



## WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

### EXECUTIVE COMMITTEE MEETING

Thursday, May 19, 2016  
8:00 a.m. - 9:30 a.m.

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

### REVISED AGENDA

8:00 a.m.	<b>1.0 Call to Order and Agenda Review</b>	Victor Dollar
8:02 a.m.	<b>2.0 Public Comments</b> Procedure: The public is welcome to comment. All comments not related to items on the agenda may be made at the beginning of the meeting only.	Victor Dollar
8:05 a.m.	<b>3.0 WDB Chair Comments</b>	Victor Dollar
8:10 a.m.	<b>4.0 Consent Items</b> 4.1 Approve Executive Committee Minutes: April 14, 2016 4.2 Receive and File: WDB Committee Reports	Victor Dollar
8:15 a.m.	<b>5.0 Performance Update:</b> 2015-2016 Performance Evaluation Report	Theresa Salazar Vital
8:25 a.m.	<b>6.0 Financial Status Report:</b> March 2016	Theresa Salazar Vital
8:30 a.m.	<b>7.0 Action Items</b> 7.1 Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approve a Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan for Program Year 2016-2017 7.2 Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approve the Renewal of Contracts to Provide Comprehensive Youth Services in Amounts Not to Exceed \$475,000 for the Boys and Girls Clubs of Greater Oxnard and Port Hueneme, \$475,000 for PathPoint, and \$260,000 for Ventura Adult And Continuing Education in Program Year July 1, 2016, through June 30, 2017	Cheryl Moore Tony Skinner

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|-----|---|-----------------------|
| 7.3 | Recommendation that Executive Committee of the Workforce Development Board of Ventura County (WDB) Approve the Renewal of a Contract with the Agency to Provide Marketing and Outreach Services to the WDB in an Amount Not to Exceed \$150,000 in Program Year July 1, 2016, through June 30, 2017   | Brian Gabler          |
| 7.4 | Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approve the Renewal of a Contract with the Economic Development Collaborative-Ventura County to Provide Business Services to the WDB in an Amount Not to Exceed \$95,000 in Program Year July 1, 2016, through June 30, 2017   | Theresa Salazar Vital |
| 7.5 | Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approve a Memorandum of Understanding (MOU) Between the Workforce Development Board Of Ventura County and the Partners of the American Job Center Of California System: Providers of Career Services (AJCC MOU) and Forward the AJCC MOU to the Ventura County Board of Supervisors with a Recommendation for Approval | Cheryl Moore          |

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|-----------|--|--------------|
| 8:50 a.m. | <b>8.0 WIOA Implementation</b>   | Cheryl Moore |
|           | <ul style="list-style-type: none"> <li>• Local Board Recertification 2016-2018: Status</li> <li>• Board Composition: Update</li> <li>• AJCC MOU: Status</li> <li>• WDB Data Workgroup: Update</li> <li>• California WDB: Ad Hoc Data Collection and Reporting Committee</li> </ul> |              |

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| 9:00 a.m. | <b>9.0 WDB Administration</b>  | Cheryl Moore |
|           | <ul style="list-style-type: none"> <li>• 2015-2016 Year-End Review: Executive Committee Discussion</li> <li>• On the Calendar <ul style="list-style-type: none"> <li><u>June 14, 2016</u><br/>WDB Study Session with Board of Supervisors</li> <li><u>June 16, 2016</u><br/>WDB Annual Meeting (WDB Awards, Election of Officers)</li> <li><u>August 5, 2016</u><br/>WDB Regional Sectors Meeting (All Sector Committees)</li> <li><u>August 27, 2016</u><br/>WDB Meeting (Final WIOA Federal and State Requirements)</li> </ul> </li> </ul> |              |

9:25 a.m.	<b>10.0 Committee Member Comments</b>	Committee
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9:30 a.m.	<b>11.0 Adjournment</b>	Victor Dollar
	<p><u>Next Meeting</u>  June 23, 2016 (8:00 a.m.-9:30 a.m.)  VCCF Nonprofit Center (Board Room)  4001 Mission Oaks Blvd., Camarillo, CA</p>	

<p>Individuals who require accommodations for their disabilities (including interpreters and alternate formats) are requested to contact the Workforce Development Board of Ventura County staff at (805) 477-5306 at least five days prior to the meeting. TTY line: 1-800-735-2922.</p>
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## **WDB Executive Committee Meeting**

**April 14, 2016**

### **MINUTES**

#### **Meeting Attendees**

##### Executive Committee

Victor Dollar (Chair)  
Vic Anselmo  
Greg Barnes  
Brian Gabler  
Anthony Mireles  
Patty Schulz  
Tony Skinner

##### WDB Administration

Talia Barrera  
Patricia Duffy  
Richard McNeal  
Cheryl Moore  
Patrick Newburn  
Theresa Salazar Vital

##### Guests

Nancy Ambriz and Jaime Duncan (HSA  
Community Services Department)  
Sally Harrison (Office of the Ventura  
County CEO)  
Yvonne Jonason (State of California  
Employment Training Panel)

#### **1.0 Call to Order and Agenda Review**

Victor Dollar called the meeting to order at 8:04 a.m. No changes were made to the agenda.

#### **2.0 Public Comments**

Yvonne Jonason announced that new Employment Training Panel funds are available to offset costs of job skills training for California employers.

#### **3.0 WDB Chair Comments**

Victor Dollar shared his perspectives on the National Association of Workforce Boards Forum 2016 (March 12-15, 2016) program content and opportunities for networking. Mr. Dollar described the highly productive meetings with Rep. Julia Brownley, Rep. Lois Capps, and Rep. Steve Knight. WDB members Greg Barnes, Jim D. Faul, and Patty Schulz also attended this year.

#### **4.0 Consent Items**

4.1 Approve Executive Committee Minutes: February 11, 2016

4.2 Receive and File: WDB Committee Reports

Motion to approve the Consent Items: Brian Gabler

Second: Anthony Mireles

Abstain: Victor Dollar

Motion carried

#### **5.0 Performance Update: 2015-2016 Quarterly Status**

The following information was shared with Committee members:

- Preliminary third quarter WIOA Adult, Dislocated Worker, and Youth outcomes for all nine (9) Common Measures for the Ventura County local area exceed a 100% success rate.

- Evaluation of WIOA programs and action regarding approval of applicable PY 2016-17 contracts will occur at the May 2016 meetings of the Executive Committee, Youth Council, and Outreach Committee.
- New performance measures under WIOA will go into effect for PY 2016-2017. The State is awaiting critical guidance from DOL for handling clients that were served under WIA (exited by 6/30/16) and how performance indicators will be calculated under WIOA. A WIOA performance update will be shared at the State MIS User Group meeting in May 2016.

## 6.0 Financial Status Report: February 2016

- 2015-2016 WIOA Budget Plan Expenditures

The Committee reviewed and discussed the Financial Status Report (FSR) for Fiscal Year 2015-2016, reflecting year-to-date expenditures from July 1, 2015 through February 29, 2016.

The status of expenditures at 67% into the fiscal year was:

<u>WIOA Core Funds</u>	<u>2015-2016 Plan</u>	<u>YTD Expended</u>	<u>% Expended vs. Plan</u>
Dislocated Worker	2,570,992	1,519,702	59%
Adult	1,842,954	1,214,819	66%
Youth	2,038,392	1,246,403	61%
Rapid Response	455,631	291,544	64%
 <u>WIOA Non-Core Funds</u>			
Workforce Accelerator Grant	7,994	7,806	98%
DOL Bridges 2 Work Grant	212,637	25,415	12%
CWDB Steps 2 Work Grant	123,752	11,448	9%
VC I-E3	76,980	5,988	8%

Workforce Accelerator Grant: Augmented services in the existing Community Corrections Partnership to accelerate education attainment and reemployment for ex-offenders. Grant ended September, 2015.

CWIB Bridges 2 Work: Provides training opportunities for ex-offenders at VCCCD and with local businesses in WDB priority Manufacturing and Clean Green industry sectors.

DOL Bridges 2 Work: Creates a specialized in-jail AJCC and augments current services by adding employment-focused activities and services to pre-release offenders.

VC Innovates: Expand, Enhance, Extend (VCI-E3) funding, through the California Career Pathways Trust: Department of Education, is for a two-year fixed-term WDB Manager position.

The State requires WDBs to spend a minimum of 80% of the annual WIOA Dislocated Worker, Adult, and Youth core grant allocations and 100% of the annual Rapid Response core grant allocation by June 30, 2016. Under WIOA requirements, at least 75% of the annual Youth WIOA core allocation must be expended for out-of-school youth and 20% of the annual Youth WIOA core allocation must be expended for work experience.

- WIOA Training Expenditures

As shown in the table below, the summary of WIOA training expenditures, as of February 29, 2016, 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 WIOA core grants across the overlapping federal two-year grant cycles.

	Core Grant <u>FY 13-15</u>	Core Grant <u>FY 14-16</u>	Core Grant <u>FY 15-17</u>
Total Adult and Dislocated Worker Formula Fund Allocations	4,346,991	4,092,349	4,126,060
Training Expenditure Requirement	1,086,748	1,023,087	1,031,515
	25%	25%	25%
Formula Fund Training Expenditures	1,053,524	1,263,321	615,116
Leveraged Resources			
• Total Leveraged Resources Used Toward Training Expenditures	400,025	425,933	98,144
• Maximum Allowed Leveraged Resources (10%)	434,699	425,933	412,606
Total Leveraged Resources Used Toward Training Expenditures	400,025	409,235	287,465
• Total Amount Spent on Training	1,453,549	1,672,556	902,5817
• % of Training Requirement Met (Final goal = 100%)	134%	163%	88%

## 7.0 Action Items

The Executive Committee considered background information, asked questions, and discussed the following items before taking action. The meeting packet with background information on the action items is available on the WDB website: [www.workforceventuracounty.org](http://www.workforceventuracounty.org).

### 7.1. Recommendation that the Workforce Development Board of Ventura County (WDB) Approve an Updated 2015-2016 Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan

Budget changes since second update to the WIOA budget plan since WDB approval on December 17, 2015:

- Adjusted 2015-2016 WIOA allocations for Dislocated Worker (increase by \$4,194), Adult (increase by \$3,470), and Rapid Response (increase by \$7,411) resulting from DOL overturning State rescission of round two allotments totaling \$15,075 from these WIOA allocations. NOTE: Youth allocation was not impacted by State rescission and remains unchanged.
- Adjusted levels for 2015-2016 Management Reserve Dislocated Worker funding to \$172,007 (7.3% of allocation), Adult funding to \$132,097 (7.4% of allocation), and Youth funding to \$76,747 (3.9% of allocation) resulting from adjusted WIOA allocations.

- Adjusted plan levels for seven Overhead/Administration budget lines to reflect more accurate planned County costs for PY 2015-2016.

Motion to approve: Anthony Mireles  
Second: Tony Skinner  
Motion carried

**7.2. Recommendation that the Workforce Development Board of Ventura County (WDB) Approve a Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan for Program Year 2016-2017**

The recommended budget included Management Reserve reduced to 5%, increased required training requirement at 30%, and the expectation that, after the 2015-2016 year-end close and the announcement of PY 2016-2017 WIOA allocations, the 2016-2017 budget plan would be reconsidered, appropriately adjusted, and resubmitted for Workforce Development Board approval.

The Committee authorized WDB staff to make budget adjustments if needed for WDB budget approval on April 28, 2016.

Motion to approve: Brian Gabler  
Second: Greg Barnes  
Motion carried

**7.3. Recommendation that the Workforce Development Board of Ventura County (WDB) Approve an Updated WDB Committee Structure for Inclusion in the Proposed WDB Bylaws**

Proposed WDB Committee structure changes included the change in status of the Resource Development Committee to an Ad-Hoc Committee, transitioning the Youth Council into a the new Programs Committee for WIOA Adult, Dislocated Worker, Youth, and Rapid Response programs, and establishing a new Business Services Sector Committee.

Motion to approve: Anthony Mireles  
Second: Vic Anselmo  
Motion carried

## **8.0 WIOA Implementation**

Committee members received updates regarding:

- Local Board WIOA Recertification: Following approval by the WDB and Board of Supervisors, the Local Board Recertification Request, effective July 1, 2016, through June 30, 2016, was submitted to the State prior to the March 30, 2016 deadline.
- Board Stewardship: The Membership Committee is exploring ideas to foster active and sustained Board member engagement and minimize turnover.
- AJCC MOU: WDB staff are facilitating the development of a Memorandum of Understanding (MOU) with WIOA required partners and others regarding the regional operations of the local one-stop system, the American Job Center of California (AJCC).

The AJCC MOU Phase 1 must be completed by June 30, 2016. An AJCC operations meeting with signed partners will occur in May 2016.

- Data Analysis Workgroup: Representatives from each of the three WDB sector committees will hold their first cross-sector meeting on April 25, 2016.
- Business/Education Connection Workgroup: The informal workgroup of educators and business leaders was formed to identify regional opportunities to create a one-stop business/education platform for Ventura County employers who want to provide educational and work opportunities to students. At the request of the Ventura County P-20 Core Council, the WDB workgroup will make a transition to function under the P-20 Council as the Business/Education Connection Subcommittee, with the WDB (Cheryl Moore) continuing as the convener/facilitator.

## **9.0 WDB Administration**

- Greg Barnes commented on the value of hearing the national perspective at the NAWB conference and Capitol Hill meetings regarding the opportunities and challenges of WIOA implementation and funding. (See 3.0 above.)
- WDB members were encouraged to attend the June 14, 2016 (11:00 a.m.) WDB Study Session with the Board of Supervisors, which will include a presentation by WDB Chair, Victor Dollar.

## **10.0 Committee Member Comments**

No comments.

## **11.0 Adjournment**

Victor Dollar adjourned the meeting at 9:35 a.m.

### Next Meeting

May 19, 2016 (8:00 a.m.-9:30 a.m.)

