



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

EXECUTIVE COMMITTEE MEETING

Thursday, January 14, 2016
8:00 a.m. - 9:30 a.m.

VCCF Nonprofit Center (Board Room)
4001 Mission Oaks Blvd., Camarillo, CA

AGENDA

8:00 a.m.	1.0 Call to Order and Agenda Review	Victor Dollar
8:02 a.m.	2.0 Public Comments Procedure: The public is welcome to comment. All comments not related to items on the agenda may be made at the beginning of the meeting only.	Victor Dollar
8:05 a.m.	3.0 WDB Chair Comments	Victor Dollar
8:10 a.m.	4.0 Consent Items 4.1 Approve Executive Committee Minutes: November 19, 2015 4.2 Receive and File: WDB Committee Reports	Victor Dollar
8:15 a.m.	5.0 Performance Update: 2015-2016 Quarterly Reports	Theresa Salazar Vital
8:20 a.m.	6.0 Financial Status Report: November 2015	Theresa Salazar Vital
8:25 a.m.	7.0 Grant Update	Richard McNeal
8:30 a.m.	8.0 Action Items 8.1 Recommendation to Approve the Program Year 2015-2016 Workforce Innovation and Opportunity Act (WIOA) Evaluation/Reporting Process for the Workforce Development Board of Ventura County (WDB) Adult, Dislocated Worker and Rapid Response Programs 8.2 Recommendation to Approve Updated Wording for Current Workforce Development Board of Ventura County (WDB) Policies, Already Approved under the Workforce Investment Act (WIA) by the Workforce Investment Board of Ventura County (WIB), to Align Terminology Used in the Policies with the New Workforce Innovation and Opportunity Act (WIOA)	Cheryl Moore

8.3 Recommendation that the Executive Committee Recommend that the Workforce Development Board of Ventura County (WDB) Approve a One-Year Extension of the Three Current Workforce Innovation and Opportunity Act (WIOA) Youth Program Provider Contracts through Program Year (PY) 2016-2017, Subject to the Availability of Sufficient Funds, Satisfactory PY 2015-2016 Performance by the Contractor, and Approval by the County of Ventura

8:45 a.m. **9.0 WIOA Implementation** Cheryl Moore

- Federal Issuance of Final Rule: Status
- California State Plan and Directives: Status
- Local Board Recertification 2016-2018: Due March 30, 2016
 - Assurances and Criteria
 - WDB Composition
 - WDB Committees
 - Regional Collaboration

9:15 a.m. **10.0 WDB Administration** Cheryl Moore

- New WDB Staff Position
- On the Calendar
 - January 12-14, 2016
CWA Youth Conference 2016 (Sacramento)
 - January 21, 2016
EDC-VC 19th Annual Meeting (Camarillo)
 - February 25, 2016
WDB Meeting (Camarillo)
 - March 3-4, 2016
CWA Board of Directors (Sacramento)
 - March 12-15, 2016
NAWB Forum 2016 and Congressional Visits (Washington, D.C.)

9:20 a.m. **11.0 Committee Member Comments** Committee Members

9:30 a.m. **12.0 Adjournment** Victor Dollar

Next Meeting
February 11, 2016 (8:00 a.m.-9:30 a.m.)
VCCF Nonprofit Center (Board Room)
4001 Mission Oaks Blvd., Camarillo, CA

Individuals who require accommodations for their disabilities (including interpreters and alternate formats) are requested to contact the Workforce Development Board of Ventura County staff at (805) 477-5306 at least five days prior to the meeting. TTY line: 1-800-735-2922.



WDB Executive Committee Meeting **November 19, 2015**

MINUTES

Meeting Attendees

Executive Committee

Victor Dollar (Chair)
Jim D. Faul (Vice Chair)
Greg Barnes
Brian Gabler
Patty Schulz
Jesus Torres

WDB Administration

Talia Barrera
Patricia Duffy
Richard McNeal
Cheryl Moore
Theresa Salazar Vital

Guests

Nancy Ambriz (HSA Community Services Department/WIOA)
Jaime Duncan (HSA Community Services Department)
Sally Harrison (Office of the Ventura County CEO)

1.0 Call to Order and Agenda Review

Victor Dollar called the meeting to order at 8:04 a.m. No changes were made to the agenda.

2.0 Public Comments

No public comments

3.0 WDB Chair Comments

Victor Dollar thanked Committee members for their ongoing support and extended best wishes for the holidays.

4.0 Consent Items

4.1 Approve Executive Committee Minutes: October 8, 2015

4.2 Receive and File: WDB Committee Reports

Motion to approve: Brian Gabler

Second: Patty Schulz

Motion carried

5.0 Performance Update

5.1. 2012-2015 Common Measures Performance Outcomes

State-reported final Workforce Investment Act (WIA) Adult, Dislocated Worker, and Youth Common Measures outcomes for the Ventura County local area were reviewed with Committee members. Actual performance outcomes for all nine (9) Common Measures exceeded 100% success rate for State negotiated performance accountability levels for the prior three Program Years.

Local Board Recertification effective July 1, 2016, through June 30, 2018, requires Local Boards to meet or exceed the performance accountability measures for the prior two program years. The WDB met this recertification requirement.

5.2. 2015-2016 Quarterly Reports and Performance Evaluation

Committee members reviewed, discussed, and asked questions regarding WIOA performance during the first quarter. Adult and Dislocated Worker performance for period of July 1, 2015, through September 30, 2015:

- *WIOA Adult Enrollments:* Community Services Department/WIOA (CSD) enrolled 63 new participants or 77% of plan to actual. First quarter enrollments were at 137 with 73 participants in training. Total cumulative enrollments through November 18 are at 156 with 91 participants in training.
- *WIOA Dislocated Worker Enrollments:* CSD enrolled 35 new participants or 28% of plan to actual. First quarter enrollments were at 170, with 117 participants in training. Total cumulative enrollments through November 18, 2015 are at 179, with 144 participants in training.
- *AJCC Universal Enrollments:* The number of customers receiving public access employer and employment/career services through the Ventura County American Job Center of California is at 4,126.
- *Common Measures:* All nine of the Workforce Development Board (WDB) of Ventura County Adult, Dislocated Worker, and Youth performance measure outcomes for first quarter (Q1) exceeded 100% success rate of PY 2014-15 WDB performance accountability levels. State negotiation with local Workforce Development Boards for PY 2015-16 performance accountability levels is pending.
- *Performance Evaluation:* PY 2015-16 WIOA/WDB performance evaluation criteria and reporting process will be an action agenda item at the January 14, 2016 Executive Committee meeting impacting the WIOA Adult, Dislocated Worker, Youth, and Rapid Response programs in coordination with Youth Council recommendations.

5.3. WIA/WIOA Program Implementation and Highlights

Nancy Ambriz (WIOA Program Manager) provided PY 2014-15 final year-end WIA performance outcomes including WIA program highlights, statewide activities, and WIOA transition strategies and implementation services. Committee members expressed appreciation for the quality programs and services and consistently strong performance. A summary of the report was provided in the Executive Committee meeting packet.

6.0 **Financial Status Report:** October 2016

- 2015-2016 WIOA Budget Plan Expenditures

The Committee reviewed and discussed the Financial Status Report (FSR) for Fiscal Year 2015-2016, reflecting year-to-date expenditures from July 1, 2015 through October 31, 2015.

The Workforce Accelerator grant ended September 30, 2015. The Department of Labor awarded the Bridges 2 Work (B2W) grant and the California Workforce Development Board awarded the Bridges 2 Work (B2W) grant in June of 2015. Both grants were added to the FY 2015-16 WIOA Tentative Balanced Budget Plan Update approved at the October 22, 2015 WDB meeting.

The status of expenditures at 33% into the fiscal year was:

<u>WIOA Core Funds</u>	<u>2015-2016 Plan</u>	<u>YTD Expended</u>	<u>% Expended vs. Plan</u>
Dislocated Worker	2,517,756	733,070	29%
Adult	1,830,592	565,494	31%
Youth	1,940,215	566,856	29%
Rapid Response	463,042	128,344	28%
<u>WIOA Non-Core Funds</u>			
Workforce Accelerator Grant	7,640	670	8%
DOL Bridges 2 Work Grant	212,637	8,214	4%
CWDB Steps 2 Work Grant	123,752	4,314	3%

The State requires WDBs to spend a minimum of 80% of the annual WIOA Dislocated Worker, Adult, and Youth core grant allocations and 100% of the annual Rapid Response core grant allocation by June 30, 2016. Under WIOA requirements, at least 75% of the annual Youth WIOA core allocation must be expended for out-of-school youth and 25% of the annual Youth WIOA core allocation must be expended for work experience.

- WIA/WIOA Training Expenditures

As shown in the table below, the summary of WIOA training expenditures, as of October 31, 2015, indicated appropriate spending against the required Adult/Dislocated Worker training expenditure targets (25% in 2012-2013 through 2015-2016; 30% in 2016-2017 and each performance year thereafter) and against WIOA core grants across the overlapping federal two-year grant cycles.

	<u>Core Grant FY 13-15</u>	<u>Core Grant FY 14-16</u>	<u>Core Grant FY 15-17</u>
Total Adult and Dislocated Worker Formula Fund Allocations	4,346,991	4,092,349	4,133,724
Training Expenditure Requirement	1,086,748 25%	1,023,087 25%	1,033,431 25%
Formula Fund Training Expenditures	1,053,524	1,263,321	39,371
<u>Leveraged Resources</u>			
• Total Leveraged Resources Used Toward Training Expenditures	400,025	409,235	36,649
• Maximum Allowed Leveraged Resources (10%)	434,699	425,933	413,372
Total Leveraged Resources Used Toward Training Expenditures	400,025	409,235	36,649
• Total Amount Spent on Training	1,453,549	1,672,556	76,020
• % of Training Requirement Met (Final goal = 100%)	134%	163%	7%

7.0 Action Items

The Executive Committee considered background information, asked questions, and discussed the following items before taking action. The meeting packet with background information on the action items is available on the WDB website: www.workforceventuracounty.org.

