



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

EXECUTIVE COMMITTEE MEETING

Thursday, October 13, 2016
8:00 a.m. - 9:30 a.m.

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

REVISED AGENDA

| | | |
|-----------|--|-----------------------|
| 8:00 a.m. | 1.0 Call to Order and Agenda Review | Jim D. Faul |
| 8:02 a.m. | 2.0 Public Comments Procedure: The public is welcome to comment. All comments not related to items on the agenda may be made at the beginning of the meeting only. | Jim D. Faul |
| 8:05 a.m. | 3.0 WDB Chair Comments | Jim D. Faul |
| 8:10 a.m. | 4.0 Consent Items 4.1 Approve Executive Committee Minutes: September 15, 2016 4.2 Receive and File: WDB Committee Reports | Jim D. Faul |
| 8:15 a.m. | 5.0 WDB Administration <ul style="list-style-type: none">• Performance Report• Financial Status Report | Theresa Salazar Vital |
| 8:20 a.m. | <ul style="list-style-type: none">• Youth RFP• One-Stop Operator RFP | Richard McNeal |
| 8:30 a.m. | 6.0 Action Items 6.1 Recommendation that the Workforce Development Board of Ventura County (WDB) Approve the Use of Workforce Innovation and Opportunity Act (WIOA) Funds for Program Year 2016-2017 6.2 Recommendation that the Workforce Development Board of Ventura County (WDB) Approve an Updated Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan for Program Year 2016-2017 | Cheryl Moore |

8:40 a.m.

7.0 WIOA Regional and Local Planning

Cheryl Moore

- Planning Update
 - California EDD/CWDB Final Directive
 - AJCC Partners MOU Phase 2
 - Youth Community Forum: October 14, 2016
 - Sector Committee Planning
 - WDB Member Workforce Development Survey
 - Timeline
- WDB Planning Meeting
October 27, 2016 (8:00 a.m.-11:30 a.m.)

9:25 a.m.

8.0 Committee Member Comments

Committee

9:30 a.m.

9.0 Adjournment

Jim D. Faul

Next Meeting

November 10, 2016 (8:00 a.m.-9:30 a.m.)
VCCF Nonprofit Center (Board Room)
4001 Mission Oaks Blvd., Camarillo, CA

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



WDB Executive Committee Meeting
September 15, 2016

MINUTES

Meeting Attendees

Executive Committee

Vic Anselmo (Vice Chair)
Greg Barnes
Brian Gabler
Alex Rivera
Patty Schulz
Jesus Torres

WDB Administration

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

Guests

Nancy Ambriz (HSA Community Services Department-WIOA)
Sally Harrison (Office of the Ventura County CEO)

1.0 Call to Order and Agenda Review

Vic Anselmo called the meeting to order at 8:08 a.m. No changes were made to the agenda.

2.0 Public Comments

No comments.

3.0 Approval of Executive Committee Minutes: August 11, 2016

Motion to approve: Alex Rivera
Second: Brian Gabler
Motion carried

4.0 Performance Update:

The following information was shared and discussed with Committee members:

- *WIOA Adult Enrollments – Fourth Quarter (Q4) July 1, 2015 through June 30, 2016:* Community Services Department/WIOA (CSD) enrolled 114 new participants or 139% of plan to actual. Total Q4 cumulative enrollments are at 188 with 130 participants provided training.
- *WIOA Dislocated Worker Enrollments – Q4:* CSD enrolled 123 new participants or 98% of plan to actual. Total Q4 cumulative enrollments were at 258, with 213 participants provided training.
- *CWDB Steps2Work Enrollments – Q4:* CSD enrolled 19 new participants or 76% of plan to actual. Total Q4 cumulative enrollments were at 19, with 11 participants provided training.
- *DOL Bridges2Work Enrollments – Q4:* CSD enrolled 21 new participants or 140% of plan to actual. Total Q4 cumulative enrollments were at 21.
- *AJCC Universal Enrollments – Q4:* The number of customers receiving public access employer and employment/career services through the Ventura County American Job Center of California is at 14,168.

- Common Measures – 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.

5.0 Financial Status Report: Update

Because of finalizing FY 2015-16 expenditures for State reporting, the initial FSR for FY 2016-2017 will be available at the October 13th Executive Committee meeting.

6.0 Action Items

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.

Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Authorize WDB Staff to Develop, and Authorize the County of Ventura Human Services Agency Contracts Department to Release, a Request for Proposals (RFP) for Approximately \$1,210,000 in Workforce Innovation and Opportunity Act (WIOA) Title 1 Core Youth Funds for Comprehensive Youth Services

WDB staff will initiate further discussion and collaboration with County staff to fully develop and release a final procurement for WIOA Title 1 Youth services in the fall of 2016. Contract awards will be announced in June 2017, with services to begin on July 1, 2017, and operate through June 30, 2018.

Motion to approve: Greg Barnes
 Second: Jesus Torres
 Motion carried

Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Authorize the Procurement Department of the County of Ventura General Services Agency to Conduct, on behalf of the WDB, the Procurement of the One-Stop Operator as Required by the Workforce Innovation and Opportunity Act (WIOA) for WIOA One-Stop Operator Services for Program Years 2017-2020

To avoid conflict of interest, a separate County department is best suited to conduct the mandated procurement of the One-Stop Operator on behalf of the WDB and according to requirements under WIOA Sec.121(d)(2)(A). The One-Stop Operator must be a consortium of three or more current One-Stop partners. GSA will recommend the successful bidder to the WDB, and the WDB will approve a recommendation for approval by the County Board of Supervisors. One-Stop Operator services will begin on July 1, 2017.

Motion to approve: Brian Gabler
 Second: Patty Schultz
 Motion carried

7.0 WIOA Regional and Local Planning

- California Workforce Association Conference: Vic Anselmo provided highlights from the September 6-8, 2016 California Workforce Association, 2015 Meeting of the Minds conference in Monterey, mentioning a new LinkedIn training model, "Training Finder," that connects middle-skill job seekers with careers in advanced manufacturing and IT.

