



## WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

Thursday, April 28, 2016  
8:00 a.m. – 10:00 a.m.

### **NOTE: DIFFERENT MEETING LOCATION**

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

### AGENDA

- |           |  |                                    |
|-----------|--|------------------------------------|
| 8:00 a.m. | <b>1.0 CALL TO ORDER AND AGENDA REVIEW</b>   | Victor Dollar                      |
| 8:05 a.m. | <b>2.0 PUBLIC COMMENTS</b><br><br><i>Procedure:</i> The public is welcome to comment. Public comment cards are available at the meeting sign-in table and submitted to the Clerk of the Board. Comments not related to items on the agenda may be made at the beginning of the meeting only.   | Victor Dollar                      |
| 8:10 a.m. | <b>3.0 WDB CHAIR COMMENTS</b><br><br><i><u>Welcome to New WDB Members</u></i><br><i>Jeremy Goldberg, Richard Trogman, Greg Van Ness, Stephen Yeoh</i><br><br><i><u>WDB Member Recognition and Appreciation</u></i><br><i>Teresa Johnson, Kimberly Nilsson, Tavi Udrea</i>  | Victor Dollar                      |
| 8:25 a.m. | <b>4.0 CONSENT ITEMS</b><br><br>4.1 Approve Workforce Development Board Minutes: February 25, 2016<br>4.2 Approve 2016-2017 Meeting Dates: WDB and Executive Committee<br>4.3 Receive and File: WDB Committee Reports<br>4.4 Receive and File: Award Letter from CWDB—Additional Funding for Supervised Population Workforce Training Grant Program  | Victor Dollar                      |
| 8:30 a.m. | <b>5.0 ACTION ITEMS</b><br><br>5.1 Recommendation that the Workforce Development Board of Ventura County (WDB) Approve an Updated Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan for Program Year 2015-2016<br><br>5.2 Recommendation that the Workforce Development Board of Ventura County (WDB) Approve a Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan for Program Year 2016-2017 | Victor Dollar<br><br>Victor Dollar |

5.3 Recommendation that the Workforce Development Board of Ventura County (WDB) Approve a Memorandum of Understanding between the Workforce Development Board of Ventura County and the Partners of the American Job Center of California System: Providers of Career Services (AJCC MOU) and Forward the AJCC MOU to the Ventura County Board of Supervisors with a Recommendation for Approval Cheryl Moore

5.4 Recommendation that the Workforce Development Board of Ventura County (WDB) Approve the WDB Bylaws as Amended April 2016 (WDB Bylaws) and Forward the WDB Bylaws to the Ventura County Board of Supervisors with a Recommendation for Approval Mike Soules

9:30 a.m. **6.0 WIOA IMPLEMENTATION** Cheryl Moore

- Local Board Recertification 2016-2018: Status
- WDB Workgroup Updates
  - Business/Education Connection Platform Workgroup: Transition
  - Innovation Ecosystem Workgroup: Transition
  - WDB Data Analysis Workgroup: New

9:40 a.m. **7.0 WDB ADMINISTRATION**

- Perspectives from Washington, D.C.
    - NAWB Forum 2016 Conference
    - Meetings with Congressional Representatives
  - On the Calendar
    - May 3, 2016  
WDB Award Nominations Due
    - May 10-11, 2016  
California Labor Federation Workforce and Economic Development Program: 2016 Building Workforce Partnerships Conference
    - June 14, 2016 (11:00-11:30 a.m.)  
Annual WDB Study Session with Board of Supervisors  
County of Ventura Hall of Administration
    - June 16, 2016  
WDB Annual Meeting (WDB Awards, Election of Officers)
- Victor Dollar  
Greg Barnes  
Patty Schulz  
Jim D. Faul  
  
Cheryl Moore

9:50 a.m. **8.0 WDB MEMBER COMMENTS** WDB Members

10:00 a.m. **9.0 ADJOURNMENT** Victor Dollar

Next Meeting  
June 16, 2016 (8:00 a.m.-10:00 a.m.)  
Ventura County Office of Education (Salon C)  
5100 Adolfo Road, Camarillo, CA



## WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

### MINUTES

February 25, 2016

Ventura County Office of Education  
5100 Adolfo Road, Camarillo

#### WDB Members Present

Jim D. Faul, Vice Chair	Byron Lindros	Patty Schulz
Gerhard Apfelthaler	Anthony Mireles	Tony Skinner
Brian Gabler	Mary Navarro-Aldana	Mike Soules
Cindy Guenette	Kimberly Nilsson	Jesus Torres
Kathy Harner	Bill Pratt	Nancy Williams
Teresa Johnson	Roger Rice	Celina Zacarias
CAPT Douglas King	Alex Rivera	

#### WDB Members Absent

Vic Anselmo	Martel Fraser	Bruce Stenslie
Greg Barnes	Greg Gillespie	Tavi Udrea
Will Berg	Victoria Jump	Barry Zimmerman
Victor Dollar	Gregory Liu	

#### WDB Administration Staff

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

#### Guests

Nancy Ambriz	Community Services Department/WIOA, Human Services Agency
Jaime Duncan	Community Services Department, Human Services Agency
Lauri Flack	Community Services Department, Human Services Agency
Jeremy Goldberg	Tri Counties Central Labor Council
Sally Harrison	Ventura County CEO's Office
Heidi Hayes	theAgency
Robert Lee	Employment Development Department
Chip Marvin	Big Brothers Big Sister of Ventura County
Eileen Rohlring	Employment Development Department
Mary Anne Rooney	Ventura County Civic Alliance
Jim Rose	Oxnard Union High School District
Teresa Telles	Oxnard Union High School District
Cesar Valladares	Employment Development Department
Greg Van Ness	Tolman & Walker Insurance Services, LLC

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

WDB Vice Chair Jim Faul called the meeting to order at 8:10 a.m. No changes were made to the agenda.

## 2.0 PUBLIC COMMENTS

Mary Anne Rooney and Jim Rose made public comments regarding the Alliance for Linked Learning initiative of the Oxnard Union High School District (OUHSD), one of the Ventura County projects receiving funding from a California Career Pathways Trust Grant. They reported engaging the active support of businesses in providing multiple workplace opportunities for students enrolled in the several OUHSD Academies. Alliance for Linked Learning brochures were distributed.

## 3.0 WDB VICE CHAIR'S COMMENTS

Jim Faul congratulated WDB members Gerhard Apfelthaler, Greg Gillespie, and Bruce Stenslie, and WDB Executive Director, Cheryl Moore, who recently were recognized by the *Pacific Coast Business Times* as Who's Who in Business Leadership for their collaboration with businesses in the region.

Mr. Faul thanked recent Workforce Wednesday radio show participants, WDB member Bruce Stenslie and committee member Tiffany Morse, who talked about the economic strategy behind California's \$38 million investment in Ventura County schools to help build career pathways (January 2016). Recordings of this and other Workforce Wednesday broadcasts are available on the WDB website, About Us/News tab: [www.workforceventuracounty.org](http://www.workforceventuracounty.org).

Mr. Faul recognized and thanked two WDB members who recently left the Board. Both have dedicated many years of exceptional service to workforce development in Ventura County and plan to stay active on WDB committees.

- Paul Matakiewicz was appointed to the Board in 2007 as a representative of SEIU-United Healthcare Workers. He joined the Allied Health Committee in 2008 and continued to serve on the Healthcare Committee, mostly as Vice Chair. Mr. Matakiewicz was also a member of the Membership Committee and has been an articulate ambassador for the Workforce Board at state labor and workforce conferences. His background in respiratory therapy; and his practical perspective on the health care system, helped to keep our Board connected with workforce challenges in a rapidly changing healthcare environment.
- Bernardo M. Perez served on the Board from 2005-2016, most recently representing Cabrillo Economic Development Corporation, where he served as Project Manager. He chaired the former WIB Evaluation Committee, was a member of the WIB Executive Committee, and served as a member of the Youth Council. Mr. Perez has a long history of community leadership in Ventura County. He was a Moorpark City Councilman, is currently a Trustee of the Ventura County Community College District Board and is also active in a number of community organizations. His understanding and compassion for the needs of the people in the community brought a thoughtful perspective to the work of the Board.

## 4.0 CONSENT ITEMS

4.1 Approve Workforce Development Board Minutes: December 17, 2015

4.2 Receive and File: WDB Committee Reports

Brian Gabler, Outreach Committee Chair, announced that the forms needed for the 2016 WDB Awards are available on the website as well as in the meeting packet. The deadline for submitting nomination forms would be April 14, 2016. He also called attention to the new signs and brochures commissioned by the Outreach Committee to transition to updated Workforce Innovation and Opportunity Act (WIOA) and WDB messaging.

Cheryl Moore commented the Regional Economic Analysis Profile (REAP) report questions and answers attached to the minutes of the meeting packet. The Labor Market Information Division (LMID) had prepared the information in response to feedback from WDB and WDB committee members. A cross-sector work group will be formed to consider how to gather workforce data that is more complete and accurate for Ventura County.

Ms. Moore also noted that the Los Angeles/Ventura County Slingshot project has been granted \$100,000 by the California WDB to pursue the development of regional healthcare case manager training programs in response to employer demand.

Jim Faul noted that the Executive Committee approved the 2015-2016 evaluating and reporting process for adult, dislocated worker and rapid response programs, as well as updated wording for current Board policies to align them with the terminology used under the new WIOA.

Motion to approve Consent Items: Brian Gabler  
Second: Mike Soules  
Motion carried

## 5.0 ACTION ITEMS

### **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, Chair of the Youth Council, opened the discussion by commenting on the lengthy discussion of this issue by the Youth Council, which then recommended that the contracts be extended for one year. Both Council and WDB members emphasized that the procurement process should be transparent and open to as many prospective applicants as possible. The decision to delay the release of a Request for Proposals (RFP) until an appropriate time later in 2016 was made because we have not received the final rules governing that process. Both committees noted that would be unfair, in the circumstances, to ask applicants to respond to a series of unknowns. In due course, notification of a new RFP will be announced on our website, distributed to the media, and emailed to the existing list of potential applicants. Meanwhile the current providers will be able to continue the youth programs without interruption.

Motion to approve: Brian Gabler  
Second: Alex Rivera  
Abstain: Teresa Johnson  
Motion carried

### **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 Schultz, Chair of the Membership Committee, introduced the action item, asking Cheryl Moore to describe the complex process required bring the WDB into compliance with WIOA regulations. Reference was made to the WDB member planning spreadsheet that was included in the meeting packet. For purposes of identifying a specific number of WDB members and categories for the Local Area Recertification Request document, the Membership Committee decided on an initial roster of 32 members. Working to retain as many

current WIB members as possible while ensuring compliance with WIOA requirements, the Committee recommended moving three WDB members to non-voting status, making a total of four non-voting members on the Board. The WDB may grow or shrink as needed at a later date. Ms. Schultz thanked the Board for their contributions to the decision-making process and expressed special thanks to the non-voting WDB members for their understanding and willingness to remain active on the Board.

Motion to approve: Mike Soules  
Second: Anthony Mireles  
Motion carried unanimously

### **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 opened the discussion, noting that this important application must go the Board of Supervisors and then to the State by the end of March 2016. He commented that the requirements still to be completed could, in fact, be met on time. Using a series of illustrative slides, Cheryl Moore explained the recertification requirements and the substance of changes for the WDB, directing the Board's attention to the several sections of the draft document.

Motion to approve: Brian Gabler  
Second: Jesus Torres  
Motion carried unanimously

## **6.0 WIOA IMPLEMENTATION**

Providing an update on the WDB transition to WIOA, Cheryl Moore confirmed that Ventura County has been designated by the California WDB to be a stand-alone workforce development region. The committee structure of the Board remains to be decided, as well as the roles of the *ad hoc* committees on the Bylaws and Nominations. Another sector committee, Business Services, probably will be added to round out the WDB's current priority sectors for workforce development: Clean/Green, Healthcare and Manufacturing.

## **7.0 APPOINTMENT OF AD HOC COMMITTEES**

On behalf of WDB Chair Victor Dollar, Jim Faul announced the formation of two *ad hoc* committees:

- A Bylaws Committee was formed to update our current Bylaws, originally written in compliance with the Workforce Investment Act (WIA) and now need of alignment with the requirements of WIOA. The revisions will require the approval of the Board of Supervisors, acting on a recommendation approved by the WDB at the meeting on April 28, 2016. Mike Soules (Committee Chair), Brian Gabler and Victoria Jump agreed to serve on this committee.
- A Nominating Committee was formed to present a slate of candidates for election of the 2016-2017 WDB Chair and WDB Vice Chair on June 16, 2016. Alex Rivera (Committee Chair), Teresa Johnson and Anthony Mireles agreed to serve on this committee. To clarify the process, WDB members were advised that the 2016-2017 officers would be elected according to the current Bylaws, unless the WIOA-revised Bylaws were approved by the WDB and Board of Supervisors prior to the election at the WDB meeting on June 16, 2016.

## 8.0 WDB ADMINISTRATION

- Cheryl Moore announced the relocation of the two AJCCs in Ventura County. Lauri Flack, Director of the Community Services Department, 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 in early fall 2016 to 2901 N. Ventura Road, Oxnard. The Simi Valley location would complete its relocation to 2900 Madera Lane in April 2016. Both new locations will be leased by the County of Ventura. Continuity of service for all operations will be maintained.
- Ms. Moore announced that the new WDB Administration Manager would be announced before the next WDB meeting in April 2016.
- Ms. Moore indicated that she would be participating in the CWA Board of Directors meeting in Sacramento (March 3-4, 2016). In addition, WDB members (Greg Barnes, Victor Dollar, Jim Faul, and Patty Schulz) and WDB staff would be attending the National Association of Workforce Boards (NAWB) Forum 2016 in Washington, D.C. (March 12-15, 2016). The WDB delegation also planned to meet with three Congressional representatives to discuss WIOA and workforce development in the Ventura County region.

## 9.0 WDB MEMBER COMMENTS

- Bill Pratt announced that on March 24-26 from 8:30-5 p.m. the first Ventura Regional Robotics Competition will occur at Ventura College. 40 teams of California high schools will be competing.
- Jesus Torres invited members and public to participate in Startup Weekend on March 11-13, 2016, at Rancho Campana High School in Camarillo.
- Celina Zacarias announced that the 2016 Industry Expo, hosted by CSUCI, will take place at Naval Surface Warfare Center, Port Hueneme Division, March 24, 2016 (8 a.m.-5 p.m.). The retirement event for CSUCI President Rush will be held on April 9, 2016, at the Reagan Library.
- Teresa Johnson provided updates on several projects undertaken by the Ventura Adult Education Consortium, including a job readiness curriculum at the Todd Road Jail, a culinary and hospitality project in conjunction with Los Angeles, and collaboration with the Ventura County Area Agency on Aging on computer literacy for seniors.

## 10.0 ADJOURNMENT

Motion to adjourn at 10:00 a.m.: Alex Rivera  
Second: Brian Gabler  
Motion carried unanimously

### Next Meeting

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



# WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

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

**TO: WORKFORCE DEVELOPMENT BOARD**

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

**DATE: APRIL 28, 2016**

**SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF  
VENTURA COUNTY (WDB) ADOPT THE TENTATIVE WDB MEETING CALENDAR  
AND THE TENTATIVE WDB EXECUTIVE COMMITTEE MEETING CALENDAR FOR  
PROGRAM YEAR 2016-2017**

## RECOMMENDATION

Recommend that the Workforce Development Board of Ventura County (WDB) adopt the tentative WDB meeting calendar and the tentative WDB Executive Committee meeting calendar for Program Year 2016-2017 as follows:

### Workforce Development Board

- August 25, 2016 8:00 a.m. - 10:00 a.m.
- October 27, 2016 8:00 a.m. - 11:30 a.m. (Planning Meeting)
- December 8, 2016 8:00 a.m. - 10:00 a.m.
- February 23, 2017 8:00 a.m. - 10:00 a.m.
- April 27, 2017 8:00 a.m. - 10:00 a.m.
- June 8, 2017 8:00 a.m. - 10:00 a.m. (Annual Meeting)

### WDB Executive Committee

- July 14, 2016 8:00 a.m. - 9:30 a.m.
- August 11, 2016 8:00 a.m. - 9:30 a.m.
- September 15, 2016 8:00 a.m. - 9:30 a.m.
- October 13, 2016 8:00 a.m. - 9:30 a.m.
- November 10, 2016 8:00 a.m. - 9:30 a.m.
- January 12, 2017 8:00 a.m. - 9:30 a.m.
- February 9, 2017 8:00 a.m. - 9:30 a.m.
- March 9, 2017 8:00 a.m. - 9:30 a.m.
- April 13, 2017 8:00 a.m. - 9:30 a.m.
- May 18, 2017 8:00 a.m. - 9:30 a.m.
- June 22, 2017 8:00 a.m. - 9:30 a.m.

