



## WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

### EXECUTIVE COMMITTEE MEETING

Thursday, August 11, 2016  
8:00 a.m. - 9:30 a.m.

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

### AGENDA

- |           |  |                       |
|-----------|--|-----------------------|
| 8:00 a.m. | <b>1.0 Call to Order and Agenda Review</b>   | Jim D. Faul           |
| 8:02 a.m. | <b>2.0 Public Comments</b><br>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.   | Jim D. Faul           |
| 8:05 a.m. | <b>3.0 WDB Chair Comments</b>  | Jim D. Faul           |
| 8:10 a.m. | <b>4.0 Consent Items</b><br>4.1 Approve Executive Committee Minutes: July 14, 2016<br>4.2 Receive and File: WDB Committee Reports  | Jim D. Faul           |
| 8:15 a.m. | <b>5.0 Performance Update</b> <ul style="list-style-type: none"><li>• 2015-2016 Year-End Status</li><li>• Reports</li></ul>  | Theresa Salazar Vital |
| 8:20 a.m. | <b>6.0 Financial Status Report: June 2016</b> <ul style="list-style-type: none"><li>• 2015-2016 Year-End Status</li><li>• 2016-2017 WIOA Tentative Balanced Budget Update</li></ul>  | Theresa Salazar Vital |
| 8:25 a.m. | <b>7.0 Action Items</b><br>7.1 Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approve Minor Revisions to the WDB Policy on Non-WDB Members of the WDB Programs Committee (Local Policy Bulletin #2016-03)<br>7.2 Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approve Submission of the 2016 Conflict of Interest Code Biennial Review of the WDB to the Clerk of the Board of Supervisors | Cheryl Moore          |

8:35 a.m.	<b>8.0 2015-2016 Year-End Review</b>	Jim D. Faul
8:40 a.m.	<b>9.0 WIOA Regional and Local Planning</b> <ul style="list-style-type: none"> <li>• California EDD/CWDB Final Directive: Pending</li> <li>• Focus of Regional and Local Plans</li> <li>• WDB Data Analysis Workgroup</li> <li>• AJCC Operations Meetings</li> <li>• Joint Meeting of WDB Regional Sector Committees</li> <li>• WIOA Administration and Operations</li> <li>• Planning Timeline</li> </ul>	Cheryl Moore
9:10 a.m.	<b>10.0 WDB Administration</b> <ul style="list-style-type: none"> <li>• WDB and WDB Committee Member Stewardship</li> <li>• WDB Meeting Plan for August 25, 2016</li> <li>• On the Calendar <ul style="list-style-type: none"> <li><u>August 25, 2016 (8:00 a.m.-10:00 a.m.)</u> WDB Meeting (Final WIOA Federal and State Requirements)</li> <li><u>September 6-8, 2016</u> California Workforce Association Conference: Meeting of the Minds in Monterey</li> <li><u>March 25-28, 2016</u> National Association of Workforce Boards Forum 2017 and Congressional Visits in Washington, D.C.</li> </ul> </li> </ul>	Cheryl Moore
9:25 a.m.	<b>11.0 Committee Member Comments</b>	Committee
9:30 a.m.	<b>12.0 Adjournment</b> <ul style="list-style-type: none"> <li><u>Next Meeting</u> September 15, 2016 (8:00 a.m.-9:30 a.m.) VCCF Nonprofit Center (Board Room) 4001 Mission Oaks Blvd., Camarillo, CA</li> </ul>	Jim D. Faul

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**WDB Executive Committee Meeting**  
**July 14, 2016**

**MINUTES**

**Meeting Attendees**

Executive Committee

Jim D. Faul (Chair)  
Vic Anselmo (Vice Chair)  
Greg Barnes  
Victor Dollar  
Anthony Mireles  
Alex Rivera  
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)

**1.0 Call to Order and Agenda Review**

Jim D. Faul called the meeting to order at 8:04 a.m. No changes were made to the agenda.

**2.0 Public Comments**

No comments.

**3.0 WDB Chair Comments**

Jim D. Faul welcomed the 2016-2017 Executive Committee to their first meeting of the 2016-2017 program year.

**4.0 Consent Items**

- 4.1 Approve Executive Committee Minutes: May 19, 2016
- 4.2 Receive and File: WDB Committee Reports

Motion to approve the Consent Items: Greg Barnes  
Second: Patty Schulz  
Motion carried

**5.0 Performance Update:**

The following information was shared with Committee members:

- Preliminary 2015-2016 fourth quarter (Q4) WIOA Adult, Dislocated Worker, and Youth outcomes for all nine (9) WIA Common Measures, for the Ventura County local area, exceed a 100% success rate. The final 15-16 Q4 WDB performance report, including CSD year-end outcomes for the WIOA Adult, WIOA Dislocated Worker, CWDB Steps2Work and DOL Bridges2Work programs, will be provided at the September 15 Executive Committee meeting.
- 2016-2017 WIOA performance measures will go into effect on July 1, 2016. Local areas are awaiting State performance policy direction since the June 30 publication of final DOL regulations.

## 6.0 Financial Status Report: May 2016

- 2015-2016 WIOA Budget Plan Expenditures

The Committee reviewed and discussed the Financial Status Report (FSR) for Fiscal Year 2015-2016, reflecting the April 26, 2016 WDB approval of a WIOA Tentative Balanced Budget update, and year-to-date expenditures from July 1, 2015 through May 31, 2016.

The status of expenditures at 91.67% 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	2,571,105	2,112,168	82%
Adult	1,843,457	1,639,717	89%
Youth	2,038,948	1,768,603	87%
Rapid Response	456,459	390,754	86%
 <u>WIOA Non-Core Funds</u>			
Workforce Accelerator Grant	7,994	7,806	98%
DOL Bridges 2 Work Grant	212,637	41,368	19%
CWDB Steps 2 Work Grant	123,752	15,471	13%
VC I-E3	76,980	29,108	38%

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 Step 2 Work: Provides training opportunities for ex-offenders at VCCCD and with local businesses in WDB priority Manufacturing and Clean Green industry sectors. Multiple program year grant.

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. Multiple program year grant.

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. Multiple program year grant.

Historically, 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. To maximize the resources available for WDBs to continue their WIOA transition work, the State waived these minimum allocation expenditures allowing carry forward of unspent funds into the next Program Year (2016-2017).

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. WDB expects to meet both youth requirements and is awaiting State notification.

Committee members reviewed, discussed, and asked questions regarding the new FSR YTD paid and accrued report as follow-up to the committee's request for budget line expenditures by individual grant funding.

- WIA/WIOA Training Expenditures

As shown in the table below, the summary of WIOA training expenditures, as of May 31, 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	4,133,724
Training Expenditure Requirement	1,086,748 25%	1,023,087 25%	1,033,431 25%
Formula Fund Training Expenditures	1,053,524	1,263,321	830,250
Leveraged Resources			
• Total Leveraged Resources Used Toward Training Expenditures	400,025	409,235	339,451
• Maximum Allowed Leveraged Resources (10%)	434,699	425,933	413,372
Total Leveraged Resources Used Toward Training Expenditures	400,025	409,235	339,451
• Total Amount Spent on Training	1,453,549	1,672,556	1,169,700
• % of Training Requirement Met (Final goal = 100%)	134%	163%	113%

## 7.0 Action Item

The Executive Committee considered background information, asked questions, and discussed the following item 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).

### **Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approve a WDB Policy on Non-WDB members of the WDB Programs Committee**

The draft policy establishes the WDB criteria for non-WDB membership on the new Programs Committee of the WDB.

The committee deferred action and directed staff to make minor policy revisions for Executive Committee policy consideration and approval at the August 11, 2016 meeting.

## 8.0 2015-2016 Year-End Review

Members agreed to finalize the draft 2015-2016 Executive Committee Year-End Review for the August 25 WDB meeting, including any additional member insights received by August 1, 2016.

## 9.0 WIOA Requirements: Local and Regional Plans

Committee members reviewed, discussed, and asked questions regarding Draft State Directive WSDD-146, published on July 1, 2016, with public comment period through July 30, 2016. The draft directive provides guidance for Local and Regional plan requirements. The WDB will submit one combined local and regional plan for State approval. The WDB approved plan must be submitted to the State Board no later than March 15, 2017.

### Ventura County Local Area Plan Timeline

#### **2016**

July	Draft Guidelines
July – November	Planning
December 8	Draft Plan (30 Days)

#### **2017**

January 12	Final Plan
February	BOS Approval
March 8	Submit To CWDB (15)
June	Approval (July 1)

## 10.0 WDB Administration

- WIOA Requirements: Leveraging resources (i.e., staff, WIOA/Non-WIOA funds) of the American Job Center of California required partners is critical for sustaining the AJCC system and the regional framework for building a competitive workforce pipeline for the Ventura County.
- On the 2016 Calendar
  - August 5: WDB Regional Sectors Meeting (Joint Meeting of Sector Committees)
  - August 25: WDB Meeting (Final WIOA Federal and State Requirements)
  - September 6-8: CWA Conference (Meeting of the Minds in Monterey)

## 11.0 Committee Member Comments

Jim D. Fall suggested members arrive ten minutes early for maximum use of the scheduled meeting time.

