



WORKFORCE INVESTMENT BOARD OF VENTURA COUNTY

EXECUTIVE COMMITTEE MEETING

NOTE: DIFFERENT ENDING TIME OF MEETING

**Thursday, February 13, 2014
7:30 a.m.-9:30 a.m.**

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

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: December 6, 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">• PY 2013-14 Financial Status Report: December 2013• 25% Training Expenditures	Theresa Salazar Vital
7:50 a.m.	6.0 Performance Quarterly Reporting and Update PY 2013-2014: Quarterly Reports: Adult, Dislocated Worker, Youth and Rapid Response	Theresa Salazar Vital
8:00 a.m.	7.0 Ventura County One-Stop Delivery System Presentation/Discussion <i>PY 2013-2014 Business Retention and Layoff Aversion Program: Incumbent Worker Pilot Project Plan of Action Bruce Stenslie, President/CEO Economic Development Collaborative – Ventura County</i>	Mike Soules

8:20 a.m.	8.0 Action Item	
	Recommendation to Authorize Workforce Investment Board (WIB) Staff to Develop and Release a Request for Proposal (RFP) for Workforce Investment Act (WIA) Business Retention and Layoff Aversion Services for \$150,000 in WIA Funds	Cheryl Moore
8:25 a.m.	9.0 Ventura County Regional Strategic Workforce Development Plan	Cheryl Moore
	<ul style="list-style-type: none"> California WIB Updates: <ul style="list-style-type: none"> High Performing WIB Status Employment Zone Initiative New Performance Measures Sector Surveys Impact on WIBVC WIB Planning Meeting: February 27, 2014 	
9:20 a.m.	10.0 WIB Administration	Cheryl Moore
	<ul style="list-style-type: none"> New WIB Member WIB Compliance Requirement: Form 700 In Perspective <ul style="list-style-type: none"> January 28-30, 2014: California Workforce Association Youth Conference On the Calendar <ul style="list-style-type: none"> February 26-28, 2014: California Labor Federation Conference February 27, 2014: WIA Outreach Services Proposals Due (RFP #WO1415) March 19, 2014: California Workforce Investment Board Meeting March 29-April 1, 2014: National Association of Workforce Boards Conference (WIB Presentation) and Capitol Hill Meetings April 24, 2014: WIB Meeting (2014-2015 Preliminary Budget) June 12, 2014: WIB Annual Meeting (2014 WIB Awards) 	
9:25 a.m.	11.0 Committee Member Comments	Committee Members
9:30 a.m.	12.0 Adjournment	Mike Soules

Next Meeting

March 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
January 9, 2014

MINUTES

Meeting Attendees

Executive Committee

Mike Soules, Chair
Sandra Werner, Vice Chair
Alex Rivera, Immediate Past Chair
Victor Dollar
Martel Fraser
Brian Gabler
Hugh J. Ralston
Tony Skinner
Marilyn Valenzuela

WIB Administration

Talia Barrera
Patricia Duffy
Jennifer Harkey
Richard McNeal
Cheryl Moore
Theresa Salazar Vital

Guests

Nancy Ambriz (Community
Services Department/WIA)
Steve Thompson (Ventura
Adult and Continuing
Education)

1.0 Call to Order and Agenda Review

Mike Soules called the meeting to order at 7:32 a.m. No changes were made to the agenda.

2.0 Public Comments

No comments.

3.0 WIB Chair Comments

Mike Soules welcomed new WIB Administration Manager, Patricia Duffy, who recently served as the South Coast Regional Director for the Health Workforce Initiative of the Community College Chancellor's Office. She will be facilitating collaboration among industry sector, education, and community partners to help advance the *Ventura County Regional Strategic Development Plan*.

4.0 Consent Items

4.1 Approve Executive Committee Minutes: November 21, 2013

4.2 Receive and File: WIB Committee Reports

Motion to approve: Marilyn Valenzuela

Second: Alex Rivera

Motion carried unanimously

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 December 11, 2013, and reflecting year-to-date expenditures from July 1, 2013 to November 30, 2013. The status of expenditures at 42% 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	2,808,739	1,113,760	40%
Adult	2,249,873	708,216	31%
Youth	2,287,507	833,332	36%
Rapid Response	455,512	138,359	30%

Theresa Salazar Vital explained the potential impact of federal budget sequestration on WIA funding and the contingency planning by WIBVC for a ten percent management reserve in the WIA budget. Ms Salazar Vital also clarified that the new State JTA system may be an additional cost but we do not yet know the exact impact on funding. Regionalism may also potentially impact our expenditures. In regards to Rapid Response funding, we are currently required to spend 100% of the funds by year end, however, the State may make an exception to allow us to carry over funds into the next fiscal year.

WIB staff reminded the Committee of the recent realignment and name change of the Business Employment Services Department (BESD) to the Community Services Department (CSD), which also would result in some changes of the CSD/WIA training expenditure line items on the WIA Budget Plan.

WIA Training Expenditures

The summary of WIA training expenditures, as of December 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	187,747	154,710
• Total Leveraged Resources Used Toward Training Expenditures	450,356		145,846
- 2012-2014 Amount Leveraged to Date = \$562,187 (10% Maximum Leveraged Credit toward Goal = \$450,356)			
- 2013-2015 Amount Leveraged to Date = \$145,846 (10% Maximum Leveraged Credit toward Goal = \$434,699)			
• Total Amount Spent on Training	1,294,916		289,683
• % of Training Requirement Met (Final goal = 100%)	115%		27%

The WIBVC 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 Update: California WIB – New Performance Measures

Mike Soules thanked Theresa Salazar Vital for serving on the Performance Measures Workgroup of the California Workforce Investment Board (CWIB) Issues and Policies Committee. The purpose of the workgroup is to provide input for California's new, industry-focused WIB performance measures (beyond WIA requirements).

Ms Salazar Vital summarized recent Performance Measures Workgroup discussions regarding the seven additional performance measures in response to recent, unfunded legislative and administrative mandates. The focus is on industry sectors, designated regions (or employment zones), and the application of overall performance requirements to groups of WIBs in the regions/zones.

Cheryl Moore explained that the California WIB (CWIB) currently certifies WIBs for two years on the basis of local WIB performance against State-negotiated goals for federal WIA common measures performance standards. If WIBVC were to be measured as part of a larger region (e.g., Central Coast counties or Los Angeles County), the overall performance of the region could impact WIBVC certification and designation as a high performing WIB. Significant collaboration and alignment of WIBs, fiscal agents, program operations, and private/public sector entities would be required, with resources and staffing from local WIBs and/or regional partners to support the collective effort. Ms Moore and WIBVC/CWIB member Bruce Stenslie were scheduled to meet in Sacramento with CWIB Executive Director Tim Rainey to discuss the regional/zone strategy and expectations, which could have a significant impact on Ventura County.

Committee members asked questions and commented on the topics below, agreeing to continue the discussion after the official State directive was released:

- Potential impact of new performance measures
- Regional commute patterns to/from neighboring/other counties
- Economic diversity among neighboring/other counties
- Differences in service delivery models
- Considerations in determining how to address potential regional/zone requirements

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

Theresa Salazar Vital presented the 2013-2014 evaluation process and explained that the success rates for contracted providers are reported quarterly. County and State WIA program monitoring reviews occur regularly.

Motion to approve: Hugh J. Ralston
Second: Brian Gabler
Motion carried unanimously

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

Brian Gabler, Chair of the Outreach Committee, presented the recommendation to release the Request for Proposal (RFP) and responded to Committee member questions. Brian Gabler confirmed the proposed RFP amount of \$150,000 for PY 2014-2015 is the same as allocated for outreach in 2013-2014.

Motion to approve: Marilyn Valenzuela
Second: Martel Fraser
Motion carried unanimously

7.3 Recommendation to Approve the Use of Uncommitted Workforce Investment Act (WIA) Rapid Response Funds

Cheryl Moore presented options for expending approximately \$74,000 in uncommitted Rapid Response funds by June 30, 2014. The funds had resulted from an unanticipated under-expenditure of 2012-2013 funds, under a contract extension, allocated for incumbent worker training to the Economic Development Collaborative-Ventura County (EDC-VC). Committee members engaged in an extended discussion regarding finding employers to enroll in the Incumbent Worker Training Program, Rapid Response requirements, data for proven history of current contractors, and WIB priorities for outreach to priority sector employers.

Because there would be no guarantee that the State would allow Rapid Response carryover into Program Year 2014-2015, the Executive Committee decided on an appropriate, allowable use of the uncommitted funds by June 30, 2014, that would not require a lengthy RFP process: allocation of the funds to the Agency, under a contract augmentation, for sector-targeted outreach for business engagement in workforce development.

Motion to approve: Hugh J. Ralston
Second: Martel Fraser
Motion carried unanimously

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

Cheryl Moore explained that the California WIB had decided to conduct another round of WIB strategic plan reviews to determine which of the 49 local WIBs would be designated as “high performing.” Information regarding the re-evaluation criteria and the announcement date has not been released. WIB staff continued to monitor CWIB and CWIB committee meeting agendas, minutes, and bulletins, and participate on conference calls as appropriate. Executive Committee members were encouraged to follow the work of the CWIB committees at www.cwib.ca.gov.

9.0 WIB Administration

Cheryl Moore reminded Committee members of the annual planning meeting (February 27, 2014 from 8:00 a.m. to 11:30 a.m.) and requested feedback regarding the content and structure of the meeting. Committee members expressed their appreciation to Victor Dollar for donating the food and facility space at the Residence Inn by Marriott at River Ridge for the planning meeting.

10.0 Committee Member Comments

No comments.

11.0 Adjournment

Motion to adjourn at 9:05 a.m.: Tony Skinner
Second: Hugh Ralston
Motion carried unanimously

Next Meeting

February 13, 2014 (7:30 a.m.-9:30 a.m.)
VCCF Nonprofit Center (Community Room)
4001 Mission Oaks Blvd., Camarillo



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

February 13, 2014

WIB COMMITTEE REPORTS

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

BUILDING OUR FUTURE WORKFORCE

WORKFORCE INVESTMENT BOARD
855 Partridge Drive • Ventura, CA 93003
Phone: 805-477-5342 • Fax 805-477-5386
www.wib.ventura.org



TO: EXECUTIVE COMMITTEE

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

DATE: FEBRUARY 13, 2014

SUBJECT: CLEAN/GREEN COMMITTEE REPORT

The Clean/Green Committee met on January 17, 2014. In attendance were Victor Dollar (Chair), John Brooks, Rebekah Evans, Dave Fleisch, Paul Grossgold, Teresa Johnson, Kimberly Nilsson, and Wayne Pendrey; WIB staff Talia Barrera and Cheryl Moore; and guests Alan DeRossett and Mike Outsmenguine (101 Incubator), Brad Hudson (Congresswoman Julia Brownley), and Cecilia Villasenor Johnson (Sun Pacific Solar Electric). Topics of discussion included:

Clean/Green Spotlight: 101 Incubator

Alan DeRossett and Mike Outsmenguine, representing 101 Incubator, presented information about the new high-tech business Incubator in Thousand Oaks. The mission of the incubator is to foster a creative environment where high-tech companies and entrepreneurs can network with each other, brainstorm ideas and grow their businesses. The incubator is a non-profit network of clean technology entrepreneurs, subject matter experts and professionals committed to green technology education and to creating and generating economic ideas, ventures and/or projects via an environment of learning, mentoring, support and collaborative resources. Of particular interest is fostering regional collaboration for the development and support of high-tech businesses.

Clean/Green Workforce Pipeline Development: Updates

- Clean/Green Career Pathways: The Committee reviewed the most recent working draft of the K-14 Industry Sector Pathways inventory, expressing thanks to Tiffany Morse (Ventura County Office of Education) for her great work in coordinating and compiling the information. The inventory will provide a baseline reference list of clean/green-related courses/programs/certificates/pre-apprenticeships in Ventura County—a starting point from which to match available programs with employer needs, identify gaps, and build viable career pathways.

Committee members requested that the inventory be expanded to include universities, labor unions, apprenticeships, and programs listed on the Employment Training Provider List. The Committee also asked WIBVC staff to convert the inventory document to an Excel format for easy data sorting and analysis.

- Public/Private Sector Green Certification Possibilities: Dave Fleisch and Paul Grossgold met with the City of Ventura and the County of Ventura regarding how businesses can earn green certification. They reported that local city agencies award the certification and that Thousand Oaks and the City of Ventura are the only two cities currently able to do so. Having the capability to award green certification requires an investment of city staff time and support.

Ventura County Regional Strategic Workforce Development Plan

- Clean/Green Occupational Data: Committee members discussed the most recent update of the Ventura County Occupational Employment Data and Growth Projections: Clean/Green and noted the relatively high number of clean/green jobs that offer a living wage in Ventura County. In future meetings, the Committee will address which are the hard-to-fill occupations as well as those with the highest employment growth projections. The group expressed their appreciation to Jennifer Harkey, WIBVC Program Assistant, for her research and creation of an informative, user-friendly document.
- Two-Year Plan Draft: The Committee provided input for a draft two-year plan to identify and develop a strategy to address the regional priorities for green-related workforce development. The draft plan will be used to align WIBVC committee activities with sector priorities of the five-year *Ventura County Regional Strategic Workforce Development Plan*. At the next meeting, the Committee will continue its discussion of priorities and next steps.