Meeting dates for other WDB committees will be scheduled and announced by July 2016. Changes to the WDB and WDB committee meeting dates will be posted in a timely manner for public reference on the WDB website: [www.workforceventuracounty.org](http://www.workforceventuracounty.org).

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).





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

**April 28, 2016**

### **WDB COMMITTEE REPORTS**

- Executive Committee
- Bylaws 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: APRIL 28, 2016**

**SUBJECT: EXECUTIVE COMMITTEE REPORT**

The Executive Committee met on April 14, 2016. Attending the meeting were WDB Executive Committee members Victor Dollar (Chair), Vic Anselmo, Greg Barnes, Brian Gabler, Anthony Mireles, Patty Schulz, and Tony Skinner; WDB staff Talia Barrera, Patricia Duffy, Richard McNeal, Cheryl Moore, Patrick Newburn, and Theresa Salazar Vital; and guests Nancy Ambriz and Jaime Duncan (HSA Community Services Department), Sally Harrison (County of Ventura Chief Executive Office), and Yvonne Jonason (State of California Employment Training Panel). The following is a summary of topics discussed:

### Performance Update: 2015-2016 Quarterly Status

- Preliminary third quarter WIOA Adult, Dislocated Worker, and Youth outcomes for all nine (9) Common Measures for the Ventura County local area exceed a 100% success rate.
- Evaluation of WIOA programs and action regarding approval of applicable PY 2016-17 contracts will occur at the May 2016 meetings of the Executive Committee, Youth Council, and Outreach Committee.
- New performance measures under WIOA will go into effect for PY 2016-2017. The State is awaiting critical guidance from DOL for handling clients that were served under WIA (exited by 6/30/16) and how performance indicators will be calculated under WIOA. A WIOA performance update will be shared at the State MIS User Group meeting in May 2016.

### 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 February 28, 2016. The status of expenditures at 67% into the fiscal year was:

<u>WIOA Core Funds</u>	<u>2015-2016 Plan</u>	<u>YTD Expended</u>	<u>% Expended vs. Plan</u>
Dislocated Worker	2,570,992	1,519,702	59%
Adult	1,842,954	1,214,819	66%
Youth	2,038,392	1,246,403	61%
Rapid Response	455,631	291,544	64%

<u>WIOA Non-Core Funds</u>			
Workforce Accelerator Grant	7,994	7,806	98%
CWIB Steps 2 Work Grant	123,752	11,448	9%
DOL Bridges 2 Work Grant	212,637	25,415	12%
VCI – E3	76,980	5,988	8%

Workforce Accelerator Grant: Augmented services in existing Community Corrections Partnership to accelerate education attainment and reemployment for ex-offenders. Grant ended September, 2015.

CWIB Bridges 2 Work: Provides training opportunities for ex-offenders at VCCCD and with local businesses in WDB priority Manufacturing and Clean Green industry sectors.

DOL Bridges 2 Work: Creates a specialized in-jail AJCC and augments current services by adding employment-focused activities and services to pre-release offenders.

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

The State requires WDBs to expend 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 March 31, 2016, indicated appropriate spending against the required Adult/Dislocated Worker training expenditure targets (25% in 2012-2013 through 2015-2016; 30% in 2016-2017 and each performance year thereafter) and against WIOA core grants across the overlapping federal two-year grant cycles.

	<u>Core Grant FY 13-15</u>	<u>Core Grant FY 14-16</u>	<u>Core Grant FY 15-17</u>
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	615,116
Leveraged Resources			
• Total Leveraged Resources Used Toward Training Expenditures	400,025	409,235	287,465
• Maximum Allowed Leveraged Resources (10%)	434,699	425,933	412,606
Total Leveraged Resources Used Towards Training Expenditures	400,025	409,235	287,465
• Total Amount Spent on Training	1,453,549	1,672,556	902,581
• % of Training Requirement Met (Final goal = 100%)	134%	163%	88%

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

Budget changes since second update to the WIOA budget plan since WDB approval on December 17, 2015:

- Adjusted 2015-2016 WIOA allocations for Dislocated Worker (increase by \$4,194), Adult (increase by \$3,470), and Rapid Response (increase by \$7,411) resulting from DOL overturning State rescission of round two allotments totaling \$15,075 from these WIOA allocations. NOTE: Youth allocation was not impacted by State rescission and remains unchanged.
- Adjusted levels for 2015-2016 Management Reserve Dislocated Worker funding to \$172,007 (7.3% of allocation), Adult funding to \$132,097 (7.4% of allocation), and Youth funding to \$76,747 (3.9% of allocation) resulting from adjusted WIOA allocations.
- Adjusted plan levels for seven Overhead/Administration budget lines to reflect more accurate planned County costs for PY 2015-2016.

- **Approved a Recommendation that the Workforce Development Board of Ventura County (WDB) Approve a 2016-2017 Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan**

The recommended budget includes Management Reserve reduced to 5%, increased required training requirement at 30%, and the expectation that, after the 2015-2016 year-end close and the announcement of PY 2016-2017 WIOA allocations, the 2016-2017 budget plan would be reconsidered, appropriately adjusted, and resubmitted for Workforce Development Board approval.

- **Approved a Recommendation that the Workforce Development Board of Ventura County (WDB) Approve an Updated WDB Committee Structure for Inclusion in the Proposed WDB Bylaws**

Proposed WDB Committee structure changes the Resource Development Committee to an Ad-Hoc Committee, evolves the Youth Council into a the new Programs Committee for WIOA Adult, Dislocated Worker, Youth, and Rapid Response programs, and establishes a new Business Services Sector Committee.

## WIOA Implementation

Committee members received updates regarding:

- **Local Board WIOA Recertification:** Following approval by the WDB and Board of Supervisors, the Local Board Recertification Request, effective July 1, 2016, through June 30, 2016, was submitted to the State prior to the March 30, 2016 deadline.

- Board Stewardship: The Membership Committee is exploring ideas to encourage active and sustained Board member engagement and minimize turnover.
- AJCC MOU: WDB staff are facilitating the development of a Memorandum of Understanding (MOU) with WIOA required partners and others regarding the regional operations of the local one-stop system, the American Job Center of California (AJCC). The AJCC MOU Phase 1 must be completed by June 30, 2016. An AJCC operations meeting with signed partners will occur in May 2016.
- Data Analysis Workgroup: Representatives from each of the three WDB sector committees will hold their first meeting on April 25, 2016.
- Business/Education Connection Workgroup: The informal workgroup of educators and business leaders was formed to identify regional opportunities to create a one-stop business/education platform for Ventura County employers who want to provide educational and work opportunities to students. At the request of the Ventura County P-20 Council Executive Committee, the WDB workgroup will make a transition to function under the P-20 Council as the Business/Education Connection Subcommittee.

The next meeting of the Executive Committee is scheduled for May 19, 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).

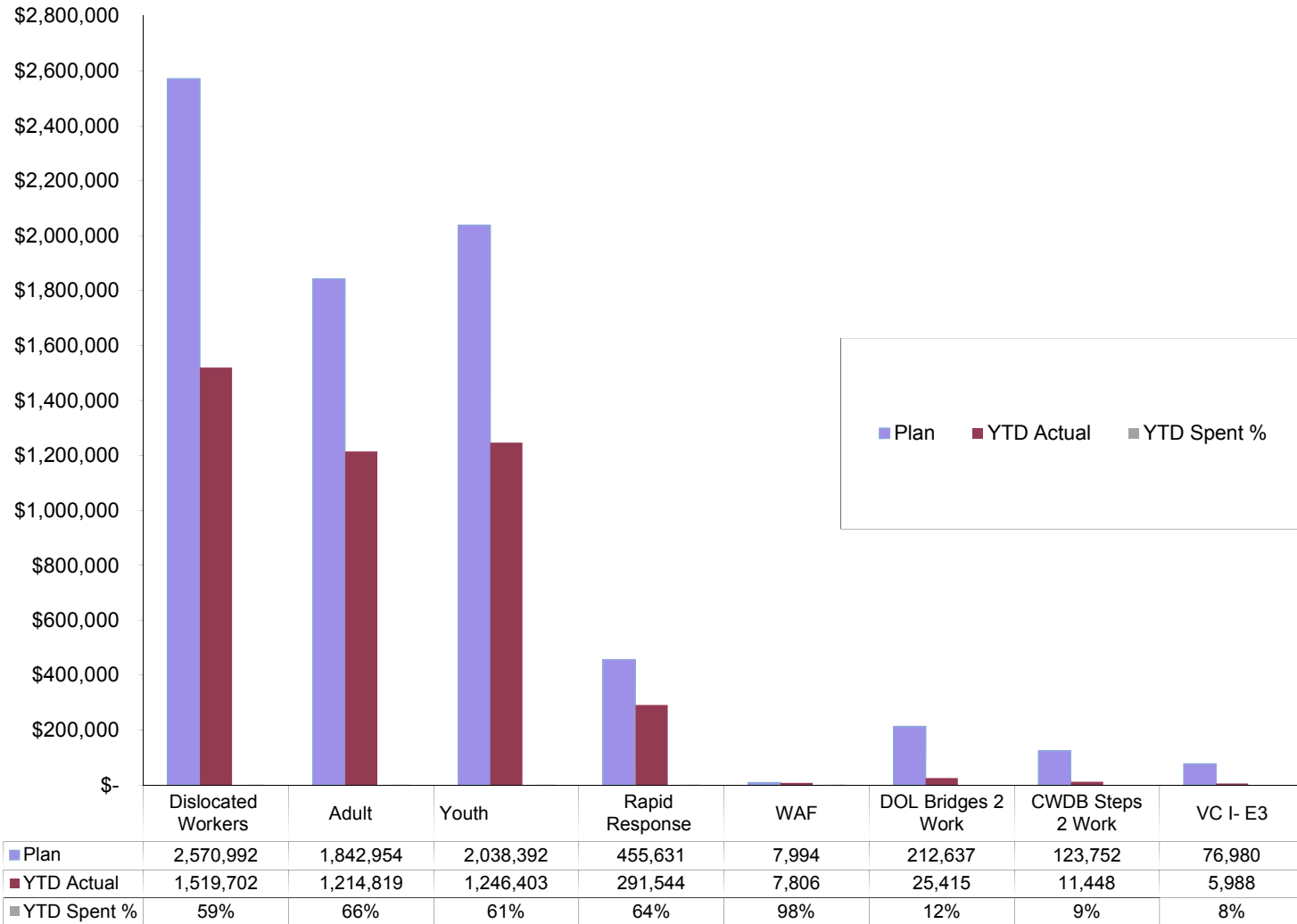


**FINANCIAL STATUS REPORT for FISCAL YEAR 2015-2016**  
**Year to Date Expenditures from 07/01/15 to 02/29/2016 (67% into the Fiscal Year)**  
*Submitted on: March 17, 2016*

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

Year to Date Expenditures from 07/01/15 to 02/29/2016 (67% into the Fiscal Year)

### YTD Actual Expenditures Compared to Plan



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

**Year to Date Expenditures from 07/01/15 to 02/29/2016 (67% into the Fiscal Year)**

Name of Grants	Salaries and Benefits			Direct Program/WIOB Special Projects			Other Operating Expenses			Total			
	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan *	YTD Actual	%	Plan Balance
<b>Core Grants:</b>													
Dislocated Worker	1,508,292	991,829	66%	751,518	330,432	44%	311,182	197,441	63%	2,570,992	1,519,702	59%	1,051,290
Adult	1,140,208	748,490	66%	483,807	326,896	68%	218,938	139,432	64%	1,842,954	1,214,819	66%	628,135
Youth	434,883	242,685	56%	1,361,468	849,489	62%	242,040	154,228	64%	2,038,392	1,246,403	61%	791,989
Rapid Response	265,217	183,716	69%	135,952	73,385	54%	54,463	34,443	63%	455,631	291,544	64%	164,087
<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	7,462	79%	177,553	1,900	1%	25,663	16,053	63%	212,637	25,415	12%	187,222
CWDB Steps 2 Work	9,421	4,511	48%	103,669	-	0%	10,662	6,937	65%	123,752	11,448	9%	112,304
VC I- E3	67,500	-	0%	2,240	-	0%	7,241	5,988	83%	76,980	5,988	8%	70,993
<b>Total WIOA Grants</b>	<b>\$ 3,442,500</b>	<b>\$ 2,186,616</b>	<b>64%</b>	<b>\$ 3,016,207</b>	<b>\$ 1,581,988</b>	<b>52%</b>	<b>\$ 870,624</b>	<b>\$ 554,522</b>	<b>64%</b>	<b>\$ 7,329,331</b>	<b>\$ 4,323,125</b>	<b>59%</b>	<b>\$ 3,006,206</b>



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

**Year to Date Expenditures from 07/01/15 to 02/29/2016 (67% into the Fiscal Year)**

	Salaries and Benefits			Direct Program/Client Expenses			Other Operating Expenses			Total		
	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total
<b>CORE GRANTS:</b>												
Dislocated Worker	925,688	66,142	991,829	306,239	24,192	330,432	158,211	39,230	197,441	1,390,138	129,564	1,519,702
Adult	698,591	49,899	748,490	289,941	36,955	326,896	111,728	27,704	139,432	1,100,261	114,558	1,214,819
Youth	226,506	16,179	242,685	685,400	164,089	849,489	123,585	30,644	154,228	1,035,491	210,912	1,246,403
Rapid Response	171,468	12,248	183,716	49,100	24,285	73,385	27,599	6,844	34,443	248,168	43,376	291,544
<b>OTHERS:</b>												
WorkForce Accelerated Fund	7,921	-	7,921	(115)	-	(115)	-	-	-	7,806	-	7,806
DOL Bridges 2 Work	6,969	493	7,462	1,900	-	1,900	12,863	3,190	16,053	21,732	3,683	25,415
CWDB Steps 2 Work	3,981	530	4,511	-	-	-	5,559	1,378	6,937	9,540	1,908	11,448
VC I- E3	-	-	-	-	-	-	4,798	1,190	5,988	4,798	1,190	5,988
<b>Total WIOA Grants</b>	<b>\$ 2,041,124</b>	<b>\$ 145,491</b>	<b>\$ 2,186,616</b>	<b>\$ 1,332,466</b>	<b>\$ 249,522</b>	<b>\$ 1,581,988</b>	<b>\$ 444,343</b>	<b>\$ 110,179</b>	<b>\$ 554,522</b>	<b>\$ 3,817,934</b>	<b>\$ 505,191</b>	<b>\$ 4,323,125</b>

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

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

*Year to Date Expenditures from 07/01/15 to 02/29/2016 (67% into the Fiscal Year)*

<b>Rpt Line #</b>	<b>Program Year Funding and Training Expenditures</b>	<b>FY 12-14 Grant Due 10/01/14</b>	<b>FY 13-15 Grants Due 10/01/15</b>	<b>14-16 Grants (Due 10/1/16)</b>	<b>15-17 Grants (Due 10/1/16)</b>
<b>4)</b>	Adult and Dislocated Worker Formula Fund Allocations	4,503,559	4,346,991	4,092,349	4,126,060.00
<b>5)</b>	Training Expenditures Required	1,125,890	1,086,748	1,023,087	1,031,515
	<i>Training Expenditures % Required</i>	25%	25%	25%	25%
<b>6)</b>	Formula Fund Training Expenditures	921,243	1,053,524	1,263,321	615,116
	Leveraged Resources				
	- Total Leveraged Resources	562,187	400,025	425,933	287,465
	- Maximum Allowed Leveraged Resources (10%)	450,356	434,699	409,235	412,606
<b>7)</b>	- Total Leveraged Resources Used Towards Training Expenditures	450,356	400,025	409,235	287,465
<b>8)</b>	Total Amount Spent On Training (should equal/exceed Line 5)	1,371,599	1,453,549	1,672,556	902,581
	% of Training Requirement Met (final goal is 100%)	<b>122%</b>	<b>134%</b>	<b>163%</b>	<b>88%</b>