## 12.0 Adjournment

Motion to adjourn at 9:33 a.m.: Alex Rivera  
Second: Vince Anselmo  
Motion carried

### Next Meeting

August 11, 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  
August 11, 2016**

**WDB COMMITTEE REPORTS**

- Special Report from Sector Committees
  - Business Services Committee
  - Clean/Green Committee
  - Healthcare Committee
  - Manufacturing Committee
- Membership Committee
- Outreach Committee
- Programs Committee



# WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

**TO: EXECUTIVE COMMITTEE**

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

**ALEX RIVERA, CHAIR  
MANUFACTURING COMMITTEE**

**ANTHONY MIRELES, CHAIR  
CLEAN/GREEN COMMITTEE**

**JESUS TORRES, CHAIR  
BUSINESS SERVICES COMMITTEE**

**DATE: AUGUST 11, 2016**

**SUBJECT: REGIONAL SECTORS COMMITTEE REPORT**

On Friday, August 5, 2016, members of the WDB Business Services Committee, Clean/Green Committee, Healthcare Committee, and Manufacturing Committee participated in the first Joint Meeting of the WDB Regional Sector Committees. WDB Vice Chair Vic Anselmo chaired the meeting, and participants included:

Business Services

Jesus Torres\* (Chair)  
Tracy Perez\*  
Stephen Yeoh\*

Manufacturing

Alex Rivera\*(Chair)  
Jim Avery  
Michael Bastine  
Patrick Grimes  
Cindy Guenette\*  
Marybeth Jacobsen  
Byron Lindros\*  
Jason Miller  
Tiffany Morse  
Bill Pratt\*  
Mary Anne Rooney  
Bruce Stenslie  
Peter Zierhut

Clean/Green

Anthony Mireles\*(Chair)  
John Brooks  
Rebekah Evans  
David Fleisch  
Mary Anne Rooney

Healthcare

Greg Barnes\* (Chair)  
John Cordova  
Martel Fraser\*  
Amy Mantell  
Dawn Neuman  
Irene Ornelas  
Mary Anne Rooney  
Richard Trogman\*

WDB Members

Vic Anselmo\* (Vice Chair)  
Charles Harrington\*  
Victoria Jump\*  
Capt. Doug King\*  
Patty Schulz\*

WDB Administration

Talia Barrera  
Patricia Duffy  
Tracy Johnson  
Richard McNeal  
Cheryl Moore  
Patrick Newburn  
Ma Odezza Robite  
Theresa Salazar Vital

Guests

Sally Harrison (CEO's Office)  
Heidi Hayes (theAgency)  
Paula Hodge (SCCRC)  
Payal Kamdar (VSolvit)  
Vivian Pettit (CSD/WIOA)  
Mairelise Robinson (Workforce  
Education Coalition)  
Chris Schuckmann (Hi-Tech Corp.)  
Michelle Schuckmann (Hi-Tech Corp.)

\*WDB Members

WDB Sector Committees

Vic Anselmo commended the impressive amount of work undertaken by the WDB sector committees for more than six years to strengthen workforce development in Ventura County. He thanked the committee members for their exceptional commitment and collaboration.



Greg Barnes, Chair of the Healthcare Committee, Anthony Mireles, Chair of the Clean/Green Committee, Alex Rivera of the Manufacturing Committee, and Jesus Torres of the newly appointed Business Services Committee provided updates and perspectives on the work of their respective committees. A copy of the presentation may be found in the sector committee meeting packets posted on the WDB website: [www.workforceventuracounty.org](http://www.workforceventuracounty.org).

### WIOA Regional Sector Requirements

Cheryl Moore provided an overview of the industry sector requirements for WDB regional and local planning under the Workforce Innovation and Opportunity Act (WIOA) and responded to questions. Discussion included a description of the WIOA workforce development system, regional planning units in California, regional strategy for building a competitive workforce pipeline in Ventura County, WIOA One-Stop system alignment, and performance components relating to programs, fiscal, providers, and the alignment of partners in the American Job Center of California (AJCC) delivery system. A copy of the presentation may be found in the sector committee meeting packets posted on the WDB website: [www.workforceventuracounty.org](http://www.workforceventuracounty.org).

### Opportunities for Collaboration

WDB committee members worked in sector groups and cross-sector groups, reporting to the large group their responses to four questions. Reference materials available included updated workforce/occupational data by sector, workforce skills charts developed by sector committees, sector committee year-end reviews, and draft two-year sector committee plans. Below is a summary of the wall notes and committee member comments during the follow-up discussion. The input will be considered during sector committee planning and WDB/WIOA regional and local planning processes.

### **Business Services**

#### 1. What are the high-demand jobs in the next 3-5 years?

- Accounting (software, QuickBooks)
- Advanced Office I.T. (cloud, collaborative software)
- Cyber Security
- Gaming/Simulation Developers
- IoT Networking
- IT Manager
- Junior programmers / developers
- Marketing (digital) (social media)
- Mobile developers App-software
- Quality Information Manager (software)
- Technical Literacy
- Technology Office Manager (operational)

#### 2. Which of those jobs are hard to fill? Why?

- Cyber Security
- IoT Networking
- Junior Programmers /Developers
- Mobile Developers App-Software
- *Lack of pipeline*
- *Growing: devices/data analysis/networking, cross functional skills*

- *Evolving: cyber security and technological challenges constantly evolving; therefore solutions and the skills required change as well, which outpaces training/education available*

## **Clean/Green**

### **1. What are the high-demand jobs in the next 3-5 years?**

- Alternative Fuel Mechanics
- Green Chemistry
- High Voltage Electrician
- Hospitality (all areas)
- Hospitality Workers
- Inspection Services for Government Services
- Inspectors
- Landscaping/Xeriscaping Installation
- Marketing
- Marketing/Outreach Coordinator Specialist
- Municipality
- Organic Agriculture
- Solar Installation
- Utility Workers
- Water/Wastewater Workers

### **2. Which of those jobs are hard to fill? Why?**

- Hospitality Workers: *gap between training for green skills and employers desire to pay*
- Inspectors: *certification/training pipeline - not in data base-localized*
- Marketing: *understanding the value to the businesses*
- Utility Workers: *not enough workers and lack of training*

## **Healthcare**

### **1. What are the high-demand jobs in the next 3-5 years?**

- Bilingual
- Care Coordinators
- Caregivers (CHW, I.H.S.S.)
- Case Managers
- CNA (HHA)
- Geriatrician Specialty M.D.'s.
- Health Educators
- Health Faculty
- I.T. Clinical Technology/Biomedical Engineering
- I.T. Technology/Biomedical Engineering
- Mental Health Providers
- Physician Assistants
- Physical Therapy/OT
- R.N.'s (i.e. specialty LVNs, RNP)

## 2. Which of those jobs are hard to fill? Why?

- Bilingual: *lack of cultural awareness skills*
- Caregivers (CHW, I.H.S.S.): *low wages*
- Geriatrician Specialty M.D.'s.: *need extra training*
- Health Faculty: *wages*
- I.T. Clinical Technology/Biomedical Engineering: *lack of trained available workforce*
- Mental Health Providers: *education level*
- Physical Therapy/Occupational Therapy: *education requirements*
- R.N.'s (i.e. specialty LVNs, RNP): *shortage/training*

## **Manufacturing**

### 1. What are the high-demand jobs in the next 3-5 years?

- Additive Manufacturing Technician
- Cyber Security
- Design Engineer
- Discrete Hyper Skills
- Engineers – Systems
- Equipment Maintenance
- Experienced Machinists
- Facilities Maintenance
- High Technology Assemblers
- I.T. integrate with manufacturing EQ
- Industry-specific interns
- Inspectors (Dimensional, Visual, Electrical)
- Inventory Control
- Machinists with 10 Years' Experience
- Maintenance Technicians
- Manufacturing Systems Technicians / Engineers
- Manufacturing Technician
- Mechanical Engineer
- Metal Finishers/Coating Experts
- Mid-level Managements Skills
- Plant Operator
- Programmer (CNC/Controls)
- Quality Assurance (ISO/AS 9100 + Physical Inspection)
- Skilled Assembly
- Software Migration
- Technician (Electrical or Mechanical)
- UAV Technicians

### 2. Which of those jobs are hard to fill? Why?

- Design Engineer: *lack of hands-on experience; educational programs to provide hands-on experience are in nascent phase*

- Experienced Machinists: *lack of awareness, lack of experience, job jumping, lack of training*
- Quality Assurance (ISO/AS 9100 + Physical Inspection): *no training program; lack of experience*
- Programmer (CNC/Controls): *lack of awareness, lack of experience, job jumping, lack of training*
- General Concerns:
  - *Critical thinking vs. standardized tests*
  - *Critical thinkers/agility*
  - *Career awareness of teachers*
  - *Trouble shooters*
  - *Self-teachers*
  - *Off-shoring of manufacturing (and its appeal)*
  - *H.S. “shop” classes extinct*
  - *Unrealistic expectations*
  - *Need for basic skills*
  - *No time to grow people into jobs*
  - *Minimal trade training*
  - *Lack of training resources in the area*
  - *Self-regulators*

## **All Sectors**

### **3. What challenges do the industry sectors have in common?**

- **Education and Training**
  - Basic skills (read, write, math, tech)
  - Career awareness
  - Certification
  - Internships/apprentice/OJT
  - Leadership skills
  - Soft skills (employability skills)
  - College education → no job → entry level → stuck.
  - Lack of employer-based training
  - Lack of experience/training
  - Saturation of degrees
  - Training: cost, right program, investment (continuous)
  - Educational levels (industry skills needed/engage educators)
- **Economic Development**
  - Need to train the people who live here
  - Lack of local resources
  - Cost of living
  - Employee retention in an employees’ market
  - How do we get people to stay here? (locally and with the same employer)
  - Proximity to L.A. County causes employee(s) to go elsewhere
  - Retention
  - Salary (benefits)
  - Need all jobs to be more green (Manufacturing, Healthcare)
- **Technology**
  - Cyber security
  - Technology challenges

- Awareness
  - Improve perception of vocational training
  - Negative perception of industry
  - Understanding the “new employee” mindset

#### 4. What action might we take?

- Engage students with industry (site visits, classroom guest speakers from small business to large employers)
- Vocational training day at schools (hands on for students; class field trips)
- Provide opportunities for educators to experience industry demands and environment
- Need school boards on “board”—experience hands-on training to help counter negative perceptions
- Job advancement plan for retention (skill-based/competency-based, not time based)
- Pre-apprenticeship programs: skill-up people in industry trades (e.g., short-term 2000-hour program to touch up on specialty skills and jobs)
- Retention (share info across businesses; review compensation/benefits; flex time; do small business outreach for retention and training of employees)
- Sponsor site tours in different sector environments (emulate Manufacturing Committee/Manufacturing Roundtable participation in Manufacturing Week)
- Figure out how to fill in the gaps in the data currently available

#### Next Regional Sector Committee Meetings

##### **Business Services Committee**

To be scheduled

##### **Clean/Green Committee**

September 16, 2016 (8:00 a.m.-9:30 a.m.)  
 VCCF Nonprofit Center (Community Room)  
 4001 Mission Oaks Blvd., Camarillo, CA

##### **Healthcare Committee**

September 23, 2016 (8:00 a.m.-9:30 a.m.)  
 VCCF Nonprofit Center (Community Room)  
 4001 Mission Oaks Blvd., Camarillo, CA

##### **Manufacturing Committee**

October 20 (8:00 a.m.-9:30 a.m.)  
 United Food and Commercial Workers (Suite A)  
 816 Camarillo Springs Rd., Camarillo, CA

If you have questions or need more information regarding a sector committee, please contact the committee chair or the WBD Administration staff at (805) 477-5306.