VCCF Nonprofit Center (Board Room)

4001 Mission Oaks Blvd., Camarillo, CA



**Executive Committee  
Workforce Development Board of Ventura County  
May 19, 2016**

**WDB COMMITTEE REPORTS**

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





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**TO: EXECUTIVE COMMITTEE**

**FROM: ANTHONY MIRELES, VICE CHAIR  
CLEAN/GREEN COMMITTEE**

**DATE: MAY 19, 2016**

**SUBJECT: CLEAN/GREEN COMMITTEE REPORT**

The Clean/Green Committee is scheduled to meet on May 20, 2016, from 8:00 a.m. to 9:30 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA. On the agenda will be a discussion of the 2-Year Plan. The Clean/Green Committee report will be provided at the Workforce Development Board meeting on June 16, 2016.

If you have questions or need more information, please call me at (805) 643-5487, or contact Patricia Duffy at (805) 477-5350, email [Patricia.Duffy@ventura.org](mailto:Patricia.Duffy@ventura.org).



**TO: EXECUTIVE COMMITTEE**

**FROM: GREG BARNES, CHAIR  
HEALTHCARE COMMITTEE**

**DATE: MAY 6, 2016**

**SUBJECT: HEALTHCARE COMMITTEE REPORT**

The WDB Healthcare Committee met on May 6, 2016. Attending the meeting were Committee members Greg Barnes (Chair), Martel Fraser, Teresa Johnson, Paul Matakiewicz, Irene Ornelas, Richard Trogman, and Bill Werner; WDB member Bill Pratt (Kinamed, Inc.); WDB staff Patricia Duffy, Cheryl Moore, and Ma Odezza Robite; and guests Jeffrey Albaugh (Ventura Adult and Continuing Education, Karen Bluffer (theAgency), Adam Hunt (Pacific Coast Homecare), Lisa Safaeinili (Westminster Free Clinic), Teresa Telles (Oxnard Union High School District) and Veronica Villa (Westminster Free Clinic). The following is a summary of topics discussed:

#### Committee Chair Comments

Greg Barnes introduced and welcomed the new members to the Healthcare Committee: Richard Trogman (Kaiser Permanente and Workforce Development Board member) and Irene Ornelas (Ventura County Office of Education, VC Innovates).

#### Committee Spotlight: Westminster Free Clinic

Lisa Safaeinili, Executive Director of the Westminster Free Clinic and Veronica Villa, presented on the services and the internship program, offered at the free clinic. Serving the East Ventura County area, the clinic is 100% free and serves to provide access to healthcare and health programs for those who are low income and have no health insurance. More than 100 volunteer medical professionals and 200 non-medical volunteers provide assistance to families and individuals. The clinic has served over 7000 people in a year.

In addition, the Westminster Clinic is a training site for high school students considering careers in healthcare. Eighty high school students from 10 local high schools complete a 24 month Healthcare Pathways Internship Program. Greater than 50% of the student interns are children from the clinics patient population. Over 600 students have completed the internship program with a 99% college placement rate.

#### Ventura County Regional Strategic Workforce Development Plan

- Regional Healthcare Case Manager/Care Coordinator Pathway: Project Survey Update

The Healthcare Committee Survey Workgroup reported on their progress with the Case Manager/Care Coordinator Pathway Project survey. The survey will be distributed to more than 3,000 healthcare professionals within the next two weeks.

- Healthcare Committee 2 -Year Plan:

The Committee engaged in a discussion to identify the top three healthcare workforce development priorities for Ventura County. Numerous employment needs were identified, including experienced nurses (especially specialty nurses such as operating room nurses), clinical lab scientists, sterile processing technicians, biomedical and technical equipment technicians, IT technicians in healthcare, occupational therapists, psychiatric technicians and social workers. Committee members will continue the discussion at the next meeting.

- Deputy Sector Navigator: Update

Patricia Duffy gave the report for John Cordova, Deputy Sector Navigator (DSN):

- Working with Ventura Community College to provide a free medical assistant certificate course to incumbent workers
- Sponsoring a biotech Entrée to Employment dinner, in partnership with VC Innovates
- Supporting a Biotech summer program for middle and high school teachers, in partnership with VC Innovates

- CLS Field Experience Joint Application Update:

Patricia Duffy reported on behalf of Dawn Neuman.

- The four hospitals have completed the final requests for information. Final approvals within are expected in the next two weeks.
- Dr. Neuman also is working with CSUCI on how student participation will be processed and how to coordinate with the State in granting trainee licenses to the students.

- 2016-2017 Calendar

The next Healthcare Committee meeting will be as part of a WDB Regional Sector Meeting with members of other WDB sector committees in August 2016. The plan is for the Healthcare, Clean/Green, Manufacturing, and Business Services (new) sector committees to outline regional sector requirements under WIOA, and to identify sector cross-over issues and opportunities to partner.

The schedule of additional Healthcare Committee meeting dates for 2016-2017 will be developed following a poll of committee members.

The next meeting of the Healthcare Committee is scheduled for August 5, 2016, from 8:00 a.m. to 10:00 p.m., at VCOE 5100 Adolfo Road, Camarillo

If you have questions or need more information, please call me at (805) 370-4321 or contact Patricia Duffy at (805) 477-5306, e-mail [Patricia.Duffy@ventura.org](mailto:Patricia.Duffy@ventura.org).



**TO: EXECUTIVE COMMITTEE**  
**FROM: VIC ANSELMO, CHAIR**  
**MANUFACTURING COMMITTEE**  
**DATE: MAY 19, 2016**  
**SUBJECT: MANUFACTURING COMMITTEE REPORT**

The Manufacturing Committee met on April 13, 2016. In attendance were Committee members Vic Anselmo (Chair), Jim Avery, Mike Bastine, Patrick Grimes, Marybeth Jacobsen, Byron Lindros, Gregory Liu, Jason Miller, Alex Rivera, Bill Pratt, Scot Rabe, and Mary Anne Rooney; WDB staff Talia Barrera, Cheryl Moore and Patrick Newburn; and guests Jeffrey Albaugh (Ventura Adult and Continuing Education), Brad Hudson (Office of Congresswoman Julia Brownley), and Teresa Telles (Oxnard Union High School District). Below is a summary of topics discussed:

#### Manufacturing Committee 2-Year Plan

The Committee reviewed the draft Manufacturing Committee 2-Year Plan and discussed the goals and plan components for 2016-2018. Components of the plan include engaging manufacturing leaders, analyze labor market data and seek local employer feedback relating to sector committee needs, take inventory of training programs in our region, determine priorities by linking business and education, promoting the manufacturing sector, and manufacturing workforce development, identify gaps between education and manufacturing, and lastly, take action. Key points made during the discussion included:

- Goal: Need to support education and training programs that are relevant to, and aligned with, the workforce skills needed by manufacturers. Strive to create a workforce pipeline which anticipates and is quickly adaptive to future needs, skills, trends, and technology.
- Engage Leaders: Continue to identify manufacturers to participate as committee members or to get involved in issues/activities of special interest. Partner with labor, Naval Base Ventura County, and professional associations.
- Analyze Data: Participate in a new WDB Data Analysis Workgroup that will engage representatives from all three WDB sector committees: Clean/Green, Healthcare and Manufacturing. Members of those committees have expressed similar concerns regarding incomplete and somewhat misleading information provided by the recent Ventura County Regional Economic Analysis Profile from the EDD Labor Market Information Division. The workgroup will explore options to gather more accurate information from local employers.
- Take Action: The Committee formed four workgroups to draft recommendations for discussion and priority-setting: Employer Needs (working with WDB Data Analysis Workgroup), Manufacturing Roundtable of Ventura County, Business/Education, and Regional Partnerships. Workgroups will update the committee at the next meeting on June 8, 2016.

## Ventura County Regional Strategic Workforce Development Plan

- Regional Partnership: AMP SoCal

Jason Miller reported that AMP SoCal is applying to the U.S. Department of Commerce for a second two-year designation as an Investing in Manufacturing Communities Partnership (IMCP). An update regarding Pillar Committees will be provided at the next Manufacturing Committee meeting. Dr. Miller also announced that a Mechatronics Engineering Program is in development at California State University, Channel Islands.

- Employer Needs: WDB Data Analysis Workgroup

Bill Pratt indicated that he will represent the Manufacturing Committee on the three-sector WDB Data Analysis Workgroup. The group will explore options to gather local data that will help to identify employer needs and workforce development gaps for regional decision making. Theresa Salazar Vital (WDB staff) will lead the workgroup, and Mr. Pratt will report progress at the next committee meeting on June 8, 2016.

- Deputy Sector Navigator (DSN) Update: Manufacturing

Mike Bastine announced that the College of the Canyons received Career Technical Education (CTE) enhancement funds (\$34,000) which must be encumbered by June 30, 2016. The funds are for a labor analysis for the community college four-county region (San Luis Obispo, Santa Barbara, Ventura, and Northern Los Angeles). WDB staff will partner with the project to provide input. Special DSN funding had provided six robotics kits for distribution among middle schools in Ventura County. Kits were given to Ventura County Office of Education representative, Lisa Eklund, for distribution.

- MRVC: Manufacturing Week 2016

Byron Lindros shared with the committee that the Manufacturing Roundtable of Ventura County (MRVC) is working on a strategy to re-engage members from the manufacturing sector. The primary objective is to connect with local employers to discuss workforce and business needs, thereby building a collaborative manufacturing community over time. MRVC next steps include finding administrative support for the LinkedIn site and hosting quarterly, informal, manufacturers-only events at manufacturing locations. The annual Manufacturing Day event will be expanded to Manufacturing Week (October 3-7, 2016), and MRVC will partner with Lisa Eklund at the Ventura County Office of Education to coordinate site visits. A week-long event will give businesses the flexibility to accommodate more students at different times and days, and offer educators and counselors opportunities to visit sites.

- Community College Manufacturing Program

Scot Rabe provided the Committee with a draft of the two-year Associates Degree proposed for Ventura College which will be built based on the work and information provided by the Manufacturing Committee. Basic skills and employability will be included in all course work. Committee members were asked for feedback on the lists of coursework.

The next meeting of the WDB Manufacturing Committee is scheduled for June 8, 2016, 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) 981-1991, or contact Talia Barrera at (805) 477-5341, email [talia.barrera@ventura.org](mailto:talia.barrera@ventura.org).



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**TO: EXECUTIVE COMMITTEE**

**FROM: PATTY SCHULZ, CHAIR  
MEMBERSHIP COMMITTEE**

**DATE: MAY 19, 2016**

**SUBJECT: MEMBERSHIP COMMITTEE REPORT**

The next meeting of the Membership Committee is scheduled for June 7, 2016, from 8:30 a.m. to 10:00 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo. Committee members will be discussing board composition and recruitments in compliance with the Workforce Innovation and Opportunity Act (WIOA). The Membership Committee report for that meeting will be provided at the Workforce Development Board meeting on June 16, 2016.

If you have questions or need more information, please call me at (805) 650-8611, or contact Talia Barrera at (805) 477-5341, email [talia.barrera@ventura.org](mailto:talia.barrera@ventura.org).



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**TO: EXECUTIVE COMMITTEE**

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

**DATE: MAY 19, 2016**

**SUBJECT: OUTREACH COMMITTEE REPORT**

The Outreach Committee meeting is scheduled for May 18, 2016 from 8:30 a.m. to 10:00 a.m., at the office of the Economic Development Collaborative-Ventura County, 1601 Carmen Drive, #215, Camarillo, CA. Committee members will review the Agency's performance, 2015-2016 outreach activities to date, the status of local re-branding to align with new federal and state Workforce Innovation and Opportunity Act (WIOA) requirements, and a recommendation for the potential renewal of services from the Agency for PY 2016-2017. The Outreach Committee report for that meeting will be provided at the Workforce Development Board meeting on June 16, 2016.

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



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**TO: EXECUTIVE COMMITTEE**

**FROM: ALEX RIVERA, CHAIR  
RESOURCE DEVELOPMENT COMMITTEE**

**DATE: MAY 19, 2016**

**SUBJECT: RESOURCE DEVELOPMENT COMMITTEE REPORT**

The Resource Development Committee last met on April 8, 2016; and their last report to the Executive Committee was April 14, 2016. Under the April 2016 WDB Bylaws Amended April 2016, the Committee will transition to *ad hoc* status. Future meetings will be scheduled as needed.

If you have questions or need more information, please call me at (805) 579-5188, or contact Richard McNeal at (805) 477-5344, e-mail [richard.mcneal@ventura.org](mailto:richard.mcneal@ventura.org).





**TO: EXECUTIVE COMMITTEE**

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

**DATE: MAY 19, 2016**

**SUBJECT: YOUTH COUNCIL REPORT**

The Youth Council met on May 4, 2016. In attendance were Council members Tony Skinner (Chair), Sean Bhardwaj, Linda Fisher-Helton, Kathy Harner, Tiffany Morse, Mary Navarro-Aldana, Celine Park and Archie Scott; WDB staff Patricia Duffy, Richard McNeal, Cheryl Moore, Patrick Newburn and Dez Robite; and guests Mariana Cazares (Boys and Girls Clubs of Greater Oxnard and Port Hueneme), Sally Harrison (County CEO's Office), Vivian Pettit (Community Services Department/WIOA), Eric Rodriguez (The Arc of Ventura County), Steve Thompson (Ventura Adult and Continuing Education) and Kim Whitaker (PathPoint).

The following summarizes topics discussed at the meeting:

#### WIOA Youth Contracts

#### **Recommended that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approve a One-Year Renewal of Three Current Youth Contracts**

After discussion of the WIOA Youth Programs Third Quarter Performance Report and clarification of the terms on which the three contracts are written (PathPoint, Ventura Adult and Continuing Education, Boys and Girls Clubs of Greater Oxnard and Port Hueneme), the Council commended the program providers for their great work and unanimously approved the recommendation for contract renewals for a fourth and final year. After the final federal and state guidelines are released in 2016 (dates still to be announced), an RFP for WIOA youth services will be released for program implementation on July 1, 2017.

