



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

EXECUTIVE COMMITTEE MEETING

Thursday, September 12, 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• CWA Meeting of the Minds Conference - Key takeaways | Tracy Perez |
| 8:10 a.m. | 4.0 Consent Item
4.1 Approve Executive Committee Minutes: August 8, 2019 | Tracy Perez |
| 8:15 a.m. | 5.0 Financial Report and Committee Discussion
5.1 Fiscal Year 2019-20 Plan Update Discussion | Bryan Gonzales |
| 8:35 a.m. | 6.0 Action Item
6.1 RECOMMENDATION THAT THE EXECUTIVE COMMITTEE OF THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) RATIFY THE SUBMISSION OF A GRANT APPLICATION ON BEHALF OF THE WDB TO THE CALIFORNIA WORKFORCE DEVELOPMENT BOARD (CWDB) FOR AN ASSEMBLY BILL (AB) 1111 BREAKING BARRIERS TO EMPLOYMENT INITIATIVE GRANT | Rebecca Evans |
| 9:00 a.m. | 7.0 WDB Administration <ul style="list-style-type: none">• WDB Planning Meeting for <u>October 24, 2019</u> | Rebecca Evans |
| 9:25 a.m. | 8.0 Committee Member Comments | Committee Members |
| 9:30 a.m. | 9.0 Adjournment
<u>Next Meeting</u>
October 10, 2019 (8:00 a.m.- 9:30 a.m.)
United Food and Commercial Workers, Local 770
816 Camarillo Springs Road, Camarillo, CA | Tracy Perez |



WDB Executive Committee Meeting
Thursday, August 8, 2019
8:30 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 (Vice Chair)
Gregory Liu (Immediate Past Chair)
Anthony Mireles
Alex Rivera
Patty Schulz
Jesus Torres

WDB Administration

Norman Albances
Patricia Duffy
Rebecca Evans, Executive Director
Patrick Newburn
Ma Odezza Robite

Guests

Bryan Gonzales (HSA Fiscal CFO)
Melissa Livingston (Chief, Deputy Director, HSA)

1.0 Call to Order and Agenda Review

Tracy Perez called the meeting to order at 8:05 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: July 11, 2019

Motion to approve the Consent Items: Alex Rivera
Second: Greg Liu
Motion carried.

5.0 Financial Report and Committee Discussion: Financial Status Report June 2019- Year End

Chief Financial Officer Bryan Gonzales, from HSA Fiscal, presented the Financial Status Report (FSR) for Fiscal Year 2018-2019, reflecting year-to-date expenditures from July 1, 2018 through June 30, 2019 (100% into the Fiscal Year).

2018-2019 WIOA Budget Plan Expenditures

The Committee reviewed and discussed the Financial Status Report (FSR) for Fiscal Year 2018-2019, reflecting year-to-date expenditures from July 1, 2018 through May 31, 2019.

The status of expenditures at 100% into the fiscal year was:

<u>WIOA Core Funds</u>	<u>2018-2019 Plan</u>	<u>YTD Expended</u>	<u>% Expended vs. Plan</u>
Dislocated Worker	2,173,639	2,268,122	104%
Adult	1,878,974	1,816,025	97%
Youth	1,698,427	1,649,070	97%
Rapid Response	286,970	301,546	105%
 <u>WIOA Non-Core Funds</u>			
High Performing Board	54,838	54,838	100%
CWDB Regional Capacity Bldg.	186,685	184,154	99%
Regional Organizer	13,711	12,144	89%
Workforce Accelerator 6.0	235,793	170,108	72%
Regional Plan Implementation	257,519	204,355	79%
Prison to Employment	47,500	45,382	96%
National Dislocated Worker (NDWG) 2018 Wfc. Dev.	142,211	4,103	3%
National Dislocated Worker 2018 Temp. Jobs	-	-	0%

High Performing Board: Pursuant to California Unemployment Insurance Code (CUIC) Section 14200(c), 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 the purpose of providing incentives to high-performing Local Boards. Term 12/1/2016 – 12/31/2018. Pending recertification notice.

CWDB Regional Capacity Building/ Regional Training Coordinator: Focuses 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. Multiple program year grant term 3/1/2017 – 3/31/2019.

