



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

EXECUTIVE COMMITTEE MEETING

Thursday, February 11, 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: January 14, 2016 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: December 2015	Theresa Salazar Vital
8:25 a.m.	7.0 Action Items 7.1 Recommendation that the Workforce Development Board of Ventura County (WDB) Approve Changes to the Composition of the WDB to Comply with Workforce Innovation and Opportunity Act (WIOA) Requirements 7.2 Recommendation that the Workforce Development Board of Ventura County (WDB) Recommend that the Ventura County Board of Supervisors Approve the Submission of the Ventura County Local Workforce Development Board Recertification Request for Program Years 2016-2018 to the California Workforce Development Board	Patty Schulz Cheryl Moore

- 9:10 a.m. **8.0 WIOA Implementation** Cheryl Moore
- Federal Issuance of Final Rule: Summer 2016
 - California State Plan and Directives: After Federal
 - Local Board Recertification 2016-2018: Due March 30, 2016
 - AJCC MOU: Due June 20, 2016
 - WIOA Performance Measures: Begin July 1, 2016
 - Relocation of AJCCs in Oxnard and Simi Valley
- 9:15 a.m. **9.0 WDB Administration** Cheryl Moore
- New WDB Staff Position
 - On the Calendar
 - 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. **10.0 Committee Member Comments** Committee Members
- 9:30 a.m. **11.0 Adjournment** Victor Dollar
- Next Meeting
March 10, 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
January 14, 2016

MINUTES

Meeting Attendees

Executive Committee

Victor Dollar (Chair)
Jim D. Faul (Vice Chair)
Greg Barnes
Brian Gabler
Patty Schulz
Tony Skinner
Mike Soules

WDB Administration

Talia Barrera
Patricia Duffy
Richard McNeal
Cheryl Moore
Theresa Salazar Vital

Guests

Nancy Ambriz (HSA Community Services Department/WIOA)
Mariana Cazares (Boys and Girls Club of Greater Oxnard and Port Hueneme - BGC)
Sally Harrison (Office of the Ventura County CEO)
Cheryl Shaw (Ventura County Civil Service)
Kim Whitaker (PathPoint)
Omar Zapata (BGC)

1.0 Call to Order and Agenda Review

Victor Dollar called the meeting to order at 8:03 a.m. No changes were made to the agenda.

2.0 Public Comments

No public comments

3.0 WDB Chair Comments

No comments

4.0 Consent Items

4.1 Approve Executive Committee Minutes: November 19, 2015

4.2 Receive and File: WDB Committee Reports

Motion to approve: Brian Gabler

Second: Mike Soules

Motion carried

5.0 Performance Update: 2015-2016 Quarterly Reports

Committee members reviewed, discussed, and asked questions regarding WIOA performance.

Second Quarter Reports (July 1, 2015 to December 31, 2015): WIOA Program Enrollments, Universal Enrollments, Common Measures Outcomes, and Rapid Response Layoff Aversion Activities State Report

- *Adult Program Enrollments:* Community Services Department/WIOA (CSD) enrolled 92 new participants or 112% of plan to actual. Total cumulative enrollments are at 166 with 102 participants in training.
- *Dislocated Worker Program Enrollments:* CSD enrolled 54 new participants or 43% of plan to actual. Total cumulative enrollments are at 189 with 154 participants in training.
- *AJCC Universal Enrollments:* Customers receiving public access employer and employment/career services through the Ventura County American Job Center of California is at 7,590.
- *Common Measures:* All nine of the Workforce Development Board (WDB) of Ventura County Adult, Dislocated Worker, and Youth performance measure outcomes exceeded 100% success rate for VCWDB accountability levels. Local Workforce Development Board accountability levels for PY 2015-16 are listed in State Draft Directive WSDD132.
- *Rapid Response Allowable Activities (122 Report):* VCWDB reported no jobs saved by layoff aversion activity. Economic Development Collaborative -Ventura County (EDC-VC) is the WIOA Business Service Program Operator providing business retention/layoff aversion activities.

Third Quarter Report (April 1, 2015 to December 31, 2015): WIOA Rapid Response Layoff or Closure Activities State Report

- *Rapid Response Required Activities (121 Report):* CSD conducted the following on-site layoff/closure planning meetings and/or employee orientations:
 - 6 unique at-risk Ventura County businesses reported layoffs for 624 affected employees.
 - 251 of these impacted employees attended WIA Rapid Response orientations.

6.0 Financial Status Report: November 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 November 30, 2015.

The status of expenditures at 42% 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	966,945	38%
Adult	1,830,592	734,496	40%
Youth	1,940,215	764,189	39%
Rapid Response	463,042	171,450	37%
<u>WIOA Non-Core Funds</u>			
Workforce Accelerator Grant	7,994	7,997	100%
DOL Bridges 2 Work Grant	212,637	8,383	4%
CWDB Steps 2 Work Grant	123,752	4,353	4%

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 20% 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 November 30, 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.

	Core Grant <u>FY 13-15</u>	Core Grant <u>FY 14-16</u>	Core Grant <u>FY 15-17</u>
Total Adult and Dislocated Worker Formula Fund Allocations	4,346,991	4,092,349	4,126,060
Training Expenditure Requirement	1,086,748 25%	1,023,087 25%	1,031,515 25%
Formula Fund Training Expenditures	1,053,524	1,263,321	360,699
Leveraged Resources			
• Total Leveraged Resources Used Toward Training Expenditures	400,025	425,933	98,144
• Maximum Allowed Leveraged Resources (10%)	434,699	425,933	412,606
Total Leveraged Resources Used Toward Training Expenditures	400,025	409,235	98,144
• Total Amount Spent on Training	1,453,549	1,672,556	458,844
• % of Training Requirement Met (Final goal = 100%)	134%	163%	44%

7.0 Grant Update

Executive Committee members reviewed the Program Year 2015-2016 Grants Report, noting the recently submitted 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 support is in response to a WDB Grant Proposal Review Request received on December 15, 2015, from the City of Oxnard/Public Works Department/Oxnard City Corps.

8.0 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.

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

Evaluation criteria and the reporting process for successful outcomes and contract renewal/extension consideration were recommended for the WIOA Adult, Dislocated Worker, and Rapid Response programs.

Motion to approve: Mike Soules
Second: Brian Gabler
Motion carried

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)

Minor revisions to previously approved WDB policies were recommended in an effort to (1) make all policies conform in language and style to a single format and (2) to update terminology for alignment with WIOA requirements.

Motion to approve: Mike Soules
Second: Brian Gabler
Motion carried

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

The recommendation included criteria for an extension to current WIOA Youth contracts to provide adequate time in transitioning to the new WIOA requirements, as allowed by the State Board and EDD. A WIOA Youth RFP will be released in 2016, after final federal and state requirements are published.

Motion to approve: Greg Barnes
Second: Jim Faul
Motion carried

9.0 WIOA Implementation

- Federal Issuance of the WIOA Final Rule was postponed until Spring, 2016.
- The Draft California State WIOA Unified Plan was released with submittal of comments due by January 15, 2016.
- Workforce boards were awaiting final State direction for Local Board Recertification 2016-2018, applications for which are due on March 30, 2016.

