



## WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

Thursday, February 25, 2016  
8:00 a.m. – 10:00 a.m.

### **NOTE LOCATION CHANGE**

VCOE Conference Center (Salon C)  
5100 Adolfo Road, Camarillo, CA

### AGENDA

- |           |   |              |
|-----------|---|--------------|
| 8:00 a.m. | <b>1.0 CALL TO ORDER AND AGENDA REVIEW</b>  | Jim D. Faul  |
| 8:05 a.m. | <b>2.0 PUBLIC COMMENTS</b>  | Jim D. Faul  |
|           | <u>Procedure:</u> The public is welcome to comment. Public comment cards are available at the meeting sign-in table. All comments not related to items on the agenda may be made at the beginning of the meeting only.  |              |
| 8:10 a.m. | <b>3.0 WDB VICE CHAIR COMMENTS</b>  | Jim D. Faul  |
| 8:20 a.m. | <b>4.0 CONSENT ITEMS</b>  | Jim D. Faul  |
|           | 4.1 Approve Workforce Development Board Minutes: December 17, 2015  |              |
|           | 4.2 Receive and File: WDB Committee Reports   |              |
| 8:25 a.m. | <b>5.0 ACTION ITEMS</b>   |              |
|           | 5.1 Recommendation that the Workforce Development Board of Ventura County (WDB) Approve a One-Year Extension of the Three Current Workforce Innovation and Opportunity Act (WIOA) Youth Program Provider Contracts through Program Year (PY) 2016-2017, Subject to the Availability of Sufficient Funds, Satisfactory PY 2015-2016 Performance by the Contractor, and Approval by the County of Ventura | Tony Skinner |
|           | 5.2 Recommendation that the Workforce Development Board of Ventura County (WDB) Approve Changes to the Composition of the WDB to Comply with Workforce Innovation and Opportunity Act (WIOA) Requirements   | Patty Schulz |
|           | 5.3 Recommendation that the Workforce Development Board of Ventura County (WDB) Recommend that the Ventura County Board of Supervisors Approve the Submission of the Ventura County Local Workforce Development Board Recertification Request for Program Years 2016-2018 to the California Workforce Development Board   | Alex Rivera  |

## 6.0 WIOA IMPLEMENTATION

Cheryl Moore

- 8:55 a.m. • Workforce Development Board and Committee Structure under WIOA: WDB Discussion and Decision
- 9:30 a.m. • Timeline Update
- Local Board Recertification: Board of Supervisors – March 22, 2016
  - Local Board Recertification: Due in Sacramento – March 30, 2016
  - Local Board Recertification: CWDB Final Approval – June 2016
  - AJCC MOU: WDB – April 28, 2016
  - AJCC MOU: Board of Supervisors – May 2016
  - AJCC MOU: Due in Sacramento – June 20, 2016
  - WIOA Performance Measures: Begin July 1, 2016
  - Federal Issuance of Final Rule: Summer 2016
  - California State Plan and Directives: After Federal Final Rule

## 9:35 a.m. 7.0 APPOINTMENT OF AD HOC COMMITTEES

Jim D. Faul

- Bylaws Committee: WDB Action on April 28, 2016
- Nominating Committee: WDB Action on June 16, 2016

## 9:45 a.m. 8.0 WDB ADMINISTRATION

Cheryl Moore

- Relocation of AJCCs: Oxnard (Summer) and Simi Valley (February)
- New WDB Manager Position
- On the Calendar
  - March 3-4, 2016  
CWA Board of Directors (Sacramento)
  - March 12-15, 2016  
NAWB Forum 2016 and Congressional Visits (Washington, D.C.)
  - April 28, 2016  
WDB Meeting (Camarillo)

## 9:50 a.m. 9.0 WDB MEMBER COMMENTS

WDB Members

## 10:00 a.m. 10.0 ADJOURNMENT

Jim D. Faul

Next Meeting  
April 28, 2016  
8:00 a.m.-10:00 a.m.  
VCCF Nonprofit Center (Community Room)  
4001 Mission Oaks Blvd., Camarillo

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.

For information about the Workforce Development Board of Ventura County, go to [workforceventuracounty.org](http://workforceventuracounty.org).



## WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

### MINUTES

December 17, 2015

Ventura County Community Foundation  
4001 Mission Oaks Blvd., Camarillo

#### WDB Members Present

Victor Dollar, Chair	Victoria Jump	Alex Rivera
Jim D. Faul, Vice Chair	CAPT Douglas King	Patty Schulz
Gerhard Apfelthaler	Anthony Mireles	Tony Skinner
Greg Barnes	Mary Navarro-Aldana	Bruce Stenslie
Will Berg	Kimberly Nilsson	Mike Soules
Greg Gillespie	Bernardo M. Perez	Jesus Torres
Cindy Guenette	Bill Pratt	Nancy Williams
Kathy Harner	Roger Rice	Celina Zacarias

#### WDB Members Absent

Vic Anselmo	Teresa Johnson	Paul Matakiewicz
Martel Fraser	Byron Lindros	Tavi Udrea
Brian Gabler	Gregory Liu	Barry Zimmerman

#### WDB Administration Staff

Cheryl Moore, Executive Director	Tracy Johnson	Ma Odezza Robite
Talia Barrera	Richard McNeal	Theresa Salazar-Vital
Patricia Duffy		

#### Guests

Jeffrey Albaugh	Ventura Adult and Continuing Education
Nancy Ambriz	Community Services Department/WIOA, Human Services Agency
Diana Batista	Oxnard Adult School
Karen Blufer	theAgency
Jaime Duncan	Community Services Department, Human Services Agency
Lauri Flack	Community Services Department, Human Services Agency
Thomas Flournoy	Employment Development Department
Sally Harrison	Ventura County CEO's Office
Heidi Hayes	theAgency
Brad Hudson	Representative, Congresswoman Julia Brownley's Office
Robert Jacobi	Main Course California Catering
Sheri Long	Vista Real Charter High School
Patrick Miller	CBC Credit Union
Tiffany Morse	Ventura County Office of Education
Angel Rodriguez	Employment Development Department
Eileen Rohlifing	Employment Development Department
Jim Rose	Oxnard Union High School District
Andrea Sanchez	Employment Development Department
Teresa Telles	Oxnard Union High School District
Cesar Valladares	Employment Development Department
Greg Van Ness	Tolman & Walker Insurance Services, LLC
Stephen Yeoh	Un1tee

## **1.0 CALL TO ORDER AND AGENDA REVIEW**

WDB Chair Victor Dollar called the meeting to order at 8:16 a.m. No changes were made to the agenda.

## **2.0 PUBLIC COMMENTS**

No public comments

## **3.0 WDB CHAIR'S COMMENTS**

Victor Dollar welcomed new WDB member Captain Douglas King from Naval Base Ventura County and Byron Lindros from Amgen, who is currently Chair of the Manufacturing Roundtable of Ventura County of the Manufacturing Committee. Mr. Dollar congratulated Victoria Jump, who recently received the President's Citation Award from the California Association of Area Agencies on Aging for her exceptional work at the county and state levels.

Mr. Dollar thanked recent Workforce Wednesday radio show participants, WDB members Anthony Mireles and Tony Skinner, who discussed how apprenticeships can help businesses be competitive (December 2015). Recordings of Workforce Wednesday broadcasts are available on the WDB website, About Us/News tab: [www.workforceventuracounty.org](http://www.workforceventuracounty.org).

## **4.0 CONSENT ITEMS**

4.1 Approve Workforce Development Board Minutes: October 22, 2015

4.2 Receive and File: WDB Committee Reports

Motion to approve Consent Items: Bill Pratt

Second: Mike Soules

Motion carried

## **5.0 ACTION ITEM**

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

Victor Dollar introduced the recommendation and asked Alex Rivera, Chair of the Resource Development Committee, to comment on it. Following questions and discussion of the funding of the California Career Pathways Trust grants and the allowance for administrative costs of the particular grant to the WDB, the Board approved the recommendation.

Motion to approve: Alex Rivera

Second: Bill Pratt

Motion carried unanimously

## **6.0 WIOA IMPLEMENTATION**

Cheryl Moore made a presentation on the transition to the Workforce Innovation and Opportunity Act (WIOA), local board recertification, the composition of the WDB, the structure of the WDB and regional planning. She then introduced Thomas Flournoy, Employment Development Department (EDD) Chief of Workforce Services for the Los Angeles and Ventura area, who discussed the

nature and extent of EDD's partnership with local boards and the American Job Center of California (AJCC). Copies of both presentations were included the WDB meeting packet posted on the WDB website.

## **7.0 VENTURA COUNTY REGIONAL ECONOMIC ANALYSIS PROFILE**

Jim Faul introduced Angel Rodriguez, LMID Research Manager from the California Labor Market Information Division (LMID) of EDD, to provide background and respond to questions on the Regional Economic Analysis Profile (REAP) that was commissioned by the WDB. WDB members and the public were able to access a copy of the study on the WDB website in advance. Informal feedback had been forwarded to Mr. Rodriguez in advance to enable him to focus on specific areas of interest. A copy of the presentation was included in the WDB meeting packet and posted for public reference. WDB staff will compile a summary of questions and responses.

## **8.0 WDB ADMINISTRATION**

Lauri Flack, Director of the Community Services Department of the Human Services Agency, announced the January 2016 relocation of the comprehensive American Job Center of California (AJCC) in Oxnard to a temporary site at 635 S. Ventura Road, Oxnard, with final relocation planned for summer 2016 to 2901 N. Ventura Road, Oxnard. In February 2016, the affiliate AJCC satellite in Simi Valley will relocate to a new site, at 2900 Madera Road, Simi Valley. Both new locations will be leased by the County of Ventura. Continuity of service for all operations will be maintained.

## **9.0 WDB MEMBER COMMENTS**

Mary Navarro-Aldana introduced Cesar Valladares, new Deputy Division Chief for the San Fernando /Antelope Valley/Ventura Region, Los Angeles/Ventura Workforce Services Division, California Employment Development Department.

## **10.0 ADJOURNMENT**

Motion to adjourn at 10:06 a.m.: Mike Soules  
Second: Celina Zacarias  
Motion carried unanimously

### Next Meeting

Thursday, February 25, 2016

8:00 a.m.-10:00 a.m.

Ventura County Office of Education

5100 Adolfo Road (Salon C), Camarillo, CA



## QUESTIONS AND ANSWERS

### 2015 Ventura County Regional Economic Analysis Profile EDD Labor Market Information Division

#### Background

The Workforce Development Board of Ventura County (WDB) commissioned a Ventura County sub-market region occupational data report from the Labor Market Information Division (LMID) of the California Employment Development Department (EDD).

The resulting **Ventura County 2015 Regional Economic Analysis Profile** (REAP) is posted on the WDB website <http://www.workforceventuracounty.org>. The PDF document is bookmarked for easy reference to industry clusters. (*Important note:* Because of data confidentiality, the Aerospace and Biotechnology occupations are not included in the report.)

Because this is the first report of its kind in California, LMID is very interested in feedback from the Ventura County WDB. Angel Rodriguez, the LMID Research Manager in Sacramento, made a presentation at the WDB meeting on December 17, 2015. In preparation for the WDB meeting discussion, we sent Mr. Rodriguez as many WDB and WDB committee member questions/comments as possible in advance. All questions and comments received before and after the meeting are listed below with responses from the State of California LMID

#### WDBVC Questions/Comments and LMID Responses

##### GENERAL

##### 1. Question/Comment

It is important the methodology for gathering LMID data is clearly defined, as well as the margin of error based on that methodology, so that people using the data can weigh the accuracy of the data appropriately.

##### LMID Response

*Methodology and/or FAQ's are available on our website for each of our programs. Programs administered by the BLS, will also have additional methodology detail at [www.bls.gov](http://www.bls.gov).*

##### 2. Question/Comment

I could not locate the methodology for compilation of the data in this report. Did I miss it and if not, is that information available?

##### LMID Response

- *Occupational Employment Projections Methodology:*  
<http://www.labormarketinfo.edd.ca.gov/data/occupational-employment-projections-methodology.html>
- *Regional Economic Analysis Profiles Methodology:*  
<http://www.labormarketinfo.edd.ca.gov/geography/regional-economic-profiles.html>

##### 3. Question/Comment

It would be helpful if EDD explains to us the data classification and aggregation methodology so we can better judge or interpret the statistics.



## QUESTIONS AND ANSWERS

### 2015 Ventura County Regional Economic Analysis Profile EDD Labor Market Information Division

#### LMID Response

*We use the industry and occupational employment projections method established by the BLS. This is the same process used in all 50 states. We take staffing patterns and wages from the Occupation Employment Statistic survey (also a BLS program). Methodology and/or FAQ's are available on our website for each of our programs. Programs administered by the BLS, will also have additional methodology detail at [www.bls.gov](http://www.bls.gov).*

#### **4. Question/Comment**

How do they determine the new and replacement demand for workers?

#### LMID Response

*New jobs are only openings due to growth and do not include job declines. If an occupation's employment change is negative, there is no job growth and new jobs are set to zero. Replacement needs estimate the number of job openings created when workers retire or permanently leave an occupation and need to be replaced. The BLS develops replacement rates using occupational employment data from the Current Population Survey (CPS). For additional information on Occupational Employment Projections Methodology, visit the following website: [http://cwdb.ca.gov/sc\\_green\\_collar\\_jobs\\_council.htm](http://cwdb.ca.gov/sc_green_collar_jobs_council.htm)*

#### **5. Question/Comment**

Are REAP reports available with data/information specific to each Ventura County city?

#### LMID Response

*No. County Level is as detailed as we can provide. We run into confidentiality issues with the data, the more concentrated we get. However, job ads data can be provided by city.*

#### **6. Question/Comment**

Was CalJOBS data included in identifying employers posting most listings?

#### LMID Response

*Yes, but not exclusively. CalJOBS is one of the job boards that HWOL scrapes from.*

#### **7. Question/Comment**

Why are so few of the largest employers not listed as employers posting most listings?

#### LMID Response

*Not all employers go through job boards. In fact, some of these large employers may be using temp/employment agencies, which would mask the relationship to the larger employer.*

#### **8. Question/Comment**

The government/military/higher education sector seems to be missing. Not sure if civilian contractors associated with our bases are included in the other sectors. Seems like a general contractor would, but perhaps not some of the more military specific work - I will defer to others in our group for this analysis.

#### LMID Response

*Currently, only the education and Healthcare cluster have public employer data. We are discussing creating a government or public sector cluster for the next version of our reports.*



## QUESTIONS AND ANSWERS

### 2015 Ventura County Regional Economic Analysis Profile EDD Labor Market Information Division

#### 9. Question/Comment

Looking at the list of company hires, based on the number of job ads over a 4 month period prior to July 2015, how are the hiring numbers accurately capturing the Ventura County labor market?

##### LMID Response

*Just looking at 4 month timeframe probably does not capture much about the current labor market. A much larger time frame, with a breakdown of totals per month/year, would be more helpful in representing current trends in a labor market.*

#### 10. Question/Comment

It would be helpful to have an explanation of exactly how the data is gathered. Is it from ads and if so, where is that information coming from? (How broad of a reach is it?)

##### LMID Response

*We use multiple data sources: Quarterly Census of Employment and Wages, Occupation Employment Statistics, Industry and Occupational Employment Projections. Job Ads are used to provide a snapshot in time of the current demand. Job Ad data is outdated the day after it is pulled. HWOL scrapes from 40,000 job boards, including CalJOBS.*

#### 11. Question/Comment

How do they account for the fact that large companies and agencies often are hiring 100 people for the same job and just post one ad?

##### LMID Response

*One job ad does not equal one job opening. This is true for all job ad scraping tools, including CalJOBS. Some companies continuously post ads, even if they do not have an opening, in order to collect resumes.*

#### 12. Question/Comment

What information or methodology, not used for the 2015 report, would more accurately reflect our regional need and economy?

##### LMID Response

*Additional information or clarification is needed to provide guidance/response to this question.*

#### 13. Question/Comment

The report identifies that how the clusters are defined may overlap with other clusters. Although this is not noted in the report, this placement has a serious impact on the statistics in other clusters. For example Solar and water are listed under construction, which would remove them from the Energy/Utility Cluster. Although Solar came out as having the most ads for hiring, the fact that it is placed in the construction cluster vs. Energy/Utilities cluster drives the labor market need numbers down in the energy cluster and up in the construction cluster. This goes back to the need for a common language so that education, industry and government can be looking at employment data that reflects a common definition.

##### LMID Response

*Our clusters are not currently defined with industry overlap. Where industry overlap may occur is in the "Top Employer" listings. HWOL is responsible for categorizing the job ads and therefore employers may appear in multiple clusters.*





## QUESTIONS AND ANSWERS

### 2015 Ventura County Regional Economic Analysis Profile EDD Labor Market Information Division

#### 14. Question/Comment

It appears that the data is not keeping pace with the new jobs and new industries that are being developed. Maybe there needs to be a section for new jobs titles in the last 10 years.

##### LMID Response

*There will always be a lag between new occupations and official coding and recognition from the Department of Labor.*

#### 15. Question/Comment

New and emerging positions do not seem to be tracked, not just in the Ventura LMID information, but across the board. For example, Sustainability Managers are positions that have become very common but I cannot find them in LMID information. I tried to find APP developers and just assumed they must be somewhere under IT but could not find that title. The various jobs in water and wastewater do not appear to be accurately represented.

##### LMID Response

*Sustainability Managers does not have an official SOC code so there is no official data for that occupation. APP developers are found under Software Developers, Applications (15-1132) Occupation titles that are used in Job Ads are often different from SOC titles.*

#### 16. Question/Comment

Why did they leave out our two largest employers in the Ventura County: the County Agencies and the Naval Base?

##### LMID Response

*Those are government employers and the government sector is not included in our cluster definitions. According to HWOL, these two employers rank in the mid-20's and are not represented as the largest.*

#### 17. Question/Comment

I read LMI reports frequently, but am surprised that there was no mention (I could not find anything), of the local naval base or port. Some of the jobs related to those employers are covered (such as transportation, freight, engineering, technology), but if tourism received a top rating, should not have military installation or major seaport also been mentioned as contributing to the jobs?

##### LMID Response

*Currently only the Healthcare and Education and Training Clusters have public employment data. Incorporating public employment into all clusters or developing a public sector cluster is something we are currently discussing.*

#### 18. Question/Comment

Is data gathered from Labor Unions? Our experience locally is that they track turnover and job availability as well as retirements and appear to have accurate data.

##### LMID Response

*Official LMI data sources track all occupations. Online Job Ads do not do a good job of tracking Labor Union job postings.*



## QUESTIONS AND ANSWERS

### 2015 Ventura County Regional Economic Analysis Profile EDD Labor Market Information Division

#### **19. Question/Comment**

My concern is if we are using data that does not represent the current and accurate picture, the data is of no use and possibly could be detrimental, since planning decisions are being made based on a presumption of relative accuracy. So there needs to be an explanation (disclaimer) of how much this data can deviate and why it can be inaccurate, so that local areas are informed and can contract for local surveys to fill those gaps.

#### *LMID Response*

*At the time of publication these data were the most current and accurate available. No data source is perfect. Labor Market Information is used to present the most current and accurate economic picture possible. We have the highest credibility standards in that we use methodology approved by the BLS.*

#### **20. Question/Comment**

I reviewed the general section of the report as well as the “Hospitality” and “ICT” clusters. I found the report well written and very informative, and I have no specific questions. I just have two observations:

- I was surprised to see that the salaries for positions in the “Hospitality” and “ICT” clusters that require a bachelor’s degree are actually quite on par with each other. I don’t doubt that these numbers are correct, I was just surprised as we’ve heard for years about the low salaries in the hospitality and the high salaries in the ICT industries.

