



WORKFORCE INVESTMENT BOARD OF VENTURA COUNTY

EXECUTIVE COMMITTEE MEETING

Thursday, January 9, 2014
7:30 a.m.-9:00 a.m.

Ventura County Community Foundation (Community Room)
4001 Mission Oaks Blvd., Camarillo, CA

REVISED AGENDA

7:30 a.m.	1.0 Call to Order and Agenda Review	Mike Soules
7:32 a.m.	2.0 Public Comments Procedure: The public is welcome to comment. All comments not related to items on the agenda may be made at the beginning of the meeting only.	Mike Soules
7:35 a.m.	3.0 WIB Chair Comments	Mike Soules
7:40 a.m.	4.0 Consent Items 4.1 Approve Executive Committee Minutes: November 21, 2013 4.2 Receive and File: WIB Committee Reports	Mike Soules
7:45 a.m.	5.0 Finance Update <ul style="list-style-type: none">Financial Status Report: November 201325% Training Expenditures: Status	Theresa Salazar Vital
7:50 a.m.	6.0 Performance Update <ul style="list-style-type: none">California WIB: New Performance Measures	Theresa Salazar Vital
7:55 a.m.	7.0 Action Items 7.1 Recommendation to Approve the Program Year 2013-2014 Workforce Investment Act (WIA) Adult, Dislocated Worker and Rapid Response Evaluation/Reporting Process 7.2 Recommendation to Authorize Workforce Investment Board (WIB) Staff to Develop and Release a Request for Proposal (RFP) for Workforce Investment Act (WIA) Outreach Services for \$150,000 in WIA Funds	Theresa Salazar Vital Brian Gabler

	7.3 Recommendation to Approve the Use of Uncommitted Workforce Investment Act (WIA) Rapid Response Funds	Cheryl Moore
8:15 a.m.	8.0 Ventura County Regional Strategic Workforce Development Plan <ul style="list-style-type: none"> • California WIB: High Performing WIB Status • California WIB: Employment Zone Initiative • WIBVC Committee Alignment 	Cheryl Moore
8:35 a.m.	9.0 WIB Administration <ul style="list-style-type: none"> • Planning for WIB Meetings <ul style="list-style-type: none"> – February 27, 2014 – April 24, 2014 – June 12, 2014 • On the Calendar <ul style="list-style-type: none"> – January 28-30, 2014: California Workforce Association Youth Conference – March 30-April 1, 2014: National Association of Workforce Boards Conference (WIBVC Presentation) 	Cheryl Moore
8:55 a.m.	10.0 Committee Member Comments	Committee Members
9:00 a.m.	11.0 Adjournment	Mike Soules

Next Meeting

February 13, 2014 (7:30 a.m.-9:30 a.m.)

Ventura County Community Foundation (Community Room)

4001 Mission Oaks Blvd., Camarillo, CA

Individuals who require accommodations for their disabilities (including interpreters and alternate formats) are requested to contact the Workforce Investment Board of Ventura County staff at (805) 477-5306, at least five days prior to the meeting. TTY line: 1-800-735-2922. For more information, visit the Workforce Investment Board website at <http://www.wib.ventura.org>.

WIB Executive Committee
November 21, 2013

MINUTES

Meeting Attendees

Executive Committee

Mike Soules, Chair
Alex Rivera, Immediate Past Chair
Martel Fraser
Brian Gabler
Bill Pratt
Hugh J. Ralston
Marilyn Valenzuela

WIB Administration

Talia Barrera
Jennifer Harkey
Richard McNeal
Cheryl Moore
Theresa Salazar Vital

Guest

Nancy Ambriz (BESD/WIA)

1.0 Call to Order and Agenda Review

Mike Soules called the meeting to order at 7:34 a.m. No changes were made to the agenda.

2.0 Public Comments

No comments.

3.0 WIB Chair Comments

Mike Soules reported on the California Economic Summit, held in Los Angeles on November 7-8, 2013. Currently in its second year of operation, the Summit assembled regional leaders in California to identify shared challenges, solutions, and champions to address economic disparities and advance an integrated strategy for economic vitality. In progress are seven initiatives: workforce, infrastructure, advancing manufacturing, regulations, capital, working landscapes, and housing. The Ventura County WIB is in alignment with the workforce and manufacturing initiatives through its sector strategies.

4.0 Consent Items

4.1 Approve Executive Committee Minutes: October 10, 2013

4.2 Receive and File: WIB Committee Reports

Motion to approve: Brian Gabler

Second: Marilyn Valenzuela

Abstain: Martel Fraser and Alex Rivera

Motion carried

5.0 Finance Update

2013-2014 WIA Budget Plan and Expenditures

The Committee reviewed and discussed the Financial Status Report (FSR) for Fiscal Year 2013-2014, dated November 11, 2013, and reflecting year-to-date expenditures from July 1, 2013 to October 31, 2013. The status of expenditures at 33% into the fiscal year was:

<u>WIA Core Funds</u>	<u>2013-2014 Plan</u>	<u>YTD Expended</u>	<u>% Expended vs. Plan</u>
Dislocated Worker	2,805,773	943,783	34%
Adult	2,247,497	586,891	26%
Youth	2,285,092	657,691	29%
Rapid Response	537,884	113,252	21%

The FSR report includes the completion of program year 2012-2013 contract extensions for the Ventura Adult and Continuing Education (VACE) Adult Program and the Economic Development Collaborative of Ventura County (EDC-VC) Incumbent Worker Training Program, which both ended on September 30, 2013. The amount expended in the Rapid Response category is slightly lower than planned due to the EDC-VC under-expenditure in business retention services. The Committee reviewed and discussed the cumulative quarterly report for EDC-VC in the Evaluation segment of the meeting.

The Committee discussed the potential impact of federal budget sequestration and/or rescission (possibly January/February 2014) on WIA funding and contingency planning. The Management Reserve in the 2013-2014 WIA Budget Plan is available to help address that type of situation.

WIB staff announced the recent name change of the Business Employment Services Department (BESD) to the Community Services Department (CSD). In addition, the Job & Career Centers (JCCs) are also going through a co-branding/re-branding process to reflect the new State-required branding as America's Job Centers of California.

