



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

RESOURCE DEVELOPMENT COMMITTEE

Friday, April 8, 2016
8:00 a.m. – 9:30 a.m.

Locations for Public Access to Conference Call Meeting

Human Services Agency
855 Partridge Drive (Sequoia Room)
Ventura, CA

Milgard Manufacturing, Inc.
355 E. Easy Street
Simi Valley, CA

Corwin, a SAGE Company
2455 Teller Toad
Newbury Park, CA

AGENDA

- | | | |
|-----------|--|-----------------------|
| 8:00 a.m. | 1.0 Call to Order and Agenda Review | Alex Rivera |
| 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. | Alex Rivera |
| 8:05 a.m. | 3.0 Approval of Minutes: September 24, 2015; November 9, 2015 | Alex Rivera |
| 8:10 a.m. | 4.0 Action Items
4.1 Recommendation that the Executive Committee Recommend that the Workforce Development Board of Ventura County (WDB) Approve an Updated 2015-2016 Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan
4.2 Recommendation that the Executive Committee Recommend that the Workforce Investment Board of Ventura County (WIB) Approve a Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan for Program Year 2016-2017 | Theresa Salazar Vital |
| 8:30 a.m. | 5.0 WIOA Implementation: Planning Discussion | Cheryl Moore |
| 9:25 a.m. | 6.0 Committee Member Comments | Committee Members |
| 9:30 a.m. | 7.0 Adjournment | Alex Rivera |
| | <u>Next Meeting</u>
TBA | |

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



WDB Resource Development Committee
September 24, 2015

MINUTES

Meeting Attendees

Committee Members

Alex Rivera* (Chair)
Greg Gillespie*
Mike Soules*
Barry Zimmerman*

WDB Staff

Talia Barrera
Richard McNeal
Theresa Salazar Vital

Guests

Nancy Ambriz (HSA-CSD/WIOA)
Jaime Duncan (HSA-CSD)
Sally Harrison (Office of the
Ventura County CEO)

**WDB Members*

1.0 Call to Order and Agenda Review

Alex Rivera called the meeting to order at 8:10 a.m.

2.0 Public Comments

Chair Alex Rivera welcomed new WDB member Greg Gillespie, President of Ventura College, to the Resource Development Committee. In his introductory remarks, Dr. Gillespie noted the opening of the new Applied Science Building at Ventura College.

3.0 Approval of the Minutes of July 23, 2015

Motion to approve: Mike Soules
Second: Barry Zimmerman
Abstain: Greg Gillespie
Motion carried

4.0 Grant Report

Richard McNeal provided an update on grants in progress and briefly summarized the recently concluded Workforce Accelerator Grant, awarded to the WDB in Ventura County by the California Workforce Development Board (CWDB), and implemented by the Community Services Department (CSD). The final report was delivered the previous day by project consultants Kay Faulconer Boger and Lois Philips. This planning grant is being followed by two new grants to the WDB which also will be implemented by CSD: Steps to Work for Supervised Populations (\$165,000 from the CWDB) and Bridges to Work (\$500,000 from the U.S. Department of Labor). Both will provide workforce-related training and resources to enrolled ex-offenders seeking re-entry to the job market.

The local WDB itself will benefit from a new California Career Pathways grants awarded to the Ventura County Office of Education (\$10.2 million). This grant provides for a two-year sub-grant to the local WDB for \$317,920 for augmentation of its work as set forth in the Ventura County Regional Strategic Workforce Development Plan. The purpose is to provide a two-year fixed term staff position to augment sector committee work and accommodate more fully the number of career pathways identified in the grant.

5.0 Financial Update

Theresa Salazar Vital referred to three brief written summaries and three detailed budgets in discussion the 2014-2015 Year-End Close, the 2015-2016 Financial Status Report as of August 2015 and the 2015-2016 WIOA Tentative Budget Plan Update.

6.0 Action Item: Recommend that the Executive Committee Recommend Approval by the Workforce Development Board of Ventura County (WDB) of an Updated 2015-2016 Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan

Committee members reviewed, discussed, and asked questions about the proposed budget update and the documents presented during the Financial Update. WDB staff were requested to prepare a balanced budget for the consideration of the Executive Committee, with any uncommitted funds to be moved to the Management Reserve and held until future approval of expenditures. (See the meeting packet for the detailed budget spreadsheet.)

Motion to approve: Mike Soules

Second: Greg Gillespie

Abstain: Barry Zimmerman

Motion carried

7.0 WIOA Implementation Update: California State Plan

After publication of the draft California State Plan (Plan) in late October 2015, the WDB staff will return to the Committee for a discussion of major issues raised by the Plan. Discussion of possible issues at present would be premature.

