

M A D E R A C O U N T Y
W O R K F O R C E
I N V E S T M E N T B O A R D

"Committed to a Quality Workforce"

Executive Committee

A G E N D A

SPECIAL MEETING

July 7, 2008

3:00 p.m.

Meeting will be held at:

***Madera County Workforce Assistance Center
Executive Conference Room
209 East 7th Street
Madera, CA 93638
(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 Board, may request assistance by contacting the Senior Administrative Assistant at Madera County Workforce Development Office, 209 E. 7th St., Madera, CA 93638; Telephone 559/662-4589; Fax 559/673-1794.

1.0 Call to Order

1.1 Pledge of Allegiance

2.0 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 and only one speaker per subject matter.

3.0 Introductions and Recognitions

4.0 Consent Calendar

4.1 Approve Workforce Investment Board Executive Committee Minutes – May 22, 2008

4.2 Approve Workforce Investment Board Youth Advisory Council Minutes – June 4, 2008

5.0 Action Items

5.1 Approve New Youth Advisory Council Member Rachel Freeman – Apprenticeship Program

5.2 Approve New Workforce Investment Board Director Waseem Ahmed – Private Sector

5.3 Approve Resignation of Youth Advisory Council Member Claudia Romero – Youth Representative

- 5.4 Approve RSG Program End-of-Year Budget Adjustments
- 5.5 Approve RSG Program Budgets July – December 2008
- 5.6 Approve Memorandums of Understanding with Partner Agencies
- 5.7 Approve Revised Priority of Service Policy

6.0 Information Items

- 6.1 Board of Supervisor Representative – Max Rodriguez
- 6.2 2008-09 Meeting Calendar
- 6.3 Update to Youth Advisory Council Meeting Dates
- 6.4 WIB Toolkit Website
- 6.5 Prisoner Re-entry Initiative
- 6.6 CPUC Initiative
- 6.7 Integration Project Update
- 6.8 Update from CWA Board of Directors Meeting
- 6.9 Budget Update

7.0 Written Communication

8.0 Open Discussion/Reports/Information

- 8.1 Board Members
- 8.2 Staff

9.0 Next Meeting

August 28, 2008 – 3:00 p.m.

10.0 Adjournment

M A D E R A C O U N T Y
W O R K F O R C E
I N V E S T M E N T B O A R D

"Committed to a Quality Workforce"

Executive Committee

May 22, 2008

MINUTES

PRESENT: Debi Bray, Bob Carlson, Sally L. Frazier, Ed.D., Robyn Smith, Hubert Walsh

ABSENT: Carol Long, Tom Wheeler

GUEST:

OTHERS: Elaine Craig, Tracie Scott-Contreras, Jessica Roche, Nicki Martin

1.0 Call to Order

1.1 Pledge of Allegiance

Meeting called to order by Madera County Workforce Investment Board Chair Bob Carlson at 3:06 p.m.

2.0 Public Comment

None

3.0 Introductions and Recognitions

None

4.0 Consent Calendar

4.1 Approve Workforce Investment Board Minutes – March 27, 2008

Robyn Smith moved to approve March 27, 2008 Workforce Investment Board meeting minutes, seconded by Debi Bray. Motion approved unanimously.

5.0 Action Items

5.1 Approve Signatory Authorization for Workforce Investment Board Executive Director

Staff recommends approval of signatory authority for the Madera County Workforce Investment Board Executive Director for Title I subgrant agreements. The state requested signatory authority be submitted with subgrant agreements and that authority be given to the position of authority instead of naming a person. Previously, authorization has been given by name. Directors suggested that perhaps the Madera County Workforce Investment Board By-laws be amended for future use.

Debi Bray moved to approve signatory authority for the Executive Director, seconded by Robyn Smith. Motion approved unanimously.

5.2 Approve Revised Priority of Service Policy

Staff recommends removing priority of service from the Priority of Service policy except for Madera County residents due to the Integration Project. Under the project, all persons entering the One Stop will be enrolled. Madera County Workforce Investment Board Directors suggested having a meeting regarding the Integration Project. The revised policy keeps identified clusters and changes only the eligibility. Directors suggested including a statement regarding eligibility to the revised policy to avoid confusion. Staff will amend revision to include eligibility and bring to full Workforce Investment Board.

Hub Walsh moved to approved revised Priority of Service policy, seconded by Sally Frazier. Motion approved unanimously.

5.3 Approve Resignation of Workforce Investment Board Director Sherri Vogel – Private Sector

Staff recommends approval of resignation of WIB Director Beverly Scott.

Hub Walsh moved to approve resignation, seconded by Bob Carlson. Motion

5.4 Approve Resignation of Workforce Investment Board Director Beverly Scott – Private Sector

WIB Director Beverly Scott has notified staff that she will resign from the Workforce Investment Board but did not forward a letter of resignation in time for approval by the Executive Committee. Directors suggested approving resignation pending receipt of letter of resignation in place of tabling agenda item.

Hub Walsh moved to approve Beverly Scott's resignation pending receipt of letter, seconded by Bob Carlson. Motion approved unanimously.

6.0 Information Items

6.1 Board of Supervisor Representative to the Workforce Investment Board Update

Representative to the Workforce Investment Board for the Board of Supervisors is still undetermined. Staff is in frequent contact with the Board but has not received a name or further guidance.

