



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

RESOURCE DEVELOPMENT COMMITTEE

Thursday, July 23, 2015
8:00 a.m. – 9:30 a.m.

NOTE MEETING LOCATION IN CAMARILLO

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

AGENDA

8:00 a.m.	1.0 Call to Order and Agenda Review	Alex Rivera
8:05 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.	Alex Rivera
8:10 a.m.	3.0 Approval of Minutes: May 13, 2015	Alex Rivera
8:15 a.m.	4.0 Innovation Ecosystem Workgroup: Update	Gerhard Apfelthaler
8:20 a.m.	5.0 Grant Report	Richard McNeal
8:25 a.m.	6.0 Action Item Recommendation that the Resource Development Committee Recommend that the Executive Committee Approve a Workforce Development Board of Ventura County Policy on the Submission of Grant Proposals	Richard McNeal
8:45 a.m.	7.0 Local Area WIOA Recertification	Cheryl Moore
9:10 a.m.	8.0 2014-2015 Year-End Review	Richard McNeal
9:20 a.m.	9.0 Committee Meeting Calendar	Alex Rivera
9:25 a.m.	10.0 Committee Member Comments	Committee Members
9:30 a.m.	11.0 Adjournment <u>Next Meeting</u> TBA	Alex Rivera

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 Resource Development Committee
May 13, 2015

MINUTES

Meeting Attendees

Committee Members

Iris Ingram* (Chair)
Gerhard Apfelthaler (Vice Chair)*
Victor Dollar*

WIB Staff

Richard McNeal
Cheryl Moore
Theresa Salazar Vital

**WIB Members*

1.0 Call to Order and Agenda Review

Iris Ingram called the meeting to order at 3:40 p.m.

2.0 Public Comments

No comments

3.0 Approval of the Minutes of February 6, 2015

Motion to approve: Gerhard Apfelthaler
Second: Victor Dollar
Motion carried

4.0 Grant Report Update

- Richard McNeal provided an update on grant awards and in progress, letters of support/commitment, and other grant commitments. Of particular interest to the Committee were four recent federal and state applications, initiated by the Human Services Agency/Community Service Department with other County of Ventura agencies and the WIB as partners. The proposals build upon the success of the current STEPS program for ex-offenders, which receives partial funding through the WIB's Workforce Innovation Fund Grant from the California Workforce Investment Board.
- Committee members asked questions regarding the process by which grant applications are vetted/approved by the WIB and how proposed grants include funding for WIB deliverables and staffing. Concerned that the WIB could find itself committed to unfunded and/or unknown responsibilities and risks, the Committee directed the staff to develop a WIB policy. The policy would stipulate that all grant proposals involving WIB and/or WIB staff commitment of time and/or resources be reviewed, in their final form, by the Executive Committee for approval prior to submission. Simple letters of support would not need such approval.
- Grant update as of July 23, 2015: With the recent approval of four new grant applications, the WIB is now a partner in a total of nine grant initiatives supported by the Amgen Foundation, California Career Pathways Trust (four grants), California WIB SlingShot Fund, California WIB Workforce Accelerator Fund (one grant), and the U.S. Department of Labor/Employment and Training Administration. In addition, the WIB is a partner in the Advanced Manufacturing Partnership of Southern California (AMP SoCal), a designation by the U.S. Department of

Commerce as a four-county Investing in Manufacturing Communities Partnership for Aerospace and Defense. One other proposal (Supervised Populations, Steps 2 Work) has been granted; two others have been denied.

5.0 Action Item: Recommend that the Executive Committee Recommend that the Workforce Investment Board of Ventura County (WIB) Approve a Workforce Innovation and Opportunity Act (WIOA) Draft Tentative Balanced Budget for Program Year 2015-2016

- Theresa Salazar Vital noted that the Workforce Investment Act (Act) and WIB By-Laws require that the local board develop a budget for the purpose of carrying out the duties and priorities of the local board, subject to the approval of the Board of Supervisors. Each Program Year (PY), the WIB reviews and approves a preliminary budget, identifying revenues and planned expenditures for the administration of employment and training programs in Ventura County. As necessary information is known (e.g., funding allocations, prior year carry-in funds), the preliminary approved budget is updated by the WIB to reflect current program needs and recommend new programs/services with available uncommitted funds.
- For PY 2015-2016, the annual WIB budget process is unique in that July 1, 2015, is the implementation date for the Workforce Innovation and Opportunity Act (WIOA) and requires continuing transition activities from WIA to WIOA. As of the Resource Development Committee meeting date, Federal WIOA regulations were not finalized, the State had not issued their local area WIOA mandates, and WIOA Adult, Dislocated Worker, Youth and Rapid Response local area allocations were pending. Because of these reasons and the necessity of having an approved budget with which to begin the fiscal year, WIB staff recommended approval of a draft preliminary budget plan to commence expenditures, noting that budget updates will occur on the basis of new information.
- Committee members reviewed a working draft of a preliminary WIOA budget plan for 2015-2016 which reflected positive or negative balances in the funding categories. Following a thorough discussion, the Committee approved the proposed action to recommend a preliminary budget to the Executive Committee and to the WIB—with the stipulation that the budget be balanced and titled “tentative balanced budget” before submission for approval.