8.0 Council Member Comments

Alex Rivera noted that, on Manufacturing Day (October 2, 2015), Milgard and other businesses would be hosting student site visits. Talia Barrera summarized the planning for this Manufacturing Roundtable of Ventura County event and also announced a new trade expo (Made in USA) at California State University, Channel Islands, on October 16, 2015, to promote and network local manufacturers.

9.0 Adjournment

Alex Rivera adjourned the meeting at 9:05 a.m.

Next Meeting

November 9, 2015

9:00 a.m.-9:30 a.m.

Human Services Agency (Juniper Room)

855 Partridge Drive, Ventura, CA



WDB Resource Development Committee
November 11, 2015

MINUTES

Meeting Attendees

Committee Members

Alex Rivera (Chair, by phone)
Barry Zimmerman

WDB Staff

Richard McNeal
Cheryl Moore
Theresa Salazar Vital

Guest

Nancy Ambriz (CSD/WIOA)

1.0 Call to Order and Agenda Review

Alex Rivera called the meeting to order at 9:05 a.m.

2.0 Public Comments

No comments

3.0 Approval of the Minutes of September 24, 2015

The minutes were tabled for approval until the next meeting.

4.0 Action Item: Recommendation that the Executive Committee Recommend Approval by the Workforce Development Board of Ventura County (WDB) of the Use of Uncommitted Funds for Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Programs in 2015-2016

After brief explanatory comments by Cheryl Moore and Richard McNeal, who detailed the source of the uncommitted funds (from both carry-over and the management reserve), the issue was discussed at length. It was decided by consensus to forward the matter as it stands in the agenda, with the recommendation of Chair Alex Rivera, to the WDB Executive Committee for final approval and resolution. The WDB will be notified of the action at its meeting on December 17, 2015.

5.0 WIOA Implementation Update

Cheryl Moore reported that Workforce Innovation and Opportunity Act (WIOA) Federal and State timelines for plans and directives continued to change:

- Release of the draft State WIOA Plan had been delayed.
- The final Federal rules were not due until March 2016.
- The new WIOA performance measures were due to take effect July 1, 2016.
- The local WDB recertification application might be due to the State in March 2016.
- The California WDB was expected to confirm Ventura County as a stand-alone region under WIOA.
- Release of the final Employment Training Panel List (ETPL) requirements had been delayed.

6.0 Committee Member Comments

There were no comments.

7.0 Adjournment

The meeting adjourned by acclamation at 9:25 a.m.

Next Meeting: April 8, 2016 (8:00-9:30 a.m.) at 855 Partridge Drive (Sequoia Room), Ventura, CA