10.0 WDB Administration

WDB membership may need to go to a smaller Board to meet the 2016-2018 Local Board Recertification criteria and timeline. The Membership Committee will consider this issue at the February meeting.

The application deadline for the new WDB Manager position, funded for two years through the *VC Innovates* California Career Pathways Trust Grant, is on January 15, 2016.

11.0 Committee Member Comments

Mile Soules was a guest speaker at the Ventura County Office of Education meeting regarding incorporating Career Technical Education and Career Pathway into a master schedule.

12.0 Adjournment

Motion to adjourn at 9:36 a.m.: Tony Skinner
Second: Brian Gabler
Motion carried

Next Meeting

February 11, 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
February 11, 2016**

WDB COMMITTEE REPORTS

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



WORKFORCE DEVELOPMENT BOARD

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TO: EXECUTIVE COMMITTEE

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

DATE: FEBRUARY 11, 2016

SUBJECT: CLEAN/GREEN COMMITTEE REPORT

The Clean/Green Committee met on January 15, 2016. In attendance were Committee members: Anthony Mireles (Vice Chair), John Brooks, Dave Fleisch, and Eric Humel; WDB staff Patricia Duffy, Cheryl Moore and Theresa Salazar Vital; and guests Nancy Ambriz (Community Services Department/WIOA), Jim Rose (Oxnard Union High School District), and Carolyn Vang-Walker (Ventura Adult and Continuing Education). Topics of discussion included:

Ventura County Regional Strategic Workforce Development Plan

- Clean/Green Committee 2-Year Plan
 - Definitions: The Committee reviewed the definitions developed for the 2 Year Plan and discussed changes.
 - Regional Economic Analysis Profile for Ventura County (REAP): Committee members reviewed REAP report data on occupational clusters related to clean/green: Agriculture, Food, and Beverage Processing; Construction Materials and Services; Energies and Utilities; Forest Products, Forestry, and Primary Wood Processing; Hospitality and Tourism; Oil and Gas Products and Services; and Transportation and Logistics. During the discussion, the Committee expressed concerns regarding information that does not appear in the REAP report but that is essential for prioritizing and planning workforce development in Ventura County. Key points included:
 - ✓ Government jobs are left out, making it difficult to get an accurate representation of employment needs because the County of Ventura and the Naval Base are two of the largest employers in Ventura County.
 - ✓ Because the state university and three community colleges are part of the government jobs classification, their employment data are not included.
 - ✓ Many emerging clean/green jobs are not identified in the state employment data, which makes it difficult to identify new growth industries or to project job opportunities in these emerging industries.
 - ✓ Labor union data are not included in the report. The unions, especially in construction, have up-to-date data on in-demand positions and can project future needs based on membership and anticipated retirements.

It was suggested that the Clean/Green Committee work with WDB staff to determine if there is a way to gather employment data from labor unions, the County of Ventura, and Naval Base Ventura County for a more accurate picture of the Ventura County labor market and business needs.

- Inventory of Clean/Green Programs:

Patricia Duffy presented a draft matrix to inventory clean/green-related education and training programs available through the community colleges, adult schools and labor unions in Ventura County. Committee members offered to assist in the completion of the inventories.

- Clean/Green Business Practices:

The Committee discussed ways to raise employer awareness and promote clean/green jobs, emphasizing the importance of education on how to incorporate best practices into all types of business operations. A workgroup was formed to examine how to create a green practices message for businesses and how to work with training programs to identify green skills needed to create a “sustainability” workforce to meet changing industry needs.

• Career Pathways Update

Jim Rose, representing committee member Mary Ann Rooney, gave an update on the Alliance for Linked Learning Career Pathways project. The \$6 million project, led by the Oxnard Union High School District, recently received an additional grant award of \$2.7 million. Mr. Rose described the need for teacher externship training in industry because of the shortage of teachers with tech skill backgrounds. Employers are being encouraged to offer teacher externship opportunities.

The next meeting of the Clean/Green Committee is scheduled for March 18, 2016, from 8:00 a.m. to 9:30 p.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo.

If you have questions or need more information, please call me at (805) 643-5487, or contact Patricia Duffy at (805) 477-5350, email Patricia.Duffy@ventura.org.



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TO: EXECUTIVE COMMITTEE

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

DATE: FEBRUARY 11, 2016

SUBJECT: HEALTHCARE COMMITTEE REPORT

The WDB Healthcare Committee met on January 22 2016. Attending the meeting were Committee members Greg Barnes (Chair), John Cordova, Sandy Melton, and Brett Watson; WDB staff Patricia Duffy, Cheryl Moore and Theresa Salazar Vital; and guests Sally Harrison (County of Ventura CEO's Office), Karen Jensen (California State University, Channel Islands), Amy Mantell (St. John's Hospitals). Debbie Newcomb (Ventura College), and Jim Rose (Oxnard Union High School District). The following is a summary of topics discussed:

Ventura County Regional Strategic Workforce Development Plan

- Los Angeles/Ventura Regional Healthcare Case Manager Pathway Project

Patricia Duffy reported that six Los Angeles Workforce Development Boards and the Ventura County WDB, along with industry partners in healthcare and education, are collaborating to identify the various healthcare system opportunities and training needs for developing a skilled workforce in Case Management/Care Coordination. Funded through a small concept development award from the California WDB, the collaborative is positioning the project to be eligible to receive additional funding for development and implementation.

The kick-off meeting for educators interested in the Case Manager Pathway Project was held in Los Angeles in December 2015. Both the Deputy Sector Navigator for Healthcare from our region and a professor from California State University, Channel Islands, invited by the Healthcare Committee, attended the meeting.

The Healthcare Committee members discussed ways that they could assist with the project.

- Inventory curriculum in our local region to determine existing courses that could be used.
- Identify skills by occupation (For example, a nurse needing training in care coordination might need to know about insurance.)
- Look at various levels and opportunities to create entry-level positions and career ladders.

Next Step: The Committee formed a workgroup to develop a local survey for get feedback from our local industry partners. A larger, more extensive survey will be done through the Regional Collaborative as the project moves forward.

- A.D.N. to B.S.N. Transition Challenges

Sandra Melton (Ventura College) provided an update on Associate Degree, Nursing (A.D.N.) to Bachelor of Science, Nursing (B.S.N.) transition challenges locally. There has been a concern

that acute care hospitals would be requiring newly hired nurses to have Baccalaureate Degrees vs. Associate Degrees in Nursing. She noted that the same certification exam is taken to receive a Registered Nurse certification.

California has 78 public A.D.N. programs and 13 private; only 19 public Baccalaureate Degree programs and 18 private are available. Therefore, few public colleges in California offer a B.S.N. in comparison to the A.D.N public programs. Ms. Melton explained the history leading up to some hospitals requiring B.S.N. degrees. It appears that locally we are not facing a critical problem at this time and that 100% of the nursing graduates with A.D.N. degrees are finding employment.