#### *LMID Response*

*The program used to calculate the wages, cannot pull industry specific wages, so the wages represent an occupation across all industries. There are many occupations with varying skills and education levels in all industry clusters. When looking at occupations in any of the industry clusters sort by education level or wage in order to get a better picture of the industry cluster. For example, Auditors and Computer support Specialists are found in the majority of industry clusters. Every industry needs book keeping and every industry uses computers. Both occupations are well paid and require some form of higher education.*

- Particularly when looking at the ICT cluster, I noticed that in one section the report talked about “bachelor degree or higher”, but generally it seems that advanced / graduate degrees are absent from the report.

#### *LMID Response*

*We use the BLS entry level education requirements. In general there are not many occupations that require an advanced degree. For most occupations the highest level of education needed is a B.S. or B.A. Employers may require a higher level of formal education or additional years of experience. Healthcare is probably the exception where you will find many advanced degrees, doctors need PhDs, etc.*

#### **21. Question/Comment**

Interesting report. I did not realize the dominance of the hospitality industry in the county although retail, health care and ag are no surprise. Another surprise is the low employment profile of the oil and gas industry here, where years ago that industry was a primary economic driver throughout Southern California. Perhaps that’s a reflection of the rock bottom price of oil lately. There is certainly opportunity for manufacturing to thrive in the county with significantly better paying jobs than three of the four top clusters.



## QUESTIONS AND ANSWERS

### 2015 Ventura County Regional Economic Analysis Profile EDD Labor Market Information Division

As the purpose of the report “is to account for industry clusters with the largest number of projected total job openings and help the California workforce development system prepare the state’s workforce to compete for these future job opportunities” it is alarming that the median wage for a large number of jobs in the top four clusters seems insufficient to cover the basics (housing, food, clothing, transportation, etc.) for a minimum quality of life in Ventura County.

Each cluster description concludes with a statement that workers skill levels and work activities suggest potential for upward mobility within the cluster or in another industry cluster “with additional training.” Even for an optimist like me, this seems like a very optimistic projection on a worker population making \$9-\$15/hour. How does that full time worker (if she/he has the motivation and aptitude) find time for additional training, at what cost and by what means?

#### LMID Response

*The individual would need to find creative ways to make time to be able to pursue additional education and training opportunities, including working with their employer.*

## CLEAN/GREEN

### 22. Question/Comment

It appears that data is not aligned under a common language between the Federal Government and the State. Solar is usually found under Energy and Utilities or sometimes manufacturing (if it is manufacturing of parts) but in the Ventura information it is under construction. How can we accurately project the growth of a relatively new industry in the area if alternative energy solutions are placed in construction?

#### LMID Response

*This is something we can look at more closely. It may require looking at only one industry (not an entire cluster). Please send additional information or clarification to Theresa Salazar Vital, so that we can investigate.*

### 23. Question/Comment

I understand that these are broken out from federal codes and sector designations. However, there are some significant limitations that are particularly apparent in the Clean/Green sector:

- I believe that we received direction from either the federal or state level about what was, and was not, appropriate for a Clean/Green WDB group to focus on - so there should be attempts by the state to start pulling those acceptable categories into a sector and footnotes on the limitations and assumptions. However, it would at least start the process of developing a workable relevant database and provide some consistency in conversations/comparisons across the state.

#### LMID Response

*The BLS has designated NAICS codes that contain Clean/Green firms. However, we still cannot accurately determine the number of firms in a given NAICS code without an additional survey. A list of these codes as defined by BLS and used by California Energy Commission, can be made available upon request. Also, there is still no common definition of clean/green.*

- This may need to be an extrapolation from the other sectors. What percentage of the building industry is related to installation of energy efficiency upgrades? Of the professional and technical



## QUESTIONS AND ANSWERS

### 2015 Ventura County Regional Economic Analysis Profile EDD Labor Market Information Division

services group, how many are related to GHG reductions, consulting, implementation, LEED architecture design, etc.?

#### LMID Response

*The data we have available does not allow for that level of detail. Some big assumptions would have to be made to calculate this information. We use and disseminate data under SOCs and do not have occupational groups that deal specifically with LEED architecture design. A suggestion to the committee would be to connect with the construction industry and business partners in order to develop a method to estimate the needed data, and/or possibly conduct a survey.*

#### **24. Question/Comment**

For the chemical products, is there a percentage calculated for scientists working on green chemistry initiatives? This would include scientists in the biopharma sector that are reducing the toxicity of their products or waste streams.

#### LMID Response

*We do not have any data on this type of information. The committee may want to contact the California Workforce Development Board's "Green Collar Jobs Council" on the website: [http://cwdb.ca.gov/sc\\_green\\_collar\\_jobs\\_council.htm](http://cwdb.ca.gov/sc_green_collar_jobs_council.htm)*

#### **25. Question/Comment**

Where does the solar or EE salesperson/advocate/installer fit? In looking at the energy and utility employers it does not include the Gas Company. I don't see any solar.

#### LMID Response

*41-4011 Solar Sales Rep is an O\*Net breakout code, and it falls under the Sales Rep Wholesale family.*

#### **26. Question/Comment**

In looking at the Ag community, seems like we should be tracking organic farming/food to farm efforts which require different skills and infrastructure.

#### LMID Response

- We are not able to build a cluster around organic farming. This would require working with more detailed industry data (6-digit instead of 4-digit). Although, we do not think there would be a significant difference from the Ag cluster we already have.*
- This "could" be a "specialized" value chain local report; although, there would be a fee. We would also need to know if the interest is in organic or "sustainable" farming. "Organic farming can generally be classified as sustainable agriculture; however, it is important to distinguish between the two. Organic products can be produced on large industrial farms that are not sustainable. Meanwhile, non-certified organic can produce food using methods that will sustain the farm's productivity for generations."*



## QUESTIONS AND ANSWERS

### 2015 Ventura County Regional Economic Analysis Profile EDD Labor Market Information Division

#### HEALTHCARE

##### **27. Question/Comment**

It was through the Union that it was identified we would have a Clinical Lab Scientist shortage, even though LMID stats projected 0 job growth for Ventura in the CLS field and an average of 2 replacements a year and only 2 average annual job openings a year! The Union could see by their membership how many would be retiring at the same time. While we were looking at the LMID CLS data someone from County Human Resources was at the table and said they were advertising for 12 CLS positions that same week. (So one agency was hiring 12 people in a week, which is 6 times what was predicted for the year by LMID data and that was just one agency.) So how can this LMID data be so different from what is the actual regional picture? It was confirmed that only one ad goes in when hiring 12 people and at another meeting for another position, 88 people were being hired but one ad went in, appearing in the ad as though it was one position.

##### LMID Response

*Clinical Lab Scientist is not an official SOC title. The closest SOC title is Medical and Clinical Laboratory Technologists (29-2011).*

##### **28. Question/Comment**

Can the nursing data be broken down further to determine the type of nursing positions?

##### LMID Response

*The nursing data cannot be broken down further; the data provided is at the 6-digit standard occupational classification (SOC) code level.*

##### **29. Question/Comment**

Are the [nursing] positions in acute care hospitals? If so are they surgical nurses, administrators, etc.

##### LMID Response

*An estimate of the number of jobs can be given by Industry (NAICS) Code or Metropolitan Statistical Area (MSA)...EDD/LMID Occupational Survey Group (OSG) can provide on an AD Hoc basis. Please contact Tom Stassi at 916-651-5680 for further information.*

##### **30. Question/Comment**

How many [nursing] positions are in nursing homes or outpatient clinics?

##### LMID Response

*An estimate of the number of jobs can be given by Industry (NAICS) Code or Metropolitan Statistical Area (MSA)...EDD/LMID Occupational Survey Group (OSG) can provide on an AD Hoc basis. Please contact Tom Stassi at 916-651-5680 for further information.*

##### **31. Question/Comment**

Does this data include nursing instructors and school nurses?

##### LMID Response

*The data for Nursing Instructors and School Nurses (Registered Nurses) are found in the Education and Training Industry Cluster.*



## QUESTIONS AND ANSWERS

### 2015 Ventura County Regional Economic Analysis Profile EDD Labor Market Information Division

#### **32. Question/Comment**

The nursing data appears under Associate Degrees, as the educational category. Does this mean the data refers only to RNs with Associate Degrees?

##### LMID Response

*The data represents all education levels; however, the educational level listed represents the typical education level most workers need to enter an occupation.*

#### **33. Question/Comment**

Both Associate Degree nurses and Bachelor Degree Nurses are called RNs, so it is unclear if the data is actually separating Associate Degree RNs from Bachelor Degree RNs. This information is important since acute care hospitals are being informed that by 2020, 80% of their nurses need to have a Bachelor's Degree for the hospital to achieve Magnet status.

##### LMID Response

*The data does not distinguish between whether a person has an AA, BA/BS, or MA/MS. The educational requirement criteria can be set at the discretion of the employer or an association.*

## MANUFACTURING

#### **34. Question/Comment**

I took a look at the Occupational Analysis for the Manufacturing Cluster.

- Pg. 216—interesting to note that Ventura County appears to have a higher percentage of business establishments in the manufacturing cluster (0.5%-0.6%) than the statewide percentage (0.4%), but the percentage still seems a bit low.

##### LMID Response

*These data are derived from the quarterly tax reports submitted to the EDD by California employers.*

- Pg. 211—lists the 10 top skills required for various jobs in the manufacturing cluster, which confirms what many of us knew. What is surprising is the lack of instructional programs (pg. 215) in the T.O.P. for community colleges. In my mind this shines a spotlight on the need for manufacturing-related skills training in the county.
- Pg. 214—Employer demand, as determined by job postings, seems a bit unusual as I would have expected more employers with more than just 1-3 postings. Given the word on the street about the difficulty in finding candidates, I'm wondering how manufacturers are advertising their jobs. Also, Fastsigns and Sports Authority are listed as manufacturers, which makes me question how they determine who is a manufacturer.

##### LMID Response

*Manufacturers may be advertising their jobs through the trade unions, in which HWOL does not currently capture these jobs.*



## QUESTIONS AND ANSWERS

### 2015 Ventura County Regional Economic Analysis Profile EDD Labor Market Information Division

#### **35. Question/Comment**

Can we include parts of Los Angeles to look at the Biotech industry? Is this possible?

#### *LMID Response*

*This would not be possible; since Los Angeles is one of the Economic Sub-markets we could only provide data at the county level as long it is not confidential.*

#### **36. Question/Comment**

There must be more than meets the eye to the U.S. Dept. of Labor's O\*NET top ten skills required for General and Operations Managers in the Fabricated/Other Metal Manufacturing cluster, but I don't have time to research it and try to make sense of it.

For one thing, only nine skills were selected and Complex Problem Solving, Judgment and Decision Making, Management of Financial Resources, Mathematics and Operations Analysis didn't make the top nine. There's no doubt that Writing, Speaking, Social Perceptiveness, etc. are important but I personally would prefer a tongue-tied manager that can't write worth beans but can solve complex problems and consistently make good judgments and decisions.

This data suggests great opportunities in Ventura County for manufacturing companies that offer good jobs and good pay.



## **Workforce Development Board of Ventura County**

**February 25, 2016**

### **WDB COMMITTEE REPORTS**

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





## WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

**TO: WORKFORCE DEVELOPMENT BOARD**

**FROM: VICTOR DOLLAR, CHAIR  
EXECUTIVE COMMITTEE**

**DATE: FEBRUARY 25, 2016**

**SUBJECT: EXECUTIVE COMMITTEE REPORT**

The Executive Committee met on January 14, 2016. Attending the meeting were WDB Executive Committee members Victor Dollar (Chair), Jim D. Faul (Vice Chair), Greg Barnes, Brian Gabler, Patty Schulz, Tony Skinner and Mike Soules; WDB staff Talia Barrera, Patricia Duffy, Richard McNeal, Cheryl Moore, and Theresa Salazar Vital; and guests Nancy Ambriz (HSA Community Services Department), Mariana Cazares (Boys and Girls Club of Greater Oxnard and Port Hueneme – BGC), Sally Harrison (County of Ventura Chief Executive Office), Cheryl Shaw (Ventura County Civil Service), Kim Whitaker (PathPoint), and Omar Zapata (BGC).

The Committee also met on February 11, 2016. Attending the meeting were WDB Executive Committee members Jim D. Faul (Vice Chair), Greg Barnes, Brian Gabler, Anthony Mireles, Alex Rivera, and Jesus Torres; WDB staff Talia Barrera, Patricia Duffy, Richard McNeal, Cheryl Moore, and Theresa Salazar Vital; and guests Nancy Ambriz and Jaime Duncan (HSA Community Services Department), Sally Harrison (County of Ventura Chief Executive Office), and Bruce Stenslie (Economic Development Collaborative-Ventura County).

The following is a summary of topics discussed:

- 2015-2016 Quarterly Performance Reports

Committee members reviewed, discussed, and asked questions regarding WIOA performance:

- *WIOA Adult Enrollments – Second Quarter (Q2) July 1, 2015 through December 31, 2015:* Community Services Department/WIOA (CSD) enrolled 92 new participants or 112% of plan to actual. Total Q2 cumulative enrollments are at 166 with 102 participants in training.
- *WIOA Dislocated Worker Enrollments – Q2:* CSD enrolled 54 new participants or 43% of plan to actual. Total Q2 cumulative enrollments were at 189, with 154 participants in training.
- *AJCC Universal Enrollments – Q2:* The number of customers receiving public access employer and employment/career services through the Ventura County American Job Center of California is at 7,590.
- *Common Measures – Q2:* All nine of the Workforce Development Board (WDB) of Ventura County Adult, Dislocated Worker, and Youth performance measure outcomes for Q2 exceeded 100% success rate for WDB performance accountability levels. Final Local Workforce Development Board performance accountability levels for PY 2015-16 are listed in Workforce Services Directive WSD15-16.

- *Rapid Response* (required activities) – Third Quarter (Q3) April 1, 2015 through December 31, 2015: The Community Services Department conducted cumulative on-site layoff/closure planning meetings and/or employee orientations. State reporting lists:
  - 10 unique at-risk Ventura County businesses reported layoffs for 1043 workers
  - 397 of these impacted employees attended WIOA Rapid Response orientations
  
- *Rapid Response* (layoff aversion activities) *Second Quarter (Q2) July 1, 2015 through December 31, 2015*: The Economic Development Collaborative-Ventura County (EDC-VC) reported cumulative business retention/layoff aversion activities. State and WDB reporting lists:
  - Eighteen (18) unique at-risk businesses received services to prevent the loss of 1228 at-risk jobs.
  - Ninety-six (96) at-risk workers were provided Incumbent Worker Training (IWT) with non-WIOA funds.
  - Contract expenditures are at \$36,010.37 with \$20,020 in-kind expenditures.
  - Zero (0) jobs at risk, after completion of all employer services and at 6 weeks retention, were reported to the State as jobs saved by layoff aversion activity (Layoff Aversion 122 Report).

WDB Finance Report (Attached)

- 2015-2016 WIOA Budget Plan Expenditures

The Committee reviewed and discussed the Financial Status Report (FSR) for Fiscal Year 2015-2016, reflecting year-to-date expenditures from July 1, 2015 through December 31, 2015. The status of expenditures at 50% into the fiscal year was:

<u>WIOA Core Funds</u>	<u>2015-2016 Plan</u>	<u>YTD Expended</u>	<u>% Expended vs. Plan</u>
Dislocated Worker	2,570,992	1,207,257	47%
Adult	1,842,954	908,618	49%
Youth	2,038,392	895,176	44%
Rapid Response	455,631	214,196	47%
<u>WIOA Non-Core Funds</u>			
Workforce Accelerator Grant	7,994	7,806	98%
DOL Bridges 2 Work Grant	212,637	6,445	3%
CWIB Steps 2 Work Grant	123,752	3,749	3%
VC I – E3			
	76,980	0	0%

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

The State requires WDBs to spend a minimum of 80% of the annual WIOA Dislocated Worker, Adult, and Youth core grant allocations and 100% of the annual Rapid Response core grant allocation by June 30, 2016. Under WIOA requirements, at least 75% of the annual Youth WIOA core allocation must be expended for out-of-school youth and 25% of the annual Youth WIOA core allocation must be expended for work experience.

- WIA/WIOA Training Expenditures

As shown in the table below, the summary of WIOA training expenditures, as of December 31, 2015, indicated appropriate spending against the required Adult/Dislocated Worker training expenditure targets (25% in 2012-2013 through 2015-2016; 30% in 2016-2017 and each performance year thereafter) and against WIOA core grants across the overlapping federal two-year grant cycles.

	Core Grant FY 13-15	Core Grant FY 14-16	Core Grant FY 15-17
Total Adult and Dislocated Worker Formula Fund Allocations	4,346,991	4,092,349	4,126,060
Training Expenditure Requirement	1,086,748 25%	1,023,087 25%	1,031,515 25%
Formula Fund Training Expenditures	1,053,524	1,263,321	462,624
Leveraged Resources			
• Total Leveraged Resources Used Toward Training Expenditures	400,025	409,235	162,874
• Maximum Allowed Leveraged Resources (10%)	434,699	425,933	412,606
Total Leveraged Resources Used Towards Training Expenditures	400,025	409,235	162,649
• Total Amount Spent on Training	1,453,549	1,672,556	625,497
• % of Training Requirement Met (Final goal = 100%)	134%	163%	61%

Action Items

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

- **Approved the Program Year 2015-2016 Workforce Innovation and Opportunity Act (WIOA) Evaluation/Reporting Process for the Workforce Development Board of Ventura County (WDB) Adult, Dislocated Worker and Rapid Response Programs**

Evaluation criteria and the reporting process for successful outcomes and contract renewal/extension consideration were recommended for the WIOA Adult, Dislocated Worker, and Rapid Response programs.

- **Approved Updated Wording for Current Workforce Development Board of Ventura County (WDB) Policies, Already Approved under the Workforce Investment Act (WIA) by the Workforce Investment Board of Ventura County (WIB), to Align Terminology Used in the Policies with the New Workforce Innovation and Opportunity Act (WIOA)**

Minor revisions to previously approved WDB policies were recommended (1) to make all policies conform in language and style to a single format and (2) to update terminology for alignment with WIOA requirements.

- **Approved a Recommendation that the Workforce Development Board of Ventura County (WDB) Approve a One-Year Extension of the Three Current Workforce Innovation and Opportunity Act (WIOA) Youth Program Provider Contracts through Program Year (PY) 2016-2017, Subject to the Availability of Sufficient Funds, Satisfactory PY 2015-2016 Performance by the Contractor, and Approval by the County of Ventura**

The recommendation included criteria for an extension to current WIOA Youth contracts to provide adequate time in transitioning to the new WIOA requirements, as allowed by the State Board and EDD. A WIOA Youth RFP will be released in 2016, after final federal and state requirements are published.

- **Approved a Recommendation that the Workforce Development Board of Ventura County (WDB) Approve Changes to the Composition of the WDB to Comply with the Workforce Innovation and Opportunity Act (WIOA) Requirements**

WIOA allows for flexibility in board size but requires specific category proportions. The current achievable board total is 32 voting members for the WDB Recertification Request due for submission to the State Board on March 30, 2016.

- **Approved a Recommendation that the Workforce Development Board of Ventura County (WDB) Recommend that the Ventura County Board of Supervisors Approve the Submission of the Ventura County Local Workforce Development Board Recertification Request for Program Years 2016-2018 to the California Workforce Development Board**

The California Employment Development Department (EDD) released its EDD Directive of January 22, 2016 (WSD15-13), establishing procedures for the recertification of local Workforce Boards under (WIOA) and effective July 1, 2016, through June 30, 2018.

