



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

EXECUTIVE COMMITTEE MEETING

Friday, December 2, 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.	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: October 13, 2016 4.2 Receive and File: WDB Committee Meeting Update	Jim D. Faul
8:15 a.m.	5.0 WDB Administration <ul style="list-style-type: none">FY 2016-17 Financial Status Report: October 2016Youth and One-Stop Operator RFP: Update	Theresa Salazar Vital Richard McNeal
8:30 a.m.	6.0 Action Items 6.1 Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approve the Draft of the Interim American Job Center of California (AJCC) Memorandum of Understanding (MOU) Phase II and Its Ultimate Submittal to the Board of Supervisors for Approval	Cheryl Moore

- 6.2 Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approve a Revised WDB Policy #2015-15: Policy on the Eligible Training Provider List and Individual Training Accounts
- 6.3 Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Withdraw/Rescind WDB Policy #2015-09: Policy for Out-of-School Youth
- 6.4 Recommend that the Executive Committee of the Workforce Development Board of Ventura County (WDB) authorize WDB staff to proceed with development of the draft Workforce Innovation and Opportunity Act (WIOA) Program Year 2017-2020 Regional and Local Plans.

9:25 a.m.	7.0 Committee Member Comments	Committee Members
9:30 a.m.	8.0 Adjournment	Jim D. Faul

Next Meeting
 January 12, 2017 (8:00 a.m.-9:30 a.m.)
 VCCF Nonprofit Center (Community 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
October 13, 2016

MINUTES

Meeting Attendees

Executive Committee

Jim D. Faul (Chair)
Vic Anselmo (Vice Chair)
Victor Dollar
Brian Gabler
Anthony Mireles
Alex Rivera
Patty Schulz

WDB Administration

Talia Barrera
Patricia Duffy
Cheryl Moore
Patrick Newburn
Theresa Salazar Vital

Guests

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

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

No comments

4.0 Consent Items

4.1 Approve Executive Committee Minutes: September 15, 2016

4.2 Receive and File: WDB Committee Reports

Motion to approve the Consent Items: Alex Rivera

Second: Anthony Mireles

Motion carried

5.0 WDB Administration

The following information was shared and discussed with Committee members:

- Performance Report: Final Program Year (PY) 2015-2016 performance report published by the State in their annual report to the Department of Labor. This report lists final Workforce Investment Act (WIA) performance for the WDB-VC including total WIA universal and enrolled participants served (14,903), total WIA exiters (14,660), and WIA Common Measures outcomes (exceeded negotiated levels of performance for all nine measures).

- Financial Status Report: State funds utilization analysis report, provided to WDB Administration, for the period ending June 30, 2017, PY 2015-16. The report states that the 80 percent fund utilization requirement for Youth, Adult, and Dislocated Worker grants have been waived by the State for PY 2015/16 funds. Also listed were the current expenditure rates to meet both the 75% Youth Out-of-School requirement (current % spent at 74%) and the 20% Work Experience requirement (current % spent at 22%) by June 30, 2017.
- Youth RFP: Scheduled to be released on Friday, October 14, 2016 with proposals, to serve out-of-school youth in one or more geographic regions of Ventura County, due November 30, 2016, with programs starting July 1, 2017.
- One-Stop Operator: The County of Ventura, General Services Agency, will issue the Request for Proposals, to coordinate service delivery of a WIOA American Job Center of California (AJCC) one-stop service center in Ventura County. The RFP release date is expected in November, 2016. To avoid any potential conflict of interest/WIOA fire wall issues, the WDB is not involved with this procurement.

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 Workforce Development Board of Ventura County (WDB) Approve the Use of Uncommitted Workforce Innovation and Opportunity Act (WIOA) Funds for Program Year 2016-2017**

Each Program Year, the initial Workforce Innovation and Opportunity Act (WIOA) budget plan is revised to accommodate new grant revenue and unspent carry-over funds from the prior year. Uncommitted funds totaling \$410,443, resulting from the plan revision process, are identified for WDB consideration and approval as required by WDB Policy on Uncommitted Funds and Guidelines for Use of Funds.

Motion to approve: Brian Gabler
 Second: Victor Dollar
 Motion carried

- **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**

The updated draft budget includes new revenue and expenditures, since the WDB meeting on May 19, 2016 which include: 2016-17 Rapid Response allocation; Increased CWDB Steps2Work grant funds; new WIOA Regional Capacity Building Subgrant funds; Adjusted Management Reserve levels; Final 2015-16 carry-in funds; Increased Adult and Dislocated Worker training funds; Increased WDB Outreach funds; Reserved funds for pending projects associated with State mandates; and decreases to Overhead/Administration funds.

After a lengthy discussion of the draft budget update, and at the request of Executive Committee members, an overview of the 2016-2017 WIOA Budget Plan update was provided:

	Dislocated Worker	Adult	Youth	Rapid Resp.	DOL Bridges 2Work	CWDB Steps2Work	VC Innov. E3	CWDB Regnl. Capacity	Total
Total Funds Available	\$2,490,097	\$1,833,689	\$2,022,074	\$520,805	\$240,857	\$234,149	\$138,466	\$82,827	\$7,563,064
Plan without Uncommitted Funds	\$2,275,770	\$1,730,945	\$1,932,245	\$517,362	\$240,857	\$234,149	\$138,466	\$82,827	\$7,152,621
Uncommitted Funds Available	\$214,327	\$102,744	\$89,829	\$3,443					\$410,443
Recommend ed Plan Using Uncommitted Funds	\$2,490,097	\$1,833,689	\$2,022,074	\$520,805	\$240,857	\$234,149	\$138,466	\$82,827	\$7,563,064

Motion to approve: Brian Gabler
 Second: Victor Dollar
 Abstain: Alex Garcia
 Motion carried

7.0 WIOA Regional and Local Planning

- AJCC Partners MOU Phase 2: Final State Directive (WSD16-09) was issued October 14, 2016 (WSD16-07).
- California EDD/CWDB Final Directive: Regional and Local Planning Guidance for PY 2017-2020 was issued on September 16, 2016 (WSD 16-07).
- WDB Youth Community Forum: The event for collaborative problem solving among community-based organizations, youth program providers, government agencies, and student representatives will be held on October 14, 2016 at the VCCF Nonprofit Center, Camarillo.

8.0 Committee Member Comments

Jim D. Faul expressed his appreciation to committee members for their work and commitment.

