



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

EXECUTIVE COMMITTEE MEETING

Thursday, November 14, 2019

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

United Food and Commercial Workers, Local 770 (UFCW) Meeting Room,
816 Camarillo Springs Road Camarillo

AGENDA

- | | | |
|-----------|---|----------------|
| 8:00 a.m. | 1.0 Call to Order and Agenda Review | Tracy Perez |
| 8:02 a.m. | 2.0 Public Comments

<i>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.</i> | Tracy Perez |
| 8:06 a.m. | 3.0 WDB Chair Comments <ul style="list-style-type: none">• Introduction of Guests | Tracy Perez |
| 8:10 a.m. | 4.0 Consent Item
4.1 Approve Executive Committee Minutes: October 10, 2019 | Tracy Perez |
| 8:15 a.m. | 5.0 Financial Report
5.1 1st quarter report on Fiscal Year 2019-20 Plan | Bryan Gonzales |
| 8:35 a.m. | 6.0 Action Items

6.1 RECOMMENDATION THAT THE EXECUTIVE COMMITTEE APPROVE THE APPLICATION FOR FUNDING THROUGH THE RPI/SLINGSHOT 3.0 GRANT

6.2 RECOMMENDATION THAT THE EXECUTIVE COMMITTEE RECOMMEND TO THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVAL OF THE ATTACHED WDB | Rebecca Evans |

POLICIES FOR WIOA ADULT, DISLOCATED WORKER, AND YOUTH PROGRAMS:

- Policy #2019-02 **Debt Collection**
- Policy #2019-04 **Definition of Basic Skills Deficient**
- Policy #2019-07 **Priority of Service** (*This policy supersedes Local Policy Bulletin #2018-01 Veteran and Adult Priority of Service, dated August 23, 2018*)

9:00 a.m.	7.0 WDB Administration	Rebecca Evans
	<ul style="list-style-type: none">• Follow up from the WDB Planning Meeting of 10/24/19• Review of Mission, Vision and Values (attached)• Review of Local and Regional Plan Report and Strategic Plan Document• December WDB Meeting Topics	
9:25 a.m.	8.0 Committee Member Comments	Committee Members
	8.1 Membership Committee Updates	
9:30 a.m.	9.0 Adjournment	Tracy Perez
	<u>Next Meeting</u> December 5, 2019 (8:00 a.m.- 10:00 a.m.) United Food and Commercial Workers, Local 770 816 Camarillo Springs Road, Camarillo, CA	



SHARED VISION

The Ventura County region has a high quality, appropriately skilled workforce that is ready and able to support the evolving business needs of employers in a dynamic, competitive, global economic environment.

MISSION

The WDBVC builds and nurtures strong local partnerships and collaborates to design a workforce system that creates upward mobility opportunities for individuals in order to meet and anticipate the needs of employers while advancing the local economy.

CORE VALUES

- Collaboration
- Accountability
- Innovation
- Responsiveness to the needs of individuals and businesses
- Diversity and Inclusion



WDB Executive Committee Meeting

Thursday, October 10, 2019

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

United Food and Commercial Workers, Local 770 (UFCW)
816 Camarillo Springs Road (Meeting Room), Camarillo

MINUTES

Meeting Attendees

Executive Committee

Tracy Perez (WDB Chair)
Peter Zierhut (WDB V.Chair)
Gregory Liu (Immediate Past Chair)
Brian Gabler
Jesus Torres
Alex Rivera
Patty Schulz

WDB Administration

Norman Albances
Patricia Duffy
Rebecca Evans, Executive Director
Kelly Hardy
Patrick Newburn
Andrea Sanchez

Guests

Bryan Gonzales (HSA
Fiscal CFO)

1.0 Call to Order and Agenda Review

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

2.0 Public Comments

No public comments.

3.0 WDB Chair Comments

Tracy Perez welcomed and thanked the committee for their attendance.

4.0 Consent Items

4.1 Approve Executive Committee Minutes: September 12, 2019

Motion to approve the Consent Items: Brian Gabler
Second: Gregory Liu
Alex Rivera Abstained: 'Missed previous meeting'.
Motion carried.

5.0 Financial Report and Committee Discussion: Fiscal Year 2019-20 Plan Update Discussion and approval of WIOA Balanced Budget Plan Update for Program Year 2019-2020, to include a request to the state to move \$200,000 from Dislocated Worker Funding to Adult Services. Note, for the detailed Financial Report, please refer to the meeting packet available on the WDB website at: www.workforceventuracounty.org.

Chief Financial Officer (CFO) Bryan Gonzales, from HSA Fiscal, presented the Financial Status Report (FSR) for Fiscal Year 2019-20 WIOA Budget Plan.

2018-2019 WIOA Budget Plan Expenditures

The Committee reviewed and discussed the Financial Status Report (FSR) for Fiscal Year (FY) 2019-2020 to include WIOA Balanced Budget Plan Update for Program Year 2019-2020, Revenue Projection, FY 19-20 Grants based on FY 19/20- Dislocated Worker, Adult, Youth, Rapid Response, Reg Organizer/Training coordinator, Slingshot 2.0/Regional Plan Implementation, VEAP, Workforce Accel 6.0, Regional Plan Implementation (WDB-1122), Prison 2 Employment, NDWG 2018 Temporary Jobs, NDWG 2018 Workforce Development, and Anticipated Budgets. The presentation encompassed overall discussions on FY 19 – 20 Plan, 5/9/19 Approved FY 19-20 Plan, Anticipated Change, and FY 18-19 Actual Budget.

Revenue Projection

	<u>FY 19 – 20 Grants</u>	<u>FY 19 – 20 Mgmt. Reserve</u>	<u>Balance Rolled over from Prior Year Grants</u>	<u>Total Available Grants to be Spent</u>
Dislocated Worker	1,915,927	(38,319)	58,544	1,736,152
Adult	1,386,440	(27,729)	21,533	1,580,244
Youth	1,506,029	(30,121)	38,746	1,514,654
Rapid Response	278,343	-	1,659	280,002
Reg.Organizer/Training-Cord. (WDB-1144) 4/1/19-9/30/20	157,300	(25,000)	(12,898)	119,402
Slingshot-2.0/Regional-Plan (WDB-1145) 4/1/19-9/30/20	180,000	(14,000)	-	166,000
VEAP (AFS-1151) 6/1/19- 12/31/20	488,635	(200,000)	-	288,635
Workforce Accel 6.0 (AFS- 1117)	250,000	(29,000)	(177,244)	43,756
2/1/18-9/30/19	350,000	(31,000)	(290,600)	28,400
Regional Plan Implem. (WDB – 1122) 1/1/18-9/30/19	710,197	(450,000)	-	260,197
Prison 2 Employment Imp (AFS) 7/1/19-6/30/22	333,333	-	(4,103)	329,230

NDWG 2018 Temporary Jobs (WDB -1143) 12/6/18-12/31/20	277,071	-	-	277,071
NDWG 2018 Workforce Dev (WDB - 1140)12/6/18-12/31/20	7,833,275	(845,169)	(364,363)	6,623,743
FY 19-20 Plan				

5/9/2019 - Approved FY 19-20

Plan	6,555,962	(96,169)	(312,122)	6,147,671
Change	1,277,313	(749,000)	(52,241)	476,072
FY 18-19 Actual	8,120,805	(168,412)	(535,838)	7,341,631

Dislocated Worker- Ventura Regional Plan to provide employment and supportive services to formerly incarcerated and justice-involved individuals. Emphasis on regional coalition with employers, labor, community based organizations, California Department of Corrections and Rehabilitation, Ventura County Sheriff Office, and Local agencies. Based on trends in needs based services, data indicates decreased needs for Dislocated Worker services. CFO proposed transfer of funds from Dislocated Worker (DW) to Adult Services of (200,000). This proposal will be submitted to the state for approval.

Youth Services – Providing services and support to youth in the community under the Workforce Innovation and Opportunity Act, providing services and activities to increase the education, educational skill attainment and employment of participants, to improve the quality of the workforce, reduce welfare dependency and enhance the productivity of our community. Minor change noted by CFO; spending originally at \$525k anticipated to increase to \$535k, with the final amount to be based on allocation and budget.

Prison 2 Employment Imp (AFS) – Ventura Regional Plan to provide employment and supportive services to formerly incarcerated and justice-involved individuals. Emphasis on regional coalition with employers, labor, CBO's, CDCR, Sherriff, and local agencies. Per FY 2019-20 WIOA Budget Plan, Total Grants based over three-year grant term 7/1/19-6/30/22 is at 710,197, with (450,000) FY 19-20 Management Reserve, and total available grants to be spent of 260,197.

Grant Percentages - DW at 26.2%, Adult - 23.9%, Youth - 22.9%, Rapid Response - 4.2%, Reg Organizer/Training Coordinator (WDB-1144) -1.8%, Slingshot 2.0/Regional Plan Implementation(WDB-1145) - 2.5%, VEAP (AFS) - 4.4%, Workforce Accel 6.0 (AFS-1117) -0.7%, Regional Plan Implementation (WDB-1122) -0.4%, Prison 2 Employment Imp (AFS) - 3.9%, NDWG 2018 Temporary Jobs (WDB-1143) - 5.0%, NDWG 2018 Workforce Dev (WDB-1140) -4.2%, with a FY 19-20 Plan total at 100.0%.

Expenditure Projection

SALARIES & BENEFITS	WIOA Career Services (16FTE's) 1,901,699	WDB ADMIN (6 FTE's)	Staff Cost from HSO	Salaries Reduction
5/9/19 Approved FY 19-20 Plan	2,701,025	943,284	3,000	(809,121)
Change	(799,326)	(117,933)	199,000	744,121
FY 18-19 Actual	2,529,737	766,904	-	-

Salary Reductions – CFO noted salary reductions of (65,000) for the FY 19-20 Plan per Row 16 of the FY 2019-20 WIOA Budget Plan. 5/9/19 Approved FY 2019-2020 Plan budget presently at 809,121, with anticipated change to 744,121 to be accomplished by transitioning employees out of the WIOA budget and into other county positions. If necessary, Management Reserves may be used to balance the budget. This would include **reducing staffing costs from HSO**. Committee member inquired where additional funding may come from? CFO concluded that additional funding will be provided through new grants found. Additionally, based on needs based trends, some programs are currently requiring less funding such as the DW program. A request would be made to the State to change funding of \$200,000 from Dislocated Worker's to Adult Services programs based on needs based data trends. Dislocated Workers are expected to decrease by \$171,004 over the FY 19-20.

Staff Costs from HSO – Per Row 15 and Row 16, efforts to reduce staffing costs would result in a savings of \$65,000. If necessary WDB could use management reserve funds to help balance the budget.

5.1 Fiscal Year 2019-20 Plan Update Discussion and Approval

RECOMMENDATION THAT THE EXECUTIVE COMMITTEE RECOMMEND WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVAL OF A WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) BALANCED BUDGET PLAN UPDATE FOR PROGRAM YEAR 2019-2020 INCLUDING A REQUEST TO THE STATE TO MOVE \$200,000 FROM DISLOCATED WORKER FUNDING TO ADULT SERVICES.

Motion to approve: Brian Gabler

Second: Gregory Liu

Motion carried.

6.0 Action Item

6.1 RECOMMENDATION THAT THE EXECUTIVE COMMITTEE OF THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) RECOMMEND TO THE WDB APPROVAL OF THE COMPREHENSIVE YOUTH SERVICES (RFP #1920.02). REQUEST FOR PROPOSAL (RFP) FOR PY2020-2021 FOR APPROXIMATELY \$1,070,000 IN WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) TITLE I CORE YOUTH FUNDS.

Rebecca Evans presented the Comprehensive Youth Services (RFP #1920.02) request for proposal (RFP) for PY 2020-2021 for approximately \$1,070,000 in Workforce Innovation and Opportunity Act (WIOA) Title I Core Youth Funds. The purpose of this RFP is to identify an experienced and qualified organization(s) to act as the WIOA Youth Program Operator in Ventura County. The selected contractor will be responsible for: (a) providing workforce services and support to youth in the community, and (b) fulfilling the purpose and intent of the WIOA. All programs must be responsive to WIOA regulations, local labor market demands, local standardized system policies, and operational directives. Successful programs will drive and deliver measurable outcomes, provide a quality customer experience, creatively leverage partner resources and operate with maximum cost efficiency and effectiveness.