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

WORKING DRAFT 04/06/16		Dislocated Worker		Rapid Response		WAF Project	DOL Bridges 2 Work	CWDB Steps 2 Work	VC I- E3	FY 15-16 Plan	YTD Jan 16
		Adult	Youth								
Revenue Projection:											
1	FY15-16 Grants(W SIN14-53 and WSD14-16)	2,342,693	1,791,031	1,956,058	456,459		500,000	165,000	317,920	7,529,161	
2	FY15-16 Mgmt Reserve: (7% DW, 7.3% Adult, 4% Youth)	(172,007)	(132,097)	(76,747)						(380,851)	
3	FY 16-17 B2W & S2W Funds, FY16-18 VC-E3						(287,363)	(41,248)	(240,940)	(569,551)	
4	Balance rolled over from prior year grants:									-	
5	FY15-16 Mgt Reserve	190,783.00	119,540.00	130,062.00						440,385	
6	Additional rollover - Salaries Savings/(CSD Overage)	49,367	24,808	2,921		693				77,789	
7	Overhead Saving/(Overage)					7,301				7,301	
8	FY 14-15 Unspent Contracts/Misc	80,269	15,175	26,654						122,098	
9	ITA/OJT Committed in FY14-15 spent in FY15-16	80,000	25,000							105,000	
10	Total Available Grants to to be Spent	2,571,105	1,843,457	2,038,948	456,459	7,994	212,637	123,752	76,980	7,331,332	
11	Grants %	35.1%	25.1%	27.8%	6.2%	0.1%	2.9%	1.7%	1.1%	100%	
12	CSD FTEs Assigned to the programs	12.76	9.80	2.00	2.26	0.08	0.05	0.05		27.00	
13	% Direct FTES Allocated to Grants	47.3%	36.3%	7.4%	8.4%	0.3%	0.2%	0.2%	0.0%		
14	% Admin Staff Allocated to Grants	35.0%	25.0%	26.0%	6.0%	0.0%	0.5%	0.5%	7.0%	100%	
Expenditure Projection:											
15										-	
16	Salaries and Benefits:									-	
17	CSD 2,475,000	1,169,667	898,333	183,333	207,167	7,333	4,583	4,583		2,475,000	1,390,975
18	WDB Administration 967,500	338,625	241,875	251,550	58,050	226	4,838	4,838	67,500	967,500	544,780
19	Subtotal Salaries and Benefits	1,508,292	1,140,208	434,883	265,217	7,559	9,421	9,421	67,500	3,442,500	1,935,755
20	Direct Expenses:									-	
21	<u>Grant Specific Contracts</u>									-	
22	EDC-VC Business Services				95,000	-				95,000	44,723
23	Boys and Girls Club: Core Program			511,000						511,000	227,626
24	Pathpoint: Core Program			511,000						511,000	234,234
25	VACE Core Program			286,000						286,000	192,810
26	CSD-CalWORKs Activities						177,289	62,419		239,708	(1,223)
27	Special Projects									-	
28	Subtotal - Contracted Program Expense	-	-	1,308,000	95,000	-	177,289	62,419	-	1,642,708	698,170
29	<u>Client Expenses:</u>									-	
30	ITA / OJT (25% required - 10% leverage)	508,539	386,206							894,745	400,942
31	ITA / OJT Committed in 14-15 to be spent in 15-16	80,000	25,000							105,000	105,000
32	Others/ChildCare/Trans - JTA	61,000	24,000	-			264			85,264	14,619
33	Universal Clients (now charged in oh/admin)	-	-	-						-	
34	Subtotal - Client Expense	649,539	435,206	-	-	-	264	-	-	1,085,009	520,561
35	<u>Other Allocated/Contracted Expenses</u>									-	
36	Geographic Solutions	-	-	-	-	-				-	(1,587)
37	WAF Grant Facilitator									-	(115)
38	S2W CCD Training 41,250							41,250		41,250	
39	Outrch/Mktg: theAgency 150,000	65,000	28,000	27,000	30,000	-				150,000	73,604
40	Outreach -WDB 27,240	8,400	3,000	7,000	6,600	-			2,240	27,240	-
41	WDB Expense - Non Staff 20,000	8,164	5,029	5,562	1,245	-				20,000	-
42	Program Outreach-CSD 50,000	20,409	12,572	13,906	3,113					50,000	8,850
43	Kiosk	-	-	-	-	-				-	-
44	WDBVC Regional Labor Market Reports									-	-
45	Subtotal - other allocated expense 288,490	101,972	48,601	53,468	40,958	-		41,250	2,240	288,490	80,752
46	Subtotal- Program/Clients Expenses	751,511	483,807	1,361,468	135,958	-	177,553	103,669	2,240	3,016,207	1,299,482
47	Total Direct Program Expense	2,259,803	1,624,016	1,796,351	401,175	7,559	186,974	113,090	69,740	6,458,707	3,235,237
48	Overhead/Administration:	35.61%	25.14%	27.81%	6.21%		2.89%	1.25%	1.08%	100.00%	
49	Communication/Voice/data 62,000	22,075	15,590	17,244	3,851		1,795	776	669	62,000	40,066
50	Insurance 9822 19,822	7,058	4,984	5,513	1,231		574	248	214	19,822	9,911
51	Facilities Maint. -10000 95,090	33,857	23,910	26,447	5,906		2,753	1,190	1,027	95,090	58,986
52	Membership and dues 12,350	4,397	3,105	3,435	767		358	154	133	12,350	11,810
53	Education allowance 6,207	2,210	1,561	1,726	386		180	78	67	6,207	1,350
54	Indirect cost recovery(County A87) 57,917	20,622	14,563	16,108	3,597		1,677	725	625	57,917	34,240
55	Books and Publication 10,100	3,596	2,540	2,809	627		292	126	109	10,100	6,852
56	Furniture/Fixtures-5000 23,130	8,236	5,816	6,433	1,437		670	289	250	23,130	13,010
57	Mail Center - ISF 9,100	3,240	2,288	2,531	565		263	114	98	9,100	4,880
58	Purchase Charges - ISF 3,800	1,353	955	1,057	236		110	48	41	3,800	2,280
59	Copy Machine - ISF 22,000	7,833	5,532	6,119	1,367		637	275	238	22,000	5,134
60	Stores - ISF 550	196	138	153	34		16	7	6	550	46
61	Information Tech - ISF 16,800	5,982	4,224	4,673	1,044		486	210	181	16,800	15,671
62	Computer Services Non ISF 825	294	207	229	51		24	10	9	825	69
63	Building Lease/Rental 10000 85,500	30,443	21,499	23,780	5,311		2,475	1,070	923	85,500	55,490
64	Storage Charges - ISF 7,000	2,492	1,760	1,947	435		203	88	76	7,000	2,802
65	Mileage Reimb. - Staffs only -5000 33,765	12,022	8,490	9,391	2,097		977	422	365	33,765	12,730
66	Conference/Seminars:Staffs 8000 20,340	7,242	5,114	5,657	1,263		589	254	220	20,340	11,140
67	Conference and Seminars - WI 10000 35,000	12,462	8,801	9,735	2,174		1,013	438	378	35,000	18,533
68	Misc. Travel - Staffs only -22822 12,428	4,425	3,125	3,457	772		360	155	134	12,428	1,036
69	Fiscal/HR/BTD/ET (HSA) 325,000	116,318	81,743	90,287	21,269	435	9,809	3,812	1,327	325,000	184,609
70	Attorney Fees 9,000	3,204	2,263	2,503	559		261	113	97	9,000	4,929
71	Other Admin Services 4,900	1,745	1,232	1,363	304		142	61	53	4,900	1,672
72	Subtotal Overhead 0 872,624	311,302	219,441	242,597	55,284	435	25,663	10,662	7,240	872,624	497,244
73											
74	Planned Total Grant Expenses	2,571,105	1,843,457	2,038,948	456,459	7,994	212,637	123,752	76,980	7,331,331	3,732,481
75	Admin Rate for State Reporting	8%	8%	8%	8%	6%	7%	5%		8%	
76	Admin Rate (State Reported + Other)	12%	12%	12%	12%	5%	12%	9%		12%	
77	Work in Progress: Grant Balances	(0)	0	0	0	0	0	(0)	0	1	