#### Composition of the Programs Committee

Tony Skinner reviewed the Workforce Development Board's action in approving changes to the Bylaws that would discontinue the Youth Council and replace it with a Programs Committee (Committee) charged with oversight of the four WIOA programs involving enrolled clients: Youth, Adults, Dislocated Workers and Rapid Response. In effect, the old Evaluation Committee would be reborn. Current members of the Youth Council, if interested, were encouraged to continue their participation on the new Committee. The standard application form for prospective non-WDB committee members would be provided to all current non-WDB Council members.

In light of these developments, consideration of the composition of the new Committee was deferred to a subsequent meeting. The existing matrix, "Constituency in Terms of Demographic Barriers," will

form the basis of that discussion. In response to questions about the function of the new committee and particularly about needed preparation for continuing members, Cheryl Moore, Mary Navarro-Aldana and Richard McNeal provided additional information. The June meeting of the Council will feature information from the Community Services Department/WIOA about the Adult, Dislocated Worker, and required Rapid Response programs and from the Economic Development Collaborative-Ventura County about Rapid Response layoff aversion/business services.

The next Youth Council meeting is scheduled for June 1, 2016, 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) 642-2149, or contact Richard McNeal at 804-477-5344, [richard.mcneal@ventura.org](mailto:richard.mcneal@ventura.org).

*Workforce Development Board (WDB) of Ventura County – Performance Report  
Program Year 2015 – 2016: Third Quarter (Q3) July 1, 2015 to March 31, 2016*

**TOTALS FOR VENTURA COUNTY**

<b>ALL PROVIDERS</b>	<b>Adult Enrollments</b>	<b>Dislocated Worker Enrollments</b>	<b>Youth Enrollments</b>	<b>Total Enrollments</b>	<b>Core Self Service (Universal Customers)</b>
	183	218	341	742	12,153

**Community Services Department (CSD)**

<b>WIOA Core Enrollments</b>	<b>Tentative Plan New Unique</b>	<b>Actual New Unique</b>	<b>Plan to Actual</b>	<b>Total Enrollments 7/1/15 to 3/31/16 (with Training)</b>	<b>Total Current Enrollments 7/1/15 to 5/17/16 (with Training)</b>
<b>Adult</b>	82	109	132%	183 (117)	185 (123)
<b>Dislocated Workers</b>	126	83	66%	218 (148)	228 (161)

**COMMON MEASURES OUTCOMES**

	<b>ENTERED EMPLOYMENT</b>				<b>EMPLOYMENT RETENTION</b>				<b>AVERAGE EARNINGS</b>			
	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Earnings & Clients
<b>ADULT</b>												
<b>VC WDB</b>	73.5	80.4	109.3%	66/82	83.5	90.5	108.3%	125/138	\$14,000	\$17,226.41	123.0%	\$1,946,585.30 /113
<b>CSD</b>	73.5	79.7	108.4%	63/79	83.5	90.5	108.3%	125/138	\$14,000	\$16,640.88	118.8%	\$1,647,448.00 /99

	<b>ENTERED EMPLOYMENT</b>				<b>EMPLOYMENT RETENTION</b>				<b>AVERAGE EARNINGS</b>			
	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Earnings & Clients
<b>DW</b>												
<b>VC WDB</b>	76.5	90.7	118.5%	98/108	84.0	92.4	110.0%	86/93	\$15,750	\$23,902.54	151.7%	\$1,960,008.40 /82
<b>CSD</b>	76.5	90.7	118.5%	98/108	84.0	92.4	110.0%	86/93	\$15,750	\$23,902.54	151.7%	\$1,960,008.40 /82

	<b>EMPLOYMENT OR EDUCATION PLACEMENT</b>				<b>DEGREE OR CERTIFICATE ATTAINMENT</b>				<b>LITERACY AND NUMERACY GAIN</b>			
	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Clients
<b>YOUTH</b>												
<b>VC WDB</b>	68.0	78.1	114.8%	136/174	58.0	65.0	112.0%	104/160	58.0	78.9	136.0%	90/114
<b>BGC</b>	68.0	83.1	122.2%	74/89	58.0	71.7	123.6%	56/78	58.0	77.7	133.9%	35/45
<b>PPT</b>	68.0	77.7	114.2%	49/63	58.0	61.0	105.1%	36/59	58.0	91.1	157.0%	31/34
<b>VACE</b>	68.0	61.9	91.0%	13/21	58.0	47.3	81.5%	9/19	58.0	68.5	118.1%	24/35

VC WDB: Ventura County Workforce Development Board

PPT: PathPoint BGC: Boys & Girls Clubs of Oxnard and Port Hueneme

VACE: Ventura Adult and Continuing Education

Goal: LWIA Draft Performance Goals for PY 2015-2016

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

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

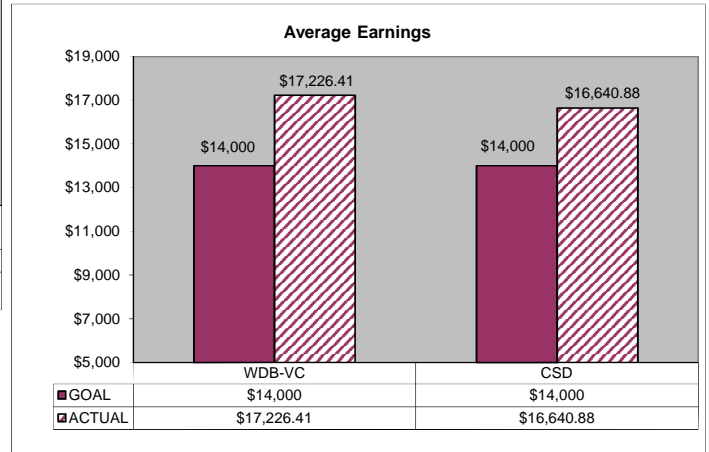
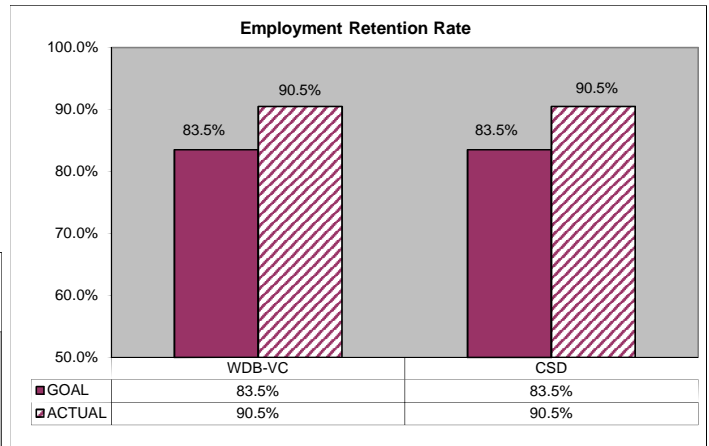
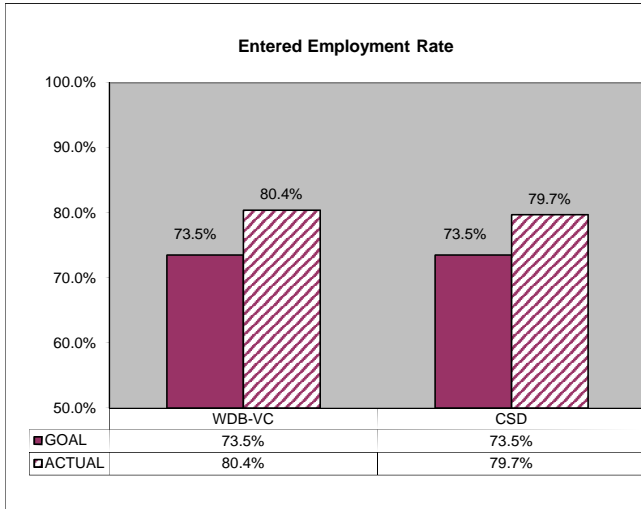
- Entered Employment, Employment/Education Placement & Degree/Certificate Attainment: Clients leaving the program between October 1, 2014 and September 30, 2015

- Average Earnings & Retention: Clients leaving the program between April 1, 2014 and March 31, 2015

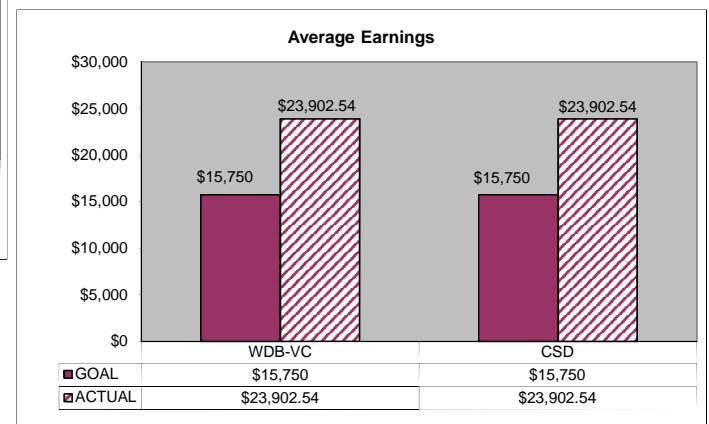
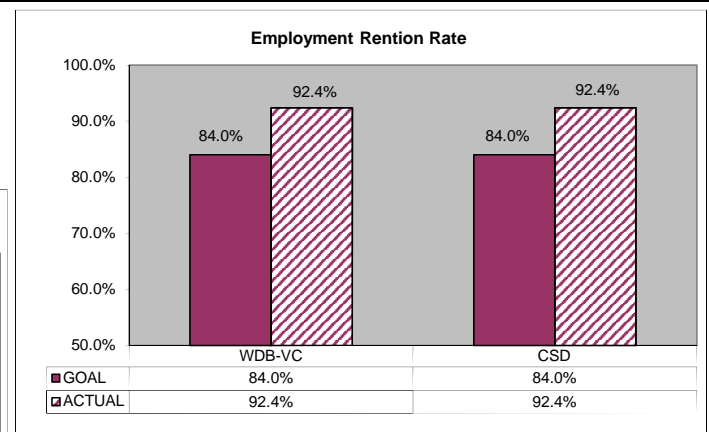
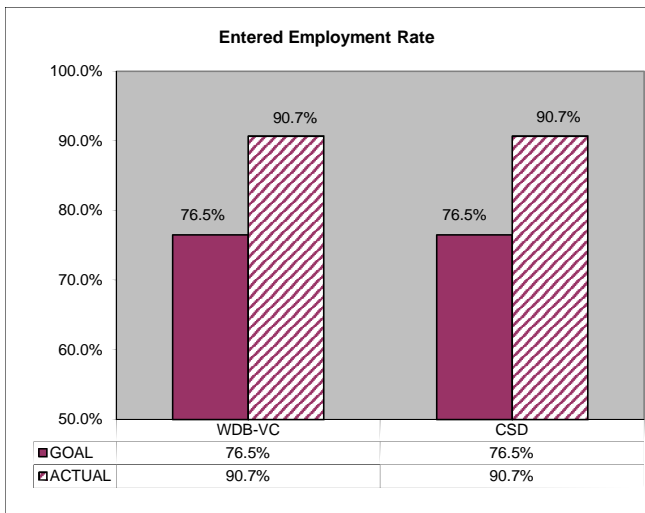
- Literacy and Numeracy: Clients in the program between July 1, 2015 and June 30, 2016