- Planning Update: The following WDBVC planning timeline includes timeline changes as suggested by Executive Committee members:

2016

| | |
|-------------------|---|
| Aug. | Release of Federal Final Rule for WIOA |
| Sept.-Oct. | Release of California (CWDB) final requirements for WIOA regional plan, local plan, and AJCC MOU Phase 2 |
| Fall | Release of WIOA One-Stop Operator RFP |
| Oct. 27 | WDB annual planning meeting: discussion of major components of regional and local plans |
| Nov. 10 | WDB Executive Committee meeting: review of draft regional and local plans, and a draft outline of AJCC MOU Phase 2 |
| Dec. 8 | WDB meeting: approve release of draft regional and local plans for public comment and authorize Executive Committee to approve final plan; review draft content of AJCC MOU Phase 2 |
| Dec. 8 | Public comment period begins: regional and local plans |

2017

| | |
|-----------------|--|
| Jan. 9 | Public comment period ends: regional and local plans |
| Jan. 12 | WDB Executive Committee meeting: approve final regional and local plans; review updated draft AJCC MOU Phase 2 |
| Feb. 23 | WDB meeting |
| Feb. 28 | BOS meeting: approve final regional and local plans (with updated draft of AJCC MOU Phase 2 attached) |
| March 1 | Submit AJCC MOU Phase 2 updated draft to CWDB |
| March 15 | Submit final regional and local plans (with AJCC MOU Phase 2 updated draft attached) |
| April 13 | WDB Executive Committee meeting: recommendation to WDB for approval of recommendation to BOS for One-Stop Operator MOU and final/signed AJCC MOU Phase 2 |
| April 27 | WDB meeting: recommendation to BOS for approval of One-Stop Operator MOU and final/signed AJCC MOU Phase 2 |
| May | BOS meeting: approve One-Stop Operator MOU and final/signed AJCC MOU Phase 2 |
| May | Submit final/signed AJCC MOU Phase 2 to CWDB |
| June | CWDB approval of regional and local plans, including final/signed AJCC MOU Phase 2 |
| July 1 | Implementation of regional and local plans, including final/signed AJCC MOU Phase 2 |

8.0 WDB Administration

- WDB Planning Meeting for October 27, 2016 (8:00 a.m. to 11:30 a.m.): Focus on the Ventura County Regional and Local Plan

9.0 Committee Member Comments

No comments.

10.0 Adjournment

Motion to adjourn at 9:32 a.m.: Vic Anselmo

Second: Brian Gabler

Motion carried

Next Meeting

October 13, 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**

October 13, 2016

WDB COMMITTEE REPORTS

- 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

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workforceventuracounty.org

TO: EXECUTIVE COMMITTEE

FROM: JESUS TORRES, CHAIR

DATE: OCTOBER 13, 2016

SUBJECT: BUSINESS SERVICES COMMITTEE

The Business Services Committee met on Wednesday, September 28, 2016. In attendance were: Jesus Torres (Chair), Greg Van Ness, Tracy Perez, Stephen Yeoh; Workforce Development Board (WDB) staff Talia Barrera, Cheryl Moore and Patrick Newburn, and guests Heidi Hayes (theAgency) and Jim Rose (Oxnard Chamber of Commerce).

Cheryl Moore provided an overview of the industry sector requirements for WDB regional and local planning under the Workforce Innovation and Opportunity Act (WIOA). She also shared with the committee the importance of the regional strategy for building a competitive workforce pipeline in Ventura County.

In launching the new committee, members agreed to work together to identify regional economic indicators, regional data related to business services, and sector priorities for workforce development in targeted occupations. The committee received updated workforce/occupational data, workforce skills charts, draft two-year sector committee plans, and a summary of discussion outcomes from the WDB Joint Sector Committee meeting on August 5, 2016. Next steps include:

- Review the sources of information shared at the meeting, identify initial priorities, and collaborate on innovative approaches to meet the ever-evolving needs of the businesses.
- Look to develop strategic partnerships among workforce organizations, educational institutions, economic development and community based organizations in order to learn what other entities are doing to support workforce and try to avoid any duplication of efforts in the region.

The next Business Services Committee meeting is scheduled for November 30, 2016, from 8:30 a.m. to 10:00 a.m. at the Ventura County Community Foundation (VCCF) 4001 Mission Oaks Blvd., Camarillo, CA.

If you have questions or need more information, please call me at (805) 390-1167, or contact Talia Barrera at 805-477-5341, talia.barrera@ventura.org.



TO: EXECUTIVE COMMITTEE

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

DATE: OCTOBER 13, 2016

SUBJECT: CLEAN/GREEN COMMITTEE REPORT

The Clean/Green Committee met on September 16, 2016. In attendance were Committee members Anthony Mireles (Chair), John Brooks, Charles Harrington, Eric Humel, Teresa Johnson, Valeria Makarova, Kimberly Nilsson, Douglas O'Brien, and Wayne Pendrey; WDB staff Patricia Duffy, Cheryl Moore; and guests Bill Camarillo (Agromin), Nan Drake (E.J. Harrison & Sons), Darrell Gooden (Ventura County Office of Education), Jim Rose (Oxnard Chamber of Commerce), Richard Saint (Ventura Unified School District), and David Sampson (Ventura Unified School District). Topics of discussion included:

Committee Spotlight on AB 1826: Commercial Organics Recycling

Bill Camarillo, Chief Executive Officer of Agromin and Nan Drake, Director of Government Affairs and Public Relations for Harrison Industries, presented on Assembly Bill 1826, which went into effect on April 1, 2016. The new law requires businesses and multi-family units 5 units or more that generate 8 or more cubic yards of organic waste each week, such as food waste (including paper waste soiled with food), landscaping waste and non-hazardous wood waste, to sign up for commercial organic recycling. The two Ventura companies Harrison Industries and Agromin have been strategic partners in waste management for years. Harrison Industries collects the organic waste and Agromin turns the waste into compost for agriculture and renewable resources such as biofuels.

Mr. Camarillo and Ms. Drake informed the committee that recycling creates jobs in collection, processing and manufacturing occupations. Indicating that one landfill job equals ten recycling jobs, they noted an estimate that as many as 110,000 jobs will be created related to the recycling initiatives in California. Job opportunities in the recycling industry offer a wide range of options and encourages entrepreneurs to find innovative solutions.

Ventura County Regional Strategic Workforce Development Plan

- Employer Awareness Workgroup Report

The Employer Awareness Workgroup shared their progress on ways to help businesses understand the value of incorporating sustainability into their business practices. The workgroup was exploring a way to create short videos of local industry success stories on how sustainable practices in business saves money, grows business and creates jobs. Following up on a suggestion from a committee member, the Ventura Adult and Continuing Education (VACE) multimedia program was contacted and the workgroup was asked to submit a short proposal. Two additional committee members volunteered to join the workgroup to assist with the project.

- Year-End Review 2015-2016 – Insights

The committee made final recommendations for the Year-End Review insights and approved the final version.