WIA Training Expenditures

The summary of WIA training expenditures, as of November 11, 2013, indicated spending against the required 25% Adult/Dislocated Worker training expenditure target and against WIA grants across the overlapping federal two-year grant cycles:

	<u>2012-2014 Grants</u>		<u>2013-2015 Grants</u>
	<u>Spent in FY 12-13</u>	<u>Spent in FY 13-14</u>	
Total Adult and Dislocated Worker Formula Fund Allocations	4,503,559		4,346,991
25% Training Expenditure Requirement	1,125,890		1,086,748
• Formula Fund Training Expenditures	656,813	197,689	154,710
• Total Leveraged Resources Used Toward Training Expenditures	450,356		46,444
- 2012-2014 Amount Leveraged to Date = \$562,187 (10% Maximum Leveraged Credit toward Goal = \$450,356)			
- 2013-2015 Amount Leveraged to Date = \$46,444 (10% Maximum Leveraged Credit toward Goal = \$434,699)			
• Total Amount Spent on Training	1,304,858		201,155
• % of Training Requirement Met (Final goal = 100%)	116%		19%

The WIB plan for the use of WIA Adult and Dislocated Worker training funds is to expend 90% in the first year of the grant, and 10% in the second, to accommodate the overlapping of two-year grant cycles. With the 2012-2014 training funds fully expended, training costs now will be expended under the 2013-2015 grants. The WIA operations staff of the Community Services Department (CSD) are exploring options for possible leveraged training resources.

6.0 Performance Quarterly Reporting and Update: Program Year 2013-2014

Theresa Salazar Vital presented the program evaluation and quarterly reports for Adult, Dislocated Worker, Youth and Rapid Response programs. The Executive Committee members reviewed and discussed the quarterly performance.

6.1 Performance: First Quarter (Q1) 2013-2014

Enrollees and clients served during Q1 period of July 1, 2013 through September 30, 2013:

- Business and Employment Services Department/WIA (BESD/WIA) cumulative Q1 new enrollments are at 47 Adults or 64% of plan to actual and 35 Dislocated Workers (DW) or 34% of plan to actual. BESD lists 112 of 157 (71%) total cumulative Adult enrollments and 82 of 111 (74%) total cumulative DW enrollments include training services. As of November 18, 2013, new Adult enrollments are at 62 and new DW enrollments are at 47.
- The cumulative number of Universal clients through Q1 for the Ventura County One-Stop Job & Career Center system is at 6,983.
- Ventura Adult and Continuing Education (VACE) cumulative Q1 new enrollments are at 5 Youth or 13% of plan to actual. As of November 18, 2013, new Youth enrollments are at 13.
- Boys and Girls Clubs of Greater Oxnard and Port Hueneme (BGC) cumulative Q1 new enrollments are at 55 youth or 47% of plan to actual. As of November 18, 2013, new Youth enrollments are at 82.
- PathPoint (PPT) cumulative Q1 new enrollments are at 42 youth or 41% of plan to actual. As of November 18, 2013, new Youth enrollments are at 62. The outcome for the Literacy/Numeracy Gain is currently zero out of two; however, we expect to see more clients enroll in the next quarter.

6.2 Rapid Response: Business Employment Services Department (BESD) Second Quarter (Q2)

- The 2013-2014 cumulative quarterly report for April 1, 2013 through September 30, 2013 included on-site layoff/closure planning meetings and/or employee orientations with 7 unique employers who reported layoffs for 745 workers; 210 of these impacted employees attended Rapid Response orientations.
- Below is the cumulative number of Adult and Dislocated Worker enrollments that received Rapid Response activities:

<u>2012-2013 Enrollments</u>	<u>Plan New Unique</u>	<u>Actual New Unique</u> <u>[Rapid Response Activities]</u>		
Adults	74	47	[1]*	[3]**
Dislocated Workers	104	35	[3]*	[13]**

**Reflects outcomes based on a narrowly defined scope assessed at the participant level (WIA Application)*

***Reflects outcomes based on a broader definition of enrolled customer's employer at application and the employers receipt of Rapid Response information and services*

Tracking of future outcomes will depend on the availability of data in the JTA replacement system (New CalJobs), tentatively scheduled for launch in December 2013.

6.3 Rapid Response: Economic Development Collaborative – Ventura County (EDC-VC):

The 2013-2014 cumulative quarterly report for July 1, 2012 through September 30, 2013 included activities for 15 at-risk businesses with 10 or more at-risk workers to help prevent the loss of 929 at-risk jobs. EDC-VC retained 439 jobs after completion of all employer services and at 6 weeks retention. Fifty-eight at-risk workers were provided Incumbent Worker Training with non-WIA funding in technology-related jobs.

Other: New Performance Measures

In response to new legislative and administrative mandates, additional performance measures (beyond WIA Common Measures) were in development by the California Workforce Investment Board (CWIB). Theresa Salazar Vital is serving on the CWIB workgroup to refine new measures performance criteria and develop a revised recommendation for CWIB consideration and approval. The next step would be for the Employment Development Department (EDD) to issue a directive for implementation local WIB implementation of the measures as of July 1, 2014.

7.0 Ventura County Regional Strategic Workforce Development Plan 2013-2017: Update

- Status of Plan: The *Ventura County Regional Strategic Workforce Development Plan 2013-2017* had been approved by the CWIB in October 2013, resulting in local WIB certification through June 30, 2015. CWIB has decided to engage in a new round of WIB plan reviews to determine which WIBs would be designated as high-performing. High performing WIBs will be notified prior to their official announcement at a future CWIB meeting.
- California WIB Member-to-Member Meetings: Members of the CWIB were scheduled to meet with regional groups of local WIB representatives (chair, vice chair, labor, executive director) in October and November 2013. To ensure CWIB member availability, the meeting with Ventura, Santa Barbara, and San Luis Obispo (November 25, 2013) would be rescheduled for a future date.
- California WIB Special Committees: The CWIB has formed special committees to address the four policy priorities in the State Strategic Plan: Advanced Manufacturing Workforce Development Council, Career Pathways and Education Committee, Health Workforce Development Council, Green Collar Jobs Council, Issues and Policies Committee, and State Youth Vision Team. To follow the work of the committees, go to www.cwib.ca.gov.
- California WIB Employment Zone Initiative: CWIB is considering a new California Employment Zone Initiative to engage regional private and public stakeholders in making and keeping a public commitment to drive and support employment growth. The initiative would emphasize collaboration and encourage partnerships between local WIBs.