9.0 Adjournment

Motion to adjourn at 9:34 a.m.: Alex Rivera
 Second: Vic Anselmo
 Motion carried

Next Meeting

December 2, 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**

**MEETING UPDATE FOR DECEMBER/JANUARY
December 2, 2016**

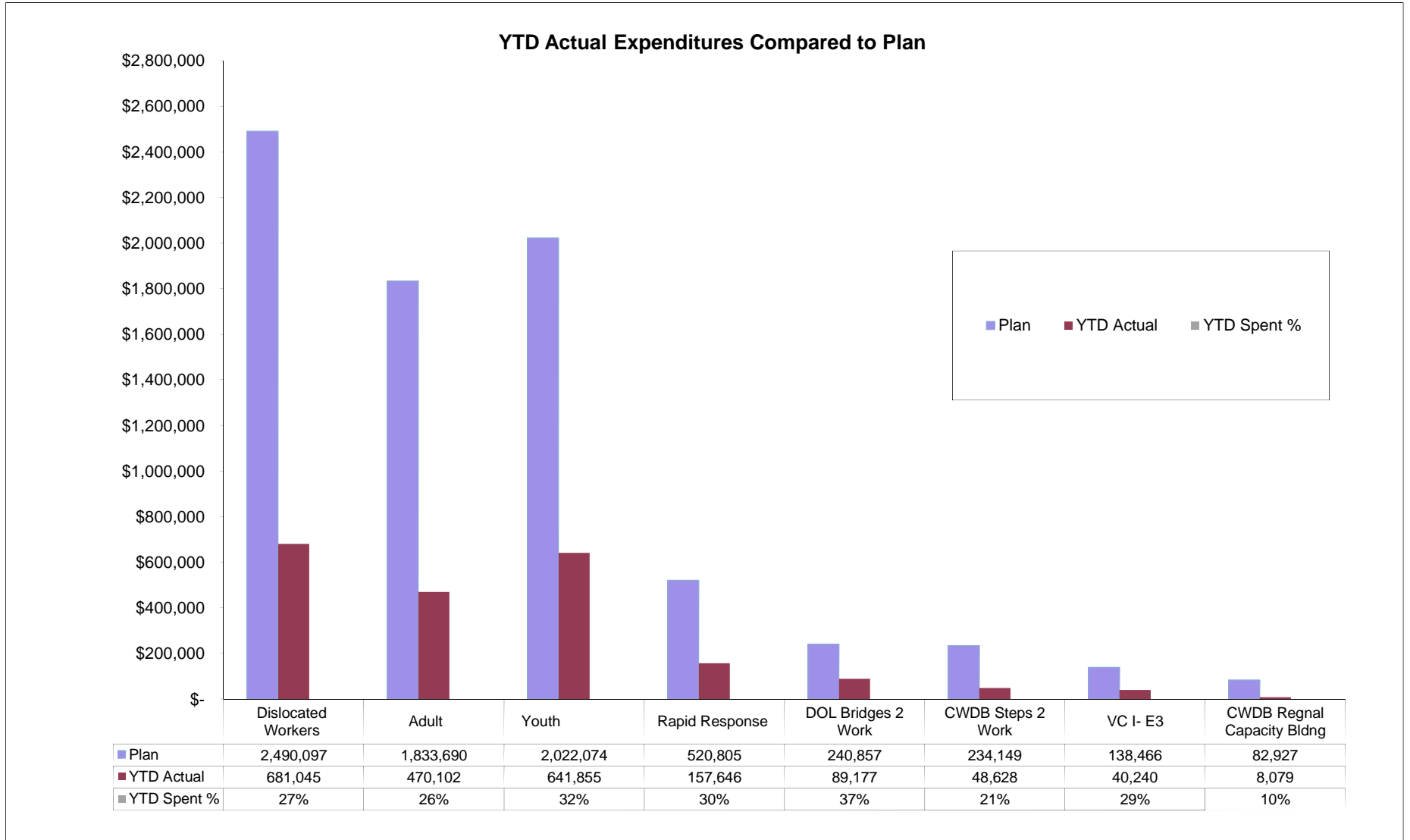
- Business Services Committee January 25, 2017 VCCF Nonprofit Center (Community Room)
4001 Mission Oaks Blvd., Camarillo
- Clean/Green Committee January 20, 2017 VCCF Nonprofit Center (Community Room)
4001 Mission Oaks Blvd., Camarillo
- Healthcare Committee January 13, 2017 VCCF Nonprofit Center (Community Room)
4001 Mission Oaks Blvd., Camarillo
- Manufacturing Committee December 15, 2016 UFCW Local 770 (Suite A)
816 Camarillo Springs Road, Camarillo
- Membership Committee December 6, 2016 VCCF Nonprofit Center (Community Room)
4001 Mission Oaks Blvd., Camarillo
- Outreach Committee January 18, 2017 EDC-VC (Conference Room)
1601 Carmen Drive, Suite 215, Camarillo
- Programs Committee January 4, 2017 Human Services Agency (Redwood Room)
855 Partridge Drive, Ventura



FINANCIAL STATUS REPORT for FISCAL YEAR 2016-2017
Year to Date Expenditures from 07/01/16 to 10/31/2016 (33% into the Fiscal Year)
Submitted on: November 18, 2016

FINANCIAL STATUS REPORT for FISCAL YEAR 2016-2017

Year to Date Expenditures from 07/01/16 to 10/31/2016 (33% into the Fiscal Year)



FINANCIAL STATUS REPORT for FISCAL YEAR 2016-2017

Year to Date Expenditures from 07/01/16 to 10/31/2016 (33% 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
Core Grants:													
Dislocated Worker	1,464,819	449,960	31%	715,625	127,979	18%	309,653	103,106	33%	2,490,097	681,045	27%	1,809,052
Adult	1,095,740	327,854	30%	512,532	78,872	15%	225,418	63,376	28%	1,833,690	470,102	26%	1,363,587
Youth	482,678	169,240	35%	1,287,084	379,686	29%	252,312	92,929	37%	2,022,074	641,855	32%	1,380,219
Rapid Response	333,708	96,209	29%	120,263	40,298	34%	66,834	21,138	32%	520,805	157,646	30%	363,159
Others:													
DOL Bridges 2 Work	11,424	61,002	534%	220,581	16,536	7%	8,852	11,639	131%	240,857	89,177	37%	151,680
CWDB Steps 2 Work	101,146	27,431	27%	125,577	15,917	13%	7,426	5,279	71%	234,149	48,628	21%	185,522
VC I- E3	134,040	38,997	29%	-	-	0%	4,426	1,244	28%	138,466	40,240	29%	98,225
CWDB Regnal Capacity Bldng	43,444	6,814	16%	29,250	-	0%	10,232	1,266	12%	82,927	8,079	10%	74,847
Total WIOA Grants	\$ 3,667,000	\$ 1,177,507	32%	\$ 3,010,912	\$ 659,289	22%	\$ 885,152	\$ 299,977	34%	\$ 7,563,064	\$ 2,136,773	28%	\$ 5,426,291

FINANCIAL STATUS REPORT for FISCAL YEAR 2016-2017

Year to Date Expenditures from 07/01/16 to 10/31/2016 (33% into the Fiscal Year)

	Salaries and Benefits			Direct Program/Client Expenses			Other Operating Expenses			Total		
	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total
CORE GRANTS:												
Dislocated Worker	417,036	32,924	449,960	82,479	45,500	127,979	67,171	35,936	103,106	566,686	114,359	681,045
Adult	303,865	23,989	327,854	12,372	66,500	78,872	41,288	22,088	63,376	357,525	112,578	470,102
Youth	156,856	12,383	169,240	226,001	153,685	379,686	60,541	32,389	92,929	443,398	198,457	641,855
Rapid Response	89,170	7,040	96,209	16,304	23,994	40,298	13,771	7,367	21,138	119,245	38,401	157,646
OTHERS:												
DOL Bridges 2 Work	56,539	4,464	61,002	1,536	15,000	16,536	7,582	4,056	11,639	65,657	23,520	89,177
CWDB Steps 2 Work	25,424	2,007	27,431	917	15,000	15,917	3,439	1,840	5,279	29,781	18,847	48,628
VC I- E3	36,143	2,853	38,997	-	-	-	810	434	1,244	36,953	3,287	40,240
CWDB Regnal Capacity Bldng	6,315	499	6,814	-	-	-	825	441	1,266	7,140	940	8,079
Total WIOA Grants	\$ 1,091,348	\$ 86,159	\$ 1,177,507	\$ 339,610	\$ 319,679	\$ 659,289	\$ 195,426	\$ 104,551	\$ 299,977	\$ 1,626,385	\$ 510,389	\$ 2,136,773

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 07/01/16 to 10/31/2016 (33% 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 K698402 (Due 10/1/17)	16-18 Grants K7102079 (Due 10/1/18)
4)	Adult and Dislocated Worker Formula Fund Allocations	4,503,559	4,346,991	4,092,349	4,133,724.00	4,012,696.00
5)	Training Expenditures Required	1,125,890	1,086,748	1,023,087	1,240,117	1,203,809
	<i>Training Expenditures % Required</i>	25%	25%	25%	30%	30%
6)	Formula Fund Training Expenditures	921,243	1,053,524	1,128,877	911,523	90,775
	Leveraged Resources					
	- Total Leveraged Resources	562,187	400,025	425,933	368,361	13,175
	- Maximum Allowed Leveraged Resources (10%)	450,356	434,699	409,235	413,372	401,270
7)	- Total Leveraged Resources Used Towards Training Expenditures	450,356	400,025	409,235	368,361	13,175
8)	Total Amount Spent On Training (should equal/exceed Line 5)	1,371,599	1,453,549	1,538,112	1,279,884	103,950
	% of Training Requirement Met (final goal is 100%)	122%	134%	150%	103%	9%

9)	Leveraged Resources Detail (notes)					
	(a) Pell Grant	116,771	233,994	135,654	160,761	7,690
	(b) Programs Authorized by the Workforce Investment Act (VETP)	200,457	0	0	0	
	(c) Trade Adjustment Assistance (EDD)	129,548	0	0	0	
	(e) Match Fund from Employers, and Industry Associations (OJT 50%)	115,411	166,031	290,279	207,600	5,485
	Total	562,187	400,025	425,933	368,361	13,175
Legends/Coding for Source/Type of Leveraged Resources:						
9a) = Pell Grant						
9b) = Programs Authorized by the Workforce Investment Act (specify)						
9c) = Trade Adjustment Assistance						
9d) = Dept of Labor National Emergency Grants						
9e) = Match funds from employers, industry, and industry associates (specify)						
9f) = Match funds from joint labor-management trusts (specify)						
9g) = Employment Training Panel grants						

NOTES:

Early in the year, the "% of Training Requirement Met..." shown above may appear to "understate" the degree to which the organization is actually accomplishing its planned training goals (i.e. the organization is likely doing better than it looks here). This is because the training expenditures shown in this report do NOT include costs related to two areas of current year training activities that are in the current year Plan:

- 1) Current year training activities (in current year Plan) that have been paid with prior year grant funds
- 2) Current year training activities (in current year Plan) that have been committed to but not yet paid

FY 2016-17 WIOA BUDGET PLAN (Approved on 5/19/16, updated on 10/27/16)