Motion to Approve: Victor Dollar
Second: Iris Ingram
Motion approved unanimously

6.0 Ventura County Regional Strategic Workforce Development Plan: Transition from WIA to WIOA—Recertification

- WIOA One-Stop Operator: Cheryl Moore described the WIOA requirement for procuring the One-Stop Operator and the opportunity for requesting a waiver. The Committee asked about the procurement process, emphasized the importance of neutrality and transparency in decision making, and requested to see (1) the list of services that a bidder would be expected to provide and (2) an itemized list of the prospective cost of those services.
- Innovation Ecosystem Work Group: The Committee agreed to include this new initiative in the work of the Resource Development Committee because of its regional approach to developing strategies, action plans, and partnerships. Gerhard Apfelthaler and Jesus Torres are co-chairs of the work group.

7.0 Committee Meeting Calendar

The Committee will, with the aid of the staff, conduct a poll to determine the date of future meetings.

8.0 Council Member Comments

There were no comments.

9.0 Adjournment

Iris Ingram adjourned the meeting at 5:00 p.m.

Next Meeting

July 23, 2015 (8:00 a.m.-9:30 a.m.)

VCCF Nonprofit Center (Board Room)

4001 Mission Oaks Blvd., Camarillo, CA

GRANT REPORT
Workforce Development Board of Ventura County

Grants in Progress: July 1, 2015

Grantor	Amount	Grantee	Project Title	Term	Purpose	Partners	Role of the WIB/Staff
Amgen Foundation	\$75,000	CSU Channel Islands	VC-STEM	Jan.–Dec. 2015	Creation of CSLNet-recognized STEM regional network in Ventura County; promotion of STEM education P-12	CSUCI (Philip Hampton); P-20 Council as Steering Committee (includes WIB-VC)	Participation in VC STEM Network monthly meetings and meetings of P-20 Council
California Career Pathways Trust: California Dept. of Education	\$6 million	Oxnard Union High School District	Alliance for Linked Learning	14/15; 15/16; 16/17; 17/18; 18/19 Funded from 14/15 thru 16/17	Expansion of Linked Learning career pathways in high schools and development of connections with feeder middle schools; definition of learning outcomes & measurement of college/career readiness.	OUHSD, Ventura County Civic Alliance, WIB-VC (34 listed partners in all; see Form D)	Serve on Linked Learning Executive Advisory Committee, Pathway Steering Committee and Broad-Based Coalition; participate in CPT Networking; provide business and sector connections; continue support of LL activities
California Career Pathways Trust: California Dept. of Education	\$13.2 million	Ventura County Community College District	VC Innovates:	14/15; 15/16; 16/17; 17/18; 18/19 Funded from 14/15 thru 16/17	Development of 62 career pathways in 11 industry sectors in high schools, adult education, community colleges (all high school/unified districts except Oxnard Union HSD)	VCOE; VCCCD; adult education; all VC high school districts except Oxnard; WIB-VC sector and youth committees	Access to WIB-VC industry sector data, strategic plan, and reports; WIB-VC industry sector steering committee input for identification of business/education gaps, curriculum alignment and identification of valued certificates/credentials; access to skills charts; participation on leadership committee
California Career Pathways Trust: California Dept. of Education	\$10.2 million	Ventura County Office of Education	VCI-E3 (VC Innovates: Expand, Enhance, Extend):	15/16; 16/17; 17/18; 18/19 Funded from 14/15 thru 15/16	Program expansion to develop approximately 120 total career pathways; expansion into middle schools and alternative schools; county-wide initiative (all districts)	WIB and WIB committees; VCOE; all VC school districts; Naval Base Ventura County; Chambers of Commerce; employers	Dedicated WIB-VC staff to coordinate and run industry sector steering committees; employment forecasting information quarterly; determining strengths and gaps in regional education and training pipeline in support of sector regional needs
California Career Pathways Trust: California Dept. of Education	\$590,799	River Oaks Academy	Gold Coast Consortium	15/16; 16/17; 17/18; 18/19 Funded from 15/16 thru 16/17	Expansion of VC Innovates CCPT project to two charter schools (River Oaks Academy, ACE Charter High School)	ROA, ACE, VCCCD, Pierce College, VCOE (VC Innovates), WIB-VC	Access to WIB-VC industry sector data, strategic plan, and reports; WIB-VC industry sector steering committee input for identification of business/education gaps, curriculum alignment and identification of valued certificates/credentials; access to skills charts; participation on leadership committee

