



WORKFORCE INVESTMENT BOARD OF VENTURA COUNTY

Thursday, February 26, 2015

8:00 a.m.-10:00 a.m.

Ventura County Office of Education
5100 Adolfo Road (Salon C), Camarillo, CA

REVISED AGENDA

8:00 a.m.	1.0 CALL TO ORDER AND AGENDA REVIEW	Mike Soules
8:05 a.m.	2.0 PUBLIC COMMENTS <u>Procedure:</u> The public is welcome to comment. Public comment cards are available at the meeting sign-in table. All comments not related to items on the agenda may be made at the beginning of the meeting only.	Mike Soules
8:10 a.m.	3.0 WIB CHAIR COMMENTS	Mike Soules
8:15 a.m.	4.0 CONSENT ITEMS 4.1 Approve WIB Meeting Minutes: December 18, 2014 4.2 Approve Addition or Deletion of Providers and/or Programs (Courses) for the Eligible Training Provider List (ETPL) 4.3 Receive and File: WIB Committee Reports	Mike Soules
8:20 a.m.	5.0 EXECUTIVE COMMITTEE UPDATE: Use of Uncommitted Funds	Mike Soules
8:25 a.m.	6.0 ACTION ITEMS 6.1 Recommendation that the Workforce Investment Board of Ventura County (WIB) Approve the Appointment of Leslie Webster to the Youth Council for a Three-Year Term 6.2 Recommendation that the Workforce Investment Board of Ventura County (WIB) Approve the Submission of a WIB Local Area <i>Application for Initial Local Area Designation and Initial Local Board Certification Program Year 2015-2016</i> , in Compliance with Requirements under the New Workforce Innovation and Opportunity Act (WIOA)	Zahid Shah Mike Soules
8:40 a.m.	7.0 WIB WORKFORCE ACCELERATOR GRANT: STEPS Program <i>Engaging Employers for Re-Entry Jobs</i> <i>Kay Faulconer Boger</i> <i>Workforce Accelerator Grant Consultant to the STEPS Program</i>	Mike Soules

8:50 a.m.	8.0 WIB SPOTLIGHT: Connecting the Dots <i>Designing an Innovation Ecosystem in Ventura County</i> <i>David Armstrong</i> <i>Founder, MAKE Ventura</i>	Alex Rivera
9:10 a.m.	9.0 VENTURA COUNTY REGIONAL STRATEGIC WORKFORCE DEVELOPMENT PLAN: Transition from WIA to WIOA	Cheryl Moore
9:40 a.m.	10.0 WIB ADMINISTRATION <ul style="list-style-type: none"> • 2013-2014 WIB Annual Report • Recent WIB Member Activities <ul style="list-style-type: none"> – AMP SoCal Pillar Committees – Workforce Wednesday Radio Interviews – WIB Speakers Bureau – Guest Column, <i>Ventura County Star</i> • On the Calendar <ul style="list-style-type: none"> <u>March 13, 2015</u> WIB Award Nominations Due <u>March 19-20, 2015</u> California Workforce Association Board of Directors <u>March 28-31, 2015</u> National Association of Workforce Boards Conference <u>April 30, 2015</u> WIB Planning Meeting (8 a.m.-11:30 a.m.) <u>June 18, 2015</u> WIB Annual Meeting and WIB Awards 	Cheryl Moore
9:50 a.m.	11.0 WIB MEMBER COMMENTS	WIB Members
10:00 a.m.	12.0 ADJOURNMENT <u>WIB Planning Meeting</u> April 30, 2015 (8:00 a.m.-11:30 a.m.) Ventura County Office of Education 5100 Adolfo Road (Salon C), Camarillo, CA	Mike Soules

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.



WORKFORCE INVESTMENT BOARD OF VENTURA COUNTY

MINUTES December 18, 2014

Ventura County Office of Education
5100 Adolfo Road, Camarillo, CA

WIB Members Present

Mike Soules, Chair	Mark Fegley	Mary Navarro-Aldana
Sandy Werner, Vice Chair	Victor Dollar	Roger Rice
Tim Allison	Brian Gabler	Bruce Stenslie
Vic Anselmo	Iris Ingram	Ed Summers
Gerhard Apfelthaler	Teresa Johnson	Jesus Torres
Sarah Asbury	Victoria Jump	Celina Zacarias
Greg Barnes	Gregory Liu	Barry Zimmerman
Will Berg	CAPT Scott Loeschke	
Jim Faul	Paul Matakiewicz	

WIB Members Absent

Joan Baldarrama	Bernardo M. Perez	Tony Skinner
Rodney Cobos	Bill Pratt	Ed Summers
Martel Fraser	Alex Rivera	Tavi Udrea
Kimberly Nilsson	Zahid Shah	Nancy Williams

WIB Administration Staff

Cheryl Moore, Executive Director	Patricia Duffy	Richard McNeal
Talia Barrera	Tracy Johnson	Theresa Salazar Vital

Guests

Lauri Flack	Community Services Department/WIA, Human Services Agency
Phil Hampton	California State University, Channel Islands
Sally Harrison	Ventura County Executive Office
Heidi Hayes	theAgency
Gayle Hutchison	California State University Channel Islands
Melissa Remotti	California State University Channel Islands
Robin Stenslie	EDC-VC
John Tarkany	Ventura County Office of Education (Student Support and Competitions)
Richard Urias	Ventura County Office of Education (Charter School Support and Oversight)
Kristi Vandenharn	Community Services Department/WIA, Human Services Agency
Leslie Webster	Department of Rehabilitation

1.0 CALL TO ORDER AND AGENDA REVIEW

WIB Chair Mike Soules called the meeting to order at 8:11 a.m. No changes were made to the agenda.

2.0 PUBLIC COMMENTS

No public comments

3.0 WIB CHAIR'S COMMENTS

Mike Soules thanked WIB Speakers Bureau members who had made represented the WIB recently in the community. In November 2015, Bernardo M. Perez presented the WIB's Ventura County Grows Business website resources to the Ventura Chamber of Commerce. In December 2015, Bill Pratt presented to the Southern California Biomedical Council on WIB sector committee meetings in support of career pathways initiatives.

Mr. Soules commented on the quality of the WIB Workforce Wednesday radio program interviews and noted that recordings of the live broadcasts are accessible on the WIB website (the About Us/News tab). Dave Sasek was the featured guest for November 2014, talking about why it is good business to hire a veteran. (Formerly known to WIB members as Captain Sasek, Dave is now the Director of the Water and Sanitation Department for the County of Ventura.)

Mike Soules also reported that, in December 2015, his op-ed piece on "why working together pays off" ran as a guest column in the *Ventura County Star*.

4.0 CONSENT ITEMS

4.1 Approve Workforce Investment Board Minutes: October 23, 2014

4.2 Receive and File: WIB Committee Reports

Mike Soules commented on the Executive Committee report, noting that the WIB had exceeded all nine 2013-2014 performance goals in the adult, dislocated worker, and youth categories. The performance was reported by the State to the U.S. Department of Labor and posted on the California Workforce Investment Board website. On behalf of the WIB, Mr. Soules expressed appreciation and congratulations to our WIA program providers for their excellent work: Boys and Girls Clubs of Greater Oxnard and Port Hueneme; PathPoint; Ventura Adult and Continuing Education; and County of Ventura, Community Services Department/WIA.

Mr. Soules called attention to two reports on Rapid Response activities in the first few months of this year: WIA services were available to more than 1,000 workers impacted by layoffs at 12 businesses, and two at-risk businesses received layoff aversion services and reported 20 jobs saved. He expressed thanks to our business services partners for their strong support: County of Ventura, Community Services Department/WIA and the Economic Development Collaborative–Ventura County.

Mr. Soules noted that, according to the most recent financial status report, uncommitted funds were available and that the Resource Development Committee would discuss the issue. He also indicated that the Executive Committee had taken action on two items: (1) approved the evaluation and reporting processes for adult, dislocated worker, and youth programs and (2) approved a research sponsorship for the 2015 Ventura County Civic Alliance State of the Region Report.

Motion to approve Consent Items: Brian Gabler

Second: Tim Allison

Motion carried unanimously

5.0 ACTION ITEMS

Mike Soules presented the action items on behalf of the WIB Membership Committee. WIB members asked questions and reviewed back-up information before voting on each recommendation.

5.1 Recommendation that the Workforce Investment Board of Ventura County (WIB) Approve the Appointment of Juan Mercado to the Youth Council for a Three-Year Term

Motion to approve: Brian Gabler

Second: Will Berg

Motion carried unanimously

5.2 Recommendation that the Workforce Investment Board of Ventura County (WIB) Approve the Reappointments of Matt Cassaro, Claudia Harrison, and Marnie Melendez, to the WIB Youth Council for Three-Year Terms

Motion to approve: Bruce Stenslie

Second: Gerhard Apfelthaler

Motion approved unanimously

5.3 Recommendation that the Workforce Investment Board of Ventura County (WIB) Approve a WIB Member Petition to Continue Service on the WIB

The WIB approved the petition by WIB member Ed Summers, submitted following a change in status, to continue his service on the WIB through the end of his three-term on February 5, 2015.

Motion to approve: Paul Matakiewicz

Second: Will Berg

Motion carried unanimously

6.0 WIB SPOTLIGHT ON EDUCATION

6.1 New Ventura County Regional STEM Network for K-12 Education

Phil Hampton, Ph.D., Professor of Chemistry and Director, Project ACCESO, California State University, Channel Islands (CSUCI), announced that the Amgen Foundation had granted CSUCI \$75,000 to encourage STEM education in the County through the creation of a Regional VC STEM Network modelled on others in the state. The P-20 Council (of which the WIB is a member) will be the steering committee for the project. As a complement to local career pathways initiatives in the high schools, adult education, and community college, the initial focus of the VC STEM Network will be on introducing elementary and middle school students to careers and skills in applied STEM.

6.2 New High School Equivalency Exam Program

Dr. Roger Rice introduced Richard Urias and John Tarkany, from the Ventura County Office of Education, who reported on *The Changing Landscape of High School Equivalency Testing in California*. There are currently three test providers (TASC, HiSet and GED) and three different test formats. The successful completion certificate for all three is the California High School Equivalency Diploma (GED); and, regardless of which test the candidate takes, successful completion means that he/she has met both Common Core requirements and College and Career Readiness Standards. Preparation materials are free for all three tests, but testing fees vary.

7.0 NEW VENTURA COUNTY COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS)

Bruce Stenslie and Brian Gabler presented a summary of the 58-page report, developed by the Economic Development Collaborative-Ventura County, in collaboration with local leaders to provide general guidance to the region and enable access to government funding opportunities.

The CEDS serves as (1) a requirement prescribed by the U.S. Department of Commerce for accessing certain grants; (2) a regional economic assessment; (3) a SWOT analysis; and (4) a broad statement of goals and performance indicators. Informed by the local Economic Development Roundtable, the report also aligns with the WIB's Ventura County Regional Workforce Development Plan 2013-2017, the Port of Hueneme's own CEDS, and includes implementation projects, mainly for infrastructure and public investment benefitting private industry. The strategy is data-driven, based on important industry sectors and their respective contributions to the local economy. The report concentrates on strategic issues, notes the assets (or lack of them) for sustained growth and summarizes such broad goals as regional collaboration, retention and expansion of key industries, reduction of unemployment, improving regional infrastructure, and promoting and sustaining a balance of employment, housing choices, agricultural production, open space, and natural resources.

8.0 VENTURA COUNTY REGIONAL STRATEGIC WORKFORCE DEVELOPMENT PLAN

Cheryl Moore provided an update on Workforce Innovation and Opportunity Act (WIOA) Goals and Systems Alignment: the focus of national, state, regional, and local goals; movement toward a comprehensive, aligned Workforce Development System at the U.S. Department level (including Labor, Commerce, Health and Human Services, Education, Housing and Urban development, and Agriculture); and WIOA regional planning components. Ms. Moore also reviewed the WIOA implementation timeline, noting that the launch of WIOA would be on July 1, 2015, with full implementation by July 1, 2016.

9.0 WIB ADMINISTRATION

Cheryl Moore provided a brief summary of recent WIB member activities and upcoming events.

- Recent WIB Member Activities: Los Angeles County/Ventura County Regional Meeting; AMP SoCal Pillar Committee Meetings; WIB Sector Committee Meetings with Career Pathways; Workforce Wednesday Radio Interviews; WIB Speakers Bureau; Guest Column, *Ventura County Star*
- On the Calendar: January 18, 2015 (Announcement of WIOA Federal Guidelines); January 27-29, 2015 (California Workforce Association Youth Conference); March 29-31, 2015 (National Association of Workforce Boards Conference)

10.0 WIB MEMBER COMMENTS

No comment.

11.0 ADJOURNMENT

Motion to adjourn at 9:53 a.m.: Brian Gabler
Second: Tim Allison
Motion carried unanimously

Next WIB Meeting

February 26, 2015 (8:00 a.m.-10:00 a.m.)
Ventura County Office of Education
5100 Adolfo Road (Salon C), Camarillo, CA

BUILDING OUR FUTURE WORKFORCE

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www.wib.ventura.org



TO: WORKFORCE INVESTMENT BOARD

**FROM: CHERYL MOORE
EXECUTIVE DIRECTOR**

DATE: FEBRUARY 26, 2015

**SUBJECT: RECOMMENDATION TO APPROVE THE ADDITION OR DELETION OF
PROVIDERS AND/OR PROGRAMS (COURSES) FOR THE ELIGIBLE
TRAINING PROVIDER LIST (ETPL)**

RECOMMENDATION

Approve the addition/deletion of providers and/or vocational training programs/courses to the Eligible Training Provider List (ETPL), as listed on Attachment 1.

DISCUSSION

Local Workforce Areas are responsible for the approval of (1) local providers of vocational classroom training who wish to be, or to remain, on the Eligible Training Provider List (ETPL) and, (2) of their several programs/courses.

From time to time, it is necessary to delete courses that are no longer being offered or are duplicates, and to approve new providers and the courses that they wish to add to the list. The Board's approval is needed before these courses may be removed from, or added to, the list.

If you have questions, please call me at (805) 477-5306, or contact Richard McNeal at (805) 477-5344, email richard.mcneal@ventura.org

WORKFORCE INVESTMENT BOARD OF VENTURA COUNTY
February 26, 2015
RECOMMENDED MODIFICATIONS TO THE ELIGIBLE TRAINING PROVIDER LIST (ETPL)

Provider Name	Program Name	Recommendation
Medical Career Services	Computerized Office Procedures	DROP
Medical Career Services	Medical Billing/Coding	DROP
Medical Career Services	Professional Child Care	DROP
Medical Career Services	Medical Assistant	DROP
Simcom International	Hawker Flight Training	DROP
Trinity School of Nursing	Home Health Aide	ADD
Trinity School of Nursing	Nurse Assistant	ADD
Trinity School of Nursing	Nurse Assistant/Home Health Aide	ADD
101 School of Trucking	Truck Driver Training	DROP



Workforce Investment Board of Ventura County

February 26, 2015

WIB COMMITTEE REPORTS

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

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TO: WORKFORCE INVESTMENT BOARD

**FROM: MIKE SOULES, CHAIR
EXECUTIVE COMMITTEE**

DATE: FEBRUARY 26, 2015

SUBJECT: EXECUTIVE COMMITTEE REPORT

The Executive Committee met on February 12, 2015. In attendance were WIB Executive Committee members Mike Soules (Chair), Sandy Werner (Vice-Chair), Alex Rivera (Immediate Past Chair), Tim Allison, Brian Gabler, Bill Pratt, Iris Ingram, and Nancy Williams; WIB staff Talia Barrera, Patricia Duffy, Richard McNeal, and Cheryl Moore; and guests Nancy Ambriz and Jaime Duncan (Community Services Department/WIA). The following topics were discussed:

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.

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. (See the attached FSR for details.) 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. (See the attached FSR for details.)

	<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%

Action Items

- **Approved 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)
- **Approved a 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.

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

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

WIA to WIOA Transition

- 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

Priorities for WIB Meetings

- 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

The next meeting of the Executive Committee is scheduled for March 12, 2015, from 7:30 a.m. to 9:30 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo.

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

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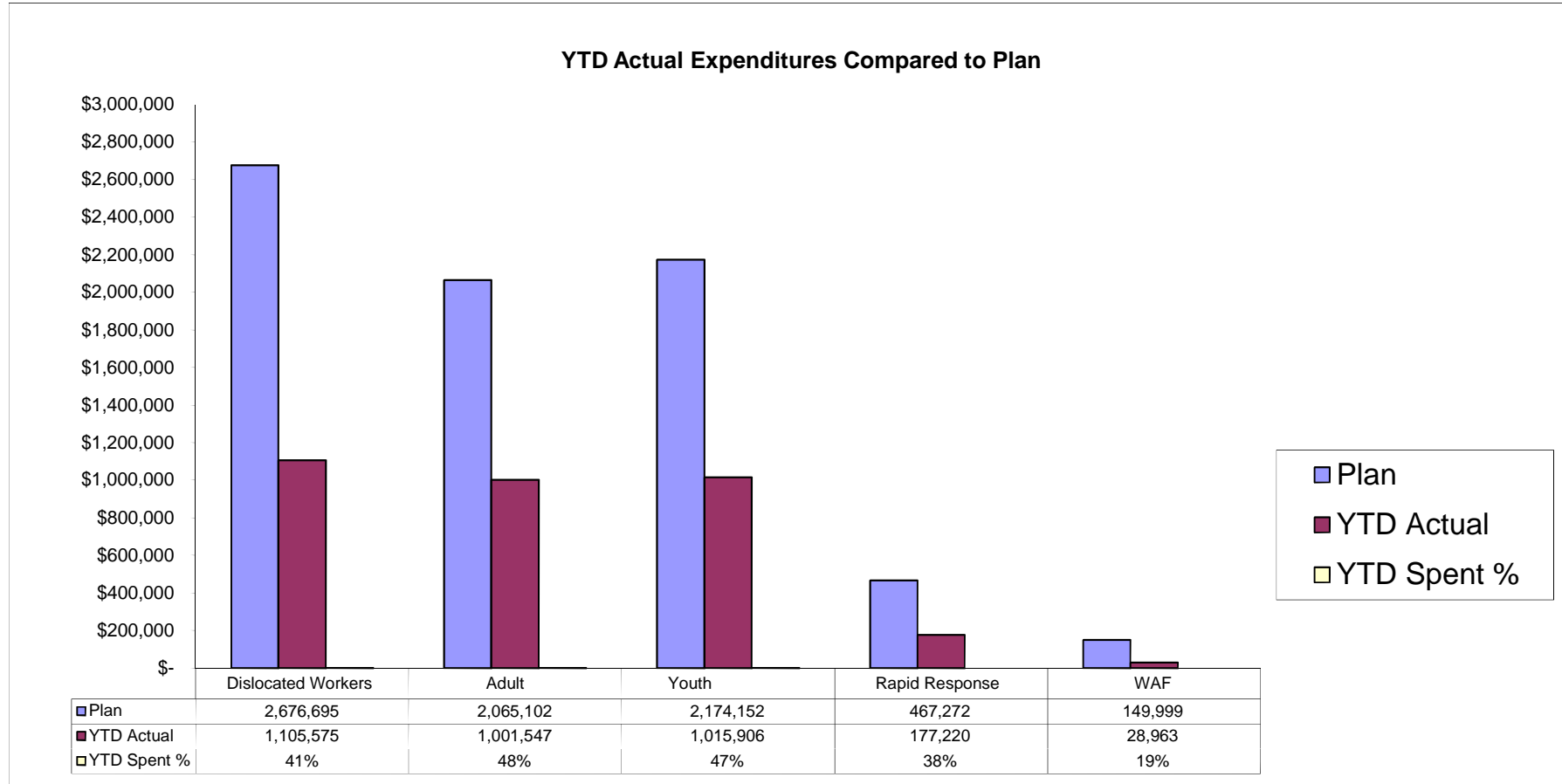


FINANCIAL STATUS REPORT for FISCAL YEAR 2014-2015

Year to Date Expenditures from 07/01/14 to 12/31/2014 (50% into the Fiscal Year)

Submitted on: January 20, 2015

WIA Financial Status Report for Fiscal Year 2014 - 2015
Year to Date Expenditures from 07/01/14 to 12/31/2014 (50% into the Fiscal Year)