Key points, *Ways to Reduce Barriers to Employment* by bringing multiple regions together. A provider can apply for more than 1 region, or multiple providers can work together to provide employment opportunities across regions. Emphasis was made in addressing the *Development of Career Pathways*, and moving closer to a *Real Time Frame* for clear contacting expectations in conducting outreach services.

Tracy Perez questioned, 'How do we ensure non-profits are monitoring themselves to ensure outreach processes are adequately managed?' An additional question by a WDB Member was, 'How we will measure success of these programs?' Suggestions presented by board members were to track the number of students served, measure jobs/training, number of students employed, number of students reconnected with school or furthering their education in other ways.

Concerns were addressed on best practices of addressing issues to *Barriers of Employment of Youth*, and if current programs representing our Youth are doing enough in reaching out to youth adequately. WDB Member questioned if contracts would be given to the same Youth Programs as previous years, and if not, how would we select new contractors? What criteria must be met? The regions proposed would include Oxnard, Ventura, Camarillo, Ojai, and Pt. Hueneme.

Motion to approve: Alex Rivera
Second: Brian Gabler
Jesus Torres Abstained (no vote)
Motion carried.

7.0 CWA Meeting of the Minds Conference

- PowerPoint Presentation

WDB Manager, Norman Albances gave an overview of experiences at the *CWA Meeting of the Minds* Conference, highlighting his impressions of the workshop - *Journey Toward an Engaged Board*, presented by Heather Henry (President/Executive Director, WDB of Solano County). Discussion included how to propose topics to Board Members in a more engaging manner that would stress presenting 'Real Time Data'. Other strategies were to survey Boards on an annual basis on effectiveness of meeting topics, added discussion items, and more presentations.

WDB Executive Director discussed how discovering improved methods of engaging the board is a living process.

Another workshop presented by Norman, *Lessons Learned from the Other States about how to Operate Streamlined AJCs: Findings from USDOL's National AJC Study*, presented by Kate Dunham (Director, Workforce and Human Services Division, Social Policy Research Associates), and Jessie Oettinger (Senior Associate, Social Policy Research Associates). The workshop presented data on a study of 40 American Job Centers across 18 states, reviewing the efficiency of the One-Stop Operator system, and the Job Center's ability of youth involvement in job core services. The data showed that smaller partners lacked the financial overhead to successfully provide necessary resources in assisting youth effectively. Local areas are operating with funding that is 40% less than 10 years ago. It is challenging for providers to provide all the necessary resources for optimum efficiency.

WDB Executive Director suggested that it is difficult to fund a 'One Stop Operator' functional model system for AJC's smaller partners.

WDB Manager, Patricia Duffy shared her experiences from the 'Meeting of the Minds' Conference. Workshop called *The Swiss Connection 2: From Concept to Implementation of Youth Apprenticeships*; presented by Vinz Koller (Senior Strategist Social Policy Research Associate) and colleagues. Workshop presented possibilities of development of the CYAC- California Youth Apprenticeship Coalition to build an integrated and universally accessible youth apprenticeship system that would potentially reach out to as many as \$500,000 Californians by 2029. Executive Director suggested that through policy decisions we may facilitate a process for the CYAC model in Ventura County. We have an opportunity as the WDB to take leadership in this area to lead the conversation toward workforce based learning.

- WDB Planning Meeting for October 24, 2019

Rebecca Evans to discuss key takeaways from the WDB Planning Meeting: How we organize our work and committees to achieve our goals.

7.0 Committee Member Comments

Tracy Perez announced that she will no longer be working with United Staffing effective immediately. Tracy has accepted a new position working with Manpower.

Tracy shared takeaways from the CWA Meeting of the Minds meeting in the past month, and that she appreciated how well our board engaged.

Patricia Schulz shared that the Membership Committee has 25 voting/4 non-voting members. In addition, Patricia advised that the Manufacturing Committee needs Chair Person, and requested volunteers from the WDB Members to consider taking on this role.

8.0 Adjournment

Motion to adjourn at 9:28 a.m. Gregory Liu

Second: Brian Gabler

Motion carried.

Next Meeting

November 14, 2019 (8:00 a.m.-9:30 a.m.)

United Food and Commercial Workers, Local 770

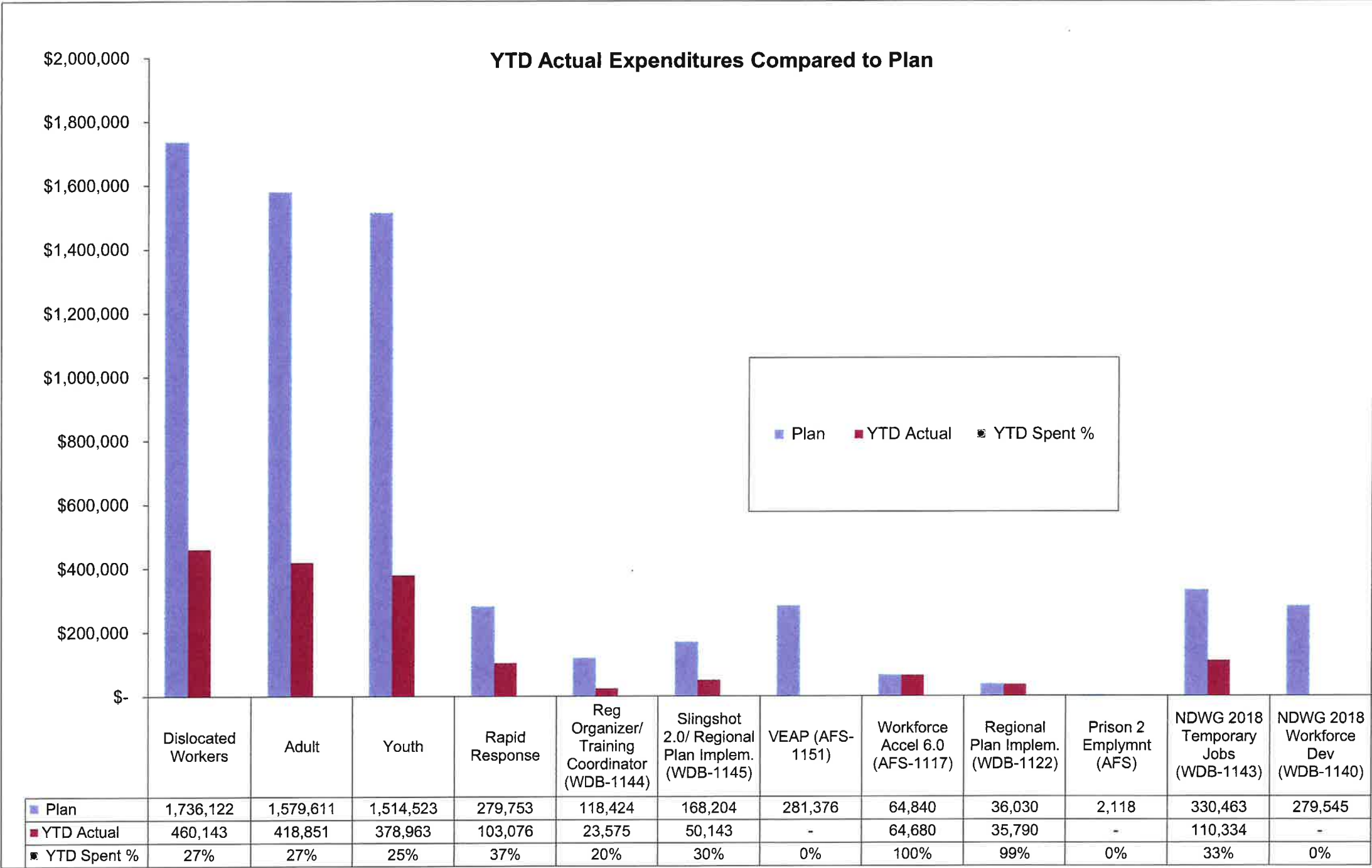
816 Camarillo Springs Road (Meeting Room), Camarillo



FINANCIAL STATUS REPORT for FISCAL YEAR 2019-2020

Year to Date Expenditures from 7/1/19 to 9/30/19 (25% into the Fiscal Year)

Submitted on: November 14, 2019



Name of Grants	Total		YTD Spent %
	Plan	YTD Actual	
Dislocated Workers	1,736,122	460,143	27%
Adult	1,579,611	418,851	27%
Youth	1,514,523	378,963	25%
Rapid Response	279,753	103,076	37%
Reg Organizer/ Training Coordinator (WDB-1144)	118,424	23,575	20%
Slingshot 2.0/ Regional Plan Implem. (WDB-1145)	168,204	50,143	30%
VEAP (AFS-1151)	281,376	-	0%
Workforce Accel 6.0 (AFS-1117)	64,840	64,680	100%
Regional Plan Implem. (WDB-1122)	36,030	35,790	99%
Prison 2 Emplmnt (AFS)	2,118	-	0%
NDWG 2018 Temporary Jobs (WDB-1143)	330,463	110,334	33%
NDWG 2018 Workforce Dev (WDB-1140)	279,545	-	0%
Prison 2 Employment Imp (AFS) 7/1/19-6/30/22	257,359	-	0%
Total	\$ 6,648,369	\$ 1,645,555	24.75%

FINANCIAL STATUS REPORT for FISCAL YEAR 2019-2020												
Year to Date Expenditures from 7/1/19 to 9/30/19 (25% into the Fiscal Year)												
Name of Grants	Salaries and Benefits			Direct Program/WIOA Special Projects			Other Operating Expenses			Total		
	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan	YTD Actual	Plan Balance
Core Grants:												
Dislocated Worker	1,093,277	330,365	30%	427,250	63,824	15%	215,595	65,955	31%	1,736,122	460,143	1,275,978
Adult	994,135	291,425	29%	384,750	75,916	20%	200,726	51,510	26%	1,579,611	418,851	1,160,760
Youth	219,730	43,711	20%	1,101,500	294,238	27%	193,292	41,014	21%	1,514,523	378,963	1,135,560
Rapid Response	125,456	37,409	30%	103,000	55,024	53%	51,297	10,643	21%	279,753	103,076	176,677
Other Grants:												
Reg Organizer/ Training Coordinator (WDB-1144) (4/1/19-9/30/20)	80,254	21,690	27%	15,867	-	0%	22,303	1,886	8%	118,424	23,575	94,849
Slingshot 2.0/ Regional Plan Implem. (WDB-1145) (4/1/19-9/30/20)	41,268	4,924	12%	112,068	44,245	39%	14,869	973	7%	168,204	50,143	118,062
VEAP (AFS-1151) (6/1/19-12/31/20)	116,507	-	0%	150,000	-	0%	14,869	-	0%	281,376	-	281,376
Workforce Accel 6.0 (AFS-1117) (2/1/18-9/30/19)	27,208	27,208	100%	31,685	31,694	100%	5,947	5,778	97%	64,840	64,680	161
Regional Plan Implem. (WDB-1122) (1/1/18-9/30/19)	-	-	0%	33,800	33,854	100%	2,230	1,937	87%	36,030	35,790	240
Prison 2 Employment (AFS) (10/1/18-3/31/20)	-	-	0%	2,118	-	0%	-	-	0%	2,118	-	2,118
NDWG 2018 Temporary Jobs (WDB-1143) (12/6/18-12/31/20)	20,139	780	4%	302,890	98,014	32%	7,434	11,540	155%	330,463	110,334	220,129
NDWG 2018 Workforce Dev (WDB-1140) (12/6/18-12/31/20)	36,646	-	0%	235,465	-	0%	7,434	-	0%	279,545	-	279,545
Prison 2 Employment Imp (AFS) 7/1/19-6/30/22	106,924	-	0%	143,000	-	0%	7,434	-	0%	257,359	-	257,359
Total WIOA Grants	\$ 2,861,544	\$ 757,513	26%	\$ 3,043,393	\$ 696,808	23%	\$ 743,431	\$ 191,234	26%	\$ 6,648,369	\$ 1,645,555	25% \$ 5,002,814

