

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"

A G E N D A

**March 27, 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) 662-4500***

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 Ratify Workforce Investment Board Minutes, December 20, 2007

4.2 Approve Workforce Investment Board – Executive Committee Minutes, February 28, 2008

4.3 Approve Workforce Investment Board – Youth Advisory Council Minutes, March 5, 2008

5.0 Action Items

5.1 Ratify Resignation of Kelly McManis, Private Sector

5.2 Ratify Resignation of Max Rodriguez, Board of Supervisor Representative

5.3 Ratify Approval of New Board of Supervisor Representative to the Workforce Investment Board

5.4 Ratify Extension of Youth Provider Contract

5.5 Ratify Revised Nondiscrimination and Equal Opportunity Policy

5.6 Ratify Line Item Adjustment to RSG Budget

6.0 Information Items

6.1 EDGE Campaign Presentation

6.2 Basic Skills Deficiency Policy

6.3 Work Readiness Certificate Policy

6.4 Budget Update

6.5 Grant Update

6.6 Integration Project Update

6.7 Youth Advisory Council Meetings

6.8 Activities and Events

6.9 Form 700

7.0 Written Communication

8.0 Open Discussion/Reports/Information

8.1 Board Members

8.2 Staff

9.0 Next Meeting

June 19, 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"

December 20, 2007

MINUTES

- PRESENT:** Nick Benjamin, Debi Bray, Bob Carlson, Sally L. Frazier, Ed.D., David Hernandez, Terry Kershaw, Ed.D., Tim Liermann, Terry Nichols, M.S., Stay Nieto, Robert Poythress, Max Rodriguez, Rosemary Rusca, Hubert Walsh, Christine Watts-Johnson, Maxine Yocum
- ABSENT:** John Jepson, Bobby Kahn, Carol Long, Debbie Macias, Kathy McCorry, Kelly McManis, Rebecca Mendibles, M.J. Nabors, Tara Ryan, Beverly Scott, Sherri Vogel
- GUEST:** James Diaz-EDD, Steven Gutierrez-EDD, Linda Rodriguez-EDD, Gerald Zumwalt, Marisol Delgado, Pam Lowery, Janice Russ
- OTHERS:** Elaine Craig, Tracie Scott-Contreras, Jessica Roche, Nicki Martin

1.0 Call to Order

Meeting called to order by Chair Bob Carlson at 3:03 p.m.

1.1 Pledge of Allegiance

Pledge of Allegiance led by Chair Bob Carlson

2.0 Public Comment

None

3.0 Introductions and Recognitions

Elaine Craig, Executive Director, introduced Workforce Development Office staff: Marisol Delgado-Workforce Assistance Center Resource Room, Pam Lowery-Business Services Representative, and Janice Russ-Vocational Career Specialist. Newly appointed Directors Stacy Nieto, Private Sector, and Tim Liermann, Labor Sector, were also introduced.

4.0 Consent Calendar

- 4.1 Ratify Youth Advisory Council Minutes, June 21, 2007**
- 4.2 Ratify Executive Committee Minutes, July 26, 2007**
- 4.3 Approve Executive Committee Minutes, September 27, 2007**
- 4.4 Approve Youth Advisory Council Minutes, December 5, 2007**
- 4.5 Ratify New WIB Director, Labor Representative – Tim Liermann**
- 4.6 Ratify New WIB Director, Business Representative – Stacey Nieto**
- 4.7 Ratify New WIB Director, Business Representative – Kathy McCorry**

- 4.8 Ratify WIB Director Resignation, CVOC – Edgar Perez**
- 4.9 Ratify New WIB Director, CVOC – John Jepson**
- 4.10 Ratify Resignation of Youth Advisory Council Member, Youth Representative – Carlese Laurent**
- 4.11 Ratify New Youth Advisory Council Member, Youth Representative – Claudia Romero**
- 4.12 Ratify Resignation of Youth Advisory Council Member, Educational Representative – Amparo DeAnda**
- 4.13 Ratify New Youth Advisory Council Member, Educational Representative – Kathy Lopes**
- 4.14 Ratify Final 07-08 RSG Youth Program Budgets**
- 4.15 Ratify 07-08 Childcare Budget**

Board reviewed consent items 4.1 to 4.15 as a group. Elaine noted that many of the Director items have been duly processed through the County Board of Supervisors. Normally, such items are approved by the full Board before being processed by the Board of Supervisors. The nominations had been previously approved by the Executive Committee but because the full WIB did not meet in September, the nominations were forwarded to the Board of Supervisors for appointment. Items 4.14 and 4.15 have also been previously approved by the Executive Committee. The Final 07-08 RSG Youth Budget has been approved by the Youth Advisory Committee. There are currently adjustments to the Final Budget. These budget adjustments affect line items only and will be brought before the Executive Committee and the full Board at future meetings. Bob Carlson congratulated the new Directors.

Max Rodriguez moved to ratify consent items 4.1 through 4.15, seconded by Robert Poythress. Motion approved unanimously.

5.0 Action Items

- 5.1 Ratify/Approve Revised On the Job Training Policy**
- 5.2 Ratify/Approve Revised Self Sufficiency Policy**
- 5.3 Ratify/Approve Revised Supportive Services Policy**

Items 5.1 to 5.3 have previously been approved by the Executive Committee. The On the Job Training policy has incorporated a sliding scale; increased the minimum wage to \$8.00 an hour and increased the amount that employers would be reimbursed to a maximum of \$2,500. It has been very well received by employers. The only revision to the Self Sufficiency policy has been a revised Lower Living Standard chart. The revised chart allows more people to be eligible. The Supportive Services has been converted to “cafeteria” style which will potentially allow participants to spend up to \$500 on items such as work clothes and testing fees. Participants will have up to \$1,500 to spend on training textbooks. The policy will no longer pay for personal clothes. Transportation will be reimbursed based on the number of miles. Child care assistance will be on a case by case basis. The budget for child care has been reduced.