WIA Financial Status Report for Fiscal Year 2014 - 2015												
Year to Date Expenditures from 07/01/14 to 12/31/2014 (50% into the Fiscal Year)												
Name of Grants	Salaries and Benefits			Direct Program/WIB Special Projects			Other Operating Expenses			Total		
	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan *	YTD Actual	Plan Balance
Core Grants:												
Dislocated Worker	1,452,002	655,948	45%	935,752	298,590	32%	288,941	151,038	52%	2,676,695	1,105,575	1,571,120
Adult	1,187,945	583,435	49%	654,125	298,109	46%	223,033	120,003	54%	2,065,102	1,001,547	1,063,555
Youth	482,209	246,866	51%	1,457,133	653,176	45%	234,810	115,864	49%	2,174,152	1,015,906	1,158,246
Rapid Response	245,480	122,129	50%	174,938	34,400	20%	46,853	20,690	44%	467,272	177,220	290,052
Others:												
WAF	6,364	4,586	72%	93,517	18,170	19%	50,118	6,207	12%	149,999	28,963	121,036
Total WIA Grants	\$ 3,374,000	\$ 1,612,964	48%	\$ 3,315,465	\$ 1,302,446	39%	\$ 843,755	\$ 413,802	49%	\$ 7,533,220	\$ 3,329,212	\$ 4,204,008

Submitted on: January 20, 2015

VCFMS Plus Estimated Accrued Expense for Fiscal Year 2013- 2014 Year to Date Expenditures from 07/01/14 to 12/31/2014 (50% into the Fiscal Year)												
	Salaries and Benefits			Direct Program/Client Expenses			Other Operating Expenses			Total		
	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total
CORE GRANTS:												
Dislocated Worker	616,734	39,214	655,948	216,621	81,969	298,590	123,121	27,916	151,038	956,475	149,100	1,105,575
Adult	548,556	34,879	583,435	212,308	85,801	298,109	97,822	22,180	120,003	858,687	142,861	1,001,547
Youth	232,107	14,758	246,866	479,625	173,551	653,176	94,449	21,415	115,864	806,181	209,725	1,015,906
Rapid Response	114,828	7,301	122,129	(26,042)	60,442	34,400	16,866	3,824	20,690	105,652	71,568	177,220
OTHERS:												
WAF	4,312	274	4,586	56	18,114	18,170	5,060	1,147	6,207	9,428	19,535	28,963
										-	-	-
Total WIA Grants	\$ 1,516,537	\$ 96,427	\$ 1,612,964	\$ 882,568	\$ 419,878	\$ 1,302,446	\$ 337,318	\$ 76,484	\$ 41,930	\$ 2,736,423	\$ 592,789	\$ 3,329,212

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 12/31/2014 (50% 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	229,568
	Leveraged Resources			
	- Total Leveraged Resources	562,187	420,156	168,864
	- Maximum Allowed Leveraged Resources (10%)	450,356	434,699	409,141
7)	- Total Leveraged Resources Used Towards Training Expenditures	450,356	420,156	168,864
8)	Total Amount Spent On Training (should equal/exceed Line 5)	1,371,599	1,206,354	398,433
	% of Training Requirement Met (final goal is 100%)	122%	111%	39%

9)	Leveraged Resources Detail (notes)			
	(a) Pell Grant	116,771	233,994	23,880
	(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	144,984
	Total	562,187	420,156	168,864
	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 10/23/15)									
			Dislocated Worker	Adult	Youth	Rapid Response	WAF Project	FY 14-15 Plan w/Rollover	Year to Date Expenditures from 07/01/14 to 12/31/2014 (50% 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	1,154,366 46%
19	WIB Administration 859,636		309,469	240,698	240,698	68,771	6,364	866,000	458,598 53%
20	Subtotal Salaries and Benefits		1,452,002	1,187,945	482,209	245,480	6,364	3,374,000	1,612,964 48%
21	Direct Expenses:							-	
22	Grant Specific Contracts							-	
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	208,715 40%
26	Pathpoint: Core Program				523,300			523,300	249,673 48%
27	VACE Core Program				308,300			308,300	148,940 48%
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	655,786 41%
31	Client Expenses:							-	
32	ITA / OJT (24% cash+ 10% leverage)		610,321	373,140				983,461	371,804 38%
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	538,445 39%
37	Other Allocated/Contracted Expenses							0%	
38	Geographic Solutions 24,828		-	-	-	-	24,828	24,828	8,116 33%
39	WAF Grant Facilitator 58,616						58,616	58,616	10,000 17%
40	Outrch/Mktg: theAgency 150,000		47,000	12,500	76,500	14,000	-	150,000	72,117 48%
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	1,618 8%
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	108,215 33%
47	Subtotal- Program/Clients Expenses		935,752	654,125	1,457,133	174,938	93,517	3,315,465	1,302,446 39%
48	Total Direct Program Expense		2,387,755	1,842,070	1,939,342	420,418	99,881	6,689,465	2,915,410 44%
49	Overhead/Administration:		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	32,243 43%
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	50,670 57%
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	3,459 50%
56	Books and Publication 3,000		1,071	826	870	174	60	3,000	1,092 36%
57	Office Equipment/Supplies & Furniture/I 26,000		9,281	7,160	7,538	1,504	18,538	44,020	12,353 28%
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	3,281 66%
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	40,161 47%
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	17,059 57%
67	Conference and Seminars - Staffs 15,000		5,354	4,131	4,349	868	8,299	23,000	6,148 27%
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	16,850 112%
70	Fiscal/HR/BTD/ET (HSA) 350,000		124,768	96,379	101,468	20,247	7,138	350,000	173,241 49%
71	Other Admin Services 4,000		1,428	1,101	1,160	231	2,873	6,793	2,835 42%
72	Subtotal Overhead 809,942		288,941	223,033	234,810	46,853	50,118	843,755	413,802 49%
73			-	-	-	-	-	-	
74	Planned Total Grant Expenses		2,676,695	2,065,102	2,174,152	467,272	149,999	7,533,220	3,329,212 44%
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									

CONSIDERATIONS FOR USE OF WIA FUNDS

Workforce Investment Board of Ventura County

WIB Policy on Uncommitted Funds

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

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

WIB Policy on Unsolicited Proposals

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

Guidelines for Use of Funds

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

RECOMMENDATION FOR USE OF UNCOMMITTED 2014-2015 WIA FUNDS
Workforce Investment Board of Ventura County

<u>Options for Consideration</u>	<u>Disloca. Worker</u> \$ 61,230 (\$34,137)*	<u>Adult</u> \$ 16,462 (\$20,041)*	<u>Youth</u> \$ 1,201 (\$21,866)*	<u>Rapid Resp.</u> \$ 60,466
1. Reduce Youth Management Reserve level for WIOA transitional activities use of funds (reference number 3. for theAgency)			(\$20,665)	
2. Augment the current \$150,000 contract with theAgency to support additional targeted WIA outreach activities and WIOA transitional outreach activities.	\$18,068		\$21,866	\$10,066
3. Augment funding for the Community Services Department/WIA for additional job seeker enrollments and training.	\$43,162	\$16,462		
4. Fund a Regional Economic Analysis Profile for the Ventura County Region.				\$ 50,400
TOTAL	\$61,230	\$16,462	\$21,866	\$60,466

* Allowable portion of 14-15 allocations for WIOA transitional activities (WSIN14-15) Funding Limits and Reporting for WIOA Transitional Activities

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TO: WORKFORCE INVESTMENT BOARD

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

DATE: FEBRUARY 26, 2015

SUBJECT: CLEAN/GREEN COMMITTEE REPORT

The Clean/Green Committee met on January 16, 2015. In attendance were Committee members Victor Dollar (Chair), John Brooks, Rebekah Evans, Dave Fleisch, Paul Grossgold, Eric Humel, Teresa Johnson, Valeria Makarova, Kimberly Nilsson, and Wayne Pendrey; WIB staff Patricia Duffy and Cheryl Moore; and guests: Martha Amram (WattzOn), Kay Faulconer Boger (STEPS Program) Richard Forde (Ventura College), Marybeth Jacobsen (Workforce Education Coalition), Celine Park (Ventura County Community College District), Angelica Sagum (OpTerra), Alekso Stankoski (OpTerra). Topics of discussion included:

Ventura County Regional Strategic Workforce Development Plan

- Ventura College Water Science Program

Dr. Richard Forde, Water Science Professor, presented on the Ventura College Water Science Program. This program offers two Certificates of Achievement, two Associate of Science Degrees and preparation for five different licenses. The Water Science Program provides students with the technical training to enter careers in the water or wastewater industry. Dr. Forde explained the value of this program which offers several paths and career options, leading to high wage jobs in a high demand, high growth industry. The presentation aligned with the current work of the WIB Clean/Green Committee, which has been working to identify industry employment needs and career pathways that lead to living wage jobs and have high growth potential.

- Ventura County Green Innovation Hub Evaluation: USC Local Government Challenge

John Brooks gave an update on the Clean/Green Committee's proposal submitted to the USC Local Government Case Challenge. Graduate students from USC work in teams to research the challenge. The proposal submitted by the Committee was to analyze Ventura County's potential to become a Green Innovation Hub. The proposal was not selected, however the update generated Committee interest in continuing to pursue this idea.

- The Capacity Project: A Public/Private Partnership

Martha Amram (WattzOn) and Alekso Stankoski (OpTerra) presented on the Capacity Project. The Capacity Project leverages municipal energy strategies into a community-wide program for residential energy savings, workforce development and local economic development. The Capacity Project is a partnership between OpTerra Energy and WattzOn. Simi Valley is one of the first Southern California implementations.

- Career Pathways

Celine Park reported on the progress of the Career Pathways Trust Grants, *Alliance for Linked Learning* and *VC Innovates*. Ms. Park reported that a series of “Entree to Employment” dinners will be held for students, teachers and business representatives to facilitate discussion of joint needs. In addition, the Ventura County Office of Education and the Oxnard Union High School District are collaborating to apply for a second round of funding for Career Pathways Trust Grant.

- Workforce Accelerator Grant and Ventura County STEPS Program

Kay Faulconer Boger provided an overview of the STEPS Program, which is a partnership between the County of Ventura Probation Agency and the Human Services Agency/Community Services Department (CSD), supplemented by the WIB through its Workforce Accelerator Grant funding. STEPS provides re-entry employment services for non-violent, non-sexual offenders, on probation and connects them with employers after careful screening by both the Probation Agency and CSD. The STEPS Program offers re-entry job seekers with ongoing education, training and employment guidance.

The next meeting of the Clean/Green Committee is scheduled for 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.

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

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TO: WORKFORCE INVESTMENT BOARD

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

DATE: FEBRUARY 26, 2015

SUBJECT: HEALTHCARE COMMITTEE REPORT

The WIB Healthcare Committee met on January 9, 2015. Attending the meeting were Committee members: Martel Fraser (Chair), Greg Barnes, John Cordova, Carol Higashida, Teresa Johnson, Paul Matakiewicz, Tiffany Morse, Dawn Neuman, Michelle Reynolds, Brett Watson, Celina Zacarias. WIB staff: Patricia Duffy, Richard McNeal, and guests; Kay Faulconer Boger (STEPS Program), Paula Hodge (College of the Canyons), and Marybeth Jacobsen (Workforce Education Coalition). The following is a summary of topics discussed:

Ventura County Regional Strategic Workforce Development Plan

- Workforce Accelerator Grant and Ventura County STEPS Program

Kay Faulconer Boger provided an overview of the STEPS Program, which is a partnership between the County of Ventura Probation Agency and the Human Services Agency/Community Services Department (CSD), supplemented by the WIB through its Workforce Accelerator Grant funding. STEPS provides re-entry employment services for non-violent, non-sexual offenders, on probation and connects them with employers after careful screening by both the Probation Agency and CSD. The STEPS Program offers re-entry job seekers ongoing education, training and employment guidance opportunities.

- Clinical Lab Science Field Experience Update

Dawn Neuman updated the status of the application for local hospital laboratory certifications, as a regional consortium, to support the Clinical Lab Science Field Experience Program through California State University, Channel Islands (CSUCI). Although there has been some delay because of a need to clarify the legal agreement between CSUCI and the hospitals in the consortium, about 90% of the required materials are in hand. Dr. Neuman expects that the actual application to the State will be submitted shortly.

- Career Pathways

Tiffany Morse summarized recent meetings on the articulation of courses and indicated that there is a definite need for an introductory healthcare course in the high schools. A series of "Entree to Employment" dinners will be held for students, teachers and business people to facilitate discussion of joint needs. A regional application for the second round of the California Career Pathways Trust Grant is in preparation. This application will propose to expand and enhance the scope of the current grants (*VC Innovates* and *Alliance for Linked Learning*) by emphasizing the

practical applications of math (especially algebra) and expanding into alternative schools and summer bridge programs.

- Deputy Sector Navigator Update

John Cordova reported on healthcare developments affecting Certified Nurse Assistants, Medical Lab Technicians, Clinical Lab Technicians and Health Information Management.

- One Year after the Affordable Care Act

The Committee engaged in a wide-ranging discussion of workforce changes, critical skills, and key jobs to meet Ventura County's healthcare workforce needs. Topics included:

- ✓ The volume of patients has increased.
- ✓ There is increased pressure to control costs because no new jobs are being added, and the increasing volume brings with it additional costs.
- ✓ Because of the retirement of older physicians, there is increasing need to train nurse practitioners for post-acute care.
- ✓ Radiological technicians and respiratory therapists are finding it difficult to get employment.
- ✓ Successful nurse transition programs should be revived to give new nurses the experience that will enable them to get jobs more readily. The models for such programs are readily available. There is increasing emphasis on the baccalaureate degree for nurses.
- ✓ There is a need to look at transition programs for radiological technicians and respiratory therapists. Next step: Four committee members volunteered to look into transition programs.
- ✓ Traditional apprenticeship programs may not be suitable for the healthcare area.
- ✓ Skilled nursing facilities are facing a need to provide additional training for their nursing staff because of the new requirements.

The next meeting of the Healthcare Committee will be on March 13, 2015, at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA.

If you have questions or need more information, please call me at (805) 437-8920, or contact Patricia Duffy at (805) 477-5350, e-mail Patricia.Duffy@ventura.org.

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TO: WORKFORCE INVESTMENT BOARD

**FROM: ALEX RIVERA, ACTING CHAIR
MANUFACTURING COMMITTEE**

DATE: FEBRUARY 26, 2015

SUBJECT: MANUFACTURING COMMITTEE REPORT

The Manufacturing Committee met on February 11, 2015. In attendance were Committee members Vic Anselmo, Mark Fegley, Jason Miller, Marybeth Jacobsen, Subhash Karkare, Tiffany Morse, and Alex Rivera; WIB member Iris Ingram; and WIB staff Talia Barrera, Terri Duke and Cheryl Moore. The Committee welcomed guests Fred Garcia (Community Services Department/WIA), Kay Faulconer Boger (Workforce Accelerator Grant: STEPS Program), David Finn (Organizing for Action Ventura County), Kim Hoffman (Moorpark College), David Armstrong (MAKE Ventura), Steve Thompson (Ventura Adult and Continuing Education), Melissa Remotti (California State University, Channel Islands—CSUCI), Phil Hampton (CSUCI), Jim Rose (Oxnard Union High School District), Lisa – no last name identified (Ventura County Office of Education).

Topics discussed in support of the Ventura County Regional Strategic Workforce Development Plan included:

- Advanced Manufacturing Partnership for Southern California (AMP SoCal)

Jason Miller provided an update on the AMP SoCal Pillar Committees. The role of the Pillar Committees is to convene key stakeholders, examine the trends of the respective industrial ecosystem pillar, and make recommendations to the AMP SoCal Executive Council. Additionally, Pillar Committees will review the progress of AMP SoCal implementation Strategy Working Groups quarterly. Pillar Committees include (Workforce and Training, Supplier Networks, Research and Innovation, Infrastructure and Site Development, Trade and International Development, and Operations Improvement and Capital Access). Mr. Miller shared the activities and opportunities that are being discussed in the Research & Innovation Pillar Committee. The committee is working on a grant proposal to the National Science Foundation that will establish an industry/university cooperative research center for advanced manufacturing. Another opportunity for the county in the future is to have a two-year grant focusing on aerospace and defense.

- Biomedical Device Manufacturing Certificate

Subhash Karkare reported that students may enroll at Moorpark College and/or Ventura College to take courses leading to the certificate. The first cohort of students is expected to be awarded certificates in May 2015. Committee members suggested it would be a good idea to share a list of local employers who can hire those students who receive their certificate.

- VC STEM Regional Network Grant

Phil Hampton shared with the committee a presentation which included information that the Amgen Foundation had approved a grant to support California State University, Channel Islands

on a new VC STEM project. Supported by the P-20 Council as a Ventura County steering committee, this project will plan for and implement Science, Technology, Engineering, and Math (STEM) regional networking to enhance k-16 education in Ventura County. The California Regional STEM Learning Networks are strategically placed around the state to actively build partnerships that engage students, teachers, and community stakeholders and address regional needs in STEM education. The Ventura County STEM Network already has formed a steering committee and is working on a mission and a vision for their strategy.

- Career Pathways

Tiffany Morse provided an update on the regional *VC Innovates* initiative. Industry liaisons have been hired and will start connecting with businesses to provide students the opportunity to have job shadowing, internships, on-the-job-training, summer internships, and site tours. *VC Innovates* also has created a dinner series, *Entrée to Employment*, where businesses, educators, and students can discuss career opportunities in different sectors.

Jim Rose reported that the *Alliance for Linked Learning* will host another Academy for a Day event on February 17, 2015. Following the opening presentation, Academy open houses will be held at multiple high school campuses in the Oxnard Union High School District.

- Maker Space

David Armstrong the founder of MAKE Ventura, described an initiative to provide maker space where people can prototype their ideas. A non-profit organization that provides access to tools and training for creating and building things, MAKE Ventura offers easy access to a wide range of tools and technology such as CNC-based tools, metalworking, woodworking, bicycle repair, electronics, jewelry making, sewing, vinyl cutting, 3D printers and design software. Mr. Armstrong noted the opportunities to collaborate with innovative thinkers and to connect business and education.

- Workforce Accelerator Grant: STEPS Program

Kay Faulconer Boger shared with the committee an overview of the STEPS Program, which is a partnership between the County of Ventura Probation Agency and the Human Services Agency/Community Services Department (CSD), supplemented by the WIB through its Workforce Accelerator Grant funding. STEPS provides re-entry employment services for non-violent, non-sexual offenders, on probation and connects them with employers after careful screening by both the Probation Agency and CSD. The STEPS Programs offers re-entry job seekers ongoing education, training and employment guidance.

- Ventura County Regional Strategic Workforce Development Plan: Transition from WIA to WIOA

Cheryl Moore gave an update on the new Workforce Innovation and Opportunity Act (WIOA). WIOA will focus on aligning federal and state workforce development programs and support services with sector, regional, economic development and training and education initiatives. Among the changes when WIOA takes effect on July 1, 2015, will be a transition from the current Workforce Investment Board (WIB) to the new Workforce Development Board (WDB) designation.

The next meeting of the WIB Manufacturing Committee is scheduled for April 8, 2015, from 8:00 a.m. to 9:30 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA.

If you have questions or need more information, please call me at (805) 579-5188, or contact Talia Barrera at (805) 477-5341, email talía.barrera@ventura.org.

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TO: WORKFORCE INVESTMENT BOARD

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

DATE: FEBRUARY 26, 2015

SUBJECT: MEMBERSHIP COMMITTEE REPORT

The Committee met on February 2, 2015. In attendance were Committee members Zahid Shah (Chair), Ed Summers (Vice Chair), Tim Allison and Sarah Asbury; and WIB staff Talia Barrera and Cheryl Moore. The following includes topics discussed at the meeting and updated information:

Appointments and Reappointments

- Reappointments: The Committee reviewed attendance records and WIB engagement for nine current WIB members whose terms would end between May and July 2015. Those determined to be in good standing and eligible for reappointment will receive letters between March 2015 and June 2015. Letters will be mailed to the candidates asking for their interest and to update their resumes before being considered for nomination for reappointment to a three-year term by the Board of Supervisors.
- Appointments: Committee members discussed the recruitment of potential candidates for future appointment nominations. Participation on sector committees continues to provide a good introduction to the work of the WIB prior to consideration of a possible recommendation for WIB appointment.

Action Item

The Committee approved a recommendation that the Workforce Investment Board of Ventura County (WIB) approve the appointment of one new member to the WIB Youth Council: Leslie J. Webster, Department of Rehabilitation.

Ventura County Regional Strategic Workforce Development Plan

Committee members received an update on the status of the reauthorization of the Workforce Innovation and Opportunity Act (WIOA). Reauthorization will focus more on aligning workforce development programs with sector, regional, economic development and education initiatives. WIOA will take effect on July 1, 2015. Originally planned for release in January 2015, the draft guidelines and requirements are expected to be announced in Spring 2015. Included will be requirements for the size and composition of the new, local Workforce Development Boards.