7.1. Recommendation to approve the use of uncommitted funds for the following Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Programs for 2015-2016 for additional client enrollments, and/or client training, and/or support services, and/or training for program provider staff on WIOA-specific skills/knowledge

- \$100,000 total from the Youth Management Reserve to be distributed as follows: \$36,000 to the Boys and Girls Clubs of Greater Oxnard and Port Hueneme; \$36,000 to PathPoint; and \$26,000 to Ventura Adult and Continuing Education
- \$70,000 total from the Dislocated Worker Management Reserve to be distributed to the Community Services Department/WIOA of the Human Services Agency
- \$32,000 total from the Adult Management Reserve to be distributed to the Community Services Department/WIOA of the Human Services Agency

Motion to approve: Jim Faul

Second: Brian Gabler

Motion carried

7.2. Recommendation to approve a Workforce Development Board of Ventura County (WDB) Policy on Youth Work Experience

The California Employment Development Department (EDD) released an EDD Directive of September 15, 2015 (WSD15-03), Workforce Innovation and Opportunity Act (WIOA) Youth Program Requirements, requiring that local workforce development boards establish policies regarding work experience. At a minimum, these policies need to define (1) the duration of the work experience assignment, (2) limitations on the number of hours and (3) appropriate incentives and stipends, including limitations on the types and dollar amount.

The WDB already has an established policy on (3) incentives for youth. The approved policy (#2015-16) covers the other two requirements: (1) duration of work experience and (2) limitations on hours.

Local areas also must spend at least 20 percent of their WIOA youth formula allocation on work experience (WIOA Section 129[c][4]). The work experience expenditure rate is calculated after subtracting funds spent on allowable administrative costs. Additionally, the expenditure rate is not applied separately for in-school youth and out-of-school youth.

Motion to approve: Brian Gabler

Second: Greg Barnes

Motion carried

8.0 WIOA Implementation

- California State WIOA Plan Status: Release of the draft State plan has been moved from October 2015 to November 2015.
- Local Board WIOA Recertification: The application for Local Board Recertification (July 1, 2016, through June 30, 2018) is due on March 30, 2016. The release date for the final State Directive listing of recertification requirements is unknown.

- Ventura County WDB Planning: WIOA implementation two-year plans are in development by the WDB Clean/Green, Healthcare and Manufacturing Committees.

9.0 WDB Administration

Because of the postponement of the final release of Federal regulations, and because the draft State plan had not been released as of mid-November 2015, the Executive Committee agreed to continue holding regular WDB meetings that would address different components of strategic planning on each agenda.

On December 17, 2015, the WDB meeting agenda would include an update from the Membership Committee on options for WDB composition under WIOA. In addition, guest speaker Angel Rodriguez (Labor Market Information Division, Employment Development Department) would respond to WDB member questions regarding the recent Regional Economic Analysis Profile (REAP) for Ventura County. In preparation for the meeting, WDB members and the public would have access to the REAP document on the WDB website.

10.0 Committee Member Comments

No comments

11.0 Adjournment

Motion to adjourn at 9:27 a.m.: Jim Faul
Second: Brian Gabler
Motion carried

Next Meeting

January 14, 2016 (8:00 a.m.-9:30 a.m.)
VCCF Nonprofit Center (Board Room)
4001 Mission Oaks Blvd., Camarillo, CA



**Executive Committee
Workforce Development Board of Ventura County
January 14, 2016**

WDB COMMITTEE REPORTS

- Clean/Green Committee
- Healthcare Committee
- Manufacturing Committee
- Membership Committee
- Outreach Committee
- Resource Development
- Youth Council



**WORKFORCE
DEVELOPMENT BOARD**

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: EXECUTIVE COMMITTEE

**FROM: ANTHONY MIRELES, VICE CHAIR
CLEAN/GREEN COMMITTEE**

DATE: JANUARY 14, 2016

SUBJECT: CLEAN/GREEN COMMITTEE REPORT

The Clean/Green Committee will meet on Friday, January 15, 2016, from 8:00 a.m. to 9:30 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo. Committee members will continue working on the two-year plan. The Clean/Green Committee report for that meeting will be provided at the Executive Committee meeting on February 11, 2016.

If you have questions or need more information, please contact Patricia Duffy at (805) 477-5306, e-mail Patricia.Duffy@ventura.org.



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TO: EXECUTIVE COMMITTEE

**FROM: GREG BARNES, CHAIR
HEALTHCARE COMMITTEE**

DATE: JANUARY 14, 2016

SUBJECT: HEALTHCARE COMMITTEE REPORT

The Healthcare Committee will meet on Friday, January 22, 2016, from 8:00 a.m. to 9:30 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo. Committee members will continue working on the two-year plan. The Clean/Green Committee report for that meeting will be provided at the Executive Committee meeting on February 11, 2016.

If you have questions or need more information, please contact Patricia Duffy at (805) 477-5306, e-mail Patricia.Duffy@ventura.org.



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TO: EXECUTIVE COMMITTEE

**FROM: VIC ANSELMO, CHAIR
MANUFACTURING COMMITTEE**

DATE: JANUARY 14, 2016

SUBJECT: MANUFACTURING COMMITTEE REPORT

The Manufacturing Committee will meet on Wednesday, February 10, 2016, from 8:00 a.m. to 9:30 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA. Committee members will continue working on the two-year plan. The Manufacturing Committee report for that meeting will be provided at the Workforce Development Board meeting on February 25, 2016.

If you have questions or need more information, please call me at (805) 981-1991, or contact Talia Barrera at (805) 477-5341, email Talia.Barrera@ventura.org.



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TO: EXECUTIVE COMMITTEE

**FROM: PATTY SCHULZ, CHAIR
MEMBERSHIP COMMITTEE**

DATE: JANUARY 14, 2016

SUBJECT: MEMBERSHIP COMMITTEE REPORT

The Membership Committee meeting is scheduled for February 2, 2016, from 8:30 a.m. to 10:00 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo. Committee members will be discussing Workforce Innovation and Opportunity Act (WIOA) board composition and recruitments for 2016. The Membership Committee report for that meeting will be provided at the Executive Committee meeting on February 11, 2016.

If you have questions or need more information, please call me at (805) 650-8611, or contact Talia Barrera at (805) 477-5341, email talia.barrera@ventura.org.



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TO: EXECUTIVE COMMITTEE

**FROM: BRIAN GABLER, CHAIR
OUTREACH COMMITTEE**

DATE: JANUARY 14, 2016

SUBJECT: OUTREACH COMMITTEE REPORT

The Outreach Committee meeting is scheduled for January 20, 2016 from 8:30 a.m. to 10:00 a.m., at the office of the Economic Development Collaborative-Ventura County, 1601 Carmen Drive, #215, Camarillo, CA. Committee members will review 2015-2016 outreach activities and the status of local re-branding to align with new federal and state Workforce Innovation and Opportunity Act (WIOA) requirements. The Outreach Committee report for that meeting will be provided at the Workforce Development Board meeting on February 25, 2016.

If you have questions or need more information, please call me at (805) 583-6701, or contact Talia Barrera at (805) 477-5341, email talia.barrera@ventura.org.



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TO: EXECUTIVE COMMITTEE

**FROM: ALEX RIVERA, CHAIR
RESOURCE DEVELOPMENT COMMITTEE**

DATE: JANUARY 14, 2016

SUBJECT: RESOURCE DEVELOPMENT COMMITTEE REPORT

The Resource Development Committee last met on November 9, 2015; and their last report to the Executive Committee was November 19, 2015. The Committee will meet to discuss the Workforce Development Board (WDB) recertification application before the Executive Committee meeting on February 11, 2016, and so before the next meeting of the WDB on February 25, 2016.

If you have questions or need more information, please call me at (805) 579-5188, or contact Richard McNeal at (805) 477-5344, e-mail richard.mcneal@ventura.org.



WORKFORCE DEVELOPMENT BOARD

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TO: EXECUTIVE COMMITTEE

**FROM: TONY SKINNER, CHAIR
YOUTH COUNCIL**

DATE: JANUARY 14, 2016

SUBJECT: YOUTH COUNCIL REPORT

The WDB Youth Council met on January 6, 2016. Attending the meeting were Committee members: Tony Skinner (Chair), Jesus Torres (Vice Chair), Mary Benton, Sean Bhardwaj, Sandy Carrillo, Kathy Harner, Linda Fisher-Helton, Roger Rice and Archie Scott; WDB staff Richard McNeal, Cheryl Moore and Dez Robite; and guests Jeffrey Albaugh (Ventura Adult and Continuing Education), Mariana Cazares (Boys and Girls Clubs of Greater Oxnard and Port Hueneme-BGCOP), Robert Chavez (T.A.Y. Wellness and Recovery Center, Pacific Clinics), Sally Harrison (County CEO's Office), Sheri Long (Vista Real Charter High School), Ascencion Romero (T.A.Y. Wellness and Recovery Center: Pacific Clinics), Steve Thompson (Ventura Adult and Continuing Education), Kim Whitaker (PathPoint) and Omar Zapata (BGCOP). The following is a summary of topics discussed:

Update on WIOA Implementation

Cheryl Moore presented an update on the Workforce Innovation and Opportunity Act (WIOA) transition timeline, local board recertification, the composition of the WDB, the structure of the WDB, the partners required for the American Job Center of California (AJCC) and regional planning. Council members asked questions and commented on both local and regional aspects of WIOA.

Youth Programs Update

- WDB Policy on Youth Work Experience

Richard McNeal discussed the new Workforce Development Board (WDB) Policy on Youth Work Experience (#2015-16), which was approved by the WDB Executive Committee on November 19, 2015, to ensure compliance with a deadline of January 1, 2016. The current providers of youth services provided input to WDB staff, using WIOA-based contracts and practices as a reference for the discussion. Council members reviewed the policy and had no further comments.

- Contracts for WIOA Youth Programs in 2016-2017

Because specific WIOA implementation requirements would not be announced by the U.S. Department of Labor and the California Workforce Development Board (through the Employment Development Department) until still-unspecified dates in Spring 2016, WDB staff recommended that the contracts with the three current WIOA Youth program providers be extended for a fourth year, 2016-2017. (Such an extension is allowable under the terms of the last three-year Youth RFP, which expires June 30, 2016.) Continuation of the contracts would be contingent on

provider attainment of 2015-2016 required performance outcomes and the availability of WIOA Youth funding in 2016-2017. Following the announcement of federal and state requirements, the WDB would release a new WIOA Youth Request for Proposals (RFP) in 2016 for contract implementation on July 1, 2017.

