



WORKFORCE INVESTMENT BOARD OF VENTURA COUNTY

EXECUTIVE COMMITTEE MEETING

Thursday, March 12, 2015
8:00 a.m.-9:30 a.m.

NOTE: LATER START TIME

VCCF Nonprofit Center (Board Room)
4001 Mission Oaks Blvd., Camarillo, CA

AGENDA

8:00 a.m.	1.0 Call to Order and Agenda Review	Mike Soules
8:02 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
8:05 a.m.	3.0 WIB Chair Comments	Mike Soules
8:10 a.m.	4.0 Consent Items 4.1 Approve Executive Committee Minutes: February 12, 2015 4.2 Receive and File: WIB Committee Reports	Mike Soules
8:15 a.m.	5.0 Performance Report: Q2 PY 2014-2015 <ul style="list-style-type: none">• Dislocated Worker• Adult• Youth• Rapid Response	Theresa Salazar Vital
8:20 a.m.	6.0 Finance Report <ul style="list-style-type: none">• PY 2014-15 Financial Status Report: January 2015• 25% Training Expenditures	Theresa Salazar Vital
8:25 a.m.	7.0 Action Items 7.1 Recommendation that the Executive Committee of the Workforce Investment Board of Ventura County (WIB) Revise the Amended Description of Outreach Activities for the Augmented Contract with the Agency for Program Year 2014-2015	Cheryl Moore

- 7.2 Recommendation that the Executive Committee of the Workforce Investment Board of Ventura County (WIB) Approve the Submission of a Local Area Application in Compliance with a Newly Revised State Directive under the New Workforce Innovation and Opportunity Act (WIOA)

8:35 a.m. **8.0 Ventura County Regional Strategic Workforce Development Plan: Transition from WIA to WIOA** Cheryl Moore

9:10 a.m. **9.0 WIB Administration** Cheryl Moore

- New WIB Work Group: Innovation Ecosystem
- Priorities for WIB Meetings
 - April 30, 2015 (Planning Meeting; Nominating Committee)
 - June 18, 2015 (Annual Meeting; WIB Awards; Election of Officers)
- On the Calendar
 - April 10, 2015
WIB Award Nominations
 - March 19-20, 2015
California Workforce Association (CWA) Board of Directors
 - March 28-31, 2015
National Association of Workforce Boards Conference
 - April 30, 2015
WIB Planning Meeting (8 a.m.-11:30 a.m.)
 - May 12-14, 2015
CWA 2015 Regional Workforce Development Conference
 - June 18, 2015
WIB Annual Meeting and WIB Awards

9:20 a.m. **10.0 Committee Member Comments** Committee

9:30 a.m. **11.0 Adjournment** Mike Soules

Next Meeting
April 9, 2015 (7:30 a.m.-9:30 a.m.)
VCCF Nonprofit Center (Board Room)
4001 Mission Oaks Blvd., Camarillo, CA

Individuals who require accommodations for their disabilities (including interpreters and alternate formats) are requested to contact the Workforce Investment Board of Ventura County staff at (805) 477-5306, at least five days prior to the meeting. TTY line: 1-800-735-2922.



WIB Executive Committee
February 12, 2015

MINUTES

Meeting Attendees

Executive Committee

Mike Soules, Chair
Sandy Werner (Vice Chair)
Alex Rivera, Immediate Past Chair
Tim Allison
Brian Gabler
Bill Pratt
Iris Ingram
Nancy Williams

WIB Administration

Talia Barrera
Patricia Duffy
Richard McNeal
Cheryl Moore

Guests

Nancy Ambriz and Jaime Duncan
(HSA Community Services
Department/WIA)

1.0 Call to Order and Agenda Review

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

2.0 Public Comments

No public comments

3.0 WIB Chair Comments

No comments

4.0 Consent Items

- 4.1 Approve Executive Committee Minutes: November 20, 2014
- 4.2 Receive and File: WIB Committee Reports

Motion to approve the Consent Items: Brian Gabler
Second: Alex Rivera
Abstentions: Nancy Williams
Motion carried

5.0 Grant Report

Committee members reviewed, discussed, and asked questions about the Program Year 2014-2015 Grants and Proposals report, updated February 5, 2015.

- Richard McNeal commented on the successful grant by Amgen to California State University, Channel Islands for \$75,000 for the creation of a STEM network in Ventura County and for the promotion of STEM education in PK-12. The WIB staff assisted with the development of the proposal and will take part in the P-20 Council role as a steering committee for the grant and development of a strategic plan.
- Also noted were three letters of support. The WIB contributed two for the second round of the California Career Pathways Trust grant applications. One is for VC *Innovates E-3*, an all Ventura County plan to extend pathways to serve middle school students and add new

career pathways and service foster care youth and students receiving special education services. The second is for the Gold Coast Consortium to work with the current VC *Innovates* project to add additional career pathways and emphasize middle schools. A third letter of support is in collaboration with six Los Angeles WIBs to apply to the California WIB for a regional SlingShot project to replicate a sector-responsive career pathway for healthcare case managers.

6.0 Finance Report

2014-2015 Preliminary WIA Budget Plan Expenditures

The Committee reviewed and discussed the Financial Status Report (FSR) for Fiscal Year 2014-2015, reflecting year-to-date expenditures from July 1, 2014 to December 31, 2014. The status of expenditures at 50% into the fiscal year was:

<u>WIA Core Funds</u>	<u>2014-2015 Plan</u>	<u>YTD Expended</u>	<u>% Expended vs. Plan</u>
Dislocated Worker	2,676,695	1,105,575	41%
Adult	2,065,102	1,001,547	48%
Youth	2,174,152	1,015,906	47%
Rapid Response	467,272	177,220	38%
<u>WIA Non-Core Funds</u>			
Workforce Accelerator Grant	149,999	28,963	19%

The State requires WIBs to spend a minimum of 80% of the 2014-2015 Adult, Dislocated Worker, and Youth WIA grant allocations and 100% of the 2014-2015 Rapid Response allocation by June 30, 2015. The Workforce Accelerator grant ends April 30, 2015. Another federal requirement is that at least 30% of the Youth allocation must be expended for out-of-school youth.

WIA Training Expenditures

As shown in the table below, the summary of WIA training expenditures, as of December 31, 2014, indicated appropriate spending against the required Adult/Dislocated Worker training expenditure targets (25% in 2012-2013 through 2015-2016; 30% in 2016-2017 and each performance year thereafter) and against WIA grants across the overlapping federal two-year grant cycles.

	<u>Grant FY 12-14</u>	<u>Grant FY 13-15</u>	<u>Grant FY 14-16</u>
Total Adult and Dislocated Worker Formula Fund Allocations	4,503,559	4,346,991	4,091,405
Training Expenditure Requirement	1,125,890 25%	1,086,748 25%	1,022,851 25%
Formula Fund Training Expenditures	921,243	786,198	229,568
Leveraged Resources			
• Total Leveraged Resources Used Toward Training Expenditures	562,187	420,156	168,864
• Maximum Allowed Leveraged Resources (10%)	450,356	434,699	409,141

Total Leveraged Resources Used Towards Training Expenditures	450,356	420,156	168,864
• Total Amount Spent on Training	1,371,599	1,206,354	398,433
• % of Training Requirement Met (Final goal = 100%)	122%	111%	39%

7.0 Action Items

7.1 Recommendation to Approve the Use of Uncommitted and Management Reserve Workforce Investment Act (WIA) Funds in Program Year 2014-2015

The Executive Committee considered the WIB policy on uncommitted funds, reviewed the current WIA budget plan and updated expenditure report, and discussed the options at length. The focus was on expending WIA uncommitted funds in a timely manner and on leveraging a one-time opportunity to use WIA Core funds to WIOA transition activities by June 30, 2015.

Background

At the February 6, 2015 meeting, the Resource Development Committee had received a report on pending revisions to the WIA Budget Plan for 2014-2015, since the last budget update approved by the WIB on October 23, 2014. Major sources of the budget working balances/uncommitted funds resulted from the Economic Development Collaborative-Ventura County's request to maintain their original approved funding (\$95,000) and budget line item adjustments with approval of the Workforce Accelerator Grant (\$150,000) for the Community Services Department/WIA ex-offender program.

Program Year 2014-2015 WIA allocations were positively impacted on November 14, 2014, with State approval for local workforce investment areas to use of a percentage of Youth, Adult, and Dislocated Worker funding for Workforce Innovation and Opportunity Act (WIOA) transitional activities. Ventura County is authorized to use \$76,044 for transitional activities with partial funds included in the Agency recommendation. Therefore under consideration was the use of Youth Management Reserve funds totaling \$129,692 and uncommitted funds totaling \$139,359:

<u>WIA Funding Category</u>	<u>Uncommitted</u>
• Dislocated Worker	\$ 61,230
• Adult	16,462
• Youth	1,201
• Rapid Response	60,466

Discussion

1. Youth Management Reserve: The current PY 2014-2015 budget total (\$129,692) is at 6.5% of the Youth allocation (\$1,995,263). Approval of the recommendation would decrease the Youth reserve to \$107,826 or 5.4% of the Youth allocation.
2. theAgency: On October 28, 2014 the Department of Labor (DOL) issued guidance on the use and reporting of PY 2014-2015 funds for planning and implementation activities associated with the transition to WIOA. Most WIOA provisions take effect July 1, 2015. DOL believes that there are high priority areas that would benefit from early planning and

implementation activities, identifying several high priority activities including activities relating to the implementation of new requirements affecting the American Job Centers (America's Job Centers of California or AJCs).

Revised brochures, posters, and website are some of the outreach/ marketing materials and sites that are needed for activities at the AJCs and in other areas of the community for the July WIOA implementation date. Approval of the recommendation would allow this necessary transitional activity to commence with a contract modification.

3. Community Services Department/WIA (CSD/WIA): CSD/WIA is the operator of the WIB's Adult and Dislocated Worker programs, which require a State imposed training expenditure requirement. CSD/WIA has exceeded the minimum 25% training expenditure requirement for the prior two program years and expects to continue this training pattern in the current program year.

CSD/WIA is currently on track to exhaust all Adult and Dislocated Worker training funds well before the end of the program year. Approval of the recommendation would provide funding to serve additional clients and provide additional training opportunities to impacted workers from increasing number of Rapid Response events, from the additional 900 unemployed individuals scheduled for appointments at the AJCs, and from other individuals (ranges from 100 to 140 per day at one site) coming into the AJC resource centers for employment and training services.

