



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

Thursday, June 16, 2016
8:00 a.m. – 10:00 a.m.

NOTE: DIFFERENT MEETING LOCATION

Ventura County Office of Education
5100 Adolfo Road (Salon C), Camarillo

ANNUAL MEETING AGENDA

8:00 a.m.	1.0 CALL TO ORDER AND AGENDA REVIEW	Victor Dollar
8:05 a.m.	2.0 PUBLIC COMMENTS <i>Procedure:</i> The public is welcome to comment. Public comment cards are available at the meeting sign-in table. All comments not related to items on the agenda may be made at the beginning of the meeting only.	Victor Dollar
8:10 a.m.	3.0 WDB CHAIR COMMENTS <ul style="list-style-type: none">• New WDB Members: Charles Harrington, Tracy Perez, Peter Zierhut• Special Recognition: WDB Youth Council	Victor Dollar
8:20 a.m.	4.0 CONSENT ITEMS 4.1 Approve Workforce Development Board Minutes: April 28, 2016 4.2 Receive and File: WDB Committee Reports	Victor Dollar
8:25 a.m.	5.0 2016 WDB AWARDS Youth Opportunity Award <i>Karen Clark, Macy's</i> Youth Opportunity Award <i>Michelle Morehouse-Bass, Macy's</i> Champion for Prosperity Award <i>Renee Meriaux, Charles Abbott Associates, Inc.</i> Champion for Prosperity Award <i>Ventura County Community Development Corporation</i> Leadership Award <i>Silvia T. Faulstich. U.S. Navy, Naval Air Systems Command</i> Leadership Award <i>Dawn Neuman, Ph.D., California State University, Channel Islands</i>	Brian Gabler

9:00 a.m.	6.0 ACTION ITEM	
	Nominations for the Election of Workforce Development Board of Ventura County (WDB) Chair and WDB Vice Chair to Serve from July 1, 2016 through June 30, 2017	Alex Rivera
9:10 a.m.	7.0 PROVIDING LAYOFF AVERSION SERVICES	Bruce Stenslie
	<i>IMPROVING THE EFFICIENCY OF IDENTIFYING AT-RISK FIRMS FOR LAYOFF AVERSION SERVICES: A 2016 California WDB Workforce Accelerator Grant Project Ray Bowman, Director Small Business Development Center of Ventura and Santa Barbara Counties</i>	
9:20 a.m.	8.0 DEVELOPING A SKILLED WORKFORCE	Mike Soules
	<i>VENTURA COUNTY ADULT EDUCATION CONSORTIUM Teresa Johnson, Executive Co-Chairperson Greg Hill Jr., Senior Project Director, WestEd</i>	
9:35 a.m.	9.0 WIOA IMPLEMENTATION	Cheryl Moore
	<ul style="list-style-type: none"> • Local WDB Recertification 2016-2018 • WDB Composition • AJCC MOU • WDB Bylaws as Amended July 2016 • California WDB: Ad Hoc Data Collection and Reporting Committee • WDB Regional Sectors Meeting 	
9:45 a.m.	10.0 WDB MEMBER RECOGNITION	Victor Dollar Jim D. Faul
9:55 a.m.	11.0 WDB MEMBER COMMENTS	WDB Members
10:00 a.m.	12.0 ADJOURNMENT	Victor Dollar
	<ul style="list-style-type: none"> • <u>WDB Regional Sectors Meeting</u> August 5, 2016 (8:00 a.m.-10:00 a.m.) Ventura County Office of Education (Salon C) 5100 Adolfo Road, Camarillo, CA • <u>WDB Meeting</u> August 25, 2016 (8:00 a.m.-10:00 a.m.) VCCF Nonprofit Center (Community Room) 4001 Mission Oaks Blvd., Camarillo, CA 	

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



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

MINUTES

April 28, 2016

Ventura County Community Foundation
4001 Mission Oaks Blvd., Camarillo CA

WDB Members Present

Victor Dollar, WDB Chair
Jim D. Faul, Vice Chair
Gerhard Apfelthaler
Martel Fraser
Brian Gabler
Greg Gillespie
Jeremy Goldberg
Cindy Guenette
Kathy Harner