This recommendation elicited considerable discussion, and the Council decided to refer the matter for consideration by the WDB Executive Committee at its meeting January 14, 2016. Chair Tony Skinner agreed to brief the Executive Committee on possible courses of action:

Option 1: Extension of Current Provider Contracts

- One-year extension contingent on provider attainment of 2015-2016 required performance outcomes and the availability of WIOA Youth funding in 2016-2017
- Letter of intent sent to potential bidders regarding the upcoming release of a three-year WIOA Youth RFP in 2016, after federal and state requirements have been announced
- Public posting regarding the upcoming release of a three-year WIOA Youth RFP in 2016, after federal and state requirements have been announced

Option 2: No Extension of Current Provider Contracts

- First quarter 2016 release of a one-year RFP for contract implementation on July 1, 2016
- Following the announcement of federal and state requirements, release of a three-year RFP with contract implementation on July 1, 2017

Council members asked to be informed of the decision made by the Executive Committee.

Action Item

Approved 2015-2016 Performance Criteria for Workforce Innovation and Opportunity Act (WIOA) Youth Program Provider Contracts

Achievement of annual performance standards is required of all contracted program providers. After review and discussion, the Council approved the 2015-2016 WIOA Youth program performance criteria. Council members will evaluate 2015-2016 program performance in May 2016.

T.A.Y. Wellness and Recovery Center Program

The Transitional Age Youth Wellness and Recovery Center, the Tay Tunnel program of Pacific Clinics, serves youth ages 18-25, with wellness programs and employment training activities. Robert Chavez and Asencion (Ceci) Romero described these services and showed a video to illustrate the benefits as expressed by clients. The aim of the program is to promote independence, and in particular, to reduce homelessness, by helping clients to deal with medical and/or substance abuse issues and providing them with workforce training. The Center actively collaborates with providers of similar services, in particular with the Department of Rehabilitation, the Ventura County Probation Agency and Ventura County Behavioral Health Agency.

The next meeting of the Youth Council is scheduled for February 3, 2016 (3:00-4:30 p.m.), at the Human Services Agency (Pepper Tree Room), 855 Partridge Drive, Ventura, CA.

If you have questions or need additional information, please call me at (805) 642-2149, or contact Richard McNeal at (805) 477-5344, email richard.mcneal@ventura.org.

Name of Reporting LWIOA (may use 3-alpha code):

VTA

ATTACHMENT 1

LWIOA Lead RR Contact Person:

Fred Garcia

Email address:

fred.garcia@ventura.org

Telephone Number:

(805) 204-5165

Date submitted:

4/1/2015

Fax Number:

(805) 382-6554

Quarter Ending:

9/30/2015

INSTRUCTIONS: Activities reported on the RR 121 Report are those relating to on-site visits in response to layoffs or closures, as defined by the CWDB. Reportable on-site visits include WARN and non-WARN events. The RR 121 Report form must be completed to report visits by LWIOA staff when conducting on-site layoff/closure planning meetings and/or orientations with 10 or more affected workers ONLY. Planning meetings are for information only and will not be used in the calculation of the dislocation-based formula funding factor. Complete a separate line item entry for each on-site visit occurring on different days, locations, or employers. Complete a single line item entry if multiple sessions are conducted on the same day, at a single location, and for a single employer with the note of how many multiple orientations were made that day. The RR 121 Report must be completed quarterly and submitted via e-mail by the 20th of the monthly following the quarter end to the assigned Regional Advisor, with a "cc" to the LWIOA Administrator. For example, submit the 03/31 report by 04/20.

Date of Visit	Reason for On-Site Visit: Planning (Plan) or Orientation (OR)	Was more than one orientation conducted per day? Y/N	If multiple orientations per day, how many?	Company Name	Street Address	City	Zip Code	Date of Layoff that Caused Visit	Total number of affected employees	Number of affected employees who actually attended orientation	Comments
4/6/2015	Ort	No		Fresh&Easy	1710 E. Gonzales Rd	Oxnard	93030	3/31/2015	23	2	
4/7/2015	Ort	No		Fresh&Easy	727 N. Wendy Drive	Newbury Park	91320	3/31/2015	20	0	
4/8/2015	Ort	No		Fresh&Easy	2249 Las Posas	Camarillo	93010	3/31/2015	20	4	
4/8/2015	Ort	No		Fresh&Easy	5101 Telegraph Rd	Ventura	93003	3/31/2015	23	3	
4/15/2015	Ort	Yes	2	Bank of America	1757 Tapo Canyon Rd	Simi Valley	93062	4/26/2015	114	63	
6/2/2015	Plan	No		Rio Mesa Farms	167 Lambert Ste 110	Oxnard	93036	7/31/2015	135	0	
6/10/2015	Ort	Yes	2	Rio Mesa Farms	167 Lambert Ste 110	Oxnard	93036	7/31/2015	135	100	
7/22/2015	Plan	No		Haggen Market	816 Camarillo Springs Rd	Camarillo	93010	7/31/2015	70	0	
7/29/2015	Ort	No		Haggen Market	816 Camarillo Springs Rd	Camarillo	93010	7/31/2015	70	6	
8/31/2015	Ort	No		Haggen Market	2100 Newbury Road	Newbury Park	91320	10/13/2015	38	7	
8/31/2015	Ort	No		Haggen Market	2800 Cochran	Simi Valley	93065	10/13/2015	48	23	
8/31/2015	Ort	No		Haggen Market	660 E. Los Angeles Ave	Simi Valley	93065	10/13/2015	53	11	
9/8/2015	Plan	No		First Data	5898 Condor Dr. Ste 220	Moorpark	93021	9/8/2015	48	0	
9/24/2015	Ort	Yes	2	Alcoa Fastening	2517 Azurite Circle	Newbury Park	91320	12/31/2015	32	32	

Name of Reporting Local Area: VTA
 Local Area Contact Person: Theresa Salazar Vital
 Email address: theresa.vital@ventura.org
 Telephone Number: 805-477-5343
 Fax Number: 805-477-5386

Date Submitted: 1/20/2015
 Quarter Ending: 12/31/2015

INSTRUCTIONS: Activities reported on the Layoff Aversion 122 Report are those relating to business visits by Local Workforce Development Area (local area) staff to conduct business outreach activities and/or layoff aversion activities during any stage of the business cycle. Activities reported on this form are those relating to business visits when an activity or resource is introduced, planned, or involves follow-up or wrap-up of a prior activity. It is important that local area staff consider and document how layoff aversion activities will result in a positive outcome before allocating resources. For completion of the layoff aversion activity, documentation from the business receiving service is required to be submitted for validation of outcomes (retained at the local area).

Date of Employer Contact	Reason (drop-down menu)	Type of Contact (drop-down)	Industry Sector Code/Title (drop down)	Local Area Priority Sector? Yes/No (drop down)	Company Name	Street Address	City	Zip Code	What business area of need was addressed? (drop down) - explain "other" in Comments	Did layoff aversion activity result in successful outcome? Yes/No (drop down)	Number of jobs saved by layoff aversion activity	Testimonial letter/documentation of jobs saved provided by employer? Yes/No (drop down)	Comments

*Workforce Development Board (WDB) of Ventura County – Performance Report
Program Year 2015 – 2016: Second Quarter (Q2) July 1, 2015 to December 31, 2015*

TOTALS FOR VENTURA COUNTY

ALL PROVIDERS	Adult Enrollments	Dislocated Worker Enrollments	Youth Enrollments	Total Enrollments	Core Self Service (Universal Customers)
	166	189	280	635	7,590

Community Services Department (CSD)

WIOA Core Enrollments	Tentative Plan New Unique	Actual New Unique	Plan to Actual	Total Enrollments 7/1/15 to 12/31/15 (with Training)	Total Current Enrollments 7/1/15 to 1/11/16 (with Training)
Adult	82	92	112%	166 (102)	166 (102)
Dislocated Workers	126	54	43%	189 (152)	189 (154)

COMMON MEASURES OUTCOMES

	ENTERED EMPLOYMENT				EMPLOYMENT RETENTION				AVERAGE EARNINGS			
	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Earnings & Clients
ADULT												
VC WDB	73.5	82.7	112.5%	43/52	83.5	89.1	106.7%	106/119	\$14,000	\$17,506.59	125.0%	\$1,663,125.90 /95
CSD	73.5	82.7	112.5%	43/52	83.5	89.1	106.7%	106/119	\$14,000	\$16,839.37	120.3%	\$1,363,988.60 /81

	ENTERED EMPLOYMENT				EMPLOYMENT RETENTION				AVERAGE EARNINGS			
	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Earnings & Clients
DW												
VC WDB	76.5	87.9	114.9%	58/66	84.0	91.2	108.6%	62/68	\$15,750	\$25,710.83	163.2%	\$1,516,938.70 /59
CSD	76.5	87.9	114.9%	58/66	84.0	91.2	108.6%	62/68	\$15,750	\$25,710.83	163.2%	\$1,516,938.70 /59

	EMPLOYMENT OR EDUCATION PLACEMENT				DEGREE OR CERTIFICATE ATTAINMENT				LITERACY AND NUMERACY GAIN			
	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Earnings & Clients
YOUTH												
VC WDB	68.0	72.7	106.9%	32/44	58.0	59.5	102.6%	22/37	58.0	86.3	148.8%	63/73
BGC	68.0	100.0	147.1%	3/3	58.0	00.0	00%	0/1	58.0	83.3	143.6%	30/36
PPT	68.0	66.7	98.0%	18/27	58.0	56.5	97.4%	13/23	58.0	95.8	165.2%	23/24
VACE	68.0	78.6	115.6%	11/14	58.0	69.2	119.3%	9/13	58.0	76.9	132.6%	10/13

VC WDB: Ventura County Workforce Development Board

PPT: PathPoint BGC: Boys & girls Clubs of Oxnard and Port Hueneme

VACE: Ventura Adult and Continuing Education

Goal: LWIA Draft Performance Goals for PY 2015-2016

Success Rate: Actual performance divided by goal. Less than 80% at end of program year = failed performance

