



## WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

### EXECUTIVE COMMITTEE MEETING

Thursday, April 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.	<b>1.0 Call to Order and Agenda Review</b>	Victor Dollar
8:02 a.m.	<b>2.0 Public Comments</b> 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.	<b>3.0 WDB Chair Comments</b>	Victor Dollar
8:10 a.m.	<b>4.0 Consent Items</b> 4.1 Approve Executive Committee Minutes: February 11, 2016 4.2 Receive and File: WDB Committee Reports	Victor Dollar
8:15 a.m.	<b>5.0 Performance Update: 2015-2016 Quarterly Status</b>	Theresa Salazar Vital
8:20 a.m.	<b>6.0 Financial Status Report: February 2016</b>	Theresa Salazar Vital
8:25 a.m.	<b>7.0 Action Items</b> 7.1 Recommendation that the Workforce Development Board of Ventura County (WDB) Approve an Updated 2015-2016 Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan 7.2 Recommendation that the Workforce Development Board of Ventura County (WDB) Approve a Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan for Program Year 2016-2017 7.3 Recommendation that the Workforce Development Board of Ventura County (WDB) Approve an Updated WDB Committee Structure for Inclusion in the Proposed WDB Bylaws	Cheryl Moore

8:55 a.m.	<b>8.0 WIOA Implementation</b>	<ul style="list-style-type: none"> <li>• Local Board Recertification 2016-2018: Status</li> <li>• Board Composition and Stewardship: Update</li> <li>• AJCC MOU: Status</li> <li>• WDB Data Workgroup: Update</li>   <li>• Business/Education Connection Workgroup: Update</li> </ul>	<p>Cheryl Moore Patty Schulz Richard McNeal Theresa Salazar Vital</p> <p>Cheryl Moore</p>
9:10 a.m.	<b>9.0 WDB Administration</b>	<ul style="list-style-type: none"> <li>• Perspectives from Washington, D.C.: NAWB Forum 2016 Conference and Meetings with Congressional Representatives</li>   <li>• Proposed 2016-2017 Meeting Calendar</li>   <li>• On the Calendar <ul style="list-style-type: none"> <li><u>April 28, 2016</u> WDB Meeting (Budget, AJCC MOU, Bylaws)</li> <li><u>May 3, 2016</u> WDB Award Nominations Due</li> <li><u>June 9-10, 2016</u> CWA Board of Directors</li> <li><u>June 14, 2016</u> WDB Study Session with Board of Supervisors</li> <li><u>June 16, 2016</u> WDB Annual Meeting (WDB Awards, Election of Officers)</li> </ul> </li> </ul>	<p>Greg Barnes Victor Dollar Jim D. Faul Patty Schulz</p> <p>Cheryl Moore</p> <p>Cheryl Moore</p>
9:25 a.m.	<b>10.0 Committee Member Comments</b>		Committee Members
9:30 a.m.	<b>11.0 Adjournment</b>	<p><u>Next Meeting</u> May 19, 2016 (8:00 a.m.-9:30 a.m.) VCCF Nonprofit Center (Board Room) 4001 Mission Oaks Blvd., Camarillo, CA</p>	Victor Dollar

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**

**February 11, 2016**

### **MINUTES**

#### **Meeting Attendees**

##### Executive Committee

Jim D. Faul (Vice Chair)  
Greg Barnes  
Brian Gabler  
Anthony Mireles  
Alex Rivera  
Jesus Torres

##### WDB Administration

Talia Barrera  
Patricia Duffy  
Richard McNeal  
Cheryl Moore  
Theresa Salazar Vital

##### Guests

Nancy Ambriz and Jaime Duncan (HSA  
Community Services Department)  
Sally Harrison (Office of the Ventura  
County CEO)  
Bruce Stenslie (Economic Development  
Collaborative-Ventura County)

#### **1.0 Call to Order and Agenda Review**

Alex Rivera, on behalf of the Vice Chair, called the meeting to order at 8:13 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: January 14, 2016

4.2 Receive and File: WDB Committee Reports

Motion to approve: Brian Gabler

Second: Greg Barnes

Abstain: Alex Rivera

Motion carried

#### **5.0 Performance Update: 2015-2016 Quarterly Reports**

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

- *Rapid Response* (required activities) – Third Quarter (Q3) April 1, 2015 through December 31, 2015: The Community Services Department conducted cumulative on-site layoff/closure planning meetings and/or employee orientations. State reporting lists:
  - 10 unique at-risk Ventura County businesses reported layoffs for 1043 workers
  - 397 of these impacted employees attended WIOA Rapid Response orientations

- *Rapid Response* (layoff aversion activities) *Second Quarter (Q2) July 1, 2015 through December 31, 2015*: The Economic Development Collaborative-Ventura County (EDC-VC) reported cumulative business retention/layoff aversion activities. State and WDB reporting lists:
  - Eighteen (18) unique at-risk businesses received services to prevent the loss of 1228 at-risk jobs.
  - Ninety-six (96) at-risk workers were provided Incumbent Worker Training (IWT) with non-WIOA funds.
  - Contract expenditures are at \$36,010.37 with \$20,020 in-kind expenditures.
  - Zero (0) jobs at risk, after completion of all employer services and at 6 weeks retention, were reported to the State as jobs saved by layoff aversion activity (Layoff Aversion 122 Report).

**6.0 Financial Status Report: December 2015**

- 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 December 31, 2015.

The status of expenditures at 50% 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	2,570,992	1,207,257	47%
Adult	1,842,954	908,618	49%
Youth	2,038,392	895,176	44%
Rapid Response	455,631	214,196	47%
 <u>WIOA Non-Core Funds</u>			
Workforce Accelerator Grant	7,994	7,806	98%
DOL Bridges 2 Work Grant	212,637	6,445	3%
CWDB Steps 2 Work Grant	123,752	3,749	3%
VC I-E3	76,980	0	0%

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.

- WIOA Training Expenditures

As shown in the table below, the summary of WIOA training expenditures, as of December 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.

	Core Grant FY 13-15	Core Grant FY 14-16	Core Grant FY 15-17
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	409,235	462,624
Total Leveraged Resources Used Toward Training Expenditures	400,025	409,235	162,874
• Total Amount Spent on Training	1,453,549	1,672,556	625,497
• % of Training Requirement Met (Final goal = 100%)	134%	163%	61%

## 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](http://www.workforceventuracounty.org).

### 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

WIOA allows for flexibility in board size but requires specific category proportions. The current achievable 32 voting members for the WDB Recertification Request due for submission to the State Board on March 30, 2016.

Motion to approve: Brian Gabler  
Second: Alex Rivera  
Motion carried

### 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

The California Employment Development Department (EDD) released its EDD Directive of January 22, 2016 (WSD 15-13), establishing procedures for the recertification of local Workforce Boards under (WIOA) and effective July 1, 2016, through June 30, 2018.

Motion to approve: Greg Barnes  
Second: Brian Gabler  
Motion carried

## 8.0 WIOA Implementation

Committee members received updates regarding:

- Federal Issuance of Final Rule: Final release of requirements is moved to Summer, 2016.
- California State Plan and Directives: The public comment period for the draft Unified State plan ended January 15, 2016.
- Local Board WIOA Recertification: Action item for February 25 WDB meeting for recertification of local boards under WIOA effective July 1, 2016, through June 30, 2016.
- AJCC MOU: WDB staff is coordinating the development of an agreement with required and optional partners regarding the operations of the local one-stop system (Phase 1), which must be completed by June 30, 2016. Determination of the service delivery model support through sharing of resources and cost is due by December 31, 2017.
- WIOA Performance Measures: Accountability for new measures begins July 1, 2016.
- Relocation of AJCCs: East County JCC successfully moved to 2900 Madera Road in Simi Valley. West Oxnard JCC will move in late Spring 2016 to 2901 Ventura Road in Oxnard

## 9.0 WDB Administration

The *ad hoc* Bylaws Committee and Nominating Committee will be formed by April 2016 with committee chairs appointed by Victor Dollar.

Committee members were informed that recruitment of WDB members, representing business, are still needed to meet WIOA membership requirements

## 10.0 Committee Member Comments

No comments.

## 11.0 Adjournment

Motion to adjourn at 9:29 a.m.: Alex Rivera  
Second: Anthony Mireles  
Motion carried

### Next Meeting

April 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  
April 14, 2016**

**WDB COMMITTEE REPORTS**

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



**TO: EXECUTIVE COMMITTEE**

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

**DATE: APRIL 14, 2016**

**SUBJECT: CLEAN/GREEN COMMITTEE REPORT**

The Clean/Green Committee met on March 18, 2016. In attendance were Committee members Anthony Mireles (Vice Chair), John Brooks, Rebekah Evans, Dave Fleisch, Kimberly Nilsson, and Wayne Pendrey; WDB staff Patricia Duffy, Cheryl Moore and Patrick Newburn; and guests Jeffrey Albaugh (Ventura Adult and Continuing Education), Heidi Hayes (theAgency), Marybeth Jacobsen (Workforce Education Coalition), and Jim Rose (Oxnard Union High School District). Topics of discussion included:

Ventura County Regional Strategic Workforce Development Plan

- Employer Awareness Workgroup Report

The Employer Awareness Workgroup shared their suggestions on ways to help businesses understand the value of incorporating sustainability into their business practices. It was discussed how early adopters of sustainable practices in their businesses grew and profited. Staying ahead of regulations saves businesses money because they are not running to catch up and wasting time and resources. Sustainability often opens up new supply chains. Anthony Mireles pointed out the focus on deconstruction in Los Angeles and how developers were receiving tax credits for reusing old building materials and preventing the materials from going to landfills.

Committee members discussed the relationship between sustainability and job growth. Different ways to get the word out included holding three community forums a year, leveraging social media and distributing written materials. The workgroup suggested developing a way for businesses to tell their stories on how incorporating sustainability has benefitted their businesses. The workgroup agreed to meet again to explore next steps. John Brooks offered to invite REV to discuss sustainability circles.

- Water/Wastewater Survey Update

Patricia Duffy gave an update on the Water/Wastewater Survey that the Clean/Green Committee had initiated in collaboration with committee member Margaret Lau, DSN and the South Coast Region Community Colleges Center for Excellence. The Center for Excellence initial target date for the survey completion and distribution had been delayed, and they are now moving forward with the project.

- Clean/Green Committee 2-Year Plan

- Definitions: The Committee reviewed the definitions developed for the 2-Year Plan and approved changes. They agreed to remove draft from the document.



- LMID Responses to REAP Report Questions: Committee members reviewed the questions/answers from the Labor Market Information Division (LMID) regarding the Regional Economic Analysis Profile (REAP) for Ventura County. Because other WDB sector committees had expressed similar concerns about the lack of local information on business needs in the REAP, Cheryl Moore indicated that WDB would form a cross-committee workgroup with representatives from each sector committee. The purpose of the WDB Data Workgroup will be to identify ways to gather data that will be more accurate for our region and help to identify workforce development gaps.
- Top Three Priorities: The committee members agreed to identify their top three Ventura County clean/green workforce development priorities for discussion at the next meeting.

- Inventory of Clean/Green Programs

Patricia Duffy presented the draft matrix inventory of clean/green-related education and training programs available through the community colleges, adult schools and labor unions in Ventura County. The LiUNA labor union training programs were included on the new matrix. Work on the draft will continue.

- Career Pathways Update

Jim Rose, representing committee member Mary Ann Rooney, gave an update on the Alliance for Linked Learning Career Pathways project. Students will be involved in an upcoming culinary competition and also will participate in Hospitality Week. Mr. Rose indicated that the Department of Defense will be establishing an STEM lab for Oxnard Union High School District students to engage in real life scenarios.

The next meeting of the Clean/Green Committee is scheduled for May 20, 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) 643-5487, or contact Patricia Duffy at (805) 477-5350, email [Patricia.Duffy@ventura.org](mailto:Patricia.Duffy@ventura.org).



**TO: EXECUTIVE COMMITTEE**

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

**DATE: APRIL 14, 2016**

**SUBJECT: HEALTHCARE COMMITTEE REPORT**

The WDB Healthcare Committee met on March 11, 2016. Attending the meeting were Committee members Greg Barnes (Chair), John Cordova, Teresa Johnson, Amy Mantel, Sandy Melton, Dawn Neuman, Mary Anne Rooney, Brett Watson, Bill Werner and Celina Zacarias; WDB member Bill Pratt (Kinamed, Inc.); WDB staff Patricia Duffy, Cheryl Moore, and Patrick Newburn; and guests Gabriela Flores (Los Robles Homecare), Heidi Hayes (theAgency), Marybeth Jacobsen (Workforce Education Coalition), Lisa Safaeinili (Westminster Free Clinic), and Karen Sauer (Los Robles Homecare). The following is a summary of topics discussed:

Ventura County Regional Strategic Workforce Development Plan

- CLS Field Experience Joint Application: Update

Dawn Neuman reported good news on the combined application to the State for the Clinical Laboratory Scientist (CLS) field experience program in Ventura County. The State has approved the application with some minor requests for information, from some of the partners. The information is being gathered and submitted and with this news efforts and timelines to initiate the program are underway.

- Regional Healthcare Case Manager/Care Coordinator Pathway Project Survey Review

The Healthcare Committee survey workgroup reported on their progress and demonstrated the survey format. The survey's purpose is to identify the local healthcare industry's employment and training needs for Case Managers/Care Coordinators. John Cordova, Deputy Sector Navigator, presented the survey on screen for the committee to view how it would appear on participant computers and cell phones. Committee members reviewed the survey questions and made recommendations. The plan is to have the survey sent out in the beginning of April 2016.

