



WORKFORCE INVESTMENT BOARD OF VENTURA COUNTY

EXECUTIVE COMMITTEE MEETING

Thursday, October 9, 2014

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

VCCF Nonprofit Center (Board 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: August 14, 2014 4.2 Receive and File: WIB Committee Reports	Mike Soules
7:45 a.m.	5.0 Performance Update <i>WIA 2013-2014 Program Update and WIOA Evolution</i> <i>Nancy Ambriz, WIA Program Manager</i> <i>Community Services Department</i> <i>County of Ventura Human Services Agency</i>	Theresa Salazar Vital
8:00 a.m.	6.0 Finance Report <ul style="list-style-type: none">PY 2014-15 Financial Status Report: August 201425% Training Expenditures	Theresa Salazar Vital
8:10 a.m.	7.0 Action Items 7.1 Recommendation that the Workforce Investment Board of Ventura County (WIB) Approve the Use of Workforce Investment Act (WIA) Youth Funds in Management Reserve to Augment Comprehensive WIA Youth Contract Funds in Program Year 2014-2015	Cheryl Moore

7.2 Recommendation that the Workforce Investment Board of Ventura County (WIB) Approve an Updated 2014-2015 Workforce Investment Act (WIA) Budget Plan

8.0 Ventura County Regional Strategic Workforce Development Plan

8:30 a.m.	• Workforce Innovation and Opportunity Act (WIOA): Region 6 Input for Federal Guidelines	Cheryl Moore
8:35 a.m.	• AMP SoCal Pillar Committees	Talia Barrera
8:40 a.m.	• Other WIB Regional Partnerships <ul style="list-style-type: none">- Workforce Collaborative of California's Central Coast- Los Angeles/Ventura County WIB Region Meetings- South Central Coast Regional Collaborative of Community Colleges- Career Pathways Trust Grants: WIB Sector Committees	Cheryl Moore

9.0 WIB Administration

8:55 a.m.	• WIB Activities <u>September 2-4, 2014</u> California Workforce Association Conference	Sandy Werner
9:00 a.m.	<u>September 11, 2014</u> Jobs for Our Future Regional Event	Mike Soules
9:05 a.m.	<u>October 3, 2014</u> Manufacturing Roundtable of Ventura County: Manufacturing Day	Alex Rivera
9:10 a.m.	• On the Calendar <u>October 23, 2014</u> (8:00 a.m.-10:00 a.m.) WIB Meeting: Presentations by AMP SoCal and Career Pathways <u>October 31, 2014</u> Los Angeles/Ventura County Regional Meeting WIB Chairs and Executive Directors <u>October-November, 2014</u> Initial Meetings of AMP SoCal Pillar Committees	Cheryl Moore

9:20 a.m.	10.0 Committee Member Comments	Committee Members
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9:30 a.m.	11.0 Adjournment <u>Next Meeting</u> November 20, 2014 (7:30 a.m.-9:30 a.m.) VCCF Nonprofit Center (Community Room) 4001 Mission Oaks Blvd., Camarillo, CA	Mike Soules
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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>.

2.0 PUBLIC COMMENTS

During the WIB Executive Committee meeting on October 9, 2014, Mike Soules made a public comment and presented the book *From Good to Great to Innovate: Recalculating the Rout to Career Readiness, K-12+* by Lyn Sharratt and Gale Harild.

LYN SHARRATT • GALE HARILD

FOREWORD BY MICHAEL FULLAN

GOOD TO GREAT TO INNOVATE



*Recalculating
the Route to Career
Readiness, K-12+*

A JOINT
PUBLICATION

CORWIN
A SAGE Company

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PRINCIPALS'
COUNCIL
Exceptional Learning to Public Education

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WIB Executive Committee
August 14, 2014

MINUTES

Meeting Attendees

Executive Committee

Mike Soules, Chair
Sandra Werner, Vice Chair
Alex Rivera, Immediate Past Chair
Brian Gabler
Hugh J. Ralston
Ed Summers
Jesus Torres

WIB Administration

Talia Barrera
Patricia Duffy
Richard McNeal
Cheryl Moore
Theresa Salazar Vital

Guests

Nancy Ambriz and Jamie Duncan
(HSA Community Services
Department/WIA)
Teresa Johnson (Ventura Adult
and Continuing Education)

1.0 Call to Order and Agenda Review

Mike Soules called the meeting to order at 7:30 a.m. No changes were made to the agenda.

2.0 Public Comments

No comments

3.0 WIB Chair Comments

Mike Soules commented on the WIB opportunities and challenges regarding collaboration with the two California Career Pathways Trust Grant awards: (1) Oxnard Union High School District and (2) a regional consortium of school districts, adult education, and community colleges, with the Ventura County Community College District as the lead applicant and with Adult Education and Community Colleges through Assembly Bill (AB) 86 requirement. Town Hall meetings were held throughout the County to solicit community feedback for AB86 planning.

4.0 Consent Items

- 4.1 Approve Executive Committee Minutes: June 2, 2014
- 4.2 Receive and File: Approval of EDC-VC Contract
- 4.3 Receive and File: WIB Committee Reports

Motion to approve: Alex Rivera
Second: Brian Gabler
Motion carried

5.0 Performance Update

Committee members reviewed, discussed, and asked questions regarding final Common Measures performance outcomes for Program Year (PY) 2013 – 2014. Performance outcomes for all Adult, Dislocated Worker (DW), and Youth measures exceeded goal levels and 100% success rates.

These outcomes will be reported by the State to the U.S. Department of Labor-Employment and Training Administration as listed below:

	ENTERED EMPLOYMENT				EMPLOYMENT RETENTION				AVERAGE EARNINGS			
ADULT	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Earnings & Clients
VC WIB	72.00	79.13	109.9%	182/230	81.00	85.86	106.0%	170/198	13,251	14,252.56	107.5%	\$2,209,146.79 /155

DW	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Earnings & Clients
VC WIB	75.00	80.12	106.8%	133/166	84.00	93.38	111.1%	141/151	16,000	18,813.65	117.5%	\$2,426,960.44 /129

	EMPLOYMENT OR EDUCATION PLACEMENT				DEGREE OR CERTIFICATE ATTAINMENT				LITERACY AND NUMERACY GAIN			
YOUTH	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Earnings & Clients
VC WIB	70.00	71.34	101.9%	234/328	60.00	80.23	133.7%	207/258	60.50	81.73	135.0%	85/104

Executive Committee members were informed that the State is working on configuring the new CalJOBS system to generate Common Measures and other reports by Program Operator.

6.0 Finance Update

2013-2014 WIA Budget Plan and Expenditures

The Committee reviewed and discussed the year-end Financial Status Report (FSR) for Fiscal Year 2013-2014, dated July 23, 2014, and reflecting year-to-date expenditures from July 1, 2013 to June 30, 2014. The status of expenditures at 100% 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	2,335,439	83%
Adult	2,247,497	2,004,971	89%
Youth	2,285,092	2,229,090	98%
Rapid Response	537,884	498,889	93%

The State usually requires WIBs to spend a minimum of 80% of the 2013-14 Adult, Dislocated Worker, and Youth WIA grant allocations and 100% of the 2013-14 Rapid Response allocation by June 30, 2014. The State waived these WIA expenditure requirements allowing all unspent/uncommitted 2013-14 WIA grant allocations to be carried over into Fiscal Year 2014-15.

The overall percent of expenditures vs. plan, as reported in the Financial Status Report, is close to plan in the Youth category and the federal requirement for 30% of youth funds to be expended for out-of-school Youth was met. Dislocated Worker and Adult categories were below planned expenditures because of outreach and County employee salary savings. Rapid Response expenditures are close to plan due to shifting of allowable employee salary expenses from Dislocated Worker to Rapid Response.

Final numbers for 2013-2014 will be available with the completion of the year-end close in August 2014. At the Executive Committee meeting on October 9, 2014, Committee members will consider how the official 2013-2014 post-close grant balances and approved use of uncommitted

funds affect the WIB-approved WIA Budget Plan for 2014-2015. If necessary, revisions to the budget plan will be recommended for WIB consideration and approval at the WIB meeting on October 23, 2014.

WIA Training Expenditures

The summary of WIA training expenditures, as of June 30, 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>	<u>Spent in FY 13-14</u>
Total Adult and Dislocated Worker Formula Fund Allocations	4,503,559		4,346,991
Training Expenditure Requirement	1,125,890		1,086,748
Formula Fund Training Expenditures	656,813	231,102	831,038
Leveraged Resources			
• Total Leveraged Resources Used Toward Training Expenditures	562,187		420,156
• Maximum Allowed Leveraged Resources (10%)	450,356		434,699
Total Leveraged Resources Used Towards Training Expenditures	450,356		420,156
• Total Amount Spent on Training	1,338,271		1,251,194
• % of Training Requirement Met (Final goal = 100%)	119%		115%

PY 2014-15 Preliminary Budget Update

Funding for 2014-2015 Dislocated Worker, Adult, Youth and Rapid Response allocations had been confirmed and included in the updated WIA Preliminary Budget Plan. Allocations for 2013-2014 and 2014-2015 are:

	<u>2013-2014 WIA Allocation</u>	<u>2014-2015 WIA Allocation</u>	<u>% Change</u>
Dislocated Worker	\$ 2,454,783	\$ 2,262,662	-7.8%
Adult	1,892,208	1,829,687	-3.3%
Youth	2,054,472	1,995,263	-2.9%
Rapid Response	445,934	396,711	-11.04%
Total	\$ 6,847,397	\$ 6,484,323	-5.3%

Committee members reviewed and discussed updated information to the approved FY 2014-15 WIA Preliminary Budget Plan approved by the WIB on June 12, 2014. Revisions included:

- Final 2014-15 Rapid Response allocation of \$396,711
- Carry-over 2013-14 funding balance from unspent salary savings, contracts, other costs
- Individual Training Accounts/On-the-Job Training (ITA/OJT) committed FY 2013-14 funds to be spent in FY 2014-15

- Workforce Accelerator Grant Project funds of \$150,000

7.0 Action Item: Recommendation that the Workforce Investment Board of Ventura County (WIB) Approve the Use of Uncommitted Workforce Investment Act (WIA) Funds in Program Year 2014-2015

The Executive Committee received, discussed and approved potential uses of the approximately \$494,538 of uncommitted WIA funds for Program Year 2014-2015, as recommended by the Resource Development Committee and listed below:

Recommended Action	Dislocated Worker \$ 273,400*	Adult \$ 7,203*	Youth \$ 145,405*	Rapid Response \$ 68,530*
1. Restore Management Reserve levels to 8% of Dislocated Worker and Youth allocations.	\$33,940		\$29,928	
2. Augment the current \$95,000 contract with the Economic Development Collaborative-Ventura County to the original RFP funding level (\$125,000) to continue the incumbent worker training pilot project and/or increase the number of jobs saved for layoff aversion reporting and related funding (122 Report).				\$ 30,000
3. Augment the current \$125,000 contract with the Agency to the original RFP funding level (\$150,000) to support previously developed plans for targeted employer, job seeker, and youth outreach/marketing.	\$17,000		\$2,000	\$6,000
4. Augment the current contract funding for one or more of the comprehensive youth providers (Boys and Girls Clubs of Greater Oxnard and Port Hueneme, PathPoint, and/or Ventura Adult and Continuing Education) to provide additional WIA youth enrollments, training, and/or support services.			\$113,477	
5. Augment funding for the Community Services Department/WIA to increase training opportunities and related supportive services for Dislocated Worker/Adult participants.	\$ 157,789	\$ 7,203		
6. Move remaining carryover to "WIB Special Projects," pending future WIB decision on use of funds.	\$ 64,671			\$ 32,530

**Grant balances are not final yet. Estimates shown are from WIA FY 2014-2015 Budget Plan Working Draft dated 08/14.14.*

With WIB approval of the recommendations on August 28, 2014, WIB staff would work with program providers to develop terms and conditions for augmentation of their 2014-2015 contracts and/or program plans. The Executive Committee would review updated 2014-2015 WIA Budget and Program Performance Plans at their meeting on October 9, 2014.