4. Regional Economic Analysis Profile: In June, 2014, the Labor Market Information Division (LMID) of the state's Employment Development Department (EDD) published Regional Economic Analysis Profiles (REAP) combining 49 WIBs into eight regional data reporting areas. The Southern Region is comprised of Los Angeles, Orange, Riverside, San Bernardino, and Ventura counties.

The purpose of the REAP reports is to help align the State's workforce institutions and programs around the needs of regional industry clusters. Industry clusters are groups of associated industries in a geographic area that stimulate the creation of new businesses and job opportunities in a particular field. These reports focus on the future employment demand of regional industry clusters and feature them as primary investment opportunities for California's workforce development system. The goal of these reports is to account for industry clusters with the largest number of future job opportunities and help California's workforce development system prepare the state's workforce to compete for these future employment opportunities.

Designated regional planning areas are required under WIOA and are pending determination. Strong lobbying to designate regional area boundaries, are occurring with the State, Unions, Economic Agencies, and Educational Institutions. Approval of the recommendation would fund a customized REAP specific to Ventura County, providing information and data to support Ventura County as a separate regional area under WIOA.

After considering potential opportunities and related options, the Executive Committee concurred with the Resource Development Committee recommendations in the four categories of Dislocated Worker, Adult, Youth and Rapid Response. Because of the need to move quickly to expend the funds in a timely manner, the Executive Committee decided to approve the use of uncommitted funds on behalf of the WIB, and to inform the WIB of its action on February 26, 2015. In summary, the Executive Committee approved the following:

1. Reduction of Management Reserve Youth Workforce Investment Act (WIA) funds (reduce by \$20,665)
2. Augmentation of the Agency contract (augment by \$50,000)
3. Augmentation of the Community Services Department/WIA budget (augment by \$59,624)
4. Funding for a Ventura County Regional Economic Analysis Profile (up to \$50,400)

Motion to approve on behalf of the WIB: Brian Gabler

Second: Bill Pratt

Motion carried unanimously

7.2 Recommendation that the Workforce Investment Board (WIB) Approve Submission of a WIB Local Area Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-2016, in Compliance with Requirements Under the New Workforce Innovation and Opportunity Act (WIOA)

Taking into consideration a recommendation from the Resource Development Committee and new information from the time that the Resource Development Committee met, the Executive Committee discussed options as to how to respond to the Draft EDD Directive on WIB Local Area Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-2016 under WIOA.

Background

On February 8, 2015, the Resource Development Committee referred to federal and state documents regarding the requirements and options in applying for designation as a local area and certification as a local board under WIOA. After a lengthy discussion, the Committee directed WIB staff to look into several suggestions with the appropriate parties and to determine a final course of action for recommendation to the Executive Committee on February 12, 2015.

Discussion

The process of local area designation and local board certification, legally authorized by the governor of each state through the new Workforce Investment and Opportunity Act (WIOA), ensures the continuation of funding and operations that have been provided under the current Workforce Investment Act (WIA) and Local Workforce Investment Area (LWIA).

In preparation for WIOA implementation on July 1, 2015, each current local area has received a draft announcement that recertification as a Local Board within an Existing Local Area must be approved by June 30, 2015. To complete this process, the WIB must initiate the appropriate application to the California Workforce Investment Board (CWIB) by March 31, 2015. An unsigned application may be submitted by this date; but the application, fully signed by the WIB's Chair and by the Chair of the Ventura County Board of Supervisors, must be submitted by June 30, 2015.

To comply with this schedule, to ensure the WIB's initial designation as a Local Board within an Existing Local Area, and to respond to the Resource Development Committee's request, WIB staff identified the following steps for consideration and approval:

1. The Executive Committee would make a recommendation at the WIB meeting on February 26, 2015, that the WIB approve the sending of an unsigned local area

Application for Initial Local Area Designation and Initial Local Board Certification by March 31, 2015.

The application would be accompanied by a letter from the Chair of the WIB, explaining that a fully signed application will be forwarded to the CWIB before June 30, 2015—after our receipt of the final form of the application and barring any significant changes in the content of the draft announcement of recertification. That is, the unsigned application would be a placeholder that would confirm our intent to submit the signed application on time.

WIB staff would forward a copy of the WIB Chair's letter to the WIB's assigned budget analyst in the County of Ventura CEO's office as an information item.

2. Also at the WIB meeting on February 26, 2015, the Executive Committee would recommend that the WIB delegate authority to the Executive Committee, acting on behalf of the WIB, (a) to address any significant changes that may appear in the final form of the announcement of recertification and (b) to direct the WIB staff to prepare and send the signed application.
3. WIB staff would place the official application, signed by the Chair of the WIB, on the agenda of the Ventura County Board of Supervisors in June 2015 for approval, signature by the Chair of the Board, and submission to the CWIB before June 30, 2015.

In summary: The WIB's official *Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-2016 for Ventura County* would be the final form of the document, approved previously by the WIB and the WIB Executive Committee, sent to the Ventura County Board of Supervisors for approval and signature, and then submitted to the CWIB. The Executive Committee approved the recommendation that the WIB approve the process at its meeting on February 26, 2015.

Motion to approve: Brian Gabler
Second: Tim Allison
Motion carried unanimously

8.0 Ventura County Regional Strategic Workforce Development Plan

The Executive Committee discussed updates related to the transition from WIA to WIOA:

- March 31, 2015: Application for WIOA Local Area Designation Due
- Spring 2015 ~~January 18, 2015~~: Release of WIOA Federal Guidelines
- After Release of Federal Guidelines: Release of State Guidelines for WIOA
- June 30, 2015: Signed Application for WIOA Local Area Designation Due
- July 1, 2015: Local Area Implementation of WIOA

9.0 WIB Administration

Priorities for WIB Meetings

The Executive Committee discussed the alignment of WIB meeting content with the release of federal and state guidelines for implementation of the Workforce Innovation and Opportunity Act (WIOA).

- February 26, 2015 (~~Planning Meeting~~)
- April 30, 2015 (Planning Meeting)
- June 18, 2015 (Annual Meeting and WIB Awards)

On the Calendar

- March 19-20, 2015
California Workforce Association Board of Directors
- March 28-31, 2015
National Association of Workforce Boards Conference

10.0 Committee Member Comments

Brian Gabler announced that nominations were open for the 2015 WIB Awards.

11.0 Adjournment

Motion to adjourn at 9:15 a.m.: Tim Allison
Second: Brian Gabler
Motion carried unanimously

Next Meeting

March 12, 2015 (8:00 a.m.-9:30 a.m.)
VCCF Nonprofit Center (Board Room)
4001 Mission Oaks Blvd., Camarillo, CA



Executive Committee
Workforce Investment Board of Ventura County
March 12, 2015

WIB COMMITTEE REPORTS

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

BUILDING OUR FUTURE WORKFORCE

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



TO: EXECUTIVE COMMITTEE

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

DATE: MARCH 12, 2015

SUBJECT: CLEAN/GREEN COMMITTEE REPORT

The Clean/Green Committee will meet on Friday, March 20, 2015, from 8:00 a.m. to 9:30 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA. The Clean/Green Committee report for that meeting will be provided at the Executive Committee meeting on April 9, 2015.

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

BUILDING OUR FUTURE WORKFORCE

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



TO: EXECUTIVE COMMITTEE

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

DATE: MARCH 12, 2015

SUBJECT: HEALTHCARE COMMITTEE REPORT

The Healthcare Committee will meet on Friday, March 13, 2015, from 8:00 a.m. to 9:30 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA. The Healthcare Committee report for that meeting will be provided at the Executive Committee meeting on April 9, 2015.

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

BUILDING OUR FUTURE WORKFORCE

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



TO: EXECUTIVE COMMITTEE

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

DATE: MARCH 12, 2015

SUBJECT: MANUFACTURING COMMITTEE REPORT

The Manufacturing Committee will meet on Wednesday, April 8, 2015, from 8:00 a.m. to 9:30 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA. The Manufacturing Committee report for that meeting will be provided at the Workforce Investment Board meeting on April 30, 2015.

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

BUILDING OUR FUTURE WORKFORCE

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



TO: EXECUTIVE COMMITTEE

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

DATE: MARCH 12, 2015

SUBJECT: MEMBERSHIP COMMITTEE REPORT

The next meeting of the Membership Committee is scheduled for May 5, 2015, from 8:30 a.m. to 10:00 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA. The Membership Committee report for that meeting will be provided at the next Executive Committee meeting on April 9, 2015.

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

BUILDING OUR FUTURE WORKFORCE

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



TO: EXECUTIVE COMMITTEE

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

DATE: MARCH 12, 2015

SUBJECT: OUTREACH COMMITTEE REPORT

The next meeting of the Outreach Committee is scheduled for March 18, 2015, from 8:30 a.m. to 10:00 a.m., at the office of the Economic Development Collaborative-Ventura County, 1601 Carmen Drive, #215, Camarillo, CA. The Clean/Green Committee report for that meeting will be provided at the Executive Committee meeting on April 9, 2015.

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.

BUILDING OUR FUTURE WORKFORCE

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



TO: EXECUTIVE COMMITTEE

**FROM: IRIS INGRAM, CHAIR
RESOURCE DEVELOPMENT COMMITTEE**

DATE: MARCH 12, 2015

SUBJECT: RESOURCE DEVELOPMENT COMMITTEE REPORT

The date for the next meeting of the Resource Development Committee will be scheduled following the release of Workforce Innovation Opportunity Act (WIOA) guidelines from the U.S. Department of Labor in spring 2015.

If you have questions or need more information, please call me at (805) 378-1412, or contact Richard McNeal at (805) 477-5344, email richard.mcneal@ventura.org.