GRANT REPORT
Workforce Development Board of Ventura County

California WIB: Workforce Accelerator Fund	\$150,000	WIB-VC (applicant) & CSD	STEPS: Specialized Training & Employment Project for Success	7/14/14- 9/30/15	Planning grant to develop strategies for job seekers who are ex-offenders	County Probation Department; HSA/CSD; WIB-VC	Budget and report management; periodic committee meetings; liaison with CWIB/EDD
California WIB: Workforce Accelerator Fund	\$165,000	WIB-VC (applicant) & CSD	STEPS 2 Work	7/1/15- 12/30/16	Provision of workforce services to ex-offenders to prevent recidivism	County Probation Department, HSA/CSD, VCCCD, WIB-VC	Budget, reporting and performance management; sector committees; liaison with CWIB/EDD
California WIB: Sling Shot Fund	\$20,000	SELACO WIB	Regional Healthcare Case Manager Pathway	June 2015- January 2016 (1/2016: Submit Accelerator Grant for additional funding.)	Planning grant to develop business sector-responsive career pathways for healthcare case managers in the region; potential for additional funding if approved for next step	6 WIBs in Los Angeles County; WIB-VC	Participation in planning meetings (Los Angeles, Sacramento); research; local business engagement
U.S. Dept. of Commerce	Priority designation (no funding)	Advanced Manufacturing Partnership of Southern California (AMP SoCal)	Investing in Manufacturing Communities Partnership for Aerospace and Defense	4/2014- 3/2016	Position the Southern California region for success in competitive federal grant applications relating to aerospace and defense; identification as priority for national and international investments	Four-county partnership (LA, Orange, San Diego and Ventura); commitments of support from business, education, economic development, WIBs and others	Representation of Ventura County on Executive Board; coordination of Ventura County representation on six Pillar Committees; complements work of WIB Manufacturing Committee and Manufacturing Roundtable of Ventura County
U.S. Dept. of Labor (Employment and Training Administration)	\$500,000	WIB-VC (applicant) & HSA (CSD)	Bridges 2 Work	6/1/15- 5/30/17	Replicate the current STEPS program (delivery of employment services) for 45 adults transitioning from pre- release status (180 days prior) to post-release status; establish AJC services in the Todd Road Jail	HSA/CSD, County Sheriff's Department, Employment Development Department, WIB-VC	Program operations: oversight of budget & performance outcomes (option of co-enrollment in WIOA); access to WIB industry sector committees for addressing training/vocational issues; liaison with HSA Contracts; monthly project staff meetings

WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB)
LOCAL POLICY BULLETIN #2015-04: Policy on the Submission of Proposals

Effective Date: July 1, 2015

SUBJECT: Policy on the Submission of Proposals

PURPOSE:

From time to time grant opportunities become available that have the potential of benefiting one or more agencies within the Ventura County regional community, multiple County of Ventura departments and the Workforce Development Board itself. This policy will provide guidance for grant applicants seeking the support of the WDB and ensure that all interests are considered and accommodated to the extent possible in the development of any grant application that may involve the WDB.

The Workforce Development Board, as the administrative entity and recipient of Title I funds from the Workforce Innovation and Opportunity Act (WIOA), do not have ultimate fiscal responsibility or authority for supplementary grant funds. This responsibility lies with the County Board of Supervisors, who must ultimately approve each grant application and must accept any granted funds. Since many applications have a short turnaround time, the process of reviewing grant applications will be handled as expeditiously as possible.

REFERENCE:

Adoption of Amended Policy for Approval of Grants, Subventions and Subsidies, County of Ventura, Board of Supervisors, January 27, 2009

POLICY:

A grant is defined as financial assistance received from the federal, State or local government or private sector, awarded for a particular purpose and time period, as detailed in a specific application or proposal, usually obtained through a competitive process.

Whether a grant application is initiated by WDB staff or by an outside entity, it is the policy of the WDB-VC to require all applicants for WDB support to submit to the Executive Director the attached *Grant Review Summary Form* and to identify the following in writing:

- The amount of funding being sought
- The level/type of commitment being sought from the local Board
- The ways in which the grant supports the goals of the WDB-VC
 - To improve the quality of the local workforce
 - To increase employment opportunities and earnings
 - To enhance the productivity and competitiveness of businesses
- The partners/collaborators and their respective levels of commitment
- A one-paragraph summary of the grant proposal
- Timeline

WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB)
LOCAL POLICY BULLETIN #2015-04: Policy on the Submission of Proposals

The Executive Director will then submit this summary to the WDB Executive Committee for approval. If there is insufficient time to submit the *Summary Form* to the Executive Committee, the Executive Director is delegated authority to approve the grant application and, if appropriate, sign the application or letter of support or commitment, subject to subsequent review and approval by the Executive Committee and/or the WDB. All such proposals involving any commitment, financial or otherwise, on the part of the WDB or the WDB staff will in due course be submitted to the County Board of Supervisors in accordance with County policy.

A lead applicant other than the WDB itself may prepare the actual application, but the WDB's Executive Director will ensure that the wishes of all parties have been taken into account prior to any approval of such an application by the WDB's Executive Committee or the WDB's Executive Director.

INQUIRIES:

Any entity or department wishing to be included in a grant application involving the WDB must use the *Grant Review Summary Form* to notify the Executive Director of the WDB or a member of the administrative staff before the application is developed. The *Form* is available as a Word document on request from any WDB staff member. Call: 805-477-5306.

WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB)
Workforce Innovation and Opportunity Act (WIOA)

Grant Proposal Review Form

To: Workforce Development Board of Ventura County

From: _____

Date: _____

Source of the Grant:

Amount Requested by the Grant:

Applicant and Partners:

Goals/Outcomes of the Project:

Description of the Project:

Support Sought from Workforce Development Board:

- Amount of Funding Requested: _____
- Letter of Support Requested

Timeline:

- Date for Submission of the Proposal:
- Begin/End Dates for the Project:
- Other Deadlines:

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: LOCAL BOARD RECERTIFICATION

SUBJECT MATTER HIGHLIGHTS

This policy provides guidance and establishes the procedures regarding the recertification of Local Workforce Development Boards (local boards) under the *Workforce Innovation and Opportunity Act*. Local board recertification is effective July 1, 2016, through June 30, 2018.