The next Membership Committee meeting is scheduled for March 3, 2015, from 8:30 a.m. to 10:00 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA.

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

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TO: WORKFORCE INVESTMENT BOARD

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

DATE: FEBRUARY 26, 2015

SUBJECT: OUTREACH COMMITTEE REPORT

The WIB Outreach Committee met on January 21, 2015. Attending the meeting were Committee members Brian Gabler, (Chair), Jim Faul (Vice Chair), Will Berg, and Victoria Jump; WIB staff Talia Barrera and Cheryl Moore; and guests Heidi Hayes (theAgency), and Christy Norton (Community Services Department/WIA). The following is a summary of major topics discussed at the meeting.

CSD/WIA Monthly Event Report

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

Outreach Summary Report

The Committee discussed November 2014–January 2015 WIB outreach projects and activities as reported by theAgency and summarized below:

- Employer Outreach
 - Workforce Wednesday radio interview program (KVTA-1590 AM)
 - November 19 – Why Hiring a Vet Is Good Business. Participant: David Sasek, Director of Water & Sanitation COV, former Chief of Staff Officer, Navy Base Ventura County and WIB committee member
 - January 21 – Bridging the Workforce Generational Gap. Participants: Dr. Roger Rice, Deputy Superintendent of Ventura County Office of Education and a member of the WIB and Sean Bhardwaj CEO of Aspire Entrepreneur Education Experiences
 - *Workforce Update* e-newsletter
 - December 15 – Sent to 419 WIB cohorts with an open rate of 27.7%
 - Ventura County Grows Business (VCGB) Website and Facebook
 - Website – 2,414 Sessions/2,143 unique visits with 1:39 minute average session duration
 - Facebook – 1,241 fans

- Ventura County Grows Business Outreach:
 - Camarillo “Business Scene” – John Fraser featured VCGB in the November Issue
 - VCGB pull-up sign
 - **WIB Speakers Bureau:**

<u>Date</u>	<u>Group</u>	<u>Speaker</u>
9/11/14	Jobs for Our Future	Mike Soules
10/24/14	Hong Kong Trade Council	Cheryl Moore
11/6/14	Ventura Chamber: Economic Development	Bernardo M. Perez
1/6/15	Rotary Ojai West	Bernardo M. Perez
1/8/15	Conejo Valley Chamber of Commerce	Jim Faul
1/9/15	Rotary Club of Moorpark	Alex Rivera
1/15/15	Moorpark Morning Rotary Club	Bernardo M. Perez
1/27/15	Rotary Club of Simi Valley	Sandy Werner
2/12/15	Oxnard Chamber of Commerce	Will Berg
3/5/15	Simi Valley Chamber of Commerce	Brian Gabler

- Job Seeker Outreach

Career Shops: Posted October and November workshops on Facebook. Clips:

- Sespe Sun – posted workshops info
- Santa Rosa Community News
- 805 Coffee News
- KDAR – posted workshops info
- Happenings – posted workshops info
- Santa Paula Times – posted workshops info
- Simi Acorn – posted workshops info
- VC Reporter – posted workshops info

- General Outreach: Media Relations

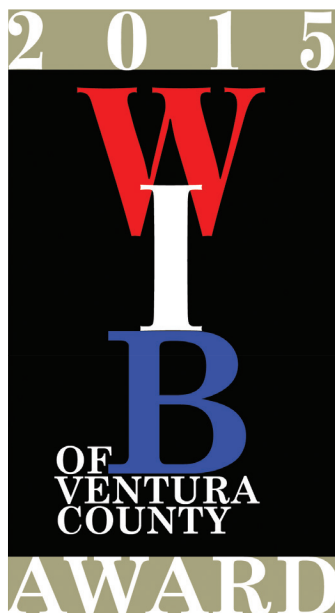
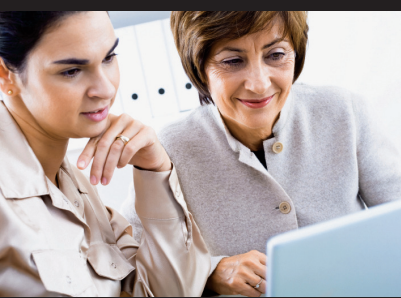
- Acorn: Melissa Simon interview with Cheryl Moore – CEDS Report Implications
 Simi Acorn ran the interview January 2
 Camarillo Acorn ran the interview January 16
- Op-Eds: WIB
 Brighter Days – Mike Soules, ran December 14, 2014
 The Older Workforce Challenge – Victoria Jump, ran February 1, 2015
- Job Outlook E-blast: November 21 and December 19
- WIB Website Redesign/Rebranding: working with County of Ventura IT for development and implementation of new WIB website

WIB Awards

The 2015 WIB Awards nomination form (attached) would be available online, featured in the next edition of *Workforce Update*, announced to the media through a press release.

The next meeting of the WIB Outreach Committee is scheduled for March 18, 2015, from 8:30 a.m. to 10:00 a.m., at the Economic Development Collaborative-Ventura County, 1601 Carmen Drive, #215, Camarillo, CA.

If you have questions or need more information, please call me at (805) 583-6701, or contact Talia Barrera at (805) 477-5341, email talía.barrera@ventura.org.



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



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2015 WIB Award Nomination Form

Deadline to submit nominations is March 13, 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

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TO: WORKFORCE INVESTMENT BOARD

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

DATE: FEBRUARY 26, 2015

SUBJECT: RESOURCE DEVELOPMENT COMMITTEE REPORT

The WIB Resource Development Committee met on February 6, 2015. Attending the meeting were Committee members: Iris Ingram (Chair), Gerhard Apfelthaler (Vice Chair), Victor Dollar and Barry Zimmerman; and WIB staff Richard McNeal, Cheryl Moore and Theresa Salazar Vital. The following is a summary of topics discussed:

Grant Report

- Richard McNeal commented on the updated Grant Report, noting first 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 seven 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.

Action Item: Recommended Use of Uncommitted and Management Reserve Funds

The Committee discussed and approved a recommendation that the Executive Committee recommend that the Workforce Investment Board of Ventura County (WIB) approve the use of uncommitted and WIB Management Reserve Workforce Investment Act (WIA) Funds in Program Year 2014-2015.

- The Committee reviewed the WIB budget process, the WIB policy on the use of uncommitted funds, and an updated draft of the 2014-2015 WIA Budget Plan that included post-close carryover amounts. Estimated grant balances available were identified in the Dislocated Worker, Adult, Youth, and Rapid Response fund categories.
- WIB staff presented options for using uncommitted funds from Adult, Dislocated Worker, Youth, and Rapid Response) and the Youth Management Reserve and to fund three projects:

- A Regional Economic Analysis Profile for the Ventura County Region, prepared by the Employment Development Department (EDD): \$50,000
- Augmentation of the current \$150,000 contract with the Agency to support additional targeted WIA outreach activities and WIOA transitional outreach activities: \$50,000
- Augmentation of funding for the Community Services Department/WIA for additional job seeker enrollments and training: \$59,627

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

WIB staff described the process for the new Workforce Innovation and Opportunity Act (WIOA) Local Area Designation and Recertification, whereby the continued existence and operation of the local workforce area, together with its funding, will be legally authorized by the State governor. In preparation for WIOA, we must be designated and recertified by June 30, 2015, as a Local Board within an Existing Local Area. To complete this process, the WIB must initiate the appropriate application to the California Workforce Investment Board by March 31, 2015. An unsigned application, with explanation, 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 submitted by June 30, 2015.

To comply with this schedule and to ensure the Ventura County WIB's initial local area designation, the Committee suggested the following two-stage process:

- On March 24, 2015, inform the Ventura County Board of Supervisors that the application for recertification and designation will be presented for signature by the Board Chair in June 2015, in time for proper submittal to the California Workforce Investment Board. This application will be the final form of the document and will have been previously approved by the WIB and the WIB's Executive Committee. No further action by the Board of Supervisors as a whole will be necessary.
- Meanwhile, the Executive Committee of the WIB will be asked, at its meeting on February 12, 2015, to recommend to the full WIB at its meeting on February 24, 2015, the approval of submission of the application, subject to the CWIB's transmittal to the Ventura County WIB the final form of the application, and with the caveat that the final form contains no substantial changes from the current draft form. The WIB will empower the Executive Committee to decide whether any substantial changes should cause the document to be reconsidered or withdrawn by the WIB or whether it should go forward to the Chair of the Board of Supervisors for scheduled signature in June 2015.

The Committee directed WIB staff to follow up on these suggestions with the appropriate parties to determine a final course of action for recommendation to the Executive Committee on February 12, 2015.

The date for the next meeting of the Resource Development Committee will be announced. 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.

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TO: WORKFORCE INVESTMENT BOARD

**FROM: BERNARDO M. PEREZ, ACTING CHAIR
YOUTH COUNCIL**

DATE: FEBRUARY 26, 2015

SUBJECT: YOUTH COUNCIL REPORT

The WIB Youth Council met on February 4, 2015. Attending the meeting were Committee members: Bernardo M. Perez (Acting Chair), Jerry Beckerman, Mary Benton, Claudia Harrison, Linda Fisher-Helton, Teresa Johnson, Juan Mercado, Cristina Miranda, and Mary Navarro-Aldana; staff Richard McNeal and Cheryl Moore; and guests Jeffrey Albaugh (Ventura Adult and Continuing Education), Mariana Cazares (Boys and Girls Clubs of Greater Oxnard and Port Hueneme-BGCOP), Kim Whitaker (PathPoint), Leslie Webster (Department of Rehabilitation) and Omar Zapata (BGCOP). The following is a summary of topics discussed:

Reflections on the CWA Youth Conference

Linda Fisher-Helton reported on her participation at the recent California Workforce Association (CWA) Youth Conference in Long Beach. She commented that:

- Ventura County youth program efforts are successful in comparison with those of other areas.
- More youth should be represented on the Council, and the Council might consider meeting in places more convenient for youth to attend.
- The Council should represent more widely the groups serving the County's youth.
- Youth need to be involved in developing outreach efforts that meet the needs and expectations of youth.
- Some formal method or coordinating mechanism for referring youth to resources would assist Council members in directing potential participants to the WIA program.
- Program providers need to take a more integral role in the Council's ongoing business—perhaps by being regular members rather than sitting in the audience.
- Program providers should be encouraged to work with one another to leverage their various abilities.
- Youth programs suffer from an obsession with data and WIA requirements at the expense of strategic vision. ("Neatness is a menace to creativity.")
- A greater variety of guests, specifically smaller organizations and businesses, might be invited to Council meetings, both to provide better information to the public about the Council's work and to solicit input about the needs of youth.
- Some means of defining the Council's success might be in order.
- The WIB and the Council might profit from joint meetings.
- In general, the Youth Council needs to consider carefully its role and the groups it plans to serve.

Transition from WIA to WIOA

To facilitate its discussion of the transition from WIA to WIOA, the Council considered six summary documents:

- An updated Section 4 (Youth) of the Ventura County Local Plan
- Effective Programs for Dropout Prevention and Recovery Survey, provided by VCOE
- WIOA Eligibility Requirements for Youth (WIOA Sec. 129)
- WIOA Required Youth Program Elements (WIOA Sec. 129)
- WIOA Youth Performance Measures (WIOA Sec. 116)
- Provisions for Oversight of Youth Funding Activity (WIOA Secs. 107 and 129)

These documents provide the major framework, insofar as we know it at present, within which decisions can be made about the future direction of the youth program under WIOA and possible existence and constitution of a youth committee. Discussion centered on the following:

- The need to enhance access to the WIOA youth program and provide a method or methods of referral to it
- The potential ability of providers to respond to the requirement of spending 75% of funding on older youth and 20% on work-related activities
- The relationship of the WIOA youth program to ongoing efforts to implement AB86 and the several Career Pathways grants; the need for partnerships to leverage and braid these various resources
- The function of the Youth Council as a neutral convener and facilitator to clarify youth issues and connect programs and entities—not to solve all problems

The Council agreed to form a work group to investigate the method for potential coordination/communication of referrals to WIA youth programs and other resources: Teresa Johnson, Mary Benton, Linda Fisher-Helton, Tiffany Morse and Richard McNeal.

Suggestions for future meetings: 1) Presentation from 211. 2) Brainstorming a “what if” picture: how ideal access to the assistance needed by Ventura County youth should look, the gaps between that and what we have now, and possible ways to close those gaps.

The next Youth Council meeting is scheduled for March 4, 2015, from 3:00 p.m. to 4:30 p.m., at the Human Services Agency (Pepper Tree Room), 855 Partridge Drive, Ventura, CA.

If you have questions or need more information, please call me at (805) 659-3791, ext. 115, or contact Richard McNeal at 805-477-5344, email richard.mcneal@ventura.org.

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TO: WORKFORCE INVESTMENT BOARD

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

DATE: FEBRUARY 26, 2015

**SUBJECT: RECOMMENDATION THAT THE WORKFORCE INVESTMENT BOARD OF
VENTURA COUNTY (WIB) APPROVE THE APPOINTMENT OF LESLIE WEBSTER
TO THE YOUTH COUNCIL FOR A THREE-YEAR TERM**

RECOMMENDATION

Recommend that the Workforce Investment Board of Ventura County (WIB) approve the appointment of Leslie Webster to the Youth Council for a three-year term, beginning February 26, 2015, and ending February 26, 2018.

DISCUSSION

The Workforce Investment Act requires that the WIB Youth Council be comprised of individuals from specific categories and also allows for the inclusion of others, as approved by the WIB.

On February 2, 2015, the WIB Membership Committee considered the Youth Council's new nomination of Leslie Webster for service on the Council. Ms Webster is a Senior Vocational Rehabilitation Counselor with the Department of Rehabilitation. She understands the importance of collaboration and is committed to developing community partnerships for investing in youth development. (A copy of her application is attached.)

The WIB Membership Committee recommends that the WIB appoint Leslie Webster to the WIB Youth Council for a three-year term.

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



**WORKFORCE INVESTMENT BOARD
OF VENTURA COUNTY**

**YOUTH COUNCIL
INTEREST FORM AND APPLICATION**

Name: Leslie J. Webster

Address: 1701 Pacific Avenue, Suite 120, Oxnard, CA 93033

Phone: 805-385-2420

E-mail: leslie.webster@dor.ca.gov

Affiliation (school, business, agency):

State of CA Department of Rehabilitation

Particular Areas of Educational Interest:

Academies located at high schools, local vocational programs, STEM, manufacturing

What Is Your Interest in the Youth Council?

Meet with local community partners to learn about and understand training programs for young people and how they are preparing them for the world of work

Will you need assistance with transportation to attend meetings?

No

Signature

Date

Signature of a parent or guardian if applicant is under 18

Date

If you have questions about the Youth Council or the application, contact the WIB staff member assigned to the Youth Council, currently Richard McNeal (855 Partridge Drive, Ventura, CA 93003, 805-477-5344, e-mail: richard.mcneal@ventura.org). Send to the same person your completed application, together with an up-to-date copy of your resume and a letter of recommendation from a WIB member on the Youth Council.

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) 477-5342 at least five days prior to the meeting. TTY line: (800) 735-2922. For further information, you may visit the Ventura County Workforce Investment Board website at <http://wib.ventura.org>.

Leslie J. Webster, MS

805-385-2420

leslie.webster@dor.ca.gov

CAREER SUMMARY: A Rehabilitation professional whose goal is to advance the employment and independence of individuals with disabilities

EXPERIENCE

California Department of Rehabilitation, Santa Barbara District, Oxnard Unit

Senior Vocational Rehabilitation Counselor

2014 – Present

- Provide vocational rehabilitation services to individuals with physical, mental, and sensory disabilities
- Determine vocational potential and eligibility for services, and level of significance of disability
- Analyze and interpret medical, psychological, and vocational information to develop a rehabilitation plan
- Act as liaison to employers and community organizations regarding opportunities and consideration related to hiring individuals with disabilities
- Maintain updated case documentation

Staff Services Analyst - Employment Coordinator

2012 - 2014

- Provided direct employment services to job-ready DOR participants including intake and employment preparation; job development and placement; and job retention and follow-up
- Provided analysis and technical expertise to development of job clubs including, but not limited to: assisting participants with career assessments, mock interviews, resume development, interviewing skills, job searching skills
- Assisted individuals and businesses determine accommodation needs
- Facilitated small groups in job search process, addressing barriers to employment, disclosure, and self-advocacy
- Developed and distributed employer information and job leads to staff
- Wrote and reviewed reports and information related to employment services
- Represented Department of Rehabilitation at job fairs and other community events

Arcadia High School, Transition Partnership Program (TPP) Arcadia, CA

Assistant Transition Coordinator

2006 - 2012

- Worked with high school students with developmental, learning, and mental disabilities
- Developed and maintained relationships with local businesses and organizations
- Researched labor market and provided information to job seekers
- Administered and reviewed interest profilers
- Instructed students on resume preparation and interview skills
- Monitored progress of placed students
- Coordinated informational meetings

Job Coach

2005 - 2006

- Worked with high school students with developmental disabilities
- Acted as liaison between employers and students placed at worksites
- Developed and implemented targeted skill training plans at work sites
- Completed wage surveys and monthly work evaluations

Leslie J. Webster, MS

805-385-2420

leslie.webster@dor.ca.gov

EDUCATION

California State University, Los Angeles

MS, Rehabilitation Counseling

Certificate, Career Counseling

Woodbury University, Burbank, CA

BS, Business Administration/Management

ADDITIONAL TRAINING

Employment & Disability Forum – Milt Wright & Associates (Richard Pimental, Denise Bissonnette)

Career Planning for Individuals with Autism Spectrum Disorder - Spectrum Training Systems, Inc.

Successful Transition Planning for All Students - San Gabriel Valley SELPA

Learning Disabilities and Possibilities: Learning to Advocate at School and Work - LDA of Los Angeles

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TO: WORKFORCE INVESTMENT BOARD

**FROM: MIKE SOULES, CHAIR
EXECUTIVE COMMITTEE**

DATE: FEBRUARY 26, 2015

SUBJECT: RECOMMENDATION THAT THE WORKFORCE INVESTMENT BOARD OF VENTURA COUNTY (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)

RECOMMENDATION

Recommend that the Workforce Investment Board of Ventura County (WIB) approve the 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).

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 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.

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). This designation also provides for the continuation of the current WIB board after July 1, 2015.

About Local Board Designation and Certification

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 EDD Directive of February 20, 2015, and the Existing Local Area application for details.)

- Initial Designation/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; sustained fiscal integrity
 - Optional: local area modification of current geographical boundaries
 - Note: specific federal and state requirements still in development
- Subsequent Designation
 - 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., 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.

To comply with this schedule and to ensure the WIB's initial designation as a Local Board within an Existing Local Area, and in response to direction from the Executive Committee and Resource Development Committee, WIB staff identified the steps for this action item, which the Executive Committee then discussed and approved for recommendation to the WIB.

Because of developments subsequent to the action of the Executive Committee (namely, the EDD release of the final version of the Application for Recertification on February 20, 2015), WIB staff have modified the action originally recommended by the Executive Committee. Therefore, with WIB approval of this action item, the following will occur:

1. WIB staff will place the official 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.

By May 10, 2015, the local area Chief Elected Official (Board of Supervisors) will be notified of the approval or denial of its initial designation application. If approved, the initial designation will be effective July 1, 2015, through July 1, 2016. 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 of 2014 (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
- 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”
- *Workforce Investment Act* (WIA) Section 116
- 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 during the first year of WIOA implementation 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, 2016. 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, 2016. Therefore, 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).

The initial designation period is intended to serve as a “transition year” in which local areas may develop new services, enter new collaborative partnerships, and/or create innovative workforce development strategies in alignment with WIOA. The EDD and the State Board will provide technical assistance and guidance to local boards implementing WIOA activities during this transition year, 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: 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 noted 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 the 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 July 1, 2016. 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 Section 106 of WIOA.

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 5 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.

Subsequent local board recertification will be effective July 1, 2016. Therefore, local boards will be expected to complete all necessary tasks to meet the subsequent local board recertification requirements under WIOA (e.g., meet WIOA local board membership requirements, procure one-stop operators unless granted an exemption under WIOA Section 107(g)(2), meet or exceed performance requirements, and sustain fiscal integrity) during the initial certification period. 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 local performance levels.

ACTION

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

INQUIRIES

If you have questions concerning this directive, contact your assigned [Regional Advisor](#).