Healthcare Committee members noted the importance of exploring ways to reduce the cost of A.D.N. to B.S.N. fast track programs to make them more affordable. Also helpful would be to find out which local hospitals are requiring B.S.N. degrees by a certain date, after hiring, and if they are providing educational benefits.

- Deputy Sector Navigator: Update

John Cordova, Deputy Sector Navigator (DSN), submitted a written report. Topics included the successful Health Tech in Motion event held at the Ventura Crowne Plaza on December 12, 2015, for teachers and students. Schools had received \$100,000 in DSN Health Augmentation Funds for various events, including support for the VC Innovates Entrée to Employment event in March. The DSN continued to participate in the LA/Ventura County Regional Case Manager/Care Coordinator Project. In addition, the report included an announcement of an event on February 22, 2016, at College of the Canyons entitled "Making End of Life Amazing."

- Healthcare Committee 2 -Year Plan: Data Review and Discussion

Committee members began their review of the Regional Economic Analysis Profile (REAP) for healthcare occupations in Ventura County and identified two issues:

- The Clinical Laboratory Scientist (CLS) occupation is not on the report; however it is a difficult-to-fill position for Ventura County employers. It was noted that because some CLS professionals work for multiple employers, it is difficult to get an accurate count.
- Dietary Manager is another difficult-to-fill occupation that does not appear in the REAP data.

Concerned that the REAP report might not provide sufficient information for healthcare workforce development decision making, the Committee decided to continue this discussion at the next meeting.

The next meeting of the Healthcare Committee is scheduled for March 4, 2016, from 8:00 a.m. to 9:30 p.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA.

If you have questions or need more information, please call me at (805) 370-4321 or 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: FEBRUARY 11, 2016

SUBJECT: MANUFACTURING COMMITTEE REPORT

The Manufacturing Committee met 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 are 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: FEBRUARY 11, 2016

SUBJECT: MEMBERSHIP COMMITTEE REPORT

The Committee met on February 2, 2016. In attendance were Committee member Patty Schulz (Chair) and Jesus Torres; Workforce Development Board (WDB) staff Talia Barrera and Cheryl Moore; and guest Sally Harrison (County of Ventura CEO's office). The following includes topics discussed at the meeting and updated information:

Appointments and Reappointments

- Appointments: The Committee received an update on the status of nominations for the appointments of four potential new WDB members: three to represent the business sector and one to represent workforce (new category for labor under the Workforce Innovation and Opportunity Act-WIOA). Nominees will be considered for approval by the Board of Supervisors in March 2016. Committee members discussed category priorities for future nominations and emphasized the importance of having potential candidates in the pipeline. Participation on sector committees continues to provide a good introduction to the work of the WDB prior to consideration of a possible recommendation for WDB appointment.
- Reappointments: Committee members reviewed current WDB member attendance records and discussed engagement in WDB committees. Next opportunities for reappointments are coming up in December 2016.

WIOA Implementation Plan: Composition of Workforce Development Board (WDB)

Regarding compliance with federal and state requirements under WIOA for the size and composition of local Workforce Development Boards, the Committee discussed how to complete the Ventura County WDB transition in time for submission of the Local Workforce Development Board Recertification Request 2016-2018 to the California WDB by March 30, 2016. After careful consideration of multiple factors, Committee members agreed that an appropriate WDB size at the current time would be no fewer than 33 and no more than 45 members (as stated in the WDB Bylaws), with the possible option to move current members not representing a WIOA category to non-voting status. Key points of the discussion will be shared with the Executive Committee on February 11, 2016.

The next Membership Committee meeting is scheduled for April 5, 2016 from 8:30 a.m. to 10:00 a.m., at VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo.

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: FEBRUARY 11, 2016

SUBJECT: OUTREACH COMMITTEE REPORT

The following is a brief summary of WDB outreach activities from November 2015 through January 2016.

Employer Outreach

- Workforce Wednesday
 - December 9, 2015: Apprenticeships, Tony Skinner and Anthony Mireles
 - January 27, 2016: Tiffany Morse and Bruce Stenslie: – Career Pathways Grants in Ventura County
- Op/Eds – one a month that mirrors Workforce Wednesday
- Digital Media Advertising: theAgency implemented a month social media advertising campaign starting mid-December 2015 to increase traffic and engagement on both the website and Facebook page
- On-The-Job Training Support Collateral
 - PowerPoint – review and approved
 - Pamphlet
 - Tent Card
- Spring 2016 Outreach
 - March – On the Job Training – Target Employers: develop resource page on the WDB website; Agency to develop media recommendation
 - April – Connect with an Intern – Target Employers: develop a resource page on the WDB website
 - Agency to develop media recommendation
 - Client to survey board members for active involvement in internships, job shadowing, mentoring, etc.
 - Media Budget: \$30,000 with some potential for additional funding via unused incurred expenses budget.
- KCLU Outreach Focus
 - TBD-Feb/March: OJT - Agency to update/review banner and PSA
 - TBD-April/May: Internships/Job Shadowing, etc. - Agency to develop PSA and supporting banners for rebranding

- Miscellaneous Items
 - Alex Rivera – Simi Sunrise Rotary 1/28/16: Coordinated and complete
 - New American Job Center Pamphlet Displays

General Outreach

- 2016 WDB Awards – Nomination Process/ PR Marketing Begins
- Media Relations and Various *WDB* Activities
 - Brian Gabler – VCStar 11/29/15 – California and Ventura County Good for Business published.
<http://www.vcstar.com/opinion/columnists/brian-gabler-california-and-ventura-county-aregood-for-business-254d76e5-5358-07a8-e053-0100007f5ae-356177261.html>
 - VC Star – ran an editorial Dec. 8 on the economic- forecast by Bill Watkins. Mentions Brian Gabler's op-ed:
<http://www.vcstar.com/opinion/editorials/editorial-ventura-county-economic-forecast-veersoff-course-26186ec6-39d8-4446-e053-0100007fd29a-361121881.html>
 - Apprentice op-ed – Received a green-light from Henry Dubroff at the Pacific Coast Business Times to submit the op-ed. Interviewed Tony Skinner and Anthony Mireles to help prepare the op-ed. Approved op-ed submitted "*Apprenticeships Help Employers Compete*" to PCBT the week of 1/11.
 - New WDB members (Bryan Lindros; Captain King); re-appointments release 11/16/15

General Outreach – In Development

- PCBT to begin publishing quarterly reports on education, training and careers in 2016. Agency to research guest columnist and sponsorship opportunities. Note: Apprenticeship op-ed above.
- Committee Chair (Brian Gabler) suggested development of a two-minute video that outlined the complete array of WDB support programs, services and partnerships. Agency and Client to discuss how this asset might be utilized in an outreach effort to make the WDB's target audiences better aware of available resources. Committee/WDB Staff to advise next steps

The next meeting of the WDB Outreach Committee is scheduled for March 23, 2016, from 8:30 a.m. to 10:00 a.m., at the Economic Development Collaborative-Ventura County, 1601 Carmen Drive, #215, Camarillo, CA.

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: FEBRUARY 11, 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 next meeting of the Committee is TBA.