- Complementary Approaches to Workforce Development

Greg Barnes explained a reference chart from the Department of Labor's Career Pathways Toolkit. The chart illustrates the roles of industry and education in workforce and career pathway development. This chart exemplifies the need for education and industry to work closely together. For example, career technical educators who are developing competency models and curriculum should have industry representatives verify their relevance.

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

Committee members continued their review of the EDD Labor Market Information Division (LMID) Regional Economic Analysis Profile (REAP) for Ventura County and discussed the LMID questions and answers. Because concerns expressed were similar across all of the other WDB sector committees, the WDB staff planned to form a cross-sector Data Analysis Workgroup. The group would look at available labor market data relating to Ventura County, identify gaps, and consider ways for the WDB to get current information about local businesses.

- Deputy Sector Navigator: Update

John Cordova, Deputy Sector Navigator (DSN), reported on their roundtable discussions with industry representatives and educators. He also commented on new training opportunities related to the Healthcare Information Technology field, including Health IT cyber security.

Committee Member Comments

Mary Anne Rooney distributed the latest brochure on the Alliance for Linked Learning program. In commenting on the Pacifica High School Health Academy, she suggested that the committee consider having a meeting at Pacifica High School to meet students participating in the Healthcare Academy.

The next meeting of the Healthcare Committee is scheduled for May 6, 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](mailto:Patricia.Duffy@ventura.org).



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DEVELOPMENT BOARD**

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

[workforceventuracounty.org](http://workforceventuracounty.org)

**TO: EXECUTIVE COMMITTEE**

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

**DATE: APRIL 14, 2016**

**SUBJECT: MANUFACTURING COMMITTEE REPORT**

The Manufacturing Committee met on Wednesday, April 13, 2016, from 8:00 a.m. to 9:30 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA. The Manufacturing Committee report for that meeting will be provided at the Workforce Development Board meeting on April 28, 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](mailto:Talia.Barrera@ventura.org).



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**TO: EXECUTIVE COMMITTEE**

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

**DATE: APRIL 14, 2016**

**SUBJECT: MEMBERSHIP COMMITTEE REPORT**

The Committee met on April 5, 2016. In attendance were Committee member Patty Schulz (Chair) and Jesus Torres (Vice Chair); Workforce Development Board (WDB) staff Talia Barrera, Cheryl Moore, Patrick Newburn and Dez Robite. The following includes topics discussed at the meeting:

### Appointments and Reappointments

- **Appointments:** The Committee received an update on the status of nominations for the appointments of two potential new WDB members: one 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 May 2016. Committee members emphasized continuous recruitment to create an ongoing pipeline of candidates. 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 Planning

Cheryl Moore reported that Local Board Recertification Request for Program Years 2016-2018 was submitted to the California WDB. Because of a last-minute change in status for one WDB member, the WDB-approved membership size of 32 for the recertification process was revised to 31. Committee members agreed to continue to work toward a full 31-member board, with the possible option to add members as needed, and keeping in mind the required membership category percentages. The Committee discussed approaches to ongoing stewardship for the recruitment and retention of WDB members, including ways for current WDB members to provide collegial support for new members.

The next Membership Committee meeting is scheduled for June 7, 2016 from 8:30 a.m. to 10:00 a.m., at VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA.

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](mailto:Talia.Barrera@ventura.org).



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**TO: EXECUTIVE COMMITTEE**

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

**DATE: APRIL 14, 2016**

**SUBJECT: OUTREACH COMMITTEE REPORT**

The WDB Outreach Committee met on March 23, 2016. Attending the meeting were Committee members Brian Gabler (Chair) and Bruce Stenslie; WDB staff Talia Barrera, Cheryl Moore, Patrick Newburn, and Ma. Odezza Robite; and guests Heidi Hayes (theAgency), Karen Blufer (theAgency) and Christy Norton (Community Services Department/WIOA). The following is a brief summary of Workforce Development Board of Ventura County (WDB) outreach activities from January 13, 2016 through March 18, 2016.

### Employer Outreach

- Workforce Wednesday
  - January 27, 2016: Business/education partnerships to support workforce and economic development – Bruce Stenslie (WDB/EDC-VC) and Tiffany Morse (VCOE)
  - March 2, 2016: Rapid Response programs and services - Martel Fraser (WDB/UFCW) and Nancy Ambriz (CSD/WIOA)
  - March 30, 2016: On-the-job training: Alex Rivera (WDB/Milgard) and Christy Norton (CSD/WIOA)
- On-the-Job Training Outreach Ads & Collateral – March 14 to April 10, 2016
  - Media Plan
  - Pamphlet
  - Tent Cards
  - WDB Website Resources Page
  - Chamber Ads
  - Online Banners
  - PCBT Print Ad
  - Facebook Ads
  - KCLU PSA :30
  - OJT Radio
- Ventura County Grows Business Website – July 1 to March 17, 2016
  - Website 37% decrease in unique visitors over same time last year
    - 2,270 (3269 in 2015) sessions/1,851 (2,933 in 2015) unique visitors
    - 1.43 minutes average session duration
    - 2.17 pages/session
    - 64.27% bounce rate

- Digital Advertising – Agency implemented social media advertising on VCGB Facebook starting mid-December and ending 02/29/16
- VCGB Facebook – 1,596 Fans (through 03/18/16)
  - Page Likes/Fans: gained 263 fans since January 1, 2016
  - Posts: 44 total posts since Jan 1
  - Post Reach: 2,566 most for a single day (01/18/16)
- Various Employer Outreach
  - Simi Sunrise Rotary WDB presentation/PPT developed: Alex Rivera presented on 01/28/16
  - Clean/Green Sustainability Outreach: Agency participated in a conference call at a C/G committee to discuss and explore strategies to target small businesses with 1) the value of hiring new employees with a ‘sustainability’ skill set and 2) help small business see the financial value in identifying and adopting clean/green business practices
  - Healthcare Outreach: Agency participated in the committee meeting to discuss options for implementation of a survey targeting healthcare industries with a hi-demand for case managers. Agency to investigate obtaining qualified e-blasts list and dissemination options
  - Spring 2016 in development: Connect employers to information and resources on the WDB website regarding how to develop internship, apprenticeship, job shadowing and externship opportunities in Ventura County businesses.

### Youth Outreach

- VC Jobs with a Future: July 1, 2015 – March 17, 2016
  - 16% decrease over the same time period 14/15 program year
  - 3,186 sessions / 2,683 unique users
  - 1.81 pages per visit/ 1.06 minutes average visit duration
  - 66.73% bounce rate
- VCJWF Twitter – 355 followers
  - 49 tweets (Jan, Feb & March))
  - 27,600 impressions
  - 1,380 profile visits

### General Outreach

- Media Relations and Various \*WDB\* Activities
  - Wrote and submitted “Apprenticeship Programs Give Employers Competitive Advantage” op-ed for WDB members Anthony Mireles and Tony Skinner: ran Pacific Coast Business Times (PCBT) on January 22, 2016: <http://www.pacbiztimes.com/2016/01/22/apprenticeship-programs-give-employerscompetitive-advantage/>
  - WDB Award nominations
    - Developed new WDB Award logo and nomination form
    - Wrote and distributed call for nominations release on February 25

- <http://patch.com/california/moorpark/nominations-open-2016-annual-wdb-awards-0?>
  - <https://www.prlog.org/12536653-nominations-open-for-2016-annual-wdb-awards.html> (146 views)
  - [http://www.vcreporter.com/cms/story/detail/biz\\_buzz/13845/](http://www.vcreporter.com/cms/story/detail/biz_buzz/13845/)
  - <http://www.vcstar.com/business/investors-award-nominations-sought-and-other-business-news-2d05d29b-dce6-6bed-e053-0100007f8fda-371024771.html>
- Wrote “Investing in Business-Education Collaboration to Build Ventura County’s Workforce” op-ed for members Bruce Stenslie and Roger Rice: submitted on March 10 for Ventura County Star to publish on March 27, 2016
  - Interviewed new WDB members and wrote release – Jeremy Goldberg, Richard D. Trogman, Greg Van Ness and Stephen Yeoh: distributed March 18, 2016
  - Job Outlook: The following highlights local, state and national data in terms of NOT seasonally adjusted rates for February 2016:
    - Ventura County decreased .2% from 5.3% in January 2016 to 5.1% in February 2016 (February 2015=5.9%)
    - California decreased .1% from 5.8% in January 2016 to 5.7 in February 2016 (February 2015=6.9%)
    - U.S. decreased .1% from 5.3% in January 2016 to 5.2% in February 2016 (February 2015=5.8%)

#### General Outreach – In Development

- Call for WDB Award Nominations – Week of March 28, 2016
- PCBT to begin publishing quarterly reports on education, training and careers in 2016; Agency to research guest columnist and sponsorship opportunities
- 15/16 outreach strategy in process
- To consider/discuss next op-ed topic

The next meeting of the WDB Outreach Committee is scheduled for May 18, 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](mailto:Talia.Barrera@ventura.org).





**TO: EXECUTIVE COMMITTEE**

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

**DATE: APRIL 14, 2016**

**SUBJECT: RESOURCE DEVELOPMENT COMMITTEE REPORT**

The Committee met on April 8, 2016. In attendance were Committee members Alex Rivera, Chair (by phone), Mike Soules (by phone), and Barry Zimmerman; Victor Dollar, WDB Chair (by phone), WDB staff Richard McNeal, Cheryl Moore and Theresa Salazar Vital; and guests Nancy Ambriz (CSD/WIOA) and Sally Harrison (County CEO's Office). The following summarizes topics discussed at the meeting:

Action Items

The Committee discussed and approved the following actions, with the stipulation for both budgets that the total Revenue Projection for VC I-E3 (\$317,920) be shown according to the planned distribution over two years (which may be spent between January 2016 and June 2018).

- **Recommended that the Executive Committee Recommend that the Workforce Development Board of Ventura County (WDB) Approve an Updated 2015-2016 Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan**
- **Recommended that the Executive Committee Recommend that the Workforce Development Board of Ventura County (WDB) Approve an Updated 2015-2016 Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan for Program Year 2016-2017**

WIOA Implementation: Planning Discussion

- Size of the WDB: An unexpected resignation of an adult education representative from the Board, after the WDB approval to submit the Local Area Recertification Request to the California WDB, lowered the number of voting WDB members from 32 to 31. The Membership Committee discussed the reduction and agreed to proceed with this number for the time being, because the requirement for one adult education category representative requirement would be met by the current representative from the Ventura County Office of Education.
- AJCC MOU: The WDB and the several partners of the American Job Center of California (AJCC) were in the process of entering into a required AJCC Memorandum of Understanding (MOU). WDB staff had convened a meeting of the AJCC partners on March 22, 2016, to discuss the MOU and the respective responsibilities of the partners. Part I of the MOU, required to be in place by July 1, 2016, was ready for signatures and would be distributed to the parties today and was expected to be submitted to the Board of Supervisors in May 2016 and to the California WDB in June 2016.

- WDB Business/Education Connection Workgroup: Convened and facilitated by WDB staff, the *ad hoc* group met twice to initiate regional conversation and collaboration that would lead to a shared business/education connection platform for Ventura County. Taking an important next step, the Ventura County P-20 Council (P-20) confirmed that the efforts of the workgroup were in alignment with the P-20 strategic plan and would be appropriate to formalize as an official P-20 subcommittee. Invitations to participate on that subcommittee were extended by CSUCI President Richard Rush, VCOE Superintendent of Schools Stan Mantooh, and VCCCD Chancellor Bernie Luskin.
- WDB Committee Structure: The Committee discussed options for WDB committee structure that would help to guide the upcoming revision of the WDB Bylaws. Considerations to suggest to the Executive Committee were: (1) Create a Business Services Committee to complement and augment the current sector committees. (2) Transition the current Youth Council to a new Program Committee with responsibility for oversight, evaluation, and recommendations related to the youth, adult, dislocated worker and Rapid Response programs. (3) Change the status of the Resource Development Committee from a WDB standing committee to an *ad hoc* committee (similar to the Bylaws and Nominating committees). The committee would be activated as necessary to consider special issues as needed.

Pending an Executive Committee recommendation to the WDB for approval of the Resource Development Committee as an *ad hoc* group, the next Resource Development Committee meeting is to be announced.

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](mailto:richard.mcneal@ventura.org).



**TO: EXECUTIVE COMMITTEE**

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

**DATE: APRIL 14, 2016**

**SUBJECT: YOUTH COUNCIL REPORT**

The Council met on April 6, 2016. In attendance were Council members Tony Skinner (Chair), Jerry Beckerman, Mary Navarro-Aldana, Mary Benton, Linda Fisher-Helton, Roger Rice, Archie Scott and Leslie Webster; WDB staff Patricia Duffy, Richard McNeal, Cheryl Moore, Patrick Newburn and Dez Robite; guests Jeffrey Albaugh (Ventura Adult and Continuing Education), Pierrette Authier (PathPoint), Mariana Cazares (Boys and Girls Clubs of Greater Oxnard and Port Hueneme), Sheri Long (Vista Real Charter High School), Rosa Lopez (John Muir Charter School), Russ Macaluso (for Sandra Carrillo, Ventura County Probation Agency), Charlotte Piper (PathPoint) and Angela Svennfiord (PathPoint). The following includes topics discussed at the meeting:

#### Progress on 75% Out-of-School Youth Requirement

Charlotte Piper summarized PathPoint's efforts to recruit out-of-school (OS) youth for WIOA-funded programs and services. Particularly important are contacts with local schools, especially the charter schools (e.g., Vista Real) for the identification of at-risk youth who need to be on track to obtain a high school degree or the equivalent. The County of Ventura readily provides resources for numerous types of needs, and PathPoint has multiple worksites ready for internships (e.g., restaurants, grocery stores, the Fillmore Fish Hatchery, CSUCI's Broom Library). During the discussion, Ms Piper and Roger Rice determined that there needs to be more frequent liaison between the youth providers and the Ventura County Office of Education (VCOE), so that clients can be given all available assistance from the public school system before their enrollment in the WIOA program.