The next meeting of the Clean/Green Committee is scheduled for Friday, February 21, 2014, from 8:00 a.m. to 9:30 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo.

If you have questions or need more information, please call me at (805) 289-7925, or contact Talia Barrera at (805) 477-5341, email talía.barrera@ventura.org

BUILDING OUR FUTURE WORKFORCE

WORKFORCE INVESTMENT BOARD
855 Partridge Drive • Ventura, CA 93003
Phone: 805-477-5342 • Fax 805-477-5386
www.wib.ventura.org



TO: EXECUTIVE COMMITTEE

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

DATE: FEBRUARY 13, 2014

SUBJECT: HEALTHCARE COMMITTEE REPORT

The Healthcare Committee met on 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. In attendance were Martel Fraser (Chair), Celina Zacarias (Vice Chair), Greg Barnes, Paul Matakiewicz, Tiffany Morse, Dawn Neuman and Sandra Werner; WIB staff Patricia Duffy, Jennifer Harkey, Richard McNeal and Cheryl Moore; and guests John Cordova (College of the Canyons/Deputy Sector Navigator), Ed Gonzales (St. John's Regional Medical Center) and Claudia Peters (for Sandra Melton, Ventura College). The following topics were discussed:

Health Spotlight: The Affordable Care Act

Patricia Duffy presented a general overview of the Affordable Care Act (ACA), noting those areas that could result in the most significant long-term changes in healthcare workforce needs: home healthcare, mental health and substance abuse. The ACA shifts focus from acute care to wellness and prevention, provision for both of which are a part of all offered plans. Committee members commented on how ACA was affecting their respective businesses/organizations.

Ventura County Regional Strategic Workforce Development Plan

- Healthcare Committee Two-Year Plan Outline

The Committee reviewed an updated draft of the two-year plan and added community clinics to the list of organizations needed for the expanded WIBVC Healthcare Committee. The plan includes steps to address regional priorities for healthcare workforce development and will be used to help align WIBVC committee activities with sector priorities. To engage a broader perspective of healthcare providers in healthcare workforce development discussions, Committee members will contact members of their networks to raise interest in the strategic regional workforce discussions.

- Healthcare Workforce Research Update (Job Priorities)

Committee members reviewed the most recent update of the Ventura County Occupational Employment Data and Growth Projections: Clean/Green and thanked Jennifer Harkey, WIBVC Program Assistant, for her helpful research. The Committee noted the large number of non-hospital jobs and expressed concern at the number of job categories that pay below a Ventura County living wage. Discussion will continue at future meetings.

- Healthcare Career Pathways

In reviewing the most recent working draft of the K-14 Industry Sector Pathways inventory, the Committee expressed appreciation to Tiffany Morse (Ventura County Office of Education) for the first-time compilation of the information from a wide range of sources. The inventory will provide a baseline reference list of healthcare programs, certificates, and pre-apprenticeships that are available in Ventura County. With that information, the Committee will be able to compare employer needs with available programs with employer needs, identify gaps, and strengthen educational pathways to careers. Committee members requested that the inventory be converted to an Excel format and emailed to the group for individual review and analysis.

The next meeting of the Healthcare Committee is scheduled for Friday, March 14, 2014, from 8:00 a.m. to 9:30 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo.

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.

BUILDING OUR FUTURE WORKFORCE

WORKFORCE INVESTMENT BOARD
855 Partridge Drive • Ventura, CA 93003
Phone: 805-477-5342 • Fax 805-477-5386
www.wib.ventura.org



TO: EXECUTIVE COMMITTEE

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

DATE: FEBRUARY 13, 2014

SUBJECT: MANUFACTURING COMMITTEE REPORT

The Manufacturing Committee met on January 8, 2014. Participants included Committee members Tavi Udrea (Vice Chair), Vic Anselmo, Teresa Johnson, Joe Klocko, Tiffany Morse and Scot Rabe; WIB Member Iris Ingram; WIB staff Patricia Duffy, Cheryl Moore and Theresa Salazar Vital; and guests Brad Hudson (Congresswomen Julia Brownley) and Marybeth Jacobsen (Simi Valley Chamber of Commerce). The following is a summary of major topics discussed at the meeting:

Pathways to Prosperity Institute: December 19, 2013

Tiffany Morse shared highlights of the new California effort to build pathways to careers by linking business leaders with the California Department of Education, the California Community College Chancellor's Office, the California Workforce Investment Board, and the Pathways to Prosperity Network. The goals are for educational agencies and businesses to collaborate and create regional career pathways aligned to local labor market needs; integrate academic and career-based learning aligned to high-need, high-growth, and emerging regional economic sectors; and establish effective work-based learning programs between educational agencies and businesses. Notes shared from this meeting are listed below:

Critical Needs

a. Quality Markers that Ensure Young Professional's Success

- Qualifications are transferable among companies.
- The student "owns" his or her skills and can sell them in the marketplace.
- Workplace trainers are credentialed to work with young people.
- Applied assessments are given by teams of employers, unions, and educators.
- Apprenticeships are keyed to the needs of the labor market but employers must meet standards to participate.

b. Challenges to Systems Building

- Early Career Advising: Most schools and communities lack a systemic strategy to introduce young people to the world of careers beginning in the early grades.
- 9-14 Technical Pathways: Providers do not offer enough "high demand" and high quality career education that includes work-based learning.
- Intermediaries: Communities lack organizations to serve as the "glue" between the school system and employers: to convene employers, aggregate work based learning opportunities, align education with labor market needs.

- Employer Engagement: Employers do not partner with education systems to build talent pipelines for young professionals.
- c. Intermediary Agencies (David Rattray, Senior Vice President of Education and Workforce Development, Los Angeles Area Chamber of Commerce)
- Relationship managers
 - Backbone organizations
 - Intermediary fanatics
 - Being "of" versus being "between"
 - Act like a system, look like a program
 - Position allies in high levels of stakeholder groups

Teresa Johnson commented on how the Pathways to Prosperity model is a foundational piece for the Council on Occupational Education (COE), accreditation process. The California Community College Chancellor's Office (CCCCO) and the California Department of Education (CDE) released the AB 86 Adult Education Regional Consortium Program Certification of Eligibility (COE) Materials. The AB 86 Regional Consortium Program COE is the result of a partnership between the CCCCCO and the CDE. The agencies jointly established an AB 86 Cabinet to guide and oversee the activities of a Work Group that developed the COE. The COE focuses on Community College Districts and K-12 School Districts coming together to improve Adult education in five key areas. The areas of focus are as follows:

- Elementary and secondary basic skills, including classes required for a high school diploma or high school equivalency certificate
- Classes and courses for immigrants eligible for education services in citizenship and English as a second language and workforce preparation classes in basic skills
- Education programs for adults with disabilities
- Short-term career technical education programs with high employment potential
- Programs for apprentices

Ventura County Regional Strategic Workforce Development Plan

- Manufacturing Readiness Skill Categories: WIB staff is in process to finalize and release the outline for public use.
- Manufacturing Sector Research and Job Priorities: Committee members discussed two documents: Ventura County Occupational Employment Data & Growth Projections: Manufacturing and an initial listing of Ventura County Career Education Pathways for 2013-14, listing, in part, Ventura County High School, Adult School, and Community College courses. Updated information will be shared at the February 12th meeting.
- Sector Committee 2-Year Plan Outline: The Committee added Elected Officials and Chamber of Commerce to the list of organizations that should play a part in discussions of manufacturing workforce needs.

The next regular meeting of the Manufacturing Committee is scheduled for February 12, 2014, from 8:00 a.m. to 9:30 a.m., at Ventura College (Room MCW 312), 4667 Telegraph Road, Ventura.

If you have questions or need more information, please call me at (805) 384-2748, or contact Theresa Salazar Vital at (805) 477-5343, email theresa.vital@ventura.org.

BUILDING OUR FUTURE WORKFORCE

WORKFORCE INVESTMENT BOARD
855 Partridge Drive • Ventura, CA 93003
Phone: 805-477-5342 • Fax 805-477-5386
www.wib.ventura.org



TO: EXECUTIVE COMMITTEE

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

DATE: FEBRUARY 13, 2014

SUBJECT: MEMBERSHIP COMMITTEE REPORT

The Committee met on January 14, 2014. In attendance were Committee members Marilyn Valenzuela (Chair), Zahid Shah (Vice Chair), and Ed Summers; WIB staff Talia Barrera and Patricia Duffy. The following includes topics discussed at the meeting and updated information:

Appointments and Reappointments

- Reappointments: Eleven current WIB members whose terms would end between February and April 2014 were determined to be in good standing and eligible for reappointment. Letters were mailed out to those WIB members regarding their interest in possible reappointment. If interested, the candidates will be asked to update their resumes before being considered for nomination for reappointment to a three-year term by the Board of Supervisors.
- Appointments: Committee members discussed the recruitment of potential candidates for future appointment nominations. Participation on sector committees continues to provide a good introduction to the work of the WIB prior to consideration of a possible recommendation for WIB appointment.
Update: On February 4, 2014, the Board of Supervisors approved the appointment of Gerhard Apfelthaler (California Lutheran University) to a three-year term on the WIB.

Action Item

The Committee discussed and approved a recommendation that the Workforce Investment Board of Ventura County (WIB) approve the appointment of Sandra Carrillo (Ventura County Probation Agency) to the Youth Council for a three-year term.

Ventura County Regional Strategic Workforce Development Plan: Update on Status

Talia Barrera provided an update on the status of the Plan. Members also considered strategies to attract and engage more employers in the Ventura County region to help develop a competitive and sustainable economy and workforce.

The next Membership Committee meeting is scheduled for March 11, 2014, from 10:00 a.m. to 11:30 a.m., at Tri-Counties Central Labor Council, 816 Camarillo Springs Road, Camarillo.

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.

BUILDING OUR FUTURE WORKFORCE

WORKFORCE INVESTMENT BOARD
855 Partridge Drive • Ventura, CA 93003
Phone: 805-477-5342 • Fax 805-477-5386
www.wib.ventura.org



TO: EXECUTIVE COMMITTEE

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

DATE: FEBRUARY 13, 2014

SUBJECT: OUTREACH COMMITTEE REPORT

The Outreach Committee met on January 15, 2014. Attending the meeting were Committee members Brian Gabler (Chair), Jim Faul (Vice Chair), and Victoria Jump; WIB staff Talia Barrera, and Cheryl Moore; and guests Karen Bluffer and Heidi Hayes (theAgency), and Christy Norton (CSD/WIA). The following is a summary of major topics discussed at the meetings:

BESD/WIA Monthly Event Report

Christy Norton presented the Event Summary Report for fourth quarter of Program Year (PY) 2013-2014. Activities included One-Stop monthly and year-to-date visits, 800 line call-ins, and Career Shops attendance. Virtual One-Stop (VOS) customer/client registrations in the first quarter totaled 5,801. In October and November 2013 CSD/WIA staff participated in the EDC-VC Tax Credit Seminar/The Affordable Care Act, Simi Valley Chamber of Commerce Economic Development Committee, Southern California Regional Rapid Response Roundtable, Honor a Hero/Hire a Vet Job Fair, Ventura Chamber of Commerce Expo, and Camarillo Economic Forum.

