if the employee failed to perform the job properly.

**Financing:**

Workforce Innovation and Opportunity Act



**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**Agenda Item 8.5**

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**  
**From: Maiknue Vang, Executive Director**  
**Date: September 28, 2023**  
**Subject: Revised Exempt and Non-Exempt Salary Schedules**

**Information:**

The Exempt and Non-Exempt salary schedules have been revised to reflect the reclassification of the Executive Assistant – Confidential position from Administrative Exempt to Non-Exempt. No changes were made to the dollar amounts in the salary schedules.

**Financing:**

Workforce Innovation and Opportunity Act

**MADERA COUNTY WORKFORCE INVESTMENT CORPORATION**  
 2037 W. Cleveland Avenue, Madera, CA 93637

**NON-EXEMPT SALARY SCHEDULE**

Board Approved Date: 7/19/2017; 8/24/2017, 3/22/2018, 4/26/18, 7/19/18, 02/28/19, 6/27/19, 1/23/2020, 7/22/2021, 1/27/22, 3/24/22, 5/25/23, 9/28/23

<b>Job Title</b>	<b>Current Hourly Range</b>			<b>Current Annual Range</b>		
Workforce Assistant	\$15.50	to	\$18.60	\$32,240.00	to	\$38,688.00
Administrative Support Assistant	\$15.50	to	\$18.60	\$32,240.00	to	\$38,688.00
Workforce Technician I	\$15.50	to	\$18.60	\$32,240.00	to	\$38,688.00
Workforce Technician II	\$17.00	to	\$20.40	\$35,360.00	to	\$42,432.00
Account Clerk I	\$16.00	to	\$19.20	\$33,280.00	to	\$39,936.00
Lead Workforce Technician	\$18.90	to	\$22.68	\$39,312.00	to	\$47,174.40
Program Technician	\$18.90	to	\$22.68	\$39,312.00	to	\$47,174.40
Business Specialist	\$20.25	to	\$24.30	\$42,120.00	to	\$50,544.00
Career Specialist	\$20.25	to	\$24.30	\$42,120.00	to	\$50,544.00
Corrections Workforce Specialist (Grant Funded)	\$22.00	to	\$26.40	\$45,760.00	to	\$54,912.00
Principal Accounting Technician	\$20.25	to	\$24.30	\$42,120.00	to	\$50,544.00
Lead Business Services Specialist	\$26.54	to	\$31.85	\$55,203.20	to	\$66,243.84
Workforce Analyst	\$26.54	to	\$31.85	\$55,203.20	to	\$66,243.84
Lead Career Specialist	\$26.92	to	\$32.30	\$55,993.60	to	\$67,192.32
Disability Resource Coordinator	\$30.90	to	\$37.08	\$64,272.00	to	\$77,126.40
Program Navigator	\$30.90	to	\$37.08	\$64,272.00	to	\$77,126.40
Executive Assistant – Confidential	\$31.00	to	\$37.20	\$64,480.00	to	\$77,376.00

MADERA COUNTY WORKFORCE INVESTMENT CORPORATION  
2037 W. Cleveland Avenue, Madera, CA 93637

EXEMPT SALARY SCHEDULE

Board Approved Date: 7/19/2017; 8/24/2017; 05/24/18; 7/19/18, 10/25/18, 1/24/19, 1/23/20, 9/23/21, 7/28/22, 5/25/23, 9/28/23

<b>MANAGERIAL EXEMPT</b>			
<b>Job Title</b>	<b>Annual Salary Range</b>		
Program Supervisor	\$ 65,000	to	\$ 75,000
Special Projects Manager	\$ 66,272	to	\$ 76,400
Program Manager	\$ 72,273	to	\$ 82,304
Controller	\$ 84,304	to	\$ 100,650
Deputy Director	\$ 84,304	to	\$ 105,650
Executive Director	\$ 101,000	to	\$ 130,000

Pay tables reflecting the limits of rates of pay for executive and senior level employees, of which are being charged to federal funds, may be located at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>, and may also be found on EDD website under Workforce Services Directives, for salary and bonus limitations [https://www.edd.ca.gov/Jobs and Training/Active Directives.htm](https://www.edd.ca.gov/Jobs_and_Training/Active_Directives.htm).