Debi Bray moved to ratify/approve items 5.1 to 5.3, seconded by David Hernandez. Motion approved unanimously.

5.4 Approve Revised Supportive Services Policy

Additional revisions to the Supportive Services policy are being brought to the Board. Additional language requiring staff to verify participants’ valid vehicle registration and insurance has been added to the policy for those participants using their vehicles for training purposes. Staff will only do a visual inspection one time. Copies of documents will not be required. Other area Workforce Investment Boards are doing verifications as well. Participants will not be reimbursed for mileage without valid

registration and insurance. Participants will not be denied training if they do not have the appropriate vehicle documents.

Robert Poythress moved to approve the revised Supportive Services Policy, seconded by Christine Watts-Johnson. Motion approved unanimously.

5.5 Approve Revised Procurement Policy

An EDD State Monitor suggested that language be added to the current Procurement policy for cost price analysis, including contract modifications. Staff already gets quotes for purchases but the language was not in the policy. If staff chooses to purchase a product that a price analysis deemed more expensive, staff must justify the cost.

Hub Walsh moved to approve revised Procurement policy, seconded by Nick Benjamin. Motion approved unanimously.

5.6 Ratify/Approve Participation in Job Service/WIA Integration Project

5.8 Ratify/Approve Signatures for Central Valley Work Readiness Certificate

5.10 Ratify/Approve Central Valley Work Readiness Certificate Policy

5.16 Ratify/Approve Development of Proposal for CalGRIP SFP

Nick Benjamin moved to review items 5.6, 5.8, 5.10 and 5.16 as a group as they have already been reviewed and approved by the WIB Executive Committee, Robert Poythress seconded. Motion approved unanimously.

Agenda Item 5.6 - Madera County Workforce Investment Board has been chosen to become a Learning Lab. It is the only Central Valley WIB chosen. The project integrates Wagner/Peyser which is EDD job service/job exchange with the Workforce Investment Act. It will significantly change the way we do business. We would essentially be enrolling everyone who comes through the One Stop doors. Dennis Petrie, EDD Director of Workforce Development Services Branch will be doing a presentation on the Integration Project in the One Stop on Tuesday, January 29. There will be a morning session from 9:00 a.m. to 11:00 and an afternoon session from 1:00 to 3:00. All Directors and WIB members as well as Partners and Agencies are invited to attend. Agenda Item 5.8 – The Work Readiness Certificate is a regional work readiness certificate that came out of the Central Valley Partnership which was funded through the \$1 million grant. The Executive Committee has previously approved the Certificate and elected to have both the WIB Chair and the WIB Executive Director signatures on the certificate. Agenda Item 5.10 – The Work Readiness Certificate as been implemented and is working very well. Currently, 21 certificates have been handed out. Certificates are handed out to those participants who have successfully completed the WorkKeys assessment and obtained the necessary scores for their chosen field. Agenda Item 5.16 – Just over \$40 million dollars have been earmarked for the Governor's CalGrip (Ca. Gang Reduction Intervention and Prevention program) initiative. Staff brought before WIB Youth Advisory Council and staff was given approval to move forward with proposal. Kingsview RSG would be the subcontractor providing direct services to participants. Funds are from Governor's discretionary money. There will be \$450,000 awards given out. Services will most likely be provided at the Madera One Stop. Funds are allocated funds that must be applied for. There were designated California counties identified as having gang problems, of which Madera is one.

Max Rodriguez moved to approved Items 5.6, 5.8, 5.10, and 5.16, seconded by Nick Benjamin. Motion approved unanimously.

5.7 Approve Partner Meeting Format Changes

Staff reports that attendance at the monthly Partner meetings has been decreasing and is being attended mostly by line staff. Meetings have been increasingly about routine operations of the One Stop. Staff would like meetings to be more strategic in nature. An email was sent by staff to executive level administrators to attend a special November meeting to discuss the partner meetings. The meeting was well attended. Routine operations of the One Stop will be dealt with in a more informal

manner. Meetings will be attended by the Partner decision-makers who are committed to re-engage the One Stop system.

Terry Kershaw moved to approve the Partner Meeting Format changes, seconded by Sally L. Frazier. Motion approved unanimously.

5.9 Ratify/Approve Basic Skills Requirement for Training and/or Referrals to Employers Policy

Executive Committee has previously approved the Basic Skills Requirement policy. This policy states that all participants must have a high school diploma or G.E.D. or have to test at a 9th grade level in Reading and Math in order to obtain subsidized training. According to WIA law, anyone testing below 9th grade levels is considered Basic Skills deficient. Participants considered identified as basic skills deficient will not be placed in any subsidized services until they remediate and bring their levels to a minimum of 9th grade levels. Various programs such as the Madera Adult School G.E.D. class held at the Madera One Stop, the Career Advancement Academy at the Madera Center, WIN Solutions web-based remediation program, and the Madera Center distance learning center are among the options participants have to help them remediate. Since July, of the 13 Adult participants, 7 were considered basic skills deficient; 33 of the 43 Youth participants were considered basic skills deficient and 3 out of 8 dislocated workers were considered basic skills deficient. Most participants opt to remediate. All participants can still access Universal Services at the One Stop. The policy was implemented in October with the approval of the Executive Committee. The Fresno WIB has had a basic skills deficiency policy in place for years. Staff will research the use of basic skills deficiency-like policies throughout the region and report the results to the Board.

Robert Poythress moved to approve the Basic Skills Requirement for Training and/or Referrals to Employers Policy, seconded by Nick Benjamin. Tim Liermann and Terry Nichols opposed. Motion approved by majority.

5.11 Approve Letting a Youth RFP for 08-09 Program /Fiscal Year

The contract and budget with current youth provider, Kingsview RSG, ends June 30, 2008. In the spirit of price cost analysis staff would like to let an RFP so that any potential provider to Madera County could submit a proposal. All proposals would be taken to the Youth Advisory Council for approval. An Ad-Hoc committee would be formed to review all proposals as has been done in the past to oversee the process and be the raters for the proposals.