FINANCIAL STATUS REPORT for FISCAL YEAR 2019-2020												
Year to Date Expenditures from 7/1/19 to 9/30/19 (25% 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
CORE GRANTS:												
Dislocated Worker	298,047	32,318	330,365	6,305	57,519	63,824	11,241	54,714	65,955	315,593	144,551	460,143
Adult	262,916	28,509	291,425	(24,858)	100,775	75,916	8,714	42,796	51,510	246,771	172,080	418,851
Youth	39,435	4,276	43,711	148,224	146,014	294,238	7,278	33,736	41,014	194,937	184,026	378,963
Rapid Response	33,750	3,660	37,409	15,186	39,838	55,024	1,846	8,797	10,643	50,782	52,295	103,076
OTHERS:												
Reg Organizer/ Training Coordinator (WDB-1144)	20,757	933	21,690	-	-	-	338	1,547	1,885	21,095	2,480	23,575
Slingshot 2.0/ Regional Plan Implem. (WDB-1145)	4,443	482	4,924	-	44,245	44,245	174	799	973	4,617	45,525	50,143
VEAP (AFS-1151)	-	-	-	-	-	-	-	-	-	-	-	-
Workforce Accel 6.0 (AFS-1117)	27,208	-	27,208	6,731	24,963	31,694	1,036	4,742	5,778	34,975	29,705	64,680
Regional Plan Implem. (WDB-1122)	-	-	-	8,841	25,013	33,854	347	1,589	1,937	9,188	26,602	35,790
Prison 2 Employment (AFS)	-	-	-	-	-	-	-	-	-	-	-	-
NDWG 2018 Temporary Jobs (WDB-1143)	704	76	780	51,983	46,031	98,014	2,069	9,472	11,540	54,755	55,579	110,334
NDWG 2018 Workforce Dev (WDB-1140)	-	-	-	-	-	-	-	-	-	-	-	-
Total WIOA Grants	\$ 687,259	\$ 70,254	\$ 757,513	\$ 212,411	\$ 484,398	\$ 696,808	\$ 33,042	\$ 158,191	\$ 191,233	\$ 932,712	\$ 712,843	\$ 1,645,555

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 7/1/19 to 9/30/19 (25% into the Fiscal Year)

Rpt Line #	Program Year Funding and Traing Expenditures	14-16 Grants (Due 10/1/16)	15-17 Grants K698402 (Due 10/1/17)	16-18 Grants K7102079 (Due 10/1/18)	17-19 Grants K8106696 (Due 10/1/19)	18-20 Grants K8106696 (Due 10/1/20)
4)	Adult and Dislocated Worker Formula Fund Allocations	4,092,349	4,133,724	4,014,468	3,728,337	3,302,367
5)	Training Expenditures Required	1,023,087	1,240,117	1,204,340	1,118,501	990,710
	<i>Training Expenditures % Required</i>	25%	30%	30%	30%	30%
6)	Formula Fund Training Expenditures	1,128,877	941,344	810,112	793,594	127,176
7)	Leveraged Resources					
	- Total Leveraged Resources	425,933	348,361	460,403	380,348	102,329
	- Maximum Allowed Leveraged Resources (10%)	409,235	413,372	401,447	372,834	330,237
	- Total Leveraged Resources Used Towards Training Expenditures	409,235	348,361	401,447	372,834	102,329
8)	Total Amount Spent On Training (should equal/exceed Line 5)	1,538,112	1,289,705	1,211,559	1,166,428	229,505
	% of Training Requirement Met (final goal is 100%)	150%	104%	101%	104%	23%

9)	Leveraged Resources Detail (notes)					
	(a) Pell Grant	135,654	150,761	46,245	116,919	25,125
	(b) Programs Authorized by the Workforce Innovation and Opportunity Act	-				
	(c) Trade Adjustment Assistance (EDD)	-				
	(e) Match Fund from Employers, and Industry Associations (OJT 50%)	290,279	197,600	355,201	255,915	77,204
	Total	425,933	348,361	401,447	372,834	102,329
	Legends/Coding for Source/Type of Leveraged Resources: 9a) = Pell Grant 9b) = Programs Authorized by the Workforce Innovation and Opportunity Act (specify) 9c) = Trade Adjustment Assistance 9d) = Dept of Labor National Emergency Grants 9e) = Match funds from employers, industry, and industry associates (specify) 9f) = Match funds from joint labor-management trusts (specify) 9g) = Employment Training Panel grants					

NOTES:

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

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

FY 2019-20 WIOA BUDGET PLAN (Approved at 10/10/19 WDB Executive Meeting)																	
		Dislocated Worker	Adult	Youth	Rapid Response	Reg Organizer/ Training Coordinator (WDB-1144)	Slingshot 2.0/ Regional Plan Implem. (WDB-1145)	VEAP (AFS-1151)	Workforce Accel 6.0 (AFS-1117)	Regional Plan Implem. (WDB-1122)	Prison 2 Employment (AFS)	NDWG 2018 Temporary Jobs (WDB-1143)	NDWG 2018 Workforce Dev (WDB-1140)	Prison 2 Employment Imp (AFS)	FY 19-20 Plan	Year to Date Expenditures from 7/1/19 to 9/30/19 (25% into the Fiscal Year)	FY 18-19 Actual
Revenue Projection:						4/1/19-9/30/20	4/1/19-9/30/20	6/1/19-12/31/20	2/1/18-9/30/19	1/1/18-9/30/19	10/1/18-3/31/20	12/6/18-12/31/20	12/6/18-12/31/20	7/1/19-6/30/22			
1	FY19 -20 Grants (Based on FY 19/20 DW, AD, YTH Allocation)	-2.0%	1,915,927	1,386,440	1,506,029	278,343	157,300	180,000	488,635	250,000	350,000	47,500	333,333	277,071	710,197	7,880,775	7,628,449
2	FY 19 -20 Mgmt. Reserve:(2.0% DW, Adult, Youth)		(38,319)	(27,729)	(30,121)	-	(25,000)	(14,000)	(200,000)	-	-	-	-	-	(450,000)	(785,169)	(797,950)
3	Transfer DW to Adult		(200,000)	200,000	-	-	-	-	-	-	-	-	-	-	-	-	-
4	Grant balance rollover		58,544	21,533	38,746	1,659	(12,898)	-	(177,244)	(290,600)	(45,382)	(4,103)	-	-	(409,745)	(308,838)	(178,702)
5	Spent in prior years		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	Balance rolled over from prior year grants:																
7	FY 18 -19 Mgt Reserve		-	-	-	-	-	-	-	-	-	-	-	-	-	-	168,412
8	Additional rollover - Salaries Savings/		-	-	-	-	-	-	-	-	-	-	-	-	-	-	130,600
9	Overhead Saving/(Overage)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10	FY 18-19 Unspent Direct expense		-	-	-	-	-	-	-	-	-	-	-	-	-	-	362,546
11	ITA/OJT Committed FY18-19 Spent in FY19-20		-	-	-	-	-	-	-	-	-	-	-	-	-	-	62,097
12	Total Available Grants to be Spent		1,736,152	1,580,244	1,514,654	280,002	119,402	166,000	288,635	72,756	59,400	2,118	329,230	277,071	260,197	6,685,861	7,066,614
13	Grants %		26.0%	23.6%	22.7%	4.2%	1.8%	2.5%	4.3%	1.1%	0.9%	0.0%	4.9%	4.1%	3.9%	100.0%	
14	AFS FTEs Assigned to the programs		7.70	6.95	0.10	0.50	-	-	0.25	-	-	0.10	0.10	0.30	16.00	24.00	
15	% Direct FTES Allocated to Grants		48.1%	43.4%	0.6%	3.1%	0.0%	0.0%	1.6%	0.0%	0.0%	0.6%	0.6%	1.9%	100.0%		
16	% Admin Staff Allocated to Grants		24.0%	24.0%	27.00%	8.00%	1.0%	5.0%	0.0%	0.0%	0.0%	1.0%	3.0%	5.0%	100.0%		
17	Expenditure Projection:																
18	Salaries and Benefits:																
19	WIOA Career Srv (16 FTE's)	1,901,699	915,192	826,050	11,886	59,428	-	-	27,208	-	-	11,886	11,886	35,657	1,899,193	586,555	31%
20	WDB Admin (6 FTE's)	825,351	198,084	198,084	222,845	66,028	8,254	41,268	16,507	-	-	8,254	24,761	41,268	825,351	152,754	19%
21	Staff Cost from HSO		-	-	-	-	72,000	100,000	-	-	-	-	-	30,000	202,000	18,204	9%
22	Salaries Reduction		(20,000)	(30,000)	(15,000)	-	-	-	-	-	-	-	-	-	(65,000)	-	0%
23	Subtotal Salaries and Benefits		1,093,277	994,135	219,730	125,456	80,254	41,268	116,507	27,208	-	20,139	36,646	106,924	2,861,544	757,513	26%
24	Direct Expenses:																
25	<u>Grant Specific Contracts</u>																
26	EDC-VC Business Services		-	-	-	90,000	-	90,000	-	15,800	-	-	-	-	195,800	110,356	56%
27	Boys and Girls Club: Core Program		-	-	535,000	-	-	-	-	-	-	-	-	-	535,000	198,160	37%
28	PathPoint: Core Program		-	-	535,000	-	-	-	-	-	-	-	-	-	535,000	85,983	16%
29	Goodwill		-	-	-	-	-	-	-	-	-	301,515	231,340	70,000	602,855	-	0%
30	VACE (100k 3 yrs)		-	-	-	-	-	-	-	-	-	-	-	35,000	35,000	-	0%
31	AFS-CalWORKs Activities		-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
32	Subtotal - Contracted Program Expense		-	-	1,070,000	90,000	-	90,000	-	15,800	-	301,515	231,340	105,000	1,903,655	394,499	21%
33	<u>Client Expenses:</u>																
34	ITA / OJT (30% required - 10% leverage)		342,000	240,000	-	-	-	50,000	-	-	-	-	-	33,000	665,000	-	0%
35	ITA / OJT Committed 18-19 Spent in 19-20		23,000	92,000	-	-	-	100,000	-	-	-	-	-	-	215,000	123,174	57%
36	Others/Childcare/Trans - JTA		15,000	15,000	-	-	-	-	-	-	-	-	-	5,000	35,000	4,750	14%
37	Subtotal - Client Expense		380,000	347,000	-	-	-	150,000	-	-	-	-	-	38,000	915,000	127,925	14%
38	<u>Other Allocated/Contracted Expenses</u>																
39	Contractual Services		-	-	-	-	13,000	20,000	30,185	16,200	2,118	-	-	-	81,503	160,889	197%
40	Outreach - theAgency	75,000	26,250	20,250	22,500	6,000	-	-	-	-	-	-	-	-	75,000	10,251	14%
41	Outreach/Conference -WDB	39,935	12,000	12,000	7,000	4,000	2,867	2,068	1,500	1,800	-	-	-	-	43,235	3,245	8%
42	WDB Expense - Non Staff	8,000	4,000	2,000	2,000	-	-	-	-	-	-	-	-	-	8,000	-	0%
43	Outreach/Meeting/Conf-AFS	17,000	5,000	3,500	3,000	-	-	-	-	-	-	1,375	4,125	-	17,000	-	0%
44	Subtotal - other allocated expense		47,250	37,750	31,500	13,000	15,867	22,068	31,685	18,000	2,118	1,375	4,125	-	224,738	174,385	78%
45	Subtotal- Program/Clients Expenses		427,250	384,750	1,101,500	103,000	15,867	112,068	31,685	33,800	2,118	302,890	235,465	143,000	3,043,393	696,808	23%
46	Total Direct Program Expense		1,520,527	1,378,885	1,321,230	228,456	96,121	153,336	266,507	58,893	33,800	323,029	272,111	249,924	5,904,937	1,454,321	25%