BUILDING OUR FUTURE WORKFORCE

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



TO: EXECUTIVE COMMITTEE

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

DATE: MARCH 12, 2015

SUBJECT: YOUTH COUNCIL REPORT

The WIB Youth Council met on March 4, 2015. Attending the meeting were Council members: Tony Skinner (Chair), Jesus Torres (Vice Chair), Mary Benton, Sean Bhardwaj, Linda Fisher-Helton, Marnie Melendez, Cristina Miranda, Tiffany Morse, Mary Navarro-Aldana; Bernardo M. Perez; and Leslie Webster, WIB staff Terri Duke, Tracy Johnson, Richard McNeal, Cheryl Moore and Theresa Salazar Vital; and guests Jeffrey Albaugh (Ventura Adult and Continuing Education), Vivian Pettit (HSA Community Services Department/WIA), Kim Whitaker (PathPoint) and Omar Zapata (Boys and Girls Clubs of Greater Oxnard and Port Hueneme). The following is a summary of topics discussed:

Ventura County Regional Strategy for Workforce Development: Work in Progress

- Apprentice Programs in Ventura County: As a resource for the providers of WIA youth programs, Tony Skinner will provide a summary of local apprenticeship programs, including the names of appropriate contacts and information about what is needed to qualify for each of the programs. Mr. Skinner reported that a pre-apprenticeship program in the building trades is in development for the Ventura-Oxnard area that will target public housing and have a multi-craft core curriculum that will culminate in a certificate of completion/approval from the U.S. Department of Labor.
- 2-1-1 in Ventura County: Linda Fisher-Helton will contact the 2-1-1 organization to request a presentation on their networked services at a future meeting of the Youth Council. Launched in 2005, 2-1-1 is an easy-to-remember telephone number that connects people with supportive community services and volunteer opportunities in Ventura County. The service is free, confidential, and available 24 hours a day, 7 days a week.
- Youth Resource Network Work Group: Prior to the next Youth Council meeting, Richard McNeal will schedule a meeting of the work group that has volunteered to study the issue of the coordination/communication/networking of referrals to the WIA youth programs and other youth resources in Ventura County. Work group members are Teresa Johnson/Jeffrey Albaugh, Mary Benton, Linda Fisher-Helton, Tiffany Morse and Richard McNeal.

Transition from WIA to WIOA: Discussion of an Ideal Strategic Plan—A What-if Scenario

To provide a context for the discussion, Cheryl Moore highlighted slides from a WorkforceOne presentation (*Enough Is Known for Action*) for a recent U.S. Department of Labor national webinar on how local workforce areas could prepare to deliver expanded services to out-of-school youth under WIOA (Workforce Innovation and Opportunity Act). Key points raised by Youth Council members during the discussion are summarized below:

- What Is Known (The Givens)
 - ✓ Contracts for PY 2015-2016 will be continued with current youth providers, assuming achievement of performance requirements for 2014-2015.
 - ✓ 75% of WIOA youth funding must be devoted to OSY (out-of-school youth) and 20% to work-related training.
- Building on Current Programs (Who Needs to be involved? What information is needed?)
 - ✓ Contractors already have mechanisms in place to find suitable out-of-school candidates in the appropriate age and income range.
 - ✓ We need to maximize our referral network, partner with the Probation Agency, identify apprenticeship programs and collaborate with community groups having similar service goals. Linda Fisher-Helton and Mary Benton provided lists from which appropriate contacts could be made.
- Opportunities
 - ✓ The Youth Council (or whatever it is to be called in future) should have a flexible structure to maximize its ability to interact with and cover the community and to assure attendance at meetings.
 - ✓ The California Department of Rehabilitation will be an increasingly important partner in the new WIOA configuration.
 - ✓ This is an appropriate time to look at local CDBG (Community Development Block Grant) funds and on-site tax credits.
 - ✓ The Council should engage city leaders and other organizations more directly than we have in the past. The messaging and outreach of the Council and the WIOA youth program providers should be consistent and coordinated.
 - ✓ It might be time to reconsider the geographical boundaries currently in use by our providers.
- Next Steps
 - ✓ Youth Council members need to consider what to recommend to the WIB regarding (a) the current and future purpose of the Council itself (what is its function and how that might be expressed in the new Workforce Development Board Bylaws) and (b) if a youth committee is formed, who might be the appropriate members. Richard McNeal will forward the list of current members and WIA-required categories of representation to the Youth Council for reference. Members will discuss the topic at the next meeting.
 - ✓ WIA youth program providers and Youth Council members will send copies of youth outreach materials used by different youth programs/organizations to WIB staff for compilation and review.

The next Youth Council meeting is scheduled for April 1, 2015, from 3:00 p.m. to 4:30 p.m., at the VCCF Nonprofit Center (Board Room), 4001 Mission Oaks Blvd., Camarillo, CA.

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

Workforce Investment Board (WIB) of Ventura County - WIA Performance Report Program
Year 2014 – 2015: Second Quarter (Q2) July 1, 2014 to December 31, 2014

TOTALS FOR VENTURA COUNTY

ALL PROVIDERS	Adult Enrollments	Dislocated Worker Enrollments	Youth Enrollments	Total Enrollments	Core Self Service (Universal Customers)
	176	198	246	620	9,546

Community Services Department (CSD)

Enrollments	Plan New Unique	Actual New Unique	Plan to Actual	Total Q2 Enrollments	Total Current Enrollments
Adult	74	86	116.22%	176	210
Dislocated (DW) Workers	104	75	72.11%	198	236

COMMON MEASURES OUTCOMES

	ENTERED EMPLOYMENT				EMPLOYMENT RETENTION				AVERAGE EARNINGS			
	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Earnings & Clients
ADULT												
VC WIB	73.5	89.87	122.27	71/79	83.5	90.00	107.78	81/90	14,000	16,342.13	116.73	1,127,607.25/69
CSD	73.5	89.87	122.27	71/79	83.5	89.77	107.51	79/88	14,000	16,581.16	118.44%	1,127,518.66/68

	ENTERED EMPLOYMENT				EMPLOYMENT RETENTION				AVERAGE EARNINGS			
	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Earnings & Clients
DW												
VC WIB	76.5	91.11	119.10	41/45	84.00	87.69	104.39	57/65	15,750	22,644.86	143.78	1,245,467.48/55
CSD	76.5	91.11	119.10	41/45	84.00	87.69	104.39	57/65	15,750	22,644.86	143.78	1,245,467.48/55

	EMPLOYMENT OR EDUCATION PLACEMENT				DEGREE OR CERTIFICATE ATTAINMENT				LITERACY AND NUMERACY GAIN			
	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Earnings & Clients
YOUTH												
VC WIB	68.0%	79.73	117.25	59/74	58.0%	58.21	100.36	39/67	58.0%	82.61	142.43	76/92
BGC	68.0%	69.56	102.29	16/23	58.0%	60.00	103.45	12/20	58.0%	91.49	157.74	43/47
PPT	68.0%	84.61	124.43	22/26	58.0%	52.38	90.31	11/21	58.0%	76.19	131.36	16/21
VACE	68.0%	84.00	123.53	21/25	58.0%	61.54	106.10	16/26	58.0%	70.83	122.12	17/24

VC WIB: Ventura County Workforce Investment Board

Goal: LWIA Final Performance Goals for PY 2014-2015 (WSD 14-6, December 23, 2014)

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

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

- Entered Employment, Employment/Education Placement & Degree/Certificate Attainment: Clients leaving the program between October 1, 2013 and September 30, 2014

- Average Earnings & Retention: Clients leaving the program between April 1, 2013 and March 31, 2014

- Literacy and Numeracy: Clients in the program between July 1, 2014 and June 30, 2015

Name of Reporting LWIA (may use 3-alpha code):

VTA

ATTACHMENT 1

LWIA Lead RR Contact Person:

Fred Garcia

Email address:

fred.garcia@ventura.org

Telephone Number:

(805) 204-5165

Date submitted:

1/21/2015

Fax Number:

(805) 382-6554

Quarter Ending:

12/31/2014

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

Date of Visit	Reason for On-Site Visit: Planning (Plan) or Orientation (OR)	Was more than one orientation conducted per day? Y/N	If multiple orientations per day, how many?	Company Name	Street Address	City	Zip Code	Date of Layoff that Caused Visit	Total number of affected employees	Number of affected employees who actually attended orientation	Comments
4/1/2014	Plan			Dignified Transition Solutions	One Baxter Way	Westlake Village	91362	5/16/2014	82	0	
4/1/2014	Plan			Select Staffing	One Baxter Way	Westlake Village	91362	5/16/2014	101	0	
4/8/2014	Ort	Yes	2	Bank of America	1757 Tapo Canyon Road	Simi Valley	93063	4/30/2014	75	49	
4/9/2014	Ort			Pride Industries	CBC Base Bldg 19 43rd Street	Port Hueneme	93041	4/11/2014	12	1	
4/14/2014	Plan			Camarillo Carwash	4007 Adolfo Rd	Camarillo	93012	4/14/2014	25	0	
4/15/2014	Ort	Yes	2	Corelogic	1757 Tapo Canyon Road	Simi Valley	93063	3/31/2014	40	34	
4/16/2014	Ort	Yes	2	Corelogic	1757 Tapo Canyon Road	Simi Valley	93063	3/31/2014	41	38	
4/18/2014	Plan			Microsemi	1000 Avenida Acaso	Camarillo	93012	4/22/2014	34	0	
4/21/2014	Ort	Yes	3	Dignified Transition Solutions	One Baxter Way	Westlake Village	91362	5/16/2014	82	57	
4/22/2014	Ort			Camarillo Carwash	4007 Adolfo Rd	Camarillo	93012	4/20/2014	25	13	
4/23/2014	Ort			Microsemi	1000 Avenida Acaso	Camarillo	93012	4/22/2014	34	24	
5/1/2014	Plan			Bank of America	400 National Way	Simi Valley	93065	6/22/2014	120	0	
5/1/2014	Plan			Dignified Transition Solutions	One Baxter Way	Westlake Village	91362	8/29/2014	100	0	
5/19/2014	Ort	Yes	2	Bank of America	400 National Way	Simi Valley	93065	6/22/2014	120	74	
7/15/2014	Ort			Thermasol	2255 Union Place	Simi Valley	93062	8/11/2014	21	14	
5/20/2014	Ort	Yes	3	Select Staffing	One Baxter Way	Westlake Village	91362	8/29/2014	100	51	
5/30/2014	Plan			New French Bakery	4231 Transport Street	Ventura	93003	7/23/2014	90	0	
6/10/2014	Ort	Yes	2	New French Bakery	4231 Transport Street	Ventura	93003	7/23/2014	90	13	
6/24/2014	plan	No		MBDA	5701 Lindero Canyon #4	Westlake Village	91362	7/11/2014	15	0	
7/2/2014	Plan	No		Thermasol	2255 Union Place	Simi Valley	93062	8/11/2014	21	0	
7/14/2014	Ort	No		MBDA	5701 Lindero Canyon #4	Westlake Village	91362	7/11/2014	15	11	
7/2/2014	Plan	No		Verizon	1800 Solar Drive	Oxnard	93030	7/18/2014	152	0	
7/17/2014	Plan	No		Bank of America	400 National Way	Simi Valley	93065	7/17/2014	30	0	
7/18/2014	Ort	No		Verizon	1800 Solar Drive	Oxnard	93030	7/18/2014	152	4	
7/22/2014	Ort	No		Bank of America	400 National Way	Simi Valley	93065	7/22/2014	30	21	
8/5/2014	Ort	No		Adventist Media Center	101 W. Chochran Street	Simi Valley	93065	10/31/2014	42	25	