Debi Bray moved to table item 5.11 and called for a special Youth Advisory Council meeting to be held to discuss letting an RFP, seconded by Hub Walsh. Item 5.11 tabled.

5.12 Approve Nomination of Labor Representative WIB Director – Gerald Zumwalt

In accordance with SB293 requiring a 15% labor representation on all WIB Boards, Gerald Zumwalt, International Brotherhood of Electrical Workers, was nominated by the Central Labor Council. Mr. Zumwalt joins Directors Liermann and Macias as Labor Sector representatives.

Tim Liermann moved to approve nomination of labor representative Gerald Zumwalt and forward to the Madera County Board of Supervisors for appointment, seconded by David Hernandez. Motion approved unanimously.

5.13 Approve Extension of the Local Workforce Investment Area Plan

Local Workforce Investment Areas were given another 1 year extension to the Plan Modification. The Plan has not been brought before the Board due to a lack of meeting in September. The Plan was due in October and has been submitted to the Board of Supervisors for approval and forwarded to the State for processing.

Terry Nichols moved to approve the Local Workforce Investment Area Plan, Seconded by Nick Benjamin. Motion approved unanimously.

5.14 Approve Application of Training Provider to the Eligible Training Provider List (ETPL)

5.15 Approve Application of Training Provider to the Eligible Training Provider List (ETPL)

The Madera Center is already on the Eligible Training Provider List but is adding certified training programs for Criminology and Medical Office Administration. In accordance with WIA, any existing ETPL provider must submit an application to add new programs to the list. Timberline Education Center LLC is a new provider submitting an application to be added to the list for Building Inspector and Construction Estimator courses.

Hub Walsh moved to approved items 5.14 and 5.15, seconded by Max Rodriguez. Motion approved unanimously.

6.0 Information Items

6.1 Central California Workforce Collaborative

Grant is moving along very well. This grant involves WorkKeys, the Work Readiness Certificate and the Gap Analysis Survey which went out to all employers in Madera County. The survey asks about employer needs for employees, employee training and skills. The community colleges are scheduled to do the Gap Analysis. Currently AB27 proposes that the San Joaquin Valley Partnership be made into a statute through the year 2020. Staff have sent a letter of support on behalf of that legislation.

6.2 Grant Updates

There are not many grants available at the moment. We are working on the CalGrip at this time. Staff, working with the community colleges and the WIBs, is working on SB70 which involves about \$58 million for continued or career technical education. SB70 is another of the Governor's initiatives. There will be 40 awards at approximately \$400,000 each. The Letter of Intent was submitted regionally with the region being split into 4 parts. There has been no response to the Rapid Response proposal for Business Services that was submitted. Staff is working with the Community College's Career Advancement Academy. The Academy has provided staff many good opportunities for professional growth.

6.3 Reauthorization/Rescission/2% Hold Back

Reauthorization will not be looked at until at least 2009. The Rescission was approved by the House and the Senate within the Omnibus Bill wherein WIA will take a \$250 million cut mid-year. In response to the Rescission, the Department of Labor has held back 2% of our current allocations. The current program budget is working with a 4% carry-over. The rescission will cause the program to start the 08-09 year with only a 2% carry-over.

6.4 Letter Campaign

Letters of support against a rescission containing the WIB Chair as well as most of the Private Sector Director signatures was submitted to our elected officials at the State and Federal level. The rescission was originally intended to be \$325 million. With the help of the letter campaign, the rescission was reduced to \$245 million but the President vetoed the first budget and was ultimately approved at \$250 million.

6.5 Budget

Hand out provided to illustrate the status of the current budget. The program is doing very well and on track.

6.6 Participant Data

Hand out provided to illustrate participant data for the One Stop. The data reflects the actual customers not units of service. There was a significant increase to the numbers for the last quarter which is due to the use of the new case management system: Virtual One Stop (VOS). With VOS, staff is better able to manage and track everyone who walks through the door. The new system uses a swipe card to help track participants and services. Currently, the Department of Labor only counts

enrolled participants. With VOS, everyone entering the One Stop will receive a swipe card and be enrolled in the system. 12,489 units of services have been tracked since July 1, 2007.

6.7 WIB Toolkit

The WIB Toolkit is being developed by the Space Authority which received \$5 million in WIRED (Workforce Innovation Regional Economic Development) money. The Space Authority invited a number of WIB Directors to assist them in putting together a web site that is a WIB Toolkit. It is a very good website but not fully completed.

6.8 EDGE Campaign

The WIB Board had previously approved endorsing the EDGE (Education Diversity and Growth in Education) campaign. The campaign has been very quiet up to now. An executive director has been appointed and it has received some good funding from private donors and foundations and sectors. The new Director has been invited to make a presentation at the March WIB meeting.

6.9 WorkKeys/WIN Solutions/Work Readiness Certificate

WorkKeys/WIN Solutions/Work Readiness Certificate has been referred to earlier in the meeting.

6.10 VOS

The new case management system, Virtual One Stop (VOS) which uses swipe cards is working very well.

6.11 WIB Director Recruitment

The Ad Hoc workgroup has been very helpful in providing names and potential recruitments. The Madera WIB is still short in Private Sector representation.

6.12 Youth Connect Project

There was a photo expose in the Madera Tribune featuring the Youth Connect project graduation. 10 youth graduated from the program which earned them 4 community college credits. The class was taught in the One Stop for one semester and students received a computer and internet access for one year for free. Director Max Rodriguez first brought Robert Conal to the WIB with a business plan to provide training and computers to disenfranchised adults. Mr. Conal passed the plan to Elaine who converted the plan to work with youth. The plan was handed off to Kingsview RSG to provide services. AT&T has donated \$20,000 for the second class.