8.0 WIB Administration

- 2013 WIA Program Monitoring: Richard McNeal provided an update on the recent Employment Development Department (EDD) 2013 program monitoring. The Adult and Dislocated Worker programs were evaluated with no findings.

- WIB Planning Meeting: Cheryl Moore discussed the annual planning meeting (February 27, 2014 from 8:00 a.m. to 11:30 a.m.) and requested feedback from Committee members regarding the content and structure of the meeting. She indicated that the focus of the WIB meeting on December 12, 2013, would be on WIB Plan youth strategies related to education, with WIB member Roger Rice as guest speaker.

9.0 Committee Member Comments

Mike Soules extended thanks to WIB Manager Theresa Salazar Vital for the evaluation reports and acknowledged the extensive staff work involved to prepare the information. He asked Committee members to think about the WIB's approach to performance measures reporting and make suggestions if changes and/or additions are needed.

Mr. Soules thanked the Executive Committee for being voluntary stewards of their respective committees and asked them to continue recruiting others to participate in workforce development. He encouraged members to invite the right people to the table and to spread the word that WIB and WIB Committee meetings are open to the public.

10.0 Adjournment

Motion to adjourn at 9:05 a.m.: Alex Rivera

Second: Mike Soules

Motion carried unanimously

Next Meeting

January 9, 2014 (7:30 a.m.-9:30 a.m.)

Ventura County Community Foundation (VCCF Nonprofit Center)

4001 Mission Oaks Blvd (Community Room), Camarillo, CA



**Executive Committee Meeting
Workforce Investment Board of Ventura County**

January 9, 2014

WIB COMMITTEE REPORTS

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

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TO: EXECUTIVE COMMITTEE

**FROM: VICTOR DOLLAR, CHAIR
CLEAN/GREEN COMMITTEE**

DATE: JANUARY 9, 2014

SUBJECT: CLEAN/GREEN COMMITTEE REPORT

The next meeting of the Clean/Green Committee is scheduled for Friday, January 17, 2014, from 8:00 a.m. to 9:30 a.m., at the Ventura County Community Foundation Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo. Agenda items will include the a clean/green workforce information update, development of the Clean/Green Workforce Pipeline, project updates and strategic planning to achieve the Clean/Green Sector objectives in the *Ventura County Regional Strategic Workforce Development Plan 2013-2017*.

The Clean/Green Committee report for that meeting will be provided at the next Executive Committee meeting on February 13, 2014.

If you have questions or need more information, please call me at (805) 658-1212, or contact Talia Barrera at (805) 477-5341, email talía.barrera@ventura.org

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TO: EXECUTIVE COMMITTEE

**FROM: MARTEL FRASER, CHAIR
HEALTHCARE COMMITTEE**

DATE: JANUARY 9, 2014

SUBJECT: HEALTHCARE COMMITTEE REPORT

The next meeting of the Healthcare Committee is scheduled for Friday, January 10, 2014, from 8:00 a.m. to 9:30 a.m., at the Ventura County Community Foundation Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo. The agenda items will include a healthcare workforce information update, development of the Healthcare Workforce Pipeline, project updates, and strategic planning to achieve the healthcare sector objectives in the *Ventura County Regional Strategic Workforce Development Plan 2013-2017*.

The Healthcare Committee report for that meeting will be provided at the next Executive Committee meeting on February 13, 2014.

If you have questions or need more information, please call me at (805) 437-7263 or contact Richard McNeal at (805) 477-5344, email richard.mcneal@ventura.org.

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TO: EXECUTIVE COMMITTEE

**FROM: BILL PRATT, CHAIR
MANUFACTURING COMMITTEE**

DATE: JANUARY 9, 2014

SUBJECT: MANUFACTURING COMMITTEE REPORT

The Manufacturing Committee met on Wednesday, January 8, 2014, from 8:00 a.m. to 9:30 a.m., at the Ventura County Community Foundation, 4001 Mission Oaks Blvd., Camarillo. Agenda items included a manufacturing workforce information update, development of the Manufacturing Workforce Pipeline, project updates, and strategic planning to achieve the manufacturing sector objectives in the *Ventura County Regional Strategic Workforce Development Plan 2013-2017*.

The Manufacturing Committee report for that meeting will be provided at the next Executive Committee meeting on February 13, 2014.

If you have questions or need more information, please call me at (805) 278-1800, or contact Theresa Salazar Vital at (805) 477-5343, email theresa.vital@ventura.org.

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TO: EXECUTIVE COMMITTEE

**FROM: MARILYN VALENZUELA, CHAIR
MEMBERSHIP COMMITTEE**

DATE: JANUARY 9, 2014

SUBJECT: MEMBERSHIP COMMITTEE REPORT

The next meeting of the Membership Committee is scheduled for January 14, 2014, from 10:00 a.m. to 11:30 a.m., at Tri-Counties Central Labor Council, 816 Camarillo Springs Road, Camarillo. The agenda items will include WIB membership evaluations for reappointments and appointments, as well as sector committee membership.

The Membership Committee report for that meeting will be provided at the next Executive Committee meeting on February 13, 2014.

If you have questions or need more information, please call me at (805) 987-0101, or contact Talia Barrera at (805) 477-5341, email talía.barrera@ventura.org.

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TO: EXECUTIVE COMMITTEE

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

DATE: JANUARY 9, 2014

SUBJECT: OUTREACH COMMITTEE REPORT

The next meeting of the Outreach Committee is scheduled for January 15, 2014, from 8:30 a.m. to 10:00 a.m., at the Economic Development Collaborative-Ventura County office, 1601 Carmen Drive, #215, Camarillo. The agenda items will include implementation updates on employer, job seeker, youth, and general marketing and outreach activities and planning for the 2014 WIB Awards.

The Outreach Committee report for that meeting will be provided at the next Executive Committee meeting on February 13, 2014.