Name of Reporting LWIA (may use 3-alpha code):

VTA

ATTACHMENT 1

LWIA Lead RR Contact Person:

Fred Garcia

Email address:

fred.garcia@ventura.org

Telephone Number:

(805) 204-5165

Date submitted:

1/21/2015

Fax Number:

(805) 382-6554

Quarter Ending:

12/31/2014

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

Date of Visit	Reason for On-Site Visit: Planning (Plan) or Orientation (OR)	Was more than one orientation conducted per day? Y/N	If multiple orientations per day, how many?	Company Name	Street Address	City	Zip Code	Date of Layoff that Caused Visit	Total number of affected employees	Number of affected employees who actually attended orientation	Comments
9/4/2014	Plan	No		Bank of America	400 National Way	Simi Valley	93065	10/23/2014	36	0	
9/17/2014	Ort	No		Bank of America	400 National Way	Simi Valley	93065	10/23/2014	36	15	
10/24/2014	Plan	No		VC Star	550 Camarillo Center Dr.	Camarillo	93010	10/15/2014	21	0	
10/27/2014	Ort	No		VC Star	550 Camarillo Center Dr.	Camarillo	93010	10/15/2014	21	5	
11/3/2014	Plan	No		County of Ventura ChildSupport	5171 Verdugo Way	Camarillo	93010	11/7/2014	15	5	
11/6/2014	Ort	No		County of Ventura ChildSupport	5171 Verdugo Way	Camarillo	93010	11/7/2014	15	5	
11/12/2014	Plan	No		Verizon	1800 Solar Drive	Oxnard	93030	12/27/2014	21	0	
11/17/2014	Ort	No		Verizon	1800 Solar Drive	Oxnard	93030	12/27/2014	21	18	
11/17/2014	Plan	No		Bank of America	1757 Tapo Canyon Rd.	Simi Valley	93063	12/5/2014	80	0	
11/19/2014	Ort	Yes	2	Bank of America	1757 Tapo Canyon Rd.	Simi Valley	93063	12/5/2014	80	70	
12/10/2014	Ort	No		Verizon	1800 Solar Drive	Oxnard	93033	12/27/2014	21	5	

Name of Reporting Local Area: VTA
Local Area Contact Person: Theresa Salazar Vital
Email address: theresa.vital@ventura.org
Telephone Number: 805-477-5343
Fax Number: 805-477-5386

Date Submitted: 1/20/2015Quarter Ending: 12/31/2014

INSTRUCTIONS: Activities reported on the Layoff Aversion 122 Report are those relating to business visits by Local Workforce Investment Area (local area) staff to conduct business outreach activities and/or layoff aversion activities during any stage of the business cycle. Activities reported on this form are those relating to business visits when an activity or resource is introduced, planned, or involves follow-up or wrap-up of a prior activity. It is important that local area staff consider and document how layoff aversion activities will result in a positive outcome before allocating resources. For completion of the layoff aversion activity, documentation from the business receiving service is required to be submitted for validation of outcomes (retained at the local area).

Date of Employer Contact	Reason (drop-down menu)	Type of Contact (drop-down)	Industry Sector Code/Title (drop down)	Local Area Priority Sector? Yes/No (drop down)	Company Name	Street Address	City	Zip Code	What business area of need was addressed? (drop down) - explain "other" in Comments	Did layoff aversion activity result in successful outcome? Yes/No (drop down)	Number of jobs saved by layoff aversion activity	Testimonial letter/ documentation of jobs saved provided by employer? Yes/No (drop down)	Comments
7/9/2014	Investigative issues and discuss layoff aversion options	On-site	72=Accommodation and Food Services	Yes	Sossy's BBQ	3140 D Newbury Road	Newbury Park	91320	Market Analysis	Yes	15	Yes	
7/15/2014	Investigative issues and discuss layoff aversion options	On-site	31-33=Manufacturing	Yes	Copy Court	2540 E. Vineyard Ave.	Oxnard, CA	93036	Financial Issues	Yes	5	Yes	
10/15/2014	Investigative issues and discuss layoff aversion options	On-site	31-33=Manufacturing	Yes	Transonic Combustion	461 Calle San Pablo	Camarillo, CA	93012	Financing (Loan)	Yes	40	Yes	



Business Retention/Layoff Aversion Services Program Year 2014 – 2015 Quarterly Review

Quarter 1 (Q1) Cumulative July, 2014 - September, 2014	Quarter 2 (Q2) Cumulative July, 2014- December, 2014	Quarter 3 (Q3) Cumulative July, 2014 - March 31, 2015 WIB EVALUATION May 21, 2015	Quarter 4 (Q4) Cumulative July, 2014 - June, 2015
	X		

Plan vs. Actual Outcomes for the Contract Period of July 1, 2014 – June 30, 2015

Plan to Actual	# At-Risk Employers Served (with 1 or more At-Risk Workers) Provided Layoff Aversion Services	# Jobs At-Risk and Retained after Completion of all Employer Services and at 6 Weeks Retention for Employers Served *	# At-Risk Workers provided Incumbent Worker Training (IWT) for Job Retention by all Providers (A) WIA (B) non-WIA	(A) Contract Expenditures (B) In- Kind Expenditures	Average Customer Satisfaction Score for Employers Served
Program Year (PY) Plan (July 1, 2014 through June 30, 2015)	12	80 *	B = 60	A = \$95,000 B = \$70,000	4 on 5 point scale
Minimum Number For WIB Evaluation	9	60 *	B = 45	A = \$71,250 B = \$52,500	4 on 5 point scale
Cumulative Actual	9	60 *	0	A = \$28,458 B = \$0	5
Plan to Actual and Average Score	75%	75% *	0%	A = 30% B = 0%	100%

* Number of Jobs Saved by Layoff Aversion Activity for 122 State Report

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

PY 2014-2015 Second Quarter (Q2)
July, 2014 through December 31, 2014

	Employer	City	Date(s) of Employer Visit(s)	# of Employees	# Jobs At-Risk	# At-Risk Employers Served (with 1 or more At-Risk Workers) Provided Layoff Aversion Services	# Jobs At-Risk and Retained after Completion of All Employer Service and at 6 Weeks Retention for Employers Served *	At-Risk Workers provided Incumbent Worker Training (IWT) for Job Retention by all Providers (A) WIA (B) non-WIA	Average Customer Satisfaction Score for Employers Served (4 on 5 point scale)	IWT Provided in (A) Healthcare (B) Manufacturing (C) Clean Green "multi sector" (D) Other Sector	# At-Risk Employers Served (with 10 or more At-Risk Workers) Referred to CSD for Required Rapid Response Activity	Industry	Classifications Affected (list 3 major)
1	Royal Riding	Ventura	07/01/14	2	2	1						Manufacturing	Owner, Sales, Accounting
2	Sossy's BBQ	Newbury Park	07/09/14	15	15	1	15		5			Accommodation and Food Service	Accounting, Waiters, Hostess
3	German Deli	Ventura	07/14/14	2	2	1						Accommodation and Food Service	Accounting, Sales, Customer Service
4	Copy Court	Oxnard	07/15/14	5	5	1	5		5			Manufacturing	Accounting, Sales, Customer Service
5	Tranasonic Combustion	Camarillo	10/15/14	40	40	1	40					Manufacturing	Technical, Accounting, Service
6	Cheatham Consultants, Inc.	Ventura	07/30/14	2	2	1						Sales	Accounting, Owner, Service
7	Daily Landscaping	Ojai	08/05/14	8	8	1			5			Sales	Accounting, Owner, Sales
8	Alba's Garment Works	Oxnard	12/20/14	2	2	1						Sales	Accounting, Owner, Sales
9	AutoLocators, Inc.	Ventura	12/20/14	15	15	1						Manufacturing	Customer Service, Technical, Accounting
	Totals/Average			91	91	9	60	0	5	0	0		

BUILDING OUR FUTURE WORKFORCE

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

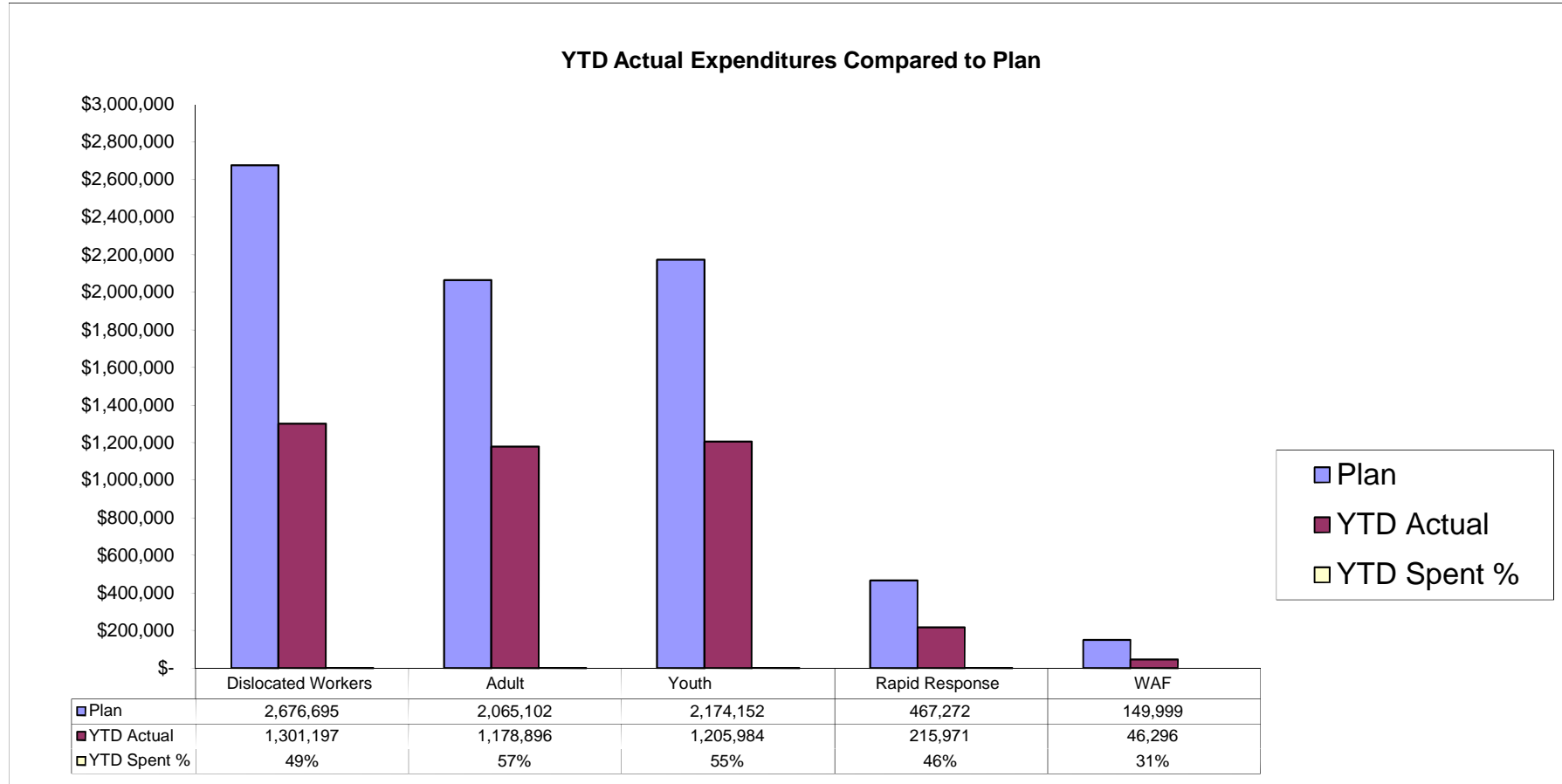


FINANCIAL STATUS REPORT for FISCAL YEAR 2014-2015

Year to Date Expenditures from 07/01/14 to 01/31/2015 (58% into the Fiscal Year)