																Year to Date Expenditures from 7/1/19 to 9/30/19 (25% into the Fiscal Year)		FY 18-19 Actual
		Dislocated Worker	Adult	Youth	Rapid Response	Reg Organizer/ Training Coordinator (WDB-1144)	Slingshot 2.0/ Regional Plan Implem. (WDB-1145)	VEAP (AFS-1151)	Workforce Accel 6.0 (AFS-1117)	Regional Plan Implem. (WDB-1122)	Prison 2 Employment (AFS)	NDWG 2018 Temporary Jobs (WDB-1143)	NDWG 2018 Workforce Dev (WDB-1140)	Prison 2 Employment Imp (AFS)	FY 19-20 Plan			
Overhead/Administration:		29.00%	27.00%	26.00%	6.90%	3.00%	2.00%	2.00%	0.80%	0.30%	0.00%	1.00%	1.00%	1.00%	100.0000%			
A	Communication/Voice/data 70,000	20,300	18,900	18,200	4,830	2,100	1,400	1,400	560	210	-	700	700	700	70,000	22,231	32%	64,249
	Insurance 16,000	4,640	4,320	4,160	1,104	480	320	320	128	48	-	160	160	160	16,000	4,000	25%	18,409
	Facilities Maint. 96,000	27,840	25,920	24,960	6,624	2,880	1,920	1,920	768	288	-	960	960	960	96,000	24,000	25%	94,402
	Membership and dues 12,000	3,480	3,240	3,120	828	360	240	240	96	36	-	120	120	120	12,000	8,777	73%	11,282
	Education allowance (consolidated with line 64+65) 0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
A	Indirect cost recovery(County A87) 78,331	22,716	21,149	20,366	5,405	2,350	1,567	1,567	627	235	-	783	783	783	78,331	19,583	25%	82,146
A	Books and Publication 5,000	1,450	1,350	1,300	345	150	100	100	40	15	-	50	50	50	5,000	1,250	25%	15,548
	Office Equip./Supp. & Furniture/Fixtures<5000 12,000	3,480	3,240	3,120	828	360	240	240	96	36	-	120	120	120	12,000	707	6%	8,119
A	Mail Center - ISF 7,000	2,030	1,890	1,820	483	210	140	140	56	21	-	70	70	70	7,000	1,750	25%	7,124
A	Purchase Charges - ISF 4,000	1,160	1,080	1,040	276	120	80	80	32	12	-	40	40	40	4,000	1,000	25%	3,645
A	Copy Machine - ISF 7,100	2,059	1,917	1,846	490	213	142	142	57	21	-	71	71	71	7,100	1,775	25%	2,586
A	Information Tech - ISF 9,000	2,610	2,430	2,340	621	270	180	180	72	27	-	90	90	90	9,000	2,563	28%	7,295
A	Computer Services Non ISF 28,000	8,120	7,560	7,280	1,932	840	560	560	224	84	-	280	280	280	28,000	7,000	25%	28,056
A	Building Lease/Rental 80,000	23,200	21,600	20,800	5,520	2,400	1,600	1,600	640	240	-	800	800	800	80,000	20,000	25%	89,283
	Storage Charges - ISF 7,000	2,030	1,890	1,820	483	210	140	140	56	21	-	70	70	70	7,000	1,999	29%	7,916
	Mileage Reimb. - Staffs only 24,000	6,960	6,480	6,240	1,656	720	480	480	192	72	-	240	240	240	24,000	6,440	27%	20,346
	Conference/Seminars - AFS Staffs 5,000	1,450	1,350	1,300	345	150	100	100	40	15	-	50	50	50	5,000	741	15%	10,435
	Conference and Seminars - WDB Staffs 20,000	5,800	5,400	5,200	1,380	600	400	400	160	60	-	200	200	200	20,000	2,335	12%	26,275
A	Fiscal/HR/BTD/ET (HSA) 250,000	72,500	67,500	65,000	17,250	7,500	5,000	5,000	2,000	750	-	2,500	2,500	2,500	250,000	62,500	25%	264,899
	Attorney Fees 8,000	2,320	2,160	2,080	552	240	160	160	64	24	-	80	80	80	8,000	1,607	20%	2,453
	Other misc. Admin Services 5,000	1,450	1,350	1,300	345	150	100	100	40	15	-	50	50	50	5,000	977	20%	693
Subtotal Overhead 743,431		215,595	200,726	193,292	51,297	22,303	14,869	14,869	5,947	2,230	-	7,434	7,434	7,434	743,431	191,233	26%	765,160
Planned Total Grant Expenses		1,736,122	1,579,611	1,514,523	279,753	118,424	168,204	281,376	64,840	36,030	2,118	330,463	279,545	257,359	6,648,369	1,645,555	25%	6,722,745
A	Admin Rate for State Reporting	7%	7%	7%	10%	10%	5%	3%	5%	3%	0%	1%	1%	2%	6%			
	Admin Rate (State Reported + Other)	12%	13%	13%	18%	19%	9%	5%	8%	4%	0%	2%	3%	3%	11%			
Work in Progress: Grant Balances		30	633	131	249	978	(2,204)	7,259	7,916	23,370	-	(1,233)	(2,474)	2,838	37,490			
Actual Spend Through 9/30/19		460,143	418,851	378,963	103,076	23,575	50,143	-	64,680	35,790	-	110,334	-	-				
% of Actual to Budget (25% Through the Fiscal Year)		27%	27%	25%	37%	20%	30%	0%	100%	99%	0%	33%	0%	0%				
Unspent Through 9/30/19		1,276,009	1,161,393	1,135,691	176,926	95,827	115,857	288,635	8,076	23,610	2,118	218,896	277,071	260,197				
Plan Updates		1 11/7/2019 Updated WAF (#1117) and RPI (#1122) to reflect revised projected spending for FY 19/20																



WORKFORCE DEVELOPMENT BOARD

2901 N. Ventura Road, Oxnard, CA 93036

(805) 477-5306

workforceventuracounty.org

TO: EXECUTIVE COMMITTEE

FROM: REBECCA EVANS, WDB EXECUTIVE DIRECTOR

DATE: November 14, 2019

SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE OF THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY APPROVE THE APPLICATION FOR FUNDING THROUGH THE RPI/SLINGSHOT 3.0 GRANT

RECOMMENDATION:

Recommendation that the Executive Committee of the Workforce Development Board of Ventura County approve the application for funding through the RPI/Slingshot 3.0 grant.

BACKGROUND:

"In 2014 the CWDB embarked upon the SlingShot Challenge, an effort to accelerate income mobility through regional collaboration. Local Workforce Development Boards (LWDB) developed SlingShot regions to work with industry, education, labor, workforce and economic development leaders to identify and solve regional employment challenges. The federal Workforce Innovation and Opportunity Act (WIOA) gave statutory relevance to the SlingShot initiative requiring States to designate regional planning units (RPU) aligned with regional labor markets and requiring regional workforce plans to facilitate the implementation of sector strategies, the coordination and alignment of service delivery systems, the pooling of administrative costs, and the collective development of shared strategies among regionally organized Local Boards. To support the implementation of the regional plans, the CWDB funded **Regional Organizers** in each region to support ongoing efforts to enhance collaboration of regional workforce leaders and implement the Regional Plans, **Regional Training Coordinators** to ensure that the staff and partners involved in the regional workforce system receive training and professional development, and **Regional Plan Implementation Grants** to invest in the efforts of the RPU to implement the goals and objectives of their regional plan."

DISCUSSION:

"The Labor and Workforce Development Agency (LWDA), the California Workforce Development Board (CWDB), and the Employment Development Department (EDD) recently announced \$5,000,000 in Workforce Innovation and Opportunity Act (WIOA) Governor's discretionary funds for Regional Plan Implementation (RPI)/Slingshot 3.0, focused on the implementation of the Regional Workforce Plans created by California's fourteen (14) Regional Planning Units (RPU).

The purpose of the RPI/Slingshot 3.0 funding is to support the RPU in their efforts to develop regional leadership, and organize regional industry leaders and workforce, education, and economic development partners to attain scale and impact.

Additionally, to support priority objectives the CWDB has designed the High Road Training Partnership (H RTP) and the High Road Construction Careers (HRCC) approach to model a sector strategy that can address critical issues of equity, job quality, and environmental sustainability. H RTPs are industry-based, worker-focused training partnerships that build skills for California's high road employer firms that compete based on quality of product and service achieved through innovation and investment in human capital and can thus generate family-supporting 'high road' jobs where workers have agency and voice.

RPI/Slingshot 3.0 funding allows RPU s the opportunity to strategize and develop initiatives and partnerships to accomplish this and support continued efforts in implementing the three policy objectives of the California's Strategic Workforce Plan:

Fostering "demand-driven skills attainment" in 'high road' jobs that are in demand. Workforce and education programs need to align program content with the state's H RTP industry sector needs to provide California's employers and businesses with the skilled workforce necessary to compete in the global economy. Enabling upward mobility for all Californians, including populations with barriers to employment. Workforce and education programs need to be accessible for all Californians and ensure that everyone has access to a marketable set of skills and can access the level of education necessary to get a good job that ensures both long-term economic self-sufficiency and economic security."

If you have questions or need more information, contact me at (805)477-5306 or email rebecca.evans@ventura.org.



WORKFORCE DEVELOPMENT BOARD

2901 N. Ventura Road, Oxnard, CA 93036

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workforceventuracounty.org

TO: EXECUTIVE COMMITTEE

FROM: TONY SKINNER, CHAIR, PROGRAMS COMMITTEE

DATE: NOVEMBER 14, 2019

SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE RECOMMEND TO THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVAL OF THE ATTACHED WDB POLICIES FOR WIOA ADULT, DISLOCATED WORKER, AND YOUTH PROGRAMS:

- 1) WDB POLICY #2019-02 - DEBT COLLECTION**
- 2) WDB POLICY #2019-04 - DEFINITION OF BASIC SKILLS DEFICIENT**
- 3) WDB POLICY #2019-07 - PRIORITY OF SERVICE**

RECOMMENDATION

Recommendation that the Executive Committee recommend to the Workforce Development Board of Ventura County (WDB) approval of the attached WDB policies for WIOA Adult, Dislocated Worker, and Youth Programs:

- 1) WDB Policy #2019-02 - Debt Collection
- 2) WDB Policy #2019-04 - Definition of Basic Skills Deficient
- 3) WDB Policy #2019-07 - Priority of Service

BACKGROUND

All WIOA Title-I Adult, Dislocated Worker, Rapid Response and Youth program operators in the American Job Center of California (AJCC) delivery system are required to meet applicable local, state, and federal requirements including negotiated local area performance goals and required state rapid response reporting for a successful and sustainable regional workforce system. WIOA Title-I programs for Adults, Dislocated Workers, and Rapid Response are managed by the Human Services Agency, Adult and Family Services Department (AFS); and Youth programs are managed by independent contracts with agencies outside County government. Levels of performance will be determined by the WDBVC on an annual basis.

WDB policies are intended to support the local and regional strategic plans and ensure continuous improvement and alignment with mandated guidance from WIOA law, Federal Register - Code of Federal Regulation (CFR); Department of Labor - Training and Employment Guidance Letters (TEGL); and Employment Development Department Directives.

Presented for your committee's review are new WDB policies (Policy #2019-02, Policy #2019-04, and Policy #2019-07) that will comply with current DOL TEGL and EDD directives. WDB administration staff have prepared these policies and procedures in consultation with service providers and HSA staff. On November 6, 2019, the Programs Committee reviewed and recommended these policies to the Executive Committee for their approval.

It is recommended that your committee recommend to the WDB for their approval of these policies at their next meeting. The policies are attached to this action item.

If you have questions or need more information, contact Norman Albances at (805) 289-8128, email norman.albances@ventura.org.

Attachments:

- 1) WDB Policy #2019-02 - Debt Collection
- 2) WDB Policy #2019-04 - Definition of Basic Skills Deficient
- 3) WDB Policy #2019-07 - Priority of Service



DEBT COLLECTION

PURPOSE

This policy provides guidance regarding prior for debt collection associated with the misexpenditure of Workforce Innovation and Opportunity Act (WIOA) funds.

SCOPE

The Workforce Development Board of Ventura County (WDBVC) and its contractors and subrecipients.