**WIOA Performance Report - Common Measures Outcomes  
PY 2015-2016: Third Quarter (Q3) July 1, 2015 to March 31, 2016**

## Adult



## Dislocated Worker

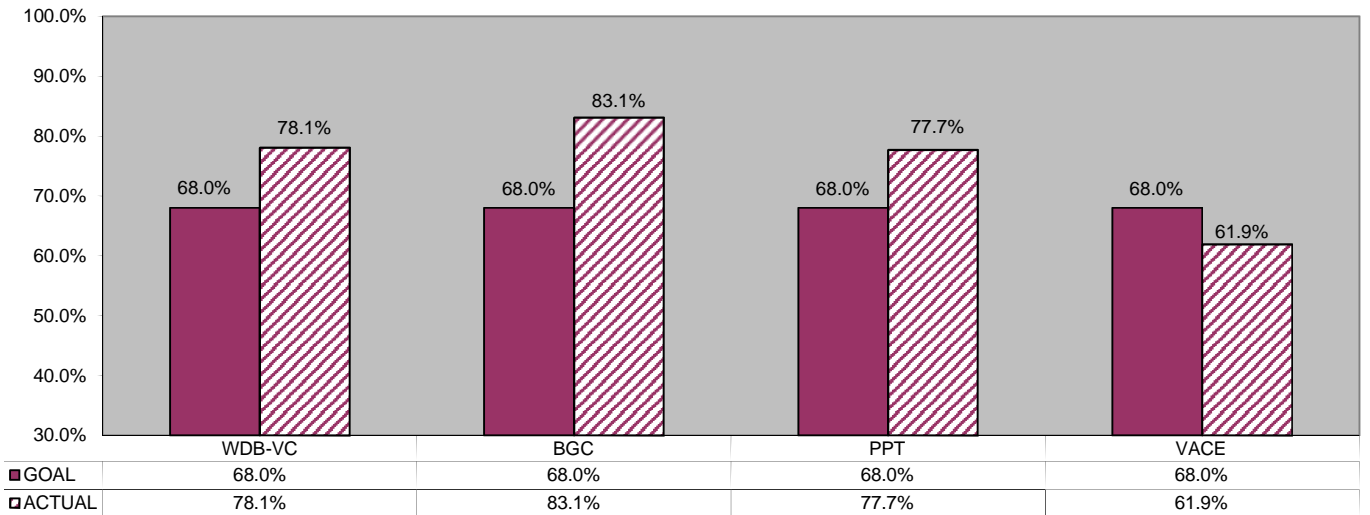


WDB-VC = Workforce Development Board of Ventura County

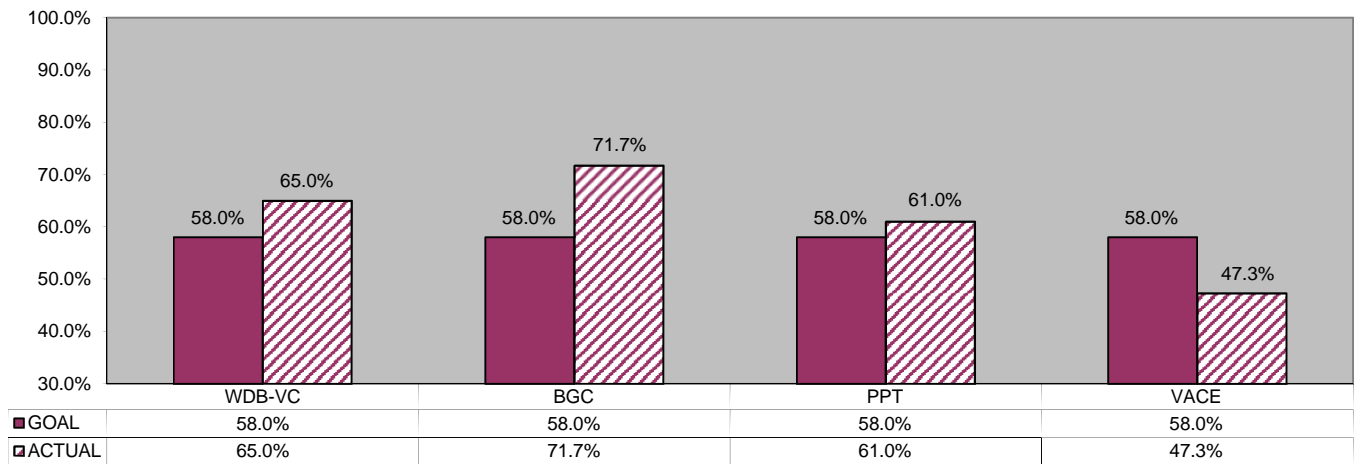
**WIOA Performance Report - Common Measures Outcomes  
PY 2015-2016: Third Quarter (Q3) July 1, 2015 to March 31, 2016**

## Youth

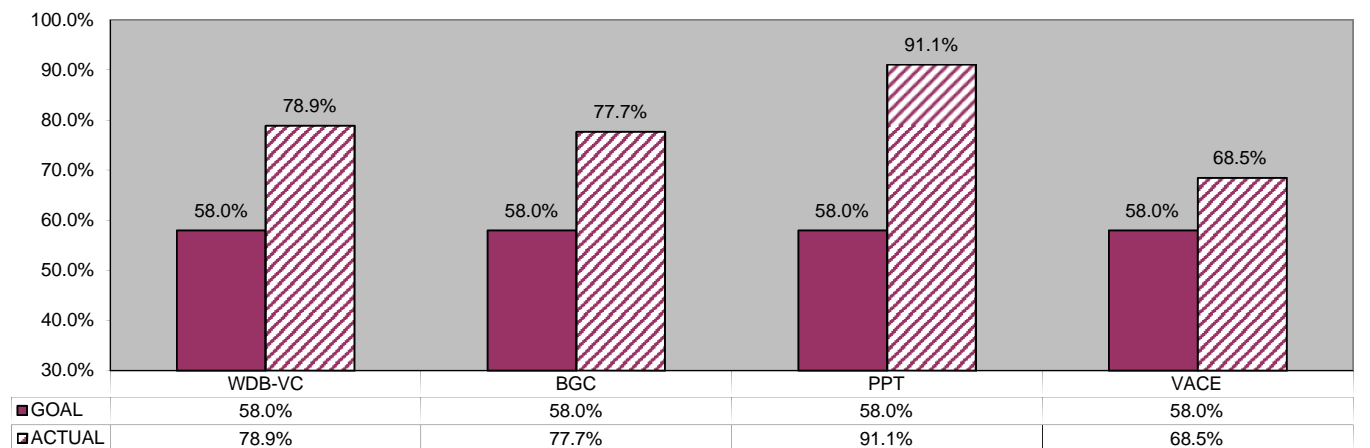
**Employment or Education Placement**



**Degree or Certificate Attainment**



**Literacy and Numeracy Gain**



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

VTA

ATTACHMENT 1

LWIOA Lead RR Contact Person:

Fred Garcia

Email address:

[fred.garcia@ventura.org](mailto:fred.garcia@ventura.org)

Telephone Number:

(805) 204-5165

Date submitted:

4/15/2016

Fax Number:

(805) 382-6554

Quarter Ending:

3/31/2016

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

Date of Visit	Reason for On-Site Visit: Planning (Plan) or Orientation (OR)	Was more than one orientation conducted per day? Y/N	If multiple orientations per day, how many?	Company Name	Street Address	City	Zip Code	Date of Layoff that Caused Visit	Total number of affected employees	Number of affected employees who actually attended orientation	Comments
4/6/2015	Ort	No		Fresh&Easy	1710 E. Gonzales Rd	Oxnard	93030	3/31/2015	23	2	
4/7/2015	Ort	No		Fresh&Easy	727 N. Wendy Drive	Newbury Park	91320	3/31/2015	20	0	
4/8/2015	Ort	No		Fresh&Easy	2249 Las Posas	Camarillo	93010	3/31/2015	20	4	
4/8/2015	Ort	No		Fresh&Easy	5101 Telegraph Rd	Ventura	93003	3/31/2015	23	3	
4/15/2015	Ort	Yes	2	Bank of America	1757 Tapo Canyon Rd	Simi Valley	93062	4/26/2015	114	63	
6/2/2015	Plan	No		Rio Mesa Farms	167 Lambert Ste 110	Oxnard	93036	7/31/2015	135	0	
6/10/2015	Ort	Yes	2	Rio Mesa Farms	167 Lambert Ste 110	Oxnard	93036	7/31/2015	135	100	
7/22/2015	Plan	No		Haggen Market	816 Camarillo Springs Rd	Camarillo	93010	7/31/2015	70	0	
7/29/2015	Ort	No		Haggen Market	816 Camarillo Springs Rd	Camarillo	93010	7/31/2015	70	6	
8/31/2015	Ort	No		Haggen Market	2100 Newbury Road	Newbury Park	91320	10/13/2015	38	7	
8/31/2015	Ort	No		Haggen Market	2800 Cochran	Simi Valley	93065	10/13/2015	48	23	
8/31/2015	Ort	No		Haggen Market	660 E. Los Angeles Ave	Simi Valley	93065	10/13/2015	53	11	
9/8/2015	Plan	No		First Data	5898 Condor Dr. Ste 220	Moorpark	93021	9/8/2015	48	0	
9/24/2015	Ort	Yes	2	Alcoa Fastening	2517 Azurite Circle	Newbury Park	91320	12/31/2015	32	32	
10/14/2015	Plan	Yes	2	First Data	5898 Condor Dr. Ste 220	Moorpark	91320	11/13/2015	48	31	
10/19/2015	Ort	No		Haggen Market	5770 Lindero Cyn	Westlake Village	91362	11/24/2015	65	5	
10/22/2015	Ort	No		Fashion Forms	2907 Palma Dr.	Ventura	93003	10/30/2015	20	19	
10/29/2015	Ort	No		Haggen Market	1736 E. Avenida de Los Arboles	Thousand Oaks	91320	10/30/2015	43	14	
10/30/2015	Ort	No		Haggen Market	7800 Telegraph Rd	Ventura	93003	11/30/2015	56	13	
10/30/2015	Ort	No		Haggen Market	5135 E. Los Angeles Blvd	Simi Valley	91365	10/30/2015	43	6	
11/2/2015	Ort	No		Haggen Market	2400 Las Posas Rd	Camarillo	93012	11/30/2015	52	7	
11/2/2015	Ort	No		Haggen Market	920 N. Ventura Rd	Oxnard	93030	11/30/2015	53	11	
11/10/2015	Plan	No		MBDA Inc	742 Pancho Rd. Ste B	Camarillo	93012	12/31/2015	12	0	
11/18/2105	Plan	No		Taconic	3100 Camino del Sol	Oxnard	93030	11/27/2015	20	0	
11/19/2015	Ort	No		General Dynamics	112 S. Lakeview Canyon Rd	Thousand Oaks	91362	12/7/2015	55	11	
11/23/2015	Ort	No		MBDA Inc	742 Pancho Rd. Ste B	Camarillo	93012	12/31/2015	12	11	
11/23/2015	Ort	No		Taconic	3100 Camino del Sol	Oxnard	93030	11/27/2015	20	18	
2/9/2016	Ort	No		General Dynamics	112 S. Lakeview Canyon Rd	Thousand Oaks	91362	12/7/2015	55	26	

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

VTA

ATTACHMENT 1

LWIOA Lead RR Contact Person:

Fred Garcia

Email address:

[fred.garcia@ventura.org](mailto:fred.garcia@ventura.org)

Telephone Number:

(805) 204-5165

Date submitted:

4/15/2016

Fax Number:

(805) 382-6554

Quarter Ending:

3/31/2016

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Date of Visit	Reason for On-Site Visit: Planning (Plan) or Orientation (OR)	Was more than one orientation conducted per day? Y/N	If multiple orientations per day, how many?	Company Name	Street Address	City	Zip Code	Date of Layoff that Caused Visit	Total number of affected employees	Number of affected employees who actually attended orientation	Comments
2/16/2016	Ort	Yes	2	Coastal Green Veg	650 Buena Vista Ave	Oxnard	93030	1/18/2016	88	55	
2/18/2016	Ort	No		Urbanfulfillment	30870 russell Ranch Rd	Westlake Village	91361	1/29/2016	192	45	
2/19/2016	Ort	No		Coastal Green Veg	650 Buena Vista Ave	Oxnard	93030	1/18/2016	55	14	
3/15/2016	Plan	No		Baxalta U.S. Inc.	1700 Rancho Rd.	Thousand Oaks	91320	5/1/2016	100	0	

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

Date Submitted: 4/18/2016  
 Quarter Ending: 3/31/2016

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

Date of Employer Contact	Reason (drop-down menu)	Type of Contact (drop-down)	Industry Sector Code/Title (drop down)	Local Area Priority Sector? Yes/No (drop down)	Company Name	Street Address	City	Zip Code	What business area of need was addressed? (drop down) - explain "other" in Comments	Did layoff aversion activity result in successful outcome? Yes/No (drop down)	Number of jobs saved by layoff aversion activity	Testimonial letter/documentation of jobs saved provided by employer? Yes/No (drop down)	Comments
11/11/2015	Follow-up meeting/progress report	On-site	31-33=Manufacturing	Yes	AG Machining Inc.	609 Science Drive	Moorpark	93021	Lean Business Practices	Yes	20	Yes	
9/1/2015	Follow-up meeting/progress report	On-site	31-33=Manufacturing	Yes	Aerovironment	900 Enchanted Way	Simi Valley	93065	Lean Business Practices	Yes	100	Yes	
7/9/2015	Follow-up meeting/progress report	On-site	31-33=Manufacturing	Yes	Trupart Manufacturing	4450 Dupont Ct., Suite A	Ventura	93003	Product/service development	Yes	10	Yes	



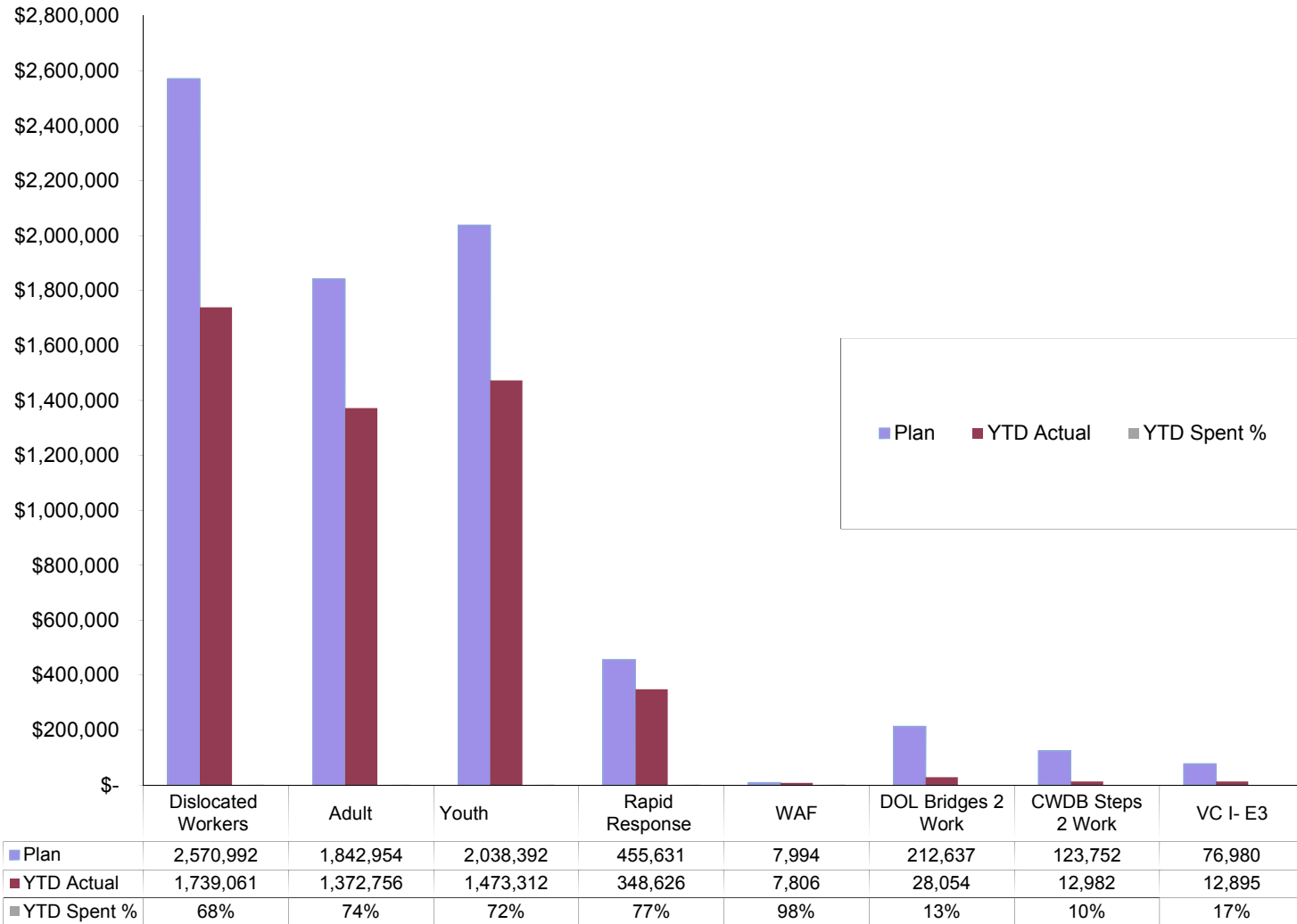


**FINANCIAL STATUS REPORT for FISCAL YEAR 2015-2016**  
**Year to Date Expenditures from 07/01/15 to 03/31/2016 (75% into the Fiscal Year)**  
*Submitted on: May 9, 2016*

