



MADERA COUNTY WORKFORCE INVESTMENT CORPORATION

MEETING

May 27, 2021

3:00 p.m.

Members of the Board will meet in person at the
Workforce Assistance Center
2037 W. Cleveland Avenue, Madera, CA 93637, 559-662-4589

Members of the public can participate via Zoom at the following link and call-in phone number:

Per Executive Order N-29-20, which allows local and state legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, this regular meeting will also be available via conference call and can be accessed as follows:

Join Zoom Meeting: <https://us02web.zoom.us/j/81999204075?pwd=TDh2T0t0Sml3SEU1K2NjYjFhFaEtndz09;>

Please call: 1 (669) 900-9128; Meeting ID: 819 9920 4075; Password: 945567.

The public may participate in the meeting as otherwise permitted under the Brown Act by calling into the number above.

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the Madera County Workforce Investment Corporation, may request assistance by contacting the Executive Assistant at Madera County Workforce Investment Corporation office, 2037 W. Cleveland Avenue, Madera, CA 93637; Telephone 559/662-4589; CRS 711; Fax 559/673-1794.

This agenda and supporting documents relating to the items on this agenda are available through the Madera County Workforce Investment Corporation (MCWIC) website at <http://www.maderaworkforce.org/mcwic-meetings-and-agenda/>. These documents are also available at the Workforce Assistance Center – office of the Executive Director. MCWIC is an equal Opportunity Employer/Program. Auxiliary aids and services are available upon request.

ELECTRONIC MEETING INSTRUCTIONS

The Madera County Workforce Investment Corporation uses Zoom as the tool to facilitate electronic meetings. Our desire is to ensure orderly Zoom meetings and to help attendees have confidence in how the meeting will be facilitated and that all members and public will be effectively heard. The following instructions provide consistent methods that will lead us to realizing that desire.

- We highly recommend use of the Zoom client app, as this tool greatly enhances the attendee's experience and provides readily accessible controls.
- Remain muted until speaking and mute again when finished speaking.
- Ensure your name shows on your connection.
- Votes will be facilitated with a roll call.
- When connecting to Zoom, if using the phone is preferred over computer audio, we request you connect to the Zoom meeting first and then choose Phone for the preferred audio connection. Input the meeting and participant IDs to relate your phone audio to your Zoom connection.
- Please avoid having both computer audio and phone audio activated as this can cause sound problems.
- If connecting via phone only, *6 will toggle mute/unmute.
- Public comments will only be taken when a hand is raised. On the phone-only connection, *9 raises the hand. You must be recognized by the presiding officer of the meeting before speaking.



A G E N D A

May 27, 2021
3:00 p.m.

1.0 Call to Order

- 1.1 Pledge of Allegiance

2.0 Additions to the Agenda

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

3.0 Public Comment

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

4.0 Introductions and Recognitions

5.0 Adoption of Board Agenda

6.0 Consent Calendar

- 6.1 Consideration of approval of the April 22, 2021 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

7.0 Action Items

- 7.1 Consideration of approval of the MCWIC year-to-date financial reports for period ending March 31, 2021.
- 7.2 Consideration of approval of the revised Deputy Director job description to include language pertaining to human resources (HR) duties.

8.0 Information Items

- 8.1 Workforce Development Board (WDB) of Madera County Update
- 8.2 Program Update
- 8.3 Information on Weekly Unemployment Insurance (UI) Initial Claims for Madera County
- 8.4 Executive Director End of Year Goals Update
- 8.5 Executive Director Evaluation Update
- 8.6 MCWIC 2021-22 Meeting Calendar

9.0 Written Communication

- 9.1 Madera WDB Career Services Provider

10.0 Open Discussion/Reports/Information

- 10.1 Board Members
- 10.2 Staff

11.0 Next Meeting

June 24, 2021

12.0 Adjournment



MINUTES

April 22, 2021

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

Zoom Meeting: <https://us02web.zoom.us/j/81999204075?pwd=TDh2T0t0Sml3SEU1K2NJcFhFaEtndz09;>
Meeting ID: 819 9920 4075; **Password:** 819 9920 4075; **Phone:** (669) 900-9128

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

ABSENT: Ramona Davie

GUEST:

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

1.0 Call to Order

Meeting called to order at 3:07 p.m. by Chair Debi Bray.

1.1 Pledge of Allegiance

2.0 Additions to the Agenda

None.

3.0 Public Comment

None.

4.0 Introductions and Recognitions

None.

5.0 Adoption of Board Agenda

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

Vote: Approved – unanimous

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

6.0 Consent Calendar

6.1 Consideration of approval of the March 25, 2021 Madera County Workforce Investment Corporation (MCWIC) meeting minutes.

Tim Riche moved to approve, seconded by Mike Farmer.

Vote: Approved – unanimous

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

7.0 Action Items

7.1 Consideration of approval of the MCWIC year-to-date financial reports for period ending February 28, 2021.

There has been a slight increase of foot traffic into the Center. Employment Development Department (EDD) will start having itinerant staff in the Center in May. There will be 1 EDD staff member in the Center each day. Expenditures have been low due to the lower numbers of people coming in for services. There has been a slight increase to

dislocated workers coming to the Center. Workforce will have an adequate amount of funds at the beginning of the next fiscal year.

Roger Leach moved to approve, seconded by Tim Riche.

Vote: Approved – unanimous

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

7.2 Consideration of approval of the preliminary 2021-22 budget.

Official funding allocation information has not been provided by the State. The preliminary budget presented is based on flat-funding and existing grant funds that will run into the 2021-22 year. There was savings to facility costs due to P. Steve Ramirez increasing their footprint in the building. They may expand further in future. EDD also wants to expand their footprint. This will provide further facility savings to Workforce. The preliminary budget is very similar to the previous budget. Workforce will be in good shape unless there are unexpected cuts to the allocations. There have been no further issues with maintenance fees. There will be savings for janitorial services when the new vendor starts. Workforce also received COVID tax credits. Staff are anticipating some staffing changes. A Career Specialist resigned and a recruitment is being held for a replacement. There are currently 2 vacant positions – 1 up front and the Career Specialist. Staff anticipate that a member of management may retire in the upcoming months.

Mattie Mendez moved to approve the budget as presented, seconded by Roby Smith.

Vote: Approved – unanimous

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

7.3 Consideration of approval of the revised Employee Handbook to remove Parental Leave, add the California Family Rights Act (CFRA) Leave, and revise the Crime Victims Leave as required by recent State legislation.

Revisions were made to the employee handbook to include removing the parental leave that is replaced by CFRA leave. Previously, MCWIC did not meet the business size requirements for CFRA and used parental leave. CFRA is now replacing parental leave. CFRA also lowered the threshold for business staffing size. Crime Victims Leave was revised after a change in the State legislation.

Roger Leach moved to approve, seconded by Gabriel Mejia.

Vote: Approved – unanimous

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

8.0 Information Items

8.1 Workforce Development Board (WDB) of Madera County Update

Information provided within the agenda packet. The WDB approved the Regional and Local workforce plans. They are on the Madera County Board of Supervisors meeting agenda for approval in May.

8.2 Program Update

Information provided within the agenda packet. A job site has been identified for the Wildfires Emergency Response National Dislocated Worker Grant (NDWG). The Forrest Service will use one of their contracted agencies for the work site. Once the worksite is accessible to Workforce, the State will release the funds and staff can begin recruiting for participants. Participants would be people affected directly by the Creek fire. Mattie Mendez stated that the Community Action Partnership of Madera County (CAPMC) still has funds for victims of the Creek fire. Tim Riche suggested that CAPMC contact the Linkage Foundation for ways to help deliver funds to those affected by the fire. MCWIC was recently invited to participate on the Juvenile Justice Coordinating Committee to establish a plan for juvenile justice realignment. Previously in 2012, there was a push to reduce the individuals in the State prison institutions. This was done by realigning the lower-level offenses to remain in the county where they resided. This causes increased populations in the jails and increasing probation case loads while decreasing the State prison population. The State is now using the same process to realign the juvenile population. The Stockton juvenile facility is going to be closed. There are approximately 5 or 6 juveniles that will be sent back to Madera County from the Stockton facility. A plan for housing and program will need to be created.