6.13 Credo on Agenda

Staff have added the Madera WIB Credo to the top of the Agenda.

6.14 December Executive Committee Meeting Schedule – December 27, 2007

Directors elected to cancel the Executive Committee meeting on December 27, 2007.

7.0 Written Communication

None

8.0 Open Discussion/Reports/Information

8.1 Board Members

Robert Poythress shared a Housing Authority hand out with information regarding the availability of approximately 3700 sq. ft. of office space which is available at 800 E. Yosemite. The space is available for government agencies or related types of groups.

8.2 Staff

Elaine introduced Workforce Development staff members Marisol Delgado, Pam Lowery, and Janice Russ. Marisol, Pam, and Janice participated in a Cargill job fair which was very successful. When staff arrived at the One Stop for the job fair, participants were lined up outside the building. The line wrapped around the corner. There were approximately 160 people. Cargill had their own staff in attendance. They received applications and did interviews. They extended 40 conditional job offers and scheduled interviews on their site. The HR Manager called to express their gratitude and how impressed they were by the staff.

9.0 Next Meeting

March 20, 2008 – 3:00 p.m.

10.0 Adjournment

Meeting adjourned at 4:42 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"

Executive Committee

February 28, 2008

MINUTES

PRESENT: Debi Bray, Bob Carlson, Sally L. Frazier, Ed.D., Max Rodriguez, Hubert Walsh

ABSENT: Carol Long, Robyn Smith

GUEST: Linda Venhaus

OTHERS: Elaine Craig, Jessica Roche, Nicki Martin

1.0 Call to Order

Meeting called to order at 2:31 p.m. by Bob Carlson, WIB Chair.

1.1 Pledge of Allegiance

Bob Carlson, WIB Chair, led the 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

3.1 Elaine introduced Linda Venhaus, Workforce Development Office, Fiscal Department.

4.0 Consent Calendar

4.1 Approve Workforce Investment Board minutes – December 20, 2008

Hub Walsh moved to approve the Workforce Investment Board minutes, seconded by Max Rodriguez. Motion approved unanimously.

5.0 Action Items

5.1 Approve resignation of Kelly McManis, Private Sector

Kelly McManis has notified staff that she will no longer be employed by the Chowchilla Chamber of Commerce as of January 1, 2008. Chamber has hired a replacement but staff have not been informed as to the name. The person replacing Ms. McManis is a potential replacement but the nomination will take a couple of weeks.

Hub Walsh moved to approve Kelly McManis resignation, seconded by Max Rodriguez. Motion approved unanimously.

5.2 Approve new Board of Supervisor representative to the Workforce Investment Board

Supervisor Max Rodriguez has been re-assigned and will no longer represent the Madera County Board of Supervisors on the Madera County Workforce Investment Board. Supervisor Tom Wheeler has been named to the Madera Workforce Investment Board as their representative however, Supervisor Wheeler has a scheduling conflict with the Executive Committee calendar. The Madera WIB By-Laws state that the Board of Supervisor representative must serve on the Executive Committee as well as the Madera WIB. Staff will contact Board of Supervisor's staff to follow-up on availability of Supervisor Wheeler and gather information as to what alternate days might better work for his schedule. Staff and Board members expressed their gratitude to Supervisor Max Rodriguez for serving on the Board.

Debi Bray moved to approve the representative for the Madera County Board of Supervisors named by the Board of Supervisors, seconded by Sally L. Frazier, Ed.D.. Motion approved unanimously.

5.3 Approve extension of Youth Provider contract

The current Youth contract expires on June 30, 2008. Staff would like approval to extend the Youth contract to December 31, 2008 and to authorize staff to enter into negotiation for a budget for the extension. Originally, staff had placed letting an RFP on the December 20, 2007 Workforce Investment Board meeting agenda. Because the WIB meeting took place after the Youth Advisory Council had already met in December, WIB Directors elected to table the RFP agenda item and asked that a special Youth Advisory Council meeting be scheduled in order to get the Council's input into the RFP. The special Youth Advisory Council meeting was not scheduled due to lack of information from the State regarding Youth funding/allocations. Staff recommends extending the current Youth contract and awaiting information for funding for Youth due out in April/May. Once staff receives notice of youth funds/allocations, it is their intent to let an RFP in order to comply with the competitive bid process.

Hub Walsh moved to approve extending the Youth contract to December 31, 2008 contingent upon approval by the Youth Advisory Council at their regularly scheduled meeting on March 5, 2008; if the Council is unable to approve due to lack of quorum, the contract extension will be approved as recommended by staff, seconded by Bob Carlson. Motion approved unanimously.

5.4 Approve revised Nondiscrimination and Equal Opportunity policy

This policy comes from the State Employment Development Department. The revised policy provides new guidance on a standardized complaint form along with a Reasonable Accommodations Procedure manual.

Debi Bray moved to approve the revised Nondiscrimination and Equal Opportunity Policy, seconded by Sally L. Frazier, Ed.D. Motion approved unanimously.

5.5 Approve line item adjustments to RSG budget

Adjustments were approved by the Youth Advisory Council at their December 5, 2007 meeting but item was inadvertently left off the December 20, 2007 WIB meeting. Adjustments are standard line item adjustments and do not affect direct services to participants.

Max Rodriguez moved to approve RSG budget adjustments, seconded by Hub Walsh. Motion approved unanimously.

5.6 Approve change in March Workforce Investment Board meeting date

Due to significant staff calendar conflicts with the March 20, 2008 WIB meeting date, staff request approval to move the March Workforce Investment Board March 27, 2008. The 3:00 p.m. meeting time remains the same. Staff has surveyed WIB Director attendance for the revised date and are confident that a quorum will be established.

Debi Bray moved to approve changing the March WIB meeting date to March 27, 2008, seconded by Bob Carlson. Motion approved unanimously.

6.0 Information Items

6.1 Form 700

Reminder – the Form 700 is due on or before April 1, 2008. The Form 700 must be completed by all WIB members on an annual basis.

