



WORKFORCE INVESTMENT BOARD OF VENTURA COUNTY

EXECUTIVE COMMITTEE MEETING

Thursday, April 10, 2014

7:30 a.m.-9:30 a.m.

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

AGENDA

7:30 a.m.	1.0 Call to Order and Agenda Review	Sandra Werner
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.	Sandra Werner
7:35 a.m.	3.0 WIB Chair Comments	Sandra Werner
7:40 a.m.	4.0 Consent Items 4.1 Approve Executive Committee Minutes: February 13, 2014 4.2 Receive and File: WIB Committee Reports	Sandra Werner
7:45 a.m.	5.0 Finance Update <ul style="list-style-type: none">• PY 2013-14 Financial Status Report: February 2014• 25% Training Expenditures	Theresa Salazar Vital
7:50 a.m.	6.0 Performance Update <i>2013-2014 WIA PROGRAM SERVICE DELIVERY MODEL</i> <i>Nancy Ambriz, WIA Program Manager</i> <i>Community Services Department</i> <i>County of Ventura Human Services Agency</i>	Theresa Salazar Vital
8:05 a.m.	7.0 Action Items 7.1 Recommendation to Approve the Consensus of the Youth Council to Approve the Program Year 2013-2014 Workforce Investment Act (WIA) Youth Evaluation/Reporting Process	Richard McNeal

8:10 a.m.	7.2 Recommendation that the Workforce Investment Board of Ventura County (WIB) Approve the Workforce Investment Act (WIA) Preliminary Budget Plan for Program Year 2014-2015	Cheryl Moore
8:40 a.m.	8.0 Ventura County Regional Strategic Workforce Development Plan <ul style="list-style-type: none"> • California WIB Update • WIBVC Plan Status • Activities in Support of the Plan • Regional Opportunities 	Cheryl Moore
9:15 a.m.	9.0 WIB Administration <ul style="list-style-type: none"> • Grant Report • On the Calendar <ul style="list-style-type: none"> – April 24, 2014: WIB Meeting (Annual Planning and 2014-2015 Preliminary Budget) – June 12, 2014: WIB Annual Meeting (2014 WIB Awards) 	Richard McNeal Cheryl Moore
9:25 a.m.	10.0 Committee Member Comments	Committee Members
9:30 a.m.	11.0 Adjournment <u>Next Meeting</u> May 22, 2014 (7:30 a.m.-9:30 a.m.) Ventura County Community Foundation (Community Room) 4001 Mission Oaks Blvd., Camarillo, CA	Sandra Werner

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WIB Executive Committee
February 13, 2014

MINUTES

Meeting Attendees

Executive Committee

Mike Soules, Chair
Sandra Werner, Vice Chair
Alex Rivera, Immediate Past Chair
Martel Fraser
Bill Pratt
Marilyn Valenzuela

WIB Administration

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

Guests

Nancy Ambriz (Community
Services Department/WIA)
Bruce Stenslie (Economic
Development Collaborative –
Ventura County)
Steve Thompson (Ventura Adult and
Continuing Education)
Sharon Woolley (Ventura County
Community College District)

1.0 Call to Order and Agenda Review

Mike Soules called the meeting to order at 7:35 a.m. No changes were made to the agenda.

2.0 Public Comments

No comments

3.0 WIB Chair Comments

Mike Soules indicated that WIBVC members attending the National Association of Workforce Boards (NAWB) Forum in Washington D.C., March 29 - April 1, 2014, were eager to hear about federal legislative and administrative developments. Mr. Soules mentioned that as the Common Core standards are rolled out, there is an interesting sub-trend focused on the importance of such soft skills as cooperation, persistence and teamwork.

4.0 Consent Items

4.1 Approve Executive Committee Minutes: January 9, 2014

4.2 Receive and File: WIB Committee Reports

Motion to approve: Alex Rivera

Second: Sandra Werner

Abstain: Bill Pratt

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 January 27, 2014, and reflecting year-to-date expenditures from July 1, 2013 to December 31, 2013. The status of expenditures at 50% 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	1,366,881	49%
Adult	2,247,497	878,820	39%
Youth	2,285,092	1,048,843	46%
Rapid Response	537,884	162,588	30%

Theresa Salazar Vital explained that the State requires the WIBs to spend 100% of the Rapid Response funds by year end, unless the State makes an exception to allow carry over funds into the next fiscal year. The WIBVC staff are monitoring the use of current Rapid Response funds with the intent on full expenditure by June 30, 2014.

WIA Training Expenditures

The summary of WIA training expenditures, as of January 27, 2014, 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	211,266	253,095
• Total Leveraged Resources Used Toward Training Expenditures	450,356		174,391
- 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	1,318,435		427,486
• % of Training Requirement Met (Final goal = 100%)	117%		39%

Ms Salazar Vital indicated that when the State recently polled the local WIBs regarding WIA training expenditures, we reported that WIBVC already had met the goal in the current grant.

6.0 Performance Quarterly Reporting and Update

Committee members reviewed, discussed, and asked questions about quarterly performance.

- WIA Performance Report: Adult, Dislocated Worker, and Youth during Program Year 2013 – 2014 Second Quarter (Q2) period of July 1, 2013 to December 31, 2013:
 - Community Services Department/WIA (CSD/WIA) cumulative Q2 new enrollments are at 221 Adults or 118% of plan to actual and 149 Dislocated Workers (DW) or 70% of plan to actual. CSD lists 192 of 221 (87%) total cumulative Adult enrollments and 108 of 149 (73%) total cumulative DW enrollments include training services. As of February 10, 2014, new Adult enrollments are at 236 and new DW enrollments are at 155.
 - The cumulative number of Universal clients, through Q2 for the Ventura County One-Stop Job & Career Center system, is at 12,683.

- Ventura Adult and Continuing Education (VACE) cumulative Q2 new enrollments are at 33 Youth or 60% of plan to actual. As of February 10, 2014, new Youth enrollments are at 39.
- Boys and Girls Clubs of Greater Oxnard and Port Hueneme (BGC) cumulative Q2 new enrollments are at 165 youth or 111% of plan to actual. As of February 10, 2014, new Youth enrollments are at 166.
- PathPoint (PPT) cumulative Q2 new enrollments are at 112 youth or 75% of plan to actual. As of February 10, 2014, new youth enrollments are at 127.
- **Common Measures:** The majority of Ventura County WIB and program operator performance success rates for Adult, Dislocated Worker, and Youth are on target to achieve expected goals. WIBVC staff continue work with the State to resolve performance data discrepancies.
- **Performance Comparison:** Completed a new cumulative report of enrollments, universal clients, training services, contract expenditures, cost per participant, In-kind contributions and Common Measures performance for:
 - PY 13-14 Q2 July 1, 2013 through December 31, 2013
 - PY 12-13 Q2 July 1, 2012 through December 31, 2012
- **Required Rapid Response Activities – Third Quarter (Q3):** Conducted cumulative (April 1, 2013 through December 31, 2013) on-site layoff/closure planning meetings and/or employee orientations with 9 unique employers who reported layoffs for 971 workers; 308 of these impacted employees attended Rapid Response orientations. The cumulative number of Adult and Dislocated Worker enrollments who received Rapid Response activities:

2013-2014 Enrollments	Plan New Unique	Actual New Unique [Rapid Response Activities]		
Adults	74	87	[3]*	[3]**
Dislocated Workers (DW)	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 (New CalJobs).*

- **Allowable Rapid Response Activities – Third Quarter (Q3):** Economic Development Collaborative - Ventura County (EDC-VC) reported cumulative (October 1, 2013 through March 31, 2014 including activity through May 22, 2014) activities for 10 at-risk businesses with 10 or more at-risk workers to help prevent the loss of 39 at-risk jobs. EDC-VC retained 31 jobs after completion of all employer services and at 6 weeks retention. Sixty-seven at-risk workers were provided Incumbent Worker Training with non-WIA funding in technology-related jobs.

7.0 Ventura County One-Stop Delivery System Presentation/Discussion

Bruce Stenslie, President/CEO of the Economic Development Collaborative–Ventura County (EDC-VC) summarized the Business Retention and Layoff Aversion Program for the Incumbent Worker Pilot Project Plan of Action. In attendance to answer questions concerning operations were Sharon Woolley, Project Manager at Ventura County Community College District (VCCCD)

and Steve Thompson, Assistant Principal at Ventura Adult and Continuing Education (VACE). The role of VCCCD is to identify the training and/or education needed for each employer and the role of VACE is to complete the intake documentation required by the State. Mr. Stenslie explained that the layoff aversion form is used to comply with federal requirements, as it is issued by the U.S. Department of Labor (DOL).

Executive Committee members reviewed, discussed and asked questions regarding the Incumbent Worker Pilot Project. Mr. Stenslie distributed handouts to clarify the program operating guidelines, WIB approved Incumbent Worker policy, outcome objectives, intake forms and answers to frequently asked questions.

Mr. Stenslie also explained that the Employment Development Department (EDD) is expected to release a new draft directive that will open a competitive RFP for Rapid Response to invest more funds in layoff aversion. There are not many local WIBs that do preventive business retention so this could be significant for Ventura County. Mr. Stenslie expressed thanks to the Executive Committee and WIBVC for being supportive.

8.0 Action Item

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

Cheryl Moore presented the item and explained that these are the allowable Rapid Response business services for which a Request for Proposals is conducted every three years. If a bidder performs by the end of each year, a contract renewal is issued for another year until the end of the three-year contract.

Motion to approve: Bill Pratt
Second: Marilyn Valenzuela
Motion carried unanimously

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

Cheryl Moore explained that the California WIB had not announced which WIBs have been designated as high performing and that the re-evaluation criteria had not been released. WIBVC staff continued to monitor CWIB and CWIB committee meeting agendas, minutes, and bulletins, and participate on conference calls as appropriate. Also, no decision had been made regarding the grouping of WIBs into regions/zones. CWIB had planned to meet with each local WIB Chair, WIB Vice Chair and local labor representatives; however, CWIB canceled a recently scheduled joint meeting with the WIBs in San Luis Obispo, Santa Barbara, and Ventura counties.

Ms Moore indicated that the CWIB committees on healthcare and advanced manufacturing have distributed sector surveys, asking how local WIBs are connected with businesses, community colleges and labor. In addition, the surveys include open-ended questions which request information similar to our strategic plan.

Ms Moore informed Committee members of two WIA-related bills:

- 1) House – Consolidation of multiple funding streams into one or two, which would be distributed through block grants. Requires two-thirds majority for business but no requirement for labor, education, or other representation.

- 2) Congress – Maintains board structure and revises funding through consolidation. The State and Federal funds would go into larger buckets, with more local control to determine how the funds will be used (similar to changes in education).

Ms Moore noted the emphasis on regionalism in the new performance measures that would be forthcoming from CWIB. The impact on local strategic plans could be significant; however, until otherwise notified, WIBVC will continue to advance the current five-year strategic plan. The plan is considered a valuable foundation from which to build other workforce and educational strategies, programs and grant applications. WIBVC partnerships are growing stronger and there is growing interest in what WIBVC does.

10.0 WIB Administration

- Talia Barrera shared that the County Board of Supervisors appointed new WIBVC member, Dr. Gerhard Apfelthaler, Dean of the School of Management at California Lutheran University, on February 4, 2014.
- Ms Barrera reminded Committee members of the annual 700 Form compliance requirement, due no later than April 1, 2014 through eDisclosure. The new County of Ventura Clerk of the Board, Brian Palmer, will issue fines of \$10.00 per day, up to a \$100 maximum, as imposed by the California Fair Political Practices Commission. WIBVC staff will follow-up with board members who have not yet filed in March.
- Ms Barrera also encouraged Committee members to submit nominations for the 2014 WIB Awards. The nomination form is posted on the WIBVC website and is due by March 14, 2014.
- Cheryl Moore announced that two Youth Council members recently attended the California Workforce Association Youth Conference, January 28 – 30, 2014. Also, we have two WIB members attending the California Labor Federation Conference, February 26 – 28, 2014, which should give us a better idea of our direction for Rapid Response. Ms Moore updated the Committee on the following upcoming events:
 - February 28, 2014: WIA Outreach Services Proposals Due (RFP #WO1415)
 - March 19, 2014: California Workforce Investment Board (CWIB) Meeting
 - March 19 -20, 2014: California Workforce Association (CWA) Board of Directors Meeting
 - March 29 - April 1, 2014: National Association of Workforce Boards Conference (WIBVC presentation on *Engaging Champions for Regional Workforce Development*) and Capitol Hill meetings with staff to Senator Boxer, Congresswoman Brownley, Congresswoman Capps, and Congressman McKeon
 - April 24, 2014: WIB Meeting (2014-2015 Preliminary Budget)
 - June 12, 2014: WIB Annual Meeting (2014 WIB Awards)
- Ms Moore asked if the Executive Committee would like to send representation to the California Workforce Association's annual Day at the Capitol in Sacramento on March 19, 2014. All expressed a preference to communicate with local State Senators and State Representatives in the local district, rather than send a delegation to Sacramento.
- Ms Moore expressed appreciation to Victor Dollar for donating the food and facility space at the Residence Inn by Marriott at River Ridge for the next WIB meeting on February 27, 2014.

11.0 Committee Member Comments

- Bill Pratt recommended a guest speaker from College of the Canyons, who recently spoke at the biomedical conference, to highlight a fast track training program with regional cooperation.
- Martel Fraser and Marilyn Valenzuela extended an invitation to the Community Health & Job Fair – 5K Walk/Run on Monday, February 17, 2014 from 10:00 a.m. to 2:00 p.m. at the Ventura Community Park in Ventura. The event is sponsored by Tri-Counties Central Labor Council and presented by UFCW Local 770.