- WIOA Sector Planning

The Committee reviewed and discussed the joint sector meeting outcomes, including workforce development priorities for the next two years and related credentials. The need for more qualified inspectors and the need to create more awareness of water and wastewater industry jobs were considered. There appears to be employers stating they have well-paying jobs, such as truck drivers, but they are unable to find qualified candidates to fill them. Because the Ventura County region has many small to medium size businesses, collaborative approach would be to identify numerous small businesses with similar, on-going hiring needs and then to develop training programs to meet those needs, thereby building pipelines to benefit these smaller industries.

The next meeting of the Clean/Green Committee is scheduled for November 18, 2016, from 8:00 a.m. to 9:30 p.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA.

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



TO: EXECUTIVE COMMITTEE

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

DATE: OCTOBER 13, 2016

SUBJECT: HEALTHCARE COMMITTEE REPORT

The WDB Healthcare Committee met on September 23, 2016. Attending the meeting were Committee members Greg Barnes (Chair), John Cordova, Adam Hunt, Teresa Johnson, Amy Mantel, Sandra Melton, Dawn Neuman, Lisa Safaeinili, Richard Trogman, and Celina Zacarias; WDB staff Patricia Duffy, Cheryl Moore, Patrick Newburn; and guests Sarah Gonzaga (SEIU 2015), Marybeth Jacobsen (Workforce Education Coalition), Jim Rose (Oxnard Chamber of Commerce) The following is a summary of topics discussed:

Committee Chair Comments

Greg Barnes introduced and welcomed the new members to the Healthcare Committee: Adam Hunt (Pacific Coast Homecare) and Lisa Safaeinili (Westminster Free Clinic).

Ventura County Regional Strategic Workforce Development Plan

- CLS Field Experience Joint Application Update:

Dawn Neuman announced that they interviewed 19 applicants to fill 8 Clinical Laboratory Scientist (CLS) field experience openings in the consortia of four hospitals participating. The program at California State University, Channel Islands (CSUCI) will be starting on October 23, 2016. Dr. Neuman stated they had an amazing pool of candidates who applied. They have 53 names on the list and were able to narrow down the field by selecting candidates that already had their training license, a requirement for the field training. The demand for CLS field placements still exceeds the placement capacity in Ventura. The Committee recognizes this amazing accomplishment in having, for the first time, local field experience placements and the opportunity for CSUCI to restart their CLS Program. The possibilities to expand CLS field placements are increasing as other hospitals hear about the consortia.

- Regional Healthcare Case Manager/Care Coordinator Pathway Project:

- Survey Results

The Committee reviewed the results of the survey. A broad range of healthcare organizations responded to the survey which gave a perspective on the needs across various healthcare industries. Committee members engaged in a lengthy discussion regarding the survey results, including pathways into care coordination. Many nurses currently move from floor nursing to care coordination. Care coordinator positions were discussed as an alternate pathway for new graduate Associate Degree Registered Nurses

(A.D.N., R.N.), if additional training was added. It was pointed out that in Ventura County, our Community College A.D.N. R.N. graduates are getting jobs in acute care facilities and are having success finding jobs. Dual enrollment between Ventura College and Dominguez Hills University, for A.D.N. to B.S.N degrees, has assisted with a quicker transition for nurses who go on for a B.S.N. Sandra Melton, Director of the Ventura College nursing program discussed the study done by the Hospital Association of Southern CA and Health Impact. Dr. Melton noted that the study identified a critical shortage of specialty nurses in six areas; care coordination and case management, perioperative, critical care, emergency, labor and delivery and neonatal ICU. Patricia Duffy added that this same report had been discussed at the LA/Ventura Slingshot meeting. A workgroup was formed to find out more information, explore next steps and report back to the Committee at the next meeting.

– Update and Letter of Support

Patricia Duffy reported that a letter of support was going to be sent, from the Healthcare Committee, identifying the work the Healthcare Committee has done to support the LA/Ventura Care Coordinator Pathway Project.

• WIOA Sector Planning

- Joint Sector Meeting: Outcomes from the joint sector committee meeting were reviewed. The suggestion was made to add IT technicians for healthcare, healthcare IT which combines the business components of IT with how they relate to healthcare IT management, including cyber security.
- The need for industry recognized credentials and 2 Year Plan alignment was discussed briefly, and the discussion will continue at the next meeting.

• Year-End Review 2015-2016 Insights:

The insights for the Year-End Review were finalized.

• Healthcare Deputy Sector Navigator: Update:

John Cordova handed out a written report and mentioned the upcoming South Central Coast Regional Consortium (SCCRC) Stakeholder Meeting for Ventura, on Friday, October 21, 2016.

The next meeting of the Healthcare Committee is scheduled for November 4, 2016, from 8:00 a.m. to 10:00 p.m., at VCCF, 4001 Mission Oaks Blvd., Camarillo.

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



**WORKFORCE
DEVELOPMENT BOARD**

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TO: EXECUTIVE COMMITTEE

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

DATE: OCTOBER 13, 2016

SUBJECT: MANUFACTURING COMMITTEE REPORT

The next Manufacturing Committee meeting is scheduled for October 20, 2016, from 8:00 a.m. to 9:30 a.m., at the United Food and Commercial Workers International Union (UFCW), 816 Camarillo Springs Rd., Camarillo, CA.

The Manufacturing Committee report for that meeting will be provided at the Workforce Development Board meeting on October 27, 2016.

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



TO: EXECUTIVE COMMITTEE

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

DATE: OCTOBER 13, 2016

SUBJECT: MEMBERSHIP COMMITTEE REPORT

The Committee met on October 4, 2016. In attendance were Committee members Patty Schulz (Chair), Capt. Doug King, and Workforce Development Board (WDB) staff Cheryl Moore and Patrick Newburn. The following summarizes topics discussed at the meeting:

2015-2016 Year-End Review

The Committee discussed the updated 2015-2016 Year-End Review, a draft of which was submitted to the WDB in August 2016, and agreed to submit this final version for the WDB records.

Appointments and reappointments

- Reappointments: The Committee reviewed current WDB member attendance records and discussed participation on WDB committees. As directed by the Committee, letters regarding interest in reappointment were sent to two WDB members in good standing whose terms would end in December 2016. By December 2016, WDB staff were asked to contact WDB members in good standing whose terms would be ending in February 2017, 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, required business member and workforce member ratios, and the engagement/recruitment process.
- Recruitments: Committee members discussed the engagement of two potential clean/green sector candidates for recommended appointments to the WDB. Following discussions with WDB staff, application information was provided to both individuals. Replies are pending.