#### WIOA Implementation

Committee members received updates regarding:

- Federal Issuance of Final Rule: Final release of requirements is moved to Summer, 2016.
- California State Plan and Directives: The public comment period for the draft Unified State plan ended January 15, 2016.
- Local Board WIOA Recertification: Action item for February 25 WDB meeting for recertification of local boards under WIOA effective July 1, 2016, through June 30, 2016.
- AJCC MOU: WDB staff is coordinating the development of an agreement with required and optional partners regarding the operations of the local one-stop system (Phase 1), which must be completed by June 30, 2016. Determination of the service delivery model support through sharing of resources and cost is due by December 31, 2017.
- WIOA Performance Measures: Accountability for new measures begins July 1, 2016.
- Relocation of AJCCs: East County JCC successfully moved to 2900 Madera Road in Simi Valley. West Oxnard JCC will move in late Spring 2016 to 2901 Ventura Road in Oxnard

The next meeting of the Executive Committee is scheduled for March 10, 2016, from 8:00 a.m. to 9:30 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA.

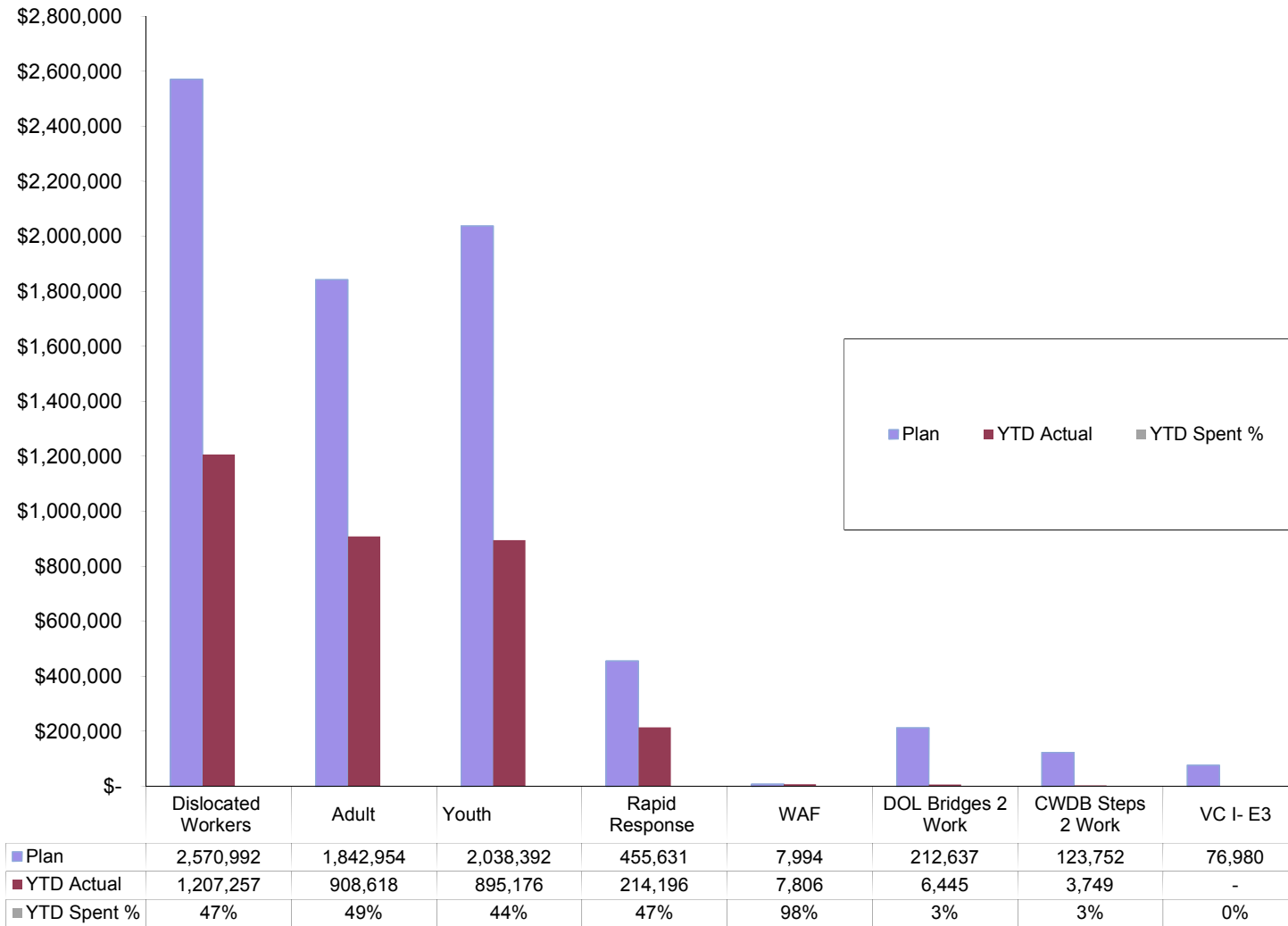
If you have questions or need more information, please call me at (805) 856-9500, or contact Cheryl Moore at (805) 477-5306, email [cheryl.moore@ventura.org](mailto:cheryl.moore@ventura.org).



**FINANCIAL STATUS REPORT for FISCAL YEAR 2015-2016**  
**Year to Date Expenditures from 07/01/15 to 12/31/2015 (50% into the Fiscal Year)**  
*Submitted on: January 25, 2016*

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

### YTD Actual Expenditures Compared to Plan



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

Name of Grants	Salaries and Benefits			Direct Program/WIOB Special Projects			Other Operating Expenses			Total			
	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan *	YTD Actual	%	Plan Balance
<b>Core Grants:</b>													
Dislocated Worker	1,508,292	762,655	51%	751,518	290,435	39%	311,182	154,167	50%	2,570,992	1,207,257	47%	1,363,734
Adult	1,140,208	574,024	50%	483,807	225,721	47%	218,938	108,873	50%	1,842,954	908,618	49%	934,336
Youth	434,883	188,862	43%	1,361,468	585,889	43%	242,040	120,426	50%	2,038,392	895,176	44%	1,143,216
Rapid Response	265,217	128,853	49%	135,952	58,449	43%	54,463	26,894	49%	455,631	214,196	47%	241,435
<b>Others:</b>													
WorkForce Accelerated Fund	7,559	7,921	105%	-	(115)	0%	435	-	0%	7,994	7,806	98%	188
DOL Bridges 2 Work	9,421	6,445	68%	177,553	-	0%	25,663	-	0%	212,637	6,445	3%	206,192
CWDB Steps 2 Work	9,421	3,749	40%	103,669	-	0%	10,662	-	0%	123,752	3,749	3%	120,003
VC I- E3	67,500	-	0%	2,240	-	0%	7,241	-	0%	76,980	-	0%	76,980
<b>Total WIOA Grants</b>	<b>\$ 3,375,001</b>	<b>\$ 1,672,507</b>	<b>50%</b>	<b>\$ 3,013,967</b>	<b>\$ 1,160,379</b>	<b>39%</b>	<b>\$ 863,383</b>	<b>\$ 410,360</b>	<b>48%</b>	<b>\$ 7,252,351</b>	<b>\$ 3,243,246</b>	<b>45%</b>	<b>\$ 4,009,105</b>

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

	Salaries and Benefits			Direct Program/Client Expenses			Other Operating Expenses			Total		
	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total
<b>CORE GRANTS:</b>												
Dislocated Worker	712,897	49,758	762,655	253,146	37,289	290,435	133,209	20,958	154,167	1,099,253	108,005	1,207,257
Adult	536,588	37,436	574,024	203,221	22,500	225,721	94,072	14,801	108,873	833,881	74,737	908,618
Youth	176,545	12,317	188,862	467,333	118,556	585,889	104,055	16,371	120,426	747,932	147,244	895,176
Rapid Response	120,449	8,403	128,853	42,616	15,833	58,449	23,238	3,656	26,894	186,303	27,893	214,196
<b>OTHERS:</b>												
WorkForce Accelerated Fund	7,921	-	7,921	(115)	-	(115)	-	-	-	7,806	-	7,806
DOL Bridges 2 Work	6,024	420	6,445	-	-	-	-	-	-	6,024	420	6,445
CWDB Steps 2 Work	3,037	712	3,749	-	-	-	-	-	-	3,037	712	3,749
VC I- E3	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total WIOA Grants</b>	<b>\$ 1,563,460</b>	<b>\$ 109,047</b>	<b>\$ 1,672,507</b>	<b>\$ 966,201</b>	<b>\$ 194,178</b>	<b>\$ 1,160,379</b>	<b>\$ 354,574</b>	<b>\$ 55,786</b>	<b>\$ 410,360</b>	<b>\$ 2,884,235</b>	<b>\$ 359,011</b>	<b>\$ 3,243,246</b>



**WIOA Training Activity Summary (Expended and Leveraged)**

*(based on annual report "Summary of Leveraged Resources - Attachment 6 - page 35 of WSD12-3)*

Rpt Line #	Program Year Funding and Traing Expenditures	FY 12-14 Grant Due 10/01/14	FY 13-15 Grants Due 10/01/15	14-16 Grants (Due 10/1/16)	15-17 Grants (Due 10/1/16)
4)	Adult and Dislocated Worker Formula Fund Allocations	4,503,559	4,346,991	4,092,349	4,126,060.00
5)	Training Expenditures Required	1,125,890	1,086,748	1,023,087	1,031,515
	<i>Training Expenditures % Required</i>	<i>25%</i>	<i>25%</i>	<i>25%</i>	<i>25%</i>
6)	Formula Fund Training Expenditures	921,243	1,053,524	1,263,321	462,624
	Leveraged Resources				
	- Total Leveraged Resources	562,187	400,025	425,933	162,874
	- Maximum Allowed Leveraged Resources (10%)	450,356	434,699	409,235	412,606
7)	- Total Leveraged Resources Used Towards Training Expenditures	450,356	400,025	409,235	162,874
8)	Total Amount Spent On Training (should equal/exceed Line 5)	1,371,599	1,453,549	1,672,556	625,497
	% of Training Requirement Met (final goal is 100%)	<b>122%</b>	<b>134%</b>	<b>163%</b>	<b>61%</b>

9)	<b>Leveraged Resources Detail (notes)</b>				
	(a) Pell Grant	116,771	233,994	135,654	49,041
	(b) Programs Authorized by the Workforce Investment Act (VETP)	200,457	0	0	
	(c) Trade Adjustment Assistance (EDD)	129,548	0	0	
	(e) Match Fund from Employers, and Industry Associations (OJT 50%)	115,411	166,031	290,279	113,833
	<b>Total</b>	<b>562,187</b>	<b>400,025</b>	<b>425,933</b>	<b>162,874</b>
<b>Legends/Coding for Source/Type of Leveraged Resources:</b>					
9a) = Pell Grant					
9b) = Programs Authorized by the Workforce Investment Act (specify)					
9c) = Trade Adjustment Assistance					
9d) = Dept of Labor National Emergency Grants					
9e) = Match funds from employers, industry, and industry associates (specify)					
9f) = Match funds from joint labor-management trusts (specify)					
9g) = Employment Training Panel grants					

**NOTES:**

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

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

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

		Dislocated Worker	Adult	Youth	Rapid Response	WAF Project	DOL Bridges 2 Work	CWDB Steps 2 Work	VC I- E3	FY 15-16 Plan	YTD Actual Expenditures 07/01/15-12/31/2015 (50% into the fiscal year)	
<b>Revenue Projection:</b>												
1	FY15-16 Grants(W/SIN14-53 and WSD14-16)	2,338,499	1,787,561	1,956,058	455,631		500,000	165,000	317,920	7,520,669		
2	FY15-16 Mgmt Reserve: (7% DW, 7.3% Adult, 4% Youth)	(167,926)	(129,130)	(77,303)						(374,360)		
3	<b>FY 16-17 B2W &amp; S2W Funds, FY16-18 VCI-E3</b>						(287,363)	(41,248)	(240,940)	(569,551)		
4	Balance rolled over from prior year grants:									-		
5	FY14-15 Mgt Reserve	190,783.00	119,540.00	130,062.00						440,385		
6	Additional rollover - Salaries Savings/(CSD Overage)	49,367	24,808	2,921		693				77,789		
7	Overhead Saving/(Overage)					7,301				7,301		
8	FY 14-15 Unspent Contracts/Misc	80,269	15,175	26,654						122,098		
9	ITA/OJT Committed in FY14-15 spent in FY15-16	80,000	25,000							105,000		
10	<b>Total Available Grants to be Spent</b>	<b>2,570,992</b>	<b>1,842,954</b>	<b>2,038,392</b>	<b>455,631</b>	<b>7,994</b>	<b>212,637</b>	<b>123,752</b>	<b>76,980</b>	<b>7,329,331</b>		
11	Grants %	35.1%	25.1%	27.8%	6.2%	0.1%	2.9%	1.7%	1.1%	100%		
12	CSD FTEs Assigned to the programs	12.76	9.80	2.00	2.26	0.08	0.05	0.05		27.00		
13	% Direct FTES Allocated to Grants	47.3%	36.3%	7.4%	8.4%	0.3%	0.2%	0.2%	0.0%			
14	% Admin Staff Allocated to Grants	35.0%	25.0%	26.0%	6.0%	0.0%	0.5%	0.5%	7.0%	100%		
15	<b>Expenditure Projection:</b>											
16	<b>Salaries and Benefits:</b>											
17	CSD 2,475,000	1,169,667	898,333	183,333	207,167	7,333	4,583	4,583		2,475,000	1,205,697	49%
18	WDB Administration 967,500	338,625	241,875	251,550	58,050	226	4,838	4,838	67,500	967,500	466,811	48%
19	<b>Subtotal Salaries and Benefits</b>	<b>1,508,292</b>	<b>1,140,208</b>	<b>434,883</b>	<b>265,217</b>	<b>7,559</b>	<b>9,421</b>	<b>9,421</b>	<b>67,500</b>	<b>3,442,500</b>	<b>1,672,507</b>	49%
20	<b>Direct Expenses:</b>											
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			511,000						511,000	190,826	37%
24	Pathpoint: Core Program			511,000						511,000	201,411	39%
25	VACE Core Program			286,000						286,000	158,955	56%
26	CSD-CalWORKs Activities						177,289	62,419		239,708	-	
27	Special Projects									-	(1,223)	
28	<b>Subtotal - Contracted Program Expense</b>	<b>-</b>	<b>-</b>	<b>1,308,000</b>	<b>95,000</b>	<b>-</b>	<b>177,289</b>	<b>62,419</b>	<b>-</b>	<b>1,642,708</b>	<b>594,692</b>	36%
29	<u>Client Expenses:</u>											
30	ITA / OJT (25% required - 10% leverage)	508,539	386,206							894,745	357,624	40%
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	9,627	11%
33	Universal Clients (now charged in oh/admin)	-	-	-	-	-	-	-	-	-	-	
34	<b>Subtotal - Client Expense</b>	<b>649,539</b>	<b>435,206</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>264</b>	<b>-</b>	<b>-</b>	<b>1,085,009</b>	<b>472,251</b>	44%
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	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	8,165	5,029	5,562	1,243	-				20,000	-	
42	Program Outreach-CSD 50,000	20,414	12,572	13,906	3,108					50,000	8,850	18%
43	Kiosk	-	-	-	-	-	-	-	-	-	-	
44	WDBVC Regional Labor Market Reports											
45	Subtotal - other allocated expense 288,490	101,979	48,601	53,468	40,952	-	-	41,250	2,240	288,490	80,752	28%
46	<b>Subtotal- Program/Clients Expenses</b>	<b>751,518</b>	<b>483,807</b>	<b>1,361,468</b>	<b>135,952</b>	<b>-</b>	<b>177,553</b>	<b>103,669</b>	<b>2,240</b>	<b>3,016,207</b>	<b>1,147,694</b>	38%
47	<b>Total Direct Program Expense</b>	<b>2,259,810</b>	<b>1,624,016</b>	<b>1,796,351</b>	<b>401,168</b>	<b>7,559</b>	<b>186,974</b>	<b>113,090</b>	<b>69,740</b>	<b>6,458,707</b>	<b>2,820,202</b>	44%
48	<u>Overhead/Administration:</u>											
49	Communication/Voice/data 62,000	22,075	15,590	17,244	3,851		1,795	776	669	62,000	32,651	53%
50	Insurance 10,000	3,561	2,514	2,781	621		289	125	108	10,000	9,393	94%
51	Facilities Maint. 105,090	37,418	26,424	29,229	6,527		3,042	1,315	1,135	105,090	48,394	46%
52	Membership and dues 12,350	4,397	3,105	3,435	767		358	154	133	12,350	11,122	90%
53	Education allowance 6,207	2,210	1,561	1,726	386		180	78	67	6,207	1,279	21%
54	Indirect cost recovery(County A87) 57,917	20,622	14,563	16,108	3,597		1,677	725	625	57,917	27,815	48%
55	Books and Publication 10,100	3,596	2,540	2,809	627		292	126	109	10,100	5,950	59%
56	(\$44,020) 23,130	8,236	5,816	6,433	1,437		670	289	250	23,130	9,940	43%
57	Mail Center - ISF 9,100	3,240	2,288	2,531	565		263	114	98	9,100	4,625	51%
58	Purchase Charges - ISF 3,800	1,353	955	1,057	236		110	48	41	3,800	1,895	50%
59	Copy Machine - ISF 22,000	7,833	5,532	6,119	1,366		637	275	238	22,000	4,866	22%
60	Stores - ISF 550	196	138	153	34		16	7	6	550	43	8%
61	Information Tech - ISF 16,800	5,982	4,224	4,673	1,043		486	210	181	16,800	4,385	26%
62	Computer Services Non ISF 825	294	207	229	51		24	10	9	825	65	8%
63	Building Lease/Rental 75,500	26,882	18,984	20,999	4,690		2,186	944	815	75,500	51,800	69%
64	Storage Charges - ISF 7,000	2,492	1,760	1,947	435		203	88	76	7,000	2,655	38%
65	Mileage Reimb. - Staffs only 38,765	13,803	9,747	10,782	2,408		1,122	485	419	38,765	11,816	30%
66	Conference/Seminars:Staffs 12,340	4,394	3,103	3,432	766		357	154	133	12,340	9,760	79%
67	Conference and Seminars - WDB Staffs 25,000	8,901	6,286	6,953	1,553		724	313	270	25,000	14,485	58%
68	Misc. Travel - Staffs only 33,250	11,839	8,361	9,248	2,065		963	416	359	33,250	2,626	8%
69	Fiscal/HR/BTD/ET (HSA) 325,000	116,909	81,743	90,287	20,573	435	9,867	3,837	1,349	325,000	149,294	46%
70	Attorney Fees 9,000	3,205	2,263	2,503	559		261	113	97	9,000	3,635	40%
71	Other Admin Services 4,900	1,745	1,232	1,363	304		142	61	53	4,900	1,864	38%
72	<b>Subtotal Overhead</b> 870,624	<b>311,182</b>	<b>218,938</b>	<b>242,040</b>	<b>54,463</b>	<b>435</b>	<b>25,663</b>	<b>10,662</b>	<b>7,241</b>	<b>870,624</b>	<b>410,360</b>	47%
73	<b>Planned Total Grant Expenses</b>	<b>2,570,992</b>	<b>1,842,954</b>	<b>2,038,392</b>	<b>455,631</b>	<b>7,994</b>	<b>212,637</b>	<b>123,752</b>	<b>76,980</b>	<b>7,329,331</b>	<b>3,230,562</b>	44%
74												
75	Admin Rate for State Reporting	8%	8%	7%	8%	6%	7%	5%		8%		
76	Admin Rate (State Reported + Other)	12%	12%	12%	12%	5%	12%	9%		12%		
77	<b>Work in Progress: Grant Balances</b>	<b>(0)</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>	<b>0</b>		



**TO: WORKFORCE DEVELOPMENT BOARD**

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

**DATE: FEBRUARY 25, 2016**

**SUBJECT: CLEAN/GREEN COMMITTEE REPORT**

The Clean/Green Committee met on January 15, 2016. In attendance were Committee members: Anthony Mireles (Vice Chair), John Brooks, Dave Fleisch, and Eric Humel; WDB staff Patricia Duffy, Cheryl Moore and Theresa Salazar Vital; and guests Nancy Ambriz (Community Services Department/WIOA), Jim Rose (Oxnard Union High School District), and Carolyn Vang-Walker (Ventura Adult and Continuing Education). Topics of discussion included:

Ventura County Regional Strategic Workforce Development Plan

- Clean/Green Committee 2–Year Plan

- Definitions: The Committee reviewed the definitions developed for the 2–Year Plan and discussed changes.
- Regional Economic Analysis Profile for Ventura County (REAP): Committee members reviewed REAP report data on occupational clusters related to clean/green: Agriculture, Food, and Beverage Processing; Construction Materials and Services; Energies and Utilities; Forest Products, Forestry, and Primary Wood Processing; Hospitality and Tourism; Oil and Gas Products and Services; and Transportation and Logistics. During the discussion, the Committee expressed concerns regarding information that does not appear in the REAP report but that is essential for prioritizing and planning workforce development in Ventura County. Key points included:
  - ✓ Government jobs are left out, making it difficult to get an accurate representation of employment needs because the County of Ventura and the Naval Base are two of the largest employers in Ventura County.
  - ✓ Because the state university and three community colleges are part of the government jobs classification, their employment data are not included.
  - ✓ Many emerging clean/green jobs are not identified in the state employment data, which makes it difficult to identify new growth industries or to project job opportunities in these emerging industries.
  - ✓ Labor union data are not included in the report. The unions, especially in construction, have up-to-date data on in-demand positions and can project future needs based on membership and anticipated retirements.