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

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TO: EXECUTIVE COMMITTEE

FROM: HUGH J. RALSTON, CHAIR
RESOURCE DEVELOPMENT COMMITTEE

DATE: JANUARY 9, 2014

SUBJECT: RESOURCE DEVELOPMENT COMMITTEE REPORT

The next Resource Development Committee meeting is scheduled for January 15, 2014, from 3:30-5:00 p.m. at the Ventura County Community Foundation, 4001 Mission Oaks Blvd., Camarillo. Topics for discussion will include an updated grant report, a draft inventory of workforce strategies in multiple Ventura County organizations for regional alignment, and the development of regional partnerships.

The Resource Development Committee report for that meeting will be provided at the next Executive Committee meeting on February 13, 2014.

If you have questions or need more information, please call me at (805) 988-0196 or contact Richard McNeal at (805) 477-5344, email richard.mcneal@ventura.org.

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TO: EXECUTIVE COMMITTEE

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

DATE: JANUARY 9, 2014

SUBJECT: YOUTH COUNCIL REPORT

The Youth Council met on Wednesday, January 8, 2014, from 3:00 p.m. to 4:30 p.m., at the Human Services Agency, Pepper Tree Room, 855 Partridge Drive, Ventura, CA 93003. The agenda topics included an evaluation of youth programs and strategic planning to achieve the youth objectives in the *Ventura County Regional Strategic Workforce Development Plan 2013-2017*.

The Youth Council report for that meeting will be provided at the next Executive Committee meeting on February 13, 2014.

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

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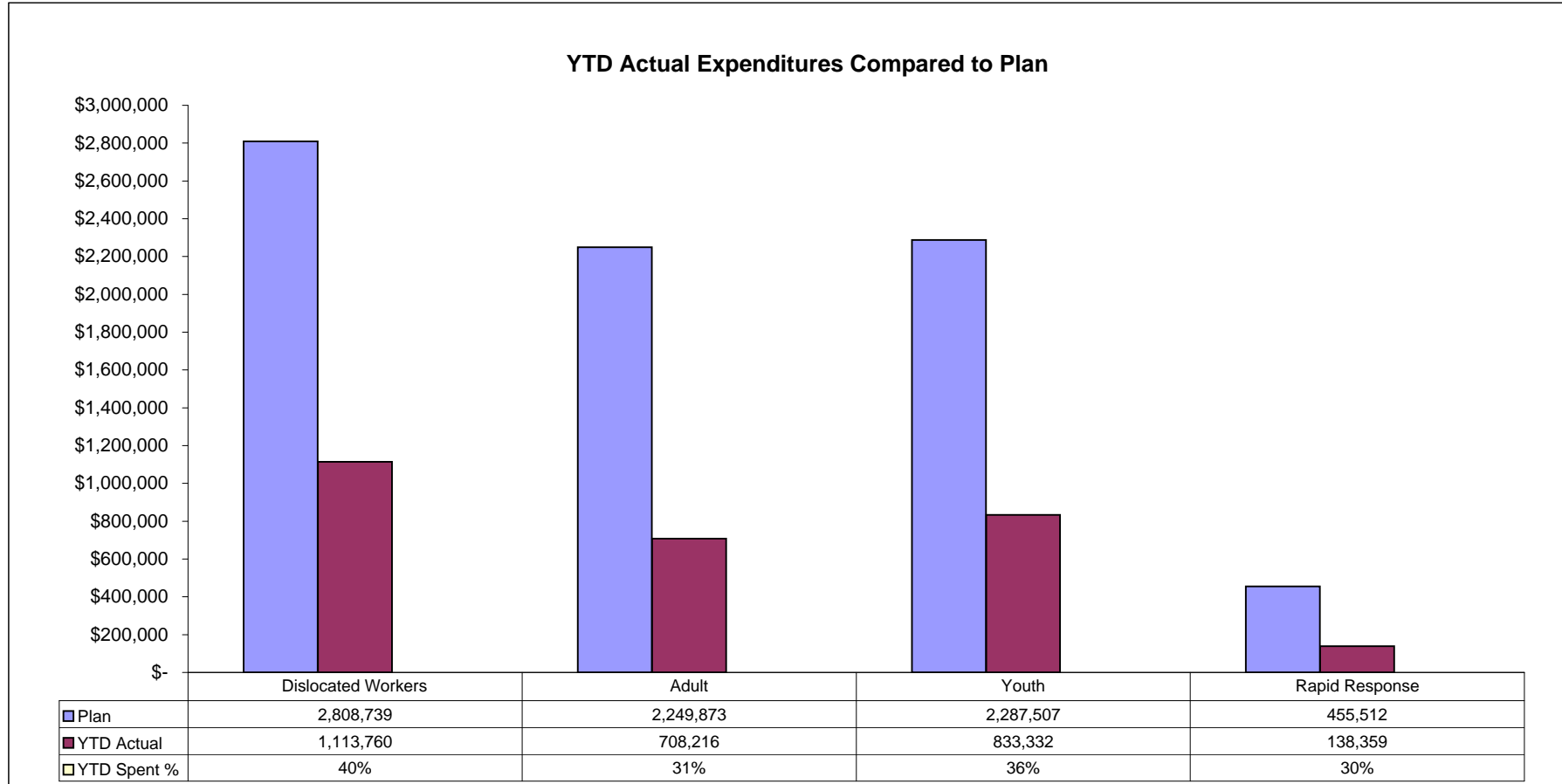


FINANCIAL STATUS REPORT for FISCAL YEAR 2013-2014

Year to Date Expenditures from 07/01/13 to 11/30/2013 (42% into the Fiscal Year)

Submitted on: December 11, 2013

WIA Financial Status Report for Fiscal Year 2013 - 2014
Year to Date Expenditures from 07/01/13 to 11/30/2013 (42% into the Fiscal Year)