Action Item

Recommendation that the Workforce Development Board of Ventura County (WDB) Approve the Appointment of a Non-WDB Member to the WDB Programs Committee for a Three-Year Term

Patrick Newburn presented the required information on one non-WDB member applicant: Tressie Nickelberry, Supervising Deputy Probations Officer, Ventura County Probation Agency. The

Committee determined that applicant was an appropriate potential member for the Programs Committee and that the nomination was in compliance with 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 October 27, 2016, and if approved, the three-year term will start on that date.

WIOA Implementation Plan

Cheryl Moore reviewed the WDB Committee 2-Year Plan Guidelines and indicated that the Committee could use the document as a reference in outlining the Membership Committee plan. Patty Schulz asked the committee to begin thinking as a workgroup and generating ideas for initial 2-Year Plan bullet points to be discussed at the next meeting. Workgroup topics might include WDB goals, new member engagement, ongoing stewardship, and board growth and maintenance.

The next Membership Committee meeting is scheduled for December 6, 2016, from 8:30 a.m. to 10:00 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA.

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



TO: EXECUTIVE COMMITTEE

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

DATE: OCTOBER 13, 2016

SUBJECT: OUTREACH COMMITTEE REPORT

The WDB Outreach Committee met on September 21, 2016. Attending the meeting were Committee members Brian Gabler, Bruce Stenslie, Victoria Jump and Tracy Perez; WDB staff Talia Barrera and Cheryl Moore; and guests Heidi Hayes (theAgency), Karen Blufer (theAgency) and Christy Norton (Human Services Agency Community Services Department). The following is a brief summary of Workforce Development Board of Ventura County (WDB) outreach activities from July 16, 2016, through September 15, 2016.

Employer Outreach

- **Manufacturing Roundtable**
 - Manufacturing Networking Event at Kinamed: Eblast
 - July 25 Reminder Eblast sent – 1890, 9.2% Open Rate
 - Manufacturing Networking Event at Milgard Eblast
 - Sept 7 – 468 sent, 15.1% Open Rate
 - Sept 21 Reminder Eblast – Scheduled to be resent, 9/26 RSVP deadline
 - Manufacturing Week Event Support
 - Drafted and uploaded narrative, logos and details for each participating Manufacturing Week partner and event details on the national MFG website
 - Manufacturing Week Slider Graphic – Developed a slider graphic for placement on the WDB home page, which links to a landing detailing local events.
 - MRVC LinkedIn
 - Page Growth & Content Development (In progress)
- **KCLU**
 - Insertion Order issued on 8/24
 - Contract 8/29/16 – 6/30/17
 - WDB General PSA running
 - VCGB banners running
- **Workforce Wednesday**
 - July – dark
 - August 24 – Success in lowering the dropout rate: Roger Rice and Jason Peplinski
 - September 28 – Manufacturing Week: Alex Rivera and Byron Lindros

- **Workforce Update Eblast**
 - August 23 – WDB Cohorts: 551 sent, 20.1% Open Rate
 - June 13 – Biz list: 9,366 sent, 5.3% Open Rate
- **Ventura County Grows Business Website**
 - Site Design Makeover in Development
 - Expand priorities
 - Manufacturing Resources Landing Page – waiting for client review and feedback
 - Next Steps VCGB Website Redesign
 - Design approach
 - Site Map Redesign
 - Timeline
- **VCGB Facebook July 15 – 1,894 Fans** (through September 15, 2016)
 - Page Likes/Fans: Gained 4 fans since July 14, 2016
 - Posts – 32 total posts since July 15 (approx. 15 per month)
 - Post Reach: Paid re-started 9/14, no stats yet
 - Post Reach: 372 most for a single day (8/24/16)

Employer Outreach – In Development

- Clean Green/Sustainability Outreach – Agency participated in a conference call at a bi-monthly meeting to discuss/explore strategies to target small businesses with 1) the value of hiring new employees with a ‘sustainability’ skill set and 2) help small businesses see the financial value in identifying and adopting clean/green business practices
- October 2016 Issue: “Workforce Update”

Youth Outreach

- VC Jobs with a Future Website
 - Designed new home page approach to add the VCJWF Twitter feed and ‘feature’ links to new resources and key sector career information.
 - Identified photos in need to updating to be consistent with ‘older’ youth target under the new WIOA guidelines
 - VCJWF Twitter July 15 – September 15, 2016
 - Followers – 7 gained since July 15
 - 58 Total Tweets (July 15-Sept 15)
 - 1064 Profile Visits (July 15 – Sept 15)
 - 10,600 Impressions (July 15 – Sept 15)
 - Paid outreach to restart 9/16

Job Seeker Outreach

- **Career Shops**
 - September job workshops – received and sent/posted information on August 25
 - August workshops – received and sent/posted information on July 28
- Clips:

- Moorpark Patch
- KDAR
- 805 Calendar
- Simi Acorn – August 26 – CalJOBS

General Outreach

Media Relations and Various:

- Op-ed on CLS Field Experience Program – Interviewed Dawn Neuman, Greg Barnes and Cheryl Moore: Prepared draft of op-ed and finalized
- Op-ed on Drop-out Rates – Drafted op-ed, reviewed with Roger Rice, Jason Peplinski and Cheryl Moore and finalized
- WDB new board members – Chair, Vice-Chair, three new members, prepared news release and sent with photos on July 19
- Clips:
 - Moorpark Patch
 - PRLog.org (162 views)
 - VC Star
 - Tri County Sentry – ran July 21
- Planning National Apprenticeship Week (NAW) – November 14-20 Regional Support
 - Develop Workforce Update feature, recognize WDB members with apprenticeship programs and include a sidebar/link on October/November networking events

Collateral

- Success Story Posters – 8 new stories in development
- WDB “Mission” Posters – Agency suggested development of three posters, for display at WDB board meetings, that each focus on goals of the three target segment missions. Four new versions in development
- Refresh/Update Eblast Lists
 - Stakeholders – updated August 31 as provided by WDB Staff
 - WDB Board/Committee members
 - Cohorts & Stakeholders
 - Educators
 - Local, State and Federal Representatives
 - MOU, RSA, Contract groups
- WDB Website – Google Analytics Stats July 1 to September 15, 2016
 - Audience Overview – 1,722 Sessions with 1,313 Unique users
 - Average 525/month
 - 2.61 pages per visit
 - 2.22 average minutes visit duration
 - 46.16% bounce rate
- WDB Website Content Updates
 - 8/16: Developed sub-page content to address sector strategies and resources. Submitted key sector landing page

- **Job Outlook Eblast**

- July 22 (June 2016 Report) – WDB Cohorts: 468/22.3% open rate/ 7.7% CTR
- July 22 (June 2016 Report) – Biz List, 9,517/7.5% open rate/1.3% CTR
- Aug 19 (July 2016 Report) – WDB Cohorts: 469/5.2% open rate/4.9% CTR
- Aug 19 (July 2016 Report) – Biz List: 9,448/6.2% open rate/1.8% CTR

- **Job Outlook:** The following highlights local, state and national data in terms of NOT seasonally adjusted rates for August 2016:

- Ventura County remained unchanged from 5.8% in July 2016 to 5.8% in August 2016 (August 2016=5.9%)
- California decreased .3% from 5.9% in July 2016 to 5.6% in August 2016 (August 2015 = 6.1%)
- U.S. decreased .1% from 5.1% in July 2016 to 5.0% in August 2016 (August 2015 = 5.2%)

The next meeting of the WDB Outreach Committee is scheduled for November 16, 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.