REFERENCES

- Workforce Innovation and Opportunity Act, Section 184, Fiscal Controls; Sanctions
- Workforce Services Directive WIAD01-5, Debt Collection (September 10, 2001)

POLICY

The Workforce Development Board of Ventura County (WDBVC) is responsible for their subrecipient audit resolution and aggressive debt collection action. At the State level, audit resolution and debt collection are the responsibility of the Employment Development Department's (EDD) Compliance Review Division (CRD).

The settlement of all debts resulting from fraud, malfeasance, misapplication of funds or other serious violations or illegal acts must be cash from nonfederal sources. Funds collected by WDBVC in settlement of these debts must be returned to CRD immediately on their receipt. The mailing address for CRD is:

Employment Development Department
Compliance Review Division, MIC 22M
P.O. Box 826880
Sacramento, CA 94280-0001

The WDBVC must maintain records that document the action taken with respect to debt collection, restoration, or other debt resolution activities. The WDBVC must also document the reason for the action taken.

When the debt was not a result of fraud, malfeasance, misapplication of funds or other serious violations of illegal acts, the cash repayment of the disallowance is a credit to the title and year to which it was originally charged. The credit reduces the expenditures of the period of the cost that was refunded. If the year of allocation is still open, WDBVC may expend the funds within the

cost limits. Cash payment received after the fund availability period must be remitted to CRD.

Debt collection procedures include:

- A process for notifying subrecipients of the establishment of the debt, their appeal rights, the date that the debt will be considered delinquent, the sanctions (which may include but are limited to debarment) if the debt is not repaid and the interest rate charged, if any.
- The requirement that that three (3) debt collection letters be sent to the subrecipient at no less than 30 calendar day intervals.
- The establishment of an outstanding debt category in the local area's accounts receivable system.
- The WDBVC standards and specifications for terminating, comprising, and litigating debts; and
- An audit resolution tracking log shall document the disposition of reported questioned costs and corrective actions taken for all findings and shall maintain a permanent record of all debt cases and their status.

To be relieved of liability for a subrecipient's debt, the WDBVC must submit a written request that EDD seek the Department of Labor agreement to forego collection action to the CRD. Requests must include documentation and other demonstrations of facts showing compliance with WIOA Section 184(d) and Title 20 CFR 683.740 to CRD. Mere statements of compliance and recitation of the criteria will not be acceptable. Without the prior approval of both CRD and DOL, The WDBVC will remain responsible for repayment of the entire debt.

All WIOA debts must be paid within 30 calendar days of the date on which the debt was established as final. If the debtor is unable to make restitution in full, an installment repayment agreement may be negotiated. Installment repayment agreements must be short in duration, from 3 to 12 months, with a maximum of 36 months. The length of the repayment agreement will be negotiated based on the size of the debt and the debtor's ability to pay. All installment repayment agreements must have prior approval by the CRD.

ACTION

Bring this policy to the attention of all affected staff.

INQUIRIES

Inquiries regarding this policy can be addressed to the WDBVC at 805-477-5306.

/S/ Rebecca Evans, Executive Director
Workforce Development Board of Ventura County



DEFINITION OF BASIC SKILLS DEFICIENT

PURPOSE

This policy provides guidance on the definition of basic skills deficient.

SCOPE

The Workforce Development Board of Ventura County (WDBVC) and its contractors and subrecipients.

REFERENCES

- Workforce Innovation and Opportunity Act, Public Law 113-128
- Workforce Services Directive WSD17-07, WIOA Youth Program Requirements (January 16, 2018)

POLICY

WIOA provides states and or local areas with the authority to develop policy on Part B of the basic skills deficient definition.

Eligibility Criteria	Acceptable Documentation
(A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level (8.9 or below) on a generally accepted standardized test; or	Scores of a generally accepted standardized test or a comparable score on a criterion referenced test
(B) who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual's family, or in society.	Scores of a generally accepted standardized test or a comparable score on a criterion referenced test; school documentation indicating basic skill deficiency; employer statement
<i>Considerations for defining "at a level necessary to function on the job, in the individual's family, or in society":</i> <ul style="list-style-type: none">• Computer skills• Financial literacy• Ability to follow directions• Ability to relay information accurately	<i>Detailed case notes based on reliable information are acceptable to explain "at a level necessary to function on the job, in the individual's family, or in society". In addition to standard requirements for all case notes, those case notes must also detail how that determination was made.</i>

<ul style="list-style-type: none">• <i>Ability to receive, attend to, interpret, and respond to verbal messages and other cues</i>	
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ACTION

Bring this policy to the attention of all affected staff.

INQUIRIES

Inquiries regarding this policy can be addressed to the WDBVC at 805-477-5306.

/S/ Rebecca Evans, Executive Director
Workforce Development Board of Ventura County



PRIORITY OF SERVICE

PURPOSE

This policy provides the guidance and establishes the procedures regarding the priority of service requirement for U.S. Department of Labor (DOL) funded programs and services.

This policy supersedes Local Policy Bulletin #2018-01 Veteran and Adult Priority of Service, dated August 23, 2018. Retain this policy until further notice.

SCOPE

The Workforce Development Board of Ventura County (WDBVC) and its contractors and subrecipients.

REFERENCES

- WIOA (Public Law 113-128) Sections 3(5), 3(36), and 3(50), and 134
- Workforce Services Directive WSD15-14 (PDF), Subject: WIOA Adult Program Priority of Service (January 22, 2016)
- Workforce Services Directive WSD19-04 (PDF), Subject: Priority of Service for Veterans and Eligible Spouses (September 11, 2019)

POLICY

Definitions

The definitions listed below are for the purposes of implementing priority of service only. The definitions of “veteran” and “eligible spouse” applicable to the priority of service requirement are different from, and broader than, the definitions of “veteran” and “other eligible persons” applicable to services provided by the Disabled Veterans’ Outreach Program Specialist and Local Veterans’ Employment Representative staff.

Basic Skills Deficient – An individual that is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society (WIOA Section 3[5]). Criteria used to determine whether an individual is basic skills deficient includes the following:

- Lacks a high school diploma or high school equivalency and is not enrolled in postsecondary education.
- Enrolled in a Title II Adult Education/Literacy program.
- English, reading, writing, or computing skills at or below the 8th grade level (8.9 or below) on a generally accepted standardized test.

The Workforce Development Board of Ventura County is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

- Determined to be Limited English Skills proficient through staff-documented observations.
- Other objective criteria determined to be appropriate by the Local Area and documented in its required policy.

Case Notes – Paper or electronic statements by the case manager that identifies, at a minimum, (1) a participant's status for a specific data element, (2) the date on which the information was obtained, and (3) the case manager who obtained the information. If case notes are used as a documentation source, the case notes must provide an auditable trail back to the source of information verified. The case manager does not need to keep a hard copy of the information verified in the participant's case file.

Example: A case manager verifies an individual is basic skills deficient by viewing school records, specifically, enrollment in a Title II Adult Education/Literacy program. The case notes must include auditable information, such as the name of the school and the date of enrollment, which could allow an auditor/monitor to later retrieve this information. The case manager would not need to keep a hard copy of the school record in the participant's file (TEGL 06-14, Attachment A).

Covered Person – a veteran or eligible spouse.

Eligible Spouse – the spouse (including the same-sex spouse) of any of the following:

- a. Any veteran who died of a service-connected disability.
- b. Any member of the Armed Forces serving on active duty who, at the time of application or the priority, is listed in one or more of the following categories and has been so listed for a total of more than 90 days:
 - i. Missing in action.
 - ii. Captured in the line of duty by a hostile force.
 - iii. Forcibly detained or interned in the line of duty by a foreign government or power.
- c. Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the U.S. Department of Veterans Affairs (VA).
- d. Any veteran who died while a disability, as indicated in category c. of this definition, was in existence.

A spouse whose eligibility is derived from a living veteran or service member (i.e., categories b. or c. above) would lose his or her eligibility if the veteran or service member were to lose the status that is the basis for the eligibility (e.g., if a veteran with a total service-connected disability were to receive a revised disability rating at a lower level), or upon divorce from the veteran or service member.

Note: A surviving spouse who is a widow or widower AND remarries on or after December 16, 2003, AND on or after attaining age 57, is entitled to continue to receive Dependency and Indemnity Compensation.

Low-Income – An individual that meets one of the four criteria below:

1. Receives, or in the past six months has received, or is a member of a family that is receiving, or in the past six months has received, assistance through the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance For Needy Families (TANF), program supplemental security income program, or state or local income-based public assistance.
2. In a family with total family income that does not exceed the higher of the following:
 - a. The poverty line.
 - b. 70 percent of the Lower Living Standard Income Level.
3. A homeless individual.
4. An individual with a disability whose own income does not exceed the income requirement, but is a member of a family whose total income does. (Reference WIOA Section 3[36])

Non-covered Person – any individual who neither meets the definition of veteran nor the definition of eligible spouse.

Public Assistance Recipient – An individual that receives federal, state, or local government cash payments for which eligibility is determined by a needs or income test (WIOA Section 3[50]).

Point of Entry – the point at which a veteran or eligible spouse expresses an interest in receiving employment, training, and placement services. It may be in-person or online, and can include physical locations such as reception areas, resource areas, and self-service kiosks in an America's Job Center of California (AJCC), as well as websites such as CalJOBS, and other virtual service delivery resources.

Priority of Service – with respect to any qualified job training program, a covered person shall be given priority over a non-covered person for the receipt of employment, training, and placement services provided under that program, notwithstanding any other provision of the law. Such priority includes giving access to such services to a covered person before a noncovered person or, if resources are limited, giving access to such services to a covered person instead on a non-covered person.

Program Operator – a recipient or subrecipient of DOL funds for a qualified job training program.

Qualified Job Training Program – any program or service for workforce preparation, development, or delivery that is directly funded, in whole or in part by the DOL.

Recipient – an entity that is awarded federal financial assistance, in whole or in part, directly from the DOL or through a subaward for any qualified job training program.

Self-Attestation – When a participant states his or her status for a particular data element, such as low income, and then signs and dates a form acknowledging this status. The key elements for self-attestation are (1) the participant identifying his or her status for permitted elements, and

(2) signing and dating a form attesting to this self-identification. The form and signature can be on paper or in the Local Area management information system, with an electronic signature (TEGL 06- 14, Attachment A).

*Note that self-attestation is not to be used as the primary method of gathering documentation to verify data elements. Self-attestation as a documentation source is only to be used when the preferred options of paper documentation or third party corroboration are not available.

Subrecipient – an entity that is awarded federal financial assistance through a subaward funded by the DOL for any qualified job training program.

Veteran – a person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable. Active service includes full-time duty in the National Guard or a Reserve component, other than full-time duty for training purposes. Active service does not include full-time active duty performed by National Guard personnel who are mobilized by state rather than federal authorities.

Priority of Service

As stated in the WIOA Section 134(c)(3)(E), with respect to individualized career services and training services funded with WIOA adult funds, priority of service must be given to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.

Priority of service status is established at the time of eligibility determination and does not change during the period of participation. Priority does not apply to the dislocated worker population.

Priority of Service for Veterans and Eligible Spouses

Program operators are required to provide priority of service to veterans and eligible spouses for all WIOA and Wagner-Peyser funded activities, including technology-assisted activities. Priority of service means that veterans and eligible spouses are entitled to take precedence over non-covered persons in obtaining employment, training, and placement services. More specifically, a veteran or an eligible spouse either receives access to a service earlier in time than a non-covered person or, if the resource is limited, the veteran or eligible spouse receives access to the service instead of or before the non-covered person.

In implementing priority of service, program operators must ensure veterans and eligible spouses receive basic career services and individualized career services before other noncovered individuals. Additionally, they must ensure veterans and eligible spouses receive first priority on waiting lists for training slots, and are enrolled in training prior to non-covered persons. However, once a non-covered participant is enrolled in a workshop or training class, priority of service is not intended to allow a veteran or eligible spouse to bump the noncovered participant from that class or service.

Program operators must ensure that priority of service is applied by all subrecipients of DOL funds. Pertinent language should be included in contracts, subgrants, solicitations for proposals, memorandums of understanding, and other service provision agreements.

Applying Priority of Service

The application of priority of service varies depending on the eligibility requirements of the particular program. There are four basic categories of DOL-funded programs: universal access programs, programs that require participants to meet specified eligibility criteria, programs with statutory priorities, and programs with discretionary priorities. The following describes how priority of service applies to these basic types of programs.