**TO: EXECUTIVE COMMITTEE**

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

**DATE: AUGUST 11, 2016**

**SUBJECT: MEMBERSHIP COMMITTEE REPORT**

The Committee met on August 2, 2016. In attendance were Committee members Patty Schulz (Chair), Jeremy Goldberg (Vice Chair), Capt. Doug King, and Jesus Torres; and Workforce Development Board (WDB) staff Cheryl Moore and Patrick Newburn. The following summarizes topics discussed at the meeting:

Appointments and Reappointments

- Reappointments: The Committee reviewed current WDB member attendance records and discussed participation on WDB committees. WDB staff were asked to contact WDB members whose terms would be ending soon regarding interest in possible reappointment to the WDB.
- Appointments: Patrick Newburn reported that the current board composition continued to be in compliance with WIOA local board standards and recertification specifications. No appointments were in process at the time of reporting. Committee members discussed board composition, categories of representation, and required business member and workforce member ratios if additional members were to be identified for WDB expansion at a future date.
- Recruitments: Committee members discussed importance of participation on sector committees, an experience which continues to provide a good introduction to the work of the WDB prior to consideration of a possible recommendation for WDB appointment. The Clean/Green Sector Committee is seeking Agriculture business representation. The new Business Services Sector Committee is currently engaging new members.

WDB Policy for Non-WDB Members of the Programs Committee

Cheryl Moore explained the WDB Local Policy Bulletin #2016-03 that was approved and effective July 1, 2016. Ms. Moore also noted that the Executive Committee will receive a recommendation on August 11, 2016, for minor revisions to the wording regarding categories listed in the policy. Included will be a change in "Labor Organizations" to "Workforce Organizations," which will be consistent with WIOA terminology for WDB composition.

Action Item

**Recommendation that the Workforce Development Board of Ventura County (WDB) Approve the Appointment of Non-WDB Members to the WDB Programs Committee for three-year terms.**

Patrick Newburn presented the required information on three non-WDB member applicants: Linda Fisher-Helton, Juan Mercado, and Archina Scott. The Committee determined that all were compliant and appropriate per Local Policy Bulletin #2016-03 (WDB Policy for Non-WDB Members of the Programs Committee). The Committee recommendation will be presented for approval to the WDB on August 25, 2016, and the three-year terms will start on that date.

#### WIOA Implementation Plan

Cheryl Moore reviewed the WDB Committee 2-Year Plan Guidelines and indicated that the Committee would use the document as a reference in outlining the Membership Committee plan at the next meeting.

The next Membership Committee meeting is scheduled for October 4, 2016, from 8:30 a.m. to 10:00 a.m., at the VCCF Nonprofit Center (Community Room), 4001 Mission Oaks Blvd., Camarillo, CA.

If you have questions or need more information, please contact Patrick Newburn at (805) 477-5470, email [patrick.newburn@ventura.org](mailto:patrick.newburn@ventura.org).



**TO: EXECUTIVE COMMITTEE**

**FROM: BRUCE STENSLIE, ACTING CHAIR  
OUTREACH COMMITTEE**

**DATE: AUGUST 11, 2016**

**SUBJECT: OUTREACH COMMITTEE REPORT**

The WDB Outreach Committee met on July 20, 2016. Attending the meeting were Committee members Bruce Stenslie and Tracy Perez; WDB staff Talia Barrera and Cheryl Moore; and guests Heidi Hayes (theAgency), Karen Blufer (theAgency) and Pam Heckel (theAgency). The following is a brief summary of Workforce Development Board of Ventura County (WDB) outreach activities from May 13, 2016, through June 30, 2016.

### **Employer Outreach**

- **Workforce Wednesday**

- May 25: “How federal programs impact workforce development”: Capt. Doug King, Naval Base Ventura County, and Kristin Decas, Port of Hueneme
- June 22: WDB Award Winner Highlight/Internships: Victor Dollar WDB Chair and Karen Clark, Macy’s

- **Ventura County Grows Business Outreach**

- KCLU :30 and :10 PSA Update
- Facebook OJT Ads
  - 4/18-5/30 VCGB clicks: 593
  - 5/31 – 6/30 clicks: 352
- **VCGB Eblasts**  
LA Times Eblasts (2): 50,000 Sent – 12,019 opened (between the two eblasts)
  - 1,307 eblast clicks
  - 803 LA Times and Advanced Targeting clicks

- **Healthcare Committee – Case Manager/Care Coordinator Career Pathways Survey**  
Eblast Results

- 5/18: 3,652 deployed, 546 opened (15%), 78 clicks (14.3 CTR)
- 5/25: 3,652 deployed as a reminder, 361 opened (9.9%), 48 clicks (13.3% CTR)

- **Workforce Wednesday**

- May 25: “How federal programs impact workforce development”: Capt. Doug King, Naval Base Ventura County, and Kristin Decas, Port of Hueneme
- June 22: WDB Award Winner Highlight/Internships: Victor Dollar and Karen Clark, Macy’s



- **Workforce Update Eblast**
  - June 13 – WDB Cohorts: 412 Sent/23.9% Open Rate/9.4% CTR
  - June 13 – Biz List: 9,589 Sent/7.7% Open Rate/2.4% CTR
- **Ventura County Grows Business Website – July 1 to June 30, 2016: complete program year**

Website: 12% decrease (was -37%) in unique visitors over same time previous year

  - 4,364 (4,812-2015) Sessions/3,740 (4,260-2015) Unique Visitors
  - 1.57 minutes average session duration (Increased 23%)
  - 2.34 pages/session (Increased 15%)
  - 55.20% Bounce Rate (Improved over 69.56% in 2015)
- **VCGB Facebook May 13 to June 30 – 1,895 Fans (through June 30, 2016)**
  - Page Likes/Fans: Gained 5 fans since May 13, 2016
  - Posts – 30 total posts since May 13 (approx. 15 per month)
  - Post Reach: 1,343 most for a single day (5/13/16) Paid
  - Post Reach: 1,066 most for a single day (6/30/16) Organic

### **Job Seeker Outreach – Balance of 15/16**

- Career Shops
- June career workshops – prepared workshop listings and sent May 17
- June clips:
  - Simi Acorn (CalJOBS workshop) [http://www.simivalleyacorn.com/news/2016-06-17/Business/Job\\_center\\_to\\_offer\\_free\\_career\\_workshop.html](http://www.simivalleyacorn.com/news/2016-06-17/Business/Job_center_to_offer_free_career_workshop.html)
  - VC Star (CalJOBS workshop), ran three times <http://www.vcstar.com/business/business-happenings-ep-1123888448-342031401.html> , <http://www.vcstar.com/news/local/film-screening-art-contest-and-other-events-planned-3427e429-4323-020b-e053-0100007fabb4-382976431.html> , <http://www.vcstar.com/business/mixer-seminars-and-class-offered-35454a00-e42c-4b2e-e053-0100007f356c-383077431.html>
  - 805Calendar, East County June workshop <http://805calendar.com/>
  - Patch.com, East County June workshop <http://patch.com/california/moorpark/power-caljobs-june-28-simi-valley-0>
  - Simi Valley Acorn – ran CalJOBS May 24 workshop info on May 13 [http://www.simivalleyacorn.com/news/2016-05-13/Business/Free\\_CalJOBS\\_workshop.html](http://www.simivalleyacorn.com/news/2016-05-13/Business/Free_CalJOBS_workshop.html)
  - Santa Paula Times – running June workshops listing
  - VC Reporter – running May workshops listing
  - May career workshops – prepared workshop listings and sent April 14.

### **General Outreach**

#### Media Relations and Various

- WDB Award Winners news release – obtained quotes from winners and prepared news release. Distributed with photo on June 16.
- Clips:
  - Tri-County Sentry <http://tricountysentry.com/blog/congratulations-to-2016-wdb-award-winners/>
  - Moorpark Patch <http://patch.com/california/moorpark/congratulations-2016-wdb-award-winners-0>

- PRLog.org <https://www.prlog.org/12566242-congratulations-to-2016-wdb-award-winners.html> (190 views)
- VC Star (our posting) <http://www.vcstar.com/your-news/383425781.html>
  - VC Star published in paper 7/16/16 <http://www.vcstar.com/topstories/awards-staffing-changes-and-other-business-news-announced-37802355-8f0f-7332-e053-0100007f8bd1-386592291.html>
- **WDB Website** – Google Analytics Stats 12/14/15 to 6/30/16 (6.5 months)
  - Audience Overview – 9,093 Sessions/6,794 Unique Users (Note: 30% of sessions were from the OJT outreach campaign)
  - Average 1,045/month
  - 2.62 pages per visit
  - 2.27 average minutes visit duration
  - 47.99% bounce rate
- **2016 WDB Awards**  
Pacific Coast Business Times: 3/8 pg. 4/C thank you print ad 6/17/15
- **Job Outlook Eblast**
  - May 20 (April 2016 Report) – WDB Cohorts: 412/19.2% open rate/8.6% CTR
  - May 20 (April 2016 Report) - Biz List: 9,669/6.4% open rate/.4% CTR
  - June 20 (May 2016 Report) - WDB Cohorts: 413/21.5% open rate/3.8% CTR
  - June 20 (May 2016 Report) – Biz List: 9,523/6.1% open rate/2% CTR
- **Job Outlook:** The following highlights local, state and national data in terms of NOT seasonally adjusted rates for May 2016:
  - Ventura County decreased .2% from a revised 4.7% in April 2016 to 4.5% in May 2016 (May 2015 = 5.3%)
  - California decreased .5% from 5.2% in April 2016 to 4.7% in May 2016 (May 2015 = 6.1%)
  - U.S. decreased .2% from 4.7% in April 2016 to 4.5% in May 2016 (May 2015 = 5.3%)

The next meeting of the WDB Outreach Committee is scheduled for September 21, from 8:30 a.m. to 10:00 a.m., at the Economic Development Collaborative-Ventura County, 1601 Carmen Drive, #215, Camarillo, CA.