Submitted on: February 20, 2015

WIA Financial Status Report for Fiscal Year 2014 - 2015
Year to Date Expenditures from 07/01/14 to 01/31/2015 (58% into the Fiscal Year)



WIA Financial Status Report for Fiscal Year 2014 - 2015												
Year to Date Expenditures from 07/01/14 to 01/31/2015 (58% 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	775,630	53%	935,752	346,734	37%	288,941	178,833	62%	2,676,695	1,301,197	1,375,498
Adult	1,187,945	688,439	58%	654,125	348,371	53%	223,033	142,087	64%	2,065,102	1,178,896	886,206
Youth	482,209	301,529	63%	1,457,133	767,268	53%	234,810	137,187	58%	2,174,152	1,205,984	968,168
Rapid Response	245,480	143,579	58%	174,938	47,894	27%	46,853	24,498	52%	467,272	215,971	251,301
Others:												
WAF	6,364	5,477	86%	93,517	33,470	36%	50,118	7,349	15%	149,999	46,296	103,703
Total WIA Grants	\$ 3,374,000	\$ 1,914,654	57%	\$ 3,315,465	\$ 1,543,737	47%	\$ 843,755	\$ 489,954	58%	\$ 7,533,220	\$ 3,948,345	\$ 3,584,875

Submitted on: February 20, 2015

VCFMS Plus Estimated Accrued Expense for Fiscal Year 2013- 2014 Year to Date Expenditures from 07/01/14 to 01/31/2015 (58% 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	725,124	50,506	775,630	264,765	81,969	346,734	138,829	40,005	178,833	1,128,718	172,480	1,301,197
Adult	643,610	44,829	688,439	262,570	85,801	348,371	110,302	31,784	142,087	1,016,482	162,414	1,178,896
Youth	281,895	19,634	301,529	593,716	173,551	767,268	106,499	30,688	137,187	982,110	223,874	1,205,984
Rapid Response	134,230	9,349	143,579	(12,548)	60,442	47,894	19,018	5,480	24,498	140,699	75,272	215,971
OTHERS:												
WAF	5,120	357	5,477	15,356	18,114	33,470	5,705	1,644	7,349	26,181	20,115	46,296
										-	-	-
Total WIA Grants	\$ 1,789,979	\$ 124,675	\$ 1,914,654	\$ 1,123,859	\$ 419,878	\$ 1,543,737	\$ 380,352	\$ 109,601	\$ 41,930	\$ 3,294,190	\$ 654,155	\$ 3,948,345

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 01/31/2015 (58% 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	4,091,405
5)	Training Expenditures Required	1,125,890	1,086,748	1,022,851
	<i>Training Expenditures % Required</i>	25%	25%	25%
6)	Formula Fund Training Expenditures	921,243	786,198	229,057
	Leveraged Resources			
	- Total Leveraged Resources	562,187	420,156	212,045
	- Maximum Allowed Leveraged Resources (10%)	450,356	434,699	409,141
7)	- Total Leveraged Resources Used Towards Training Expenditures	450,356	420,156	212,045
8)	Total Amount Spent On Training (should equal/exceed Line 5)	1,371,599	1,206,354	441,103
	% of Training Requirement Met (final goal is 100%)	122%	111%	43%

9)	Leveraged Resources Detail (notes)			
	(a) Pell Grant	116,771	233,994	47,760
	(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	164,285
	Total	562,187	420,156	212,045
	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

FY 2014-15 WIA Budget Plan (Approved on 6/12/14, Update on 10/23/14)									
			Dislocated Worker	Adult	Youth	Rapid Response	WAF Project	FY 14-15 Plan w/Rollover	Year to Date Expenditures from 07/01/14 to 01/31/2015 (58% into the Fiscal Year)
Revenue Projection:									
1	FY14-15 Grants (WSIN13-52 and WSIN13-70)		2,262,662	1,829,687	1,995,263	396,711	150,000	6,634,323	
2	FY14-15 Mgmt Reserve:DW 8%,Adult 6.5%,Youth 6.5%		(181,013)	(118,930)	(129,692)			(429,635)	
3	Balance rolled over from prior year grants:							-	
4	FY13-14 Mgt Reserve		94,399	85,418	154,870			334,687	
5	Additional balances from FY12-13 and prior		31,147	26,429	97,912	37,161	-	192,649	
6	Additional rollover - Salaries Savings/(Overage)		277,500	5,300	10,300	400	-	293,500	
7	Overhead Saving/(Overage)		-	15,967				15,967	
8	FY13-14 EDC-VC Business Srvs					10,000	-	10,000	
9	FY 13-14 Unspent Contracts/Misc		92,000	71,230	45,500	23,000	-	231,730	
10	ITA/OJT Committed in FY13-14 spent in FY14-15		100,000	150,000				250,000	
11	Total Available Grants to to be Spent		2,676,695	2,065,101	2,174,153	467,272	150,000	7,533,221	
12	Grants %		35.5%	27.4%	28.9%	6.2%	2.0%	100.0%	
13	CSD FTEs Assigned to the programs		12.30	10.20	2.60	1.90		27.00	
14	% Direct FTES Allocated to Grants		45.6%	37.8%	9.6%	7.0%	0.0%	100.0%	
15	% Admin Staff Allocated to Grants		36.0%	28.0%	28.0%	8.0%	0.0%	100.0%	
16	Expenditure Projection:							-	
17	Salaries and Benefits:							-	
18	CSD 2,508,000		1,142,533	947,247	241,511	176,709	-	2,508,000	1,366,991 55%
19	WIB Administration 859,636		309,469	240,698	240,698	68,771	6,364	866,000	547,663 63%
20	Subtotal Salaries and Benefits		1,452,002	1,187,945	482,209	245,480	6,364	3,374,000	1,914,654 57%
21	Direct Expenses:							-	
22	<u>Grant Specific Contracts</u>							-	
23	EDC-VC Business Services 13-14 Extension							-	
24	EDC-VC Business Services					125,000	-	125,000	28,458 23%
25	Boys and Girls Club: Core Program				523,300			523,300	242,796 46%
26	Pathpoint: Core Program				523,300			523,300	293,428 56%
27	VACE Core Program				308,300			308,300	179,107 58%
28	Cost/benef analysis (ROI) emsi 3/13 repo -							-	
29	Special Projects		62,230	17,362	1,201	30,666	-	111,459	20,000 18%
30	Subtotal - Contracted Program Expense		62,230	17,362	1,356,101	155,666		1,591,359	763,789 48%
31	<u>Client Expenses:</u>							-	
32	ITA / OJT (24% cash+ 10% leverage)		610,321	373,140				983,461	462,536 47%
33	ITA / OJT Committed in 13-14 to be spent in 14-15		100,000	150,000				250,000	150,000 60%
34	Others/ChildCare/Trans - JTA		84,307	77,821	-			162,128	16,641 10%
35	Universal Clients (now charged in oh/admin)		-	-	-			-	-
36	Subtotal - Client Expense		794,628	600,961	-	-	-	1,395,589	629,177 45%
37	<u>Other Allocated/Contracted Expenses</u>							0%	
38	Geographic Solutions 24,828		-	-	-	-	24,828	24,828	8,116 33%
39	WAF Grant Facilitator 58,616						58,616	58,616	25,300 43%
40	Outrch/Mktg: theAgency 150,000		47,000	12,500	76,500	14,000	-	150,000	86,714 58%
41	Outreach -WIB 30,000		11,257	8,224	8,658	1,861	-	30,000	13,818 46%
42	WIB Expense - Non Staff 20,000		7,505	5,483	5,772	1,241	-	20,000	4,918 25%
43	Program Outreach-CSD 30,000		11,257	8,224	8,658	1,861	10,073	40,073	645 2%
44	Kiosk 5,000		1,876	1,371	1,443	310	-	5,000	1,901 38%
45	Contract Labor Mkt Study -		-	-	-	-	-	-	
46	Subtotal - other allocated expense 318,444		78,895	35,801	101,032	19,272	93,517	328,517	141,412 43%
47	Subtotal- Program/Clients Expenses		935,752	654,125	1,457,133	174,938	93,517	3,315,465	1,534,378 46%
48	Total Direct Program Expense		2,387,755	1,842,070	1,939,342	420,418	99,881	6,689,465	3,449,032 52%
49	<u>Overhead/Administration:</u>		36%	28%	29%	5.78%	1.99%	100.00%	0%
50	Communication/Voice/data 75,000		26,771	20,653	21,743	4,339	1,495	75,000	37,077 49%
51	Insurance 19,725		7,041	5,432	5,718	1,141	393	19,725	9,664 49%
52	Facilities Maint. 89,000		31,768	24,508	25,802	5,148	1,774	89,000	51,598 58%
53	Membership and dues 12,000		4,283	3,304	3,479	694	239	12,000	11,995 100%
54	Education allowance 5,000		1,785	1,377	1,450	289	100	5,000	417 8%
55	Indirect cost recovery(County A87) 6,917		2,469	1,905	2,005	400	138	6,917	27,723 401%
56	Books and Publication 3,000		1,071	826	870	174	60	3,000	842 28%
57	Office Equipment/Supplies & Furniture/I 26,000		9,281	7,160	7,538	1,504	18,538	44,020	13,659 31%
58	Mail Center - ISF 5,000		1,785	1,377	1,450	289	100	5,000	4,277 86%
59	Purchase Charges - ISF 4,000		1,428	1,101	1,160	231	80	4,000	3,006 75%
60	Copy Machine - ISF 15,000		5,354	4,131	4,349	868	299	15,000	9,368 62%
61	Stores - ISF 300		107	83	87	17	6	300	440 147%
62	Information Tech - ISF 5,000		1,785	1,377	1,450	289	100	5,000	3,820 76%
63	Computer Services Non ISF 25,000		8,924	6,884	7,248	1,446	498	25,000	2,907 12%
64	Building Lease/Rental 85,000		30,340	23,406	24,642	4,917	1,694	85,000	47,245 56%
65	Storage Charges - ISF 5,000		1,785	1,377	1,450	289	100	5,000	2,781 56%
66	Mileage Reimb. - Staffs only 25,000		8,924	6,884	7,248	1,446	5,498	30,000	18,602 62%
67	Conference and Seminars - Staffs 15,000		5,354	4,131	4,349	868	8,299	23,000	9,400 41%
68	Conference and Seminars - WIB Staffs 20,000		7,139	5,507	5,798	1,157	399	20,000	9,555 48%
69	Misc. Travel - Staffs only 15,000		5,354	4,131	4,349	868	299	15,000	19,484 130%
70	Fiscal/HR/BTD/ET (HSA) 350,000		124,768	96,379	101,468	20,247	7,138	350,000	202,407 58%
71	Other Admin Services 4,000		1,428	1,101	1,160	231	2,873	6,793	3,686 54%
72	Subtotal Overhead 809,942		288,941	223,033	234,810	46,853	50,118	843,755	489,954 58%
73			-	-	-	-	-	-	
74	Planned Total Grant Expenses		2,676,695	2,065,102	2,174,152	467,272	149,999	7,533,220	3,938,986 52%
75	Admin Rate for State Reporting		7%	7%	7%	7%	6%	7%	
76	Admin Rate (State Reported + Other)		11%	11%	11%	10%	33%	11%	
77									