8.3 Local and Regional Plans Update

Information provided within the agenda packet. The WDB approved the Regional and Local plans on April 15, 2021. Both plans are posted on the WDB website. The plans are on the Board of Supervisors meeting agenda for approval on May 4, 2021.

8.4 One Stop Operator Request for Proposals Update

Information provided within the agenda packet. The current One Stop Operator (OSO) did not bid. A new vendor was selected and approved by the WDB. The OSO will begin services for the sub region on July 1, 2021. The subregion workforce areas include of Kings County, the MCWIC, Merced County, San Joaquin County and Stanislaus County.

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

Information provided within the agenda packet. UI is higher than anticipated but may be due to the agriculture sector. There are still a significant number of people affected by the pandemic. Schools are still not back to in-person teaching. This affects unemployment as well as some parents must stay home with their school-aged children.

9.0 Written Communication

None.

10.0 Open Discussion/Reports/Information

10.1 Board Members

- *Debi Bray thanked Tracie for helping staff work through the COVID restrictions.*
- *Mattie Mendez shared that April is Child Abuse Prevention month. A moment of silence will be held on April 23, 2021 at 10:00 a.m. An Honoring Victims of Crime virtual event is scheduled to take place on April 23, 2021. Denim Day is scheduled for April 28, 2021*

10.2 Staff

- *Tracie Scott-Contreras: The Workforce Development Board was notified by the California Workforce Development Board that their application to act as the Career Services Provider for Madera County was approved.*
- *Maiknue Vang: a staff appreciation breakfast was held on March 25, 2021. Debi Bray, Brett Frazier and Mattie Mendez joined a virtual meeting with MCWIC staff before staff enjoyed their breakfast. Staff were able to use unrestricted funds from points earned with the credit card account to pay for the meal. Maiknue expressed her appreciation for Tracie's efforts in keeping the Center open and staff working throughout the pandemic.*

11.0 Next Meeting

May 27, 2021

12.0 Adjournment

Roger Leach moved to adjourn the meeting at 3:59 p.m., seconded by Tim Riche.

Madera County Workforce Investment Corporation
Balance Sheet - Statement of Financial Position FY 2020-2021

As of 3/31/2021

(In Whole Numbers)

	Current Fiscal Year	Prior Year Financials Ending Balance
CURRENT ASSETS		
Cash and cash equivalents		
Cash in BA - Main	364,986	350,576
Cash in BA - Payroll	85,353	84,587
Total Cash and cash equivalents	450,338	435,163
Accounts Receivable		
Accounts Receivable	20,872	169,970
Total Accounts Receivable	20,872	169,970
Prepaid Expenses		
Prepaid Expense	3,217	3,217
Total Prepaid Expenses	3,217	3,217
Total assets, net		
Computer & Software	149,116	149,116
Office Equipment	20,226	18,438
Vehicles	0	0
Furniture & Fixtures	550	550
Accumulated Depreciation	(125,118)	(125,118)
Total Total assets, net	44,775	42,986
Total CURRENT ASSETS	519,203	651,337
CURRENT LIABILITIES		
Accounts Payable	1,546	50,329
Accrued payroll and related expenses	62,795	63,105
Vacation Payable	47,480	30,746
Total CURRENT LIABILITIES	111,821	144,180
NET ASSETS		
Temporary restricted and unrestricted		
Unrestricted	(412,807)	(504,628)
Restricted	5,425	(2,529)
Total Temporary restricted and unrestricted	(407,382)	(507,157)
Total NET ASSETS	(407,382)	(507,157)
Total liabilities and net assets	519,203	651,337

Madera County Workforce Investment Corporation
Statement of Cash Flows - Board Report - Statement of Cash Flow
As of 3/31/2021
(In Whole Numbers)

	<u>Current Month</u>	<u>Current Fiscal Year</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in Net Assets	4,265	(99,775)
Change in Operating Assets:		
Accounts Receivable	29,870	149,097
Total Change in Operating Assets:	29,870	149,097
Change in Operating Liabilities:	7,507	(32,359)
Total CASH FLOWS FROM OPERATING ACTIVITIES	41,641	16,963
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of Property and Equipment	0	(1,788)
Total CASH FLOWS FROM INVESTING ACTIVITIES	0	(1,788)
Net Cash used in Investing Activities	0	(1,788)
Net Change in Cash and Cash Equivalents	41,641	15,175
Cash and Cash Equivalents at the Beginning of the Year		
	408,697	435,163
Total Cash and Cash Equivalents at the Beginning of the Year	408,697	435,163
Cash and Cash Equivalents as of Current Period End Date	450,338	450,338

Madera
County Workforce Investment Corporation
Budget to Actual
From 7/1/2020 to 3/31/2021