#### Two-Year Plan: Discussion

- Youth Enrollments in 2016-2017: Richard McNeal indicated that next year's WIOA youth contracts probably would require that all new enrollments be OS youth (ages 16-24) to enable the WDB to meet its overall WIOA-required expenditure for the OS youth allotment. Council members were concerned that this new direction would take away in-school youth WIOA investments to prevent high school dropouts, particularly from the middle schools. The good news is that local efforts are underway that may help the situation, in particular the Partnership Program run in several schools by the Department of Rehabilitation, the push for accountability measures in the public schools generally, and the California Career Pathways Trust grant that specifically provides at-risk students in middle schools with career-readiness skills.
- Representation on the Committee: After reviewing the Youth Section of the Ventura County Regional Strategic Workforce Development Plan initiated in 2013, the Council looked at its

membership in terms of representatives of services in the community that address the needs of youth with barriers. WDB staff were asked to draft a matrix that would identify categories of services available to those youth and the entities/organizations appropriate to deal with them. A draft of this document will be sent to Council members for discussion at the May meeting.

- Committee Goals: Linda Fisher-Helton led a brainstorming discussion of new goals related to youth needs. Ideas included:
  - Career pathways
  - Employability skills
  - Measurable WIOA outcomes
  - Progress toward sustainability
  - Leadership skills
  - Identification and dissemination of resources

The topic of the two-year plan will be renewed at the next meeting, which will also involve program performance evaluation and approval of the awarding of new one-year continuation contracts for the provision of youth services.

The next Youth Council meeting is scheduled for May 4, 2016 from 3:00 p.m. to 4:30, 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 804-477-5344, [richard.mcneal@ventura.org](mailto:richard.mcneal@ventura.org).

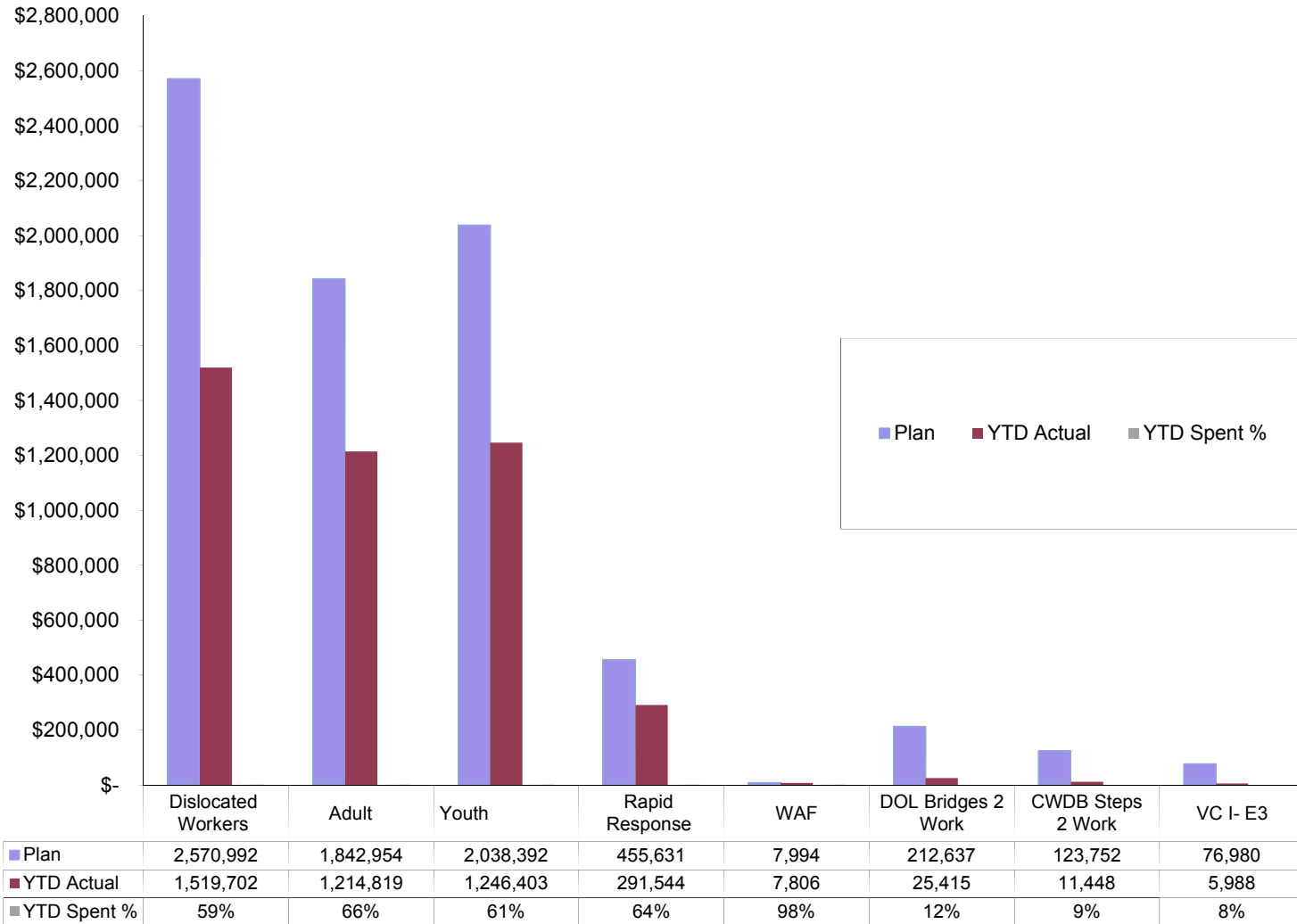


**FINANCIAL STATUS REPORT for FISCAL YEAR 2015-2016**  
**Year to Date Expenditures from 07/01/15 to 02/28/2016 (67% into the Fiscal Year)**  
*Submitted on: March 17, 2016*

# WIOA Financial Status Report for Fiscal Year 2015 - 2016

Year to Date Expenditures from 07/01/15 to 02/28/2016 (67% into the Fiscal Year)

### YTD Actual Expenditures Compared to Plan



**WIOA Financial Status Report for Fiscal Year 2015 - 2016**

**Year to Date Expenditures from 07/01/15 to 02/28/2016 (67% into the Fiscal Year)**

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
<b>Core Grants:</b>													
Dislocated Worker	1,508,292	991,829	66%	751,518	330,432	44%	311,182	197,441	63%	2,570,992	1,519,702	59%	1,051,290
Adult	1,140,208	748,490	66%	483,807	326,896	68%	218,938	139,432	64%	1,842,954	1,214,819	66%	628,135
Youth	434,883	242,685	56%	1,361,468	849,489	62%	242,040	154,228	64%	2,038,392	1,246,403	61%	791,989
Rapid Response	265,217	183,716	69%	135,952	73,385	54%	54,463	34,443	63%	455,631	291,544	64%	164,087
<b>Others:</b>													
WorkForce Accelerated Fund	7,559	7,921	105%	-	(115)	0%	435	-	0%	7,994	7,806	98%	188
DOL Bridges 2 Work	9,421	7,462	79%	177,553	1,900	1%	25,663	16,053	63%	212,637	25,415	12%	187,222
CWDB Steps 2 Work	9,421	4,511	48%	103,669	-	0%	10,662	6,937	65%	123,752	11,448	9%	112,304
VC I- E3	67,500	-	0%	2,240	-	0%	7,241	5,988	83%	76,980	5,988	8%	70,993
<b>Total WIOA Grants</b>	<b>\$ 3,442,500</b>	<b>\$ 2,186,616</b>	<b>64%</b>	<b>\$ 3,016,207</b>	<b>\$ 1,581,988</b>	<b>52%</b>	<b>\$ 870,624</b>	<b>\$ 554,522</b>	<b>64%</b>	<b>\$ 7,329,331</b>	<b>\$ 4,323,125</b>	<b>59%</b>	<b>\$ 3,006,206</b>

**VCFMS Plus Estimated Accrued Expense for Fiscal Year 2015- 2016**

**Year to Date Expenditures from 07/01/15 to 02/28/2016 (67% into the Fiscal Year)**

	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
<b>CORE GRANTS:</b>												
Dislocated Worker	925,688	66,142	991,829	306,239	24,192	330,432	158,211	39,230	197,441	1,390,138	129,564	1,519,702
Adult	698,591	49,899	748,490	289,941	36,955	326,896	111,728	27,704	139,432	1,100,261	114,558	1,214,819
Youth	226,506	16,179	242,685	685,400	164,089	849,489	123,585	30,644	154,228	1,035,491	210,912	1,246,403
Rapid Response	171,468	12,248	183,716	49,100	24,285	73,385	27,599	6,844	34,443	248,168	43,376	291,544
<b>OTHERS:</b>												
WorkForce Accelerated Fund	7,921	-	7,921	(115)	-	(115)	-	-	-	7,806	-	7,806
DOL Bridges 2 Work	6,969	493	7,462	1,900	-	1,900	12,863	3,190	16,053	21,732	3,683	25,415
CWDB Steps 2 Work	3,981	530	4,511	-	-	-	5,559	1,378	6,937	9,540	1,908	11,448
VC I- E3	-	-	-	-	-	-	4,798	1,190	5,988	4,798	1,190	5,988
<b>Total WIOA Grants</b>	<b>\$ 2,041,124</b>	<b>\$ 145,491</b>	<b>\$ 2,186,616</b>	<b>\$ 1,332,466</b>	<b>\$ 249,522</b>	<b>\$ 1,581,988</b>	<b>\$ 444,343</b>	<b>\$ 110,179</b>	<b>\$ 554,522</b>	<b>\$ 3,817,934</b>	<b>\$ 505,191</b>	<b>\$ 4,323,125</b>



**WIOA Training Activity Summary (Expended and Leveraged)**

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

*Year to Date Expenditures from 07/01/15 to 02/28/2016 (67% into the Fiscal Year)*

<b>Rpt Line #</b>	<b>Program Year Funding and Training Expenditures</b>	<b>FY 12-14 Grant Due 10/01/14</b>	<b>FY 13-15 Grants Due 10/01/15</b>	<b>14-16 Grants (Due 10/1/16)</b>	<b>15-17 Grants (Due 10/1/16)</b>
<b>4)</b>	Adult and Dislocated Worker Formula Fund Allocations	4,503,559	4,346,991	4,092,349	4,126,060.00
<b>5)</b>	Training Expenditures Required	1,125,890	1,086,748	1,023,087	1,031,515
	<i>Training Expenditures % Required</i>	25%	25%	25%	25%
<b>6)</b>	Formula Fund Training Expenditures	921,243	1,053,524	1,263,321	615,116
	Leveraged Resources				
	- Total Leveraged Resources	562,187	400,025	425,933	287,465
	- Maximum Allowed Leveraged Resources (10%)	450,356	434,699	409,235	412,606
<b>7)</b>	- Total Leveraged Resources Used Towards Training Expenditures	450,356	400,025	409,235	287,465
<b>8)</b>	Total Amount Spent On Training (should equal/exceed Line 5)	1,371,599	1,453,549	1,672,556	902,581
	% of Training Requirement Met (final goal is 100%)	<b>122%</b>	<b>134%</b>	<b>163%</b>	<b>88%</b>

<b>9)</b>	<b>Leveraged Resources Detail (notes)</b>				
	(a) Pell Grant	116,771	233,994	135,654	140,761
	(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	146,704
	<b>Total</b>	<b>562,187</b>	<b>400,025</b>	<b>425,933</b>	<b>287,465</b>
	<b>Legends/Coding for Source/Type of Leveraged Resources:</b>				
	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





## WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

[workforceventuracounty.org](http://workforceventuracounty.org)

**TO: EXECUTIVE COMMITTEE**

**FROM: CHERYL MOORE, EXECUTIVE DIRECTOR  
WORKFORCE DEVELOPMENT BOARD**

**DATE: APRIL 14, 2016**

**SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF  
VENTURA COUNTY (WDB) APPROVE AN UPDATED 2015-2016 WORKFORCE  
INNOVATION AND OPPORTUNITY ACT (WIOA) TENTATIVE BALANCED BUDGET  
PLAN**

### RECOMMENDATION

Recommend that the Workforce Development Board of Ventura County (WDB) approve an Updated 2015-2016 Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan.

### BACKGROUND

The PY 2015-2016 WDB budget process is unique in that July 1, 2015, is the implementation date for the Workforce Innovation and Opportunity Act (WIOA) and requires continuing transition activities from the prior Workforce Investment Act (WIA) to the new WIOA.

- On May 13, 2015, the Workforce Investment Board (WIB) Resource Development Committee (RDC) members reviewed a working draft of a preliminary WIOA budget plan for 2015-2016 which reflected positive or negative balances in the funding categories with considerations of the following assumptions:
  - ✓ Program Year 2014-2015 Adult, Dislocated Worker (DW), Youth and Rapid Response allocations are listed for planning purposes, pending publication of PY 2015-2016 grant allocations. Note: PY 2015-2016 DW, Adult, and Youth allocations were published after the RDC meeting and listed on the draft tentative balanced budget.
  - ✓ The State approved an extension of the Workforce Accelerator Fund (WAF) Project Grant program through September 30, 2015.
  - ✓ Management Reserve funds will be maintained/reduced to 6.5%.
  - ✓ Estimated projections are on the basis of PY 2014-2015 carry-in Adult, Dislocated Worker, and Youth funds.
  - ✓ A 2% approximate increase is estimated for Community Services Department/WIA and WIB Administration salaries and benefits.
  - ✓ Adult and Dislocated Worker training funds designated for ITA/Education are budgeted at 25% of combined Adult and Dislocated Worker allocations. Note: Training funds were reduced to minimum required 20% and listed on the draft tentative balanced budget.