6.2 Workforce Investment Board Policy regarding Basic Skills Deficiency

The Madera Workforce Investment Board approved the Basic Skills Deficiency at their December 20, 2008 meeting. At that time, 2 Directors were opposed to approval of the policy. To date, there have not been any serious issues that require the attention of the Board. Staff will bring numbers to the WIB Board at the March 27, 2008 meeting. The policy requires that participants be at a ninth grade math and reading level or above. If participants are below 9th grade levels, they must remediate. Many participants have remediated and have been able to move on to the WorkKeys assessment.

6.3 Workforce Investment Board Policy regarding Work Readiness Certificate

This item was not discussed due to other item discussion. Item will be subsequently brought to the Workforce Investment Board.

6.4 Budget update

Program is looking at another \$250 million rescission from the President's office. The rescission equates to approximately \$23 million to California. Staff has taken out 2.74% from current budget and think everything is OK. Staff is reviewing all expenditures from using existing supplies of colored paper for copying to landscaping in order to save money and avoid staff lay-offs. Staff has drawn back approximately \$20,000 funds from the Merced Dislocated Worker contract and has frozen the contract with Merced. Staff is exploring many options that will allow program to go into the 2008-2009 year fiscally solvent and without any lay-offs but expressed concern about not having training funds going into the new year. Youth allocations information is expected in April. Dislocated Worker allocation information might also be available in May. Staff will keep Board informed as they receive information.

6.5 Integration Project update

The integration Learning Lab project is moving forward. Staff has been meeting and working with EDD staff. Teams which include EDD staff have been formed and are working on the Integrated Services plan which is due to the State on Friday, February 29, 2008. As a Learning Lab, everyone entering the One Stop will be enrolled. As a result, at this same time next year, the Madera County local workforce investment area will be able to report significantly higher number to the Department of Labor. With new system in place, staff will no longer intensively case manage and will now be concentrating on skill upgrade/enhancement for everyone who walks through the doors.

6.6 Grant updates

We have met the participant goals for the Maintenance Mechanic Grant with Merced and Stanislaus counties. Because Merced was unable to meet their participant goals, they will give Madera money to train additional Madera residents. Fresno City College Training Institute has agreed to allow Madera to add 5 more participants and will train them for the price of the original 10 participant rate. The next group of Maintenance Mechanics will be enrolled in June or July. Staff is currently working with the Madera Center for the second cohort of 15 LVN participants. This second cohort of 15 will finish off the grant. The Collaborative's \$1 million is still being used. It is paying for WorkKeys and the employer survey as well as a small portion of staffing. There has not been any word on the CalGrip proposal. Staff is awaiting the impact that the Governor's prisoner re-entry initiative will have on the One Stop. The One Stops have been designated the point of contact for that initiative.

6.7 Common Measures waiver

The Common Measures waiver has been approved for California. The old 15 performance measures are no longer in existence. There are now 6 common measures between Youth, Dislocated Worker and Adult. We are being held retroactively to July 1, 2007. As a Learning Lab beginning July 1, 2008, we will be exempt or will be able to negotiate appropriately.

7.0 Written Communication

None

8.0 Open Discussion/Reports/Information

8.1 Committee Members

Sally L. Frazier thanked Elaine and her staff for all their efforts.

8.2 Staff

None

9.0 Next Meeting

March 27, 2007

10.0 Adjournment

Meeting adjourned at 3:34 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

March 5, 2008

MINUTES

- PRESENT:** Susan Arteaga, Debi Bray, Ozzie DeLuna, Maria Juarez, Ernie Perez, Linda Rodriguez, Claudia Romero, Robyn Smith, Rachel Vasquez-Moy
- ABSENT:** Sally L. Frazier, Ed.D., Cyndia Gray, Kathy Lopes, Harry Nabors, Gwendolyn Palmer, Olga Saucedo-Garcia
- GUEST:** Eugene Bell, Johnny Hendricks
- OTHERS:** Elaine Craig, Tracie Scott-Contreras, Nicki Martin

1.0 Call to Order

Meeting called to order at 3:38 p.m. by Robyn Smith, Youth Advisory Council Chair

1.1 Pledge of Allegiance

Pledge of Allegiance led by Robyn Smith.

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

Elaine Craig, Executive Director, invited everyone to introduce themselves and introduced guests Eugene Bell and Johnny Hendricks.

4.0 Consent Calendar

4.1 Ratify Youth Advisory Council Minutes, December 5, 2007

Debi Bray moved to ratify Youth Advisory Council Minutes; seconded by Maria Juarez. Motion approved unanimously.

5.0 Action Items

5.1 Approve Extension of Youth Service Provider Contract

Staff recommends approval to extend the current Youth service provider contract with Kingsview Ready Set Go! to December 31, 2008 and to negotiate a budget for the extension. The current contract is set to expire on June 30, 2008. The contract extension was not placed on the Youth

Advisory Council's December 5, 2008 meeting agenda due to lack of information regarding funding/allocations. Staff subsequently placed an action item on the Workforce Investment Board's December 20, 2008 meeting agenda to let an RFP. Per WIA mandates which state that we must competitively go to bid for contract, an RFP was let 2 years ago. The Workforce Investment Board elected to table the action item to let an RFP at the December 20th meeting due to the fact that a similar action item had not been taken to the Youth Advisory Council prior to their meeting. Because staff has not received information regarding Youth funding, a special Youth advisory Council meeting was not scheduled and the decision to extend the current contract was made. Staff requested approval from the WIB Executive Committee on February 28, 2009 to extend the Youth contract to December 31, 2008 and negotiate a budget for the extension period. The Executive Committee approved the extension contingent upon the Youth Advisory Council approval of the extension. Once information for Youth allocations/funding is provided, staff will let an RFP per WIA mandates.

Maria Juarez moved to approved extending the Youth Service Provider contract, seconded by Debi Bray. Motion approved unanimously.