<b>9)</b>	<b>Leveraged Resources Detail (notes)</b>				
	(a) Pell Grant	116,771	233,994	135,654	140,761
	(b) Programs Authorized by the Workforce Investment Act (VETP)	200,457	0	0	
	(c) Trade Adjustment Assistance (EDD)	129,548	0	0	
	(e) Match Fund from Employers, and Industry Associations (OJT 50%)	115,411	166,031	290,279	146,704
	<b>Total</b>	<b>562,187</b>	<b>400,025</b>	<b>425,933</b>	<b>287,465</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)											Year to Date Expenditures from 07/01/15 to 02/29/2016 (67% into the Fiscal Year)	
	Dislocated Worker	Adult	Youth	Rapid Response	WAF Project	DOL Bridges 2 Work	CWDB Steps 2 Work	VC I-E3	FY 15-16 Plan			
<b>Revenue Projection:</b>												
1	FY15-16 Grants(WISIN14-53 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	1,570,980	63%
18	WDB Administration 967,500	338,625	241,875	251,550	58,050	226	4,838	4,838	67,500	967,500	615,636	64%
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>2,186,616</b>	64%
20	<b>Direct Expenses:</b>											
21	<u>Grant Specific Contracts</u>											
22	EDC-VC Business Services				95,000	-				95,000	59,281	62%
23	Boys and Girls Club: Core Program			511,000						511,000	285,145	56%
24	Pathpoint: Core Program			511,000						511,000	298,121	58%
25	VACE Core Program			286,000						286,000	230,466	81%
26	CSD-CalWORKs Activities						177,289	62,419		239,708	(1,223)	
27	Special Projects					-				-		
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>871,790</b>	53%
29	<u>Client Expenses:</u>											
30	ITA / OJT (25% required - 10% leverage)	508,539	386,206							894,745	510,116	57%
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	11,630	14%
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>626,746</b>	58%
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	11,550	23%
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	83,452	29%
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>1,581,988</b>	52%
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>3,768,603</b>	58%
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	46,173	74%
50	Insurance 10,000	3,561	2,514	2,781	621		289	125	108	10,000	11,578	116%
51	Facilities Maint. 105,090	37,418	26,424	29,229	6,527		3,042	1,315	1,135	105,090	59,820	57%
52	Membership and dues 12,350	4,397	3,105	3,435	767		358	154	133	12,350	11,810	96%
53	Education allowance 6,207	2,210	1,561	1,726	386		180	78	67	6,207	1,350	22%
54	Indirect cost recovery(County A87) 57,917	20,622	14,563	16,108	3,597		1,677	725	625	57,917	39,132	68%
55	Books and Publication 10,100	3,596	2,540	2,809	627		292	126	109	10,100	6,852	68%
56	Furniture/Fixtures<5000 (\$44,020) 23,130	8,236	5,816	6,433	1,437		670	289	250	23,130	13,569	59%
57	Mail Center - ISF 9,100	3,240	2,288	2,531	565		263	114	98	9,100	4,880	54%
58	Purchase Charges - ISF 3,800	1,353	955	1,057	236		110	48	41	3,800	2,561	67%
59	Copy Machine - ISF 22,000	7,833	5,532	6,119	1,366		637	275	238	22,000	5,134	23%
60	Stores - ISF 550	196	138	153	34		16	7	6	550	46	8%
61	Information Tech - ISF 16,800	5,982	4,224	4,673	1,043		486	210	181	16,800	16,215	97%
62	Computer Services Non ISF 825	294	207	229	51		24	10	9	825	69	8%
63	Building Lease/Rental 75,500	26,882	18,984	20,999	4,690		2,186	944	815	75,500	60,948	81%
64	Storage Charges - ISF 7,000	2,492	1,760	1,947	435		203	88	76	7,000	5,595	80%
65	Mileage Reimb. - Staffs only 38,765	13,803	9,747	10,782	2,408		1,122	485	419	38,765	13,956	36%
66	Conference/Seminars:Staffs 12,340	4,394	3,103	3,432	766		357	154	133	12,340	11,048	90%
67	Conference and Seminars - WDB Staffs 25,000	8,901	6,286	6,953	1,553		724	313	270	25,000	23,778	95%
68	Misc. Travel - Staffs only 33,250	11,839	8,361	9,248	2,065		963	416	359	33,250	2,771	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	211,693	65%
70	Attorney Fees 9,000	3,205	2,263	2,503	559		261	113	97	9,000	4,929	55%
71	Other Admin Services 4,900	1,745	1,232	1,363	304		142	61	53	4,900	616	13%
72	<b>Subtotal Overhead</b>	<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>554,522</b>	64%
73												
74	<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>4,323,125</b>	59%
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 COMMITTEE**

**FROM: MIKE SOULES, CHAIR  
AD HOC BYLAWS COMMITTEE**

**DATE: APRIL 28, 2016**

**SUBJECT: AD HOC BYLAWS COMMITTEE REPORT**

The Committee met on April 18, 2016. In attendance were Committee members Mike Soules (Chair, by phone), Brian Gabler (by phone) and Victoria Jump (by phone); and WDB staff Richard McNeal and Patrick Newburn. The following is a summary of topics discussed at the meeting:

Consideration of Changes to the WDB Bylaws Necessitated by WIOA

Committee members considered and discussed changes to the WDB Bylaws as Amended June 2015 to align with WIOA requirements. Recommendations for updates included the following:

- The minimum WDB membership requirements were revised: minimum 19 total members on the WDB; 2 representatives from education (specifically, adult education and higher education); 20% to represent workforce entities; and one representative each from economic development, employment services, and rehabilitation.
- Removal of WDB members will be handled by the Membership Committee. Grounds for removal will be failure to attend to Board responsibilities (including attendance).
- There will be four standing committees: Executive, Membership, Outreach, and Programs. Others will be created and disbanded as needed.
- The Programs Committee will oversee the development, operation, and evaluation of all WIOA-funded programs involving enrolled clients and employers: Youth, Adult, Dislocated Worker, Rapid Response—the entire continuum of client engagement.
- The terms of office for WDB Chair and Vice Chair will remain one year, with the possibility of repeated election.
- The issue of the contractual authority of the WDB remains to be decided.
- Other numerous minor changes of wording were approved.

The recommended changes are included in the proposed draft WDB Bylaws as Amended April 2016, which was recommended to the WDB for consideration and approval on April 28, 2016. Following WDB approval, the amended WDB Bylaws will go to County Counsel for review and to the Board of Supervisors for final approval.

If you have questions or need more information, please call me at (805) 410-7752, 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: ANTHONY MIRELES, VICE CHAIR  
CLEAN/GREEN COMMITTEE**

**DATE: APRIL 28, 2016**

**SUBJECT: CLEAN/GREEN COMMITTEE REPORT**

The Clean/Green Committee met on March 18, 2016. In attendance were Committee members Anthony Mireles (Vice Chair), John Brooks, Rebekah Evans, Dave Fleisch, Kimberly Nilsson, and Wayne Pendrey; WDB staff Patricia Duffy, Cheryl Moore and Patrick Newburn; and guests Jeffrey Albaugh (Ventura Adult and Continuing Education), Heidi Hayes (theAgency), Marybeth Jacobsen (Workforce Education Coalition), and Jim Rose (Oxnard Union High School District). Topics of discussion included:

### Ventura County Regional Strategic Workforce Development Plan

- Employer Awareness Workgroup Report

The Employer Awareness Workgroup shared their suggestions on ways to help businesses understand the value of incorporating sustainability into their business practices. It was discussed how early adopters of sustainable practices in their businesses grew and profited. Staying ahead of regulations saves businesses money because they are not running to catch up and wasting time and resources. Sustainability often opens up new supply chains. Anthony Mireles pointed out the focus on deconstruction in Los Angeles and how developers were receiving tax credits for reusing old building materials and preventing the materials from going to landfills.

Committee members discussed the relationship between sustainability and job growth. Different ways to get the word out included holding three community forums a year, leveraging social media and distributing written materials. The workgroup suggested developing a way for businesses to tell their stories on how incorporating sustainability has benefitted their businesses. The workgroup agreed to meet again to explore next steps. John Brooks offered to invite REV to discuss sustainability circles.

- Water/Wastewater Survey Update

Patricia Duffy gave an update on the Water/Wastewater Survey that the Clean/Green Committee had initiated in collaboration with committee member Margaret Lau, DSN and the South Coast Region Community Colleges Center for Excellence. The Center for Excellence initial target date for the survey completion and distribution had been delayed, and they are now moving forward with the project.

- Clean/Green Committee 2-Year Plan

- Definitions: The Committee reviewed the definitions developed for the 2-Year Plan and approved changes. They agreed to remove draft from the document.

- LMID Responses to REAP Report Questions: Committee members reviewed the questions/answers from the Labor Market Information Division (LMID) regarding the Regional Economic Analysis Profile (REAP) for Ventura County. Because other WDB sector committees had expressed similar concerns about the lack of local information on business needs in the REAP, Cheryl Moore indicated that WDB would form a cross-committee workgroup with representatives from each sector committee. The purpose of the WDB Data Workgroup will be to identify ways to gather data that will be more accurate for our region and help to identify workforce development gaps.
- Top Three Priorities: The committee members agreed to identify their top three Ventura County clean/green workforce development priorities for discussion at the next meeting.

- Inventory of Clean/Green Programs

Patricia Duffy presented the draft matrix inventory of clean/green-related education and training programs available through the community colleges, adult schools and labor unions in Ventura County. The LiUNA labor union training programs were included on the new matrix. Work on the draft will continue.

- Career Pathways Update

Jim Rose, representing committee member Mary Ann Rooney, gave an update on the Alliance for Linked Learning Career Pathways project. Students will be involved in an upcoming culinary competition and also will participate in Hospitality Week. Mr. Rose indicated that the Department of Defense will be establishing an STEM lab for Oxnard Union High School District students to engage in real life scenarios.

The next meeting of the Clean/Green Committee is scheduled for May 20, 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).



**TO: WORKFORCE DEVELOPMENT BOARD**

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

**DATE: APRIL 28, 2016**

**SUBJECT: HEALTHCARE COMMITTEE REPORT**

The WDB Healthcare Committee met on March 11, 2016. Attending the meeting were Committee members Greg Barnes (Chair), John Cordova, Teresa Johnson, Amy Mantel, Sandy Melton, Dawn Neuman, Mary Anne Rooney, Brett Watson, Bill Werner and Celina Zacarias; WDB member Bill Pratt (Kinamed, Inc.); WDB staff Patricia Duffy, Cheryl Moore, and Patrick Newburn; and guests Gabriela Flores (Los Robles Homecare), Heidi Hayes (theAgency), Marybeth Jacobsen (Workforce Education Coalition), Lisa Safaeinili (Westminster Free Clinic), and Karen Sauer (Los Robles Homecare). The following is a summary of topics discussed:

Ventura County Regional Strategic Workforce Development Plan

- CLS Field Experience Joint Application: Update

Dawn Neuman reported good news on the combined application to the State for the Clinical Laboratory Scientist (CLS) field experience program in Ventura County. The State has approved the application with some minor requests for information, from some of the partners. The information is being gathered and submitted and with this news efforts and timelines to initiate the program are underway.

- Regional Healthcare Case Manager/Care Coordinator Pathway Project Survey Review

The Healthcare Committee survey workgroup reported on their progress and demonstrated the survey format. The survey's purpose is to identify the local healthcare industry's employment and training needs for Case Managers/Care Coordinators. John Cordova, Deputy Sector Navigator, presented the survey on screen for the committee to view how it would appear on participant computers and cell phones. Committee members reviewed the survey questions and made recommendations. The plan is to have the survey sent out in the beginning of April 2016.

- Complementary Approaches to Workforce Development

Greg Barnes explained a reference chart from the Department of Labor's Career Pathways Toolkit. The chart illustrates the roles of industry and education in workforce and career pathway development. This chart exemplifies the need for education and industry to work closely together. For example, career technical educators who are developing competency models and curriculum should have industry representatives verify their relevance.

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

Committee members continued their review of the EDD Labor Market Information Division (LMID) Regional Economic Analysis Profile (REAP) for Ventura County and discussed the LMID questions and answers. Because concerns expressed were similar across all of the other WDB sector committees, the WDB staff planned to form a cross-sector Data Analysis Workgroup. The group would look at available labor market data relating to Ventura County, identify gaps, and consider ways for the WDB to get current information about local businesses.

- Deputy Sector Navigator: Update

John Cordova, Deputy Sector Navigator (DSN), reported on their roundtable discussions with industry representatives and educators. He also commented on new training opportunities related to the Healthcare Information Technology field, including Health IT cyber security.

### Committee Member Comments

Mary Anne Rooney distributed the latest brochure on the Alliance for Linked Learning program. In commenting on the Pacifica High School Health Academy, she suggested that the committee consider having a meeting at Pacifica High School to meet students participating in the Healthcare Academy.

The next meeting of the Healthcare Committee is scheduled for May 6, 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).





**TO: WORKFORCE DEVELOPMENT BOARD**  
**FROM: VIC ANSELMO, CHAIR**  
**MANUFACTURING COMMITTEE**  
**DATE: APRIL 28, 2016**  
**SUBJECT: MANUFACTURING COMMITTEE REPORT**

The Manufacturing Committee met on April 13, 2016. In attendance were Committee members Vic Anselmo (Chair), Jim Avery, Mike Bastine, Patrick Grimes, Marybeth Jacobsen, Byron Lindros, Gregory Liu, Jason Miller, Alex Rivera, Bill Pratt, Scot Rabe, and Mary Anne Rooney; WDB staff Talia Barrera, Cheryl Moore and Patrick Newburn; and guests Jeffrey Albaugh (Ventura Adult and Continuing Education), Brad Hudson (Office of Congresswoman Julia Brownley), and Teresa Telles (Oxnard Union High School District). Below is a summary of topics discussed:

#### Manufacturing Committee 2-Year Plan

The Committee reviewed the draft Manufacturing Committee 2-Year Plan and discussed the goals and plan components for 2016-2018. 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. Key points made during the discussion included:

- Goal: Need to support education and training programs that are relevant to, and aligned with, the workforce skills needed by manufacturers. Strive to create a workforce pipeline which anticipates and is quickly adaptive to future needs, skills, trends, and technology.
- Engage Leaders: Continue to identify manufacturers to participate as committee members or to get involved in issues/activities of special interest. Partner with labor, Naval Base Ventura County, and professional associations.
- Analyze Data: Participate in a new WDB Data Analysis Workgroup that will engage representatives from all three WDB sector committees: Clean/Green, Healthcare and Manufacturing. Members of those committees have expressed similar concerns regarding incomplete and somewhat misleading information provided by the recent Ventura County Regional Economic Analysis Profile from the EDD Labor Market Information Division. The workgroup will explore options to gather more accurate information from local employers.
- Take Action: The Committee formed four workgroups to draft recommendations for discussion and priority-setting: Employer Needs (working with WDB Data Analysis Workgroup), Manufacturing Roundtable of Ventura County, Business/Education, and Regional Partnerships. Workgroups will update the committee at the next meeting on June 8, 2016.

## Ventura County Regional Strategic Workforce Development Plan

- Regional Partnership: AMP SoCal

Jason Miller reported that AMP SoCal is applying to the U.S. Department of Commerce for a second two-year designation as an Investing in Manufacturing Communities Partnership (IMCP). An update regarding Pillar Committees will be provided at the next Manufacturing Committee meeting. Dr. Miller also announced that a Mechatronics Engineering Program is in development at California State University, Channel Islands.

- Employer Needs: WDB Data Analysis Workgroup

Bill Pratt indicated that he will represent the Manufacturing Committee on the three-sector WDB Data Analysis Workgroup. The group will explore options to gather local data that will help to identify employer needs and workforce development gaps for regional decision making. Theresa Salazar Vital (WDB staff) will lead the workgroup, and Mr. Pratt will report progress at the next committee meeting on June 8, 2016.

- Deputy Sector Navigator (DSN) Update: Manufacturing

Mike Bastine announced that the College of the Canyons received Career Technical Education (CTE) enhancement funds (\$34,000) which must be encumbered by June 30, 2016. The funds are for a labor analysis for the community college four-county region (San Luis Obispo, Santa Barbara, Ventura, and Northern Los Angeles). WDB staff will partner with the project to provide input. Special DSN funding had provided six robotics kits for distribution among middle schools in Ventura County. Kits were given to Ventura County Office of Education representative, Lisa Eklund, for distribution.

- MRVC: Manufacturing Week 2016

Byron Lindros shared with the committee that the Manufacturing Roundtable of Ventura County (MRVC) is working on a strategy to re-engage members from the manufacturing sector. The primary objective is to connect with local employers to discuss workforce and business needs, thereby building a collaborative manufacturing community over time. MRVC next steps include finding administrative support for the LinkedIn site and hosting quarterly, informal, manufacturers-only events at manufacturing locations. The annual Manufacturing Day event will be expanded to Manufacturing Week (October 3-7, 2016), and MRVC will partner with Lisa Eklund at the Ventura County Office of Education to coordinate site visits. A week-long event will give businesses the flexibility to accommodate more students at different times and days, and offer educators and counselors opportunities to visit sites.

- Community College Manufacturing Program

Scot Rabe provided the Committee with a draft of the two-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. Committee members were asked for feedback on the lists of coursework.

The next meeting of the WDB Manufacturing Committee is scheduled for June 8, 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).