12.0 Adjournment

Motion to adjourn at 9:38 a.m.: Marilyn Valenzuela

Second: Bill Pratt

Motion carried unanimously

Next Meeting

April 10, 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**

April 10, 2014

WIBVC 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: APRIL 10, 2014

SUBJECT: CLEAN/GREEN COMMITTEE REPORT

The Clean/Green Committee met on February 21, and March 28, 2014. In attendance at the February meeting were Victor Dollar (Chair), Nancy Williams (Vice Chair), John Brooks, Rebekah Evans, Dave Fleisch, Paul Grossgold, Teresa Johnson, Valeria Makarova, Bernardo M. Perez, and Wayne Pendrey; WIB staff Talia Barrera, Patricia Duffy and Cheryl Moore; and guests Olivia Cancino (Oxnard City Corps), Paul Chounet (Santa Paula Unified School District), Heidi Hayes (theAgency), and Eric Humel (Oxnard City Corps). In attendance at the March meeting were Victor Dollar (Chair), Nancy Williams (Vice Chair), John Brooks, Paul Grossgold, and Paul Chenout; WIBVC staff Talia Barrera, Patricia Duffy and Cheryl Moore; guests Brad Hudson (Office of Congresswoman Brownley), Eric Humel (Oxnard City Corps), Margaret Lau (Allan Hancock College/DSN), and Heidi Hayes (theAgency). Topics of discussion at one or both of the meetings included:

Update on AB 86

Teresa Johnson gave a brief update on the California Community College and the California Department of Education grant opportunity. The purpose of AB 86 is to provide grant funds to a regional consortium to create and implement plans to better provide adults in the region with essential basic skills, including classes required to a high school diploma or GED, ESL, workforce preparation, education programs for adults with disabilities, short-term career technical education programs with high employment potential, and programs for apprentices. There will be a work group that will consult with expert panels relevant to each issue, and various organizations will be asked to participate in a stakeholder board. This will be a transparent process and any individuals who wish to provide feedback are encouraged to do so.

Ventura County Regional Strategic Workforce Development Plan

Cheryl Moore indicated that criteria and outcomes for the new WIB performance measures were still under discussion by a committee of the California Workforce Investment Board (CWIB). After the CWIB makes an official announcement, WIBVC will determine how the new requirements will impact the current WIBVC Plan. Until then, WIBVC committees will continue to work on Plan implementation, and WIBVC staff will continue to monitor and engage in CWIB discussions regarding the measures.

Clean/Green Workforce Pipeline Development: Updates

- Clean/Green Career Pathways: The Committee received an updated working draft of the K-14 Industry Sector Pathways inventory and thanked Dr. Tiffany Morse (Ventura County Office of Education) for continuing to compile 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.

WIBVC staff noted that conversion of the inventory document to an excel format was in progress (as requested by the WIBVC sector committees) to facilitate data sorting and analysis.

Committee members indicated that they looked forward to the next step in the inventory process: an expanded version, beyond k-14, that will include universities, labor unions, apprenticeships, and programs listed on the Employment Training Provider List.

- Clean/Green Occupational Data: Committee members reviewed the most recent updated and new information for the Clean/Green Ventura County Occupational Employment Data and Growth Projections. In using the document as a reference for the ensuing discussion of the Clean/Green Two-Year Plan Draft, the group thanked Jennifer Harkey, WIBVC Program Assistant, for her ongoing research and modifications to provide an informative, user-friendly document.
- Two-Year Plan Draft: Commenting on the wide range and complexity of businesses, jobs, and occupations in the clean/green sector, the Committee brainstormed ways to focus their efforts in creating a “do-able” two-year plan to address the regional priorities for clean/green-related workforce development. Wall notes from the discussion are summarized below:

Major Clean/Green Categories

- Infrastructure
- Services
- Manufacturing
- Business
- Agriculture

Ideas for Consideration

- Need to identify/develop awareness, career paths, education, and certification requirements/awareness for (1) basic, entry-level jobs; (2) middle-level jobs; (3) higher-level jobs
- Need to develop common list of clean/green basic skills (build on WIBVC Manufacturing Basic Skills Categories document)
- Need clarification and consistency of multiple “apprenticeship” definitions (e.g., labor; education; business)
- Need to have a phased approach to learning (modules for career pathways) Need to help people transition to the next job
- Need to develop awareness of multiple career options—e.g., finance, IT, marketing as part of clean/green (build into what’s there already); foster the “light bulb effect” (CFL’s)
- Need to develop region-wide understanding of sustainability: part of “foundational education” for all—how to stay competitive, innovative, adaptable, flexible

Action Outline

1. Identify clean/green occupations with growth/replacement jobs potential. (Start with jobs requiring two years of college or less.)
2. Adapt manufacturing basic skill categories to develop an outline of “readiness fundamentals” for entering clean/green occupations.
3. Determine the education/training required and available in the region.

4. Identify gaps.
5. Develop and implement an action plan.

Next Step

Form subcommittees to begin work on the job analysis and readiness fundamentals outline for two of the major clean/green categories. Report on progress at the next Clean/Green Committee meeting.

- Infrastructure: Dave Fleisch (Chair), John Brooks, Paul Grossgold, Nancy Williams
- Services: Teresa Johnson (Chair), Rebekah Evans, Valeria Makarova

At the second Clean/Green Committee meeting, the subcommittees reported:

- Infrastructure Subcommittee: Subcommittee members had built on the format of the WIBVC Manufacturing Readiness Skill Categories and developed an initial draft of a Clean/Green Infrastructure Readiness Skill Categories document. The subcommittee also analyzed the jobs listed on the Occupational Employment Growth Projections Chart and made recommendations for priorities. The next step is to focus on identifying ways to open doors by developing marketable skill sets for individuals of all ages to find training in the skills they need.
- Services Subcommittee: An update will be provided at the next meeting.