- ✓ County of Ventura overhead/administration cost is expected to continue at \$6,917 net cost.
- ✓ Final Kiosk and WIBVC Regional Labor Market Reports costs will occur in PY 2014-2015.
- ✓ Prospective contracts for youth services, business services, and outreach will be at the original 2014-2015 procurement levels.

Considerations for discussion and approval of the plan by the WIB were:

- ✓ The WIB must approve a preliminary budget plan to authorize expenditures against WIOA funds as of July 1, 2015.
- ✓ The year-end close in July 2015 will confirm the amount of 2014-2015 rollover in each of the funding categories.
- ✓ The WIB usually makes adjustments to the preliminary budget plan following the year-end close (August or October, depending on the circumstances).
- ✓ The WIB could decide to make a mid-year budget plan adjustment, with corresponding changes in authorized expenditures for the remainder of the year (e.g., reduce WIOA programs and services and/or reduce costs for other WIB initiatives).
- ✓ The California WIB approved seven additional performance measures for local WIBs that could have an additional impact on program, staff, and/or administrative costs.
- ✓ Final Department of Labor and State Workforce Investment Opportunity Act (WIOA) mandates will be issued during PY 2015-2016, and which are expected to have a significant impact on WIOA operation in Ventura County.
- ✓ Adjustments by the WIB usually are recommended to the WIB by the Executive Committee, which usually receives recommendations from the Resource Development Committee.

Following a thorough discussion, the Committee approved the proposed action to recommend a preliminary budget to the Executive Committee and to the WIB—with the stipulation that the budget be balanced and titled “tentative balanced budget” before submission for approval.

- On May 21, 2015, the Executive Committee received, discussed, and agreed with the recommendations from the Resource Development Committee, forwarding a recommendation to the WIB for approval of the 2015-2016 Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan. Approval included the expectation that, after the 2014-2015 year-end close, PY 2015-2016 WIOA Rapid Response allocation publication, and final WIB funding from Federal and State grant awards, the 2015-2016 budget plan would be reconsidered, appropriately adjusted, and resubmitted for Workforce Development Board approval.
- On June 18, 2015, the WIB agreed with the Executive Committee recommendations and approved the 2015-2016 Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan with expectations noted above.
- On September 24, 2015, the WDB Resource Development reviewed a series of three brief written summaries and three detailed budgets, and discussed the 2014-2015 Year-End Close, the 2015-2016 Financial Status Report as of August 2015 and the Proposed Draft Update to the 2015-2016 WIOA Tentative Balanced Budget Plan. The proposed budget update includes 2014-2015 year-end close carryover amounts, the PY 2015-2016 WIOA Rapid Response allocation, and final WDB funding from Federal and State grant awards. Committee members recommended

Executive Committee approval of the Draft Update to the 2015-2016 WIOA Tentative Balanced Budget Plan with the stipulation that staff provide a balanced budget for the consideration of the Executive Committee.

- On October 8, 2015, the Executive Committee discussed the Resource Development Committee recommended action and reviewed the updated, although unbalanced because of now-available uncommitted funds, draft tentative budget listing grant balances of uncommitted Dislocated Worker, Adult, and Youth funds. Executive Committee members approved forwarding a recommendation for WDB approval of an Updated 2015-2016 Workforce Innovation and Opportunity Act (WIA) Tentative Balanced Budget Plan, with the following stipulations: (1) Move remaining \$148,462 of uncommitted WIOA funds to FY15-16 Management Reserve; and (2) Request WDB Resource Development Committee recommended action on the use of uncommitted funds for WDB Executive Committee and/or WDB approval.
- A summary of major budget updates which have been integrated into the tentative budget plan update included:
  - ✓ Added Bridges 2 Work and Steps 2 Work columns to track new grants and record allocations and expenditures. Grant allocations for FY 2015-2016 and FY 2016-2017 (line 3). CalWORKs funds support staff operation and program/client expenses. Current CSD/WIOA and WDB staff time support grant/program management. Funds from both grants (\$36,000) are for Overhead/Administration support.
  - ✓ Added 2015-2016 Rapid Response final allocation.
  - ✓ Increased 2015-2016 Management Reserve Dislocated Worker, Adult, and Youth funds.
  - ✓ Included final FY 2014-2015 WIA carry-in funds.
  - ✓ Adjusted and redistributed CSD and WDB Salaries and Benefits planned expenditures between core and special grant funding columns
  - ✓ Redistributed outreach/marketing planned expenditures for the Agency between core funding columns.
  - ✓ Increased WDB Outreach planned expenditures and CSD Program Outreach planned expenditures by \$20,000 each.
  - ✓ Increased Overhead/Administration planned expenditures because of new projections for County CEO shared costs, County HSA shared costs, County ISF expenditures, Bridges 2 Work and Steps 2 grant costs, and for WIOA implementation costs.
- On October 22, 2015, the WDB agreed with the Executive Committee recommendations and approved the updated 2015-2016 Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan. NOTE: The WDB approved Updated Budget Plan included certain uncommitted Adult, Dislocated Worker, and Youth funds included in the Management Reserve. The use of these funds will be determined by the Executive Committee at the November meeting.
- On November 9, 2015 the Resource Development Committee (RDC) members reviewed staff recommendations for use of available funds in Management Reserve, from approval of WIOA budget plan update at the October 22, 2015 WDB meeting. Members discussed possibility of a 2016 WIOA allocations rescission and use of some of targeted Management Reserve funds for:

1. Additional client enrollments, and/or
2. Client training and/or support services, and/or
3. Training for program provider staff on WIOA-specific skills/knowledge

Committee members recommended Executive Committee approval of the following funds distributions:

- ✓ \$98,000 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

Staff were directed to update the budget plan with above funding distribution and to maintain recommended funding for WIOA providers should the State apply rescissions to round two of local areas WIOA funding allotments.

- On November 16, 2015, the State issued Information Notice (WSIN15-16) and Draft Directive (WSDD128) notifying local areas of the U.S. Department of Labor (DOL) 0.2108 percent rescission applied to the State, contained in the Continuing Appropriations Resolution, 2016, and subsequently applied by the State to each Local Workforce Development Area (local area) of a 0.2108 percent rescission to round two allotments of Adult, Dislocated Worker (including Rapid Response) and Youth allocations. The WDB Youth allocation was not changed.
- On November 19, 2015, the Executive Committee discussed the Resource Development Committee recommended action and new budget reductions from State rescissions to Program Year 2015-16 Adult, Dislocated Worker and Rapid Response allocations impacting the WIOA budget plan update. Executive Committee members approved forwarding a recommendation for WDB approval of an Updated 2015-2016 Workforce Innovation and Opportunity Act (WIA) Tentative Balanced Budget Plan.
- A summary of major budget updates which have been integrated into the tentative budget plan update included:
  - ✓ Added Ventura County Office of Education (VCOE)/VC Innovates (VCI) column to track new funds (\$317,920) and expenditures. VCOE/VCI funds will support the hire of a new HSA-WDB fixed term WDB Administration Manager (plus 10% allowed for administrative costs) to enable the WDB to augment its current efforts, as set forth in the WDB *Ventura County Regional Strategic Workforce Development Plan* (Regional Workforce Plan).
  - ✓ Adjusted 2015-2016 WIOA allocations for Dislocated Worker (decrease by \$4,194), for Adult (decrease by \$3,470), and Rapid Response (decrease by \$7,411) resulting from State rescission of round two allotments totaling \$15,075 from these WIOA allocations.
  - ✓ Augmentation of the current \$475,000 contract with the Boys and Girls Clubs of Greater Oxnard and Port Hueneme to \$511,000 to increase staff hours and services, administrative

costs and client support services, subsidized work experience and vocational training opportunities.

- ✓ Augmentation of the current \$475,000 contract with PathPoint to \$511,000 to increase staff hours, travel and services, administrative costs and for client vocational tuition, training and work internship opportunities.
  - ✓ Augmentation of the current \$260,000 contract with Ventura Adult and Continuing Education to \$286,000 to increase client support services and incentives for work experience and training opportunities.
  - ✓ Augmentation of the current \$468,539 Dislocated Worker funding to \$508,321 and augmentation of the current \$358,206 Adult funding to \$386,206 to the Community Services Department/WIOA for staff services and to increase training opportunities and related supportive services for WIOA participants.
  - ✓ Adjusted levels for 2015-2016 Management Reserve Dislocated Worker funding to \$146,542 (6.3% of allocation), Adult funding to \$111,956 (6.3% of allocation), and Youth funding to \$50,580 (2.6% of allocation) resulting from State rescissions of local area WIOA allocations and to accommodate Executive Committee approved increases to WIOA Program Provider funding.
  - ✓ Redistribution of \$7,000 in Workforce Acceleration funding (WAF) from Grant Facilitator to HSA Community Services Department (CSD) Salaries and Benefits for the 9/30/15 grant related close-out activities.
  - ✓ Augmentation of WDB Salaries and Benefits funding from \$900,000 to \$967,500 from the VCOE/VCI grant to hire a new fixed-term WDB Manager position and for administration costs in support of the VCOE/VCI grant and in alignment with current WDB Regional Workforce Plan efforts.
  - ✓ Redistributed \$25,000 from WDB Outreach to the Agency Outreach Marketing funding to original procurement levels, previously approved by the WDB.
  - ✓ Increased and adjusted Overhead/Administration planned expenditures for new VCOE/VCI grant funds, adjusted WIOA allocations, budget line redistributions, and WIOA County staff training costs.
- On December 17, 2015, the WDB agreed with the Executive Committee recommendations and approved the updated 2015-2016 Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan.

## **DISCUSSION**

In January 2016, a formula error for WDB Administration Salaries and Benefits was identified. The correction resulted in \$65,281 in available WIOA Dislocated Worker, Adult, and Youth funds that were moved to Management Reserve.

On March 10, 2016, the State issued Information Notice (WSIN15-30), notifying local areas that the U.S. Department of Labor (DOL) had overturned the 0.2108 percent rescission contained in the

Continuing Appropriations Resolution, 2016, which the State had applied previously to each Local Workforce Development Area (local area) Adult, Dislocated Worker, and Youth allocations.

On March 14, 2016, the State issued Workforce Services Directive (WSD15-19) notifying local areas that the U.S. Department of Labor (DOL) had overturned the 0.2108 percent rescission contained in the Continuing Appropriations Resolution, 2016 that the State had applied previously to each Local Workforce Development Area (local area) Rapid Response allocation.

On April 8, 2016, the Resource Development Committee reviewed staff recommendations for the third update to the 2015-2016 WIOA Tentative Balanced Budget Plan. Members discussed and approved the budget update for Executive Committee consideration.

Budget changes since WDB budget plan update approval on December 17, 2015, including Executive Committee actions, are highlighted in yellow on the attached budget spreadsheet for WDB consideration and approval at the April 28, 2016, meeting. Below is a summary of major budget updates which have been integrated in the proposed budget plan update:

- ✓ Adjusted 2015-2016 WIOA allocations for Dislocated Worker (increase by \$4,194), for Adult (increase by \$3,470), and Rapid Response (increase by \$7,411) resulting from DOL overturning State rescission of round two allotments totaling \$15,075 from these WIOA allocations (budget line 1). NOTE: Youth allocation was not impacted by State rescission and remains unchanged.
- ✓ Adjusted levels for 2015-2016 Management Reserve Dislocated Worker funding to \$172,007 (7.3% of allocation), Adult funding to \$132,097 (7.4% of allocation), and Youth funding to \$76,747 (3.9% of allocation) resulting from adjusted WIOA allocations (budget line 2).
- ✓ Adjusted plan levels for Overhead/Administration to reflect more accurate planned County costs for PY 2015-2016 (budget lines 49 through 71, except budget line 56).

If you have questions or need more information, please contact me at (805) 477-5306, email [cheryl.moore@ventura.org](mailto:cheryl.moore@ventura.org).