Outreach Summary Report

The Committee discussed the PY 2012-2013 fourth quarter project activities as reported by theAgency and summarized below:

- Employer Outreach
 - Workforce Wednesday radio interview program (KVTB-1590 AM)
 - January 29 – How baby boomers can reinvent themselves and re-engage with a new role in today's job market: Victoria Jump and Alex Rivera
 - *Workforce Update* e-newsletter: 1/13/2014
 - Ventura County Grows Business (VCGB)/WIB Facebook: November–December 2013
 - VCGB Website – 1,287 Visits
 - WIB Facebook – 1, 216 Fans
- Job Seeker Outreach
 - Job Seeker Case History Posters (2) – Success stories from Ventura Adult and Continuing Education (VACE): Carlos Avila, Pharmacy Tech and Jennah Miranda, Legal File Clerk
 - Career Shops postings – Posted November and December workshops on Facebook

- Youth Outreach in Development

- Youth Case Studies – Continue to coordinate with VACE, PathPoint and Boys and Girls Clubs of Greater Oxnard and Port Hueneme (BGCGOP) to develop WIB program-related case histories
- Website New Content – Draft of additional resources presented to WB staff for consideration

- General Outreach

- New WIB Logo Design
- WIB Business Cards – redesign/photos
- Expand WIB Photo Library – as needed
- VOS to CalJobs Transition Communication Plan – Pending
- 2014 WIB Awards – Updated logo and nomination forms
- *Media Relations*: Cheryl Moore radio Interviews 01/14/14 – “VC Jobs with a Future and its Mission”: on KVTa, KFYV, and KCAQ

- Job Outlook

- Ventura County decreased 01% from a 7.3% in October 2013 to 7.2% in November 2013 (November 2012=8.5%)
- California was unchanged from 8.3% in October 2013 to 8.3% in November 2013 (November 2012=9.6%)
- U.S. decreased .4% from 7.0% in October 2013 to 6.6% in November 2013 (November 2012=7.4%)

WIB Awards

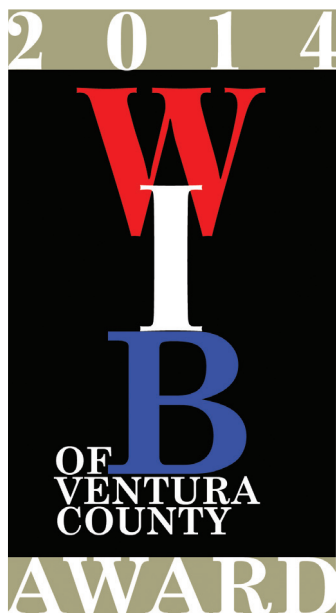
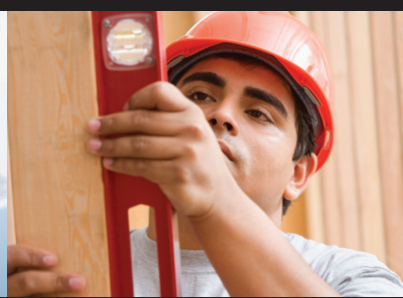
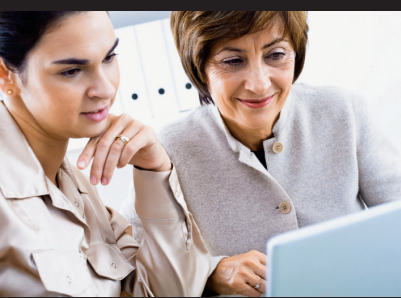
Committee members reviewed the category definitions for the awards. Eligibility, criteria, and deadline were discussed and approved. (WIB Award nomination form is attached).

Request for Proposals

The Committee discussed the upcoming outreach RFP process.

The next meeting of the Outreach Committee is scheduled for March 19, 2014, from 8:30 a.m. to 10:00 a.m., at the Economic Development Collaborative-Ventura County office, 1601 Carmen Drive, #215, Camarillo.

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.



The Workforce Investment Board of Ventura County (WIB) is seeking nominations for individuals and organizations demonstrating exemplary commitment to advancing workforce development in Ventura County.



855 Partridge Drive
Ventura, CA 93003
www.wib.ventura.org
(805) 477-5306

2014 WIB Award Nomination Form

Deadline to submit nominations is March 14, 2014

An individual, employer, organization or partnership may be nominated in one or more categories.

WIB Youth Opportunity Award – for providing internships or employment opportunities that will grow and strengthen Ventura County's future workforce.

WIB Collaborative Action Award – for a partnership that helps to meet employer workforce needs, improves education/workforce training, and/or supports businesses expansion/retention in Ventura County.

WIB Champion for Prosperity Award – for supporting workforce development in Ventura County through job creation, job retention, business expansion, or business attraction.

WIB Leadership Award – for a role model whose efforts or accomplishments embody the spirit and purpose of workforce development in Ventura County.

Nominee _____

Organization _____

Address _____

City _____ CA Zip _____

Email _____ Phone _____

Reason for Nomination

Nominated by _____

Email _____ Phone _____

Nominations will be accepted online at www.wib.ventura.org
or email at talía.barrera@ventura.org

BUILDING OUR FUTURE WORKFORCE

WORKFORCE INVESTMENT BOARD
855 Partridge Drive • Ventura, CA 93003
Phone: 805-477-5342 • Fax 805-477-5386
www.wib.ventura.org



TO: EXECUTIVE COMMITTEE

**FROM: HUGH J. RALSTON, CHAIR
RESOURCE DEVELOPMENT COMMITTEE**

DATE: FEBRUARY 13, 2014

SUBJECT: RESOURCE DEVELOPMENT COMMITTEE REPORT

The next Resource Development Committee meeting is scheduled for March 19, 2014, from 3:30 to 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 activities in multiple Ventura County organizations for regional alignment, and the development of a plan for regional partnerships.

The Resource Development Committee report for that meeting will be provided at the Executive Committee meeting on April 10, 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.

BUILDING OUR FUTURE WORKFORCE

WORKFORCE INVESTMENT BOARD
855 Partridge Drive • Ventura, CA 93003
Phone: 805-477-5342 • Fax 805-477-5386
www.wib.ventura.org



TO: EXECUTIVE COMMITTEE

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

DATE: FEBRUARY 13, 2014

SUBJECT: YOUTH COUNCIL REPORT

The Youth Council met on January 8, 2014, and February 5, 2014. In attendance at the January meeting were Council members Tony Skinner (Chair), Jesus Torres (Vice Chair), Delores Barnett, Jerry Beckerman, Mary Benton, Sean Bhardwaj, Matt Cassaro, Linda Fisher-Helton, Claudia Harrison, Marnie Melendez, Cristina Miranda and Archie Scott; WIB staff members Patricia Duffy, Richard McNeal, Cheryl Moore and Theresa Salazar Vital; and guests Jeffrey Albaugh and Teresa Johnson (Ventura Adult and Continuing Education), Mary Law (guest of Mary Benton), Vivian Pettit (Community Services Department/WIA) and Kim Whitaker (PathPoint).

Participating in the February meeting were Council members Tony Skinner (Chair), Jesus Torres (Vice Chair), Mary Benton, Sean Bhardwaj, Matt Cassaro, Linda Fisher-Helton, Claudia Harrison, Cristina Miranda, Roger Rice, and Courtney Taylor; WIB staff members Talia Barrera, Patricia Duffy, and Cheryl Moore; and guests Mariana Cazares, Stephanie Corbett, and two youth (Boys and Girls Clubs of Greater Oxnard and Port Hueneme), Tiffany Morse (Ventura County Office of Education/Career Education), Jessica Purdy (theAgency), Steve Thompson (Ventura Adult and Continuing Education), and Kim Whitaker (PathPoint).

The following topics were discussed at one or both of the meetings:

Evaluation of WIA Youth Programs: Q1 PY 2013-2014

Following a thorough review of WIA Youth program evaluation information for the first quarter of the 2013-2014 program year, the Youth Council engaged in a lively and lengthy discussion which resulted in:

- Clarification regarding the rationale of the WIA Youth performance reporting categories
- A request that WIB staff to provide comparative figures from RFPs, contracts and past performance data when the next (Q2) evaluation report is presented to the Council
- Council consensus to accept the WIB staff recommendation of a 100% success rate (as opposed to the 80% standard applied in some years) for the 2013-2014 WIA Youth performance goals

Spotlight on Youth: WIA Youth Programs

Mariana Cazares presented an overview of the WIA-funded Youth Empowerment Program (YEP) that is provided by the Boys and Girls Clubs of Greater Oxnard and Port Hueneme (BGCOP). YEP offers three types of support for low-income youth facing significant barriers to school and work success:

- Job Ready Program: ages 15-18 who are in school; up to 90 hours of instruction, opportunity for school credits, and basic skills tutoring
- Job Ready Accelerated Program: ages 16-21 who are not in school; 20 hours of skills training and career options
- Network for Teaching Entrepreneurship; ages 16-21; education to improve academic, business, technology, and life skills to become economically productive

Ms. Cazares indicated that employers are encouraged to get involved with YEP by participating in a career day, being a guest speaker, and hosting company field trips. In addition, employers who hire from the YEP program receive a no-fee service to cover wages for the first 125 hours of employment and the potential for a tax credit on first year wages.

Stephanie Corbett introduced two youth participants who shared their success stories and expressed appreciation for the quality and effectiveness of YEP. Youth Council members congratulated the youth on their achievements and thanked the BGCOP staff for their commitment and hard work.

Ventura County Regional Strategic Workforce Development Plan 2013-2017: Youth Goals

- Inventory of Industry Sector Career Pathways: Tiffany Morse reviewed the most recent update of the inventory, indicating that information gathering would continue. Dr. Morse noted several occupational clusters for which career readiness curriculum might need to change or be developed. She also invited feedback from Council members, other WIBVC committees, employers, and educators.
- Youth Council Action Plan: Referring to an outline of the youth goals in the Regional Plan, Council members brainstormed an initial course of action to address:
 - Goal 1: Reduction of the dropout rate
 - Goal 2: Disconnected youth
 - Goal 3: Career pathways
 - Goal 4: Post-secondary degrees/ credentials

California Workforce Association Youth Conference

Council members thanked Sean Bhardwaj and Marnie Melendez for representing the WIBVC Youth Council at the California Workforce Association Youth Conference (January 28-30, 2014) in Anaheim, CA.

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.

BUILDING OUR FUTURE WORKFORCE

WORKFORCE INVESTMENT BOARD
855 Partridge Drive • Ventura, CA 93003
Phone: 805-477-5342 • Fax 805-477-5386
www.wib.ventura.org

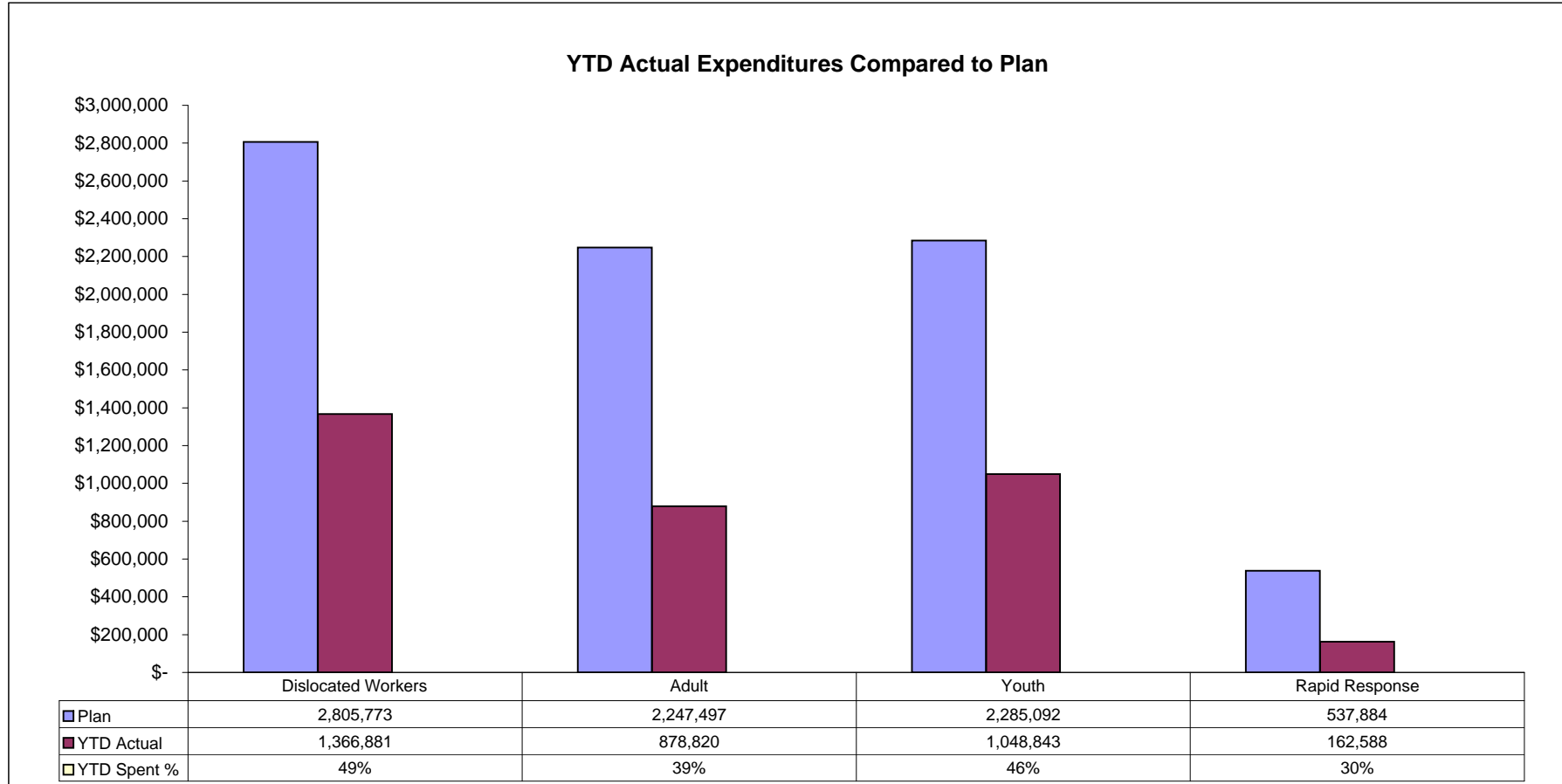


FINANCIAL STATUS REPORT for FISCAL YEAR 2013-2014

Year to Date Expenditures from 07/01/13 to 12/31/2013 (50% into the Fiscal Year)