FUND 01 SUMMARY

Revenue	GL Code	GL Description	Budget	1st Qrt Actual	2nd Qrt Actual	YTD Actual	Encumbrance	Available Budget Balance	Variance
Revenue									
	4000	Grant Revenue (Federal)	\$ 3,798,768	\$ 541,505	\$ 555,046	\$ 1,750,253	\$ -	\$ 2,048,515	54%
	4300	Other Income	\$ 234,746	\$ 69,935	\$ 46,659	\$ 155,834	\$ -	\$ 78,912	34%
	4500	Interest Revenue	\$ -	\$ 1	\$ 1	\$ 2	\$ -	\$ (2)	#DIV/0!
Total Revenue			\$ 4,033,514	\$ 611,441	\$ 601,705	\$ 1,906,089	\$ -	\$ 2,127,425	53%
Expenditures									
Personnel Costs									
	5100	Staff Salaries	\$ 1,378,211	\$ 298,872	\$ 308,519	\$ 905,992	\$ -	\$ 472,219	34%
	5105	Vacation	\$ -	\$ 21,941	\$ 28,644	\$ 87,545	\$ -	\$ (87,545)	#DIV/0!
	5106	FFCRA Emergency Sick Leave	\$ -	\$ (0)	\$ -	\$ (0)	\$ -	\$ 0	#DIV/0!
	5111	Employer Medicare Expense	\$ 21,202	\$ 4,861	\$ 5,087	\$ 14,767	\$ -	\$ 6,435	30%
	5112	Social Security Employer Exp	\$ 90,659	\$ 20,784	\$ 21,742	\$ 63,131	\$ -	\$ 27,528	30%
	5115	CA Unemployment Insurance	\$ 10,197	\$ 674	\$ 2,789	\$ 7,802	\$ -	\$ 2,395	23%
	5116	CA Training Tax Expense	\$ 182	\$ 12	\$ 64	\$ 177	\$ -	\$ 5	3%
	5120	Workers Compensation Exper	\$ 3,422	\$ 751	\$ 751	\$ 2,399	\$ -	\$ 1,023	30%
	5130	Group Health Insurance Expe	\$ 132,662	\$ 23,279	\$ 25,915	\$ 77,135	\$ -	\$ 55,527	42%
	5140	Employers 457 Expense	\$ 82,768	\$ 18,422	\$ 18,540	\$ 55,048	\$ -	\$ 27,720	33%
	5160	Group Dental Insurance	\$ 13,336	\$ 1,377	\$ 2,266	\$ 5,776	\$ -	\$ 7,560	57%
	5170	Group Vision Insurance	\$ 2,958	\$ 493	\$ 532	\$ 1,500	\$ -	\$ 1,458	49%
	5180	Group Life Insurance	\$ 2,851	\$ 684	\$ 677	\$ 2,017	\$ -	\$ 834	29%
	5190	Employee Assistance Prograrr	\$ -	\$ -	\$ 101	\$ 240	\$ -	\$ (240)	#DIV/0!
Total Personnel Costs			\$ 1,738,448	\$ 392,149	\$ 415,627	\$ 1,223,529	\$ -	\$ 514,919	30%
General Operating Costs									
	5210	Facility Materials and Supplie	\$ 2,494	\$ 602	\$ 1,125	\$ 2,306	\$ 921	\$ (733)	-29%
	5300	Rent Expense	\$ 213,851	\$ 53,463	\$ 53,463	\$ 160,390	\$ -	\$ 53,461	25%
	5310	Common Area Maintenance	\$ 27,343	\$ -	\$ 12,975	\$ 22,981	\$ -	\$ 4,362	16%
	5330	Utilities Expense	\$ 84,159	\$ 25,122	\$ 17,308	\$ 54,565	\$ -	\$ 29,594	35%
	5820	Facility Maintenance Services	\$ 20,442	\$ -	\$ 458	\$ 4,528	\$ -	\$ 15,914	78%
	5200	Materials and Supplies	\$ 24,858	\$ 2,606	\$ 3,014	\$ 5,484	\$ -	\$ 19,374	78%
	5320	Telephone Expense	\$ 31,779	\$ 4,247	\$ 2,858	\$ 9,950	\$ -	\$ 21,829	69%
	5340	Property & Liability Insurance	\$ 5,448	\$ -	\$ 2,450	\$ 2,441	\$ -	\$ 3,007	55%
	5400	Postage Expense	\$ 1,500	\$ -	\$ 48	\$ 1,852	\$ -	\$ (352)	-23%
	5410	Printing Expense	\$ 4,817	\$ -	\$ -	\$ -	\$ -	\$ 4,817	100%
	5420	Advertising Expense	\$ -	\$ -	\$ -	\$ -	\$ 184	\$ (184)	#DIV/0!
	5430	Bank Charges	\$ 200	\$ 30	\$ 30	\$ 80	\$ -	\$ 120	60%
	5440	Dues, Subscriptions, Fees Exp	\$ 8,270	\$ 50	\$ 1,108	\$ 3,941	\$ -	\$ 4,329	52%
	5500	Auditing Fees	\$ 27,000	\$ -	\$ 27,000	\$ 27,000	\$ -	\$ -	0%
	5510	Legal Fees	\$ 6,999	\$ 126	\$ -	\$ 126	\$ -	\$ 6,873	98%
	5520	Consulting/Professional Servi	\$ 34,686	\$ 615	\$ 981	\$ 2,046	\$ 16,200	\$ 16,440	47%
	5530	Taxes and Fees	\$ 265	\$ 4	\$ 193	\$ 178	\$ -	\$ 87	33%
	5600	Office Equipment	\$ -	\$ -	\$ 3,993	\$ 2,280	\$ -	\$ (2,280)	#DIV/0!
	5610	Equipment Maintenance	\$ 10,376	\$ 2,778	\$ -	\$ 6,505	\$ -	\$ 3,871	37%
	5620	Equipment Rental	\$ 12,827	\$ 748	\$ 917	\$ 2,044	\$ -	\$ 10,783	84%
	5630	Software Expense	\$ 9,312	\$ 30	\$ 450	\$ 2,136	\$ -	\$ 7,176	77%
	5631	Software Maintenance	\$ 7,499	\$ 5,898	\$ -	\$ 5,898	\$ -	\$ 1,601	21%
	5640	Internet Expense	\$ 10,562	\$ 2,523	\$ 3,035	\$ 7,661	\$ -	\$ 2,901	27%
	5650	Computer Hardware	\$ 15,001	\$ 2,255	\$ 251	\$ 2,506	\$ -	\$ 12,495	83%
	5660	Furniture & Fixtures	\$ 1,500	\$ -	\$ -	\$ 1,180	\$ -	\$ 320	21%
	5710	Staff Training Expense	\$ 6,399	\$ 119	\$ 389	\$ 705	\$ -	\$ 5,694	89%
	5720	Staff Travel Expense	\$ 38,509	\$ 103	\$ 507	\$ 993	\$ -	\$ 37,516	97%
	5730	Conference, Conventions & N	\$ 2,220	\$ 1,139	\$ 598	\$ 1,966	\$ -	\$ 254	11%
	5810	General Operating Services	\$ 103,849	\$ 28,121	\$ 22,725	\$ 78,531	\$ 12,496	\$ 12,822	12%
	5900	Insurance Expense	\$ 3,841	\$ 251	\$ 3,841	\$ 4,092	\$ -	\$ (251)	-7%
	5980	Fixed Assets - Expense Offset	\$ -	\$ -	\$ -	\$ (1,788)	\$ -	\$ 1,788	#DIV/0!
	7310	Fiscal Processing Fee Offset	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Total General Operating Costs			\$ 716,006	\$ 130,829	\$ 159,717	\$ 412,577	\$ 29,801	\$ 273,628	38%
Direct Participant Costs									
	5220	Client Materials and Supplies	\$ 8,281	\$ 2,612	\$ 1,738	\$ 6,253	\$ 4,345	\$ (2,318)	-28%
	5700	Client Transportation Assistar	\$ 15,826	\$ 3,683	\$ 7,907	\$ 17,257	\$ 9,619	\$ (11,050)	-70%
	5800	Program Services	\$ 1,292,718	\$ 89,119	\$ 120,216	\$ 346,249	\$ 325,891	\$ 620,578	48%
Total Direct Participant Costs			\$ 1,316,825	\$ 95,415	\$ 129,861	\$ 369,759	\$ 339,855	\$ 607,211	46%
Total Expenditures			\$ 3,771,279	\$ 618,393	\$ 705,205	\$ 2,005,865	\$ 369,656	\$ 1,395,759	37%
Net Revenue Over/(Under) Expense			\$ 262,235	\$ (6,953)	\$ (103,500)	\$ (99,775)	\$ (369,656)	\$ 731,666	

Madera County Workforce Investment Corporation

Aged Payables by Invoice Date - Aged Payables

Aging Date - 3/1/2021

From 7/1/2020 Through 3/31/2021

Vendor ID	Vendor Name	Date Invoiced	Invoice Number	Amount Due	1 - 30 Days Past Due	31 - 60 Days Past Due
1098	BANK OF AMERICA - VISA	3/23/2021	APDoc5770	229.00	0.00	0.00
	BANK OF AMERICA - VISA	3/26/2021	APDoc5771	500.00	0.00	0.00
	BANK OF AMERICA - VISA	3/29/2021	APDoc5773	144.99	0.00	0.00
	BANK OF AMERICA - VISA	3/31/2021	APDoc5795	117.14	0.00	0.00
	BANK OF AMERICA - VISA	3/31/2021	APDoc5796	<u>62.95</u>	<u>0.00</u>	<u>0.00</u>
Total 1098	BANK OF AMERICA - VISA			1,054.08	0.00	0.00
1707	Ultimate Staffing Services	3/26/2021	14000124	<u>358.40</u>	<u>0.00</u>	<u>0.00</u>
Total 1707	Ultimate Staffing Services			358.40	0.00	0.00
1939	American Business Machines	3/29/2021	558680	<u>134.01</u>	<u>0.00</u>	<u>0.00</u>
Total 1939	American Business Machines			134.01	0.00	0.00
Report Total				<u>1,546.49</u>	<u>0.00</u>	<u>0.00</u>

Madera County Workforce Investment Corporation

Aged Receivables by Invoice Date

Aging Date - 3/1/2021

From 7/1/2020 Through 3/31/2021

Customer ID	Customer Name	Invoice Date	Invoice Number	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
1001	CONSTELLATION WINES US/MISSION BELL WINERY	9/11/2020	ARDoc1259	558.00	0.00	0.00	0.00	0.00	558.00
1001		9/17/2020	ARDoc1272	279.00	0.00	0.00	0.00	0.00	279.00
1001		9/29/2020	ARDoc1279	558.00	0.00	0.00	0.00	0.00	558.00
1001		10/8/2020	ARDoc1282	279.00	0.00	0.00	0.00	0.00	279.00
1001		10/21/2020	ARDoc1293	279.00	0.00	0.00	0.00	0.00	279.00
1001		11/17/2020	ARDoc1310	372.00	0.00	0.00	0.00	0.00	372.00
1001		12/1/2020	ARDoc1313	186.00	0.00	0.00	0.00	186.00	0.00
1001		12/8/2020	ARDoc1314	279.00	0.00	0.00	0.00	279.00	0.00
Total 1001	CONSTELLATION WINES US/MISSION BELL WINERY			2,790.00	0.00	0.00	0.00	465.00	2,325.00
1004	State Center Community College District	1/31/2021	ARDoc1351	763.00	0.00	763.00	0.00	0.00	0.00
1004		2/28/2021	ARDoc1360	763.00	0.00	763.00	0.00	0.00	0.00
Total 1004	State Center Community College District			1,526.00	0.00	1,526.00	0.00	0.00	0.00
1005	Madera County Probation Department	12/31/2020	ARDoc1333	1,391.69	0.00	0.00	1,391.69	0.00	0.00
Total 1005	Madera County Probation Department			1,391.69	0.00	0.00	1,391.69	0.00	0.00
1008	Department of Rehabilitation	7/31/2020	ARDoc1249	452.67	0.00	0.00	0.00	0.00	452.67