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

Existing Local Area

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

Local Workforce Investment Area

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: _____				
Common Measure	Negotiated PY 2012-13	Actual PY 2012-13	Negotiated PY 2013-14	Actual PY 2013-14
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	72%			
Attainment of a Degree or Certificate	60%			
Literacy and Numeracy Gains	54%			

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

Sustained Fiscal Integrity

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

- **Final determination 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.
- **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 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 Area Assurances

Through PY 2015-16, the local area assures the following:

- 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 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. 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 Chief Elected Official (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

Name

Name

Title

Title

Date

Date

STEPS *Key Partners*

- Citizens
- Community Support Services
- Correctional Agencies
- Educational Institutions
- Employers
- Employment Services
- Faith-based Organizations
- Judicial Systems
- Social Services
- Supervision Agencies

Ventura County *Probation Agency*



To promote dynamic leadership in community corrections as we design and implement innovative, efficient, and fiscally sound programs that are models of success in the criminal justice system.

Human Services *Agency*



We strengthen families, support self sufficiency and promote safety, health and well being.

All Human Services Agency program services operate and perform at the highest level to meet individual, family, and community needs by providing assistance, aid, protection, and help.

BELIEVE IN *Second Chances!*



Ventura County **Probation Agency**

800 S. Victoria Avenue
Ventura, CA 93009

www.venturaprobatation.org

Human Services Agency

855 Partridge Drive
Ventura, CA 93003

www.vchsa.org

1-(800) 500-7705



STEPS

Specialized Training & Employment Project for Success

*Re-Entry Employment Services
for Prepared Job Seekers*

*A Community Service from
County of Ventura
Human Services Agency &
Ventura County Probation Agency*

STEPS *Profile*

The County of Ventura Human Services Agency and the Probation Agency have partnered to provide a business services model to connect reentry workers with employers.

STEPS uses an employment services method to develop a pool of job seeker candidates prepared for employment with employers throughout Ventura County.

STEPS *Goals*

- Prepare job seekers for employer workforce recruitment opportunities
- Match qualified job seekers with employers that hire general services, production, retail, food service, and other entry level to skilled level workers
- Make STEPS staff contact easy through e-mail, online, telephone, and in-person

STEPS *Specialized Services*

- STEPS job seekers receive personalized services in professional development
- STEPS employers are recognized as innovators and community workforce leaders
- STEPS staff can tailor an employee hiring plan that could include Employer On-the-Job Training services. STEPS employer can access information and services about training funding to assist with training costs.

EMPLOYER *Benefits*

- The STEPS Project provides reentry job seekers with ongoing education, training and employment guidance.
- STEPS staff provide support to employers who may be hesitant to consider qualified reentry workers.
- STEPS staff are able to coordinate employee Fidelity Bonding that can financially protect employers.
- STEPS staff are able to coordinate (when available), employer tax incentives commonly known as WOTC/Work Opportunity Tax Credit

EMPLOYER *Incentives*

- No-cost business workforce consulting
- STEPS staff can meet you at your business location
- No-fee job opening sourcing with the STEPS candidates
- No-fee referral to other online job posting services
- No-fee job postings on the County of Ventura labor exchange website:
venturacountyjcc.org/employerservices
- No-fee business referrals to other community business services
- Staff assisted recruitment services

Learn *More*

Human Services Agency/Job & Career Centers
[www.venturacountyjcc.org/employerservices/
accountexecutives](http://www.venturacountyjcc.org/employerservices/accountexecutives)

Ventura County Human Services Agency
www.vchsa.org

E-mail: HSA-Employer-Services@ventura.org

GETTING *Started*

STEPS can help you fill that job opening or refer you to the Job & Career Centers for additional employer services.

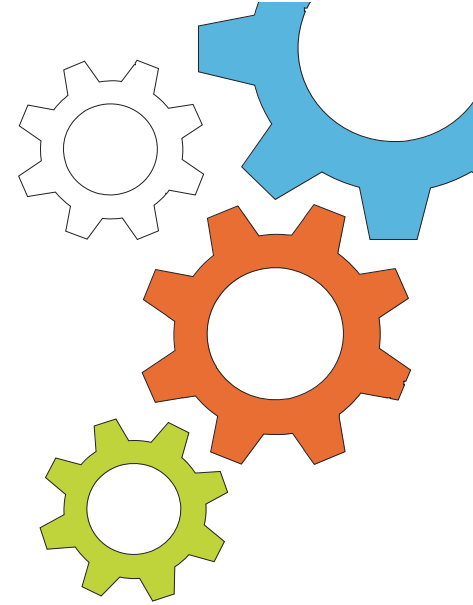
- Call 1-800-500-7705
- Click www.venturacountyjcc.org or www.vchsa.org
- E-mail HSA-Employer-Services@ventura.org
- Meet with the STEPS Account Executive at your place of business



“We are looking for employers willing to give our clients a second chance for a brighter future. Our clients need the opportunity to work and provide for their families.”

Groundwork for a Regional Maker Infrastructure

David Armstrong



MAKE
Ventura

Origins





Maker Space

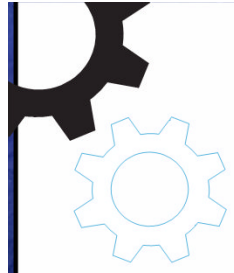
September 2014

2,000 sq. ft.

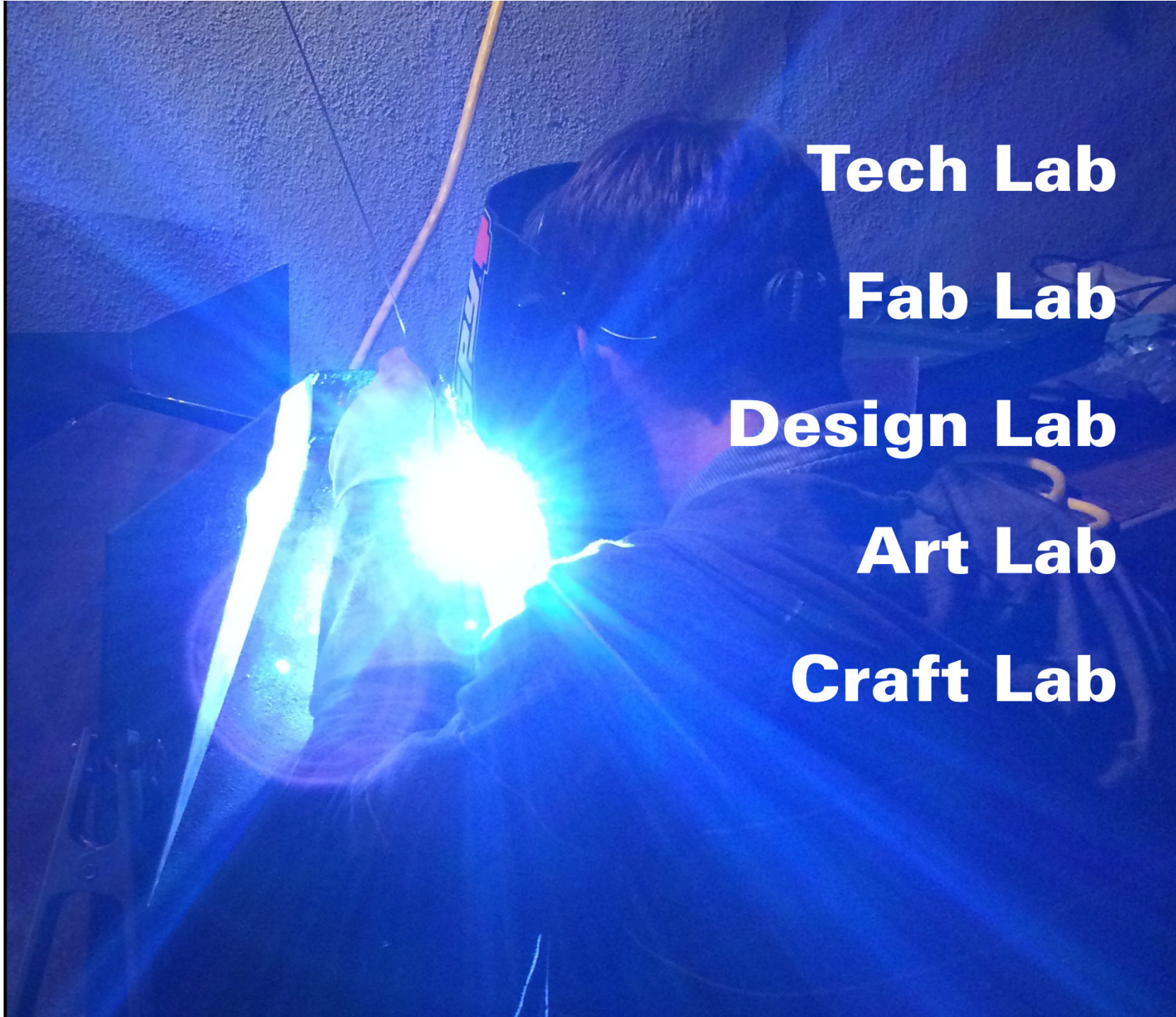
**Members:
100+ paying
200 Meet-up**

48 hrs/wk





Maker Space



Tech Lab

Fab Lab

Design Lab

Art Lab

Craft Lab

Maker Space

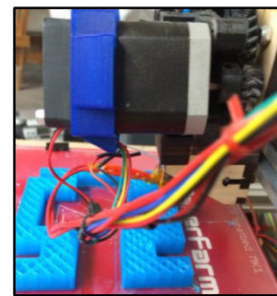
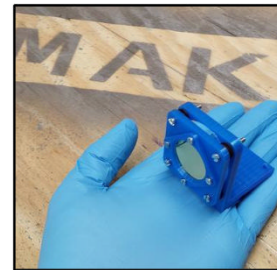
CNC Routing

Laser Cutter

3D Printing

Vinyl Cutting

Arduino



Metal Shop

Wood Shop

Electronics

Printing

Kilns



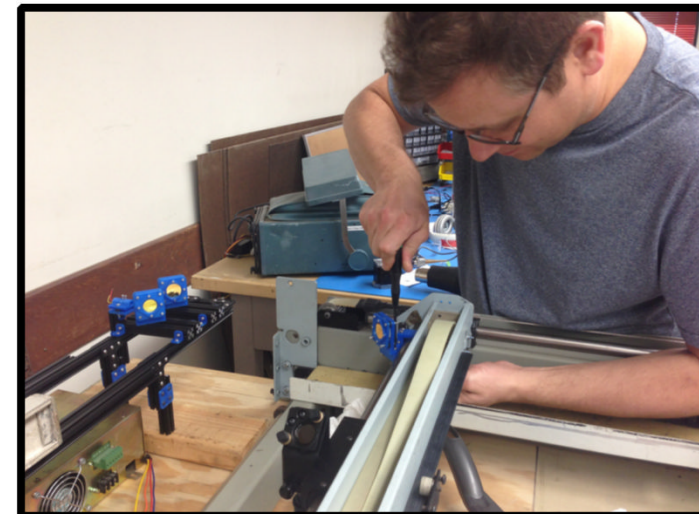
Project time

Classes

Mentoring

Support

Social



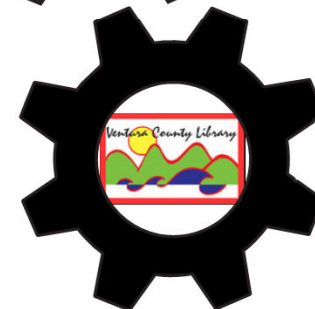
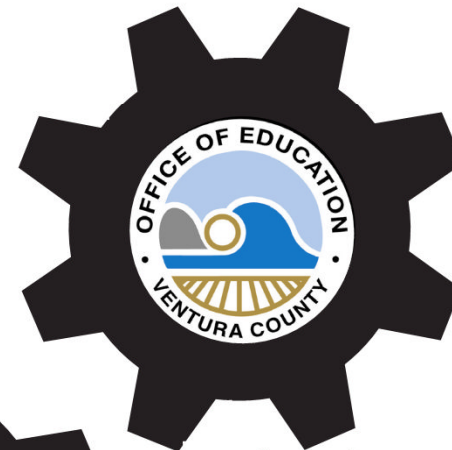
Partners



CSU CHANNEL ISLANDS PRESENTS THE ANNUAL
SCIENCE CARNIVAL



At Thurgood Marshall Elementary School
2900 Thurgood Marshall Drive Oxnard, CA

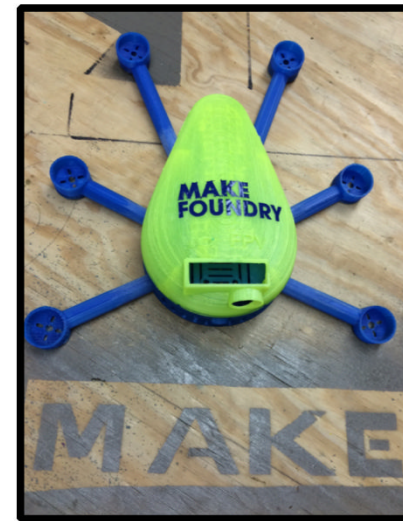
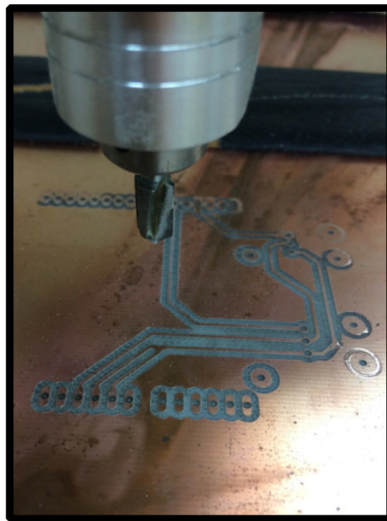


Production

MAKE FOUNDRY

MakeVentura.com

Dave Armstrong
420 E. Santa Clara Street
Ventura, CA 93001
MakeVentura@gmail.com



MAKE FOUNDRY

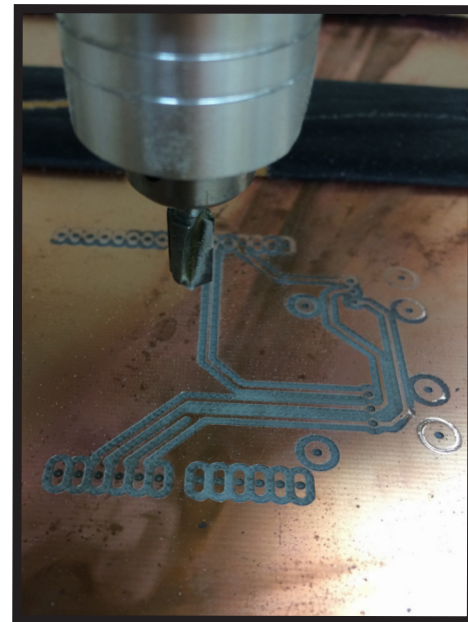
Make Foundry is our contracting and production entity. We are gearing up to utilize our human and physical resources to help businesses, schools and public agencies.

Our first venture was a demonstration of hand-launched unmanned aerial vehicles to NOAA for potential use in research studies. We are also in discussions with Print the Fleet, a U.S. Navy program to equip aircraft carriers with on-board maker spaces.

Cutting edge companies are realizing that providing employees access to maker spaces keeps them energized and sparks new ideas. But dedicating the capital, space and staffing is burdensome. Make Foundry is pursuing a fully-equipped mobile maker space that can be rented by the hour or on a longer-term basis.

Many people are discovering that learning how to use new maker technology and maintaining the equipment is overwhelming. That's why we are working on a one-stop program to design and equip maker spaces for schools and businesses. This includes curriculum development, on-line learning courses and support.

Whatever your maker needs, let us know and we'll try to help!

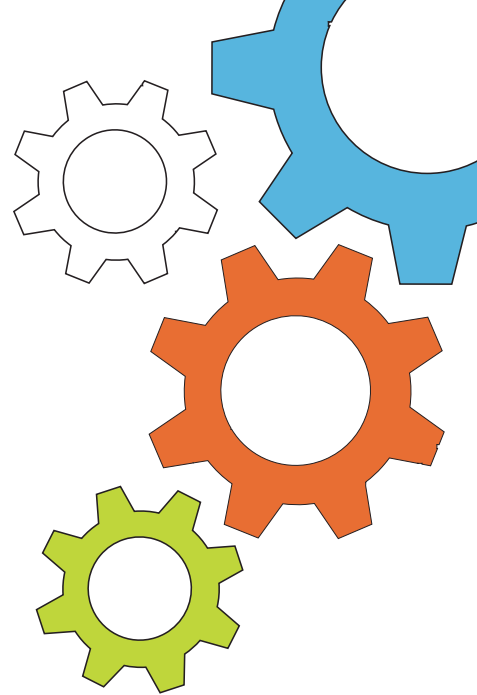
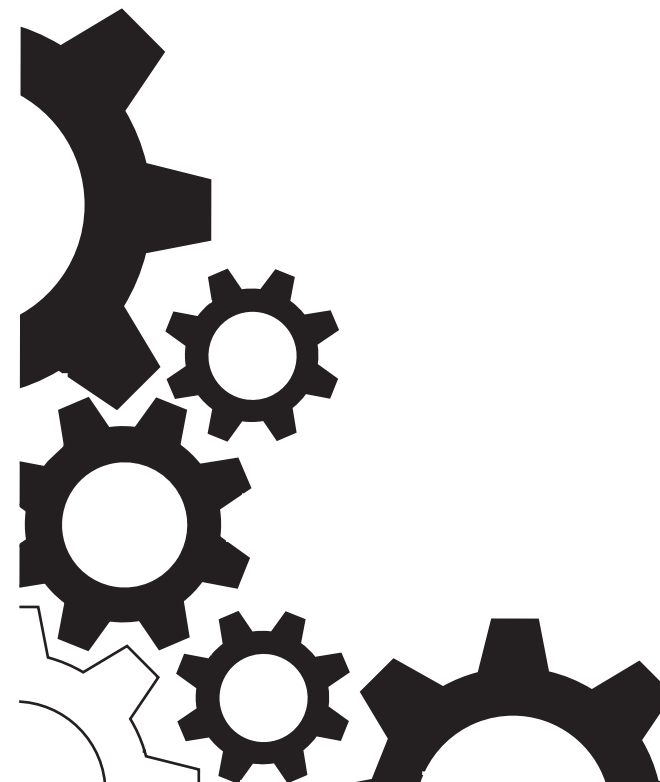


**MAKE
FOUNDRY**

David S. Armstrong
420 E. Santa Clara Street
Ventura, CA 93001
MakeFoundry.com
MakeVentura@gmail.com



MAKE Ventura

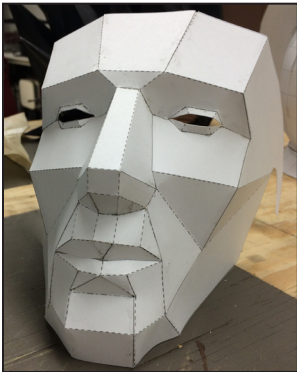


Ventura County's Maker Community

MakeVentura.com
MakeVentura@gmail.com



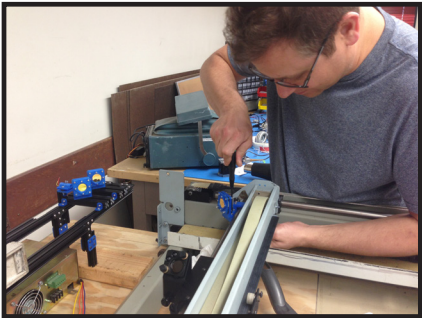
MAKE Ventura is committed to providing access to the maker movement opportunities for all ages, skill levels and interests.



From advanced prototyping to DIY, we are building a community that shares ideas, knowledge, tools and camaraderie.

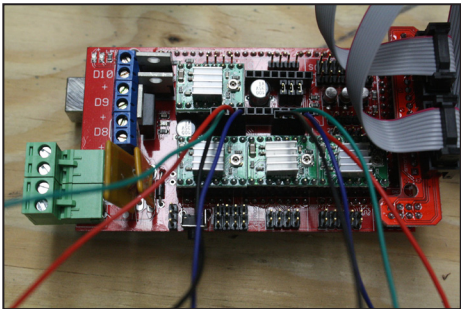
We are a non-profit 501(c) (3) organization that relies on volunteers. Most of our equipment was donated or loaned to us.

To be an authentic maker space, we are also building our own equipment. We currently have a team building a 60-watt laser cutter with a 4-foot square bed. We've also created a CNC router by repurposing donated equipment.



We offer classes, events and mentoring in many types of making and are constantly adding to our offerings. We always welcome new ideas.

We are focused on making as a form of economic development. Some makers may want to earn some extra income while others may want to launch their own inventions. We have an Etsy storefront and hope to create a bricks-and-mortar store in the near future.