Motion to approve: Hugh J. Ralston

Second: Brian Gabler

Motion carried unanimously

8.0 Grant Report

Executive Committee members reviewed the Program Year 2014-2015 Grants and Proposals Report, noting the recently approved Workforce Accelerator Grant of \$150,000 for innovative strategies for ex-offenders and letters of support for the two approved grants: 1) submitted by the Ventura County Office of Education (VCOE) for a STEM (Science, Technology, Engineering, and Math) grant proposal and 2) submitted by Oxnard College for the US2020 City Competition. Also discussed were the reasons for non-submittal of a Trade Adjustment Assistance Community College & Career Training Grant (TAACCCT) grant by Allan Hancock College (Lompoc) which included funds for the Ventura County Employment Development Department and the Community Services Department for energy industry training for local WIA eligible enrollees.

9.0 Ventura County Regional Strategic Workforce Development Plan

The Executive Committee received and discussed updates related to the following:

- Workforce Innovation and Opportunity Act (WIOA): President Barack Obama signed the Workforce Innovation and Opportunity Act (WIOA) into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Congress passed WIOA by a wide bipartisan majority, making it the first legislative of the public workforce system in 15 years. Highlights of WIOA reforms to the public workforce system were shared and discussed with Executive Committee members.
- Resource Development Committee Update: Information was shared with Executive Committee members illustrating the organizational framework and WIB roles for the two regional Career Pathways Trust grants awarded by the Office of Education to the Ventura County Community College and the Oxnard Union High School Districts and for the Advanced Manufacturing Partnership of Southern California covering four counties (Los Angeles, Orange, San Diego, and Ventura).
- Issues and Opportunities: The Committee provided input for the Executive Committee 2013-2014 Year-End Review which would be reported at the WIB meeting on August 28, 2014. Members also expressed their thoughts and insights for moving forward in Program Year (PY) 2014-15 and in planning for WIOA implementation in PY 2015-2016. A copy of the full Executive Committee 2013-2014 Year-End Review is attached. Key insights are listed below:
 - We have moved to a new level as a WIB and regional leader and need to build on that success. Taking care not to “unravel,” we need to influence, lead, and network effectively to connect the dots; educate the community on regional successes and how to build on them.

- The WIB has helped to define and reinforce the environment, conditions and strong coalitions to support collaborative efforts in Ventura County
- Committee members have made it a point to engage business sector representatives in dialog to determine how to work with multiple grants/structures.
- New sustainability requirements for grants and community projects will challenge partnerships with competing interests. There is a critical need for unified, regional plans to prevent employer confusion, frustration, and flight and finding ways to segment for a collective win through collaboration.
- We need to identify WIB leads or contacts to help projects and grants with mutual deliverables to work together to develop role clarity and to create shared infrastructures (e.g., single education/ business connection point).
- It is critical that the WIB continue to build strong collaborations and lead joint efforts to connect with businesses, business associations, Chambers of Commerce, economic development professionals, educational institutions, labor, and community organizations.
- We need to continue to engage, network, and participate in regional events—and provide people with information and how-to's (toolkit) on how to collaborate and support the business/education connection.
- As a quick reference and talking tool, we need to give the WIB a list of our commitments (strategic plan and other).
- New WIOA requirements, effective on July 1, 2015, will result in new opportunities and challenges that will require consideration of the *Ventura County Regional Strategic Workforce Development Plan 2013-2017* alignment and timely strategic focus on the plan for 2015.

10.0 WIB Administration

Executive Committee members were encouraged to attend the Jobs for Our Future regional event from 8:00 a.m. to 12:30 p.m., on September 11, 2014, at the Ventura College Performing Arts Center. Featured speakers include Kish Rajan (GoBiz), John Ratzenberger (*Made in America* television program), Harold Edwards (Limoneira), Lucy Dunn (Orange County Business Council and WIB Chair Mike Soules (Corwin).

11.0 Committee Member Comments

No comments

12.0 Adjournment

Mike Soules adjourned the meeting at 9:30 a.m.

Next Meeting

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

2013-2014 YEAR-END REVIEW

Workforce Investment Board of Ventura County

WIB EXECUTIVE COMMITTEE

2013-2014 Members

WIB Members: Mike Soules (WIB Chair), Sandra Werner (WIB Vice Chair), Alex Rivera (Immediate Past WIB Chair), Victor Dollar (Clean/Green Committee Chair), Tony Kourounis (Evaluation Committee Chair), Martel Fraser (Healthcare Committee Chair), Bill Pratt (Manufacturing Committee Chair), Zahid Shah/Marilyn Valenzuela (Membership Committee Chair), Brian Gabler (Outreach Committee Chair), Hugh J. Ralston (Resource Development Committee Chair), Tony Skinner (Youth Council Chair)

Executive Committee Accomplishments

In support of the *Ventura County Regional Strategic Workforce Development Plan 2013-2017*, in alignment with responsibilities under the WIB Bylaws, and to ensure WIB compliance with requirements specified by the California Workforce Investment Board and the Workforce Investment Act, the WIB Executive Committee:

Committee One-Stop System Oversight

- Regularly received reports and reviewed activities of seven WIB Committees: Clean/Green, Healthcare, Manufacturing, Membership, Outreach, Resource Development, and Youth Council.
- Reviewed, discussed and took action on annual budget planning and expenditures, including the WIB Preliminary Budget Plan, WIA Final Budget Plan, budget plan revisions, and use of unallocated funds.
- Approved the evaluation and reporting process for determining program and contract success and/or reporting for Adult and Dislocated Worker program performance, required Rapid Response activities, allowable Rapid Response activities (business retention/lay-off aversion), and the Youth Council's evaluation/reporting process for WIA Youth programs.
- Reviewed, discussed and assessed quarterly program and fiscal performance reports/information and program operator presentations on Adult, Dislocated Worker, and Youth program performance; required Rapid Response activities; allowable Rapid Response activities (business services/retention/lay-off aversion); WIB budget plan and expenditures; training expenditures; WIA program service delivery model of the Community Services Department, County of Ventura Human Services Agency; and the WIA incumbent worker pilot project under contract with the Economic Development Collaborative-Ventura County.
- Evaluated WIA programs and contracts and recommended action for Adult and Dislocated Worker programs (Community Services Department/WIA); business services contract (Economic Development Collaborative-Ventura County); adult and youth contracts (Ventura Adult and Continuing Education); and youth contracts (PathPoint and Boys and Girls Club of Greater Oxnard and Port Hueneme).
- Reviewed and discussed various federal, state and local legislation and requirements impacting the Ventura County WIB including: Workforce Innovation and Opportunity Act (WIOA) approval status; California WIB's new performance measures implementation status; California Regional Economic Analysis Profiles and WIB Regional Workforce/Economic Data Map; and the California WIB re-branding of One-Stops.

2013-2014 YEAR-END REVIEW

Workforce Investment Board of Ventura County

WIB EXECUTIVE COMMITTEE

Executive Committee Accomplishments (Continued)

Actions Taken by the Executive Committee

Considered background information, asked questions, and discussed each of the following items at length before taking action to approve recommendations to the WIB and/or the Board of Supervisors and/or other actions relating to the following topics:

- Updated Workforce Investment Act (WIA) Budget Plan for Program Year 2013-2014
- Use of Uncommitted Workforce Investment Act (WIA) Rapid Response Funds in 2013-2014
- Use of Uncommitted Workforce Investment Act (WIA) Youth Funds in Program Year 2013-2014 for Distribution among the Three Current Comprehensive Youth Program Providers
- Contract for the Economic Development Collaborative-Ventura County, in an amount not to exceed \$128,000 with a Separate Set of Deliverables for the Incumbent Worker Training Program in Program Year 2013-2014
- Program Year 2013-2014 Workforce Investment Act (WIA) Youth Evaluation/Reporting Process
- Program Year 2013-2014 Workforce Investment Act (WIA) Adult, Dislocated Worker and Rapid Response Evaluation/Reporting Process
- Development and Release of a Request for Proposal (RFP) for Workforce Investment Act (WIA) Outreach Services for \$150,000 in WIA Funds
- Development and Release of a Request for Proposal (RFP) for Workforce Investment Act (WIA) Business Retention and Layoff Aversion Services for \$125,000 in WIA Funds
- Workforce Investment Act (WIA) Preliminary Budget Plan for Program Year 2014-2015
 - Contract with the Agency to Provide Workforce Investment Act (WIA) Outreach Services from July 1, 2014 through June 30, 2015, in an Amount Not to Exceed \$150,000 (RFP# WO1415)
- Contracts for Workforce Investment Act (WIA) Comprehensive Youth Programs Provided by the Boys and Girls Clubs of Greater Oxnard and Port Hueneme (\$475,000), PathPoint (\$475,000), and Ventura Adult and Continuing Education (\$260,000) from July 1, 2014 through June 30, 2015
- WIB and WIB Executive Committee Meeting Calendar for Program Year 2014-2015

WIB Accomplishments: Collaboration and Visibility

- The California Workforce Investment Board approved the *Ventura County Regional Strategic Workforce Development Plan 2013-2017* and also designated the Ventura County WIB as a High-Performance Board.

2013-2014 YEAR-END REVIEW

Workforce Investment Board of Ventura County

WIB EXECUTIVE COMMITTEE

WIB Accomplishments: Collaboration and Visibility (Continued)

- The WIB provided support for four California Career Pathways Trust Grant applications, two of which were funded: Tri-City Career College and Career Pathway Consortium and Ventura County Innovates. WIB members and staff contributed to proposal development by facilitating access to WIB regional and sector strategies; planning documents; data and analyses; WIB sector committee action plans, projects, meetings, and discussions; and letters of support/commitment. WIB members also took time to travel to Sacramento for the *Ventura County Innovates* proposal presentation to the State evaluation panel.
- The U.S. Department of Commerce designated Southern California (Los Angeles, Orange, San Diego, and Ventura counties, working as AMP SoCal) as a national priority region for investments in advanced manufacturing for aerospace and defense. Working in collaboration with Congresswoman Julie Brownley, WIB staff facilitated Ventura County participation in the application process and on the initial AMP SoCal launch committee. WIB members provided letters of commitment from Lucix Corporation and Haas Automation, Inc. which, with commitments from other local leaders, enabled Ventura County to pledge significant support for the initiative.
- The three WIB sector committees included representation from the Deputy Sector Navigators in the South Central Coast Regional Consortium of Community Colleges (eight community colleges in San Luis Obispo, Santa Barbara, northern Los Angeles, and Ventura counties).
- The WIB continued to be an active member of the Workforce Collaborative of California's Central Coast (counties of Monterey, San Benito, San Luis Obispo, Santa Barbara, Santa Cruz, Ventura).
- The WIB accepted an invitation to work with the seven WIBs in Los Angeles County to identify potential opportunities for collaboration and partnerships.
- In addition to participating in Workforce Wednesday, press interviews and articles, panel discussions, and other WIB outreach activities, WIB members attended and/or presented at a wide range of local and regional committees and activities (e.g., California Economic Summit, Ventura County Community Foundation Donor Luncheon, SoCal Bioscience Alliance, EDC-VC Annual Meeting, Chamber of Commerce events, and advisory committees for local school districts, community colleges, and universities).
- The WIB was invited to present at the California Workforce Association Meeting of the Minds in Monterey Conference. Four WIB members conducted a well-received workshop on "Engaging Champions in Regional Workforce Development."
- At the National Association of Workforce Boards Forum in Washington, DC, four WIB members presented a workshop on "Engaging Champions in Regional Workforce Development" for WIBs from other states. The WIB representatives also engaged in Capitol Hill meetings with staff from the offices of U.S. Senator Barbara Boxer, Congresswoman Julia Brownley, Congresswoman Lois Capps, and Congressman Buck McKeon.