6.2 Lowe's Human Resources Department

Lowe's staff is in the One Stop occupying cubicles. They have access to phones, computers, a fax machine, and conference rooms for use with their hiring needs. Staff is flexing their schedules to help with Lowe's hiring on Saturdays. The Madera County Workforce Assistance Center is the point of contact for all hiring. People wishing to apply must come to the One Stop and enroll. Lowe's will give preference to Madera County residents. Lowe's plans to be in One Stop through June. They are looking to hire approximately 120 people. Lowe's has received 450 applications to date.

6.3 Integration Project Update

A "dry run" rehearsal day has been scheduled for May 23, 2008. Future dry run dates will be scheduled and will increase each week as the July 1st live date approaches. Elaine attended a State Integration meeting earlier in May. State may possibly fund the purchase of the occupational assessment Prove It. Several other Workforce Investment Boards want to participate in project. An official letter inviting them to join will go out.

6.4 Budget Update

Hand outs provided to illustrate current budget status. Everything is as it should be. Incentive, Rapid Response, WorkKeys, and Manufacturing funding streams are special project monies that are almost completely expended. Program received a small increase to the 2008-09 Adult, Youth, and Dislocated Worker funding. Adult increased \$65,961; Youth increased \$37,186; Dislocated Worker increased \$87,909. This does account for the 2.747% rescission that was experienced during the current budget year or the \$250 million dollar rescission. Staff prepared for the 2.747 cuts and took it out of the budgets in anticipation of the cuts. Information for the \$250 million rescission was released approximately 1 month ago. \$150,000 was lost to the \$250 million rescission. There will be no staff lay

offs. Staff helped reduce spending by recycling copy paper and using office supplies more efficiently, as well as numerous other strategies.

6.5 MOU Update

All MOU's expire on June 30, 2008. All have been sent out for signature. All but 3 have returned signed. Once signed, MOU's go to the Board of Supervisors for approval.

6.6 Grant Update

No new grants. 8 Madera and 7 Merced Maintenance Mechanic participants started classes 2 weeks ago. Everything going well. Currently have 13 participants in the 2nd LVN. Central Valley Collaborative has submitted for the 2nd round of money and will receive \$500,000 for training. The funds will be divided equally among the Collaborative.

6.7 Youth Connect Graduation

The Youth Connect graduation is scheduled for May 28, 2008 at the Frank Bergon Center. This will be the 2nd cohort to graduate. The class will receive a free computer and 4 academic credits for the class. Dinner will follow the graduation. A summer class will be offered on how to build your own computer.

6.8 RSG Youth Participant Graduation

The RSG Youth graduation is scheduled for June 6, 2008 at 6:00 p.m. at the Frank Bergon Center. A dinner will follow. Scholarships will also be provided.

7.0 Written Communication

None

8.0 Open Discussion/Reports/Information

8.1 Committee Members

Sally Frazier reported that MCOE is working with a Fresno State Doctorate program student who is studying using WorkKeys as a research project; may possibly be used with alternative education programs. Pioneer Technical Center and Alternative Education will hold its graduation at Madera South Campus on June 4, 2008 at 6:00 p.m.

8.2 Staff

Staff is putting together a portfolio to market WorkKeys to employers.

9.0 Next Meeting

June 26, 2008

10.0 Adjournment

Meeting adjourned at 4:07 p.m.

M A D E R A C O U N T Y
W O R K F O R C E
I N V E S T M E N T B O A R D

"Committed to a Quality Workforce"

Youth Advisory Council

June 4, 2008

MINUTES

PRESENT: Debi Bray, Ozzie DeLuna, Sally L. Frazier, Ed.D., Maria Juarez, Harry Nabors, Ernie Perez, Linda Rodriguez, Claudia Romero, Olga Saucedo-Garcia, Rachel Vasquez-Moy

ABSENT: Susan Arteaga, Cyndia Gray, Kathy Lopes, Gwendolyn Palmer, Robyn Smith,

GUEST: Rachel Freeman, Linda Venhaus, Eugene Bell, Mayra Ramirez

OTHERS: Elaine Craig, Tracie Scott-Contreras, Jessica Roche, Nicki Martin

1.0 Call to Order

Meeting called to order at 3:31 p.m. by Vice Chair Harry Nabors

1.1 Pledge of Allegiance

Pledge of Allegiance led by Nicki Martin

2.0 Public Comment

None

3.0 Introductions and Recognitions

Roundtable introduction by Youth Advisory Council members and guests.

4.0 Consent Calendar

4.1 Ratify Youth Advisory Council Minutes, March 5, 2008

Ernie Perez moved to approve Youth Advisory Council minutes, seconded by Maria Juarez. Motion approved unanimously.

5.0 Action Items

5.1 Approve New Member Representing Apprenticeship Programs

Staff requests approval of new member representing apprenticeship programs and forward her nomination to the Workforce Investment Board and the Board of Supervisors for final appointment. Ms. Rachel Freeman has been involved with serving youth for over 28 years. Originally started working with EDD in Fresno as a Youth Specialist; was a former YEOP member; worked with the Sacramento WIB as an administrative manager. She has worked with hard to place youth, corrections department and the youth authority.

Debi Bray moved to approve, seconded by Linda Rodriguez. Motion approved unanimously.