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



## WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

[workforceventuracounty.org](http://workforceventuracounty.org)

**TO: EXECUTIVE COMMITTEE**  
**FROM: TONY SKINNER, CHAIR**  
**PROGRAMS COMMITTEE**  
**DATE: AUGUST 11, 2016**  
**SUBJECT: PROGRAMS COMMITTEE REPORT**

The Programs Committee met on August 3, 2016. In attendance were Committee members Tony Skinner (Chair), Roger Rice (Vice Chair), Kathy Harner, and Mary Navarro-Aldana; WDB staff Patricia Duffy, Richard McNeal, Cheryl Moore, Patrick Newburn and Theresa Salazar Vital; and guests Karen Blufer (theAgency), Mariana Cazares (Boys and Girls Clubs of Greater Oxnard and Port Hueneme), Linda Fisher-Helton (Area Housing Authority), Jessica Gallardo (PathPoint), Sally Harrison (County CEO's Office), Vivian Pettit (Community Services Department/WIOA) and Charlotte Piper (PathPoint). The following summarizes topics discussed at the meeting:

### Policy on Programs Committee Membership

Richard McNeal indicated that two minor revisions of Local Policy Bulletin #2016-03 (Policy on Non-WDB Members of the Programs Committee) will be presented for approval to the next meeting of the WDB Executive Committee: "Labor Organizations" will be changed to "Workforce Organizations" in deference to the language of WIOA. The WIOA reference will be corrected to read: "WIOA 107(b)(2)(B)(i-iv)."

### RFP for 2017-2010 Youth Contracts: Initial Considerations

The Committee discussed at length the several parts of the handout "WIOA Youth RFP for 2017-2020: Decision Points." A consensus emerged that the WDB staff will collect and report to the committee additional demographic data that will help to determine to what areas and to what particular groups of clients funds would be best directed. Specific areas of interest were: (1) drop-out rates in the school districts; (2) the geographic distribution of poverty in the County (CalWORKs data vs. census tracts); and (3) the past distribution of service by our providers to the several target categories. Regarding the level of in-kind contributions, the committee suggested reviewing past contributions and possibly reconsidering how the in-kind contributions are evaluated or rated.

### WIOA and the Programs Committee

Cheryl Moore presented an overview of WIOA requirements, describing the role of the Programs Committee within the context of WIOA and the workforce development system; regions and regional planning, collaboration and strategy; regional sectors and occupations; system and committee alignment; and regional performance.

The next Programs Committee meeting is scheduled for October 5, 2016, from 3:00 p.m. to 4:30 p.m., at the Human Services Agency (Redwood 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).

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	
11/18/2015	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	
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	

## Layoff Aversion 122 Report

**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: 07/20/16  
 Quarter Ending: 06/30/16

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

Date of Employer Contact	Reason (drop-down menu)	Type of Contact (drop-down)	Industry Sector Code/Title (drop down)	Local Area Priority Sector? Yes/No (drop down)	Company Name	Street Address	City	Zip Code	What business area of need was addressed? (drop down) - explain "other" in Comments	Did layoff aversion activity result in successful outcome? Yes/No (drop down)	Number of jobs saved by layoff aversion activity	Testimonial letter/documentation of jobs saved provided by employer? Yes/No (drop down)	Comments
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	
7/3/2015	Results and outcomes	On-site	48-49=Transportation and Warehousing	Yes	Roadrunner Shuttle	240 S. Glenn Drive	Camarillo	93010	Lean Business Practices	Yes	20	Yes	
11/10/2015	Results and outcomes	On-site	31-33=Manufacturing	Yes	Zesto Audio	3138 Calle Estepa	Thousand Oaks	91360	Financing (Loan)	Yes	2	Yes	
2/1/2016	Results and outcomes	On-site	31-33=Manufacturing	Yes	Hot Sections Technology	4082 Southbank Road, Suite A	Oxnard	93036	Lean Business Practices	Yes	10	Yes	
7/3/2015	Results and outcomes	On-site	48-49=Transportation and Warehousing		Mais Café	1967 E. Main Street	Ventura	93001	Financing (Loan)	Yes	2	Yes	
7/16/2015	Results and outcomes	On-site	81=Other Services (except Public Administration)		A & R Miniatures LLC	3994 Calle Mira Monte	Newbury Park	91320	Sales/marketing	Yes	2	Yes	
12/2/2015	Results and outcomes	On-site	54=Professional, Scientific, and Technical Services		Agnew Translation Services	741 Lakefield Road, Suite C	Westlake	91361	Sales/marketing	Yes	8	Yes	

### Layoff Aversion 122 Report

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
5/1/2016	Results and outcomes	On-site	71=Arts, Entertainment, and Recreation		Sheroes Entertainment LLC	1224 Mellow Lane	Simi Valley	93065	Workforce Development	Yes	20	Yes	
7/3/2015	Results and outcomes	On-site	71=Arts, Entertainment, and Recreation		Discovery/ Ventura LP	1888 E. Thompson Blvd.	Ventura	93001	Standard Work Processes	Yes	20	Yes	
8/8/2015	Results and outcomes	On-site	72=Accommodation and Food Services		Panaro Brothers Winery	4517 Market Street	Ventura	93003	Standard Work Processes	Yes	2	Yes	



## 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 and through May 10, 2016 <b>WDB EVALUATION May 19, 2016</b></b>	<b>Quarter 4 (Q4) Cumulative July, 2015 - June, 2016</b>
			X

### 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>	23	216*	96	A = \$94,750.00 B = \$51,884.25	4.59
<b>Plan to Actual and Average Score</b>	115%	270% *	192%	A = 99.7 % B = 74.9%	114%

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

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

**2015-2016 Fourth Quarter  
July, 2015 through June, 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 CSD for Required Rapid Response Activity	Industry	Classifications Affected (list 3 major)
1	Mais Café	Ventura	07/03/15	2	2	1	2		4			Food	Owner, Customer Service, Accounting
2	Roadrunner Shuttle	Camarillo	07/03/15	405	405	1	20		5			Professional Services	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	2		5			Retail	Owner, Customer Service, Sales
5	Juliana Ramirez Bookkeeping	Ventura	07/29/15	2	2	1	0		5			Professional Services	Owner, Technical, Customer Service
6	Panaro Brothers Winery	Ventura	08/08/15	2	2	1	2		4			Manufacturing	Owner, Technical, Accounting
7	Aishu Inc.	Camarillo	08/25/15	20	20	1	0		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	0					Manufacturing	Technical, Owner, Customer Service
10	Accelerated Concepts, LLC	Ventura	10/12/15	1	1	1	0		5			Manufacturing	Owner, Technical, Customer Service
11	Climate Control Company	Ventura	10/21/15	12	12	1	0					Manufacturing	Owner, Technical, Customer Service
12	Mi Pueblito Meat Market	Santa Paula	11/05/15	8	8	1	0		5			Retail	Owner, Accounting, Sales Clerk
13	Zesto Audio	Thousand Oaks	11/10/15	2	2	1	2					Retail	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 Translation Services	Westlake Village	12/02/15	8	8	1	8		5			Professional Services	Owner, Customer Service, Accounting
16	Reel Anglers	Port Hueneme	12/04/15	2	2	1	0					Professional Services	Owner, Customer Service, Technical
17	Fantastic All Care	Oxnard	12/07/15	4	4	1	0					Professional Services	Owner, Technician, Accounting
18	Uptown Pizza	Oxnard	12/09/15	2	2	1	0		3.3			Food	Owner, Customer Service, Accounting
19	Hot Sections Technologies	Oxnard	02/01/16	10	10	1	10		5			Professional /Technical	Owner, Technical, Service
20	TS Connor	Somis	06/09/16	1	1	1	0					Transportation	Owner, Driver, Accounting
21	Salon Dmar	Oxnard	05/18/16	2	2	1	0					Professional Services	Owner, Accounting, Professional
22	Sheroes Entertainment LLC	Simi Valley	05/01/16	20	20	1	20					Entertainment	Owner, Accounting, Professional
23	Discovery/Ventura LP	Ventura	05/01/16	22	22	1	20					Entertainment/ Fod Service	Customer Service, Professional, Accounting
	<b>Totals/Average</b>			<b>1283</b>	<b>1283</b>	<b>23</b>	<b>216</b>	<b>96 (B)</b>	<b>4.59</b>	<b>96 (B)</b>			