## WIOA Financial Status Report for Fiscal Year 2015 - 2016

Year to Date Expenditures from 07/01/15 to 03/31/2016 (75% into the Fiscal Year)

### YTD Actual Expenditures Compared to Plan



**WIOA Financial Status Report for Fiscal Year 2015 - 2016**

**Year to Date Expenditures from 07/01/15 to 03/31/2016 (75% into the Fiscal Year)**

Name of Grants	Salaries and Benefits			Direct Program/WIOB Special Projects			Other Operating Expenses			Total			
	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan *	YTD Actual	%	Plan Balance
<b>Core Grants:</b>													
Dislocated Worker	1,508,292	1,119,961	74%	751,518	394,225	52%	311,182	224,874	72%	2,570,992	1,739,061	68%	831,931
Adult	1,140,208	844,687	74%	483,807	369,263	76%	218,938	158,806	73%	1,842,954	1,372,756	74%	470,197
Youth	434,883	272,746	63%	1,361,468	1,024,908	75%	242,040	175,658	73%	2,038,392	1,473,312	72%	565,080
Rapid Response	265,217	214,352	81%	135,952	95,046	70%	54,463	39,229	72%	455,631	348,626	77%	107,005
<b>Others:</b>													
WorkForce Accelerated Fund	7,559	7,921	105%	-	(115)	0%	435	-	0%	7,994	7,806	98%	188
DOL Bridges 2 Work	9,421	7,871	84%	177,553	1,900	1%	25,663	18,283	71%	212,637	28,054	13%	184,582
CWDB Steps 2 Work	9,421	5,081	54%	103,669	-	0%	10,662	7,901	74%	123,752	12,982	10%	110,771
VC I- E3	67,500	6,076	9%	2,240	-	0%	7,241	6,820	94%	76,980	12,895	17%	64,085
<b>Total WIOA Grants</b>	<b>\$ 3,442,500</b>	<b>\$ 2,478,695</b>	<b>72%</b>	<b>\$ 3,016,207</b>	<b>\$ 1,885,227</b>	<b>63%</b>	<b>\$ 870,624</b>	<b>\$ 631,570</b>	<b>73%</b>	<b>\$ 7,329,331</b>	<b>\$ 4,995,492</b>	<b>68%</b>	<b>\$ 2,333,839</b>

**VCFMS Plus Estimated Accrued Expense for Fiscal Year 2015- 2016**

**Year to Date Expenditures from 07/01/15 to 03/31/2016 (75% 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
<b>CORE GRANTS:</b>												
Dislocated Worker	1,100,564	19,397	1,119,961	366,650	27,575	394,225	199,995	24,879	224,874	1,667,210	71,851	1,739,061
Adult	830,074	14,614	844,687	327,890	41,373	369,263	141,236	17,570	158,806	1,299,200	73,556	1,372,756
Youth	268,028	4,719	272,746	860,819	164,089	1,024,908	156,224	19,434	175,658	1,285,070	188,242	1,473,312
Rapid Response	210,643	3,709	214,352	70,761	24,285	95,046	34,888	4,340	39,229	316,292	32,334	348,626
<b>OTHERS:</b>												
WorkForce Accelerated Fund	7,921	-	7,921	(115)	-	(115)	-	-	-	7,806	-	7,806
DOL Bridges 2 Work	7,736	135	7,871	1,900	-	1,900	16,261	2,023	18,283	25,896	2,158	28,054
CWDB Steps 2 Work	4,748	332	5,081	-	-	-	7,027	874	7,901	11,775	1,206	12,982
VC I- E3	4,154	1,922	6,076	-	-	-	6,065	754	6,820	10,219	2,676	12,895
<b>Total WIOA Grants</b>	<b>\$ 2,433,867</b>	<b>\$ 44,828</b>	<b>\$ 2,478,695</b>	<b>\$ 1,627,906</b>	<b>\$ 257,321</b>	<b>\$ 1,885,227</b>	<b>\$ 561,695</b>	<b>\$ 69,875</b>	<b>\$ 631,570</b>	<b>\$ 4,623,469</b>	<b>\$ 372,024</b>	<b>\$ 4,995,492</b>

**WIOA 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 07/01/15 to 03/31/2016 (75% into the Fiscal Year)*

<b>Rpt Line #</b>	<b>Program Year Funding and Training Expenditures</b>	<b>FY 12-14 Grant Due 10/01/14</b>	<b>FY 13-15 Grants Due 10/01/15</b>	<b>14-16 Grants (Due 10/1/16)</b>	<b>15-17 Grants (Due 10/1/16)</b>
<b>4)</b>	Adult and Dislocated Worker Formula Fund Allocations	4,503,559	4,346,991	4,092,349	4,129,530.00
<b>5)</b>	Training Expenditures Required	1,125,890	1,086,748	1,023,087	1,032,383
	<i>Training Expenditures % Required</i>	<i>25%</i>	<i>25%</i>	<i>25%</i>	<i>25%</i>
<b>6)</b>	Formula Fund Training Expenditures	921,243	1,053,524	1,263,321	698,076
	Leveraged Resources				
	- Total Leveraged Resources	562,187	400,025	425,933	312,201
	- Maximum Allowed Leveraged Resources (10%)	450,356	434,699	409,235	412,953
<b>7)</b>	- Total Leveraged Resources Used Towards Training Expenditures	450,356	400,025	409,235	312,201
<b>8)</b>	Total Amount Spent On Training (should equal/exceed Line 5)	1,371,599	1,453,549	1,672,556	1,010,277
	% of Training Requirement Met (final goal is 100%)	<b>122%</b>	<b>134%</b>	<b>163%</b>	<b>98%</b>

<b>9)</b>	<b>Leveraged Resources Detail (notes)</b>				
	(a) Pell Grant	116,771	233,994	135,654	150,761
	(b) Programs Authorized by the Workforce Investment Act (VETP)	200,457	0	0	
	(c) Trade Adjustment Assistance (EDD)	129,548	0	0	
	(e) Match Fund from Employers, and Industry Associations (OJT 50%)	115,411	166,031	290,279	161,440
	<b>Total</b>	<b>562,187</b>	<b>400,025</b>	<b>425,933</b>	<b>312,201</b>
	<b>Legends/Coding for Source/Type of Leveraged Resources:</b>				
	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





## WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

**TO: EXECUTIVE COMMITTEE**

**FROM: CHERYL MOORE, EXECUTIVE DIRECTOR  
WORKFORCE DEVELOPMENT BOARD**

**DATE: MAY 19, 2016**

**SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE OF THE WORKFORCE  
DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE A  
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) TENTATIVE  
BALANCED BUDGET PLAN FOR PROGRAM YEAR 2016-2017**

### RECOMMENDATION

Recommend that the Executive Committee of the Workforce Development Board of Ventura County (WDB) approve a Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan for Program Year 2016-2017

### BACKGROUND

The Workforce Innovation and Opportunity Act (Act) and WDB Bylaws require that the local board develop a budget for the purpose of carrying out the duties and priorities of the local board, subject to the approval of the Board of Supervisors.

Each Program Year (PY), the WDB reviews and approves a preliminary budget, identifying revenues and planned expenditures for the administration of employment and training programs in Ventura County. In PY 2015-2016, the preliminary budget plan was renamed tentative balanced budget plan. As necessary information is known (e.g., funding allocations, prior year carry-in funds), the approved tentative balanced budget is updated by the WDB, reflecting current program needs and recommending new programs/services with available uncommitted funds.

For PY 2016-2017, the annual WDB budget process is unique in that July 1, 2016, is the first year of full implementation for the Workforce Innovation and Opportunity Act (WIOA). As of today's date, Federal WIOA regulations will not be finalized until summer 2016, the State has issued several of their local area WIOA mandates, and WIOA Adult, Dislocated Worker, Youth and Rapid Response local area allocations are pending. Because of these reasons and the necessity of having an approved budget with which to begin the fiscal year, WDB staff recommend approval of a tentative balanced budget plan to commence expenditures, noting that budget updates will occur on the basis of new information.

- On April 8, 2016, the Resource Development Committee (RDC) met to consider a recommendation for the WIOA tentative balanced budget plan for 2016-2017 which listed current Program Year (PY) 2015-2016 allocations, pending State publication of PY 2016-2017 allocations, and estimated projections of PY 2015-2016 carry-in funds. RDC members approved the proposed action to recommend a tentative balanced budget plan to the

Executive Committee and to the WDB—with the stipulation that the revenue projections for the DOL Bridges 2 Work, the CWDB Steps 2 Work, and the VC I-E3 reflect planned distribution for PY 2016-2017. The RDC reviewed the following:

- ✓ Program Year (PY) 2016-2017 WIOA Dislocated Worker, Adult, Youth, and Rapid Response allocations are pending publication by the State (line 1).
- ✓ Revenue projections for the DOL Bridges 2 Work, the CWDB Steps 2 Work, and the VC I-E3 reflect planned distribution for PY 2016-2017 (line 3 and grant columns).
- ✓ Management Reserve funds will be maintained/reduced to 5.0% (line 2).
- ✓ Estimated projections are on the basis of PY 2015-2016 carry-in Adult, Dislocated Worker, and Youth funds (lines 5 through 9).
- ✓ An increase to the benefit cost for Community Services Department/WIOA and WDB Administration salaries and benefits (lines 17 and 18).
- ✓ Prospective youth services contracts will be at original procurement levels (lines 23, 24, 25).
- ✓ The percentage of Adult and Dislocated Worker funds required for training, increased from 20% to 30% of funds commencing with PY 2016-2017). Funds designated to meet minimum training levels are listed in two budget lines (lines 30 and 31).
- ✓ Planned levels for Overhead/Administration were adjusted for Communications/Voice/data, Insurance, Indirect Cost Recovery, Information Tech – ISF, and for Mileage Reimbursement (lines 49, 50, 54, 61, and 65).

Considerations for discussion and approval of the plan:

- ✓ The WDB must approve a tentative balanced budget plan to authorize expenditures against WIOA funds as of July 1, 2016.
- ✓ The year-end close in July 2016 will confirm the amount of 2015-2016 rollover in each of the funding categories. The WDB usually makes adjustments to the budget plan following the year-end close (August or October, depending on the circumstances).
- ✓ Department of Labor (DOL), California Workforce Investment Board (CWIB), and California Career Pathways Trust funds for the second program year are listed.
- ✓ The WDB could decide to make a mid-year budget plan adjustment, with corresponding changes in authorized expenditures for the remainder of the year (e.g., reduce WIOA programs and services and/or reduce costs for other WDB initiatives).
- ✓ Final Department of Labor and State Workforce Investment Opportunity Act (WIOA) mandates will be issued during PYs 2015-2016 and 2016-2017, and which are expected to have a significant impact on WIOA operation and performance in Ventura County.
- ✓ Adjustments by the WDB usually are recommended to the WDB by the Executive Committee Development Committee.

Following a thorough discussion, the RDC recommended Executive Committee approval of the 2016-2017 Budget Plan with the expectation that, after the 2015-2016 year-end close, PY 2016-2017 WIOA Dislocated Worker, Adult, Youth and Rapid Response allocation publication, the 2016-2017 Budget Plan will be reconsidered, appropriately adjusted, and resubmitted for Workforce Development Board approval.



- On April 14, 2016, the Executive Committee received, discussed and agreed with the recommendation from the Resource Development Committee. Considering the possible announcement of 2016-2017 WIOA allocations prior to the WDB meeting, the Executive Committee amended approval of the recommendation, authorizing WDB staff to make appropriate adjustments to the budget plan prior to the April 28, 2016, WDB meeting as needed.
- On April 21, 2016, the State issued Information Notice (WSIN15-45) notifying local areas of 2016-2017 WIOA Adult, Dislocated Worker, and Youth allocations. Because of significant decreases (\$170,327 total allocations decrease from 2015-2016 allocations) to the Adult, Dislocated Worker, and Youth allocations, there was insufficient time to make appropriate adjustments to the budget plan prior to the April 28, 2016, WDB meeting.
- On April 28, 2016, the WDB received and discussed the 2016-2017 WIOA Tentative Balanced Budget Plan. Because of significant decreases to 2016-2017 core allocations and concern for sufficient funding for 2016-2017 WIOA contract approvals, the WDB deferred action to approve the 2016-2017 WIOA Tentative Balanced Budget Plan. WDB members recommended Executive Committee approval of an adjusted 2016-2017 WIOA Tentative Balanced Budget Plan with 2016-2017 WIOA Adult, Dislocated Worker, and Youth core allocations and any other necessary budget adjustments for WDB approval at the June 16, 2016 meeting.