Submitted on: January 27, 2014

WIA Financial Status Report for Fiscal Year 2013 - 2014
Year to Date Expenditures from 07/01/13 to 12/31/2013 (50% into the Fiscal Year)



WIA Financial Status Report for Fiscal Year 2013 - 2014													
Year to Date Expenditures from 07/01/13 to 12/31/2013 (50% 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	929,771	58%	914,630	283,422	31%	278,939	153,687	55%	2,805,773	1,366,881	49%	1,438,892
Adult	1,171,369	416,508	36%	852,691	357,082	42%	223,437	105,230	47%	2,247,497	878,820	39%	1,368,678
Youth	428,258	162,517	38%	1,629,659	765,342	47%	227,175	120,984	53%	2,285,092	1,048,843	46%	1,236,249
Rapid Response	162,149	56,970	35%	322,261	85,357	26%	53,474	20,261	38%	537,884	162,588	30%	375,296
Others:					-			-					
Total WIA Grants	\$ 3,373,980	\$ 1,565,766	46%	\$ 3,719,242	\$ 1,491,204	40%	\$ 783,025	\$ 400,162	51%	\$ 7,876,247	\$ 3,457,132	44%	\$ 4,419,115

Submitted on: January 27, 2014

VCFMS Plus Estimated Accrued Expense for Fiscal Year 2013- 2014 Year to Date Expenditures from 07/01/13 to 12/31/2013 (50% 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	880,326	49,446	929,771	249,158	34,265	283,422	115,954	37,733	153,687	1,245,438	121,443	1,366,881
Adult	392,918	23,590	416,508	307,883	49,199	357,082	77,637	27,592	105,230	778,439	100,381	878,820
Youth	151,812	10,705	162,517	573,144	192,198	765,342	83,899	37,085	120,984	808,855	239,988	1,048,843
Rapid Response	54,986	1,985	56,970	51,822	33,535	85,357	18,063	2,197	20,261	124,871	37,717	162,588
OTHERS:												
-	-	-	-	-	-	-	-	-	-	-	-	-
										-	-	-
Total WIA Grants	\$ 1,480,041	\$ 85,725	\$ 1,565,766	\$ 1,182,008	\$ 309,196	\$ 1,491,204	\$ 295,553	\$ 104,608	\$ 400,162	\$ 2,957,602	\$ 499,530	\$ 3,457,132

FY 2013-14 WIA Budget Plan V-091713								
		Dislocated Worker	Adult	Youth	Rapid Response	FY 13-14 Pre Plan w/ Rollover	YTD Actual Dec-13	50% to Plan into FY
1	Revenue Projection:							
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 end)	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%		
13	CSD FTEs Assigned to the programs	14.00	10.00	2.00	1.00	27.00		
14	% Direct FTES Allocated to Grants	51.9%	37.0%	7.4%	3.7%	100.0%		
15	% Admin Staff Allocated to Grants	36.0%	28.0%	28.0%	8.0%	100.0%		
16	Expenditure Projection:							
17	Salaries and Benefits:							
18	CSD 2,508,000	1,300,444	928,889	185,778	92,869	2,507,980	1,167,526	47%
19	WIB Administration 866,000	311,760	242,480	242,480	69,280	866,000	398,240	46%
20	Subtotal Salaries and Benefits	1,612,204	1,171,369	428,258	162,149	3,373,980	1,565,766	46%
21	Direct Expenses:							
22	Grant Specific Contracts							
23	EDC-VC Business Services 12-13 Extension				21,384	21,384	51,667	242%
24	EDC-VC Business Services 13-14				130,800	130,800		0%
25	Boys and Girls Club: Core Program			575,000		575,000	253,234	44%
26	Pathpoint: Core Program			575,000		575,000	296,440	52%
27	VACE Adult 12-13 Extension: Youth 13-14		58,491	379,000		437,491	214,210	49%
28	Cost/benef analysis (ROI) emsi 3/13 report				7,000	7,000	-	0%
29	Special Projects					-	-	
30	Subtotal - Contracted Program Expense	-	58,491	1,529,000	159,184	1,746,675	815,550	47%
31	Client Expenses:							
32	ITA/Education ** 25% (25%\$ / 0%Lev)	608,983	516,907			1,125,890	461,330	41%
33	ITA Committed in 12-13 to be spent in 13-14	70,000	80,000			150,000	-	0%
34	OJT/Education ** 25% (25%\$ / 0%Lev)							
35	OJT Committed in 12-13 to be spent in 13-14							
36	Others/ChildCare/Trans - JTA	105,383	97,277	5,000		207,660	60,361	29%
37	Client Supports - Work Keys					-	-	
38	Universal Clients	11,005	8,254	8,254		27,513	7,577	28%
39	Youth Expansion -Santa Clara (Goodwill)					-		
40	Youth Expansion-Oxnard ends 9/30/2012 (Goodwill)	30.8%	23.7%	22.6%	22.9%	1		
41	Subtotal - Client Expense	795,372	702,438	13,254	0	1,511,064	529,268	35%
42	Other Allocated/Contracted Expenses	26%	20%	19%	35%	1		
43	Geographic Solutions 97,387	34,086	29,215	24,347	9,739	97,387	48,693	50%
44	Outrch/Mktg: theAgency 224,616	40,955	26,146	28,799	128,716	224,616	72,819	32%
45	Outreach -WIB 50,000	17,812	14,268	14,506	3,415	50,000	9,058	18%
46	WIB Expense - Non Staff 20,000	7,125	5,707	5,802	1,366	20,000	7,491	37%
47	Program Outreach-CSD 50,000	17,500	15,000	12,500	5,000	50,000	6,428	13%
48	Kiosk 5,000	1,781	1,427	1,451	341	5,000	1,896	38%
49	Contract Labor Mkt Study 14,500	-	-	-	14,500	14,500	-	0%
50	Subtotal - other allocated expense 461,503	119,258	91,762	87,405	163,077	461,503	146,386	32%
51	Subtotal- Program/Clients Expenses	914,630	852,691	1,629,659	322,261	3,719,242	1,491,204	40%
52	Total Direct Program Expense	2,526,835	2,024,060	2,057,917	484,410	7,093,222	3,056,970	
53	Overhead/Administration:	36%	29%	29%	7%	100%		
54	Communication/Voice/data 75,000	26,717	21,401	21,759	5,122	75,000	33,545	45%
55	Insurance 19,725	7,027	5,629	5,723	1,347	19,725	9,862	50%
56	Facilities Maint. 89,000	31,705	25,396	25,821	6,078	89,000	50,899	57%
57	Membership and dues 12,000	4,275	3,424	3,481	820	12,000	11,125	93%
58	Education allowance 5,000	1,781	1,427	1,451	341	5,000	417	8%
59	Indirect cost recovery(County A87) -	-	-	-	-	-	-	
60	Books and Publication 3,000	1,069	856	870	205	3,000	1,815	61%
61	Office Equipment/Supplies & Furnitu 16,000	5,700	4,566	4,642	1,093	16,000	7,649	48%
62	Mail Center - ISF 5,000	1,781	1,427	1,451	341	5,000	4,136	83%
63	Purchase Charges - ISF 4,000	1,425	1,141	1,160	273	4,000	3,429	86%
64	Copy Machine - ISF 15,000	5,343	4,280	4,352	1,024	15,000	8,549	57%
65	Stores - ISF 300	107	86	87	20	300	282	94%
66	Information Tech - ISF 5,000	1,781	1,427	1,451	341	5,000	851	17%
67	Computer Services Non ISF 25,000	8,906	7,134	7,253	1,707	25,000	3,103	12%
68	Building Lease/Rental 85,000	30,280	24,255	24,661	5,805	85,000	44,343	52%
69	Storage Charges - ISF 5,000	1,781	1,427	1,451	341	5,000	2,858	57%
70	Mileage Reimb. - Staffs only 15,000	5,343	4,280	4,352	1,024	15,000	11,944	80%
71	Conference and Seminars - Staffs 15,000	5,343	4,280	4,352	1,024	15,000	150	1%
72	Conference and Seminars - WIB Staff 20,000	7,125	5,707	5,802	1,366	20,000	4,883	24%
73	Misc. Travel - Staffs only 15,000	5,343	4,280	4,352	1,024	15,000	7,040	47%
74	Fiscal/HR/BTD/ET (HSA) 350,000	124,681	99,873	101,544	23,902	350,000	191,928	55%
75	Other Admin Services 4,000	1,425	1,141	1,160	273	4,000	1,351	34%
76	Subtotal Overhead 783,025	278,939	223,437	227,175	53,474	783,025	400,162	51%
77	WIB Special Projects (to be determined)	-	-	-	-	-		
78	Planned Total Grant Expenses	2,805,773	2,247,497	2,285,092	537,884	7,876,247	3,457,132	44%
79	Admin Rate for State Reporting	3%	3%	3%	4%	3%		
80	Admin Rate (State Reported + Other)	10%	10%	10%	10%	10%		
81	Work in Progress: Grant Balances	0	(0)	(0)	(0)	(1)		

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 12/31/2013 (50% 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	211,266	253,095
	Leveraged Resources			
	- Total Leveraged Resources	562,187		174,391
	- Maximum Allowed Leveraged Resources (10%)	450,356		434,699
7)	- Total Leveraged Resources Used Towards Training Expenditures	450,356		174,391
8)	Total Amount Spent On Training (should equal/exceed Line 5 by end of grant)	1,318,435		427,486
	% of Training Requirement Met (final goal is 100%)	117%		39%

9)	Leveraged Resources Detail (notes)			
	(a) Pell Grant	116,771		122,635
	(b) Programs Authorized by the Workforce Investment Act (VETP)	200,457		-
	(c) Trade Adjustment Assistance (EDD)	129,548		11,688
	(e) Match Fund from Employers, and Industry Associations (OJT 50%)	115,411		40,068
	Total	562,187		174,391
	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			

6.0 Program Year (PY) 2013-14 Quarterly Reports

6.1 PERFORMANCE: Second Quarter (Q2)

- Cumulative quarterly report of enrollments, universal clients, contract expenditures, and Common Measures performance from July 1, 2013 through December 31, 2013.
- Total and new enrollments as of February 10, 2014 are:

	ADULT	DISLOCATED WORKER	YOUTH	TOTAL
	(New) Total Enrollments	(New) Total Enrollments	(New) Total Enrollments	(New) Total Enrollments
CSD	236 (102)	155 (79)		391 (181)
VACE			39 (25)	39 (25)
BGC			166 (132)	166 (132)
PPT			127 (92)	127 (92)
TOTAL (NEW) ENROLLMENTS	430			
TOTAL (NEW AND PY 2012-13 CARRY-IN) ENROLLMENTS	723			

CSD: Community Services Department
 VACE: Ventura Adult and Continuing Education
 BGC: Boys and Girls Clubs of Greater Oxnard and Port Hueneme
 PPT: PathPoint

Workforce Investment Board (WIB) of Ventura County - WIA Performance Report
 Program Year 2013 – 2014: Second Quarter (Q2) July 1, 2013 to December 31, 2013

TOTALS FOR VENTURA COUNTY

ALL PROVIDERS	Adult Enrollments	Dislocated Worker Enrollments	Youth Enrollments	Total Enrollments (Adult/DW Training Services)	Core Self Service (Universal Customers)
	221	149	310	680 (300)	12,683 (Q2)

Community Services Department (CSD)

Enrollments	Plan New Unique	Actual New Unique	Plan to Actual	Total Enrollments *	Adult & DW Training Services	Enrollments with Training
Adult	74	87	118%	221 *	192	87%
Dislocated (DW) Workers	104	73	70%	149 *	108	73%

Ventura Adult and Continuing Education (VACE)

Enrollments	Plan New Unique	Actual New Unique	Plan to Actual	Total Enrollments	WIA Core Funding	Actual/Plan to Actual	In-Kind
Youth	55	23	42%	37 *	\$379,000	\$180,610/48%	Plan: \$485,366
				Cost Per Participant	\$5,493 **	\$4,881 ***	Actual: \$19,876 Plan to Actual: 4%

Boys and Girls Clubs of Greater Oxnard and Port Hueneme (BGC)

Enrollments	Plan New Unique	Actual New Unique	Plan to Actual	Total Enrollments	WIA Core Funding	Actual/Plan to Actual	In-Kind
Youth	118	131	111%	165 *	\$575,000	\$253,234/44%	Plan: \$469,965
				Cost Per Participant	\$3,758 **	\$1,535 ***	Actual: \$109,728 Plan to Actual: 23%

PathPoint (PPT)

Enrollments	Plan New Unique	Actual New Unique	Plan to Actual	Total Enrollments	WIA Core Funding	Actual/Plan to Actual	In-Kind
Youth	103	77	75%	112 *	\$575,000	\$296,440/52%	Plan: \$70,500
				Cost Per Participant	\$4,167 **	\$2,647 ***	Actual: \$28,652 Plan to Actual: 41%