Victoria Jump
Capt. Douglas King
Byron Lindros
Gregory Liu
Mary Navarro-Aldana
Bill Pratt
Roger Rice
Alex Rivera

Patty Schulz
Mike Soules
Jesus Torres
Richard Trogman
Greg Van Ness
Stephen Yeoh
Celina Zacarias

WDB Members Absent

Vic Anselmo
Greg Barnes
Will Berg

Anthony Mireles
Tony Skinner

Bruce Stenslie
Barry Zimmerman

WDB Administration Staff

Cheryl Moore, Executive Director
Patricia Duffy

Tracy Johnson
Richard McNeal

Ma Odezza Robite
Theresa Salazar Vital

Guests

Jeffrey Albaugh	Ventura Adult and Continuing Education
Nancy Ambriz	Community Services Department/WIOA, Human Services Agency
Karen Bluffer	theAgency
Lauri Flack	Community Services Department, Human Services Agency
Sally Harrison	Ventura County CEO's Office
Teresa Johnson	Ventura County Adult Education Consortium
Kimberly Nilsson	Solid Waste Solutions
Eileen Rohlfing	Employment Development Department
Carolyn Vang-Walker	Ventura Adult and Continuing Education

1.0 CALL TO ORDER AND AGENDA REVIEW

WDB Chair Victor Dollar called the meeting to order at 8:11 a.m. No changes were made to the agenda.

2.0 PUBLIC COMMENTS

No public comments.

3.0 WDB CHAIR'S COMMENTS

Victor Dollar welcomed new WDB members Jeremy Goldberg (Tri-Counties Central Labor Council); Richard Trogman (Kaiser Permanente); Greg Van Ness (Tolman & Wiker Insurance Services, LLC); and Stephen Yeoh (UN1TEEE).

Mr. Dollar thanked recent Workforce Wednesday radio show participants. In March 2016, WDB member Alex Rivera and Nancy Ambriz (American Job Center of California) talked about the business benefits of on-the-job training. In April 2016, WDB member Brian Gabler and John Fraser (City of Camarillo) discussed how cities work together in Ventura County to support regional workforce and economic development. Recordings of these and other Workforce Wednesday broadcasts are available on the WDB website, About Us/News tab: www.workforceventuracounty.org.

On behalf of the Board, Mr. Dollar recognized and thanked three WDB members who recently left the Board. All have been great partners, and we look forward to continuing our work with them on sector committees.

- Teresa Johnson was appointed to the Board in 2007. Ms. Johnson has been an educator for more than 35 years and recently retired from her role as Director and Principal of Ventura Adult and Continuing Education, where she administered educational programs for more than 15,000 students. Ms. Johnson is currently an active member of the Healthcare Committee, the Clean/Green Committee, and the Manufacturing Committee. She also has served on the Youth Council, the Outreach Committee and the Evaluation Committee. In addition, she is respected for her leadership, collaboration and commitment to excellence in providing WIA and WIOA contract programs and services for adults and youth. She has offered valuable insight and expertise in connecting the world of business and education to build the workforce pipeline in Ventura County.
- Kimberly Nilsson was appointed to the Board in 2012 and is currently the President and Owner of Solid Waste Solutions in Thousand Oaks. She is also the Film Commissioner for Malibu, Calabasas and Agoura Hills. Initially recruited to join the Clean/Green Committee in June 2011 as a business volunteer, she has been an active member of the Clean/Green Committee ever since, most recently serving as Vice Chair and then Chair of the Committee. Ms. Nilsson is a strong supporter of youth work experience and a passionate advocate for sustainable business practices (including those of our Board) and has been an enthusiastic ambassador for the Board and Ventura County, whether making a panel presentation at a state or national conference, or engaging in candid, "real-world" conversations with elected officials.
- Tavi Udrea was appointed to the Board in 2012 and is currently the Director of Global Training and Development for Haas Automation and has a passion for workforce development. Most recently, Mr. Udrea was Vice Chair for the Manufacturing Committee. has worked tirelessly behind the scenes to introduce young people to careers in manufacturing—from coordinating National Manufacturing Day to promoting hands-on learning experiences, to helping schools get the equipment they need. He was also a driving force in launching the Manufacturing Roundtable of Ventura County. For his exceptional leadership, he received the WIB's Collaborative Action Award.