WIA Financial Status Report for Fiscal Year 2013 - 2014												
Year to Date Expenditures from 07/01/13 to 11/30/2013 (42% into the Fiscal Year)												
Name of Grants	Salaries and Benefits			Direct Program/WIB Special Projects			Other Operating Expenses			Total		
	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan *	YTD Actual	Plan Balance
Core Grants:												
Dislocated Worker	1,612,204	770,910	48%	914,630	211,224	23%	281,904	131,627	47%	2,808,739	1,113,760	1,694,978
Adult	1,171,369	341,218	29%	852,691	276,108	32%	225,813	90,891	40%	2,249,873	708,216	1,541,656
Youth	428,258	129,190	30%	1,629,659	610,673	37%	229,590	93,470	41%	2,287,507	833,332	1,454,174
Rapid Response	162,149	51,767	32%	247,645	63,998	26%	45,718	22,595	49%	455,512	138,359	317,153
Others:					-			-				
Total WIA Grants	\$ 3,373,980	\$ 1,293,083	38%	\$ 3,644,625	\$ 1,162,002	32%	\$ 783,025	\$ 338,582	43%	\$ 7,801,630	\$ 2,793,668	\$ 5,007,962

Submitted on: December 11, 2013

VCFMS Plus Estimated Accrued Expense for Fiscal Year 2013- 2014 Year to Date Expenditures from 07/01/13 to 11/30/2013 (42% 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	741,878	29,031	770,910	190,299	20,925	211,224	105,927	25,699	131,627	1,038,104	75,656	1,113,760
Adult	326,867	14,351	341,218	238,413	37,695	276,108	70,305	20,586	90,891	635,585	72,632	708,216
Youth	121,837	7,353	129,190	435,610	175,064	610,673	74,044	19,426	93,470	631,490	201,842	833,332
Rapid Response	49,429	2,338	51,767	46,512	17,485	63,998	17,479	5,116	22,595	113,421	24,939	138,359
OTHERS:												
-	-	-	-	-	-	-	-	-	-	-	-	-
										-	-	-
Total WIA Grants	\$ 1,240,011	\$ 53,073	\$ 1,293,083	\$ 910,834	\$ 251,169	\$ 1,162,002	\$ 267,755	\$ 70,827	\$ 338,582	\$ 2,418,600	\$ 375,068	\$ 2,793,668

FY 2013-14 WIA Budget Plan V-091713							YTD Actual	42% to Plan
		Dislocated Worker	Adult	Youth	Rapid Response	FY 13-14 Pre Plan w/ Rollover		
1	Revenue Projection:						Nov-13	into FY
2	FY13-14Grants (Per WSIN12-57 05/08/13)	2,454,783	1,892,208	2,054,472	445,934	6,847,397		
3	FY13-14 Management Reserve	(94,399)	(85,418)	(154,870)		(334,687)		
4	Balance rolled over from prior year grants:					-		
5	FY12-13 Mgt Reserve	251,140	199,216	108,217		558,573		
6	Additional rollover - Salaries Savings/(Overage)	78,000	72,000	163,000	(8,300)	304,700		
7	Overhead Saving/(Overage)	45,000	31,000	(2,500)	3,000	76,500		
8	FY12-13 EDC-VC Business Srvs				96,000	96,000		
9	FY 12-13 Unspent Contracts (year end0)	1,250	58,491	116,773	1,250	177,764		
10	ITA/OJT Committed but spent in FY 13-14	70,000	80,000			150,000		
11	Total Available Grants to be Spent	2,805,774	2,247,497	2,285,092	537,884	7,876,247		
12	Grants %	35.6%	28.5%	29.0%	6.8%	100.0%		
12	BESD FTEs Assigned to the programs	14.00	10.00	2.00	1.00	27.00		
12	% Direct FTES Allocated to Grants	51.9%	37.0%	7.4%	3.7%	100.0%		
12	% Admin Staff Allocated to Grants	36.0%	28.0%	28.0%	8.0%	100.0%		
13	Expenditure Projection:							
14	Salaries and Benefits:							
15	BESD 2,508,000	1,300,444	928,889	185,778	92,869	2,507,980	958,502	38%
16	WIB Administration 866,000	311,760	242,480	242,480	69,280	866,000	334,582	39%
17	Subtotal Salaries and Benefits	1,612,204	1,171,369	428,258	162,149	3,373,980	1,293,083	38%
18	Direct Expenses:							
19	<u>Grant Specific Contracts</u>							
20	EDC-VC Business Services 12-13 Extension				21,384	21,384	36,973	173%
21	EDC-VC Business Services 13-14				130,800	130,800		0%
22a	Boys and Girls Club: Core Program			575,000		575,000	208,907	36%
22b	Pathpoint: Core Program			575,000		575,000	231,785	
23	VACE Adult 12-13 Extension: Youth 13-14		58,491	379,000		437,491	174,562	40%
24	Cost/benef analysis (ROI) emsi 3/13 report				7,000	7,000	-	0%
25	Special Projects					-	-	
26	Subtotal - Contracted Program Expense	-	58,491	1,529,000	159,184	1,746,675	652,227	37%
27	<u>Client Expenses:</u>					-		
28	Job Train/Education ** 25% (25%\$ / 0%Lev)	608,983	516,907			1,125,890	328,553	29%
29	ITA/OJT Committed in 12-13 to be spent in 13-14	70,000	80,000			150,000	-	0%
30	Others/ChildCare/Trans - JTA	105,383	97,277	5,000		207,660	54,960	26%
31	Client Supports - Work Keys					-	-	
32	Universal Clients	11,005	8,254	8,254		27,513	7,577	28%
33	Youth Expansion -Santa Clara (Goodwill)					-		
34	Youth Expansion-Oxnard ends 9/30/2012 (Goodwill)					-		
35	Subtotal - Client Expense	795,372	702,438	13,254	-	1,511,063	391,090	26%
36	<u>Other Allocated/Contracted Expenses</u>	31%	24%	23%	23%	1		
37	Geographic Solutions 97,387	34,086	29,215	24,347	9,739	97,387	40,578	42%
38	Outrch/Mktg: theAgency 150,000	40,955	26,146	28,799	54,100	150,000	63,049	42%
39	Outreach -WIB 50,000	17,812	14,268	14,506	3,415	50,000	5,159	10%
40	WIB Expense - Non Staff 20,000	7,125	5,707	5,802	1,366	20,000	7,491	37%
41	Program Outreach-BESD 50,000	17,500	15,000	12,500	5,000	50,000	512	1%
42	Kiosk 5,000	1,781	1,427	1,451	341	5,000	1,896	38%
43	Contract Labor Mkt Study 14,500	-	-	-	14,500	14,500	-	0%
44	Subtotal - other allocated exp 386,887	119,258	91,762	87,405	88,461	386,887	118,686	31%
45	Subtotal- Program/Clients Expenses	914,630	852,691	1,629,659	247,645	3,644,625	1,162,002	32%
46	Total Direct Program Expense	2,526,834	2,024,060	2,057,917	409,794	7,018,605	11,510,376	
47	<u>Overhead/Administration:</u>	36%	29%	29%	6%	100%		
48	Communication/Voice/data 75,000	27,001	21,629	21,991	4,379	75,000	28,398	38%
49	A Insurance 19,725	7,101	5,688	5,784	1,152	19,725	8,219	42%
50	Facilities Maint. 89,000	32,042	25,666	26,096	5,196	89,000	42,531	48%
51	Building Lease/Rental 85,000	30,602	24,513	24,923	4,963	85,000	37,259	44%
52	Office Equipment/Supplies & 16,000	5,760	4,614	4,691	934	16,000	6,961	44%
53	Membership and dues 12,000	4,320	3,461	3,519	701	12,000	11,050	92%
54	Education allowance 5,000	1,800	1,442	1,466	292	5,000	417	8%
55	A Indirect cost recovery(County -	-	-	-	-	-	-	
56	A Fiscal/HR/BTD/ET (HSA) 350,000	126,007	100,935	102,623	20,435	350,000	162,762	47%
57	A Books and Publication 3,000	1,080	865	880	175	3,000	250	8%
58	A Mail Center - ISF 5,000	1,800	1,442	1,466	292	5,000	4,136	83%
59	A Purchase Charges - ISF 4,000	1,440	1,154	1,173	234	4,000	3,421	86%
60	A Copy Machine - ISF 15,000	5,400	4,326	4,398	876	15,000	3,760	25%
61	A Stores - ISF 300	108	87	88	18	300	282	94%
62	A Information Tech - ISF 5,000	1,800	1,442	1,466	292	5,000	779	16%
63	A Computer Services Non ISF 25,000	9,000	7,210	7,330	1,460	25,000	2,839	11%
64	A Storage Charges - ISF 5,000	1,800	1,442	1,466	292	5,000	2,296	46%
65	Mileage Reimb. - Staffs only 15,000	5,400	4,326	4,398	876	15,000	8,185	55%
66	Conference and Seminars - S 15,000	5,400	4,326	4,398	876	15,000	1,187	8%
67	Misc. Travel - Staffs only 15,000	5,400	4,326	4,398	876	15,000	-	0%
68	Other Admin Services 4,000	1,440	1,154	1,173	234	4,000	2,721	68%
69	WIB Staff Travel/Conference 20,000	7,200	5,768	5,864	1,168	20,000	11,131	56%
70	Subtotal Overhead 783,025	281,904	225,813	229,590	45,718	783,025	338,582	43%
71	WIB Special Projects (to be determined)	-	-	-	74,616	74,616		
72	Planned Total Grant Expenses	2,808,739	2,249,873	2,287,507	530,128	7,876,246	2,793,668	35%
73	A Admin Rate for State Reporting	7%	7%	7%	6%	7%		
74	Admin Rate (State Reported + Other)	10%	10%	10%	8%	10%		
75	Work in Progress: Grant Balances	(2,965)	(2,375)	(2,415)	7,756	0		