Maker Space

The focal point is our maker space, a membership-based community workshop that houses the tools, classes and social spaces at the heart of MAKE Ventura. The first maker space is strategically located between a candy store and a pizza place in downtown Ventura

Under the leadership of Chris Kahler, the maker space is open 48 hours/week and consists of five labs that all interact:

Tech Lab: The Tech Lab includes 3D printing, laser cutting, vinyl cutting and electronics.

Fab Lab: The Fab Lab or fabrication area includes metal working, wood working, welding, kilns, casting and forging.



Design Lab: The Design Lab provides access and instruction for a variety of CAD and modeling software.

Art Lab: The Art Lab, headed by well-known artist Cathy Boracca, provides classes, events and independent study options. The programming includes both traditional art and the use of new tech tools to produce art.



Craft Lab: The Craft Lab provides a number of options for the DIY enthusiast including classes, event nights and access to a variety of tools.

Partners

Making is often a collaborative process and we realize how important it is to work with other groups and individuals. Our partnerships are critical to our mission of providing access and inspiration. Some of our partner highlights include:

MAKE Ventura hosted a kick-off for the 2015 First Robotics high school competition. Students learned about this year's challenge and picked up their kits at the maker space.

We are hosting five events with Craftcation, a four-day business + making conference. The activities range from Himmeli mobiles to Kombucha drinks.

We've hosted unmanned aerial vehicle classes from the Ventura County Office of Education and had DeAnza Academy of Technology and the Arts help with 3D printing.

Support from businesses like X1 Labs has been critical to building our capacity.

We're always looking for new and creative partnerships with business, education and government entities.



Tools

- Techno Isel CNC High Precision Gantry System
- Model Shop CNC 404 Series 4-Axis Controller
- Ridgid 13" Planer
- Delta Table Saw
- Jet 6" Jointer
- Horizontal Boring Machine
- Shopsmith 5 in 1 Woodworking Tool
- Plunge Router
- Rio Grande Dura-Bull Wax Duplicator
- Neycraft Kiln
- Neycraft Centrifugal Casting Machine
- Rio Grande Vacuum Caster vic12
- Large Propane Ring Kiln
- 7"x10" Precision Mini Lathe
- Vertical Mill
- Craftsman Bench Grinder, 8" Belt Grinders
- 12" Disc Grinder
- Evenheat Knife Oven
- Hardness Tester
- Liquid Nitrogen Dewar
- Mig & Tig/Arc Welder
- Vacuum Forming System for Composites
- Horizontal/Vertical Metal-Cutting Bandsaw
- Makita Miter Saw
- Ryobi 16" Scrollsaw
- Delta 12" Drill Press
- Bostich Pneumatic Finishing Nail/Staple Gun
- Arduino Uno
- Raspberry Pi
- Arduino Mega 2560 w/ RAMPS
- MakerFarm 3D Printer
- Silhouette Cameo Vinyl Cutter
- US Cutter MH721 28" Vinyl Cutter
- Evil Mad Scientist Ostrich Egg-Bot
- Screen-printing supplies
- Soldering Irons
- Textronics 465 Oscilloscope
- 1500 Watt Heat Gun
- Digital Thermometer with K-Type Thermocouple (-330°-2460°F)
- 6/12 Volt Battery Charger
- Honda Whisperquiet Generators
- Wrench Sets- SAE and Metric
- Hand tools
- Ratchet Sets- SAE and Metric
- Hand Drills & bits
- Random Orbital Sander & Finishing Sander
- Park Tool PCS-1 Bicycle Repair Stand & Tools
- Air Compressors
- Multi-position Vise, Pipe Vise & Large Bench Vise
- Tap and Die Sets- SAE and Metric
- Armstrong Pipe Threading Set
- Foredom K.2230 Flex Shaft Kit
- Hitachi CP-X260 Projector
- LED Projector with Remote
- AMD 64PC Computer w/Graphics Card x2
- Dell 64 Bit Windows Desktop PCs
- Boston 2612 Paper Cutter
- Ibico EPK21 Binding Machine
- Button Maker



Workforce Innovation and Opportunity Act

Transition from WIA to WIOA



February 26, 2015



WIOA GOALS: NATIONAL, STATE, REGIONAL, LOCAL

1. Increase access to education, training, and employment—particularly for people with barriers to employment.
2. Create a comprehensive, high-quality workforce development system by aligning workforce investment, education, and economic development.
3. Improve the quality and labor market relevance of workforce investment, education, and economic development efforts.
4. Promote improvement in the structure and delivery of services.
5. Increase the prosperity of workers and employers.
6. Reduce welfare dependency, increase economic self-sufficiency, meet employer needs, and enhance the productivity and competitiveness of the nation.

WIOA KEY PROVISIONS

Aligning and Delivering the Job-Driven Agenda





WIOA VISION FOR WORKFORCE DEVELOPMENT SYSTEM

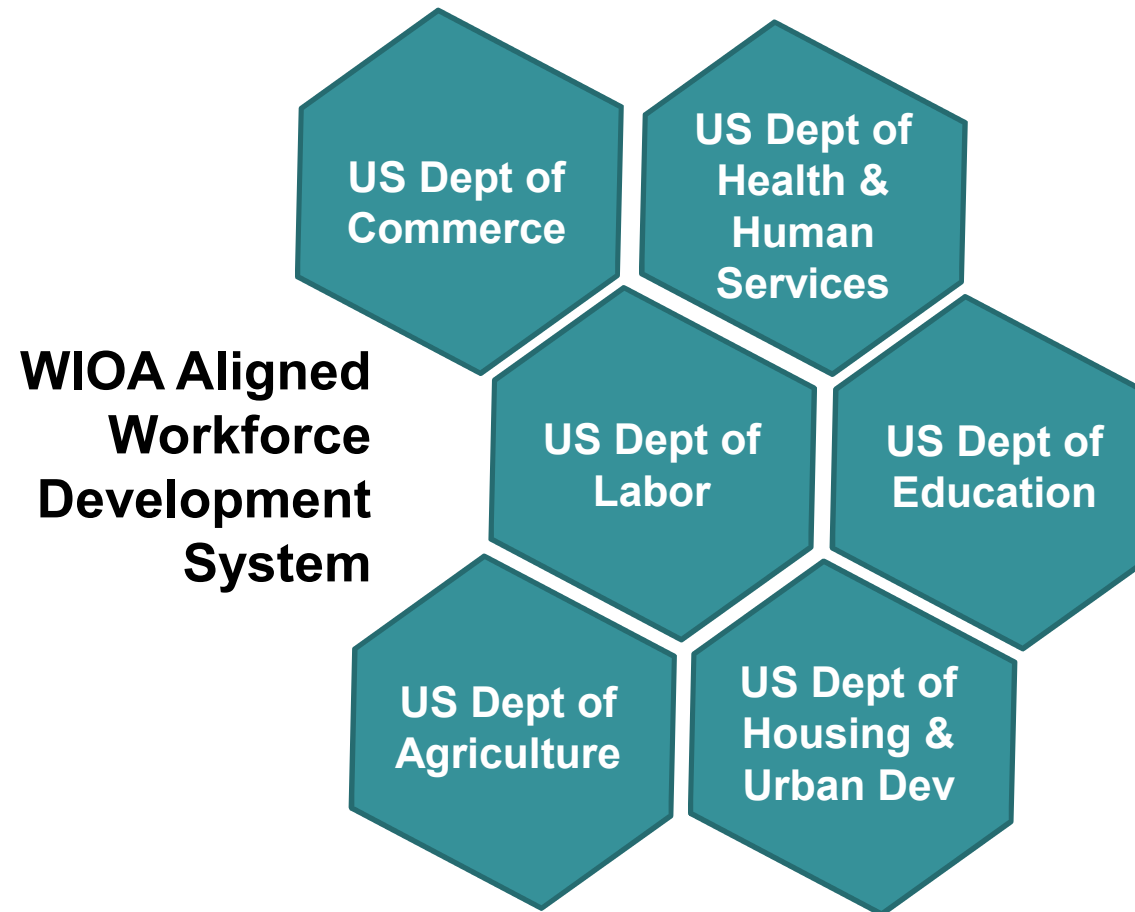
Integrated, job-driven public workforce system to...

- **Link diverse talent to businesses**
- **Support development of strong, vibrant regional economies**

Characteristics of Excellence

- ✓ **Needs of businesses and workers drive workforce solutions.**
- ✓ **One-Stop Centers (American Job Centers) provide excellent customer service to job seekers and employers.**
- ✓ **Workforce system supports strong regional economies and is active in community and workforce development.**
- ✓ **System supports continuous improvement through evaluation, accountability, best practices, and data-driven decision making.**

WIOA WORKFORCE DEVELOPMENT SYSTEM



➡ **State unified strategic plan and shared governance to align programs and integrate services**

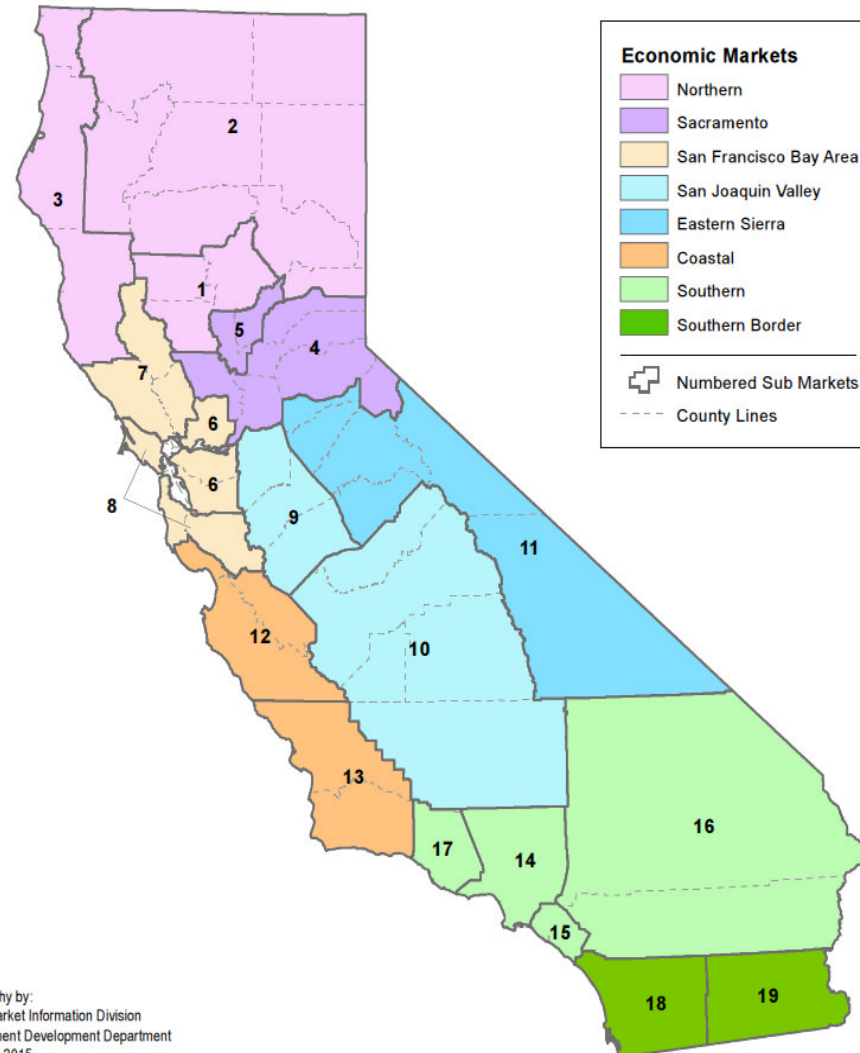


WIOA OPERATIONS AND GOVERNANCE

- **State alignment and service integration through a unified strategic plan and shared governance**
- **Workforce board focus on strategy for public/private partnerships, sector priorities, career pathways, innovation, streamlined operations, service delivery excellence**
- **State and local area alignment of workforce programs with regional economic development strategies**
- **One-Stop Center network and partner programs providing high-quality services to job seekers, workers, and employers**
- **State and local areas promoting accountability, transparency, data-driven decisions, and informed customer choice**

REGIONS IN CALIFORNIA...TBD

LMID Economic Markets and Sub Markets for Regional Economic Analysis Profiles



Counties in Numbered Sub Markets:

Northern Economic Market

1. Butte, Colusa, and Glenn
2. Lassen, Modoc, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity
3. Del Norte, Humboldt, and Mendocino

Sacramento Economic Market

4. Alpine, El Dorado, Nevada, Placer, Sacramento, and Yolo
5. Sutter and Yuba

San Francisco Bay Area Economic Market

6. Alameda, Contra Costa, and Solano
7. Lake, Napa, and Sonoma
8. Marin, San Francisco, San Mateo, and Santa Clara

San Joaquin Valley Economic Market

9. San Joaquin, Stanislaus, and Merced
10. Fresno, Kern, Kings, Madera, and Tulare

Eastern Sierra Economic Market

11. Amador, Calaveras, Inyo, Mono, Mariposa, and Tuolumne

Coastal Economic Market

12. Monterey, Santa Cruz, and San Benito
13. Santa Barbara and San Luis Obispo

Southern Economic Market

14. Los Angeles
15. Orange
16. San Bernardino and Riverside
17. Ventura

Southern Border Economic Market

18. San Diego
19. Imperial



WIOA IMPLEMENTATION TIMELINE*

2015

- Mar. 31** Application for local designation/certification due
- May 10** CWIB notifies Chief Elected Official of local board 2015-2016 designation/certification
- Spring** DOL/DOE/HHS publishes draft federal regulations
- July 1** WIOA implementation begins

2016

- Jan. 22** Federal publication of Final Rule (18 months after enactment)

** Federal and state timelines and deliverables subject to change*

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Workforce Innovation and Opportunity Act

President Barack Obama signed the **Workforce Innovation and Opportunity Act (WIOA)** into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Congress passed the Act by a wide bipartisan majority; it is the first legislative reform in 15 years of the public workforce system.

Every year the key programs that form the pillars of WIOA help tens of millions of job seekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them. The enactment of WIOA provides opportunity for reforms to ensure the American Job Center system is job-driven—responding to the needs of employers and preparing workers for jobs that are available now and in the future.

WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. In general, the Act takes effect on July 1, 2015, the first full program year after enactment, unless otherwise noted. The U.S. Department of Labor (DOL) will issue further guidance on the timeframes for implementation of these changes and proposed regulations reflecting the changes in WIOA soon after enactment.

The WIOA Resource Page

DOL, in coordination with the U.S. Departments of Education (ED) and Health and Human Services (HHS), is working diligently to ensure that states, local areas, other grantees, and stakeholders are prepared for implementation of WIOA. The WIOA Resource Page will provide information and resources for States, local areas, non-profits and other grantees, and other stakeholders to assist with implementation of the Act. This page will be updated to reflect newly developed materials, including responses to frequently asked questions.

Notice of Proposed Rulemaking Updates

- ✳ • [Publication Update](#) (posted 1/05/2015)

Stakeholder Input and Engagement

Input from the state and local workforce leaders and practitioners, as well as other stakeholders, is critical to the success of WIOA implementation. DOL, in collaboration with the Departments of Education and Health and Human Services, will provide workforce system partners and stakeholders with opportunities to provide input in-person and virtually throughout the implementation period.

ETA has hosted a series of Stakeholder Consultation Webinars as well as in-person Town Hall listening sessions in regions and at the national office on implementation of WIOA. These activities, designed to support strong implementation of the new legislation provide our broad stakeholder groups the opportunity to share their questions, insights, and suggestions regarding the changes outlined in the WIOA legislation. Thanks to all who participated in these events and to those that plan to participate in the future.

Future events and archived information from previous Town Halls and Stakeholder Consultation Webinars are available [here](#).

Related Guidance

- [Training and Employment Notice 6-14](#) (Information for Stakeholder Engagement for WIOA Implementation)
- [Training and Employment Notice 5-14](#) (WIOA Announcement and Initial Informational Resources)
- [Training and Employment Guidance Letter 19-14](#) (Vision for the Workforce System and Initial Implementation of WIOA)
- [Training and Employment Guidance Letter 12-14](#) (Allowable Uses and Funding Limits of Workforce Investment Act (WIA) Program Year 2014 funds for WIOA Transitional Activities)
 - [TEGL 12-14 FAQs](#)

WIOA Technical Assistance Tools and Resources

- [WIOA Bill Public Law No: 113-128](#)
- [WIOA Fact Sheet](#)
- [WIOA Overview](#)
- [The HHS Office of the Administration for Children and Families' report on WIOA and TANF](#) (posted 2/19/2015)
- [The HHS Office of the Administration for Children and Families' issue brief on WIOA and TANF](#) (posted 2/19/2015)
- [Conference Call on Next Steps for WIOA Implementation with the Departments of Labor, Education, and Health and Human Services – Transcript](#) (posted 2/24/2015)
- [WIOA 101 Webcast Series](#)
- [Key Statutorily Required Implementation Dates](#)
- [Frequently Asked Questions and Answers](#)
- [The Department of Education's Rehabilitation Services Administration - WIOA Resource Page](#)

- [The Department of Education's Office of Career, Technical, and Adult Education - WIOA Resource Page](#)
- [Advisory Committee on Increasing Competitive Integrated Employment for Individuals with Disabilities](#)

Job-Driven Vision

- [Vice President's Job-Driven Training Report](#)
- [Implementing a Job-Driven Workforce System, Training Employment Guidance Letter 03-14](#)
- [Job Driven National Emergency Grants, Training Employment Notice 29-13](#)
- [Letter to Governors from the Secretaries of Labor, Education, Commerce, and Health and Human Services \(Accessible version\)](#)
- [Letter to Mayors from the Secretaries of Labor, Education, Commerce, and Health and Human Services \(Accessible version\)](#)
- [Job-Driven Evidence Synthesis Report](#)

Media

- Read Secretary of Labor, Thomas E. Perez's [statement to the press](#) on the passage of WIOA.
- Read Secretary of Labor, Thomas E. Perez's [blog post](#) regarding the enactment of WIOA.
- The U.S. Department of Education invites you to submit comments and recommendations for implementation of WIOA on Department of ED's WIOA [blog](#).

Questions

- Email DOI.WIOA@dol.gov with your questions and ideas on WIOA implementation or contact your [ETA regional office](#).

Created: July 14, 2014

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www.dol.gov | Telephone: 1-866-4-USA-DOL (1-866-487-2365) | [TTY](#) | [Contact Us](#)

Updated: February 24, 2015



Q. When will the Workforce Innovation and Opportunity Act Notice of Proposed Rulemaking be published?

A. The Workforce Innovation and Opportunity Act (WIOA), enacted July 22, 2014, provides many opportunities to advance a customer-centered workforce investment system driven by the needs of job seekers and employers, to support strong regional economies, and to provide individuals with pathways to the middle class and beyond.

WIOA establishes an aggressive timeframe for the Departments of Labor and Education to publish a set of regulations for implementation. The Departments continue to work diligently together to develop these regulations, informed in part by outreach to outside stakeholders, as appropriate. While we continue to work toward completion of this important and complex proposal, the publication of the proposed regulations is currently anticipated to occur in Spring 2015, rather than January 18, 2015, as stipulated in WIOA.

In Spring 2015, the Departments of Labor and Education plan to concurrently publish five Notices of Proposed Rulemaking (NPRMs) to implement WIOA. One of these will be a joint NPRM involving jointly administered activities including unified and combined state plans, performance, and aspects of the one-stop system. Another NPRM will implement the remaining provisions of Title I and Title III that are administered by the Department of Labor. Three additional NPRMs involve Department of Education programs, including one implementing Title II Adult Education and Literacy and two implementing the Title IV Amendments to the Rehabilitation Act of 1973 of WIOA. These five NPRMs will be published in the Federal Register and posted on www.regulations.gov, where public comments can be submitted following publication. The Departments of Labor and Education will analyze these public comments, and anticipate issuing Final Rules implementing WIOA in early 2016.

Because many provisions of WIOA go into effect July 1, 2015, the Department of Labor's Employment and Training Administration (ETA) also will issue operating guidance in Spring 2015 to support implementation. In addition, ETA intends to issue targeted guidance documents in the Spring, accompanied by technical assistance activities. Once issued, the guidance can be accessed at www.doleta.gov/WIOA/.

To achieve successful implementation and the full vision of WIOA, ETA will continue to consult with the workforce system and strongly advises states and local areas to begin planning and taking action to prepare to implement WIOA immediately. There are legislative and technical assistance tools currently available at www.doleta.gov/wioa that can support initial WIOA transitional activities.