Universal Access Programs

For workforce programs that operate or deliver services to the public as a whole without targeting specific groups (e.g., WIOA basic career services), veterans and eligible spouses receive priority of service over all other program participants.

Programs with Eligibility Criteria

Eligibility criteria identify basic conditions that each participant in a specific program is required to meet. For example, for the WIOA Adult, Dislocated Worker, and Youth programs, every participant is required to meet program eligibility requirements (e.g., age, selective service registration, etc.). A veteran or eligible spouse must first meet all of the eligibility criteria in order to be considered eligible for participation in the program. Once determined eligible for participation, the veteran or eligible spouse receives priority for participation in the program and receipt of services.

Programs with Statutory Priorities

In addition to the eligibility criteria that all participants are required to meet, some programs have priorities that target certain populations and establish a rank order for enrolling or serving participants (e.g., the WIOA priority for Adult funds to serve recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient). While veterans' priority is required under federal law and cannot be waived, it is not intended to displace existing eligibility requirements and statutory priorities. Therefore, in these instances, veterans and eligible spouses must first meet both the program's eligibility and statutory priority criteria to receive priority for participation in the program and receipt of services. Program operators must determine the status of each individual veteran or eligible spouse and apply priority of service in the following order:

1. Veterans and eligible spouses who meet the program's statutory priority requirement (e.g., veterans and eligible spouses who are also recipients of public assistance, other low income individuals, or individuals who are basic skills deficient).
2. Non-covered persons who meet the program's statutory priority requirement (e.g., non-covered persons who are recipients of public assistance, other low income individuals, or individuals who are basic skills deficient).
3. Veterans and eligible spouses who do not meet the program's statutory priority requirement.
4. Priority populations established by the Governor and/or Local Workforce Development Board.
5. Non-covered persons outside the program's statutory priority requirement.

Programs with Discretionary Priorities

Programs with discretionary priorities may make an effort to provide a certain level of service to a particular group. However, the law does not mandate that the target group be served before other eligible individuals. With respect to priority of service, the only feature that distinguishes discretionary targeting programs from universal access programs is the additional application of the discretionary targeting criterion to non-covered persons. Therefore, program operators must apply priority of service in the order below:

1. Veterans and eligible spouses.
2. Non-covered persons within the discretionary targeting group.
3. Non-covered persons outside the discretionary targeting group.

Income Eligibility Requirements

When determining eligibility for programs that have a statutory requirement to serve low income individuals, many types of military service-related income are exempt. Specifically, the following pay, financial allowances, and financial benefits must be disregarded for veterans, transitioning service members, or any other individuals for whom these amounts would normally be applied in making an eligibility determination.

- Military pay or allowances paid while on active duty.
- Military pay or allowances paid by the VA for vocational rehabilitation, disability payments, or related VA-funded programs (including the VA work study allowance), and including any financial benefits received under the following chapters of Title 38 U.S.C.:
 - Chapter 11 - Compensation for service-connected disability or death.
 - Chapter 13 - Dependency and indemnity compensation for service-connected deaths.
 - Chapter 30 - All-volunteer force educational assistance program.
 - Chapter 31 - Training and rehabilitation for veterans with service-connected disabilities.
 - Chapter 33 – Post-9/11 educational assistance.

- Chapter 35 - Survivors' and dependents' educational assistance.
 - Chapter 36 - Administration of educational benefits.
- Any benefits received under Title 10 U.S.C. Chapter 106 - Educational assistance for members of the selected reserve.

In contrast, the following types of military-related income are included in low-income calculations:

- Pension payments authorized by Title 10 U.S.C., such as those received by military retirees, whether or not their retirement was based on disability.
- Pension benefits paid under Title 38 U.S.C. Chapter 15 – Pensions for low-income, wartime veterans who are disabled for reasons not connected or related to their military service.

It is also important to note that VA benefits for education and training services do not constitute “other grant assistance” under WIOA’s eligibility requirements. Therefore, veterans or eligible spouses who are eligible for the GI Bill or other forms of VA-funded education or training are not required to coordinate their entitlement to those benefits with their eligibility for WIOA-funded training, as stipulated under 20 CFR Section 680.230. Specifically, program operators may not require veterans or eligible spouses to exhaust their entitlement to VA-funded training prior to enrolling them in WIOA-funded training.

Identifying Veterans and Eligible Spouses

Program operators must put processes into place to ensure that veteran and eligible spouses are identified at the point of entry and given an opportunity to take full advantage of priority of service. The point of entry includes physical locations such as AJCCs, as well as websites such as CalJOBS, and other virtual service delivery resources. These processes should ensure that veterans and eligible spouses are aware of their entitlement to priority of service, the full array of employment, training, and placement services available under priority of service, any applicable eligibility requirements for those programs and services, and in cases of online points of entry, how to access assistance via the nearest America’s Job Center of California.

Documenting Eligibility for Priority of Service

It is not necessary for staff to verify the status of priority of service until the individual undergoes eligibility determination and is enrolled in a WIOA individualized career service or training service. Until the point at which the participant receives an individualized career service or training service, an individual who states they meet the priority eligibility criteria must be accorded priority of service on the basis of self-attestation.

In those instances in which eligibility determination and enrollment in a WIOA individualized career service occur at the point of entry, a covered person must be enrolled, provided immediate priority, and permitted to follow-up subsequently with any required verification of

his or her status as a covered person.

Program operators may use the following sources of documentation to verify whether a participant qualifies for priority of service under WIOA:

PRIORITY OF SERVICE	
Priority of Service Criteria	Acceptable Documentation (Only the documentation sources listed below may be used.)
1. Recipient of Public Assistance	<ul style="list-style-type: none"> • Cross-match with public assistance database • Copy of authorization to receive cash public assistance • Copy of public assistance check • Medical card showing cash grant status • Public assistance records • Refugee assistance records
2. Low Income	<ul style="list-style-type: none"> • Alimony agreement • Award letter from veteran's administration • Bank statements • Compensation award letter • Court award letter • Pension statement • Employer statement/contact • Family or business financial records • Housing authority verification • Pay stubs • Public assistance records • Quarterly estimated tax for self-employed persons • Social Security benefits • Unemployment Insurance documents • Self attestation*
3. Basic Skills Deficient	<ul style="list-style-type: none"> • School Records <ul style="list-style-type: none"> ○ A referral or records from a Title II Basic Adult Education program or English Language Learner program • Results of academic assessment • Case notes* • Self-Attestation*
4. Veteran	<ul style="list-style-type: none"> • DD-214 • Letter from U.S. Department of Veterans Affairs • Cross match with other veteran databases • Self-Attestation*
5. Eligible Spouse	<ul style="list-style-type: none"> • Marriage License or Income Tax Return • Self-Attestation*
*Please reference the definition section of this directive for additional guidance on case notes or self-attestation being used for documentation purposes.	

For reporting and statistical purposes, the WDBVC recommends program operators document all barriers of employment to accurately measure populations served.

Workforce Development Board of Ventura County Policy and Procedures

Program operators must establish policy and procedures for implementing priority of service within existing service delivery strategies. Program operator policies must ensure that priority populations, especially veterans and eligible spouses, are identified at the point of entry and given an opportunity to take full advantage of priority of service. These policies must ensure that priority populations are aware of their entitlement to priority of service, the full array of employment, training, and placement services available under priority of service, and any applicable eligibility requirements for those programs and/or services. Additionally, program operators must ensure that written copies of local priority of service policies are maintained at all service delivery points and, to the extent practicable, posted in a way that makes it possible for members of the general public to easily access them.

ACTION

Bring this policy to the attention of all affected staff.

INQUIRIES

Inquiries regarding this policy can be addressed to the WDBVC at 805-477-5306.

/S/ Rebecca Evans, Executive Director
Workforce Development Board of Ventura County

X. 2020-2021 STRATEGIC PLAN

SHARED VISION

The Ventura County region has a high quality, appropriately skilled workforce that is ready and able to support the evolving business needs of employers in a dynamic, competitive, global economic environment.



- ❖ **Vision:** What will success look like?
- ❖ **Mission:** Action statement that explains how the vision will be achieved
- ❖ **Core Values:** How we work.
- ❖ **Smart Goals:** What needs to be accomplished to carry out the mission (Specific, Measurable, Agreed Upon, Realistic/Relevant, Time-Bound)

MISSION

The WDBVC builds and nurtures strong local partnerships and collaborates to design a workforce system that creates upward mobility opportunities for individuals in order to meet and anticipate the needs of employers while advancing the local economy.

CORE VALUES

- Collaboration
- Accountability
- Innovation
- Responsiveness to the needs of individuals and businesses
- Diversity and Inclusion

2020-2022 PRIORITIES AND SMART GOALS

1. **Create a performance dashboard** by June 2020 that tracks customers served by the AJCC and partner organizations so that we can track performance and facilitate continuous evaluation and improvement.
2. **Develop a regional apprenticeship strategy** that initially focuses on 3 occupational clusters by convening WDB regional partners to select clusters and appropriate apprenticeship models by June 2020.
3. **Align CTE program offerings with industry needs** by convening education institutions (K-12, Adult Education, Colleges, Universities, Certificate programs, etc.) and industry by December 2020.
4. **Analyze WDBVC board governance and legal structures** by creating an ad-hoc committee to review and implement structures that best support the accomplishment of the priorities and goals herein by April 2020

2020-2022 PRIORITY: ENHANCE DATA COLLECTION, TRACKING, AND USE



SMART GOAL:

Create a performance dashboard by June 2020 that tracks customers served by the AJCC and partner organizations so that we can track performance and facilitate continuous evaluation and improvement.

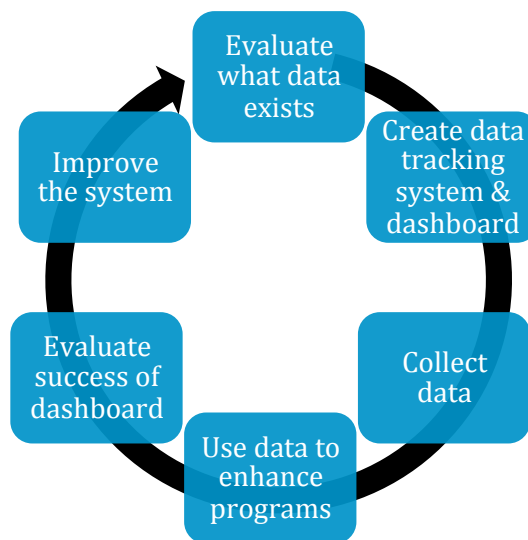
WHY IS THIS A PRIORITY:

WDB currently reports on the mandated WIOA performance metrics, which do not provide the level of detail needed to effectively track performance and use that data to improve services and fill service gaps.

- Do not currently report data by priority populations (E.G: Homeless, Veteran, CalWORKs, Justice-Involved, CalFresh, etc.)
- Currently not reporting real-time data with which to evaluate effectiveness, assess performance of providers and contractors, and plan for the future
- Do not know what services are being provided to customers (E.G. what incumbent worker trainings were utilized, etc.)
- Current data is complex and difficult to communicate to the board and the public

OBJECTIVES AND STRATEGIES TO ACHIEVE THE GOAL

1. Identify needed and desired data measures by November 30, 2019
 - Assess what data is available in CalJOBS
 - Present available data to ad-hoc data committee
 - Connect with other WDBs and CWA to identify best practices and existing dashboards we may want to learn from or emulate
2. Institutionalize CalJOBS data tracking and reporting knowledge by sending staff to CalJOBS trainings or bringing training in-house by February 2020
 - Research trainings available through CalJOBS
 - Research other planned trainings across the state that staff could attend at other WDBs
3. Develop performance dashboard by April 2020
4. Report understandable data to the Board and the public (Quarterly Beginning in June 2020)
5. Assess and evaluate data collection, tracking, and dashboard annually starting in November 2020.