5.2 Approve RSG Program End-of-Year Budget Adjustments

Staff request approval to RSG end of year budget adjustments. As the end of the year approaches, need to align operational adjustment to align with actual expenditures. Staff costs were expended as anticipated. Staff funding is being reallocated to create a new budget line item for Instructional Materials. Items purchased for the Build Your Own Computer class being offered at Madera Center will be purchased from this line item. These materials didn't fit into the Instructional Supplies category. Funds will also be moved into In School Youth paid work experience summer program. Fewer Out of School youth completed the Customer Service Academy course which contributed to the left over funds. The adjustments do not negatively impact direct services to youth.

Sally Frazier moved to approve the end of year budget adjustments, seconded by Maria. Motion approved unanimously.

5.3 Approve RSG Program Budgets July – December 2008

Staff, not having received any allocation guidance from the State, requested an extension of the contract with the intent to let an RFP once guidance was received per WIA mandates. The RSG contract was extended from December 31, 2007 to June 30, 2008. Staff requests approval to enter into budget negotiations for the contract extension for the time period of July 1 to December 31, 2008.

Maria moved to approve budget, seconded by Debi Bray. Motion approved unanimously.

5.4 Consideration of Change in Meeting Dates

At the Youth Advisory Council meeting dated March 5, 2008, Council discussed possible attendance notices for Youth Advisory Council members who did not have satisfactory attendance. Due to poor attendance, frequent meetings were cancelled due to lack of quorum. Council directed staff to contact Council members and establish alternate meeting dates. Staff compiled a matrix with meeting preferences. Matrix was all over the board with no preference established. Directors preferred not to send out attendance letters and asked that any members able to attend notify staff.

Sally Frazier moved to keep the Youth Advisory Council meetings on current day and time, seconded by Maria Juarez. Motion approved unanimously.

6.0 Information Items

6.1 Update on RSG Youth Connect Project

Eugene Bell, Director-RSG, presented information regarding the Youth Connect Project. Youth Connect had its second cohort of students graduate on Wednesday, May 28, 2008. 12 of the 14 students who started to program graduated. All graduating students received computers on Wednesday as well. RSG will have a summer class which will teach students how to build their own computer.

6.2 Invitation to RSG Senior Recognition Ceremony

Eugene Bell extended an invitation to the Council for the RSG graduation scheduled to take place on June 9, 2008 at the Frank Bergon Center. 25 RSG youth will graduate. Youth Council Member Claudia Romero is among the graduates. The event will be catered with. Please RSVP to Bonnie Harding if you wish to attend.

6.3 Update on Reauthorization and 2008-2009 Budget

Staff has not received any new information on reauthorization and do not expect any new developments until after the Presidential election and the seating of a new Congress. Program received a small increase for the first time in 5 years. This may be due to value being place in the Workforce Development system because of the economy and due to some misinformation that was clarified to Congress. In an effort to demonstrate how many people are serviced by our One Stops, Madera will begin it' integrated services delivery model beginning July 1, 2008. Under this model, everyone who

enters the One Stop will be enrolled. The One Stop will concentrate on providing skills enhancement per employer needs and requests.

6.4 Recruitment for New Youth Advisory Council Membership

Staff asked that Council members provide assistance in recruiting new members to the council. Please let staff know if you have anyone in mind. Staff will contact any potential members. Currently, the Youth Advisory Council is mandated under WIA. Currently, it has been recommended that the Youth Councils be done away with. Local WIBs can continue to operate Youth Councils if they so choose despite mandate.

7.0 Written Communication

Jessica Roche, Fiscal Manager, provided hand outs illustrating the current budget status. Everything is going well.

8.0 Open Discussion/Reports/Information

8.1 Committee Members

Council Member Sally L. Frazier reported that Pioneer Technical Center will be having graduation in the evening. 41 students will be graduating. Pioneer Technical Center is a charter school that was supported by the Youth Advisory Council at its inception. Sally also reported that Ozzie Deluna has been accepted into the Doctoral Program at Fresno State. Ozzie was 1 of 12 selected to enroll in the program.

8.2 Staff

Elaine reported that she and WIB Director Sally L. Frazier attended a Madera Compact meeting where a discussion regarding a possible Retail program may be set up at Madera South. This program would need sponsorship. This may be a positive project for the Youth Advisory Council to support. Compact members were asked to contact the school program director for more information such as a business plan. A small committee is being formed. Elaine would like to join the committee to represent the Youth Council in order to be able to gather information and bring back to the Council and possibly arrange for a presentation at a future meeting. The program currently has a grant for \$250,000 and needs to match it for a total of \$500,000.

9.0 Next Meeting

September 3, 2008 – 3:30 p.m.

10.0 Adjournment

Meeting adjourned at 4:24 p.m.

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"Committed to a Quality Workforce"

Executive Committee

Agenda Item 5.1

Consent

Action

Information

TO: Madera County Workforce Investment Board Executive Committee

**FROM: Elaine Craig, Executive Director
Workforce Investment Board**

DATE: July 7, 2008

SUBJECT: Approve New Member Representing Apprenticeship Programs

Recommendation:

Recommend approval of the application of Rachel Freeman, representing the Division of Apprenticeship Standards, to the Youth Advisory Council and forward to the Board of Supervisors for approval. The Youth Advisory Council approved Ms. Freeman's application on June 4, 2008.