It was suggested that the Clean/Green Committee work with WDB staff to determine if there is a way to gather employment data from labor unions, the County of Ventura, and Naval Base Ventura County for a more accurate picture of the Ventura County labor market and business needs.

- Inventory of Clean/Green Programs:

Patricia Duffy presented a draft matrix to inventory clean/green-related education and training programs available through the community colleges, adult schools and labor unions in Ventura County. Committee members offered to assist in the completion of the inventories.

- Clean/Green Business Practices:

The Committee discussed ways to raise employer awareness and promote clean/green jobs, emphasizing the importance of education on how to incorporate best practices into all types of business operations. A workgroup was formed to examine how to create a green practices message for businesses and how to work with training programs to identify green skills needed to create a “sustainability” workforce to meet changing industry needs.

• Career Pathways Update

Jim Rose, representing committee member Mary Ann Rooney, gave an update on the Alliance for Linked Learning Career Pathways project. The \$6 million project, led by the Oxnard Union High School District, recently received an additional grant award of \$2.7 million. Mr. Rose described the need for teacher externship training in industry because of the shortage of teachers with tech skill backgrounds. Employers are being encouraged to offer teacher externship opportunities.

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

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



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**TO: WORKFORCE DEVELOPMENT BOARD**

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

**DATE: FEBRUARY 25, 2016**

**SUBJECT: HEALTHCARE COMMITTEE REPORT**

The WDB Healthcare Committee met on January 22 2016. Attending the meeting were Committee members Greg Barnes (Chair), John Cordova, Sandy Melton, and Brett Watson; WDB staff Patricia Duffy, Cheryl Moore and Theresa Salazar Vital; and guests Sally Harrison (County of Ventura CEO's Office), Karen Jensen (California State University, Channel Islands), Amy Mantell (St. John's Hospitals). Debbie Newcomb (Ventura College), and Jim Rose (Oxnard Union High School District). The following is a summary of topics discussed:

### Ventura County Regional Strategic Workforce Development Plan

- Los Angeles/Ventura Regional Healthcare Case Manager Pathway Project

Patricia Duffy reported that six Los Angeles Workforce Development Boards and the Ventura County WDB, along with industry partners in healthcare and education, are collaborating to identify the various healthcare system opportunities and training needs for developing a skilled workforce in Case Management/Care Coordination. Funded through a small concept development award from the California WDB, the collaborative is positioning the project to be eligible to receive additional funding for development and implementation.

The kick-off meeting for educators interested in the Case Manager Pathway Project was held in Los Angeles in December 2015. Both the Deputy Sector Navigator for Healthcare from our region and a professor from California State University, Channel Islands, invited by the Healthcare Committee, attended the meeting.

The Healthcare Committee members discussed ways that they could assist with the project.

- Inventory curriculum in our local region to determine existing courses that could be used.
- Identify skills by occupation (For example, a nurse needing training in care coordination might need to know about insurance.)
- Look at various levels and opportunities to create entry-level positions and career ladders.

Next Step: The Committee formed a workgroup to develop a local survey for get feedback from our local industry partners. A larger, more extensive survey will be done through the Regional Collaborative as the project moves forward.

- A.D.N. to B.S.N. Transition Challenges

Sandra Melton (Ventura College) provided an update on Associate Degree, Nursing (A.D.N.) to Bachelor of Science, Nursing (B.S.N.) transition challenges locally. There has been a concern

that acute care hospitals would be requiring newly hired nurses to have Baccalaureate Degrees vs. Associate Degrees in Nursing. She noted that the same certification exam is taken to receive a Registered Nurse certification.

California has 78 public A.D.N. programs and 13 private; only 19 public Baccalaureate Degree programs and 18 private are available. Therefore, few public colleges in California offer a B.S.N. in comparison to the A.D.N public programs. Ms. Melton explained the history leading up to some hospitals requiring B.S.N. degrees. It appears that locally we are not facing a critical problem at this time and that 100% of the nursing graduates with A.D.N. degrees are finding employment.

Healthcare Committee members noted the importance of exploring ways to reduce the cost of A.D.N. to B.S.N. fast track programs to make them more affordable. Also helpful would be to find out which local hospitals are requiring B.S.N. degrees by a certain date, after hiring, and if they are providing educational benefits.

- Deputy Sector Navigator: Update

John Cordova, Deputy Sector Navigator (DSN), submitted a written report. Topics included the successful Health Tech in Motion event held at the Ventura Crowne Plaza on December 12, 2015, for teachers and students. Schools had received \$100,000 in DSN Health Augmentation Funds for various events, including support for the VC Innovates Entrée to Employment event in March. The DSN continued to participate in the LA/Ventura County Regional Case Manager/Care Coordinator Project. In addition, the report included an announcement of an event on February 22, 2016, at College of the Canyons entitled "Making End of Life Amazing."

- Healthcare Committee 2 -Year Plan: Data Review and Discussion

Committee members began their review of the Regional Economic Analysis Profile (REAP) for healthcare occupations in Ventura County and identified two issues:

- The Clinical Laboratory Scientist (CLS) occupation is not on the report; however it is a difficult-to-fill position for Ventura County employers. It was noted that because some CLS professionals work for multiple employers, it is difficult to get an accurate count.
- Dietary Manager is another difficult-to-fill occupation that does not appear in the REAP data.

Concerned that the REAP report might not provide sufficient information for healthcare workforce development decision making, the Committee decided to continue this discussion at the next meeting.

The next meeting of the Healthcare Committee is scheduled for March 11, 2016, from 8:00 a.m. to 9:30 p.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA.

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



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**TO: WORKFORCE DEVELOPMENT BOARD**  
**FROM: VIC ANSELMO, CHAIR**  
**MANUFACTURING COMMITTEE**  
**DATE: FEBRUARY 25, 2016**  
**SUBJECT: MANUFACTURING COMMITTEE REPORT**

The Manufacturing Committee met on February 10, 2016. In attendance were Committee members Alex Rivera (Acting Chair), Cameron Bruce, Byron Lindros, Gregory Liu, Jason Miller, and Tiffany Morse; WDB staff Talia Barrera and Cheryl Moore; and guests Lisa Eklund (VC Innovates), and Brad Hudson (Office of Congresswoman Julia Brownley). Below is a summary of topics discussed:

### Manufacturing Committee 2-Year Plan

The Manufacturing Committee reviewed the new format for the 2-Year Plan, which is a standard document used by all of the WDB sector committees. Committee members discussed the goals, and action plan for the committee from 2016-2018. The goal for the committee is to create a pipeline of workers to fill manufacturing positions in Ventura County and work to bring together partners in business, economic development, education, labor, government, and community-based organizations in order to address manufacturing workforce needs. Components of the plan include: engaging manufacturing leaders, analyze labor market data and seek local employer feedback relating to sector committee needs, take inventory of training programs in our region, determine priorities by linking business and education, promoting the manufacturing sector, and manufacturing workforce development, identify gaps between education and manufacturing, and lastly, take action.

The Committee formed four workgroups to draft recommendations for discussion and priority-setting at the next meeting on April 13, 2016: Employer Needs, Manufacturing Roundtable of Ventura County, Business/Education, and Regional Partnerships.

### Ventura County Regional Strategic Workforce Development Plan

- AMP SoCal Pillar Committees: Update

Jason Miller reported that he has created a Ventura County website to access updates and information regarding the Advanced Manufacturing Partnership of Southern California (AMP SoCal) and the Pillar Committees: [www.ampsocalventuracounty.org](http://www.ampsocalventuracounty.org). This webpage will allow more visibility for AMP SoCal and provide contact information for the public.

- Deputy Sector Navigator Update: Manufacturing

Although DSN Mike Bastine was unable to attend the meeting, he provided information for Talia Barrera to brief the Committee. The College of the Canyons Center for Applied Competitive Technologies (CACT) will host a Technical Industry Workshop on Friday, March

11, 8:00 a.m. The founder of The Maximum Power Transfer Solution (MPTS) Company will present their technology which reduces power consumption by 20%-40%. Also, the College of the Canyons CACT is starting a new Fast Track CNC Machinist Training Program for the regional area, beginning Monday, February 15, 2016.

- MRVC: Manufacturing Day 2016

Committee members discussed the possibility to have a Manufacturing Week or Manufacturing Month in October 2016. Over the past three years, the one-day Manufacturing Day event has been well-received by students and businesses. However, educators have reported challenges with transportation and getting students from one business to the next on time. Business members in attendance agreed with the idea of having more than one day in October 2016. MRVC Chair Byron Lindros volunteered to work with educators on logistics, help to recruit additional business participation, and report on progress at the April meeting.

- Community College Manufacturing Program: Re-Entry

Scot Rabe provided the Committee with a draft of the 2-year Associates Degree proposed for Ventura College which will be built based on the work and information provided by the Manufacturing Committee. Basic skills and employability will be included in all course work. Handout included the list of units of coursework. Scot Rabe will share additional information with the committee at the next meeting in April.

- Manufacturing Career Pathways-Production: Feedback

Lisa Eklund distributed the VC Innovates Career Pathways Manufacturing: Production career ladders chart. Committee members were asked to review the document and provide feedback at the next meeting in April. The chart will be a reference for educators, counselors and students in discussing career options.

The next meeting of the WDB Manufacturing Committee is scheduled for April 13, 2016, from 8:00 a.m. to 9:30 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA.

If you have questions or need more information, please call me at (805) 981-1991, or contact Talia Barrera at (805) 477-5341, email [talia.barrera@ventura.org](mailto:talia.barrera@ventura.org).





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**TO: WORKFORCE DEVELOPMENT BOARD**

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

**DATE: FEBRUARY 25, 2016**

**SUBJECT: MEMBERSHIP COMMITTEE REPORT**

The Committee met on February 2, 2016. In attendance were Committee member Patty Schulz (Chair) and Jesus Torres; Workforce Development Board (WDB) staff Talia Barrera and Cheryl Moore; and guest Sally Harrison (County of Ventura CEO's office). The following includes topics discussed at the meeting and updated information:

### Appointments and Reappointments

- Appointments: The Committee received an update on the status of nominations for the appointments of four potential new WDB members: three to represent the business sector and one to represent workforce (new category for labor under the Workforce Innovation and Opportunity Act-WIOA). Nominees will be considered for approval by the Board of Supervisors in March 2016. Committee members discussed category priorities for future nominations and emphasized the importance of having potential candidates in the pipeline. Participation on sector committees continues to provide a good introduction to the work of the WDB prior to consideration of a possible recommendation for WDB appointment.
- Reappointments: Committee members reviewed current WDB member attendance records and discussed engagement in WDB committees. Next opportunities for reappointments are coming up in December 2016.

### WIOA Implementation Plan: Composition of Workforce Development Board (WDB)

Regarding compliance with federal and state requirements under WIOA for the size and composition of local Workforce Development Boards, the Committee discussed how to complete the Ventura County WDB transition in time for submission of the Local Workforce Development Board Recertification Request 2016-2018 to the California WDB by March 30, 2016. After careful consideration of multiple factors, Committee members agreed that an appropriate WDB size at the current time would be no fewer than 33 and no more than 45 members (as stated in the WDB Bylaws), with the possible option to move current members not representing a WIOA category to non-voting status. However, there also was the option to revise the WDB Bylaws to provide for greater flexibility and to accommodate the lower board size under WIOA. Key points were discussed with the Executive Committee on February 11, 2016.

The next Membership Committee meeting is scheduled for April 5, 2016 from 8:30 a.m. to 10:00 a.m., at VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo.

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



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**TO: WORKFORCE DEVELOPMENT BOARD**

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

**DATE: FEBRUARY 25, 2016**

**SUBJECT: OUTREACH COMMITTEE REPORT**

The following is a brief summary of WDB outreach activities from November 2015 through January 2016:

Employer Outreach

- Workforce Wednesday
  - December 9, 2015: Apprenticeships, Tony Skinner and Anthony Mireles
  - January 27, 2016: Tiffany Morse and Bruce Stenslie: – Career Pathways Grants in Ventura County
- Op/Eds – one a month that mirrors Workforce Wednesday
- Digital Media Advertising: theAgency implemented a month social media advertising campaign starting mid-December 2015 to increase traffic and engagement on both the website and Facebook page
- On-The-Job Training Support Collateral
  - PowerPoint (see attached)
  - Pamphlet (see attached)
  - Tent Card (see attached)
- Spring 2016 Outreach
  - March – On the Job Training – Target Employers: develop resource page on the WDB website; Agency to develop media recommendation
  - April – Connect with an Intern – Target Employers: develop a resource page on the WDB website
    - Agency to develop media recommendation
    - Client to survey board members for active involvement in internships, job shadowing, mentoring, etc.
  - Media Budget: \$30,000 with some potential for additional funding via unused incurred expenses budget.
- KCLU Outreach Focus
  - TBD-Feb/March: OJT - Agency to update/review banner and PSA
  - TBD-April/May: Internships/Job Shadowing, etc. - Agency to develop PSA and supporting banners for rebranding

- Miscellaneous Items
  - Alex Rivera – Simi Sunrise Rotary 1/28/16: Coordinated and complete
  - New American Job Center Pamphlet Displays

### General Outreach

- 2016 WDB Awards – Nomination Process/PR Marketing Begins
- Media Relations and Various \*WDB\* Activities
  - Brian Gabler – VCStar 11/29/15 – California and Ventura County Good for Business published.  
<http://www.vcstar.com/opinion/columnists/brian-gabler-california-and-ventura-county-aregood-for-business-254d76e5-5358-07a8-e053-0100007f5ae-356177261.html>
  - VC Star – ran an editorial Dec. 8 on the economic- forecast by Bill Watkins. Mentions Brian Gabler's op-ed:  
<http://www.vcstar.com/opinion/editorials/editorial-ventura-county-economic-forecast-veersoff-course-26186ec6-39d8-4446-e053-0100007fd29a-361121881.html>
  - Apprentice op-ed – Received a green-light from Henry Dubroff at the Pacific Coast Business Times to submit the op-ed. Interviewed Tony Skinner and Anthony Mireles to help prepare the op-ed. Approved op-ed submitted "*Apprenticeships Help Employers Compete*" to PCBT the week of 1/11/16.
  - New WDB member appointments (Bryan Lindros; Captain King) and WDB member re-appointments release 11/16/15

### General Outreach – In Development

- Pacific Coast Business Times will begin publishing quarterly reports on education, training and careers in 2016. theAgency will research guest columnist and sponsorship opportunities (note apprenticeship op-ed above).
- Committee Chair (Brian Gabler) suggested development of a two-minute video that outlines the complete array of WDB support programs, services and partnerships. Need to advise how this asset might be used in an outreach effort to make the WDB's target audiences better aware of available resources. Committee/theAgency/WDB staff to discuss next steps

The next meeting of the WDB Outreach Committee is scheduled for March 23, 2016, from 8:30 a.m. to 10:00 a.m., at the Economic Development Collaborative-Ventura County, 1601 Carmen Drive, #215, Camarillo, CA.

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



The American Job Center (AJC) network offers businesses convenient access to workforce development services. Account Executives work one-on-one with employers to help plan ways to build and train your workforce and to refer you to no-cost/low-cost consulting services.

Visit [www.caljobs.ca.gov](http://www.caljobs.ca.gov) to find the AJC nearest you or call (800) 500-7705 or email [hsa-employment-srvcs-info@ventura.org](mailto:hsa-employment-srvcs-info@ventura.org) for more employer services information.

The **Workforce Development Board** administers federal funds that help to support AJC and other job seeker, youth, and employer programs and services in Ventura County.

[www.jobcenter.usa.gov](http://www.jobcenter.usa.gov)

[www.caljobs.ca.gov](http://www.caljobs.ca.gov)

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



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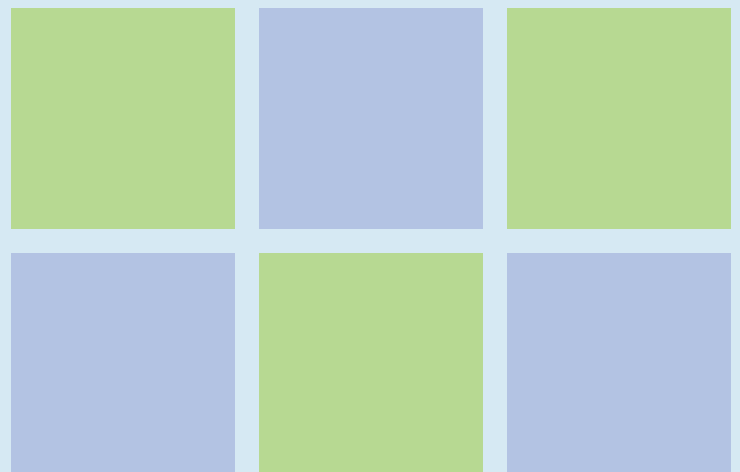


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## ON-THE-JOB TRAINING

- YOU HIRE
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- WE PAY





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OJT is a program of the federal Workforce Innovation and Opportunity Act (WIOA). OJT employers use their own system to teach their employees the new skills necessary for successful permanent employment within their companies.

This is an opportunity for you as an employer to hire and train individuals with the necessary skills they need to succeed in your company.

OJT is an 'earn as you learn' training method that's planned, organized and conducted by you at your workplace.

## Benefits to Employers:

- Free screening, assessment and applicant referral
- You decide who to hire
- You determine job performance standards
- Partial wage reimbursement during the training period
- Customized training, your way
- Simple process, minimal paperwork
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## Benefits to Employees:

- Skills attainment
- Earn as they learn
- Job coaching
- Employment

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Finding an employee who is trained YOUR way is priceless!