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.



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TO: EXECUTIVE COMMITTEE

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

DATE: FEBRUARY 11, 2016

SUBJECT: YOUTH COUNCIL REPORT

The Youth Council last met on January 6, 2016, and reported to the Executive Committee on January 14, 2016. The next meeting of the Council will be on March 2, 2016, from 3:00 p.m. to 4:30 p.m., at the Human Services Agency (Pepper Tree Room), 855 Partridge Drive, Ventura, CA.

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



Business Retention/Layoff Aversion Services Program Year 2015 – 2016 Quarterly Review

Quarter 1 (Q1) Cumulative July, 2015 - September, 2015	Quarter 2 (Q2) Cumulative July, 2015- December, 2015	Quarter 3 (Q3) Cumulative July, 2015 - March 31, 2016 and through May 10, 2016 WDB EVALUATION May 19, 2016	Quarter 4 (Q4) Cumulative July, 2015 - June, 2016
	X		

Plan vs. Actual Outcomes for the Contract Period of July 1, 2015 – June 30, 2016

	# At-Risk Employers Served (with 1 or more At-Risk Workers) Provided Layoff Aversion Services	# Jobs At-Risk and Retained after Completion of all Employer Services and at 6 Weeks Retention for Employers Served *	# At-Risk Workers provided non-WIOA Incumbent Worker Training (IWT) for Job Retention by all Providers	(A) Contract Expenditures (B) In- Kind Expenditures	Average Customer Satisfaction Score for Employers Served
Plan to Actual					
Program Year (PY) Plan (July 1, 2015 through June 30, 2016)	20	80*	50	A = \$95,000 B = \$69,250	4 on 5 point scale
Minimum Number For WDB Evaluation	15	60*	38	A = \$71,250 B = \$51,938	4 on 5 point scale
Cumulative Actual	18	0*	96	A = \$36,010.37 B = \$20,020.00	0
Plan to Actual and Average Score	90%	0%*	192%	A = 37.9 % B = 28.9%	0%

* Number of Jobs Saved by Layoff Aversion Activity for 122 State Report

ECONOMIC DEVELOPMENT COLLABORATIVE-VENTURA COUNTY
RAPID RESPONSE BUSINESS RETENTION/LAYOFF AVERSION

2015-2016 Second Quarter Q2 July, 2015 through December, 2015													
	Employer	City	Date(s) of Employer Visit(s)	# of Employees	# Jobs At-Risk	# At-Risk Employers Served (with 1 or more At-Risk Workers) Provided Layoff Aversion Services	# Jobs At-Risk and Retained after Completion of All Employer Service and at 6 Weeks Retention for Employers Served	At-Risk Workers provided Incumbent Worker Training (IWT) for Job Retention by all Providers (A) WIOA (B) non-WIOA	Average Customer Satisfaction Score for Employers Served (4 on 5 point scale)	IWT Provided in (A) Healthcare (B) Manufacturing (C) Clean Green "multi sector" (D) Other Sector	# At-Risk Employers Served (with 1 or more At-Risk Workers) Referred to BESD for Required Rapid Response Activity	Industry	Classifications Affected (list 3 major)
1	Mais Café	Ventura	07/03/15	2	2	1						Food	Owner, Customer Service, Accounting
2	Roadrunner Shuttle	Camarillo	07/03/15	405	405	1						Professional Services	Drivers, Customer Service, Accounting
3	Trupart	Ventura	07/09/15	10	10	1		10 (B)		10(B)		Manufacturing	Technical, Customer Service, Professional
4	A&R Miniatures LLC	Newbury Park	07/16/15	2	2	1						Retail	Owner, Customer Service, Sales
5	Juliana Ramirez Bookkeeping	Ventura	07/29/15	2	2	1						Professional Services	Owner, Technical, Customer Service
6	Panaro Brothers Winery	Ventura	08/08/15	2	2	1						Manufacturing	Owner, Technical, Accounting
7	Aishu Inc.	Camarillo	08/25/15	20	20	1						Transportation	Owner, Driver, Accounting
8	AeroVironment	Simi Valley	09/01/15	594	594	1		67 (B)		67(B)		Manufacturing	Technical, Customer Service, Professional
9	Daetec LLC	Camarillo	09/18/15	2	2	1						Manufacturing	Technical, Owner, Customer Service
10	Accelerated Concepts, LLC	Ventura	10/12/15	1	1	1						Manufacturing	Owner, Technical, Customer Service
11	Climate Control Company	Ventura	10/21/15	12	12	1						Manufacturing	Owner, Technical, Customer Service
12	Mi Pueblito Meat Market	Santa Paula	11/05/15	8	8	1						Retail	Owner, Accounting, Sales Clerk
13	Zesto Audio	Thousand Oaks	11/10/15	2	2	1						Retail	Owner, Technical, Accounting
14	AG Machining Inc.	Moorpark	11/11/15	150	150	1		19 (B)		19(B)		Manufacturing	Technical, Owner, Customer Service
15	Agnew Transltion Services	Westlake Village	12/02/15	8	8	1						Professional Services	Owner, Customer Service, Accounting
16	Reel Anglers	Port Hueneme	12/04/15	2	2	1						Professional Services	Owner, Customer Service, Technical
17	Fantastic All Care	Oxnard	12/07/15	4	4	1						Professional Services	Owner, Technician, Accounting
18	Uptown Pizza	Oxnard	12/09/15	2	2	1						Food	Owner, Customer Service, Accounting
	Totals/Average			1228	1228	18	0	96 (B)	0	96 (B)			

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: 1/25/2016
 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

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:

10/1/2015

Fax Number:

(805) 382-6554

Quarter Ending:

12/31/2015

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	
10/14/2015	Plan	Yes	2	First Data	5898 Condor Dr. Ste 220	Moorpark	91320	11/13/2015	48	31	
10/19/2015	Ort	No		Haggen Market	5770 Lindero Cyn	Westlake Village	91362	11/24/2015	65	5	
10/22/2015	Ort	No		Fashion Forms	2907 Palma Dr.	Ventura	93003	10/30/2015	20	19	
10/29/2015	Ort	No		Haggen Market	1736 E. Avenida de Los Arboles	Thousand Oaks	91320	10/30/2015	43	14	
10/30/2015	Ort	No		Haggen Market	7800 Telegraph Rd	Ventura	93003	11/30/2015	56	13	

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:

10/1/2015

Fax Number:

(805) 382-6554

Quarter Ending:

12/31/2015

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.