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

<i>EXECUTIVE COMMITTEE - APRIL 14, 2016</i>		Dislocated Worker	Adult	Youth	Rapid Response	WAF Project	DOL Bridges 2 Work	CWDB Steps 2 Work	VC I- E3	FY 15-16 Plan
<b>Revenue Projection:</b>										
1	FY15-16 Grants (WSIN15-30 & WSD15-19)	2,342,693	1,791,031	1,956,058	456,459		500,000	165,000	158,960	7,370,201
2	FY15-16 Mgmt Reserve: (7.3% DW, 7.4% Adult, 3.9% Youth)	(172,007)	(132,097)	(76,747)						(380,851)
3	<b>FY 16-17 B2W &amp; S2W Funds, FY16-18 VCI-E3</b>						(287,363)	(41,248)	(81,980)	(410,591)
4	Balance rolled over from prior year grants:									-
5	FY15-16 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	<b>Total Available Grants to to be Spent</b>	<b>2,571,105</b>	<b>1,843,457</b>	<b>2,038,948</b>	<b>456,459</b>	<b>7,994</b>	<b>212,637</b>	<b>123,752</b>	<b>76,980</b>	<b>7,331,332</b>
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	<b>Expenditure Projection:</b>									-
16	<b>Salaries and Benefits:</b>									-
17	CSD - WIOA 2,475,000	1,169,667	898,333	183,333	207,167	7,333	4,583	4,583		2,475,000
18	WDB Administration 967,500	338,625	241,875	251,550	58,050	226	4,838	4,838	67,500	967,500
19	<b>Subtotal Salaries and Benefits</b>	<b>1,508,292</b>	<b>1,140,208</b>	<b>434,883</b>	<b>265,217</b>	<b>7,559</b>	<b>9,421</b>	<b>9,421</b>	<b>67,500</b>	<b>3,442,500</b>
20	<b>Direct Expenses:</b>									-
21	<u>Grant Specific Contracts</u>									-
22	EDC-VC Business Services				95,000	-				95,000
23	Boys and Girls Club: Core Program			511,000						511,000
24	Pathpoint: Core Program			511,000						511,000
25	VACE Core Program			286,000						286,000
26	CSD-CalWORKs Activities						177,289	62,419		239,708
27	Special Projects									-
28	<b>Subtotal - Contracted Program Expense</b>	<b>-</b>	<b>-</b>	<b>1,308,000</b>	<b>95,000</b>	<b>-</b>	<b>177,289</b>	<b>62,419</b>	<b>-</b>	<b>1,642,708</b>
29	<u>Client Expenses:</u>									-
30	ITA / OJT (25% required - 10% leverage)	508,539	386,206							894,745
31	ITA / OJT Committed in 14-15 to be spent in 15-16	80,000	25,000							105,000
32	Others/ChildCare/Trans - JTA	61,000	24,000	-			264			85,264
33	Universal Clients (now charged in oh/admin)	-	-	-						-
34	<b>Subtotal - Client Expense</b>	<b>649,539</b>	<b>435,206</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>264</b>	<b>-</b>	<b>-</b>	<b>1,085,009</b>
35	<u>Other Allocated/Contracted Expenses</u>									-
36	Geographic Solutions	-	-	-	-	-	-	-	-	-
37	WAF Grant Facilitator									-
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
40	Outreach -WDB 27,240	8,400	3,000	7,000	6,600	-			2,240	27,240
41	WDB Expense - Non Staff 20,000	8,164	5,029	5,562	1,245	-				20,000
42	Program Outreach-CSD 50,000	20,409	12,572	13,906	3,113					50,000
43	Kiosk	-	-	-	-	-	-	-	-	-
44	WDBVC Regional Labor Market Reports									-
45	Subtotal - other allocated expense 288,490	101,972	48,601	53,468	40,958	-		41,250	2,240	288,490
46	<b>Subtotal- Program/Clients Expenses</b>	<b>751,511</b>	<b>483,807</b>	<b>1,361,468</b>	<b>135,958</b>	<b>-</b>	<b>177,553</b>	<b>103,669</b>	<b>2,240</b>	<b>3,016,207</b>
47	<b>Total Direct Program Expense</b>	<b>2,259,803</b>	<b>1,624,016</b>	<b>1,796,351</b>	<b>401,175</b>	<b>7,559</b>	<b>186,974</b>	<b>113,090</b>	<b>69,740</b>	<b>6,458,707</b>
48	<u>Overhead/Administration:</u>	35.61%	25.14%	27.81%	6.21%		2.89%	1.25%	1.08%	100.00%
49	Communication/Voice/data 62,000	22,075	15,590	17,244	3,851		1,795	776	669	62,000
50 A	Insurance 19,822	7,058	4,984	5,513	1,231		574	248	214	19,822
51	Facilities Maint. 95,090	33,857	23,910	26,447	5,906		2,753	1,190	1,027	95,090
52	Membership and dues 12,350	4,397	3,105	3,435	767		358	154	133	12,350
53	Education allowance 6,207	2,210	1,561	1,726	386		180	78	67	6,207
54 A	Indirect cost recovery(County A87) 57,917	20,622	14,563	16,108	3,597		1,677	725	625	57,917
55 A	Books and Publication 10,100	3,596	2,540	2,809	627		292	126	109	10,100
56	Office Equip./Supp. & 23,130	8,236	5,816	6,433	1,437		670	289	250	23,130
57 A	Mail Center - ISF 9,100	3,240	2,288	2,531	565		263	114	98	9,100
58 A	Purchase Charges - ISF 3,800	1,353	955	1,057	236		110	48	41	3,800
59 A	Copy Machine - ISF 22,000	7,833	5,532	6,119	1,367		637	275	238	22,000
60 A	Stores - ISF 550	196	138	153	34		16	7	6	550
61 A	Information Tech - ISF 16,800	5,982	4,224	4,673	1,044		486	210	181	16,800
62 A	Computer Services Non ISF 825	294	207	229	51		24	10	9	825
63	Building Lease/Rental 85,500	30,443	21,499	23,780	5,311		2,475	1,070	923	85,500
64 A	Storage Charges - ISF 7,000	2,492	1,760	1,947	435		203	88	76	7,000
65	Mileage Reimb. - Staffs only 33,765	12,022	8,490	9,391	2,097		977	422	365	33,765
66	Conference/Seminars:Staffs 20,340	7,242	5,114	5,657	1,263		589	254	220	20,340
67	Conference and Seminars - WIB Staffs 35,000	12,462	8,801	9,735	2,174		1,013	438	378	35,000
68	Misc. Travel - Staffs only 12,428	4,425	3,125	3,457	772		360	155	134	12,428
69 A	Fiscal/HR/BTD/ET (HSA) 325,000	116,318	81,743	90,287	21,269	435	9,809	3,812	1,327	325,000
70	Attorney Fees 9,000	3,204	2,263	2,503	559		261	113	97	9,000
71	Other Admin Services 4,900	1,745	1,232	1,363	304		142	61	53	4,900
72	<b>Subtotal Overhead</b> 872,624	<b>311,302</b>	<b>219,441</b>	<b>242,597</b>	<b>55,284</b>	<b>435</b>	<b>25,663</b>	<b>10,662</b>	<b>7,240</b>	<b>872,624</b>
73										
74	<b>Planned Total Grant Expenses</b>	<b>2,571,105</b>	<b>1,843,457</b>	<b>2,038,948</b>	<b>456,459</b>	<b>7,994</b>	<b>212,637</b>	<b>123,752</b>	<b>76,980</b>	<b>7,331,331</b>
75 A	Admin Rate for State Reporting	8%	8%	8%	8%	6%	7%	5%		8%
76	Admin Rate (State Reported + Other)	12%	12%	12%	12%	5%	12%	9%		12%
77	<b>Work in Progress: Grant Balances</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>0</b>	<b>-</b>



## WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

[workforceventuracounty.org](http://workforceventuracounty.org)

**TO: EXECUTIVE COMMITTEE**

**FROM: CHERYL MOORE, EXECUTIVE DIRECTOR  
WORKFORCE DEVELOPMENT BOARD**

**DATE: APRIL 14, 2016**

**SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE A WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) TENTATIVE BALANCED BUDGET PLAN FOR PROGRAM YEAR 2016-2017**

### **RECOMMENDATION**

Recommend that the Workforce Development Board of Ventura County (WDB) approve a Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan for Program Year 2016-2017 (Budget Plan).

### **BACKGROUND**

The Workforce Innovation and Opportunity Act (Act) and WDB Bylaws require that the local board develop a budget for the purpose of carrying out the duties and priorities of the local board, subject to the approval of the Board of Supervisors.

Each Program Year (PY), the WDB reviews and approves a preliminary budget, identifying revenues and planned expenditures for the administration of employment and training programs in Ventura County. In PY 2015-2016, the preliminary budget plan was renamed tentative balanced budget plan. As necessary information is known (e.g., funding allocations, prior year carry-in funds), the approved tentative balanced budget is updated by the WDB, reflecting current program needs and recommending new programs/services with available uncommitted funds.

For PY 2016-2017, the annual WDB budget process is unique in that July 1, 2016, is the first year of full implementation for the Workforce Innovation and Opportunity Act (WIOA). As of today's date, Federal WIOA regulations will not be finalized until summer 2016, the State has issued several of their local area WIOA mandates, and WIOA Adult, Dislocated Worker, Youth and Rapid Response local area allocations are pending. Because of these reasons and the necessity of having an approved budget with which to begin the fiscal year, WDB staff recommend approval of a tentative balanced budget plan to commence expenditures, noting that budget updates will occur on the basis of new information.

On April 8, 2016, the Resource Development Committee (RDC) met to consider a recommendation for the WIOA tentative balanced budget plan for 2016-2017 which listed current Program Year (PY) 2015-2016 allocations, pending State publication of PY 2016-2017 allocations, and estimated projections of PY 2015-2016 carry-in funds. RDC members approved the proposed action to recommend a tentative balanced budget plan to the Executive Committee and to the WDB—with the stipulation that the revenue projections for the DOL Bridges 2 Work, the CWDB Steps 2 Work, and the VC I-E3 reflect planned distribution for PY 2016-2017.

## DISCUSSION

On April 8, 2016, the RDC discussed the recommendation with considerations of the following assumptions and considerations:

- Program Year (PY) 2016-2017 WIOA Dislocated Worker, Adult, Youth, and Rapid Response allocations are pending publication by the State (line 1).
- Revenue projections for the DOL Bridges 2 Work, the CWDB Steps 2 Work, and the VC I-E3 reflect planned distribution for PY 2016-2017 (line 3 and grant columns).
- Management Reserve funds will be maintained/reduced to 5.0% (line 2).
- Estimated projections are on the basis of PY 2015-2016 carry-in Adult, Dislocated Worker, and Youth funds (lines 5 through 9).
- An increase to the benefit cost for Community Services Department/WIOA and WDB Administration salaries and benefits (lines 17 and 18).
- Prospective youth services contracts will be at original procurement levels (lines 23, 24, 25).
- The percentage of Adult and Dislocated Worker funds required for training, increased from 20% to 30% of funds commencing with PY 2015-2016. Funds designated to meet minimum training levels are listed in two budget lines (lines 30 and 31).
- Planned levels for Overhead/Administration were adjusted for Communications/Voice/data, Insurance, Indirect Cost Recovery, Information Tech – ISF, and for Mileage Reimbursement (lines 49, 50, 54, 61, and 65).

Considerations for discussion and approval of the plan:

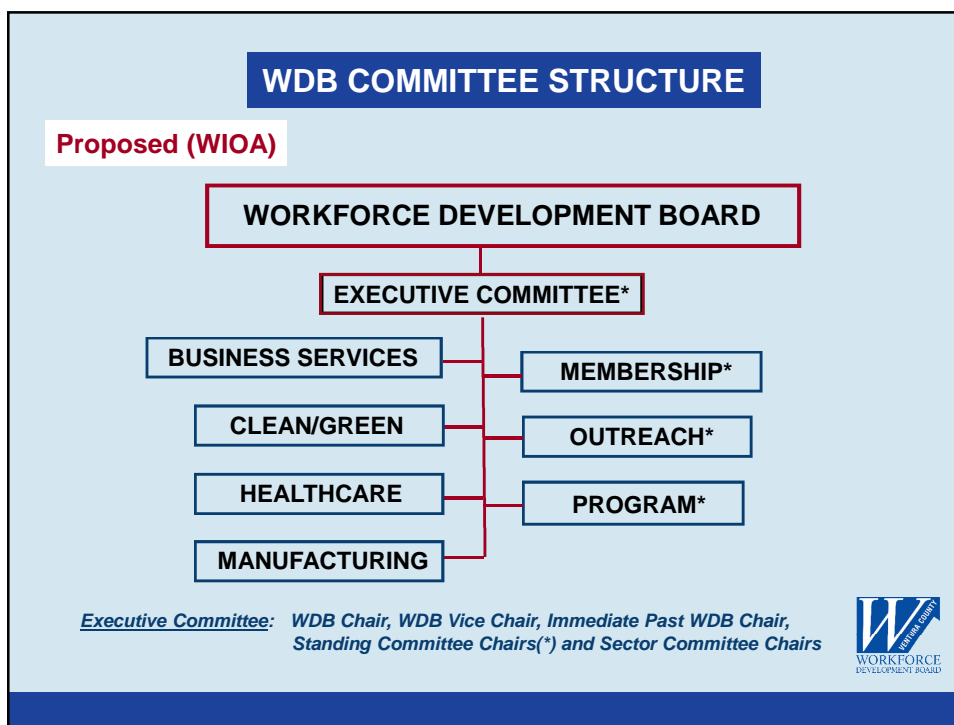
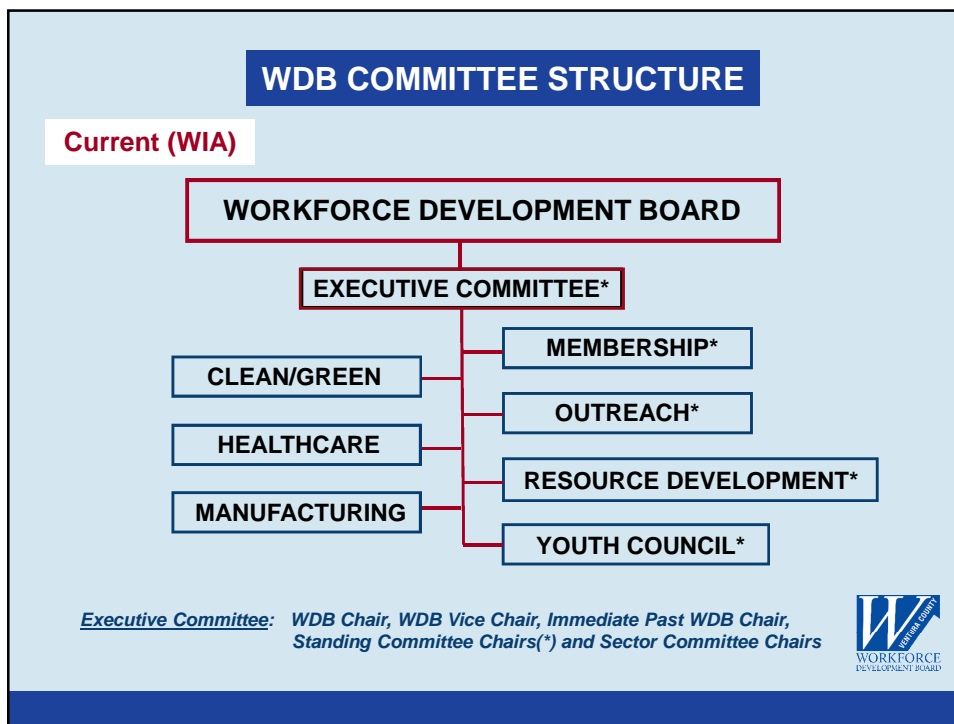
- The WDB must approve a tentative balanced budget plan to authorize expenditures against WIOA funds as of July 1, 2016.
- The year-end close in July 2016 will confirm the amount of 2015-2016 rollover in each of the funding categories. The WDB usually makes adjustments to the budget plan following the year-end close (August or October, depending on the circumstances).
- Department of Labor (DOL), California Workforce Investment Board (CWIB), and California Career Pathways Trust funds for the second program year are listed.
- The WDB could decide to make a mid-year budget plan adjustment, with corresponding changes in authorized expenditures for the remainder of the year (e.g., reduce WIOA programs and services and/or reduce costs for other WDB initiatives).
- Final Department of Labor and State Workforce Investment Opportunity Act (WIOA) mandates will be issued during PYs 2015-2016 and 2016-2017, and which are expected to have a significant impact on WIOA operation and performance in Ventura County.
- Adjustments by the WDB usually are recommended to the WDB by the Executive Committee Development Committee.