4.0 CONSENT ITEMS

- 4.1 Approve Workforce Development Board Minutes: February 25, 2016
- 4.2 Approve 2016-2017 Meeting Dates: WDB and Executive Committee
- 4.3 Receive and File: WDB Committee Reports

4.4 Receive and File: Award Letter from CWDB—Additional Funding for Supervised Population Workforce Training Grant Program

Comments on Consent Items: Patty Schulz, Chair of the Membership Committee, thanked the board for recommendations and welcomed new members. Brian Gabler, Chair of the Outreach Committee, asked WDB members and the public to submit the 2016 WDB Awards applications by May 2, 2016. Victor Dollar, WDB Chair, noted actions taken by the Executive Committee since the WDB meeting in February 2016.

Motion to approve the Consent Items: Brian Gabler

Second: Mike Soules

Motion carried unanimously

5.0 ACTION ITEMS

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

Cheryl Moore discussed Dislocated Worker, Adult and Youth adjusted plan levels and Overhead/Administration costs highlighted on the FY 2015-16 WIOA Tentative Balanced Budget Plan spreadsheet (included in the meeting packet). The California WDB planned to allocate a small amount of non-competitive funding before June 30, 2016, and to grant other funds through competitive proposals in the future, for WIOA regional strategy planning and AJCC implementation/training. Because the non-competitive funds had not been received by the WDB meeting, the allocation was not included in the tentative budget plan.

Motion to approve: Alex Rivera

Second: Gerhard Apfelthaler

Motion carried unanimously

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

After considerable discussion of the unknown factors that might influence the 2016-2017 budget, and taking into consideration the tight timeline for decision making, the Board decided to refer the action item to the Executive Committee for further discussion and action prior to the WDB meeting in June 2016.

Substitute motion to refer the action item to Executive Committee: Byron Lindros

Second: Alex Rivera

Motion carried unanimously

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

Because this document might need revision to accommodate for needs of specific partners, EDD could issue information notices that would affect the wording, and the tight timeline for decision making and submission to the Board of Supervisors and the California WDB, the

Board decided to refer the action item to the Executive Committee for further discussion and action prior to the WDB meeting in June 2016.

Substitute motion to refer the action item to Executive Committee: Roger Rice

Second: Greg Van Ness

Motion carried unanimously

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

WDB Bylaws Committee Chair Mike Soules provided an overview of the recommended wording in the Bylaws to comply with WIOA. The major changes involve WIOA requirements for the composition of the Board and the revised Ventura County WDB committee structure. The Youth Council, no longer statutorily required, will end. A new standing Programs Committee will be formed, charged with the oversight and evaluation of WIOA client-focused, performance-measured programs (Adult, Dislocated Workers, Youth, and Rapid Response). The Executive Committee, Membership Committee and Outreach Committee will remain as standing committees; and the current sector committees (including a new Business Services Committee) will continue as long as they are needed.

Motion to approve: Jesus Torres

Second: Brian Gabler

Motion carried unanimously

6.0 WIOA IMPLEMENTATION

Cheryl Moore reported that the Local Board Request for Recertification in 2016-2018 was pending review by the California WDB. Ms. Moore also provided updates on three WDB workgroups:

- Business/Education Connection Platform Workgroup: The purpose is to explore options for creating a single go-to place for employers to express interest in supporting a range of education and career-related opportunities at different levels of education (e.g., internships, job shadowing, site visits, classroom speakers, real-world projects). WDB members Mike Soules and Tavi Udrea participated in the initial discussion with educators representing K-12, adult education, community college, and university levels. After a second workgroup meeting, the Ventura County P-20 Council (VC P-20) expressed interest in leading the initiative and approved the transition of the group to the P-20 Business Education Connection Sub-Committee. A member of the VC P-20 Core Council, Ms. Moore will continue to coordinate and facilitate sub-committee meetings for now.
- Innovation Ecosystem Workgroup: WDB members Gerhardt Apfelthaler and Jesus Torres have led brainstorming with several private sector leaders on ways to foster a supportive, innovative environment for employers in Ventura County. Workgroup activities currently are on hold because of other business commitments.
- Data Analysis Workgroup: A workgroup will be formed in response to WDB and WDB sector committee concerns that data currently available through the Labor Market Information Division does not provide sufficient information for workforce development decision making. The group is comprised of WDB members Bill Pratt (Manufacturing Committee), Greg Barnes (Healthcare Committee), Anthony Mireles (Clean/Green Committee) Clean/Green Committee member Dave Fleisch, and Manufacturing Committee Member Patrick Grimes.

7.0 WDB ADMINISTRATION

- NAWB Conference and Capitol Hill Meetings: WDB members Victor Dollar, Jim D. Faul, Greg Barnes and Patty Schulz had attended the National Association of Workforce Boards (NAWB) Forum 2016 Conference in Washington, D.C. with WDB staff members Cheryl Moore, Talia Barrera and Theresa Salazar Vital. WDB participants shared their perspectives on the experience, noting that the three meetings with Congressional Representative Julia Brownley, Representative Lois Capps, and Representative Scott Wilk were positive and productive discussions.
- 2016 Building Workforce Partnerships Conference: WDB members Martel Fraser and Bruce Stenslie planned to attend the California Labor Federation Workforce and Economic Development Conference in Sacramento on May 10-11, 2016.
- Board of Supervisors: WDB members were invited to attend the annual WDB Study Session with the Board of Supervisors on June 14, 2016, from 11:00 a.m. to 11:30 a.m., at the County of Ventura Hall of Administration.

8.0 WDB MEMBER COMMENTS

- Mike Soules described a model health and science charter school in San Diego that has dual enrollment/employment programs.
- Celina Zacarias reported that the NAVSEA Expo in April 2016 had more than 300 participants. She also announced the retirement of CSUCI President Richard Rush on August 7, 2016.
- Victoria Jump described a joint program between Area Agency on Aging and Ventura Adult and Continuing Education for enhancing senior job skills.
- Bill Pratt indicated that Conejo Valley Days will feature a STEM Pavilion on May 14-15, 2016.
- Jesus Torres announced a Startup Weekend with the team from California Lutheran University.
- Gerhard Apfelthaler commented on the growing incubator program in Westlake Village.

9.0 ADJOURNMENT

Motion to adjourn at 10:00 a.m.: Jim D. Faul
Second: Mike Soules
Motion carried unanimously

Next Meeting (Annual)
Thursday, 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

June 16, 2016

WDB COMMITTEE REPORTS

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



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: JUNE 16, 2016

SUBJECT: EXECUTIVE COMMITTEE REPORT

The Executive Committee met on May 19, 2016. Attending the meeting were Committee members Victor Dollar (Chair), Jim D. Faul (Vice Chair), Vic Anselmo, Greg Barnes, Brian Gabler, Anthony Mireles, Alex Rivera, Patty Schulz, Mike Soules, and Tony Skinner; WDB staff Talia Barrera, Patricia Duffy, Richard McNeal, and Cheryl Moore; and guests Nancy Ambriz (HSA Community Services Department), Sally Harrison (County of Ventura Chief Executive Office), Heidi Hayes (theAgency), and Bruce Stenslie (Economic Development Collaborative-Ventura County). The following is a summary of topics discussed:

WDB Finance and Grant Reports (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 March 31, 2016. The status of expenditures at 75% 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	1,739,061	68%
Adult	1,842,954	1,372,756	74%
Youth	2,038,392	1,473,312	72%
Rapid Response	455,631	348,626	77%
<u>WIOA Non-Core Funds</u>			
Workforce Accelerator Grant	7,994	7,806	98%
CWIB Steps 2 Work Grant	123,752	12,982	10%
DOL Bridges 2 Work Grant	212,637	28,054	13%
VCI – E3	76,980	12,895	17%

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

CWIB Steps 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 funding 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.