## WORKFORCE DEVELOPMENT BOARD

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**TO: WORKFORCE DEVELOPMENT BOARD**

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

**DATE: APRIL 28, 2016**

**SUBJECT: MEMBERSHIP COMMITTEE REPORT**

The Committee met on April 5, 2016. In attendance were Committee member Patty Schulz (Chair) and Jesus Torres (Vice Chair); Workforce Development Board (WDB) staff Talia Barrera, Cheryl Moore, Patrick Newburn, and Dez Robite. The following includes topics discussed at the meeting:

### Appointments and Reappointments

- Appointments: The Committee received an update on the status of nominations for the appointments of two potential new WDB members: one 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 May 2016. Committee members emphasized continuous recruitment to create an ongoing pipeline of candidates. 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 Planning

Cheryl Moore reported that Local Board Recertification Request for Program Years 2016-2018 was submitted to the California WDB. Because of a last-minute change in status for one WDB member, the WDB-approved membership size of 32 for the recertification process was revised to 31. (A copy of the revised WDB membership spreadsheet is attached.) Committee members agreed to continue to work toward a full 31-member board, with the possible option to add members as needed, and keeping in mind the required membership category percentages. The Committee discussed approaches to ongoing stewardship for the recruitment and retention of WDB members, including ways for current WDB members to provide collegial support for new members.

The next Membership Committee meeting is scheduled for June 7, 2016 from 8:30 a.m. to 10:00 a.m., at VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA.

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



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**TO: WORKFORCE DEVELOPMENT BOARD**

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

**DATE: APRIL 28, 2016**

**SUBJECT: OUTREACH COMMITTEE REPORT**

The WDB Outreach Committee met on March 23, 2016. Attending the meeting were Committee members Brian Gabler (Chair) and Bruce Stenslie; WDB staff Talia Barrera, Cheryl Moore, Patrick Newburn, and Ma.Odezza Robite; and guests Heidi Hayes (theAgency), Karen Blufer (theAgency) and Christy Norton (Community Services Department/WIOA). The following is a brief summary of Workforce Development Board of Ventura County (WDB) outreach activities from January 13, 2016 through March 18, 2016.

### Employer Outreach

- Workforce Wednesday
  - January 27, 2016: Business/education partnerships to support workforce and economic development – Bruce Stenslie (WDB/EDC-VC) and Tiffany Morse (VCOE)
  - March 2, 2016: Rapid Response programs and services - Martel Fraser (WDB/UFCW) and Nancy Ambriz (CSD/WIOA)
  - March 30, 2016: On-the-job training: Alex Rivera (WDB/Milgard) and Christy Norton (CSD/WIOA)
- On-the-Job Training Outreach Ads & Collateral – March 14 to April 10, 2016
  - Media Plan
  - Pamphlet
  - Tent Cards
  - WDB Website Resources Page
  - Chamber Ads
  - Online Banners
  - PCBT Print Ad
  - Facebook Ads
  - KCLU PSA :30
  - OJT Radio
- Ventura County Grows Business Website – July 1 to March 17, 2016
  - Website 37% decrease in unique visitors over same time last year
    - 2,270 (3269 in 2015) sessions/1,851 (2,933 in 2015) unique visitors
    - 1.43 minutes average session duration
    - 2.17 pages/session
    - 64.27% bounce rate

- Digital Advertising – Agency implemented social media advertising on VCGB Facebook starting mid-December and ending 02/29/16
- VCGB Facebook – 1,596 Fans (through 03/18/16)
  - Page Likes/Fans: gained 263 fans since January 1, 2016
  - Posts: 44 total posts since Jan 1
  - Post Reach: 2,566 most for a single day (01/18/16)
- Various Employer Outreach
  - Simi Sunrise Rotary WDB presentation/PPT developed: Alex Rivera presented on 01/28/16
  - Clean/Green Sustainability Outreach: Agency participated in a conference call at a C/G committee to discuss and explore strategies to target small businesses with 1) the value of hiring new employees with a ‘sustainability’ skill set and 2) help small business see the financial value in identifying and adopting clean/green business practices
  - Healthcare Outreach: Agency participated in the committee meeting to discuss options for implementation of a survey targeting healthcare industries with a hi-demand for case managers. Agency to investigate obtaining qualified e-blasts list and dissemination options
  - Spring 2016 in development: Connect employers to information and resources on the WDB website regarding how to develop internship, apprenticeship, job shadowing and externship opportunities in Ventura County businesses.

### Youth Outreach

- VC Jobs with a Future: July 1, 2015 – March 17, 2016
  - 16% decrease over the same time period 14/15 program year
  - 3,186 sessions / 2,683 unique users
  - 1.81 pages per visit/ 1.06 minutes average visit duration
  - 66.73% bounce rate
- VCJWF Twitter – 355 followers
  - 49 tweets (Jan, Feb & March))
  - 27,600 impressions
  - 1,380 profile visits

### General Outreach

- Media Relations and Various \*WDB\* Activities
  - Wrote and submitted “Apprenticeship Programs Give Employers Competitive Advantage” op-ed for WDB members Anthony Mireles and Tony Skinner: ran Pacific Coast Business Times (PCBT) on January 22, 2016: <http://www.pacbiztimes.com/2016/01/22/apprenticeship-programs-give-employerscompetitive-advantage/>
  - WDB Award nominations
    - Developed new WDB Award logo and nomination form
    - Wrote and distributed a call for nominations release on February 25 (links below)

- <http://patch.com/california/moorpark/nominations-open-2016-annual-wdb-awards-0?>
  - <https://www.prlog.org/12536653-nominations-open-for-2016-annual-wdb-awards.html> (146 views)
  - [http://www.vcreporter.com/cms/story/detail/biz\\_buzz/13845/](http://www.vcreporter.com/cms/story/detail/biz_buzz/13845/)
  - <http://www.vcstar.com/business/investors-award-nominations-sought-and-other-business-news-2d05d29b-dce6-6bed-e053-0100007f8fda-371024771.html>
- Wrote “Investing in Business-Education Collaboration to Build Ventura County’s Workforce” op-ed for members Bruce Stenslie and Roger Rice: submitted on March 10 for Ventura County Star to publish on March 27, 2016
  - Interviewed new WDB members and wrote release – Jeremy Goldberg, Richard D. Trogman, Greg Van Ness and Stephen Yeoh: distributed March 18, 2016
  - Job Outlook: The following highlights local, state and national data in terms of NOT seasonally adjusted rates for February 2016:
    - Ventura County decreased .2% from 5.3% in January 2016 to 5.1% in February 2016 (February 2015=5.9%)
    - California decreased .1% from 5.8% in January 2016 to 5.7 in February 2016 (February 2015=6.9%)
    - U.S. decreased .1% from 5.3% in January 2016 to 5.2% in February 2016 (February 2015=5.8%)

#### General Outreach – In Development

- Call for WDB Award Nominations – Week of March 28, 2016
- PCBT to begin publishing quarterly reports on education, training and careers in 2016; Agency to research guest columnist and sponsorship opportunities
- 15/16 outreach strategy in process
- To consider/discuss next op-ed topic

The next meeting of the WDB Outreach Committee is scheduled for May 18, from 8:30 a.m. to 10:00 a.m., at the Economic Development Collaborative-Ventura County, 1601 Carmen Drive, #215, Camarillo, CA.

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





**Workforce Development Board  
Tony Skinner & Anthony Mireles Op-Ed  
December 11, 2015  
Approximately 700 Words**

### **Apprenticeships Help Employers Compete**

Something old is new again. Apprenticeships, an ideal means to train future workers, have been around for centuries throughout the world. A formal statewide apprenticeship system was created in California back in 1939. Yet today, this training model is not what readily comes to mind when we think about how to prepare for a career or how employers can obtain skilled workers. That mindset is beginning to change—and not a moment too soon.

The labor force, especially in the construction and electrical trades, is facing a worker shortage. Baby boomers are retiring. Trade technology classes are not being offered in many high schools. At the same time, our city, state and national infrastructure is crumbling. Where are we going to find the skilled workers to fill the jobs that are needed? That's where apprenticeships come in and where businesses can help.

Offering apprenticeships is a smart move. Apprentices become highly skilled in their field. They are productive and motivated. In fact, the Department of Labor cites studies which indicate that for every dollar spent on an apprenticeship, employers receive an average of \$1.47 back in increased worker productivity.

Apprenticeships are not just found in traditional labor trades. In June, Governor Jerry Brown earmarked \$15 million for new apprenticeship programs in healthcare, advanced manufacturing, information technology, and renewable energy. All told, nearly \$37 million of the state's 2015 budget went to apprenticeships. Nationally, businesses like CVS, Time Warner Cable, and Zurich N.A. insurance are using this model due to its flexibility to address employer needs and develop a pipeline of trained employees. To qualify for state and federal assistance to help fund an apprenticeship programs, businesses must register with the state of California through the Department of Apprenticeship Standards.

Sources: <http://www.dir.ca.gov/CAC/ReportsPublications/CACNewsletter4thQuarter2015.pdf>  
and [http://doleta.gov/oa/naw/files/Naw\\_Business.pdf](http://doleta.gov/oa/naw/files/Naw_Business.pdf)

The federal government is also lending a hand to cover training costs, offering \$175 million in American Apprenticeship grants to help businesses in all types of industries to invest in apprenticeship programs. California can expect to get a big chunk of those funds, because the state has the more than 62,000 registered apprentices, training more workers through apprenticeships than any other state in the country.

Most apprenticeships last between 3 to 5 years depending on the trade. Apprentices work during the day under the guidance of a mentor and go to school at night or on weekends. The goal is to recruit, train and retain. Once the program is completed, many apprentices receive certifications or licenses in their trade. Employers now have highly skilled, knowledgeable workers who enable their company to stay competitive.





**Workforce Development Board  
Tony Skinner & Anthony Mireles Op-Ed  
December 11, 2015  
Approximately 700 Words**

Under state law, at least 20 percent of all public works employees (those that maintain roads, schools and other public property) must go through an apprenticeship program. California SB 54 makes it mandatory that employees hired by hazardous waste companies be apprenticeship-trained. About one-third of Ventura County's Laborers' International Union Local 585 members are apprentice trained.

Most apprenticeships require only that the applicant have a driver's license, high school diploma (or GED) be 18 or older, and drug free. Some require high school or college level math, particularly algebra. Applicants can be right out of high school or be those who want a start fresh in a new career. Apprenticeship programs through local unions have fast tracks for veterans and programs for early release offenders and disadvantaged youth. All must go through a rigorous interview and testing process.

Men and women who are selected as apprentices make good starting salaries. Electrician apprentices, for example, start at almost \$17 an hour plus benefits including healthcare for family members. Once trained, the hourly rate can reach over \$40 an hour, with increases along the way. It's a living wage. Many recent college graduates don't make that much. Through our experience with apprentices, we've found that they are committed to their job—they are on time, willing to work well together and problem solve to get the job done.

Apprenticeships are gaining momentum. The first National Apprenticeship Week took place in November. Men and women workers are ready and willing. The funding is there. Now it's up to more employers to get behind the movement.

For information about creating an apprenticeship program at your business and the grant application process, go to the California Department of Apprenticeship Standards website, <http://www.dir.ca.gov/das/> or contact the Workforce Development Board in your county.

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Anthony Mireles is president/business representative of Laborers' International Union of North America Local 585. Tony Skinner is executive secretary-treasurer for the Tri-Counties Business & Construction Trades Council. Both are members of the Workforce Development Board of Ventura County.



# **Investing in Business-Education Collaboration to Build Ventura County's Workforce**

## **By Roger Rice and Bruce Stenslie**

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

*3/4/16*

The 2013 Organization for Economic Co-Operation and Development's (OECD) Survey of Adult Skills found that employers say potential hires lack the skills or credentials required for in-demand jobs. The economy is ready to expand, noted the OECD analysis, but because workers do not have access to the right kind of training, economic expansion will remain modest in many industries. These findings do not bode well for our future economic health—both here in Ventura County and nationally.

What can be done? Over the past two years, the state of California has awarded Ventura County school districts educational agencies more than \$38 million in special grants to build regional career pathways. Through collaborative career pathway partnerships between business and education, educational programs are being created that will provide a pipeline of skilled, adaptable workers and help Ventura County businesses to compete and thrive in the complex, constantly changing global economy.

Career pathways efforts have come at a critical time. Investing in workers today means a skilled Ventura County workforce with a competitive advantage tomorrow. When a region's workforce lacks the skills or credentials required to undertake in-demand jobs, both hiring and business expansion are stifled. We hear from our Workforce Development Board (WDB) members that not having a ready, reliable local talent pool is costing employers money and productivity. This problem has been consistently troublesome--during previous periods of high unemployment and even today, when the unemployment rate is low. In contrast, when employers are confident they have a pool of skilled workers to choose from, those businesses tend to not only stay local but also expand. New businesses are more likely to relocate here.

A skilled workforce also has other advantages. It means higher wages, which builds a stronger economic base, which in turn, creates city and county revenues to build schools and infrastructure. All of this can't happen without businesses and educational institutions talking to one another first. That's often the hardest step, but once that happens, employers and educators can work together to ensure that curriculum offered at our schools is responsive and adaptable to the changing workplace.

To that end, WDB sector committees (healthcare, manufacturing, clean/green) are currently engaging employers in public discussions to provide educators with input on labor market data, local workforce demand, entry-level skill requirements, relevant content for curriculum development and career education, and ways to reach employers who will offer career-related experiences. This gives employers a stake in workforce development efforts that will benefit their businesses directly.

WDB sector committee members have created lists of entry-level skills for healthcare, manufacturing, infrastructure and hospitality careers for educators to use in developing coursework, career awareness and work-related experiences. Other employer activities include guest speaking in classrooms, business site visits, job shadowing, internships, mentoring, equipment donations to schools, participation in career expos and support for other career-related activities at the middle school, high school, adult school, community college and university levels.



## **Investing in Business-Education Collaboration to Build Ventura County's Workforce By Roger Rice and Bruce Stenslie Workforce Development Board of Ventura County**

With all of the talk we hear about how to build a stronger America, our nation's future economic growth and stability are dependent primarily on one thing: an educated, skilled workforce that is prepared and adaptable to take on the challenges of the future. For the past few years, Ventura County businesses and educators have begun to be building a supportive collaborative and robust regional network that will be enabling students to graduate with skills that will help them obtain good high-skilled, high wage jobs. These efforts are making a positive difference for individuals and for the community as a whole.

Problems associated with the lack of a skilled workforce cannot be fixed by any one company or any one educational institution. It takes a collaborative commitment to find solutions. If you are a business owner or with a company that wants to work with students, contact a local high school, adult school, community college or university and say that you want to participate in a career pathways program. To learn more about how to work effectively with schools or with the WDB sector committees, contact the WDB at 805-477-5306 or visit the WDB website at [workforceventuracounty.org](http://workforceventuracounty.org).

Bruce Stenslie is President/CEO of the Economic Development Collaborative Ventura County. Dr. Roger Rice is Deputy Superintendent, Student Services of the Ventura County Office of Education. Both are members of the Workforce Development Board of Ventura County.



## WORKFORCE DEVELOPMENT BOARD

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**TO: WORKFORCE DEVELOPMENT COMMITTEE**

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

**DATE: APRIL 28, 2016**

**SUBJECT: RESOURCE DEVELOPMENT COMMITTEE REPORT**

The Committee met on April 8, 2016. In attendance were Committee members Alex Rivera, Chair (by phone), Mike Soules (by phone), and Barry Zimmerman; Victor Dollar, WDB Chair (by phone), WDB staff Richard McNeal, Cheryl Moore and Theresa Salazar Vital; and guests Nancy Ambriz (CSD/WIOA) and Sally Harrison (County CEO's Office). The following summarizes topics discussed at the meeting:

### Action Items

The Committee discussed and approved the following actions, with the stipulation for both budgets that the total Revenue Projection for VC I-E3 (\$317,920) be shown according to the planned distribution over two years (which may be spent between January 2016 and June 2018).

- **Recommended that the Executive Committee Recommend that the Workforce Development Board of Ventura County (WDB) Approve an Updated 2015-2016 Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan**
- **Recommended that the Executive Committee Recommend that the Workforce Development Board of Ventura County (WDB) Approve an Updated 2015-2016 Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan for Program Year 2016-2017**

### WIOA Implementation: Planning Discussion

- Size of the WDB: An unexpected resignation of an adult education representative from the Board, after the WDB approval to submit the Local Area Recertification Request to the California WDB, lowered the number of voting WDB members from 32 to 31. The Membership Committee discussed the reduction and agreed to proceed with this number for the time being, because the requirement for one adult education category representative requirement would be met by the current representative from the Ventura County Office of Education.
- AJCC MOU: The WDB and the several partners of the American Job Center of California (AJCC) were in the process of entering into a required AJCC Memorandum of Understanding (MOU). WDB staff had convened a meeting of the AJCC partners on March 22, 2016, to discuss the MOU and the respective responsibilities of the partners. Part I of the MOU, required to be in place by July 1, 2016, was ready for signatures and would be distributed to the parties today and was expected to be submitted to the Board of Supervisors in May 2016 and to the California WDB in June 2016.