Clients: Numerator = Only clients with a positive outcome. Denominator = All clients included in the outcome

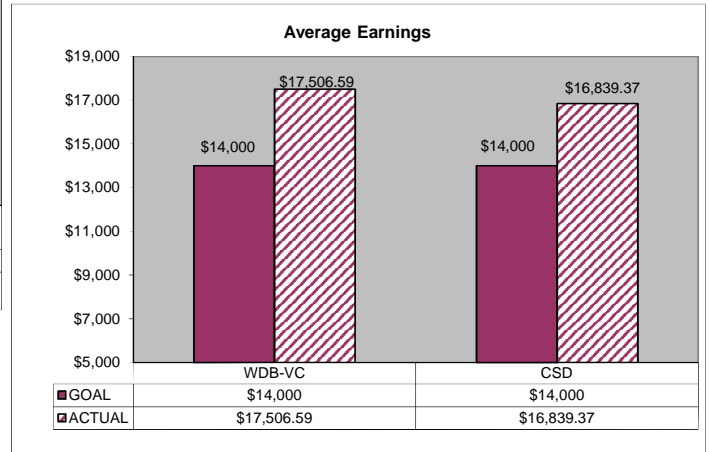
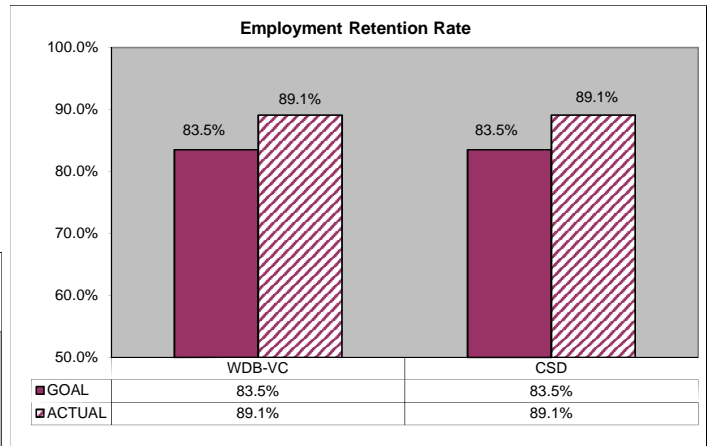
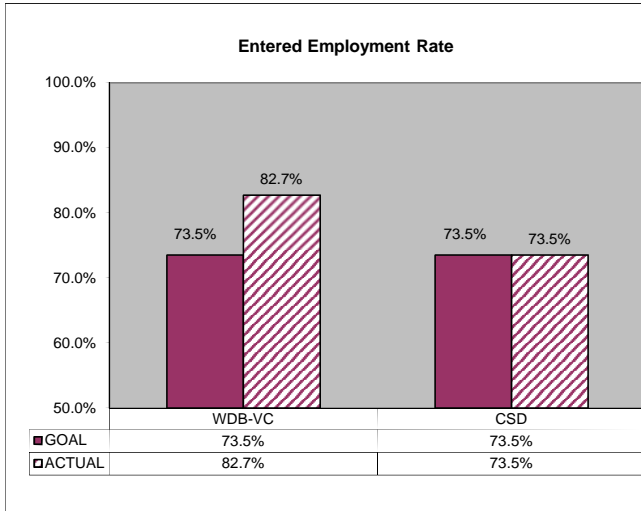
- Entered Employment, Employment/Education Placement & Degree/Certificate Attainment: Clients leaving the program between October 1, 2014 and September 30, 2015

- Average Earnings & Retention: Clients leaving the program between April 1, 2014 and March 31, 2015

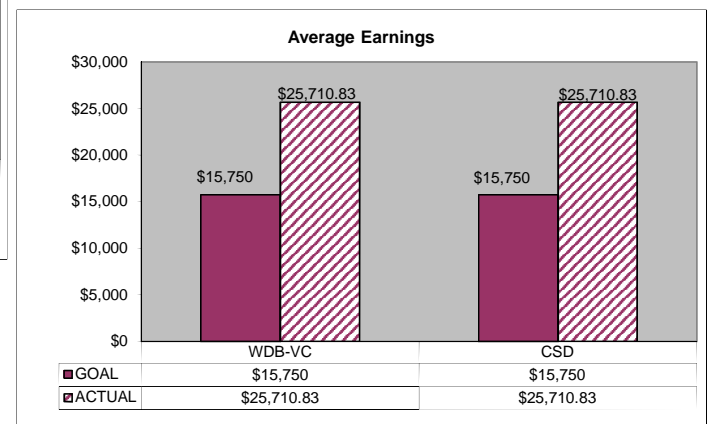
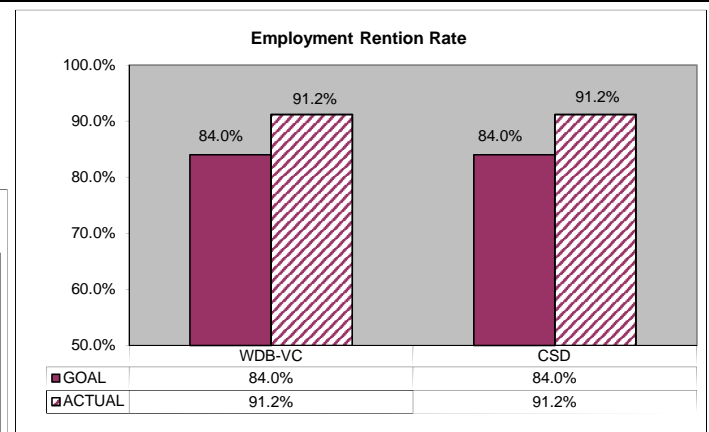
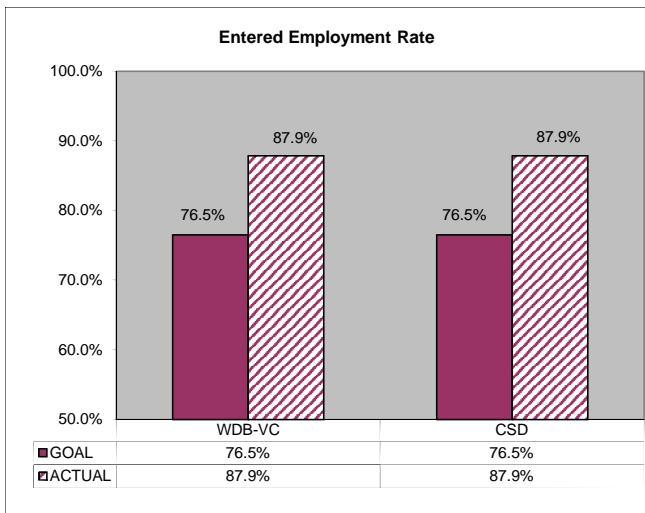
- Literacy and Numeracy: Clients in the program between July 1, 2015 and June 30, 2016

**WIOA Performance Report - Common Measures Outcomes
PY 2015-2016: Second Quarter (Q2) July 1, 2015 to December 31, 2015**