Regional Organizer: 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 will 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. Multiple program year grant term 3/1/2017 – 3/31/2019.

Workforce Accelerator 6.0: 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. Program year grant term 2/1/2018 – 7/31/2019.

Regional Plan Implementation: Assists with 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 the Agency and to EDC-VC. Program year grant term 1/1/2018 – 6/30/2019.

Prison to Employment Initiative (P2E): Planning Grant Round 1 awarded \$47,500; Direct Services Grant Round 2 (implementation of plan) to be submitted on 2/15/19. 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. Governor Brown and State legislature funded \$37 million over three-year grant term 10/1/2018 – 3/31/2020.

National Dislocated Worker Grant (NDWG) 2018 Workforce Development: Planning Grant Round 1 awarded \$47,500; Direct Services Grant Round 2 (implementation of plan) to be submitted on 2/15/19. 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. Governor Brown and State legislature funded \$37 million over three-year grant term 10/1/2018 – 3/31/2020.

National Dislocated Worker Grant (NDWG) 2018 Temporary Jobs: Grant description will be provided at the next meeting.

WIOA Training Expenditures

As shown in the table below, the summary of WIOA training expenditures, as of July 1, 2018 to March 31, 2019 indicated appropriate spending against the required Adult/Dislocated Worker training expenditure targets (75% into the Fiscal year) and against WIOA core grants across the overlapping federal two-year grant cycles.

	Core Grant <u>FY 16-18</u> (Due 10/1/18)	Core Grant <u>FY 17-19</u> (Due 10/1/19)	Core Grant <u>FY 18-20</u> (Due 10/1/20)
Total Adult and Dislocated Worker Formula Fund Allocations	4,014,468	3,728,337	3,663,412
Training Expenditure Requirement	1,204,340	1,118,501	1,099,024
	30%	30%	30%
Formula Fund Training Expenditures	810,112	701,097	879,384
Leveraged Resources			
• Total Leveraged Resources Used Toward Training Expenditures	460,403	380,348	197,908
• Maximum Allowed Leveraged Resources (10%)	401,447	372,834	366,341
Total Leveraged Resources Used Toward Training Expenditures	401,447	372,834	197,908
• Total Amount Spent on Training	1,211,559	1,118,501	1,032,723
• % of Training Requirement Met (Final goal = 100%)	101%	100%	94%

6.0 Action Items

6.1 Recommendation that the Workforce Development Board of Ventura County recommend County Board of Supervisors approve the State-Approved Ventura County Workforce Innovation and Opportunity Act (WIOA) Regional and Local Workforce Development Plans Update for Program Years 2017-2021 – Two Year Modifications

Rebecca Evans informed the attendees that the Plans were approved by the State but they needed to update it and add some modifications about the English Learner. One of the Committee members clarified if this item needs to go to the full Board to be approved and if additional information can be provided. Rebecca Evans replied that we had the English Learner Grant Proposal but did not get funding for that. The purpose is to provide ESL classes, to enroll in English Learner Civics or to learn a language towards a career, and to strengthen partnership with CalWORKS (to co-enroll refugees). Patrick Newburn added that another component of the Two-Year Plan is the partnership with Corrections to serve formerly incarcerated individuals.

Motion to approve: Anthony Mireles
Second: Alex Rivera
Motion carried.

6.2 Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) recommend to the WDB the creation of a Standing Committee for Finance and Resource Development

Rebecca Evans informed the attendees that this new committee will go over the Financial Statements/Reports before presenting to the Executive Committee. This committee will look at the grant updates, opportunities, and funding and will present that to the full Board. As a Standing Committee, there will be one non-WDB member in the committee's composition. The WDB Vice-Chair will facilitate but will not necessarily chair the committee. One of the members asked if there is a need to change the By-Laws. Rebecca Evans replied that the last time the By-Laws was updated was in 2016 and that proposal to changes and updates would ideally be done one time, rather than one by one.