	Core Grant FY 13-15	Core Grant FY 14-16	Core Grant FY 15-17
Total Adult and Dislocated Worker Formula Fund Allocations	4,346,991	4,092,349	4,126,060
Training Expenditure Requirement	1,086,748 25%	1,023,087 25%	1,031,515 25%
Formula Fund Training Expenditures	1,053,524	1,263,321	698,076
Leveraged Resources			
• Total Leveraged Resources Used Toward Training Expenditures	400,025	409,235	312,201
• Maximum Allowed Leveraged Resources (10%)	434,699	425,933	412,606
Total Leveraged Resources Used Towards Training Expenditures	400,025	409,235	312,201
• Total Amount Spent on Training	1,453,549	1,672,556	1,010,277
• % of Training Requirement Met (Final goal = 100%)	134%	163%	98%

Performance Update: 2015-2016 Performance Evaluation Report (Attached)

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

- *WIOA Adult Enrollments – Third Quarter (Q3) July 1, 2015 through March 31, 2016:* Community Services Department/WIOA (CSD) enrolled 109 new participants or 132% of plan to actual. Total Q3 cumulative enrollments are at 183 with 123 participants in training.
- *WIOA Dislocated Worker Enrollments – Q3:* CSD enrolled 83 new participants or 66% of plan to actual. Total Q3 cumulative enrollments were at 218, with 148 participants in training.

- *AJCC Universal Enrollments – Q3:* The number of customers receiving public access employer and employment/career services through the Ventura County American Job Center of California is at 12,153.
- *Common Measures – Q3:* All nine of the Workforce Development Board (WDB) of Ventura County Adult, Dislocated Worker, and Youth performance measure outcomes for Q3 exceeded 100% success rate for WDB performance accountability levels.
- *Rapid Response (required activities) – Fourth Quarter (Q4) April 1, 2015 through March 31, 2016:* The Community Services Department conducted cumulative on-site layoff/closure planning meetings and/or employee orientations. State reporting lists:
 - 13 unique at-risk Ventura County businesses reported layoffs for 1533 workers
 - 537 of these impacted employees attended WIOA Rapid Response orientations
- *Rapid Response (layoff aversion required activities) Third Quarter (Q3) July 1, 2015 through March 31, 2016:* The Economic Development Collaborative-Ventura County (EDC-VC) reported cumulative business retention/layoff aversion activities. State and WDB reporting lists:
 - Nineteen (19) unique at-risk businesses received services to prevent the loss of 1,238 at-risk jobs.
 - Ninety-six (96) at-risk workers were provided Incumbent Worker Training (IWT) with non-WIOA funds.
 - Contract expenditures are at \$75,995.71 with \$43,359.25 in-kind expenditures.
 - One hundred and thirty (130) jobs at risk, after completion of all employer services and at 6 weeks retention, were reported to the State as jobs saved by layoff aversion activity (Layoff Aversion 122 Report). An additional thirty-two (32) jobs saved by layoff aversion activity were also reported for Q3 by EDC-VC.

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.

- **Approved a Recommendation that the Executive Committee of 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**

The approved budget (attached) reflects WDB action from the April 28, 2016 meeting, to refer the action item to the Executive Committee for further discussion and action prior to the June 16, 2016 WDB meeting. Committee members approved additional adjustments to Management Reserve levels to offset PY 2016-2017 WIOA Dislocated Worker, Adult, and Youth allocation reductions, with the stipulation that Management Reserve levels be restored should additional funds become available.

- **Approved a Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approve the Renewal of Contracts to Provide Comprehensive Youth Services in Amounts Not to Exceed \$475,000 for the Boys and Girls Clubs of Greater Oxnard and Port Hueneme, \$475,000 for PathPoint, and \$260,000 for Ventura Adult And Continuing Education in Program Year July 1, 2016, through June 30, 2017**

All WIOA Youth Providers met or exceeded third year performance evaluation goals for enrollments, Common Measures, expenditures, and cost per participant, for renewal of fourth and final year (PY 2016-2017) contracts, pending Board of Supervisor (BOS) consideration and approval on June 21, 2016. A new procurement for WIOA Youth Services is planned in the fall of 2016.