The next meeting of the Clean/Green Committee is scheduled for Friday, April 25, 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) 856-9500, 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: APRIL 10, 2014

SUBJECT: HEALTHCARE COMMITTEE REPORT

The Healthcare Committee met on March 14, 2014. In attendance at the meeting were Martel Fraser (Chair), Greg Barnes, Carol Higashida, Teresa Johnson, Paul Matakiewicz, Tiffany Morse, Dawn Neuman and John Tannaci; WIBVC staff members Patricia Duffy, Richard McNeal and Cheryl Moore; and guests Cindy Jordan (Vista Cove Care Center, Santa Paula) and Brett Watson (Camarillo Healthcare Center). The following topics were discussed at the meeting:

Ventura County Regional Strategic Workforce Development Plan

- Dawn Neuman gave an update on the Clinical Laboratory Field Experience. Four hospitals have joined to submit, through Dawn, a single application. She will gather all needed material, including the revision of a handbook that VCMC has released for general use. She hopes to have the application submitted in about three weeks, with a possible start date in mid-2015. Quest Diagnostics have expressed interest in being licensed as an additional location. The Sheriff's Department is also a possible partner. The program will need some kind of governing board, presumably comprised of representatives of the several licensees. Committee members made numerous suggestions for a basic soft-skills program for all interns.
- On behalf of Healthcare Deputy Sector Navigator, John Cordova, Richard McNeal reviewed printed materials regarding new healthcare reform certification requirements for Medical Assistants. There is a rising demand to train both new job seekers and incumbent workers to ensure timely compliance by healthcare providers.
- Cheryl Moore introduced the latest update of the *Ventura County Occupational Employment Data & Growth Projections for Healthcare*. This version includes average annual job replacement openings in Ventura County, education and training levels from high school to doctoral degree, and which provide a living wage.
- Greg Barnes presented a suggested list of healthcare workforce development priorities, which centered on the jobs requiring a lower level of education but were in high demand by employers. The Committee emphasized that an emerging list of priorities should be based on demand-driven business needs—many of which seem to indicate a higher demand for lower-skilled jobs that do not necessarily pay a living wage. The group noted that such jobs are valuable as a starting place, or entry point, for a wide range of career paths. What candidates for such jobs really need, apart from vocational skills, are the “fundamentals of employability”—the soft skills that enable effective interaction with other people. Also vitally important are basic IT skills, problem solving, and teamwork.

- Several areas of interest emerged in the course of the discussion: (1) the creation of apprenticeships from entry-level to higher-level jobs; (2) the creation of career pathways for the jobs most in demand by employers; (3) the need to pay attention to the evolution of the healthcare business in Ventura County; the considerable challenges, including legislation, involved in finding qualified instructors; (4) the problems posed in legitimizing certificates, credentials and licenses; (5) the general need to inventory what we have. Discussion and planning will continue.

The next meeting of the WIBVC Healthcare Committee is scheduled for Friday, May 9, 2014, from 8:00 a.m. to 9:30 a.m., at the VCCF Nonprofit Center (Board Room), 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.

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TO: EXECUTIVE COMMITTEE

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

DATE: APRIL 10, 2014

SUBJECT: MANUFACTURING COMMITTEE REPORT

The next meeting of the Manufacturing Committee is scheduled for Wednesday, April 9, 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 nationally recognized certifications, CWIB Advanced Manufacturing and Workforce Development and Sector Navigators updates and strategic planning to achieve the manufacturing objectives in the *Ventura County Regional Strategic Workforce Development Plan 2013-2017*.

The Manufacturing Committee report for that meeting will be provided at the WIBVC meeting on April 24, 2014.

If you have questions or need more information, please call me at (805) 384-2748, or contact Talia Barrera at (805) 477-5341, email talía.barrera@ventura.org

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TO: EXECUTIVE COMMITTEE

**FROM: ZAHID SHAH, CHAIR
MEMBERSHIP COMMITTEE**

DATE: APRIL 10, 2014

SUBJECT: MEMBERSHIP COMMITTEE REPORT

The Committee met on March 11 2014. In attendance were Committee members Marilyn Valenzuela (Chair), Zahid Shah (Vice Chair), and Ed Summers; WIBVC staff Talia Barrera and Cheryl Moore. The following includes topics discussed at the meeting and updated information:

Membership Committee Chair

Committee members expressed their sincere appreciation to Marilyn Valenzuela for her many years of exceptional commitment and service to WIBVC, wishing the best for her upcoming retirement. In addition, the Committee congratulated Zahid Shah on his appointment by WIB Chair Mike Soules as Membership Committee Chair, effective April 1, 2014.

Appointments and Reappointments

- Reappointments: Four current WIBVC members whose terms would end between September and October 2014 were determined to be in good standing and eligible for reappointment. Letters to those WIBVC members regarding interest in possible reappointment will be mailed in June. 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.

Update: On March 25, 2014 the Board of Supervisors approved the following reappointment for three-year terms: Joan Baldarrama (Lucix Corporation), Victor Dollar (Brighton Management), Martel Fraser (UFCW, Local 770), Kimberly Nilsson (Solid Waste Solutions), Bernardo M. Perez (Cabrillo Economic Development Corporation), Hugh J. Ralston (Ventura County Community Foundation), Tony Skinner (Tri-Counties Building & Construction Trades Council), Tavi Udrea (Haas Automation, Inc.), Sandra Werner (Simi Valley Hospital), Barry Zimmerman (Human Services Agency).

- 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 WIBVC prior to consideration of a possible recommendation for WIB appointment.

Update: On March 25, 2014, the Board of Supervisors approved the new appointment of Mark Fegley (Deckers Outdoor Corporation) to a three-year term on the WIB.

Ventura County Regional Strategic Workforce Development Plan

Cheryl Moore 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 May 13, 2014, from 10:00 a.m. to 11:30 a.m., at the Human Services Agency, 855 Partridge Drive, Ventura.

If you have questions or need more information, please call me at (805) 207-3957, or contact Talia Barrera at (805) 477-5341, email talia.barrera@ventura.org.

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TO: EXECUTIVE COMMITTEE

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

DATE: APRIL 10, 2014

SUBJECT: OUTREACH COMMITTEE REPORT

The Outreach Committee met on March 19, 2014. Attending the meeting were Committee members Brian Gabler (Chair), Jim Faul (Vice Chair), Will Berg and Victoria Jump; WIBVC 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 meeting:

CSD/WIA Monthly Event Report

Christy Norton presented the Event Summary Report for third 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 third quarter totaled 938. In December 2013 and January 2014 CSD/WIA staff participated in the following Job and Career Center Events: Congresswoman Julia Brownley event, Veterans Claims Workshop, EDC-VC Annual Meeting, Human Services Agency Annual Homeless Count event, Agency 101 Ventura County Schools event, Camarillo Chamber of Commerce Business Expo Event.

Outreach Summary Report

The Committee discussed the PY 2013-2014 January-February project activities as reported by theAgency and summarized below:

- Employer Outreach
 - Workforce Wednesday radio interview program (KVTA-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
 - February 26- Local manufacturers still looking for good people who want to learn. What does it take to get their foot in the door?: Greg Liu
 - *Workforce Update* e-newsletter: 1/13/2014 with an open rate of 10%
 - OJT Outreach: :30 PSA continued to air on KCLU through 2/28/14
 - WIB Award Call for Nominations Eblast
 - 1/31 – sent to 8,029 with an open rate of 9%
 - 2/26 – sent to 8,042 with an open rate of 10%
 - Ventura County Grows Business (VCGB)/WIB Facebook: January-February 2014

- VCGB Website – 306 Visits
- WIB Facebook – 1, 218 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 January and February 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
 - Career Center Eblast - Compiled list of local school counselors to share/promote VC Jobs With a Future
- General Outreach

Gerhard Apfelthaler new board member release – prepared and sent release on February 11 to media and elected officials: Sespe Sun, Ventura Chamber, Camarillo Chamber

2014 WIB Awards

Committee members were notified that there will not be a need to extend the deadline for WIB Awards nominations. The selection committee will report the nomination review results at the next meeting on May 21, 2014.