BUILDING OUR FUTURE WORKFORCE

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



TO: EXECUTIVE COMMITTEE

**FROM: CHERYL MOORE
WIB EXECUTIVE DIRECTOR**

DATE: MARCH 12, 2015

**SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE OF THE
WORKFORCE INVESTMENT BOARD OF VENTURA COUNTY (WIB) REVISE
THE DESCRIPTION OF OUTREACH ACTIVITIES FOR THE AUGMENTED
CONTRACT WITH theAGENCY IN PROGRAM YEAR 2014-2015**

RECOMMENDATION

Recommend that the Executive Committee of the Workforce Investment Board of Ventura County (WIB) revise the description of outreach activities for the augmented contract with theAgency for program year 2014-2015.

BACKGROUND

At its meeting on February 12, 2015, the Executive Committee approved the augmentation of theAgency's current contract from \$150,000 to \$200,000. Subsequent to this meeting, WIB staff determined the need to revise the description of outreach activities that are currently underway.

DISCUSSION

The already approved augmentation of theAgency's contract will continue funding for the materials and activities needed for the mandated re-branding of the WIB and its operations and also for the migration of the WIB's website to another platform. We have identified several high priority activities involving the implementation of new requirements for the American Job Centers (America's Job Centers of California or AJCs). These activities include a general revision of all brochures and posters.

If you have questions or need more information, please call me at (805) 477-5306, or contact Theresa Salazar Vital at (805) 477-5343, email theresa.vital@ventura.org.

BUILDING OUR FUTURE WORKFORCE

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



TO: EXECUTIVE COMMITTEE

**FROM: CHERYL MOORE
EXECUTIVE DIRECTOR**

DATE: MARCH 12, 2015

SUBJECT: RECOMMENDATION THAT THE WORKFORCE INVESTMENT BOARD OF VENTURA COUNTY (WIB) APPROVE SUBMISSION BY AN EXISTING LOCAL AREA OF AN APPLICATION FOR INITIAL LOCAL AREA DESIGNATION FOR PROGRAM YEARS 2015-2017 AND LOCAL BOARD CERTIFICATION FOR PROGRAM YEAR 2015-2016, IN COMPLIANCE WITH REQUIREMENTS UNDER THE NEW WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

RECOMMENDATION

Recommend that the Workforce Investment Board of Ventura County (WIB) approve the submission by an existing local area of an *Application for Initial Local Area Designation for Program Years 2015-2017 and Initial Local Board Certification for Program Year 2015-2016*, in compliance with requirements under the new Workforce Innovation and Opportunity Act (WIOA).

BACKGROUND

On February 6, 2015, the Resource Development Committee referred to draft federal and state documents regarding the requirements and options in applying for designation by an existing local area for designation as a local area and certification as a local board under WIOA. After a lengthy discussion, the Committee directed WIB staff to look into several suggestions with the appropriate parties and to determine a final course of action for recommendation to the Executive Committee on February 12, 2015.

On February 12, 2015, WIB staff presented to the Executive Committee a recommendation as to how to proceed with the draft directive and application, issued by the Employment Development Department (EDD), for local area designation and initial local board certification. The recommendation was made in accordance with WIOA requirements and after consultation with legal counsel. The Executive Committee approved the recommendation for WIB consideration on February 26, 2015.

On February 20, 2015, EDD issued a subsequent final directive (WSD14-10). WIB staff reviewed the directive and prepared a recommendation for WIB approval on February 26, 2015. The WIB approved the recommendation, and gave the Executive Committee authority to negotiate and finalize any further adjustments to the application. WIB Chair Mike Soules signed the application for forwarding to the Board of Supervisors.

On March 6, 2015, EDD released a revised version of the final directive (WSD14-10), altering somewhat the conditions of the application. WIB staff has reviewed the modifications and, in response to them, requests that the Executive Committee to reaffirm its approval of the application and to authorize the WIB staff to forward the completed, modified application (still listed on the EDD website as WSD14-10, dated February 20, 2015) to the Board of Supervisors for consideration and approval at its meeting of March 24, 2015.

DISCUSSION

The process of local area designation and local board certification, legally authorized by the governor of each state through the new federal Workforce Innovation and Opportunity Act (WIOA), ensures the continuation of funding and operations that have been provided under the current Workforce Investment Act (WIA) and Local Workforce Investment Area (LWIA). The designation and certification also provide for the continuation of the current local workforce board after July 1, 2015.

In California, the process for designation and certification of local boards under WIOA is the responsibility of the California WIB, specifies criteria and levels of performance and involves a two-step process over two years. (See the attached, modified EDD Directive of February 20, 2015, and the attached, modified Existing Local Area application for details.)

- Initial Designation/Certification
 - Designation Duration: July 1, 2015, through June 30, 2017
 - Certification Duration: July 1, 2015, through June 30, 2016
 - General criteria: designation as a local area under WIA; successful performance over a two-year period; appropriate board composition; sustained fiscal integrity
 - Optional: local area modification of current geographical boundaries
 - Note: specific federal and state requirements (still in development)
- Subsequent Certification
 - Certification Duration: July 1, 2016 through June 30, 2017
 - General criteria: complete all necessary tasks to meet subsequent local board recertification requirements under WIOA (e.g., new local board membership requirements; procurement of one-stop operators unless granted exemption; meet or exceed performance requirements; sustained fiscal integrity)
 - Also required: participation in regional planning
 - Note: specific federal and state requirements (still in development)

NEXT STEPS

In preparation for WIOA implementation on July 1, 2015, each current local area has received the final announcement from EDD that recertification as a Local Board within an Existing Local Area must be approved by June 30, 2015. To complete this process, the WIB must submit the appropriate application to the California Workforce Investment Board (CWIB) by March 31, 2015. Under specific circumstances, an unsigned application may be submitted by this date; however, the application, fully signed by the WIB Chair and by the Chair of the Ventura County Board of Supervisors, must be in Sacramento by June 30, 2015.

Therefore, with the approval of this action item by the Executive Committee, the following will occur:

1. WIB staff will place the official modified application, signed by the Chair of the WIB, on the agenda of the Ventura County Board of Supervisors (Board) for March 24, 2015, for approval, with subsequent signature by the Chair of the Board, and submission to the CWIB before March 31, 2015.
2. The WIB will submit a fully signed local area *Application for Initial Local Area Designation and Initial Local Board Certification* by March 31, 2015.

If approved, the initial designation will be effective July 1, 2015, through July 1, 2017. If denied, the local Chief Elected Official may contest the decision through an appeal process.

If you have questions or need more information, please call me at (805) 410-7752, or contact Cheryl Moore at (805) 477-5306, email cheryl.moore@ventura.org.

DIRECTIVE

WORKFORCE SERVICES

Number: WSD14-10

Date: February 20, 2015
69:01:df:17276

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: INITIAL LOCAL AREA DESIGNATION AND LOCAL BOARD
CERTIFICATION UNDER WIOA

EXECUTIVE SUMMARY

Purpose

This directive communicates policy and procedures regarding the initial designation of Local Workforce Development Areas (local areas) and the initial certification of Local Workforce Development Boards (local boards) under the Workforce Innovation and Opportunity Act (WIOA).

Scope

This directive applies to all current local areas interested in receiving designation and local board certification under the new WIOA.

Effective Date

This directive is effective on the date of its issuance.

REFERENCES

- WIOA (Public Law 113-128) Sections 106 and 107
- *Workforce Investment Act* (WIA) Section 116
- Title 2 *Code of Federal Regulations* (CFR) Chapter I, Chapter II, Part 200, et al., "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;" Final Rule (Uniform Guidance)
- Title 2 CFR Part 2900 et al., "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Uniform Guidance)
- Title 29 CFR Part 95: "Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations"

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

- Title 29 CFR Part 97: “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments”
- Title 20 CFR Part 652 et. al: WIA; Final Rules
- *California Unemployment Insurance Code* Section 14202(c)
- Workforce Services Directive WSD12-14, Subject: *Program Year (PY) 2013-17 Local Plans and Board Certification (Biennial and High Performing)* (May 22, 2013)
- WIA Directive WIAD06-10, Subject: *Local Area Nonperformance Policy* (November 14, 2006)
- WIA Directive WIAD02-6, Subject: *Subsequent Designation of Temporary and State Board Recommended Local Areas* (September 18, 2002)
- Workforce Services Information Notice WSIN12-62, Subject: *Late Monthly, Quarterly, Closeout, Audit and Participant Reports* (May 23, 2013)

STATE-IMPOSED REQUIREMENTS

This directive contains some State-imposed requirements. These requirements are indicated by ***bold, italic*** type.