										Year to Date Expenditures from 07/01/16 to 10/31/2016 (33% into the Fiscal Year)			
		Dislocated Worker	Adult	Youth	Rapid Response	DOL Bridges 2 Work	CWDB Steps 2 Work	VC I- E3	CWDB Regal Capacity Bldng	FY 16-17 Plan			
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	7,624,075			
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)		(197,476)			
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 Coverage)	16,020	8,349	94,011	14,582	(23,605)	3,854	34,718		147,929			
8	Overhead Saving/(Overage)		6,420		19,524					25,944			
9	FY 15-16 Unspent Direct expense	95,832	13,000	62,175	5,946	25,129				202,082			
10	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%			
Expenditure Projection:													
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	816,063	32%	
19	WDB Administration 1,117,000	323,930	245,740	318,345	81,541	6,702	6,702	134,040		1,117,000	361,444	32%	
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	1,177,507	32%	
Direct Expenses:													
<u>Grant Specific Contracts</u>													
23	EDC-VC Business Services				95,000					95,000	35,869	38%	
24	Boys and Girls Club: Core Program			475,000						475,000	142,209	30%	
25	Pathpoint: Core Program			475,000						475,000	138,503	29%	
26	VACE Core Program			260,000						260,000	82,416	32%	
27	CSD-CalWORKs Activities					159,081	41,405			200,486	30,000	15%	
28	Subtotal - Contracted Program Expense	-	-	1,210,000	95,000	159,081	41,405	-	-	1,505,486	428,997	28%	
<u>Client Expenses:</u>													
30	ITA / OJT (30% required - 10% leverage)	511,566	380,937			40,000	32,000			964,503	89,349	9%	
31	ITA / OJT Committed 15-16 Spent in 16-17	50,000	18,000			-	-			68,000	68,000	100%	
32	Others/ChildCare/Trans - JTA	31,000	24,000	-	-	21,500	10,924			87,424	17,571	20%	
34	Subtotal - Client Expense	592,566	422,937	-	-	61,500	42,924	-	-	1,119,927	174,920	16%	
<u>Other Allocated/Contracted Expenses</u>													
36	Geographic Solutions	-	-	-	-	-	-	-	-	-	-	-	
37	Capacity Building Contractual Services								24,250	24,250	-	0%	
38	S2W CCD Training 41,248	0.3500	0.2700	0.3000	0.0800		41,248			41,249	-	0%	
39	Outrch/Mktg: theAgency 150,000	52,500	40,500	45,000	12,000					150,000	50,000	33%	
40	Outreach -WDB 50,000	21,066	12,123	13,368	3,443					50,000	-	0%	
41	WDB Expense - Non Staff 20,000	8,426	4,849	5,347	1,377					20,000	5,372	27%	
42	Program Outreach-CSD 50,000	20,000	20,000		5,000				5,000	50,000	-	0%	
43	State Project(s): Update Pending 50,000	21,066	12,123	13,368	3,443					50,000	-	0%	
45	Subtotal - other allocated expense 361,248	123,059	89,595	77,084	25,263	-	41,248	-	29,250	385,499	55,372	14%	
46	Subtotal- Program/Clients Expenses	715,625	512,532	1,287,084	120,263	220,581	125,577	-	29,250	3,010,912	659,289	22%	
47	Total Direct Program Expense	2,180,444	1,608,272	1,769,762	453,971	232,005	226,723	134,040	72,694	6,677,912	1,836,796	28%	
<u>Overhead/Administration:</u>													
48		35.27%	25.75%	28.63%	7.55%	1.00%	0.50%	0.50%	0.80%	100.00%			
49	Communication/Voice/data 65,000	22,923	16,737	18,613	4,908	650	325	325	520	65,000	22,730	35%	
50 A	Insurance 18,612	6,564	4,792	5,330	1,405	186	93	93	149	18,612	6,204	33%	
51	Facilities Maint. 95,090	33,534	24,485	27,229	7,180	951	475	475	761	95,090	31,680	33%	
52	Membership and dues 12,350	4,355	3,180	3,536	932	124	62	62	99	12,350	11,350	92%	
53	Education allowance(consolidated w/	0	-	-	-	-	-	-	-	-	-	-	
54 A	Indirect cost recovery(County A87) 96,670	34,091	24,892	27,681	7,299	967	483	483	773	96,670	32,223	33%	
55 A	Books and Publication 2,000	705	515	573	151	20	10	10	16	2,000	(155)	-8%	
56	Furniture/Fixtures<5000 (\$44,020) 23,130	8,157	5,956	6,623	1,746	231	116	116	185	23,130	7,500	32%	
57 A	Mail Center - ISF 5,000	1,763	1,287	1,432	378	50	25	25	40	5,000	4,205	84%	
58 A	Purchase Charges - ISF 3,800	1,340	978	1,088	287	38	19	19	30	3,800	1,155	30%	
59 A	Copy Machine - ISF 15,000	5,290	3,862	4,295	1,133	150	75	75	120	15,000	4,532	30%	
60 A	Information Tech - ISF 20,000	7,053	5,150	5,727	1,510	200	100	100	160	20,000	5,707	29%	
61 A	Computer Services Non ISF 2,000	705	515	573	151	20	10	10	16	2,000	667	33%	
62	Building Lease/Rental 85,500	30,152	22,015	24,483	6,456	855	428	428	684	85,500	32,595	38%	
63 A	Storage Charges - ISF 7,000	2,469	1,802	2,004	529	70	35	35	56	7,000	2,406	34%	
64	Mileage Reimb. - Staffs only 33,500	10,314	7,126	8,442	2,529	335	2,168	168	2,419	33,500	11,573	35%	
65	Conference/Seminars-CSD Staffs 25,000	7,816	5,437	7,159	1,888	250	1,125	125	1,200	25,000	6,904	28%	
66	Conference and Seminars-WDB Staffs 35,500	12,519	9,141	10,165	2,680	355	178	178	284	35,500	9,063	26%	
67 A	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	104,895	32%	
68	Attorney Fees 10,000	3,527	2,575	2,863	755	100	50	50	80	10,000	3,145	31%	
69	Other misc Admin Services 5,000	1,763	1,287	1,432	378	50	25	25	40	5,000	1,600	32%	
70	Subtotal Overhead	885,152	309,653	225,418	252,312	66,834	8,852	7,426	4,426	10,232	885,152	299,977	34%
71	Planned Total Grant Expenses	2,490,097	1,833,690	2,022,074	520,805	240,857	234,149	138,466	82,927	7,563,064	2,136,773	28%	
72 A	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	-	-	-	-	-	-	-	-	-			

FY 2016-17 YTD Paid and Accrued Expenditures from 07/01/16 to 10/31/2016 (33% into the Fiscal Year)