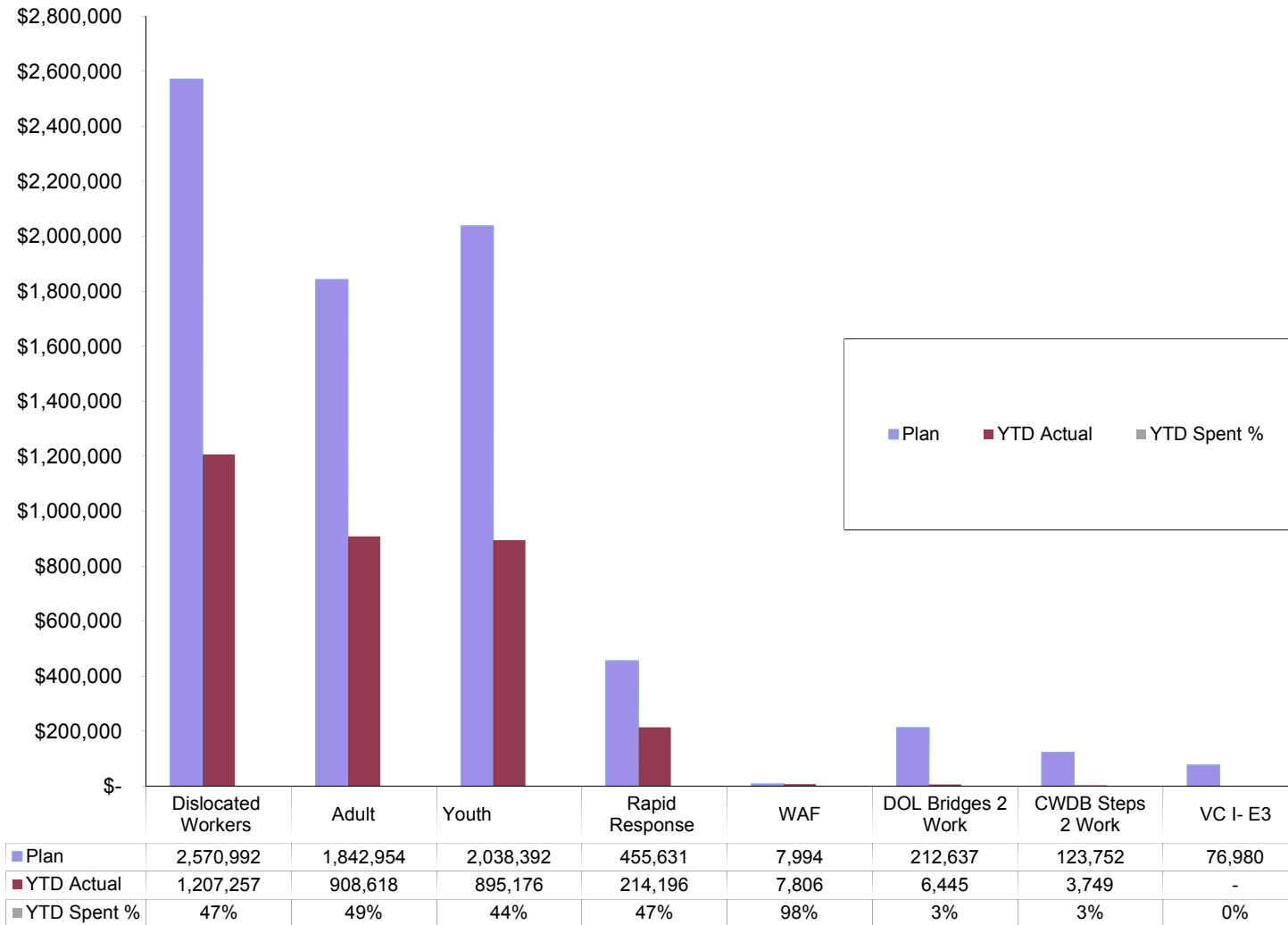
Date of Visit	Reason for On-Site Visit: Planning (Plan) or Orientation (OR)	Was more than one orientation conducted per day? Y/N	If multiple orientations per day, how many?	Company Name	Street Address	City	Zip Code	Date of Layoff that Caused Visit	Total number of affected employees	Number of affected employees who actually attended orientation	Comments
10/30/2015	Ort	No		Haggen Market	5135 E. Los Angeles Blvd	Simi Valley	91365	10/30/2015	43	6	
11/2/2015	Ort	No		Haggen Market	2400 Las Posas Rd	Camarillo	93012	11/30/2015	52	7	
11/2/2015	Ort	No		Haggen Market	920 N. Ventura Rd	Oxnard	93030	11/30/2015	53	11	
11/10/2015	Plan	No		MBDA Inc	742 Pancho Rd. Ste B	Camarillo	93012	12/31/2015	12	0	
11/18/2105	Plan	No		Taconic	3100 Camino del Sol	Oxnard	93030	11/27/2015	20	0	
11/19/2015	Ort	No		General Dynamics	112 S. Lakeview Canyon Rd	Thousand Oaks	91362	12/7/2015	55	11	
11/23/2015	Ort	No		MBDA Inc	742 Pancho Rd. Ste B	Camarillo	93012	12/31/2015	12	11	
11/23/2015	Ort	No		Taconic	3100 Camino del Sol	Oxnard	93030	11/27/2015	20	18	



FINANCIAL STATUS REPORT for FISCAL YEAR 2015-2016
Year to Date Expenditures from 07/01/15 to 12/31/2015 (50% into the Fiscal Year)
Submitted on: January 25, 2015

WIOA Financial Status Report for Fiscal Year 2015 - 2016

YTD Actual Expenditures Compared to Plan



WIOA Financial Status Report for Fiscal Year 2015 - 2016

Name of Grants	Salaries and Benefits			Direct Program/WIOB Special Projects			Other Operating Expenses			Total			
	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan *	YTD Actual	%	Plan Balance
Core Grants:													
Dislocated Worker	1,508,292	762,655	51%	751,518	290,435	39%	311,182	154,167	50%	2,570,992	1,207,257	47%	1,363,734
Adult	1,140,208	574,024	50%	483,807	225,721	47%	218,938	108,873	50%	1,842,954	908,618	49%	934,336
Youth	434,883	188,862	43%	1,361,468	585,889	43%	242,040	120,426	50%	2,038,392	895,176	44%	1,143,216
Rapid Response	265,217	128,853	49%	135,952	58,449	43%	54,463	26,894	49%	455,631	214,196	47%	241,435
Others:													
WorkForce Accelerated Fund	7,559	7,921	105%	-	(115)	0%	435	-	0%	7,994	7,806	98%	188
DOL Bridges 2 Work	9,421	6,445	68%	177,553	-	0%	25,663	-	0%	212,637	6,445	3%	206,192
CWDB Steps 2 Work	9,421	3,749	40%	103,669	-	0%	10,662	-	0%	123,752	3,749	3%	120,003
VC I- E3	67,500	-	0%	2,240	-	0%	7,241	-	0%	76,980	-	0%	76,980
Total WIOA Grants	\$ 3,375,001	\$ 1,672,507	50%	\$ 3,013,967	\$ 1,160,379	39%	\$ 863,383	\$ 410,360	48%	\$ 7,252,351	\$ 3,243,246	45%	\$ 4,009,105