Adult



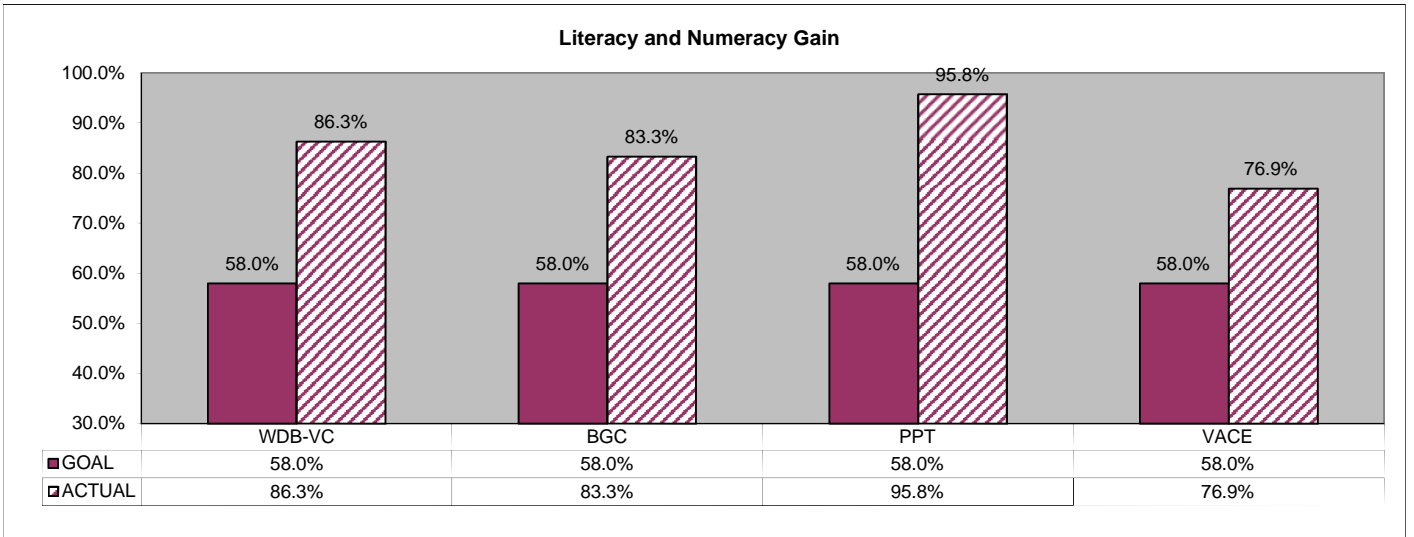
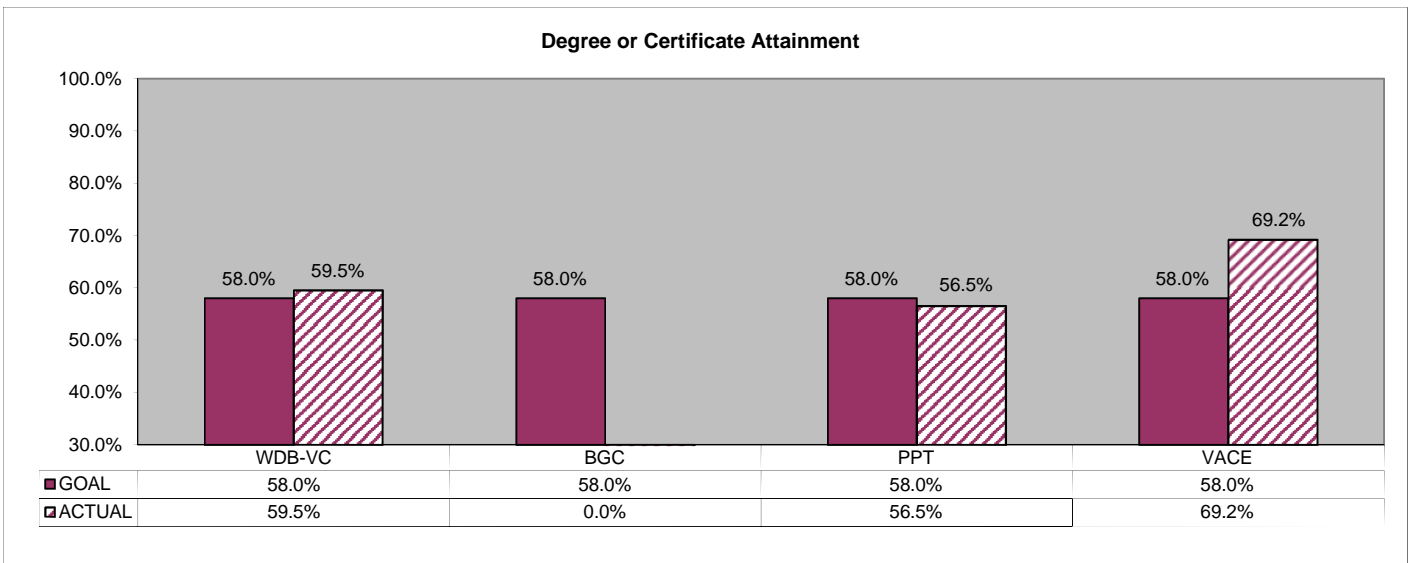
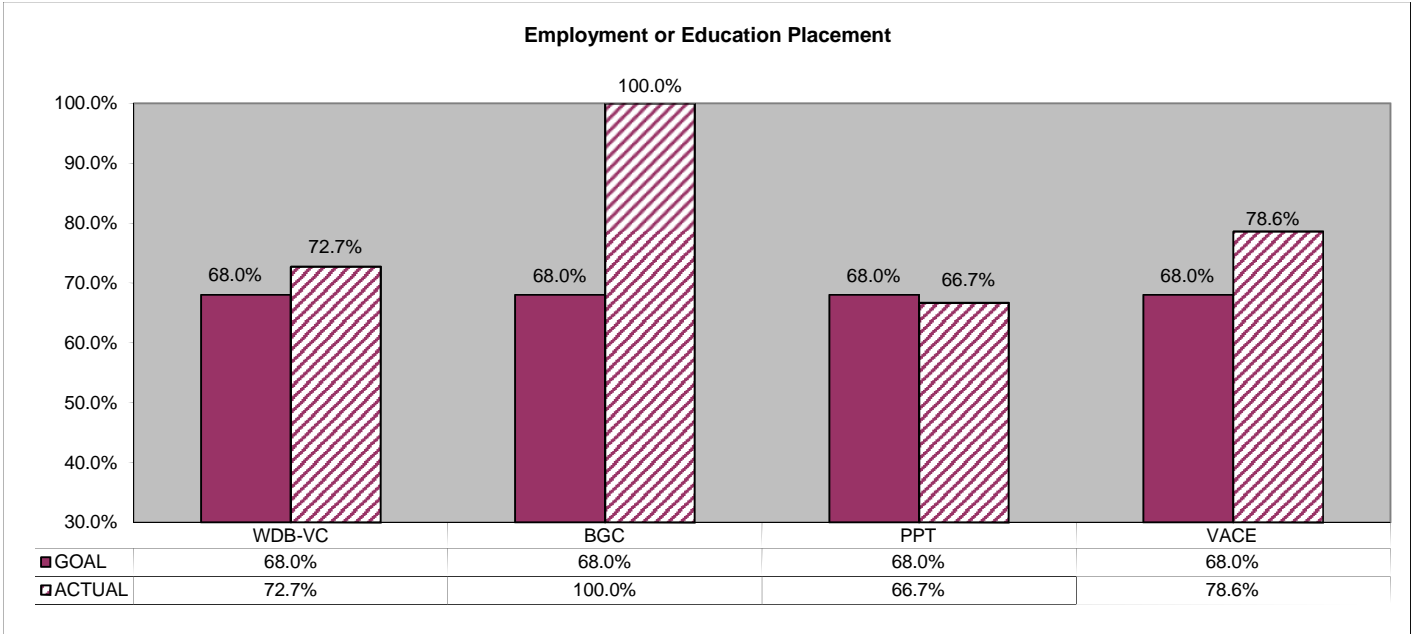
Dislocated Worker



WDB-VC = Workforce Development Board of Ventura County

WIOA Performance Report - Common Measures Outcomes
PY 2015-2016: Second Quarter (Q2) July 1, 2015 to December 31, 2015

Youth



ATTACHMENT A: COMMON MEASURES AT-A-GLANCE

ADULT MEASURES

Entered Employment

Of those who are not employed at the date of participation:

43 # of adult participants who are employed in the first quarter after the exit quarter

52 # of adult participants who exit during the quarter

Employment Retention

Of those who are employed in the first quarter after the exit quarter:

106 # of adult participants who are employed in both the second and third quarters after the exit quarter

119 # of adult participants who exit during the quarter

Average Earnings

Of those adult participants who are employed in the first, second, and third quarters after the exit quarter:

\$1,663,135.90 Total earnings in the second plus the total earnings in the third quarters after the exit quarter

95 # of adult participants who exit during the quarter

YOUTH MEASURES

Placement in Employment or Education

Of those who are not in post-secondary education or employment (including the military) at the date of participation:

of youth participants who are in employment (including the military) or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter

32

of youth participants who exit during the quarter

44

Attainment of a Degree or Certificate

Of those enrolled in education (at the date of participation or at any point during the program):

of youth participants who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter

22

of youth participants who exit during the quarter

37

Literacy and Numeracy Gains

Of those out-of-school youth who are basic skills deficient:

of youth participants who increase one or more educational functioning levels

63

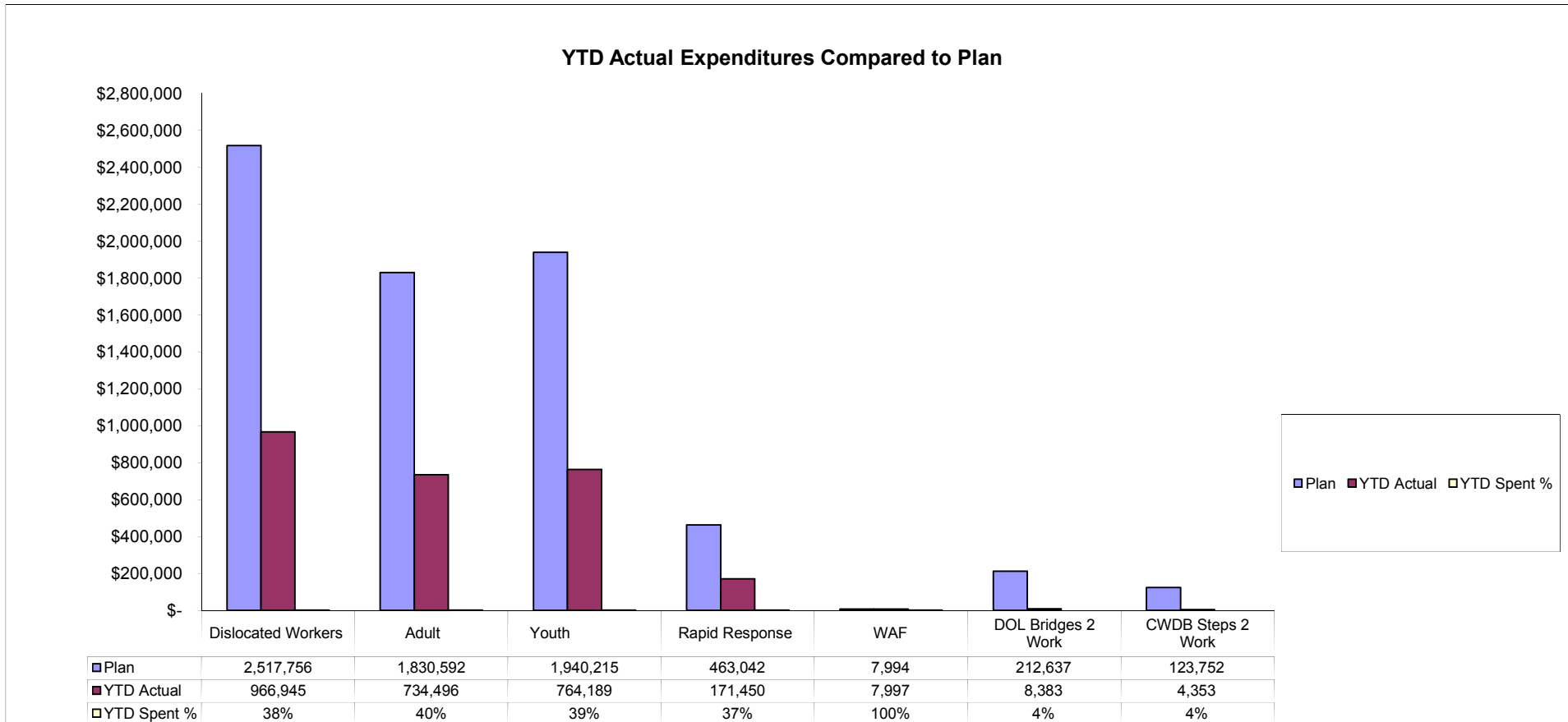
of youth participants who have completed a year in the program (i.e., one year from the date of first youth program service) plus the # of youth participants who exit before completing a year in the youth program