COMMENTS DUE

August 7, 2015

Comments can be submitted through one of the following ways:

Fax	WSD, Attention: Ramon Valencia at 916-654-9753
E-Mail	ramon.valencia@edd.ca.gov (Include "draft comments" in the subject line)
Mail	WSD / P.O. Box 826880 / MIC 50 / Sacramento, CA 94280-0001

All comments received by the end of the comment period will be considered before the final directive is issued. The Workforce Services Branch does not respond individually to each comment received. However, a summary of comments will be released with the final directive. **Comments received after the specified due date will not be considered.**

If you have any questions, contact Ramon Valencia at 916-654-6111.

WORKFORCE SERVICES DRAFT DIRECTIVE

Number: WSDD-118

Date: June 29, 2015

69:007:rv:17375

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: LOCAL BOARD RECERTIFICATION

EXECUTIVE SUMMARY

Purpose

This policy provides guidance and establishes the procedures regarding the recertification of Local Workforce Development Boards (local boards) under the *Workforce Innovation and Opportunity Act* (WIOA). Local board recertification is effective July 1, 2016, through June 30, 2018.

Scope

This directive applies to all local boards.

Effective Date

This directive is effective on the date of issuance.

REFERENCES

- WIOA (Public Law 113-128) Sections 106 and 107
- *Workforce Investment Act* (WIA) (Public Law 105-220) Sections 116 and 117
- Title 20 *Code of Federal Regulations* (CFR) Part 652 et al: WIA; Final Rules
- Title 2 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"
- Title 29 CFR Part 97: "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments"
- *California Unemployment Insurance Code* (CUIC) Section 14202(c)
- Training and Employment Guidance Letter TEGl 27-14, Subject: *WIOA Transition Authority for Immediate Implementation of Governance Provisions* (April 15, 2015)

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

- Workforce Services Directive WSD14-10, Subject: *Initial Local Workforce Development Area (Local Area) Designation and Local Board Certification Under WIOA* (February 20, 2015)
- 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)
- 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

Retain this directive until further notice.

BACKGROUND

Workforce Services Directive WSD14-10 provided guidance for initial local board certification under WIOA. Initial local board certification was effective July 1, 2015, through June 30, 2016.

The WIOA Section 107 provides the criteria for the recertification of local boards. Specifically, WIOA Section 107(c)(2)(A) requires the Governor to certify one local board for each local area in the state once every two years. Additionally, WIOA Section 107(c)(2)(B) states that, in order to be recertified, the local board must have met WIOA membership requirements, met or exceeded performance accountability measures, and achieved sustained fiscal integrity. The California Workforce Development 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 recertification of local boards. The EDD and the State Board will provide technical assistance and guidance as needed to local boards implementing WIOA activities.

POLICY AND PROCEDURES

Recertification Criteria

As required by WIOA Section 107(c)(2), the State Board will recommend to the Governor, recertification of a local board if it met the four criteria listed below:

1. *The Local Board Met the Membership Provisions in WIOA Section 107(b)*

Local boards must meet the membership provisions established in WIOA Section 107(b) and CUI Section 14202(c) by March 31, 2016.

Note that, the State Board and EDD recognize that Workforce Services Directive WSD14-10, *Initial Local Area Designation and Local Board Certification Under WIOA*, did not require existing local areas to establish a WIOA compliant board until June 30, 2016.

The State Board and EDD believe this revised timeframe still allows adequate time for local areas to transition to the required membership and ensure the local board is properly constituted to engage in a meaningful strategic planning process envisioned in WIOA.

Local boards must ensure they are fulfilling the intent of the “Sunshine Provisions” in WIOA. WIOA Section 107(e) requires local boards to make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the local board, including membership information.

2. *The Local Board Met or Exceeded Performance Accountability Measures*

The local board must have achieved 80 percent or higher on at least eight of the nine locally negotiated common performance measures for PYs 2013-14 and 2014-15. (This flexibility is in alignment with WIA Directive WIA06-10 and Workforce Services Directive WSD12-14).

The evaluation of local performance outcomes will consider the extent to which local boards have begun to implement WIOA, and the potential impact on local performance levels.

3. *The Local Board Achieved Sustained Fiscal Integrity*

The local board may not have been found in violation of one or more of the following during PYs 2013-14 or 2014-15:

- 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]).

4. ***The Local Board Demonstrated Substantial Progress Toward Implementing Key WIOA Provisions***

The local board must demonstrate they have taken measures toward implementing key WIOA implementation provisions and designing a better system for customers. This includes, but is not limited to, strategic planning, developing new services, entering into new collaborative partnerships, and creating innovative workforce development strategies in alignment with WIOA. The following are key WIOA implementation provisions being assessed:

- ***Meeting new youth service requirements.***
- ***Procuring America's Job Center of CaliforniaSM (AJCC) operators (unless granted a waiver under WIOA Section 121[d][1][A]).***
- ***Procuring AJCC career service providers (unless granted a waiver under WIOA Section 107[g][2]).***
- ***Adhering to the new Uniform Guidance requirements.***
- ***Establishing Memorandums of Understanding with local partners.***
- ***Developing sector initiatives and career pathways in high demand industries in coordination with community colleges, apprenticeship programs, adult basic education, and other training providers.***
- ***Adopting, implementing, and promoting the AJCC brand.***

Recertification Request

In order to determine if local boards have met the recertification requirements, local boards must complete Attachment 1, Local Board Recertification Request. The request must be signed by the local board chairperson or officially designated alternate and the local Chief Elected Official (CEO).