	Dislocated Worker	Adult	Youth	Rapid Response	DOL Bridges 2 Work	CWDB Steps 2 Work	VC I- E3	CWDB Regnal Capacity Bldng	Total	Adjusted Plan	
Program Revenues:											
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	7,624,075	7,624,075
2	FY16-17 Mgmt Reserve:(5% DW, Adult, & 6% Youth)	(113,486)	(87,149)	(117,618)	-	-	-	-	-	(318,253)	(318,253)
3	Grant balance rollover	-	-	0.000%	-	(50,000)	(50,000)	(97,476)	-	(197,476)	(197,476)
4	FY 15-16 Spent for non core grants	-	-	-	-	(210,667)	(119,705)	(39,716)	-	(370,088)	(370,088)
5	Balance rolled over from prior year grants:	-	-	-	-	0	-	-	-	-	-
6	FY15-16 Mgt Reserve	172,007	132,097	76,747	-	-	-	-	-	380,851	380,851
7	Additional rollover - Salaries Savings/(CSD Overage)	16,020	8,349	94,011	14,582	(23,605)	3,854	34,718	-	147,929	147,929
8	Overhead Saving/(Overage)	-	6,420	-	19,524	-	-	-	-	25,944	25,944
9	FY 15-16 Unspent Direct expense	95,832	13,000	62,175	5,946	25,129	-	-	-	202,082	202,082
10	<i>ITA/OJT Committed FY15-16 Spent in FY16-17</i>	50,000	18,000	-	-	-	-	-	-	68,000	68,000
11	Total Available Grants to 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	7,563,064
12	% BESD FTES Allocated to Grants	100%									
13	% Admin Staff Allocated to Grants(Per CM)	100%									
14	Expenditures:	43.5									
15	Salaries and Benefits:										
16	Direct Salaries- Costed in VCHRP	237,372	172,437	979	54,810	51,794	17,867	-	3,776	539,036	2,550,000
17	Direct costs (non costed in VCHRP)	256,757	91,210	67,166	74,067	19,077	8,822	8,577	5,072	3,038	277,027
18	WDB Program (Per VCHRP)	294,399	117,129	85,161	90,897	21,541	372	953	33,867	-	349,920
19	WDB Admin (Per VCHRP)	10,680	4,249	3,090	3,298	781	13	35	58	-	11,523
20	Subtotal Salaries and Benefits	449,960	327,854	169,240	96,209	61,002	27,431	38,997	6,814	1,177,507	3,667,000
21	Contracted Services (Grant Specific)										
22	EDC-VC	-	-	-	35,869	-	-	-	-	35,869	95,000
23	Boys and Girls Club: Core Program	-	-	142,209	-	-	-	-	-	142,209	475,000
24	PathPoint: Core Program	-	-	138,503	-	-	-	-	-	138,503	475,000
25	VACE: Allied Hlth Youth(Vta Unified)	-	-	82,416	-	-	-	-	-	82,416	260,000
26	CSD CalWORKS Activity	-	-	-	-	15,000	15,000	-	-	30,000	200,486
27	Subtotal - Contracted Services	-	-	363,128	35,869	15,000	15,000	-	-	428,997	1,505,486
28	Client Expenses:										
29	Classroom Training - ITA	71,783	44,596	-	-	-	-	-	-	116,379	1,032,503
30	On The Job Training -OJT	28,846	12,124	-	-	-	-	-	-	40,970	
31	Supportive Services	-	7,917	7,201	-	1,536	917	-	-	17,571	87,424
32	Subtotal - Client Expense	108,545	63,921	-	-	1,536	917	-	-	174,920	1,119,927
33	Other Allocated/Contracted Expenses										
34	Geographic Solutions Per Plan	-	-	-	-	-	-	-	-	-	-
35	Capacity Building Contractual Srvs	-	-	-	-	-	-	-	-	-	24,250
36	S2W CCd Training	-	-	-	-	-	-	-	-	-	41,249
37	The Agency(Bill Hamilton)	17,500	13,500	15,000	4,000	-	-	-	-	50,000	150,000
38	Outreach - WDB	-	-	-	-	-	-	-	-	-	50,000
39	WDB Expense - Non Staff	5,372	1,934	1,450	1,558	430	-	-	-	5,372	20,000
40	Prgoram Outreach - CSD	-	-	-	-	-	-	-	-	-	50,000
41	Special Project - AJCC Staff Devel	-	-	-	-	-	-	-	-	-	50,000
42	Subtotal - Allocated Services	19,434	14,950	16,558	4,430	-	-	-	-	55,372	385,499
43	Subtotal- Contracted/Clients Services	127,979	78,872	379,686	40,298	16,536	15,917	-	-	659,289	3,010,912
44	Overhead/Administration:										
45	Communication/Voice/data	17,314	7,813	4,802	7,042	1,602	882	400	94	22,730	65,000
46	Insurance	A 0	2,132	1,311	1,922	437	241	109	26	6,204	18,612
47	Facilities Maint.	23,756	10,889	6,693	9,814	2,232	1,229	558	131	31,680	95,090
48	Membership and dues	11,350	3,901	2,398	3,516	800	440	200	47	11,350	12,350
49	Education Allowance		-	-	-	-	-	-	-	-	-
50	Indirect cost recovery (County A87)	A	11,076	6,808	9,982	2,271	1,250	567	134	32,223	96,670
51	Books and Publication	-822	(53)	(33)	(48)	(11)	(6)	(3)	(1)	(155)	2,000
52	Office Supplies/Equipment	1,717	2,578	1,584	2,323	528	291	132	31	7,500	23,130
53	Mail Center - ISF	4,205	1,445	888	1,303	296	163	74	17	4,205	5,000
54	Purchase Charges - ISF	A 1,155	397	244	358	81	45	20	5	1,155	3,800
55	Copy Machine - ISF	2,032	1,558	957	1,404	319	176	80	19	4,532	15,000
56	Information Tech - ISF	2,374	1,962	1,206	1,768	402	221	100	24	5,707	20,000
57	Computer Services/Equip		229	141	207	47	26	12	3	667	2,000
58	Building Lease/Rental	32,595	11,203	6,886	10,098	2,297	1,265	574	135	32,595	85,500
59	Storage Charges - ISF	1,239	827	508	745	170	93	42	10	2,406	7,000
60	Mileage Reimb. - Staffs only	8,781	3,978	2,445	3,585	815	449	204	48	11,573	33,500
61	Conference and Seminars - CSD Staffs	2,737	2,373	1,459	2,139	486	268	121	29	6,904	25,000
62	Conference and Seminars - WDB Staffs	6,104	3,115	1,915	2,808	639	352	159	38	9,063	35,500
63 A	Fiscal/HR/BTD/ET (HSA)	A 77,812	36,054	22,161	32,495	7,391	4,070	1,846	435	104,895	325,000
64	Attorney Fees	A 2,312	1,081	664	974	222	122	55	13	3,145	10,000
65	Other Admin (2206,2302,2303)	766	550	338	496	113	62	28	7	1,600	5,000
66	Subtotal Overhead	195,426	103,106	63,376	92,929	21,138	11,639	5,279	1,244	1,266	299,977
67	Ratio for Overhead/WDB salary based on expenditure		34.4%	21.1%	31.0%	7.0%	3.9%	1.8%	0.4%	0.4%	
68	WIB Special Projects										
69	Total Grant Expenses	681,045	470,102	641,855	157,646	89,177	48,628	40,240	8,079	2,136,773	7,563,064



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

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workforceventuracounty.org

**TO: EXECUTIVE COMMITTEE
WORKFORCE DEVELOPMENT BOARD**

**FROM: CHERYL MOORE
EXECUTIVE DIRECTOR**

DATE: DECEMBER 2, 2016

**SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE OF THE
WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB)
APPROVE THE DRAFT OF THE INTERIM AMERICAN JOB CENTER OF
CALIFORNIA (AJCC) MEMORANDUM OF UNDERSTANDING (MOU) PHASE II
AND ITS ULTIMATE SUBMITTAL TO THE BOARD OF SUPERVISORS FOR
APPROVAL**

RECOMMENDATION

Recommend that the Executive Committee of the Workforce Development Board of Ventura County (WDB) approve the draft of the Interim American Job Center of California (AJCC) Memorandum of Understanding (MOU) Phase II and its ultimate submittal to the Board of Supervisors for approval.

BACKGROUND/DISCUSSION

The Workforce Innovation and Opportunity Act (WIOA) requires the formation of a committee of regional partners who will oversee, under the aegis of the Workforce Development Board of Ventura County, the activity of the local American Job Center of California system. This committee of mandated partners was duly formed, and all have agreed to a Phase I Memorandum of Understanding that states the purpose of the partnership and how it is to function. After all signatures were gathered, the MOU was duly approved by the County's Board of Supervisors on June 7, 2016.

WIOA also requires a second and separate phase of this document: an agreement that certain partners will share the costs of the infrastructure and, to some extent, other system costs. This agreement is to be submitted as part of the new local/regional plan. Since the full costs of the infrastructure and of the other system costs will not be known with any certainty for some months, we propose to submit an interim, or preliminary, version of the MOU Phase II. This document outlines, as nearly as we can, the requisite requirements and how we propose to meet them and states that a final version will be completed by July 1, 2017. It also includes a preliminary set of budget pages. This preliminary document is a kind of "plan to plan." We have confirmed with EDD that a document of this kind will be fully acceptable as a progress report.

In essence, the document deals only with infrastructure costs and leaves all system costs and their apportionment to be determined later. The infrastructure costs themselves are relevant only to the AJCC partners who are actually co-located at the comprehensive center in Oxnard and will be divided on the basis of the square footage of shared space, with an approximate split of 70%

for HSA and 30% for EDD. All non-co-located partners agree to consider paying a proportionate share of the infrastructure costs when data are available that will justify a re-negotiation of this MOU.

At the next meeting of the AJCC partners on December 13, 2016, the draft of the interim MOU will be presented for the consideration of the group, and we trust that all partners will subsequently sign it. The Committee will allow the WDB staff to make any minor adjustments to the draft that may be needed to satisfy the AJCC partners or the County's legal counsel; and the Committee further directs the staff to submit the MOU to the County Board of Supervisors at the appropriate time as part of the developed local/regional plan.

The one-page interim AJCC MOU Phase II is attached to this action item, together with the relevant budget pages.

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

**MEMORANDUM OF UNDERSTANDING, PHASE II
BETWEEN
THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY
AND
THE PARTNERS OF THE AMERICAN JOB CENTER OF CALIFORNIA SYSTEM**

All parties to this MOU agree to share in the infrastructure and/or other system costs of the comprehensive American Job and Career Center that are appropriate to them, either in cash or through in-kind services. The costs of operation will be funded on the basis of agreed-upon formulas. AJCC partners will ensure that the shared costs are supported by accurate data, that the shared costs are consistently applied over time and that the methodology used in determining the shared costs is reflected in all agreements.