- WDB Business/Education Connection Workgroup: Convened and facilitated by WDB staff, the *ad hoc* group met twice to initiate regional conversation and collaboration that would lead to a shared business/education connection platform for Ventura County. Taking an important next step, the Ventura County P-20 Council (P-20) confirmed that the efforts of the workgroup were in alignment with the P-20 strategic plan and would be appropriate to formalize as an official P-20 subcommittee. Invitations to participate on that subcommittee were extended by CSUCI President Richard Rush, VCOE Superintendent of Schools Stan Mantooh, and VCCCD Chancellor Bernie Luskin.
- WDB Committee Structure: The Committee discussed options for WDB committee structure that would help to guide the upcoming revision of the WDB Bylaws. Considerations to suggest to the Executive Committee were: (1) Create a Business Services Committee to complement and augment the current sector committees. (2) Transition the current Youth Council to a new Programs Committee with responsibility for oversight, evaluation, and recommendations related to the youth, adult, dislocated worker and Rapid Response programs. (3) Change the status of the Resource Development Committee from a WDB standing committee to an *ad hoc* committee (similar to the Bylaws and Nominating committees). The committee would be activated as necessary to consider special issues as needed.

Pending an Executive Committee recommendation to the WDB for approval of the Resource Development Committee as an *ad hoc* group, the next Resource Development Committee meeting is to be announced.

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).



**TO: WORKFORCE DEVELOPMENT BOARD**

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

**DATE: APRIL 28, 2016**

**SUBJECT: YOUTH COUNCIL REPORT**

The Council met on April 6, 2016. In attendance were Council members Tony Skinner (Chair), Jerry Beckerman, Mary Navarro-Aldana, Mary Benton, Linda Fisher-Helton, Roger Rice, Archie Scott and Leslie Webster; WDB staff Patricia Duffy, Richard McNeal, Cheryl Moore, Patrick Newburn and Dez Robite; guests Jeffrey Albaugh (Ventura Adult and Continuing Education), Pierrette Authier (PathPoint), Mariana Cazares (Boys and Girls Clubs of Greater Oxnard and Port Hueneme), Sheri Long (Vista Real Charter High School), Rosa Lopez (John Muir Charter School), Russ Macaluso (for Sandra Carrillo, Ventura County Probation Agency), Charlotte Piper (PathPoint) and Angela Svennfiord (PathPoint). The following includes topics discussed at the meeting:

Progress on 75% Out-of-School Youth Requirement

Charlotte Piper summarized PathPoint's efforts to recruit out-of-school (OS) youth for WIOA-funded programs and services. Particularly important are contacts with local schools, especially the charter schools (e.g., Vista Real) for the identification of at-risk youth who need to be on track to obtain a high school degree or the equivalent. The County of Ventura readily provides resources for numerous types of needs, and PathPoint has multiple worksites ready for internships (e.g., restaurants, grocery stores, the Fillmore Fish Hatchery, CSUCI's Broom Library). During the discussion, Ms Piper and Roger Rice determined that there needs to be more frequent liaison between the youth providers and the Ventura County Office of Education (VCOE), so that clients can be given all available assistance from the public school system before their enrollment in the WIOA program. Mr. Rice also noted that the original youth goal in the Local Plan of reducing the dropout rate by 1% over a four-year period has already been achieved, since at the end of the '13-'14 school year the rate stood at 9.3%, down from 10.7%.

Two-Year Plan: Discussion

- Youth Enrollments in 2016-2017: Richard McNeal indicated that next year's WIOA youth contracts probably would require that all new enrollments be OS youth (ages 16-24) to enable the WDB to meet its overall WIOA-required expenditure for the OS youth allotment. Council members were concerned that this new direction would take away in-school youth WIOA investments to prevent high school dropouts, particularly from the middle schools. The good news is that local efforts are underway that may help the situation, in particular the Partnership Program run in several schools by the Department of Rehabilitation, the push for accountability measures in the public schools generally, and the California Career Pathways Trust grant that specifically provides at-risk students in middle schools with career-readiness skills.

- Representation on the Committee: After reviewing the Youth Section of the Ventura County Regional Strategic Workforce Development Plan initiated in 2013, the Council looked at its membership in terms of representatives of services in the community that address the needs of youth with barriers. WDB staff were asked to draft a matrix that would identify categories of services available to those youth and the entities/organizations appropriate to deal with them. A draft of this document will be sent to Council members for discussion at the May meeting.
- Committee Goals: Linda Fisher-Helton led a brainstorming discussion of new goals related to youth needs. Ideas included:
  - Career pathways
  - Employability skills
  - Measurable WIOA outcomes
  - Progress toward sustainability
  - Leadership skills
  - Identification and dissemination of resources

The topic of the two-year plan will be renewed at the next meeting, which will also involve program performance evaluation and approval of the awarding of new one-year continuation contracts for the provision of youth services.

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

If you have questions or need more information, please call me at (805) 642-2149, or contact Richard McNeal at 804-477-5344, [richard.mcneal@ventura.org](mailto:richard.mcneal@ventura.org).



April 20, 2016

Workforce Development Board of Ventura County  
Attn: Richard McNeal  
855 Partridge Drive  
Ventura, CA 93003

Dear Mr. McNeal,

Congratulations! I am very pleased to inform you that your Supervised Population Workforce Training Grant Program project has been selected for a 12-month extension and funding in the amount of \$235,000. Your overall award amount is now \$400,000 for the grant period of June 15, 2015 through December 15, 2017. As with your original grant, this award is made under the Recidivism Reduction Funds established by Assembly Bill (AB) 2060 (Statutes of 2014) to implement and support recidivism reduction workforce training and development programs targeting individuals on probation, mandatory supervision, and post-release supervision to obtain a marketable and industry or apprenticeship board recognized certification, credential or degree and reemployment.

Additional funding can be utilized but are not limited to the following activities:

- 1) Continue existing AB 2060 grant activities identified in your initial proposal
- 2) Develop strategies that will address gaps with partners to align leveraged funds (e.g. AB 109) around workforce development innovations
- 3) Expand outreach efforts to industry partners and/or labor unions
- 4) Conduct additional training, and enroll more participants

In addition, these funds can be utilized to assist in the alignment of activities with WIOA programs for the same population, which can include pre-enrollment supportive services.

In order to make funds available and provide authority for project operations, modifications of your exhibits under your existing AB 2060 contract must be made to incorporate the activities, budget, and time extension for your current project. To proceed with the contract amendment, the attached AB 2060 Contract Forms (Excel spreadsheet) includes the following forms to be completed:

- Exhibit A
  - Attachment A-1 – Form 3: Workplan
  - Attachment A-2 – Form 4: Participant Plan



Mr. McNeal  
Page 2  
April 20, 2016

- Exhibit B
  - Attachment B-1 – Form 1: Project Budget
  - Attachment B-2 – Form 2: Budget Detail
- Supplemental Form



Please review the instruction tab in the Excel spreadsheet to assist you on completing each form. Once all the forms have been completed, send the Excel spreadsheet to your State Board's AB 2060 program manager, Lynn Le, via email at [Lynn.Le@cwdb.ca.gov](mailto:Lynn.Le@cwdb.ca.gov). She will continue to provide program assistance throughout the term of your contract.

We look forward to working closely with you to assist in making your program successful. If you have any questions, please contact Lynn Le.

Sincerely,

TIM RAINEY  
Executive Director

cc: Joelle Hurst, California Workforce Development Board  
Doug Sale, California Workforce Development Board  
EDD Workforce Services and Business Operations



## WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

**TO: WORKFORCE DEVELOPMENT BOARD**

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

**DATE: APRIL 28, 2016**

**SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF  
VENTURA COUNTY (WDB) APPROVE AN UPDATED WORKFORCE  
INNOVATION AND OPPORTUNITY ACT (WIOA) TENTATIVE BALANCED  
BUDGET PLAN FOR PROGRAM YEAR 2015-2016**

### RECOMMENDATION

Recommend that the Workforce Development Board of Ventura County (WDB) Approve an Updated Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan for Program Year 2015-2016.

### BACKGROUND

The PY 2015-2016 WDB budget process is unique in that July 1, 2015, is the implementation date for the Workforce Innovation and Opportunity Act (WIOA) and requires continuing transition activities from the prior Workforce Investment Act (WIA) to the new WIOA.

- On May 13, 2015, the Workforce Investment Board (WIB) Resource Development Committee (RDC) members reviewed a working draft of a preliminary WIOA budget plan for 2015-2016 which reflected positive or negative balances in the funding categories with considerations of the following assumptions:
  - ✓ Program Year 2014-2015 Adult, Dislocated Worker (DW), Youth and Rapid Response allocations are listed for planning purposes, pending publication of PY 2015-2016 grant allocations. Note: PY 2015-2016 DW, Adult, and Youth allocations were published after the RDC meeting and listed on the draft tentative balanced budget.
  - ✓ The State approved an extension of the Workforce Accelerator Fund (WAF) Project Grant program through September 30, 2015.
  - ✓ Management Reserve funds will be maintained/reduced to 6.5%.
  - ✓ Estimated projections are on the basis of PY 2014-2015 carry-in Adult, Dislocated Worker, and Youth funds.
  - ✓ A 2% approximate increase is estimated for Community Services Department/WIA and WIB Administration salaries and benefits.
  - ✓ Adult and Dislocated Worker training funds designated for ITA/Education are budgeted at 25% of combined Adult and Dislocated Worker allocations. Note: Training funds were reduced to minimum required 20% and listed on the draft tentative balanced budget.

- ✓ County of Ventura overhead/administration cost is expected to continue at \$6,917 net cost.
- ✓ Final Kiosk and WIBVC Regional Labor Market Reports costs will occur in PY 2014-2015.
- ✓ Prospective contracts for youth services, business services, and outreach will be at the original 2014-2015 procurement levels.

Considerations for discussion and approval of the plan by the WIB were:

- ✓ The WIB must approve a preliminary budget plan to authorize expenditures against WIOA funds as of July 1, 2015.
- ✓ The year-end close in July 2015 will confirm the amount of 2014-2015 rollover in each of the funding categories.
- ✓ The WIB usually makes adjustments to the preliminary budget plan following the year-end close (August or October, depending on the circumstances).
- ✓ The WIB could decide to make a mid-year budget plan adjustment, with corresponding changes in authorized expenditures for the remainder of the year (e.g., reduce WIOA programs and services and/or reduce costs for other WIB initiatives).
- ✓ The California WIB approved seven additional performance measures for local WIBs that could have an additional impact on program, staff, and/or administrative costs.
- ✓ Final Department of Labor and State Workforce Investment Opportunity Act (WIOA) mandates will be issued during PY 2015-2016, and which are expected to have a significant impact on WIOA operation in Ventura County.
- ✓ Adjustments by the WIB usually are recommended to the WIB by the Executive Committee, which usually receives recommendations from the Resource Development Committee.

Following a thorough discussion, the Committee approved the proposed action to recommend a preliminary budget to the Executive Committee and to the WIB—with the stipulation that the budget be balanced and titled “tentative balanced budget” before submission for approval.

- On May 21, 2015, the Executive Committee received, discussed, and agreed with the recommendations from the Resource Development Committee, forwarding a recommendation to the WIB for approval of the 2015-2016 Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan. Approval included the expectation that, after the 2014-2015 year-end close, PY 2015-2016 WIOA Rapid Response allocation publication, and final WIB funding from Federal and State grant awards, the 2015-2016 budget plan would be reconsidered, appropriately adjusted, and resubmitted for Workforce Development Board approval.
- On June 18, 2015, the WIB agreed with the Executive Committee recommendations and approved the 2015-2016 Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan with expectations noted above.
- On September 24, 2015, the WDB Resource Development reviewed a series of three brief written summaries and three detailed budgets, and discussed the 2014-2015 Year-End Close, the 2015-2016 Financial Status Report as of August 2015 and the Proposed Draft Update to the 2015-2016 WIOA Tentative Balanced Budget Plan. The proposed budget update includes 2014-2015 year-end close carryover amounts, the PY 2015-2016 WIOA Rapid Response allocation, and final WDB funding from Federal and State grant awards. Committee members recommended

Executive Committee approval of the Draft Update to the 2015-2016 WIOA Tentative Balanced Budget Plan with the stipulation that staff provide a balanced budget for the consideration of the Executive Committee.

- On October 8, 2015, the Executive Committee discussed the Resource Development Committee recommended action and reviewed the updated, although unbalanced because of now-available uncommitted funds, draft tentative budget listing grant balances of uncommitted Dislocated Worker, Adult, and Youth funds. Executive Committee members approved forwarding a recommendation for WDB approval of an Updated 2015-2016 Workforce Innovation and Opportunity Act (WIA) Tentative Balanced Budget Plan, with the following stipulations: (1) Move remaining \$148,462 of uncommitted WIOA funds to FY15-16 Management Reserve; and (2) Request WDB Resource Development Committee recommended action on the use of uncommitted funds for WDB Executive Committee and/or WDB approval.
- A summary of major budget updates which have been integrated into the tentative budget plan update included:
  - ✓ Added Bridges 2 Work and Steps 2 Work columns to track new grants and record allocations and expenditures. Grant allocations for FY 2015-2016 and FY 2016-2017 (line 3). CalWORKs funds support staff operation and program/client expenses. Current CSD/WIOA and WDB staff time support grant/program management. Funds from both grants (\$36,000) are for Overhead/Administration support.
  - ✓ Added 2015-2016 Rapid Response final allocation.
  - ✓ Increased 2015-2016 Management Reserve Dislocated Worker, Adult, and Youth funds.
  - ✓ Included final FY 2014-2015 WIA carry-in funds.
  - ✓ Adjusted and redistributed CSD and WDB Salaries and Benefits planned expenditures between core and special grant funding columns
  - ✓ Redistributed outreach/marketing planned expenditures for the Agency between core funding columns.
  - ✓ Increased WDB Outreach planned expenditures and CSD Program Outreach planned expenditures by \$20,000 each.
  - ✓ Increased Overhead/Administration planned expenditures because of new projections for County CEO shared costs, County HSA shared costs, County ISF expenditures, Bridges 2 Work and Steps 2 grant costs, and for WIOA implementation costs.
- On October 22, 2015, the WDB agreed with the Executive Committee recommendations and approved the updated 2015-2016 Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan. NOTE: The WDB approved Updated Budget Plan included certain uncommitted Adult, Dislocated Worker, and Youth funds included in the Management Reserve. The use of these funds will be determined by the Executive Committee at the November meeting.
- On November 9, 2015 the Resource Development Committee (RDC) members reviewed staff recommendations for use of available funds in Management Reserve, from approval of WIOA budget plan update at the October 22, 2015 WDB meeting. Members discussed possibility of a 2016 WIOA allocations rescission and use of some of targeted Management Reserve funds for:

1. Additional client enrollments, and/or
2. Client training and/or support services, and/or
3. Training for program provider staff on WIOA-specific skills/knowledge

Committee members recommended Executive Committee approval of the following funds distributions:

- ✓ \$98,000 total from the Youth Management Reserve to be distributed as follows: \$36,000 to the Boys and Girls Clubs of Greater Oxnard and Port Hueneme; \$36,000 to PathPoint; and \$26,000 to Ventura Adult and Continuing Education.
- ✓ \$70,000 total from the Dislocated Worker Management Reserve to be distributed to the Community Services Department/WIOA of the Human Services Agency
- ✓ \$32,000 total from the Adult Management Reserve to be distributed to the Community Services Department/WIOA of the Human Services Agency

Staff were directed to update the budget plan with above funding distribution and to maintain recommended funding for WIOA providers should the State apply rescissions to round two of local areas WIOA funding allotments.

- On November 16, 2015, the State issued Information Notice (WSIN15-16) and Draft Directive (WSDD128) notifying local areas of the U.S. Department of Labor (DOL) 0.2108 percent rescission applied to the State, contained in the Continuing Appropriations Resolution, 2016, and subsequently applied by the State to each Local Workforce Development Area (local area) of a 0.2108 percent rescission to round two allotments of Adult, Dislocated Worker (including Rapid Response) and Youth allocations. The WDB Youth allocation was not changed.
- On November 19, 2015, the Executive Committee discussed the Resource Development Committee recommended action and new budget reductions from State rescissions to Program Year 2015-16 Adult, Dislocated Worker and Rapid Response allocations impacting the WIOA budget plan update. Executive Committee members approved forwarding a recommendation for WDB approval of an Updated 2015-2016 Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan.
- A summary of major budget updates which have been integrated into the tentative budget plan update included:
  - ✓ Added Ventura County Office of Education (VCOE)/VC Innovates (VCI) column to track new funds (\$317,920) and expenditures. VCOE/VCI funds will support the hire of a new HSA-WDB fixed term WDB Administration Manager (plus 10% allowed for administrative costs) to enable the WDB to augment its current efforts, as set forth in the WDB *Ventura County Regional Strategic Workforce Development Plan* (Regional Workforce Plan).
  - ✓ Adjusted 2015-2016 WIOA allocations for Dislocated Worker (decrease by \$4,194), for Adult (decrease by \$3,470), and Rapid Response (decrease by \$7,411) resulting from State rescission of round two allotments totaling \$15,075 from these WIOA allocations.
  - ✓ Augmentation of the current \$475,000 contract with the Boys and Girls Clubs of Greater Oxnard and Port Hueneme to \$511,000 to increase staff hours and services, administrative

costs and client support services, subsidized work experience and vocational training opportunities.