TO: EXECUTIVE COMMITTEE
FROM: TONY SKINNER, CHAIR
PROGRAMS COMMITTEE
DATE: OCTOBER 13, 2016
SUBJECT: PROGRAMS COMMITTEE REPORT

The Programs Committee met on October 5, 2016. In attendance were Committee members Tony Skinner (Chair) and Roger Rice (Vice Chair); WDB staff Richard McNeal, Cheryl Moore, Patrick Newburn and Theresa Salazar Vital; and guests Jerry Beckerman (Segue Program), Karen Blufer (theAgency), Mariana Cazares (Boys and Girls Clubs of Greater Oxnard and Port Hueneme), Charlotte Piper (PathPoint) and Omar Zapata (Boys and Girls Clubs of Greater Oxnard and Port Hueneme). The following summarizes topics discussed at the meeting:

Request for Proposals (RFP): Status

Richard McNeal reported on the status of the upcoming RFP for WIOA Youth Services, describing additional research on the part of the staff to determine (1) how many enrollments there have been in the several categories of participants over the last several years; (2) whether the existing geographic distribution of funds should be continued; and (3) whether the request for an in-kind, or leveraged, contribution should be increased. As expected, the three biggest categories of enrollments were deficiency in work skills, deficiency in English language skills, and school dropouts. Analysis of poverty data indicated that there should be a slight increase in the amount of funds devoted to the West Ventura area, including the Santa Clara Valley, together with a slight decrease in the amount devoted to the East County. Analysis of the level of in-kind funds required of applicants in other RFPs, taken together with the current practice of the Department of Labor (DOL), seemed to justify an increase from 10% to 15%. The Committee agreed with these changes. Collaboration between the WIOA staff and the Contracts unit has resulted in a tentative schedule for release of the RFP on October 14, 2016, with an award notice scheduled for January 10, 2017.

Theresa Salazar Vital reported that the current Business Services contract with EDC-VC will be extended one year, as permitted by the original RFP.

Performance: Update

Theresa Salazar Vital provided summary reports and described enrollments and performance in the adult, dislocated worker, youth and rapid response programs for the program year 2015-2016. The Committee asked several questions regarding the evaluation and reporting process.

Discussion of performance requirements for 2016-2017 was deferred to a subsequent meeting.

Youth Community Forum

Cheryl Moore announced that the Workforce Development Board will host a Youth Community Forum at the Ventura County Community Foundation on October 14, 2016, to discuss successful models of

workforce development programs for out-of-school youth in the County, gaps in programs offered, and ways to close the gaps. Discussion will include:

- Workforce development program opportunities for youth with barriers to employment; limited English proficiency; disabilities
- Integration and retention in regional sector pathways programs to living wage jobs
- Specialized supportive services
- Outreach to out-of-school youth


WIOA Success Story

Charlotte Piper from PathPoint presented the story of Noah Amaro, from Fillmore, who successfully re-enrolled in Fillmore High School, gained work experience through a paid internship with One Step a La Vez, then was hired at Burger King and now is a full-time student at Ventura College and enrolled in a business and mathematics program.

The next Programs Committee meeting is scheduled for November 2, 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.

Table O - Local Performance

| | | | |
|---|---------------------------|-----------------------|--------|
|  | Total Participants Served | Adults* | 14,355 |
| | | Dislocated Workers | 258 |
| | | Older Youth (19-21) | 146 |
| | | Younger Youth (14-18) | 144 |
| ETA Assigned # 6130 Ventura County WIB | Total Exiters | Adults* | 14,269 |
| | | Dislocated Workers | 158 |
| | | Older Youth (19-21) | 88 |
| | | Younger Youth (14-18) | 145 |

| | | Negotiated Performance Level | Actual Performance Level | Success Rate |
|--------------------------------------|--------------------|------------------------------|--------------------------|--------------|
| Entered Employment Rate | Adults | 73.5% | 82.0% | 111.6% |
| | Dislocated Workers | 76.5% | 94.0% | 122.9% |
| Retention Rate | Adults | 83.5% | 89.0% | 106.6% |
| | Dislocated Workers | 84.0% | 94.0% | 111.9% |
| Average Earnings | Adults | \$14,000 | \$16,862 | 120.4% |
| | Dislocated Workers | \$15,750 | \$24,170 | 153.5% |
| Placement in Employment or Education | Youth (14-21) | 68.0% | 78.0% | 114.7% |
| Attainment of Degree or Certificate | Youth (14-21) | 58.0% | 63.0% | 108.6% |
| Literacy or Numeracy Gains | Youth (14-21) | 58.0% | 79.0% | 136.2% |

Total participants served are clients in the program between July 1, 2015 and June 30, 2016.
 *Adult Participants include WIA Adults and WIA Self Service.
 Total exiters include clients leaving the program during the period from April 1, 2015 to March 31, 2016.
 *Adult exiters include WIA Adults and WIA Self Service.
 The cohort for entered employment rates is October 1, 2014 through September 30, 2015.
 The average earnings and retention measures are based on the clients leaving the program between April 1, 2014 and March 31, 2015.
 The cohort for placement in employment or education measure is October 1, 2014 through September 30, 2015.
 The cohort for attainment of a degree or certificate measure is October 1, 2014 through September 30, 2015.
 The literacy and numeracy cohort is July 1, 2015 through June 30, 2016.