The Resource Development Committee recommends Executive Committee approval of the 2016-2017 Budget Plan with the expectation that, after the 2015-2016 year-end close, PY 2016-2017 WIOA Dislocated Worker, Adult, Youth and Rapid Response allocation publication, the 2016-2017 Budget Plan will be reconsidered, appropriately adjusted, and resubmitted for Workforce Development Board approval.

If you have questions or need more information, please contact me at (805) 477-5306, email [cheryl.moore@ventura.org](mailto:cheryl.moore@ventura.org).

**FY 2016-17 WIOA TENTATIVE BALANCED BUDGET PLAN**

<b>EXECUTIVE COMMITTEE - APRIL 14, 2016</b>		<b>Dislocated Worker</b>	<b>Adult</b>	<b>Youth</b>	<b>Rapid Response</b>	<b>DOL Bridges 2 Work</b>	<b>CWDB Steps 2 Work</b>	<b>VC I- E3</b>	<b>FY 16-17 Plan</b>
<b>Revenue Projection:</b>									
1	FY16-17 Grants (FY15-16 Allocations) -5.0%	2,342,693	1,791,031	1,956,058	456,459	308,000	65,000	158,960	7,078,201
2	FY16-17 Mgmt Reserve: (5% DW Adult, & Youth )	(116,184)	(89,566)	(97,783)					(303,532)
3	FY 16--17 Mgmt reserve for VCI-E3							(96,831)	(96,831)
4	Balance rolled over from prior year grants:								-
5	FY15-16 Mgt Reserve	172,007	132,097	76,747				81,980	462,831
6	Additional rollover - Salaries Savings/(CSD Overage)	30,000	23,000	54,679					107,679
7	Overhead Saving/(Overage)								-
8	FY 15-16 Unspent Contracts/Misc	20,000	10,000	20,000					50,000
9	ITA/OJT Committed in FY15-16 spent in FY16-17	80,000	20,000						100,000
10	<b>Total Available Grants to be Spent</b>	<b>2,528,516</b>	<b>1,886,562</b>	<b>2,009,701</b>	<b>456,459</b>	<b>308,000</b>	<b>65,000</b>	<b>144,109</b>	<b>7,398,348</b>
11	Grants %	34.2%	25.5%	27.2%	6.2%	4.2%	0.9%	1.9%	100%
12	CSD FTEs Assigned to the programs	12.95	10.00	2.00	2.00	0.05	-		27.00
13	% Direct FTES Allocated to Grants	48.0%	37.0%	7.4%	7.4%	0.2%	0.0%	0.0%	
14	% Admin Staff Allocated to Grants	30.0%	25.0%	26.25%	6.75%	0.0%	0.0%	12.0%	100.00%
15	<b>Expenditure Projection:</b>								-
16	<b>Salaries and Benefits:</b>								-
17	CSD - WIOA 2,550,000	1,223,056	944,444	188,889	188,889	4,722	-	-	2,550,000
18	WDB Administration 1,117,000	334,881	279,250	293,213	75,617	-	-	134,040	1,117,000
19	<b>Subtotal Salaries and Benefits</b>	<b>1,557,937</b>	<b>1,223,694</b>	<b>482,101</b>	<b>264,505</b>	<b>4,722</b>	-	<b>134,040</b>	<b>3,667,000</b>
20	<b>Direct Expenses:</b>								-
21	<u>Grant Specific Contracts</u>								-
22	EDC-VC Business Services				95,000				95,000
23	Boys and Girls Club: Core Program			475,000					475,000
24	Pathpoint: Core Program			475,000					475,000
25	VACE Core Program			260,000					260,000
26	CSD-CalWORKs Activities					294,196	23,752		317,948
27	Special Projects								-
28	<b>Subtotal - Contracted Program Expense</b>	<b>-</b>	<b>-</b>	<b>1,210,000</b>	<b>95,000</b>	<b>294,196</b>	<b>23,752</b>	<b>-</b>	<b>1,622,948</b>
29	<u>Client Expenses:</u>								-
30	ITA / OJT (30% required - 10% leverage)	388,539	338,206						726,745
31	ITA / OJT Committed in 15-16 to be spent in 16-17	80,000	20,000						100,000
32	Others/ChildCare/Trans - JTA	61,000	24,000	-					85,000
33	Universal Clients (now charged in oh/admin)	-	-	-					-
34	<b>Subtotal - Client Expense</b>	<b>529,539</b>	<b>382,206</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>911,745</b>
35	<u>Other Allocated/Contracted Expenses</u>								-
36	Geographic Solutions	-	-	-	-				-
37	WAF Grant Facilitator								-
38	S2W CCD Training 41,250						41,248		41,248
39	Outrch/Mktg: theAgency 150,000	65,000	28,000	27,000	30,000				150,000
40	Outreach -WDB 27,240	8,400	3,000	7,000	6,600			2,240	27,240
41	WDB Expense - Non Staff 20,000	8,233	5,100	5,433	1,234				20,000
42	Program Outreach-CSD 50,000	20,583	12,750	13,582	3,085				50,000
43	Kiosk	-	-	-	-				-
44	WDBVC Regional Labor Market Reports								-
45	<b>Subtotal - other allocated expense</b> 288,490	<b>102,216</b>	<b>48,850</b>	<b>53,015</b>	<b>40,919</b>	<b>-</b>	<b>41,248</b>	<b>2,240</b>	<b>288,488</b>
46	<b>Subtotal- Program/Clients Expenses</b>	<b>631,755</b>	<b>431,056</b>	<b>1,263,015</b>	<b>135,919</b>	<b>294,196</b>	<b>65,000</b>	<b>2,240</b>	<b>2,823,181</b>
47	<b>Total Direct Program Expense</b>	<b>2,189,692</b>	<b>1,654,750</b>	<b>1,745,116</b>	<b>400,424</b>	<b>298,918</b>	<b>65,000</b>	<b>136,280</b>	<b>6,490,181</b>
48	<u><b>Overhead/Administration:</b></u>	37.07%	25.53%	29.13%	6.17%	1.00%	0.00%	1.10%	100.00%
49	Communication/Voice/data 65,000	24,093	16,591	18,937	4,014	650	-	715	65,000
50 A	Insurance 18,612	6,899	4,751	5,422	1,149	186	-	205	18,612
51	Facilities Maint. 95,090	35,246	24,272	27,703	5,872	951	-	1,046	95,090
52	Membership and dues 12,350	4,578	3,152	3,598	763	124	-	136	12,350
53	Education allowance 6,207	2,301	1,584	1,808	383	62	-	68	6,207
54 A	Indirect cost recovery(County A87) 96,670	35,832	24,675	28,164	5,969	967	-	1,063	96,670
55 A	Books and Publication 10,100	3,744	2,578	2,943	624	101	-	111	10,100
56	Furniture/Fixtures<5000 (\$44,020) 23,130	8,573	5,904	6,739	1,428	231	-	254	23,130
57 A	Mail Center - ISF 9,100	3,373	2,323	2,651	562	91	-	100	9,100
58 A	Purchase Charges - ISF 3,800	1,409	970	1,107	235	38	-	42	3,800
59 A	Copy Machine - ISF 22,000	8,154	5,616	6,409	1,358	220	-	242	22,000
60 A	Stores - ISF 550	204	140	160	34	6	-	6	550
61 A	Information Tech - ISF 26,000	9,637	6,637	7,575	1,605	260	-	286	26,000
62 A	Computer Services Non ISF 825	306	211	240	51	8	-	9	825
63	Building Lease/Rental 85,500	31,691	21,824	24,909	5,280	855	-	941	85,500
64 A	Storage Charges - ISF 7,000	2,595	1,787	2,039	432	70	-	77	7,000
65	Mileage Reimb. - Staffs only 19,565	7,252	4,994	5,700	1,208	196	-	215	19,565
66	Conference/Seminars - CSD Staffs 20,340	7,539	5,192	5,926	1,256	203	-	224	20,340
67	Conference and Seminars - WDB Staffs 35,000	12,973	8,934	10,197	2,161	350	-	385	35,000
68	Misc. Travel - Staffs only 12,428	4,607	3,172	3,621	767	124	-	137	12,428
69 A	Fiscal/HR/BTD/ET (HSA) 325,000	122,669	82,957	94,685	20,024	3,250	-	1,414	325,000
70	Attorney Fees 9,000	3,336	2,297	2,622	556	90	-	99	9,000
71	Other Admin Services 4,900	1,816	1,251	1,428	303	49	-	54	4,900
72	<b>Subtotal Overhead</b> 908,167	<b>338,825</b>	<b>231,812</b>	<b>264,585</b>	<b>56,034</b>	<b>9,082</b>	<b>-</b>	<b>7,829</b>	<b>908,167</b>
73									
74	<b>Planned Total Grant Expenses</b>	<b>2,528,517</b>	<b>1,886,563</b>	<b>2,009,701</b>	<b>456,459</b>	<b>308,000</b>	<b>65,000</b>	<b>144,109</b>	<b>7,398,348</b>
75 A	Admin Rate for State Reporting	9%	8%	9%	9%	2%	0%		8%
76	Admin Rate (State Reported + Other)	13%	12%	13%	12%	3%	0%		12%
77	<b>Work in Progress: Grant Balances</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>(0)</b>



**Excerpt from WDB Bylaws as Amended June 2015**

VIII. STANDING COMMITTEE SUMMARIES

A. Executive Committee

1. Members of the Executive Committee will be the Chair, Vice Chair, the immediate past Chair, the Chairs of the standing committees, and the Chairs, as appropriate, of any other currently existing committees. .
2. The Executive Committee oversees:
  - a. The development, implementation, and evaluation of the strategic plan
  - b. The development and implementation of the Business Plan
  - c. The use of funds and financial reporting
  - d. The evaluation of, and the contract recommendations for, the Adult, Dislocated Worker, and Rapid Response programs
  - e. Action on behalf of the WDB as necessary. Any such actions will be reported to the WDB at its next regularly scheduled meeting. The WDB retains the authority to reverse or revise the actions of the Executive Committee.

B. Membership Committee

The Membership Committee is responsible for community outreach to recruit WDB members, develop and promote strategies for WDB member development, make recommendations relative to the replacement of members, review attendance records of WDB members, and ensure the proper implementation of the membership provisions of the Act.

C. Outreach Committee

1. The purpose of the Outreach Committee is to increase public awareness of workforce development and to promote the use of the services offered under the auspices of the WDB to job seekers and employers.
2. The Committee oversees the development and release of various types of messaging to promote the vision and strategy of the WDB.
3. This Committee will originate and recommend approval of all contracts for marketing and business outreach and will evaluate their subsequent management.

D. The Resource Development Committee

The Resource Development Committee assists the WDB to develop recommendations for the appropriate use of current resources, to locate strategic resources in support of WDB priorities and pursue opportunities to invest in new initiatives, where appropriate, through non-WIOA means.

## E. Youth Council

1. The purpose of the Youth Council is to assist the WDB by providing expertise in youth policy and advising on the best ways to prepare local youth for employment and life-long learning. Appointed by the WDB and subject to its approval, the Youth Council will:
  - a. Recommend eligible providers of youth services and oversee their activities
  - b. Develop portions of the local plan related to eligible youth
  - c. Leverage other youth program funds in the local area for the purpose of improving the effectiveness of local youth programs through collaborative planning, funding and service delivery
  - d. Make recommendations to the WDB for including training in nontraditional occupations for women and girls and pre-apprenticeship training in youth program activities
  - e. Make recommendations to the WDB for connecting youth program activities, including those provided by local educational entities, to the One-Stop System
  - f. Originate and recommend approval of all contracts for youth services and evaluate the subsequent management of those contracts
  
2. The Youth Council will be established as a committee of the WDB. Membership will consist of no less than one (1) representative from each of the following categories:
  - a. Members of the WDB who have special interest or expertise in youth policy
  - b. Service agencies such as juvenile justice and local law enforcement
  - c. The private sector
  - d. In-school and out-of-school youth
  - e. Private non-profit agencies serving youth
  - f. Educational agencies serving youth
  - g. Parents of eligible youth seeking assistance under Subtitle B of Title I of WIOA
  - h. Apprenticeship training programs serving youth
  - i. Other members as appropriate
  
3. Non-WDB members of the Youth Council will be appointed for three-year terms following the recommendation of the Membership Committee and the approval of the WDB. They will be required to submit an application on the approved form, a resume, and, for an initial appointment, a letter of recommendation.