2013-2014 YEAR-END REVIEW

Workforce Investment Board of Ventura County

WIB EXECUTIVE COMMITTEE

Insights

- We have moved to a new level as a WIB and regional leader and need to build on that success. Taking care not to “unravel,” we need to influence, lead, and network effectively to connect the dots; educate the community on regional successes and how to build on them.
- The WIB has helped to define and reinforce the environment, conditions and strong coalitions to support collaborative efforts in Ventura County
- Committee members have made it a point to engage business sector representatives in dialog to determine how to work with multiple grants/structures.
- New sustainability requirements for grants and community projects will challenge partnerships with competing interests. There is a critical need for unified, regional plans to prevent employer confusion, frustration, and flight and finding ways to segment for a collective win through collaboration.
- We need to identify WIB leads or contacts to help projects and grants with mutual deliverables to work together to develop role clarity and to create shared infrastructures (e.g., single education/business connection point).
- It is critical that the WIB continue to build strong collaborations and lead joint efforts to connect with businesses, business associations, Chambers of Commerce, economic development professionals, educational institutions, labor, and community organizations.
- We need to continue to engage, network, and participate in regional events—and provide people with information and how-to’s (toolkit) on how to collaborate and support the business/education connection.
- As a quick reference and talking tool, we need to give the WIB a list of our commitments (strategic plan and other).
- New WIOA requirements, effective on July 1, 2015, will result in new opportunities and challenges that will require consideration of the *Ventura County Regional Strategic Workforce Development Plan 2013-2017* alignment and timely strategic focus on the plan for 2015.



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

October 9, 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
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www.wib.ventura.org



TO: EXECUTIVE COMMITTEE

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

DATE: OCTOBER 9, 2014

SUBJECT: CLEAN/GREEN COMMITTEE REPORT

The Clean/Green Committee met on September 26, 2014. In attendance were Victor Dollar (Chair), Nancy Williams (Vice Chair); Diane de Mailly, Rebekah Evans, Dave Fleisch, Paul Grossgold, Eric Humel, Teresa Johnson, Margaret Lau, Valeria Makarova, Tiffany Morse, Kimberly Nilsson, and Wayne Pendrey; WIB staff Patricia Duffy, Cheryl Moore, and Theresa Salazar Vital; and guests Nancy Ambriz (HSA Community Services Department) and Nicole Pacheco (Simi Valley Adult School). Topics of discussion included:

Ventura County Regional Strategic Workforce Development Plan

- Deputy Sector Navigator (DSN) Update: Margaret Lau reported on the recent DSN/WIB presentation at the annual California Workforce Association Meeting of the Minds in Monterey: "Regional Collaboration: Sharing What Matters: A Shared Strategy for a Shared Prosperity." Ms. Lau, John Cordova, Paula Hodge, and Cheryl Moore received positive feedback on their discussion of the model that the Ventura County WIB uses to work collaboratively with Deputy Sector Navigators.
- Ventura College Waste Water Management Program: Margaret Lau introduced a new video on the Ventura College Waste Water Management program. In addition, she presented one of four educational videos on Water/Systems/Science Technology, the production of which was funded in part by a grant from the California Community Colleges Chancellor's Office, Workforce & Economic Development Division.
- Services Work Group: Teresa Johnson discussed a draft of the Work Readiness Hospitality Skills Categories chart and requested Committee feedback and recommendations. A final version of the document should be ready by the meeting in November 2014.
- Career Pathways: Cheryl Moore announced that, in support of the business-related information gathering of the two Career Pathways grants (Ventura County Innovates and Tri-Cities Career College and Career Pathways Consortium), the WIB industry sector committees would provide a neutral forum for periodic discussions with educators and employers on program and curriculum development. The previous work of the committees (e.g., labor market data analyses, employer engagement and input, and identification of entry-level job skills), which had been referenced in both Career Pathways grant applications, would serve as a foundation on which to build. Other employers and educational representatives with related programs (e.g., adult education, community colleges, and universities) also would be welcome to participate in the discussions.

Tiffany Morse indicated that the educational community would work together prior to the WIB sector committee meetings, collaborating on an aligned and targeted approach to the feedback sought. Educators and others who attended the meetings as members of the public would be invited to participate in a facilitated discussion with WIB committee members during the agenda item. For the first round of discussions, WIB staff would schedule time on the WIB sector committee meeting agendas in November and December 2014.

Clean/Green Committee members expressed appreciation for the coordinated approach to seeking business input, noting the value of alignment and articulation of educational programs, consistent messaging to engage employers, and avoiding duplication of time and effort.

- Baywork: Patricia Duffy presented information on Baywork, a consortium of water and wastewater utilities in the Bay Area. The group had defined critical job categories needed in water and waste water utilities, which were posted on their website (www.baywork.org). The Committee discussed how the content and approach could apply to Ventura County—a possible model for identifying the workforce needs in the Ventura County water and wastewater industry. Several Committee members volunteered to convene a workgroup for further study.
- Industry Certifications Inventory: The Committee discussed the draft Industry Certifications Inventory Chart and the importance of adapting and aligning the content with local business and workforce needs. A Committee member volunteered to explore options and report back.

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

If you have questions or need more information, please call me at (805) 856-9500, or contact Patricia Duffy at (805) 477-5350, e-mail Patricia.Duffy@ventura.org.

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TO: EXECUTIVE COMMITTEE

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

DATE: OCTOBER 9, 2014

SUBJECT: HEALTHCARE COMMITTEE REPORT

The WIB Healthcare Committee met on September 12, 2014. Attending the meeting were Committee members Greg Barnes (Acting Chair), Martel Fraser (Chair), Teresa Johnson, Cindy Jordan, Paul Matakiewicz, Sandra Melton and Dawn Neuman; WIB staff Patricia Duffy and Cheryl Moore; and guest Wendy Trafton (Ventura County Office of Education Grant Coordinator). The following is a summary of topics discussed:

Ventura County Regional Strategic Workforce Development Plan

- Clinical Lab Scientist (CLS) Field Experience Program: Dawn Newman reported on the need for all participating hospitals to have the paper work submitted to her by October 15, 2014. The goal is to have local CLS labs certified in mid-2015 to enable faculty at California State University, Channel Islands to plan for students in the Fall 2015 semester.
- MLT and CLS Cross-Regional Industry and Educational Advisory Meeting: Patricia Duffy gave an update, on behalf of John Cordova, on the second regional advisory meeting held in Los Angeles on September 10, 2014. The meeting brought representatives from community colleges, California State Universities, and hospital and community laboratories together to discuss the roles of Medical Lab Technicians (MLT) and how MLTs can be leveraged to support the work of the Clinical Lab Scientists. The group decided to continue the regional meetings under the name of the Southern California Clinical Laboratory Advisory Board, to be hosted by the Health Workforce Initiative and chaired by an industry member.

Career Pathways Update: Cheryl Moore announced that the WIB Healthcare Committee (and other WIB sector committees) would be collaborating with educators (e.g., Career Pathways Trust Grants) to provide a platform for facilitating employer feedback for the development of sector-related educational programs. These meeting would be held a few times a year. The work of the WIB sector committees was used to support the Career Pathways Trust grants. Utilizing the WIB Healthcare Committee meetings to continue to support the Career Pathways grants, will provide continuity and prevent duplication.

- Career Pathways: In support of the business-related information gathering activities of the two Career Pathways grants (Ventura County Innovates and Tri-Cities Career College and Career Pathways Consortium), Cheryl Moore announced that the WIB industry sector committees would provide a neutral forum to facilitate periodic discussions with educators and employers on program and curriculum development. The previous work of the committees (e.g., labor market data analyses, employer engagement and input, and identification of entry-level job skills), which had been referenced in both Career Pathways grant applications, would serve as a foundation on which to build. Other employers and educational representatives with related

programs (e.g., adult education, community colleges, and universities) also would be welcome to participate in the discussions.

Prior to the WIB sector committee meetings, educators from different entities would collaborate on an aligned and targeted approach to the feedback sought. Educators and others who attended the meetings as members of the public would be invited to participate in a facilitated discussion with WIB committee members during the agenda item. For the first round of discussions, WIB staff would schedule time on the WIB sector committee meeting agendas in November and December 2014.

The Healthcare Committee was supportive of the idea, and members indicated that they looked forward to the coordinated approach to connecting business and education.

- Healthcare Work Readiness Skills Categories: The Committee received a sample of the Clean/Green Infrastructure Work Readiness Skills Categories chart which had been developed by the WIB Clean/Green Committee and was in use as a reference by educators. There was a discussion on how the WIB Healthcare Committee could develop a similar readiness skills reference document for healthcare. Committee members volunteered to form a workgroup that will develop a draft Healthcare Work Readiness Skills Categories chart for discussion and editing at the Committee meeting in November 2014.
- Workforce Innovation and Opportunity Act (WIOA): The Committee reviewed a copy of the "Highlights of WIOA Reforms to the Public Workforce System." WIOA will be effective as of July 1, 2015, and the Department of Labor will issue initial guidelines in January 2015.

The next meeting of the Healthcare Committee will be on November 14, 2014, at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA

If you have questions or need more information, please call me at (805) 437-7263, or contact Patricia Duffy at (805) 477-5350, e-mail Patricia.Duffy@ventura.org.

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TO: EXECUTIVE COMMITTEE

**FROM: TAVI UDREA, VICE CHAIR
MANUFACTURING COMMITTEE**

DATE: OCTOBER 9, 2014

SUBJECT: MANUFACTURING COMMITTEE REPORT

The Manufacturing Committee met on August 13, 2014 and October 8, 2014.

Meeting on August 13, 2014

In attendance were Committee members Tavi Udrea (Vice Chair), Vic Anselmo, Teresa Johnson, Joe Klocko, Gregory Liu, Tiffany Morse, Alex Rivera, Scot Rabe, Marybeth Jacobsen, and Sharon Woolley; WIB staff Talia Barrera, Patricia Duffy, Cheryl Moore and Theresa Salazar Vital; and guests Brad Hudson (Congresswoman Julia Brownley), Ken Goss (MWS Wire Industries) and Celine Park (Ventura College). Topics discussed in support of the Ventura County Regional Strategic Workforce Development Plan included:

- Workforce Innovation and Opportunity Act (WIOA): Cheryl Moore provided a brief overview of WIOA recently approved by Congress to replace the Workforce Investment Act (WIA) on July 1, 2015. WIOA will align federal Investments to support job seekers and employers, align goals and increase accountability and information for job seekers, increase access to workforce services for individuals with disabilities, and establish unified strategic planning across different programs. More information to follow.
- California's Manufacturing Industries: IAE LAEDC Research: Committee members received copies of the new "California's Manufacturing Industries: Employment and Competitiveness in the 21st Century" report. This report quantifies the manufacturing sector in California and at the county levels in Southern California, including Ventura County.
- Advanced Manufacturing Partnership of Southern California (AMP SoCal): Dion Jackson, Associate, USC Center for Economic Development, made a presentation on the recently-formed regional consortium. Ms. Jackson described the development of a new structure for the partnership, which brought together aerospace and defense manufacturing businesses, community colleges, universities and government in four counties (Los Angeles, Orange, San Diego, and Ventura) to retain and grow a robust manufacturing sector in Southern California. The WIB Manufacturing Committee will be an important component of Ventura County participation in AMP SoCal.
- Biomedical Device Manufacturing Certificate of Achievement: Scot Rabe reported that he and Subhash Kakare are waiting for notification of final approval of the two-campus certificate program from the state community college system. Students already have expressed interest in the program.