ANALYSIS
PY 2015/16 FORMULA FUNDS UTILIZATION
INFORMATIONAL ONLY - 80% FUND UTILIZATION REQUIREMENT WAIVED FOR 2015/16 FUNDS

VENTURA COUNTY (VNP)

| PY 2015/16 | | Allowable "Program" Funding 90% (-10% Admin) | 80% Required Obligation Amount | Total Program Obligations Reported Period | Percentage of Total "Program" Obligations to 80% Requirement | Additional Obligations Needed |
|-------------------------|-------------------------|---|---|--|---|--|
| Formula Fund | Total Allocation | | | | | |
| Adult | \$ 1,791,031.00 | \$ 1,611,927.90 | \$ 1,289,542.32 | \$ 1,570,609.00 | 121.80% | \$ - |
| Youth | \$ 1,956,058.00 | \$ 1,760,452.20 | \$ 1,408,361.76 | \$ 1,654,732.00 | 117.49% | \$ - |
| Dislocated Worker | \$ 2,342,693.00 | \$ 2,108,423.70 | \$ 1,686,738.96 | \$ 1,860,471.00 | 110.30% | \$ - |

ANALYSIS
Youth Out-Of-School & Work Experience Expenditures
PY 2015 / 16

VENTURA COUNTY (VNP)

Out of School - Youth

| Grant Code | Total Youth Allocation | Less Administration | Allowable "Program" Funding 90% (-10% Admin) | 75% Out-of-School Requirement on "Program" Funding | Out-of-School Expenditures as of September 2016 | Additional Expenditures Needed to meet 75% Requirement by June 30, 2017 | Current % Spent |
|-------------------|-------------------------------|----------------------------|---|---|--|--|------------------------|
| 301 / 302 | \$ 1,956,058.00 | \$ 195,605.80 | \$ 1,760,452.20 | \$ 1,320,339.15 | 1,310,345.00 | \$ 9,994.15 | 74% |

Work Experience – Youth

| Grant Code | Total Youth Allocation | Less Administration | Allowable "Program" Funding 90% (-10% Admin) | 20% Work Experience "Program" Funding | Work Experience Expenditures as of September 2016 | Additional Expenditures Needed to meet 20% Requirement by June 30, 2017 | Current % Spent |
|-------------------|-------------------------------|----------------------------|---|--|--|--|------------------------|
| 301 / 302 | \$ 1,956,058.00 | \$ 195,605.80 | \$ 1,760,452.20 | \$ 352,090.44 | \$ 380,811.00 | \$ - | 22% |

CONSIDERATIONS FOR USE OF WIOA FUNDS
Workforce Development Board of Ventura County

WDB Policy on Uncommitted Funds

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

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

WDB Policy on Unsolicited Proposals

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

Guidelines for Use of Funds

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

RECOMMENDATION FOR USE OF UNCOMMITTED 2016-2017 WIOA FUNDS
Workforce Development Board of Ventura County

| <u>Options for Consideration</u> | <u>Disloca. Worker</u> \$214,327 | <u>Adult</u> \$102,744 | <u>Youth</u> \$89,929 | <u>Rapid Resp.</u> \$3,443 |
|---|---|---|--|---|
| 1. Restore Management Reserve levels to 5% of Dislocated Worker and Adult allocations and 6% for Youth allocation. | \$58,168 | \$38,767 | \$70,193 | |
| 2. Augment WDB Outreach funds for additional and required WIOA branding and outreach activities. | \$12,066 | \$9,123 | \$6,368 | |
| 3. Augment funding for the Community Services Department/WIOA to increase training opportunities for Dislocated Worker/Adult participants. | \$123,027 | \$42,731 | | |
| 4. Move remaining carryover to "State Project(s): Update Pending," pending future projects associated with State mandates resulting from final WIOA regulations and the regional and local planning process for PY 2017-2020. | \$21,066 | \$12,123 | \$13,368 | \$3,443 |



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: EXECUTIVE COMMITTEE

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

DATE: OCTOBER 13, 2016

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

RECOMMENDATION

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

BACKGROUND

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

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

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

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

DOL Bridges 2 Work, the CWDB Steps 2 Work, and the VC I-E3 reflect planned distribution for PY 2016-2017. The RDC reviewed the following:

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

Considerations for discussion and approval of the plan:

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

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

- On April 14, 2016, the Executive Committee received, discussed and agreed with the recommendation from the Resource Development Committee. Considering the possible announcement of 2016-2017 WIOA allocations prior to the WDB meeting, the Executive Committee amended approval of the recommendation, authorizing WDB staff to make appropriate adjustments to the budget plan prior to the WDB meeting on April 28, 2016, as needed.
- On April 21, 2016, the State issued Information Notice (WSIN15-45), notifying local areas of 2016-2017 WIOA Adult, Dislocated Worker, and Youth allocations. Because of significant decreases (\$170,327 total allocations decrease from 2015-2016 allocations) to the Adult, Dislocated Worker, and Youth allocations, there was insufficient time to make appropriate adjustments to the budget plan prior to the WDB meeting on April 28, 2016.
- On April 28, 2016, the WDB received and discussed the 2016-2017 WIOA Tentative Balanced Budget Plan. Because of significant decreases to 2016-2017 core allocations and concern for sufficient funding for 2016-2017 WIOA contract approvals, the WDB deferred action to approve the 2016-2017 WIOA Tentative Balanced Budget Plan. WDB members recommended Executive Committee approval of an adjusted 2016-2017 WIOA Tentative Balanced Budget Plan with 2016-2017 WIOA Adult, Dislocated Worker, and Youth core allocations and any other necessary budget adjustments for WDB approval at the June 16, 2016 meeting.
- On May 19, 2016, the Executive Committee discussed and approved the 2016-2017 WIOA Tentative Balanced Budget Plan. Below is a summary of major changes to WIOA 2016-2017 budget plan changes since the WDB meeting on April 28, 2016:
 - ✓ 2016-2017 WIOA allocations for Dislocated Worker (decrease from 2015-2016 allocation by \$72,969), Adult (decrease from 2015-2016 allocation by \$48,059), and Youth (decrease from 2015-2016 allocation by \$49,299) (budget line 1). NOTE: The 2016-2017 Rapid Response allocation is expected within the next 30 days.
 - ✓ Adjusted levels for 2016-2017 Management Reserve for Dislocated Worker, Adult, and Youth funding on the basis of 2016-2017 WIOA allocations described above. Management Reserve is maintained at 5% of applicable WIOA allocations.
 - ✓ 2016-2017 plan level for CSD-WIOA Salaries and Benefits for the Department of Labor (DOL) Bridges2Work program.
 - ✓ 2016–2017 plan levels for WDB Administration Salaries and Benefits for the DOL Bridges2Work program and for the California Workforce Development Board (CWDB) Steps2Work program.

DISCUSSION

The recommendation, presented for WDB Executive Committee consideration and approval today, includes changes since the WDB meeting on May 19, 2016. Below is a summary of major changes in yellow highlights to the WIOA 2016-2017 budget plan, which is on the attached budget spreadsheet:

- ✓ 2016-2017 WIOA allocation for Rapid Response (increase from 2015-2016 allocation by \$24,294). Increase of \$235,000 (from an original grant of \$165,000) for the California Workforce Development Board (CWDB) Steps2Work grant for a total of \$400,000 (budget line 1).