The next meeting of the Outreach Committee is scheduled for May 21, 2014, from 8:30 a.m. to 10:00 a.m., at the Economic Development Collaborative-Ventura County, 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.

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TO: EXECUTIVE COMMITTEE

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

DATE: APRIL 10, 2014

SUBJECT: RESOURCE DEVELOPMENT COMMITTEE REPORT

The Resource Development Committee met on March 27, 2014. In attendance were Committee members Victor Dollar (Vice Chair), Iris Ingram, Mike Soules and Barry Zimmerman; WIBVC staff Richard McNeal and Cheryl Moore; and guest Nancy Ambriz (Community Services Department/WIA). The following topics were discussed at the meeting:

Updated Grant Report

Richard McNeal introduced the updated Grant Report, commenting in particular on the letters of support for four regional grant proposals for the California Career Pathways Trust and another letter for the Department of Labor CareerConnect grant. Iris Ingram noted a continuing and common problem among educational and other institutions: the lack of staff capacity to write needed grant proposals. Cheryl Moore indicated that the P-20 Council planned to consider the staff capacity issue and discuss possibilities for a regional alignment and leveraging resources.

Preliminary Draft of the WIA Budget Plan for 2014-2015

Discussion of a working draft of the 2014-2015 WIA Preliminary Budget Plan elicited a consensus that the preliminary budget ultimately presented to the WIBVC for approval should be based on an assumption of level funding: WIA core 2013-2014 revenue streams for Adult, Dislocated Worker, Youth, and Rapid Response, excluding year-end close carryover and supplemental funding. The Committee decided that, in the absence of additional funding, the 2014-2015 Management Reserve would need to continue to accommodate the WIBVC staff position approved by WIBVC for the 2013-2014 budget. Committee members asked WIBVC staff to update the preliminary draft budget for further discussion and approval by the Executive Committee and WIBVC.

Ventura County Regional Strategic Workforce Development Plan

- **New Performance Measures**

Because the new California WIB performance measures still have not yet been confirmed, the Committee deemed it premature to make any recommendation regarding them at the upcoming WIBVC planning meeting. The Committee did note that, if the Employment Development Department (EDD) already has a method of reporting the relevant data by regions, the same method might be adaptable for the purposes of the new measures. Currently, Ventura County is a separate region of its own and Committee members supported continuation of that status.

- Regional Partnerships

Cheryl Moore expressed appreciation to the Office of Congresswoman Julia Brownley for connecting WIBVC with the Advanced Manufacturing Partnership of Southern California (AMP SoCal). A newly formed group, AMP SoCal, invited WIBVC to facilitate the participation of Ventura County in collaborating with business, education, government, and other representatives from Los Angeles, Orange, and San Diego counties.

A proposal was in development by AMP SoCal to apply for the competitive 2014 Investing in Manufacturing Communities Partnership designation that will be awarded to 12 regions in the United States by the U.S. Department of Commerce. The manufacturing communities will receive elevated consideration for federal grants with assistance from ten federal agencies involved in IMCP—which means better access to federal funds totaling \$1.3 billion. In addition, the White House and the Department of Commerce will recognize the communities online to provide visibility to domestic and international investors.

The Committee agreed that WIBVC should pursue the possibility of engaging Ventura County representation and participation in this major regional effort.

- WIB Planning Meeting

Committee members who had specific suggestions for the content or format of the WIBVC annual planning meeting were asked to convey them to Cheryl Moore.

The next meeting of the Resource Development Committee is scheduled for May 21, 2014, from 3:30 p.m. to 5:00 p.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo.

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: APRIL 10, 2014

SUBJECT: YOUTH COUNCIL REPORT

The Youth Council met on March 5, 2014. In attendance at the meeting were Council members Tony Skinner (Chair), Jesus Torres (Vice Chair), Jerry Beckerman, Mary Benton, Sean Bhardwaj, Sandra Carrillo, Matt Cassaro, Linda Fisher-Helton, Claudia Harrison, Marnie Melendez, Cristina Miranda, Archie Scott, Ed Summers and Courtney Taylor; WIBVC staff Richard McNeal, Cheryl Moore; guests Mariana Cazares (BGCOP), Tiffany Morse (VCOE), Steve Thompson (Ventura Adult and Continuing Education - VACE).

The Youth Council met on April 2, 2014. In attendance at the meeting were Council members Linda Fisher-Helton (Acting Chair), Mary Benton, Sean Bhardwaj, Sandra Carrillo, Matt Cassaro, Teresa Johnson, Tiffany Morse, Mary Navarro-Aldana, Roger Rice and Ed Summers; WIBVC staff Richard McNeal and Patricia Duffy; and guests Jeffrey Albaugh (VACE), Karen Bluffer (theAgency), Mariana Cazares (BGCOP), John Dittmeier (HSA Contracts), Therese Eyermann (California State University, Channel Islands), Rhonda Reyes-Deutsch (VACE), Brandon Ross (Ventura County District Attorney's Office), Steve Thompson (VACE) and Kim Whitaker (PathPoint).

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

Local Control Accountability Plan for Education

Tiffany Morse discussed the need for local school districts to establish their own spending plans on the basis of input from constituents. She asked the Youth Council to consider this issue from its particular perspective and to fill out a questionnaire for the benefit of VCOE and the schools it supervises: Providence, Gateway and 18 special education sites.

Performance Goals for Q2 2013-2014

The Council received and discussed WIA Youth program performance data for the second quarter of 2013-2014, together with the requested comparative data for 2012-2013.