- AB 86 Planning Grant: Teresa Johnson gave a brief summary of the grant and the Town Hall Meetings that were held throughout the county. In attendance were businesses, WIB staff, members of the community, and others. The purpose of the project is to create a plan to align, streamline, articulate, and ensure relevance and responsiveness of educational programs, certificates, credentials, apprenticeships, and other support for Ventura County students and businesses. Successful development of the plan could lead to future funding from the State.
- Manufacturing Career Pathways (Education) Workgroup: Tiffany Morse announced that there is work underway to link apprenticeships and career pathways. The Ventura County Office of Education had met with the Department of Apprenticeship Standards to discuss career pathways.
- SCRC Deputy Sector Navigator Update: Joe Klocko provided an update on the release of the procurement which allowed for possible funding of \$1,000-\$5,000 for high school robotics programs in the region. Mr. Klocko also announced that he would be moving to a different role at College of the Canyons and would invite another Deputy Sector Navigator to join the WIB Manufacturing Committee. Committee members congratulated Mr. Klocko on his promotion and expressed appreciation for his commitment to regional collaboration.
- Simi Valley Chamber Manufacturing Training Survey: Marybeth Jacobsen reported that the Simi Valley Chamber of Commerce and California Lutheran University, in collaboration with the City of Simi Valley, had completed a survey of Ventura County manufacturing businesses regarding their workforce needs. Results of the survey would be presented to the WIB on August 28, 2014, and made available to the WIB Manufacturing Committee.
- Manufacturing Roundtable of Ventura County (MRVC): Tavi Udrea announced that National Manufacturing Day would be held on October 3, 2014, with businesses providing opportunities for students, teachers, and counselors to learn about career opportunities and visit manufacturing sites.

Meeting on October 8, 2014

The full report for the October meeting of the Manufacturing Committee, held at Haas Automation, Inc. in Oxnard, will be provided at the WIB meeting on October 23, 2014. In support of the Ventura County Regional Strategic Workforce Development Plan, agenda items included announcement of the new Biomedical Device Manufacturing Certificate of Achievement; a debrief on MRVC Manufacturing Day; and updates on AMP SoCal Pillar Committees, AB 86 (adult education and community colleges), Career Pathways Trust grant collaboration, community college regional activities, support for an application for an unmanned aircraft systems designation, and SB 850 (community college baccalaureates).

The next meeting of the WIB Manufacturing Committee is scheduled for December 10, 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) 278-1800, or contact Talia Barrera at (805) 477-5341, email talía.barrera@ventura.org.

PROGRAM OF STUDY

Biomedical Device Manufacturing Certificate of Achievement

Biomedical Device Manufacturing Certificate provides skills for the manufacturing of medical devices including basic quality control, government regulations as well as applied skills such as machining and working in an ultra-clean environment. This certificate will prepare students to obtain employment in the field of medical device manufacturing. Students complete 13 specified units.

This Certificate of Achievement is a joint program between Moorpark College and Ventura College. Once the required courses are completed, students can apply to obtain the Certificate of Achievement at either college. To submit an application for the Certificate of Achievement, see a counselor.

Required Courses:

Moorpark College - Complete 3 courses (6 units) from the following:

		Units
BIOT M02A	Environmental Control and Process Support	2
	or	
BIOL M12A	Environmental Control and Process Support	2
BIOT M02B	Manufacturing: Quality Control and Validation Quality	2
	or	
BIOL M12B	Manufacturing: Quality Control and Validation	2
BIOT M02E	Business Practices and Governmental Regulation	2
	or	
BIOL M12E	Business Practices and Governmental Regulation	2

Required Courses:

Ventura College - Complete 3 courses (7 units) from the following:

	Units
MT V02 Applied Machining I	2
MT V05 CNC Machining I	2
MT V15 Manufacturing Processes	3

Total Units

13

PID 277



Media Advisory

NATIONAL MANUFACTURING DAY IN VENTURA COUNTY **Spotlight on Careers in Manufacturing**

Date	October 3, 2014
Time	Morning and afternoon (times vary by site and participant group)
Purpose	<ul style="list-style-type: none">• Ventura County participation in National Manufacturing Day• Highlight the high-tech sophistication and impact of manufacturing• Introduce students and educators to rewarding careers in manufacturing• Demonstrate how education and skills apply to real-world settings
Sponsors	<ul style="list-style-type: none">• Sponsored by: Manufacturing Roundtable of Ventura County (MRVC)<ul style="list-style-type: none">– MRVC Chair: Byron Lindros, Amgen, Inc. (Thousand Oaks)– MRVC Immediate Past Chair: Ali Motamedi, Alcoa Fastening Systems (Newbury Park)– MRVC Manufacturing Day Chair: Tavi Udrea, Haas Automation, Inc. (Oxnard)• In partnership with:<ul style="list-style-type: none">– Ventura County Office of Education– Workforce Investment Board of Ventura County
<u>Business and Education Group</u> 7:00 a.m.- 8:30 a.m.	<ul style="list-style-type: none">• Guests: high school counselors, teachers, principals, and other administrators• Welcomed by: MRVC and representatives from Ventura County manufacturers• Breakfast hosted by: Haas Automation, Inc. in Oxnard
Program Description	<ul style="list-style-type: none">• Discussion of manufacturing workforce needs, career opportunities, and skill requirements• Tour of high-tech manufacturing facility (Haas Automation, Inc.)
<u>Student Groups</u> 9:00 a.m.- 2:00 p.m.	<ul style="list-style-type: none">• Guests: students and teachers/advisors from Ventura County, Orange County, San Luis Obispo County, Monterey County, and Fresno County• More than 300 visitors to manufacturing sites in Ventura County
Program Description	<ul style="list-style-type: none">• Large group introductions to manufacturing, tour of facility, opportunities for questions, and snacks at one of two sites:<ul style="list-style-type: none">– Amgen, Inc.: 10:00 a.m. and 12:30 a.m. (maximum 35 per group)– Haas Automation, Inc.: 9:00 a.m., 10:00 a.m., 11:00 a.m., 12:00 p.m., and 1:00 p.m. (maximum 50 per group)• Small group visits to other manufacturing sites for a company overview, tour of the facility, and opportunities to ask questions (15-25 participants per group, depending on site capacity)

**Participating
Ventura County
Manufacturers**

- ✓ Alcoa Fastening Systems
1300 Rancho Conejo Blvd., Newbury Park
Contact Ali Motamedi: (805) 262-4209; ali.motamedi@alcoa.com
or Maria Calderas: (805) 603-9667; maria.calderas@alcoa.com
- ✓ Amgen, Inc.
One Amgen Center Drive, Thousand Oaks
Contact Byron Lindros: (805) 447-2294; blindros@amgen.com
- ✓ Applied Powdercoat, Inc.
3101 Camino del Sol, Oxnard
Contact Vic Anselmo: (805) 981-1991; vic@appliedpowdercoat.com
- ✓ Dynamic Automation
4525 Runway Street, Simi Valley
Contact Marc Freedman: (805) 584-8476; mfreedman@dynamicautomation.com
- ✓ Haas Automation, Inc.
2800 Sturgis Road, Oxnard
Contact Tavi Udrea: (805-573-0714); tudrea@haascnc.com
- ✓ Kinamed, Inc.
820 Flynn Road, Camarillo
Contact Bill Pratt: (805) 384-2748; wpratt@kinamed.com
- ✓ Milgard Manufacturing, Inc.
355 E. Easy Street, Simi Valley
Contact Alex Rivera: (805) 579-5188; alexrivera@milgard.com

**MRVC
Manufacturing
Day Visitors**

- ACE Charter High School, Camarillo
- Fillmore High School, Fillmore
- Newbury Park High School, Newbury Park
- Rio Mesa High School, Oxnard
- Thousand Oaks High School, Thousand Oaks
- Ventura High School, Ventura
- Westlake High School, Westlake Village
- Esperanza High School, Anaheim
- Fresno City College, Fresno
- King City High School, King City
- San Luis Obispo High School, San Luis Obispo

Contacts

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TO: EXECUTIVE COMMITTEE

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

DATE: OCTOBER 9, 2014

SUBJECT: MEMBERSHIP COMMITTEE REPORT

The Committee met on September 10, 2014. In attendance were Committee members Zahid Shah (Chair), Ed Summers (Vice Chair), Tim Allison and Sarah Asbury (phone); WIB staff Talia Barrera and Cheryl Moore. The following includes topics discussed at the meeting and updated information:

Appointments and Reappointments

- Reappointments: Four current WIB members whose terms would end between September and October 2014 were determined to be in good standing and eligible for reappointment. Letters were mailed to the candidates asking for their interest and 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.

Action Item

Recommendation that the Workforce Investment Board of Ventura County (WIB) approve the appointment of two candidates to the WIB Youth Council.

Ventura County Regional Strategic Workforce Development Plan

Cheryl Moore provided an update on the status of the reauthorization of the Workforce Innovation and Opportunity Act (WIOA). Reauthorization will focus more on aligning workforce development programs with sector, regional, economic development and education initiatives and providing youth programs which focus more on out-of-school youth. The Committee reviewed and commented on the "Highlights of WIOA Reforms to the Public Workforce System" document. WIOA will take effect on July 1, 2015, with draft guidelines and requirements expected to be issued in January 2015.

The next Membership Committee meeting is scheduled for October 28, 2014, from 8:30 a.m. to 10:00 a.m., at the VCCF Nonprofit Center, 4001 Adolfo Road, Camarillo.

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: OCTOBER 9, 2014

SUBJECT: OUTREACH COMMITTEE REPORT

The WIB Outreach Committee met on September 17, 2014. Attending the meeting were Committee members Brian Gabler (Chair), Jim Faul (Vice Chair), Will Berg, Victoria Jump, and Bruce Stenslie; WIB staff Talia Barrera and Cheryl Moore; and guests Karen Bluffer and Heidi Hayes (theAgency), and Christy Norton (Community Services Department/WIA). The following is a summary of major topics discussed at the meeting.

CSD/WIA Monthly Event Report

Christy Norton provided an oral summary of activities that the Community Services Department/WIA accomplished in the first quarter of 2014. Ms Norton also discussed the lack of access in the new CalJOBS system to obtain data for analysis and performance reporting for the America's Job Center of California (AJCC). At this point, the system is unable to provide statistical reports that were issued in the past regarding local AJCC visits and activities.