FILING INSTRUCTIONS

This directive finalizes Workforce Services Draft Directive WSDD-111, issued for comment on January 16, 2015. The Workforce Services Division received 61 comments during the draft comment period. These comments resulted in substantive changes to the directive which can be viewed as highlighted text. The highlighted text will remain on the Internet for 30 days from the issuance date. A summary of the comments is provided as Attachment 3. Retain this directive until further notice.

BACKGROUND

The WIOA Sections 106 and 107 provide the criteria for the initial designation of local areas and initial certification of local boards. Specifically, the WIOA Section 106 requires the Governor to designate local areas within the state, while Section 107 requires the Governor to certify one local board for each local area in the state. The California Workforce Investment Board (State Board) and the Employment Development Department (EDD), acting under the authority of the Governor, have established policies and procedures within this directive for the initial designation of local areas and the initial certification of local boards. These policies are intended to provide maximum flexibility to local areas so they may have sufficient time to prepare for and fully comply with the new WIOA requirements for subsequent local area designation and local board recertification.

POLICY AND PROCEDURES

Initial Local Area Designation

As stated in WIOA Section 106, the Governor shall approve a request made for initial designation by any local area if the area did the following during PYs 2012-13 and 2013-14:

- Was designated as a local area under WIA
- Performed successfully
- Sustained fiscal integrity

Initial designation is effective July 1, 2015, through June 30, 2017. Local areas must apply for initial designation using the process included in this directive. Local areas that would like to modify their current geographical boundaries are eligible to apply under their new structure.

Subsequent designation will be effective July 1, 2017. Local areas should be planning and preparing to meet the WIOA requirements for subsequent designation (i.e., perform successfully, sustain fiscal integrity, and in the case of a local area in a planning region, meet the regional planning requirements in WIOA Section 106[c][1]) during the initial designation period. Additionally, local areas should be preparing to meet the new Office of Management and Budget (OMB) and Department of Labor Uniform Guidance in 2 CFR 200 and 2 CFR 2900, which applies to new awards and additional funding (funding increments) to existing awards made after December 26, 2014 (i.e., the youth allocations beginning April 1, 2015, and all subsequent allocations).

Local areas will be expected to develop new services, enter new collaborative partnerships, and/or create innovative workforce development strategies in alignment with WIOA during the initial designation period. The EDD and the State Board will provide technical assistance and guidance to local boards implementing WIOA activities and assess the extent to which local boards are designing a better system for customers. The assessment of local performance goals during the initial designation period will consider the extent to which local boards implement WIOA, and the potential impact on customer outcomes. During local area performance negotiations, the State Board will work with local boards who undertake activities that result in new services, partnerships, and/or service redesign or other WIOA transitional activities to ensure that local areas have the opportunity to set goals that enable them to perform successfully.

Definitions

Performed Successfully - a local area has achieved at least 80 percent of their local performance goal on each performance measure for PYs 2012-13 and 2013-14. (WIOA Section 106[e][1]).

The state has provided the following flexibility to the definition of performed successfully, for purposes of initial local area designation only. This flexibility is in

alignment with WIA Directive [WIA06-10](#) and the local board recertification criteria in Workforce Services Directive [WSD12-14](#).

A local area is still eligible for initial designation if it achieved at least 80 percent of its local performance goal on seven or more of the performance measures during either PY 2012-13 or PY 2013-14. To remain eligible, the local area must attach a Corrective Action and Technical Assistance Plan (as required in WIA Directive WIA06-10) to its initial local area designation and initial local board certification application.

A local area is ineligible for initial designation if it did not achieve at least 80 percent of its local performance goal on two or more performance measures during both PY 2012-13 and 2013-14.

Sustained fiscal integrity – the local area has not been found in violation of one or more of the following during PYs 2012-13 or 2013-14:

- Final determination of significant finding(s) from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any WIA requirement, such as failure to grant priority of service or verify participant eligibility.
- Gross Negligence - defined as a conscious and voluntary disregard for the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- Failure to observe accepted standards of administration. Local areas must have adhered to the applicable uniform administrative requirements set forth in Title 29 CFR Parts 95 and 97, appropriate Office of Management and Budget circulars or rules, WIA regulations, and state guidance. Highlights of these responsibilities include the following:
 - Timely reporting of WIA participant and expenditure data
 - Timely completion and submission of the required annual single audit
 - ***Have not been placed on cash hold for longer than 30 days***

(In alignment with WIOA Section 106[e][2])

Existing Local Area – A local area that was designated as a local area under WIA.

Modified Local Area – A local area that is considering local area modification as part of its initial designation application. Examples include the following: two areas proposing to merge into a new combined single local area, various local areas that will be combined in a new single local area, or a local area that will be expanded to include part or parts of another current local area.

Initial Local Area Designation Application Process

The local Chief Elected Official (CEO) must follow the applicable process included below in order to request initial designation:

- Existing Local Areas
Complete the [Existing Local Area - Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-16](#) (Attachment 1).
- Modified Local Areas
For local areas that are requesting local area modification as part of their initial designation, complete the [Modified Local Area - Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-16](#) (Attachment 2).

The local CEO must submit the completed application to the State Board no later than 5:00 p.m., March 31, 2015, by one of the following methods:

Mail	California Workforce Investment Board P.O. Box 826880 Sacramento, CA 94280-0001
Courier	California Workforce Investment Board 800 Capitol Mall, Suite 1022 Sacramento CA 95814
Hand Deliver	California Workforce Investment Board 800 Capitol Mall, Suite 1022 Sacramento CA 95814

Note the following: Some local areas may be unable to obtain local approval by the submission deadline (e.g., due to the scheduling of their respective board meetings). If so, the local area may submit an unsigned copy of the application with an explanation for the absent signature(s) and the date by which the signed original will be sent. The signed application must be submitted to the State Board by June 30, 2015. Failure to meet this deadline will result in the local area not receiving full initial designation status until a signed application is received.

Assessment of the Application

The State Board, in coordination with EDD, will verify the information provided in the application once a completed application is received. The State Board will consider all information provided, and determine whether to recommend approval or denial of the application at its spring 2015 meeting.

The local CEO will be notified in writing by May 10, 2015, regarding the approval or denial of its initial designation application. **If approved, the initial designation will be**

effective July 1, 2015, through June 30, 2017. If denied, the local CEO may contest the decision using the appeal process below.

Appeal Process for Initial Designation

A unit of local government (or combination of units) which has requested and been denied initial designation as a local area under WIOA may appeal the denial to the State Board, in accordance with WIOA Section 106.

An entity which has been denied initial designation may appeal the decision and request a hearing. An appeal and request for hearing must be mailed to the State Board within 20 calendar days from the mailing date of the notice of denial of initial designation. The appeal must (1) be in writing and state the grounds for the appeal, and (2) state the reasons why the appellant should be initially designated.

The State Board will contact the appellant to schedule a hearing date within five calendar days of the receipt of the appeal. The State Board will conduct the appeal hearing process and provide a written decision to the appellant no later than five calendar days after the hearing.

Appeal of State Board Decision

A unit or combination of units of general government whose appeal has not resulted in designation as a local area may also appeal the denial to the Department of Labor. (WIOA Section[b][5])

Initial Local Board Certification

The WIOA Section 107 requires the Governor to certify one local board for each local area in the state. Local boards will be initially certified as follows, in order to provide local areas an opportunity to restructure their local boards in accordance with WIOA requirements:

- Local Boards within Existing Local Areas
Complete the [Existing Local Area - Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-16](#) (Attachment 1). Note that this application is used for both initial local area designation and initial local board certification.
The existing local board will be automatically initially certified through PY 2015-16 upon approval of initial designation of a local area.
- Local Boards for Local Areas requesting designation as new, modified, Local Areas
Complete the [Modified Local Area - Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-16](#) (Attachment 2). Note that this application is used for both initial local area designation and initial local board certification.

The local CEO will be notified in writing by May 10, 2015, regarding the approval or denial of its initial local board certification.

Initial local board certification will be effective July 1, 2015, through June 30, 2016.

Local board recertification will be effective July 1, 2016. Therefore, local boards will be expected to complete all necessary tasks to meet the local board recertification requirements during the initial certification period. ***These recertification requirements will include the recertification criteria under WIOA (i.e., meet WIOA local board membership requirements, meet or exceed performance requirements, and sustain fiscal integrity), and an assessment of the local board's progress on key WIOA implementation tasks (e.g., new youth service requirements, procurement of one-stop operators unless granted an exemption under WIOA Section 107[g][2]).*** The assessment of local performance goals during the certification period will consider the extent to which local boards implement WIOA, and the potential impact on local performance levels.

ACTION

Please bring this directive to the attention of the local CEO, local board, and other relevant parties.

INQUIRIES

Contact your assigned [Regional Advisor](#) if you have questions concerning this directive.

/S/ JOSÉ LUIS MÁRQUEZ, Chief
Central Office Workforce Services Division

Attachments are available on the Internet:

1. [Existing Local Area - Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-16](#)
2. [Modified Local Area - Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-16](#)
3. [Summary of Comments](#)

Existing Local Area

**Application for Initial Local Area Designation
Program Years 2015-17
and
Initial Local Board Certification
Program Year 2015-16**

Local Workforce Investment Area

Ventura County

Existing Local Area

Application for Initial Local Area Designation and Initial Local Board Certification

This application will serve as your request for Local Workforce Development Area (local area) initial designation for Program Years (PYs) 2015 and 2016 and Local Workforce Development Board (local board) initial certification for PY 2015 under the *Workforce Innovation and Opportunity Act* (WIOA).

If the California Workforce Investment Board determines the application is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your [Regional Advisor](#) for technical assistance or questions related to completing and submitting this application.

Ventura County

Name of Local Area

855 Partridge Drive

Mailing Address

Ventura, CA 93003

City, State

ZIP

March 24, 2015 (date approved by the County Board of Supervisors)

Date of Submission

Cheryl Moore, Executive Director

Contact Person

(805) 477-5306

Contact Person's Phone Number

Local Area Levels of Performance

Instructions: Enter your local area's negotiated levels of performance and actual levels of performance for PYs 2012-13 and 2013-14.