**Stipends for eligible Exempt staff**

Description	Annually
Master Degree	\$ 1,000

**Longevity - Madera County Office of Education (MCOE) staff carried over on January 1, 2013 only**

Commencing with the 9<sup>th</sup> year of service

9 <sup>th</sup> Year of Service	12 <sup>th</sup> Year of Service	15 <sup>th</sup> Year of Service	18 <sup>th</sup> Year of Service
\$500 per annum level	\$750 per annum level	\$1,000 per annum level	\$1,500 per annum level





**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**Agenda Item 8.6**

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**  
**From: Maiknue Vang, Executive Director**  
**Date: September 28, 2023**  
**Subject: Attorney Memo Regarding Agency Responsibility for Personnel Related Decisions**

**Information:**

The attorneys have provided the Executive Director with a memo outlining responsibilities and processes for personnel related decisions. As such, a budget, an employment manual (employee handbook), and a salary schedule will be provided to the Board for approval on an annual basis. Personnel-related decisions will be made by the Executive Director in accordance with approved policies within the annual budget. These items will be provided to the Board as information. Personnel-related decisions that impact the annual budget will be provided to the Board as a budget action item requesting a budget amendment.

If the Board has questions or would like to discuss further with legal, staff would be glad to coordinate with attorneys.

**Financing:**

Workforce Innovation and Opportunity Act

Kenneth J. Price  
Attorney at Law  
kprice@bakermanock.com

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Fresno, CA 93704

559 432-5400 OFFICE  
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**MEMORANDUM**

**TO:** Ms. Maiknue Vang, Executive Director  
Madera County Workforce Investment Corporation

**FROM:** Kenneth J. Price  
Craig W. Armstrong

**DATE:** September 25, 2023

**RE:** Agency responsibility for personnel-related decisions

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**QUESTION**

For a nonprofit entity, governmental entity, or quasi-governmental entity (the “Agency”) governed by a board of directors (the “Board”) where the Board hires and supervises an executive director (the “Executive”) to manage the day-to-day operations of the Agency, who (the Board or the Executive) is typically responsible for making personnel-related decisions for the Agency, such as making job classification decisions, establishing job duties, setting work hours, setting compensation, and other similar decisions? What constraints or parameters apply to such decisions?

**ANSWER**

Typically, the Executive is responsible for making personnel-related decisions for the Agency, and such decisions must be made in keeping with the Agency’s established policies, which are adopted by the Board, and within the financial parameters established in the Agency’s budget and salary schedule, which the Board sets and approves on an annual basis.

**ANALYSIS**

When the Board hires an Executive to manage the day-to-day operations of the Agency, the Board typically limits its direct supervision to overseeing the Executive, and the Executive is then responsible for supervising, managing, overseeing, and making decisions regarding the Agency’s staff and personnel, among other Executive responsibilities. This is because the Board is the policy-making and governing body of the Agency, and the Board

employs the Executive to enact the Board's policies, to carry out the Board's directives, and to manage the Agency's operations. The Executive reports directly to the Board and no one else.

Under this typical governance structure, the Board supervises, reviews, and evaluates the Executive, and the Executive, in turn, manages, supervises, reviews, and evaluates the Agency's employees. All Agency employees report, ultimately, to the Executive, not the Board. Under this structure, the Executive is responsible for making decisions on behalf of the Agency related to personnel matters, such as determining employee classifications, setting work hours, articulating job descriptions, and other personnel-related decisions. The Board then supervises and evaluates the Executive's performance, which includes evaluating the Executive's performance related to personnel management.

As the policy-making and governing body of the Agency, the Board adopts policies to guide the Agency's operations. As explained below, such actions by the Board include but are not limited to adopting a budget, an employment manual, and a salary schedule. The Executive would typically be responsible for preparing drafts of these documents and presenting them to the Board for its consideration and adoption. As part of this process, the Board may adopt policies regarding such matters as employee benefits and performance pay and setting the eligibility requirements related thereto. If a policy decision will have a financial effect on the Agency, that financial effect would then be accounted for in the budget. The Executive, as the chief administrator of the Agency, is then responsible for putting those policies into practice. In carrying out the policy decisions of the Board and fulfilling the responsibilities of chief administrator of the Agency, the Executive must also ensure that the cost of the Agency's activities and operations are within the annual budget. One important component of the budget is employee salaries and compensation, so the Executive must ensure that his or her personnel-related decisions for the Agency are accounted for in, and in keeping with, the budget. Additionally, Boards typically approve a salary schedule on either an annual or semi-annual basis. The salary schedule defines the range of salary applicable to specified job classifications. The Executive is then responsible for ensuring that staff compensation falls within the ranges specified in the salary schedule.