Outreach Summary Report

The Committee discussed July-September 2014 WIB outreach projects and activities as reported by theAgency and summarized below:

- Employer Outreach
 - Workforce Wednesday radio interview program (KVTa-1590 AM)
 - August 20 – WIB Award Winner Society of Hispanic Professional Engineers. Participants: Alex Rivera, WIB Board Member and SHPE member, Lizbeth Figueroa, Past president SHPE Ventura County Chapter
 - September 24 – The role of pre-school in preparing kids for work and careers. Participants: Claudia Harrison, Executive Director of First 5 Ventura County and WIB Youth Council member, Iris Ingram, Vice President Business Services at Moorpark College, and a member of the WIB.
 - *Workforce Update* e-newsletter:
 - August 18 – Sent to 367 education/government/WIB contacts with 39.1% open rate
 - August 18 – Sent to 12,771 businesses with 7.5% open rate
 - Ventura County Grows Business (VCGB) Website and Facebook: July-September 2014
 - Website – 765 visits with 2 minute average session duration

- Facebook – 1,232 fans
- Ventura County Grows Business Spring 2014 Outreach:
 - Revised/updated interview guide and coordinated with Brian Gabler his participation in 8/28 edition of Camarillo City Scene
 - Camarillo “Yellow Pages” – provided ½ page artwork to John Fraser for inclusion in their Camarillo Yellow Pages guide which is distributed to businesses.
 - WIB Speakers Bureau training session on 8/28/14
 - Participants included: Jim Faul, Brian Gabler, Teresa Johnson, Kimberly Nilsson, Bernardo M. Perez and Alex Rivera
 - theAgency will begin to schedule Rotary and Chamber presentations for October/November 2014
- Job Seeker Outreach

Career Shops: Posted August and September workshops on Facebook. Clips:

 - Sespe Sun – posted workshops info
 - KDAR – running workshops info
 - Happenings – running workshops info
 - Santa Paula Times – running workshops info
- Youth Outreach

VC Jobs With a Future Website – July to September 2014

 - 731 visits with 1.04 minutes average visit duration
 - 89.41% new visits
- General Outreach

Media Relations

 - Ventura County Star - Carol Lawrence Labor Day interview: featured Ventura Adult and Continuing Education WIA youth program success stories; article published on Sunday, September 21, 2014
 - KCLU PSA 14/15 Messaging – PSA and banner placement began August 2014
 - AJCC – Developed PSA and new banners, transitioning from JCCs to AJCC’s

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

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: GERHARD APFELTHALER, VICE CHAIR
RESOURCE DEVELOPMENT COMMITTEE**

DATE: OCTOBER 9, 2014

SUBJECT: RESOURCE DEVELOPMENT COMMITTEE REPORT

The Resource Development Committee met on September 23, 2014. Attending the meeting were Committee members Hugh J. Ralston (Chair), Gerhard Apfelthaler (Vice Chair), Victor Dollar (all by phone) and Barry Zimmerman; and WIB staff Patricia Duffy, Richard McNeal, Cheryl Moore and Theresa Salazar Vital. The following topics were discussed:

Action Item: Uncommitted Funds

The Committee discussed the recommendation that the WIB Executive Committee approve the use of Management Reserve Youth Workforce Investment Act (WIA) Funds in the amount of \$29,928 for augmentation of the three youth contracts in Program Year 2014-2015. This amount would be added to the already approved \$113,477, for a total of \$143,405. The Committee stipulated that the Executive Committee receive a summary of the contractors' proposed uses of the additional funds.

Ventura County Regional Strategic Workforce Development Plan

- Career Pathways Trust Grants: Cheryl Moore discussed the need to leverage resources wisely (that is, to find mechanisms for alignment, collaboration, and reducing conflicting demands on peoples' time) so as to get the cooperation of business in helping to review curriculum and open their doors to students. The three WIB sector committees would help to facilitate certain aspects of that effort, and the P-20 Council would consider how to be supportive of to the business/education connection.
- AMP SoCal Regional Consortium: Ms. Moore described initial steps to determine Ventura County representation on the four-county regional Pillar Committees. In addition, the Ventura County WIB took action to facilitate an AMP SoCal letter of support for the UC Berkeley Center of Excellence (COE): Unmanned Aerial Vehicles application for federal designation and also provided a letter of WIB commitment in related supporting documents for the COE submitted by the County of Ventura Department of Airports.

Committee Member Comments

Members of the Committee expressed their appreciation to Hugh J. Ralston for his leadership and dedication to the work of the WIB, and they wished him well in his new role and relocation.

The next meeting of the Resource Development Committee is to be scheduled following the appointment of a new Resource Development Committee Chair by WIB Chair Mike Soules.

If you have questions or need more information, please call me at (805) 493-3352, 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: OCTOBER 9, 2014

SUBJECT: YOUTH COUNCIL REPORT

The Youth Council met on September 10, 2014. Attending the meeting were Council members Jesus Torres (Vice Chair), Jerry Beckerman, Mary Benton, Matt Cassaro, Claudia Harrison, Cristina Miranda, Bernardo M. Perez, Roger Rice and Archie Scott; WIB staff Talia Barrera, Patricia Duffy, and Richard McNeal; and guests Jeffrey Albaugh (Ventura Adult and Continuing Education), Nancy Ambriz (HSA CSD/WIA), Mariana Cazares (Boys and Girls Clubs of Greater Oxnard and Port Hueneme), Stephen Ford (The Car Guy), Gisela Martinez, Ian Schweizer, and Steve Thompson (Ventura Adult and Continuing Education), and Kim Whitaker (PathPoint).

The Council also met on October 1, 2014. Attending the meeting were Council members Ed Summers (Acting Chair), Jerry Beckerman, Mary Benton, Sean Bhardwaj, Sandra Carrillo, Claudia Harrison, Marnie Melendez, Mary Navarro-Aldana, Bernardo M. Perez, Roger Rice and Archie Scott; WIB staff Talia Barrera, Patricia Duffy, Elizabeth Isnec, Tracy Johnson, Richard McNeal, Cheryl Moore and Theresa Salazar Vital; and guests Nancy Ambriz (HSA CSD/WIA), Karen Bluffer (theAgency), Phil Bohan (HSA Contracts), Maria Cazares (Boys and Girls Clubs of Greater Oxnard and Port Hueneme), Marie Lakin (Office of State Senator Fran Pavley) and Steve Thompson (Ventura Adult and Continuing Education).

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

WIA Youth Program Performance: 2013-2014 Fourth Quarter

Richard McNeal explained the aggregated Youth program performance measures chart for the fourth quarter of 2013-2014. The results were positive, with success rates above 100%. Note: We only had access only to the state's aggregate figures for Ventura County as a whole. The CalJOBS software in its current state cannot report the results from individual program providers.

Information Item for Discussion: Policy and Procedure for Youth Eligibility

Using the handout "Local Area Supplemental Criteria for WIA Youth Program Eligibility," the Council discussed, with the aid of Richard McNeal, Nancy Ambriz and representatives of all three youth providers, the problems inherent in determining eligibility and, in particular, the issue of barriers. The recently issued Training & Employment Guidance Letter (TEGL) 5-14 restates the need for a local policy to determine the elements of the "sixth barrier." The Ventura County WIB has had such a *de facto* policy for many years—procedure SYLDB-01 in the Manual of Youth Policies and Procedures. In the light of the new WIOA and changing demographics, the Youth Council was asked to begin to consider whether and to what extent this policy should ultimately be changed. Though the Council took no definitive action, they aired the issue from several

perspectives, emphasizing the need for youth to consider career options from an early age, the importance of vocational instruction in the school curriculum, the possibilities—and challenges--made available by the two new career pathways grants and the need to pursue all appropriate grant opportunities.

Ventura County Regional Strategic Workforce Development Plan

Archie Scott introduced Marie Lakin, from the office of California State Senator Fran Pavley (27th District). Ms. Lakin discussed recent legislation relating to apprenticeships and the disabled. Funds devoted to apprenticeships (Senate Bill 923) were passed by the legislature but vetoed by the Governor. However, Senate Bill 577, which provides money from the Career Pathways project, will fund a pilot program (agency to be determined) for a new “Community-Based Vocational Development Service” for individuals with autism and other developmental disabilities.

Transition from WIA to WIOA Youth Programs: The Possible Shape of Things to Come

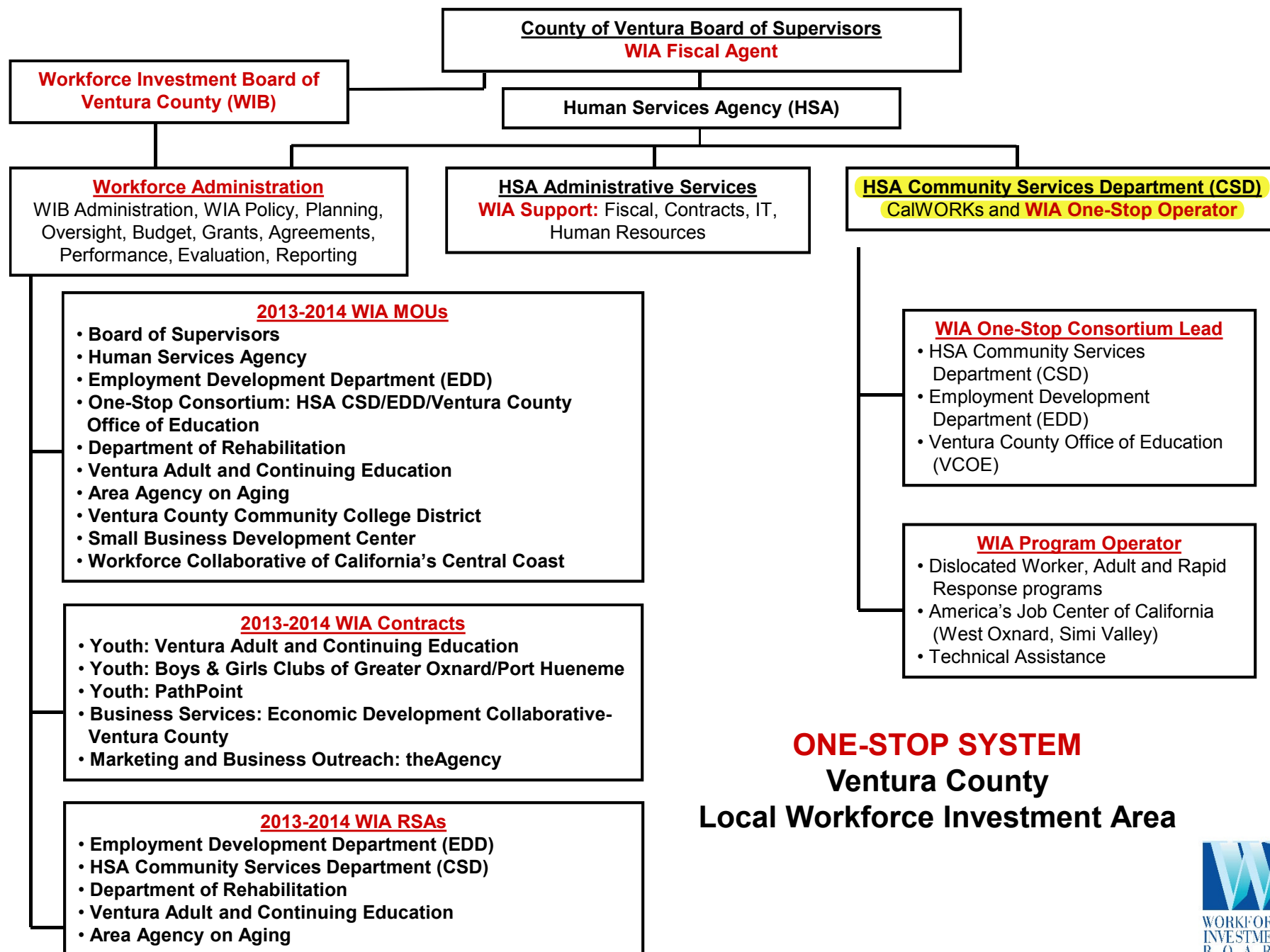
After reviewing the current WIB Bylaws and their relationship to the original Workforce Investment Act (WIA) and the membership categories of the Youth Council, Richard McNeal and Cheryl Moore outlined the likely, if not yet definite, direction of the new Workforce Innovation and Opportunity Act (WIOA) and the future of the Youth Council. Though a committee of some sort may be necessary, its exact nature, its composition and its responsibilities may be altered by the upcoming actions of the Department of Labor, the California legislature, the California Workforce Investment Board and the State’s Employment Development Department. There was a consensus that the new Act seems to represent a loosening of requirements so as to encourage the new Workforce Development Boards to undertake the additional challenges/opportunities outlined in the Act. In future meetings, the Council will take a look at current programs and determine how they relate to the new WIOA provisions.

Casa Pacifica Program

Cristina Miranda gave the Youth Council a guided tour of the Casa Pacifica Centers for Children and Families facility and provided information that described the operation of the agency.

The next meeting of the Youth Council is scheduled for November 5, 2014, from 3:00 p.m. to 4:30 p.m. The location is to be announced.

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.