One of the members asked if there is a need for a policy to bring a non-WDB member to a committee. Patrick Newburn replied that the By-Laws allow it and it was addressed in page 2 of the action item presented. One of the members commented that this new committee should be a Standing Committee and not an Ad Hoc Committee. The Chair asked for the purpose of the former Resource Development Committee. A former member of the Resource Development Committee replied that the former committee helped find other sources of funding. Melissa Livingston commented that this Finance and Resource Development Committee can look on investment and how to spend it, number of staff to support AJCC, can reprioritize to meet the core strategy, can look into how much funding is needed to support the networks, and can right-size the networks. The Executive Director has an oversight on the AJCC. They can look at the budget each year and reprioritize.

The Vice Chair asked on how the members will be chosen. Rebecca Evans replied that once this action item is approved by the Board, we can ask for volunteers. Then the WDB Chair will select and appoint the Chair of the Finance and Resource Development Committee and the Vice Chair will serve in that Committee.

Motion to approve: Greg Liu
Second: Anthony Mireles
Motion carried.

6.3 Creation of Ad Hoc Committee to Research on WDB Models

The Chair informed the attendees of the importance of studying other models. Rebecca Evans suggested that the Chair will call for volunteers for this Ad Hoc Committee. The Vice Chair commented that he would like to know more about the other models from other counties, what he learned when he attended the NAWB Conference in Washington, D.C.

The Chair approved this action item.

Motion to approve: Jesus Torres
Second: Alex Rivera
Motion carried.

7.0 WDB Administration

Rebecca Evans provided updates on:

- On the Calendar:
September 3-5, 2019
Meeting of the Minds in Monterey Conference
California Workforce Association

Rebecca Evans asked the attendees who will be interested to attend this conference. The Vice Chair expressed his intent to give his slot to other members. One member suggested that newly-appointed WDB Members can be invited to attend. Rebecca Evans informed them that Greg Barnes previously expressed his intent to attend.

Rebecca Evans informed the attendees that the selected candidate for the WDB Manager position has accepted the job offer: Andrea Sanchez. She will start on Aug 26, 2019. Also, she informed the members that the duration for hiring the student intern, Haley Lucas, will end on Aug 9 and that she will be presenting to the County representatives at the Hall of Administration her final project: creation of a Mobile App/Application that relates to the Youth Website.

- WDB Meeting Agenda for August 22, 2019

Rebecca Evans informed the attendees that the meeting will provide data/information that can be used for the upcoming October Planning Meeting e.g. Presentations from Ventura County Civic Alliance: "Key Indicators for Workforce Development", Presentations of Local Sector Data by Alexandria Wright, and Summary Presentation of Local and Regional Plans.

Rebecca Evans also informed the attendees that also on August 22, 2019 at 6 p.m., the Farmworker Resource Program Launch will take place. This event is organized by Talia Barrera in her new department. Melissa Livingston provided an overview of the event: to build bridge between growers and farmworkers, to establish communication, and to resolve working conditions, conflicts, and violations of the labor laws. The team that Talia leads has origins from farmworker families and trilingual: speaks Mixteco, English, and Spanish.

- WDB Planning Meeting for October 24, 2019

8.0 Committee Member Comments

Patty Schulz informed the attendees that newly-appointed WDB member, Laura Martinez, will be introduced as a new WDB member on Aug 22, 2019. Also, CAPT King will be recognized as an outgoing WDB member due to retirement. With regard to Board membership status, she also informed the attendees that there is vacancy in the workforce category: Apprenticeship and CBOs. She further informed the attendees that there are two members approved for Programs Committee: Stan Mantooth, who will be recommended at the next meeting, and Linda Fisher-Helton, who will be reappointed to continue her membership in Programs Committee.

9.0 Adjournment

Motion to adjourn at 9:10 a.m.: Jesus Torres

Second: Anthony Mireles

Motion carried.

Next Meeting

September 12, 2019 (8:00 a.m.-9:30 a.m.)

United Food and Commercial Workers, Local 770

816 Camarillo Springs Road (Meeting Room), Camarillo



TO: EXECUTIVE COMMITTEE

FROM: REBECCA EVANS, EXECUTIVE DIRECTOR

DATE: SEPTEMBER 12, 2019

SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE OF THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) RATIFY THE SUBMISSION OF A GRANT APPLICATION ON BEHALF OF THE WDB TO THE CALIFORNIA WORKFORCE DEVELOPMENT BOARD (CWDB) FOR AN ASSEMBLY BILL (AB) 1111 BREAKING BARRIERS TO EMPLOYMENT INITIATIVE GRANT

RECOMMENDATION:

Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) ratify the submission of a grant application on behalf of the WDB to the California Workforce Development Board (CWDB) for an Assembly Bill (AB) 1111 Breaking Barriers to Employment Initiative grant.