I. Infrastructure Costs: Non-personnel costs needed to operate the site

- A. Only the shared costs of the co-located partners of the comprehensive center in Oxnard are relevant for this MOU (see attached budget sheets).
- B. The only currently co-located partners are: (1) The Human Services Agency of the County of Ventura, for TANF and WIOA Title I and (2) The California Employment Development Department, for WIOA Title III, WIOA Jobs for Veterans, WIOA Unemployment Insurance, WIOA Trade Adjustment Assistance Act, and Migrant and Seasonal Farm Workers. Other partners may decide in the future to take advantage of available space and co-locate at the center, but the costs of residence there are as yet undetermined and will not be counted for this preliminary iteration of Phase II of the MOU.
- C. Since the co-located partners only recently moved into the Oxnard center, the costs of operation are subject to lease agreements still in the process of settlement and therefore cannot be known with certainty until a revision of this MOU before July 1, 2017.
- D. The method for cost allocation will be based on the square footage of shared space.
- E. The initial proportionate share of infrastructure costs will be approximately 70% for the Human Services Agency and approximately 30% for EDD.
- F. Any in-kind contributions to these costs will be validated by a method agreed upon by all partners to this MOU.
- G. All non-co-located partners of the AJCC agree to consider paying a proportionate contribution, or share, of infrastructure costs as soon as data are available that will justify a re-negotiation of this MOU.

II. Other Shared System Costs

Other shared system costs cannot yet be determined and so will not be considered until a revision of this MOU before July 1, 2017.

III. Process and Development

- A. This agreement for infrastructure costs will be valid initially for one year from the date of the last partner's signature; but it can be re-negotiated by the partners at any time (in any case, no less than once a year), with the assistance of the One-Stop Operator.
- B. All partners who agreed to, and signed, Phase I of this agreement hereby agree to sign Phase II, which was prepared in accordance with state guidance for the infrastructure funding mechanism, after due deliberation by the interested parties.
- C. In the event that the AJCC partners cannot reach consensus for future revisions of this MOU, they will submit the issue(s) in contention to the Workforce Development Board of Ventura County for arbitration and resolution.
- D. Any in-kind contributions to shared costs will be validated by a method agreed upon by all partners to this MOU.

Sample Template: Phase II Memorandums of Understanding (WSDD-151)

This sample Phase II MOU template is intended to be a technical assistance tool rather than a required template; it should be used in whatever way best fits the needs of the LWDB and its AJCC Partners.

Required MOU Component: Sharing Infrastructure Costs for Each Comprehensive AJCC

**Sharing Infrastructure Costs for Each Comprehensive AJCC:
Budget, Cost Allocation Methodology, Initial Proportionate Share**

Phase II MOU Content Requirements:

“A budget outlining the infrastructure costs for each comprehensive AJCC in the Local Area with a detailed description of what specific costs are included in each line item.”

When establishing the infrastructure cost budget, Local Boards have two options:

Option 1: Develop a separate budget for each comprehensive AJCC.

Option 2: Develop a consolidated system-wide budget for its network of comprehensive AJCCs

If the Local Board chooses to negotiate infrastructure costs based on their network of comprehensive AJCCs, rather than center by center, then the budgets for all the comprehensive AJCCs can be consolidated into one system budget. However, this consolidation may not distort the distribution of costs as they must be attributable to each partner equally and in accordance with the agreed upon costing methodology). Consolidations might allow the “financing” of infrastructure cost between partners more easily. It is not required that each partner contribute to each Comprehensive Center, as long as their consolidated share of contributions equals their responsibility to pay as determined by the agreed upon cost sharing methodology.”

The LWDB and Partners have chosen this option for developing the infrastructure cost budget:

Option 1: A separate budget for each comprehensive AJCC.

Option 2: A consolidated system-wide budget for the network of comprehensive AJCCs

The Local Workforce Area's Comprehensive Center/s and the Co-located Partners at Each Center

- *Include all Comprehensive Centers Identified in the Phase I MOU*
- *Definition of Co-located Partners – “All AJCC partners who have a physical presence within the center, either full time, part time, or intermittent. “*

Comprehensive AJCC #1

Name/Address of the Comprehensive Center:

America's Job Center of California
2901 N. Ventura Road
Oxnard, CA

One-Stop Partners Co-located at This AJCC:

Ventura County Human Services Agency (for WIOA Title I and TANF)
Employment Development Department (for WIOA Title III, etc.)

Infrastructure Budget: Each Comprehensive AJCC (Ventura/Oxnard)		
<i>Cost Category/Line Item</i>	<i>Line Item Cost Detail</i>	<i>Cost</i>
Rent		
Rental of Facilities	Annual Rent	\$951,048
Subtotal: Rental Costs		\$951,048
Utilities and Maintenance		
Electric	N/A: Paid by lessor	
Gas	N/A: Paid by lessor	
Water	N/A: Paid by lessor	
Sewer Connections	N/A: Paid by lessor	
High-Speed Internet	Not yet known	
Telephones (Landlines)	Not yet known	
Facility Maintenance Contract	N/A: Paid by lessor	
Subtotal: Utilities and Maintenance Costs		Not yet known
Equipment:		
Assessment-related products	Not yet known	
Assistive technology for	Not yet known	

individuals with disabilities (“Access and Accommodation”)		
Copiers	Not yet known	
Fax Machines	N/A	
Computers	Not yet known	
Other tangible equipment used to serve all center customers (not specific to an individual program partner) <i>Specify Other Tangible Equipment</i>	N/A?	
Subtotal: Equipment Costs		Not yet known
Technology to Facilitate Access to the AJCC		
Technology used for the center’s planning and outreach activities <i>Specify the Technology</i>	Not yet known	
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services	Not yet known	

Website Address: _____		
<i>(Does not include data systems or case management systems specific to individual program partners.)</i>		
Subtotal: Technology to Facilitate Access Costs		Not yet known
Common Identifier Costs (Local Option, If Agreed To By All Co-located Partners)		
Creating New AJCC Signage	Not yet known	
Updating Templates and Materials	N/A?	
Updating Electronic Resources	N/A?	
Subtotal: Common Identifier		Not yet known

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY CO-LOCATED PARTNERS	
<i>Cost Category</i>	<i>Total Cost</i>
Subtotal: Rental Costs	\$951,048
Subtotal: Utilities and Maintenance Costs	Not yet known
Subtotal: Equipment Costs	Not yet known
Subtotal: Technology to Facilitate Access Costs	Not yet known
Subtotal: Common Identifier Costs	Not yet known
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC/Network	Not yet known

Cost Allocation Methodology to Share Agreed Upon Infrastructure Costs

“The Local Board and Co-located Partners must agree to a cost allocation methodology to identify the proportionate share of infrastructure costs each partner will be expected to contribute. Any cost allocation methodology selected must adhere to the following:

- *Be consistent with federal laws authorizing each partner’s program*
- *Comply with federal cost principles in the Uniform Guidance.*
- *Include only costs that are allowable, reasonable, necessary, and allocable to each program partner.*
- *Be based on an agreed upon measure that mathematically determines the proportionate use and benefit received by each partner.”*

Infrastructure Cost Allocation Methodology

Please Identify the Chosen and Agreed Cost Allocation Methodology: % of square footage

The proportion of a partner program’s occupancy percentage of the AJCC (square footage)
(This might differentiate between dedicated space to partners and common space, where more than once cost center is established so the distribution reflects a fair and equitable distribution of cost.):

% of square footage of shared space

The proportion of partner program’s staff among all staff at the AJCC

Other---Please Describe the Methodology and the Rationale for Its Selection

(This could reflect the traffic patterns and usage of the Center by distinct and common customers and mathematically distribute cost in a fair and equitable means.)

Initial Proportionate Share of Infrastructure Costs Allocated to Each Co-located Partner

The initial proportionate share of infrastructure costs allocated to each partner based on the agreed upon cost allocation methodology, each partner’s estimated total contribution amount, and whether it will be provided through cash, non-cash (in-kind), and/or third-party in-kind contributions. This initial determination must be periodically reconciled against actual costs incurred and adjusted accordingly.

County of Ventura Human Services Agency: approximately 70%
Employment Development Department: approximately 30%

AJCC partners (or their respective state entity) may provide cash, non-cash, and third-party in-kind contributions to cover their proportionate share of infrastructure costs. If non-cash or in-kind contributions are used, they cannot include non-infrastructure costs (such as personnel), and they must be valued consistent with Uniform Guidance Section 200.306 to ensure they are fairly evaluated and meet the partner’s proportionate share.

If third-party in-kind contributions are made that support the AJCC(s) as a whole (such as space), that contribution will not count toward a specific partner’s proportionate share of infrastructure. Rather, the value of the contribution will be applied to the overall infrastructure costs and thereby reduce the contribution required for all partners.