2020-2022 PRIORITY: DEVELOP REGIONAL APPRENTICESHIP STRATEGY



SMART GOAL:

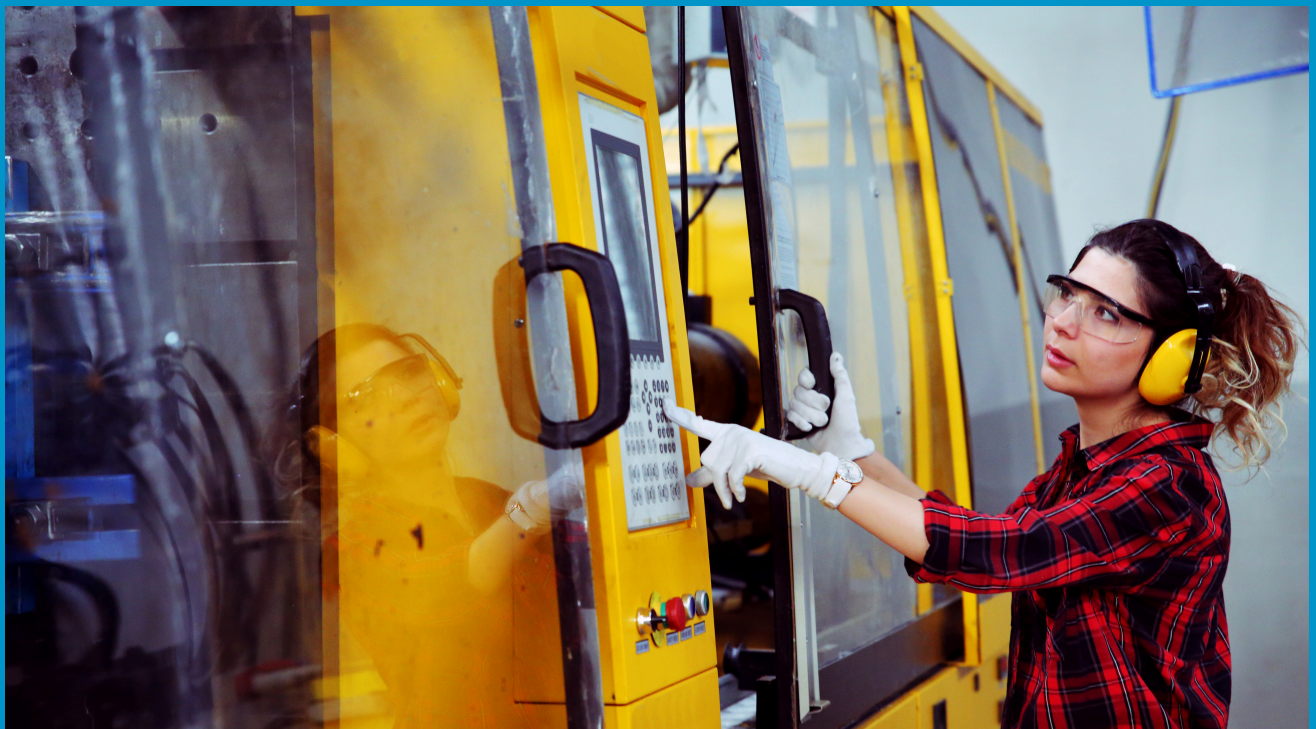
Develop a regional apprenticeship strategy that initially focuses on 3 occupational clusters by convening WDB regional partners to select clusters and appropriate apprenticeship models by June 2020.

WHY IS THIS A PRIORITY:

- Many groups are interested in apprenticeship and some are developing programs
- Programs are being created in silos and there is no regional strategy
- There is a push at the federal level for apprenticeships

OBJECTIVES AND STRATEGIES TO ACHIEVE THE GOAL

1. Asset map current regional apprenticeship programs and programs in neighboring regions by November 2019
2. Identify regional sectors and occupations that are ripe for apprenticeship
 - Meet with EDD LMID to discuss current apprenticeship research
 - Identify 3 occupation clusters on which to focus initial efforts
3. Choose apprenticeship model to implement (E.G: Swiss model)
4. Convene the regional partners of the WDB (employers, workforce providers, educational institutions, organized labor, and industry) to develop a regional apprenticeship strategy by March 2020
5. Implement strategy by June 2020



2020-2022 PRIORITY: ALIGN REGIONAL CTE RESOURCES



SMART GOAL:

Align CTE program offerings with industry needs by convening education institutions (K-12, Adult Education, Colleges, Universities, Certificate programs, etc.) and industry by December 2020.

WHY IS THIS A PRIORITY:

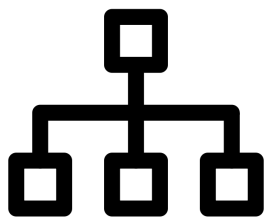
- CTE programs often do not meet the needs of industry
- There are many existing CTE programs, CTE collaboratives and initiatives but no unifying effort
- WDB has participated in the creation of many industry-led education programs and initiatives based on industry needs but does not have a way to maintain and monitor the programs

OBJECTIVES AND STRATEGIES TO ACHIEVE THE GOAL

1. Asset map current regional CTE programs by December 2019
 - Meet with education providers to assess what lists already exist (E.G. District CTE Director, CTE Deans at CC's, etc.)
2. Assess gaps between current CTE programs and needs and opportunities identified in the apprenticeship research by April 2020
3. Invite CTE Partners to the Regional Apprenticeship convening in March 2020 and allocate a portion of the agenda to CTE alignment
4. Convene Education Institutions (K-12, Adult-Education, Certificate programs, Colleges,) and Industry to align CTE program creation, tracking and connection to other programs by August 2020.
 - Identify other CTE convenings in the region that may already exist
5. Implement strategy by December 2020
6. Convene CTE group bi-annually to assess progress, identify regional needs, and plan for the future.



2020-2022 PRIORITY: EVALUATE WDBVC ORGANIZATIONAL STRUCTURE



SMART GOAL:

Analyze WDBVC board governance and legal structures by creating an ad-hoc committee to review and implement structures that best support the accomplishment of the priorities and goals herein by April 2020.

WHY IS THIS A PRIORITY:

Analyze Board Governance Structure: Current Board structure includes multiple committees, many of which are formalized and follow the Brown Act.

- Committees unintentionally create silos within program creation and management
- Committee structure mandates additional board member time
- Formal committees have to comply with the Brown act and the reporting mandated which required WDB resources

Some of these committees include:

- Executive Committee
- Committee Meetings
- 4 Sector Committees
- Standing Committees
- Outreach
- Programs
- Membership
- Finance and Resource

Analyze Legal Structure: Current WDB structure has limited flexibility and rigid funding allocations and timelines. Some workforce agencies develop 501c3 organizations or hybrid organizational structures in order to enhance flexibility, the ability to innovate, and response time.

OBJECTIVES AND STRATEGIES TO ACHIEVE THE GOAL

1. Create an Ad Hoc committee to discuss the structure by November 2019
2. Request that the HSA research other potential models and best practices that provide maximum flexibility and increased response time by December 2019
3. Convene Ad Hoc committee in January 2020
4. Discuss results of the Ad Hoc at Feb 2020 Board meeting

2020-2021 LOGIC MODEL

A Logic Model is a strategic planning tool that visually presents all planned activities and the outcomes desired that will result from those activities in a given time period.

The logic model on the following pages presents all of the WDBs planned activities for the next two years (2020-2022). The table is organized into seven categories based on the seven state policy strategies. The objectives and outputs are based on the four priorities identified during the strategic planning session and the 2017-2020 carry over commitments listed in section VIII above.

7 State Policy Strategies:

- 1. Sector Strategies:** Align workforce and education programs with industry sector needs in order to provide an appropriately-skilled workforce ready and able to meet the changing business needs of area employers
- 2. Career Pathways:** Develop career pathways training programs that meet people where they are and facilitate progressive skills development.
- 3. Partnerships:** Sustain, support, and expand regional cross-sector partnerships to develop workforce and education policies that support regional economic growth.
- 4. Earn & Learn:** Expand “Earn and learn” Opportunities such as apprenticeship and OJT (Compensate people while they are in training in the actual labor market)
- 5. Supportive Services:** Remove barriers to employment by providing supportive services. Serve those most in need
- 6. Data Capacity:** Use data to plan for the future and anticipate the needs of the labor market.
- 7. Integrate Service Delivery:** Collaborate to coordinate services, braid resources, and build system capacity in order to meet client needs.



WDBVC 2020-2022 LOGIC MODEL

Internal Process (Our planned work)			External Results (Our intended results)			
State Priority	OBJECTIVES (What we do)	OUTPUTS (What we produce, who we reach)	Short Term Outcomes (6 months)	Intermediate Outcomes (1 year)	Long Term Outcomes (2 years)	
SECTOR STRATEGIES	Engage Employers through meetings and convenings	<ul style="list-style-type: none"> •Conduct quarterly industry sector meetings •Conduct an annual joint regional sector forum to identify cross-sector workforce challenges, essential job qualifications for workers in priority occupations and steps to address career pathways priorities 	•Hold 2 industry sector meetings	•Hold joint regional sector forum	•30% more Industry participation in WDB	
	Identify Industry sector needs	<ul style="list-style-type: none"> •Create matrices of needed skill sets for jobs in in-demand sectors •Evaluate data to identify industry sector needs 	Matrices Created	•Create annual industry sector needs report		
CAREER PATHWAYS	Align CTE program offerings with industry needs by convening education institutions (K-12, Adult Education, Colleges, Universities, Certificate programs, etc.) and industry by December 2020.	<ol style="list-style-type: none"> 1. Asset map current regional CTE programs by December 2019 <ul style="list-style-type: none"> • Meet with education providers to assess what lists already exist (E.G. District CTE Director, CTE Deans at CC's, etc.) 2. Assess gaps between current CTE programs and needs identified in the apprenticeship research by April 2020 3. Invite CTE Partners to the Regional Apprenticeship convening in March 2020 and allocate a portion of the agenda to CTE alignment 4. Convene Education Institutions (K-12, Adult-Education, Certificate programs, Colleges,) and Industry to align CTE program creation, tracking and connection to other programs by August 2020. <ul style="list-style-type: none"> • Identify other CTE convenings in the region that may already exist 5. Convene CTE group bi-annually to assess progress, identify regional needs, and plan for the future. 	<ul style="list-style-type: none"> •Regional asset map of existing CTE Programs and gaps •Regional CTE Convening 	•Implement strategy by Dec 2020-Align CTE Needs to the needs of Industry and decide where to focus efforts	•Region's CTE Offerings align to the needs of industry and connect to career pathways	
	Implement the SlingShot Project-The Los Angeles and Ventura County Regional Health Care Coordinator Career Pathway Project	<ul style="list-style-type: none"> •Implement the project and track success •Assess if the program can be expanded 	### people enrolled in the program	### people enrolled in the program	## graduated through the program and employed	
	Increase post-secondary credential attainment	<ol style="list-style-type: none"> 1. Collect Data: A.) collect CalJOBS data on post-secondary credential attainment B.) Ask supportive services round tables about their needs regarding incumbent worker trainings and credentials desired C.) Use CTE and Apprenticeship research to identify gaps in career pathways in the post-secondary area. 2. Select 3 areas to develop and implement Incumbent Worker Trainings to ensure Career Pathway progression 	Identify gaps in career pathways in the post-secondary area.	Select 3 areas to develop Incumbent Worker Trainings	### have attained post-secondary credentials.	
PARTNERSHIPS	Engage employers willing to employ individuals with barriers to employment (Via P2E funded STEPS program)	<ol style="list-style-type: none"> 1. Develop an employer engagement toolkit that explains the benefits of hiring those with barriers to employment and partnering with the WDB 2. Create targeted list of desired employers 3. Conduct outreach and trainings for potential employer partners at Chambers and regional meetings 4. Create a registry of 100 employers willing to do "first opportunity" hiring and employ those with felonies. 	Develop the first cohort of committed employers who are employing individuals	•50 new employers engaged through STEPS	100 new employers engaged through STEPS	
	Sustain, support, and expand regional cross-sector partnerships to develop workforce and education policies that support regional economic growth	<ul style="list-style-type: none"> •Develop partner engagement calendar that outlines how and when to engage key stakeholders (E.G. Department of Child Support Services, CalWORKS, Probation, etc.) •Invite new partners to the target population round tables 	Expand list of engaged partners by 10 organizations	50 new partners engaged	WDB partners are representative of the industry and population diversity in the region	
INTEGRATE SERVICE DELIVERY	Analyze WDBVC board governance and legal structures by creating an ad-hoc committee to review and implement structures that best support the accomplishment of the priorities and goals herein by April 2020	<ol style="list-style-type: none"> 1. Create an Ad Hoc committee to discuss the structure by November 2019 2. Request that the HSA research other potential models and best practices that provide maximum flexibility and increased response time by December 2019 3. Convene Ad Hoc committee in January 2020 4. Decide on legal structure by February 2020 and begin filing necessary paperwork 	•Begin adjusting governance structure as determined	•New legal structures and governance structures are entirely operational		
	Develop 4-year Regional and Local Plans	Engage the community in a collaborative process to develop regional and local plan		Develop regional and local plans		