5.2 Approve RSG Program Mid-Year Budget Adjustments

Adjustments are common place wherein the provider will make operational budget adjustments. They are line items movements to balance adjustments and actual expenditures up to this point. Adjustments do not impact direct services to youth.

Susan Arteaga moved to approve mid year adjustments, seconded by Linda Rodriguez. Motion approved unanimously.

5.3 Approve Attendance/Membership Notices for Youth Council

This item has been brought to the Council due to the fact that the Youth Advisory Council's meetings have not been taking place on a regular basis due to lack of quorums. During a discussion in the Executive Committee on February 29, 2008, the Committee suggested seeking permission from the Youth Advisory Council to send out appropriate letters to the members of the Youth Advisory Council who are not in compliance with the By-Laws that require a 75% attendance rate. Staff researched attendance for Council members. Some Council members have a direct conflict with the current meeting schedule. Staff asked Council for input as to changing meeting dates and times or possibly changing the meeting schedule so the Council will meet on a bi-annual basis instead of quarterly. Council members prefer to keep the meetings on a quarterly basis but would like staff to research alternate dates and months. Staff suggested that Council meetings could be rescheduled to different month of the year: August, November, February, and May. Staff will poll Council members for possible change in months and days and report results to Council.

Ernie Perez moved to have staff research possible dates and days for the Youth Advisory Council meetings and send attendance letters to Council members not in compliance after meeting dates and days have been established, seconded by Susan Arteaga. Motion approved unanimously.

6.0 Information Items

6.1 2007-2008 Mid-Year Fiscal and Participant Reports

The budget is midway on spending and on target. Hand out provided with unduplicated counts of participants.

6.2 Update on RSG Youth Connect Project

The Youth Connect program started the second cadre of students on January 22, 2008. The students will have a new instructor – Ray Shaft. Participants receive 4 college units and the class runs for 1 semesters; 2 nights a week. Classes are held at the Madera County Workforce Assistance Center. Participants who complete the class receive a computer and internet access for 1 year. Youth staff is finishing up a \$20,000 AT&T application to fund computers for the students. Eugene Bell is currently meeting with Dr. Chin to discuss keyboarding and building computers classes.

6.3 Youth Success Stories

James, a former Out of School program participant has obtained a job with the County working with computers as a PC helper. He is taking classes at the Madera Center. Claudia Romero, currently a Youth Advisory Council member, has been accepted into the Future Nurses Program at Fresno City College. The program is starting this summer.

6.4 CWA Youth Conference Report

Johnny Hendricks, Youth participant, reported information regarding the CWA Youth Conference. Youth participants conducted a workshop on how to engage youth which included activities from a youth perspective. Youth participants researched for the activity by surveying youth on how to better engage youth. Survey results included using multi-media items such as ipods, My Space and blogs to better engage youth. Youth participants at the conference also helped Ed DeJesus with his session. They were also asked to do the closing plenary session in front of approximately 500 conference participants.

6.5 Update on Reauthorization and Budget

Currently, there is no news on Reauthorization and Budget. Staff will provide to Council as it becomes available.

7.0 Written Communication

None

8.0 Open Discussion/Reports/Information

8.1 Committee Members

None

8.2 Staff

Eugene Bell reports that the graduation for the second cohort for Youth Connect will take place on June 9, 2008 and invited everyone to attend. The graduation will be at the Senior Center at 6:00 p.m. Dinner will be served. There are currently 34 students enrolled in the program. Staff will send out reminders and information regarding the graduation closer to the date.

9.0 Next Meeting

The next Council meeting is scheduled for June 4, 2008 – 3:30 p.m but may change once all Council members have provided input into possible change in month and day of meeting.

10.0 Adjournment

Meeting adjourned at 4:49 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"

Agenda Item 5.1

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: March 27, 2008

**SUBJECT: Ratify Workforce Investment Board Director Resignation -
Kelly McManis**

Recommendation:

Recommend ratification and acceptance of the letter of resignation from Kelly McManis from the Madera County Workforce Investment Board.

Summary:

Ms. McManis represented private sector/business on the WIB and indicated on her letter of resignation that she will no longer be employed by the Chowchilla Chamber of Commerce as of January 1, 2008. Staff will continue to recruit private sector/business members to the WIB. Ms. McManis' resignation was approved by the Executive Committee at their regularly scheduled meeting on February 28, 2008. Contact has been made with the Chamber and a replacement is pending.

Financing:

Workforce Investment Act of 1998

Kelly McManis
PO Box 251
Chowchilla, CA 93610

December 26, 2007

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

Ms. Craig,

As of January 1, 2008 I will no longer be employed by the Chowchilla District Chamber of Commerce and therefore will no longer qualify as a Director for the Madera County Workforce Investment Board. I am tendering my resignation as of that date.

Thank you for the positive and rewarding experience of my involvement.

Respectfully,

A handwritten signature in black ink, appearing to read 'Kelly McManis', with a long horizontal flourish extending to the right.

Kelly McManis

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"

Agenda Item 5.2

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: March 27, 2008

**SUBJECT: Ratify Resignation of Board of Supervisor Representative – Max
Rodriguez**

Recommendation:

Recommend ratification of the resignation of Max Rodriguez, Board of Supervisor representative to the Madera County Workforce Investment Board and Executive Committee.

Summary:

As of January 8, 2008, Max Rodriguez will no longer be the representative for the Madera County Board of Supervisors on the WIB and Executive Committee due to a change in assignments. Staff were notified of this change and a replacement was indeed named, however, it was determined that there was a conflict with attendance at the Executive Committee meetings due to another standing meeting of the new representative. The WIB by-laws require the Board of Supervisor sit as a member of the Executive Committee and attend those meetings. Staff is now awaiting information and direction from the Board of Supervisors related to who the new representative will indeed be. Max's resignation was approved by the Executive Committee at their regularly scheduled meeting on February 28, 2008.