- **Approved a Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approve the Renewal of a Contract with the Agency to Provide Marketing and Outreach Services to the WDB in an Amount Not to Exceed \$150,000 in Program Year July 1, 2016, through June 30, 2017**

The WIOA Marketing and Outreach Provider completed all second year deliverables on time, on budget, and according to plan, while also demonstrating creativity and flexibility in responding to changing marketing and outreach needs. A third-year contract will be submitted for BOS consideration and approval on June 21, 2016.

- **Approved a Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approve the Renewal of a Contract with the Economic Development Collaborative-Ventura County to Provide Business Services to the WDB in an Amount Not to Exceed \$95,000 in Program Year July 1, 2016, through June 30, 2017**

The WIOA Rapid Response/Layoff Aversion Provider achieved 62.6% plan to actual for in-kind expenditures and exceeded second year performance evaluation goals for at-risk employers, Incumbent Worker Training, expenditures, customer satisfaction, and at-risk jobs saved, for renewal of a third-year (PY 2016-2017) contract, pending BOS consideration and approval on June 21, 2016.

- **Approved a Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approve a Memorandum of Understanding (MOU) 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**

WIOA requires that the WDB and AJCC partners in the region sign an agreement regarding the networked operations of the AJCC service delivery system, to 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 MOU will be submitted for BOS consideration and approval on June 7, 2016.

WIOA Implementation and WDB Administration

Committee members discussed and received updates regarding:

- Local Board WIOA Recertification: Awaiting State results for approval determination of the Ventura County Workforce Development Board Recertification Request, effective July 1, 2016, through June 30, 2018.
- Board Composition: The Membership Committee continues to recruit for one member in the business category to achieve the 31 member WDB target. However, Ms. Moore indicated that recertification has not yet been received, however WDB composition is in compliance with federal WIOA law.

- AJCC MOU: Executive Committee action today approved a Memorandum of Understanding (MOU) with WIOA required partners and others regarding the regional career services operations of the local one-stop system, the American Job Center of California (AJCC).
- Data Analysis Workgroup: Representatives from each of the three WDB sector committees will be invited to the first meeting in July 2016.
- California WDB: Ad Hoc Data Collection and Reporting for WIOA Title I Committee: Cheryl Moore was appointed to this new state committee to determine how the virtual systems in California can meet the needs of employers and job seekers more effectively. The first meeting is scheduled for June 16, 2016, in Sacramento.
- 2015-2016 Year-End Review: Committee members brainstormed insights from the prior program year. All committee Year-End Reviews will be presented to the WDB on August 25, 2016.
- On the 2016 Calendar
 - June 14: WDB Study Session with Board of Supervisors
 - June 16: WDB Annual Meeting (WDB Awards, Election of Officers)
 - August 5: WDB Regional Sectors Meeting (First Annual All Sectors Committee meeting)
 - August 25: WDB Meeting (Final WIOA Federal and State Requirements)
 - September 6-8: CWA Meeting of the Minds in Monterey
 - October 20: WDB Meeting (Local and Regional Planning)

The next meeting of the Executive Committee is scheduled for June 23, 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.