WIA Training Activity Summary (Expended and Leveraged)

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

Year to Date Expenditures from 07/01/13 to 11/30/2013 (42% into the Fiscal Year)

Rpt Line #	Program Year Funding and Traing Expenditures	12-14 Grants (Due 10/1/12)		13-15 Grants (Due 10/1/15)
		Spent in FY 12-13	Spent in FY 13-14	
4)	Adult and Dislocated Worker Formula Fund Allocations	4,503,559		4,346,991
5)	Training Expenditure Requirement	1,125,890		1,086,748
6)	Formula Fund Training Expenditures	656,813	187,747	143,837
	Leveraged Resources			
	- Total Leveraged Resources	562,187		145,846
	- Maximum Allowed Leveraged Resources (10%)	450,356		434,699
7)	- Total Leveraged Resources Used Towards Training Expenditures	450,356		145,846
8)	Total Amount Spent On Training (should equal/exceed Line 5 by end of grant)	1,294,916		289,683
	% of Training Requirement Met (final goal is 100%)	115%		27%

9)	Leveraged Resources Detail (notes)			
	(a) Pell Grant	116,771		111,045
	(b) Programs Authorized by the Workforce Investment Act (VETP)	200,457		-
	(c) Trade Adjustment Assistance (EDD)	129,548		9,009
	(e) Match Fund from Employers, and Industry Associations (OJT 50%)	115,411		25,791
	Total	562,187		145,846
	Legends/Coding for Source/Type of Leveraged Resources: 9a) = Pell Grant 9b) = Programs Authorized by the Workforce Investment Act (specify) 9c) = Trade Adjustment Assistance 9d) = Dept of Labor National Emergency Grants 9e) = Match funds from employers, industry, and industry associates (specify) 9f) = Match funds from joint labor-management trusts (specify) 9g) = Employment Training Panel grants			

CWIB Performance Measures: Outcome

Measure (Outcome)	Policy Goal	Definition of Measure		WIASRD Field (if applicable)	Additional Indicators
		Policy	Technical		
Attainment of Industry-Recognized Credentials NOTE: OJTs that are completed will count as credentials	Increase the number of Californians with the skills necessary to compete in today's labor market.	Certificates and credentials that enable participants to enter middle-skill jobs and career pathways. <i>Credentials/certificates recognized by employers, trade associations, and licensing entities as meeting occupational requirements and used in hiring decisions</i>	# of WIA participants with training services who receive a credential (by type) Note: This is only for participants enrolled in training	1700	Entered-Training Related Employment (1505); Entered Employment
Placement in Quality (living wage) Jobs This will be a regional measure	Increase the number of Californians who earn enough to make ends meet	Jobs that meet a minimum threshold for wage and/or benefits. Quality jobs are those that meet or exceed the Self-sufficiency Standard for a single adult for the county/local area in which the job seeker is located. Note: Will obtain self-sufficiency standard from national studies such as the one completed from Univ. of Wash.	# of WIA participants who obtain employment after training completion (by SOC code using O*Net 4.0)	1502	Trained-in occupation () Note: looking for types of jobs
		Note: Will obtain self-sufficiency standard from national studies such as the one completed from Univ. of Wash. <i>A living wage is a wage that is high enough to maintain a decent standard of living (adequate food, shelter, and other necessities). Living wage varies based on the area-specific cost of living.</i>	Adult/DW Average Earnings This will be measured against the self-sufficiency standard	N/A	Regional/Local self-sufficiency standard
Placement in Targeted Industry Sectors	Increase the number of Californians with jobs and careers in high-demand, priority industries in the regional or state economy.	Placements in priority industry sectors as identified by LWIBs or the State Board. <i>Sectors may be high-demand (new jobs or replacement job openings), high-wage, or represent a critical or emerging role in the local/state economy.</i>	# of WIA participants who obtain employment after training completion (by 6-digit NAICS code)	1514	Regional LMI data