Financing:

Workforce Investment Act of 1998



BOARD OF SUPERVISORS COUNTY OF MADERA

MADERA COUNTY GOVERNMENT CENTER
209 W. YOSEMITE AVENUE / MADERA, CALIFORNIA 93637
(559) 675-7700 / FAX (559) 673-3302 / TDD (559) 675-8970

SUPERVISOR MAX RODRIGUEZ,
DISTRICT IV

February 25, 2008

Workforce Investment Board
C/O Nicki Martin
209 East 7th Street
Madera, CA 93638

Dear Committee Members:

Please accept this letter as notice of my resignation from the Workforce Investment Board. As Chairman Pro Tem of the Madera County Board of Supervisors, I have been reassigned to various committees. Supervisor Tom Wheeler, District V, has been assigned to take my seat on this Board. He may be reached through his Legislative Assistant, Maria Miranda, at 559-662-6050. I have no doubt that you will all enjoy having Supervisor Wheeler represent the Madera County Board of Supervisors on this Board.

In closing, I would like to thank you for the opportunity to sit on this Board. I have thoroughly enjoyed my association with this organization and the individual members of it. Best wishes to you and the rest of the Board.

Sincerely,

Max Rodriguez
Supervisor, District 4

MR:lg

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"

Agenda Item 5.3

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: March 27, 2008

**SUBJECT: Ratify Approval of New Board of Supervisor Representative to the
Workforce Investment Board**

Recommendation:

Recommend ratification of a new Board of Supervisor representative to the Madera County Workforce Investment Board and Executive Committee. Appointee to be determined.

Summary:

As of January 8, 2008, County Board of Supervisor, Max Rodriguez was reassigned and will not longer serve as representative on the Workforce Investment Board and the Executive Committee. Staff were notified of this change and a replacement was indeed named, however, it was determined that there was a conflict with attendance due to other standing meeting commitments of the new representative. The WIB by-laws require the Board of Supervisor sit as a member of the Executive Committee and attend those meetings. Staff is now awaiting information and direction from the Board of Supervisors related to who the new representative will indeed be. Approval of a new Board of Supervisor representative was approved by the Executive Committee at their regularly scheduled meeting on February 28, 2008.

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"

Agenda Item 5.4

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: March 27, 2008

SUBJECT: Ratify Extension of Youth Service Provider Contract

Recommendation:

Staff recommends ratification of an extension of the current youth service provider contract through December 31, 2008, and that staff proceed with budget negotiations with the provider once budget allocations for the 2008-2009 program year are available.

Summary:

Given the current rescissions to WIA funding, along with the uncertainty of budget amounts and reauthorization moving into next program year, it would be difficult to release any type of procurement action for youth programs at this time. Staff is recommending an extension to the current program operator contract, with the option of developing an RFP for youth services at a later date in compliance with procurement mandates. The youth service contract extension was approved by the Executive Committee on February 28, 2008 and by the Youth Advisory Council on March 5, 2008.

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"

Agenda Item 5.5

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: March 27, 2008

**SUBJECT: Ratification of Revised Nondiscrimination and Equal Opportunity
Policy**

Recommendation:

Recommend ratification of the revised Nondiscrimination and Equal Opportunity policy.

Summary:

The State of California Employment Development Department has issued revised guidance related to the Equal Opportunity and Non-Discrimination provisions of the Workforce Investment Act via Workforce Services Directive WSD07-6 dated January 16, 2008. Our local policy and procedures have been revised to be consistent with this new guidance. Although the policy and procedure language was not significantly changed, the new guidance does include a standardized complaint processing form, along with a Reasonable Accommodation Procedure Manual. The revised policy was approved by the Executive Committee at their regularly scheduled meeting on February 28, 2008

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"

Agenda Item 5.6

Consent

Action

Information

TO: Madera County Workforce Investment Board

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

DATE: March 27, 2008

SUBJECT: Ratify RSG Program Mid-Year Budget Adjustments

Recommendation:

Recommend ratification of mid-year operational budget adjustments as requested by the Program Operator.

Summary:

As the program year progresses, it is typical that some adjustments to operational budgets are needed, to keep the budgets in line with expenditure rates in various categories. These adjustments do not increase or decrease the total budget amounts, but simply move funds between line items, based on program needs and does not impact direct delivery of services to youth. The Youth Advisory Council approved the mid-year adjustments at their regularly scheduled meeting on March 5, 2008.

Financing:

Workforce Investment Act of 1998



KINGS VIEW

READY, SET, GO!

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

February 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 transfers back to the Workforce Development Office.

Kings View Budget Line Item Adjustments:
Staff Salaries and Benefits Cost Modifications

Reduce staff salaries by \$2,500.00

Program Operations Cost Modifications:

Increase Conference/Training by \$462.36.
Increase \$37.64 to Equipment Purchase.

Participant Cost Modifications:

Increase Instructional Supplies by \$1,000.00
Increase Supportive Services by \$1,000.00

Kings View Budget transfer to WDO

Transfer \$1,500.00 from Kings View Office Supplies to WDO for office supplies.
Transfer \$1,200.00 from Kings View Printing to WDO for copies.
Transfer \$1,000.00 from Kings View Communication to WDO for phone/fax/postage.