ONE-STOP SYSTEM
Ventura County
Local Workforce Investment Area



WIA Program

Executive Summary PY 13-14

A Year of Transition/Change

- BESD to CSD
- VOS to CalJobs – May 5th (Work in Process – reports, functionality)
- WIA towards an Integrated Service Delivery System
- Job & Career Center to American Job Center of California
- County software transition to the Cloud (MS 365)
- Performance Goals – Increased Measures

Federal/State Performance Goals

Met/exceed performance goals in all areas: state/federal measures and local enrollment goals

Universal Services

- Public Access to employment/career resources: (computer access, copiers, fax, phones, job listings, training information and many resources);
- 18,327 visits (3/31/2014); estimated 24,183 for the year.
- Career Workshops: Power of VOS/CalJobs; Winning Interviews; Resumes that Sell; Interview Skills; Busqueda de Trabajo: **81 Workshops** and **565** job seekers/customers participated.

Adult/Dislocated Worker: (Enrolled Services)

CSD exceeded program enrollment goals by 144.3% with 257 new unique, 260 carryovers, 33 contractor transfers for enrolled total of 550

Focus on Training with WIA funding prioritized to provide training in WIB priority sectors: manufacturing, healthcare and Clean/Green.

Training Goals Met -Moving in the right direction – training with a focus on training.

- 97 On-The-Job Training (OJTs) Agreements (WIA all time record!)
- 160 Individual Training Accounts (ITAs)
- Met/Exceeded Training Expenditure Goal 115%

No. in Training Sectors (Bureau of Labor Statistics Defined) -

Top Training Sectors: Professional, Scientific and Technology: 35%; Administrative Services & Support: 25%; Manufacturing: 22%; Accommodation & Food Service: 1% Construction 4%; Healthcare & Social Assistance: 5%; Other Services: 1%, Real Estate 2%; Transportation: 5%

Rapid Response Services

11 employers and 1209 impacted workers.

* (March 31) 76% of Enrolled customers from employers who received Rapid Response;

* (March 31) 27% of enrolled customers were referral from Rapid Response event.

Technical Assistance:

Quality Control Certification – WIA contractor applications

Files/Document management for youth contractors

Training opportunities for contractors

Contractor Support – WIA QC/Certify Application Eligibility

Moving Forward: WIOA-Evolving System

- WIOA – July 1, 2015
- Continue to Meet/Exceed Common Measures performance
- Focus on Employer Services (Front/Center of WIOA)
- Key Partnerships per WIOA – EDD Job Services, Department of Rehab; TANF
- Integrated Service Delivery System Initiative (ISD): CSD/State EDD and CalWorks;
- Continuous Improvement (Employer Surveys, Job Seeker Surveys)
- Policies and Program Procedures – Update to reflect new regulations

Augment Employer Services – Premier Broker of Employment Services: “Total Solutions for Hiring Needs”

- Account Executive Services – continued employer engagement
- Labor Exchange System – Direct Job Match
- Customized Training
- On-The-Job Training
- Strategic Employer Engagement (Staff participating in WIB Committees, Chambers, EAC and first annual employer signature event)
- Targeted Recruitments – state partnership
- Development of Employer “Tool kit”

America’s Job Center of California

- Outreach materials reflecting AJCC
- Partner relationships – Career Workshops, Employer Recruitments; Career Academies
- Facility of WOJCC – Update look/flow
- Integrated Service Delivery Model - ISD Initiatives – TAA, Rapid Response, Lobby; Joint Training, Career Workshops; Employer Targeted Recruitment; Career Academies.

BUILDING OUR FUTURE WORKFORCE

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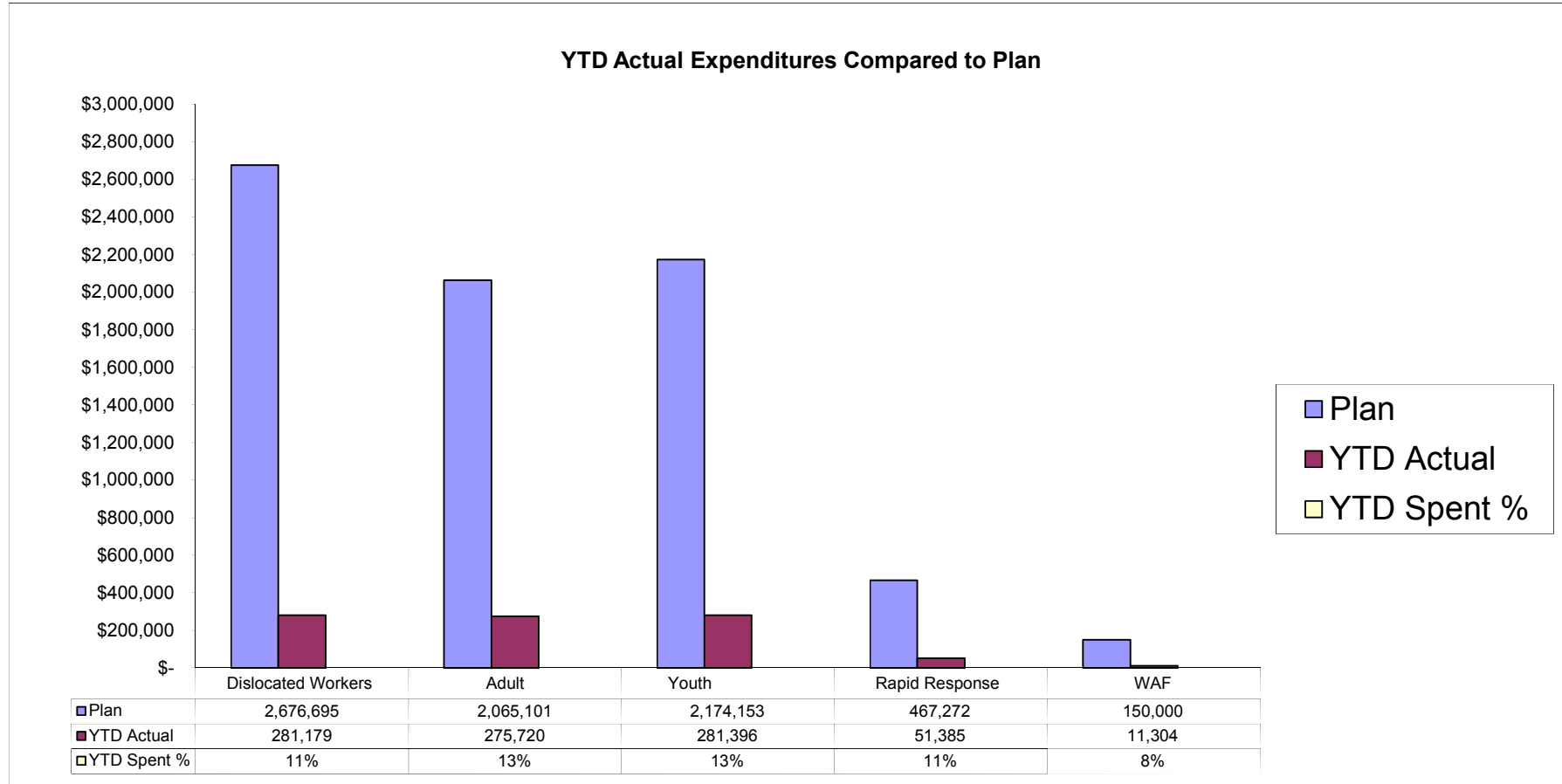


FINANCIAL STATUS REPORT for FISCAL YEAR 2014-2015

Year to Date Expenditures from 07/01/14 to 8/31/2014 (16% into the Fiscal Year)

Submitted on: September 19, 2014

WIA Financial Status Report for Fiscal Year 2014 - 2015
Year to Date Expenditures from 07/01/14 to 8/31/2014 (16% into the Fiscal Year)



WIA Financial Status Report for Fiscal Year 2014 - 2015												
Year to Date Expenditures from 07/01/14 to 8/31/2014 (16% 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	1,452,002	195,758	13%	938,221	32,379	3%	286,472	53,042	19%	2,676,695	281,179	2,395,516
Adult	1,187,945	183,691	15%	656,029	49,886	8%	221,128	42,143	19%	2,065,101	275,720	1,789,381
Youth	482,209	73,472	15%	1,459,139	167,234	11%	232,805	40,690	17%	2,174,153	281,396	1,892,757
Rapid Response	245,480	32,578	13%	175,342	11,540	7%	46,450	7,266	16%	467,272	51,385	415,887
Others:												
WAF	6,364	1,010	16%	93,652	8,114	9%	49,984	2,180	4%	150,000	11,304	138,696
Total WIA Grants	\$ 3,374,000	\$ 486,509	14%	\$ 3,322,383	\$ 269,153	8%	\$ 836,838	\$ 145,322	17%	\$ 7,533,221	\$ 900,983	\$ 6,632,238

Submitted on: September 19, 2014

VCFMS Plus Estimated Accrued Expense for Fiscal Year 2013- 2014 Year to Date Expenditures from 07/01/14 to 8/31/2014 (16% 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	154,401	41,357	195,758	2,334	30,045	32,379	12,444	40,599	53,042	169,179	112,000	281,179
Adult	144,883	38,808	183,691	33,909	15,977	49,886	9,887	32,256	42,143	188,679	87,041	275,720
Youth	57,950	15,522	73,472	74,469	92,765	167,234	9,546	31,144	40,690	141,964	139,432	281,396
Rapid Response	25,696	6,883	32,578	(58,101)	69,641	11,540	1,705	5,561	7,266	(30,700)	82,085	51,385
OTHERS:												
WAF	1,010	-	1,010	-	8,114	8,114	511	1,668	2,180	1,521	9,782	11,304
										-	-	-
Total WIA Grants	\$ 383,938	\$ 102,570	\$ 486,509	\$ 52,612	\$ 216,541	\$ 269,153	\$ 34,093	\$ 111,229	\$ 145,322	\$ 470,643	\$ 430,341	\$ 900,983

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 07/01/14 to 8/31/2014 (16% into the Fiscal Year)

Rpt Line #	Program Year Funding and Traing Expenditures	FY 12-14 Grant Due 10/01/14	FY 13-15 Grants Due 10/01/15	14-16 Grants (Due 10/1/16)
4)	Adult and Dislocated Worker Formula Fund Allocations	4,503,559	4,346,991	4,092,349
5)	Training Expenditures Required	1,125,890	1,086,748	1,227,705
	<i>Training Expenditures % Required</i>	25%	25%	30%
6)	Formula Fund Training Expenditures	921,243	786,198	69,326
	Leveraged Resources			
	- Total Leveraged Resources	562,187	420,156	30,659
	- Maximum Allowed Leveraged Resources (10%)	450,356	434,699	409,235
7)	- Total Leveraged Resources Used Towards Training Expenditures	450,356	420,156	30,659
8)	Total Amount Spent On Training (should equal/exceed Line 5)	1,371,599	1,206,354	99,985
	% of Training Requirement Met (final goal is 100%)	122%	111%	8%

9)	Leveraged Resources Detail (notes)			
	(a) Pell Grant	116,771	233,994	0
	(b) Programs Authorized by the Workforce Investment Act (VETP)	200,457	0	0
	(c) Trade Adjustment Assistance (EDD)	129,548	20,130	0
	(e) Match Fund from Employers, and Industry Associations (OJT 50%)	115,411	166,031	30,659
	Total	562,187	420,156	30,659
	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			

NOTES:

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

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

CONSIDERATIONS FOR USE OF WIA FUNDS

Workforce Investment Board of Ventura County

WIB Policy on Uncommitted Funds

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

- Maintaining Management Reserve levels
- Modifying existing contracts or in-house budgets
- Funding special projects identified as WIB priorities
- Funding new Requests for Proposals (RFPs)
- Funding unsolicited proposals that comply with the WIB's policy on unsolicited proposals

WIB Policy on Unsolicited Proposals

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

Guidelines for Use of Funds

- Target training opportunities (WIB approved priority sectors including Clean/Green, Healthcare and Manufacturing; pre-apprenticeship/apprenticeship training; on-the-job training; customized training for businesses; incumbent worker training)
- Target special needs (veterans, persons with disabilities, foster youth, incarcerated/probationary youth, parolees)
- Increase enrollments and/or activities/services for enrolled clients
- Increase employer services (recruitment; business attraction/layoff aversion; business management consulting; business workshops; employer outreach)
- Offer WIA-related training for potential providers
- Build program capacity to align participant services and activities with priorities under the Workforce Innovation and Opportunity Act (WIOA)

BUILDING OUR FUTURE WORKFORCE

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TO: EXECUTIVE COMMITTEE

**FROM: GERHARD APFELTHALER, VICE CHAIR
RESOURCE DEVELOPMENT COMMITTEE**

DATE: OCTOBER 9, 2014

SUBJECT: RECOMMENDATION THAT THE WORKFORCE INVESTMENT BOARD OF VENTURA COUNTY (WIB) APPROVE THE USE OF WORKFORCE INVESTMENT ACT (WIA) YOUTH FUNDS IN MANAGEMENT RESERVE TO AUGMENT COMPREHENSIVE WIA YOUTH CONTRACT FUNDS IN PROGRAM YEAR 2014-2015

RECOMMENDATION

Recommend that the Workforce Investment Board of Ventura County (WIB) approve in Program Year 2014-2015:

1. The use of \$29,928 in Management Reserve Youth Workforce Investment Act (WIA) funds for the comprehensive WIA Youth contracts and
2. The augmentation of comprehensive WIA Youth contracts for the Boys and Girls Clubs of Greater Oxnard and Port Hueneme (augment to \$523,300), PathPoint (augment to \$523,300), and Ventura Adult and Continuing Education (augment to \$308,300).