The completed request must be submitted to the State Board no later than 5:00 p.m., March 30, 2016. The State Board will accept signed or unsigned copies on or before this date. The signed copies must be received no later than June 20, 2016.

Mail California Workforce Development Board
 P.O. Box 826880
 Sacramento, CA 94280-0001

Courier California Workforce Development Board
 800 Capitol Mall, Suite 1022
 Sacramento CA 95814

Hand Deliver California Workforce Development Board
 800 Capitol Mall, Suite 1022
 Sacramento CA 95814

Assessment of Recertification Request

The State Board, in coordination with EDD, will verify the information provided in the recertification request. The State Board will consider all information provided, and determine whether to recommend recertification at its spring 2016 meeting.

The local board will be notified in writing by May 20, 2016, regarding its recertification status. If approved, the local board recertification will be effective July 1, 2016, through June 30, 2018. If denied, the local board may be granted conditional certification and required to submit a corrective action plan to the State Board as outlined in the "Failure to Achieve Recertification" section below.

Failure to Achieve Recertification

If a local board fails to achieve recertification, the State Board and EDD will work with the local board in a good faith effort to improve those areas out of compliance, granting conditional recertification if necessary.

Local boards that are granted conditional recertification will be required to submit a corrective action plan to the State Board by June 20, 2016. The corrective action plan must address the recertification criteria the local board did not meet (i.e., membership, performance, sustained fiscal integrity, or demonstrated progress toward implementing key WIOA provisions). The corrective action plan must be signed by the local board chairperson or his/her official designated alternate.

If the local board fails to submit a corrective action plan as required, the local board's recertification request will be denied and a new local board will be appointed and certified in accordance with WIOA Section 107(c)(2)(C).

ACTION

Please bring this directive to the attention of the local board, local CEO, 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

Attachment is available on the Internet:

1. [Local Board Recertification Request](#)

Local Workforce Development Board Recertification Request

Program Years 2016-18

Local Workforce Development Board

Local Board Recertification Request

This will serve as our request for Local Workforce Development Board (local board) recertification for Program Years (PYS) 2016-18 under the Workforce Innovation and Opportunity Act (WIOA).

If the California Workforce Development Board (State Board) determines the request 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 request.

Name of Local Board

Mailing Address

City, State

Zip

Contact Person

Contact Person's Phone Number

Date of Submission

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Instructions: If additional pages were added to the Local Board Recertification Request, the page numbers may be updated by hovering over the gray box above, clicking, and then selecting Update Table on the top left corner.

Local Board Membership

Instructions

Enter the names of the local board members in the appropriate membership categories found in the tables below. If the Chief Local Elected Official has approved additional members, enter the information under the "ADDITIONAL MEMBERS" table. If an individual represents multiple categories, after the first time s/he is identified (subsequent to the first notation), please asterisk his/her name at all subsequent entries. Address any vacancies under "CORRECTIVE ACTION COMMENTS." If additional rows are needed add a table following the membership type.

BUSINESS: WIOA Section 107(b)(2)(A) – a **majority** of the members of each local board shall be representatives of business in the local area, who (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; (ii) represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and (iii) are appointed from among individuals nominated by local business organizations and business trade associations.

- WIOA Section 107(b)(3) – the members of the local board shall elect a chairperson for the local board from among the representatives described in Section 107(b)(2)(A).
- Must include **two or more** members that represent small business as defined by the U.S. Small Business Administration.

Name	Title	Entity	Appointment Date	Term End Date
	Chairperson/			
	Small Business/			
	Small Business/			

WORKFORCE: WIOA Section 107(b)(2)(B) – not less than **20 percent** of the members of each local board shall be representatives of the workforce within the local area, who— (i) shall include representatives of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organizations) other representatives of employees; (ii) shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists; (iii) may include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and (iv) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

- Must include **two or more** representatives of labor organizations, where such organizations exist in the local area. Where labor organizations do not exist, representatives must be selected from other employee representatives.
- Must include **one or more** representatives of a joint labor- management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists.

California Unemployment Insurance Code (CUIC) Section 14202(c) further requires and specifies that at least **15 percent** of local board members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members. If this occurs, then at least 10 percent of the local board members shall be representatives of labor organizations.

Name	Title	Entity	Appointment Date	Term End Date
	Labor Organization/			
	Labor Organization/			
	Registered Apprenticeship/			

EDUCATION AND TRAINING: WIOA Section 107(b)(2)(C) – each local board shall include representatives of entities administering education and training activities in the local area, who— (i) shall include a representative of eligible providers administering adult education and literacy activities under title II; (ii) shall include a representative of institutions of higher education providing workforce investment activities (including community colleges); (iii) may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

- Must include **at least one** eligible provider administering adult education and literacy activities under WIOA title II.
- Must include **at least one** representative from an institution of higher education providing workforce investment activities, including community colleges.