- ✓ Additional non-competitive funding (\$82,927) added to the Program Year (PY) 2015-2016 WIOA Subgrant for the State required Regional Plan Development and Training Coordination Project (CWDB Regional Capacity Building column). NOTE: Additional funds are pending from the State and will be included in the next update to the WIOA budget plan.
- ✓ Adjusted levels for 2016-2017 Management Reserve for Dislocated Worker (increased \$58,168), Adult (increased \$38,767), and Youth (increased \$70,193) funding. Management Reserve is maintained at 5% (Dislocated Worker and Adult) and 6% (Youth) of applicable WIOA allocations (budget line 2).
- ✓ Final Funding Year (FY) 2015-2016 carry-in funds (budget lines 7 through 10).
- ✓ Client training expenses (\$892,503) increased by \$165,758 for Community Services Department-WIOA Adult and Dislocated Worker programs will ensure the 30% Adult and Dislocated Worker training requirement is met (budget line 30). A minimum of \$802,539 of the combined Adult and Dislocated Worker allocations must be spent on client training.
- ✓ WDB Outreach expenses increased by \$22,760 for additional and required WIOA branding outreach activities (budget line 40).
- ✓ Funds reserved (\$50,000) for pending projects associated with State mandates resulting from final WIOA regulations and the regional and local planning process for PY 2017-2020 (budget lines 43 and 44).
- ✓ Decrease to Overhead/Administration (\$23,015) funds (budget line 70).

With approval from the Executive Committee today, the recommendation for a revised WIOA Tentative Balanced Budget Plan for 2016-2017 will be forwarded to the WDB for final approval on October 27, 2016.

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

FY 2016-17 WIOA BUDGET PLAN (Approved on 5/19/16)