## DISCUSSION

Below is a summary of WIOA 2016-2017 budget plan changes since the April 28, 2016 WDB meeting and yellow highlighted on the attached budget spreadsheet:

- ✓ 2016-2017 WIOA allocations for Dislocated Worker (decrease from 2015-2016 allocation by \$72,969), Adult (decrease from 2015-2016 allocation by \$48,059), and Youth (decrease from 2015-2016 allocation by \$49,299) (budget line 1). NOTE: The 2016-2017 Rapid Response allocation is expected within the next 30 days.
- ✓ Adjusted levels for 2016-2017 Management Reserve for Dislocated Worker, Adult, and Youth funding based on 2016-2017 WIOA allocations described above. Management Reserve is maintained at 5% of applicable WIOA allocations (budget line 2).
- ✓ 2016-2017 plan level for CSD-WIOA Salaries and Benefits for the Department of Labor (DOL) Bridges2Work program (budget line 17).
- ✓ 2016 – 2017 plan levels for WDB Administration Salaries and Benefits for the DOL Bridges2Work program and for the California Workforce Development Board (CWDB) Steps2Work program (budget line 18).

Action taken today by the Executive Committee, and any subsequent updates of WIOA funding information, will be reported at the next WDB meeting on June 16, 2016.

If you have questions or need more information, please contact me at (805) 477-5306, email [cheryl.moore@ventura.org](mailto:cheryl.moore@ventura.org).





## WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

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**TO: EXECUTIVE COMMITTEE**

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

**DATE: MAY 19, 2016**

**SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE OF THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE THE RENEWAL OF CONTRACTS TO PROVIDE COMPREHENSIVE YOUTH SERVICES IN AMOUNTS NOT TO EXCEED \$475,000 FOR THE BOYS AND GIRLS CLUBS OF GREATER OXNARD AND PORT HUENEME, \$475,000 FOR PATHPOINT, AND \$260,000 FOR VENTURA ADULT AND CONTINUING EDUCATION IN PROGRAM YEAR JULY 1, 2016, THROUGH JUNE 30, 2017**

### RECOMMENDATION

Recommend that the Executive Committee of the Workforce Development Board of Ventura County (WDB) approve the renewal of contracts to provide comprehensive youth services in amounts not to exceed \$475,000 for the Boys and Girls Clubs of Greater Oxnard and Port Hueneme, \$475,000 for PathPoint, and \$260,000 for Ventura Adult And Continuing Education in Program Year July 1, 2016, through June 30, 2017.

### DISCUSSION

At the conclusion of the third year. Program Year (PY) 2015-2016, of three contracts to provide WIOA comprehensive youth programs in Ventura County, it is necessary to make a decision regarding renewal of each contract for a fourth and final year (PY 2015-2016), pending a new RFP in the fall of 2016.

On May 4, 2016, the WDB Youth Council discussed the third year performance (as of March 30, 2016) of each of three WIOA comprehensive youth program providers: Boys and Girls Clubs of Greater Oxnard and Port Hueneme, PathPoint and Ventura Adult and Continuing Education. That performance had met or exceeded all requirements to date.

Additional discussion involved the new WIOA requirements (1) to spend 75% of the entire WIOA Youth allotment on out-of-school youth and (2) to spend 20% of the entire WIOA Youth allotment on workplace-related activities. This discussion led to a consensus that all new enrollments in all three contracts should be out-of-school and that in-school carry-in enrollments would be funded first with remaining WIA funds. To attain the overall 20% requirement, the Council decided that providers' contracts should stipulate a 25% expenditure rate for work-place related activities.

Fully recognizing the challenged posed by the new requirements, the Council determined that the new contracts should be initially funded at the amounts first available in the 2014-2015 contracts, and noted that the WDB staff should recommend appropriate augmentation of all three budgets when the full amount of 2015-2016 carry-over funds to 2016-2017 is known. If approved by the Executive Committee, the Board of Supervisors will consider approval of the contracts on June 21, 2016.

If you have questions, please call me at (805) 642-2149, or contact Richard McNeal at (805) 477-5344, email [richard.mcneal@ventura.org](mailto:richard.mcneal@ventura.org)



## WORKFORCE DEVELOPMENT BOARD

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**TO: EXECUTIVE COMMITTEE**

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

**DATE: MAY 19, 2016**

**SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE OF THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE THE RENEWAL OF A CONTRACT WITH theAGENCY TO PROVIDE MARKETING AND OUTREACH SERVICES TO THE WDB IN AN AMOUNT NOT TO EXCEED \$150,000 IN PROGRAM YEAR JULY 1, 2015, THROUGH JUNE 30, 2016**

### RECOMMENDATION

Recommend that the Executive Committee approve a recommendation for the Workforce Development Board of Ventura County (WDB) to approve the renewal of a contract with theAgency to provide marketing and outreach services to the WDB from July 1, 2016, through June 30, 2017, in an amount not to exceed \$150,000.

### DISCUSSION

On May 18, 2016, the Outreach Committee reviewed and evaluated the year-to-date deliverables and performance of theAgency under the 2015-2016 contract. Indicators of success were applied to the plan timeline and project deliverables:

- Timely delivery of projects achieved
- Project completion on budget
- Creative design and media negotiation aligned with budget
- Status reports on projects presented to the Outreach Committee on a timely basis
- Ability of theAgency to adapt and respond to changes in marketing and outreach needs for the Workforce Development Board

Working in alignment with the WDB strategy, goals, and program support described in the WDB-approved plan, and in partnership with the WDB Outreach Committee, theAgency has provided creative design, production and copywriting (e.g., brochures, flyers, ads), media negotiation and placement (e.g., newspapers, newsletters, English radio, public access programming), and public relations (e.g., press releases, media placements, public service announcements and placement, broadcast Interviews) for targeted outreach to youth, job seekers, employers, and the community.

The Committee determined that theAgency has completed all deliverables on time, on budget, and according to plan, while also demonstrating creativity and flexibility in responding to changing marketing and outreach needs as the year progressed. Committee members then approved a recommendation to the Executive Committee for renewal of theAgency contract for 2016-2017.

Executive Committee action today approves a third-year contract term for theAgency to be submitted for Board of Supervisors (BOS) consideration and approval on June 21, 2016. The Executive Committee action and pending BOS action will be reported at the WDB meeting on June 16, 2016.

If you have questions, please call me at (805) 583-6701, or contact Talia Barrera at (805) 477-5341, email [talia.barrera@ventura.org](mailto:talia.barrera@ventura.org).



## WORKFORCE DEVELOPMENT BOARD

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**TO: EXECUTIVE COMMITTEE**

**FROM: CHERYL MOORE, EXECUTIVE DIRECTOR  
WORKFORCE DEVELOPMENT BOARD**

**DATE: MAY 19, 2016**

**SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE OF THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE THE RENEWAL OF A CONTRACT WITH THE ECONOMIC DEVELOPMENT COLLABORATIVE- VENTURA COUNTY TO PROVIDE BUSINESS SERVICES TO THE WDB IN AN AMOUNT NOT TO EXCEED \$95,000 IN PROGRAM YEAR JULY 1, 2016, THROUGH JUNE 30, 2017**

### RECOMMENDATION

Recommend that the Executive Committee of the Workforce Development Board of Ventura County (WDB) approve the renewal of a contract with the Economic Development Collaborative-Ventura County (EDC-VC) to provide business services to the WDB from July 1, 2016, through June 30, 2017 in an amount not to exceed \$95,000.

### DISCUSSION

At the May 21, 2015 meeting, the WDB Executive Committee approved renewal of a contract with the Economic Development Collaborative-Ventura County (EDC-VC), in an amount not to exceed \$95,000 in WOIA funds. This is the second year contract, through Request for Proposals-RFP #RR1415 funded from July 1, 2015, through June 30, 2016 (Program Year 2015-2016).

The EDC-VC Business Retention and Layoff Aversion program provides Workforce Innovation and Opportunity Act (WIOA) services designed to reduce job losses (Layoff Aversion) in Ventura County. Business services include business layoff aversion support, focusing on (but not limited to) employers with healthcare; technology-related jobs (e.g., manufacturing); and clean/green-related jobs (e.g., energy/recycling, building/design; tourism/agriculture). Program activities and outcomes are conducted and reported in alignment with the California Workforce Development Board's policy framework for Local Workforce Development Boards Rapid Response systems.

### OUTCOMES

At the January 14, 2016 meeting, the Executive Committee approved the following evaluation factors for EDC-VC to meet by today's meeting:

- Monitoring/Audit Findings: All findings resolved or in resolution.
- Rapid Response (Allowable) Outcomes – Meet a minimum 75% of program plan goal for at-risk employers served, at-risk jobs retained, at-risk Incumbent Workers trained, contract expenditures, and in-kind expenditures. Average customer satisfaction score is minimum of 4 on a 5 point scale.

The status of EDC-VC's program outcomes July 1, 2015 through March 31, 2016 are detailed in the attached Business Retention/Layoff Aversion Services Quarterly Review/business log and summarized below:

1. Monitoring/Audit Findings: All findings resolved or in resolution.  
Outcome: County monitoring resulted in no findings.
2. Employers Served (75% to plan)  
Outcome: Achieved 95% to plan
3. Jobs Retained (75% to plan)  
Outcome: Achieved 202.5% to plan
4. Incumbent Workers Trained (75% to plan)  
Outcome: Achieved 192% to plan (non-WIA funded)
5. Contract Expenditures (75% to plan)  
Outcome: Achieved 79.9% to plan
6. Contract In-kind Expenditures (75% to plan)  
Outcome: Achieved 62.6 % to plan
7. Average Customer Satisfaction Score of 4 on a 5 Point Scale (80% to plan)  
Outcome: Achieved average score of 4.59 or 114.7% to plan

Executive Committee action today approves a third-year contract term for EDC-VC to be submitted for Board of Supervisors (BOS) consideration and approval on June 21, 2016. The actions of the Executive Committee and pending BOS action will be reported to the WDB at its meeting on June 16, 2016.

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



## Business Retention/Layoff Aversion Services Program Year 2015 – 2016 Quarterly Review

<b>Quarter 1 (Q1) Cumulative July, 2015 - September, 2015</b>	<b>Quarter 2 (Q2) Cumulative July, 2015- December, 2015</b>	<b>Quarter 3 (Q3) Cumulative July, 2015 - March 31, 2016</b>	<b>Quarter 4 (Q4) Cumulative July, 2015 - June, 2016</b>
		<b>WDB EVALUATION May 19, 2016</b>	
		<b>X</b>	

### Plan vs. Actual Outcomes for the Contract Period of July 1, 2015 – June 30, 2016

	# At-Risk Employers Served (with 1 or more At-Risk Workers) Provided Layoff Aversion Services	# Jobs At-Risk and Retained after Completion of all Employer Services and at 6 Weeks Retention for Employers Served *	# At-Risk Workers provided non-WIOA Incumbent Worker Training (IWT) for Job Retention by all Providers	(A) Contract Expenditures (B) In- Kind Expenditures	Average Customer Satisfaction Score for Employers Served
<b>Plan to Actual</b>					
<b>Program Year (PY) Plan (July 1, 2015 through June 30, 2016)</b>	20	80 *	50	A = \$95,000 B = \$69,250	4 on 5 point scale
<b>Minimum Number For WDB Evaluation</b>	15	60 *	38	A = \$71,250 B = \$51,938	4 on 5 point scale
<b>Cumulative Actual</b>	19	162 *	96	A = \$75,995.71 B = \$43,359.25	4.59
<b>Plan to Actual and Average Score</b>	95%	202.5% *	192%	A = 79.9 % B = 62.6%	114.7%

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

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

2015-2016 Thurd Quarter July, 2015 through March 31, 2016													
	Employer	City	Date(s) of Employer Visit(s)	# of Employees	# Jobs At-Risk	# At-Risk Employers Served (with 1 or more At-Risk Workers) Provided Layoff Aversion Services	# Jobs At-Risk and Retained after Completion of All Employer Service and at 6 Weeks Retention for Employers Served	At-Risk Workers provided Incumbent Worker Training (IWT) for Job Retention by all Providers (A) WIOA (B) non-WIOA	Average Customer Satisfaction Score for Employers Served (4 on 5 point scale)	IWT Provided in (A) Healthcare (B) Manufacturing (C) Clean Green "multi sector" (D) Other Sector	# At-Risk Employers Served (with 1 or more At-Risk Workers) Referred to BEDS for Required Rapid Response Activity	Industry	Classifications Affected (list 3 major)
1	Mais Café	Ventura	07/03/15	2	2	1			4			Food	Owner, Customer Service, Accounting
2	Roadrunner Shuttle	Camarillo	07/03/15	405	405	1	20		5			Transportation and Warehousing	Drivers, Customer Service, Accounting
3	Trupart	Ventura	07/09/15	10	10	1	10	10 (B)	5	10(B)		Manufacturing	Technical, Customer Service, Professional
4	A&R Miniatures LLC	Newbury Park	07/16/15	2	2	1			5			Retail	Owner, Customer Service, Sales
5	Juliana Ramirez Bookkeeping	Ventura	07/29/15	2	2	1			5			Professional Services	Owner, Technical, Customer Service
6	Panaro Brothers Winery	Ventura	08/08/15	2	2	1			4			Manufacturing	Owner, Technical, Accounting
7	Aishu Inc.	Camarillo	08/25/15	20	20	1			3			Transportation	Owner, Driver, Accounting
8	AeroVironment	Simi Valley	09/01/15	594	594	1	100	67 (B)	5	67(B)		Manufacturing	Technical, Customer Service, Professional
9	Daetec LLC	Camarillo	09/18/15	2	2	1						Manufacturing	Technical, Owner, Customer Service
10	Accelerated Concepts, LLC	Ventura	10/12/15	1	1	1			5			Manufacturing	Owner, Technical, Customer Service
11	Climate Control Company	Ventura	10/21/15	12	12	1						Manufacturing	Owner, Technical, Customer Service
12	Mi Pueblito Meat Market	Santa Paula	11/05/15	8	8	1			5			Retail	Owner, Accounting, Sales Clerk
13	Zesto Audio	Thousand Oaks	11/10/15	2	2	1	2					Manufacturing	Owner, Technical, Accounting
14	AG Machining Inc.	Moorpark	11/11/15	150	150	1	20	19 (B)	5	19(B)		Manufacturing	Technical, Owner, Customer Service
15	Agnew Translition Services	Westlake Village	12/02/15	8	8	1			5			Professional Services	Owner, Customer Service, Accounting
16	Reel Anglers	Port Hueneme	12/04/15	2	2	1						Professional Services	Owner, Customer Service, Technical
17	Fantastic All Care	Oxnard	12/07/15	4	4	1						Professional Services	Owner, Technician, Accounting
18	Uptown Pizza	Oxnard	12/09/15	2	2	1			3.3			Food	Owner, Customer Service, Accounting
19	Hot Sections Technologies	Oxnard	02/01/16	10	10	1	10		5			Manufacturing	Owner, Technical, Service
	<b>Totals/Average</b>			<b>1238</b>	<b>1238</b>	<b>19</b>	<b>162</b>	<b>96 (B)</b>	<b>4.59</b>	<b>96 (B)</b>			