This form of governance has many benefits. For one, it helps to ensure that all involved—the Board, the Executive, and Agency staff—fulfill their duties and obligations to the Agency without operating outside of an established and clear chain of command. It also helps ensure that all involved operate within the *course* and *scope* of the office that they hold. To that end, it is not uncommon for an Executive of an Agency to engage the assistance and services of outside consultants and legal advisors to help ensure that all personnel decisions made by the Executive on behalf of the Agency conform with the laws and regulations that are applicable to the decision that the Executive is making. Similarly, Boards oftentimes engage the assistance of consultants and/or counsel to help perform the Board's supervision and review of the Executive, which can periodically include hiring a human resources consultant or professional firm to help perform a comprehensive evaluation of the Executive. This process helps ensure that the

Ms. Maiknue Vang, Executive Director  
Madera County Workforce Investment Corporation  
September 25, 2023  
Page 3

members of the Board are acting within the course and scope of the office they hold, which enables them to avail themselves of certain statutory immunities.<sup>1</sup>

### **CONCLUSION**

The typical governance structure for an Agency provides that the Board hires and supervises the Executive, and the Executive is responsible for the Agency's personnel-related decisions, subject to the adopted policies, budget, and salary schedule of the agency.

This memorandum is general in nature and should not be construed as exhaustive. If you have any questions or would like to discuss anything stated herein, we are available and would be glad to discuss this topic further with you.

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<sup>1</sup> See Cal. Corp. Code §§ 5238-5239; Cal. Gov. Code §§ 825-825.6 and §§ 995-996.6.



## Agenda Item 8.7

Consent

Action

Information

**To:** Madera County Workforce Investment Corporation

**From:** Maiknue Vang, Executive Director

**Date:** September 28, 2023

**Subject:** Workforce Professionals Day – September 1, 2023

### **Information:**

Staff kicked off National Workforce Development Month with our first annual Workforce Professionals Day on Friday, September 1. It was an exciting day filled with 80's attire, learning, teambuilding, and goal setting. Breakfast and lunch were provided, and staff had the opportunity to win raffle prizes donated by Dependable Freight Services (DBA A1 Trucking) and Visit Yosemite Madera County. Staff appreciated board members who stopped by throughout the day and look forward to a positive and productive year.



### **Financing:**

Workforce Innovation and Opportunity Act



**MADERA COUNTY  
WORKFORCE  
INVESTMENT CORPORATION**

**Agenda Item 8.8**

Consent

Action

Information

**To: Madera County Workforce Investment Corporation**

**From: Maiknue Vang, Executive Director**

**Date: September 28, 2023**

**Subject: Unemployment Insurance (UI) Claims Information**

**Information:**

The most recent data on UI Claims for the period of August 19, 2023, through September 16, 2023, for Madera County is being provided for the Board's review.

**Financing:**

Workforce Innovation and Opportunity Act

### California Unemployment Industry & Demographics Data Dashboard

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

About This Tool	<b>County Claims</b>	County Demographics	County Industry	Statewide Demographics	Statewide Industry
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#### Weekly Initial Claims by County

County	August 2023 (Week Ending)		September 2023 (Week Ending)		
	19	26	2	9	16
Madera	146	150	137	158	150

Claim Type  
 UI Claims  
 PUA Claims

County  
 Madera

Claims by Y.. Multipl..

Claims by Week (Sele..  
 Multiple values

The data provided in these reports are the number of initial claim counts. It includes new claims, additional claims, and transitional claims. Data includes regular Unemployment Insurance program and federal extended benefit programs. Data for claimants who live outside of California, but collect benefits, and invalid addresses in California are not included in these numbers.

- A new claim is the first claim for a benefit year period (for the regular UI program it is 52 weeks). You can only have one new claim during a benefit year period.
- An additional claim is when a second claim is filed during the same benefit year and there is intervening work between the current claim and the previous claim. For example, an individual files a new claim, goes back to work, gets laid off and files another claim before the benefit year period of the first claim expires. An individual can have multiple additional claims during the same benefit year if individual you meet the eligibility requirements.
- A transitional claim is when a claimant is still collecting benefits at the end of their benefit year period and had sufficient wage earnings during that year to begin a new claim once the first benefit year period ends.