Name	Title	Entity	Appointment Date	Term End Date
	Adult Education & Literacy/			
	Institution Higher Education/			

GOVERNMENTAL AND ECONOMIC AND COMMUNITY DEVELOPMENT: WIOA

Section 107(b)(2)(D) – each local board shall include representatives of governmental and economic and community development entities serving the local area, who— (i) shall include a representative of economic and community development entities; (ii) shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area; (iii) shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the local area; (iv) may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; and (v) may include representatives of philanthropic organizations serving the local area.

- Must include **at least one** representative of economic and community development entities.
- Must include **at least one** representative from the state Employment Service Office (EDD) under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area.
- Must include **at least one** representative from programs carried out under title I of the Rehabilitation Act of 1973, other than Section 112 or Part C of that title.

Name	Title	Entity	Appointment Date	Term End Date
	Economic & Community Dev/			
	Employment Service /			
	Rehabilitation Act of 1973/			

ADDITIONAL MEMBERS: WIOA Section 107(b)(2)(E) – each local board may include such other individuals or representatives of entities as the chief elected official (CEO) in the local area determines to be appropriate.

Name	Title	Entity	Appointment Date	Term End Date

CORRECTIVE ACTION COMMENTS:

Explain any vacant appointment(s) regarding the required membership composition only. Include the length of time the appointment(s) has been vacant, efforts made to fill the vacant appointment(s), and dates by which the vacant appointment(s) should be filled.

COMPLIANCE WITH MAJORITY OF BUSINESS REPRESENTATIVES:

The table below will assist local boards determine compliance with WIOA Section 107(b)(2)(A), which requires that a **majority** of the members be representatives of business in the local area.

Instructions: Double click the table below to open in Excel.

Total number of individuals currently sitting on local board =	_____
Number of vacancies currently on local board =	_____
Total local board membership =	=====
Total number of Business Representatives currently sitting on local board =	_____
Number of Business Representative vacancies currently on local board =	_____
Total local board Business Representatives =	=====
Divide total local board Business Representatives by total local board membership =	=====
(Must be greater than 50%)	

COMPLIANCE WITH 20% OF WORKFORCE REPRESENTATIVES AND 15% LABOR ORGANIZATION REPRESENTATIVES:

The table below will help local boards determine compliance with WIOA Section 107(b)(2)(B), which requires not less than **20 percent** of the members be representatives of the workforce within the local area and compliance with CUIA Section 14202 which requires that at least **15 percent** of local board members be representatives of labor organizations unless the local labor federation fails to nominate enough members, in which case it is **10 percent**.

Instructions: Double click the table below to open in Excel.

Total number of individuals currently sitting on local board =	_____
Number of vacancies currently on local board =	_____
Total local board membership =	=====
Total number of Workforce Representatives currently sitting on local board =	_____
Number of Workforce Representatives vacancies currently on local board =	_____
Total local board Workforce Representatives =	=====
Divide total local board Workforce Representatives by total local board membership =	=====
(Must not be less than 20%)	
Total number of Labor Organization Representatives currently sitting on local board =	_____
Total number of Apprenticeship Program Representatives currently sitting on local board =	_____
Number of Labor Org/Apprenticeship Program Representatives vacancies =	_____
Total local board Labor Representatives =	=====
Divide total local board Labor Representatives by total local board membership =	=====
(Must be at least 15%)	

Local Board Performance Accountability Measures

Instructions: Enter your local board's negotiated levels of performance and actual levels of performance for PYs 2013-14 and 2014-15.

Performance Table				
Name of Local Area: _____				
Common Measure	Negotiated PY 2013-14	Actual PY 2013-14	Negotiated PY 2014-15	Actual PY 2014-15
Adult				
Entered Employment Rate				
Employment Retention Rate				
Average Earnings				
Dislocated Worker				
Entered Employment Rate				
Employment Retention Rate				
Average Earnings				
Youth (ages 14-21)				
Placement in Employment or Education				
Attainment of a Degree or Certificate				
Literacy and Numeracy Gains				

Local Board Sustained Fiscal Integrity

The local board hereby certifies that it has not been found in violation of one or more of the following during PYs 2013-14 or 2014-15:

- **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 Workforce Investment Act (WIA) requirement, such as failure to grant priority of service or verify participant eligibility; or
- **Gross negligence** - defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both; or
- **Failure to observe accepted standards of administration.** Local areas must have adhered to the applicable uniform administrative requirements set forth in Title 29 Code of Federal Regulations (CFR) Parts 95 and 97, appropriate Office of Management and Budget circulars or rules, WIA regulations, and State guidance. Highlights of these responsibilities include:
 - 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 Board WIOA Implementation

Using the questions below, describe your local board's efforts toward implementing the following key WIOA implementation provisions and designing a better system for customers.

1. What activities have you undertaken to design a better system for customers? Specifically, describe any actions you have taken, or actions you plan to take, for the following topics:
 - a. Developing new services
 - b. Entering into collaborative partnerships
 - c. Creating innovative workforce development strategies in alignment with WIOA
 - d. Redesigning service delivery
 - e. Other WIOA transitional activities to design a better system for customers
2. What steps have you taken to implement the new WIOA youth program requirements, including the 75 percent out-of-school youth and 20 percent work experience minimum expenditure requirements?
3. What actions have you taken to procure America's Job Center of CaliforniaSM (AJCC) operators (unless granted a waiver under WIOA Section 121[d][1][A])?
4. What actions have you taken to procure AJCC career service providers (unless granted a waiver under WIOA Section 107[g][2])?
5. Describe your efforts to comply with the Uniform Guidance requirements.
6. Describe your efforts to negotiate and establish Memorandums of Understanding with partners in the AJCCs. What challenges are you facing?