- ✓ Augmentation of the current \$475,000 contract with PathPoint to \$511,000 to increase staff hours, travel and services, administrative costs and for client vocational tuition, training and work internship opportunities.
  - ✓ Augmentation of the current \$260,000 contract with Ventura Adult and Continuing Education to \$286,000 to increase client support services and incentives for work experience and training opportunities.
  - ✓ Augmentation of the current \$468,539 Dislocated Worker funding to \$508,321 and augmentation of the current \$358,206 Adult funding to \$386,206 to the Community Services Department/WIOA for staff services and to increase training opportunities and related supportive services for WIOA participants.
  - ✓ Adjusted levels for 2015-2016 Management Reserve Dislocated Worker funding to \$146,542 (6.3% of allocation), Adult funding to \$111,956 (6.3% of allocation), and Youth funding to \$50,580 (2.6% of allocation) resulting from State rescissions of local area WIOA allocations and to accommodate Executive Committee approved increases to WIOA Program Provider funding.
  - ✓ Redistribution of \$7,000 in Workforce Acceleration funding (WAF) from Grant Facilitator to HSA Community Services Department (CSD) Salaries and Benefits for the 9/30/15 grant related close-out activities.
  - ✓ Augmentation of WDB Salaries and Benefits funding from \$900,000 to \$967,500 from the VCOE/VCI grant to hire a new fixed-term WDB Manager position and for administration costs in support of the VCOE/VCI grant and in alignment with current WDB Regional Workforce Plan efforts.
  - ✓ Redistributed \$25,000 from WDB Outreach to the Agency Outreach Marketing funding to original procurement levels, previously approved by the WDB.
  - ✓ Increased and adjusted Overhead/Administration planned expenditures for new VCOE/VCI grant funds, adjusted WIOA allocations, budget line redistributions, and WIOA County staff training costs.
- On December 17, 2015, the WDB agreed with the Executive Committee recommendations and approved the updated 2015-2016 Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan.

## **DISCUSSION**

In January 2016, a formula error for WDB Administration Salaries and Benefits was identified. The correction resulted in \$65,281 in available WIOA Dislocated Worker, Adult, and Youth funds that were moved to Management Reserve.

On March 10, 2016, the State issued Information Notice (WSIN15-30), notifying local areas that the U.S. Department of Labor (DOL) had overturned the 0.2108 percent rescission contained in the Continuing Appropriations Resolution, 2016, which the State had applied previously to each Local Workforce Development Area (local area) Adult, Dislocated Worker, and Youth allocations.

On March 14, 2016, the State issued Workforce Services Directive (WSD15-19) notifying local areas that the U.S. Department of Labor (DOL) had overturned the 0.2108 percent rescission contained in the Continuing Appropriations Resolution, 2016 that the State had applied previously to each Local Workforce Development Area (local area) Rapid Response allocation.

On April 8, 2016, the Resource Development Committee reviewed staff recommendations for the third update to the 2015-2016 WIOA Tentative Balanced Budget Plan. Members discussed and approved the budget update for Executive Committee consideration.

On April 14, 2016, the Executive Committee discussed the Resource Development Committee recommended action and approved forwarding a recommendation for WDB approval of an updated 2015-2016 Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan.

Budget changes since WDB budget plan update approval on December 17, 2015, including Executive Committee actions, are highlighted in yellow on the attached budget spreadsheet for WDB consideration and approval at the April 28, 2016, meeting. Below is a summary of major budget updates which have been integrated in the proposed budget plan update:

- ✓ Adjusted 2015-2016 WIOA allocations for Dislocated Worker (increase by \$4,194), for Adult (increase by \$3,470), and Rapid Response (increase by \$7,411) resulting from DOL overturning State rescission of round two allotments totaling \$15,075 from these WIOA allocations (budget line 1). NOTE: Youth allocation was not impacted by State rescission and remains unchanged.
- ✓ Adjusted levels for 2015-2016 Management Reserve Dislocated Worker funding to \$172,007 (7.3% of allocation), Adult funding to \$132,097 (7.4% of allocation), and Youth funding to \$76,747 (3.9% of allocation) resulting from adjusted WIOA allocations (budget line 2).
- ✓ Adjusted plan levels for Overhead/Administration to reflect more accurate planned County costs for PY 2015-2016 (budget lines 50, 51, 61, 63 and 65 through 68).

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

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

<b>WORKFORCE DEVELOPMENT BOARD DRAFT UPDATE: APRIL 28, 2016</b>		Dislocated	Adult	Youth	Rapid	WAF	DOL	CWDB	VC I- E3	FY 15-16
		Worker			Response	Project	Bridges 2	Steps 2		Plan
<b>Revenue Projection:</b>										
1	FY15-16 Grants(W/SIN15-30 & WSD15-19)	2,342,693	1,791,031	1,956,058	456,459		500,000	165,000	158,960	7,370,201
2	FY 16-17 B2W & S2W Funds, FY16-18 VCI-E3	(172,007)	(132,097)	(76,747)						(380,851)
3	Balance rolled over from prior year grants:						(287,363)	(41,248)	(81,980)	(410,591)
4	FY15-16 Mgt Reserve	190,783.00	119,540.00	130,062.00						440,385
5	Additional rollover - Salaries Savings/(CSD Overage)	49,367	24,808	2,921		693				77,789
6	Overhead Saving/(Overage)					7,301				7,301
7	FY 14-15 Unspent Contracts/Misc	80,269	15,175	26,654						122,098
8	ITA/OJT Committed in FY14-15 spent in FY15-16	80,000	25,000							105,000
9	<b>Total Available Grants to be Spent</b>	<b>2,571,105</b>	<b>1,843,457</b>	<b>2,038,948</b>	<b>456,459</b>	<b>7,994</b>	<b>212,637</b>	<b>123,752</b>	<b>76,980</b>	<b>7,331,332</b>
10	Grants %	35.1%	25.1%	27.8%	6.2%	0.1%	2.9%	1.7%	1.1%	100%
11	CSD FTEs Assigned to the programs	12.76	9.80	2.00	2.26	0.08	0.05	0.05		27.00
12	% Direct FTES Allocated to Grants	47.3%	36.3%	7.4%	8.4%	0.3%	0.2%	0.2%	0.0%	
13	% Admin Staff Allocated to Grants	35.0%	25.0%	26.0%	6.0%	0.0%	0.5%	0.5%	7.0%	100%
14										
15	<b>Expenditure Projection:</b>									
16	<b>Salaries and Benefits:</b>									
17	CSD - WIOA 2,475,000	1,169,667	898,333	183,333	207,167	7,333	4,583	4,583		2,475,000
18	WDB Administration 967,500	338,625	241,875	251,550	58,050	226	4,838	4,838	67,500	967,500
19	<b>Subtotal Salaries and Benefits</b>	<b>1,508,292</b>	<b>1,140,208</b>	<b>434,883</b>	<b>265,217</b>	<b>7,559</b>	<b>9,421</b>	<b>9,421</b>	<b>67,500</b>	<b>3,442,500</b>
20	<b>Direct Expenses:</b>									
21	<u>Grant Specific Contracts</u>									
22	EDC-VC Business Services				95,000	-				95,000
23	Boys and Girls Club: Core Program			511,000						511,000
24	Pathpoint: Core Program			511,000						511,000
25	VACE Core Program			286,000						286,000
26	CSD-CalWORKs Activities						177,289	62,419		239,708
27	Special Projects					-				-
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>
29	<u>Client Expenses:</u>									
30	ITA / OJT (25% required - 10% leverage)	508,539	386,206							894,745
31	ITA / OJT Committed in 14-15 to be spent in 15-16	80,000	25,000							105,000
32	Others/ChildCare/Trans - JTA	61,000	24,000	-			264			85,264
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>
35	<u>Other Allocated/Contracted Expenses</u>									
36	Geographic Solutions	-	-	-	-	-	-	-	-	-
37	WAF Grant Facilitator									
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
40	Outreach -WDB 27,240	8,400	3,000	7,000	6,600	-			2,240	27,240
41	WDB Expense - Non Staff 20,000	8,164	5,029	5,562	1,245	-				20,000
42	Program Outreach-CSD 50,000	20,409	12,572	13,906	3,113					50,000
43	Kiosk	-	-	-	-	-				-
44	WDBVC Regional Labor Market Reports									
45	Subtotal - other allocated expense 288,490	101,972	48,601	53,468	40,958	-	-	41,250	2,240	288,490
46	<b>Subtotal - Program/Clients Expenses</b>	<b>751,511</b>	<b>483,807</b>	<b>1,361,468</b>	<b>135,958</b>	<b>-</b>	<b>177,553</b>	<b>103,669</b>	<b>2,240</b>	<b>3,016,207</b>
47	<b>Total Direct Program Expense</b>	<b>2,259,803</b>	<b>1,624,016</b>	<b>1,796,351</b>	<b>401,175</b>	<b>7,559</b>	<b>186,974</b>	<b>113,090</b>	<b>69,740</b>	<b>6,458,707</b>
48	<b>Overhead/Administration:</b>	35.61%	25.14%	27.81%	6.21%		2.89%	1.25%	1.08%	100.00%
49	Communication/Voice/data 62,000	22,075	15,590	17,244	3,851		1,795	776	669	62,000
50	Insurance 19,822	7,058	4,984	5,513	1,231		574	248	214	19,822
51	Facilities Maint. 95,090	33,857	23,910	26,447	5,906		2,753	1,190	1,027	95,090
52	Membership and dues 12,350	4,397	3,105	3,435	767		358	154	133	12,350
53	Education allowance 6,207	2,210	1,561	1,726	386		180	78	67	6,207
54	Indirect cost recovery(County A87) 57,917	20,622	14,563	16,108	3,597		1,677	725	625	57,917
55	Books and Publication 10,100	3,596	2,540	2,809	627		292	126	109	10,100
56	Furniture/Fixtures<5000 (\$44,020) 23,130	8,236	5,816	6,433	1,437		670	289	250	23,130
57	Mail Center - ISF 9,100	3,240	2,288	2,531	565		263	114	98	9,100
58	Purchase Charges - ISF 3,800	1,353	955	1,057	236		110	48	41	3,800
59	Copy Machine - ISF 22,000	7,833	5,532	6,119	1,367		637	275	238	22,000
60	Stores - ISF 550	196	138	153	34		16	7	6	550
61	Information Tech - ISF 21,000	7,477	5,280	5,841	1,304		608	263	227	21,000
62	Computer Services Non ISF 825	294	207	229	51		24	10	9	825
63	Building Lease/Rental 85,500	30,443	21,499	23,780	5,311		2,475	1,070	923	85,500
64	Storage Charges - ISF 7,000	2,492	1,760	1,947	435		203	88	76	7,000
65	Mileage Reimb. - Staffs only 33,765	12,022	8,490	9,391	2,097		977	422	365	33,765
66	Conference/Seminars:Staffs 20,340	7,242	5,114	5,657	1,263		589	254	220	20,340
67	Conference and Seminars - WIB Staffs 35,000	12,462	8,801	9,735	2,174		1,013	438	378	35,000
68	Misc. Travel - Staffs only 8,228	2,930	2,069	2,288	511		238	103	89	8,228
69	Fiscal/HR/BTD/ET (HSA) 325,000	116,318	81,743	90,287	21,269	435	9,809	3,812	1,327	325,000
70	Attorney Fees 9,000	3,204	2,263	2,503	559		261	113	97	9,000
71	Other Admin Services 4,900	1,745	1,232	1,363	304		142	61	53	4,900
72	<b>Subtotal Overhead</b>	<b>311,302</b>	<b>219,441</b>	<b>242,597</b>	<b>55,284</b>	<b>435</b>	<b>25,663</b>	<b>10,662</b>	<b>7,240</b>	<b>872,624</b>
73										
74	<b>Planned Total Grant Expenses</b>	<b>2,571,105</b>	<b>1,843,457</b>	<b>2,038,948</b>	<b>456,459</b>	<b>7,994</b>	<b>212,637</b>	<b>123,752</b>	<b>76,980</b>	<b>7,331,331</b>
75	Admin Rate for State Reporting	8%	8%	8%	8%	6%	7%	5%		8%
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>-</b>



## WDB MEETING AGENDA

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**APRIL 28, 2016**

### 5.0 ACTION ITEM

- 5.1 Recommendation that the Workforce Development Board of Ventura County (WDB) Approve an Updated Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan for Program Year 2015-2016



## WDB MEETING AGENDA

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### 5.1 Action Item: 2015-2016 Budget Plan

Update: Recent Announcements

- ✓ **WIOA Supervised Population Workforce Training Grant Program (In Progress)**  
\$235,000      12-month extension through December 15, 2017, for a total of \$400,000
  
- ✓ **Regional Planning Unit (RPU) Non-Competitive Grant Opportunity (Applications Due 5/2/16)**
  - \$ 39,542      Regional capacity building and infrastructure development
  - \$ 43,385      Regional training coordinator/liaison to statewide regional training provider
  - \$ 82,927





## WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

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

**TO: WORKFORCE DEVELOPMENT BOARD**

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

**DATE: APRIL 28, 2016**

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

### **RECOMMENDATION**

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

### **BACKGROUND**

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

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

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

On April 8, 2016, the Resource Development Committee (RDC) met to consider a recommendation for the WIOA tentative balanced budget plan for 2016-2017 which listed current Program Year (PY) 2015-2016 allocations, pending State publication of PY 2016-2017 allocations, and estimated projections of PY 2015-2016 carry-in funds. RDC members approved the proposed action to recommend a tentative balanced budget plan to the Executive Committee and to the WDB—with the stipulation that the revenue projections for the DOL Bridges 2 Work, the CWDB Steps 2 Work, and the VC I-E3 reflect planned distribution for PY 2016-2017.

## DISCUSSION

On April 8, 2016, the RDC discussed the recommendation with considerations of the following assumptions and considerations:

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

Considerations for discussion and approval of the plan:

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

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

On April 14, 2016, the Executive Committee discussed and agreed with the recommendation from the Resource Development Committee. Considering the possible announcement of 2016-2017 WIOA allocations prior to the WDB meeting, the Executive Committee amended approval of the recommendation, authorizing WDB staff to make appropriate adjustments to the budget plan prior to the April 28, 2016, WDB meeting as needed.

Therefore, the Executive Committee recommends WDB approval of the 2016-2017 Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan. (See attached.) Approval includes the expectation that, after the 2015-2016 year-end close and the publication of 2016-2017 WIOA allocations, the 2016-2017 budget plan will be reconsidered, appropriately adjusted, and resubmitted for Workforce Development Board approval.