73



FINANCIAL STATUS REPORT for FISCAL YEAR 2015-2016
Year to Date Expenditures from 07/01/15 to 11/30/2015 (42% into the Fiscal Year)
Submitted on: December 9, 2015

WIOA Financial Status Report for Fiscal Year 2015 - 2016



WIOA Financial Status Report for Fiscal Year 2015 - 2016

Name of Grants	Salaries and Benefits			Direct Program/WIB Special Projects			Other Operating Expenses			Total			
	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan *	YTD Actual	%	Plan Balance
Core Grants:													
Dislocated Worker	1,510,819	619,141	41%	689,406	224,017	32%	317,531	123,787	39%	2,517,756	966,945	38%	1,550,811
Adult	1,139,628	467,664	41%	462,366	176,863	38%	228,598	89,968	39%	1,830,592	734,496	40%	1,096,097
Youth	439,078	161,563	37%	1,256,468	507,403	40%	244,669	95,222	39%	1,940,215	764,189	39%	1,176,026
Rapid Response	267,285	101,849	38%	139,505	46,756	34%	56,252	22,845	41%	463,042	171,450	37%	291,592
Others:					-			-					
WorkForce Accelerated Fund	23	7,921	34880%	7,000	-	0%	971	76	8%	7,994	7,997	100%	(3)
DOL Bridges 2 Work	9,083	5,991	66%	177,553	-	0%	26,000	2,392	9%	212,637	8,383	4%	204,254
CWDB Steps 2 Work	9,083	3,337	37%	103,669	-	0%	11,000	1,016	9%	123,752	4,353	4%	119,399
Total WIOA Grants	\$ 3,375,000	\$ 1,367,466	41%	\$ 2,835,967	\$ 955,039	34%	\$ 885,021	\$ 335,307	38%	\$ 7,095,988	\$ 2,657,812	37%	\$ 4,438,176

VCFMS Plus Estimated Accrued Expense for Fiscal Year 2015- 2016

	Salaries and Benefits			Direct Program/Client Expenses			Other Operating Expenses			Total		
	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total
CORE GRANTS:												
Dislocated Worker	598,383	20,759	619,141	196,017	28,000	224,017	93,361	30,425	123,787	887,760	79,184	966,945
Adult	452,404	15,260	467,664	164,063	12,800	176,863	67,816	22,153	89,968	684,282	50,213	734,496
Youth	154,969	6,594	161,563	355,803	151,600	507,403	71,776	23,447	95,222	582,548	181,641	764,189
Rapid Response	98,636	3,213	101,849	25,156	21,600	46,756	17,220	5,625	22,845	141,012	30,438	171,450
OTHERS:												
WorkForce Accelerated Fund	7,921	-	7,921	-	-	-	76	-	76	7,997	-	7,997
DOL Bridges 2 Work	5,723	268	5,991	-	-	-	-	2,392	2,392	5,723	2,660	8,383
CWDB Steps 2 Work	2,736	602	3,337	-	-	-	-	1,016	1,016	2,736	1,618	4,353
Total WIOA Grants	\$ 1,320,770	\$ 46,696	\$ 1,367,466	\$ 741,039	\$ 214,000	\$ 955,039	\$ 250,249	\$ 85,058	\$ 335,307	\$ 2,312,058	\$ 345,754	\$ 2,657,812

WIOA Training Activity Summary (Expended and Leveraged)

(based on annual report "Summary of Leveraged Resources - Attachment 6 - page 35 of WSD12-3)

Rpt Line #	Program Year Funding and Traing Expenditures	FY 12-14 Grant Due 10/01/14	FY 13-15 Grants Due 10/01/15	14-16 Grants (Due 10/1/16)	15-17 Grants (Due 10/1/16)
4)	Adult and Dislocated Worker Formula Fund Allocations	4,503,559	4,346,991	4,092,349	4,126,060.00
5)	Training Expenditures Required	1,125,890	1,086,748	1,023,087	1,031,515
	<i>Training Expenditures % Required</i>	<i>25%</i>	<i>25%</i>	<i>25%</i>	<i>25%</i>
6)	Formula Fund Training Expenditures	921,243	1,053,524	1,263,321	360,699
	Leveraged Resources				
	- Total Leveraged Resources	562,187	400,025	425,933	98,144
	- Maximum Allowed Leveraged Resources (10%)	450,356	434,699	409,235	412,606
7)	- Total Leveraged Resources Used Towards Training Expenditures	450,356	400,025	409,235	98,144
8)	Total Amount Spent On Training (should equal/exceed Line 5)	1,371,599	1,453,549	1,672,556	458,844
	% of Training Requirement Met (final goal is 100%)	122%	134%	163%	44%

9)	Leveraged Resources Detail (notes)				
	(a) Pell Grant	116,771	233,994	135,654	34,041
	(b) Programs Authorized by the Workforce Investment Act (VETP)	200,457	0	0	
	(c) Trade Adjustment Assistance (EDD)	129,548	0	0	
	(e) Match Fund from Employers, and Industry Associations (OJT 50%)	115,411	166,031	290,279	64,103
	Total	562,187	400,025	425,933	98,144
	Legends/Coding for Source/Type of Leveraged Resources:				
	9a) = Pell Grant				
	9b) = Programs Authorized by the Workforce Investment Act (specify)				
	9c) = Trade Adjustment Assistance				
	9d) = Dept of Labor National Emergency Grants				
	9e) = Match funds from employers, industry, and industry associates (specify)				
	9f) = Match funds from joint labor-management trusts (specify)				
	9g) = Employment Training Panel grants				

NOTES:

Early in the year, the "% of Training Requirement Met..." shown above may appear to "understate" the degree to which the organization is actually accomplishing its planned training goals (i.e. the organization is likely doing better than it looks here). This is because the training expenditures shown in this report do NOT include costs related to two areas of current year training activities that are in the current year Plan:

- 1) Current year training activities (in current year Plan) that have been paid with prior year grant funds
- 2) Current year training activities (in current year Plan) that have been committed to but not yet paid

GRANT REPORT
Workforce Development Board of Ventura County

Grants in Progress: January 14, 2016

Grantor	Amount	Grantee	Project Title	Term	Purpose	Partners	Role of the WDB/Staff
Amgen Foundation	\$75,000	CSU Channel Islands	VC-STEM	Jan.–Dec. 2015	Creation of CSLNet-recognized STEM regional network in Ventura County; promotion of STEM education P-12	CSUCI (Philip Hampton); P-20 Council as Steering Committee (includes WDB-VC)	Meetings of P-20 Council
California Career Pathways Trust: California Dept. of Education	\$6 million	Oxnard Union High School District	Alliance for Linked Learning	14/15; 15/16; 16/17; 17/18; 18/19 Funded from 14/15 thru 16/17	Expansion of Linked Learning career pathways in high schools and development of connections with feeder middle schools; definition of learning outcomes & measurement of college/career readiness.	OUHSD, Ventura County Civic Alliance, WDB-VC (34 listed partners in all; see Form D)	Serve on Linked Learning Executive Advisory Committee, Pathway Steering Committee and Broad-Based Coalition; participate in CPT Networking; provide business and sector connections; continue support of LL activities
California Career Pathways Trust: California Dept. of Education	\$13.2 million	Ventura County Community College District	VC Innovates:	14/15; 15/16; 16/17; 17/18; 18/19 Funded from 14/15 thru 16/17	Development of 62 career pathways in 11 industry sectors in high schools, adult education, community colleges (all high school/unified districts except Oxnard Union HSD)	VCOE; VCCCD; adult education; all VC high school districts except Oxnard; WDB-VC sector and youth committees	Access to WDB-VC industry sector data, strategic plan, and reports; WDB-VC industry sector steering committee input for identification of business/education gaps, curriculum alignment and identification of valued certificates/credentials; access to skills charts; participation on leadership committee
California Career Pathways Trust: California Dept. of Education	\$10.2 million	Ventura County Office of Education	VCI-E3 (VC Innovates: Expand, Enhance, Extend):	15/16; 16/17; 17/18; 18/19 Funded from 14/15 thru 15/16	Program expansion to develop approximately 120 total career pathways; expansion into middle schools and alternative schools; county-wide initiative (all districts)	WDB and WDB committees; VCOE; all VC school districts; Naval Base Ventura County; Chambers of Commerce; employers	Dedicated WDB-VC staff to coordinate and run industry sector steering committees; employment forecasting information quarterly; determining strengths and gaps in regional education and training pipeline in support of sector regional needs
From CCPT \$10.2 million	\$317,920	Ventura County/WDB-VC	Service Contract (Subsidiary of VCI-E3)	Jan. 1, 2016-June 30, 2018	Establish additional regional collaborative relationships and partnerships with business entities, community organizations and local post-secondary institutions	VCOE, WDB-VC	Increase the number of WDB sector committees to accommodate more fully the number of career pathways identified in the CCCPT grant; Take an active part in the meetings of the career pathways leadership committee
California WDB: Workforce Accelerator Fund (finished 9/30/15)	\$150,000	WDB-VC (applicant) & CSD	STEPS: Specialized Training & Employment	7/14/14-9/30/15	Planning grant to develop strategies for job seekers who are ex-offenders	County Probation Department; HSA/CSD; WDB-VC	Budget and report management; periodic committee meetings; liaison with CWDB/EDD

GRANT REPORT
Workforce Development Board of Ventura County

			Project for Success				
California WDB: Supervised Populations	\$165,000	WDB-VC (applicant) & CSD	STEPS 2 Work	7/1/15-12/30/16	Provision of workforce services to ex-offenders to prevent recidivism	County Probation Department, HSA/CSD, VCCCD, WDB-VC	Budget, reporting and performance management; sector committees; liaison with CWDB/EDD
California WDB: Sling Shot Fund	\$20,000	SELACO WDB	Regional Healthcare Case Manager Pathway	June 2015-January 2016 (1/2016: Submit Accelerator Grant for additional funding.)	Planning grant to develop business sector-responsive career pathways for healthcare case managers in the region; potential for additional funding if approved for next step	6 WDBs in Los Angeles County; WDB-VC	Participation in planning meetings (Los Angeles, Sacramento); research; local business engagement
U.S. Dept. of Commerce	Priority designation (no funding)	Advanced Manufacturing Partnership of Southern California (AMP SoCal)	Investing in Manufacturing Communities Partnership for Aerospace and Defense	4/2014-3/2016	Position the Southern California region for success in competitive federal grant applications relating to aerospace and defense; identification as priority for national and international investments	Four-county partnership (LA, Orange, San Diego and Ventura); commitments of support from business, education, economic development, WDBs and others	Representation of Ventura County on Executive Board; coordination of Ventura County representation on six Pillar Committees; complements work of WDB Manufacturing Committee and Manufacturing Roundtable of Ventura County
U.S. Dept. of Labor (Employment and Training Administration)	\$500,000	WDB-VC (applicant) & HSA (CSD)	Bridges 2 Work	6/1/15-5/30/17	Replicate the current STEPS program (delivery of employment services) for 45 adults transitioning from pre-release status (180 days prior) to post-release status; establish AJC services in the Todd Road Jail	HSA/CSD, County Sheriff's Department, Employment Development Department, WDB-VC	Program operations: oversight of budget & performance outcomes (option of co-enrollment in WIOA); access to WDB industry sector committees for addressing training/vocational issues; liaison with HSA Contracts; monthly project staff meetings

Note: In response to a Grant Proposal Review Request received on December 15, 2015, from the City of Oxnard/Public Works Department/Oxnard City Corps, the WDB sent a letter of support for an application to the Environmental Protection Agency for an Environmental Workforce Development and Job Training Grant to fund local employment opportunities in the hazardous waste and environmental career fields.