FY 2016-17 WIOA TENTATIVE BALANCED BUDGET Draft

<i>(FTE as FY15-16 but updated salaries, ICR, Insurance on April 7, 2016)</i>		Dislocated Worker	Adult	Youth	Rapid Response	DOL Bridges 2 Work	CWDB Steps 2 Work	VC I- E3	FY 16-17 Plan	YTD Jan 16		
Revenue Projection:												
1	FY16-17 Grants(FY15-16 Allocation)	-5.0%	2,342,693	1,791,031	1,956,058	456,459	500,000	165,000	317,920	7,529,161		
2	FY16-17 Mgmt Reserve: (5% DW Adult, & Youth)		(117,223)	(89,518)	(97,777)				(73,811)	(378,328)		
3	FY 15-16 spent B2W & S2W Funds, FY16-18 VCI-E3						(192,000)	(100,000)	(100,000)	(392,000)		
4	Balance rolled over from prior year grants:									-		
5	FY15-16 Mgt Reserve		172,007	132,097	76,747					380,851		
6	Additional rollover - Salaries Savings/(CSD Overage)		46,650	22,700	34,075					103,425		
7	Overhead Saving/(Overage)									-		
8	FY 15-16 Unspent Contracts/Misc		20,000	10,000	20,000					50,000		
9	ITA/OJT Committed in FY15-16 spent in FY16-17		80,000	20,000						100,000		
10	Total Available Grants to to be Spent		2,544,127	1,886,310	1,989,103	456,459	308,000	65,000	144,109	7,393,109		
11	Grants %		34.4%	25.5%	26.9%	6.2%	4.2%	0.9%	1.9%	100%		
12	CSD FTEs Assigned to the programs		12.95	10.00	2.00	2.00	0.05	-	-	27.00		
13	% Direct FTES Allocated to Grants		48.0%	37.0%	7.4%	7.4%	0.2%	0.0%	0.0%			
14	% Admin Staff Allocated to Grants		30.0%	25.0%	26.25%	6.75%	0.0%	0.0%	12.0%	100.00%		
15	Expenditure Projection:											
16	Salaries and Benefits:											
17	CSD	2,550,000	1,223,056	944,444	188,889	188,889	4,722	-	-	2,550,000	1,390,975	55%
18	WDB Administration	1,117,000	334,881	279,250	293,213	75,617	-	-	134,040	1,117,000	544,780	49%
19	Subtotal Salaries and Benefits		1,557,937	1,223,694	482,101	264,505	4,722	-	134,040	3,667,000	1,935,755	53%
20	Direct Expenses:											
21	<u>Grant Specific Contracts</u>											
22	EDC-VC Business Services					95,000				95,000	44,723	47%
23	Boys and Girls Club: Core Program				475,000					475,000	227,626	48%
24	Pathpoint: Core Program				475,000					475,000	234,234	49%
25	VACE Core Program				260,000					260,000	192,810	74%
26	CSD-CalWORKs Activities						294,196	23,752		317,948	(1,223)	
27	Special Projects									-		
28	Subtotal - Contracted Program Expense		-	-	1,210,000	95,000	294,196	23,752	-	1,622,948	698,170	43%
29	<u>Client Expenses:</u>											
30	ITA / OJT (30% required - 10% leverage)		388,539	338,206						726,745	405,942	56%
31	ITA / OJT Committed in 15-16 to be spent in 16-17		80,000	20,000						100,000	100,000	
32	Others/ChildCare/Trans - JTA		61,000	24,000	-					85,000	14,619	17%
33	Universal Clients (now charged in oh/admin)		-	-	-					-		
34	Subtotal - Client Expense		529,539	382,206	-	-	-	-	-	911,745	520,561	57%
35	<u>Other Allocated/Contracted Expenses</u>											
36	Geographic Solutions		-	-	-	-				-	(1,587)	
37	WAF Grant Facilitator		-	-	-	-				-	(115)	
38	S2W CCD Training	41,250						41,248		41,248		
39	Outrch/Mktg: theAgency	150,000	65,000	28,000	27,000	30,000				150,000	73,604	49%