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	712,897	49,758	762,655	253,146	37,289	290,435	133,209	20,958	154,167	1,099,253	108,005	1,207,257
Adult	536,588	37,436	574,024	203,221	22,500	225,721	94,072	14,801	108,873	833,881	74,737	908,618
Youth	176,545	12,317	188,862	467,333	118,556	585,889	104,055	16,371	120,426	747,932	147,244	895,176
Rapid Response	120,449	8,403	128,853	42,616	15,833	58,449	23,238	3,656	26,894	186,303	27,893	214,196
OTHERS:												
WorkForce Accelerated Fund	7,921	-	7,921	(115)	-	(115)	-	-	-	7,806	-	7,806
DOL Bridges 2 Work	6,024	420	6,445	-	-	-	-	-	-	6,024	420	6,445
CWDB Steps 2 Work	3,037	712	3,749	-	-	-	-	-	-	3,037	712	3,749
VC I- E3	-	-	-	-	-	-	-	-	-	-	-	-
Total WIOA Grants	\$ 1,563,460	\$ 109,047	\$ 1,672,507	\$ 966,201	\$ 194,178	\$ 1,160,379	\$ 354,574	\$ 55,786	\$ 410,360	\$ 2,884,235	\$ 359,011	\$ 3,243,246

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	462,624
	Leveraged Resources				
	- Total Leveraged Resources	562,187	400,025	425,933	162,874
	- 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	162,874
8)	Total Amount Spent On Training (should equal/exceed Line 5)	1,371,599	1,453,549	1,672,556	625,497
	% of Training Requirement Met (final goal is 100%)	122%	134%	163%	61%

9)	Leveraged Resources Detail (notes)				
	(a) Pell Grant	116,771	233,994	135,654	49,041
	(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	113,833
	Total	562,187	400,025	425,933	162,874
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

FY 2015-16 WIOA TENTATIVE BALANCED BUDGET PLAN (Approved on 6/18/15, update on 10/22/15, 12/17/2015)

		Dislocated Worker	Adult	Youth	Rapid Response	WAF Project	DOL Bridges 2 Work	CWDB Steps 2 Work	VC I- E3	FY 15-16 Plan	YTD Actual Expenditures 07/01/15-12/31/2015 (50% into the fiscal year)	
Revenue Projection:												
1	FY15-16 Grants(W/SIN14-53 and WSD14-16)	2,338,499	1,787,561	1,956,058	455,631		500,000	165,000	317,920	7,520,669		
2	FY15-16 Mgmt Reserve: (7% DW, 7.3% Adult, 4% Youth)	(167,926)	(129,130)	(77,303)						(374,360)		
3	FY 16-17 B2W & S2W Funds, FY16-18 VCI-E3						(287,363)	(41,248)	(240,940)	(569,551)		
4	Balance rolled over from prior year grants:									-		
5	FY14-15 Mgt Reserve	190,783.00	119,540.00	130,062.00						440,385		
6	Additional rollover - Salaries Savings/(CSD Overage)	49,367	24,808	2,921		693				77,789		
7	Overhead Saving/(Overage)					7,301				7,301		
8	FY 14-15 Unspent Contracts/Misc	80,269	15,175	26,654						122,098		
9	ITA/OJT Committed in FY14-15 spent in FY15-16	80,000	25,000							105,000		
10	Total Available Grants to be Spent	2,570,992	1,842,954	2,038,392	455,631	7,994	212,637	123,752	76,980	7,329,331		
11	Grants %	35.1%	25.1%	27.8%	6.2%	0.1%	2.9%	1.7%	1.1%	100%		
12	CSD FTEs Assigned to the programs	12.76	9.80	2.00	2.26	0.08	0.05	0.05		27.00		
13	% Direct FTES Allocated to Grants	47.3%	36.3%	7.4%	8.4%	0.3%	0.2%	0.2%	0.0%			
14	% Admin Staff Allocated to Grants	35.0%	25.0%	26.0%	6.0%	0.0%	0.5%	0.5%	7.0%	100%		
15	Expenditure Projection:											
16	Salaries and Benefits:											
17	CSD 2,475,000	1,169,667	898,333	183,333	207,167	7,333	4,583	4,583		2,475,000	1,205,697	49%
18	WDB Administration 967,500	338,625	241,875	251,550	58,050	226	4,838	4,838	67,500	967,500	466,811	48%
19	Subtotal Salaries and Benefits	1,508,292	1,140,208	434,883	265,217	7,559	9,421	9,421	67,500	3,442,500	1,672,507	49%
20	Direct Expenses:											
21	<u>Grant Specific Contracts</u>											
22	EDC-VC Business Services				95,000	-				95,000	44,723	47%
23	Boys and Girls Club: Core Program			511,000						511,000	190,826	37%
24	Pathpoint: Core Program			511,000						511,000	201,411	39%
25	VACE Core Program			286,000						286,000	158,955	56%
26	CSD-CalWORKs Activities						177,289	62,419		239,708	-	
27	Special Projects									-	(1,223)	
28	Subtotal - Contracted Program Expense	-	-	1,308,000	95,000	-	177,289	62,419	-	1,642,708	594,692	36%
29	<u>Client Expenses:</u>											
30	ITA / OJT (25% required - 10% leverage)	508,539	386,206							894,745	357,624	40%
31	ITA / OJT Committed in 14-15 to be spent in 15-16	80,000	25,000							105,000	105,000	
32	Others/ChildCare/Trans - JTA	61,000	24,000	-			264			85,264	9,627	11%
33	Universal Clients (now charged in oh/admin)	-	-	-	-	-	-	-	-	-	-	
34	Subtotal - Client Expense	649,539	435,206	-	-	-	264	-	-	1,085,009	472,251	44%
35	<u>Other Allocated/Contracted Expenses</u>											
36	Geographic Solutions	-	-	-	-	-	-	-	-	-	(1,587)	
37	WAF Grant Facilitator									-	(115)	
38	S2W CCD Training 41,250							41,250		41,250	-	
39	Outrch/Mktg: theAgency 150,000	65,000	28,000	27,000	30,000	-				150,000	73,604	49%
40	Outreach -WDB 27,240	8,400	3,000	7,000	6,600	-			2,240	27,240	-	
41	WDB Expense - Non Staff 20,000	8,165	5,029	5,562	1,243	-				20,000	-	
42	Program Outreach-CSD 50,000	20,414	12,572	13,906	3,108					50,000	8,850	18%
43	Kiosk	-	-	-	-	-	-	-	-	-	-	
44	WDBVC Regional Labor Market Reports									-	-	
45	Subtotal - other allocated expense 288,490	101,979	48,601	53,468	40,952	-	-	41,250	2,240	288,490	80,752	28%
46	Subtotal- Program/Clients Expenses	751,518	483,807	1,361,468	135,952	-	177,553	103,669	2,240	3,016,207	1,147,694	38%
47	Total Direct Program Expense	2,259,810	1,624,016	1,796,351	401,168	7,559	186,974	113,090	69,740	6,458,707	2,820,202	44%
48	<u>Overhead/Administration:</u>											
49	Communication/Voice/data 62,000	22,075	15,590	17,244	3,851		1,795	776	669	62,000	32,651	53%
50 A	Insurance 10,000	3,561	2,514	2,781	621		289	125	108	10,000	9,393	94%
51	Facilities Maint. 105,090	37,418	26,424	29,229	6,527		3,042	1,315	1,135	105,090	48,394	46%
52	Membership and dues 12,350	4,397	3,105	3,435	767		358	154	133	12,350	11,122	90%
53	Education allowance 6,207	2,210	1,561	1,726	386		180	78	67	6,207	1,279	21%
54 A	Indirect cost recovery(County A87) 57,917	20,622	14,563	16,108	3,597		1,677	725	625	57,917	27,815	48%
55 A	Books and Publication 10,100	3,596	2,540	2,809	627		292	126	109	10,100	5,950	59%
56	(\$44,020) 23,130	8,236	5,816	6,433	1,437		670	289	250	23,130	9,940	43%
57 A	Mail Center - ISF 9,100	3,240	2,288	2,531	565		263	114	98	9,100	4,625	51%
58 A	Purchase Charges - ISF 3,800	1,353	955	1,057	236		110	48	41	3,800	1,895	50%
59 A	Copy Machine - ISF 22,000	7,833	5,532	6,119	1,366		637	275	238	22,000	4,866	22%
60 A	Stores - ISF 550	196	138	153	34		16	7	6	550	43	8%
61 A	Information Tech - ISF 16,800	5,982	4,224	4,673	1,043		486	210	181	16,800	4,385	26%
62 A	Computer Services Non ISF 825	294	207	229	51		24	10	9	825	65	8%
63	Building Lease/Rental 75,500	26,882	18,984	20,999	4,690		2,186	944	815	75,500	51,800	69%
64 A	Storage Charges - ISF 7,000	2,492	1,760	1,947	435		203	88	76	7,000	2,655	38%
65	Mileage Reimb. - Staffs only 38,765	13,803	9,747	10,782	2,408		1,122	485	419	38,765	11,816	30%
66	Conference/Seminars:Staffs 12,340	4,394	3,103	3,432	766		357	154	133	12,340	9,760	79%
67	Conference and Seminars - WDB Staffs 25,000	8,901	6,286	6,953	1,553		724	313	270	25,000	14,485	58%
68	Misc. Travel - Staffs only 33,250	11,839	8,361	9,248	2,065		963	416	359	33,250	2,626	8%
69 A	Fiscal/HR/BTD/ET (HSA) 325,000	116,909	81,743	90,287	20,573	435	9,867	3,837	1,349	325,000	149,294	46%
70	Attorney Fees 9,000	3,205	2,263	2,503	559		261	113	97	9,000	3,635	40%
71	Other Admin Services 4,900	1,745	1,232	1,363	304		142	61	53	4,900	1,864	38%
72	Subtotal Overhead 870,624	311,182	218,938	242,040	54,463	435	25,663	10,662	7,241	870,624	410,360	47%
73	Planned Total Grant Expenses	2,570,992	1,842,954	2,038,392	455,631	7,994	212,637	123,752	76,980	7,329,331	3,230,562	44%
74												
75 A	Admin Rate for State Reporting	8%	8%	7%	8%	6%	7%	5%		8%		
76	Admin Rate (State Reported + Other)	12%	12%	12%	12%	5%	12%	9%		12%		
77	Work in Progress: Grant Balances	(0)	(0)	0	(0)	0	0	(0)	(0)	0		