Summary:

The Workforce Investment Board and the Youth Advisory Council are continuously recruiting members from organizations that serve youth and young adults. Ms. Freeman represents the Division of Apprenticeship Standards in our area, and will provide a valuable connection to apprenticeship programs for our program participants, as well as providing information and resources to the Youth Council. She has significant experience working with youth.

Financing:

Workforce Investment Act of 1998

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"Committed to a Quality Workforce"

Executive Committee

Agenda Item 5.2

Consent

Action

Information

TO: Madera County Workforce Investment Board Executive Committee

FROM: Elaine Craig, Executive Director
Workforce Investment Board

DATE: July 7, 2008

SUBJECT: Approve New Workforce Investment Board Director Waseem Ahmed
– Private Sector

Recommendation:

Recommend approval of Mr. Waseem Ahmed, Private Sector – Chowchilla Chamber of Commerce, as a new Workforce Investment Board Director and forward to the Board of Supervisors for Appointment.

Summary:

Mr. Ahmed replaces Kelly McManis from the Chowchilla Chamber. He is currently the past President of the Chamber and is the owner of Ahmed's Exxon Truckstop.

Financing:

Workforce Investment Act of 1998

MADERA COUNTY
WORKFORCE INVESTMENT BOARD

"Committed to a Quality Workforce"

Executive Committee

Agenda Item 5.3

Consent

Action

Information

TO: Madera County Workforce Investment Board Executive Committee

FROM: Elaine Craig, Executive Director
Workforce Investment Board

DATE: July 7, 2008

SUBJECT: Approve/Accept Resignation of Youth Advisory Council Member Claudia Romero - Youth Representative

Recommendation:

Recommend accepting the resignation of Claudia Romero, Youth Representative to the Youth Advisory Council.

Summary:

Claudia Romero resigned from the Youth Advisory Council due to a scheduling conflict with her college course schedule. The WIA mandates that the Youth Advisory Council has representation from eligible youth.

Financing:

Workforce Investment Act of 1998

From: Claudia Romero
Sent: Friday, June 27, 2008 6:28 PM
To: Nicki Martin
Subject: Youth Advisory Resign

Hi Nicki,

I am very sorry to say that i am resigning from the Youth Advisory Council due to conflict in my school schedule. It was a pleasure to be part of the council for the time being. I would like to thank you and wish you the best.

Thank you again,
Claudia Romero

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"Committed to a Quality Workforce"

Executive Committee

Agenda Item 5.4

Consent

Action

Information

TO: Madera County Workforce Investment Board Executive Committee

**FROM: Elaine Craig, Executive Director
Workforce Investment Board**

DATE: July 7 2008

SUBJECT: Approve RSG Program End-of-Year Budget Adjustments

Recommendation:

Recommend approval of the end-of-year budget adjustments for the RSG Youth program, as requested, and forward this item to the Workforce Investment Board for ratification approved by the Youth Advisory Council on June 4, 2008.

Summary:

The Kings View "Ready, Set, Go!" Program is requesting some end-of-year adjustments to align their operational budgets with actual expenditures. Staff costs were not up to the originally budgeted levels due to personnel/staffing challenges. Funds from operational line items (primarily staff costs and advertising) are being reallocated to create a new budget line item for Instructional Materials. This line item is necessary to support the purchase of materials for the "Build Your Own Computer" class being offered in partnership with the Madera Center this summer. The new line item was more appropriate than utilizing the existing Instructional Supplies line, due to the nature of the items being purchased (computer parts and components, and software).

Funds for Participant Wages are requested to be moved from the OSY budget to the in-school program, to assist in funding the summer work experience component for in-school youth. The demand for participant work experience in the OSY program was lower than originally anticipated, due to the change in format of the Customer Service Academy (now a for-credit college course). The change in format, and slightly lower than planned numbers in the OSY classes, resulted in fewer older youth being "eligible" to participate in paid work experience, as completion of the Customer Service Academy is a prerequisite to participation.

The specific movement between line items and program areas is outlined in the attached cover letters and budget modification requests.

Financing:

Workforce Investment Act of 1998



K I N G S V I E W

READY, SET, GO!

209 EAST 7TH STREET, MADERA, CA 93638
PHONE (559) 662-4500 FAX (559) 673-1794

May 27, 2008

Elaine Craig Executive Director
Madera County Workforce Development Office
209 East 7th Street
Madera, CA 93638

Kings View Ready, Set, Go! Program is requesting a budget modification for the 2007-08 in-school youth contract. Various line items have been changed to reflect actual cost and a new instructional materials line item, also an increase to participant wages to support summer work experience.