Performance Table				
Name of Local Area: <u>Ventura County</u>				
Common Measure	Negotiated PY 2012-13	Actual PY 2012-13	Negotiated PY 2013-14	Actual PY 2013-14
Adult				
Entered Employment Rate	48.5%	85.9%	72.0%	79.2%
Employment Retention Rate	75.0%	89.0%	81.0%	85.9%
Average Earnings	\$12,800	\$14,384	\$13,251	\$14,369
Dislocated Worker				
Entered Employment Rate	57.0%	88.3%	75.0%	80.2%
Employment Retention Rate	76.0%	85.7%	84.0%	92.8%
Average Earnings	\$15,500	\$15,945	\$16,000	\$18,772
Youth (ages 14-21)*				
Placement in Employment or Education	72%	78.3%	70.0%	71.3%
Attainment of a Degree or Certificate	60%	65.3%	60.0%	80.7%
Literacy and Numeracy Gains	54%	71.4%	60.5%	78.5%

*Note: For PY 2012-13, each local area's youth performance goals were the same as the State level goals.

Local Board Membership

Current Local Board Membership

Provide a list of individuals currently appointed to the local board and their respective membership category (e.g., business, local education entity, labor organization, community based organization, etc.) in the following chart (Workforce Investment Act [WIA] Section 117).

Or, attach a roster of the current local board which identifies each member's respective membership category.

Name	Title	Membership Category
		(Current local board roster attached - pages 4a

Plan for WIOA Local Board Compliance

Identify the actions the local chief elected official (CEO) will take in order to ensure WIOA local board membership compliance by June 30, 2016.

1. Receive and review WIOA local board membership requirements when officially announced by the U.S. Department of Labor and the State of California.
2. Analyze current Ventura County board membership to determine the extent of alignment with WIOA requirements and to identify gaps that require attention.
3. Take appropriate steps to close the gaps and ensure that Ventura County WIOA board membership is in compliance by June 30, 2016.

Sustained Fiscal Integrity

The local area hereby certifies that it has not been found in violation of one or more of the following during PYs 2012-13 or 2013-14:

- **Final determination of significant finding(s)** from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any WIA requirement, such as failure to grant priority of service or verify participant eligibility.
- **Gross Negligence** - defined as a conscious and voluntary disregard for the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- **Failure to observe accepted standards of administration.** Local areas must have adhered to the applicable uniform administrative requirements set forth in Title 29 CFR Parts 95 and 97, appropriate Office of Management and Budget circulars or rules, WIA regulations, and state guidance. Highlights of these responsibilities include the following:
 - Timely reporting of WIA participant and expenditure data
 - Timely completion and submission of the required annual single audit
 - ***Have not been placed on cash hold for longer than 30 days***

(In alignment with WIOA Section 106[e][2])

Local Area Assurances

The local area assures the following through PY 2016-17:

- A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements included in the appropriate circulars or rules of the Office of Management and Budget (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include the following:

- The local area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).
- The local area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the local area to potential cash hold (Title 2 CFR Section 200.338).

- B. All financial reporting will be done in compliance with federal and state regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with Workforce Services Directive, *Quarterly and Monthly Financial Reporting Requirements* (WSD12-3).
- All close out reports will comply with the policies and procedures listed in Workforce Services Directive, *WIA Closeout Handbook* (WSD09-12).

Note that failure to comply with financial reporting requirements will subject the local area to potential cash hold (Title 2 CFR Section 200.338).

- C. Funds will be spent in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include the following:

- The local area will meet the requirements of State Senate Bill 734, to spend a minimum of 25 percent of combined total of adult and dislocated worker formula fund allocations on training services (*California Unemployment Insurance Code*, Section 14211).
- The local area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

- D. The local board will select the America's Job Center of CaliforniaSM (AJCC) Operator(s), with the agreement of the local CEO, through a competitive process such as a Request for Proposal (RFP), unless granted a waiver by the state (WIOA Section 121[d][2][A] and 107[g][2]).
- E. The local board will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBSSM reporting requirements and deadlines.
- F. The local board will comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
- G. It will comply with State Board policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
- H. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and *Training and Employment Guidance Letter 10-09*).

Application Signature Page

Instructions: The local CEO and local board chair must sign and date this form. Include the original signatures in the application package.

By signing the application below, the local CEO and local board chair request initial designation of the existing local area and initial certification of the existing local board. They certify that the local area has performed successfully and sustained fiscal integrity during PYs 2012-13 and 2013-14. Additionally, they agree to abide by the local area assurances included in this application.

Local Workforce Investment Board Chair

Local Chief Elected Official

Signature

Signature

Mike Soules

Name

Kathy I. Long

Name

Chair, Workforce Investment Board

Title

Chair, Board of Supervisors

Title

March 12, 2015

Date

March 24, 2015

Date



WORKFORCE INVESTMENT BOARD OF VENTURA COUNTY

Application for Local Area Designation 2015-2017 and Local Area Certification 2015-2016

Local Board Membership: March 24, 2015

NAME	TITLE	BUSINESS/ ORGANIZATION	MEMBERSHIP CATEGORY
Allison, Tim	Executive Secretary-Treasurer	Tri-Counties Central Labor Council	Labor Organizations
Anselmo, Vic	CEO	Applied Powdercoat, Inc.	Local Businesses
Apfelthaler, Gerhard	Dean, Graduate School of Management	California Lutheran University	Local Businesses
Asbury, Sarah	Rehabilitation Supervisor	California Department of Rehabilitation	One-Stop Partners
Baldarrama, Joan	Vice President, Administration	Lucix Corporation	Local Businesses
Barnes, Greg	Director, Safety and Regulatory Compliance	Los Robles Hospital & Medical Center	Local Businesses
Berg, Will	Director of Marketing and Public Information	Port of Hueneme	Economic Development Agencies
Cobos, Rodney	Business Manager	United Association of Plumbers & Pipefitters Local Union 484	Labor Organizations
Dollar, Victor	Vice President of Sales	Brighton Management	Local Businesses
Faul, James	Civil Engineering Department Manager	LC Engineering Group, Inc.	Local Businesses
Fegley, Mark	Sr. Vice President, Supply Chain	Deckers Outdoor Corporation	Local Businesses
Fraser, Martel	Labor Relations/Recorder	United Food and Commercial Workers, Local 770	Labor Organizations
Gabler, Brian	Director, Economic Development/Assistant City Manager	City of Simi Valley	Economic Development Agencies
Ingram, Iris	Vice President, Business Services, Moorpark College	Ventura County Community College District	Local Educational Entities
Johnson, Teresa	Director, Adult Education Programs	Ventura Adult & Continuing Education	One-Stop Partners
Jump, Victoria	Director	Area Agency on Aging, County of Ventura	One-Stop Partners
Liu, Gregory	Owner/CEO	Jaxx Manufacturing, Inc.	Local Businesses
Matakiewicz, Paul	Union Representative	Service Employees International Union, SEIU-UHW	Labor Organizations
Navarro-Aldana, Mary	Manager, Job Services	Employment Development Department	One-Stop Partners

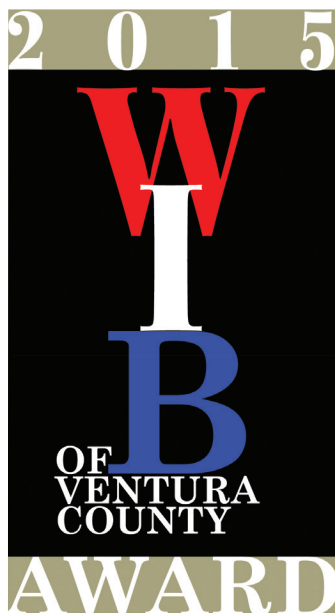
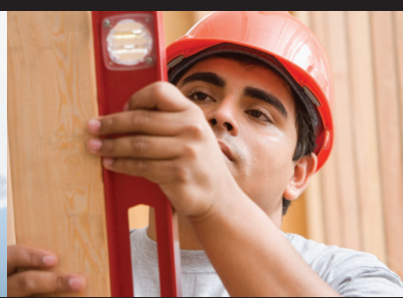
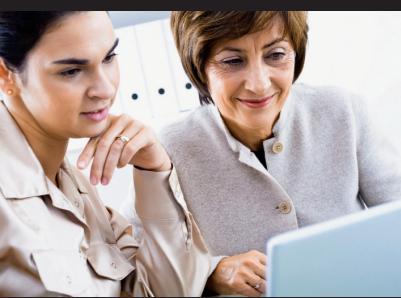


WORKFORCE INVESTMENT BOARD OF VENTURA COUNTY

Application for Local Area Designation 2015-2017 and Local Area Certification 2015-2016

Local Board Membership: March 24, 2015

NAME	TITLE	BUSINESS/ ORGANIZATION	MEMBERSHIP CATEGORY
Nilsson, Kimberly	President and Owner	Solid Waste Solutions, Inc.	Local Businesses
Perez, Bernardo M.	Project Manager	Cabrillo Economic Development Corporation	Community-Based Organizations
Pratt, Bill	Vice President, Operations and Director of Creative Design	Kinamed, Inc.	Local Businesses
Rice, Roger	Deputy Superintendent, Student Services	Ventura County Office of Education	One-Stop Partners
Rivera, Alex	Human Resources Manager	Milgard Manufacturing, Inc.	Local Businesses
Schulz, Patricia G.	Chief Executive Officer	The Arc of Ventura County	Community-Based Organizations (appointment pending)
Shah, Zahid	President	United Shah Corporation	Local Businesses
Skinner, Tony	Business Representative	Tri-Counties Building & Construction Trades Council	Labor Organizations
Soules, Mike	President and CEO	Corwin, a SAGE Company	Local Businesses
Stenslie, Bruce	President and CEO	Economic Development Collaborative-Ventura County	Local Businesses
Torres, Jesus	Director, Strategic Programs	Verizon California, Inc.	Local Businesses
Udrea, Tavi	Director, Global Training and Development	Haas Automation, Inc.	Local Businesses
Werner, Sandra	Director, Human Resources	Simi Valley Hospital	Local Businesses
Williams, Nancy	Local Public Affairs Region Manager	Southern California Edison	Local Businesses
Zacarias, Celina	Director of Community and Government Relations	California State University, Channel Islands	Local Educational Entities
Zimmerman, Barry	Director	Human Services Agency, County of Ventura	One-Stop Partners



An individual, employer, organization or partnership may be nominated in one or more categories for extraordinary work or volunteer effort to advance workforce development in the Ventura County region



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

2015 WIB Award Nomination Form

Deadline to submit nominations is April 10, 2015

An individual, employer, organization or partnership may be nominated in one or more categories for extraordinary work or volunteer effort to advance workforce development in the Ventura County region:

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

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

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

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

Nominee _____

Organization/Company _____

Address _____

City _____ CA Zip _____

Email _____ Phone _____

Reason for Nomination (500 words or less)

*Nominated by _____

Organization/Company _____

Email _____ Phone _____

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

**Please no self-nominations*