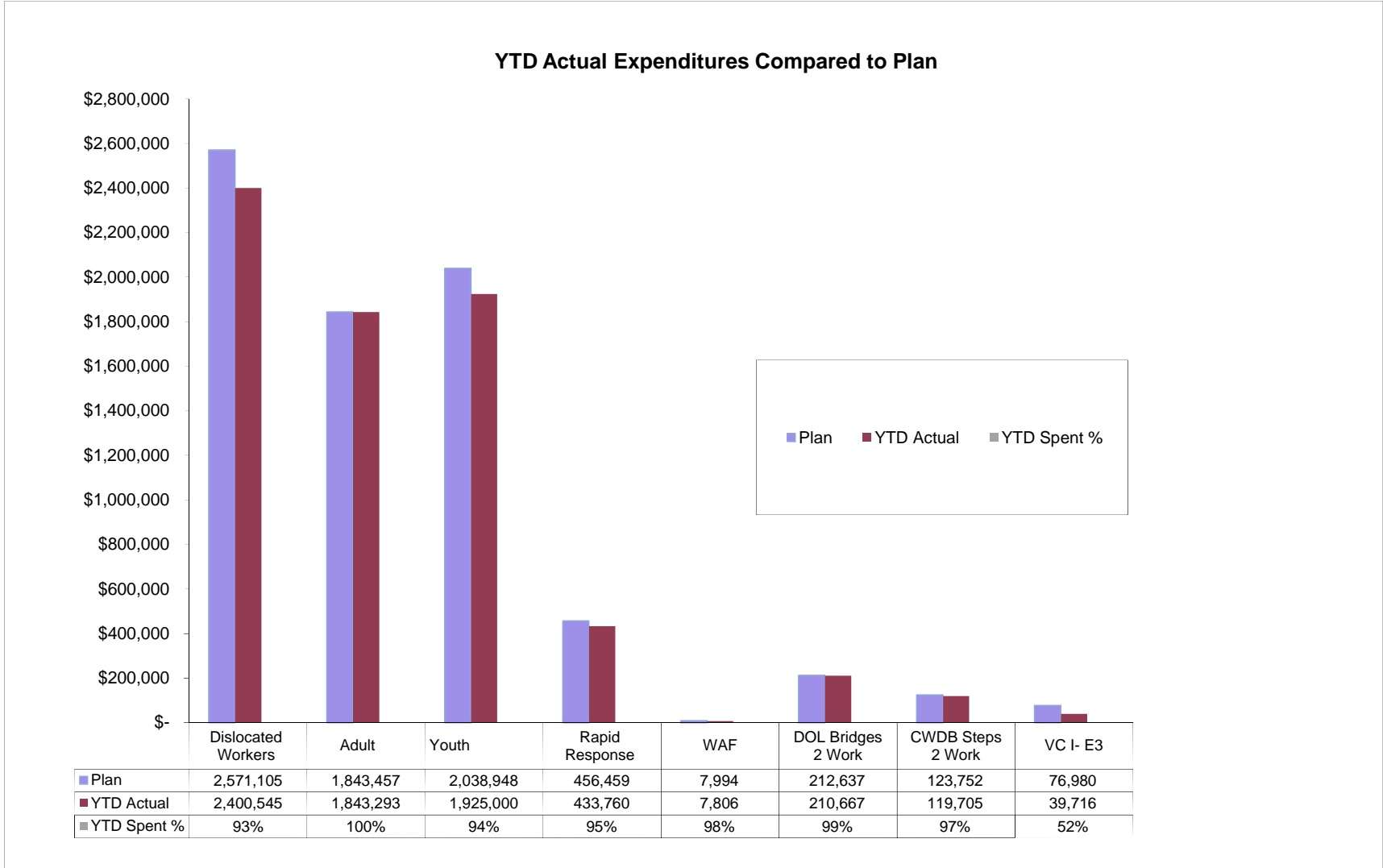




**FINANCIAL STATUS REPORT for FISCAL YEAR 2015-2016**  
**Year to Date Expenditures from 07/01/15 to 06/30/2016 (100% into the Fiscal Year)**  
*Submitted on: August 3, 2016*

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

Year to Date Expenditures from 07/01/15 to 06/30/2016 (100% into the Fiscal Year)



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

**Year to Date Expenditures from 07/01/15 to 06/30/2016 (100% 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	1,492,218	99%	751,511	605,679	81%	311,302	302,649	97%	2,571,105	2,400,545	93%	170,560
Adult	1,140,208	1,131,877	99%	483,807	498,393	103%	219,441	213,024	97%	1,843,457	1,843,293	100%	163
Youth	434,883	340,485	78%	1,361,468	1,348,885	99%	242,597	235,630	97%	2,038,948	1,925,000	94%	113,948
Rapid Response	265,217	251,002	95%	135,958	130,135	96%	55,284	52,623	95%	456,459	433,760	95%	22,699
<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	33,026	351%	177,553	152,415	86%	25,663	25,226	98%	212,637	210,667	99%	1,970
CWDB Steps 2 Work	9,421	5,562	59%	103,669	103,545	100%	10,662	10,598	99%	123,752	119,705	97%	4,047
VC I- E3	67,500	32,782	49%	2,240	-	0%	7,240	6,934	96%	76,980	39,716	52%	37,263
<b>Total WIOA Grants</b>	<b>\$ 3,442,500</b>	<b>\$ 3,294,873</b>	<b>96%</b>	<b>\$ 3,016,207</b>	<b>\$ 2,838,937</b>	<b>94%</b>	<b>\$ 872,624</b>	<b>\$ 846,684</b>	<b>97%</b>	<b>\$ 7,331,331</b>	<b>\$ 6,980,493</b>	<b>95%</b>	<b>\$ 350,838</b>

**VCFMS Plus Estimated Accrued Expense for Fiscal Year 2015- 2016**  
**Year to Date Expenditures from 07/01/15 to 06/30/2016 (100% 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	1,492,218	-	1,492,218	575,764	29,915	605,679	285,720	16,929	302,649	2,353,702	46,843	2,400,545
Adult	1,131,877	-	1,131,877	435,602	62,791	498,393	201,069	11,955	213,024	1,768,548	74,746	1,843,293
Youth	340,485	-	340,485	1,212,062	136,824	1,348,885	222,406	13,224	235,630	1,774,953	150,047	1,925,000
Rapid Response	251,002	-	251,002	118,155	11,980	130,135	49,669	2,953	52,623	418,826	14,934	433,760
<b>OTHERS:</b>												
WorkForce Accelerated Fund	7,921	-	7,921	(115)	-	(115)	-	-	-	7,806	-	7,806
DOL Bridges 2 Work	33,026	-	33,026	1,900	150,515	152,415	23,849	1,376	25,226	58,775	151,891	210,667
CWDB Steps 2 Work	5,562	-	5,562	41,250	62,295	103,545	10,003	595	10,598	56,815	62,890	119,705
VC I- E3	32,782	-	32,782	-	-	-	6,934	-	6,934	39,716	-	39,716
<b>Total WIOA Grants</b>	<b>\$ 3,294,873</b>	<b>\$ -</b>	<b>\$ 3,294,873</b>	<b>\$ 2,384,618</b>	<b>\$ 454,319</b>	<b>\$ 2,838,937</b>	<b>\$ 799,652</b>	<b>\$ 47,032</b>	<b>\$ 846,684</b>	<b>\$ 6,479,143</b>	<b>\$ 501,351</b>	<b>\$ 6,980,493</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 06/30/2016 (100% into the Fiscal Year)*

Rpt Line #	Program Year Funding and Traing Expenditures	FY 12-14 Grant Due 10/01/14	FY 13-15 Grants Due 10/01/15	14-16 Grants (Due 10/1/16)	15-17 Grants (Due 10/1/16)
4)	Adult and Dislocated Worker Formula Fund Allocations	4,503,559	4,346,991	4,092,349	4,133,724.00
5)	Training Expenditures Required	1,125,890	1,086,748	1,023,087	1,033,431
	<i>Training Expenditures % Required</i>	<i>25%</i>	<i>25%</i>	<i>25%</i>	<i>25%</i>
6)	Formula Fund Training Expenditures	921,243	1,053,524	1,263,321	977,907
	Leveraged Resources				
	- Total Leveraged Resources	562,187	400,025	425,933	348,361
	- Maximum Allowed Leveraged Resources (10%)	450,356	434,699	409,235	413,372
7)	- Total Leveraged Resources Used Towards Training Expenditures	450,356	400,025	409,235	348,361
8)	Total Amount Spent On Training (should equal/exceed Line 5)	1,371,599	1,453,549	1,672,556	1,326,269
	% of Training Requirement Met (final goal is 100%)	<b>122%</b>	<b>134%</b>	<b>163%</b>	<b>128%</b>

9)	<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	197,600
	<b>Total</b>	<b>562,187</b>	<b>400,025</b>	<b>425,933</b>	<b>348,361</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