Ventura County Regional Strategic Workforce Development Plan: Youth Goals and Action Plan

In response to brief input from a recent Council discussion of the matrix of youth goals and related activities, Richard McNeal presented an updated document that summarized the Council's thinking on the four sub-goals and the activities aimed at achieving those goals. Council members brainstormed next steps and identified volunteers to gather data and information for future discussion:

1. Reduction of dropout rate: need to gather information for decision making

- Need to have a consistent definition of dropout rate (discussion to be continued)
- Data regarding dropouts: demographics, schools, reasons; decision points—high school vs. eighth grade (Tiffany Morse)
- Data regarding risk at each stage of the educational pipeline: access CSUCI study (Claudia Harrison)
- Attendance analysis: work of Hettie Chang (Mary Benton)

2. Disconnected youth: need above information and the following

- School Attendance Review Board (SARB) process and information (Sandy Carrillo)
- Out-of-school “youth find” process (Steve Thompson re: approach taken by Ventura Adult and Continuing Education)
- Data on who is receiving GED through adult education and other sources of education (e.g., online)
- Data on what is happening with special needs youth (Mary Benton)

Career pathways

3. Post-secondary degrees and credentials

- Implementation of AB 86: alignment of adult education and community colleges; formation of Ventura County consortium (four adult education programs and three community colleges); potential to receive \$400,000 for planning
- Applications for \$250 million in California Career Pathways Trust grants in progress: participation as multi-county community college region, Ventura County region, and individual districts

Spotlight on WIA Programs for Out-of-School Youth

Ventura Adult and Continuing Education (VACE) staff members Jeffrey Albaugh, Rhonda Reyes-Deutsch and Steve Thompson, aided by Principal Teresa Johnson, presented the WIBVC-funded WIA program for older, out-of-school youth (who often are hard to locate or re-engage).

- Of 55 participants this year, 40 are currently enrolled, 22 are active and 18 are in follow-up.
- Attainment of the Common Measures: 92% are in employment and/or education; 92% have achieved literacy/numeracy gains; and 100% have earned a certificate.
- The program begins with the Student Success Career Kit: a series of books designed to impart fundamental social, English and math skills.
- Designed to instill academic and vocational competency (basic “employability skills”), the program continues with (1) a 60-hour course that leads to the National Work Readiness Certificate and (2) a complete computer literacy course (another 60 hours). Several steps in this program are incentivized by small payments designed to give participants the financial means to make progress. Supportive services are also provided where necessary and appropriate.
- Participants Marco Jimenez, Spencer Leivas and Angel Yanez described their respective experiences with the program.

Youth Performance Data

Richard McNeal commented on the current method for quarterly reporting of provider/participant success in achieving Common Measures. He described recent efforts of youth contractors to agree on a revised spreadsheet that (1) all could use and (2) that would provide more concrete, specific data about the disposition of cases: *i.e.*, internships/work experience, the nature of vocational training and any certificates received, post-secondary education (where and what) and employment (where and what). The goal is to analyze the spreadsheets each quarter to supplement the summary Common Measures report and provide the Council with additional information on which to base decisions.

Ventura County Regional Strategic Workforce Development Plan

- *Access & Equity in the P-20 Pipeline: A Case for Action*

Therese Eyermann (California State University, Channel Islands), speaking at the invitation of Claudia Harrison, presented data and analytical perspectives regarding the various levels at which segments of the population drop out of school and the impact on the nation's workforce.

- Student Attendance Review Board (SARB)

Brandon Ross (District Attorney's Office), speaking at the invitation of Sandra Carrillo, described the SARB program and how it identifies dropouts and attempts to solve the truancy problem through mediation and legal action. Copies of his two handouts are attached to the minutes.

Council Member Comments

- Mary Benton distributed three items detailing further aspects of the dropout problem: "Legislation Takes Aim at Truancy Reduction," "Facing the School Dropout Dilemma," "A Focus on Attendance Is Key to Success."
- Linda Fisher-Helton remarked that we would benefit from more youth on the Youth Council and that we are apt to find them where they are—that is, in the programs that we fund.

The next meeting of the Youth Council is scheduled for May 7, 2014, from 3:00 p.m. to 4:30 p.m., at the Human Services Agency (Pepper Tree Room), 855 Partridge Drive, Ventura.

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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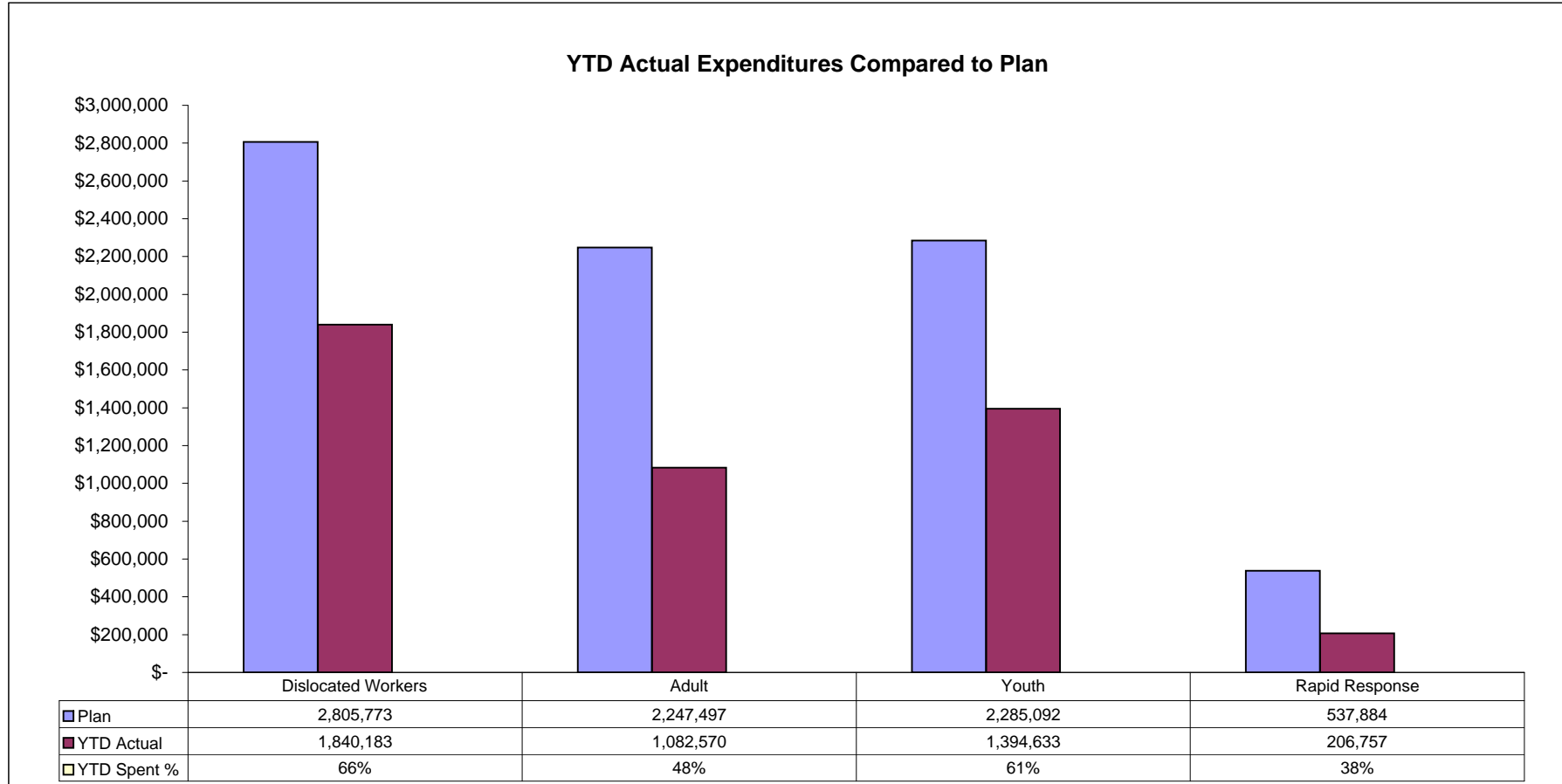