Kings View Budget Line Item Adjustments

Staff Salaries and Benefits Cost Modifications:

Reduce staff salaries by \$1,000.00
Reduce staff benefits by \$4,000.00

Program Operations Cost Modifications:

Reduce Building Rent by \$1,000.00 transfer to Instructional Materials
Reduce Office Supplies by \$500.00 transfer to Instructional Materials
Reduce Advertising by \$1,000.00 transfer to Instructional Materials
Reduce Communication by \$300.00 transfer to Instructional Materials
Reduce Printing by \$300.00 transfer to Instructional Materials

Participant Cost Modifications:

Reduce Transportation by \$700.00 transfer to Instructional Materials
Reduce Supportive Service by \$1,000.00 transfer to Instructional Materials
Reduce Retention and Follow Up by \$200.00 transfer to Instructional Materials
Reduce Parent Outreach by \$200.00 transfer to Participant Snacks
Reduce Incentives by \$1,700.00 transfer to Leadership Development
Increase Participant Work Experience Wages by \$15,300.00
Increase Participant Work Experience Benefits by \$3,100.00

Thank You,

Eugene E. Bell
Kings View Ready, Set, Go!
Program Coordinator

Kings View RSG Youth Program
Fiscal Year 2007-2008 Budget Adjustments
In-School Youth

	07-08 Budget	Adjustments	Revised Budget	Item % Change +increase / -decrease
Staff Costs Summary				
Total Salary Costs	\$ 102,438	\$ (1,000)	\$ 101,438	-1%
Total Benefits	\$ 25,728	\$ (4,000)	\$ 21,728	-16%
Total	\$ 128,166	\$ (5,000)	\$ 123,166	
Other Operating Costs				
Advertising	\$ 2,500	\$ (1,000)	\$ 1,500	-40%
Building Maintenance	\$ -	\$ -	\$ -	
Building Rent	\$ 6,000	\$ (1,000)	\$ 5,000	-17%
Communication -Telephone	\$ 2,176	\$ (300)	\$ 1,876	-14%
Conferences and Training	\$ 3,462	\$ -	\$ 3,462	
Contract Services	\$ 2,400	\$ -	\$ 2,400	
Dues	\$ 600	\$ -	\$ 600	
Duplicating/Printing	\$ 800	\$ (300)	\$ 500	-38%
Equipment Maintenance	\$ -	\$ -	\$ -	
Equipment Purchase	\$ 38	\$ -	\$ 38	
Equipment rental	\$ -	\$ -	\$ -	
Insurance	\$ 3,000	\$ -	\$ 3,000	
Mileage - Staff	\$ 3,500	\$ -	\$ 3,500	
Office Supplies	\$ 750	\$ (500)	\$ 250	-67%
Total	\$ 25,226	\$ (3,100)	\$ 22,126	
Total Salaries, Benefits and Operating Costs				
	\$ 153,392	\$ (8,100)	\$ 145,292	
Participant Costs				
Supportive Services				
Instructional Supplies	\$ 3,000	\$ -	\$ 3,000	
Instructional Materials	\$ -	\$ 10,000	\$ 10,000	100%
Participant Supplies- Occupational Skills	\$ -	\$ -	\$ -	
Participant Supplies - Job Placement	\$ -	\$ -	\$ -	
Transportation	\$ 1,500	\$ (700)	\$ 800	-47%
Supportive Services:	\$ 1,750	\$ (1,000)	\$ 750	-57%
Participant Wages				
Work Experience Wages	\$ 60,000	\$ 15,300	\$ 75,300	26%
Work Experience Benefits	\$ 6,000	\$ 3,100	\$ 9,100	52%
Direct Costs				
Workshops	\$ 2,500	\$ -	\$ 2,500	
Participant Workshop Snacks	\$ 1,000	\$ 200	\$ 1,200	20%
Leadership Activity	\$ 3,000	\$ 1,700	\$ 4,700	57%
Job Retention/Followup	\$ 1,000	\$ (200)	\$ 800	-20%
Parent Outreach	\$ 500	\$ (200)	\$ 300	-40%
Incentives	\$ 6,000	\$ (1,700)	\$ 4,300	-28%
Total	\$ 86,250	\$ 26,500	\$ 112,750	
Sub-Total	\$ 239,642	\$ 18,400	\$ 258,042	
Indirect Costs	\$ 21,568	\$ 1,656	\$ 23,224	8%
Grand Total	\$ 261,210	\$ 20,056	\$ 281,266	

This budget was prepared by : Eugene Bell

Date: 6/3/2008



KINGS VIEW

READY, SET, GO!

209 EAST 7TH STREET, MADERA, CA 93638
PHONE (559) 662-4500 FAX (559) 673-1794

May 27, 2008

Elaine Craig Executive Director
Madera County Workforce Development Office
209 East 7th Street
Madera, CA 93638

Kings View Ready, Set, Go! Program is requesting a budget modification for the 2007-08 out-of-school youth contract. Various line items have been changed to reflect actual cost and a new instructional materials line item, and the transfer of fund to in-school participant wages and benefits to support summer work experience.

Kings View Budget Line Item Adjustments

Staff Salaries and Benefits Cost Modifications:

Reduce staff salaries by \$8,400.00 transfer to In-School Participant Wages
Reduce staff benefits by \$3,800.00 transfer to In-School Participant Wages

Program Operations Cost Modifications:

Reduce Building Rent by \$1,000.00 transfer to In-School Participants Wages
Reduce Office Supplies by \$500.00 transfer to In-School Participant Wages
Reduce Advertising by \$1,000.00 transfer to In-School Participant Wages
Reduce Communication by \$300.00 transfer to In-School Participant Wages
Reduce Printing by \$300.00 transfer to In-School Participant Wages

Participant Cost Modifications:

Reduce Transportation by \$1,000.00 transfer to Instructional Materials
Reduce Supportive Service by \$500.00 transfer to Instructional Materials
Reduce Retention and Follow Up by \$500.00 transfer to Leadership
Reduce Incentives by \$500.00 transfer to Leadership Development
Reduce Participant Wages by \$5,600.00 transfer \$3,100.00 to In-School Participant Work Experience Benefits, transfer \$1,000.00 to Instructional Materials, transfer \$600.00 to Participant Workshops, and transfer \$900.00 to Leadership

Thank You,

Eugene E. Bell
Kings View Ready, Set, Go!
Program Coordinator

Kings View RSG Youth Program Fiscal Year 2007-2008 Budget Adjustments

Out-of-School Youth

	07-08 Budget	Adjustments	Revised Budget	Item % Change +increase / -decrease
Staff Costs Summary				
Total Salary Costs	\$ 132,073	\$ (8,400)	\$ 123,673	-6.36%
Total Benefits	\$ 31,680	\$ (3,800)	\$ 27,880	-11.99%
Total	\$ 163,753	\$ (12,200)	\$ 151,553	
Other Operating Costs				
Advertising	\$ 2,500	\$ (1,000)	\$ 1,500	-40.00%
Building Maintenance	\$ -	\$ -	\$ -	
Building Rent	\$ 6,000	\$ (1,000)	\$ 5,000	-16.67%
Communication -Telephone	\$ 2,176	\$ (300)	\$ 1,876	-13.79%
Conference and Training	\$ 4,000	\$ -	\$ 4,000	
Contract Services	\$ 2,400	\$ -	\$ 2,400	
Dues	\$ 600	\$ -	\$ 600	
Duplicating/Printing	\$ 800	\$ (300)	\$ 500	-37.50%
Equipment Maintenance	\$ -	\$ -	\$ -	
Equipment Purchase	\$ 38	\$ -	\$ 38	
Equipment Rental	\$ -	\$ -	\$ -	
Insurance	\$ 3,000	\$ -	\$ 3,000	
Mileage - Staff	\$ 3,500	\$ -	\$ 3,500	
Office Supplies	\$ 750	\$ (500)	\$ 250	-66.67%
Total	\$ 25,764	\$ (3,100)	\$ 22,664	
Total Salaries, Benefits and Operating Costs	\$ 189,517	\$ (15,300)	\$ 174,217	
Participant Costs				
Supportive Services				
Instructional Supplies	\$ 2,500	\$ -	\$ 2,500	
Instructional Materials	\$ -	\$ 2,500	\$ 2,500	
Participant Supplies- Occupational Skills	\$ -	\$ -	\$ -	
Participant Supplies - Job Placement	\$ -	\$ -	\$ -	
Transportation	\$ 1,200	\$ (1,000)	\$ 200	-83.33%
Supportive Services	\$ 1,500	\$ (500)	\$ 1,000	-33.33%
Participant Wages				
Work Experience Wages	\$ 65,000	\$ (5,600)	\$ 59,400	-8.62%
Work Experience Benefits	\$ 7,090	\$ -	\$ 7,090	
Direct Costs				
Workshops (Fresno Training Institute)	\$ 13,212	\$ 600	\$ 13,812	4.54%
Leadership Activity	\$ 3,000	\$ 1,900	\$ 4,900	63.33%
Participant Workshop Snacks	\$ 1,000	\$ -	\$ 1,000	
Job Retention/Followup	\$ 1,000	\$ (500)	\$ 500	-50.00%
Incentives	\$ 4,000	\$ (500)	\$ 3,500	-12.50%
Total	\$ 99,502	\$ (3,100)	\$ 96,402	
Sub-Total	\$ 289,019	\$ (18,400)	\$ 270,619	
Indirect Costs	\$ 26,012	\$ (1,656)	\$ 24,356	-6.37%
Grand Total	\$ 315,031	\$ (20,056)	\$ 294,975	

This budget was prepared by : Eugene Bell

Date: 6/3/2008

M A D E R A C O U N T Y
I N V E S T M E N T B O A R D

"Committed to a Quality Workforce"

Executive Committee

Agenda Item 5.5

Consent

Action

Information

TO: Madera County Workforce Investment Board Executive Director

**FROM: Elaine Craig, Executive Director
Workforce Investment Board**

DATE: July 7, 2008

SUBJECT: Approve RSG Program Budgets July – December 2008

Recommendation:

The Madera County Workforce Investment Board Executive committee authorize staff to enter into budget negotiations with the Kings View "Ready, Set, Go!" program in order to finalize budgets and incorporate them into a contract extension that will go to the Workforce Investment Board for ratification as approved by the Youth Advisory Council on June 4, 2008.

Summary:

The Youth Advisory Council and Workforce Investment Board have approved a six-month extension to the current youth service provider contract held by Kings View. Staff has received proposed budgets for the six-month time period, and would like to review, negotiate as necessary, and finalize the contract extension.