AmericanJobCenter  
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## SMART BUSINESS

On-the-job training (OJT) can help your company maximize the bottom line—**saving time and money** while showing a return on your investment!



3



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## Workforce Innovation and Opportunity Act

**You Hire – You Train – We Pay!**



4

## Workforce Innovation and Opportunity Act

- WIOA enacted by U.S. Congress
- Funded through the U.S. Department of Labor
- Administered by the Workforce Development Board of Ventura County through the American Job Center of California (AJCC) system
- OJT programs operated by the County of Ventura Human Services Agency, an AJCC system partner



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## What We Offer

### On-the-Job Training



OJT is an “*earn as you learn*” training program to help job seekers gain employment for which they are not yet fully qualified.



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6



## WHAT WE OFFER

### On-the-Job Training



- ✓ **FREE Recruitment and Screening**
- ✓ **FREE Hiring Assistance**
- ✓ **FREE Labor Market Research**
- ✓ **Wage Reimbursement**
- ✓ **Ongoing Retention Support**



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## ON-THE-JOB TRAINING

### The OJT Advantage



**OJT is an ideal subsidized training approach—planned, organized, and conducted by you at your workplace.**



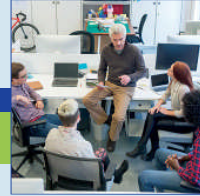
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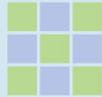
8

## ON-THE-JOB TRAINING

### The OJT Advantage



- ☑ Employees trained your way
- ☑ Hands-on training that you design
- ☑ An investment in your company
- ☑ Reimbursement to help offset training costs



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California



9

## ON-THE-JOB TRAINING

### How OJT Works



#### We...

- Match qualified applicants with approved job openings.
- Do all of the paperwork!

#### You...

- Design a training plan that meets your needs.
- Receive reimbursement for training cost incurred during the OJT period.



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10

## ON-THE-JOB TRAINING

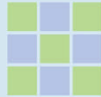
### Job Seekers Eligible for OJT



Applicants who are pre-qualified by our office and referred to you

OR

Applicants you send to us for eligibility screening  
(We'll let you know who qualifies.)



11

## ON-THE-JOB TRAINING

### Examples of OJT Opportunities

- Accounting Clerk
- Administrative Assistant
- Assembler
- Bookkeeper
- CNC/Lathe/Mill Operator
- Computer Technician
- Customer Service
- Electrician
- Human Resources Manager
- Lab Technician
- Mechanical Technician
- Office Manager
- Production Supervisor
- Receptionist
- Sales Representative
- Shipping/Receiving
- Tool Machinist
- Truck Driver
- Veterinary Technician
- Welder



12

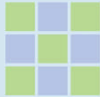
## ON-THE-JOB TRAINING

### OJT Pays Off



**“[OJT]...allowed me to find a motivated worker that I was able to train. Now I have someone who is a very valuable part of my company. It’s a terrific relationship.”**

**- Ventura County OJT Employer**



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13

## ON-THE-JOB TRAINING

### In Summary



- Hiring: technical assistance and advice**
- Recruitment: pre-screened, qualified applicants**
- On-the-Job Training: mentoring for success**
- Wage Reimbursement: up to 50% of wages**



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14

## CONTACT US

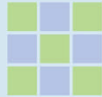
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*For more information about OJT  
and other employer resources in Ventura County*

**Call (800) 500-7705**

**Or visit [www.workforceventuracounty.org](http://www.workforceventuracounty.org)**

*Our WIOA Employer Services Representatives  
look forward to working with you.*



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**WORKFORCE  
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**TO: WORKFORCE DEVELOPMENT BOARD**

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

**DATE: FEBRUARY 25, 2016**

**SUBJECT: RESOURCE DEVELOPMENT COMMITTEE REPORT**

The next meeting of the Resource Development Committee will be scheduled in March 2016 to prepare recommendations for the WDB Executive Committee meeting on April 14, 2016. The three action items will be 1) the use of uncommitted Workforce Innovation and Opportunity Act (WIOA) funds, 2) the development of a 2016-2017 WIOA budget plan, and 3) the new MOU with American Job Center of California (AJCC) required partners.

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



## WORKFORCE DEVELOPMENT BOARD

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**TO: WORKFORCE DEVELOPMENT BOARD**

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

**DATE: FEBRUARY 25, 2016**

**SUBJECT: YOUTH COUNCIL REPORT**

The WDB Youth Council met on January 6, 2016. Attending the meeting were Committee members: Tony Skinner (Chair), Jesus Torres (Vice Chair), Mary Benton, Sean Bhardwaj, Sandy Carrillo, Kathy Harner, Linda Fisher-Helton, Roger Rice and Archie Scott; WDB staff Richard McNeal, Cheryl Moore and Dez Robite; and guests Jeffrey Albaugh (Ventura Adult and Continuing Education), Mariana Cazares (Boys and Girls Clubs of Greater Oxnard and Port Hueneme-BGCOP), Robert Chavez (T.A.Y. Wellness and Recovery Center, Pacific Clinics), Sally Harrison (County CEO's Office), Sheri Long (Vista Real Charter High School), Ascencion Romero (T.A.Y. Wellness and Recovery Center: Pacific Clinics), Steve Thompson (Ventura Adult and Continuing Education), Kim Whitaker (PathPoint) and Omar Zapata (BGCOP). The following is a summary of topics discussed:

### Update on WIOA Implementation

Cheryl Moore presented an update on the Workforce Innovation and Opportunity Act (WIOA) transition timeline, local board recertification, the composition of the WDB, the structure of the WDB, the partners required for the American Job Center of California (AJCC) and regional planning. Council members asked questions and commented on both local and regional aspects of WIOA.

### Youth Programs Update

- WDB Policy on Youth Work Experience

Richard McNeal discussed the new Workforce Development Board (WDB) Policy on Youth Work Experience (#2015-16), which was approved by the WDB Executive Committee on November 19, 2015, to ensure compliance with a deadline of January 1, 2016. The current providers of youth services provided input to WDB staff, using WIOA-based contracts and practices as a reference for the discussion. Council members reviewed the policy and had no further comments.

- Contracts for WIOA Youth Programs in 2016-2017

Because specific WIOA implementation requirements would not be announced by the U.S. Department of Labor and the California Workforce Development Board (through the Employment Development Department) until still-unspecified dates in Spring 2016, WDB staff recommended that the contracts with the three current WIOA Youth program providers be extended for a fourth year, 2016-2017. (Such an extension is allowable under the terms of the last three-year Youth RFP, which expires June 30, 2016.) Continuation of the contracts would be contingent on

provider attainment of 2015-2016 required performance outcomes and the availability of WIOA Youth funding in 2016-2017. Following the announcement of federal and state requirements, the WDB would release a new WIOA Youth Request for Proposals (RFP) in 2016 for contract implementation on July 1, 2017.

This recommendation elicited considerable discussion, and the Council decided to refer the matter for consideration by the WDB Executive Committee at its meeting January 14, 2016. Chair Tony Skinner agreed to brief the Executive Committee on possible courses of action:

Option 1: Extension of Current Provider Contracts

- One-year extension contingent on provider attainment of 2015-2016 required performance outcomes and the availability of WIOA Youth funding in 2016-2017
- Letter of intent sent to potential bidders regarding the upcoming release of a three-year WIOA Youth RFP in 2016, after federal and state requirements have been announced
- Public posting regarding the upcoming release of a three-year WIOA Youth RFP in 2016, after federal and state requirements have been announced

Option 2: No Extension of Current Provider Contracts

- First quarter 2016 release of a one-year RFP for contract implementation on July 1, 2016
- Following the announcement of federal and state requirements, release of a three-year RFP with contract implementation on July 1, 2017

Council members asked to be informed of the decision made by the Executive Committee.

Action Item

**Approved 2015-2016 Performance Criteria for Workforce Innovation and Opportunity Act (WIOA) Youth Program Provider Contracts**

Achievement of annual performance standards is required of all contracted program providers. After review and discussion, the Council approved the 2015-2016 WIOA Youth program performance criteria. Council members will evaluate 2015-2016 program performance in May 2016.

T.A.Y. Wellness and Recovery Center Program

The Transitional Age Youth Wellness and Recovery Center, the Tay Tunnel program of Pacific Clinics, serves youth ages 18-25, with wellness programs and employment training activities. Robert Chavez and Asencion (Ceci) Romero described these services and showed a video to illustrate the benefits as expressed by clients. The aim of the program is to promote independence, and in particular, to reduce homelessness, by helping clients to deal with medical and/or substance abuse issues and providing them with workforce training. The Center actively collaborates with providers of similar services, in particular with the Department of Rehabilitation, the Ventura County Probation Agency and Ventura County Behavioral Health Agency.

The next meeting of the Youth Council is scheduled for March 2, 2016 (3:00-4:30 p.m.), at the Human Services Agency (Pepper Tree Room), 855 Partridge Drive, Ventura, CA.

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





## WORKFORCE DEVELOPMENT BOARD

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**TO: WORKFORCE DEVELOPMENT BOARD**

**FROM: VICTOR DOLLAR, CHAIR  
EXECUTIVE COMMITTEE**

**DATE: FEBRUARY 25, 2016**

**SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE A ONE-YEAR EXTENSION OF THE THREE CURRENT WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) YOUTH PROGRAM PROVIDER CONTRACTS THROUGH PROGRAM YEAR (PY) 2016-2017, SUBJECT TO THE AVAILABILITY OF SUFFICIENT FUNDS, SATISFACTORY PY 2015-2016 PERFORMANCE BY THE CONTRACTOR, AND APPROVAL BY THE COUNTY OF VENTURA**

### **RECOMMENDATION**

Recommend that the Workforce Development Board of Ventura County (WDB) approve a one-year extension of the three current Workforce Innovation And Opportunity Act (WIOA) Youth program provider contracts through Program Year (PY) 2016-2017, subject to the availability of sufficient funds, satisfactory PY 2015-2016 performance by the contractor, and approval by the County of Ventura.

### **BACKGROUND**

Neither federal nor state regulations specify an appropriate term for a Request for Proposals (RFP). It has been the standard practice of the WDB to issue an RFP for a three-year period and, in compliance with County of Ventura (County) administrative practice, to renew contracts for one year at a time. However, the 2013 Youth RFP specifically permits the renewal of contracts "for additional years" (no limit specified) and reserves to the County "the right to award a new contract with the selected contractor(s)...without the need for further competitive procurements, subject to the approval of the WIB [WDB] and the County of Ventura..., the availability of sufficient funds, and satisfactory performance by the contractor."

Three providers of WIOA youth services (Boys and Girls Clubs of Greater Oxnard and Port Hueneme, PathPoint, and Ventura Adult and Continuing Education) are currently in the third year of the contract period authorized by the 2013 Youth RFP. Ordinarily, these youth services providers would expect to respond, as would other interested parties, to a new Youth RFP with contracts commencing July 1, 2016.

### **DISCUSSION**

On the basis of what we know about WIOA Youth requirements at this point, our 2015-2016 contracts with the three current providers of WIOA Youth services have been adjusted to bring them into conformity with the language in the law itself and the draft regulations issued by the U.S. Department

of Labor (DOL). However, major uncertainties remain. The DOL has postponed the issuance of final regulations from January 2016 to sometime in the summer of 2016 (date not specified). After that, the California Employment Development Department (EDD) will issue its own regulations, which are expected to add requirements and greater complexity to implementation of the DOL regulations. Major structural issues surrounding the WIOA Youth program remain to be decided, including: (1) new performance requirements (still to be finalized) which take effect on July 1, 2016; (2) the amount of the WIOA Youth funding allotment that must be procured and how it must be procured; (3) new conditions for the enrollment of youth arising from California's interest in integration and delivery of services; (4) the County's ability to provide technical assistance to WIOA Youth contractors; (5) and possible new requirements for the WIOA fiscal agent, the Board of Supervisors.

According to an interim directive from EDD (Directive WSD15-03, September 15, 2015, p. 11), "*which may be subject to change upon the issuance of final regulations,*" general guidelines include:

*As local boards transition from WIA to WIOA, they must ensure Request for Proposals (RFPs) and youth service provider contracts incorporate new WIOA provisions.... In order to implement these provisions, local areas may either undergo a contract modification with their existing providers, if permissible, or procure new service providers.... If a local area procures new youth service providers, the state encourages the use of one-year contracts which may contain additional option years, rather than multi-year contracts, to ensure maximum flexibility during WIOA implementation.*

*Local boards may opt to retain current WIA youth service contracts temporarily for various reasons (e.g., the contract does not include a clause that allows for modification to conform to new legislation, regulations, or requirements, etc.). The State Board and EDD would like to provide local boards adequate time to transition to the new WIOA requirements, and therefore will allow local boards to retain current WIA service contracts through PY 2016-17.*

We are operating in a period of transition from WIA to WIOA. Our 2015-2016 WIOA Youth contracts have been adjusted minimally to bring them into alignment with the requirements that we know so far. The current WIOA Youth providers are working to adapt to the new law and new regulations, which continue to change even as the providers are implementing them. In these circumstances, it is probably unreasonable to ask the public to respond to a new WIOA Youth RFP for which certain requirements will be unknown until after the RFP process is completed—and later will have to be imposed unilaterally.

Therefore, the current youth provider contracts could be extended for a fourth year, 2016-2017. Continuation of the contracts would be contingent on provider attainment of 2015-2016 required performance outcomes, the availability of WIOA Youth funding in 2016-2017, and approval by the County of Ventura. Following the announcement of federal and state requirements and the usual course of review by the WDB Youth Council, the WDB then would release a new WIOA Youth Request for Proposals (RFP) in 2016 for contract implementation on July 1, 2017.

## **RECOMMENDATION**

On January 6, 2016, the WDB Youth Council discussed the issue at length, identified possible courses of action, and requested that the WDB Executive Committee determine the final WDB recommendation. On January 14, 2016, after careful consideration of WDB Youth Council input, the WDB Executive Committee recommended that the WDB approve an extension of the three current youth provider contracts for 2016-2017, with the following provisions:

- One-year contract extension, contingent on youth provider attainment of 2015-2016 required performance outcomes and the availability of WIOA Youth funding in 2016-2017

- Letter of intent sent to potential bidders regarding the upcoming release of a WIOA Youth RFP in 2016, after federal and state requirements have been announced
- Public posting regarding the upcoming release of a WIOA Youth RFP in 2016, after federal and state requirements have been announced

If you have questions or need more information, please call me at (805) 856-9500, or contact Richard McNeal at (805) 477-5344, email: [richard.mcneal@ventura.org](mailto:richard.mcneal@ventura.org).



## WORKFORCE DEVELOPMENT BOARD

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**TO: WORKFORCE DEVELOPMENT BOARD**

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

**DATE: FEBRUARY 25, 2016**

**SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF  
VENTURA COUNTY (WDB) APPROVE CHANGES TO THE COMPOSITION OF  
THE WDB TO COMPLY WITH WORKFORCE INNOVATION AND  
OPPORTUNITY ACT (WIOA) REQUIREMENTS**

### **RECOMMENDATION**

Recommend that the Workforce Development Board of Ventura County (WDB) approve changes to the composition of the WDB to comply with Workforce Innovation and Opportunity Act (WIOA) requirements.

### **BACKGROUND**

WIOA Section 107(b)(2)(A-D) requires that a local Workforce Development Board (WDB) be comprised of representatives from certain categories and that the number of WDB members in the categories be proportional, in different ways, to the total membership of the WDB. Key WDB composition requirements include:

- Minimum total of 19 voting members (no maximum)
- Business: minimum of 50% + 1
- Workforce: minimum of 20% in California (15% union minimum + up to 5% non-profit community-based organizations with training/education/placement programs)
- Education and Training: minimum of 1 representing adult education; minimum of 1 representing higher education
- Government/Economic/Community Development: minimum of 1 representing economic development; minimum of 1 representing employment services; minimum of 1 representing the Rehabilitation Act

### **DISCUSSION**

The WDB composition requirements under WIOA differ from the previous Workforce Investment Act (WIA) requirements. As noted by the Membership Committee at the WDB meeting in December 2015, the lower WIOA minimum for total WDB membership, changes in category titles and definitions, and a higher level of workforce representation will affect the WDB Ventura County composition. At the direction of the WDB to retain as many current WDB members as possible on the newly configured WIOA board, the Membership Committee has considered multiple options and has developed a two-part action plan to ensure Ventura County compliance with WIOA implementation deadlines:

1. By March 30, 2016

Local Workforce Development Board Recertification Request for Program Years 2016-2018

WIOA allows for flexibility in board size but requires specific category proportions. The impact in Ventura County is that some of the current WDB members fit new or different categories, while others do not have a category match. To accommodate the ongoing membership of current WDB members whose numbers in categories are higher than the WIOA minimums, ongoing recruitment of additional business leaders will be essential to maintaining the required balance of representation.

Because of unanticipated changes in current WDB member status since December 2016, the Membership Committee has determined that the currently achievable board total is 32 voting members for the Recertification Request due on March 30, 2016. Adding voting WDB members in the future would be possible within the range specified in the WDB Bylaws, and depending on WDB needs and the ability to maintain the required category balances.

WIOA allows for flexibility, and that number could change in the future. In the meantime, and to meet Recertification Request requirements, the Membership Committee suggests that the WDB submit a new WDB composition. (See the attached worksheet):

- Total voting members as of March 30, 2016: 32
- Business: 17 members
- Workforce: 7 members (3 union, 2 union/apprenticeship, 2 community non-profits with workforce training/education/placement)
- Education and Training: 4 members (2 adult education; 2 higher education)
- Government/Economic/Community Development: 4 members (2 economic development; 1 employment services; 1 Rehabilitation Act)

Three (3) current voting WDB members, representing entities which do not align with the WIOA required categories, would continue their active membership on the WDB as non-voting members. That would bring the total of non-voting members on the WDB to four (4).

Therefore, the new WDB composition will be submitted as part of the Recertification Request for WDB approval on February 25, 2016, and for Board of Supervisors approval on March 22, 2016. Implementation of the new WDB composition would begin on March 23, 2016.

2. By June 20, 2016

Approval of Updated WDB Bylaws by the Board of Supervisors

To align with WIOA requirements, the current Ventura County WDB Bylaws will be revised for approval by the WDB and the Board of Supervisors prior to June 20, 2016. The current Bylaws provide flexibility for board membership within a range of 33 to 45 members in WIA-required categories. The Bylaws will change to lower the WDB size range to the WIOA-required minimum number of 19 members and to include new WIOA category definitions.

At its meeting on February 11, 2016, the Executive Committee approved this action item and recommends that the WDB do the same at today's meeting of the Board.