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: EXECUTIVE COMMITTEE

**FROM: CHERYL MOORE
EXECUTIVE DIRECTOR**

DATE: FEBRUARY 11, 2016

**SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF
VENTURA COUNTY (WDB) APPROVE CHANGES TO THE COMPOSITION OF
THE WDB TO COMPLY WITH WORKFORCE INNOVATION AND
OPPORTUNITY ACT (WIOA) REQUIREMENTS**

RECOMMENDATION

Recommend that the Workforce Development Board of Ventura County (WDB) approve changes to the composition of the WDB to comply with Workforce Innovation and Opportunity Act (WIOA) requirements.

BACKGROUND

WIOA Section 107(b)(2)(A-D) requires that a local Workforce Development Board (WDB) be comprised of representatives from certain categories and that the number of WDB members in the categories be proportional, in different ways, to the total membership of the WDB. Key WDB composition requirements include:

- Minimum total of 19 voting members (no maximum)
- Business: minimum of 50% + 1
- Workforce: minimum of 20% in California (15% union minimum + up to 5% non-profit community-based organizations with training/education/placement programs)
- Education and Training: minimum of 1 representing adult education; minimum of 1 representing higher education
- Government/Economic/Community Development: minimum of 1 representing economic development; minimum of 1 representing employment services; minimum of 1 representing the Rehabilitation Act

DISCUSSION

The WDB composition requirements under WIOA differ from the previous Workforce Investment Act (WIA) requirements. As noted by the Membership Committee at the WDB meeting in December 2015, the lower WIOA minimum for total WDB membership, changes in category titles and definitions, and a higher level of workforce representation will affect the WDB Ventura County composition. At the direction of the WDB to retain as many current WDB members as possible on the newly configured WIOA board, the Membership Committee has considered multiple options and has developed a two-part action plan to ensure Ventura County compliance with WIOA implementation deadlines:

1. By March 30, 2016

Local Workforce Development Board Recertification Request for Program Years 2016-2018

WIOA allows for flexibility in board size but requires specific category proportions. The impact in Ventura County is that some of the current WDB members fit new or different categories, while others do not have a category match. To accommodate the ongoing membership of current WDB members whose numbers in categories are higher than the WIOA minimums, ongoing recruitment of additional business leaders will be essential to maintaining the required balance of representation.

Because of unanticipated changes in current WDB member status since December 2016, the Membership Committee has determined that the currently achievable board total is 32 voting members for the Recertification Request due on March 30, 2016. Adding voting WDB members in the future would be possible within the range specified in the WDB Bylaws, and depending on WDB needs and the ability to maintain the required category balances.

WIOA allows for flexibility, and that number could change in the future. In the meantime, and to meet Recertification Request requirements, the Membership Committee suggests that the WDB submit a new WDB composition. (See the attached worksheet):

- Total voting members as of March 30, 2016: 32
- Business: 17 members
- Workforce: 7 members (3 union, 2 union/apprenticeship, 2 community non-profits with workforce training/education/placement)
- Education and Training: 4 members (2 adult education; 2 higher education)
- Government/Economic/Community Development: 4 members (2 economic development; 1 employment services; 1 Rehabilitation Act)

Three (3) current voting WDB members, representing entities which do not align with the WIOA required categories, would continue their active membership on the WDB as non-voting members. That would bring the total of non-voting members on the WDB to four (4).

Therefore, the new WDB composition will be submitted as part of the Recertification Request for WDB approval on February 25, 2016, and for Board of Supervisors approval on March 22, 2016. Implementation of the new WDB composition would begin on March 23, 2016.

2. By June 20, 2016

Approval of Updated WDB Bylaws by the Board of Supervisors

To align with WIOA requirements, the current Ventura County WDB Bylaws will be revised for approval by the WDB and the Board of Supervisors prior to June 20, 2016. The current Bylaws provide flexibility for board membership within a range of 33 to 45 members in WIA-required categories. The Bylaws will change to lower the WDB size range to the WIOA-required minimum number of 19 members and to include new WIOA category definitions.