BACKGROUND

On September 23, 2014, the Resource Development Committee discussed the recommendation to approve the use of Management Reserve Youth Workforce Investment Act (WIA) Funds in the amount of \$29,928 for augmentation of the three youth contracts in Program Year 2014-2015. This amount will be added to the already approved \$113,477, for a total of \$143,405. In sending this recommendation forward to the Executive Committee, the Resource Development Committee stipulated that the Executive Committee receive a summary of the contractors' proposed uses of the additional funds.

DISCUSSION

In negotiating the approved augmentation of the three youth contracts, the WIB staff have concluded that the funds earlier earmarked for the Management Reserve would be better used for program services and should be added to the amount available in that category for a total of \$143,405. All three contractors have provided worthy suggestions to enhance the number of enrolled clients and/or increase the opportunities for work experience. Below is a summary of their respective suggestions:

Youth Provider for Augmented Funds

	<u>Current Contract 2014-2015</u>	<u>Recommended Augmentation</u>
Boys and Girls Clubs of Greater Oxnard and Port Hueneme (Region 1)	\$475,000	\$48,300
<ul style="list-style-type: none">• Out-of-School<ul style="list-style-type: none">– Add 1 spot for subsidized work experience to reach a total of 16 spots, and increase the number of hours worked from 125 to 150 for each youth, at \$8.00 per hour– Additional training/tuition vocational costs• In-School<ul style="list-style-type: none">– Add 4 spots for subsidized work experience for a total of 12 spots and increase the number of hours worked from 125 to 150 for each youth, at \$8.00 per hour• Provide portfolios and interview ready kits• Increased staff salaries, benefits, administrative costs		
PathPoint (Regions 2 & 3)	\$475,000	\$48,300
<ul style="list-style-type: none">• Increase the number of work internships from 38 youth (at 120 hours) to 45 youth (30 at 150 hours and 15 at 200 hours), at \$8.00 per hour• Increased support services for work clothes, uniforms, bus passes, <i>etc.</i>• Increased staff travel, salaries, benefits and administrative costs		
Ventura Adult and Continuing Education (Regions 1, 2, & 3)	\$260,000	\$48,300
<ul style="list-style-type: none">• Increase the minimum number of enrollments by 8 participants, from 40-48• In addition to the National Work Readiness Credential and the Computer Literacy Program, offer all participants opportunities for training to enhance employability in 11 different certifications• Provide personal development training to all participants to foster maturity and responsibility (Thrive under Pressure, Sharpen Focus and Concentration, Mentally Rehearse for Success), Set Goals for Life Achievement, Develop a Mindset for Excellence)• Increase work experience incentive for all participants by \$30 for a total of \$600 per participant• Increased staff salaries, benefits and adm.		

If you have questions, please call me at (805) 493-3352, or contact Richard McNeal at (805) 477-5344, email richard.mcneal@ventura.org.

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TO: EXECUTIVE COMMITTEE

**FROM: GERHARD APFELTHALER, VICE CHAIR
RESOURCE DEVELOPMENT COMMITTEE**

DATE: OCTOBER 9, 2014

**SUBJECT: RECOMMENDATION THAT THE WORKFORCE INVESTMENT BOARD OF
VENTURA COUNTY (WIB) APPROVE AN UPDATED 2014-2015 WORKFORCE
INVESTMENT ACT (WIA) BUDGET PLAN**

RECOMMENDATION

Recommend that the Workforce Investment Board of Ventura County (WIB) approve an updated 2014-15 Workforce Investment Act (WIA) Budget Plan.

BACKGROUND

- On March 27, 2014, the Resource Development Committee (RDC) discussed a working draft of the 2014-2015 WIA Preliminary Budget Plan, with a consensus that the preliminary budget ultimately presented to the WIB 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 WIB Administration Manager position approved by the WIB for the 2013-2014 budget. Committee members asked WIB staff to update the preliminary draft budget for further discussion and approval by the Executive Committee and the WIB.
- At the April 10, 2014 meeting, the Executive Committee reviewed a revised 2014-2015 WIA preliminary budget plan with final Adult, Dislocated Worker, and Youth core allocations for 2014-2015, which were all lower than 2013-2014 allocations. Final 2014-2015 Rapid Response core allocation is pending from the State. Preliminary calculations showed a negative balance for Adult and Dislocated Worker funding. WIBs were awaiting a State decision on whether unspent/unobligated Adult, Dislocated Worker, Youth and Rapid Response core funds, if below minimum expenditure levels for 2013-2014, would be allowed as carryover funds in 2014-2015. Committee members asked questions and commented on:
 - WIA budget plan process in finalizing 2013-2014 expenditures and 2014-2015 funds
 - Management Reserve funding options
 - Impact of new State performance requirements
 - Unfunded WIB mandates

The Executive Committee decided to engage the full WIB in discussion on April 24, 2014, regarding the reduction in WIA funding, the past practice of approving a balanced preliminary budget plan, and input as to how to proceed. WIB staff then would be asked to present a proposed 2014-2015 preliminary budget plan to the Executive Committee for consideration and approval of a recommendation to the WIB on June 12, 2014. The preliminary plan would be effective as of July 1, 2014, with the understanding that the 2013-2014 year-end close and

resulting carryover (if any) would be included in a recommendation to update the preliminary plan by the Executive Committee and WIB meetings in August 2014.

- On April 24, 2014, WIB members were presented with a WIB Budget Plan Summary, in preparation for approving a budget in June for the 2014-2015 Fiscal year. The summary showed a five-year overview of the WIB budget from fiscal years 2010-2011 through 2014-2015. The State had indicated that the revenue for the Adult, Dislocated Work and Youth categories would be declining in 2014-2015. The Rapid Response funding had not yet been determined. Clarification and discussion included:
 - Expenditures because of the decrease in revenue
 - Staffing levels
 - Client requirements
 - Financial Status Report (FSR) monthly reviews
 - Quarterly evaluations for each contracted provider
 - Increasing requirements of the WIB strategic plan
 - Management reserve use
- On May 21, 2014, the Resource Development Committee met to consider a recommendation for the 2014-2015 WIA Preliminary Budget Plan. Mindful of prior discussions with the Executive Committee, the WIB staff provided a balanced preliminary budget, noting that assumptions about revenue will likely be adjusted on the basis of new information. The draft budget proposal reflected current projected revenues, together with the expected costs of staffing. The Committee discussed the basic assumptions on which the draft budget for 2014-2015 was built. Knowing the need for an approved budget by the beginning of the fiscal year (July 1, 2014), Committee members decided to send the balanced preliminary budget to the Executive Committee for discussion and recommendation to the WIB, but emphasized that everyone needed to understand the program consequences implicit in the proposal.
- On June 2, 2014, the WIB approved the preliminary WIA Budget Plan for 2014-2015 with the expectation that, after the 2013-2014 year-end close, the 2014-2015 plan would be reconsidered, appropriately adjusted, and resubmitted for WIB approval. Adjustments included in this preliminary WIA Budget Plan included:
 - Use of Dislocated Worker, Adult and Youth funds in Management Reserve
 - Two open positions from 2013-2014 WIA program staff in the Community Services Department (CSD), Human Services Agency, to remain open in 2014-2015
 - Reduced Rapid Response funds for the Business Services procurement
 - Elimination of funds for a Cost Benefit Analysis and Labor Market Study
 - Budgeted 20% for required training, with the intent to use allowable leveraged non-WIA resources to achieve the required 25% training expenditure level of combined Adult and Dislocated Worker funds
 - Reduced funds for the WIB outreach contract
 - Reduced funds for WIB and CSD/WIA outreach

Considerations for WIB discussion and approval of the plan included:

- The WIB must approve a preliminary budget plan to authorize expenditures against WIA funds as of July 1, 2014.
- The year-end close in July 2014 will confirm the amount of 2013-2014 rollover in each of the funding categories.

- The WIB usually makes adjustments to the preliminary budget plan following the year-end close (August or October, depending on the circumstances).
 - The WIB could decide to make a mid-year budget plan adjustment, with corresponding changes in authorized expenditures for the remainder of the year (e.g., reduce WIA programs and services and/or reduce costs for other WIB initiatives).
 - The California WIB approved seven additional performance measures for local WIBs that could have an additional impact on program, staff, and/or administrative costs.
 - The Workforce Investment Opportunity Act (WIOA), which is bipartisan, bicameral legislation to reauthorize WIA (with changes) is currently in the approval process by the House and Senate.
 - Adjustments by the WIB usually are recommended to the WIB by the Executive Committee, which usually receives recommendations from the Resource Development Committee.
- On August 7, 2014 the Resource Development Committee reviewed the WIB budget process, an updated draft of the preliminary 2014-2015 WIA Budget Plan that included post-close carryover amounts, and WIB guidelines relating to the use of uncommitted funds. Estimated grant balances available were in the Dislocated Worker, Adult, Youth, and Rapid Response fund categories.

The Committee agreed on three options for the use of known uncommitted funds, with no changes: (1) restoration of the Management Reserve levels to 8% for Dislocated Worker and Youth allocations; (2) augmentation of the current \$95,000 contract with EDC-VC to the original RFP funding level of \$125,000; and (3) augmentation of the current \$125,000 contract with the Agency to the original RFP funding level of \$150,000. For options (4) augmentation of the current contracts with one or more of three youth providers and (5) augmentation of the Dislocated Worker allocation to the Community Services Department/WIA, the Committee requested that the staff provide additional detail regarding how the additional funds would/should be used.

Although accepted by the Committee in principle, option (6) to fund an employer expectations survey would need detailed consideration of exactly what would be required and who would do such a survey (e.g., population-focused, industry-specific, aligned/leveraged with funded sector activities in the career pathways grant). The Committee agreed to recommend allocating funds to the Special Project line of the budget plan, with the intent to revisit the survey discussion.

- On August 14, 2014, the Executive Committee received, discussed, and agreed with the recommendations from the Resource Development Committee, forwarding a recommendation to the WIB for potential uses of the approximately \$494,538 in uncommitted WIA funds for Program Year 2014-2015. The Committee noted that the exact amount of uncommitted funds would not be determined until completion of the year-end close.
- On August 28, 2014, the WIB discussed and approved the recommendation of the Executive Committee for the use of known uncommitted Workforce Investment Act (WIA) Dislocated Worker, Adult, Youth, and Rapid Response Funds in Program Year 2014-2015.