* Program Year (PY) 2013-2014 new unique enrollments and PY 2012-2013 carry-in participants

** WIA Core Funding divided by PY 2013-2014 plan new unique enrollments and PY 2012-2013 carry-in enrollments

***Actual Paid and Accrued Funding divided by total enrollments

Workforce Investment Board (WIB) of Ventura County - WIA Performance Report
Program Year 2013 – 2014: Second Quarter (Q2) July 1, 2013 to December 31, 2013

COMMON MEASURES OUTCOMES

ADULT

	ENTERED EMPLOYMENT				EMPLOYMENT RETENTION				AVERAGE EARNINGS			
	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Earnings & Clients
VC WIB	72.00	77.86	108.1%	102/131	81.00	86.17	106.3%	81/94	13,251	14,222.62	107.3%	\$1,038,251.19 /73
CSD	72.00	75.86	105.3%	88/116	81.00	86.11	106.3%	62/72	13,251	15,132.28	114.2%	\$847,407.70 /56
VACE	72.00	93.33	129.6%	14/15	81.00	86.36	106.6%	19/22	13,251	11,226.09	84.7%	\$190,843.49 /17

DISLOCATED WORKER

	ENTERED EMPLOYMENT				EMPLOYMENT RETENTION				AVERAGE EARNINGS			
	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Earnings & Clients
VC WIB	75.00	73.12	97.4%	68/93	84.00	96.39	114.7%	80/83	16,000	17,426.43	108.9%	\$1,237,276.49 /71
CSD	75.00	72.83	97.1%	67/92	84.00	97.56	116.1%	80/82	16,000	17,426.43	108.9%	\$1,237,276.49 /71
VACE	75.00	100.0	133.3%	1/1	84.00	0.00	0.0%	0/1	n/a	n/a	n/a	n/a

YOUTH

	EMPLOYMENT OR EDUCATION PLACEMENT				DEGREE OR CERTIFICATE ATTAINMENT				LITERACY AND NUMERACY GAIN			
	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Clients
VC WIB	70.00	72.48	103.5%	79/109	60.00	79.17	132.0%	57/72	60.50	72.73	120.2%	16/22
CSD	70.00	81.00	115.7%	17/21	60.00	100.00	166.6%	24/24	n/a	n/a	n/a	n/a
BGC	70.00	53.66	76.6%	22/41	60.00	64.29	107.1%	9/14	60.50	80.00	132.2%	8/10
PPT	70.00	81.48	116.4%	22/27	60.00	64.71	107.8%	11/17	60.50	60.00	99.1%	3/5
VACE	70.00	90.00	128.6%	18/20	60.00	76.47	127.5%	13/17	60.50	71.43	118.0%	5/7

VC WIB: Ventura County Workforce Investment Board

Goal: LWIA Final Performance Goals for PY 2013-2014 (WSD 13-6, December 10, 2013)

Success Rate: Actual performance divided by goal. Less than 80% at end of program year = failed performance

Clients: Numerator = Only clients with a positive outcome. Denominator = All clients included in the outcome

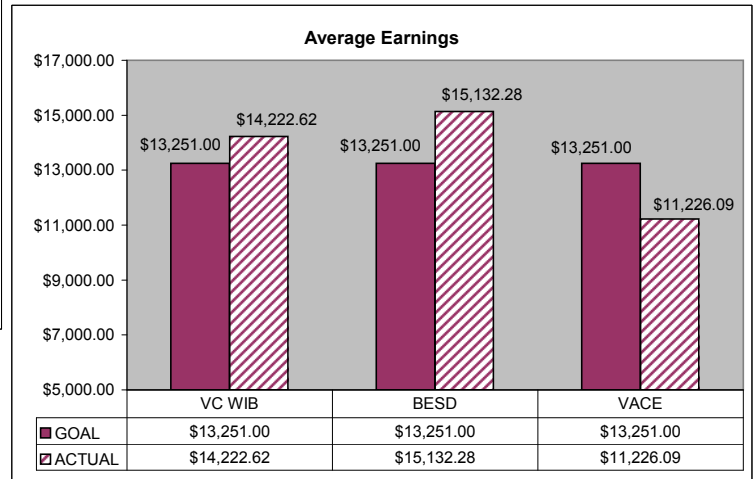
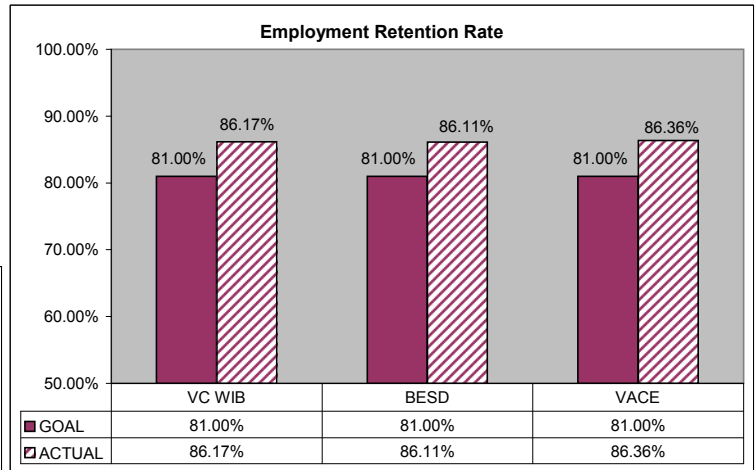
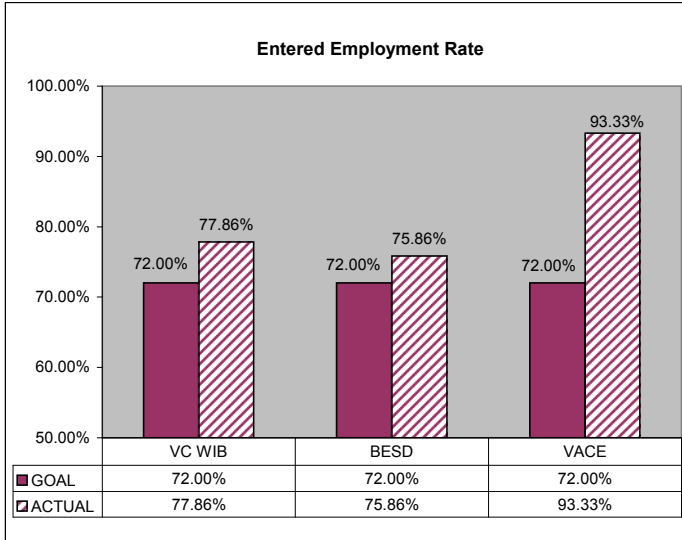
- Entered Employment, Employment/Education Placement & Degree/Certificate Attainment: Clients leaving the program between October 1, 2012 and September 30, 2013

- Average Earnings & Retention: Clients leaving the program between April 1, 2012 and March 31, 2013

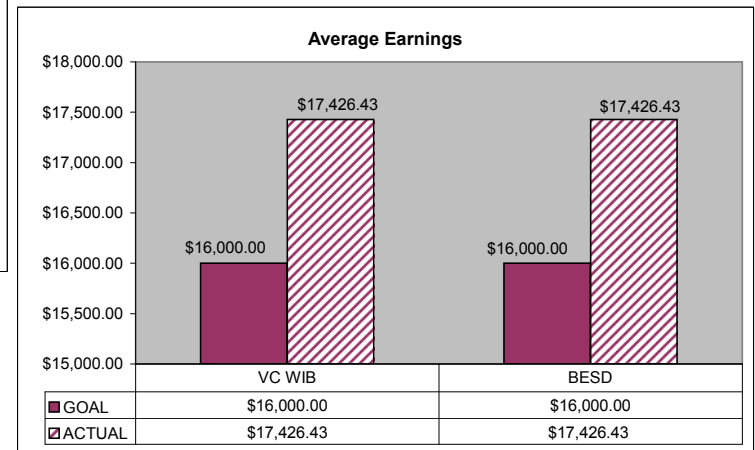
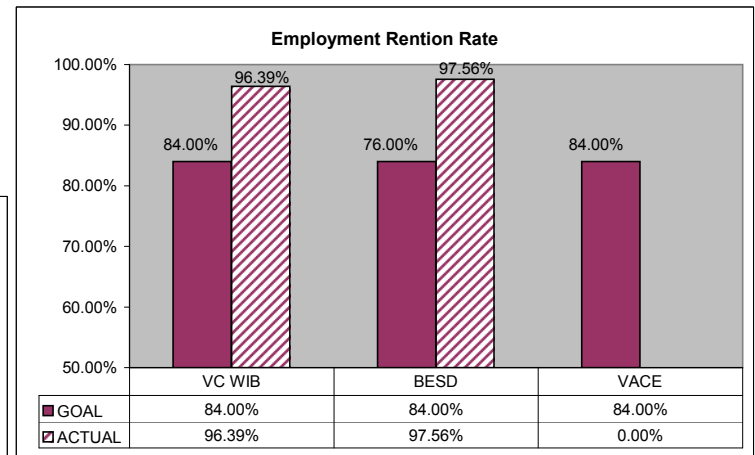
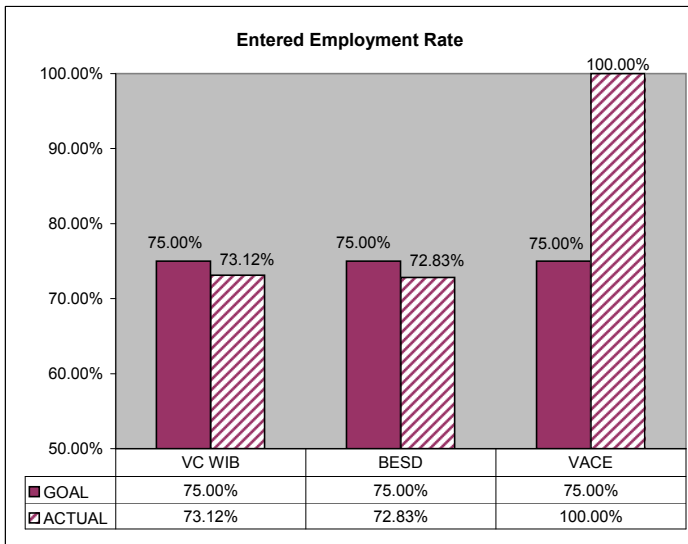
- Literacy and Numeracy: Clients in the program between July 1, 2013 and June 30, 2014

WIA Performance Report - Common Measures Outcomes
PY 2013-2014: Second Quarter (Q2) July 1, 2013 to December 31, 2013