Madera County Workforce Investment Corporation

Aged Receivables by Invoice Date

Aging Date - 3/1/2021

From 7/1/2020 Through 3/31/2021

Customer ID	Customer Name	Invoice Date	Invoice Number	Total	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due
1008		8/31/2020	ARDoc1264	452.67	0.00	0.00	0.00	0.00	452.67
1008		9/30/2020	ARDoc1285	452.67	0.00	0.00	0.00	0.00	452.67
1008		10/31/2020	ARDoc1303	452.67	0.00	0.00	0.00	0.00	452.67
1008		11/30/2020	ARDoc1316	452.67	0.00	0.00	0.00	0.00	452.67
1008		12/31/2020	ARDoc1337	452.67	0.00	0.00	452.67	0.00	0.00
1008		1/31/2021	ARDoc1347	452.67	0.00	452.67	0.00	0.00	0.00
1008		2/28/2021	ARDoc1356	452.67	0.00	452.67	0.00	0.00	0.00
Total 1008	Department of Rehabilitation			3,621.36	0.00	905.34	452.67	0.00	2,263.35
1052	CertainTeed LLC	8/31/2019	ARDoc1066	(892.50)	0.00	0.00	0.00	0.00	(892.50)
1052		2/29/2020	ARDoc1164	510.00	0.00	0.00	0.00	0.00	510.00
Total 1052	CertainTeed LLC			(382.50)	0.00	0.00	0.00	0.00	(382.50)
1073	EDD-DGS	1/31/2021	ARDoc1349	135.00	0.00	135.00	0.00	0.00	0.00
1073		2/28/2021	ARDoc1358	135.00	0.00	135.00	0.00	0.00	0.00
1073		3/1/2021	ARDoc1357	5,581.44	5,581.44	0.00	0.00	0.00	0.00
Total 1073	EDD-DGS			5,851.44	5,581.44	270.00	0.00	0.00	0.00
1106	County of San Joaquin	2/28/2021	ARDoc1364	2,760.73	0.00	2,760.73	0.00	0.00	0.00
Total 1106	County of San Joaquin			2,760.73	0.00	2,760.73	0.00	0.00	0.00
1118	P. Steve Ramirez Vocational Training Centers	10/27/2020	ARDoc1295	774.00	0.00	0.00	0.00	0.00	774.00
1118		3/1/2021	ARDoc1359	2,539.76	2,539.76	0.00	0.00	0.00	0.00
Total 1118	P. Steve Ramirez Vocational Training Centers			3,313.76	2,539.76	0.00	0.00	0.00	774.00

Madera County Workforce Investment Corporation

Aged Receivables by Invoice Date

Aging Date - 3/1/2021

From 7/1/2020 Through 3/31/2021

<u>Customer ID</u>	<u>Customer Name</u>	<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Total</u>	<u>Current</u>	<u>1 - 30 Days Past Due</u>	<u>31 - 60 Days Past Due</u>	<u>61 - 90 Days Past Due</u>	<u>Over 90 Days Past Due</u>
Report Total				20,872.48	8,121.20	5,462.07	1,844.36	465.00	4,979.85
				=====	=====	=====	=====	=====	=====

Madera County Workforce Investment Corporation
Reconcile Cash Accounts

Summary

Account: 1010 Cash in BA - Main
Reconciliation ID: Bank of America for 1010 for 03/31/21
Reconciliation Date: 3/31/2021
Status: Open

Bank Balance	379,146.36
Less Outstanding Checks/Vouchers	27,840.49 ✓
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>13,680.02</u> ✓
Reconciled Bank Balance	364,985.89
Balance Per Books	<u>364,985.89</u>
Unreconciled Difference	<u><u>0.00</u></u> ✓

Click the Next Page toolbar button to view details.

[Handwritten signature]
4/19/21

Madera County Workforce Investment Corporation
Reconcile Cash Accounts

Summary

Cash Account: 1020 Cash in BA - Payroll
Reconciliation ID: Bank Reconciliation for 1020 for 03.31.21
Reconciliation Date: 3/31/2021
Status: Open

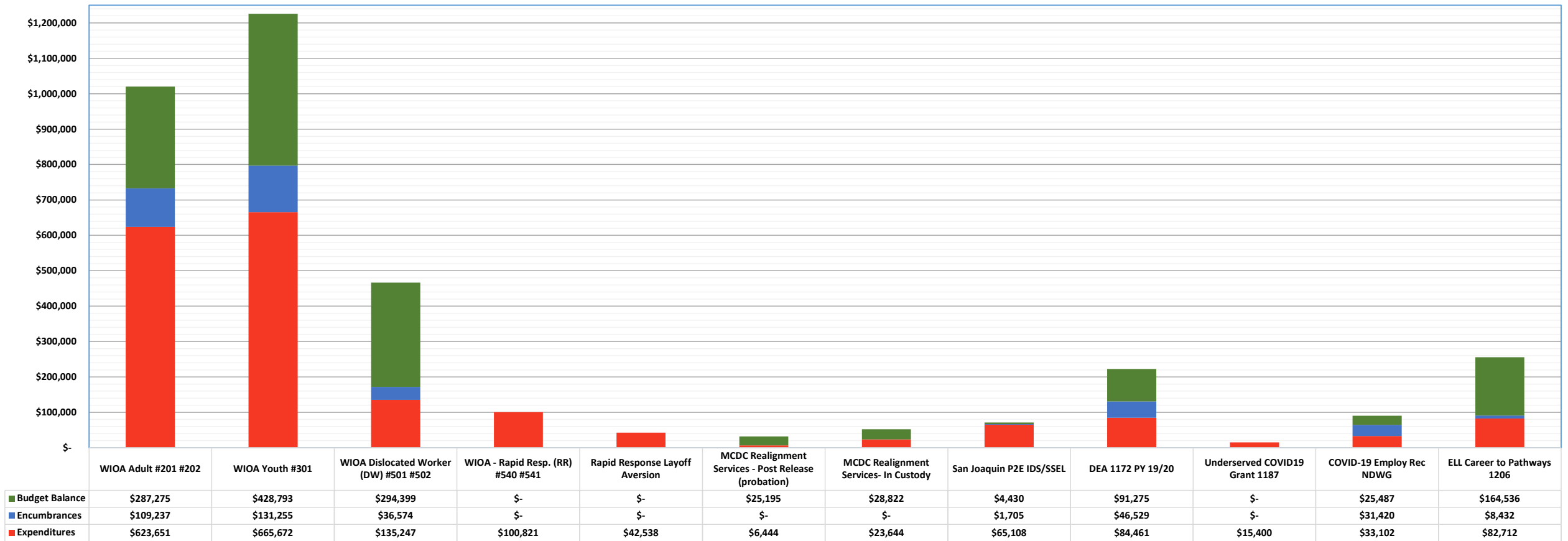
Bank Balance	85,352.52
Less Outstanding Checks/Vouchers	0.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	85,352.52
Balance Per Books	<u>85,352.52</u>
Unreconciled Difference	<u><u>0.00</u></u>