With Executive Committee approval of this action item, the above recommendation will be submitted to the WDB for consideration and approval on February 25, 2016.

If you have questions or need more information, please call me at (805) 477-5306, or contact Talia Barrera at (805) 477-5341, email: talia.barrera@ventura.org.

WIOA TRANSITION WORKSHEET
WDB Composition Plan for Local Workforce Development Board Recertification Request 2016-2018

WIOA CATEGORY	BUSINESS (50%+1)	WORKFORCE (15%+5% = 20%)			EDU & TRAIN (2)		GOVMT / ECON / CMIY DEV (3)			ADDITIONAL
	10 BUSINESS	3 UNION	1 APPREN	0 CBO/WRKFC	1 ADULT ED	1 HGR ED	1 EC DEV	1 EMPL SRV	1 REHAB	0
1 APPLIED POWDERCOAT	BUSINESS									
2 AMGEN	BUSINESS									
3 BRIGHTON MANAGEMENT	BUSINESS									
4 CORWIN, A SAGE COMPANY	BUSINESS									
5 HAAS AUTOMATION	BUSINESS									
6 HIGH-TECH ENGINEERING	BUSINESS									
7 JAXX MANUFACTURING	BUSINESS									
8 KAISER PERMANENTE	BUSINESS									
9 KINAMED	BUSINESS									
10 LC ENGINEERING GROUP	BUSINESS									
11 LOS ROBLES HOSPITAL & MEDICAL CENTER	BUSINESS									
12 MILGARD MANUFACTURING	BUSINESS									
13 TOLMAN & WIKER	BUSINESS									
14 UN1TEEE	BUSINESS									
15 VERIZON CALIFORNIA	BUSINESS									
16 <i>Open: In Progress</i>	BUSINESS									
17 <i>Open: In Progress</i>	BUSINESS									
18 SEIU-UNITED HEALTHCARE: <i>In Progress</i>		UNION								
19 TRI-COUNTIES CENTRAL LABOR COUNCIL		UNION								
20 UNITED FOOD & COMMERCIAL WORKERS		UNION								
21 LABORERS INTNATL. UNION NORTH AMERICA			APPREN/UN							
22 TRI-COUNTIES BLDG & CONST TRADES COUNCIL			APPREN/UN							
23 CALIFORNIA LUTHERAN UNIVERSITY				CBO/UNIV						
24 THE ARC OF VENTURA COUNTY				CBO						
25 CALIF STATE UNIVERSITY, CHANNEL ISLANDS						UNIV				
26 VENTURA ADULT & CONTINUING EDUCATION					ADULT ED					
27 VENTURA CO. COMMUNITY COLLEGE DIST.						CMTY COLL				
28 VENTURA CO. OFFICE OF EDUCATION					AD ED/K-12					
29 CITY OF SIMI VALLEY							EC DEV			
30 ECONOMIC DEVEL. COLLAB.-VENTURA CO.							EC DEV			
31 EMPLOYMENT DEVELOPMENT DEPARTMENT								EMPL SVCS		
32 DEPARTMENT OF REHABILITATION									REHAB	
NV AREA AGENCY ON AGING										Non-Voting
NV HUMAN SERVICES AGENCY										Non-Voting
NV NAVAL BASE VENTURA COUNTY										Non-Voting
NV PORT OF HUENEME										Non-Voting
Target for WDB Recertification Request = 32	17	3	2	2	2	2	2	1	1	0

WIOA CALCULATOR

BOARD SIZE	50%+1 BUSINESS	20% WORKFORCE
19	10	3.8
20	11	4.0
21	11	4.2
22	12	4.4
23	12	4.6
24	13	4.8
25	13	5.0
26	14	5.2
27	14	5.4
28	15	5.6
29	15	5.8
30	16	6.0
31	16	6.2
32	17	6.4
33	17	6.6
34	18	6.8
35	18	7.0
36	19	7.2
37	19	7.4
38	20	7.6
39	20	7.8
40	21	8.0
41	21	8.2
42	22	8.4
43	22	8.6
44	23	8.8
45	23	9.0



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TO: EXECUTIVE COMMITTEE

**FROM: CHERYL MOORE
EXECUTIVE DIRECTOR**

DATE: FEBRUARY 11, 2016

SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE THE SUBMISSION OF THE VENTURA COUNTY LOCAL WORKFORCE DEVELOPMENT BOARD RECERTIFICATION REQUEST FOR PROGRAM YEARS 2016-2018 TO THE CALIFORNIA WORKFORCE DEVELOPMENT BOARD

RECOMMENDATION

Recommend that the Workforce Development Board of Ventura County (WDB) approve the submission of the Ventura County Local Workforce Development Board Recertification Request for Program Years 2016-2018 to the California Workforce Development Board.

BACKGROUND

Prepared by the California Employment Development Department (EDD), EDD Directive WSD15-13, January 22, 2016, establishes procedures for the recertification of Local Workforce Development Boards (Local Boards) under the Workforce Innovation and Opportunity Act (WIOA). Local Board recertification is effective July 1, 2016, through June 30, 2018.

This recertification ensures the continuation of WIOA funding and operations and formalizes the reconfiguration of the Board itself that is proposed in Action Item 7.1a of this date.

DISCUSSION

The process for recertification of Local Boards under WIOA is the responsibility of the California Workforce Development Board (State Board). In accordance with WIOA Section 107(c)(2), the State Board will recommend recertification if a Local Board has met WIOA board membership requirements, met or exceeded performance accountability measures and achieved sustained fiscal integrity. In addition to the requirements under WIOA, Local Boards requesting recertification must provide a status update that outlines progress made towards implementation of several other key WIOA provisions. In brief, the Local Board:

- Must meet the membership provisions established in WIOA Section 107(b) and CUIIC Section 14202(c) by March 30, 2016
- Must achieve 80 percent or higher on at least eight of the nine locally negotiated common performance measures for Program Years 2013-2014 and 2014-2015.

- Must demonstrate sustained fiscal integrity:
 - No significant findings from audits, evaluations or other reviews
 - No gross negligence
 - No failure to observe accepted standards of administration (e.g., timely reporting of participant and expenditure data)

- Must submit status report on key WIOA provisions related to:
 - System customer service delivery and collaborative partnerships
 - Youth program requirements
 - Adherence to Uniform Guidance requirements
 - Development of sector initiatives and career pathways in high-demand industries and in coordination with community colleges, apprenticeship programs, adult basic education, and other training providers
 - Implementation of the AJCC brand
 - Completion of Phase I of the MOU development process for the One-Stop system

The completed Recertification Request must be signed by the Local Board chairperson and the local Chief Elected Official (CEO) and submitted to the State Board no later than March 30, 2016, in signed or unsigned copies. To meet that deadline, the WDB will need to approve submission of the Recertification Request at its meeting on February 25, 2016, for consideration and approval by the Board of Supervisors on March 22, 2016. Executive Committee approval of the above recommendation will facilitate the necessary sequence and timing of approvals.

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.