DISCUSSION

On September 23, 2014, the Resource Development Committee discussed and approved a recommendation for revision of the preliminary WIA Budget Plan for 2014-2015, taking the above background into consideration. The recommendation, presented for WIB Executive Committee consideration and approval today, includes a new provision for the use of Management Reserve Youth Workforce Investment Act (WIA) Funds in the amount of \$29,928 for augmentation of the three

WIA Youth program contracts in Program Year 2014-2015. The amount would be added to the already approved \$113,477 augmentation, for a total of \$143,405. The Committee stipulated that the Executive Committee would receive a summary of the youth program contractors' proposed uses of the additional funds, when the recommendation was presented. In addition, the final numbers for other uncommitted funds would be listed on the "Special Project" line of the budget plan until decisions were made as to their use.

With approval from the Executive Committee today, the recommendation for a revised WIA Budget Plan for 2014-2015 will be forwarded to the WIB for final approval on October 23, 2014.

If you have questions or need more information, please call me at (805) 493-3352, or contact Cheryl Moore at (805) 477-5306, email cheryl.moore@ventura.org.

RECOMMENDATION FOR EXECUTIVE COMMITTEE APPROVAL
October 09, 2014

FY 2014-15 WIA Budget Plan (Approved on 6/12/14)							
		Dislocated Worker	Adult	Youth	Rapid Response	WAF Project	FY 14-15 Plan w/Rollover
Revenue Projection:							
FY14-15 Grants (WSIN13-52 and WSIN13-70)		2,262,662	1,829,687	1,995,263	396,711	150,000	6,634,323
FY14-15 Mgmt Reserve:DW 8%,Adult 6.5%,Youth 6.5%		(181,013)	(118,930)	(129,692)			(429,635)
Balance rolled over from prior year grants:							-
FY13-14 Mgt Reserve		94,399	85,418	154,870			334,687
Additional balances from FY12-13 and prior		31,147	26,429	97,912	37,161	-	192,649
Additional rollover - Salaries Savings/(Overage)		277,500	5,300	10,300	400	-	293,500
Overhead Saving/(Overage)		-	15,967				15,967
FY13-14 EDC-VC Business Srvs					10,000	-	10,000
FY 13-14 Unspent Contracts/Misc		92,000	71,230	45,500	23,000	-	231,730
ITA/OJT Committed in FY13-14 spent in FY14-15		100,000	150,000				250,000
Total Available Grants to be Spent		2,676,695	2,065,101	2,174,153	467,272	150,000	7,533,221
Grants %		35.5%	27.4%	28.9%	6.2%	2.0%	100.0%
CSD FTEs Assigned to the programs		12.30	10.20	2.60	1.90		27.00
% Direct FTES Allocated to Grants		45.6%	37.8%	9.6%	7.0%	0.0%	100.0%
% Admin Staff Allocated to Grants		36.0%	28.0%	28.0%	8.0%	0.0%	100.0%
Expenditure Projection:							-
Salaries and Benefits:							-
CSD	2,508,000	1,142,533	947,247	241,511	176,709	-	2,508,000
WIB Administration	859,636	309,469	240,698	240,698	68,771	6,364	866,000
Subtotal Salaries and Benefits		1,452,002	1,187,945	482,209	245,480	6,364	3,374,000
Direct Expenses:							-
Grant Specific Contracts							-
EDC-VC Business Services 13-14 Extension							-
EDC-VC Business Services					125,000	-	125,000
Boys and Girls Club: Core Program				523,300			523,300
Pathpoint: Core Program				523,300			523,300
VACE Core Program				308,300			308,300
Cost/benef analysis (ROI) emsi 3/13 repc	-	-	-	-	-	-	-
Special Projects		64,699	19,266	3,207	31,070		118,242
Subtotal - Contracted Program Expense		64,699	19,266	1,358,107	156,070	-	1,598,142
Client Expenses:							-
ITA / OJT (24% cash+ 10% leverage)		610,321	373,140				983,461
ITA / OJT Committed in 13-14 to be spent in 14-15		100,000	150,000				250,000
Others/ChildCare/Trans - JTA		84,307	77,821	-			162,128
Universal Clients (now charged in oh/admin)		-	-	-			-
Subtotal - Client Expense		794,628	600,961	-	-	-	1,395,589
Other Allocated/Contracted Expenses							0%
Geographic Solutions	24,828	-	-	-	-	24,828	24,828
WAF Grant Facilitator	58,616					58,616	58,616
Outrch/Mktg: theAgency	150,000	47,000	12,500	76,500	14,000	-	150,000
Outreach -WIB	30,000	11,257	8,224	8,658	1,861	-	30,000
WIB Expense - Non Staff	20,000	7,505	5,483	5,772	1,241	-	20,000
Program Outreach-CSD	30,000	11,257	8,224	8,658	1,861	10,208	40,208
Kiosk	5,000	1,876	1,371	1,443	310	-	5,000
Contract Labor Mkt Study	-	-	-	-	-	-	-
Subtotal - other allocated expense	318,444	78,895	35,801	101,032	19,272	93,652	328,652
Subtotal- Program/Clients Expenses		938,221	656,029	1,459,139	175,342	93,652	3,322,383
Total Direct Program Expense		2,390,224	1,843,974	1,941,348	420,822	100,016	6,696,383
Overhead/Administration:		36%	28%	29%	5.78%	1.99%	100.00%
Communication/Voice/data	75,000	26,771	20,653	21,743	4,338	1,495	75,000
Insurance	19,725	7,041	5,432	5,718	1,141	393	19,725
Facilities Maint.	89,000	31,768	24,508	25,802	5,148	1,774	89,000
Membership and dues	12,000	4,283	3,304	3,479	694	239	12,000
Education allowance	5,000	1,785	1,377	1,450	289	100	5,000
Indirect cost recovery(County A87)	-	-	-	-	-	-	-
Books and Publication	3,000	1,071	826	870	174	60	3,000
Office Equipment/Supplies & Furniture//	26,000	9,281	7,160	7,538	1,504	18,538	44,020
Mail Center - ISF	5,000	1,785	1,377	1,450	289	100	5,000
Purchase Charges - ISF	4,000	1,428	1,101	1,160	231	80	4,000
Copy Machine - ISF	15,000	5,354	4,131	4,349	868	299	15,000
Stores - ISF	300	107	83	87	17	6	300
Information Tech - ISF	5,000	1,785	1,377	1,450	289	100	5,000
Computer Services Non ISF	25,000	8,924	6,884	7,248	1,446	498	25,000
Building Lease/Rental	85,000	30,340	23,406	24,642	4,917	1,695	85,000
Storage Charges - ISF	5,000	1,785	1,377	1,450	289	100	5,000
Mileage Reimb. - Staffs only	25,000	8,924	6,884	7,248	1,446	5,498	30,000
Conference and Seminars - Staffs	15,000	5,354	4,131	4,349	868	8,299	23,000
Conference and Seminars - WIB Staffs	20,000	7,139	5,507	5,798	1,157	399	20,000
Misc. Travel - Staffs only	15,000	5,354	4,131	4,349	868	299	15,000
Fiscal/HR/BTD/ET (HSA)	350,000	124,768	96,379	101,468	20,245	7,140	350,000
Other Admin Services	4,000	1,428	1,101	1,160	231	2,873	6,793
Subtotal Overhead		803,025	286,472	221,128	232,805	49,984	836,838
WIB Special Projects (to be determined)		-	-	-	-	-	-
Planned Total Grant Expenses		2,676,695	2,065,101	2,174,153	467,272	150,000	7,533,221
Admin Rate for State Reporting		7%	7%	7%	7%	19%	47%
Admin Rate (State Reported + Other)		11%	11%	11%	10%	33%	75%

AMP SoCal Organizational Roles & Responsibilities

This collaborative effort across and between the six industrial ecosystem pillars will be led by a 13-member Executive Board composed of:

- One rep from each of the six pillars, as selected by each Pillar Committee (six total)
- One rep from each County, as selected by the participants in each county (four total)
- One representative from each of the two Co-Applicants (two total), and
- One representative from the A&D industry

Executive Board

The Executive Board will be responsible for guiding AMP SoCal's long-term vision and integrating the activities of the six Pillar Committees and Implementation Strategy Working Group. The Board will also determine which partner organization (or collaboration of partner organizations) will receive the Manufacturing Community's preference for grant opportunities.

The inaugural AMP SoCal Executive Committee will have a term of 6 months, April 1, 2014 through September 30, 2014. (*Update: extended to 12/31/14*) Its membership is shown in Exhibit 8.

Industrial Ecosystem "Pillar Committees"

All Executive Board members will participate on at least one of the Pillar Committees, which will be convened by and led by their representative to the Executive Committee. Each Pillar Committee will examine the trends of their respective industrial ecosystem pillar and make recommendations to the Executive Board for future investments. Additionally, Pillar Committees will meet on a quarterly basis to review the progress of Implementation Strategy Working Groups.

Implementation Plan "Strategy Working Groups"

Each of the ten implementation plan strategies will be championed by an Implementation Lead Partner as listed in the implementation strategy plan. Each Lead Partner will convene a collaborative Strategy Working Group for their respective implementation strategy. To leverage the full benefit of the AMP SoCal partnership, the Strategy Working Groups will engage partners possessing the skills, resources, and expertise to most successfully achieve the plan's target outcomes. Since each strategy focuses on more than one pillar, Working Group activities will be coordinated with the relevant Pillar Committees (*figure TBD*). This matrix structure will enable Strategy Working Groups and Pillar Committees to share knowledge and resources across implementation strategies, and foster an organizational feedback loop that integrates "on-the-ground" efforts with AMP SoCal's long-term vision for A&D manufacturing.

Exhibit 11: Table of Commitments and Funding Sources for Investments in Implementation Plan

Strategy	Funding			A&D	Gov't	Edu	EDO	WIB	TA
	SoCal	Federal	TBD						
Red Carpet	√				√		√		
Digital One-Stop			√			√			
SMM Growth	√				√		√		√
Model-Based Eng.		√		√		√			
Additive Manuf.		√		√		√			
Managed Career	√			√		√	√	√	
Higher Ed Guides	√					√			
Incubation	√					√			√
Export Accel.	√								√
57/60 Confluence		√			√				

AMP SoCal Structure

4/1/14-12/31/2014

Lead co-applicant: *Leonard Mitchell*, USC CED
 Co-applicant: *Glyn Milburn*, Los Angeles Mayor's Office
 Industry: *Ivan Rosenberg*, Aerospace & Defense Forum

Executive Board

6 pillar committee reps | 4 county reps
2 co-applicant reps | 1 industry rep

Los Angeles: *JoAnne Stewart*, LA County EDC
 Orange: *Matthew Jenusaitis*, OCTANE
 San Diego: *Theresa Andrews*, CONNECT
 Ventura: *Cheryl Moore*, Ventura County WIB



Implementation Strategy Working Groups

AMP SoCal Red Carpet
Lead: Los Angeles County Economic Development Corporation

Accessible Smart Digital One-Stop
Lead: UCLA

SMM Growth Acceleration
Lead: California Manufacturing Technology Consulting

Model-Based Engineering & Design
Lead: Mira Costa Community College

Additive Manufacturing Certificate Program
Lead: RapidTech, UC-Irvine

Managed Career Pipeline for Advanced Manufacturing
Lead: LA EWDD

Higher Education Guides
Lead: Cal State, Northridge

Systematic Innovation, Incubation & Business Development
Lead: Cal State, Northridge

Export Acceleration
Lead: LARExC

57/60 Confluence: Freight Corridor Bottleneck Relief
Lead: City of Industry