Updated 12-11-14

WIOA Workgroup

Chair: **Van Ton-Quinlivan**, Vice Chancellor, CA Community Colleges Chancellor's Office

Co-Chair: **Jamil Dada**, Vice President, Provident Bank

Focus – State-level implementation of the federal Workforce Innovation & Opportunity Act- develop architecture for the Governor's State Strategic Workforce Plan.

- Support and catalyze experimentation, big goals, and large scale system change
- Policy/program/resource alignment – remove policy & administrative barriers
- Cross-system performance metrics/tracking
- For the workgroup- Set goals, tactics, timelines, keep score (metrics/dashboard development)

Members	Org	Category
Van Ton-Quinlivan - Chair	Vice Chancellor, CA Community Colleges Chancellor's Office	State partner
Jamil Dada - Co-Chair	Vice President, Investment Services - Provident Bank-Riverside County Branches	local-regional
Lupita Cortez Alcala	Deputy Superintendent of Public Instruction, Instruction & Learning Support Branch - CA Department of Education	State partner
Patricia de Cos	Deputy Executive Director, California State Board of Education - CA Department of Education	State partner
Debra Jones	Dean, Career Education Practices - CA Community Colleges Chancellor's Office	State partner
Joe Xavier	Director, Department of Rehabilitation	State partner
Will Lightbourne	Director, CA Department of Social Services	State Partner
Stewart Knox	Executive Director, Employment Training Panel	State partner
Patrick Henning	Director, Employment Development Department	State partner
Brian McMahon	Labor Workforce Development Agency	State partner
Alma Salazar	Los Angeles Chamber of Commerce	local-regional
Bruce Stenslie	President and Chief Executive Officer - Economic Development Collaborative, Ventura County	local-regional
Adam Peck	Executive Director, Tulare County Workforce Investment Board	local-regional
Abby Snay	Executive Director, Jewish Vocational Services, San Francisco	local-regional

Updated 12-11-14

Increasing Skills & Credential Attainment Work Group

Chair: **Mike Gallo**, Pres/CEO- Kelly Space and Technology, Inc.

Co-Chair: **Kim Parker**, Pres/CEO - California Employers Assoc.

Focus – Support and catalyze experimentation, big goals, and large scale change. Elements include:

- Regional Innovation (related to SlingShot work)
 - Support regional coalitions
 - Calibrate labor supply and demand based on regional coalition analyses
 - Learn from the regional coalitions' work
- Content Areas (identify, define, and increase within regional & sector partnerships)
 - Apprenticeships and other work-based learning models
 - Industry Valued Credentials
 - Career Pathways
- Set goals, tactics, timelines, keep score (metrics, dashboard development).

Members	Org	Category
Mike Gallo - Chair	President/ CEO, Kelly Space and Technology, Inc.	local-regional
Kim Parker - Co-Chair	President/ CEO, California Employers Association	local-regional
Kish Rajan	Director, Governor's Office of Business and Economic Development	State partner
Russ Wickle	Director, Early Education and Support Division - CA Department of Education	State partner
John Dunn	Specialist, CA Community Colleges Chancellor's Office	State partner
Diane Ravnik	Director, Department of Apprenticeship Standards	State partner
Andre Schoorl	Undersecretary, Labor Workforce Development Agency	State partner
Colleen Moore	Assistant Director, Institute for Higher Education Leadership & Policy, Sacramento State University	State partner
Imran Farooq	Partner, Ominus Group LLC	local-regional
Pamela Kan	President, Bishop-Weaver Corporation	local-regional
Stephen Baiter	Executive Director - Workforce Development Board of Contra Costa County	local-regional
John Brauer	WED Executive Director - California Labor Federation	Statewide
Robert Redlo	Vice President of Patient Relations, Labor Relations and Workforce Development - Doctors Medical Center	Local-regional

INVESTING IN CALIFORNIA'S WORKFORCE

As the state's economic recovery continues, many Californians are entering and returning to the workforce seeking jobs that require more education and training. However, the state does not have a coordinated approach that links efforts of various entities—traditional K-12 schools, adult schools, community colleges, universities, local workforce investment boards, libraries, social services agencies, public safety agencies, and employers—and the resources available do not effectively develop skills needed in the workforce. Increasing the resources available and better targeting where they are used will improve the skills of California's workforce and better meet the demands of the growing economy. Making this investment strategically will also help reduce the number of Californians living in poverty.

For the last several years, the Census Bureau has reported that about 16 percent of California residents are living in poverty—slightly above the national average of 14.9 percent. The Census Bureau's supplemental measurement of poverty, which considers broader measures of income and the cost of living, reflects a poverty rate of 23.4 percent (a three-year average). Additionally, while the state's economic condition has improved since the Great Recession, the increase in wages and salaries has been uneven, with much of the gain being made by the state's wealthiest residents.

Investing in assistance programs alone will only marginally improve the situation for those living in poverty. Investments that improve a range of educational outcomes (such as basic literacy, graduation from high school, certificate programs, and college degrees) and provide tangible skills desired by employers generally increase an individual's

earning potential. This type of investment can provide a permanent path out of poverty and to greater personal advancement.

The Budget outlines a comprehensive framework to strengthen the workforce by providing credentials valued by employers and encouraging careers that have opportunities for advancement and self-sufficiency. These proposals represent a significant step in reinvesting and reshaping California's workforce preparation systems to accomplish the following:

- Provide high-quality, job-related instruction and connect students with quality career exploration and guidance.
- Produce a workforce and education framework that is highly responsive to labor market demands and focuses on current or emerging high-wage, high-skill, or high-demand jobs.
- Provide increased and more meaningful employer engagement in the workforce development system, including partnering in earn-and-learn programs, on-the-job training, and subsidized employment opportunities.
- Align various programs through coordinated regional planning efforts that can more easily incorporate business-sector input and industry-valued certificates and degrees.
- Improve alignment of workforce programs with post-secondary education, particularly the community colleges, and the continuing development of career pathways programs.
- Emphasize non-traditional apprenticeship programs in high-growth industries in emerging and transitioning occupations.
- Target education and employment services to special populations including veterans, the disabled, CalWORKs recipients, formerly incarcerated individuals, and other disadvantaged groups most in need of assistance.

Congress' recent reauthorization of the Workforce Innovation and Opportunity Act promotes principles that strongly align with this approach, as well as the key workforce initiatives of the Labor and Workforce Development Agency and the Community College Board of Governors Task Force on Workforce, Job Creation, and a Strong Economy.

While many programs are targeted toward workforce development, their goals, objectives, and approaches have differed and are not well coordinated. Recent

efforts have focused on bringing these divergent activities together through common performance measures and coordinated planning activities on a regional scale. The Labor and Workforce Development Agency and various workforce entities will continue development of the Unified State Workforce Investment Plan over the next year as required by the Workforce Act. The plan will:

- Incorporate input from workforce investment boards, schools, community colleges, rehabilitation programs, CalWORKs welfare-to-work services, and community correctional programs.
- Emphasize regional planning that reflects the needs of employers.
- Adopt common performance measures that are aligned with other workforce development programs, adult education and literacy programs, and job services.
- Create pathways to post-secondary education and careers.

The Budget builds on investments made in recent years across program areas and provides over \$1.2 billion to support these coordinated programs:

- **Adult Education Block Grant**—The Budget provides \$500 million Proposition 98 General Fund for a block grant to support programs in elementary and secondary basic skills, classes and courses in citizenship and English as a second language for immigrants, education programs for adults with disabilities, short-term career technical education programs linked to occupations with high employment potential, and programs for apprentices. The program will build upon the existing adult education infrastructure, but will ensure ongoing collaboration among different providers and with workforce development and social service functions that adult education is intended to serve. Additional information on the proposed block grant can be found in the K thru 12 Education Chapter.
- **Career Technical Education (CTE)**—The Budget provides \$250 million Proposition 98 General Fund for incentive grants to school districts, county offices of education, and charter schools. To qualify for funding, each awardee must provide one-to-one matching funds and demonstrate a long-term commitment to support CTE by presenting a plan to continue the program after grant funds expire with Local Control Funding Formula allocations or other local funding resources. Priority will be given to districts who apply in partnership with other districts or providers to offer regional programs. Additional information on this proposal can be found in the K thru 12 Education Chapter.

- **Workforce Investment Act**—The 2014 Budget Act included \$390.8 million federal funds of which \$356.3 million is allocated to 49 local workforce investment boards to target job and workforce services to youth, adults, and dislocated workers; and \$34.5 million for program oversight and discretionary programs. The discretionary funding is allocated to address regional workforce needs and employment barriers for special populations. Discretionary funding in 2015-16 is expected to increase and will be detailed in the May Revision after federal guidelines for the new Workforce Act are released in early 2015. Two regionally targeted programs include:
 - **SlingShot Regional Grants**—Provides \$5.2 million in 2014-15 to address regional barriers to employment through innovative workforce development, training, employer engagement, and career education approaches.
 - **Regional Workforce Accelerator Program Grants**—Provides \$3.2 million in 2014-15 to partnerships for job training, support services, and job placement assistance for the long-term unemployed, veterans, low-income individuals seeking jobs (including CalWORKs recipients), disconnected youth, formerly incarcerated individuals, and others with barriers to employment.
- **Apprenticeship Program Funding**—The Budget includes an increase of \$14 million for existing apprenticeship programs to support both an increase in the number of hours allocated and the rate at which schools and colleges are reimbursed. In addition, the Budget provides \$15 million for new and innovative apprenticeship programs in emerging industries.
- **Enhanced Non-Credit Rate Change**—The Budget provides \$49 million to reflect an increase adopted with the 2014 Budget in the funding rate for career development and college preparation non-credit courses to equal the rate provided for credit courses. Career development and college preparation non-credit courses offer flexibility for community colleges to design and deliver courses better suited for students pursuing career technical education.

These investments serve as the first step toward a broader strategy of aligning 49 workforce investment boards, 72 community college districts, more than 1,000 other local education agencies, and the employment programs of 58 county human services agencies. They will also provide a framework for workforce development in California that coordinates local, state, and federal resources within 15 economic development regions defined by regional and industry workforce needs.

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION WIOA - Vision
	CORRESPONDENCE SYMBOL OPDR -DPLR
	DATE February 19, 2015

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 19-14

TO: STATE WORKFORCE AGENCIES
STATE WORKFORCE ADMINISTRATORS
STATE WORKFORCE LIAISONS
STATE AND LOCAL WORKFORCE BOARD CHAIRS AND DIRECTORS
LABOR COMMISSIONERS

FROM: PORTIA WU /s/
Assistant Secretary

SUBJECT: Vision for the Workforce System and Initial Implementation of the Workforce Innovation and Opportunity Act of 2014

1. **Purpose.** This Training Employment Guidance Letter (TEGL) lays out the vision for a revitalized transformed workforce system as a result of implementation of the Workforce Innovation and Opportunity Act (WIOA). Further, it encourages workforce system leaders and partners to take action now to support successful implementation to fully realize the vision of WIOA. Finally, it provides an overview of upcoming guidance and technical assistance to support effective implementation of WIOA.

2. **References.**

- WIOA, Public Law (Pub. L.) 113-128, enacted July 22, 2014.
- Workforce Investment Act of 1998 (WIA), Pub. L. 105-220, et seq.
- [TEGL No. 15-14](#), *Implementation of the New Uniform Guidance Regulations*, dated December 19, 2014.
- TEGL No. 12-14, *Allowable Uses and Funding Limits of WIA Program Year 2014 Funds for Workforce Innovation and Opportunity Act Transitional Activities*.
- Training and Employment Notice (TEN) No. 6-14, *Information for Stakeholder Engagement for Workforce Innovation and Opportunity Act Implementation*.
- TEN No. 5-14, *WIOA Announcement and Initial Informational Resources*.
- WIOA implementation dates, at www.doleta.gov/wioa/pdf/WIOA-Key-Implementation-Dates.pdf.
- TEGL No. 3-14, *Implementing a Job-Driven Workforce System*.
- 2 CFR, Part 2900, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

RESCISSIONS None	EXPIRATION DATE Continuing
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3. **Vision for WIOA and the Workforce System.** WIOA, which supersedes the Workforce Investment Act of 1998, presents an extraordinary opportunity to improve job and career options for our nation's workers and jobseekers through an integrated, job-driven public workforce system that links diverse talent to businesses. It supports the development of strong, vibrant regional economies where businesses thrive and people want to live and work.

This revitalized workforce system will be characterized by three critical hallmarks of excellence:

- ✓ The needs of business and workers drive workforce solutions;
- ✓ One-Stop Centers (or American Job Centers) provide excellent customer service to jobseekers and employers and focus on continuous improvement; and
- ✓ The workforce system supports strong regional economies and plays an active role in community and workforce development.

Across the system, continuous improvement is supported through evaluation, accountability, identification of best practices, and data driven decision making.

- a. **The Needs of Businesses and Workers Drive Workforce Solutions:** Businesses inform and guide the workforce system and access skilled talent as they shape regional workforce investments and build a pipeline of skilled workers. This engagement includes leadership in the workforce system and active participation in the development and provision of education and training, work-based learning, career pathways, and industry sector partnerships. Jobseekers and workers, including those individuals with barriers to employment, such as individuals with disabilities, as defined by WIOA, have the information and guidance to make informed decisions about training and careers, as well as access to the education, training and support services they need to compete in current and future labor markets.
- b. **One-Stop Centers (American Job Centers or AJCs) Provide Excellent Customer Service to Jobseekers, Workers and Employers and Focus on Continuous Improvement:** One-Stop Centers and partners provide jobseekers, including individuals with barriers to employment, such as individuals with disabilities, with the skills and credentials necessary to secure and advance in employment with family-sustaining wages. Additionally, AJCs enable employers to easily identify and hire skilled workers and access other supports, including education and training for their current workforce. Further, rigorous evaluations support continuous improvement of AJCs by identifying which strategies work better for different populations; states, local areas, and training providers remain accountable for performance; high-quality, integrated data informs policy maker, employer and jobseeker decision making; and training providers are accountable for performance using the data and evidence.
- c. **The Workforce System Supports Strong Regional Economies:** Meeting workforce needs is critical to economic growth. State and local workforce development boards—in partnership with workforce, economic development, education, and social service organizations at the state, regional and local levels—align education and training investments to regional civic and economic growth strategies, ensuring that all jobseekers and businesses can access pathways to prosperity.

4. **Implementing WIOA: Realizing the Vision.** State and local workforce system leaders should take immediate action to achieve the vision of modernizing the workforce system and ensuring it operates as a comprehensive, integrated and streamlined system that expands opportunities for all workers and businesses.

Key operational and governing principles:

- a. ***States align programs and ensure integrated services through a unified strategic plan and shared governance.*** Every state collaborates across the core programs (Adult, Dislocated Worker and Youth, Wagner-Peyser, Adult Education and Vocational Rehabilitation) to create a single unified and integrated strategic state plan. States govern the core programs as one system, assessing strategic needs and aligning them with service strategies to ensure the workforce system meets employment and skill needs of all workers and employers. States also collaborate with One-Stop partner programs and other partners at the state and local levels to produce Combined WIOA plans. States use the certification process and competition to help achieve this vision and ensure continuous improvement.
- b. ***Workforce boards focus on strategy.*** As strategic leaders, state and local workforce boards, in partnership with governors and chief elected officials, facilitate public-private partnerships; support sector strategies and career pathways that advance opportunities for all workers and jobseekers, including low-skilled adults, youth, and individuals with disabilities; foster innovation; and ensure streamlined operations and service delivery excellence.
- c. ***States and local areas align workforce programs with regional economic development strategies.*** Local boards, program leaders, and elected officials share a common vision and design and govern the system regionally; create unified regional and local plans integrating education, training, support services, and other workforce services across the core programs; align workforce policies and services with regional economies; and support sector strategies tailored to their needs.
- d. ***The One-Stop Center network and partner programs are organized to provide high-quality services to individuals and employers.*** State and local boards, One-Stop Center operators and partners must increase coordination of programs and resources to support a comprehensive system that seamlessly provides integrated services that are accessible to all jobseekers, workers, and businesses.
- e. ***States and local areas promote accountability and transparency, and data drives decisions and informs customer choice.*** State and local leaders ensure investments in employment, education and training programs are evidence-based and data-driven, and programs are accountable to participants and taxpayers. This includes evaluating approaches and aligning performance accountability and data systems to support program management, facilitate common case management systems, and inform policy. State and local areas provide robust, validated data to inform strategy, operations, and evaluations. Information technology systems are designed to reduce burden and present integrated information to support services, inform customer choice and guide strategy development. Technological strategies for improving the quality of services

are adopted, including advances in digital literacy skills and models for accelerating skill acquisition and credential attainment of jobseekers.

5. **Taking Action Now.** Most WIOA provisions related to DOL-administered programs take effect in Program Year (PY) 2015, which starts July 1, 2015. ETA strongly advises states and local areas to begin planning and implementing WIOA transition activities now. As discussed further in Section VI, ETA will issue regulations and additional guidance; in addition, the legislation and the technical assistance tools currently available support initial implementation and transitional activities. While some provisions do not go into effect until PY 2016 (July 1, 2016), such as the unified or combined state plans and the performance accountability system, states should be preparing now for the ultimate implementation of these provisions.

Beyond complying with the requirements of the new law, WIOA offers an opportunity to continue to modernize the workforce system and create a customer-centered system: where the needs of business and workers drive workforce solutions; where One-Stop Career Centers provide excellent customer service to all jobseekers and businesses; and where the workforce system supports strong regional economies. To realize this vision, workforce system leaders are asked to step back and re-envision how they conduct business and restructure activities accordingly.

Below are recommended actions workforce system leaders and partners are strongly encouraged to take now to move toward full implementation of the law. These should be considered in any state and local transition discussions to ensure states and local areas are well positioned on July 1, 2015 to implement WIOA. The list is not exhaustive, and each state and local area should fully assess its own situation and requirements and determine the activities it will need to undertake to support a full and effective transition.

- ✓ ***Identify and allocate funding for transitional activities.*** TEGL 12-14, *Allowable Uses and Funding Limits of Workforce Investment Act Program Year (PY) 2014 funds for Workforce Innovation and Opportunity Act (WIOA) Transitional Activities* explains that states and locals may use up to two percent of the WIA's Fiscal Year 2014 Youth, Adult, and Dislocated Worker formula funds to transition to WIOA. The TEGL identifies nine priority areas for transition activities more fully described in this document and also details how to incur and report transition activities costs. Please consult TEGL 12-14 in tandem with this guidance. Also, please note the importance of maintaining a balance between exercising the transitional funding authority and continuing to serve current system customers effectively.
- ✓ ***Build new, and strengthen existing, partnerships.*** WIOA requires states and local areas to enhance coordination and partnerships with local entities and supportive service agencies for strengthened service delivery, including through unified state plans and combined state plans. These plans should include statutorily specified additional partners in the planning process; establish a set of system performance measures that apply to all core programs; strengthen linkages between a myriad of complementary programs within the One-Stop Center system; require co-location of employment services in One-Stop Centers; add One-Stop Center partners, such as Temporary Assistance for Needy Families (TANF) and the Jobs for Veterans State Grants (JVSG)

programs; enhance the role of apprenticeship; clarify partner programs support for system infrastructure costs and other common costs; and ask the system to work regionally and across local workforce development areas.

Additionally, successful implementation of many of the approaches called for within WIOA, such as career pathways and sector strategies, require robust relationships across programs and with businesses, economic development, education and training institutions, including community colleges and career and technical education local entities and supportive service agencies. As workforce system leaders step back and explore their approach for moving toward the WIOA vision, robust partnerships will be required to successfully enable our dual customers—jobseekers and employers—to drive solutions, to ensure these customers receive excellent services, and to effectively support economic regions.

- ✓ ***Engage with core programs and other partners to begin strategic planning.*** Local and state leaders should engage in strategic planning and find new ways to align core and other key programs, such as Registered Apprenticeship, Job Corps, JVSG, TANF, Perkins Career and Technical Education programs, Unemployment Insurance, and required partners under the Act. It is vital to understand the new unified and combined state plan requirements, and assess whether the right partners are at the table, and are participating fully as equal partners in the design and coordination of the programs and services within the workforce system. Strategic planning should include concrete goals as well as a vision of success: how the workforce system should ideally function in each state to best meet WIOA goals. We encourage local and state leaders to include state economic development staff and alignment of workforce and economic development goals.
- ✓ ***Reassess One-Stop delivery system.*** With your WIOA partners, reassess the One-Stop delivery system and what is needed to achieve seamless service delivery models that place the customer at the center of how programs are designed and delivered. Consider operations, such as “bricks and mortar” and information technology infrastructures in light of new requirements: core and mandatory One-Stop Center partners; co-location of Wagner-Peyser employment services; procedures and policies to transition to selecting One-Stop Center operators through competitive procurement; a Memoranda of Understanding to address One-Stop Center infrastructure funding; physical and programmatic accessibility requirements; and the vision of WIOA and state established goals. These actions will better position states and local workforce development areas to better tailor the state’s plan for infrastructure funding and certification of One-Stop Centers.
- ✓ ***Develop plans to ensure workforce investment boards become WIOA compliant.*** State and local boards must meet the new membership requirements and be able to carry out new functions by July 1, 2015. Chief elected officers should review the new requirements to reconstitute and certify boards. While a business majority is required by WIOA and must be maintained for the transition period of July 22, 2014 through June 30, 2015, suggested strategies may be employed to bring board membership into compliance by July 1, 2015, such as establishing standing committees and transition board members. When establishing standing committees, we strongly encourage

focusing on serving youth, low skilled adults, Indians and Native Americans, individuals with disabilities and other relevant priorities for the local area. Also, local areas can reach out to the state to signal interest in initial designation or re-designation that may result in a new area.