**FY 2015-16 WIOA TENTATIVE BALANCED BUDGET PLAN (Approved on 6/18/15, update on 10/22/15, 12/17/2015, 04/26/16)**

		Dislocated Worker	Adult	Youth	Rapid Response	WAF Project	DOL Bridges 2 Work	CWDB Steps 2 Work	VC I-E3	FY 15-16 Plan	Year to Date Expenditures from 07/01/15 to 06/30/2016 (100% into the Fiscal Year)
<b>Revenue Projection:</b>											
1	FY15-16 Grants(W SIN14-53 and WSD15-19)	2,342,693	1,791,031	1,956,058	456,459		500,000	165,000	158,960	7,370,201	
2	FY15-16 Mgmt Reserve: (7% DW, 7.3% Adult, 4% Youth)	(172,007)	(132,097)	(76,747)						(380,851)	
3	<b>FY 16-17 B2W &amp; S2W Funds, FY16-18 VCI-E3</b>						(287,363)	(41,248)	(81,980)	(410,591)	
4	Balance rolled over from prior year grants:									-	
5	FY14-15 Mgt Reserve	190,783.00	119,540.00	130,062.00						440,385	
6	Additional rollover - Salaries Savings/(CSD Overage)	49,367	24,808	2,921		693				77,789	
7	Overhead Saving/(Overage)					7,301				7,301	
8	FY 14-15 Unspent Contracts/Misc	80,269	15,175	26,654						122,098	
9	ITA/OJT Committed in FY14-15 spent in FY15-16	80,000	25,000							105,000	
10	<b>Total Available Grants to be Spent</b>	<b>2,571,105</b>	<b>1,843,457</b>	<b>2,038,948</b>	<b>456,459</b>	<b>7,994</b>	<b>212,637</b>	<b>123,752</b>	<b>76,980</b>	<b>7,331,332</b>	
11	Grants %	35.1%	25.1%	27.8%	6.2%	0.1%	2.9%	1.7%	1.1%	100%	
12	CSD FTEs Assigned to the programs	12.76	9.80	2.00	2.26	0.08	0.05	0.05		27.00	
13	% Direct FTEs Allocated to Grants	47.3%	36.3%	7.4%	8.4%	0.3%	0.2%	0.2%	0.0%		
14	% Admin Staff Allocated to Grants	35.0%	25.0%	26.0%	6.0%	0.0%	0.5%	0.5%	7.0%	100%	
15	<b>Expenditure Projection:</b>										
16	<b>Salaries and Benefits:</b>										
17	CSD	2,475,000	1,169,667	898,333	183,333	207,167	7,333	4,583	4,583	2,475,000	2,533,618
18	WDB Administration	967,500	338,625	241,875	251,550	58,050	226	4,838	4,838	67,500	967,500
19	<b>Subtotal Salaries and Benefits</b>		<b>1,508,292</b>	<b>1,140,208</b>	<b>434,883</b>	<b>265,217</b>	<b>7,559</b>	<b>9,421</b>	<b>9,421</b>	<b>67,500</b>	<b>3,442,500</b>
20	<b>Direct Expenses:</b>										
21	<u>Grant Specific Contracts</u>										
22	EDC-VC Business Services					95,000	-			95,000	95,000
23	Boys and Girls Club: Core Program			511,000						511,000	462,034
24	Pathpoint: Core Program			511,000						511,000	497,814
25	VACE Core Program			286,000						286,000	304,398
26	CSD-CalWORKs Activities						177,289	62,419		239,708	212,810
27	Special Projects									-	
28	<b>Subtotal - Contracted Program Expense</b>			<b>1,308,000</b>		<b>95,000</b>		<b>177,289</b>	<b>62,419</b>	<b>1,642,708</b>	<b>1,572,056</b>
29	<u>Client Expenses:</u>										
30	ITA / OJT (25% required - 10% leverage)		508,539	386,206						894,745	872,907
31	ITA / OJT Committed in 14-15 to be spent in 15-16		80,000	25,000						105,000	105,000
32	Others/ChildCare/Trans - JTA		61,000	24,000	-		264			85,264	41,687
33	Universal Clients (now charged in oh/admin)		-	-	-					-	
34	<b>Subtotal - Client Expense</b>		<b>649,539</b>	<b>435,206</b>			<b>264</b>			<b>1,085,009</b>	<b>1,019,594</b>
35	<u>Other Allocated/Contracted Expenses</u>										
36	Geographic Solutions		-	-	-	-				-	5,520
37	WAF Grant Facilitator									-	(115)
38	S2W CCD Training	41,250						41,250		41,250	41,250
39	Outrch/Mktg: theAgency	150,000	65,000	28,000	27,000	30,000	-			150,000	149,828
40	Outreach -WDB	27,240	8,400	3,000	7,000	6,600	-		2,240	27,240	27,295
41	WDB Expense - Non Staff	20,000	8,164	5,029	5,562	1,245	-			20,000	11,844
42	Program Outreach-CSD	50,000	20,409	12,572	13,906	3,113				50,000	11,663
43	Kiosk		-	-	-	-				-	-
44	WDBVC Regional Labor Market Reports									-	-
45	Subtotal - other allocated expense	288,490	101,972	48,601	53,468	40,958	-	41,250	2,240	288,490	247,285
46	<b>Subtotal- Program/Clients Expenses</b>		<b>751,511</b>	<b>483,807</b>	<b>1,361,468</b>	<b>135,958</b>		<b>177,553</b>	<b>103,669</b>	<b>2,240</b>	<b>3,016,207</b>
47	<b>Total Direct Program Expense</b>		<b>2,259,803</b>	<b>1,624,016</b>	<b>1,796,351</b>	<b>401,175</b>	<b>7,559</b>	<b>186,974</b>	<b>113,090</b>	<b>69,740</b>	<b>6,133,809</b>
48	<u>Overhead/Administration:</u>										
49	Communication/Voice/data	62,000	22,075	15,590	17,244	3,851	1,795	776	669	62,000	66,458
50	Insurance	19,822	7,058	4,984	5,513	1,231	574	248	214	19,822	19,822
51	Facilities Maint.	95,090	33,857	23,910	26,447	5,906	2,753	1,190	1,027	95,090	141,470
52	Membership and dues	12,350	4,397	3,105	3,435	767	358	154	133	12,350	12,000
53	Education allowance	6,207	2,210	1,561	1,726	386	180	78	67	6,207	1,100
54	Indirect cost recovery(County A87)	57,917	20,622	14,563	16,108	3,597	1,677	725	625	57,917	58,697
55	Books and Publication	10,100	3,596	2,540	2,809	627	292	126	109	10,100	-
56	Furniture/Fixtures-<5000 (\$44,020)	23,130	8,236	5,816	6,433	1,437	670	289	250	23,130	20,909
57	Mail Center - ISF	9,100	3,240	2,288	2,531	565	263	114	98	9,100	4,146
58	Purchase Charges - ISF	3,800	1,353	955	1,057	236	110	48	41	3,800	3,365
59	Copy Machine - ISF	22,000	7,833	5,532	6,119	1,367	637	275	238	22,000	12,231
60	Stores - ISF	550	196	138	153	34	16	7	6	550	194
61	Information Tech - ISF	21,000	7,477	5,280	5,841	1,304	608	263	227	21,000	17,004
62	Computer Services Non ISF	825	294	207	229	51	24	10	9	825	-
63	Building Lease/Rental	85,500	30,443	21,499	23,780	5,311	2,475	1,070	923	85,500	84,539
64	Storage Charges - ISF	7,000	2,492	1,760	1,947	435	203	88	76	7,000	7,915
65	Mileage Reimb. - Staffs only	33,765	12,022	8,490	9,391	2,097	977	422	365	33,765	21,057
66	Conference/Seminars:Staffs	20,340	7,242	5,114	5,657	1,263	589	254	220	20,340	17,726
67	Conference and Seminars - WDB St	35,000	12,462	8,801	9,735	2,174	1,013	438	378	35,000	21,818
68	Misc. Travel - Staffs only	8,228	2,930	2,069	2,288	511	238	103	89	8,228	-
69	Fiscal/HR/BTD/ET (HSA)	325,000	116,318	81,743	90,287	21,269	435	9,809	3,812	325,000	327,278
70	Attorney Fees	9,000	3,204	2,263	2,503	559	261	113	97	9,000	8,955
71	Other Admin Services	4,900	1,745	1,232	1,363	304	142	61	53	4,900	-
72	<b>Subtotal Overhead</b>	872,624	<b>311,302</b>	<b>219,441</b>	<b>242,597</b>	<b>55,284</b>	<b>435</b>	<b>25,663</b>	<b>10,662</b>	<b>7,240</b>	<b>872,624</b>
73											
74	<b>Planned Total Grant Expenses</b>		<b>2,571,105</b>	<b>1,843,457</b>	<b>2,038,948</b>	<b>456,459</b>	<b>7,994</b>	<b>212,637</b>	<b>123,752</b>	<b>76,980</b>	<b>7,331,331</b>
75	Admin Rate for State Reporting		8%	8%	8%	8%	6%	7%	5%	8%	6,980,493
76	Admin Rate (State Reported + Other)		12%	12%	12%	12%	5%	12%	9%	12%	
77	<b>Work in Progress: Grant Balances</b>		<b>(0)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>0</b>	<b>1</b>