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

**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
	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 APPLIED POWDERCOAT	BUSINESS									
2 AMGEN	BUSINESS									
3 BRIGHTON MANAGEMENT	BUSINESS									
4 CORWIN, A SAGE COMPANY	BUSINESS									
5 HAAS AUTOMATION	BUSINESS									
6 HIGH-TECH ENGINEERING	BUSINESS									
7 JAXX MANUFACTURING	BUSINESS									
8 KAISER PERMANENTE	BUSINESS									
9 KINAMED	BUSINESS									
10 LC ENGINEERING GROUP	BUSINESS									
11 LOS ROBLES HOSPITAL & MEDICAL CENTER	BUSINESS									
12 MILGARD MANUFACTURING	BUSINESS									
13 TOLMAN & WIKER	BUSINESS									
14 UN1TEEE	BUSINESS									
15 VERIZON CALIFORNIA	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 ADULT & CONTINUING EDUCATION					ADULT ED					
27 VENTURA CO. COMMUNITY COLLEGE DIST.						CMTY COLL				
28 VENTURA CO. OFFICE OF EDUCATION					AD ED/K-12					
29 CITY OF SIMI VALLEY							EC DEV			
30 ECONOMIC DEVEL. COLLAB.-VENTURA CO.							EC DEV			
31 EMPLOYMENT DEVELOPMENT DEPARTMENT								EMPL SVCS		
32 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
<b>Target for WDB Recertification Request = 32</b>	<b>17</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>

**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



## WORKFORCE DEVELOPMENT BOARD

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**TO: WORKFORCE DEVELOPMENT BOARD**

**FROM: VICTOR DOLLAR  
CHAIR, EXECUTIVE COMMITTEE**

**DATE: FEBRUARY 25, 2016**

**SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF  
VENTURA COUNTY (WDB) APPROVE THE SUBMISSION OF THE VENTURA  
COUNTY LOCAL WORKFORCE DEVELOPMENT BOARD RECERTIFICATION  
REQUEST FOR PROGRAM YEARS 2016-2018 TO THE CALIFORNIA  
WORKFORCE DEVELOPMENT BOARD**

### **RECOMMENDATION**

Recommend that the Workforce Development Board of Ventura County (WDB) approve the submission of the Ventura County Local Workforce Development Board Recertification Request for Program Years 2016-2018 to the California Workforce Development Board.

### **BACKGROUND**

Prepared by the California Employment Development Department (EDD), EDD Directive WSD15-13, January 22, 2016, establishes procedures for the recertification of Local Workforce Development Boards (Local Boards) under the Workforce Innovation and Opportunity Act (WIOA). Local Board recertification is effective July 1, 2016, through June 30, 2018.

This recertification ensures the continuation of WIOA funding and operations and formalizes the reconfiguration of the Board itself that is proposed in Action Item 5.2 of this date.

### **DISCUSSION**

The process for recertification of Local Boards under WIOA is the responsibility of the California Workforce Development Board (State Board). In accordance with WIOA Section 107(c)(2), the State Board will recommend recertification if a Local Board has met WIOA board membership requirements, met or exceeded performance accountability measures and achieved sustained fiscal integrity. In addition to the requirements under WIOA, Local Boards requesting recertification must provide a status update that outlines progress made towards implementation of several other key WIOA provisions. In brief, the Local Board:

- Must meet the membership provisions established in WIOA Section 107(b) and CUIA Section 14202(c) by March 30, 2016
- Must achieve 80 percent or higher on at least eight of the nine locally negotiated common performance measures for Program Years 2013-2014 and 2014-2015.

- Must demonstrate sustained fiscal integrity:
  - No significant findings from audits, evaluations or other reviews
  - No gross negligence
  - No failure to observe accepted standards of administration (e.g., timely reporting of participant and expenditure data)
- Must submit status report on key WIOA provisions related to:
  - System customer service delivery and collaborative partnerships
  - Youth program requirements
  - Adherence to Uniform Guidance requirements
  - Development of sector initiatives and career pathways in high-demand industries and in coordination with community colleges, apprenticeship programs, adult basic education, and other training providers
  - Implementation of the AJCC brand
  - Completion of Phase I of the MOU development process for the One-Stop system

The completed Recertification Request must be signed by the Local Board chairperson and the local Chief Elected Official (CEO) and submitted to the State Board no later than March 30, 2016, in signed or unsigned copies. To meet that deadline, the WDB will need to approve submission of the Recertification Request at its meeting on February 25, 2016, for consideration and approval by the Board of Supervisors on March 22, 2016.

A draft of the Recertification Request is attached. Approval of this recommendation will allow the Recertification Request to go forward to the Board of Supervisors for approval and to be submitted to the California WDB on time. Should substantive changes become necessary before the final document is considered by the Board of Supervisors, the item will be returned to the Executive Committee for approval of any needed revisions.

If you have questions or need more information, please call me at (805) 856-9500, or contact Richard McNeal at (805) 477-5344, email [richard.mcneal@ventura.org](mailto:richard.mcneal@ventura.org).



***DRAFT 02/25/16***

# **Local Workforce Development Board Recertification Request**

**Program Years 2016-18**

**Local Workforce Development Board**

**Workforce Development Board  
of Ventura County**

---

## Local Board Recertification Request

This will serve as our request for Local Workforce Development Board (Local Board) recertification for Program Years (PYs) 2016-18 under the *Workforce Innovation and Opportunity Act* (WIOA).

If the California Workforce Development Board (State Board) determines the request is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your [Regional Advisor](#) for technical assistance or questions related to completing and submitting this request.

Workforce Development Board  
of Ventura County

---

Name of Local Board

855 Partridge Drive

---

Mailing Address

Ventura, CA

93003

---

City, State

Zip

Cheryl Moore

---

Contact Person

(805) 477-5306

---

Contact Person's Phone Number

---

Date of Submission

## Table of Contents

Local Board Membership.....	4
Local Board Performance Accountability Measures .....	15
Local Board Sustained Fiscal Integrity .....	16
Local Board WIOA Implementation.....	17
Local Board Assurances .....	34
Signature Page .....	36

### Instructions

If additional pages were added to the *Local Workforce Development Board Recertification Request*, the page numbers may be updated by hovering over the gray box above, clicking, and then selecting “Update Table” on the top left corner.

## **Local Board Membership**

### **Instructions**

Enter the names of the Local Board members in the appropriate membership categories found in the tables below. If the Chief Local Elected Official (CEO) has approved additional members, enter the information under the "ADDITIONAL MEMBERS" table. If an individual represents multiple categories, after the first time s/he is identified (subsequent to the first notation), please asterisk his/her name at all subsequent entries. Address any vacancies under "CORRECTIVE ACTION COMMENTS." If additional rows are needed, add a table following the membership type.

## BUSINESS

WIOA Section 107(b)(2)(A) – a **majority** of the members of each Local Board shall be representatives of business in the Local Workforce Development Area (Local Area), who (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; (ii) represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the Local Area; and (iii) are appointed from among individuals nominated by local business organizations and business trade associations.

- WIOA Section 107(b)(3) – the members of the Local Board shall elect a chairperson for the Local Board from among the representatives described in Section 107(b)(2)(A).
- Must include **two or more** members that represent small business as defined by the U.S. Small Business Administration.

Name	Title	Entity	Appointment Date	Term End Date
Victor Dollar	Chairperson/ Vice President of Sales	Brighton Management	03/25/14	10/28/17
Cindy Guenette	Small Business/ Manager, Quality Assurance	Hi-Tech Engineering	08/11/15	08/11/18
Stephen Yeoh	Small Business/ Director	Un1tee	03/08/16	03/08/19
Byron Lindros	Director of Engineering Capital Products	Amgen, Inc.	11/03/15	11/03/18
Vic Anselmo	CEO & Owner	Applied Powdercoat, Inc.	10/28/14	10/28/17
Mike Soules	President	Corwin, a SAGE Company	08/11/15	08/11/18
Tavi Udrea	Director, Global Training & Development	Haas Automation, Inc.	03/25/14	03/25/17
Gregory Liu	Owner/CEO	Jaxx Manufacturing, Inc.	10/28/14	10/28/17
Richard Trogman	COO	Kaiser Permanente	03/08/16	03/08/19
Bill Pratt	VP Operations and Director of Creative Design	Kinamed, Inc.	08/11/15	08/11/18



James D. Faul	Director of Civil Engineering	LC Engineering Group, Inc.	11/03/15	11/13/18
Greg Barnes	Director, Safety and Regulatory Compliance	Los Robles Hospital and Medical Center	06/03/14	06/03/17
Alex Rivera	Manager, Human Resources	Milgard Manufacturing, Inc.	11/03/15	11/03/18
Greg Van Ness	CEO	Tolman & Wiker, LLC	03/08/16	03/08/19
Jesus Torres	Director, Strategic Programs	Verizon California, Inc.	12/10/13	12/10/16
<i>Open: in progress</i>				
<i>Open: in progress</i>				

## WORKFORCE

WIOA Section 107(b)(2)(B) – not less than **20 percent** of the members of each Local Board shall be representatives of the workforce within the Local Area, who— (i) shall include representatives of labor organizations (for a Local Area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a Local Area in which no employees are represented by such organizations) other representatives of employees; (ii) shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists; (iii) may include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and (iv) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

- Must include **two or more** representatives of labor organizations, where such organizations exist in the Local Area. Where labor organizations do not exist, representatives must be selected from other employee representatives.
- Must include **one or more** representatives of a joint labor- management, or union affiliated, registered apprenticeship program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists.

*California Unemployment Insurance Code (CUIC) Section 14202(c)* further requires and specifies that at least **15 percent** of Local Board members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members. If this occurs, then at least 10 percent of the Local Board members shall be representatives of labor organizations.

Name	Title	Entity	Appointment Date	Term End Date
Jeremy Goldberg	Labor Organization/ Executive Director	Tri-Counties Central Labor Council	03/08/16	03/08/19
Martel Fraser	Labor Organization/ Labor Relations/Recorder	United Food and Commercial Workers, Local 770	03/25/14	03/25/17
Charlie Harrington	Labor Organization/ Representative	SEIU-United Healthcare Workers	03/15/16	03/15/19
Anthony Mireles	Registered Apprenticeship/ President/Business	Laborers International Union	06/09/15	06/09/18



	Representative	North America 585		
Tony Skinner	Registered Apprenticeship/ Business Representative	Tri-Counties Building & Construction	03/25/14	03/25/17
Gerhard Apfelthaler	Dean, School of Management	California Lutheran University	02/04/14	02/04/17
Patty Schulz	Chief Executive Officer	The ARC of Ventura County	04/14/15	04/14/18

## EDUCATION AND TRAINING

WIOA Section 107(b)(2)(C) – each Local Board shall include representatives of entities administering education and training activities in the Local Area, who— (i) shall include a representative of eligible providers administering adult education and literacy activities under title II; (ii) shall include a representative of institutions of higher education providing workforce investment activities (including community colleges); (iii) may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

- Must include **at least one** eligible provider administering adult education and literacy activities under WIOA title II.
- Must include **at least one** representative from an institution of higher education providing workforce investment activities, including community colleges.

Name	Title	Entity	Appointment Date	Term End Date
Teresa Johnson	Adult Education & Literacy/ Director, Adult Education Programs	Ventura Adult & Continuing Education	06/19/15	06/19/18
Roger Rice	Adult Education & Literacy/ Deputy Superintendent, Student Services	Ventura County Office of Education	02/03/15	02/03/18
Greg Gillespie	Institution Higher Education/ President	Ventura County Community College District	08/11/15	08/11/18
Celina Zacarias	Institution Higher Education/ Director of Community and Government Relations	California State University, Channel Islands	10/28/14	10/28/17

## GOVERNMENTAL AND ECONOMIC AND COMMUNITY DEVELOPMENT

WIOA Section 107(b)(2)(D) – each Local Board shall include representatives of governmental and economic and community development entities serving the Local Area, who— (i) shall include a representative of economic and community development entities; (ii) shall include an appropriate representative from the State employment service office under the *Wagner-Peyser Act* (29 U.S.C. 49 et seq.) serving the Local Area; (iii) shall include an appropriate representative of the programs carried out under title I of the *Rehabilitation Act of 1973* (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the Local Area; (iv) may include representatives of agencies or entities administering programs serving the Local Area relating to transportation, housing, and public assistance; and (v) may include representatives of philanthropic organizations serving the Local Area.

- Must include **at least one** representative of economic and community development entities.
- Must include **at least one** representative from the state Employment Service Office (EDD) under the *Wagner-Peyser Act* (29 U.S.C. 49 et seq.) serving the Local Area.
- Must include **at least one** representative from programs carried out under title I of the *Rehabilitation Act of 1973*, other than Section 112 or Part C of that title.

Name	Title	Entity	Appointment Date	Term End Date
Bruce Stenslie	Economic & Community Dev/ President/CEO	Economic Development Collaborative-Ventura County	10/28/14	10/28/17
Brian Gabler	Economic & Community Dev/ Director, Economic Development/ Assistant City Manager	City of Simi Valley	08/11/15	08/11/18
Mary Navarro-Aldana	Employment Service / Manager, Job Services	EDD	06/09/15	06/09/18
Kathy Harner	Rehabilitation Act of 1973/ Senior Vocational Rehabilitation Counselor	California Department of Rehabilitation	08/11/15	08/11/18

## **ADDITIONAL MEMBERS**

WIOA Section 107(b)(2)(E) – each Local Board may include such other individuals or representatives of entities as the chief elected official (CEO) in the Local Area determines to be appropriate.

<b>Name</b>	<b>Title</b>	<b>Entity</b>	<b>Appointment Date</b>	<b>Term End Date</b>
None				

## **CORRECTIVE ACTION COMMENTS**

Explain any vacant appointment(s) regarding the required membership composition only. Include the length of time the appointment(s) has been vacant, efforts made to fill the vacant appointment(s), and dates by which the vacant appointment(s) should be filled.

## **WDBVC COMMENTS**

The recruitment and appointment process for new WDBVC members takes an average of three to six months. In the months of December 2015 and January 2016, two long-serving Business representatives left the WDBVC unexpectedly.

With the help of the WDBVC Membership Committee, our recruitment efforts are ongoing. Throughout the year, we engage business and community leaders in WDBVC committee activities. In doing the work, volunteers are able to learn about and contribute to workforce development efforts in the Ventura County region. At the same time, we are able to ascertain volunteer levels of interest and potential for the full commitment of WDBVC membership.

Currently, we are reaching out to potential Business candidates and expect to have the open positions filled by the end of May 2016.

## COMPLIANCE WITH MAJORITY OF BUSINESS REPRESENTATIVES

The table below will assist Local Boards determine compliance with WIOA Section 107(b)(2)(A), which requires that a **majority** of the members be representatives of business in the Local Area.

**Instructions:** Double click the table below to open in Excel.

Total number of individuals currently sitting on local board =	30
Number of vacancies currently on local board =	<u>2</u>
Total local board membership =	<u><u>32</u></u>
Total number of Business Representatives currently sitting on local board =	15
Number of Business Representative vacancies currently on local board =	<u>2</u>
Total local board Business Representatives =	<u><u>17</u></u>
Divide total local board Business Representatives by total local board membership =	53.13%
	<b>(Must be greater than 50%)</b>

## COMPLIANCE WITH 20% OF WORKFORCE REPRESENTATIVES AND 15% LABOR ORGANIZATION REPRESENTATIVES

The table below will help Local Boards determine compliance with WIOA Section 107(b)(2)(B), which requires not less than **20 percent** of the members be representatives of the workforce within the Local Area and compliance with CUIA Section 14202 which requires that at least **15 percent** of Local Board members be representatives of labor organizations unless the local labor federation fails to nominate enough members, in which case it is **10 percent**.

**Instructions:** Double click the table below to open in Excel.

Number of Workforce Representatives vacancies currently on local board =	<u>0</u>
Total local board Workforce Representatives =	<u><u>7</u></u>
Divide total local board Workforce Representatives by total local board membership =	21.88%
	<b>(Must not be less than 20%)</b>
Total number of Labor Organization Representatives currently sitting on local board =	3
Total number of Apprenticeship Program Representatives currently sitting on local board =	<u>2</u>
Number of Labor Org/Apprenticeship Program Representatives vacancies =	<u>0</u>
Total local board Labor Representatives =	<u><u>5</u></u>
Divide total local board Labor Representatives by total local board membership =	15.63%
	<b>(Must be at least 15%)</b>

## Local Board Performance Accountability Measures

### Instructions

Enter your Local Board's negotiated levels of performance and actual levels of performance for PYs 2013-14 and 2014-15.

<b>Performance Table</b>				
Name of Local Area: <u>Ventura County</u>				
<b>Common Measure</b>	<b>Negotiated PY 2013-14</b>	<b>Actual PY 2013-14</b>	<b>Negotiated PY 2014-15</b>	<b>Actual PY 2014-15</b>
<b>Adult</b>				
Entered Employment Rate	72.0%	79.2%	73.5%	91.6%
Employment Retention Rate	81.0%	85.9%	83.5%	91.1%
Average Earnings	\$13,251	\$14,369	\$14,000	\$17,135.62
<b>Dislocated Worker</b>				
Entered Employment Rate	75.0%	80.2%	76.5%	87.9%
Employment Retention Rate	84.0%	92.8%	84.0%	86.8%
Average Earnings	\$16,000	\$18,772	\$15,750	\$23,416.93
<b>Youth (ages 14-21)</b>				
Placement in Employment or Education	70.0%	71.3%	68.0%	80.0%
Attainment of a Degree or Certificate	60.0%	80.7%	58.0%	68.3%
Literacy and Numeracy Gains	60.5%	78.5%	58.0%	76.0%

## Local Board Sustained Fiscal Integrity

The Local Board hereby certifies that it has not been found in violation of one or more of the following during PYs 2013-14 or 2014-15:

- **Final determination of significant finding(s)** from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor, identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any *Workforce Investment Act* (WIA) requirement, such as failure to grant priority of service or verify participant eligibility.
- **Gross negligence**, which is defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- **Failure to observe accepted standards of administration.** Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 29 *Code of Federal Regulations* (CFR) Parts 95 and 97, appropriate Office of Management and Budget circulars or rules, WIA regulations, and state guidance. Highlights of these responsibilities include the following:
  - Timely reporting of WIA participant and expenditure data
  - Timely completion and submission of the required annual single audit
  - ***Have not been placed on cash hold for longer than 30 days***

(In alignment with WIOA Section 106[e][2])



## **Local Board WIOA Implementation**

Using the questions below, describe your Local Board's efforts toward implementing the following key WIOA implementation provisions and designing a better system for customers.

**1. What activities have you undertaken to design a better system for customers? Specifically, describe any actions you have taken, or actions you plan to take, for the following topics:**

**a. Developing new services**

**AJCC Job Seeker Services**

- Ex-Offender Re-Entry Programs

The WDBVC received three grants to enable the WDBVC provider of WIOA adult and dislocated worker services, the Ventura County Human Services Agency Community Services Department (CSD), to broaden its client base. A combination of research and new and adapted services to return offenders to the workforce, the initiatives represent strong collaborative partnerships between CSD and the Ventura County Probation Agency, and CSD and the Ventura County Sheriff's Department.