- ✓ ***Develop transition plans.*** Transition to WIOA and realizing its vision is complex, and will require substantial activities leading up to July 1, 2015 and after. We encourage states and local areas to develop transition plans that will allow for transition preparation and tracking of transition and implementation progress and use these to guide implementation of new WIOA requirements. Also, consider customer impacts, such as how current WIA participants are impacted in WIOA transition. ETA is developing several technical assistance tools to assist states and locals in this area.
- ✓ ***Prepare for fiscal and program changes for transition across legislations.*** There are several fiscal and program changes that have been recently issued that require attention as part of transition planning: the new Office of Management and Budget Uniform Guidance was published in the Federal Register on December 19, 2014 and ETA issued associated guidance in [TEGL 15-14](#), also dated December 19, 2014. Financial staff and other applicable staff must become familiar with the requirements of this guidance and the impact on the state system and the transition from WIA to WIOA. States should also prepare for 100 percent transfer between adult and dislocated worker formula funds.
- ✓ ***Assess state laws.*** It is important to review state legislation and identify areas that may conflict with WIOA to develop plans and strategies that resolve these conflicts. When state and federal laws conflict, federal laws take precedence.
- ✓ ***Review Eligible Training Provider processes.*** Review Eligible Training Provider List processes and assess how they need to be updated to reflect new eligibility criteria. Examples include: adding new procedures for the inclusion of Registered Apprenticeship programs; taking into account the need to ensure access to training throughout the state, including rural areas; and ensuring the ability of providers to provide training to individuals who are employed and individuals with barriers to employment. States must also take steps to ensure that eligible training providers are in a position to provide required outcomes information for individuals served by their programs by July 1, 2015. ETA will be providing additional technical assistance to support such implementation.
- ✓ ***Ensure new or existing youth service contract operators support the 75 percent out-of-school youth and the 20 percent work experience expenditure rate requirements.*** States and locals that are not currently meeting the 75 percent out-of-school youth requirement must begin to prepare for this transition. ETA will provide guidance and technical assistance to aid with this transition, including further guidance on use of funds, productive approaches for serving out-of-school youth, as well as alternative resources for serving in-school youth. In the meantime, states, local areas and federal partners should develop plans to address this requirement. States will receive their first WIOA allotment for the youth programs in April 2015 and will begin full implementation of WIOA for the Youth Program at that time

6. **Timeframe of Anticipated Regulations, Guidance & Technical Assistance.** ETA is committed to continuing its collaborative work with its Federal partners and all workforce system stakeholders and grantees to support WIOA implementation. Generally, the WIOA provisions take effect on July 1, 2015, with the exception of the provisions in title IV, which became effective on enactment, and targeted exceptions.

Two Notices of Proposed Rulemaking (NPRMs) will be issued in early 2015: a joint NPRM with the Department of Education which will cover joint activities, including state planning, performance, and provisions covering the One-Stop system; and a second which will cover the remaining ETA-administered provisions in WIOA. (Concurrently, three additional NPRMs will be published by the Department of Education, one implementing Adult Education and Literacy and two implementing WIOA amendments to the Rehabilitation Act of 1973.) These NPRMs will provide notice of the current thinking by ETA and the Department of Education and an opportunity for public comment. These NPRMs will be published in the Federal Register and posted on www.regulations.gov. Instructions on how to comment on the NPRMs are included in the preambles of each proposed rule. ETA and the Department of Education will analyze these public comments and develop and issue Final Regulations by early 2016.

As many provisions of the law go into effect July 1, 2015, ETA will issue Operating Instructions in spring 2015 to support such implementation. ETA also intends to issue operating and programmatic guidance and continue to disseminate technical assistance beginning in early 2015 and throughout implementation. We will continue to gather stakeholder input for guidance development and technical assistance needs and convene additional regional events and conferences to provide more in-depth learning and networking opportunities.

The DOL's official Website for additional information on WIOA is www.doleta.gov/wioa. In addition, ETA has created a new WIOA collection page at <https://wioa.workforce3one.org> which currently houses existing technical assistance resources that are relevant for WIOA implementation, and will house more technical assistance resources and guidance as they are developed. These pages will be updated as new information is available.

7. **Inquiries.** Questions regarding this guidance should be directed to the appropriate ETA regional office or through the ETA email address established for this purpose: DOL.WIOA@dol.gov. ETA monitors this account daily, and may respond to inquiries directly or through general communications such as official guidance, webinars, and public Q&A documents. You can also contact your regional office for any inquiries or feedback.



**Workforce Investment Board
of Ventura County**

**2013-2014
ANNUAL REPORT**

**TO THE
VENTURA COUNTY
BOARD OF SUPERVISORS**



December 2014

Table of Contents

<u>Section</u>	<u>Page</u>
• Executive Summary	3
• Introduction	6
• Responsibilities of the Workforce Investment Board	6
• Revenue and Service Levels	8
• WIA Common Measures Performance	9
• America's Job Center of California One-Stop System	10
• Adult and Dislocated Worker Opportunities	10
• Youth Opportunities	11
• Employer Services	13
• Business Sector Focus	15
• Collaboration to Benefit Ventura County	16
• Champions for Workforce Development	17
• Conclusion	18

Executive Summary

During program year 2013-2014, the Workforce Investment Board of Ventura County (WIB) continued to address the ongoing workforce development opportunities and challenges in the Ventura County region. Funded through the federal Workforce Investment Act (WIA), the WIA programs, services, and projects to benefit employers, job seekers and youth were in alignment with the Ventura County regional goals identified by the WIB and its partners, in compliance with federal and state requirements, and identified in the *Ventura County Regional Strategic Workforce Development Plan 2013-2017* (Plan):

- **Business and Industry Goal:** Meet the workforce needs of high-demand sectors in the Ventura County regional economy (initial focus on clean/green, healthcare, and manufacturing).
- **Adult Goal:** Increase the number of adults in the Ventura County region who obtain a marketable and industry-recognized credential or degree and are placed in a related sector job, with a special emphasis on unemployed, underemployed, low-skilled, low-income, veterans, individuals with disabilities, and other at-risk populations.
- **Youth Goal:** Increase the number of high school students in the Ventura County region who graduate prepared for post-secondary vocational training, further education, and/or a career, with an emphasis on at-risk youth and those from low-income communities.
- **System Alignment and Accountability Goal:** Support workforce development system alignment, service integration and continuous improvement in the Ventura County region, using data to support evidence-based policymaking.

Following approval of the Plan by the Board of Supervisors in June 2013, the WIB began implementation on July 1, 2013. In recognition of the quality of the Plan and Ventura County's consistently strong WIA performance outcomes, the California Workforce Investment Board designated the Ventura County WIB as a High-Performance Board.

The WIB collaborated with business, economic development, education, labor, government, and community-based organizations to help plan and build regional capacity for growing the Ventura County job base and expanding the demand-driven skills and readiness of the workforce. The WIB also focused on regional sector workforce development priorities in healthcare, manufacturing, and clean/green occupations, and continued WIB support for no-cost and low-cost business services and for employer outreach to help retain and grow local businesses.

The America's Job Center of California One-Stop System provided much-needed services and programs to help strengthen job seeker readiness and employer support for local employment opportunities. Adults, youth, dislocated workers, and employers were able to access free information and services through contracted providers, the new online CalJOBS system, and at the local America's Job Center of California locations in Oxnard and Simi Valley. (Note: The local Job & Career Centers which offer direct WIA services recently were re-branded in compliance with new federal and state requirements.)

Highlights of the 2013-2014 program year included the following (figures below from July 1, 2013, through June 30, 2014):

- Provided public access to employment/career resources: computer access, copies, fax, phones, job listings, training information: 17,848 visits.
- Served 585 new adults, dislocated workers, and youth in the WIA program.
- Enrolled 921 customers in WIA-funded adult, dislocated worker, and youth programs (includes customers carried in from the prior year).
- Achieved a higher-than 100 percent success rate on all nine required WIA Common Measures for adults, dislocated workers, and youth.
- Provided Rapid Response consulting and other support for 13 businesses reporting a total of 1,238 layoff-impacted employees; 391 of these impacted employees attended Rapid Response orientations.
- Provided layoff aversion services to 11 businesses with 10 or more at-risk employees, helping to retain 565 at-risk jobs. EDC-VC retained 521 jobs after completion of all employer services and at six weeks' retention. Three hundred and ninety-nine (399) at-risk workers received Incumbent Worker Training in manufacturing-related jobs.
- Provided oversight of the One-Stop Consortium, comprised of the newly reorganized Community Services Department (CSD) of the Human Services Agency, the Employment Development Department (EDD), and the Ventura County Superintendent of Schools Office (Ventura County Office of Education). The Consortium operates the America's Job Center of California and works in collaboration with contracted providers of WIA-funded youth programs and WIA-funded business services. Included in the 2013-2014 activities was the improvement of client access to internet job listings, career information, and community resources through enhancements to technology. More than 565 job seekers participated in the 81 workshops offered to help with resume writing, online job searches, interviewing skills and computer software skills.
- Continued a strategic outreach campaign through print, television, radio, outreach materials, online banners, monthly radio programs (Workforce Wednesday), guest speakers, e-newsletters (*Workforce Update*), and websites (www.wib.ventura.org; www.venturacountygrowsbusiness.com; www.vcjobswithafuture.org;) to raise job seeker and employer awareness of the America's Job Center of California locations, direct employers to business services, and encourage youth, job seekers and employers to take advantage of the free resources and opportunities available.
- In partnership with the Community Services Department (CSD) of the Human Services Agency, applied for and received a Workforce Accelerator Grant from the California Workforce Investment Board to expand the STEPS pilot project for ex-

offender re-entry, a project partially funded under AB 109 and operated in conjunction with the Ventura County Probation Agency.

In support of cross-region collaboration to benefit Ventura County workforce development, the WIB facilitated and participated in the new Advanced Manufacturing Partnership of Southern California (Los Angeles, Orange, San Diego, Ventura counties) for a successful U.S. Department of Commerce Investing in Manufacturing Communities Partnership designation for aerospace and defense manufacturing; the ongoing Workforce Collaborative of California's Central Coast (WIBs in Monterey, San Benito, San Luis Obispo, Santa Barbara, Santa Cruz, Ventura counties); the new Los Angeles/Ventura County Regional Collaboration to consider opportunities for collaboration across eight WIBs in two counties; and the ongoing South Central Coast Regional Consortium of Community Colleges (SCCRC) with eight community colleges in San Luis Obispo, Santa Barbara, Ventura, and northern Los Angeles counties.

WIB outreach at the local, state and national levels included participation in a wide range of groups and activities, including the Ventura County Economic Development Roundtable; Ventura County P-20 Council; California Career Pathways Trust leadership teams (*Alliance for Linked Learning* and *VC Innovates*); Citizens Advisory Body for the Ventura County Community College District; Ventura County Civic Alliance Workforce Education Task Force; Southern California Biomedical Council; Manufacturing Roundtable of Ventura County; California Economic Summit; Chambers of Commerce; Western Employers' Advisory Council; Professionals in Human Resources Association; National Human Resources Association; Society for Human Resource Management; California Workforce Association Board of Directors; California Workforce Investment Board committees; and the National Association of Workforce Boards.

In addition, the WIB continued to champion Congressional reauthorization of WIA, emphasizing the importance of local control and private sector leadership in administering federal funds for workforce and business development and for the recovery, growth, and sustainability of the Ventura County regional economy. After years of negotiation, with strong support as a bi-partisan, bi-cameral bill, the new Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014, and will replace the Workforce Investment Act (WIA) as of July 1, 2015.

The WIB is committed to its role as neutral convener, capacity builder, and unifying community voice to address workforce development issues in support of business retention and growth in Ventura County. Seeking practical workforce solutions across traditional private and public sector boundaries, the WIB will continue to identify and leverage networks, systems and resources within Ventura County and in partnership with other regions.



Mike Soules
Chair, Workforce Investment Board of Ventura County

Introduction

On May 18, 2004, the Ventura County Board of Supervisors approved a Memorandum of Understanding (MOU) with the Workforce Investment Board (WIB) of Ventura County. Within that document is a section entitled "Reporting," requiring the WIB to submit an annual written report to the Board of Supervisors regarding its activities and accomplishments in the preceding program year, July 1 through June 30.

The Workforce Investment Board of Ventura County welcomes the opportunity to present the 2013-2014 Annual Report to the Honorable Board of Supervisors.

Responsibilities of the Workforce Investment Board

Appointed by the Board of Supervisors, and in alignment with federal Workforce Investment Act (WIA) and State legislative and administrative requirements, the 36 members of the WIB are representative of business, education, labor, economic development, government, and community-based organizations in Ventura County.

The role of the WIB is to serve as neutral convener, capacity builder, and unifying community voice to address workforce development issues in support of business retention and growth in Ventura County. The WIB is responsible for planning, policy, and oversight for WIA programs and services in the Ventura County region. The WIB works on behalf of the Ventura County community to:

- Develop partnerships and support alignment with leaders in business, labor, economic development, education, government, and community organizations to strengthen the economic well-being of the community and address local workforce needs.
- Provide WIA policy oversight of a streamlined America's Job Center of California One-Stop System that is employer-driven, addresses the workforce needs of large and small businesses in Ventura County, and offers training and other opportunities to help meet the workforce preparation needs of adult and youth job seekers.
- Ensure that the America's Job Center of California One-Stop System is guided by WIA standards of performance accountability, including customer satisfaction, rates of job placement, job retention, and earnings.
- Establish, promote, and coordinate youth development, education and training opportunities, especially for economically disadvantaged youth.
- Support employer assistance with recruitment, training and education and business consulting to help avert layoffs and closures, assist with recovery, and address issues relating to business start-up, relocation, and expansion.

To comply with WIA mandates, the WIB also has the following responsibilities:

- Conduct policy oversight of the America's Job Center of California One-Stop System in Ventura County.
- Conduct oversight of the local WIA youth and adult employment and training activities.
- Negotiate with the State and Chief Elected Official on local measures of performance.
- Appoint a Youth Council to recommend the best ways to prepare local youth for employment and life-long learning.
- Facilitate the alignment of workforce development and economic development activities and develop employer linkages.
- Promote private-sector involvement in the workforce investment system.
- Develop and implement opportunities for public input regarding planning, program development, and evaluation.
- Access and participate in local labor market research and reports for the benefit of the community.

During program year 2013-2014, the WIB continued to address the workforce development opportunities and challenges in the Ventura County region. Working toward goals identified by the WIB and its partners, in compliance with federal and state requirements and with the approval of the Board of Supervisors in June 2013, the WIB began to implement the *Ventura County Regional Strategic Workforce Development Plan 2013-2017* (Plan). Activities were focused on achieving mandated performance levels and supporting overall Plan goals:

- Business and Industry Goal: Meet the workforce needs of high-demand sectors in the Ventura County regional economy (initial focus on clean/green, healthcare, and manufacturing).
- Adult Goal: Increase the number of adults in the Ventura County region who obtain a marketable and industry-recognized credential or degree and are placed in a related sector job, with a special emphasis on unemployed, underemployed, low-skilled, low-income, veterans, individuals with disabilities, and other at-risk populations.
- Youth Goal: Increase the number of high school students in the Ventura County region who graduate prepared for post-secondary vocational training, further education, and/or a career, with an emphasis on at-risk youth and those from low-income communities.
- System Alignment and Accountability Goal: Support workforce development system alignment, service integration and continuous improvement in the Ventura County region, using data to support evidence-based policymaking.

In recognition of the quality of the Plan and Ventura County's consistently strong WIA performance, the California Workforce Investment Board designated the Ventura County WIB as a High-Performance Board.

Revenue and Service Levels

With the Ventura County Board of Supervisors as fiscal agent, the Workforce Investment Board (WIB) is the grant recipient responsible for the local administration of the Workforce Investment Act (WIA). WIB Administration staff responsibilities are assigned to the County's Human Services Agency. Programs are funded by WIA and provided through the Human Services Agency and through WIB-contracted partners. The Human Services Agency provides other administrative services such as Contracts, Fiscal, Information Technology, and Communications. The Ventura County Counsel offers legal guidance.

A summary of Fiscal Year (FY) 2013-2014 available WIA funds, expenditures, and grant balances is below. Use of funds included successful compliance with a new State requirement that 25% of combined adult and dislocated worker allocations be used to provide training. Final grant balances from FY 2013-2014 were carried over to the FY 2014-2015 budget and program plan.

	<u>2013-2014 Budget Plan</u>	<u>2013-2014 Actual Expense</u>	<u>2013-2014 Grant Balance</u>
<u>WIA Core Grants</u>			
• Dislocated Workers	2,805,773	2,335,439	470,334
• Adults	2,247,497	2,004,971	242,526
• Youth	2,285,092	2,229,090	56,002
• Rapid Response	<u>537,884</u>	<u>498,889</u>	<u>38,995</u>
	7,876,246	7,068,389	807,857

The planned and actual levels of new participant enrollments for Program Year (PY) 2013-2014 are shown on the table below. These numbers exclude clients carried in from PY 2012-2013. The WIB Executive Committee and the WIB Youth Council tracked actual expenditures and enrollments to ensure alignment with this Plan, reporting updates to the full WIB at regular meetings.

<u>WIA Category</u>	<u>PY 13-14 Plan New Enrollments</u>	<u>PY 13-14 Actual New Enrollments</u>	<u>PY 13-14 % Plan to Actual</u>
Adult	74	141	190%
Dislocated Worker	104	145	139%
Youth	276	299	108%
Total	454	585	128%

These enrollment figures address only the clients who entered into staff assisted services, including training. The figures do not include those non-enrolled members of the community who accessed WIA general “universal” services. Approximately 17,848 job seekers used services not requiring WIA enrollment, e.g., used the online CalJOBS system, participated in WIB Rapid Response orientations, and/or visited the WIA Resource Centers in America’s Job Center of California locations to receive employment and training-related information, referrals, and workshop services.

It should be noted that the total funds available through WIA also assist in supporting the operation of the America’s Job Center of California locations (re-branded from Job & Career Centers), provide staffing and administrative support for the Workforce Investment Board, and facilitate the development and implementation of the WIA youth programs and business services system.

WIA Common Measures Performance

Each year, WIA-funded programs are issued federally mandated, performance-based employment and educational goals, which are negotiated between the U.S. Department of Labor and the State, and then between the State and the local WIB. At year-end, the levels/goals are compared with actual participant performance outcomes to determine the success of the adult, dislocated worker, and youth programs. An indicator of success is the achievement of at least 80% for each performance standard.

In 2013-2014, the Ventura County common measures performance exceeded all WIA performance outcome requirements:

<u>2013-2014</u> <u>WIA Common Measures Category</u>	<u>Final</u> <u>Performance</u> <u>Levels/Goals</u>	<u>Actual</u> <u>Performance</u>	<u>Success</u> <u>Rate</u>
ADULTS			
• Entered Employment Rate	72.0%	79.2%	110%
• Employment Retention Rate	81.0%	85.9%	106%
• Average Earnings	\$13,251	\$14,369	108%
DISLOCATED WORKERS			
• Entered Employment Rate	75.0%	80.2%	107%
• Employment Retention Rate	84.0%	92.8%	110%
• Average Earnings	\$16,000	\$18,772	117%
YOUTH			
• Placement in Employment or Education	70.0%	71.3%	102%
• Attainment of Degree or Certificate	60.0%	80.7%	135%
• Literacy and Numeracy Gains	60.5%	78.5%	130%

America's Job Center of California One-Stop System

The purpose of the One-Stop approach is to deliver effective job seeker programs, career training, and employer services and referrals through an aligned, coordinated, customer-friendly employment services system.