FINANCIAL STATUS REPORT for FISCAL YEAR 2013-2014

Year to Date Expenditures from 07/01/13 to 2/28/2014 (66% into the Fiscal Year)

Submitted on: March 20, 2014

WIA Financial Status Report for Fiscal Year 2013 - 2014
Year to Date Expenditures from 07/01/13 to 2/28/2014 (66% into the Fiscal Year)



WIA Financial Status Report for Fiscal Year 2013 - 2014													
Year to Date Expenditures from 07/01/13 to 2/28/2014 (66% 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	1,223,043	76%	914,630	414,465	45%	278,939	202,674	73%	2,805,773	1,840,183	66%	965,591
Adult	1,171,369	549,879	47%	852,691	411,352	48%	223,437	121,339	54%	2,247,497	1,082,570	48%	1,164,928
Youth	428,258	230,839	54%	1,629,659	1,003,411	62%	227,175	160,382	71%	2,285,092	1,394,633	61%	890,459
Rapid Response	162,149	66,789	41%	322,261	110,710	34%	53,474	29,258	55%	537,884	206,757	38%	331,128
Others:					-			-					
Total WIA Grants	\$ 3,373,980	\$ 2,070,550	61%	\$ 3,719,242	\$ 1,939,938	52%	\$ 783,025	\$ 513,654	66%	\$ 7,876,247	\$ 4,524,142	57%	\$ 3,352,106

Submitted on: March 20, 2014

VCFMS Plus Estimated Accrued Expense for Fiscal Year 2013- 2014 Year to Date Expenditures from 07/01/13 to 2/28/2014 (66% 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	1,161,226	61,817	1,223,043	369,451	45,014	414,465	158,865	43,809	202,674	1,689,542	150,640	1,840,183
Adult	521,129	28,750	549,879	376,193	35,159	411,352	98,640	22,699	121,339	995,962	86,608	1,082,570
Youth	218,378	12,462	230,839	798,666	204,745	1,003,411	127,967	32,415	160,382	1,145,011	249,622	1,394,633
Rapid Response	64,356	2,433	66,789	81,374	29,335	110,710	20,286	8,972	29,258	166,016	40,740	206,757
OTHERS:												
-	-	-	-	-	-	-	-	-	-	-	-	-
										-	-	-
Total WIA Grants	\$ 1,965,089	\$ 105,461	\$ 2,070,550	\$ 1,625,684	\$ 314,253	\$ 1,939,938	\$ 405,758	\$ 107,896	\$ 513,654	\$ 3,996,531	\$ 527,610	\$ 4,524,142

FY 2013-14 WIA Budget Plan V-091713								
		Dislocated Worker	Adult	Youth	Rapid Response	FY 13-14 Pre Plan w/ Rollover	Year to Date Expenditures from 07/01/13 to 2/28/2014 (66% into the Fiscal Year)	
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 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 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	1,532,434	61%
19	WIB Administration 866,000	311,760	242,480	242,480	69,280	866,000	538,116	62%
20	Subtotal Salaries and Benefits	1,612,204	1,171,369	428,258	162,149	3,373,980	2,070,550	61%
21	Direct Expenses:							
22	<u>Grant Specific Contracts</u>							
23	EDC-VC Business Services 12-13 Extension				21,384	21,384	21,384	100%
24	EDC-VC Business Services 13-14				130,800	130,800	40,224	31%
25	Boys and Girls Club: Core Program			575,000		575,000	349,601	61%
26	Pathpoint: Core Program			575,000		575,000	397,428	69%
27	VACE Adult 12-13 Extension: Youth 13-14		58,491	379,000		437,491	242,481	55%
28	Cost/benef analysis (ROI) emsi 3/13 report				7,000	7,000	-	
29	Special Projects					-	-	
30	Subtotal - Contracted Program Expense	-	58,491	1,529,000	159,184	1,746,675	1,051,118	60%
31	<u>Client Expenses:</u>					-		
32	ITA/Education ** 25% (25%\$ / 0%Lev)	608,983	516,907			1,125,890	456,391	41%
33	ITA Committed in 12-13 to be spent in 13-14	70,000	80,000			150,000	150,000	100%
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	70,603	34%
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%	100%		
41	Subtotal - Client Expense	795,372	702,438	13,254	0	1,511,064	684,571	45%
42	<u>Other Allocated/Contracted Expenses</u>	26%	20%	19%	35%	1		
43	Geographic Solutions 97,387	34,086	29,215	24,347	9,739	97,387	56,809	58%
44	Outrch/Mktg: theAgency 224,616	40,955	26,146	28,799	128,716	224,616	110,208	49%
45	Outreach -WIB 50,000	17,812	14,268	14,506	3,415	50,000	13,783	28%
46	WIB Expense - Non Staff 20,000	7,125	5,707	5,802	1,366	20,000	14,404	72%
47	Program Outreach-CSD 50,000	17,500	15,000	12,500	5,000	50,000	7,149	14%
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	-	
50	Subtotal - other allocated expense 461,503	119,258	91,762	87,405	163,077	461,503	204,249	44%
51	Subtotal- Program/Clients Expenses	914,630	852,691	1,629,659	322,261	3,719,242	1,939,938	52%
52	Total Direct Program Expense	2,526,835	2,024,060	2,057,917	484,410	7,093,222	4,010,488	57%
53	<u>Overhead/Administration:</u>	36%	29%	29%	7%	100%		
54	Communication/Voice/data 75,000	26,717	21,401	21,759	5,122	75,000	43,811	58%
55	Insurance 19,725	7,027	5,629	5,723	1,347	19,725	13,150	67%
56	Facilities Maint. 89,000	31,705	25,396	25,821	6,078	89,000	67,127	75%
57	Membership and dues 12,000	4,275	3,424	3,481	820	12,000	11,457	95%
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	2,664	89%
61	Office Equipment/Supplies & Furnitu 16,000	5,700	4,566	4,642	1,093	16,000	11,397	71%
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	3,464	87%
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	996	20%
67	Computer Services Non ISF 25,000	8,906	7,134	7,253	1,707	25,000	3,368	13%
68	Building Lease/Rental 85,000	30,280	24,255	24,661	5,805	85,000	55,634	65%
69	Storage Charges - ISF 5,000	1,781	1,427	1,451	341	5,000	3,700	74%
70	Mileage Reimb. - Staffs only 15,000	5,343	4,280	4,352	1,024	15,000	15,727	105%
71	Conference and Seminars - Staffs 15,000	5,343	4,280	4,352	1,024	15,000	2,800	19%
72	Conference and Seminars - WIB Sta 20,000	7,125	5,707	5,802	1,366	20,000	4,953	25%
73	Misc. Travel - Staffs only 15,000	5,343	4,280	4,352	1,024	15,000	9,031	60%
74	Fiscal/HR/BTD/ET (HSA) 350,000	124,681	99,873	101,544	23,902	350,000	249,633	71%
75	Other Admin Services 4,000	1,425	1,141	1,160	273	4,000	1,357	34%
76	Subtotal Overhead 783,025	278,939	223,437	227,175	53,474	783,025	513,654	66%
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	4,524,142	57%
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 2/28/2014 (66% 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	210,999	398,424
	Leveraged Resources			
	- Total Leveraged Resources	562,187		227,690
	- Maximum Allowed Leveraged Resources (10%)	450,356		434,699
7)	- Total Leveraged Resources Used Towards Training Expenditures	450,356		227,690
8)	Total Amount Spent On Training (should equal/exceed Line 5 by end of grant)	1,318,168		626,113
	% of Training Requirement Met (final goal is 100%)	117%		58%