State Priority	Internal Process (Our planned work)			External Results (Our intended results)		
	OBJECTIVES (What we do)	OUTPUTS (What we produce, who we reach)		Short Term Outcomes (6 months)	Intermediate Outcomes (1 year)	Long Term Outcomes (2 years)
EARN & LEARN	Develop a regional apprenticeship strategy that initially focuses on 3 occupational clusters by convening WDB regional partners to select clusters and appropriate apprenticeship models by June 2020	1. Asset map current regional apprenticeship programs and programs in neighboring regions by November 2019 2. Identify regional sectors and occupations that are ripe for apprenticeship <ul style="list-style-type: none"> • Meet with EDD LMID to discuss current apprenticeship research • Identify 3 occupation clusters on which to focus initial efforts 3. Choose apprenticeship model to implement (E.G.: Swiss model) 4. Convene the regional partners of the WDB (employers, workforce providers, educational institutions, organized labor, and industry) to develop a regional apprenticeship strategy by March 2020		Select 3 occupational clusters	<ul style="list-style-type: none"> • Participants are enrolled in apprenticeships • Apply for and win funding to expand regional apprenticeship 	<ul style="list-style-type: none"> • Evaluate existing Regional Apprenticeship Strategy and develop expansion plan
	Assist in starting a new Multi-Craft Core Curriculum (MC3) pre-apprenticeship program focused on entry-level residential building skills, with an English-Language Learner component	Conduct outreach to ELL population and women through the AJCCs and regional partners		Launch in Winter 2020	<ul style="list-style-type: none"> • ### matriculate through the program • ## employed 	<ul style="list-style-type: none"> • ### matriculate through the program • ## employed
	Provide on the job training	Expand existing food handler credential program model provided by VACE at Todd Road Jail to include grounds-keeping work crew and expanded employer partnerships.		Launch the program	<ul style="list-style-type: none"> • ### matriculate through the program • ## employed 	<ul style="list-style-type: none"> • ### matriculate through the program • ## employed
		Provide OJT to 30 people through the P2E Implementation Grant (15 through STEPS, 15 through Goodwill)			<ul style="list-style-type: none"> • 30 people received OJT through P2E grant • 45 participants received career services 	
SUPPORTIVE SERVICES	Conduct target population round tables to determine specific barriers to employment and gaps in services for each group and create strategies to address the unique needs and challenges of each group	1. Create list of target population round tables to conduct (E.G.: TANF/CalWORKS, English Language Learners (ELL), Migrant Seasonal Farmworkers (MSFW), Justice-Involved, Out of School Youth, Veterans, Homeless, etc.) 2. Develop round table agenda and questions in order to address needs of all research (E.G. Cross sector workforce challenges, barrier to employment, incumbent worker trainings and credentials desired, etc.)		Conduct round tables	Reduce duplication of efforts and increase collaboration	
	Pilot a program at the Main Jail and Todd Road Jail to develop mandatory pre-release resources and toolkit in order to simplify provision of mandatory documents	1. Create list of resources to include in toolkit 2. Convene multidisciplinary team that will facilitate the planning and release 3. Create process and toolkit		Implement program	<ul style="list-style-type: none"> • 25 participants receive jail to employment placement 	<ul style="list-style-type: none"> • ### served
	Provide a new contract to Goodwill to provide a Continuum of Care into the Community for 30 participants				<ul style="list-style-type: none"> • 30 participants served 	
DATA CAPACITY	Create a performance dashboard by June 2020 that tracks customers served by the AJCC and partner organizations so that we can track performance and facilitate continuous evaluation and improvement	1. Identify needed and desired data measures by November 30, 2019 <ul style="list-style-type: none"> • Assess what data is available in CalJOBS • Present available data to ad-hoc data committee • Connect with other WDBs and CWA to identify best practices and existing dashboards to emulate 2. Institutionalize CalJOBS data tracking and reporting knowledge by sending staff to CalJOBS trainings or bringing training in-house by February 2020 <ul style="list-style-type: none"> • Research trainings available through CalJOBS • Research other planned trainings across the state that staff could attend at other WDBs 4. Report understandable data to the Board and the public (Quarterly Beginning in June 2020) 5. Assess and evaluate data collection, tracking, and dashboard annually starting in November 2020		<ul style="list-style-type: none"> • Establish Baseline Data • Develop performance dashboard by April 2020 • Track success monthly and quarterly 	<ul style="list-style-type: none"> • Track success monthly and quarterly • Write biannual reports • Evaluate and update dashboard annually starting in November 2020 	Develop a model data tracking process and dashboard that is lauded by other workforce entities.
	Conduct P2E Data tracking using performance reporting requirements outlined in AB 1111 and the Prison to Employment Initiative Trailer Bill			<ul style="list-style-type: none"> • Report P2E Data 	<ul style="list-style-type: none"> • Incorporate P2E Data into dashboard 	



WDB Grants Update

GRANT NAME	PURPOSE/OBJECTIVE	FUNDING AVAILABLE	SUBMITTAL/AWARD DATES
AB1111 (Breaking Barriers to Employment Initiative) POC: Norman Albances	These funds will support projects to serve individuals who face the greatest barriers to employment through a joint collaboration with Local Workforce Development Boards (Local Board) and community-based organizations (CBO). Up to \$15 mil statewide	\$150,000 to \$500,000 per application Requires 1:1 cash or in-kind match	Due: August 26, 2019
ELL (English Language Learners)	The project will create greater collaboration to help provide supportive wrap-around services for English Language Learners through a close working relationship with our local Adult Education and community based organization (CBO) partners.	\$300,000	Submitted: April 1, 2019 Award: Declined 6.2019
NDWG (Woolsey Fire) National Dislocated Worker Grant POC: Patrick Newburn	DOL funded emergency grant to provide paid temporary jobs to repair/clean-up fire damage to public property from 11/8/18 Woolsey and Hill Fires. Workforce development services also to be provided including training and supportive services for up to 50 participants	\$2.4 mil awarded based on need. Amount Received: \$810,404 (1 st increment 1/3 of total <u>received</u> for 17 participants) 1/3 increments available based on continued need. UPDATE: August 6, 2019 – 9 participants enrolled and assigned to National Park Service Worksite	1. Submitted: 12/24/18 Award Received: 12/3/18. 2. Goodwill subrecipient award \$651,515. 3. UPDATE 6.21.19: EDD redirection of <\$200,000> to another fire region; Workforce Development component only affected. Potential to have funds returned with 2 nd increment.
P2E Prison to Employment Initiative 1. Planning Grant 2. Direct Services & Supportive Services Grant	Ventura Regional Plan to provide employment and supportive services to formerly incarcerated and justice involved individuals. Emphasis on regional coalition with employers, labor, CBO's, CDCR, Sheriff, and local agencies. Gov. Brown & State legislature funded \$37 mil over three years.	1) Planning Grant: \$47,500 <u>received</u> (planning grant) 2) Direct Services Grant: (Implementation of Plan) . Provisional Award granted for P2E Implementation \$710,197	1) Round I Submitted: 12/24/18 ; Award Received: 12/3/18. (Allocated to WDB for CWA Consultant) 2) Round II Submitted: 2/15/19 3) Revised application submitted 5.31.19 for \$710,197 . Award

POC: Patrick Newburn			announcement from EDD: Pending
Slingshot 2.0 Regional Plan Implementation POC: Patricia Duffy	CWDB grant to provide for Implementation of WDB regional plan. Two Projects to include: Expanding Business Engagement; Expand Apprenticeships	\$185,000 requested. Award Received \$180,000	Submitted: 11/20/18 Award Date: 1/11/19
VEAP Veterans Employment Assistance Program POC: Norman Albances	Ventura regional collaboration to provide Veterans employment services and supportive services for 55 participants. This year's VEAP funding program sought to ensure that particular attention is paid to Gulf War-era II Veterans with a service connected disability and a disability rating of 60 percent or higher.	\$500,000 requested	1. Submitted: 12/24/18 2. Awarded: \$488,635 awarded 6.2019 (allocated to AFS/WIOA)
Workforce Accelerator 6.0 POC: Nancy Ambriz, AFS	STEPS Connection does not enroll participants, however; it seeks to: strengthen partnerships to create an integrated and responsive "One-Stop" support services system; develop tools/resources to strengthen participation and employment outcomes; conduct a support service gap analysis; and develop a "best practice" guide	\$250,000	Award Received: 2/1/2018 (Allocated to AFS/WIOA)
High Performing Boards	The California Workforce Development Board (State Board) has established standards for certification of high-performing Local Workforce Development Boards (Local Board). CUIC Section 14200(d) requires a portion of the Governor's discretionary fund to be made available for providing incentives to high-performing Local Boards. WDBVC was granted this award in 2017. Special Projects to be determined.	\$54,838	Award Received: 12/1/2016 (Allocated to WDB Admin). Funds: Fully Spent

Regional Capacity Building/ Regional Training Coordinator POC: Patricia Duffy	Focus on the professional development of staff and partners in the One-Stop System. · Plan and implement regional and statewide trainings identified in the Statewide Training Plan. · Implement a skill gap analysis for workforce professionals, identifying training priorities and developing ongoing training and capacity-building initiatives	\$205,000 – First Award \$157,000 – Second Award for both Regional Organizer and Regional Training Coordinator	1. First Award Received: 3/1/2017 (Allocated to AFS/WIOA for RTC \$200,000; \$5,000 for VOS Touch Screen). 2. Second Award Received: 1/11/19
Regional Organizer POC: Patricia Duffy	Funds to augment our continuing support for regional organizing and regional plan implementation. The WDBVC will support efforts for program alignment across core programs and with all mandatory partners. Regional Organizing activities in Ventura County will help facilitate the importance of fostering demand-driven skills attainment; enabling upward mobility for all; and aligning, coordinating and integrating workforce development programs	\$85,714	Award Received: 3/1/2017 (Allocated to WDB Admin)
Regional Plan Implementation (RPI)	Will help the WDBVC support leadership structures, improve staff capacity and training, strengthen sector initiatives, more fully integrate career services offered by AJCC partners, and help to build sustainable investments. Subcontracts awarded to TheAgency and to EDC-VC.	\$350,000	Award Received: 1/1/2018 (Allocated to WDB Admin; Contracts awarded to: EDCVC and theAgency)
RPI 3.0 POC: Patricia Duffy	The RPI/SlingShot 3.0 funds will continue the efforts of the RPU's to actualize the goals and objectives of the regional plans. <i>In-progress</i>	\$100,000- \$400,000 Grant range	1)Application due: 11/25/19 2)Award announcement: 2/2020

SB1 High Road Construction Careers	The goal of HRCC: SB 1 is to establish sustainable, regionally based pre-apprenticeship partnerships that systematically connect disadvantaged workers and communities to long-term middle-class careers through state-approved apprenticeship.	Maximum grant award is \$1,500,000 per application	1)Application due: January 20, 2020 2)Award Announcement: 4/1/20 3)Program Start date: 9/1/20
Workforce Accelerator Fund 8.0	The goal of this initiative is to seed innovative thinking, expand partnerships, and generate cross-system collaboration to address the barriers to employment faced by people experiencing homelessness or housing insecurity.	\$150,000	1)Applications due: 12/23/19 2)Award Announcement: 2/2020 3)Program Start Date: 4/1/20 Grant term- 24 months 9/1/20-8/31/22