In Ventura County, the official WIA One-Stop Operator is a consortium of three One-Stop partners: the County's Human Services Agency-Community Services Department (the lead operator of the consortium), the Employment Development Department, and the Ventura County Office of Education. In 2013-2014, day-to-day functions of the One-Stop system were conducted by WIA-funded staff at the America's Job Center of California (AJCC) locations in Oxnard and Simi Valley.

Career and employment resources, available to adults, youth, and employers, and a number of online employment resources also were accessible through a statewide, internet-based employment services software application, CalJOBS. This online website (www.caljobs.ca.gov) provides an easy-to-use interface for both employers and job seekers to access local job listings, career information, resumes, and community resources on a 24/7 basis.

Adult and Dislocated Worker Opportunities

The AJCCs offered a valuable resource for the Ventura County region in difficult economic times. AJCC staff assisted job seekers (including those experiencing layoffs) and the underemployed in assessing their job skills, finding the proper training and locating jobs that matched their skills. WIA-funded employment specialists helped clients to review job requirements and develop training and employment action plans.

The success of these comprehensive WIA adult and dislocated worker programs is reflected in the outcomes presented under the Revenue and Service Levels (page 8) and the WIA Common Measures Performance (page 9) sections of this report. All exceeded WIA performance requirements for 2013-2014. Job seeker services provided:

- Provided public access to employment/career resources: computer access, copies, fax, phones, job listings, training information: 17,848 visits.
- Served 286 new adults and dislocated workers in the WIA program.
- Enrolled 536 customers in WIA-funded adult and dislocated worker (includes customers carried in from the prior year).

Resources available for job seekers included:

- Assistance with job search, applications, resumes, and interviewing skills
- Access to free workshops offered to all job seekers
- Sponsorship of employer recruitment events

- Assistance for access to 24/7 online job seeker services through CalJOBS
- Public access to CalJOBS through a WIB JobLink kiosk at the Camarillo Library
- Coordination of job fairs in collaboration with other partner agencies
- Placement in unsubsidized employment
- On-the-job training
- Vocational training and work experience
- Occupation/job requirement information
- Life skills training and job readiness skills
- Transitional housing, food stamps, and transportation
- Childcare assistance
- Mental health and substance abuse referrals to treatment
- Emergency aid services

Job seeker outreach focused on raising awareness of WIA programs and services available through the America's Job Center of California (AJCC) locations and the online CalJOBS system. Included were radio spots, online banners, the WIB website, brochures in English and Spanish, press coverage, online and print calendar listings of Career Shops, WIB radio interviews on *Workforce Wednesday*, announcements in the WIB's *Workforce Update* e-newsletter, and collateral material for the WIA-funded JobLink kiosk at the Camarillo Library. The WIB Outreach Committee worked with CSD/WIA Operations staff on success stories for job seeker outreach messaging and local, state and national workforce development websites.

Youth Opportunities

In June 2004, the WIB approved a WIB Youth Council recommendation to adopt a networked services model for youth programs. Continuing to be an effective approach to youth program delivery, this model follows the "navigator" design: multiple partners who provide and leverage services in the Ventura County region.

Three comprehensive WIA youth program contractors, the Boys & Girls Clubs of Greater Oxnard and Port Hueneme, PathPoint, Inc., and Ventura Adult and Continuing Education, were awarded July 2013-June 2014 WIA contracts to provide comprehensive WIA-funded education, employment, and training services to WIA-eligible youth in Ventura County. The Community Services Department/WIA Operations staff continued to provide training, work experience, technical assistance, and quality control services to the contracted youth providers, contributing to the overall effectiveness of the programs.

The success of these comprehensive WIA youth programs in 2013-2014 is reflected in the outcomes presented under the Revenue and Service Levels (page 8) and the WIA

Common Measures Performance (page 9) sections of this report. All exceeded WIA performance requirements for 2013-2014. Participating youth included:

- Served 299 new youth in the WIA program.
- Enrolled 385 customers in WIA-funded youth programs (includes customers carried in from the prior year).

Services provided in the WIA comprehensive youth programs included:

- Tutoring, study skills and secondary school instruction
- Alternative secondary school services
- Summer employment opportunities
- Work experiences, job shadowing, and internships
- Occupational skills training
- Leadership development opportunities
- Supportive services (e.g., child care, transportation)
- Comprehensive guidance, mentoring and counseling
- Follow-up contact and post-exit services

In addition to the WIA-funded youth programs and service activities, WIB Youth Council and other WIB committees engaged in activities to assist Ventura County youth, including:

- Initiated a new Dropout Prevention Survey of local school districts and continued work on an Inventory of K-14 Industry Sector Career Pathways in Ventura County schools, both projects in partnership with the Ventura County Office of Education.
- Contributed to the data gathering, strategic planning, and support for four California Career Pathways Trust Grant applications, two of which were awarded in Ventura County for a combined total of \$19.3 million: *Alliance for Linked Learning* (Oxnard Union High School District) and *VC Innovates* (Ventura County Community College District, Ventura County Office of Education, and high schools in ten local districts).
- Partnered with adult education and community college representatives on the AB 86 grant application process, which resulted in a 2014 planning grant for the new Ventura County Adult Education Consortium. Four adult education programs and three community colleges are collaborating on a plan to align and leverage programs for basic skills development, high school or GED attainment, citizenship preparation, English as a second language, short-term career technical education programs, and apprenticeship programs.

In addition, the WIB Outreach Committee and WIB Youth Council focused the 2013-2014 Ventura County youth outreach initiative on raising awareness of career opportunities in high-demand occupations in the region's healthcare, manufacturing, and clean/green industry sectors. Youth messaging on the WIB's VC Jobs with a Future website (www.vcjobswithafuture.org), was aligned with flyers, radio spots, the WIB website, Facebook, high school athletic field banners, WIB radio interviews on Workforce Wednesday, announcements in the WIB's *Workforce Update* e-newsletter, and connections with school representatives. WIA youth success stories were posted on local, state and national workforce development websites.

Employer Services

To be responsive to changes in economic and labor market conditions, the WIB uses an employer-driven approach that focuses on the development of services in response to the needs of local businesses. This strategy helps to support relevant programs and services to help build a qualified workforce for the Ventura County region, one that benefits local businesses and encourages job retention and growth.

The WIB provides WIA Rapid Response funding for regional business services through formal partner agreements, contracts, and business resource networks. Currently, the Economic Development Collaborative-Ventura County (EDC-VC) and the Human Services Agency Community Services Department (CSD)/WIA Operations receive funding through the WIB to provide WIA business services. Both collaborate with the Employment Development Department (EDD) to offer appropriate support to employers.

WIA business services are offered through the America's Job Center of California (AJCC) by CSD/WIA operations staff, and through EDC-VC business consultants and networks. Among the business resource networks accessed by EDC-VC, CSD/WIA, and EDD are the Economic Development Roundtable (city and county professionals), the Small Business Development Center (SBDC), the Service Corps of Retired Executives (SCORE), and Women's Economic Ventures (WEV).

Initial identification or referral for a potential business need may originate from a range of sources or situations that come to the attention of one or more partners in the Ventura County business development network. In addition, an employer may self-identify at an AJCC location, access online CalJOBS system services, or call the AJCC 800 number. With the identification of a business need, the contacted service provider connects with other providers in the network, as appropriate.

In 2013-2014, the WIB provided WIA funding and oversight for business services and other initiatives in Ventura County, including:

- Recruitment: online job posting service, pre-screened candidates, hosted job recruitments at AJCCs, job matching, meeting facilities for conducting interviews

- Training: career workshops, employer reimbursement for employee training, on-the-job training at employer sites, customized training programs, and industry-specific education
- Online resources: candidate search and resume review, labor market data, labor law information, 24/7 job postings, and wage information and statistics
- Business consulting: professional guidance and technical support to address business problems that will help to avoid layoffs; referrals to resources if longer-term assistance is needed
- Business transitions (restructure, closure, relocation): confidential customized transition planning, layoff aversion information, dislocated worker support services, downsizing/closure management
- Incumbent worker training: pilot project to develop and implement a regional partnership between the Economic Development Collaborative-Ventura County (EDC-VC) and Ventura Adult and Continuing Education; building capacity for incumbent worker training and leveraging WIA Rapid Response and Employment Training Panel (ETP) funds
- Employing ex-offenders: competitive California WIB Workforce Accelerator Grant funding to complement AB 109 funding; engages employers in training and job placement of ex-offenders to reduce recidivism while supporting business needs

The WIA-funded business services provided in 2013-2014 included:

- Rapid Response consulting and other support for 13 businesses reporting a total of 1,238 layoff-impacted employees; 391 of these impacted employees attended Rapid Response orientations.
- Layoff aversion services to 11 businesses with 10 or more at-risk employees, helping to retain 565 at-risk jobs. EDC-VC retained 521 jobs after completion of all employer services and at six weeks' retention on the job. Three hundred and ninety-nine (399) at-risk workers received Incumbent Worker Training in manufacturing-related jobs.

The WIB continued to implement business outreach strategies that would help to raise awareness of business services in the region and to engage employers in workforce development. WIB staff, CSD/WIA Operations staff and EDC-VC consultants developed networks and relationships with a focus on customer service. WIB members contacted business colleagues for input on workforce issues or to participate on sector committees to help raise awareness. In addition, through the ongoing work of the WIB Outreach Committee, messages to employers were communicated in a variety of ways, including:

- Workforce Wednesday: WIB monthly radio broadcast, featuring live interviews with WIB and WIB committee members, and other community leaders, on regional business and workforce topics
- Workforce Update: WIB bimonthly e-newsletter to business and community leaders in Ventura County

- Ventura County Grows Business: WIB business retention outreach initiative that provides employers with easy, one-stop electronic access to single points of contact for city and county workforce and economic development resources in the Ventura County region; includes a website (www.venturacountygrowsbusinesses.com), radio spots; Facebook, direct mail, and coverage in *Workforce Update* and on Workforce Wednesday
- WIB Speakers Bureau: WIB member presentations and participation on event panels for local business, education and community groups (e.g., California Economic Summit, Ventura County Community Foundation Donor Luncheon, Southern California Biomedical Council, EDC-VC Annual Meeting, Chamber of Commerce events, and advisory committees for local school districts, community colleges, and universities)

Business Sector Focus

Industry sector diversity contributes to the overall strength and stability of the region, and the WIB provides WIA-funded business services to employers in all sectors. However, in the *Ventura County Regional Strategic Workforce Development Plan* (Plan), the WIB also has complied with a State requirement to identify priority sectors which have the potential to contribute to regional job growth and/or replacement jobs if investments are made in training and/or education: Clean/Green, Healthcare, and Manufacturing. (Clean/Green is a “multiple-sector” category that includes a wide range of occupations in Construction, Agriculture and Forestry, Transportation and Utilities, Manufacturing, Professional and Scientific, Water/Wastewater and other sectors.)

General attributes of the three priority sectors in Ventura County are ongoing business needs for skilled local talent, viability as a sector over time, potential for job growth and/or replacement jobs, direct and indirect benefits to other sectors, and opportunities to provide living wage jobs with career paths. In addition, industry sector representatives have indicated the need for skills in Science, Technology, Engineering and Math (STEM) for entry-level jobs.

The WIB Clean/Green Committee, WIB Healthcare Committee, and WIB Manufacturing Committee are led by WIB members and have the flexibility of including additional employers and other partners as needed. All meetings are conducted in public, and attendees are welcome to comment. Work of the sector committees includes consideration of the challenges, opportunities, resource needs, and action plans for:

- Inventory, alignment, articulation and employer input for P-20 college and career pathways, career academies, technical education, adult education programs and certificates, sector-specific training and certificates, community college sector-related programs and credentials, and development of pre-apprenticeship and apprenticeship programs
- Development of stackable, industry-recognized credentials
- Development of bridge programs and career transition pathways

- Continuation of customized training programs
- Continuation of incumbent worker training program
- Business leader collaboration to engage, retain, and attract regional business clusters

In 2013-2014, the three sector committees continued to refine Ventura County region occupational and job growth data; adjust committee priorities in response to changing business needs; partner with other WIB committees on employer and youth outreach; and provide feedback/forums for K-20 industry sector career pathways inventories and curriculum development. The committees also worked on employer lists of entry-level skills and new post-secondary educational programs to address local workforce needs:

- Entry-Level Skills: employer-developed lists of entry-level skills in manufacturing, clean/green infrastructure, healthcare, and hospitality to help guide career pathways and curriculum development
- Biomedical Device Manufacturing Certificate Program: first two-campus certificate program in California's community college system; model for other interdisciplinary certificates; job opportunities in local businesses
- Clinical Laboratory Scientist Field Experience Program: development of university infrastructure (California State University, Channel Islands) and facilitation of hospital laboratory certifications to launch a new post-graduate program in Ventura County that would attract and retain talent

Collaboration to Benefit Ventura County

The WIB is committed to its role as neutral convener, capacity builder, and unifying community voice to address workforce development issues in support of business retention and growth in Ventura County. Seeking aligned, leveraged and practical workforce solutions across traditional private and public sector boundaries, the WIB works to identify and leverage networks at the local, regional, state, and national levels.

In addition to the work of the WIB committees, examples of WIB facilitation and support of networking and collaboration in 2013-2014 include:

- County of Ventura: Working with the Ventura County Probation Agency and the Human Services Agency/Community Services Department, the WIB applied for, and received, one of the first Workforce Accelerator Grants to be awarded by California Workforce Investment Board. Award funding was \$150,000, with \$320,000 in leveraged AB 109 funds, for innovative strategies for ex-offender re-entry into the workforce. The grant expands the 2012 pilot project, Specialized Training & Employment Project for Success (STEPS), which is supported by AB 109 funds and operated by the Ventura County Probation Agency in partnership with the Human Services Agency/Community Services Department.

- Advanced Manufacturing Partnership of Southern California (AMP SoCal): collaboration with business, education, and economic development entities in four counties (Los Angeles, Orange, San Diego, Ventura); successful application for a U.S. Department of Commerce Investing in Manufacturing Communities Partnership designation for aerospace and defense manufacturing; enables access to special consideration in multiple competitive federal grant projects totaling \$1.3 billion
- Workforce Collaborative of California's Central Coast: collaboration among WIBs in six counties (Monterey, San Benito, San Luis Obispo, Santa Barbara, Santa Cruz, Ventura); share best practices, provide technical assistance for capacity building, and partner on grant opportunities
- Los Angeles/Ventura County Regional Collaboration: exploring opportunities for collaboration across eight WIBs in two counties
- South Central Coast Regional Consortium of Community Colleges (SCCRC): meetings with eight community colleges in four counties (San Luis Obispo, Santa Barbara, Ventura, and northern Los Angeles); Deputy Sector Navigators as official members of WIB sector committees (Clean/Green, Healthcare, Manufacturing)
- Local, State and National Outreach: participation in a wide range of other groups and activities, including the Ventura County Economic Development Roundtable; Ventura County P-20 Council; California Career Pathways Trust leadership teams (*Alliance for Linked Learning* and *VC Innovates*); Citizens Advisory Body for the Ventura County Community College District; Ventura County Civic Alliance Workforce Education Task Force; Southern California Biomedical Council; National Community College Consortium for Bioscience Credentials in Medical Device Manufacturing; Manufacturing Roundtable of Ventura County; California Economic Summit; Chambers of Commerce; Western Employers' Advisory Council; Professionals in Human Resources Association; National Human Resources Association; Society for Human Resource Management; California Workforce Association Board of Directors; performance standards and healthcare committees for the California Workforce Investment Board; California Workforce Association Board of Directors; and the National Association of Workforce Boards

Champions for Workforce Development

The tenth annual WIB Awards were presented to local organizations, companies, and individuals who have demonstrated and have made a positive impact on workforce development in Ventura County. At the WIB meeting on June 12, 2014, the following received public recognition for their outstanding contributions:

- Youth Opportunity Award (two recipients): presented to OmniUpdate, Inc. (Camarillo) and The Santa Clara Wellness Foundation (Fillmore and Santa Paula) for providing

internships and/or employment opportunities that help to grow and strengthen Ventura County's future workforce

- Collaborative Action Award (three recipients): presented to the Rotary Club of Simi Sunrise, the Simi Valley Chamber of Commerce, and the Society of Hispanic Professional Engineers-Ventura County Chapter in recognition of partnerships that help to meet employer needs and improve the relevance and capacity of education and workforce training and/or support business expansion in Ventura County
- Champion for Prosperity Award (two recipients): presented to Lilly Rudolph (City of Ventura) and VSolvit, LLC (Newbury Park) for supporting workforce development in Ventura County through job creation, job retention, business expansion, and/or business attraction

In 2013-2014, WIB members continued to be champions for Congressional reauthorization of WIA, emphasizing the importance of local control and private sector leadership in administering federal funds for workforce and business development and for the recovery, growth, and sustainability of the Ventura County regional economy. The result of years of negotiation, the new Workforce Innovation and Opportunity Act (WIOA) finally passed as a bi-partisan, bi-cameral bill, was signed into law on July 22, 2014, and will replace the Workforce Investment Act (WIA) on July 1, 2015.

Conclusion

The Workforce Investment Board thanks the Ventura County Board of Supervisors for their dedicated support of workforce, business and economic development in the Ventura County region. The WIB will continue this work according to legal mandates and with the full commitment of its members to build and promote a skilled, relevant workforce that is ready and able to support the changing needs of local employers in a dynamic, competitive, global economic environment.

Victoria Jump: Older workforce, new challenges

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TAG: [columnists \(/topic/columnists\)](#)

Older workers, defined as 55 plus, are finding themselves in a predicament. Financial reality dictates that they work longer. However, many employers see the higher salaries and skill updating needs of older workers as disadvantages, making it harder for people to continue in a job or to find work.

According to the U.S. Census Bureau, for the next 15 years about 10,000 baby boomers in the United States will turn 65 every day. Especially in higher cost-of-living areas like Ventura County, their nest eggs will not be nearly enough to retire.

Boomers will need to update their knowledge, skills and networking continuously to stay savvy and relevant in the job market.

Stay on top of your game

By 2016, one-third of the total U.S. workforce will be over 50. Smart employers will offer training to their employees (no matter the age) because a well-trained workforce is a more productive workforce. Mature workers should take advantage of any opportunity to keep their skills and knowledge up to date.

Training opportunities also can be found through programs listed at CalJobs (www.caljobs.ca.gov) and available through Workforce Investment Board funding at the America's Job Center of California (AJCC) locations in Ventura County (www.wib.ventura.org).

We have found at the Area Agency on Aging that people with a new certificate or credential for an in-demand skill become more attractive to potential and current employers. Some older workers wait too long to update their skill sets. Especially for the unemployed, the sooner they can be trained, the sooner they will find success in the job market.

Two other programs in Ventura County also are helpful for older job-seekers. Networking through Experience Unlimited "job clubs," sponsored by the Employment Development Department (EDD), help technical, managerial, sales and executive job seekers.

While members support one another through the process of finding a job, EDD services and workshops are available to update job-search skills.

The Senior Community Employment Program (www.doleta.gov/seniors), for those 55 and older, is a federal government program that provides subsidized job training for older workers who are entering the job market later in life — not by choice, but because of their economic situations.

Information for this and other job search and job training programs can be accessed through the America's Job Center of California locations (www.wib.ventura.org). Locally, the contractors for this program are the National Association for Hispanic Elderly and SER (Service, Employment and Redevelopment) Jobs for Progress.

Beyond the work characteristics that define the baby boomer generation — results-driven, hardworking, reliable and dedicated — these mature workers have invaluable work and life experiences of the kind that only years can bring.

Older worker advantage

Boomers are typically more focused on doing what it takes to complete a job well, and they are experienced at teamwork and communication. True, there are generational differences in the workplace, and the generations must learn to work together. However, boomers have what millennials don't — job loyalty.

A Bureau of Labor Statistics survey found more than 55 percent of workers age 55 to 64 have been working for the same employer for 10 years or more. Compare that with 42.7 percent of workers ages 25 to 34 who stay in their jobs for two years or less.

For employers, these statistics are especially important when considering the high costs associated with recruiting, training and turnover. Retaining older workers and providing supplemental training can be more cost-effective than hiring younger workers who might be inclined to jump ship at the first opportunity to move up the corporate ladder. A 55-year-old who wants (or needs) to work can be expected to be on the job 10 years or more.

Baby boomers are not only redefining aging by living longer and healthier. They offer a real competitive advantage to businesses looking for employees with broad skill sets who also can be experienced coaches for younger workers.

We have a talent pool of older workers and forward-thinking employers need to take advantage of it.

Victoria Jump is director of the Area Agency on Aging Ventura County and a member of the Workforce Investment Board of Ventura County.

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