Third-Party In-Kind Infrastructure Contributions to Support the AJCC As Whole: N/A

<i>Cost Categories</i>	<i>Total Cost</i>	<i>Contributor/s</i>	<i>Value</i>	<i>Balance to Allocate</i>
Rent				
Utilities/Maint				
Equipment				
Access Technology				

Common Identifier					
Total Infrastructure Balance to Be Allocated to Co-located Partners					<i>Not yet known</i>
Initial Allocation of Proportionate Share of Infrastructure Costs for Co-located Partners					
Co-located Partner/s	Shared Infrastructure Costs	Application of Methodology	Allocated Initial Share	Amount: Cash	Amount: In-Kind
Partner 1: County of Ventura Human Services Agency	Not yet known: lease agreements in progress				
Partner 2: Employment Development Dept.	Not yet known: lease agreements in progress				
Partner 3:					

Signature Page: Co-located Partners Sharing AJCC Infrastructure Costs

The Chief Elected Office, the LWDB Chairperson, and All Co-located AJCC Partners Included In The Sharing of Infrastructure Costs Must Sign

By signing below, all parties agree to the terms prescribed in the sharing of infrastructure costs.

(Chief Elected Official)

(Co-located AJCC Partner Entity)

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

(LWDB Chairperson)

(Co-located AJCC Partner Entity)

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date



**TO: EXECUTIVE COMMITTEE
WORKFORCE DEVELOPMENT BOARD**

**FROM: CHERYL MOORE
EXECUTIVE DIRECTOR**

DATE: DECEMBER 2, 2016

**SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE OF THE WORKFORCE
DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE A REVISED
WDB POLICY #2015-15: POLICY ON THE ELIGIBLE TRAINING PROVIDER LIST
AND INDIVIDUAL TRAINING ACCOUNTS**

RECOMMENDATION

Recommend that the Executive Committee of the Workforce Development Board of Ventura County (WDB) approve a revised WDB Policy #2015-15: Policy on the Eligible Training Provider List and Individual Training Accounts.

BACKGROUND

The WDB currently has three documents in circulation: (1) Eligible Training Provider System and Individual Training Account Policy for the Workforce Development Board of Ventura County (revised December 2015), which is routinely sent to all prospective new providers of vocational training; (2) a Master Agreement and Individual Training Account Policy for the Workforce Development Board of Ventura County (revised March 2010), which is again sent routinely to all prospective providers; and (3) WDB Policy #2015-15: Policy on the Eligible Training Provider List and Individual Training Accounts (newly revised).

We seek to replace (1) and (2) with (3), reducing the number of duplicate statements of the same material. The revised version of (3), which began as a simple restatement of (1), will still be routinely sent to all prospective providers. We will discard (1) and discontinue the Master Agreement (2).

DISCUSSION

The Master Agreement used to be signed by both the provider and the Executive Director of the WDB. County Counsel have informed us that the Director should not, in fact, sign such a quasi-contract; and there is no need for her to do so, since two of the staff of CSD are officially approved to construct and sign the actual financial contract that constitutes an Individual Training Account for any enrolled client. That is, CSD will continue to do only what it has done for many years; the Executive Director and the WDB administrative staff will cease to process a document that no longer serves any purpose.

The WDB administrative staff will continue to circulate the revised Policy #2015-15, which will still serve the purpose of informing providers of the groundrules for both admittance to the ETPL and

the creation of ITAs for individual clients, and will continue to manage the ETPL. The Policy has been extensively revised, with the help of the staff of CSD, to exclude the procedural details that are better left to the ITA itself. Apart from these changes, the Policy contains one major adjustment: the revision upward to \$10,500, from \$7,500, of the amount that can be given a client for any ITA. This revision was made at the suggestion of the staff of CSD, who have noticed a substantial increase in the cost of training services. This upward adjustment will have the likely effect of reducing somewhat the total number of clients who can be awarded ITAs.

The revised Policy is attached to this action item.

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

WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB)
LOCAL POLICY BULLETIN #2015-15: Policy on the Eligible Training Provider List and
Individual Training Accounts

Effective date: July 1, 2015 (revised 11/10/16)
(Original effective date: December 2013 [2010])

SUBJECT: Eligible Training Provider List and Individual Training Accounts

PURPOSE & BACKGROUND:

The Ventura County Workforce Development Board is one of 48 Local Workforce Development Areas designated by the Governor that are responsible for administering the services of the Workforce Innovation and Opportunity Act (WIOA) of 2014. The Chief Elected Official (CEO) of each LWDA appoints a Local WDB with a local membership similar in composition to the State WDB.

The Workforce Development Board of Ventura County is comprised of members appointed by the Ventura County Board of Supervisors. The members are selected from throughout the County and are responsible for policy and oversight of local program investments in workforce preparation. The WDB oversees the design, coordination and implementation of a training system dedicated to ensure that training is for jobs that are in demand in the Ventura County region.

The WDA emphasizes the goals of informed customer choice, performance accountability and continuous improvement. One of the primary means to achieve these goals is through the use of an Eligible Training Provider List (ETPL) for publishing the availability and cost of training programs.

Section 122 of WIOA requires the establishment of a list of vocational training providers eligible to receive funds for vocational training services provided to adults and dislocated workers and older youth. This Eligible Training Provider List (ETPL) is maintained by the State, and the information on programs is available statewide. Only programs that meet the specified criteria and are approved by a local Workforce Development Board may remain on the ETPL and be eligible to receive Individual Training Account (ITA) funding through WIOA Title I.

POLICY:

With the exception of certain types of customized and on-the-job training, only providers listed on the ETPL are eligible to receive WIOA funds through the Individual Training Accounts (ITA) described below.

The definition of a program is:

- One or more courses or classes that, upon successful completion, lead to:
 - A certificate, or associate degree, or baccalaureate degree
 - A competency or employer/industry skill recognized by DOL

- A training regimen that provides individuals with additional skills or competencies generally recognized by employers. Different programs may have differing goals, geographic location, curriculum and modes of delivery (classroom, correspondence, Internet, etc.).

Providers must meet one of the following criteria in order to list one or more programs, or courses, on the ETPL:

- An institution of higher education that provides a program that leads to a recognized postsecondary credential (WIOA Section 122 (a)(2)(A))
- An entity that carries out programs registered under the Act of August 16, 1937 (commonly known as the “National Apprenticeship Act”; 50 Stat.664, chapter 663; 29 U.S.C. 50 *et seq.*) and approved by California’s Division of Apprenticeship Standards (DAS) (WIOA Section 122 (a)(2)(B))
- Another public or private provider of a program of training services, which may include joint labor-management organizations, and eligible providers of adult education and literacy activities under Title II if such activities are provided in combination with occupational skills training (WIOA Section 122 (a)(2)(C):
 - Accreditation by an institution recognized by the Federal Department of Education or
 - Approval by the California Department of Education or
 - Approval by the Chancellor’s Office of the California Community Colleges or
 - Approval or exemption of the program by California’s Bureau of Private Postsecondary Education (BPPE)

In addition:

- The Workforce Development Board authorizes the County of Ventura’s workforce administration staff to review and make determinations regarding the inclusion on the ETPL of new training program applications submitted by qualified vendors. The WDB retains the right to review and act on such training program applications.
- Participants may choose programs/courses listed and accessed via the internet for Ventura County or any other county or LWDA. Programs/courses may involve training in a classroom or online.
- Vendors and training programs may be recommended by workforce administration or operational staff, WDB members, the schools or providers themselves, or job seekers and employers.

INDIVIDUAL TRAINING ACCOUNTS

Under the Workforce Innovation and Opportunity Act, training services for adults, dislocated workers and some youth will be provided primarily through an Individual Training Account (ITA) system. This ITA is established on behalf of the customer. The customer can then use the ITA to purchase training services from eligible providers on the Eligible Training Provider List, described above, after considering appropriate information in the following areas:

- Local labor market conditions and trends
- The customer’s own interests, aptitude and abilities relative to the local labor market and as determined by an objective assessment
- The training vendors’ performance and cost information

The Workforce Development Board is responsible for the structure of, and the policies for, Individual Training Accounts. The parameters outlined below are designed and intended to maximize customer choice.

INDIVIDUAL TRAINING ACCOUNT POLICY

An ITA may be offered to eligible adult, youth and dislocated workers on the basis of available funds and individual assessments for training in demand occupations. Unemployed and employed workers may be offered an ITA.