- Workforce Accelerator Fund: STEPS (\$150,000 planning grant from California WDB): augmented a significant cash investment by the Ventura County Probation Agency; developed and implemented a strategic service network framework including employment plans/workshops, vocational training/job placement, support services/incentives for industry-recognized certificates and employment in demand sector occupations (manufacturing, clean/green)

- Supervised Populations: STEPS 2 Work (\$165,000 grant from California WDB): augmented a major cash investment by the Ventura County Probation Agency; expands STEPS program service framework to all supervised eligible parolees in Ventura County

- Bridges 2 Work (\$500,000 from the U.S. Department of Labor): includes partnering with the Ventura County Sheriff's Department to establish an AJCC field services location at the Ventura County Jail to serve offenders and to connect them with community AJCC services after release

- Apprenticeship Access: collaborated with the LIUNA—the Laborers' International Union of North America (Local 585) to create the first union Ventura County AJCC apprenticeship opportunities for ex-offenders, CalWORKs and other public assistance clients

- Financial Coaching: provided financial coaching for veterans

- Online Interviewing: launched "Perfect Interview" online interviewing for all customers that results in a video interview to share with prospective employers

- Sector Academy: coordinated sector-strategy academies with EDD partners in the AJCC (e.g., Manufacturing Academy)
- Network Collaboration: established a new AJCC referral relationship with Goodwill Services for “Careers in Retail Training”

### **AJCC Employer Services**

- Brokered Employment Services: offered training services to help employers “re-tool” their workforce through Customized Training (e.g., developing an incumbent worker training program with local veterinarians to meet a large demand for Registered Veterinary Technicians)
  - Targeted Workshops: programs designed for WIOA-only customers included Career Services Impact and Workforce Networking (WINS); also offered an OJT Academy
  - Electronic Messaging: distributed employer e-blast to market “hot list” of potential candidates for jobs
- Employer Tool Kit: developed a tool kit to provide employers with information and access to AJCC system resources

## **b. Entering into collaborative partnerships**

### **AJCC Evolving System Design**

- Integrated Service Delivery: entered into a collaborative partnership with EDD and CalWORKs-Employment Services (TANF); designed to integrate and streamline AJCC services (Integrated Service Delivery Model–ISD); includes a steering committee and ISD workgroups
- CalJOBS: created a State EDD-Workforce Services Division (WSD) pilot CalJOBS project in collaboration with the State (Ventura County was one of four counties)
- ETP Funds: collaborated with State Employment Training Panel representative to assist with accessing ETP funds for employers who need assistance with training
- Collaboration with Labor: established a partnership with the Laborers International Union of North America; facilitated through a relationship with a WDBVC member
- People with Disabilities: worked with State Department of Rehabilitation to create a meaningful and warm handoff process in providing services for people with disabilities
- Home Loans: established a relationship with the Ventura County Community Corporation, a new home loan entity

- In-Jail Services: collaborated with the Ventura County Sheriff's Department to provide AJCC field services to inmates at the jail
- Ex-Offender Training: created partnership with Ventura Community College District; provided input into the development of Manufacturing 101, a course offering for ex-offender population
- Re-Entry Council: created cross-agency group to share information, coordinate resources, provide mutual support and develop new services and initiatives to serve ex-offender population; members comprised of Ventura County Sheriff's Department, Probation Agency, Public Defenders, Health Care Agency (Mental Health and Substance Abuse services), faith-based organizations, recovery home, and a variety of community based-organizations

**c. Creating innovative workforce development strategies in alignment with WIOA**

**AJCC Customer-Focused System**

- Integrated Service Delivery: working with AJCC partners to build on an integrated service delivery network of personal and electronic contacts to connect customers with a wide range of supportive services
- Re-Entry Transition Support: created the "Bridges2Work" strategy for serving inmates pre-release and post-release
- Apprenticeship Connections: building upon community network connections to develop an AJCC "best practice" apprenticeship operational framework in high-wage, in-demand occupations (e.g., healthcare Registered Nurse program at Ventura College, Carpenter's Union) and for potential WIOA co-enrollments (LiUNA AJCC program)
- Incumbent Worker Skills: developed an outreach strategy to identify employers who need to upgrade incumbent worker skills; targeting manufacturing, clean/green and healthcare industry sectors with assistance offered through customized training, incumbent worker training, or Employment Training Panel funding
- Integrated Layoff Aversion Services: provide Rapid Response layoff aversion services through a WDBVC contract with the Economic Development Collaborative-Ventura County (EDC=VC); integrate employer layoff aversion services into EDC-VC/SBA Small Business Development Center (SBDC) outreach and service system; reported 241 jobs saved by layoff aversion activity in PY 2014-15; success recognized at the State level
- Enhanced Early Warning System
  - Supply Chain Impact: expanded required Rapid Response services to identify supply chain affected by plant closure or layoff

- System Scrape: working with Employment Development Department (EDD) to conduct a “system scrape” of unemployed individuals to enhance visibility to potential local layoffs
- Data Methodology: in discussion with EDC-VC/SBDC to explore options for developing a more valid, reliable data collection methodology that will help to pre-identify possible firms at risk

**d. Redesigning service delivery**

**AJCC Integrated Customer-Focused Delivery System**

• Process Improvement

- Created an Integrated Service Delivery workgroup designed to streamline services, improve customer outcomes and reduce duplication
- Improved partner referral process to partner agencies by tracking referrals in CalJOBS and follow-up contact
- Transitioned OJT employer services online and eliminated use of a secondary duplicate case file
- Implemented improved customer tracking system to allow tracking of customer flow/access of services provided in the Resource Center
- Developed Electronic Case Management (paperless) project, resulting in an online access/program service delivery module

• Customer Support

- Created online access for customers to: access program and service workforce information; to practice interviewing; to share information with employers
- Provided job coaching to help at-risk customers access/retain jobs

• Technical Support

- Created online access to employer and participant information for AJCC staff via the use of laptops and cell phones to facilitate a more agile and mobile workforce
- Created self-service docking stations in new facility for customers’ own electronic devices
- Improved access to typing test: web-based instead of one-computer-only per center

- Staff Development

- Cross-trained AJCC staff to improve services provided to veterans, unemployed individuals and employers
- Cross-trained AJCC staff to provide information/resources for all customers requesting assistance ranging from Unemployment Insurance, disability forms, Migrant and Seasonal Farmworkers, Housing, and Job Training

- New AJCC Facilities

The AJCC service locations in Oxnard (Comprehensive) and Simi Valley (Affiliate) are relocating to new facilities that will provide a professional environment and easy access to networked partner services for job seekers and employers. Both will occupy newly leased, up-scale office buildings that offer staff and customers significantly improved working environments with state-of-the-art electronic capabilities (including Wi-Fi).

- Comprehensive AJCC: Summer 2016 relocation of Comprehensive AJCC operations to the newly leased Ventura County Human Services Agency services facility at 2901 Ventura Road, Oxnard

Affiliate AJCC: February 2016 relocation of Affiliate AJCC operations in Simi Valley to the new Ventura County Human Services Agency facility at 2900 Madera Road, Simi Valley

**e. Other WIOA transitional activities to design a better system for customers**

- AJCC System Visibility: continued the WDBVC strategic, integrated media outreach to employers, job seekers, youth and the general community; transitioned to AJCC logo and terminology in on-air, electronic, and print platforms; examples of recent messaging are on-the-job training for new employees, advantages of employing veterans and people with disabilities, and the economic value for businesses to offer career awareness and work experiences to prepare our future workforce
- Active Employer Participation: conducted a WDBVC strategic planning discussion on the employer value proposition for regional workforce development and how to get more employers to the table; follow-up by WDBVC committees through the development of two-year plans which include an employer engagement component
- WDBVC Innovation Ecosystem Workgroup: informal interest group formed to explore ways to foster a business innovation environment in Ventura County; initial ideas to map and connect stakeholders in the start-up and innovation landscape in the region, formulate recommendations to grow the innovation

ecosystem, and link economic and workforce development with needs of local innovation-based economy

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**2. What steps have you taken to implement the new WIOA youth program requirements, including the 75 percent out-of-school youth and 20 percent work experience minimum expenditure requirements?**

**STEPS TO IMPLEMENT THE NEW WIOA YOUTH PROGRAM REQUIREMENTS**

- Contract Requirements: Three external contracts for youth services in 2015-2016 contain provisions for the minimum required 75% out-of-school youth, the 20% work experience expenditures, new eligibility criteria, and the five new Youth Program Elements. Updated performance requirements will be added for 2016-2017 contracts.
- Youth Work Experience Policy: A new policy was approved by the WDB Executive Committee on December 17, 2015, and developed with input from the current WDB Youth Council and the three contracted providers of youth services.
- Youth Committee: The WDBVC intends to retain a youth committee function as part of its new WDBVC Bylaws and structure under WIOA, planned for implementation by or before July 1, 2016. Until then, the Youth Council will continue to meet. In the future, youth committee participation will be adjusted to include local agencies/institutions whose activities more directly related to disconnected and out-of-school youth.
- Transition Timing: The WDBVC approved a one-year extension of the three current Workforce Innovation and Opportunity Act (WIOA) youth program provider contracts through Program Year (PY) 2016-2017, subject to the availability of sufficient funds, satisfactory PY 2015-2016 performance by the contractor, and approval by the County of Ventura. A WIOA Youth RFP will be released in 2016, after final federal and state requirements are published.
- Strategies for Achieving the 75% Enrollment Requirement:
  - Development of high school diploma and high school equivalency programs as conduits for youth who require completion of secondary education
  - Continuing contact with foster care managers, probation officers and other service providers who refer youth to the program: housing authorities, high schools, charter schools and adult schools, community assistance programs, vocational training schools
  - Distribution of flyers with program information to social services and placement where OS youth might encounter them
  - Presence at meetings of service providers and attendance/presence at job fairs and other community outreach events (e.g., Partnership for Health Families, Reiter Resource Fair, Feria Campesina)

- Referrals among the three WIOA youth providers in the Ventura County region
- Research Dunn & Bradstreet listing to reach potential referrals from social service providers
- Liaison with local CalWORKs staff and the staff of the Ventura County Children and Family Services Department
- Strategies for Achieving the 20% Expenditure Requirement:
  - Microsoft Office training and work readiness soft skills built into the program
  - Externships for participants completing CTE programs
  - Incentivized work experience on the OJT model
  - In-house work experience to develop foundational soft skills prior to external work experience or job placement

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**3. Describe your efforts to comply with the Uniform Guidance requirements.**

**EFFORTS TO COMPLY WITH UNIFORM GUIDANCE REQUIREMENTS**

- Policies and Procedures: used the Employment Development Department (EDD) Uniform Guidance Readiness Assessment as a template to review and update WDB policies and procedures
- Collaborative Assessment: partnered with the Fiscal Department of the Human Services Agency to conduct a Uniform Guidance compliance assessment and to take appropriate follow-up action
- Follow-up Actions
  - New WDB policy on the Protection of Personally identifiable information
  - Revised Contract General Conditions, Assurances and Certifications
  - Revised Purchase Order procedures
- Documentation: completed the assessment and preparation of back-up documentation for current reference and future monitoring
- Partner Updates: continue to notify sub-recipients of new federal and state requirements by email, during public meetings, and/or when contracts are renewed

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**4. Describe your efforts to develop sector initiatives and career pathways in high demand industries in coordination with community colleges, apprenticeship programs, adult basic education, and other training providers.**

## WDBVC REGIONAL APPROACH TO SECTORS AND PATHWAYS

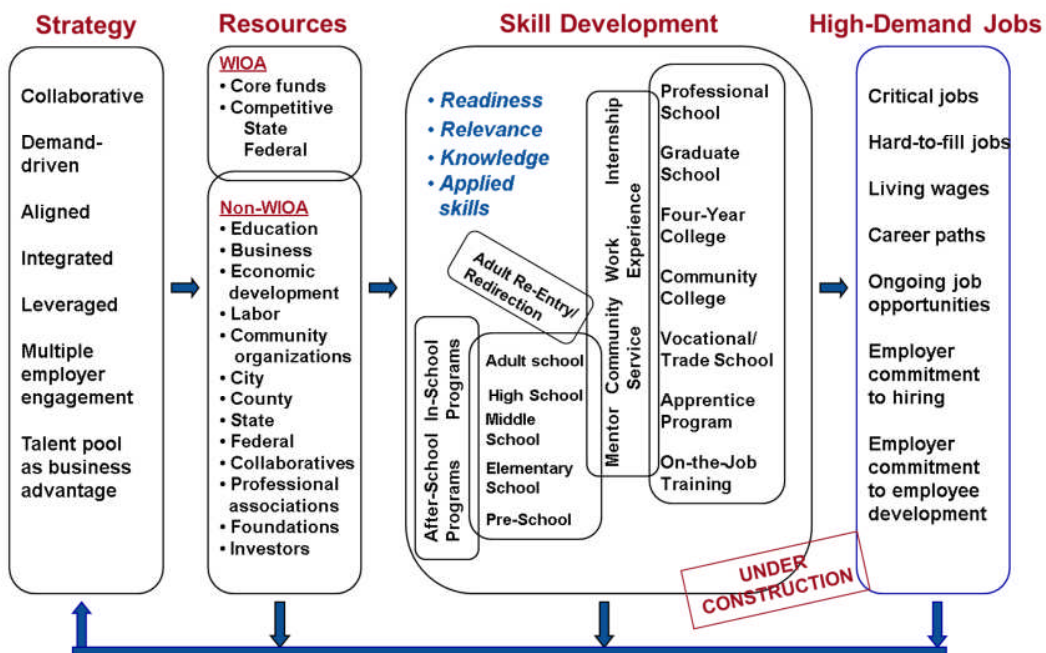
**WDBVC Regional Focus:** Initiated July 2008, the WIB identified and prioritized foundational goals to meet workforce development needs in Ventura County from an employer demand perspective. Two major focus areas established initial and ongoing WIB/WDB committee structure: (1) provide educational/experiential opportunities for job-seekers to apply basic skills for preparation in technology-based jobs in multiple businesses; (2) create a workforce pipeline to meet current/future healthcare industry workforce needs in Ventura County.

**WDBVC Regional Vision:** The Ventura County region will have a high quality, appropriately-skilled workforce that is ready and able to support the changing business needs of employers in a dynamic, competitive, global economic environment. The regional workforce strategy will include ongoing skills attainment that is supportive of regional growth industry sectors and clusters and enabled by a braided, leveraged workforce system that addresses business-driven demands and worker needs for well-paid, steady employment.

**WDBVC Regional Commitment:** Working in partnership with other regional leaders, the WDB is committed to serving as a convener, workforce analyst, broker, facilitator, and unifying community voice in advancing the achievement of the *Ventura County Regional Strategic Workforce Development Plan 2013-2017* for the benefit of the Ventura County region and the people of California.

### WDBVC Regional Planning Model

## BUILDING A COMPETITIVE WORKFORCE PIPELINE IN VENTURA COUNTY





## WDBVC Regional Sector Committees

- Sector Committees: Healthcare Committee (since 2008); Manufacturing Committee (since 2008); Clean/Green Committee (since 2009); Business Services (in development 2016)
- Membership: representatives from business, labor, education (high school, adult education, community college and university levels); WDB members as chair and vice chair; participation of non-WDB members on committees and/or as guests, as appropriate
- Committee 2-Year Plan Components: establish goals; engage leaders; analyze data; take inventory; determine priorities; identify gaps; take action; monitor progress
- Bimonthly Public Meetings: providing a neutral forum for facilitated discussion and feedback; include committee facilitation of employer interactions with educators on occupational data, career ladders, curriculum, and communication in support of business-relevant career pathway development
- Data Analysis
  - Ongoing WDBVC committee analyses of Ventura County Occupational Employment Data and Growth Projections to focus sector activities; identification of jobs, wages, employment, growth projections, growth/replacement job potential, hard-to-fill occupations, and priorities for workforce education and training
  - Under discussion by WDBVC committees: how to get more current, accurate data than information provided in the recent WDBVC-commissioned 2015 Ventura County Regional Economic Profile (REAP) from the Labor Market Information Division (LMID) of the California Employment Development Department (EDD); feedback to LMID included major concerns over missing information that is essential for prioritizing and planning workforce development in Ventura County
- Sector Workforce Readiness Skills Charts: created by business-driven sector committees during public meetings; documents posted on WBDVC website; information used by educators as a reference in developing career pathways and curriculum for high school, adult education and community college students
- Connecting Business and Education: facilitating a new WDBVC Business/Education Connection Workgroup to identify regional approaches that will align multiple online systems and in-person contacts to engage more employers in offering career experiences at the high school, adult school, community college, and university levels
- Outreach: provide industry sector input for messaging through WDBVC communication outlets, including Workforce Wednesday (WDBVC monthly radio program), *Workforce*

*Update* (bimonthly e-newsletter), Ventura County Grows Business ([www.venturacountygrowsbusinesses.com](http://www.venturacountygrowsbusinesses.com)), VC Jobs with a Future ([www.vcjobswithafuture](http://www.vcjobswithafuture)) and the WDBVC website ([www.workforceventuracounty.org](http://www.workforceventuracounty.org))

### **WDBVC SECTOR/PATHWAYS INITIATIVES**

In addition to the aligned, coordinated WDBVC sector committee work described above, other accomplishments/activities of the current WDBVC sector committees (Clean/Green, Healthcare, and Manufacturing) are listed below.

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

- Clean/Green Work Readiness Skills Charts: created for (1) Infrastructure, (2) Hospitality, and Essential Skills; reference for educators in curriculum and career pathway development
- Definitions: developed a list of workforce development definitions for clarity and consistency in terminology between education and businesses
- Water/Wastewater Jobs
  - Reviewed skills needed to meet the emerging needs of water employees as outlined at the Southwest Regional Water Conservation meeting; identified critical jobs, including entry-level positions for high school graduates that are conditional on obtaining the necessary certifications within a certain time frame
  - Advocated for a jobs survey of the water/wastewater industry in the South Central Coast Regional Consortium of Community Colleges (SCCRC); enlisted the support of the Deputy Sector Navigator and the Center of Excellence to conduct a SCCRC regional environmental scan; formed a workgroup to identify Ventura County water/wastewater industry employers for the survey
- Deputy Sector Navigator: Agriculture, Water & Environmental Technologies bimonthly reports and discussions with committee member DSN (representing SCCRC) on multiple curriculum and workforce development topics
- Clean/Green Education Program Inventory: conducting an inventory and gap analysis of the regional training programs available in the adult schools, community colleges and through labor training/apprenticeship programs that relate to Clean/Green industries
- Apprenticeship: collaborated with the committee-vice chair (WDBVC representative for LIUNA—the Laborers’ International Union of North America) to create apprenticeship career pathways for ex-offenders, CalWORKs, and other public assistance clients and to expand the AJCC operational framework for WIOA co-enrollments and performance outcomes (*e.g.*, industry-recognized certificates, employment retention) through the work of the WDBVC sector committees

- California Career Pathways Trust Grants provided a neutral forum to facilitate discussions between employers and educators on program and curriculum development for two California Career Pathways Trust initiatives (VC Innovates and Alliance for Linked Learning); focused on three clean/green career pathways: Building and Construction Trades; Agriculture and Natural Resources; and Hospitality, Tourism and Recreation; participated in the business/education Entrée to Employment career dinner program.
- Subject Matter Experts: discussed local clean/green industry issues and employment and training opportunities: Ventura County Public Works Agency (Water and Sanitation Dept.), Ventura College Water Science Program, The Energy Coalition Energy Network Program and The Capacity Project

### **WDBVC Healthcare Committee**

- Healthcare Work Readiness Skills Chart: created for general career readiness in healthcare; reference for educators in curriculum and career pathway development
- Clinical Laboratory Scientist (CLS) Field Experience Program: finalized the State application, through the leadership and coordination of a committee member from California State University, Channel Islands, to submit a joint application for a self-sustaining CLS field experience program under a consortium of four local hospitals (Note: The submission of a combined application for certification is the first consortium approach to CLS certification in California.)
- Healthcare Case Manager Pathway: continued to collaborate on a California WDB-funded SlingShot project with six Los Angeles WDBs and the Ventura County WDB to develop an industry sector-responsive career pathway for healthcare case managers
- Employer Hiring Shift: identified a major issue that some hospitals are now hiring only B.S. (B.S.N.) Registered Nurses vs. Associate Degree (RN) Registered Nurses, issue needs to be addressed both locally and statewide to align education and industry needs
- Deputy Sector Navigator (Healthcare): bimonthly reports and discussions with committee member DSN (representing South Central Coast Regional Consortium of Community Colleges) on multiple curriculum and workforce development topics; DSN research and confirmation that WDBVC Manufacturing Readiness Skills Chart is consistent with national standards in manufacturing
- California Career Pathways Trust Grants: provided employer feedback to educators working on the VC Innovates Healthcare Professions Career Ladder Charts; participated in the business/education Entrée to Employment career dinner program
- Community Colleges and ETPL: added healthcare-related courses at local community colleges to the California Eligible Training Provider List (ETPL)