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

**FY 2016-17 WIOA TENTATIVE BALANCED BUDGET PLAN**

<b>WORKFORCE DEVELOPMENT BOARD DRAFT AS OF APRIL 19, 2016</b>		<b>Dislocated Worker</b>	<b>Adult</b>	<b>Youth</b>	<b>Rapid Response</b>	<b>DOL Bridges 2 Work</b>	<b>CWDB Steps 2 Work</b>	<b>VC I- E3</b>	<b>FY 16-17 Plan</b>	
<b>Revenue Projection:</b>										
1	FY16-17 Grants (FY15-16 Allocations)	-5.0%	2,342,693	1,791,031	1,956,058	456,459	308,000	65,000	158,960	7,078,201
2	FY16-17 Mgmt Reserve: (5% DW Adult, & Youth )		(116,184)	(89,566)	(97,783)					(303,532)
3	FY 16--17 Mgmt reserve for VCI-E3							(96,831)		(96,831)
4	Balance rolled over from prior year grants:									-
5	FY15-16 Mgt Reserve		172,007	132,097	76,747			81,980		462,831
6	Additional rollover - Salaries Savings/(CSD Overage)		30,000	23,000	54,679					107,679
7	Overhead Saving/(Overage)									-
8	FY 15-16 Unspent Contracts/Misc		20,000	10,000	20,000					50,000
9	ITA/OJT Committed in FY15-16 spent in FY16-17		80,000	20,000						100,000
10	<b>Total Available Grants to to be Spent</b>		<b>2,528,516</b>	<b>1,886,562</b>	<b>2,009,701</b>	<b>456,459</b>	<b>308,000</b>	<b>65,000</b>	<b>144,109</b>	<b>7,398,348</b>
11	Grants %		34.2%	25.5%	27.2%	6.2%	4.2%	0.9%	1.9%	100%
12	CSD FTEs Assigned to the programs		12.95	10.00	2.00	2.00	0.05	-		27.00
13	% Direct FTES Allocated to Grants		48.0%	37.0%	7.4%	7.4%	0.2%	0.0%	0.0%	
14	% Admin Staff Allocated to Grants		30.0%	25.0%	26.25%	6.75%	0.0%	0.0%	12.0%	100.00%
15	<b>Expenditure Projection:</b>									-
16	<b>Salaries and Benefits:</b>									-
17	CSD - WIOA	2,550,000	1,223,056	944,444	188,889	188,889	4,722	-	-	2,550,000
18	WDB Administration	1,117,000	334,881	279,250	293,213	75,617	-	-	134,040	1,117,000
19	<b>Subtotal Salaries and Benefits</b>		<b>1,557,937</b>	<b>1,223,694</b>	<b>482,101</b>	<b>264,505</b>	<b>4,722</b>	-	<b>134,040</b>	<b>3,667,000</b>
20	<b>Direct Expenses:</b>									-
21	<u>Grant Specific Contracts</u>									-
22	EDC-VC Business Services					95,000				95,000
23	Boys and Girls Club: Core Program			475,000						475,000
24	Pathpoint: Core Program			475,000						475,000
25	VACE Core Program			260,000						260,000
26	CSD-CalWORKs Activities						294,196	23,752		317,948
27	Special Projects									-
28	<b>Subtotal - Contracted Program Expense</b>		-	-	<b>1,210,000</b>	<b>95,000</b>	<b>294,196</b>	<b>23,752</b>	-	<b>1,622,948</b>
29	<u>Client Expenses:</u>									-
30	ITA / OJT (30% required - 10% leverage)		388,539	338,206						726,745
31	ITA / OJT Committed in 15-16 to be spent in 16-17		80,000	20,000						100,000
32	Others/ChildCare/Trans - JTA		61,000	24,000	-					85,000
33	Universal Clients (now charged in oh/admin)		-	-	-					-
34	<b>Subtotal - Client Expense</b>		<b>529,539</b>	<b>382,206</b>	-	-	-	-	-	<b>911,745</b>
35	<u>Other Allocated/Contracted Expenses</u>									-
36	Geographic Solutions		-	-	-	-				-
37	WAF Grant Facilitator									-
38	S2W CCD Training	41,250						41,248		41,248
39	Outrch/Mktg: theAgency	150,000	65,000	28,000	27,000	30,000				150,000
40	Outreach -WDB	27,240	8,400	3,000	7,000	6,600		2,240		27,240
41	WDB Expense - Non Staff	20,000	8,233	5,100	5,433	1,234				20,000
42	Program Outreach-CSD	50,000	20,583	12,750	13,582	3,085				50,000
43	Kiosk		-	-	-	-				-
44	WDBVC Regional Labor Market Reports									-
45	Subtotal - other allocated expense	288,490	102,216	48,850	53,015	40,919	-	41,248	2,240	288,488
46	<b>Subtotal- Program/Clients Expenses</b>		<b>631,755</b>	<b>431,056</b>	<b>1,263,015</b>	<b>135,919</b>	<b>294,196</b>	<b>65,000</b>	<b>2,240</b>	<b>2,823,181</b>
47	<b>Total Direct Program Expense</b>		<b>2,189,692</b>	<b>1,654,750</b>	<b>1,745,116</b>	<b>400,424</b>	<b>298,918</b>	<b>65,000</b>	<b>136,280</b>	<b>6,490,181</b>
48	<b>Overhead/Administration:</b>									100.00%
49	Communication/Voice/data	65,000	24,093	16,591	18,937	4,014	650	-	715	65,000
50	Insurance	18,612	6,899	4,751	5,422	1,149	186	-	205	18,612
51	Facilities Maint.	95,090	35,246	24,272	27,703	5,872	951	-	1,046	95,090
52	Membership and dues	12,350	4,578	3,152	3,598	763	124	-	136	12,350
53	Education allowance	6,207	2,301	1,584	1,808	383	62	-	68	6,207
54	Indirect cost recovery(County A87)	96,670	35,832	24,675	28,164	5,969	967	-	1,063	96,670
55	Books and Publication	10,100	3,744	2,578	2,943	624	101	-	111	10,100
56	Office Equip./Supp. &	23,130	8,573	5,904	6,739	1,428	231	-	254	23,130
57	Mail Center - ISF	9,100	3,373	2,323	2,651	562	91	-	100	9,100
58	Purchase Charges - ISF	3,800	1,409	970	1,107	235	38	-	42	3,800
59	Copy Machine - ISF	22,000	8,154	5,616	6,409	1,358	220	-	242	22,000
60	Stores - ISF	550	204	140	160	34	6	-	6	550
61	Information Tech - ISF	26,000	9,637	6,637	7,575	1,605	260	-	286	26,000
62	Computer Services Non ISF	825	306	211	240	51	8	-	9	825
63	Building Lease/Rental	85,500	31,691	21,824	24,909	5,280	855	-	941	85,500
64	Storage Charges - ISF	7,000	2,595	1,787	2,039	432	70	-	77	7,000
65	Mileage Reimb. - Staffs only	19,565	7,252	4,994	5,700	1,208	196	-	215	19,565
66	Conference/Seminars - CSD Staffs	20,340	7,539	5,192	5,926	1,256	203	-	224	20,340
67	Conference and Seminars - WDB Staffs	35,000	12,973	8,934	10,197	2,161	350	-	385	35,000
68	Misc. Travel - Staffs only	12,428	4,607	3,172	3,621	767	124	-	137	12,428
69	Fiscal/HR/BTD/ET (HSA)	325,000	122,669	82,957	94,685	20,024	3,250	-	1,414	325,000
70	Attorney Fees	9,000	3,336	2,297	2,622	556	90	-	99	9,000
71	Other Admin Services	4,900	1,816	1,251	1,428	303	49	-	54	4,900
72	<b>Subtotal Overhead</b>	<b>908,167</b>	<b>338,825</b>	<b>231,812</b>	<b>264,585</b>	<b>56,034</b>	<b>9,082</b>	-	<b>7,829</b>	<b>908,167</b>
73										
74	<b>Planned Total Grant Expenses</b>		<b>2,528,517</b>	<b>1,886,563</b>	<b>2,009,701</b>	<b>456,459</b>	<b>308,000</b>	<b>65,000</b>	<b>144,109</b>	<b>7,398,348</b>
75	Admin Rate for State Reporting		9%	8%	9%	9%	2%	0%		8%
76	Admin Rate (State Reported + Other)		13%	12%	13%	12%	3%	0%		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>-</b>	<b>0</b>	<b>(0)</b>

## WDB MEETING AGENDA

APRIL 28, 2016

### 5.0 ACTION ITEM

5.2 Recommendation that the Workforce Development Board of Ventura County (WDB) Approve a Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan for Program Year 2016-2017



## WDB MEETING AGENDA

### 5.2 Action Item: 2016-2017 Budget Plan

Update: WIOA Core Allocations for Ventura County

	<u>2015-2016</u>	<u>2016-2017</u> Est. 4/19/16	<u>2016-2017</u> As of 4/21/16
ADULT*	\$ 1,791,031	<del>\$ 1,791,031</del>	\$ 1,742,972
DISLOCATED WORKER*	2,342,693	<del>2,342,693</del>	2,269,724
YOUTH**	1,956,058	<del>1,956,058</del>	1,906,759
	<u>\$ 6,089,782</u>	<u><del>\$ 6,089,782</del></u>	<u>\$ 5,919,455</u>
RAPID RESPONSE	456,459	456,459(?)	TBD
	<u>\$ 6,546,241</u>	<u><del>\$ 6,546,241</del></u>	<u>\$ TBD</u>

\* California requirement: 30% of combined Adult and Dislocated Worker allocations must be spent on training  
 \*\* WIOA Requirement: 20% of Youth allocation must be spent on training





## WORKFORCE DEVELOPMENT BOARD

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**TO: WORKFORCE DEVELOPMENT BOARD**

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

**DATE: APRIL 28, 2016**

**SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE A MEMORANDUM OF UNDERSTANDING BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY AND THE PARTNERS OF THE AMERICAN JOB CENTER OF CALIFORNIA SYSTEM: PROVIDERS OF CAREER SERVICES (AJCC MOU) AND FORWARD THE AJCC MOU TO THE VENTURA COUNTY BOARD OF SUPERVISORS WITH A RECOMMENDATION FOR APPROVAL**

### RECOMMENDATION

Recommend that the Workforce Development Board of Ventura County (WDB) approve a Memorandum of Understanding between the Workforce Development Board of Ventura County and the Partners of the American Job Center of California System: Providers of Career Services (AJCC MOU) and forward the AJCC MOU to the Ventura County Board of Supervisors with a recommendation for approval.

### BACKGROUND

WIOA requires that the WDB and AJCC partners in the region sign an agreement regarding the networked operations of the AJCC service delivery system. The AJCC MOU will establish a cooperative working relationship among the parties, define respective roles and responsibilities, and outline a framework for providing customer support to job seekers, youth, workers, employers and others needing workforce services.

The organizations involved comprise 19 partners in the region that have been identified under the WIOA-mandated categories. We are fortunate that the workforce development community in Ventura County already has strong working relationships, formed over many years through a combination of MOUs and informal mutual support. Under WIOA, we are required to formalize those relationships through an AJCC MOU.

### DISCUSSION

At a meeting of the potential partners on March 22, 2016, a draft of the AJCC MOU was discussed and informally approved. This draft has since been refined and has been sent to all partners for signature. (A copy of the AJCC MOU is attached.) A subsequent meeting or meetings in May will define operational parameters. To ensure Ventura County's compliance with WIOA deadlines, the AJCC partners will need to sign the MOU by April 28, 2016. The WDB will then submit the completed document for final approval and sign-off by the Ventura County Board of Supervisors in May 2016.

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

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

**Purpose of the MOU: The Common Mission**

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

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

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

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

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

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

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



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

### **Parties to the MOU**

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

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

## **Responsibility of the AJCC Partners**

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

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

## **One-Stop System: Shared Career Services**

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

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

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

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

## **Funding and Operating Costs**

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

by accurate data, that the shared costs are consistently applied over time and that the methodology used in determining the shared costs is reflected in all agreements.

### Methods for Referring Customers

Partners will manage referrals through:

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

### Access for Individuals with Barriers to Employment

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



#### AJCC Locations in Ventura County

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

## **Shared Technology and System Security**

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

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

## **Confidentiality**

Partners agree to the following:

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

## **Non-Discrimination and Equal Opportunity**

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

The AJCC partners agree to ensure that the policies and procedures as well as the programs and services provided at the AJCC are in compliance with the Americans with Disabilities Act and its amendments. Additionally, partners agree to comply fully with the provisions of WIOA, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education

Amendments of 1972, 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

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

### **Grievances and Complaints Procedure**

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

### **Effective Dates and Term of the MOU**

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

### **Modifications and Revisions**

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

### **Termination**

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

### **Administration and Operations Management**

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

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

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

### **Dispute Resolution**

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

### **Press Releases and Communications**

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

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

### **Hold Harmless/Indemnification/Liability**

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

### **Severability**

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

**Authority and Signature**

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

\_\_\_\_\_  
Linda Parks  
Chair, Ventura County Board of Supervisors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Victor Dollar  
Chair, Workforce Development Board of Ventura County

\_\_\_\_\_  
Date

Signatures continued on following pages after the Addendum

**MOU ADDENDUM**

**ROLES OF PROVIDERS OF CAREER SERVICES  
AJCC Required Regional Partners  
Workforce Development Board of Ventura County**

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



# WDB MEETING AGENDA

APRIL 28, 2016

## 5.0 ACTION ITEM

5.3 Recommendation that the Workforce Development Board of Ventura County (WDB) Approve a Memorandum of Understanding between the Workforce Development Board of Ventura County and the Partners of the American Job Center of California System: Providers of Career Services (AJCC MOU) and Forward the AJCC MOU to the Ventura County Board of Supervisors with a Recommendation for Approval



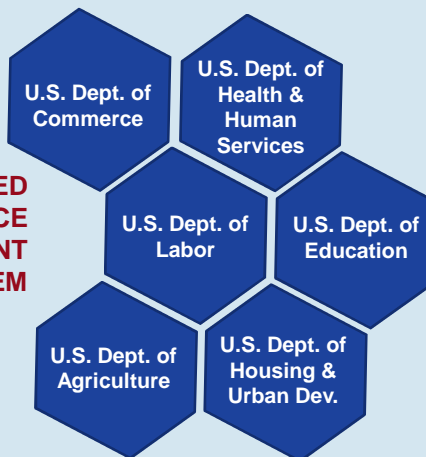
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## WIOA WORKFORCE DEVELOPMENT SYSTEM

WIOA ALIGNED  
WORKFORCE  
DEVELOPMENT  
SYSTEM



STATE PLAN ↔ REGIONAL PLAN ↔ LOCAL PLAN



6

## WORKFORCE DEVELOPMENT REGIONS IN CALIFORNIA



## WDB RECERTIFICATION

### WIOA Implementation

1. Better AJCC system for customers
2. Uniform Guidance requirements
3. Youth requirements
4. Sector initiatives in career pathways
5. AJCC brand implementation
6. Completion of Phase 1 of MOU development



## WDB RECERTIFICATION

AmericanJobCenter  
California

### MOU Phase 1: Required AJCC Partners

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



## WDB RECERTIFICATION

AmericanJobCenter  
California

### MOU Phase 1: Provisions

- Purpose: Common Mission
- AJCC Partner Responsibilities
- One-Stop System: Shared Career Services
- Funding/Operating Costs
- Referral Methods
- Access/Barriers to Employment
- Shared Technology/System Security
- Confidentiality
- Non-Discrimination
- Grievances/Complaints
- MOU Dates and Term
- Modifications/Revisions
- Termination
- Administration/Operations Management
- Dispute Resolution
- Press Releases/Communications
- Hold Harmless/Indemnification/Liability
- Severability



## WDB RECERTIFICATION



### MOU Phase 1:

### AJCC Partner Roles

#### MOU ADDENDUM

#### ROLES OF PROVIDERS OF CAREER SERVICES

#### AJCC Required Regional Partners

Workforce Development Board of Ventura County

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

AJCC MOU 2016

## WIOA TIMELINE

### 2016

- March** California WDB submits final state plan to DOL/ETA for approval (notification TBA)
- March 30** WDB submits Local Board Recertification Request for 2016-2018 to CWDB
- May** Board of Supervisors approves/signs MOU: Phase 1
- June 15** WDB submits MOU: Phase 1 to CWDB
- By June 30** CWDB announces Local Board Recertification status
- TBD** DOL/DOE/HHS announces new federal WIOA performance measures; California announces new state measures
- July 1** WDB complies with new performance measures

*Note: Federal and state timelines and deliverables are subject to change.*



## WIOA TIMELINE

### 2016

- July 1** AJCC MOU: Phase 1 implementation begins
- Summer** DOL/DOE/HHS releases WIOA Final Rule; California releases regional and local plan guidelines

### 2017

- March 15** WDB submits regional and local plans to CWDB (approval date TBA)
- July 1** WDB implements regional and local plans
- Oct-Nov** AJCC MOU: Phase 2 signed by AJCC partners, WDB and Board of Supervisors
- Dec. 15** WDB submits AJCC MOU: Phase 2 to CWDB

### 2018

- January 1** AJCC MOU: Phase 2 implementation begins

*Note: Federal and state timelines and requirements are subject to change.*





## WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

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

**TO: WORKFORCE DEVELOPMENT BOARD**

**FROM: MIKE SOULES, CHAIR  
AD HOC BYLAWS COMMITTEE**

**DATE: APRIL 28, 2016**

**SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE THE WDB BYLAWS AS AMENDED APRIL 2016 (WDB BYLAWS) AND FORWARD THE WDB BYLAWS TO THE VENTURA COUNTY BOARD OF SUPERVISORS WITH A RECOMMENDATION FOR APPROVAL**

### **RECOMMENDATION**

Recommendation that the Workforce Development Board of Ventura County (WDB) Approve the WDB Bylaws as Amended April 2016 (WDB Bylaws) and Forward the WDB Bylaws to the Ventura County Board of Supervisors with a Recommendation for Approval.

### **BACKGROUND**

The new Workforce Innovation and Opportunity Act (WIOA) changed the name of the local area boards from Workforce Investment Boards (WIB) to Workforce Development Boards (WDB), effective July 1, 2015. On April 30, 2015, the WIB approved a recommendation to the Ventura County Board of Supervisors to change only the name of the WIB in the WIB Bylaws dated August 2013, leaving other possible changes/amendments to be made after July 1, 2015, and at the recommendation of an appointed Ad Hoc Bylaws Committee. The Board of Supervisors approved that recommendation on June 16, 2015, and the WDB Bylaws as Amended June 2015 became effective on July 1, 2015.

### **DISCUSSION**

The formation of the Ad Hoc Bylaws Committee was announced at the WDB meeting on February 25, 2016. The Committee was asked to review federal and state WIOA requirements for local boards and recommend updates to the WDB Bylaws. On April 8, 2016, the Committee recommended the updates included in the draft WDB Bylaws as Amended April 2016 and are presented for approval by the WDB on April 28, 2016. Following WDB approval, the amended Bylaws will be submitted to County Counsel for review and recommended to the Board of Supervisors for final approval.

A copy of the recommended Draft WDB Bylaws as Amended April 2016 is attached. The Ad Hoc Bylaws Committee report in the WDB meeting packet for April 28, 2016, contains a summary of the suggested changes.