- An ITA may be issued only for courses included on the statewide Eligible Training Provider List.
- An ITA may be offered to WIOA Title I eligible, qualified individual, regardless of residency. Priority will be given to residents of Ventura County, specifically to veterans, spouses of veterans and low-income individuals.
- The limitations on the funding available for training costs are as follows: The ITA will be limited to a maximum of \$10,500 for a period of up to twenty-four consecutive months.
- An ITA is not an entitlement.
- All alternative resources for securing funds for the training program must be exhausted before an ITA is issued.
- The ITA is issued only once for any individual in a five-year period. The exceptions to this rule are subject to approval by WIOA Title I Program Manager and/or designee and include:
 - - The career field no longer has a labor market demand as determined by the Employment Development Department (EDD-LMID) or CalJOBS.
 - The participant did not complete training due to extenuating circumstances. These are limited to ill health, family emergency, or other circumstances that would allow the LWDA a full or partial tuition refund.
 - The training course selected was defective as determined by the appropriate accrediting agency.
 - School Closure.
- If the ITA is not used within thirty days of issuance for good cause as determined by operational staff it will be cancelled. An ITA may be reissued at a later date, if all criteria are met. Modifications to an ITA may be considered on a case-by-case basis.
- The ITA may be issued after basic services have been ineffective in assisting the individual to obtain or keep a job. Any referrals for ITA must be submitted with a training justification.
- The process for approving an ITA is based on the informed choice of the participant. Participants shall choose a training program with the guidance and support of the WIOA Employment Specialist and/or service provider. An ITA can be issued only after the customer has provided written information to support an “informed choice.” This information must include the following:
 - Current information about schools and courses
 - Comparable information about outcomes and costs for those schools and courses
 - Self-knowledge that includes an accurate assessment of skills, interests and aptitudes

- Up-to-date labor market information, including the occupational outlook
- Local information regarding opportunities for advancement within the chosen field
- Local information about wages and working conditions

Allowable costs and support services for the choice:

- The ITA will pay for costs only after other sources of funds, excluding loans, have been used first. The individual must demonstrate how, financially, s/he will be able to remain in training for the duration of the course.
- The ITA will be issued only after the participant has signed a WIOA Training Agreement that specifies his/her rights and responsibilities for participating in the ITA program.
- The ITA will pay only for tuition and related training costs for obtaining vocational skills from an eligible provider in an online or in a classroom setting. In all cases, attendance and performance will be monitored. Participants will be expected to demonstrate, in the application for their ITA, how this monitoring will take place—whether through an attendance list signed by the instructor, or through some form of online tracking.

RESPONSIBILITIES FOR MANAGING AN ITA

WIOA Program Staff will:

- Verify that the participant is enrolled in training in the WIOA tracking and reporting system(CalJOBS)
- Verify that the course at that school at that location for which the ITA is being awarded is on the statewide Eligible Training Provider List
- Complete all necessary documentation for client reporting via electronic case management system, CalJOBS
- Assist in the development of an Individual Employment Plan
- Inform the participant of options for financial aid, exploring all such options before using WIOA funds
- Sign the customer’s Training Agreement
- Authorize all necessary training expenses and supportive services during training, using the procedures described for these purposes
- Document all other potential and actual financial resources used for the selected training
- Track all expenses against the ITA
- Track all progress of the participant through the course paid by the ITA
- Verify that the participant has met all of the pre-award conditions: *i.e.*, attended the orientation, completed the training research and the budget and signed a Training Agreement
- Assign an order number with payment amounts and payment points that correspond to the agreed-upon deliverables described in the participant’s Training Plan
- Issue the training order to the training vendor
- Follow-up on the outcomes of each participant who has been authorized the use of an ITA, using the procedures described for these purposes

Workforce Administration will:

- Coordinate all administrative activities involving the initial approval and subsequent eligibility determination associated with listing course(s) on the ETPL

The Training Vendor will:

- Sign a Training Plan for each individual referred participant
- Fill out, sign and return each purchase order at completion of the agreed-upon deliverables
- Report all required data on the progress, attendance and program completion of the attendee
- Certify that training facilities and equipment comply with the requirements of the 1990 Americans with Disabilities Act and with the standards of California's Department of Occupational Safety and Health
- Secure a Release-of-Information form for each WIOA participant to authorize the release of attendance, progress and grade reports to County
- Allow access to records (including computer records and Pell Grant records) that relate to charges under the ITA agreement
- Cooperate with all County, State and Federal monitoring and audit activities, retaining all records for a minimum of 3 years from the completion of the agreement and notifying County prior to destruction of such records with the 3-year period
- Agree to be bound by the County's procedure for the resolution of disallowed costs and to repay to County all costs that are disallowed
- Agree to resolve disputed issues in accordance with County's grievance procedures
- Provide equal opportunity and access to all participants
- Not subcontract or assign any training to any outside agency without express written approval by County

PROCEDURE FOR AMENDMENTS TO THIS POLICY

- This Policy may be amended by the unilateral action of the Workforce Development Board in accordance with procedures in its Bylaws.
- Any and all amendments to it must be executed in conformity with the statutory provisions of the Workforce Innovation and Opportunity Act and will be consistent with the principles of maximizing customer choice, performance accountability and continuous improvement.

INQUIRIES:

Inquiries regarding this policy can be addressed to the WDB administrative staff: 805-477-5306.



**WORKFORCE
DEVELOPMENT BOARD**

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

**TO: EXECUTIVE COMMITTEE
WORKFORCE DEVELOPMENT BOARD**

**FROM: CHERYL MOORE
EXECUTIVE DIRECTOR**

DATE: DECEMBER 2, 2016

**SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE OF THE
WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB)
WITHDRAW/RESCIND WDB POLICY #2015-09: POLICY FOR OUT-OF-SCHOOL
YOUTH**

RECOMMENDATION

Recommend that the Executive Committee of the Workforce Development Board of Ventura County (WDB) withdraw/rescind WDB Policy #2015-09: Policy for Out-of-School Youth.

BACKGROUND/DISCUSSION

This policy was adopted to deal with particular youth, ages 18-21, under the Workforce Investment Act. Under WIOA, it is now irrelevant, because all new youth enrollments are out-of-school youth, ages 18-24; and the dependency of these youth is no longer an eligibility question under WIOA.

The existing Policy is attached to this action item.

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

WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB)
LOCAL POLICY BULLETIN #2015-09: Policy for Out-of-School Youth

Effective date: July 1, 2015
(Original effective date: January 13, 2011)

SUBJECT: Policy for Out-of-School Youth

PURPOSE AND REFERENCE:

The following policy concerns youth ages 18-21 who are no longer full-time students in secondary school but who are still residing with a parent and who may or may not still be dependent.

POLICY:

Youth ages 18-21 who are not full-time students in a secondary school or the equivalent and who are living in a single residence with their parent(s) will be considered dependent if they are listed on a parent's income tax return. Income will be calculated on the wages, salaries, tips, *etc.*, of all family members. If an income tax return is not available for verification of dependency and income, a parent should provide a written and signed statement, or self-certification. If the youth is a family of one, the youth will provide the signed statement.

INQUIRIES:

Inquiries regarding this policy can be addressed to the WDB administrative staff: 805-477-5306.



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**TO: EXECUTIVE COMMITTEE
WORKFORCE DEVELOPMENT BOARD**

**FROM: CHERYL MOORE
EXECUTIVE DIRECTOR**

DATE: DECEMBER 2, 2016

**SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE OF THE
WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB)
AUTHORIZE WDB STAFF TO PROCEED WITH DEVELOPMENT OF THE DRAFT
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) 2017-2020
PROGRAM YEAR REGIONAL AND LOCAL PLANS**

RECOMMENDATION

Recommend that the Executive Committee of the Workforce Development Board of Ventura County (WDB) authorize WDB staff to proceed with development of the draft Workforce Innovation and Opportunity Act (WIOA) Program Year 2017-2020 Regional and Local Plans.

BACKGROUND

After passage of the federal Workforce Innovation and Opportunity Act (WIOA), the State of California issued its official state plan. All Local Workforce Development Areas (LWDA) are required to comply with both WIOA and the state plan. As an designated area, the WDB must submit to the California Workforce Development Board/Employment Development Department both a Regional Plan and a Local Plan. The combination of the two, when completed, will replace the existing *Ventura County Strategic Workforce Development Plan 2013-2017*, which was adopted by the Board of Supervisors on June 25, 2013.

DISCUSSION

Implementation of WIOA signaled a significant paradigm shift in the role and expectations of local workforce boards, expanding the scope beyond the requirements of the prior Workforce Investment Act (WIA). To ensure local area compliance with the new regulations that address regional engagement of businesses, regional business sectors, the regional education and training system and the focus on out-of-school youth, two interdependent planning documents will help to guide workforce development in the coming years. The combined Regional Plan and Local Plan provide an outline for comprehensive, data-driven strategies that have engaged, and will continue to involve, WDB members and a wide range of partners in business, labor, education, economic development, government and community organizations to identify priorities and take action to accomplish the stated goals. On December 8, 2016, the draft plans will be presented to the WDB for approval and release for public comment, followed by submission to the Board of Supervisors for approval and then final approval by the CWDB.