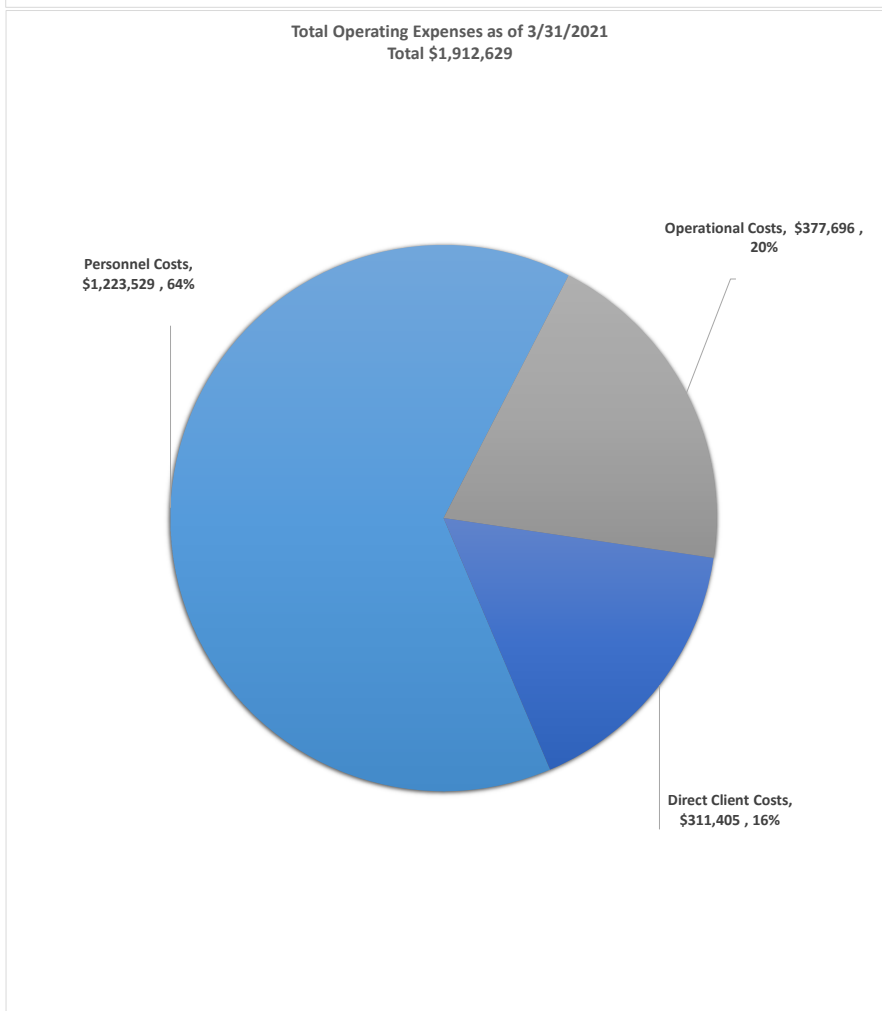
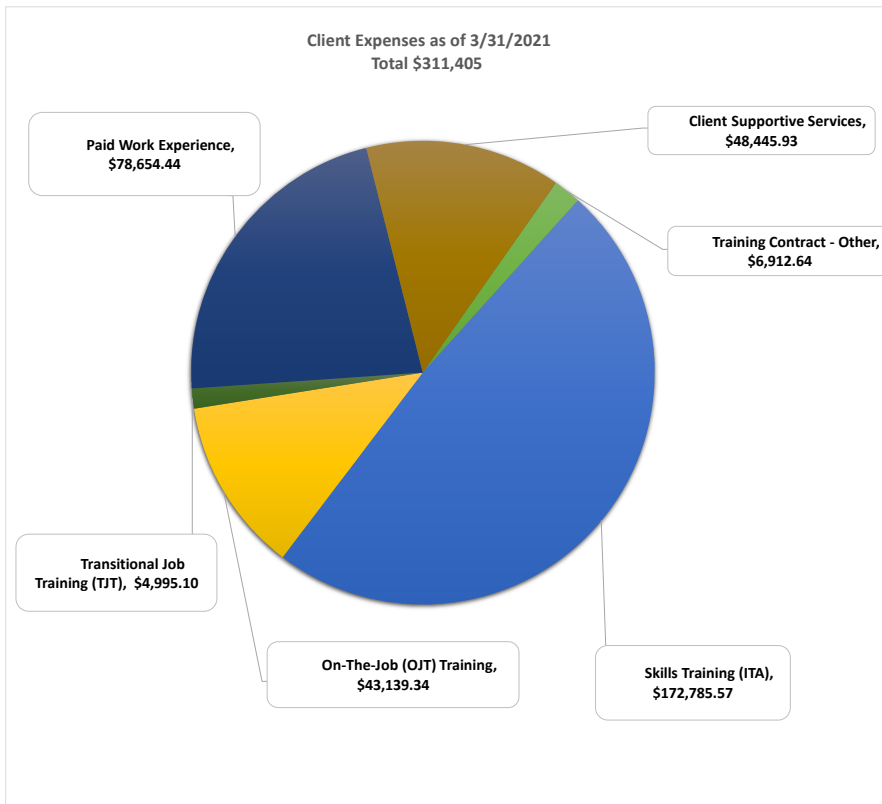
Click the Next Page toolbar button to view details.



FY 2020-2021 Grant/Contract Balances as of 3/31/2021



Notes: Middle of the third quarter, clients started to return back to contracted training as well as new clients enrolling into training; MCDC contracts are underspent due to local jail closures during COVID; 80% expenditure mandate of WIOA funds waived for this PY 2020-2021. Therefore all WIOA Formula funds remaining as of 6.30.21 may be carried over into the next year.





CLASS TITLE: DEPUTY DIRECTOR

BASIC FUNCTION:

Under the direction of the Executive Director, Madera County Workforce Investment Corporation (MCWIC), plan, organize, review, and evaluate operations and programs to support the successful implementation of the functions of the Workforce Development Board (WDB); assist in the management and coordination of the functions of the MCWIC; perform Human Resources duties; train, supervise, and evaluate the performance of assigned personnel; communicate and coordinate with community organizations within the local Workforce Development Area and the one-stop partners to ensure effective and integrated delivery of services.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, review, coordinate, and evaluate the programs and operations of the MCWIC.

Serve as advisor to the Executive Director pertaining to opportunities, challenges, concerns, and issues that affect the MCWIC.

Assist in reviewing, analyzing, and evaluating pending legislation, legal mandates, regulations, and guidelines that may affect the activities and functions of the MCWIC, the Workforce Development Board (WDB), and the local one-stop system.

Provide technical expertise, information, and assistance to the Executive Director regarding assigned functions; assist in the formulation and development of policies, regulation statements, and operational procedures and guidelines.

Develop, plan, organize, and implement long- and short-term projects, programs, and activities specific to the operation of the MCWIC and to the functions of the WDB.

Prepare and maintain a variety of narrative and statistical reports, records, and files related to assigned activities and personnel; prepare narrative portions and annual revisions of the local and regional Plans for the local Workforce Development Area; prepare contracts, correspondence, press releases, and memoranda as required.

Perform all human resources duties and tasks for the organization; maintain personnel files; prepare job postings; remain apprised of changes to California Labor and Wage and Hour laws; review and update employee handbook no less than once per year; periodically review and revise job descriptions; develop new job descriptions as needed; review and provide recommendations regarding new hires, requests for unpaid leave, salary increases, and other personnel requests prior to submission to Executive Director; coordinate personnel recruitment processes; conduct employee onboarding; perform investigations related to employee and customer complaints; act

as point of contact with contracted human resources support organization.

Analyze and review budgetary and financial data; monitor expenditures in accordance with established guidelines; research, develop, and modify new and existing funding sources, including the preparation and submission of competitive grant applications.

Communicate with other administrators, personnel, and outside organizations to coordinate local and regional activities and programs, resolve issues and concerns, and exchange information.

Initiate, implement, and coordinate special projects with private-for-profit and public agencies; maintain efficient and effective operations by monitoring office functions and implementing modifications as appropriate.

Assist with the planning, implementation, and coordination of the marketing of programs and services offered by the WDB and MCWIC; develop contracts and other agreements, and conduct contract negotiations with private-for-profit, public, and community-based organizations.

Coordinate and implement programmatic monitoring to assure internal and subcontractor compliance with federal, state, and local workforce development regulations, policies, and procedures; coordinate visits of state and Federal program monitors as required.

Interpret, apply, and explain rules, regulations, policies, and operational procedures to subcontractors, participants, staff members, and the public.

Provide training and technical assistance to staff members; train, supervise, and evaluate the performance of assigned staff; interview and recommend employees for hire, transfer, reassignment, termination, and disciplinary actions.

Serve as EEO/AA Officer for complaints related to the MCWIC; conduct complaint investigations; maintain complaint log in compliance with current State and Federal EO regulations and policies; provide staff training and dissemination of appropriate EO and nondiscrimination policy language to Board members, staff, customers, service providers, and the general public, as required by law. Conduct annual EEO review of approved training providers for compliance with WIOA Section 188 non-discrimination and equal opportunity provisions. Prepare reports of monitoring results and provide technical assistance for corrective action plans as needed.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Coordinate and implement procurement actions within the MCWIC; create and distribute Requests for Proposals, Invitations for Bid, and other formal procurement documents; ensure compliance of written procurement policies and procedures with appropriate state and federal guidance. Assist with the development of MCWIC and WDB meeting agendas; prepare background documents and supporting information; assist with Board committees, as needed.