Financing:

Workforce Investment Act of 1998

PROGRAM BUDGET SHEET
FISCAL YEAR 2008-09
In-School Youth

LINE ITEM	ADMIN	PROGRAM	TOTAL	% OF TOTAL
STAFF COSTS				
Salaries	\$0.00	\$52,042.02	\$52,042.02	33.93%
Benefits	\$0.00	\$10,710.00	\$10,710.00	6.98%
SUB TOTAL STAFF COSTS	\$0.00	\$62,752.02	\$62,752.02	\$0.41
OPERATING COSTS				
Advertising		1500	\$1,500.00	0.98%
Building Maintenance	\$0.00	\$0.00	\$0.00	0.00%
Building Rent: Cost Per Sq Ft. \$0.00	\$0.00	\$0.00	\$0.00	0.00%
Communications (Phone/FAX/Postage)		1780	\$1,780.00	1.16%
Conference/Training		2000	\$2,000.00	1.30%
Contract/Professional Svc		1700	\$1,700.00	1.11%
Dues/Subscriptions		750	\$750.00	0.49%
Duplicating/Printing		1000	\$1,000.00	0.65%
Equipment Maintenance	\$0.00	\$0.00	\$0.00	0.00%
Equipment Purchases	\$0.00	\$0.00	\$0.00	0.00%
Equipment Rental / Lease	\$0.00	\$0.00	\$0.00	0.00%
Insurance		1500	\$1,500.00	0.98%
Mileage – (Staff)		1900	\$1,900.00	1.24%
Office Supplies		1500	\$1,500.00	0.98%
Utilities			\$0.00	0.00%
SUB TOTAL OPERATING COSTS	\$0.00	\$13,630.00	\$13,630.00	8.89%
PARTICIPANT COSTS				
Work Experience Wages		47000	\$47,000.00	30.65%
Work Experience Benefits		7520	\$7,520.00	4.90%
Incentives		2000	\$2,000.00	1.30%
Instructional Supplies		1000	\$1,000.00	0.65%
Parent Outreach		350	\$350.00	0.23%
Participant Snacks		600	\$600.00	0.39%
Supportive Services		600	\$600.00	0.39%
Transportation		500	\$500.00	0.33%
Workshops		2,000	\$2,000.00	1.30%
Job Retention/Follow Up		750	\$750.00	0.49%
Specify: Leadership Development		2,000	\$2,000.00	1.30%
SUB TOTAL PARTICIPANT COSTS		\$64,320.00	\$64,320.00	41.94%
SUB TOTAL EXPENSES		\$140,702.02	\$140,702.02	91.74%
APPROVED % INDIRECT	9.00%	\$12,663.18	\$12,663.18	8.26%
NEGOTIATED % PROFIT			\$0.00	0.00%
GRAND TOTAL	\$12,663.18	\$140,702.02	\$153,365.20	100.00%

Note: All program costs must be identified in the format above at the time of proposal submission. Any services or equipment not specifically identified will not be considered during the contract year. Location of services must be specified in Budget Narrative along with all items under Participant Cost.

Note: Some budget line items require detail backup information. See sheets to follow in RFP.

This budget was prepared by: Eugene Bell
5/29/2008

PROGRAM BUDGET SHEET
FISCAL YEAR 2008-09
Out-of-School Youth

LINE ITEM	ADMIN	PROGRAM	TOTAL	% OF TOTAL
STAFF COSTS				
Salaries	\$0.00	\$65,146.85	\$65,146.85	41.94%
Benefits	\$0.00	\$15,300.00	\$15,300.00	9.85%
SUB TOTAL STAFF COSTS	\$0.00	\$80,446.85	\$80,446.85	\$0.52
OPERATING COSTS				
Advertising		1500	\$1,500.00	0.97%
Building Maintenance	\$0.00	\$0.00	\$0.00	0.00%
Building Rent: Cost Per Sq Ft. \$0.00	\$0.00	\$0.00	\$0.00	0.00%
Communications (Phone/FAX/Postage)		1780	\$1,780.00	1.15%
Conference/Training		2000	\$2,000.00	1.29%
Contract/Professional Svc		1800	\$1,800.00	1.16%
Dues/Subscriptions		750	\$750.00	0.48%
Duplicating/Printing		1000	\$1,000.00	0.64%
Equipment Maintenance	\$0.00	\$0.00	\$0.00	0.00%
Equipment Purchases	\$0.00	\$0.00	\$0.00	0.00%
Equipment Rental / Lease	\$0.00	\$0.00	\$0.00	0.00%
Insurance		1500	\$1,500.00	0.97%
Mileage – (Staff)		1900	\$1,900.00	1.22%
Office Supplies		1500	\$1,500.00	0.97%
Utilities			\$0.00	0.00%
SUB TOTAL OPERATING COSTS	\$0.00	\$13,730.00	\$13,730.00	8.84%
PARTICIPANT COSTS				
Work Experience Wages		32000	\$32,000.00	20.60%
Work Experience Benefits		5120	\$5,120.00	3.30%
Incentives		1500	\$1,500.00	0.97%
Instructional Supplies		1750	\$1,750.00	1.13%
Parent Outreach		0	\$0.00	0.00%
Participant Snacks		700	\$700.00	0.45%
Supportive Services		1000	\$1,000.00	0.64%
Transportation		500	\$500.00	0.32%
Workshops		3,000	\$3,000.00	1.93%
Job Retention/Follow Up		750	\$750.00	0.48%
Specify: Leadership Development		2,000	\$2,000.00	1.29%
SUB TOTAL PARTICIPANT COSTS		\$48,320.00	\$48,320.00	31.11%
SUB TOTAL EXPENSES		\$142,496.85	\$142,496.85	91.74%
APPROVED % INDIRECT	9.00%	\$12,824.72	\$12,824.72	8.26%
NEGOTIATED % PROFIT			\$0.00	0.00%
GRAND TOTAL	\$12,824.72	\$142,496.85	\$155,321.56	100.00%

Note: All program costs must be identified in the format above at the time of proposal submission. Any services or equipment not specifically identified will not be considered during the contract year. Location of services must be specified in Budget Narrative along with all items under Participant Cost.