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

REGIONAL PLAN OUTLINE
EXECUTIVE SUMMARY NOTES

A. REGIONAL PARTNERS

i.	Geographic boundaries of RPU
ii.	List of regional partners; description of roles in developing/implementing plan

B. REGIONAL ECONOMIC AND BACKGROUND ANALYSIS

i.	Regional economic conditions, including existing and emerging in-demand sectors and occupations; employment needs of employers
ii.	Knowledge/skills needed to meet employment needs of employers, including in-demand industry sectors/occupations
iii.	Regional workforce: current employment/unemployment data; labor market trends; educational a skills levels of workforce (including those with employment barriers)
iv.	Workforce development activities, including education/training; strengths/weaknesses; capacity to provide to address workforce needs (including barriers to employment and employer employment needs)
v.	Description of region’s foreign born and limited English proficient (LEP); specify how will meet LEP needs and provide services to LEP

C. REGIONAL SECTOR PATHWAYS

i.	How planning partners (including local economic development agencies) assess regional workforce needs: description of data sources; industry leaders engaged; manner in which engagement occurred (including summary of relevant convening activities, dates partners met, who attended, and what was decided)
ii.	How partners (including industry leaders) have/will determine if existing education programs in region were/are meeting industry’s workforce needs; describe training and education deficiencies and what partners have committed to do to resolve
iii.	Existing career pathway programs which meet leading and emergent industry sector needs; specify how industry participated in identification of relevant pathways
iv.	Work underway by industry, workforce boards, economic dev elopement agencies, faculty partners to recommend/implement adjustments to further develop career pathway programs to meet regional industry needs

D. INDUSTRY-VALUED POST-SECONDARY CREDENTIAL ATTAINMENT

i.	Process to determine industry-valued/recognized post-secondary credentials; process to ensure industry leads discussion/process
ii.	Identify current industry-valued and recognized postsecondary credentials emphasized in regional plan; process to ensure relevance in subsequent years as labor markets change
iii.	Which regional partners, including industry leaders, determined that relevant credentials are actually industry-valued
iv.	Relevant training and education providers providing the credentials
v.	How partners will establish regional goals for, and track attainment of, industry-recognized credentials produced in each region (including local board contribution; total contribution produced by partners collectively in RPU)

E. ACCESSIBILITY AND INCLUSIVITY

i.	Outreach efforts to include stakeholders and CBOs; represent demography, including groups experienced in serving high-need/historically disadvantaged; how and which groups (by name) were contacted and invited to participate in regional planning efforts
ii.	How ADBG consortia participated in WIOA regional planning process
iii.	Need for basic skills education in RPU; background on demography and languages spoken in region; estimated number served regionally, types of basic skills services offered in RPU; overview of how regional partners are working to meet unmet needs
iv.	How basic skills education will be integrated into regional sector pathways programs emphasized by regional plan; analysis of strategies to serve LEP
v.	Regional efforts to streamline and coordinate intake, assessment, referrals of those needing basic skills remediation
vi.	How RPU partners (including boards, community colleges, adult schools, AEBG consortia, will ensure program and physical accessibility/participation in regional sector pathway programs for those with disabilities
vii.	Need for and means by which regional partners will collaborate to place TANF/CalWORKS in regional sector pathway programs
viii.	Collaboration to provide supportive services to those enrolled in regional sector pathways programs, including those with barriers to employment; how will work together to ensure comprehensive provision of services to facilitate program completion
ix.	Role of CBOs in providing services to/integrating individuals with barriers to employment into region sector pathway programs; including participation in program development, outreach, provision of specialized supportive services for target populations
x.	Process partners will use to retain individuals in relevant programs as they work their way through the career pathways and progressing into livable wage jobs/careers

F. JOB QUALITY

i.	Projected earnings of those employed in occupations directly related to regional sector pathway programs emphasized in regional plan
ii.	Comparison of foregoing wage levels to median wage in RPU
iii.	How board assist/prioritize working with employers who offer jobs with good wages and benefits, especially those with a history of hiring high-need or historically disadvantaged, including those with barriers to employment
iv.	Process board will take to implement incumbent worker training strategies to ensure progression along career pathways

G. REGIONAL ASSESSMENT

i.	How regional partners in RPU will collaborate to track training-related employment for individuals entering the labor market
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H. FEDERAL WIOA REGIONAL PLAN REQUIREMENTS NOT COVERED BY STATE PLAN

i.	List of A-H requirements not already met using regional plan content related to State Plan; describe how those <u>are</u> being met (?)
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I. REGIONAL MEMORANDUM OF UNDERSTANDING(S) OR COOPERATIVE SERVICE AGREEMENTS

J. COMMUNITY COLLEGE AND AEBG RELATED ATTACHMENTS INCLUDING STRONG WORKFORCE PROGRAM

LOCAL PLAN OUTLINE
EXECUTIVE SUMMARY NOTES

A-B. VISION

i.	Strategic, comprehensive, supporting regional growth and self-sufficiency
ii.	Goals to prepare educated/skilled workforce Goals/accountability measures based on WIOA performance indicators
iii.	Core programs/other required partners align resources; actively engaged in planning and implementation of plan strategic vision
iv.	Description of workforce development system; how supports service alignment; implements 7 policy strategies identified in State Plan; how provide professional development/capacity building to workforce staff/partners

C. SPECIFIC SERVICES AND SERVICE DELIVERY STRATEGIES

i.	How work with core program entities to expand access to employment, training, education, supportive services; especially eligible with barriers (target populations)
ii.	How facilitate development of career pathways and co-enrollment (as approp.) in core
iii.	How will improve access to activities leading to recognized post-secondary credential (including industry-recognized, portable, stackable)
iv.	How facilitate engagement of employers in workforce development programs, including small and those in in-demand sectors/occupations
v.	How will support local workforce development system that meets needs of businesses in local area
vi.	How coordinate workforce development programs and economic development
vii.	How strengthen linkages between one-stop delivery system and unemployment insurance programs

D. AJCCs

i.	How ensure continuous improvement of eligible providers of services through system
ii.	How facilitate access to services through AJCC delivery system, including remote areas, through technology and other means
iii.	How AJCC delivery system entities will comply with ADA: physical and programmatic accessibility of facilities, programs and services, technology, materials
iv.	Roles and resource contributions of AJCC partners
v.	Executed MOUs, cost sharing, cooperative agreements—or description of where they are in the process
vi.	How include strategies for AJCC services access by Indian and Native America and eligible Migrant Seasonal Farmworkers
vii.	How AJCCs will serve as on-ramp for regional sector pathways emphasized in plan

E. SPECIFIC PROGRAMS, POPULATIONS, PARTNERS

i.	How the local board will coordinate local workforce investment activities with regional economic development; promote entrepreneurial skills training and microenterprise
ii.	Type and availability of adult and dislocated worker employment/training activities
iii.	How will coordinate rapid response activities
iv.	Type and availability of youth workforce development activities (including successful models and activities for youth with disabilities)
v.	How the local board will coordinate with relevant secondary and post-secondary education programs and activities, and avoid duplication of services
vi.	How coordinate Title I with provision of transportation and other supportive services

vii.	Plans, assurances, strategies for maximizing coordination, improving service delivery and avoiding duplication of WP services and others through One-Stop system
viii.	How coordinate Title I with adult education and literacy activities under Title II (including review of local applications to determine consistency with local plan; how recommendations will be made to the agency to promote local plan alignment)
ix.	Services provided to limited English proficient, with details in that deal with basic skills challenges and serving individuals from those communities

F. ADMINISTRATION

i.	Entity responsible for disbursement of grant funds
ii.	Competitive process to award sub-grants and contracts for Title I

G. PERFORMANCE GOALS

i.	Negotiated performance measures
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H. HIGH PERFORMANCE BOARD EFFORT

i.	Status report/description of local policies on Priority of Service, MOU Phase I and MOU Phase II policy
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I. TRAINING ACTIVITIES

i.	How training services will be provided through ITAs or contracts; how will coordinate to ensure informed customer choice in selection of training programs
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J. PUBLIC TRANSPARENCY, ACCESSIBILITY, INCLUSIVITY

i.	Process to provide 30-day public comment period
	Compliance with physical and programmatic accessibility
	Stakeholders and CBOs representing target demographic groups
	Groups with experience in high-need and historically disadvantaged (see list)
How groups (by name) contacted/invited to participate in planning and public comment processes	

K. COMMON INTAKE AND CASE MANAGEMENT

i.	How currently handle intake and case management; if current approach allows for tracking of co-enrolled across core and other programs in State Plan
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L. REGIONAL PLAN PORTIONS/ATTACHMENTS

i.	Local plan portions handled in narrative content of regional plan
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M. LOCAL BOARD ASSURANCES

N. LIST OF COMPREHENSIVE AJCC AND AJCC PARTNERS IN THE LOCAL AREA

O. AJCC MOU LOCAL AREA GRANT RECIPIENT LISTING

P. COPY OF LOCAL BOARD BYLAWS

Q. PROGRAM ADMINISTRATION DESIGNEE AND PLAN SIGNATURES

S. PUBLIC COMMENTS