Thank You,

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

**PROGRAM BUDGET SHEET
FISCAL YEAR 2007-2008
In-School Youth**

LINE ITEM	ADMIN	PROGRAM	TOTAL	% OF TOTAL
STAFF COSTS				
Salaries	\$0.00	\$102,438.03	\$102,438.03	39.22%
Benefits	\$0.00	\$25,728.00	\$25,728.00	9.85%
SUB TOTAL STAFF COSTS	\$0.00	\$128,166.03	\$128,166.03	\$0.49
OPERATING COSTS				
Advertising		2500	\$2,500.00	0.96%
Building Maintenance	\$0.00	\$0.00	\$0.00	0.00%
Building Rent: Cost Per Sq Ft. \$0.00	\$0.00	\$6,000.00	\$6,000.00	2.30%
Communications (Phone/FAX/Postage)		2176	\$2,176.00	0.83%
Conference/Training		3462.36	\$3,462.36	1.33%
Contract/Professional Svc		2400	\$2,400.00	0.92%
Dues/Subscriptions		600	\$600.00	0.23%
Duplicating/Printing		800	\$800.00	0.31%
Equipment Maintenance	\$0.00	\$0.00	\$0.00	0.00%
Equipment Purchases	\$0.00	\$37.64	\$37.64	0.01%
Equipment Rental / Lease	\$0.00	\$0.00	\$0.00	0.00%
Insurance		3000	\$3,000.00	1.15%
Mileage – (Staff)		3500	\$3,500.00	1.34%
Office Supplies		750	\$750.00	0.29%
Utilities			\$0.00	0.00%
SUB TOTAL OPERATING COSTS	\$0.00	\$25,226.00	\$25,226.00	9.66%
PARTICIPANT COSTS				
Work Experience Wages		60000	\$60,000.00	22.97%
Work Experience Benefits		6000	\$6,000.00	2.30%
Incentives		6000	\$6,000.00	2.30%
Instructional Supplies		3000	\$3,000.00	1.15%
Parent Outreach		500	\$500.00	0.19%
Participant Snacks		1000	\$1,000.00	0.38%
Supportive Services		1750	\$1,750.00	0.67%
Transportation		1500	\$1,500.00	0.57%
Workshops		2,500	\$2,500.00	0.96%
Job Retention/Follow Up		1,000	\$1,000.00	0.38%
Specify: Leadership Development		3,000	\$3,000.00	1.15%
SUB TOTAL PARTICIPANT COSTS		\$86,250.00	\$86,250.00	33.02%
SUB TOTAL EXPENSES		\$239,642.03	\$239,642.03	91.74%
APPROVED % INDIRECT	9.00%	\$21,567.78	\$21,567.78	8.26%
NEGOTIATED % PROFIT			\$0.00	0.00%
GRAND TOTAL	\$21,567.78	\$239,642.03	\$261,209.82	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
8/3/2007



KINGS VIEW

READY, SET, GO!

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

February 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 transfers back to the Workforce Development Office.

Kings View Budget Line Item Adjustments
Staff Salaries and Benefits Cost Modifications:

Reduce staff salaries by \$5,000.00.

Program Operations Cost Modifications:

Increase Conference/Training by \$500.00.
Increase \$37.64 to Equipment Purchase.

Participant Cost Modifications:

Increase Supportive Services by \$750.00.
Increase Workshops by \$1,212.36.
Increase Incentives by \$2,500.00.

Kings View Budget transfer to WDO

Transfer \$1,500.00 from Kings View Office Supplies to WDO for office supplies.
Transfer \$1,200.00 from Kings View Printing to WDO for copies.
Transfer \$1,000.00 from Kings View Communication to WDO for phone/fax/postage.

Thank You,

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

**PROGRAM BUDGET SHEET
FISCAL YEAR 2007-2008
Out-of-School Youth**

LINE ITEM	ADMIN	PROGRAM	TOTAL	% OF TOTAL
STAFF COSTS				
Salaries	\$0.00	\$132,073.24	\$132,073.24	41.92%
Benefits	\$0.00	\$31,680.00	\$31,680.00	10.06%
SUB TOTAL STAFF COSTS	\$0.00	\$163,753.24	\$163,753.24	\$0.52
OPERATING COSTS				
Advertising		2500	\$2,500.00	0.79%
Building Maintenance	\$0.00	\$0.00	\$0.00	0.00%
Building Rent: Cost Per Sq Ft. \$0.00	\$0.00	\$6,000.00	\$6,000.00	1.90%
Communications (Phone/FAX/Postage)		2176	\$2,176.00	0.69%
Conference/Training		4000	\$4,000.00	1.27%
Contract/Professional Svc		2400	\$2,400.00	0.76%
Dues/Subscriptions		600	\$600.00	0.19%
Duplicating/Printing		800	\$800.00	0.25%
Equipment Maintenance	\$0.00	\$0.00	\$0.00	0.00%
Equipment Purchases	\$0.00	\$37.64	\$37.64	0.01%
Equipment Rental / Lease	\$0.00	\$0.00	\$0.00	0.00%
Insurance		3000	\$3,000.00	0.95%
Mileage – (Staff)		3500	\$3,500.00	1.11%
Office Supplies		750	\$750.00	0.24%
Utilities			\$0.00	0.00%
SUB TOTAL OPERATING COSTS	\$0.00	\$25,763.64	\$25,763.64	8.18%
PARTICIPANT COSTS				
Work Experience Wages		65000	\$65,000.00	20.63%
Work Experience Benefits		7090	\$7,090.00	2.25%
Incentives		4000	\$4,000.00	1.27%
Instructional Supplies		2500	\$2,500.00	0.79%
Parent Outreach		0	\$0.00	0.00%
Participant Snacks		1000	\$1,000.00	0.32%
Supportive Services		1500	\$1,500.00	0.48%
Transportation		1200	\$1,200.00	0.38%
Workshops		13,212	\$13,212.36	4.19%
Job Retention/Follow Up		1,000	\$1,000.00	0.32%
Specify: Leadership Development		3,000	\$3,000.00	0.95%
SUB TOTAL PARTICIPANT COSTS		\$99,502.36	\$99,502.36	31.58%
SUB TOTAL EXPENSES		\$289,019.24	\$289,019.24	91.74%
APPROVED % INDIRECT	9.00%	\$26,011.73	\$26,011.73	8.26%
NEGOTIATED % PROFIT			\$0.00	0.00%
GRAND TOTAL	\$26,011.73	\$289,019.24	\$315,030.97	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
8/3/2007