## WORKFORCE DEVELOPMENT BOARD

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**TO: EXECUTIVE COMMITTEE**

**FROM: CHERYL MOORE, EXECUTIVE DIRECTOR  
WORKFORCE DEVELOPMENT BOARD**

**DATE: MAY 19, 2016**

**SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE OF THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE A MEMORANDUM OF UNDERSTANDING BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY AND THE PARTNERS OF THE AMERICAN JOB CENTER OF CALIFORNIA SYSTEM: PROVIDERS OF CAREER SERVICES (AJCC MOU) AND FORWARD THE AJCC MOU TO THE VENTURA COUNTY BOARD OF SUPERVISORS WITH A RECOMMENDATION FOR APPROVAL**

### **RECOMMENDATION**

Recommend that the Executive Committee of the Workforce Development Board of Ventura County (WDB) approve a Memorandum of Understanding between the Workforce Development Board of Ventura County and the Partners of the American Job Center of California System: Providers of Career Services (AJCC MOU) and forward the AJCC MOU to the Ventura County Board of Supervisors with a recommendation for approval.

### **BACKGROUND**

WIOA requires that the WDB and AJCC partners in the region sign an agreement regarding the networked operations of the AJCC service delivery system. The AJCC MOU will establish a cooperative working relationship among the parties, define respective roles and responsibilities, and outline a framework for providing customer support to job seekers, youth, workers, employers and others needing workforce services.

The organizations involved comprise 19 partners in the region that have been identified under the WIOA-mandated categories. We are fortunate that the workforce development community in Ventura County already has strong working relationships, formed over many years through a combination of MOUs and informal mutual support. Under WIOA, we are required to formalize those relationships through an AJCC MOU.

### **DISCUSSION**

At a meeting of the potential partners on March 22, 2016, a draft of the AJCC MOU was discussed and informally approved. This draft has since been refined and has been sent to all partners for signature. (A copy of the AJCC MOU is attached.) A subsequent meeting or meetings in May/June will define operational parameters. To ensure Ventura County's compliance with WIOA deadlines, the AJCC partners will need to sign the MOU before June 7, 2016, including the Workforce Development Board. With Executive Committee approval today, the AJCC MOU will be submitted to the Ventura County Board of Supervisors for approval on June 7, 2016, and will take effect as of July 1, 2016. This action will be reported to the WDB at its meeting on June 16, 2016.

If you have questions or need more information, please contact me at (805) 477-5306 or Richard McNeal at (805) 477-5344, email [richard.mcneal@ventura.org](mailto:richard.mcneal@ventura.org).

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY  
AND  
THE PARTNERS OF THE AMERICAN JOB CENTER OF CALIFORNIA SYSTEM:  
PROVIDERS OF CAREER SERVICES**

**Purpose of the MOU: The Common Mission**

The Workforce Innovation and Opportunity Act (WIOA) requires that a Memorandum of Understanding be developed and executed between the Local Board and the partners of the American Job Center of California (AJCC) to establish an agreement concerning the operations of the AJCC delivery system. The purpose of the MOU is to establish a cooperative working relationship among the parties and to define their respective roles and responsibilities in achieving policy objectives. The MOU also serves to establish the framework for providing services to employers, employees, job seekers and others needing workforce services.

The AJCC is a locally driven system that develops partnerships and provides programs and services to achieve three main policy objectives established by the *California Workforce Development Strategic Plan*:

- Foster demand-driven skills attainment
- Enable upward mobility for all Californians
- Align, coordinate and integrate programs

These objectives will be accomplished by ensuring access to high-quality AJCCs that provide the full range of services available in the community for all customers seeking the following:

- Looking to find a job
- Building basic educational or occupational skills
- Earning a post-secondary certificate or degree
- Obtaining guidance on making career choices
- Seeking to identify and hire skilled workers

Our past excellent performance has been largely due to comprehensive services offered through the cooperative efforts of the local/regional partnerships. Employer service has also been enhanced because of the centralized, concerted efforts of past one-stop partners to provide a single point of contact for job development and referral strategies that avoid confusion and eliminate duplication. Employers should also have access to job seekers and other relevant business information and assistance through the local one-stop business resource center.

The Workforce Development Board of Ventura County (WDB) and the AJCC system partners are committed to advancing the achievement of the local *Ventura County Regional Strategic Workforce Plan* for the benefit of the Ventura County Region and the people of California. That plan identifies four major goals:

- Business: Meet the workforce needs of high-demand industry sectors and employers.
- Job Seekers: Increase the number of adults who obtain a marketable and industry-recognized credential or degree and are placed in a related sector job; focus WIOA programs on those most in need: the unemployed; the underemployed; low-skill, low-income individuals; veterans; individuals with disabilities and other at-risk populations.
- Youth: Increase the number of youth who graduate prepared for post-secondary vocational training, further education and/or a career. Focus WIOA programs on out-of-school youth.
- Systems: Support workforce development system alignment, service integration and continuous improvement; promote the development of career pathways programs; ensure equal access for all segments of the community.

### **Parties to the MOU**

Local/regional parties relevant to this MOU comprise representatives of the following programs:

- WIOA Title I Adult, Dislocated Worker and Youth and Temporary Assistance to Needy Families/CalWORKs: Human Services Agency, County of Ventura
- WIOA Title II Adult Education and Literacy: Ventura County Office of Education; Conejo Valley Adult Education; Oxnard Adult School; Simi Valley Adult School and Career Institute; Ventura Adult and Continuing Education
- Adult Education: Fillmore Unified School District; Moorpark Unified School District; Ojai Unified School District; Santa Paula Unified School District; Ventura County Adult Education Consortium
- WIOA Title III Wagner-Peyser: Employment Development Department
- WIOA Jobs for Veterans State Grants: Employment Development Department
- WIOA Trade Adjustment Assistance Act: Employment Development Department
- WIOA Unemployment Insurance Compensation: Employment Development Department
- WIOA Title IV Vocational Rehabilitation: California Department of Rehabilitation
- Carl Perkins Career Technical Education: Ventura County Community College District; Ventura County Office of Education
- Title V Older Americans Act: Area Agency on Aging, County of Ventura; Ser-Jobs for Progress; National Association for Hispanic Elderly
- Native American Programs: Candelaria American Indian Council
- Migrant Seasonal Farmworkers: Employment Development Department; Center for Employment Training; Ventura County Office of Education
- Community Services Block Grants: Community Action of Ventura County; Center for Employment Training
- Job Corps: Los Angeles Job Corps

## **Responsibility of the AJCC Partners**

The partners agree to participate in joint planning, plan development and modification of activities to accomplish the following:

- Continuing to build partnerships
- Continuous planning in response to state and federal requirements
- Responsiveness to local and economic conditions, including employer needs
- Adherence to common data collection and reporting needs
- Making the applicable service(s) available to customers through the one-stop delivery system
- Participating in the operation of the one-stop system consistent with the terms of the MOU and the requirements of the law
- Participating in capacity building and staff development activities to ensure that all partners and staff are adequately cross-trained

## **One-Stop System: Shared Career Services**

All partners will collaborate to provide physical and/or electronic access to universal clients and, for enrolled services, to Adults and Dislocated Workers and Youth, either by referral from a partnering agency or on their own initiative, as prescribed in WIOA Sec. 134(c)(2) & (d). The roles of the AJCC partners are summarized in the Addendum to this MOU.

The purpose of the AJCC system is to provide high-quality, integrated workforce services to the region and, at the same time, to ensure compliance with the program requirements of WIOA. The system allows for a central point of entry to employment and training programs by providing a “no wrong door” approach to service delivery. Any individual without regard to eligibility criteria may access the system for information about job vacancies, career options, financial aid, relevant employment trends, labor market information and career options; may open an individual account to create and maintain a job seeker portfolio; and may receive instruction on how to conduct a job search, write a resume or successfully interview with an employer.

In providing services to the entire Ventura County region, the partners agree to:

- Move to electronic means of communication, insofar as possible and practical
- Create bi-lateral agreements between partners as necessary to clarify the management of operations
- Meet twice a year to review operations and customer services and to identify local and state challenges
- Provide ongoing staff training on day-to-day operational needs to promote capacity building and professional development

## **Funding and Operating Costs**

All relevant parties to this MOU agree to share in the operating costs of the AJCC system that are appropriate to them, either in cash and/or through in-kind services. The cost of operation will be funded through separately negotiated Cost Sharing Agreements on the basis of an agreed-upon formula determined at a later date. AJCC partners will ensure that the shared costs are supported

by accurate data, that the shared costs are consistently applied over time and that the methodology used in determining the shared costs is reflected in all agreements.

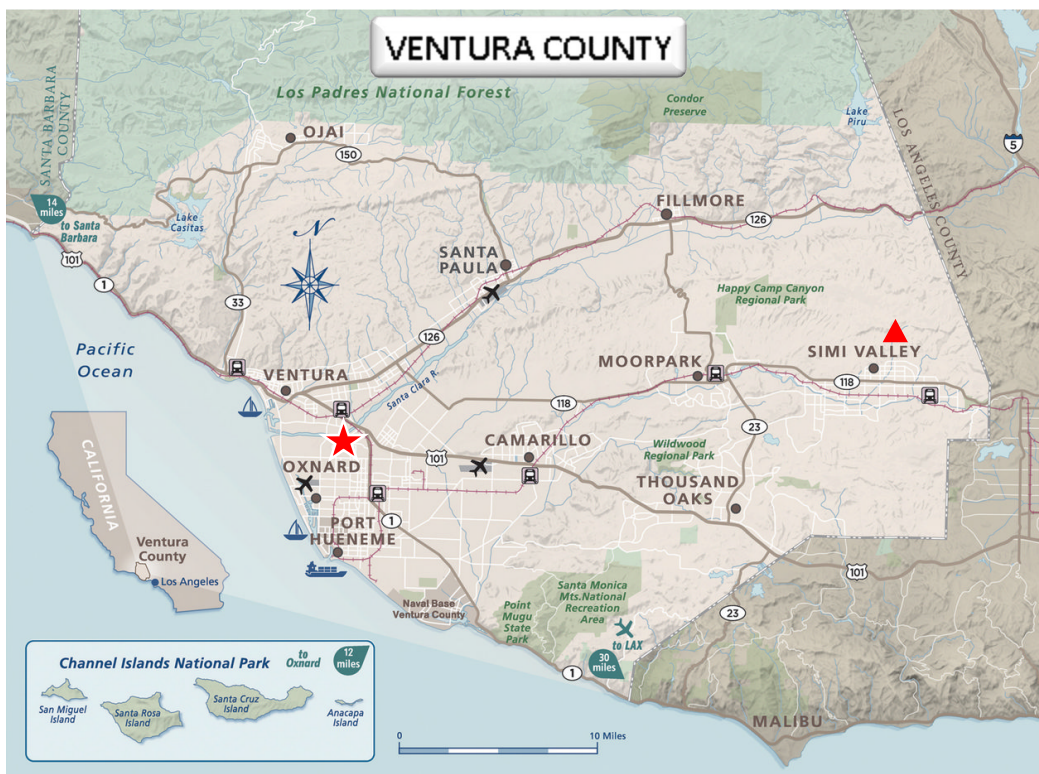
### Methods for Referring Customers

Partners will manage referrals through:

- The informational training of appropriate staff
- Use of the state-mandated software systems
- The creation of a portal, or “splash page,” listing programs and contacts
- Use of available electronic technology

### Access for Individuals with Barriers to Employment

Though the required partners agree to work together to operate in the most effective and integrated manner possible, it is not necessary that all partner services be physically located at the two AJCC sites, one of which, the proposed comprehensive center, will be located at 2901 North Ventura Road in Oxnard. A second, affiliate, site is located at 2900 Madera Lane in Simi Valley. Both are accessible to persons with disabilities and accessible by public transportation. Staff will be trained to increase awareness and understanding of individuals with barriers to employment and individuals with disabilities.



#### **AJCC Locations in Ventura County**

- ★ Comprehensive AJCC located at 2901 Ventura Road, Oxnard, CA 93036
- ▲ Affiliate AJCC located at 2900 Madera Road, Simi Valley, CA 93065

## **Shared Technology and System Security**

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including client tracking, common case management, reporting and data collection. To support the use of these tools, each AJCC partner agrees to the following:

- Compliance with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act and any other appropriate statutes or requirements
- Common reporting and shared information through electronic mechanisms, including shared technology
- Commitment to sharing information to the greatest extent allowable under relevant governing legislation and confidentiality requirements
- Maintenance of all records of the AJCC customers or partners (e.g., applications, eligibility and referral records, any individual records related to services provided under this MOU in the strictest confidence and use of them solely for purposes directly related to such services)
- Development of technological enhancements that allow the appropriate interface of common information needs
- Commitment to the provision of system security as agreed upon by all partners

## **Confidentiality**

Partners agree to the following:

- All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, will be confidential and will not be open to examination for any purpose not directly connected with the delivery of such services.
- All partners agree to abide by the existing WDB policy on the Protection of Personally Identifiable Information, which can be found on the WDB website.
- No person will publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers unless a specific release is voluntarily signed by the participant or customer.
- The AJCC partner agrees to abide by the current confidentiality provisions of the respective statutes to which the AJCC partners must adhere, and will share information necessary for the administration of the program as allowed under law and regulation.