## **WDBVC Manufacturing Committee**

- Manufacturing Work Readiness Skills Chart: created for general career readiness in manufacturing; reference for educators in developing curriculum and career pathways
- Biomedical Device Manufacturing Certificate of Achievement: completed a two-year collaborative effort between businesses and community colleges to respond to specific manufacturing workforce needs; represents the first two-campus certificate program in the Ventura County Community College District and in the California community college system
- Manufacturing Roundtable of Ventura County (MRVC): planning and coordination of National Manufacturing Day; career awareness and manufacturing site visits for more than 300 high school and community college students and educators annually; business-hosted manufacturing/education leadership meeting on workforce issues
- California Career Pathways Trust Grants: provided feedback on California pathways curriculum skills identified for Engineering and Technology; Welding and Materials Joining; Machining and Forming Technologies; recommended additions to a Manufacturing and Engineering Career Pathways Career Ladder Chart related to production, maintenance and facilities, engineering, quality assurance, regulatory affairs, and supply chain positions; participated in the business/education Entrée to Employment career dinner program
- Deputy Sector Navigator (Manufacturing): bimonthly reports and discussions with committee member DSN (representing South Central Regional Consortium of Community Colleges) on multiple curriculum and workforce development; DSN research and confirmation that WDBVC Manufacturing Readiness Skills Chart is consistent with national standards in manufacturing
- AMP SoCal: provided a Ventura County regional forum for communications, coordination, and Pillar Committee reporting in support of the Advanced Manufacturing Partnership of Southern California (AMP SoCal) and its work with aerospace and defense manufacturing; have Ventura County representation on seven committees, including Workforce and Training (focus on understanding employer needs to develop relevant curriculum)
- VC STEM Regional Network: provided a platform for communication with business and education partners for a new initiative funded by Amgen, led by California State University, Channel Islands, and supported by the P-20 Council

## **OTHER WDBVC SECTOR/PATHWAYS COLLABORATION**

- Community Colleges
  - Ventura County Community College District: WDBVC representation on Citizens Advisory Body; participation in community college business advisory council meetings; representatives from VCCCD on WDBVC sector and youth committees

- South Central Coast Regional Consortium of Community Colleges (SCRC): active participation of SCRC Deputy Sector Navigators as members of the Clean/Green Committee, Healthcare Committee, and Manufacturing Committee; participation of WDBVC staff at SCRC meetings (eight community colleges in San Luis Obispo, Santa Barbara, Ventura, and northern Los Angeles counties)
- Regional Forum: participated in the “Region D- Regional College Conversation to Inform the Board of Governors Task Force on Workforce Job creation and a Strong Economy”
- Recognition: positive comments regarding the Ventura County model of WDB collaboration with community college Deputy Sector Navigators during a presentation on “Regional Collaboration: Sharing What Matters” at the California Workforce Association annual conference
- Ventura County P-20 Council: collaborative regional effort in support of education (pre-school through graduate level); funded by California State University, Channel Islands (CSUCI), Ventura County Community College District, Ventura County Office of Education, and Corwin Press; membership also includes workforce (WDBVC) and economic development, business, and other representatives from education; planning to include the WDBVC Business/Education Connection Workgroup in the P-20 Council regional action plan implementation
- California Career Pathways Trust Grants
  - Provide a neutral forum and facilitate discussions between employers and educators on program and curriculum development for sector-related career pathways
  - WDBVC representation on leadership teams for two California Career Pathways Trust initiatives (VC Innovates and Alliance for Linked Learning); initiative leaders serve on WDBVC sector and youth committees
  - WDBVC awarded \$317,920 in VC Innovates career pathways funding to support further development of WDBVC regional sector initiatives
- Adult Education: participated in AB86 meetings; plan to work with the new Ventura County Adult Education Consortium on career pathways; consortium members include adult school and community college AJCC partners; current chair is a WDBVC member
- Economic Development Roundtable: a regional committee of the Economic Development Collaborative-Ventura County (represented on WDBVC); WDBVC staff representation at monthly meetings that include economic development managers from ten incorporated cities and the county

- Ventura County Civic Alliance (VCCA): WDBVC research sponsorship for the 2015 Ventura County State of the Region Report; representation on the VCCA Workforce Education Committee; participation in VCCA events relating to workforce development
- Multiple-Region Collaboration
  - California WDB SlingShot Project: partner in a two-county, seven-WDB collaborative effort (six Los Angeles WDBs and Ventura County WDB) for a new Healthcare Case Manager/Care Coordinator Pathway Project
  - Advanced Manufacturing Partnership of Southern California (AMP SoCal): founding member; currently a ten-county initiative; WDBVC representatives on the Executive Council and six Pillar Committees (including Workforce and Training); coordination of Ventura County communications through the WDBVC Manufacturing Committee; U.S. Department of Commerce designation as an Investing in Manufacturing Communities Partnership
  - California Health Professions Consortium: participate in the statewide consortium focused on increasing diversity in California's healthcare workforce
  - Community College Consortium for Bioscience Credentials: WDBVC member participation in the multi-regional consortium (12 community colleges), funded by the U.S. Department of Labor to develop national standards for biotechnician skills and credentials

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**5. Describe your efforts to adopt, implement, and promote the AJCC brand.**

**EFFORTS TO ADOPT, IMPLEMENT, AND PROMOTE THE AJCC BRAND**

- Brand Adoption: launched co-branding to transition from local JCC brand in July 2014; ended local JCC brand and began double-branding in July 2015 to ensure compliance with different federal and state requirements; currently well-positioned to adapt quickly and implement the approved AJCC brand when a final decision is announced



- AJCC Logo: implemented logo identifiers for new or redesigned visual messaging such as brochures, information cards, online banners, pull-up posters; window signage, and website links
- Integrated Media Strategy: created and implemented to ensure a targeted reach and frequency on a limited budget; designed as region-wide messaging for communicating resources available to job seekers, workers, youth and employers

- Online Infrastructure: developed and maintained a solid online infrastructure for public access to regional program information and links to AJCC system services; examples: WDBVC website ([www.workforceventuracounty.org](http://www.workforceventuracounty.org)) and Facebook; Ventura County Grows Business website ([www.venturacountygrowsbusiness.com](http://www.venturacountygrowsbusiness.com)) and Facebook; VC Jobs with a Future website ([www.vcjobswithafuture.org](http://www.vcjobswithafuture.org)) and Twitter
- Communication Platforms: created, aligned and leveraged WDBVC outreach platforms; used new AJCC branding; examples of platforms include Workforce Wednesday monthly live radio shows; bimonthly *Workforce Update* e-blasts; Ventura County Grows Business Speakers Bureau presentations; opinion pieces by WDB members; news releases; spots on public radio, and public service announcements
- Collateral Materials: developed and updated format and messaging for employer, job seekers and youth brochures, information cards, online banners, print ads, broadcast and digital marketing; pull-up posters
- Event Announcements: posted AJCC Career Shops on local press community event schedules

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**6. Describe your efforts to complete Phase I of the MOU development process. What challenges are you facing?**

**EFFORTS TO COMPLETE MOU PHASE 1 DEVELOPMENT**

1. Identified AJCC MOU Partners

Determined that the mandated and appropriate partners for the Ventura County Regional One-Stop System are the following:

- WIOA Title I Adult, Dislocated Worker and Youth: Ventura County Human Services Agency
- WIOA Title II Adult Education and Literacy: Ventura County Adult Education and eight adult schools in eight school districts
- WIOA Title III Wagner-Peyser: 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; and eight adult schools in eight school districts (Conejo Valley; Fillmore; Moorpark; Ojai; Oxnard; Santa Paula; Simi Valley; Ventura)
- Title V Older Americans Act: Area Agency on Aging; Ser-Jobs for Progress; National Association for Hispanic Elderly

- Job Corps: Los Angeles Job Corps
- Native American Programs: Candelaria American Indian Council
- Migrant Seasonal Farmworkers: Employment Development Department; Center for Employment Training
- Veterans: Employment Development Department
- Trade Adjustment Assistant Act: Employment Development Department
- Unemployment Compensation: Employment Development Department
- Temporary Assistance to Needy Families: Ventura County Human Services Agency
- Community Development Block Grants: Community Action of Ventura County

NOTE: A Youth Build partner is not applicable to the Ventura County Regional One-Stop and the AJCC MOU.

## 2. Engaged Partners in AJCC MOU Phase 1 Planning

- Conducted preliminary discussions, in person and by phone, with representatives of the identified AJCC partners regarding MOU requirements under WIOA
- Facilitated preliminary planning meetings with representatives from the Ventura County Human Services Department (CSD) and the local Employment Development Department (EDD), who will form the backbone of the system and will co-locate in a newly leased building for the comprehensive One-Stop AJCC location
- Developed a draft MOU, taking into consideration the example provided by EDD and feedback from MOU partners in preliminary discussions
- Provided a draft MOU to partners for review prior to the MOU partner meeting
- Facilitated an MOU partner meeting to discuss the draft MOU and identify considerations or changes in preparing the final document
- Submitted the final MOU Phase 1 to Ventura County Counsel for comment

## 3. Next Step: Complete the MOU Phase 1 Approval Process (In Progress)

- Gather appropriate signatures from the AJCC MOU partners
- Recommend approval of the MOU by the Workforce Development Board of Ventura County (WDBVC) on April 28, 2016
- Forward the WDBVC recommendation for MOU approval to the Ventura County Board of Supervisors (with signature by the Chair of the Board) in May 2016



- Implement the AJCC MOU Phase 1 on July 1, 2016.
- Consider cost sharing agreements in 2016-2017 planning for MOU Phase 2

## **CHALLENGES AND OPPORTUNITIES**

### Challenges

- Agreeing on the terms of an MOU that are sufficiently broad to cover the needed bases but are not at the same time too partner specific
- Engaging eight separate and independent school districts, each of which has a relevant adult school
- Managing the planning process in the absence of final rules from the U.S. Department of Labor and from the California Employment Development Department

### Opportunities

- Building on the good relationships and informal networking in place among many of the required AJCC partners who already are mutually supportive in serving clients and the community
- Leveraging the collaboration already underway among some of the AJCC partners who are working in smaller clusters through collaborative grant funding and client service needs
- Prior experience with WIA-related MOUs by many of the AJCC partners

## Local Board Assurances

For PYs 2016-18, the Local Board assures that it will do the following:

- A. Comply with the applicable uniform administrative requirements, cost principles, and audit requirements included in Title 2 CFR Parts 200 and 2900 (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include the following:

- The Local Area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).
- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

*\*Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).*

- B. Do financial reporting in compliance with federal and state regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with Workforce Services Directive WSD12-3, *Quarterly and Monthly Financial Reporting Requirements*.
- All close out reports will comply with the policies and procedures listed in Workforce Services Directive WSD09-12, *WIA Closeout Handbook*.

*\*Note that failure to comply with financial reporting requirements will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).*

- C. Expend funds in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include:

- The Local Area will meet the requirements of State Senate Bill 734, to spend a minimum of 30 percent of combined total of adult and dislocated worker formula fund allocations on training services (CUIC Section 14211).
- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

- D. Select AJCC operator(s), with the agreement of the local CEO, through a competitive process such as a Request for Proposal, unless granted a waiver by the state (WIOA Section 121[d][2][A] and 107[g][2]).

- E. Collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBS<sup>SM</sup> reporting requirements and deadlines.
- F. Comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
- G. Comply with State Board policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
- H. Give priority of service to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and *Training and Employment Guidance Letter 10-09*).
- I. Comply with Assembly Bill (AB) 1234 and ensure that local members receive ethics training every two years. AB 1234 requires Local Boards to consult with the California Fair Political Practice Commission (FEPC) and the California Attorney General's office regarding the content of the ethics training course they can use. Local Boards may consider using the free, two-hour, on-line ethics training course available from the FPPC: [AB 1234 Ethics Training for Local Officials](#).
- J. Comply with the conflict of interest provisions of WIOA Section 107(h).

## Signature Page

By signing below, the local CEO and Local Board chair request Local Board recertification. We certify that the Local Board appointed members as described in WIOA Section 107(a), (b), and (c), performed successfully and sustained fiscal integrity during PYs 2013-14 and 2014-15, and developed and implemented strategies to improve and continuously strengthen the workforce development system in accordance with WIOA. Additionally, we agree to abide by the Local Area assurances included in this document.

### **Instructions**

The Local Board chairperson and local CEO must sign and date this form. Include the original signatures with the request.

#### **Local Workforce Development Board Chair**

#### **Local Chief Elected Official**

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Signature

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Signature

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VICTOR DOLLAR  
Name

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LINDA PARKS  
Name

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Chair, Workforce Development Board of  
Ventura County  
Title

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Chair, Board of Supervisors  
County of Ventura  
Title

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Date


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Date



## WIOA IMPLEMENTATION UPDATE

**Workforce Development Board Meeting  
February 25, 2016**



### LOCAL BOARD RECERTIFICATION

- **Criteria**
  - ✓ Local Board Membership (March 2016)
  - ✓ Performance Accountability Measures (2013-2015)
  - ✓ Sustained Fiscal Integrity (2013-2015)
  - ✓ Local Board WIOA Implementation
- **Assurances of Compliance**


**Application Due March 30, 2016**




### LOCAL BOARD RECERTIFICATION

✓ **Local Board Membership (March 30, 2016)**

	Minimum	WDBVC
1. Business (50%+1)	10	<u>17</u>
2. Workforce (20%)	4	7
3. Education and Training	2	4
4. Governmental and Economic and Community Development	3	4
5. Additional Members	0	0
	19	32



- ### LOCAL BOARD RECERTIFICATION
- ✓ **Performance Accountability Measures (2013-2015)**
  - ✓ **Sustained Fiscal Integrity (2013-2015)**
  - ✓ **Local Board WIOA Implementation**
    - 1. **Better system for customers**
      - New services
      - Collaborative partnerships
      - Innovative strategies
      - Redesigning service delivery
      - Other transitional activities
- 

## LOCAL BOARD RECERTIFICATION

### ✓ Local Board WIOA Implementation

#### 2. New youth program requirements

- 75% minimum expenditure on out-of-school youth
- 20% minimum expenditure on work experience

#### 3. Uniform Guidance requirements



5

## LOCAL BOARD RECERTIFICATION

### ✓ Local Board WIOA Implementation

#### 4. Sector initiatives in career pathways

- High-demand industries
- Coordination with community colleges, apprenticeship programs, adult basic education, others

#### 5. AJCC brand implementation



6

## LOCAL BOARD RECERTIFICATION

### ✓ Local Board WIOA Implementation

#### 6. Phase 1 of MOU development process

- WIOA Title I (WIOA)
- WIOA Title II (Adult Education)
- WIOA Title III (Wagner/Peysen)
- WIOA Title IV (Voc. Rehab.)
- Perkins CTE (Cmty. College)
- Title V (Older Americans)
- Native Americans
- Migrant/Seasonal Farmworkers
- Veterans
- Trade Adjustment Act/NAFTA
- Community Dev. Block Grants
- Housing & Urban Development
- Unemployment Compensation
- TANF/CalWORKs
- Second Chance
- Job Corps
- Youth Build



## WIOA TRANSITION

### WDB Bylaws

#### WDB Member Terms

- Serve **3 years?** from date of appointment/reappointment
- Maximum of **3 consecutive terms?**; may serve again after **1 year?**

#### WDB Chair and Vice Chair

- Elected by WDB to serve **1 year?**





## WIOA TRANSITION

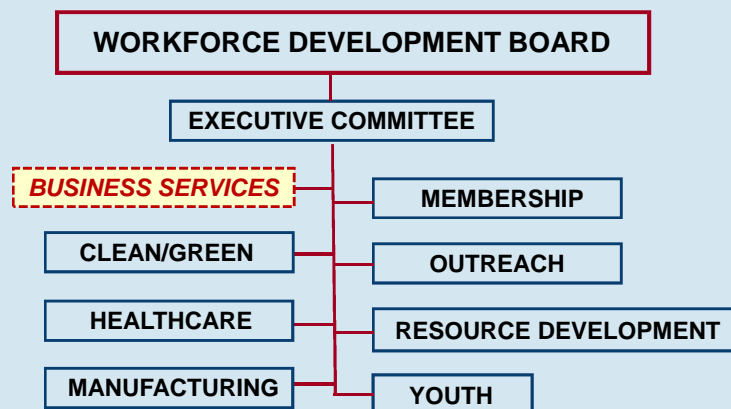
### WDB Bylaws

- ❑ **Committee Chair and Vice Chair**
  - Committee Chair: appointed by WDB Chair to serve **1 year?**; may be reappointed
  - Committee Vice Chair: appointed by Committee Chair to serve **1 year?**; may be reappointed
  
- ❑ **Non-Voting WDB Members**
  - *Same expectations for participation as other members?*
  - *May/may not serve as committee chair and/or vice chair?*
  - *May/may not vote at committee meetings?*



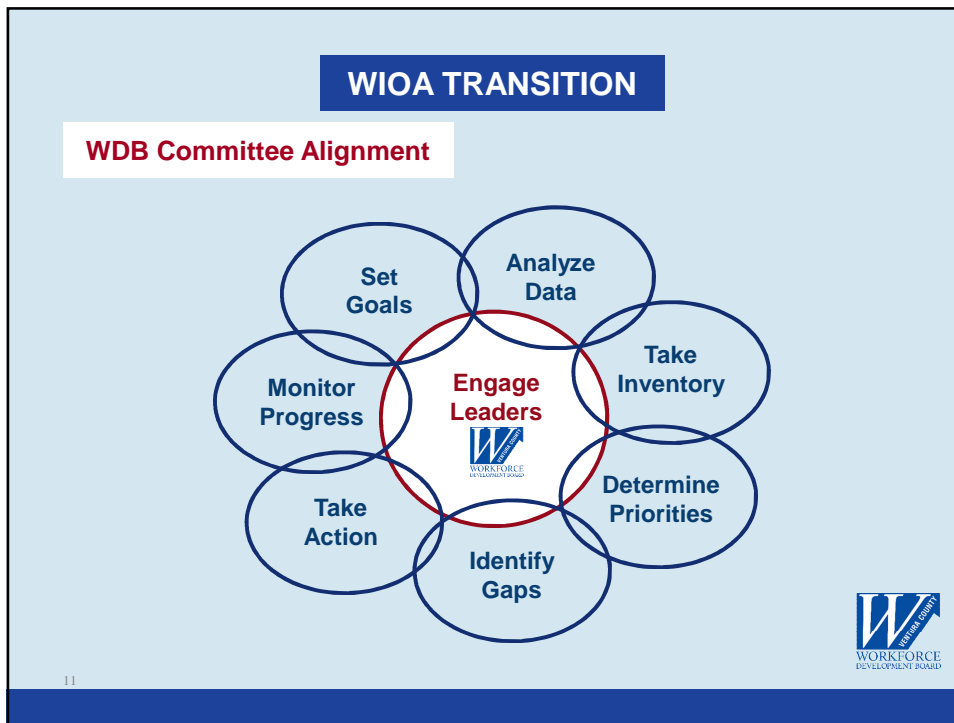
## WIOA TRANSITION

### WDB Committee Structure (?)



Executive Committee: WDB Chair, WDB Vice Chair, Immediate Past WDB Chair, and Committee Chairs





### WIOA TRANSITION TIMELINE\*

<b><u>2016</u></b>	
<b>Mar. 3</b>	California WDB submits final California state plan to DOL/ETA for approval
<b>Mar. 30</b>	Local WDB submits application for CWDB approval of local board recertification for 2016-2018
<b>Summer</b>	DOL/DOE/HHS releases Final Rule for WIOA implementation; California releases plan guidelines
<b>July 1</b>	Local WDB complies with new WIOA performance and fiscal measures
<b><u>2017</u></b>	
<b>March 15</b>	WDB submits local and regional plans for California WDB approval

*\* Federal and state timelines and deliverables subject to change*

12