40	Outreach -WDB	27,240	8,400	3,000	7,000	6,600			2,240	27,240	-	
41	WDB Expense - Non Staff	20,000	8,281	5,103	5,381	1,235				20,000	-	
42	Program Outreach-CSD	50,000	20,703	12,757	13,452	3,087				50,000	8,850	18%
43	Kiosk		-	-	-	-				-	-	
44	WDBVC Regional Labor Market Reports		-	-	-	-				-	-	
45	Subtotal - other allocated expense	288,490	102,385	48,860	52,833	40,922	-	41,248	2,240	288,488	80,752	28%
46	Subtotal- Program/Clients Expenses		631,923	431,066	1,262,833	135,922	294,196	65,000	2,240	2,823,181	1,299,482	46%
47	Total Direct Program Expense		2,189,860	1,654,761	1,744,935	400,427	298,918	65,000	136,280	6,490,181	3,235,237	50%
48	Overhead/Administration:											
49	Communication/Voice/data	65,000	25,201	16,573	17,476	4,010	650	-	715	64,625	40,066	62%
50	Insurance	18,612	7,216	4,745	5,004	1,148	186	-	205	18,505	9,911	54%
51	Facilities Maint.	95,090	36,867	24,245	25,566	5,867	951	-	1,046	94,541	58,986	62%
52	Membership and dues	12,350	4,788	3,149	3,320	762	124	-	136	12,279	11,810	96%
53	Education allowance	6,207	2,407	1,583	1,669	383	62	-	68	6,171	1,350	22%
54	Indirect cost recovery(County A87)	96,670	37,480	24,647	25,990	5,964	967	-	1,063	96,112	34,240	36%
55	Books and Publication	10,100	3,916	2,575	2,715	623	101	-	111	10,042	6,852	68%
56	Furniture/Fixtures-<5000 (\$44,020)	23,130	8,968	5,897	6,219	1,427	231	-	254	22,997	13,010	57%
57	Mail Center - ISF	9,100	3,528	2,320	2,447	561	91	-	100	9,047	4,880	54%
58	Purchase Charges - ISF	3,800	1,473	969	1,022	234	38	-	42	3,778	2,280	60%
59	Copy Machine - ISF	22,000	8,530	5,609	5,915	1,357	220	-	242	21,873	5,134	23%
60	Stores - ISF	550	213	140	148	34	6	-	6	547	46	8%
61	Information Tech - ISF	26,000	10,080	6,629	6,990	1,604	260	-	286	25,850	15,671	61%
62	Computer Services Non ISF	825	320	210	222	51	8	-	9	820	69	8%
63	Building Lease/Rental	85,500	33,149	21,799	22,987	5,275	855	-	941	85,007	55,490	65%
64	Storage Charges - ISF	7,000	2,714	1,785	1,882	432	70	-	77	6,960	2,802	40%
65	Mileage Reimb. - Staffs only	19,565	7,586	4,988	5,260	1,207	196	-	215	19,452	12,730	65%
66	Conference/Seminars - CSD Staffs	20,340	7,886	5,186	5,469	1,255	203	-	224	20,223	11,140	55%
67	Conference and Seminars - WDB Staffs	35,000	13,570	8,924	9,410	2,159	350	-	385	34,798	18,533	53%
68	Misc. Travel - Staffs only	12,428	4,818	3,169	3,341	767	124	-	137	12,356	1,036	8%
69	Fiscal/HR/BTD/ET (HSA)	325,000	128,167	82,863	87,379	20,052	3,250	-	1,414	323,125	184,609	57%
70	Attorney Fees	9,000	3,489	2,295	2,420	555	90	-	99	8,948	4,929	55%
71	Other Admin Services	4,900	1,900	1,249	1,317	302	49	-	54	4,872	1,672	34%
72	Subtotal Overhead	908,167	354,268	231,550	244,168	56,032	9,082	-	7,829	902,927	497,244	55%
73												
74	Planned Total Grant Expenses		2,544,127	1,886,310	1,989,102	456,459	308,000	65,000	144,109	7,393,108	3,732,481	50%
75	Admin Rate for State Reporting	0.564	0.092	0.084	0.084	0.086	0.017	-	-	0.084		
76	Admin Rate (State Reported + Other)		14%	12%	12%	12%	3%	0%	-	12%		
77	Work in Progress: Grant Balances		0	0	0	0	0	-	0	1		