**WDB EXECUTIVE COMMITTEE EVALUATION/REPORTING PROCESS
PROGRAM YEAR (PY) 2015–2016
APPROVAL DATE:**

PURPOSE

Establish criteria for successful Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Rapid Response outcomes and for contract renewal/extension consideration.

EFFECTIVE DATES

- July 1, 2015: Participant and Rapid Response Allowable and Layoff Aversion Required Activities
- April 1, 2015: Rapid Response Required Activities

SCOPE

Evaluation and reporting for Program Year (PY) 2015-2016 Adult, Dislocated Worker and Rapid Response programs and contracts as listed below:

- The Community Services Department (CSD/WIOA)
- Economic Development Collaborative - Ventura County (EDC-VC)

EVALUATION AND REPORTING FACTORS

Quarterly reporting as listed below:

Adult and Dislocated Worker Core Grants (CSD/WIOA)

- Enrollments
- Adult and Dislocated Worker Enrollments with Training Services
- Monitoring/Audits
- Common Measures

Rapid Response Core Grant Required Activities (CSD/WIOA)

- State 121 Outcome Report
- Monitoring/Audits

Rapid Response Core Grant Allowable and Layoff Aversion Activities (EDC-VC)

- State 122 Outcome Report
- Business Services Outcome Report
- Monitoring/Audits
- Expenditures

EVALUATION AND REPORTING PROCESS

Quarterly reporting and review of outcomes as listed below. Evaluated outcomes are by the May WDB Executive Committee meeting.

a. Enrollment Plan to Actual Outcomes (CSD/WIOA Adult and Dislocated Worker Programs)

- Meet a minimum of 75% of total new enrollments
- Adult and Dislocated Worker actual enrollments with training services (report only)

b. Monitoring/Audit Findings (All Programs and Contracts)

- All audit and monitoring findings are resolved or in resolution

c. Common Measures Plan to Actual Outcomes (CSD/WIOA Adult and Dislocated Worker Programs)

- All participant outcomes meet State approved WDB goals
- All participant outcomes meet 80% success rate

d. Expenditures Plan to Actual Outcomes (EDC-VC contract)

- Minimum of 75% of total contract funds expended
- Minimum of 75% of total in-kind non-WIOA resources expended

e. Rapid Response Outcomes (CSD/WIOA Required)

- State 121 Outcome Report (report only)

f. Rapid Response Outcomes (EDC-VC Allowable and Layoff Aversion)

- State 122 Outcome Report (report only)
- Minimum of 75% of program year plan for Employers Served, Jobs Retained, Incumbent Workers Trained (IWT), Contract Expenditures and In-kind Expenditures
- Average Customer Satisfaction Score is minimum of 4 on a 5 Point Scale



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: EXECUTIVE COMMITTEE

**FROM: CHERYL MOORE
EXECUTIVE DIRECTOR**

DATE: JANUARY 14, 2016

SUBJECT: RECOMMENDATION TO APPROVE UPDATED WORDING FOR CURRENT WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) POLICIES, ALREADY APPROVED UNDER THE WORKFORCE INVESTMENT ACT (WIA) BY THE WORKFORCE INVESTMENT BOARD OF VENTURA COUNTY (WIB), TO ALIGN TERMINOLOGY USED IN THE POLICIES WITH THE NEW WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

RECOMMENDATION

Recommend approval of updated wording for current Workforce Development Board of Ventura County (WDB) policies, already approved under the Workforce Investment Act (WIA) by the Workforce Investment Board of Ventura County (WIB), to align terminology used in the policies with the new Workforce Innovation and Opportunity Act (WIOA).

DISCUSSION

The Executive Committee recently approved new policies for the WDB Logo (#2015-02), the Protection of Personally Identifiable Information (#2015-03), the Submission of Proposals (#2015-04) and Youth Work Experience (#2015-16). Each was written to conform to the needs and the language of WIOA.

In an effort (1) make all currently existing policies conform in language and style to a single format (including a new numbering system) and (2) to update terminology for alignment with WIOA requirements, the WDB staff recommend approval for revisions to the following list of policies. Changes are only minimal and do not involve substantive issues. In all cases, the policies are placeholders and will be revised and updated as necessary. Any substantive changes needed will be presented to the Executive Committee for consideration and approval. With content posted on the WDB website, the policies included in today's recommendation are:

- Policy 2015-01: Policy on Policies
- Policy 2015-05: Policy on WIOA Budgets
- Policy 2015-06: Policy on Incentives for Youth Programs
- Policy 2015-07: Policy on Non-discrimination and Equal Opportunity
- Policy 2015-08: Policy on Reasonable Accommodation
- Policy 2015-09: Policy on Out-of-School Youth

- Policy 2015-10: Policy on the Use of Uncommitted Funds
- Policy 2015-11: Policy on Unsolicited Proposals
- Policy 2015-12: Policy on Incumbent Worker Training
- Policy 2015-13: Policy on Limited English Proficiency
- Policy 2015-14: Policy on Apprenticeship Training
- Policy 2015-15: Policy on the ETPL and Individual Training Accounts
- Policy 2015-17: Policy on OJTs and Customized Training

If you have questions or need more information, please call me at (805) 477-5306, or contact Richard McNeal at (805) 477-5344, email: richard.mcneal@ventura.org.



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: EXECUTIVE COMMITTEE

**FROM: CHERYL MOORE
EXECUTIVE DIRECTOR**

DATE: JANUARY 14, 2016

SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE RECOMMEND THAT THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE A ONE-YEAR EXTENSION OF THE THREE CURRENT WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) YOUTH PROGRAM PROVIDER CONTRACTS THROUGH PROGRAM YEAR (PY) 2016-2017, SUBJECT TO THE AVAILABILITY OF SUFFICIENT FUNDS, SATISFACTORY PY 2015-2016 PERFORMANCE BY THE CONTRACTOR, AND APPROVAL BY THE COUNTY OF VENTURA

RECOMMENDATION

Recommend that the Executive Committee recommend that the Workforce Development Board of Ventura County (WDB) approve a one-year extension of the three current Workforce Innovation And Opportunity Act (WIOA) Youth program provider contracts through Program Year (PY) 2016-2017, subject to the availability of sufficient funds, satisfactory PY 2015-2016 performance by the contractor, and approval by the County of Ventura.

BACKGROUND

Neither federal nor state regulations specify an appropriate term for a Request for Proposals (RFP). It has been the standard practice of the WDB to issue an RFP for a three-year period and, in compliance with County of Ventura (County) administrative practice, to renew contracts for one year at a time. However, the 2013 Youth RFP specifically permits the renewal of contracts "for additional years" (no limit specified) and reserves to the County "the right to award a new contract with the selected contractor(s)...without the need for further competitive procurements, subject to the approval of the WIB [WDB] and the County of Ventura..., the availability of sufficient funds, and satisfactory performance by the contractor."

Three providers of WIOA youth services (Boys and Girls Clubs of Greater Oxnard and Port Hueneme, PathPoint, and Ventura Adult and Continuing Education) are currently in the third year of the contract period authorized by the 2013 Youth RFP. Ordinarily, these youth services providers would expect to respond, as would other interested parties, to a new Youth RFP with contracts commencing July 1, 2016.

DISCUSSION

On the basis of what we know about WIOA Youth requirements at this point, our 2015-2016 contracts with the three current providers of WIOA Youth services have been adjusted to bring them into

conformity with the language in the law itself and the draft regulations issued by the U.S. Department of Labor (DOL). However, major uncertainties remain. The DOL has postponed the issuance of final regulations from January 2016 to sometime in the spring of 2016 (date not specified). After that, the California Employment Development Department (EDD) will issue its own regulations, which are expected to add requirements and greater complexity to implementation of the DOL regulations. Major structural issues surrounding the WIOA Youth program remain to be decided, including: (1) new performance requirements (still to be finalized) which take effect on July 1, 2016; (2) the amount of the WIOA Youth funding allotment that must be procured and how it must be procured; (3) new conditions for the enrollment of youth arising from California's interest in integration and delivery of services; (4) the County's ability to provide technical assistance to WIOA Youth contractors; (5) and possible new requirements for the WIOA fiscal agent, the Board of Supervisors.

According to an interim directive from EDD (Directive WSD15-03, September 15, 2015, p. 11), "*which may be subject to change upon the issuance of final regulations,*" general guidelines include:

As local boards transition from WIA to WIOA, they must ensure Request for Proposals (RFPs) and youth service provider contracts incorporate new WIOA provisions.... In order to implement these provisions, local areas may either undergo a contract modification with their existing providers, if permissible, or procure new service providers.... If a local area procures new youth service providers, the state encourages the use of one-year contracts which may contain additional option years, rather than multi-year contracts, to ensure maximum flexibility during WIOA implementation.