| EXECUTIVE COMMITTEE - OCTOBER 13, 2016 DRAFT UPDATE | | | | | | | | | CWDB Regional Capacity Building | FY 16-17 Plan | |
|--|---|------------------------------|------------------|------------------|---------------------------|-----------------------------------|----------------------------------|-----------------|--|--------------------------|----------------|
| | | Dislocated Worker | Adult | Youth | Rapid Response | DOL Bridges 2 Work | CWDB Steps 2 Work | VC I- E3 | | | |
| Revenue Projection: | | | | | | | | | | | |
| 1 | FY16-17 Grants (WSIN15-45 & -51) | 2,269,724 | 1,742,972 | 1,906,759 | 480,753 | 500,000 | 400,000 | 240,940 | 82,927 | 7,541,148 | |
| 2 | FY16-17 Mgmt Reserve:(5% DW, Adult, & 6% Youth) | (113,486) | (87,149) | (117,618) | - | | | | | (318,253) | |
| 3 | Grant balance rollover | | | | | (50,000) | (50,000) | (97,476) | | | |
| 4 | FY 15-16 Spent for non core grants | | | | | (210,667) | (119,705) | (39,716) | | (370,088) | |
| 5 | Balance rolled over from prior year grants: | | | | | | | | | - | |
| 6 | FY15-16 Mgt Reserve | 172,007 | 132,097 | 76,747 | | | | | | 380,851 | |
| 7 | Additional rollover - Salaries Savings/(CSD Overhead Saving/(Overage) | 16,020 | 8,349 | 94,011 | 14,582 | (23,605) | 3,854 | 34,718 | | 147,929 | |
| 8 | FY 15-16 Unspent Direct expense | 95,832 | 13,000 | 62,175 | 5,946 | 25,129 | | | | 202,082 | |
| 9 | ITA/OJT Committed FY15-16 Spent in FY16-17 | 50,000 | 18,000 | | | | | | | 68,000 | |
| 11 | Total Available Grants to be Spent | 2,490,097 | 1,833,689 | 2,022,074 | 520,805 | 240,857 | 234,149 | 138,466 | 82,927 | 7,563,064 | |
| 12 | Grants % | 32.9% | 24.2% | 26.7% | 6.9% | 3.2% | 3.1% | 1.8% | 1.1% | 100% | |
| 13 | CSD FTEs Assigned to the programs | 12.08 | 9.00 | 1.74 | 2.67 | 0.05 | 1.00 | | 0.46 | 27.00 | |
| 14 | % Direct FTES Allocated to Grants | 44.7% | 33.3% | 6.4% | 9.9% | 0.2% | 3.7% | 0.0% | 1.7% | | |
| 15 | % Admin Staff Allocated to Grants | 29.0% | 22.0% | 28.50% | 7.30% | 0.6% | 0.6% | 12.0% | | 100.00% | |
| 16 | Expenditure Projection: | | | | | | | | | | |
| 17 | Salaries and Benefits: | | | | | | | | | | |
| 18 | CSD-WIOA | 2,550,000 | 1,140,889 | 850,000 | 164,333 | 252,167 | 4,722 | 94,444 | - | 43,444 | 2,550,000 |
| 19 | WDB Administration | 1,117,000 | 323,930 | 245,740 | 318,345 | 81,541 | 6,702 | 6,702 | 134,040 | | 1,117,000 |
| 20 | Subtotal Salaries and Benefits | 1,464,819 | 1,095,740 | 482,678 | 333,708 | 11,424 | 101,146 | 134,040 | 43,444 | 3,667,000 | |
| 21 | Direct Expenses: | | | | | | | | | | |
| 22 | <u>Grant Specific Contracts</u> | | | | | | | | | | |
| 23 | EDC-VC Business Services | | | | 95,000 | | | | | 95,000 | |
| 24 | Boys and Girls Club: Core Program | | | 475,000 | | | | | | 475,000 | |
| 25 | Pathpoint: Core Program | | | 475,000 | | | | | | 475,000 | |
| 26 | VACE Core Program | | | 260,000 | | | | | | 260,000 | |
| 27 | CSD-CalWORKs Activities | | | | | 159,081 | 41,405 | | | 200,486 | |
| 28 | Subtotal - Contracted Program Expense | - | - | 1,210,000 | 95,000 | 159,081 | 41,405 | - | - | 1,505,486 | |
| 29 | <u>Client Expenses:</u> | | | | | | | | | | |
| 30 | ITA / OJT (30% required - 10% leverage) | | 511,566 | 380,937 | | | 40,000 | 32,000 | | 964,503 | |
| 31 | ITA / OJT Committed 15-16 Spent in 16-17 | | 50,000 | 18,000 | | | - | | | 68,000 | |
| 32 | Others/ChildCare/Trans - JTA | | 31,000 | 24,000 | - | | 21,500 | 10,924 | | 87,424 | |
| 33 | Universal Clients (now charged in oh/admin) | | - | - | - | | | | | - | |
| 34 | Subtotal - Client Expense | 592,566 | 422,937 | - | - | 61,500 | 42,924 | - | - | 1,119,927 | |
| 35 | <u>Other Allocated/Contracted Expenses</u> | | | | | | | | | | |
| 36 | Geographic Solutions | | - | - | - | - | | | | - | |
| 37 | Capacity Building Contractual Services | | | | | | | | | | |
| 38 | S2W CCD Training | 41,248 | | | | | | 41,248 | | 41,248 | |
| 39 | Outrch/Mktg: theAgency | 150,000 | 52,500 | 40,500 | 45,000 | 12,000 | | | | 150,000 | |
| 40 | Outreach -WDB | 50,000 | 21,066 | 12,123 | 13,368 | 3,443 | | | | 50,000 | |
| 41 | WDB Expense - Non Staff | 20,000 | 8,426 | 4,849 | 5,347 | 1,377 | | | | 20,000 | |
| 42 | Program Outreach-CSD | 50,000 | 20,000 | 20,000 | 5,000 | | | | 5,000 | 50,000 | |
| 43 | State Project(s): Update Pending | 50,000 | 21,066 | 12,123 | 13,368 | 3,443 | | | | 50,000 | |
| 44 | | | | | | | | | | | |
| 45 | Subtotal - other allocated expense | 361,248 | 123,059 | 89,594 | 77,083 | 25,263 | - | 41,248 | - | 29,250 | 385,498 |
| 46 | Subtotal- Program/Clients Expenses | 715,625 | 512,531 | 1,287,083 | 120,263 | 220,581 | 125,577 | - | 29,250 | 3,010,911 | |
| 47 | Total Direct Program Expense | 2,180,444 | 1,608,271 | 1,769,762 | 453,971 | 232,005 | 226,723 | 134,040 | 72,694 | 6,677,911 | |
| 48 | <u>Overhead/Administration:</u> | | | | | | | | | | |
| 49 | Communication/Voice/data | 65,000 | 22,923 | 16,737 | 18,613 | 4,908 | 650 | 325 | 325 | 520 | 65,000 |
| 50 | Insurance | 18,612 | 6,564 | 4,792 | 5,330 | 1,405 | 186 | 93 | 93 | 149 | 18,612 |
| 51 | Facilities Maint. | 95,090 | 33,534 | 24,485 | 27,229 | 7,180 | 951 | 475 | 475 | 761 | 95,090 |
| 52 | Membership and dues | 12,350 | 4,355 | 3,180 | 3,536 | 932 | 124 | 62 | 62 | 99 | 12,350 |
| 53 | Education allowance | 2,500 | 882 | 644 | 716 | 189 | 25 | 13 | 13 | 20 | 2,500 |
| 54 | Indirect cost recovery(County A87) | 96,670 | 34,091 | 24,892 | 27,681 | 7,299 | 967 | 483 | 483 | 773 | 96,670 |
| 55 | Books and Publication | 2,000 | 705 | 515 | 573 | 151 | 20 | 10 | 10 | 16 | 2,000 |
| 56 | Furniture/Fixtures-<5000 (\$44,020) | 23,130 | 8,157 | 5,956 | 6,623 | 1,746 | 231 | 116 | 116 | 185 | 23,130 |
| 57 | Mail Center - ISF | 5,000 | 1,763 | 1,287 | 1,432 | 378 | 50 | 25 | 25 | 40 | 5,000 |
| 58 | Purchase Charges - ISF | 3,800 | 1,340 | 978 | 1,088 | 287 | 38 | 19 | 19 | 30 | 3,800 |
| 59 | Copy Machine - ISF | 15,000 | 5,290 | 3,862 | 4,295 | 1,133 | 150 | 75 | 75 | 120 | 15,000 |
| 60 | Information Tech - ISF | 20,000 | 7,053 | 5,150 | 5,727 | 1,510 | 200 | 100 | 100 | 160 | 20,000 |
| 61 | Computer Services Non ISF | 2,000 | 705 | 515 | 573 | 151 | 20 | 10 | 10 | 16 | 2,000 |
| 62 | Building Lease/Rental | 85,500 | 30,152 | 22,015 | 24,483 | 6,456 | 855 | 428 | 428 | 684 | 85,500 |
| 63 | Storage Charges - ISF | 7,000 | 2,469 | 1,802 | 2,004 | 529 | 70 | 35 | 35 | 56 | 7,000 |
| 64 | Mileage Reimb. - Staffs only | 33,500 | 10,314 | 7,126 | 8,442 | 2,529 | 335 | 2,168 | 168 | 2,419 | 33,500 |
| 65 | Conference/Seminars - CSD Staffs | 23,000 | 7,111 | 4,922 | 6,586 | 1,737 | 230 | 1,115 | 115 | 1,184 | 23,000 |
| 66 | Conference and Seminars - WDB St | 35,000 | 12,343 | 9,012 | 10,022 | 2,643 | 350 | 175 | 175 | 280 | 35,000 |
| 67 | Fiscal/HR/BTD/ET (HSA) | 325,000 | 114,613 | 83,684 | 93,064 | 24,539 | 3,250 | 1,625 | 1,625 | 2,600 | 325,000 |
| 68 | Attorney Fees | 10,000 | 3,527 | 2,575 | 2,863 | 755 | 100 | 50 | 50 | 80 | 10,000 |
| 69 | Other misc Admin Services | 5,000 | 1,763 | 1,287 | 1,432 | 378 | 50 | 25 | 25 | 40 | 5,000 |
| 70 | Subtotal Overhead | 885,152 | 309,653 | 225,418 | 252,312 | 66,834 | 8,852 | 7,426 | 4,426 | 10,232 | 885,152 |
| 71 | Planned Total Grant Expenses | 2,490,097 | 1,833,689 | 2,022,074 | 520,805 | 240,857 | 234,149 | 138,466 | 82,927 | 7,563,063 | |
| 72 | Admin Rate for State Reporting | | 8% | 8% | 8% | 9% | 2% | 1% | 2% | 5% | 8% |
| 73 | Admin Rate (State Reported + Other) | | 12% | 12% | 12% | 13% | 4% | 3% | 3% | 12% | 12% |
| 74 | Work in Progress: Grant Balances | - | - | - | - | - | - | - | - | - | |



WORKFORCE DEVELOPMENT ACTIVITIES Provided by 32 WDB Members and 18 Non-WDB Committee Members (Total of 50)