Maintain the list of local Eligible Training Providers for the state and ensure current and

subsequent eligibility of all local occupational training providers and programs;

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Represent the Executive Director in the absence of the Executive Director at various meetings as requested.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, trends, goals, and objectives of the local Workforce Development system.
Regulatory, educational, fiscal, and legal issues affecting MCWIC and/or the Workforce Development Board.

Methods for program evaluation and techniques utilized in monitoring special programs.

Human Resources practices, policies, and resources, particularly related to California employment law.

Research and development strategies, processes, and techniques.

Legal mandates, policies, regulations, and guidelines that affect the MCWIC and/or WDB.

Problems of the culturally, ethnically, or economically disadvantaged.

Community resources and local labor market.

Modern office practices, methods, and procedures.

Budget monitoring and control.

Oral and written communication skills.

Principles and practices of administration, supervision, and training.

Applicable laws, codes, regulations, policies, and procedures.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, coordinate, and review the internal organizational operations.

Train, supervise, and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply, and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Assist in the maintenance of a variety of reports and files related to assigned activities.

Present a positive image of the MCWIC and the Workforce Development Board.

EDUCATION AND EXPERIENCE:

A minimum of a Bachelor's Degree in business, organizational management, public administration or related field and five years of progressively responsible experience in workforce development programs or a related field.

A certification in HR from an industry recognized organization is highly desirable, but not required.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California Class C driver's license. Incumbents must be insurable by the liability carrier for the Madera County Workforce Investment Corporation.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Stamina to perform multiple assignments and tasks with many interruptions and deadlines while under a variety of circumstances including critical, intense, or urgent situations.

Communicating to exchange information in person or on the telephone.

Sitting, standing, or walking for extended periods of time.

Operate a computer and effectively utilize a variety of software and on-line tools.

Reading a variety of materials.

Reaching with hands and arms or bending at the waist to retrieve documents/files.

Lifting or carrying up to 10 lbs.



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 8.1

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Tracie Scott-Contreras, Executive Director

Date: May 27, 2021

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

Information:

The WDB last met on April 15, 2021. An update for that meeting was provided on April 22, 2021. Staff will provide a WDB update after their next meeting on June 17, 2021.

Financing:

Workforce Innovation and Opportunity Act



Agenda Item 8.2

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Tracie Scott-Contreras, Executive Director

Date: May 27, 2021

Subject: Program Update

Information:

We have identified a potential work site for the Wildfires Emergency Response National Dislocated Worker Grant (NDWG). We are gathering more site information from the USDA Forest Service to submit to the State for approval. We are ready to recruit individuals who have been dislocated (due to the fire or for other reasons), long term unemployed (15 + weeks), or unemployed/underemployed self-employed individuals as the result of the disaster. These funds will support temporary jobs working on recovery and cleanup efforts in the areas of Madera County impacted by the Creek Fire. This initial round of funding will pay for wages, other payroll costs, and worker's compensation coverage for approximately 15 temporary jobs for 480 hours at an hourly wage of up to \$18 per hour.

We have fully expended our COVID-19 Supportive Services funds and are making referrals to Worknet Merced County Workforce Development Board to provide additional supportive services specific to COVID.

Fiscal information outlining expenditures and obligations is attached for the Board's review.

WIOA Formula Funds

- **Adult:**

Budget: \$1,126,464.00

Budget term: 7/1/2020 - 6/30/2021

Scope: Provide employment, training, and supportive service assistance for eligible adult participants.

of Participants Enrolled: **316**

- **Dislocated Worker (DW):**

Budget: \$551,079

Budget term: 7/1/2020 - 6/30/2021

Scope: Provide employment, training, and supportive service assistance for individuals who have been laid off due to a company downsize or closure.

of Participants Enrolled: **31**

- **Rapid Response (RR) & Layoff Aversion (LOA):**

Budget: \$143,321

Budget term: 7/1/2020 – 6/30/2021

Scope: Provide timely and effective response to potential layoffs and business closures as well as enable affected workers to return to work as quickly as possible following a layoff.

- **Youth Formula:**

Budget: \$1,232,004

Budget term: 7/1/2020 – 6/30/2021

Scope: Provide out-of-school youth between the ages of 18-24 with employment, training, and supportive service assistance.

of Participants Enrolled: **101**

Special Grants/Projects

- **CCP/AB109:**

Grant award: \$56,627 In-Custody

\$34,762 Post-Release

Grant term: 7/1/2020 - 6/30/2021

Scope: Provide a 4-week workshop for In-Custody Pre-Release customers at Department of Corrections and facilitate periodic job fairs inside the facility. Additionally, provide a 3-hour group Orientation and CalJOBS system registration workshop to Post-Release individuals four times a month at the Center as well as coordinate monthly resource fairs with Probation at the Center.

of Participants to be Served: Open

of Participants Enrolled: **34 referred in-custody, 26 completed**

38 referred post release, 7 WIOA enrolled, 5 pending eligibility

- **COVID-19 Employment Recovery National Dislocated Worker Grant (NDWG)**

Grant award: \$90,000

Grant term: 4/10/2020 - 3/31/2022

Scope: Provide additional funding for staffing and include training funds for new dislocated workers impacted by closures or lay-offs due to the COVID-19 pandemic.

of Participants to be Served: 20

of Participants Enrolled: **23**

- **COVID-19 Supportive Services (SS)**

Grant award: \$17,000

Grant term: 3/1/2020 - 12/31/2020

Scope: Provide additional supportive services for individuals who have been laid off due to COVID-19, have experienced a reduction in hours/pay due to COVID-19, or are unable to work for COVID-19 related reasons.

of Participants to be Served: 50

of Participants Enrolled: **13** (grant #1187) and **14** (grant #2051)

- **Disability Employment Accelerator (DEA):**

Grant award: \$300,000

Grant term: 4/1/2019 – 12/31/2021

Scope: Increase and retain long-term employment for PWD who have graduated or are on track to graduate from college. Camarena Health, CAPMC, and Exact Staff will become worksites for work-based learning activities that lead to gainful employment. Worksite

agreements will outline specific information regarding skill gaps and development of skills in the areas of highest need.

of Participants to be Served: 50

of Participants Enrolled: **13**

- **English Language Learners Pathways to Careers (ELL):**

Grant award: \$300,000

Grant term: 6/1/2020 – 3/31/2022

Scope: Increase services to ELLs with a focus on work-based learning opportunities and attainment of industry-recognized credentials.

of Participants to be Served: 100

of Participants Served: **103**

of Participants Enrolled: **29**

- **Prison to Employment (P2E) – Individual Direct Service (IDS):**

Grant award: \$56,249.00

Grant lead: San Joaquin County

Grant term: 9/1/19 – 3/31/2022

Scope: Funding to provide Individual Direct Services to formerly incarcerated and other justice involved individuals.

of Participants to be Served: 4

of Participants Enrolled: **38**

- **Prison to Employment (P2E) – Supportive Service and Earn and Learn (SSEL):**

Grant award: \$100,289.00

Grant Lead: San Joaquin County

Grant term: 9/1/19 to 3/31/2022

Scope: Funding to provide Supportive Service and Earn and Learn activities to formerly incarcerated and other justice involved individuals.

of participants to be Served: 9

of participants Enrolled: **26**

- **Ticket-to-Work:**

Scope: Provide employment and training support to SSI/SSDI beneficiaries.

Ticket Payments Received 7/1/2020 – 04/30/2021: **\$24,303**

of Tickets Assigned: **19**

- **Wells Fargo:**

Grant award: \$10,000

Grant term: 7/2020 until expended

Scope: Contract for a virtual platform to expand workshop offerings to customers. Funds will also be used to purchase 5 chrome books to provide to customers who need them to participate in education, training, or other workforce activities.

of Participants to be Served: Open

Enrollment numbers reported through 4/30/2021.

Financing:

Workforce Innovation and Opportunity Act



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 8.3

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Tracie Scott-Contreras, Executive Director

Date: May 27, 2021

Subject: UI Claim Information

Information:

The most recent data on UI Claims for the period from March 1 through May 8 for Madera County is attached.