**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	
	WIOA MINIMUM NO. = 19	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	AMGEN	BUSINESS									
2	APPLIED POWDERCOAT	BUSINESS									
3	BRIGHTON MANAGEMENT	BUSINESS									
4	CORWIN, A SAGE COMPANY	BUSINESS									
5	FRONTIER	BUSINESS									
6	HAAS AUTOMATION	BUSINESS									
7	HIGH-TECH ENGINEERING	BUSINESS									
8	JAXX MANUFACTURING	BUSINESS									
9	KAISER PERMANENTE	BUSINESS									
10	KINAMED	BUSINESS									
11	LC ENGINEERING GROUP	BUSINESS									
12	LOS ROBLES HOSPITAL & MEDICAL CENTER	BUSINESS									
13	MILGARD MANUFACTURING	BUSINESS									
14	TOLMAN & WIKER	BUSINESS									
15	UN1TEEE	BUSINESS									
16	Open: In Progress	BUSINESS									
17	Open: In Progress	BUSINESS									
18	SEIU-UNITED HEALTHCARE		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 CO. COMMUNITY COLLEGE DIST.					CMTY COLL					
27	VENTURA CO. OFFICE OF EDUCATION					ADULT ED					
28	CITY OF SIMI VALLEY							EC DEV			
29	ECONOMIC DEVEL. COLLAB.-VENTURA CO.							EC DEV			
30	EMPLOYMENT DEVELOPMENT DEPARTMENT								EMPL SVCS		
31	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
<b>Target for WDB Recertification Request = 31</b>		<b>17</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>

**WIOA CALCULATOR**

BOARD	50%+1	20%
SIZE	BUSINESS	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



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY  
AND  
THE PARTNERS OF THE AMERICAN JOB AND CAREER CENTER SYSTEM:  
PROVIDERS OF CAREER SERVICES**

**Purpose of the MOU: The Common Mission**

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding be developed and executed between the Local Board and the partners of the American Job Center of California (AJCC) to establish an agreement concerning the operations of the AJCC delivery system. The purpose of the MOU is to establish a cooperative working relationship among the parties and to define their respective roles and responsibilities in achieving policy objectives. The MOU also serves to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

The AJCC is a locally driven system that develops partnerships and provides programs and services to achieve three main policy objectives established by the *California Workforce Development Strategic Plan*:

- Foster demand-driven skills attainment
- Enable upward mobility for all Californians
- Align, coordinate and integrate programs

These objectives will be accomplished by ensuring access to high-quality AJCCs that provide the full range of services available in the community for all customers seeking the following:

- Looking to find a job
- Building basic educational or occupational skills
- Earning a post-secondary certificate or degree
- Obtaining guidance on making career choices
- Seeking to identify and hire skilled workers

Our past excellent performance has been largely due to comprehensive services offered through the cooperative efforts of the local/regional partnerships. Employer service has also been enhanced because of the centralized, concerted efforts of past one-stop partners to provide a single point of contact for job development and referral strategies that avoid confusion and eliminate duplication. Employers should have also have access to job seekers and other relevant business information and assistance through the local one-stop business resource center.

The Workforce Development Board of Ventura County (WDB) and the AJCC system partners are committed to advancing the achievement of the local *Ventura County Regional Strategic Workforce Plan* for the benefit of the Ventura County Region and the people of California. That plan identifies four major goals:

- Business: Meet the workforce needs of high-demand industry sectors and employers.
- Job Seekers: Increase the number of adults who obtain a marketable and industry-recognized credential or degree and are placed in a related sector job; focus WIOA programs on those most in need: the unemployed; the underemployed; low-skill, low-income individuals; veterans; individuals with disabilities and other at-risk populations.
- Youth: Increase the number of youth who graduate prepared for post-secondary vocational training, further education and/or a career. Focus WIOA programs on out-of-school youth.
- Systems: Support workforce development system alignment, service integration and continuous improvement; promote the development of career pathways programs; ensure equal access for all segments of the community.

### **Parties to the MOU**

Local/regional parties relevant to this MOU comprise representatives of the following programs:

- WIOA Title I Adult, Dislocated Worker and Youth and Temporary Assistance to Needy Families/CalWORKs: Human Services Agency, County of Ventura
- WIOA Title II Adult Education and Literacy: Ventura County Office of Education; Conejo Valley Adult Education; Oxnard Adult School; Simi Valley Adult School and Career Institute; Ventura Adult and Continuing Education
- Adult Education: Fillmore Unified School District; Moorpark Unified School District; Ojai Unified School District; Santa Paula Unified School District; Ventura County Adult Education Consortium
- WIOA Title III Wagner-Peyser: Employment Development Department
- WIOA Title III Veterans: Employment Development Department
- WIOA Title III Trade Adjustment Assistance Act/NAFTA, Migrant Seasonal Farm Workers, Veterans: Employment Development Department
- WIOA Title III Unemployment Compensation: Employment Development Department
- WIOA Title IV Vocational Rehabilitation: California Department of Rehabilitation
- Carl Perkins Career Technical Education: Ventura County Community College District; Ventura County Office of Education
- Title V Older Americans Act: Area Agency on Aging, County of Ventura; Ser-Jobs for Progress; National Association for Hispanic Elderly
- Native American Programs: Candelaria American Indian Council
- Migrant Seasonal Farmworkers: Employment Development Department; Center for Employment Training; Ventura County Office of Education
- Community Services Block Grants: Community Action of Ventura County; Center for Employment Training
- Job Corps: Los Angeles Job Corps

## **Responsibility of the AJCC Partners**

The partners agree to participate in joint planning, plan development and modification of activities to accomplish the following:

- Continuing to build partnerships
- Continuous planning in response to state and federal requirements
- Responsiveness to local and economic conditions, including employer needs
- Adherence to common data collection and reporting needs
- Making the applicable service(s) available to customers through the one-stop delivery system
- Participating in the operation of the one-stop system consistent with the terms of the MOU and the requirements of the law
- Participating in capacity building and staff development activities to ensure that all partners and staff are adequately cross-trained

## **One-Stop System: Shared Career Services**

All partners will collaborate to provide physical and/or electronic access to universal clients and, for enrolled services, to Adults and Dislocated Workers and Youth, either by referral from a partnering agency or on their own initiative, as prescribed in WIOA Sec. 134(c)(2) & (d). The roles of the AJCC partners are summarized in the Addendum to this MOU.

The purpose of the AJCC system is to provide high-quality, integrated workforce services to the region and, at the same time, to ensure compliance with the program requirements of WIOA. The system allows for a central point of entry to employment and training programs by providing a “no wrong door” approach to service delivery. Any individual without regard to eligibility criteria may access the system for information about job vacancies, career options, financial aid, relevant employment trends, labor market information and career options; may open an individual account to create and maintain a job seeker portfolio; and may receive instruction on how to conduct a job search, write a resume or successfully interview with an employer.

In providing services to the entire Ventura County region, the partners agree to:

- Move to electronic means of communication, insofar as possible and practical
- Create bi-lateral agreements between partners as necessary to clarify the management of operations
- Meet twice a year to review operations and customer services and to identify local and state challenges
- Provide ongoing staff training on day-to-day operational needs to promote capacity building and professional development

## **Funding and Operating Costs**

All relevant parties to this MOU agree to share in the operating costs of the AJCC system that are appropriate to them, either in cash and/or through in-kind services. The cost of operation will be funded through separately negotiated Cost Sharing Agreements on the basis of an agreed-upon

formula. AJCC partners will ensure that the shared costs are supported by accurate data, that the shared costs are consistently applied over time and that the methodology used in determining the shared costs is reflected in all agreements.

### Methods for Referring Customers

Partners will manage referrals through:

- The informational training of appropriate staff
- Use of the state-mandated software systems
- The creation of a portal, or “splash page,” listing programs and contacts
- Use of available electronic technology

### Access for Individuals with Barriers to Employment

Though the required partners agree to work together to operate in the most effective and integrated manner possible, it is not necessary that all partner services be physically located at the two AJCC sites, one of which, the comprehensive center, will be located at 2901 North Ventura Road in Oxnard. A second, affiliate, site will be located at 2900 Madera Lane in Simi Valley. Both are accessible to the handicapped and accessible by public transportation. Staff will be trained to increase awareness and understanding of individuals with barriers to employment and individuals with disabilities.



#### AJCC Locations in Ventura County

- ★ Comprehensive AJCC located at 2901 Ventura Road, Oxnard, CA 93036
- ▲ Affiliate AJCC located at 2900 Madera Road, Simi Valley, CA 93065

## **Shared Technology and System Security**

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including client tracking, common case management, reporting and data collection. To support the use of these tools, each AJCC partner agrees to the following:

- Compliance with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act and any other appropriate statutes or requirements
- Common reporting and shared information through electronic mechanisms, including shared technology
- Commitment to sharing information to the greatest extent allowable under relevant governing legislation and confidentiality requirements
- Maintenance of all records of the AJCC customers or partners (e.g., applications, eligibility and referral records, any individual records related to services provided under this MOU in the strictest confidence and use of them solely for purposes directly related to such services)
- Development of technological enhancements that allow the appropriate interface of common information needs
- Commitment to the provision of system security as agreed upon by all partners

## **Confidentiality**

Partners agree to the following:

- All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, will be confidential and will not be open to examination for any purpose not directly connected with the delivery of such services.
- All partners agree to abide by the existing WDB policy on the Protection of Personally Identifiable Information, which can be found on the WDB website.
- No person will publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers unless a specific release is voluntarily signed by the participant or customer.
- The AJCC partner agrees to abide by the current confidentiality provisions of the respective statutes to which the AJCC partners must adhere, and will share information necessary for the administration of the program as allowed under law and regulation.

## **Non-Discrimination and Equal Opportunity**

The AJCC partner will not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation or marital status.

The AJCC partner will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibit discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

The AJCC partner will abide by the existing policies of the Workforce Development Board of Ventura County on Non-discrimination and Equal Opportunity and on Reasonable Accommodation. These policies are published on the WDB website.

### **Grievances and Complaints Procedure**

The parties to this MOU agree to abide by grievance procedures as outlined in WIOA and in the operational procedures of all partners under federal, state, county and local jurisdictions. The County of Ventura has its own established Program Grievance/Complaint Procedures. They recognize each individual's right to receive fair and impartial treatment under all of its services, and they encourage and support a model of open communication and resolution at all program levels. Formal complaints may be filed with the County of Ventura, Human Services Agency, 855 Partridge Drive, Ventura CA 93003; Attention: Don Aguirre, Grievance Officer (805) 477-5166; [don.aguirre@ventura.org](mailto:don.aguirre@ventura.org). All complaints will be handled confidentially.

### **Effective Dates and Term of the MOU**

This MOU will be binding on each party upon execution by each party. The term of this MOU will be three years, commencing on the date of execution by all parties. The MOU will be reviewed not less than once every three years to identify any substantial changes that have occurred.

### **Modifications and Revisions**

This MOU constitutes the entire agreement between the parties and no oral understanding not incorporated herein will be binding on any of the parties. This MOU may be modified, altered, or revised, as necessary, by mutual consent of the parties, by the issuance of a written amendment, signed and dated by the parties.

### **Termination**

The parties understand that implementation of the AJCC system is dependent on the good faith effort of every partner to work together to improve services to the community. The parties also agree that this is a project in which different ways of working together and providing services are being tried. In the event that it becomes necessary for one or more parties to cease being a part of this MOU, said entity will notify the other parties in writing 30 days in advance of that intention.

### **Administration and Operations Management**

The day-to-day supervision of staff assigned to the AJCCs will be the responsibility of the site supervisor(s). The original employer of staff assigned to the AJCCs will continue to set the priorities of its staff. Any change of work assignments or any problems at the worksite will be handled by the site supervisor(s) and the management of the original employer.

The office hours for the staff at the AJCCs will be established by the site supervisor(s) and the primary employer. All staff will comply with the holiday schedule of their primary employer and will provide a copy of their holiday schedule to the host agency at the beginning of the fiscal year.

Disciplinary actions may result in removal of co-located staff from the AJCCs, and each party will take appropriate action.

### **Dispute Resolution**

The parties agree to try to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they will be referred to the management staff of the respective staff employer for discussion and resolution. Should informal efforts at resolution fail, either party may file a formal grievance in accordance with the County's grievance procedures. All parties agree to be bound by the final determination resulting from that proceeding.

### **Press Releases and Communications**

All parties will be included when communicating with the press, television, radio or any other form of media regarding its duties or performance under this MOU. Participation of each party in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed by the other parties, in all communications, each party will make specific reference to all other parties.

The parties agree to abide by the existing policy on use of the WDB logo developed by the Workforce Development Board of Ventura County for buildings identified for AJCC use. This policy also includes letterhead, envelopes, business cards, any written correspondence and fax transmittals.

### **Hold Harmless/Indemnification/Liability**

In accordance with provisions of Section 895.4 of the California Government Code, each party hereby agrees to indemnify, defend and hold harmless all other parties identified in this MOU from and against any and all claims, demands, damages and costs arising out of, or resulting from, any acts or omissions that arise from the performance of the obligations by such indemnifying party pursuant to this MOU. In addition, except for Departments of the State of California that cannot provide for indemnification of court costs and attorneys' fees under the indemnification policy of the State of California, all other parties to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorneys' fees arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to the MOU. It is understood and agreed that all indemnity provided herein will survive the termination of this MOU.