**PY 2015-16 YTD PAID AND ACCRUED EXPENDITURES 07/01/15 TO 06/30/2016 (100% INTO THE FISCAL YEAR)**

		Dislocated Worker	Adult	Youth	Rapid Response	Workforce Accelerated Fund	DOL Bridges 2 Work	CWDB Steps 2 Work	VC I- E3	Total	Adjusted Plan
<b>Revenues:</b>		WDSW	WADL	WYTH	WRRS	WAF	WLEP	STW			
1	FY 15-16 Grants	2,342,693	1,791,031	1,956,058	456,459	-	500,000	165,000	317,920	7,529,161	7,370,201
2	FY15-16 Management Reserve	(172,007)	(132,097)	(76,747)	-	-	-	-	-	(380,851)	(380,850.83)
3	<b>FY 16-17 B2W &amp; S2W Funds FY14-18 for VC 1</b>	-	-	-	-	-	(287,363)	(41,248)	(240,940)	(569,551)	(410,591)
4	Balance rollover from Prior Year	-	-	-	-	-	-	-	-	-	-
5	FY14-15 Mgt Reserve	190,783	119,540	130,062	-	-	-	-	-	440,385	440,385
6	Additional rollover - Salaries Savings/(CSD Overage)	49,367	24,808	2,921	-	693	-	-	-	77,789	77,789
7	Overhead Saving/(Overage)	-	-	-	-	7,301	-	-	-	7,301	7,301
8	FY 14-15 Unspent Contracts/Misc	80,269	15,175	26,654	-	-	-	-	-	122,098	122,098
9	ITA/OJT Committed in FY14-15 spent in FY15-16	80,000	25,000	-	-	-	-	-	-	105,000	105,000
10	<b>Total Projected Revenues</b>	2,571,105	1,843,457	2,038,948	456,459	7,994	212,637	123,752	76,980	7,331,332	7,331,332
11	Grants %	35.1%	25.1%	27.8%	6.2%	0.1%	2.9%	1.7%	1.1%	100%	
12	<b>CSD FTEs Assigned</b>	27									
13	% CSD FTES Allocated to Grants	100%									
14	% Admin Staff Allocated to Grants(Per CM)	100%									
15	<b>Expenditure Projection:</b>										
16	<b>Salaries and Benefits:</b>										
17	Direct Salaries - Costed in VCHRP	737,295	560,303	55,236	115,212	-	28,921	-	-	1,496,967	2,475,000
18	Direct costs (non costed in VCHRP)	1,036,651	485,448	376,266	76,789	86,388	7,921	1,920	1,920	1,036,651	967,500.00
	WDB Program (Per VCHRP)	707,968	261,890	189,810	202,593	48,012	-	2,124	3,540	32,782	740,750
	WDB Admin (Per VCHRP)	20,505	7,585	5,498	5,868	1,391	-	62	103	-	20,505
19	Subtotal Salaries and Benefits	1,492,218	1,131,877	340,485	251,002	7,921	33,026	5,562	32,782	3,294,873	3,442,500
21	<b>Contracted Services (Grant Specific)</b>										
22	EDC-VC	-	-	-	95,000	-	-	-	-	95,000	95,000
23	Boys and Girls Club: Core Program	-	-	462,034	-	-	-	-	-	462,034	511,000
24	PathPoint: Core Program	-	-	497,814	-	-	-	-	-	497,814	511,000
25	VACE: Allied Hlth Youth(Vta Unified)	-	-	304,398	-	-	-	-	-	304,398	286,000
26	CSD CalWORKS Activity	-	-	-	-	-	150,515	62,295	-	212,810	239,708
27	WDB Special Projects/EDD	-	-	-	1	-	-	-	-	1	-
28	Subtotal - Contracted Services	-	-	1,264,246	95,001	-	150,515	62,295	-	1,572,057	1,642,708
29	<b>CSD Client Expenses:</b>										
30	25% Classroom Training - ITA	407,569	175,137	-	-	-	-	-	-	582,706	894,745
31	25% On The Job Training -OJT	118,155	277,046	-	-	-	-	-	-	395,201	105,000
32	Supportive Services	-	22,828	16,959	-	-	1,900	-	-	41,687	85,264
34	Subtotal - Client Expense	548,553	469,141	-	-	-	1,900	-	-	1,019,594	1,085,009
35	<b>Allocated/Contracted Expenses</b>										
36	Geographic Solutions Per Plan	7,107	1,380	552	2,484	1,104	-	-	-	5,520	-
37	Grant Facilitator/Kay Faulconer	-	-	-	-	-	(115)	-	-	(115)	-
38	S2W CCd Training	-	-	-	-	-	-	41,250	-	41,250	41,250
39	theAgency (Bill Hamilton)	149,828	37,457	14,983	67,423	29,966	-	-	-	149,828	150,000
40	WDB Promotion/Sponsorship	27,295	9,826	7,370	7,916	2,184	-	-	-	27,295	27,240
41	WDB Expense - Non Staff	11,844	4,264	3,198	3,435	948	-	-	-	11,844	20,000
42	CSD Program Outreach	11,663	4,199	3,149	3,382	933	-	-	-	11,663	50,000
45	Subtotal - Allocated Services	57,126	29,251	84,639	35,134	(115)	-	41,250	-	247,285	288,490
46	<b>Subtotal- Contracted/Clients Services</b>	605,679	498,393	1,348,885	130,135	(115)	152,415	103,545	-	2,838,937	3,016,207
48	<b>Overhead/Administration:</b>										
49	Communication/Voice/data	66,458	23,663	16,711	18,484	4,128	-	1,924	831	66,458	62,000
50	Insurance	A 19,822	7,058	4,984	5,513	1,231	-	574	248	19,822	19,822
51	Facilities Maint.	94,438	50,554	35,701	39,490	8,819	-	4,110	1,776	141,470	95,090
52	Membership and dues	12,000	4,273	3,017	3,338	745	-	347	150	12,000	12,350
53	Education allowance	1,100	392	277	306	68	-	32	14	1,100	6,207
54	Indirect cost recovery	A 58,697	20,899	14,759	16,325	3,646	-	1,699	734	58,697	57,917
55	Printing, Books and Publication	0	-	-	-	-	-	-	-	-	10,100
56	Office Supplies/Equipment	20,909	7,445	5,257	5,815	1,299	-	605	262	20,909	23,130
57	Mail Center - ISF	4,146	1,476	1,042	1,153	258	-	120	52	4,146	9,100
58	Purchase Charges -ISF	A 3,365	1,198	846	936	209	-	97	42	3,365	3,800
59	Copy Machine - ISF	12,231	4,355	3,075	3,402	760	-	354	153	12,231	22,000
60	Stores - ISF	194	69	49	54	12	-	6	2	194	550
61	Information Tech - ISF	17,004	6,054	4,276	4,729	1,056	-	492	213	17,004	21,000
62	Computer Services/Equip	-	-	-	-	-	-	-	-	-	825
63	Building Lease/Rental	84,539	30,101	21,257	23,513	5,251	-	2,447	1,058	84,539	85,500
64	Storage Charges - ISF	7,915	2,818	1,990	2,201	492	-	229	99	7,915	7,000
65	Mileage Reimb. - Staffs only	21,057	7,497	5,295	5,857	1,308	-	610	263	21,057	33,765
66	Conference and Seminars - CSD Staffs	17,726	6,311	4,457	4,930	1,101	-	513	222	17,726	20,340
67	Conference and Seminars - WDB Staffs	21,818	7,768	5,486	6,068	1,355	-	632	273	21,818	35,000
68	Misc. Travel - Staffs only	-	-	-	-	-	-	-	-	-	8,228
69	A Fiscal/HR/BTD/ET(HSA)	A 327,278	117,529	82,293	91,025	20,328	-	10,174	4,094	1,834	327,278
70	Attorney Fees	A 8,955	3,188	2,252	2,491	556	-	259	112	97	8,955
71	Other Admin (2206,2302,2303)	-	-	-	-	-	-	-	-	-	4,900
72	<b>Subtotal Overhead</b>	799,652	302,649	213,024	235,630	52,623	-	25,226	10,598	6,934	846,684
	Ratio for Overhead/WDB salary based on expenditure		35.6%	25.1%	27.8%	6.2%	0.0%				
	WDB Special Projects										
74	<b>Total Grant Expenses</b>	2,400,545	1,843,293	1,925,000	433,760	7,806	210,667	119,705	39,716	6,980,493	7,331,331



# WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

[workforceventuracounty.org](http://workforceventuracounty.org)

**TO: EXECUTIVE COMMITTEE**

**FROM: CHERYL MOORE  
EXECUTIVE DIRECTOR**

**DATE: AUGUST 11, 2016**

**SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE OF THE WORKFORCE  
DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE MINOR  
REVISIONS TO THE WDB POLICY ON NON-WDB MEMBERS OF THE PROGRAMS  
COMMITTEE (LOCAL POLICY BULLETIN #2016-03)**

## **RECOMMENDATION**

Recommend that the Executive Committee of the Workforce Development Board of Ventura County (WDB) approve two minor revisions to the Policy on Non-WDB Members of the Programs Committee (Local Policy Bulletin #2016-03).

## **DISCUSSION**

To bring the wording of this policy into conformity with the language of the Workforce Innovation and Opportunity Act (WIOA), we would change item number 7 of the listed categories to read "Workforce organizations" rather than "Labor organizations." We would also correct the Reference to read: "WIOA 107(b)(2)(B)(i-iv), which is the exact section of the law wherein *workforce* organizations are specifically and clearly defined. A copy of the proposed revised policy is attached.

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



**WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB)**

LOCAL POLICY BULLETIN #2016-03

Policy on Non-WDB Members of the Programs Committee

Effective Date: July 1, 2016 (Revised 08/11/16)

**SUBJECT:** Policy on Non-WDB Members of the Programs Committee

**PURPOSE:** This policy establishes the criteria for membership on the Programs Committee of the Workforce Development Board of Ventura County of non-WDB members.

**REFERENCE:** WIOA 107(b)(2)(B)(i-iv); WDB Bylaws, as amended July 1, 2016

**POLICY:** Recognizing the prospective usefulness of having non-WDB members on the Programs Committee to benefit from their appropriate experience and expertise and also to promote additional community engagement where needed, the WDB establishes the terms by which non-WDB members may join the Programs Committee and defines the conditions in which they may serve.

Apart from WDB members who may choose to serve on the Programs Committee, no more than two non-WDB members may be appointed from any one of the categories below:

1. Educational institutions
2. Housing authorities
3. Juvenile justice/justice system/law enforcement
4. Behavioral/mental health agencies
5. Community-based organizations concentrating on workforce issues for youth or adults
6. Rehabilitation agencies
7. Workforce organizations
8. American Job Center of California (AJCC) partners
9. Employers

After submitting an application, a resume, and a letter of recommendation to the WDB Membership Committee, an application for non-WDB membership on the Programs Committee will be considered by the Membership Committee for recommendation to the WDB for approval. Non-WDB members will be approved for a three-year term by the WDB at one of its regular meetings. Reappointments will be considered, recommended, and approved in the same way. In view of their Programs Committee responsibility to participate in making fiscal recommendations to the WDB, non-WDB members also will be required to complete ethics training and a WDB orientation session within 60 days of appointment, and to attend Programs Committee meetings regularly.

**INQUIRIES:** The WDB Administration staff can be reached at 805-477-5306 and will answer questions regarding this policy, which will be revised as need arises.



# WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

[workforceventuracounty.org](http://workforceventuracounty.org)

**TO: EXECUTIVE COMMITTEE**

**FROM: CHERYL MOORE  
EXECUTIVE DIRECTOR**

**DATE: AUGUST 11, 2016**

**SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE OF THE WORKFORCE  
DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE SUBMISSION  
OF THE 2016 CONFLICT OF INTEREST CODE BIENNIAL REVIEW OF THE WDB  
TO THE CLERK OF THE BOARD OF SUPERVISORS**

## **RECOMMENDATION**

Recommend that the Executive Committee of the Workforce Development Board of Ventura County (WDB) approve submission of the 2016 Conflict of Interest Code Biennial Review of the WDB to the Clerk of the Board of Supervisors.

## **DISCUSSION**

Every two years we are asked to revise as needed the form that notifies the Clerk of the Board of Supervisors of those individuals who are required to submit Form 700 in accordance with the WDB Conflict of Interest Code. In addition to updating the title of the Workforce Development Board, we have listed categories listed for Form 700 submission: all WDB members, the WDB Executive Director, and the WDB Administrative Managers (Senior Administrative Specialists). The revised Review is attached for review and approval.