7. Describe your efforts to develop sector initiatives and career pathways in high demand industries in coordination with community colleges, apprenticeship programs, adult basic education, and other training providers.
8. Describe your efforts to adopt, implement, and promote the AJCC brand.

Local Board Assurances

For PYs 2016-18, the local board assures that it will:

- A. Comply with the applicable uniform administrative requirements, cost principles, and audit requirements included in Title 2 CFR Parts 200 and 2900 (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include:

- 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. Do financial reporting in compliance with federal and State regulations and guidance.

Highlights of this assurance include:

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

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. Expend funds in accordance with federal and State laws, regulations, and guidance.

Highlights of this assurance include:

- The local area will meet the requirements of State Senate Bill 734, to spend a minimum of 30 percent of combined total of adult and dislocated worker formula fund allocations on training services (CUIC Section 14211).
- The local area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

- D. Select AJCC operator(s), with the agreement of the local CEO, through a competitive process such as a Request for Proposal, unless granted a waiver by the state (WIOA Section 121[d][2][A] and 107[g][2]).

- E. Collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBSSM reporting requirements and deadlines.
- F. Comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
- G. 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. Give priority of service 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*).
- I. Comply with Assembly Bill (AB) 1234 and ensure that local members receive ethics training every two years. AB 1234 requires local boards to consult with the California Fair Political Practice Commission (FEPC) and the California Attorney General's office regarding the content of the ethics training course they can use. Local boards may consider using the free, two-hour, on-line ethics training course available from the FEPC, at fppc.ca.gov/index.php?id=477.
- J. Comply with the conflict of interest provisions of WIOA Section 107(h).

Signature Page

By signing below, the local CEO and local board chair request local board recertification. We certify that the local board appointed local board members as described in WIOA Section 107(a),(b), and (c), performed successfully and sustained fiscal integrity during PYS 2013-14 and 2014-15, and developed and implemented strategies to improve and continuously strengthen the workforce development system in accordance with WIOA. Additionally, we agree to abide by the local area assurances included in this document.

Instructions: The local board chairperson and local CEO must sign and date this form. Include the original signatures with the request.