### **Severability**

If any part of this MOU is found to be null and void or is otherwise stricken, the rest of the MOU will remain in force.

### **Authority and Signature**

The individuals signing separately below have the authority to commit the party they represent to the terms of this MOU. The MOU will become effective when all signatures have been added.

---

Linda Parks  
Chair, Ventura County Board of Supervisors

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Date

---

Victor Dollar  
Chair, Workforce Development Board of Ventura County

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Date

Signatures continued on following pages after the Addendum



**MOU ADDENDUM**

**ROLES OF PROVIDERS OF CAREER SERVICES  
AJCC Required Regional Partners  
Workforce Development Board Of Ventura County**

	WIOA Title I: Ad, DW, Youth	WIOA Title II: Adult Education	WIOA Title III: Wagner-Peyser; Veterans; TAA/NAFTA; UC	WIOA Title IV: Vocational Rehabilitation	Carl Perkins CTE	Title V: Older Americans	Native Americans	Migrant Seasonal Farmworkers	Cmty Svcs Block Grants	Temp Assist Needy Families	Job Corps
Assess Skills & Needs; Eligibility; Intake; Orientation	X	X	X	X	X	X	X	X	X	X	X
Assist with Tuition/Fees	X	X	X	X	X	X		X		X	X
Develop Curriculum/Programs	X	X			X			X		X	X
Deliver Training	X	X	X		X			X		X	X
Engage Employers	X	X	X	X	X	X		X		X	
Identify Industry-Recognized Credentials	X	X	X		X			X		X	
Provide Counseling (Academic/Personal/Career)	X	X	X	X	X		X	X		X	X
Provide Case Management	X	X	X	X		X		X	X	X	X
Provide Informational Services	X	X	X	X		X	X	X	X	X	X
Provide Job Placement	X	X	X	X		X		X		X	
Provide Job Search Assistance	X	X	X	X		X	X	X	X	X	X
Provide Labor Market Information	X	X	X					X		X	
Provide Support Services	X	X	X	X		X	X	X	X	X	X
Provide Work-Based Learning Opportunities	X	X	X	X		X		X		X	X
Recruit & Make Referrals	X	X	X			X	X	X		X	X

[WDB Executive Committee – 4/14/16](#)

Update: transition of informal WDB Business/Education Connection Workgroup to Ventura County P-20 Council

*(Copy of email)*

**From:** President Rush [mailto:president@csuci.edu]

**Sent:** Wednesday, April 06, 2016 4:00 PM

**To:**

**Cc:** bluskin@vcccd.edu; mantooth@vcoe.org; Moore, Cheryl <Cheryl.Moore@ventura.org>; Remotti, Melissa <Melissa.Remotti@csuci.edu>

**Subject:** VC P-20 Business/Education Workgroup Subcommittee

We would like to begin by recognizing the great work of many dedicated individuals and groups throughout our County that help improve programs and services for students. With this work comes a growing need for us to begin thinking about how we can streamline processes and resources across our region, particularly as they relate to engagement with our business community.

Cheryl Moore, Executive Director of the Workforce Development Board (WDB) and VC P-20 Councilmember, has recently convened two separate informal meetings with business and education stakeholders to explore options of which you may have already been a part. If you have taken part in these meetings, we thank you for your participation and would like to extend to you an invitation to continue your efforts in a more formal capacity. If you have not participated previously, we would like to ask you to join in this effort. The goal of this group is to develop an easy-to-use, one-stop hub for coordinating resources pertaining to internships and other career education activities. Your expertise and collaboration on this innovative project will be of significant value as the planning moves forward.

On behalf of the Ventura County P-20 Council (VC P-20), and in conjunction with the Workforce Development Board, we would like to invite you to become an essential part in developing a shared business/education connection hub for Ventura County by asking for your participation on the Business/Education Connection Workgroup, a subcommittee of VC P-20.

Your participation in this process is important for our County, and we very much appreciate your commitment to developing a framework that will meet the needs of both business and education. The group will continue to be convened by Cheryl Moore and Superintendent Stan Mantooth will be in attendance at the next meeting to discuss further the purpose of this group. Please let us know whether or not you agree to participate as a member of this subcommittee by responding "reply all" to this e-mail.

Thank you in advance for bringing your perspective, insight, and wisdom to the process in which we are all engaged: creating innovative collaborative systems to serve better the students of Ventura County, investing in a future of which we can all be proud.

Sincerely yours,

Richard R. Rush  
Chair, Ventura County P-20 Council  
President, California State University Channel Islands

Stan Mantooth  
Ventura County Superintendent of Schools

Bernie Luskin  
Chancellor, Ventura County Community College District



## BUSINESS/EDUCATION CONNECTION WORKGROUP

**Tuesday, February 16, 2016**

**8:00 a.m.-9:30 a.m.**

### QUICK NOTES

<b>Participants</b>	Karen Gorback (for Rick Post) Teresa Johnson Gayle Hutchinson David Maron	Tom McCoy Cheryl Moore Tiffany Morse Celine Park	Melissa Remotti Roger Rice Mary Anne Rooney Jim Rose
<b>Agenda</b>	<ul style="list-style-type: none"> <li>• Welcome and Introductions</li> <li>• Purpose of the Meeting</li> <li>• Inventory of What Education Is Requesting of Ventura County Businesses to Support Career Education Experiences               <ul style="list-style-type: none"> <li>– <i>Need information by level (high school, adult school, community college, university)</i></li> <li>– <i>Types/descriptions of student and educator experiences</i></li> <li>– <i>Number of each type per year</i></li> <li>– <i>Timing/frequency of activities</i></li> <li>– <i>Priorities by industry sector</i></li> <li>– <i>Funding, equipment, facilities</i></li> <li>– <i>Other</i></li> </ul> </li> <li>• What Businesses Are Saying about Coordination of Requests for Career Education Experiences               <ul style="list-style-type: none"> <li>– <i>Single site to learn about region-wide options for business involvement</i></li> <li>– <i>Single site to see examples/lists of business participation</i></li> <li>– <i>Single site to input/update business information and opportunities</i></li> <li>– <i>Single site for guidelines on working with students and educators</i></li> <li>– <i>Single point of contact for all aspects of an activity</i></li> <li>– <i>Specific activity requirements, expectations, liability, special needs</i></li> <li>– <i>Number of visitors and timing to fit individual business operations/needs</i></li> <li>– <i>Coordinated scheduling, on-time arrival, and accessible contact person</i></li> <li>– <i>Preparation by visitors in advance</i></li> <li>– <i>Other</i></li> </ul> </li> <li>• Summary and Next Steps</li> <li>• Adjournment</li> </ul>		
<b>P-20 Council Update</b>	<p>On February 11, 2016, the Executive Committee of the P-20 Council discussed the Business/Education Connection Workgroup, noting that its purpose and direction are in alignment with the P-20 Council action plan. The Executive Committee decided to integrate the workgroup into the P-20 plan.</p>		
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Schedule the next workgroup meeting for April 2016. Determine a date via a Doodle Poll of workgroup members.</li> </ul>	<p><u>Cheryl</u>: Arrange for the next meeting in April and notify the workgroup.</p>	

<b>Next Steps</b> (Continued)	<ul style="list-style-type: none"> <li>At the April meeting, provide an overview of the VC Innovates website page for employer sign-ups. Describe the thinking behind the site as an easy, go-to platform for business sign-ups and career education opportunities.</li> </ul>	<p><u>Tiffany:</u> Make a presentation at the April meeting.</p>
	<ul style="list-style-type: none"> <li>Develop and complete a matrix to inventory the types of career education experiences in Ventura County that students at different levels need.</li> </ul>	<p><u>Tiffany:</u> Draft a matrix and send it to the workgroup for input. Compile information from the workgroup for discussion at the April workgroup meeting.</p> <p><u>All:</u> Respond to Tiffany's requests for information in a timely manner.</p>
	<ul style="list-style-type: none"> <li>Develop a common nomenclature for all levels of career education experiences in Ventura County.</li> </ul> <p>As a starting point during the workgroup discussion in April, refer to the WDB Clean/Green Committee definitions and the workforce readiness skill charts developed by the WDB Clean/Green, Healthcare, and Manufacturing Committees.</p>	<p><u>Cheryl:</u> Send the WDB documents (definitions and workforce readiness skills) the workgroup prior to the April meeting.</p> <p><u>All:</u> Have suggestions for common nomenclature ready for discussion in April.</p>

<b>Parking Lot</b>	<p>Other workgroup ideas to keep in mind:</p> <ul style="list-style-type: none"> <li>Initially agree on a single platform for employer sign-ups, information, etc. Decide how to manage/process the input and make business/education connections. Determine the best way to leverage business/education opportunities. (An employer-only platform would give educators time to work on/with their different student systems and requirements.)</li> <li>Convene sector liaisons from all levels of education to exchange ideas and identify opportunities for alignment and partnerships. Maybe identify point persons and/or a mechanism for ongoing communication and/or coordination.</li> <li>Identify steps required at each level for businesses that want an intern.</li> <li>Engage in employer outreach that will position the sign-up platform as a "gift" to businesses—what's in it for them.</li> <li>Find a way to get additional funding for the regional business sign-up platform.</li> </ul>
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## CALIFORNIA'S #1 WORKFORCE DEVELOPMENT TOOL

ETP is the state's most valuable economic development resource.

Many companies have located or expanded in California with the assistance of ETP's job training funds.

Our program supports the California economy by funding training for frontline, incumbent workers in companies challenged by out-of-state competition.

Independent research supports the value of ETP-funded training, citing a \$5 return on investment for every \$1 in ETP training funds, as measured in benefits to companies, workers and California's economy.

ETP has a streamlined application process, and our staff will help you every step of the way.



*"...the ETP funded training program helped us commit to doing much-needed training. The company is now benefitting from the skills and knowledge employees have gained from it.."*

*-Ms. Andrade, Human Resources  
Klassen Corporation*

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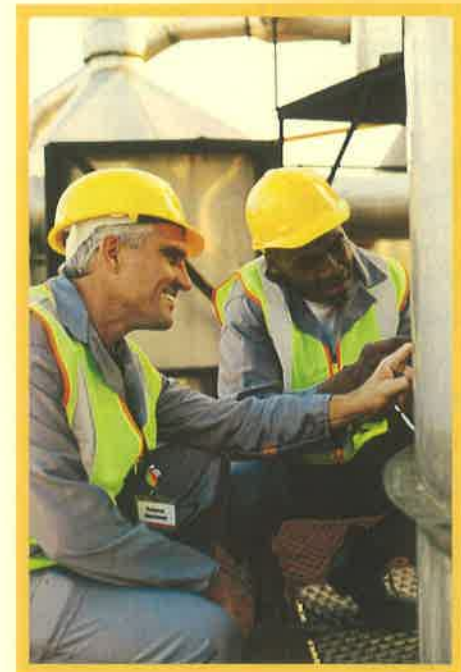
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(916) 327-5239**

**San Diego Regional Office  
(619) 686-1920**

**San Francisco Regional Office  
(650) 655-6930**

**Employment Training Panel  
1100 J Street, 4th Floor  
Sacramento, CA 95814**

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*Supporting California Businesses  
with Workforce Training Funding*

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## CALIFORNIA'S PREMIER ECONOMIC DEVELOPMENT RESOURCE

The Employment Training Panel (ETP) is a business and labor-supported state agency that assists employers in strengthening their competitive edge by providing funds to off-set the costs of job skills training.

ETP training funds are used to support customized job training delivered to full-time California employees.

Training may be delivered by internal and/or external training providers.

ETP uses a simple Fixed-Fee rate to reimburse employers for training.

### Training Methods Include:

- ◇ Classroom Training
- ◇ Productive Laboratory
- ◇ Non-Productive Laboratory
- ◇ Interactive Training/Webinar
- ◇ Computer-Based Training



## WHO CAN CONTRACT WITH ETP?

- ◆ **Employers**
- ◆ **Groups of Employers**, including Chambers of Commerce, Joint Apprenticeship Training Committees, Trade Associations or Economic Development Corporations
- ◆ **Training Agencies** including Community Colleges or Community College Districts; Universities or University foundations; Adult Schools; Regional Occupational Programs; and Private Training Agencies
- ◆ **Workforce Investment Boards;**
- ◆ **Workforce Investment Act Grant Recipients or Administrative Entities** including One Stop Centers

## WHO CAN BE TRAINED?

1. Unemployed workers trained and placed into full-time employment
2. Incumbent workers of companies threatened by out-of-state competition
3. Special Employment Training programs for Frontline workers in
  - a. High-wage, high-skill jobs
  - b. High unemployment areas
  - c. Individuals with multiple barriers to full-time employment
  - d. Owners of small businesses

## ETP IS SMALL BUSINESS FRIENDLY!

ETP is an essential resource for small employers who otherwise may have no means to train their workers.

ETP funds entrepreneurial training for small business owners, equipping them with the tools necessary to successfully run their business in addition to providing employee job skills.

Small Business Program contracts are streamlined and expedited, have flexible training hours of instruction, enjoy increased reimbursement rates and allow small business owners to be trained along with their employees.



### What Others Say About ETP...

*"Ecologic is excited to partner with the Employment Training Panel in funding training for our newly expanded workforce. ETP support is critical in our continuous development of a highly-skilled workforce that's able to respond to market demand with ever improving efficiency and increased customer satisfaction."*

*- Julie Corbett, Founder & CEO of Ecologic*