BACKGROUND:

In October 2017, the California Legislature approved AB 1111, Removing Barriers to Employment Act (Statutes 2017, chapter 824), which established the Breaking Barriers to Employment Initiative to be administered by the California Workforce Development Board (CWDB). The purpose of the Breaking Barriers to Employment Initiative is to create a grant program that provides individuals who have barriers to employment with the services they need to enter, participate in, and complete broader workforce preparation, training, and education programs aligned with regional labor market needs.

In July 2019, CWDB announced approximately \$11,000,000 in grant funds to coordinate and align services provided by local workforce development boards with community-based organizations (CBOs) serving individuals who face the greatest barriers to employment in California. With these funds, CWDB plans to award grants between \$150,000 and \$500,000.

The application requires a joint submission by a collaborative partnership between a local workforce development board and a mission-driven CBO with a history of experience providing services to the target population(s).

The Workforce Development Board of Ventura County (WDB) has prepared an application as lead entity and fiscal agent for a grant of \$500,000 to serve CalWORKs participants with case management and direct client support including education, training, supportive services and paid work experience. Goodwill Industries of Ventura and Santa Barbara Counties, Inc. (Goodwill) is the CBO partner. Goodwill was selected for this strategic partnership for their experience in providing services funded by the Workforce Innovation and Opportunity Act (WIOA), their experience as the contractor providing Expanded Subsidized Employment to CalWORKs participants and their status as an approved Eligible Training Provider for WIOA clients. Because partnership with a pre-selected CBO is a requirement of the grant, the proposal includes a request for a sole source purchase order contract for the Goodwill

portion of the program's services. Goodwill will also provide a portion of the required match for the project.

The following is a summary of the program and grant application:

Funding Agency: California Workforce Development Board
Applicant: Workforce Development Board of Ventura County
Project Title: VC CareerWorks
Target Population: CalWORKs participants
Project Term: January 1, 2020, through June 30, 2021

The VC CareerWorks program plans to provide vocational training that leads to an industry-recognized credential for a minimum of 50 CalWORKs participants that are involved in the Professional Employment Preparation (PrEP) Program. Along with vocational training, VC CareerWorks clients will be co-enrolled in WIOA Title-I to receive case management and comprehensive assessment. The training programs are geared toward the Business Services industry sector, which is a target industry for the region and was identified in the WIOA Title-I regional planning process. The grant application package includes a signed Memorandum of Agreement between WDB and Goodwill outlining the agreements between lead applicant partners. The grant budget includes funding to support a dedicated Case Manager and partial time for a second Case Manager from the Career Services team for a dedicated case manager and a portion of time for existing Career Services staff to provide case management services to VC CareerWorks clients. Additional funds are included for tuition payments/vouchers that will be used to pay for programs provided by Goodwill as a state-eligible training provider. Leveraged services include direct client supportive services, additional training costs and paid work experience.

Purchase Order (PO) Contract with Goodwill: \$175,000 is currently budgeted for the non-competitive purchase order contract to Goodwill to provide client tuition payments for vocational training classes. A request for state approval for the non-competitive PO is included in the proposal.

DISCUSSION:

The request for grant applications was announced on July 24, 2019, and the grant application was due to the state on August 26, 2019. Due to the short time frame to design the program, coordinate an agreement with a community based partner and prepare the final application, WDB staff was unable to come to the Executive Committee for approval prior to submittal. Therefore, we are returning to the Executive Committee at the earliest date for ratification of the submission of the application.

This request is consistent with Local and Regional Plan requirements to strengthen partnerships with Human Service Agencies. Local Boards are required to engage County programs at the County level to reduce duplicative efforts between Local Boards and County Human Services Agencies.

If you have questions or need more information, please call Rebecca Evans WDB Executive Director, at (805) 477-5306.