WIOA TRANSITION WORKSHEET

WDB Composition Plan for Local Workforce Development Board Recertification Request 2016-2018

WIOA CATEGORY		BUSINESS (50%+1)	WORKFORCE (15%+5% = 20%)			EDU & TRAIN (2)		GOVMT / ECON / CMIY DEV (3)			ADDITIONAL
WIOA MINIMUM NO. = 19		10 BUSINESS	3 UNION	1 APPREN	0 CBO/WRKFC	1 ADULT ED	1 HGR ED	1 EC DEV	1 EMPL SRV	1 REHAB	0
1	AMGEN	BUSINESS									
2	APPLIED POWDERCOAT	BUSINESS									
3	BRIGHTON MANAGEMENT	BUSINESS									
4	CORWIN, A SAGE COMPANY	BUSINESS									
5	FRONTIER	BUSINESS									
6	HAAS AUTOMATION	BUSINESS									
7	HIGH-TECH ENGINEERING	BUSINESS									
8	JAXX MANUFACTURING	BUSINESS									
9	KAISER PERMANENTE	BUSINESS									
10	KINAMED	BUSINESS									
11	LC ENGINEERING GROUP	BUSINESS									
12	LOS ROBLES HOSPITAL & MEDICAL CENTER	BUSINESS									
13	MILGARD MANUFACTURING	BUSINESS									
14	TOLMAN & WIKER	BUSINESS									
15	UN1TEEE	BUSINESS									
16	<i>Open: In Progress</i>	BUSINESS									
17	<i>Open: In Progress</i>	BUSINESS									
18	SEIU-UNITED HEALTHCARE		UNION								
19	TRI-COUNTIES CENTRAL LABOR COUNCIL		UNION								
20	UNITED FOOD & COMMERCIAL WORKERS		UNION								
21	LABORERS INTNATL. UNION NORTH AMERICA			APPREN/UN							
22	TRI-COUNTIES BLDG & CONST TRADES COUNCIL			APPREN/UN							
23	CALIFORNIA LUTHERAN UNIVERSITY				CBO/UNIV						
24	THE ARC OF VENTURA COUNTY				CBO						
25	CALIF STATE UNIVERSITY, CHANNEL ISLANDS					UNIV					
26	VENTURA CO. COMMUNITY COLLEGE DIST.					CMTY COLL					
27	VENTURA CO. OFFICE OF EDUCATION					ADULT ED					
28	CITY OF SIMI VALLEY							EC DEV			
29	ECONOMIC DEVEL. COLLAB.-VENTURA CO.							EC DEV			
30	EMPLOYMENT DEVELOPMENT DEPARTMENT								EMPL SVCS		
31	DEPARTMENT OF REHABILITATION									REHAB	
NV	AREA AGENCY ON AGING										Non-Voting
NV	HUMAN SERVICES AGENCY										Non-Voting
NV	NAVAL BASE VENTURA COUNTY										Non-Voting
NV	PORT OF HUENEME										Non-Voting
Target for WDB Recertification Request = 31		17	3	2	2	1	2	2	1	1	0

WIOA CALCULATOR

BOARD SIZE	50%+1 BUSINESS	20% WORKFORCE
19	10	3.8
20	11	4.0
21	11	4.2
22	12	4.4
23	12	4.6
24	13	4.8
25	13	5.0
26	14	5.2
27	14	5.4
28	15	5.6
29	15	5.8
30	16	6.0
31	16	6.2
32	17	6.4
33	17	6.6
34	18	6.8
35	18	7.0
36	19	7.2
37	19	7.4
38	20	7.6
39	20	7.8
40	21	8.0
41	21	8.2
42	22	8.4
43	22	8.6
44	23	8.8
45	23	9.0

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

Purpose of the MOU: The Common Mission

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

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

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

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

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

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

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

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

Parties to the MOU

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

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

Responsibility of the AJCC Partners

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

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

One-Stop System: Shared Career Services

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

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

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

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

Funding and Operating Costs

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

formula. AJCC partners will ensure that the shared costs are supported by accurate data, that the shared costs are consistently applied over time and that the methodology used in determining the shared costs is reflected in all agreements.