Local boards may opt to retain current WIA youth service contracts temporarily for various reasons (e.g., the contract does not include a clause that allows for modification to conform to new legislation, regulations, or requirements, etc.). The State Board and EDD would like to provide local boards adequate time to transition to the new WIOA requirements, and therefore will allow local boards to retain current WIA service contracts through PY 2016-17.

We are operating in a period of transition from WIA to WIOA. Our 2015-2016 WIOA Youth contracts have been adjusted minimally to bring them into alignment with the requirements that we know so far. The current WIOA Youth providers are working to adapt to the new law and new regulations, which continue to change even as the providers are implementing them. In these circumstances, it is probably unreasonable to ask the public to respond to a new WIOA Youth RFP for which certain requirements will be unknown until after the RFP process is completed—and later will have to be imposed unilaterally.

Therefore, WDB staff recommends that the contracts with the three current WIOA Youth program providers be extended for a fourth year, 2016-2017. Continuation of the contracts would be contingent on provider attainment of 2015-2016 required performance outcomes, the availability of WIOA Youth funding in 2016-2017, and approval by the County of Ventura. Following the announcement of federal and state requirements and the usual course of review by the WDB Youth Council, the WDB then would release a new WIOA Youth Request for Proposals (RFP) in 2016 for contract implementation on July 1, 2017.

On January 6, 2016, the WDB Youth Council discussed the issue at length, identified possible courses of action, and requested that the WDB Executive Committee determine the final recommendation. The options and conditions suggested by the Youth Council are:

Option 1: Extension of Current Provider Contracts

- One-year extension, contingent on provider attainment of 2015-2016 required performance outcomes and the availability of WIOA Youth funding in 2016-2017


- Letter of intent sent to potential bidders regarding the upcoming release of a WIOA Youth RFP in 2016, after federal and state requirements have been announced
- Public posting regarding the upcoming release of a WIOA Youth RFP in 2016, after federal and state requirements have been announced

Option 2: No Extension of Current Provider Contracts

- First quarter 2016 release of a one-year WIOA Youth RFP for contract implementation on July 1, 2016
- Following the announcement of federal and state requirements and the usual course of review by the Youth Council, release of a three-year WIOA Youth RFP for contract implementation on July 1, 2017


The Executive Committee has the option of taking action on behalf of the WDB (and reporting the action to the WDB) or forwarding a recommendation for WDB consideration on February 25, 2016.

If you have questions or need more information, please call me at (805) 477-5306, or contact Richard McNeal at (805) 477-5344, email: richard.mcneal@ventura.org.



WIOA IMPLEMENTATION UPDATE


**WDB Executive Committee
January 14, 2016**



WIOA TRANSITION TIMELINE*

<u>2015</u>	
April 16	DOL/DOE/HHS publishes draft federal regulations
June	California WDB notifies Chief Elected Official of local board 2015-2017 designation and 2015-2016 certification
July 1	WIOA implementation begins
Dec. 1	California WDB Executive Committee approves regional workforce area designations in California
Dec. 3	California WDB releases draft state plan (public comment period until Jan. 15)

** Federal and state timelines and deliverables subject to change*



WIOA TRANSITION TIMELINE*

2016

- Mar. 3** California WDB submits final California state plan to DOL/ETA for approval
- Mar. 30** Local WDB submits application for CWDB approval of local board recertification for 2016-2018
- Spring** DOL/DOE/HHS releases Final Rule for WIOA implementation; California releases plan guidelines
- July 1** Local WDB complies with new WIOA performance and fiscal measures

2017

- March 15** WDB submits local and regional plans for California WDB approval

** Federal and state timelines and deliverables subject to change*



LOCAL BOARD RECERTIFICATION

✓ Assurances of Compliance

✓ Criteria

- Board membership (March 2016)
- Performance accountability (2013-2015)
- Fiscal integrity (2013-2015)
- Substantial progress on WIOA implementation


Application Due March 30



DRAFT

WDB COMPOSITION

	WIOA Minimum	Maintain Current Board (35)
1. Business (50%+1)	10	21
2. Workforce (20%)	4	8
3. Education and Training	2	4
4. Governmental and Economic and Community Development	3	8
5. Additional Members	0	0
	19	41

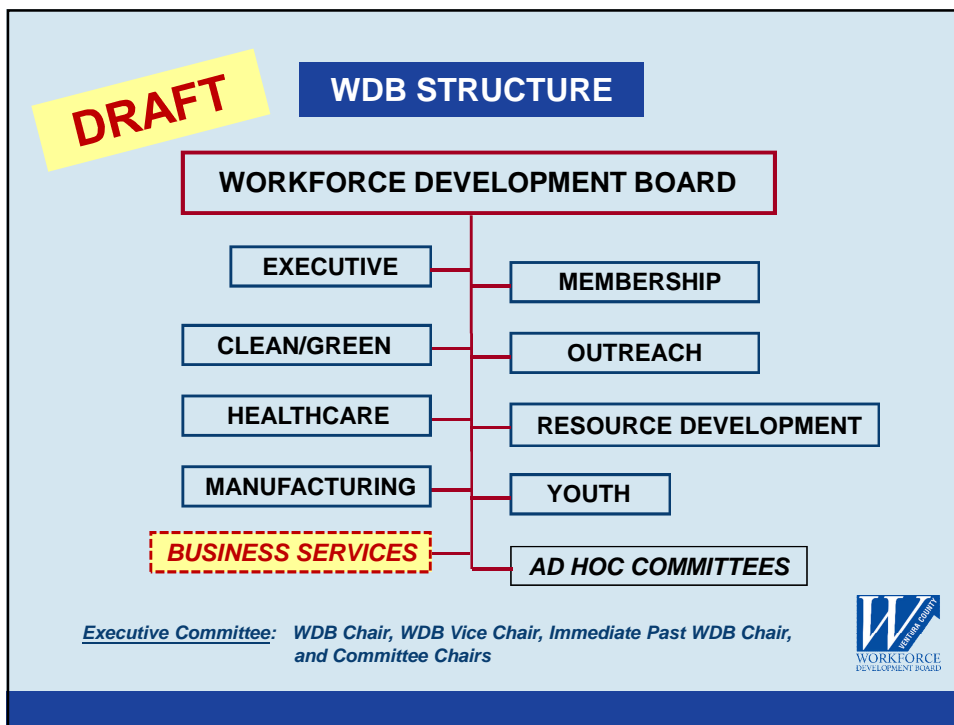


AmericanJobCenter California

Required AJCC Partners

- WIOA Title I (WIOA)
- WIOA Title II (Adult Education)
- WIOA Title III (Wagner/Peyser)
- WIOA Title IV (Voc. Rehab.)
- Perkins CTE (Cmty. College)
- Title V (Older Americans)
- Native Americans
- Migrant/Seasonal Farmworkers
- Veterans
- Trade Adjustmt. Act/NAFTA
- Community Dev. Block Grants
- Housing & Urban Developmt.
- Unemployment Compensa.
- TANF/CalWORKs)
- Second Chance
- Job Corp
- Youth Build





PY 2016-18 LOCAL BOARD RECERTIFICATION IN CALIFORNIA
Workforce Innovation and Opportunity Act

SUMMARY OF CRITERIA

Application Due: March 30, 2016

The State Board will recommend to the Governor, recertification of a local board if it:

- **Assures compliance** with the following for PYs 2016-18:
 1. *Uniform administrative* cost principles and administrative/audit requirements
 2. *Financial reporting* per federal and State regulations/guidance.
 3. *Fund expenditures* per laws/regulations/guidance
 4. *Selection of AJCC operator(s)* with CEO agreement/competitive process
 5. *CalJOBS data specifics* to meet all reporting requirements/deadlines
 6. *WIOA nondiscrimination provisions* and collection of necessary data
 7. *State Board policies/guidelines/legislative mandates/special provisions*
 8. *Priority of service* (veterans/public assistance/low-income/basic skills deficient)
 9. *Ethics training* for local members every two years
 10. *WIOA conflict of interest* provisions

- **Meets criteria** for the following:
 1. **Membership provisions** met by March 31, 2016
 2. **Performance accountability** at 80% on 8 of 9 measures for PYs 2013-15
 3. **Sustained fiscal integrity** met with no violations during PYs 2013-15
 4. **WIOA implementation** met/demonstrated substantial progress for
 - a. Customer system design improvements (services, strategies, etc.)
 - b. Youth service requirements (new)
 - c. AJCC operator procurement or waiver granted
 - d. AJCC career service provider procurement or waiver granted
 - e. Uniform Guidance requirement adherence
 - f. MOUs negotiated and established with local partners.
 - g. Sector initiative coordination/development in high demand industries
 - h. Career pathway coordination/development in high demand industries
 - i. AJCC brand adoption, implementation, and promotion



WDB COMMITTEE 2-YEAR PLAN GUIDELINES **Workforce Development Board of Ventura County** **2016-2018**

Goal

Facilitate collaboration among partners in business, economic development, education, labor, government, and community-based organizations to develop a diverse pipeline of skilled local workers to fill industry sector positions in the Ventura County region.

Components of Plan

- 1. Engage** Engage a diverse core team of Ventura County employers, agencies and organizations to facilitate industry sector collaboration for regional workforce development.
- 2. Analyze Data** Seek local employer feedback regarding labor market data as it relates to regional industry sector workforce needs.
- 3. Take Inventory** Inventory regional education/training available to address local industry sector workforce development needs. Examples:
 - Industry-recognized certificates
 - National certificates
 - Stackable credentials
 - Apprenticeships
 - Internships
 - Externships
 - On-the-job training
 - Career awareness/outreach
 - Career pathways
 - Regional Occupational Programs
 - Adult education
 - Community colleges
 - Universities
 - Trades
 - Community organizations
- 4. Identify Gaps** Analyze the gaps between education/training available and regional industry sector workforce needs.
- 5. Determine Priorities** Determine priorities for closing the gaps between education/training available and regional industry sector workforce needs.
- 6. Take Action** Develop and implement “do-able” action plans to close the gaps.
- 7. Monitor Progress** Review progress and make updates to the Committee 2-Year Plan as needed. Report on accomplishments and insights for the annual Workforce Development Board Year-End Review.