CWIB Performance Measures: Process

Measure (Process)	Policy Goal	Definition of Measure		WIASRD Field (if applicable)	Additional Indicators
		Policy	Technical		
Return on Investment	Increase the number of Californians who participate in WIA services and/or training.	Expenditures for workforce services as compared against outcomes achieved. Defined as income increase for workers placed in a new job or advanced to a new occupation as a result of services delivered through the local WIB. ROI will be measured by the ratio between workforce service cost as compared to income change.	Total WIA allocation funding divided by # of WIA participants placed in employment Note: It is the ratio between cost per and average earnings	N/A	Average Earnings Look to develop a baseline year
Employer Engagement/Investment	Increase the value of the workforce system to businesses/employers	Employers are active partners in and customers of workforce services, and provide meaningful contributions – financial and in-kind – programs. Employer satisfaction as measured by value of WIA services provided.	Customer satisfaction survey administered by state/regions Concern: Does not measure employer investment in system	N/A	N/A
Industry Sector Partnerships	Increase the responsiveness of the workforce system to local, regional, and statewide economic conditions	Collaboration among workforce system providers, educational and training institutions, labor, and employers that target the supply and demand gaps (hiring, training, productivity, diversity, etc.) in targeted industries.	Reported common and additional measures by region	N/A	N/A
Alignment of Funding Streams	Increase the impact of the workforce system and limit duplication of services	Local and/or regional funding decisions are reflective of workforce system goals	State-level aggregate of reported funding streams	908-911; 923-924; 936; 940-41; 943	N/A

WIB EXECUTIVE COMMITTEE EVALUATION/REPORTING PROCESS
PROGRAM YEAR (PY) 2013 – 2014
APPROVAL DATE: JANUARY 9, 2014

PURPOSE

- Establishes criteria for successful Workforce Investment Act (WIA) Adult, Dislocated Worker and Rapid Response outcomes and for contract renewal/extension consideration.

EFFECTIVE DATE

- July 1, 2013: Participant and Rapid Response Allowable Activities
- April 1, 2013: Rapid Response Required Activities

SCOPE

Evaluation and reporting for Program Year (PY) 2013-2014 Adult, Dislocated Worker and Rapid Response programs and contracts as listed below:

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

EVALUATION AND REPORTING FACTORS

Quarterly reporting as listed below:

Adult and Dislocated Worker Core Grants (CSD/WIA)

- Enrollments
- Adult and Dislocated Worker Enrollments with Training Services
- Monitoring/Audits
- Common Measures
- Current to prior Program Year performance

Rapid Response Core Grant - Required Activities (CSD/WIA)

- State 121 Outcome Report
- Dislocated Worker Enrollments
- Monitoring/Audits

Rapid Response Core Grant - Allowable Activities (EDC-VC)

- Business Services Outcome Report
- Rapid Response WIA Incumbent Worker Enrollments
- Monitoring/Audits
- Common Measures
- Expenditures

EVALUATION AND REPORTING PROCESS

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

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

- Meet a minimum of 75% of total new enrollments
- Adult and Dislocated Worker actual enrollments with training services (report only)
- Current to prior Program Year performance (report only)

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

- All audit and monitoring findings are resolved or in resolution

c. Common Measures Plan to Actual Outcomes (CSD/WIA Adult and Dislocated Worker Programs and EDC-VC WIA Incumbent Worker Enrollees)

- All participant outcomes meet State approved WIB goals
- All participant outcomes meet 100% success rate
- Current to prior Program Year performance (report only)

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

- Minimum of 75% of total contract funds expended
- Minimum of 75% of total in-kind non-WIA resources expended
- 25% Training Expenditures (report IWT only)

e. Rapid Response Outcomes (CSD/WIA Required)

- State 121 Outcome Report (report only)
- Dislocated Worker Enrollments from Rapid Response Activities (report only and contingent on new CalJOBS system capacity and local workforce area reporting capability)

f. Rapid Response Outcomes (EDC-VC Allowable)

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



Business Retention/Layoff Aversion Services Program Year 2013 – 2014 Quarterly Review

Quarter 1 (Q1) Cumulative July, 2013 - September, 2013	Quarter 2 (Q2) Cumulative October, 2013- December, 2013	Quarter 3 (Q3) Cumulative October, 2013 - March 31, 2014 including activity through May 22, 2014 <i>WIB EVALUATION May 22, 2014</i>	Quarter 4 (Q4) Cumulative October, 2013 - June, 2014
Reported for PY 2012-13 contract extension	X		

Plan vs. Actual Outcomes for the Contract Period of October 1, 2013 – June 30, 2014

Plan to Actual	# At-Risk Employers Served (with 10 or more At-Risk Workers) Provided Layoff Aversion Services	# Jobs At-Risk and Retained after Completion of all Employer Services and at 6 Weeks Retention for Employers Served	# At-Risk Workers provided Incumbent Worker Training (IWT) for Job Retention by all Providers (A) WIA (B) non-WIA	(A) Contract Expenditures (B) In- Kind Expenditures	Average Customer Satisfaction Score for Employers Served
Program Year (PY) Plan (October 1, 2013 through June 30, 2014)	10	39	A = 31 B = 67	A = \$130,800 B = \$75,000	4 on 5 point scale
Minimum Number For WIB Evaluation	8	29	A = 23 B = 50	A = \$98,100 B = \$56,250	4 on 5 point scale
Cumulative Actual					
Plan to Actual and Average Score					