Adult



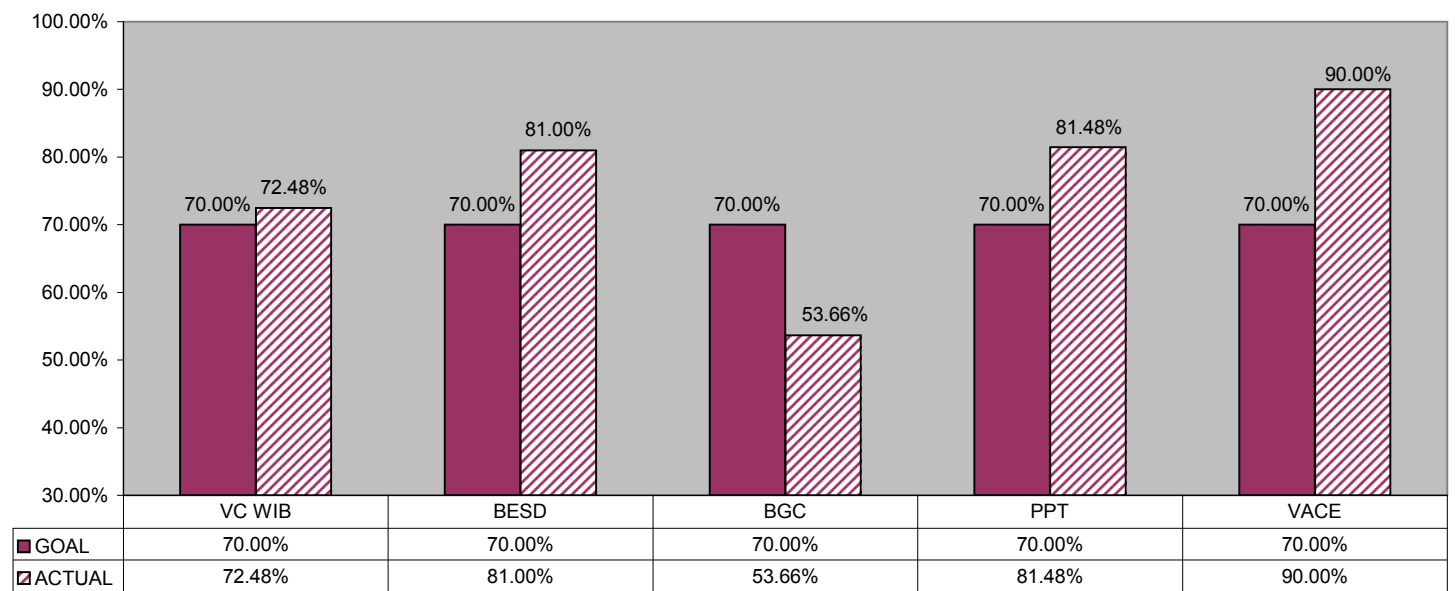
Dislocated Worker



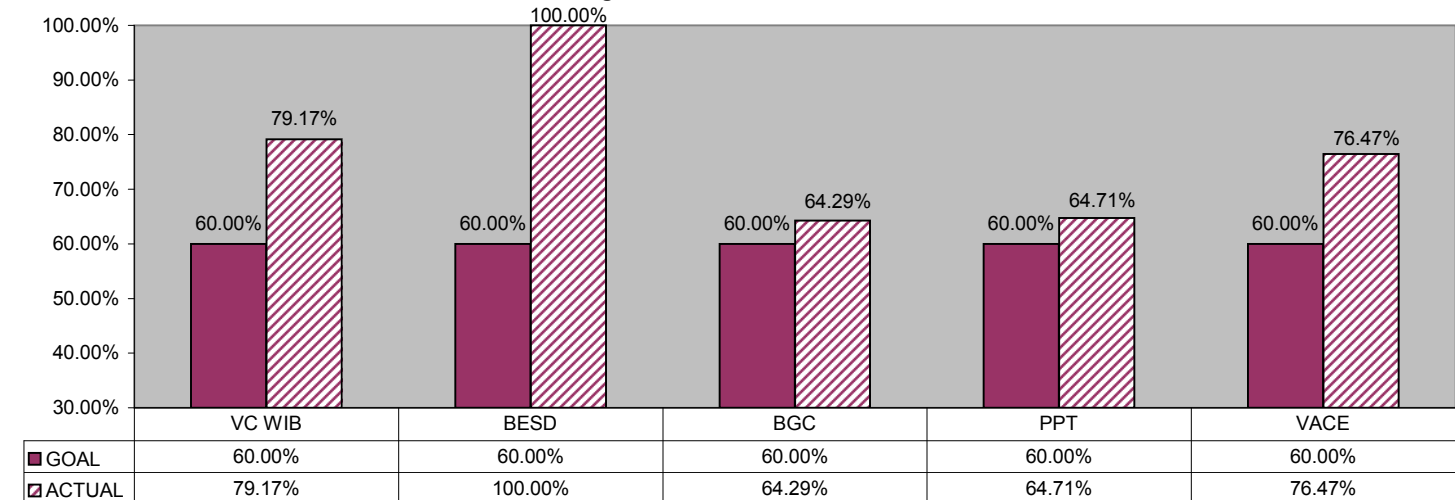
WIA Performance Report - Common Measures Outcomes
PY 2013-2014: Second Quarter (Q2) July 1, 2013 to December 31, 2013

Youth

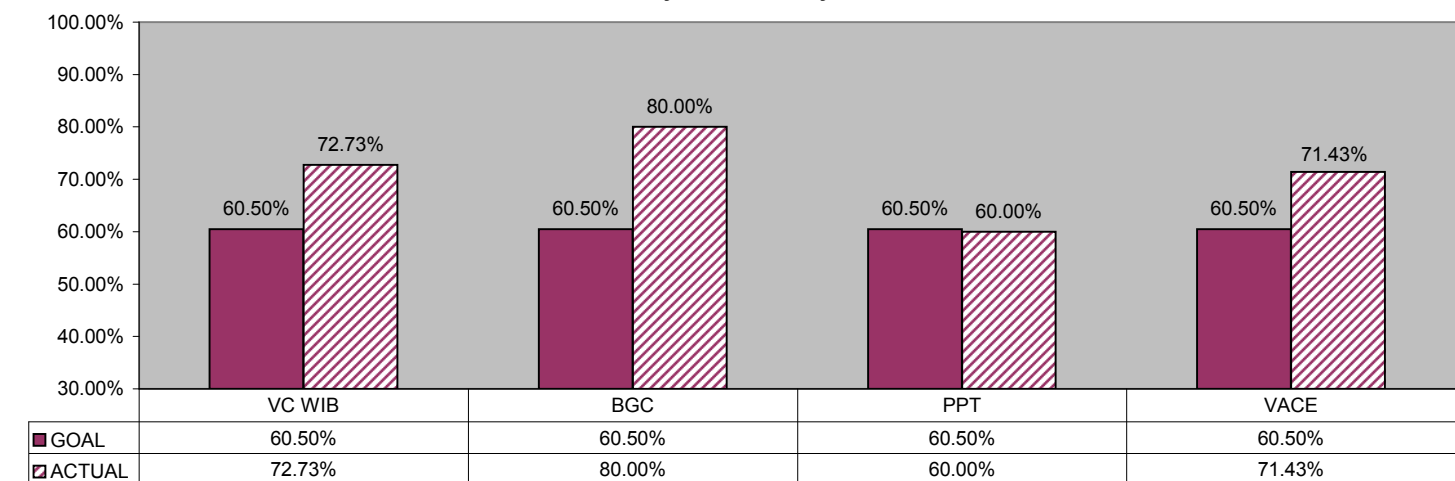
Employment or Education Placement



Degree or Certificate Attainment



Literacy and Numeracy Gain



WIA Performance Report - Program Year Comparison PY 13/14 and PY 12/13 - Second Quarter (Q2)

CORE SELF SERVICE

Universal Customers		VC WIB
	PY 13/14	12,683
	PY 12/13	16,285

ADULT

Enrollments		VC WIB	BESD	VACE
	PY 13/14	221	221	*
	PY 12/13	328	281	47

Training Services		VC WIB	BESD	VACE
	PY 13/14	192	192	*
	PY 12/13	199	167	32

Expenditures		VC WIB	BESD	VACE
	PY 13/14	**	**	*
	PY 12/13	**	**	\$132,265

Cost Per Participant		VC WIB	BESD	VACE
	PY 13/14	**	**	*
	PY 12/13	**	**	\$2,814

In-Kind Contribution		VC WIB	BESD	VACE
	PY 13/14	**	**	*
	PY 12/13	**	**	\$32,410

VC WIB = Ventura County Workforce Investment Board

BESD = Business Employment Services Department

BGC = Boys and Girls Club of Greater Oxnard and Port Hueneme

PPT = PathPoint

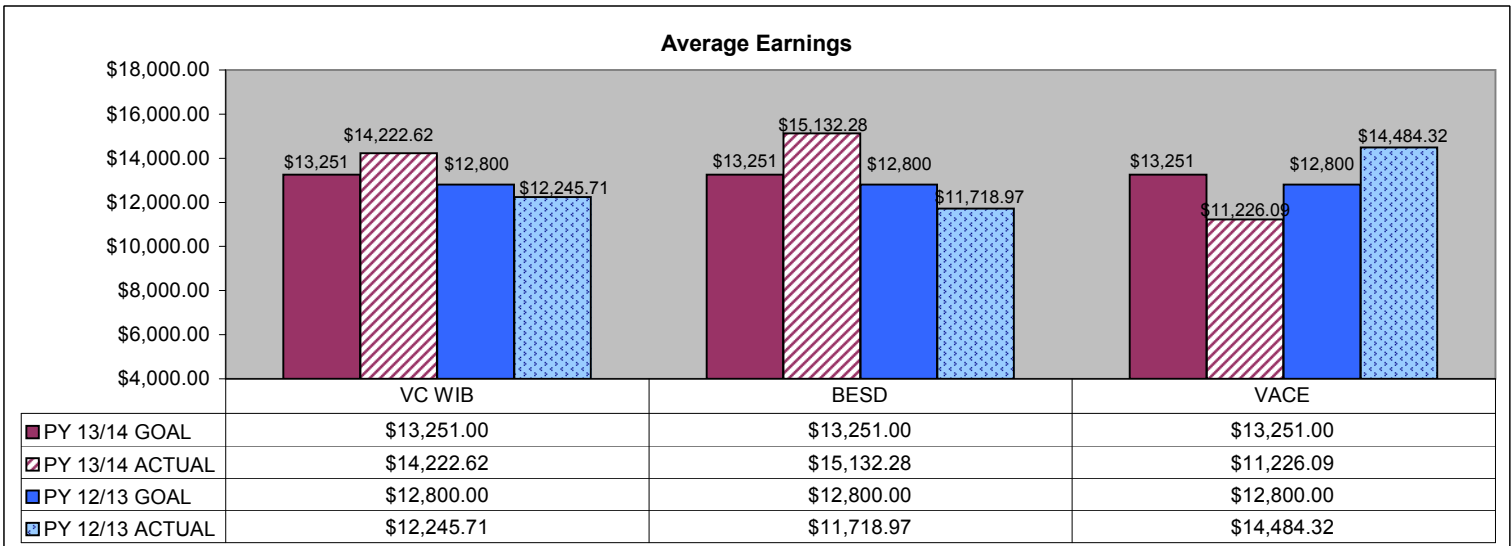
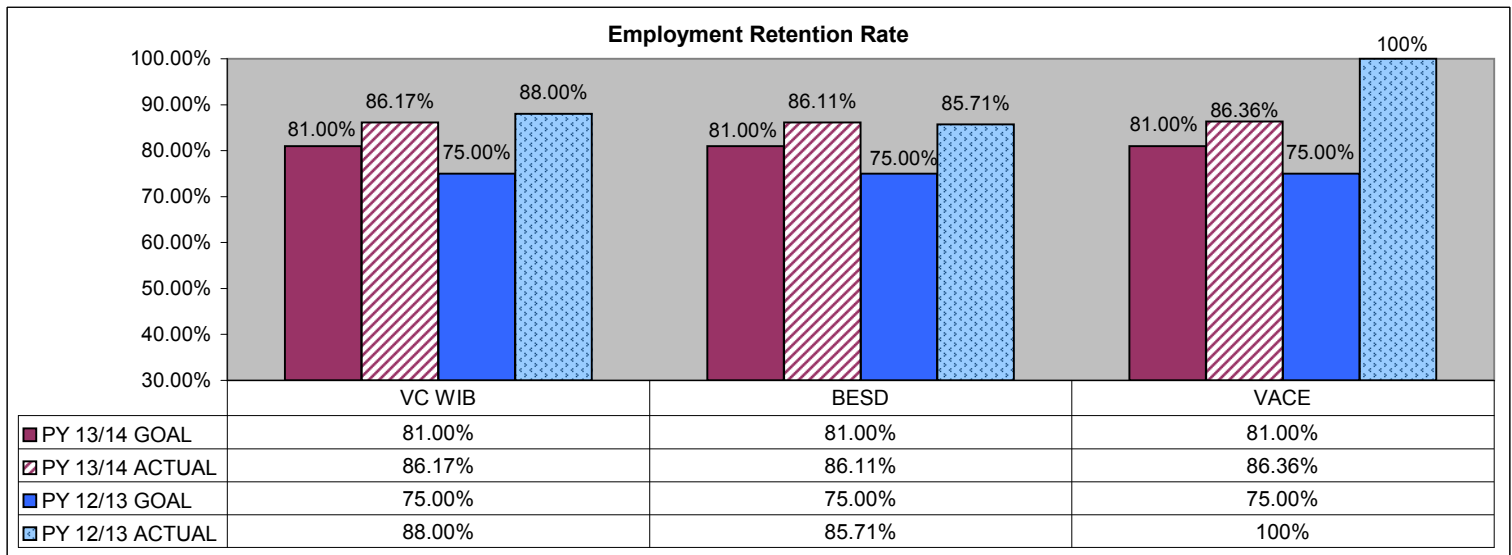
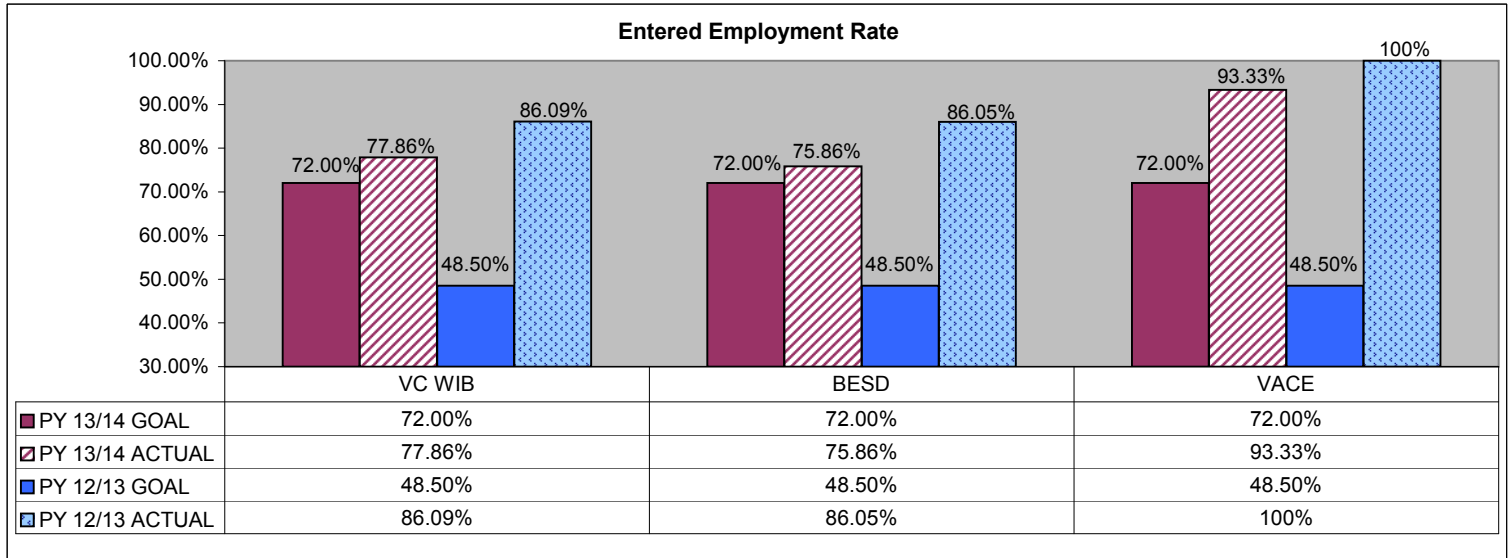
VACE = Ventura Adult and Continuing Education