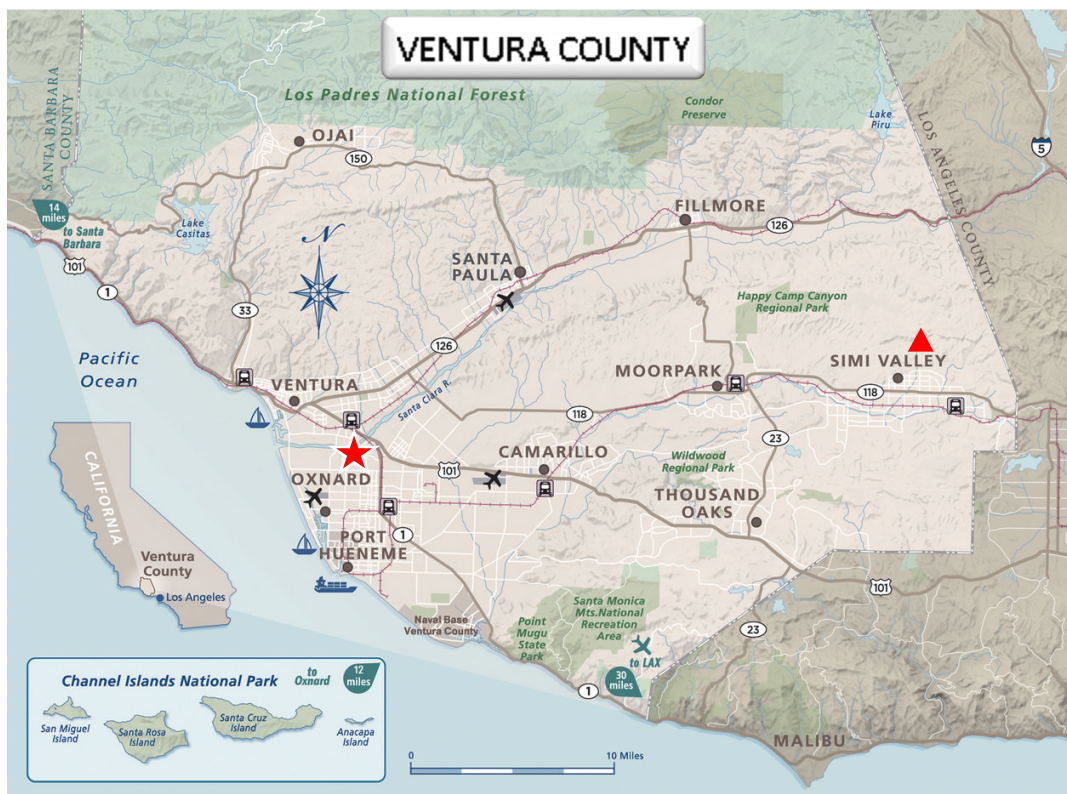
Methods for Referring Customers

Partners will manage referrals through:

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

Access for Individuals with Barriers to Employment

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



AJCC Locations in Ventura County

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

Shared Technology and System Security

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

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

Confidentiality

Partners agree to the following:

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

Non-Discrimination and Equal Opportunity

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

The AJCC partner will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibit discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

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

Grievances and Complaints Procedure

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

Effective Dates and Term of the MOU

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

Modifications and Revisions

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

Termination

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

Administration and Operations Management

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

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

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

Dispute Resolution

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

Press Releases and Communications

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

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

Hold Harmless/Indemnification/Liability

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

Severability

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

Authority and Signature

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

Linda Parks
Chair, Ventura County Board of Supervisors

Date

Victor Dollar
Chair, Workforce Development Board of Ventura County

Date

Signatures continued on following pages after the Addendum

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

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

(Copy of email)

From: President Rush [mailto:president@csuci.edu]

Sent: Wednesday, April 06, 2016 4:00 PM

To:

Cc: bluskin@vcccd.edu; mantooth@vcoe.org; Moore, Cheryl <Cheryl.Moore@ventura.org>; Remotti, Melissa <Melissa.Remotti@csuci.edu>

Subject: VC P-20 Business/Education Workgroup Subcommittee

We would like to begin by recognizing the great work of many dedicated individuals and groups throughout our County that help improve programs and services for students. With this work comes a growing need for us to begin thinking about how we can streamline processes and resources across our region, particularly as they relate to engagement with our business community.