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

# 2016 Local Agency Biennial Notice

Name of Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

**An amendment is required. The following amendments are necessary:**

*(Check all that apply.)*

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) \_\_\_\_\_

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

---

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
*Signature of Chief Executive Officer*

\_\_\_\_\_  
*Date*

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

**Board of Supervisors  
800 S. Victoria Avenue  
Venutra, CA 93009-1920**

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

**201~~6~~4 CONFLICT OF INTEREST CODE**  
**WORKFORCE ~~INVESTMENT-DEVELOPMENT~~ BOARD**  
**OF VENTURA COUNTY**

The Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

The terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the **WORKFORCE ~~INVESTMENT-DEVELOPMENT~~ BOARD**, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the **WORKFORCE ~~INVESTMENT-DEVELOPMENT~~ BOARD**. Persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Clerk of the Ventura County Board of Supervisors' Office which shall be the Filing Officer.

**IN PREPARING THE FORM 700, DESIGNATED FILERS NEED ONLY DISCLOSE THOSE FINANCIAL INTERESTS FALLING WITHIN THE DISCLOSURE CATEGORIES DESIGNATED FOR THAT FILER'S POSITION AS STATED IN EXHIBITS A AND B.**

**APPROVED AND ADOPTED** this 11<sup>th</sup>-14-day of August-October, 20146:

By: \_\_\_\_\_  
Print Name: Cheryl Moore : Cheryl  
Moore  
Title: Executive Director

**EXHIBIT A – DESIGNATED POSITIONS**

# of POSITIONS	POSITION TITLE	DISCLOSURE CATEGORIES (From Exhibit B)
<b><u>19-4533-45</u></b>	<b><u>WIB-Board Members</u></b>	<b><u>1</u></b>
<b><u>1</u></b>	<b><u>WIOA Executive Director</u></b>	<b><u>1</u></b>
<b><u>5</u></b>	<b><u>Senior Administrative Specialist</u></b>	<b><u>1</u></b>
Consultants <sup>1</sup>		

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<sup>1</sup> The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.

## **EXHIBIT B – DISCLOSURE CATEGORIES**

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

### **Category 1 – BROADEST DISCLOSURE**

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

- (1) All sources of *income, gifts, loans and travel payments*;
- (2) All *interests in real property*; and
- (3) All *investments and business positions in business entities*.

### **Category 2 – REAL PROPERTY**

[SEE FORM 700 SCHEDULE B]

All *interests in real property*, including *interests in real property* held by *business entities* and trusts in which the public official holds a business position or has an *investment* or other financial interest.

### **Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which engage in land development, construction, or real property acquisition or sale.

### **Category 4 – PROCUREMENT**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

### **Category 5 – REGULATION AND PERMITTING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

### **Category 6 – FUNDING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which receive grants or other funding from or through the designated position's agency or department.

**APPENDIX - DESIGNATING OFFICIALS WHO  
MANAGE PUBLIC INVESTMENTS**

Pursuant to Government Code section 87200 et seq., certain city and county officials, as well as all “other officials who manage public investments,” are required to disclose their economic interests in accordance with the Political Reform Act. This Appendix provides the relevant definitions for determining which public officials qualify as “other officials who manage public investments,” designates the agency’s positions which qualify as such, and states the Filing Officer for each designated position.

**APPLICABLE DEFINITIONS**

As set forth in 2 California Code of Regulations section 18701, the following definitions apply for the purposes of Government Code section 87200:

(1) “Other public officials who manage public investments” means:

(A) Members of boards and commissions, including pension and retirement boards or commissions, or of committees thereof, who exercise responsibility for the management of public investments;

(B) High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers. This category shall not include officers and employees who work under the supervision of the chief or principal investment officers or the chief financial managers; and

(C) Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions that would otherwise be performed by the public officials described in subdivision (1)(B) above.

(2) “Public investments” means the investment of public moneys in real estate, securities, or other economic interests for the production of revenue or other financial return.

(3) “Public moneys” means all moneys belonging to, received by, or held by, the state, or any city, county, town, district, or public agency therein, or by an officer thereof acting in his or her official capacity, and includes the proceeds of all bonds and other evidences of indebtedness, trust funds held by public pension and retirement systems, deferred compensation funds held for investment by public agencies, and public moneys held by a financial institution under a trust indenture to which a public agency is a party.

(4) “Management of public investments” means the following non-ministerial functions: directing the investment of public moneys; formulating or approving investment policies; approving or establishing guidelines for asset allocations; or approving investment transactions.

**DESIGNATED POSITIONS AND FILING OFFICERS**

Based on the foregoing, the following agency positions and/or consultants qualify as “other officials who manage public investments” and shall file Statements of Economic Interests (Form 700) pursuant to Government Code section 87200 et seq. with the below-designated Filing Officers:

<b># of POSITIONS</b>	<b>POSITION TITLE/CONSULTANT</b>	<b>FILING OFFICER</b> (Designate County Clerk of Board [COB] or Local Agency’s Clerk [AC])



**2016 CONFLICT OF INTEREST CODE  
WORKFORCE DEVELOPMENT BOARD  
OF VENTURA COUNTY**

The Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

The terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the **WORKFORCE DEVELOPMENT BOARD**, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the **WORKFORCE DEVELOPMENT BOARD**. Persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Clerk of the Ventura County Board of Supervisors' Office which shall be the Filing Officer.

**IN PREPARING THE FORM 700, DESIGNATED FILERS NEED ONLY DISCLOSE THOSE FINANCIAL INTERESTS FALLING WITHIN THE DISCLOSURE CATEGORIES DESIGNATED FOR THAT FILER'S POSITION AS STATED IN EXHIBITS A AND B.**

**APPROVED AND ADOPTED** this 11<sup>th</sup> day of August, 2016:

By: \_\_\_\_\_  
Print Name: Cheryl Moore  
Title: Executive Director

**EXHIBIT A – DESIGNATED POSITIONS**

<b># of POSITIONS</b>	<b>POSITION TITLE</b>	<b>DISCLOSURE CATEGORIES (From Exhibit B)</b>
<b>19-45</b>	<b>Board Members</b>	<b>1</b>
<b>1</b>	<b>WIOA Executive Director</b>	<b>1</b>
<b>5</b>	<b>Senior Administrative Specialist</b>	<b>1</b>
Consultants <sup>1</sup>		

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<sup>1</sup> The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.

## **EXHIBIT B – DISCLOSURE CATEGORIES**

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

### **Category 1 – BROADEST DISCLOSURE**

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

- (1) All sources of *income, gifts, loans and travel payments*;
- (2) All *interests in real property*; and
- (3) All *investments and business positions in business entities*.

### **Category 2 – REAL PROPERTY**

[SEE FORM 700 SCHEDULE B]

All *interests in real property*, including *interests in real property* held by *business entities* and trusts in which the public official holds a business position or has an *investment* or other financial interest.

### **Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which engage in land development, construction, or real property acquisition or sale.

### **Category 4 – PROCUREMENT**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

### **Category 5 – REGULATION AND PERMITTING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

### **Category 6 – FUNDING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which receive grants or other funding from or through the designated position's agency or department.

**APPENDIX - DESIGNATING OFFICIALS WHO  
MANAGE PUBLIC INVESTMENTS**

Pursuant to Government Code section 87200 et seq., certain city and county officials, as well as all “other officials who manage public investments,” are required to disclose their economic interests in accordance with the Political Reform Act. This Appendix provides the relevant definitions for determining which public officials qualify as “other officials who manage public investments,” designates the agency’s positions which qualify as such, and states the Filing Officer for each designated position.

**APPLICABLE DEFINITIONS**

As set forth in 2 California Code of Regulations section 18701, the following definitions apply for the purposes of Government Code section 87200:

(1) “Other public officials who manage public investments” means:

(A) Members of boards and commissions, including pension and retirement boards or commissions, or of committees thereof, who exercise responsibility for the management of public investments;

(B) High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers. This category shall not include officers and employees who work under the supervision of the chief or principal investment officers or the chief financial managers; and

(C) Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions that would otherwise be performed by the public officials described in subdivision (1)(B) above.

(2) “Public investments” means the investment of public moneys in real estate, securities, or other economic interests for the production of revenue or other financial return.

(3) “Public moneys” means all moneys belonging to, received by, or held by, the state, or any city, county, town, district, or public agency therein, or by an officer thereof acting in his or her official capacity, and includes the proceeds of all bonds and other evidences of indebtedness, trust funds held by public pension and retirement systems, deferred compensation funds held for investment by public agencies, and public moneys held by a financial institution under a trust indenture to which a public agency is a party.

(4) “Management of public investments” means the following non-ministerial functions: directing the investment of public moneys; formulating or approving investment policies; approving or establishing guidelines for asset allocations; or approving investment transactions.

**DESIGNATED POSITIONS AND FILING OFFICERS**

Based on the foregoing, the following agency positions and/or consultants qualify as “other officials who manage public investments” and shall file Statements of Economic Interests (Form 700) pursuant to Government Code section 87200 et seq. with the below-designated Filing Officers:

<b># of POSITIONS</b>	<b>POSITION TITLE/CONSULTANT</b>	<b>FILING OFFICER</b> (Designate County Clerk of Board [COB] or Local Agency’s Clerk [AC])

**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>
--------------------------------

**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>
--------------------------------

**Insights**

- The WDB has terrific bench strength. Thanks to the breadth of experience, collaborative efforts, and level of commitment among our WDB and WDB committee members, we have been able to accomplish a great deal while making a smooth transition from WIA to WIOA.
- Although the roles of the long-standing Youth Council and Resource Development Committee ended this year, the members are to be commended for their exceptional contributions to the success of the WDB.
- Creating a new Programs Committee to evaluate all of the WIOA core programs was a good idea.
- We are keeping our forward momentum to address local workforce development needs while remaining flexible to adapt to ongoing changes in state and federal requirements.
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DRAFT