## **Non-Discrimination and Equal Opportunity**

The AJCC partners will not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation or marital status.

The AJCC partners agree to ensure that their policies and procedures as well as their programs and services are in compliance with the physical and programmatic access requirements of the Americans with Disabilities Act and its amendments. Additionally, partners agree to comply fully with the provisions of WIOA, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975,

Title IX of the Education Amendments of 1972, 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

The AJCC partners will abide by the existing policies of the Workforce Development Board of Ventura County on Non-discrimination and Equal Opportunity and on Reasonable Accommodation. These policies are published on the WDB website.

### **Grievances and Complaints Procedure**

The parties to this MOU agree to abide by grievance procedures as outlined in WIOA and in the operational procedures of all partners under federal, state, county and local jurisdictions. The County of Ventura has its own established Program Grievance/Complaint Procedures. They recognize each individual's right to receive fair and impartial treatment under all of its services, and they encourage and support a model of open communication and resolution at all program levels. Formal complaints may be filed with the County of Ventura, Human Services Agency, 855 Partridge Drive, Ventura CA 93003; Attention: Don Aguirre, Grievance Officer (805) 477-5166; [don.aguirre@ventura.org](mailto:don.aguirre@ventura.org). All complaints will be handled confidentially.

### **Effective Dates and Term of the MOU**

This MOU will be binding on each party upon execution by each party. The term of this MOU will be three years, commencing on the date of execution by all parties. The MOU will be reviewed not less than once every three years to identify any substantial changes that have occurred.

### **Modifications and Revisions**

This MOU constitutes the entire agreement between the parties and no oral understanding not incorporated herein will be binding on any of the parties. This MOU may be modified, altered, or revised, as necessary, by mutual consent of the parties, by the issuance of a written amendment, signed and dated by the parties.

### **Termination**

The parties understand that implementation of the AJCC system is dependent on the good faith effort of every partner to work together to improve services to the community. The parties also agree that this is a project in which different ways of working together and providing services are being tried. In the event that it becomes necessary for one or more parties to cease being a part of this MOU, said entity will notify the other parties in writing 30 days in advance of that intention.

### **Administration and Operations Management**

The day-to-day supervision of staff assigned to the AJCCs will be the responsibility of the site supervisor(s). The original employer of staff assigned to the AJCCs will continue to set the priorities of its staff. Any change of work assignments or any problems at the worksite will be handled by the site supervisor(s) and the management of the original employer.

The office hours for the staff at the AJCCs will be established by the site supervisor(s) and the primary employer. All staff will comply with the holiday schedule of their primary employer and will provide a copy of their holiday schedule to the host agency at the beginning of the fiscal year.

Disciplinary actions may result in removal of co-located staff from the AJCCs, and each party will take appropriate action.

### **Dispute Resolution**

The parties agree to try to resolve policy or practice disputes at the lowest level, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they will be referred to the management staff of the respective staff employer for discussion and resolution. Should informal efforts at resolution fail, either party may file a formal grievance in accordance with the County's grievance procedures. All parties agree to be bound by the final determination resulting from that proceeding.

### **Press Releases and Communications**

All parties will be included when communicating with the press, television, radio or any other form of media regarding its duties or performance under this MOU. Participation of each party in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed by the other parties, in all communications, each party will make specific reference to all other parties.

The parties agree to abide by the existing policy on use of the WDB logo developed by the Workforce Development Board of Ventura County for buildings identified for AJCC use. This policy also includes letterhead, envelopes, business cards, any written correspondence and fax transmittals.

### **Hold Harmless/Indemnification/Liability**

In accordance with provisions of Section 895.4 of the California Government Code, each party hereby agrees to indemnify, defend and hold harmless all other parties identified in this MOU from and against any and all claims, demands, damages and costs arising out of, or resulting from, any acts or omissions that arise from the performance of the obligations by such indemnifying party pursuant to this MOU. In addition, except for Departments of the State of California that cannot provide for indemnification of court costs and attorneys' fees under the indemnification policy of the State of California, all other parties to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorneys' fees arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to the MOU. It is understood and agreed that all indemnity provided herein will survive the termination of this MOU.

### **Severability**

If any part of this MOU is found to be null and void or is otherwise stricken, the rest of the MOU will remain in force.

### **Authority and Signature**



The individuals signing separately below have the authority to commit the party they represent to the terms of this MOU. The MOU will become effective when all signatures have been added.

\_\_\_\_\_  
Linda Parks  
Chair, Ventura County Board of Supervisors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Victor Dollar  
Chair, Workforce Development Board of Ventura County

\_\_\_\_\_  
Date

Signatures continued on following pages after the Addendum

**MOU ADDENDUM**

**ROLES OF PROVIDERS OF CAREER SERVICES  
AJCC Required Regional Partners  
Workforce Development Board Of Ventura County**

	WIOA Title I: Ad, DW, Youth	WIOA Title II: Adult Education	WIOA Title III (Wagner-Peyser) + WIOA Veterans, TAA, UIC (All EDD)	WIOA Title IV: Vocational Rehabilitation	Carl Perkins CTE	Title V: Older Americans	Native Americans	Migrant Seasonal Farmworkers	Cmty Svcs Block Grants	Temp Assist Needy Families	Job Corps
Assess Skills & Needs; Eligibility; Intake; Orientation	X	X	X	X	X	X	X	X	X	X	X
Assist with Tuition/Fees	X	X	X	X	X	X		X		X	X
Develop Curriculum/Programs	X	X			X			X		X	X
Deliver Training	X	X	X		X			X		X	X
Engage Employers	X	X	X	X	X	X		X		X	
Identify Industry-Recognized Credentials	X	X	X		X			X		X	
Provide Counseling (Academic/Personal/ Career)	X	X	X	X	X		X	X		X	X
Provide Case Management	X	X	X	X		X		X	X	X	X
Provide Informational Services	X	X	X	X		X	X	X	X	X	X
Provide Job Placement	X	X	X	X		X		X		X	
Provide Job Search Assistance	X	X	X	X		X	X	X	X	X	X
Provide Labor Market Information	X	X	X					X		X	
Provide Support Services	X	X	X	X		X	X	X	X	X	X
Provide Work-Based Learning Opportunities	X	X	X	X		X		X		X	X
Recruit & Make Referrals	X	X	X			X	X	X		X	X

**2015-2016 YEAR-END REVIEW**  
**Workforce Development Board of Ventura County**

**WDB EXECUTIVE COMMITTEE**

**2015-2016 Members**

WDB Members: Victor Dollar (WDB Chair); Jim D. Faul (WDB Vice Chair); Mike Soules (Immediate Past WDB Chair); Anthony Mireles, Kimberly Nilsson, and Nancy Williams (Clean/Green Committee Chairs); Greg Barnes (Healthcare Committee Chair); Vic Anselmo (Manufacturing Committee Chair); Patty Schultz (Membership Committee Chair); Brian Gabler (Outreach Committee Chair); Alex Rivera (Resource Development Committee Chair); Tony Skinner (Youth Council Chair)

**Executive Committee Accomplishments**

In support of the *Ventura County Regional Strategic Workforce Development Plan 2013-2017*, WDB Executive Committee accomplishments included:

**Oversight of WDB Administration, Sector Committees and One-Stop System**

- Regularly received reports and reviewed activities of seven Workforce Development Board (WDB) Committees: Clean/Green, Healthcare, Manufacturing, Membership, Outreach, Resource Development, and Youth Council.
- Reviewed, discussed and took action on annual budget planning and expenditures, including the initial development of and updates to the Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan, including use of unallocated and Management Reserve funds.
- Approved the evaluation and reporting process for determining program and contract success and/or reporting for Adult and Dislocated Worker program performance, WIOA Common Measures performance outcomes required Rapid Response activities (lay-offs/closures and lay-off aversion).
- Reviewed, discussed and assessed quarterly program and fiscal performance reports/information for Adult, Dislocated Worker, and Youth program performance; required Rapid Response activities (layoffs/closures and lay-off aversion); WDB budget plan and expenditures; training expenditures; and a presentation of Community Services Department including WIOA transition strategies and implementation services.
- Evaluated WIOA programs and/or contracts and recommended action for Adult and Dislocated Worker programs (Community Services Department/WIOA); Rapid Response business services (layoff aversion) contract (Economic Development Collaborative-Ventura County); and youth contracts (Ventura Adult and Continuing Education, PathPoint and Boys and Girls Clubs of Greater Oxnard and Port Hueneme).
- Reviewed and discussed various federal, state and local legislation and requirements impacting the WDB for successful transition from WIA to the Workforce Innovation and Opportunity Act (WIOA) including regional designation and WIOA Federal guidelines

**Actions Taken by the Executive Committee**

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

**2015-2016 YEAR-END REVIEW**  
**Workforce Development Board of Ventura County**

<b>WDB EXECUTIVE COMMITTEE</b>
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**Executive Committee Accomplishments (Continued)**

- Program Year 2015-2016 WIOA Adult, Dislocated Worker, Rapid Response and Youth evaluation/reporting process
- Three updates to the Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan for Program Year 2015-2016
- New Workforce Development Board (WDB) policies on the use of the new WDB logo, the submission of grant proposals, the protection of personally identifiable information, and youth work experience
- Updated current WDB Policies, already approved under the Workforce Investment Act (WIA) by the Workforce Investment Board of Ventura County(WIB), to align policy terminology with the new Workforce Innovation and Opportunity Act (WIOA)
- One-year extension of the three WIOA Youth program provider contracts for PY 2016-2017 with approval criteria (available funds, satisfactory performance, and County of Ventura approval)
- Changes to the composition of the WDB to comply with WIOA requirements
- Updated WDB committee structure for inclusion in the proposed WDB Bylaws
- Ventura County Board of Supervisors submission of the Ventura County Local Workforce Development Board Recertification Request for PY 2016-2018 to the California Workforce Development Board
- Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget for Program Year 2016-2017
- Contract with the Economic Development Collaborative-Ventura County, in an amount not to exceed \$95,000 in P 2016-2017
- Contract with the Agency, in an amount not to exceed \$150,000 in Program Year 2016-2017
- Contracts for Workforce Investment Act (WIA) Comprehensive Youth Programs Provided by the Boys and Girls Clubs of Greater Oxnard and Port Hueneme (\$475,000), PathPoint (\$475,000), and Ventura Adult and Continuing Education (\$260,000) in Program Year 2016-2017

**WDB Accomplishments: Collaboration and Visibility**

- The WDB provided support for successful grant proposals including:
  - California Workforce Development Board: awarded funds (\$165,000) for the provision of workforce services to ex-offenders to prevent recidivism (STEPS2Work)
  - U.S. Department of Labor/Employment and Training Administration: awarded funds (\$500,000) for the provision of workforce services to offenders transitioning from pre-release status at the AJC comprehensive and/or satellite centers to prevent recidivism (BRIDGES2Work)

**2015-2016 YEAR-END REVIEW**  
**Workforce Development Board of Ventura County**

<b>WDB EXECUTIVE COMMITTEE</b>
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**WDB Accomplishments: Collaboration and Visibility (Continued)**

- WDB and WDB committee members continued to participate in the Advanced Manufacturing Partnership of Southern California (recently expanded to include ten counties), in support of its designation as a federally recognized Innovative Manufacturing Communities Partnership for regional aerospace and defense manufacturing. Participation included elected membership on the Executive Council and volunteer participation on the Pillar Committees.
- In addition to participating in Workforce Wednesday radio interviews, press interviews and articles, opinion pieces in the press, panel discussions, National Manufacturing Day, the WDB Speakers Bureau and other WDB outreach activities, WDB members attended and/or presented at a wide range of business, education, and community meetings and conferences.
- WDB members attended the 2015 California Workforce Association Meeting of the Minds Conference. 2016 National Association of Workforce Boards Forum in Washington, D.C. and engaged in Capitol Hill meetings with Congresswoman Julia Brownley, Congresswoman Lois Capps, and Congressman Steve Knight.
- WDB member Victoria Jump received the President's Citation Award from the California Association of Area Agencies on Aging for her exceptional work at the county and state levels.
- WDB members Gerhard Apfelthaler, Greg Gillespie, and Bruce Stenslie, and WDB Executive Director, Cheryl Moore, were recognized by the *Pacific Coast Business Times* as Who's Who in Business Leadership for their collaboration with businesses in the region.

**2015-2016 YEAR-END REVIEW**  
**Workforce Development Board of Ventura County**

<b>WDB EXECUTIVE COMMITTEE</b>
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**Insights**

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**Examples of insights from 2014–2015**

- *WDB members are taking action, not just talking.*
  - *We are building year by year, rather than starting over each time.*
  - *Contributing to our success is taking a serious look at the data, what is working, and what needs to change.*
  - *When we make plans, we also stay flexible and make adjustments as we go.*
  - *We have done a lot, done it right, and maintained momentum. We need to keep it up.*
- *Our WDB is seen as a leader and a high performing board at state and national levels.*
  - *Ventura County is considered to be a highly collaborative and coordinated region for workforce development.*
  - *Other areas see us as a pace-setter and ask how we have managed to do things so well.*
- *More WDB members need to be actively engaged in outreach.*
  - *We need to have more in-person interactions with federal and state legislators to provide information about the WDB and WIOA programs and services.*
  - *WDB members need to let businesses and the community know more about what WIOA programs are doing. The WDB Speakers Bureau is a good start.*
  - *Simple, concise summaries of programs and stories would be helpful for WDB reference.*
- *We would like to hear progress reports on the Career Pathways programs and also what the plans are for sustainability beyond the ending dates of the grants.*