Cheryl Moore, Executive Director of the Workforce Development Board (WDB) and VC P-20 Councilmember, has recently convened two separate informal meetings with business and education stakeholders to explore options of which you may have already been a part. If you have taken part in these meetings, we thank you for your participation and would like to extend to you an invitation to continue your efforts in a more formal capacity. If you have not participated previously, we would like to ask you to join in this effort. The goal of this group is to develop an easy-to-use, one-stop hub for coordinating resources pertaining to internships and other career education activities. Your expertise and collaboration on this innovative project will be of significant value as the planning moves forward.

On behalf of the Ventura County P-20 Council (VC P-20), and in conjunction with the Workforce Development Board, we would like to invite you to become an essential part in developing a shared business/education connection hub for Ventura County by asking for your participation on the Business/Education Connection Workgroup, a subcommittee of VC P-20.

Your participation in this process is important for our County, and we very much appreciate your commitment to developing a framework that will meet the needs of both business and education. The group will continue to be convened by Cheryl Moore and Superintendent Stan Mantooth will be in attendance at the next meeting to discuss further the purpose of this group. Please let us know whether or not you agree to participate as a member of this subcommittee by responding "reply all" to this e-mail.

Thank you in advance for bringing your perspective, insight, and wisdom to the process in which we are all engaged: creating innovative collaborative systems to serve better the students of Ventura County, investing in a future of which we can all be proud.

Sincerely yours,

Richard R. Rush
Chair, Ventura County P-20 Council
President, California State University Channel Islands

Stan Mantooth
Ventura County Superintendent of Schools

Bernie Luskin
Chancellor, Ventura County Community College District

Excerpt from WDB Bylaws as Amended June 2015

VIII. STANDING COMMITTEE SUMMARIES

A. Executive Committee

1. Members of the Executive Committee will be the Chair, Vice Chair, the immediate past Chair, the Chairs of the standing committees, and the Chairs, as appropriate, of any other currently existing committees. .
2. The Executive Committee oversees:
 - a. The development, implementation, and evaluation of the strategic plan
 - b. The development and implementation of the Business Plan
 - c. The use of funds and financial reporting
 - d. The evaluation of, and the contract recommendations for, the Adult, Dislocated Worker, and Rapid Response programs
 - e. Action on behalf of the WDB as necessary. Any such actions will be reported to the WDB at its next regularly scheduled meeting. The WDB retains the authority to reverse or revise the actions of the Executive Committee.

B. Membership Committee

The Membership Committee is responsible for community outreach to recruit WDB members, develop and promote strategies for WDB member development, make recommendations relative to the replacement of members, review attendance records of WDB members, and ensure the proper implementation of the membership provisions of the Act.

C. Outreach Committee

1. The purpose of the Outreach Committee is to increase public awareness of workforce development and to promote the use of the services offered under the auspices of the WDB to job seekers and employers.
2. The Committee oversees the development and release of various types of messaging to promote the vision and strategy of the WDB.
3. This Committee will originate and recommend approval of all contracts for marketing and business outreach and will evaluate their subsequent management.

D. The Resource Development Committee

The Resource Development Committee assists the WDB to develop recommendations for the appropriate use of current resources, to locate strategic resources in support of WDB priorities and pursue opportunities to invest in new initiatives, where appropriate, through non-WIOA means.

E. Youth Council

1. The purpose of the Youth Council is to assist the WDB by providing expertise in youth policy and advising on the best ways to prepare local youth for employment and life-long learning. Appointed by the WDB and subject to its approval, the Youth Council will:
 - a. Recommend eligible providers of youth services and oversee their activities
 - b. Develop portions of the local plan related to eligible youth
 - c. Leverage other youth program funds in the local area for the purpose of improving the effectiveness of local youth programs through collaborative planning, funding and service delivery
 - d. Make recommendations to the WDB for including training in nontraditional occupations for women and girls and pre-apprenticeship training in youth program activities
 - e. Make recommendations to the WDB for connecting youth program activities, including those provided by local educational entities, to the One-Stop System
 - f. Originate and recommend approval of all contracts for youth services and evaluate the subsequent management of those contracts

2. The Youth Council will be established as a committee of the WDB. Membership will consist of no less than one (1) representative from each of the following categories:
 - a. Members of the WDB who have special interest or expertise in youth policy
 - b. Service agencies such as juvenile justice and local law enforcement
 - c. The private sector
 - d. In-school and out-of-school youth
 - e. Private non-profit agencies serving youth
 - f. Educational agencies serving youth
 - g. Parents of eligible youth seeking assistance under Subtitle B of Title I of WIOA
 - h. Apprenticeship training programs serving youth
 - i. Other members as appropriate

3. Non-WDB members of the Youth Council will be appointed for three-year terms following the recommendation of the Membership Committee and the approval of the WDB. They will be required to submit an application on the approved form, a resume, and, for an initial appointment, a letter of recommendation.