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 Demogra..

Weekly Initial Claims by County										
County	March 2021 (Week Ending)				April 2021 (Week Ending)				May 2021 (Week Ending)	
	6	13	20	27	3	10	17	24	1	8
Madera	655	669	515	588	580	668	587	585	501	498

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



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 8.4

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Tracie Scott-Contreras, Executive Director

Date: May 27, 2021

Subject: MCWIC Executive Director End of Year Goals Update

Information:

The end of year report regarding progress on the Executive Director's 2020-21 program year goals is attached for the Board's review.

Financing:

Workforce Innovation and Opportunity Act

TO: MCWIC Board

FROM: Tracie Scott-Contreras, Executive Director

DATE: May 27, 2021

SUBJECT: End-of-Year Goals & Objectives Progress Report

This fiscal year has been impacted heavily by several factors: the on-going pandemic, continuous adjustments to service delivery models and strategies, the lack of presence and response from several AJCC partners, and State and Federal mandated procedural requirements. An update on progress on goals and objectives for the current year is provided below, built upon on the mid-year report. [New information is in blue text.](#)

Increase Awareness of and Access to MCWIC/AJCC Services

Objective 1: Increase Number of Quality Business Contacts

Our focus in business engagement since July has been on sharing information needed by local businesses to survive in the pandemic economy. Communications via email and social media have been the primary contact tool to provide information regarding the continuous changes to guidance related to business opening & closing, return-to-work requirements, CARES Act leaves, and resources available including a local distribution of PPE and PPP and other business loan programs. MCWIC staff assisted the City of Madera and the Chamber of Commerce with PPE distribution events at the Madera Fairgrounds. Metrics have been set aside in the interest of getting accurate and timely information to our business customers. We have implemented virtual access to business services staff via video conferencing, as well as continuing to use email and phone communications. [We have testing virtual job fair platforms and response was significantly lower than anticipated. As a result, we implemented workshops to educate customers on the use of virtual platforms for interviewing. We have also continued social media and electronic communication to inform businesses about resources available. We are seeing an uptick in businesses reaching out for support in recruitment efforts for open positions and are still struggling to recruit adequate numbers of interested candidates.](#)

Objective 2: Maintain/Increase Customer Visits to the AJCC

Customer visits to the Center decreased from an average of almost 5,000 per month pre-pandemic, to a low of an average of 339 per month during April-June of 2020. We have been able to begin to increase customer visits to the Center so far this program year, with an average of 674 visits per month for July – December of 2020. We have maintained consistent postings on social media, hosted hiring (in person) for Vallarta Supermarket, and provided drive-through

events for resource and food distribution that served 800 families in November and December. Our focus has been on providing customers what they need today, versus trying to increase participation numbers in specific programs. Our thinking is that, by providing these supportive resources now, customers will think of the Center when they are ready to begin looking for education, training, and employment as the pandemic eases and the economic recovery begins. We are also providing services by phone, virtually, and in-person to encourage individuals to access the services they want and need now. [Customer number are slowly trending upward – the bump was assisted by Madera Adult School opening for on campus learning in April. Customer visits in Q1 of this calendar year averaged 623 per month and visits in April jumped to 1066. No other partners, beyond the weekly presence of a staff member from MCC, have returned on-site to deliver services, limiting service options for customers at the Center. We are beginning to hold on-site recruitment events for employer customers more regularly in an effort to draw customers back to in person services.](#)

Continue Staff Development

Objective 1: Schedule Team Building Activities

We have launched virtual staff meetings via Zoom to connect with staff and provide regular updates. Staff health and safety have been a priority since March of 2020, and we have continued to improve and strengthen our systems and processes in this area, including the development of both an Injury and Illness Prevention Plan and a COVID safety plan. The Board also recently approved a new Employee Assistance Plan to support staff during these difficult times. Staff have also participated in virtual training specific to their roles, as it has been made available. We have managed to hold several socially distant luncheons/potlucks and the staff came up with a Secret Santa activity in December to replace our traditional potluck and gift exchange. More traditional team building activities will need to be postponed until the pandemic, and the related safety and distancing requirements, have eased. [We were able to hold a staff appreciation event in March – providing breakfast and gift cards to staff in appreciation of their hard work and persistence since the onset of the pandemic. We continue to provide training and promotional opportunities for staff, as they are available.](#)

Objective 2: Support Skill Development and Life-Long Learning

Workshops and seminars have been made available to staff and we have scheduled individuals to participate as frequently as possible. Managers have also participated in seminars and training virtually – Peer-to-Peer Learning events, training for special projects, and more general training. Staff presented at a recent Statewide Peer-to-Peer event to share details regarding our drive-through events, which was well received. We continue to provide new staff mentoring from a more experienced team member to support their training and development. Schedule flexibility is available for individuals wishing to pursue continuing education and training on their own. [ELL project staff provided presentations to MUSD parents via parent meetings hosted by the Parent Resource Centers. Staff are being encouraged to utilize all virtual training options available, and](#)

are continuing to be offered cross-training to increase knowledge regarding our operation and service structure, should they be interested. The Deputy Director has participated in the Cal SHRM conference and both the Deputy Director and Controller participated in the Cal CPA conference to continue to develop knowledge and skills. The Deputy Director and Special Projects Manager are working on required courses to renew their certification as Community Partner Work Incentive Counselors to provide benefits planning to customers receiving SSI or SSDI who are participating in the Ticket-to-Work program.

Succession Planning

Cross-training between program managers has begun – specifically focused on cross training in our CalJOBS system reports, and the ETPL. Staff members assigned to special projects have been given the opportunity to begin preparing content for monthly and quarterly reports. Staff have also been asked to contribute ideas for new service delivery strategies, which has resulted in new workshop topics and new concepts for virtual hiring events, video marketing, and social media use. The Deputy Director has been closely involved and performing specific tasks in the regional and local planning process, management and monitoring of the OSO contract, ETPL management, performance negotiations, and Board agenda development. She has also handled the development of the internal IIPP and COVID Safety Plan, developed or coordinated the development and submission of special project reports, grant applications, and the Application for Approval to continue as the WIOA Career Services Provider for Madera County. Staff members have all been assigned as back-up coverage for specific colleagues and programs, to guarantee we have no gaps in service delivery in the event of a staff absence or leave. Front lobby staff are being provided training in orientation, eligibility, and assessment processes for potential upward mobility in the organization.

Local/Regional Compliance Activities

Local Requirements:

- Local performance negotiations for PY 20-21 and 21-22 were successfully completed in September of 2020 and were approved by the Workforce Development Board at their meeting in October.
- Local and regional strategic plan development [have been completed and the plans have been approved by the Workforce Development Board and submitted to the State for review. Once approved, staff will begin working on plan implementation.](#)
- AJCC Operator procurement was issued on December 18, 2020 and proposals are due in February. The process is on track to award a contract for our local and subregional one-stop operator prior to the July 1 deadline. [The AJCC Operator procurement process has been completed and a new operator selected. Contracts have been developed and are moving through the approval processes in the sub-regional local areas and with the provider.](#)

- WIOA Career Services provider application was completed and approved by both MCWIC and the WDB in December. It is being placed on the agenda for the Board of Supervisors for February with plans to submit the final approved and signed document on or before the March 1, 2021 deadline. [The WIOA Career Services Application was submitted to the State and we have received approval to continue as the provider of Adult and Dislocated Worker services through June 30, 2025.](#)

Regional Requirements:

- Regional plan implementation and evaluation activities are continuing. We participate in all regional evaluation and implementation activities via surveys, virtual meetings, and peer-to-peer learning events. [We are participating in regular meetings regarding the evaluation and technical assistance plans for regional work.](#)
- The regional training plan is in progress. Staff and managers are participating in all regional training opportunities being provided. [The training plan is nearing finalization and implementation will be in the new fiscal year with a focus on: Race/Equity/Diversity/Inclusion/Cultural Competency; Virtual Service Delivery/Digital Literacy; Trauma Informed Service Delivery/Trauma Awareness](#)
- Regional strategic plan development activities are well underway. We are participating in regional plan stakeholder input sessions and hosted a session on January 7, 2021. Maiknue and I are participating in the regional plan workgroup meetings where leadership from all the workforce areas in our region are providing input to the consultants who will be writing the plan. These workgroup meeting are in addition to discussions being held at the CCWC meetings every six weeks. [The regional plan has been completed and submitted to the State with the local plans, as required.](#)