Note: Some budget line items require detail backup information. See sheets to follow in RFP.

This budget was prepared by: Eugene Bell
5/29/2008

M A D E R A C O U N T Y
W O R K F O R C E
I N V E S T M E N T B O A R D

"Committed to a Quality Workforce"

Executive Committee

Agenda Item 5.6

Consent

Action

Information

TO: Madera County Workforce Investment Board Executive Committee

**FROM: Elaine Craig, Executive Director
Workforce Investment Board**

DATE: July 7, 2008

SUBJECT: Approve Memorandums of Understanding with Partner Agencies

Recommendation:

Recommend approval of the following Memorandum of Understandings between the Madera County Workforce Investment Board and Madera County office of Education-Workforce Development Office, SER Jobs for Progress, Inc., The State of California Department of Rehabilitation, Madera Unified School District-Madera Adult School, and the Housing Authority of the City of Madera and forward to the Board of Supervisors for signature.

Summary:

The Memorandums of Understanding will expire on June 30, 2008 and must be renewed in accordance with WIA. They are between the Madera County Workforce Investment Board and the partner agencies who participate, mandated or otherwise, in the One Stop. They must also be signed by the Chief Local Elected Official at the Board of Supervisors. They are for a period of 3 years and include the Resource Sharing Agreement with the partner agencies. The agreement will be reviewed annually through the distribution of a Resource Sharing matrix and revised as necessary.

Financing:

Workforce Investment Act of 1998

M A D E R A C O U N T Y
I N V E S T M E N T B O A R D

"Committed to a Quality Workforce"

Executive Committee

Agenda Item 5.7

Consent

Action

Information

TO: Madera County Workforce Investment Board Executive Committee

**FROM: Elaine Craig, Executive Director
Workforce Investment Board**

DATE: July 7, 2008

SUBJECT: Approve Revised Priority of Service Policy

Recommendation:

Recommend approval of the revised Priority of Service removing all priority of services, except for Madera County residents, to align with the Integrated Delivery of Services Project.

Summary:

Currently the policy provides priority to Madera County residents as well as those economically disadvantaged, currently receiving any form of cash assistance, and to eligible veterans. Because we will essentially be enrolling, and thus providing services beyond universal, to all customers who come to the One Stop and it is locally determined related to priority, the WIB policy must be aligned with the ISD model.

Financing:

Workforce Investment Act of 1998

M A D E R A C O U N T Y
W O R K F O R C E
I N V E S T M E N T B O A R D
"Committed to a Quality Workforce"

PRIORITY OF SERVICE POLICY

EDD Revision Date: n/a

WIB Review Date: 7/17/03; 3/22/07; 4/26/07; 6/21/07; 5/22/08, 7/7/08

EXECUTIVE SUMMARY:

Purpose:

This document establishes the Madera County Workforce Investment Board's policy on priority of service. The Madera County Workforce Investment Board has the authority to set local policy on the provision of services, beyond universal services, to customers who reside outside of Madera County.

Policy:

It is the policy of the Madera County Workforce Investment Board to provide services only to individuals who are residents of Madera County. Eligibility criteria or other priorities for access to services may be established for special projects, or to align with specific grant requirements, at the discretion of the Board. Additional priority areas may be designated, if necessary, to ensure that funds available to the local area are used to provide services to those individuals who are most in need of such services.

Exceptions under this policy include candidates in the Licensed Vocational Nursing (LVN), Registered Nursing (RN) and basic Law Enforcement and Firefighter Academy Training Programs.

In addition to the above exceptions and in order to create a demand driven workforce system and in alignment with the California Partnership for the San Joaquin Valley, the Board supports the following industry clusters as having occupations in demand for Madera County

1. Agri-Business, including food processing, Ag Technology, and Bio Technology
2. Manufacturing
3. Supply chain management and logistics
4. Health and Medical
5. Renewable energy

The Board may designate additional occupations which do not meet the above criteria but which it believes have a high potential for sustained demand or growth in the local labor market.

M A D E R A C O U N T Y
I N V E S T M E N T B O A R D

BOARD MEETINGS

2008 - 2009

To be held at the Madera County Workforce Assistance Center
Executive Conference Room
209 E. 7th Street
Madera, CA 93638
(559) 662-4589

**Workforce Investment
Board**

*Quarterly: 3rd Thursday
3:00 p.m.*

**Executive
Committee**

*Monthly: 4th Thursday (as needed)
3:00 p.m.*

**Youth Advisory
Council**

*Quarterly: 1st Wednesday
3:30 p.m.*

September 18, 2008

July 24, 2008

September 3, 2008

December 18, 2008

August 28, 2008

December 3, 2008

March 19, 2009

September 25, 2008

March 4, 2009

June 18, 2009

October 23, 2008

June 3, 2009

November 27, 2008

December 25, 2008

January 22, 2009

February 26, 2009

March 26, 2009

April 23, 2009

May 28, 2009

June 25, 2009