* VACE Adult Contract Extension Ended 9/30/2013

** Expenditures, Cost Per Participant and In-Kind Contribution reporting are for evaluation of WIA contracts only

**WIA Performance Report - Program Year Comparison
PY 13/14 and PY 12/13 - Second Quarter (Q2) Common Measures**

Adult



WIA Performance Report - Program Year Comparison PY 13/14 and PY 12/13 - Second Quarter (Q2)

DISLOCATED WORKER

Enrollments		VC WIB	BESD
	PY 13/14	149	149
	PY 12/13	232	232

Training Services		VC WIB	BESD
	PY 13/14	108	108
	PY 12/13	155	155

Expenditures		VC WIB	BESD
	PY 13/14	**	**
	PY 12/13	**	**

Cost Per Participant		VC WIB	BESD
	PY 13/14	**	**
	PY 12/13	**	**

In-Kind Contribution		VC WIB	BESD
	PY 13/14	**	**
	PY 12/13	**	**

VC WIB = Ventura County Workforce Investment Board

BESD = Business Employment Services Department

BGC = Boys and Girls Club of Greater Oxnard and Port Hueneme

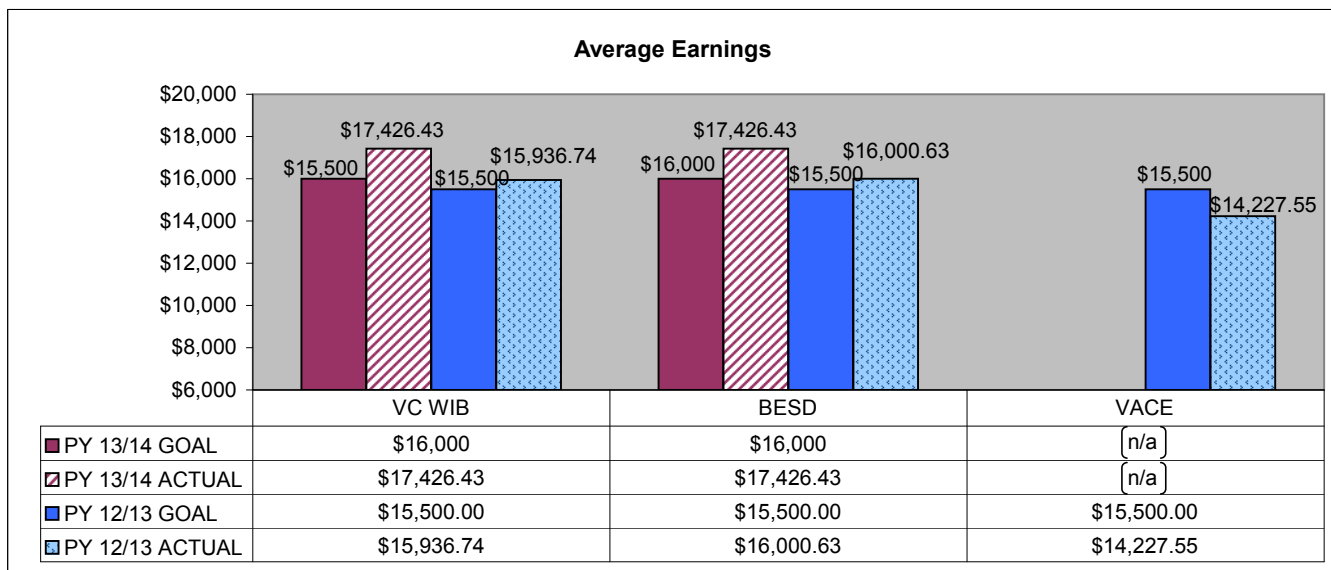
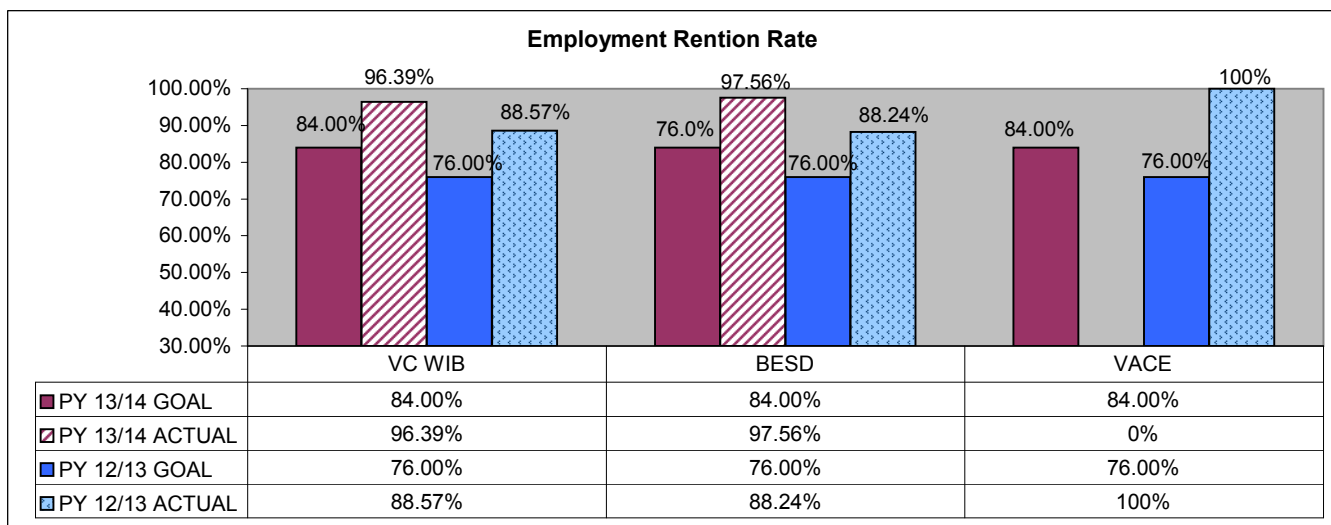
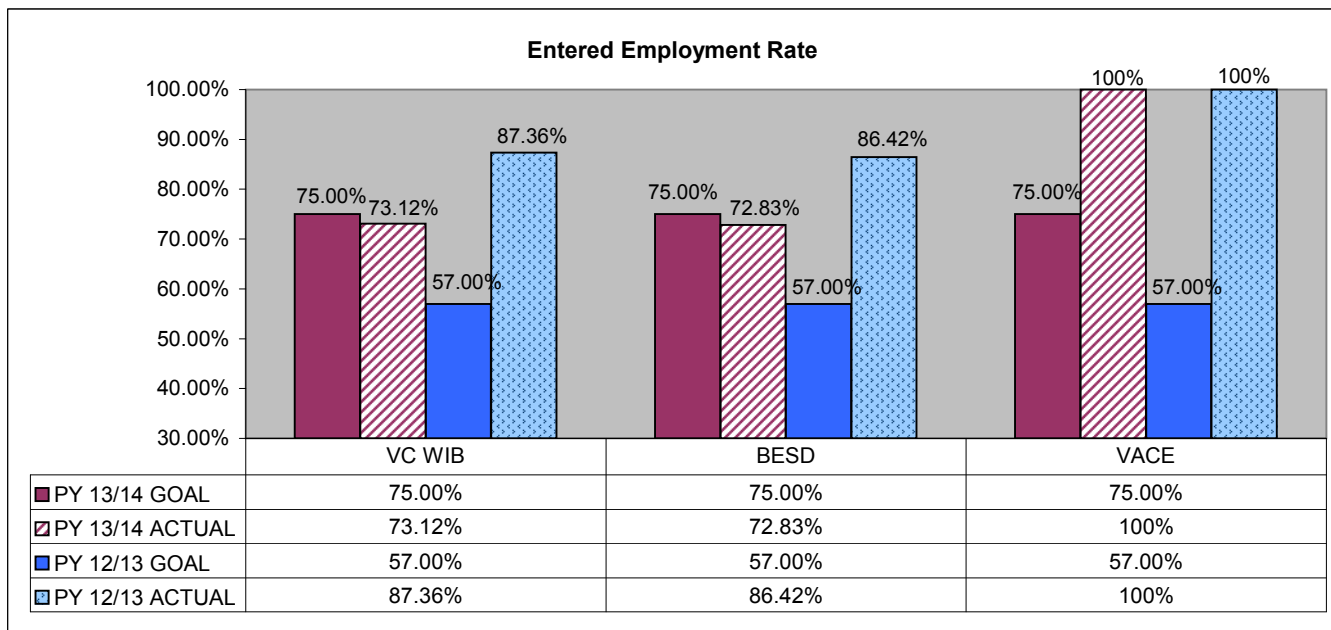
PPT = PathPoint

VACE = Ventura Adult and Continuing Education

** Expenditures, Cost Per Participant and In-Kind Contribution reporting are for evaluation of WIA contracts only

**WIA Performance Report - Program Year Comparison
PY 13/14 and PY 12/13 - First Quarter (Q1) Common Measures**

Dislocated Worker



WIA Performance Report - Program Year Comparison PY 13/14 and PY 12/13 - Second Quarter (Q2)

YOUTH

Enrollments		VC WIB	VACE	BGC	PPT
	PY 13/14	310	37	165	112
	PY 12/13	330	30	181	119

Expenditures		VC WIB	VACE	BGC	PPT
	PY 13/14	**	\$180,610	\$253,234	\$296,440
	PY 12/13	**	\$100,990	\$232,944	\$184,222

Cost Per Participant		VC WIB	VACE	BGC	PPT
	PY 13/14	**	\$4,881	\$1,535	\$2,647
	PY 12/13	**	\$3,366	\$1,287	\$1,548

In-Kind Contribution		VC WIB	VACE	BGC	PPT
	PY 13/14	**	\$19,876	\$109,728	\$28,652
	PY 12/13	**	\$31,943	\$133,134	\$21,671

VC WIB = Ventura County Workforce Investment Board

BESD = Business Employment Services Department

BGC = Boys and Girls Club of Greater Oxnard and Port Hueneme

PPT = PathPoint

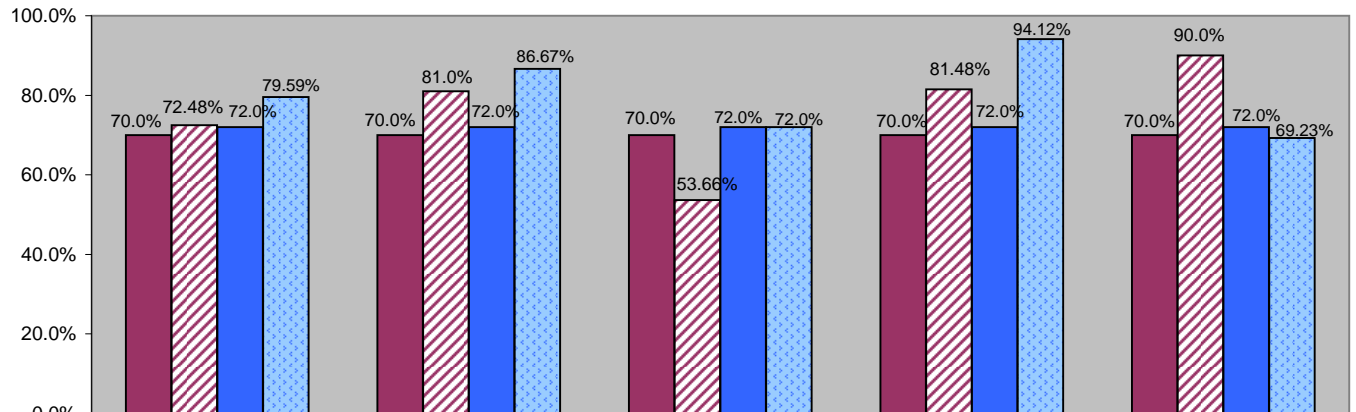
VACE = Ventura Adult and Continuing Education