MCWIC and WDB Board Development

Objective 1: MCWIC Board Development

I have been in contact with a potential new Board member from Habitat for Humanity. We have spoken several times and I anticipate receiving a completed Board Member application from her soon. That will bring MCWIC Board membership back to the maximum membership number outlined in the Board by-laws. A Strategic Planning session for MCWIC is on hold for now, as this activity will be more effective if we are able to conduct it at an in-person meeting/session. The Board member information, orientation, and on-boarding process has been updated – several aspects of the process have been tested with the potential Board member I have been communicating with. The most important and effective aspect of this process is scheduling multiple conversations with potential new members to ensure that they have a clear understanding of the focus and responsibilities of the Board. [Now that in-person meetings have resumed, I will work with the Board to develop and implement a strategic planning session during the upcoming fiscal year. The potential member from Habitat for Humanity has not submitted an application for Board membership, so I will be looking for other individuals who would be interested and a good fit for our mission.](#)

Objective 2: WDB Development

The WDB has remained compliant related to required membership and representation, and meeting attendance and engagement have been very positive for the last several months. We will reach out to members again as we move into reopening more fully and increasing activities to engage Board members in activities at the Center and with local businesses. The Board has provided input to the regional and local plans at their meetings in October and December and several members have attended local and regional stakeholder input sessions. There has been no need for board member recruitment or new member orientations during the first half of this program year. [We have had two private sector resignations \(one effective in May, one effective in June\) from the Workforce Board and have appointed one new private sector member. I will be reaching out to Board and community members to solicit nominations for one additional private sector member to bring us back into compliance with mandated composition requirements. The WDB has not yet returned to in-person meetings due to the size of the group. I anticipate returning to in-person meetings early in the next fiscal year as conditions continue to improve.](#)

Professional Development

Objective 1: Continue System Knowledge Development – Regional and State

I have participated regularly at CCWC meetings and have attended CWA quarterly Board and committee meetings as my schedule permits. I am currently the Vice-Chair of the CWA Capacity Building Committee and also a member of the CWA Executive Committee – the committee work has expanded by learning about the association and it's priorities and has resulted in the development of stronger contacts with Directors from other areas throughout the State. We presented information to Senator Anna Caballero at a joint outreach session with CWA staff on November 16, 2020 and attended a NAWB Townhall session during a recent CWA quarterly board meeting. We also partnered recently with Stanislaus, Merced, and San Joaquin counties on the submission of a Veteran's Employment Assistance Program grant application and are currently partnering with Merced and Stanislaus counties on the development of an English Language Learner project focused on the development and use of Integrated Education and Training programs. [Regular participation in regional and State-level Boards and committees is continuing. I will be attending and presenting at the State association conference on a panel regarding Women Leaders in Workforce on May 26. The sub-regional Veteran's Employment Assistance Grant was awarded and we anticipate beginning implementation soon. The English Language Learner grant was not awarded to our sub-region. I am participating in a workshop series on Racial Equity, Diversity, and Inclusion \(REDI\) to develop skills and access tools to assess our organizational effectiveness in this area and implement specific interventions to improve any areas needing improvement.](#)

Objective 2: Develop/Improve Local Partnerships and Professional Relationships

We have continued throughout the pandemic to participate in local virtual events whenever possible. Our organization assisted the City of Madera and the Chamber with research to obtain PPE for local businesses and assisted with PPE distribution events. I participated in a meeting

with a business prospect and their site selection group in Chowchilla in October. I am an active member of the Economic Development Commission and the Visit Yosemite-Madera County Boards and am on the Growing Healthy Families workgroup for the Madera County Public Health Department's Live Well Madera County plan. Reporting to City and County Governments has not been established yet – I will move forward with execution as the pandemic eases and will schedule time with the Mayors and CAO to see how our efforts can support municipal goals and priorities for workforce and economic development. [This local work is continuing. I anticipate moving forward with City and County reporting as recovery continues.](#)

[We have procured a license for Foundation Search – a tool to organize and prioritize foundation funding opportunities for our organization to expand and diversify our funding. Our initial focus will be applying for operational costs to offset the excess facility cost burden on our organization, due to the unleased space in the facility. I will also be relaunching marketing of the available space for lease as economic conditions continue to improve.](#)

While progress on some established goals has slowed or been postponed so far this year, I am confident that the organization has remained focused on our primary mission and priorities - assisting residents and businesses in our communities.

I am happy to answer any questions that the Board members may have.

Thank you.



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 8.5

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Tracie Scott-Contreras, Executive Director

Date: May 27, 2021

Subject: Executive Director Evaluation Update

Information:

The Executive Director would like to discuss the evaluation process and timeline with the Board.

A mid-year update on goals was provided to the Board in January with another update planned for the June meeting.

Financing:

Workforce Innovation and Opportunity Act

Procedures for Executive Director (ED) Annual Performance Evaluation

1. The ED will be evaluated annually in June of each year by the Madera County Workforce Investment Corporation Board of Directors
 - The ED will provide goals and objectives in July of each year to the Chair. Once agreed upon and finalized, the goals and objectives will be provided to the Board of Directors at the next regularly scheduled meeting.
 - The ED will provide, at minimum, a semi-annual update of the goals and objectives at the Board of Director's regularly scheduled January meeting but, as time and circumstances permit, may update the Board of Directors at any regularly scheduled meeting.
2. The ED will submit in writing a self-evaluation and reflection to the Board of Directors in May of each year.
3. The evaluation process will require that each Board Member have the opportunity to independently complete the evaluation form in May of each year and provide the completed forms to the Chair. A minimum of three Board Members must participate but the intent is to have all Board Members participate. The Board may opt to invite the Chair and Vice Chair of the Workforce Development Board to provide input on the ED evaluation. The evaluation ratings and comments will be aggregated onto one form by the Chair.
4. The Chair will convene a closed session meeting of the MCWIC Board Members to review the aggregated evaluation. At this time, any significant disparity in the ratings and/or comments between the evaluations, will be resolved.
5. The ED will be presented the evaluation at the closed session and will have the opportunity to respond to any ratings or comments either in writing or orally prior to the evaluation being submitted for review/approval and/or determination of revisions to the compensation package. This review will include the ED's job description and current salary and benefits package.



**MADERA COUNTY
WORKFORCE
INVESTMENT CORPORATION**

Agenda Item 8.6

Consent

Action

Information

To: Madera County Workforce Investment Corporation

From: Tracie Scott-Contreras, Executive Director

Date: May 27, 2021

Subject: MCWIC 2021-22 Meeting Calendar

Information:

The MCWIC meeting calendar for the 2021-22 fiscal year is being provided to the Board.

Financing:

Workforce Innovation and Opportunity Act



2021-2022

BOARD MEETINGS

Meeting Location:

**Madera County Workforce Assistance Center
2037 W. Cleveland Avenue
Madera, CA 93637
559-662-4589**

Monthly: 4th Thursday of the month @ 3:00 p.m.
July 22, 2021
August 26, 2021
September 23, 2021
October 28, 2021
<i>*November 25, 2021 – Closed</i>
<i>*December 23, 2021 – Closed</i>
January 27, 2022
February 24, 2022
March 24, 2022
April 28, 2022
May 26, 2022
June 23, 2022

** HOLIDAY SCHEDULE*



Dr. I. Angelov Farooq, Chair ■ Tim Rainey, Executive Director ■ Gavin Newsom, Governor

April 21, 2021

Tracie Scott-Contreras
Madera Local Workforce Development Board

SUBJECT: Approval for the Local Board to act as Career Service Provider

Dear Director Scott-Contreras,

The California Workforce Development Board has received and carefully assessed your application to act as the Career Service Provider, in accordance with the criteria established in the Workforce Innovation and Opportunity Act (WIOA) and Workforce Services Directive WSD19-13. We are pleased to inform you that your Local Workforce Development Board has been approved to act as the Career Service Provider, through June 30, 2025.

If you have any additional questions, please contact your Regional Advisor.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tim Rainey'.

TIM RAINEY, Executive Director
California Workforce Development Board

cc: Yvette Quevedo, Regional Advisor