If you have questions, please call me at (805) 410-7752, or contact Richard McNeal (805) 477-5344, [richard.mcneal@ventura.org](mailto:richard.mcneal@ventura.org).



**BYLAWS OF THE  
WORKFORCE DEVELOPMENT BOARD  
OF VENTURA COUNTY**

**As Amended April 2016**

## **BYLAWS**

### **WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (As Amended April 2016)**

#### **I. RECITALS**

- A. The State of California, pursuant to the Federal Workforce Innovation and Opportunity Act of 2014 (“Act”), has designated the County of Ventura (“County”) as a local Workforce Development Area (LWDA) for the administration of employment and training programs at the local level.
- B. The State and Federal rules and regulations adopted under the Act require the County’s Board of Supervisors to establish a local Workforce Development Board, which the Board of Supervisors did in 2000.
- C. The Federal rules and regulations under the Act of 2014 require the Governor of the State, in consultation with chief elected officials and local boards, to establish a local Workforce Development Board in place of a local Workforce Investment Board, effective July 1, 2015 (the Act, Sec. 106[b][A][iii]). The following are the Bylaws of the Workforce Development Board of Ventura County (“WDB”) that, effective 2015, replace the Bylaws of the Workforce Investment Board. These Bylaws are amended as of July 1, 2016.

#### **II. NAME**

The name of this body will be the Workforce Development Board of Ventura County, hereinafter referred to as the WDB.

#### **III. PURPOSE AND FUNCTION**

- A. The WDB is, and will exercise the powers and responsibilities of, the “local board” as defined by the Act and any corresponding federal regulations:
  - 1. Support a vision to develop 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 braised, leveraged workforce system that addresses business-driven demands and worker needs for well-paid, steady employment.

2. Ensure that job training opportunities for youth, adults and dislocated workers are accessible through providers of career services who are responsive to the need of all local job seekers;
  3. Ensure that the job training system satisfies the needs of local employers, both large and small, and that the system is driven by the demands of the market and of employers;
  4. Develop and maintain a partnership with leaders in business, economic development, education, government and community organizations that will effectively contribute to the economic well-being of the community and address local workforce needs;
  5. Ensure that the local employment and training system is guided by vigorous standards of performance accountability in such areas as customer satisfaction, rates of job placement, job retention, and earnings.
- B. In conjunction with the County, it will be the duty of the WDB to:
1. Develop the Local and Regional Workforce Area Strategic Plans for Ventura County and any annual revision of the Plans;
  2. Develop a budget to carry out its duties and priorities. The budget will be subject to the approval of the Board of Supervisors;
  3. Oversee the job training system, that is, the collective activities of partners engaged in WIOA business;
    - a. Select the One-Stop Operator with the agreement of the County's Board of Supervisors;
    - b. Review annually the operations of the job-training system and, if appropriate, recommend termination for cause of the eligibility of any of the system's partners;
    - c. Establish and maintain through the agency of the One-Stop Operator(s) at least one full-service Job and Career Center (a physical site) that provides job seekers with integrated employment, education, training and job search services and with information on

the filing for unemployment compensation and disability benefits and offers comprehensive workforce-related business service;

4. Identify eligible providers of LWDA services and oversee employment and training activities;
  5. Negotiate and reach agreement with the State and County Board of Supervisors on local performance measures;
  6. Assist the Governor of the State of California in developing a statewide employment statistics system in conjunction with, and using to the fullest extent possible, the labor market information system of the Employment Development Department (EDD);
  7. Promote the participation of private-sector employers in the statewide workforce development system and ensure assistance to such employers in meeting their hiring needs;
  8. Develop and implement a plan for public input regarding employment planning, program development and evaluation;
  9. Guide the production of local labor market research and reports, as needed, for the benefit of the LWDA;
  10. Direct the activities of the WDB Executive Director in carrying out the priorities of the WDB, in conformity with the WDB's Memorandum of Understanding with the County Board of Supervisors;
  11. Develop a policy on the amount and duration of individual job training accounts that is based on the market rate for local job training programs;
  12. Encourage appropriate collaboration with other agencies, public and private, both within and outside the County of Ventura.
- C. The WDB will enter into written Memoranda of Understanding (MOUs), or Agreements, clarifying the roles and responsibilities of the WDB and relevant, related entities. Such MOUs will include, but not be limited to, the following:
1. A MOU with the County's Board of Supervisors to define the parties' separate and shared responsibilities in the administration of the LWDA;
  2. A MOU with the system partners to define and secure the partners' contributions to the system. Separate Cost Sharing Agreements will also be concluded with appropriate partners;

3. A MOU with the One-Stop Operator to define the responsibilities of the One-Stop Operator.
- D. The WDB will perform other duties, responsibilities and functions deemed appropriate by the WDB, in accordance with the Act and related governing agencies.

#### IV. MEETINGS AND QUORUMS

- A. The WDB will meet at least four (4) times annually.
- B. The WDB will hold an organizational meeting at least once each fiscal year. And once each year, whether at this annual meeting or earlier, , the WDB will adopt a schedule of meetings and transmit that schedule to its members, the County Board of Supervisors, the County Executive Officer and the public.
- C. At least fifty percent (50%) plus one (1) of the total appointed WDB members must be present in person to create a quorum. A quorum of the WDB, once attained in a meeting, will be considered as retained throughout the meeting. WDB action may be taken by a simple majority of those present and voting, provided that a quorum has been established.
- D. All meetings of the WDB and its committees are subject to, and must be conducted in conformity with, the Ralph M. Brown Act Open Meetings Law, Government Code Section 54950 *et seq.*
- E. Conduct of all meetings of the WDB and its committees will be governed by *Robert's Rules of Order, Newly Revised*, insofar as the *Rules* are consistent with these Bylaws.

#### V. MEMBERSHIP

- A. WDB members may be appointed and reappointed by the Board of Supervisors of the County of Ventura, after the Board of Supervisors' consideration of a recommendation by the WDB's Membership Committee.
- B. The WDB staff will maintain an official membership list, a record of attendance and a record of actions taken by WDB members.
- C. Composition

1. The WDB will consist of no fewer than 19 and no more than 45 members and will be appointed from the following four categories, with the goal of pursuing regional, demographic and ethnic diversity:
  - a. Category I: The majority (50%+1) of WDB members will include representatives of the private (business) sector. These members must satisfy all of the following criteria:
    - 1) At the time of their appointment, they will be individuals with policy-making and/or hiring authority within their organizations (for example, owners of businesses, chief executives or operating officers of businesses, or human resources executives).
    - 2) They will represent businesses with private sector employment opportunities.
  - b. Category II: At least two (2) representatives will be chosen from education and training institutions: one from adult education and one from higher education.
  - c. Category III: At least 20% of the members will represent workforce entities comprising, namely, labor organizations (2), apprenticeship programs (1) and representatives of community organizations that have demonstrated expertise in addressing employment or training needs.
  - d. Category IV: No fewer than three (3) members will represent the following: economic development organizations (1), employment services—Wagner-Peyser—(1) and rehabilitation activities (1),
2. The Board may appoint additional members in any category as it deems appropriate.
3. Any prospective member in any of the four categories above will have, for an initial appointment, an appropriate letter of recommendation.
4. Non-voting members in any number may be added to the Board under the same terms and in the same way as regular members. Non-voting members will have all the privileges and responsibilities of regular members, but they may not vote and will not be counted for purposes of a quorum.
5. Members of the WDB may not appoint alternates to serve on their behalf.

D. Term

1. The term for all WDB members will be for three (3) years from the date of their initial date of appointment. WDB members will be appointed continuously as the need arises to maintain the minimum number of WDB members, with the result that membership terms will be staggered.
2. All members in all Categories may be reappointed indefinitely for three-year terms, provided that they remain in the positions, or offices, by virtue of which they were originally appointed.
3. A member whose term has ended may continue to serve until such time as reappointment or replacement by the County Board of Supervisors, but in no event will such a member serve more than 60 days beyond the expiration date of his term.

E. Change of Status

1. WDB members may resign for any reason upon written notice to the WDB Executive Director or the WDB Chair.
2. WDB members are responsible for notifying the WDB Executive Director of any change in their status that would affect their eligibility to serve on the Board.
  - a. Members who no longer qualify for the category for which they were appointed will, within 30 days of the change in status, either resign their membership or petition the WDB through the Executive Director to remain on the WDB for additional time, up to the end of their regular three-year term or until they are replaced, whichever period is less.
  - b. The Executive Director of the WDB will notify the Executive Committee of the WDB of such petitions and will forward them to the full WDB, which may accept or deny them. This action does not require the approval of the Board of Supervisors.
  - c. Members who no longer qualify for WDB membership and who, within 30 days of their change of status, neither resign their membership nor petition the WDB to request to serve additional time are deemed to have voluntarily resigned their WDB membership and are automatically removed from the WDB without the approval of the Board of Supervisors, and their seat on the WDB is then deemed vacant.

F. Removal of Members

The WDB's Membership Committee may remove any member of the WDB for neglect of any duty required by law, these Bylaws, or failure to perform Board responsibilities (e.g., repeated absences). This action does not require the approval of the Board of Supervisors.

G. Filling of Vacancies

1. Notice will be given to the Clerk of the Board of Supervisors within ten (10) days after the WDB Chair or Executive Director receives notice of a WDB member's resignation or other reason for the vacancy.
2. All vacancies in WDB membership will be filled as soon as possible in accordance with the procedures for nominations established by the WDB and communicated through the Membership Committee.

VI. OFFICERS AND THEIR ELECTION

A. Chair

1. The Workforce Development Board will elect one (1) private-sector (business) member as Chair.
2. The term of office for the Chair will be one year, and the Chair may be re-elected for consecutive terms.
3. The Chair will preside over all regular meetings and may call special meetings, if necessary.
4. The Chair will be an ex-officio member of all committees.
5. The Chair and WDB Executive Director will have the responsibility of preparing the agenda for WDB meetings and managing the business of the WDB.
6. The Chair, or in the Chair's absence, the Vice Chair, will be the signatory for all official WDB business; but the Executive Director is empowered to sign all documents that do not specifically require the Chair's signature.
7. The WDB Chair will appoint Committee Chairs from the WDB membership. The WDB Chair will be the Chair of the Executive Committee.

B. Vice Chair

1. The WDB will elect one (1) private-sector member as the Vice Chair, and his/her term of office will be one year. The Vice Chair may be re-elected for consecutive terms.
2. The Vice Chair will assume the position of Chair upon the resignation or removal of the Chair.
3. In the absence of the Chair, the Vice Chair will serve as the WDB Chair and will assume his/her responsibilities.
4. In the absence of both the Chair and the Vice Chair, the WDB will, at the beginning of its meeting, designate by majority vote a Chair *pro tem* to serve as presiding officer of that meeting. Such a Chair *pro tem* must be a private-sector representative.

C. Election Process for Chair and Vice Chair

1. The election of the Chair and election of the Vice Chair will take place every year at the WDB's annual organizational meeting.
2. At the regular WDB meeting (at least two meeting dates prior to the annual meeting), the Chair will appoint an Ad Hoc Nominations Committee to develop a slate of nominations for the positions of Chair and Vice Chair. Additional nominations may be made by WDB members at the meeting in which the election takes place.
3. Upon resignation or removal of the Chair, the Vice Chair will assume the duties of the Chair for the remainder of the Chair's current term.

## VII. COMMITTEES

- A. The WDB will operate with a committee structure. The WDB may create, in addition to the standing committees, any committee or committees needed for the performance of its work; and these committees will continue to function as long as they are needed. Each member of the WDB will serve on at least one committee.
- B. The WDB Chair may create Ad Hoc Committees, and the Chairs of Committees may create subcommittees.
- C. The Committee Chairs will be appointed or removed by the Chair of the WDB. Committee Chairs will serve a term of one year and may be reappointed. In the event of resignation or removal of the Committee Chair, the WDB Chair will appoint a new Committee Chair.

- D. Each committee will also have a Vice Chair. Each Vice Chair will be selected by the respective Committee Chair to serve for a term concurrent with that of the Committee Chair. The Committee Vice Chair will assume the responsibilities of the Committee Chair in his or her absence.
- E. Committee members may include WDB members, non-voting WDB members and others who are deemed appropriate by the WDB Chair. The Chair and Vice Chair of all committees will be regular voting members of the Board.
- F. Ordinarily actions of the WDB Committees other than the Executive Committee are advisory to the WDB. These committees will have no requirement for a quorum.
- G. All WDB committees except the Executive Committee may hold meetings by telephone and video conferencing or by other available technological means. Public notice for all committee meetings must be given as required by the Brown Act, and accommodation for public access must be provided by every member of the Committee who is at a remote site.
- H. The WDB Chair, the WDB Vice Chair, and the immediate past WDB Chair may not also chair any standing committee.

#### VIII. STANDING COMMITTEE SUMMARIES

- A. Executive Committee
  - 1. Members of the Executive Committee will be the Chair, Vice Chair, the immediate past Chair of the Board, and the Chairs, as appropriate and at the discretion of the Chair of the Executive Committee, of any other currently existing committees.
  - 2. The Executive Committee will oversee, and may give to another committee the responsibility for:
    - a. The development, implementation and evaluation of the WDB strategic plan;
    - b. The development and implementation of the WDB business plan;
    - c. The creation of the budget and the use of funds and contract recommendations;



- d. The evaluation of WDB programs as necessary.
- e. Actions on behalf of the WDB as necessary so long as such actions are reported to the WDB at its next regularly scheduled meeting, with the understanding that the WDB retains the authority to reverse or revise the actions of the Executive Committee; and
- f. The appointment of non-WDB committee members, as appropriate.

B. Membership Committee

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

C. Outreach Committee

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

D. Programs Committee

The Programs Committee will oversee the development, operation, and evaluation of all WIOA-funded programs involving enrolled clients and employers: Youth, Adult, Dislocated Worker, and Rapid Response—the entire continuum of client engagement.

## IX. CONFLICT OF INTEREST

- A. To avoid all conflicts of interest and any apparent conflicts of interest, WDB members (except for non-WDB members of any committee) must comply with applicable provisions of the Political Reform Act of 1974 (Government Code section 81000 *et seq.*), Government Code Sections

1090 and 1091.2, the Conflict of Interest Code for the WDB, and any other applicable provision of Federal, state or local law.

- B. WDB members as well as non-WDB members may not participate in discussions of, or decisions about, matters before the WDB that pertain to organizations that they represent, own, are employed by, or in which they otherwise have a financial or legally-controlling interest.
- C. Neither membership on the WDB or its committees nor the receipt of Act funds to provide training and related services constitutes, by itself, a conflict of interest.
- D. Neither the WDB nor any of its committee members may promote, directly or indirectly, any political party, political candidate or political activity by using the name, their affiliation with the WDB, emblem or any other identifier of the Ventura County WDB.
- E. No assets or assistance provided by the County to the WDB may be used for sectarian worship, instruction, or proselytism, except as permitted by law.

#### X. AMENDMENTS

- A. Proposed amendments to the Bylaws may come from either WDB members or WDB staff. In either case, they will be considered first by an Ad Hoc Bylaws Committee appointed by the WDB Chair, who will also appoint a Chair for that Committee. This Committee will submit its recommendations to the Executive Committee, which will review them and forward them, with or without changes, to the full WDB.
- B. Amendments to these Bylaws will be effective upon approval by a majority vote of the WDB quorum at any regular meeting of the WDB and after approval by the Ventura County Board of Supervisors.

#### XI. EFFECT

These Bylaws will take effect after adoption by a majority vote of the WDB quorum and after approval by the Board of Supervisors. Nothing in these Bylaws may be construed to take precedence over Federal, State or local laws or regulations.

Adopted by the Workforce Development Board of Ventura County on

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**CHAIR, WORKFORCE DEVELOPMENT BOARD  
OF VENTURA COUNTY**

Approved by the County Board of Supervisors on

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**CHAIR, BOARD OF SUPERVISORS  
COUNTY OF VENTURA**

DRAFT

## WDB MEETING AGENDA

APRIL 28, 2016

### 5.0 ACTION ITEM

5.4 Recommendation that the Workforce Development Board of Ventura County (WDB) Approve the WDB Bylaws as Amended April 2016 (WDB Bylaws) and Forward the WDB Bylaws to the Ventura County Board of Supervisors with a Recommendation for Approval



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## WDB RECERTIFICATION

### WIOA Alignment: Amended WDB Bylaws

- + Includes WDB regional vision
- ✓ Minimum number of WDB members revised from 33 to 19
- ✓ Updated WDB composition % for education; workforce; and economic development, employment services, and rehabilitation
- ✓ No cap on the number of WDB member terms
- ✓ Provision for non-voting members
- Standing Resource Development Committee changed to ad hoc
- Membership Committee responsibility: removal of members
- Replacement of Youth Council with Programs Committee
- Only four standing committees; others formed as needed



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