** Expenditures, Cost Per Participant and In-Kind Contribution reporting are for evaluation of WIA contracts only

**WIA Performance Report - Program Year Comparison
PY 13/14 and PY 12/13 - Second Quarter (Q2) Common Measures**

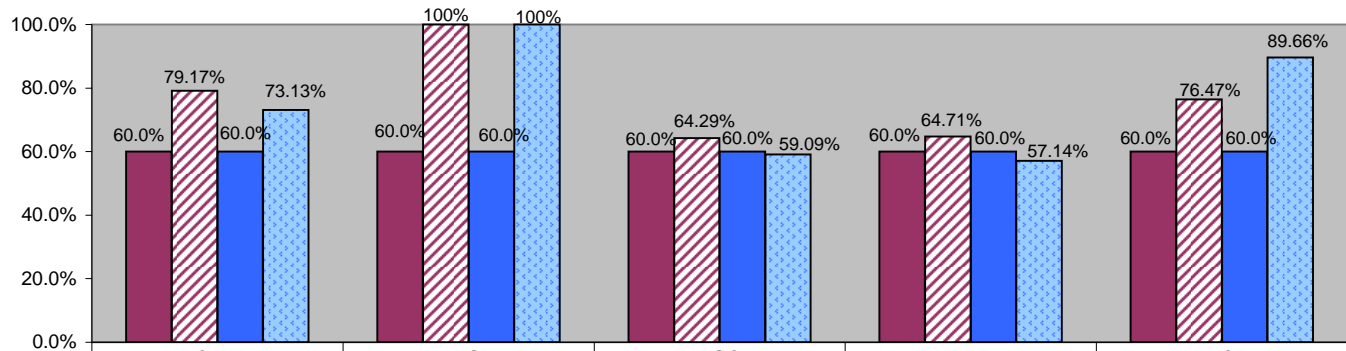
Youth

Employment or Education Placement



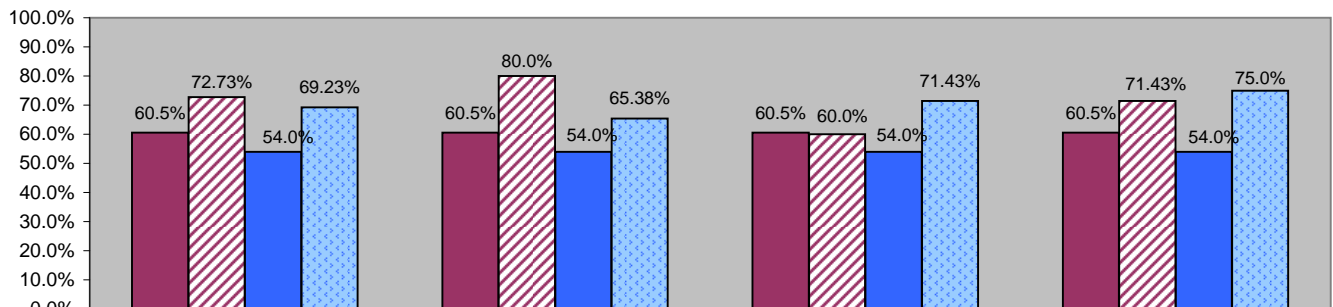
■ PY 13/14 GOAL	70.0%	70.0%	70.0%	70.0%	70.0%
▨ PY 13/14 ACTUAL	72.48%	81.0%	53.66%	81.48%	90.0%
■ PY 12/13 GOAL	72.0%	72.0%	72.0%	72.0%	72.0%
▨ PY 12/13 ACTUAL	79.59%	86.67%	72.0%	94.12%	69.23%

Degree or Certificate Attainment



■ PY 13/14 GOAL	60.0%	60.0%	60.0%	60.0%	60.0%
▨ PY 13/14 ACTUAL	79.17%	100%	64.29%	64.71%	76.47%
■ PY 12/13 GOAL	60.0%	60.0%	60.0%	60.0%	60.0%
▨ PY 12/13 ACTUAL	73.13%	100%	59.09%	57.14%	89.66%

Literacy and Numeracy Gain



■ PY 13/14 GOAL	60.5%	60.5%	60.5%	60.5%
▨ PY 13/14 ACTUAL	72.73%	80.0%	60.0%	71.43%
■ PY 12/13 GOAL	54.0%	54.0%	54.0%	54.0%
▨ PY 12/13 ACTUAL	69.23%	65.38%	71.43%	75.0%

Program Year (PY) 2013-14 Quarterly Reports

6.2 RAPID RESPONSE:

- **Business and Employment Services Department (BESD) Third Quarter (Q3):**
 - 2013-2014 cumulative quarterly report submitted to the State for Local Workforce Investment Area (LWIA) Rapid Response required activities from April 1, 2013 through December 31, 2013.
 - Rapid Required Activities = 9 businesses reported layoffs for 971 impacted workers; 308 employees attended Rapid Response orientation sessions
 - Information from the 121 report is included in the formula for determining the Rapid Response allocation for each LWIA.

Dislocated Worker and Adult Enrollments from Rapid Response Activities

2013-2014 Enrollments	Plan New Unique	Actual New Unique [Rapid Response Activities]
Adult	74	87 [3]* [3]**
Dislocated (DW) Workers	104	73 [14]* [25]**

* 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 is pending availability of data in JTA replacement system.

Name of Reporting LWIA (may use 3-alpha code): VTA
 LWIA Lead RR Contact Person: Nancy Ambriz
 Email address: Nancy.Ambriz@ventura.org
 Telephone Number: (805) 204-5188
 Fax Number: _____

ATTACHMENT 1

Date submitted: 1/21/2013
 Quarter Ending: 12/31/2013

INSTRUCTIONS: Activities reported on the RR 121 Report are those relating to on-site visits in response to layoffs or closures, as defined by the CWIB. Reportable on-site visits include WARN and non-WARN events. The RR 121 Report form must be completed to report visits by LWIA staff when conducting on-site layoff/closure planning meetings and/or orientations with 10 or more affected workers ONLY. Planning meetings are for information only and will not be used in the calculation of the dislocation-based formula funding factor. Complete a separate line item entry for each on-site visit occurring on different days, locations, or employers. Complete a single line item entry if multiple sessions are conducted on the same day, at a single location, and for a single employer with the note of how many multiple orientations were made that day. The RR 121 Report must be completed quarterly and submitted via e-mail by the 20th of the monthly following the quarter end to the assigned Regional Advisor, with a "cc" to the LWIA Administrator. For example, submit the 03/31 report by 04/20.

Date of Visit	Reason for On-Site Visit: Planning (Plan) or Orientation (OR)	Was more than one orientation conducted per day? Y/N	If multiple orientations per day, how many?	Company Name	Street Address	City	Zip Code	Date of Layoff that Caused Visit	Total number of affected employees	Number of affected employees who actually attended orientation	Comments
6/6/2013 plan		No		AVNET	4201 Guardian Street	Simi Valley	93065	7/5/2013	108	0	
6/25/2013 plan		No		Nevion USA	1600 Emerson Ave	Oxnard	93030	7/12/2013	20	0	
6/27/2013 Or		No		Nevion USA	1600 Emerson Ave	Oxnard	93030	7/12/2013	20	12	
7/1/2013 Or		Y	2	AVNET	4201 Guardian Street	Simi Valley	93065	7/5/2013	108	39	
7/2/2013 Or		No		AVNET	4201 Guardian Street	Simi Valley	93065	7/5/2013	108	6	
7/3/2013 plan		No		Nordman, Hair,Cormandy & Compton	1000 TownCenter Dr	Oxnard	93030	7/31/2013	28	0	
7/8/2013 Or		No		Nordman, Hair,Cormandy & Compton	1000 TownCenter Dr	Oxnard	93030	7/31/2013	28	10	
8/7/2012 Or		No		MBDA Inc.	5701 Lindero Canyon Road	Westlake Village	91362	10/1/2013	12	10	
8/4/2013 plan		no		Aerotek/HAAS	2800 Sturgis Road	Oxnard	93030	8/16/2013	164	0	
8/14/2013 or		Y	2	Aerotek/HAAS	2800 Sturgis Road	Oxnard	93030	8/14/2013	164	29	
8/19/2013 plan		No		Nissan of Thousand C	3755 Automall Drive	Thousand Oaks	91362	10/8/2013	53	0	
8/21/2013 or		Yes	2	Nissan of Thousand C	3755 Automall Drive	Thousand Oaks	91362	10/8/2013	53	38	
8/22/2013 plan		No		The California Mushroom Co.	4440 Olivas Pkwy	Ventura	93001	8/23/2013	85	0	
8/23/2013 Or		No		The California Mushroom Co.	4440 Olivas Pkwy	Ventura	93001	8/23/2013	85	18	
9/10/2013 Or		Yes	2	The California Mushroom Co.	4440 Olivas Pkwy	Ventura	93001	9/13/2013	360	48	
10/3/2013 plan		no		Rebel Distribution Co	3607 Old Conejo Road	Thousand Oaks	91320	11/15/2013	47	0	
11/4/2013 plan		No		AVNET	4201 Guardian Street	Simi Valley	93065	12/27/2013	65	0	
11/6/2013 or		No		Rebel Distribution Co	3607 Old Conejo Road	Thousand Oaks	91320	11/15/2013	47	38	
11/18/2013 Or		no		AVNET	4201 Guardian Street	Simi Valley	93065	12/27/2013	65	38	
12/9/2013 Or		Yes		AVNET	4201 Guardian Street	Simi Valley	93065	12/27/2013	65	22	
12/16/2013 plan		no		Bank of America	400 National Way	Simi Valley	93065	2/28/2014	29	0	



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 WIB EVALUATION May 22, 2014	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	5	13	13 B	A = \$0 B = \$0	0
Plan to Actual and Average Score	50%	33%	B = 19%	A = 0% B = 0%	0

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	Spinnacker Seafood	Ventura	10/01/13	30	30	1						Food Service	Servers, Wait Staff, Cooks
2	Tabarra Corporation	Oxnard	10/12/13	10	10	1						Professional Svcs	Administration, Sales, Management
3	AD Taxi	Oxnard	10/16/13	12	12	1						Service	Management, Driver, Administration
4	Anacapa Soda Blasting	Oxnard	10/17/13	13	13	1	13	13(B)				Manufacturing	Labor, Administration, Management
5	W.L. Rubottom Co.	Ventura	11/01/13	42	42	1						Manufacturing	Labor, Administration, Management
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
	Totals/Average			107	107	5	13	13 (B)	0	13 (B)	0		

BUILDING OUR FUTURE WORKFORCE

WORKFORCE INVESTMENT BOARD
855 Partridge Drive • Ventura, CA 93003
Phone: 805-477-5342 • Fax 805-477-5386
www.wib.ventura.org



TO: EXECUTIVE COMMITTEE

**FROM: CHERYL MOORE
EXECUTIVE DIRECTOR**

DATE: FEBRUARY 13, 2014

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

RECOMMENDATION

Recommend that the Executive Committee authorize Workforce Investment Board (WIB) staff to develop and release a Request for Proposals (RFP) for Workforce Investment Act (WIA) Business Retention and Layoff Aversion Services for \$150,000 in WIA Funds.

DISCUSSION

The 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 March 2011 funded a contract with the Economic Development Collaborative-Ventura County (EDC-VC) for these business services. The current and final annual EDC-VC contract 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 business retention and layoff aversion project with a selected organization to develop and conduct management and technical assistance and business services designed to reduce job losses in Ventura County. This procurement will align with the WIB goals in the WIB-approved plan:

- *Provide Rapid Response services (especially for Manufacturing, Healthcare and Clean/Green priority industries) that include early warning systems and business layoff aversion activities.*

The new business retention and layoff aversion project will be funded with WIA Rapid Response core funds. The planned RFP release date and Board of Supervisors approval for a contract starting July 1, 2014, is contingent on new and timely State direction.

The State is planning to release a new Rapid Response/Layoff Aversion Draft Directive to local WIBs in February/March 2014, consolidating current State Rapid Response Directives/Information Notices into a single Directive. A major change is the addition of layoff aversion 'proactive' strategies, with the standard Rapid Response required and allowable activities remaining the same. The focus of the lay-off aversion proactive strategy will be on the Sectors identified in the five-year strategic workforce

development plans of the local WIBs. In addition, new WIB Rapid Response reporting requirements will be included in the new CalJOBS State system.

To ensure continuation of business retention/layoff services past June 30, 2014, we anticipate requesting WIB approval to extend the current EDC-VC contract, contingent on EDC-VC meeting WIB-approved Program Year 2013-2014 contract evaluation factors/performance levels by the May 22, 2014, Executive Committee meeting (Attachment A):

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

ATTACHMENT 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

ATTACHMENT A

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