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

2013-2014 Second Quarter
October, 2013 through December 31, 2013

	Employer	City	Date(s) of Employer Visit(s)	# of Employees	# Jobs At-Risk	# At-Risk Employers Served (with 10 or more At-Risk Workers) Provided Layoff Aversion Services	# Jobs At-Risk and Retained after Completion of All Employer Service and at 6 Weeks Retention for Employers Served	At-Risk Workers provided Incumbent Worker Training (IWT) for Job Retention by all Providers (A) WIA (B) non-WIA	Average Customer Satisfaction Score for Employers Served (4 on 5 point scale)	IWT Provided in (A) Healthcare (B) Manufacturing (C) Clean Green "multi sector" (D) Other Sector	# At-Risk Employers Served (with 10 or more At-Risk Workers) Referred to BESD for Required Rapid Response Activity	Industry	Classifications Affected (list 3 major)
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
	Totals/Average												

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TO: EXECUTIVE COMMITTEE

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

DATE: JANUARY 9, 2014

SUBJECT: RECOMMENDATION TO AUTHORIZE WORKFORCE INVESTMENT BOARD (WIB) STAFF TO DEVELOP AND RELEASE A REQUEST FOR PROPOSALS (RFP) FOR WORKFORCE INVESTMENT ACT (WIA) OUTREACH SERVICES FOR \$150,000 IN WIA FUNDS

RECOMMENDATION

That the Executive Committee authorize Workforce Investment Board (WIB) staff to develop and release a request for proposals (RFP) for Workforce Act (WIA) Outreach Services for \$150,000 in WIA Funds.

DISCUSSION

County of Ventura procurement term limits require that a new competitive solicitation be conducted for the selection of a contractor to provide outreach services.

The public Request for Proposals (RFP) process in October 2011 funded a contract with the Agency for these outreach services. The current and final annual contract with the Agency ends June 30, 2014.

On October 24, 2013, the full WIB approved the plan for preliminary recommendations for general use of 2013-2014 WIA core funds. The purpose of this new RFP is for a County-wide outreach project with a selected organization to promote workforce development programs and services in Ventura County. Services will include creative design, production and copywriting (e.g., brochures, flyers, commercials), media negotiation and placement (e.g., newspapers, newsletters, English and Spanish radio, cable TV and public access programming, transit, non-traditional) public relations (e.g., press releases, media placements, public service announcements and placement, broadcast interviews). This procurement will align with the WIB goals and WIB-approved plan:

- *Business-friendly outreach in the Ventura County region is essential for raising awareness of business services and engaging employers in workforce development.*

The new outreach project will be funded with WIA Adult, Dislocated Worker, Youth and Rapid Response core funds. The planned RFP release date is January 21, 2014, for approval by the Board of Supervisors of a contract starting July 1, 2014.

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

CONSIDERATIONS FOR USE OF UNCOMMITTED WIA FUNDS

Workforce Investment Board of Ventura County

WIB Policy on Uncommitted Funds

The use of uncommitted funds in any WIA budget category must be consistent with Workforce Investment Act (WIA) regulations and with the WIB's established priorities. These funds may be used in one or more of the following ways:

- Modifying existing contracts or in-house budgets to provide for additional enrollments and/or increased services for enrolled clients
- Funding special projects identified as WIB priorities
- Funding new Requests for Proposals (RFPs) for new and needed services
- Funding unsolicited proposals that comply with the WIB's policy on unsolicited proposals

WIB Policy on Unsolicited Proposals

Unsolicited proposals must meet the following minimum standards for initial consideration by the WIB Executive Director:

- Provide needed services that are consistent with WIA regulations and with the WIB's established priorities.
- Provide documentation that supports one or more of the following WIA requirements for noncompetitive proposal/sole source:
 - Service(s) in the proposal is only available from that organization.
 - Public exigency or emergency for the proposal service(s) will not permit a delay resulting from competitive solicitation.
 - Employment Development Department (EDD) gave written authorization for the proposal.
 - After solicitation of a number of sources for the proposal service(s), competition is determined inadequate.
- The WIB Executive Director may accept unsolicited proposals for subsequent consideration by the WIB, or may reject them.
- Unsolicited proposals may be used as a basis for establishing a Request for Proposal (RFP).
- The Executive Director will refer previously-screened unsolicited proposals to the appropriate WIB committee for consideration and subsequent action by the WIB Executive Committee and/or the full WIB.

Guidelines for Applying WIB Priorities to Special Projects

- Target training opportunities (Healthcare, Manufacturing, Clean Green and other priority sectors; customized training for businesses; incumbent worker training)
- Target special needs (veterans, persons with disabilities, foster youth, incarcerated/probationary youth, parolees)
- Increase other job seeker services (support services; more/different workshops)
- Increase employer services (recruitment; business attraction/layoff aversion; business management consulting; business workshops; employer outreach)
- Offer WIA-related training for potential providers

POTENTIAL OPPORTUNITIES FOR USE OF UNCOMMITTED 2012-2013 WIA FUNDS
Workforce Investment Board of Ventura County

<u>Potential Opportunities</u>	<u>Rapid R.</u> \$ 74,616
<p>1. Augment the current contract with the Agency to develop and implement an expanded employer outreach plan, in support of the Ventura County Regional Strategic Workforce Development Plan, to:</p> <ul style="list-style-type: none"> • Reach local employers through targeted marketing and regional professional associations. • Raise local employer awareness of workforce development programs and services available to them. • Encourage local employers to participate in regional workforce development (e.g., WIB sector committees, on-the-job training, internships, work experience, job shadowing). • Raise the visibility of the WIB with local employers. 	\$ 74,616
<p>2. Apply full or partial funds to pending Request for Proposals (RFP) for Workforce Investment Act (WIA) Outreach Services for Program Year (PY) 2014-2015. (Note: Contingent on State approval to carry over Program Year 2013-2014 Rapid Response funds.)</p>	\$TBD
<p>3. Apply full or partial funds to the future RFP for WIA Business Retention and Layoff Aversion Services for PY 2014-2015. (Note: Contingent on State approval to carry over Program Year 2013-2014 Rapid Response funds.)</p>	\$TBD