9)	Leveraged Resources Detail (notes)			
	(a) Pell Grant	116,771		138,608
	(b) Programs Authorized by the Workforce Investment Act (VETP)	200,457		-
	(c) Trade Adjustment Assistance (EDD)	129,548		20,130
	(e) Match Fund from Employers, and Industry Associations (OJT 50%)	115,411		68,952
	Total	562,187		227,690
	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			

WIB YOUTH COUNCIL EVALUATION/REPORTING PROCESS PROGRAM YEAR (PY) 2013 – 2014

PURPOSE

- Establishes criteria for successful Workforce Investment Act (WIA) Youth outcomes and for contract renewal/extension consideration.

EFFECTIVE DATE

- July 1, 2013: Youth Participant Activities

SCOPE

Evaluation and reporting for PY 2013-2014 Youth contracts as listed below:

- The Boys & Girls Clubs of Greater Oxnard and Port Hueneme
- PathPoint
- Ventura Adult and Continuing Education, Ventura Unified School District

EVALUATION AND REPORTING FACTORS

Quarterly reporting as listed below:

- Enrollments
- Monitoring/Audits
- Common Measures
- Current to prior Program Year performance
- Contract expenditures

EVALUATION AND REPORTING PROCESS

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

a. Enrollment Plan to Actual Outcomes

- Meet a minimum of 75% of total new enrollments
- Current to prior Program Year performance (report only)

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

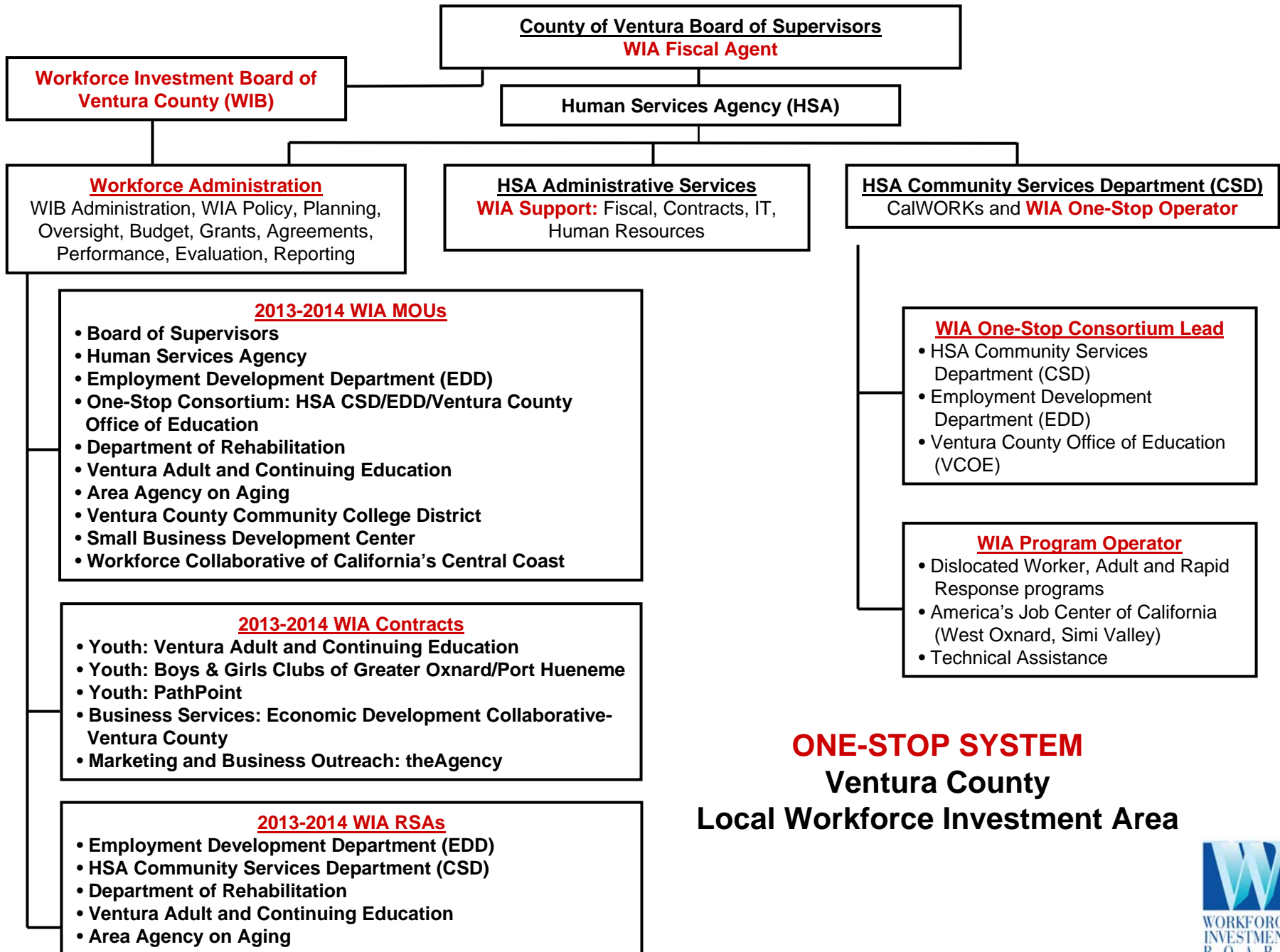
- All audit and monitoring findings are resolved or in resolution

c. Common Measures Plan to Actual Outcomes

- 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

- Timely expenditure of total contract funds
- Timely expenditure of total in-kind non-WIA resources expended



ONE-STOP SYSTEM
Ventura County
Local Workforce Investment Area