Local Workforce Development Board Chair

Signature

Name

Title

Date

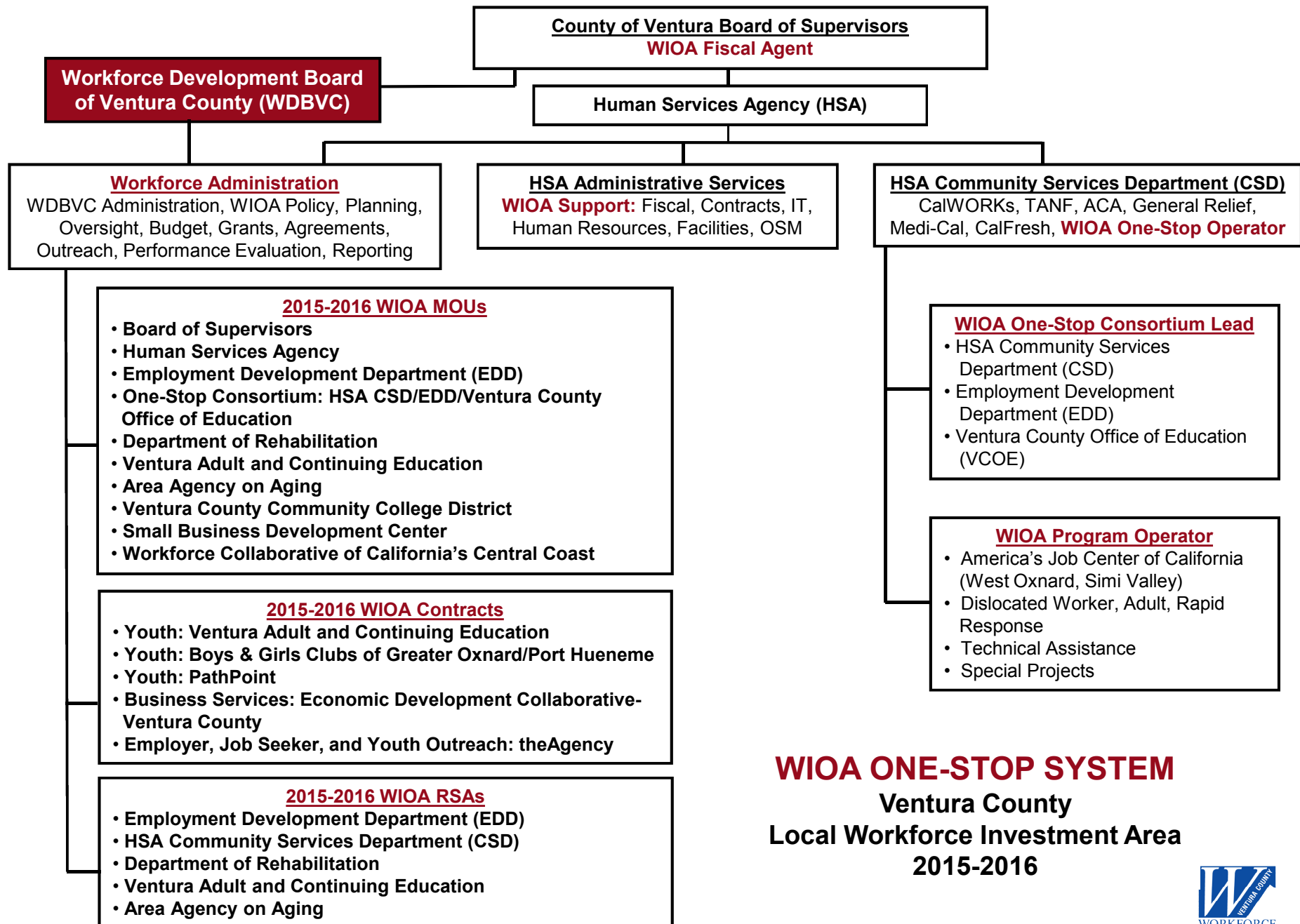
Local Chief Elected Official

Signature

Name

Title

Date



WIOA ONE-STOP SYSTEM
Ventura County
Local Workforce Investment Area
2015-2016



2014-2015 YEAR-END REVIEW

Workforce Investment Board of Ventura County

WIB RESOURCE DEVELOPMENT COMMITTEE

2014-2015 Members

WIB Members: Hugh Ralston, Chair (Ventura County Community Foundation); Iris Ingram, Chair and Vice Chair (Ventura County Community College District); Gerhardt Apfelthaler, Vice Chair (California Lutheran University); Victor Dollar (Brighton Management); Barry Zimmerman (County of Ventura Human Services Agency)

Committee Accomplishments

In support of the WIB's *Ventura County Regional Strategic Workforce Development Plan 2013-2017*, the WIB Resource Development Committee:

- Discussed the current and future opportunities and challenges of regional partnerships to which the WIB has committed its support:
 - California Career Pathways: four California Department of Education grants (totaling \$29,000,799) received by consortia of educational institutions (high school, adult education, community colleges) to develop career pathways and work readiness skill development to meet industry sector needs in Ventura County: *Alliance for Linked Learning*; *Gold Coast Consortium*; *VC Innovates*; and *VC Innovates: Expand, Enhance, Extend (VC-E3)*
 - Advanced Manufacturing Partnership of Southern California (AMP SoCal): in collaboration with Los Angeles, Orange, San Diego and Ventura Counties; recipient of a U.S. Department of Commerce designation as an Investing in Manufacturing Communities Partnership in aerospace and defense manufacturing for federal grant priority positioning and to promote domestic and international investments in the region
 - Workforce Services for Supervised Populations: three grants (totaling \$815,000) in partnership with county and state agencies (Human Services, Probation, Sheriff, Employment Development Department): California WIB Workforce Accelerator Fund grants to plan *STEPS: Specialized Training and Employment Project for Success* and implement *STEPS 2 Work* for ex-offenders; U.S. Department of Labor LEAP grant, *Bridges 2 Work*, to establish and provide American Job Center services at the Todd Road Jail
 - STEM (Science, Technology, Engineering, and Math): Amgen Foundation grant (\$75,000) to California State University, Channel Islands, partnering with the Ventura County P-20 Council, for *VC-STEM* to create a Ventura County regional network to promote STEM education
 - Healthcare Career Pathway: in collaboration with six WIBs in Los Angeles County, a California WIB SlingShot Fund planning grant (\$20,000) to develop a regional, sector-responsive career pathway for healthcare case managers
- Requested preparation of a formal WIB grant proposal policy to regularize the process by which grant applications in which the WIB is an applicant, and also for projects which will require WIB resources, are vetted/approved by the WIB and include funding for WIB deliverables and staffing
- Continued to review the WIB budget process and proposed updates to the WIA budget plan, recommending the use of uncommitted funds in the amount of \$143,405 for several projects



2014-2015 YEAR-END REVIEW

Workforce Investment Board of Ventura County

WIB RESOURCE DEVELOPMENT COMMITTEE

- Discussed multiple components for consideration and planning during the transition from Workforce Investment Act (WIA) to Workforce Innovation and Opportunity Act (WIOA) including, in particular,
 - The change of name (from Workforce Investment Board under WIA to Workforce Development Board under WIOA) to be presented to the Ventura County Board of Supervisors for approval before WIOA implementation on July 1, 2015
 - The issues and process for recertification of the Board (2015-2016) and re-designation of the Local Workforce Area (2015-2017)
- Recommended a WIOA draft tentative balanced budget for program year 2015-2016, the final form of which will depend on federal and state mandates yet unknown
- Discussed the ramifications of the WIOA requirement for procuring the One-Stop Operator, requesting that the staff prepare a list of services that a bidder would be expected to provide and an itemized list of the prospective cost of these services
- Welcomed the WIB's new Innovation Ecosystem Work Group as a sub-committee of the Resource Development Committee

Insights

- The multiplicity of grant opportunities clearly indicates the importance of (1) a regional coordinated plan to avoid overlapping and duplicative infrastructure and activities and (2) of a related regional plan to connect with the business community and avoid employer confusion and burnout.
- Without a formal policy on the submission of grant proposals, the WIB could find itself committed to unfunded and/or unknown responsibilities and risks.
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