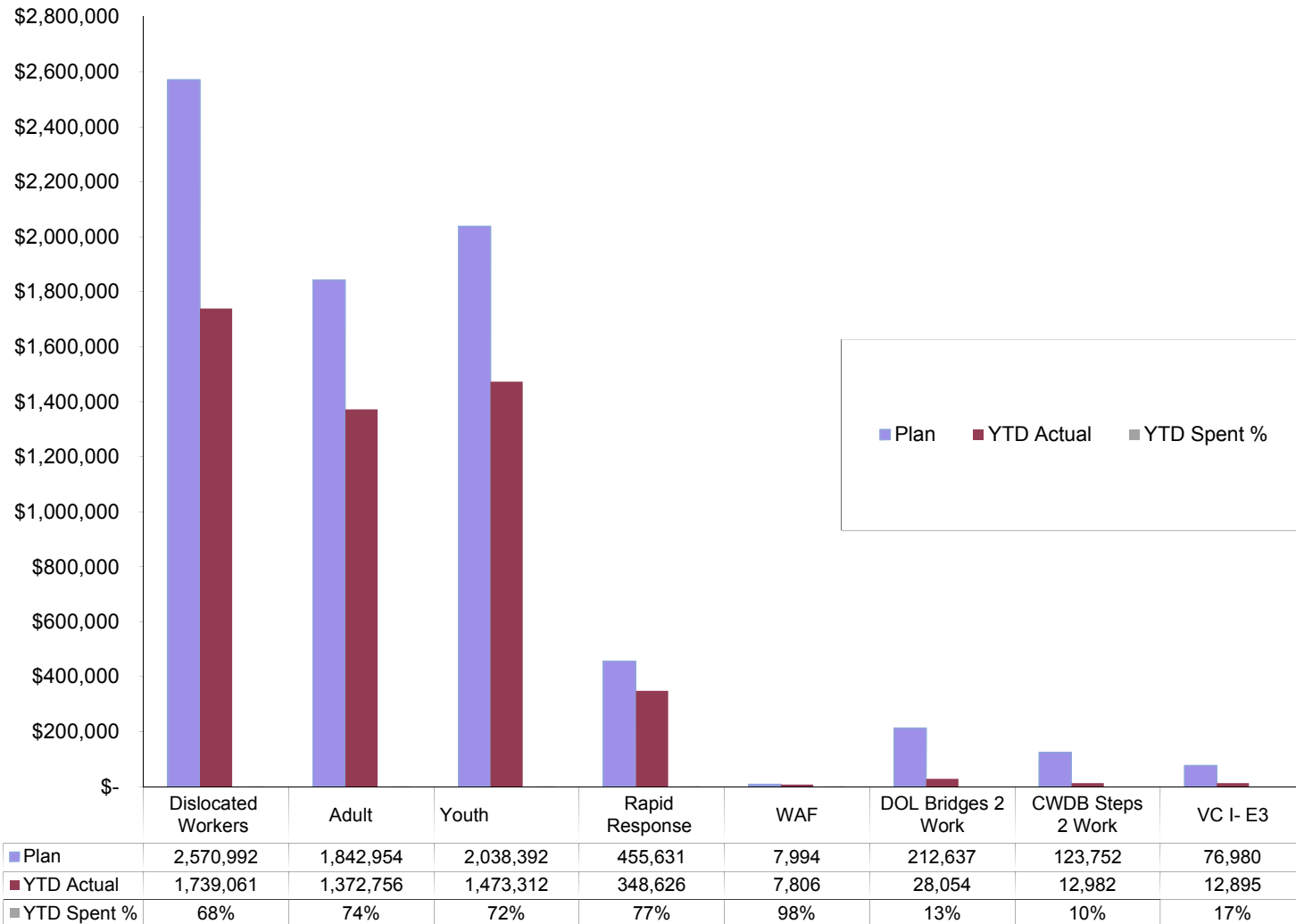


FINANCIAL STATUS REPORT for FISCAL YEAR 2015-2016
Year to Date Expenditures from 07/01/15 to 03/31/2016 (75% into the Fiscal Year)
Submitted on: May 9, 2016

WIOA Financial Status Report for Fiscal Year 2015 - 2016

Year to Date Expenditures from 07/01/15 to 03/31/2016 (75% 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 03/31/2016 (75% into the Fiscal Year)

Name of Grants	Salaries and Benefits			Direct Program/WIOB Special Projects			Other Operating Expenses			Total			
	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan *	YTD Actual	%	Plan Balance
Core Grants:													
Dislocated Worker	1,508,292	1,119,961	74%	751,518	394,225	52%	311,182	224,874	72%	2,570,992	1,739,061	68%	831,931
Adult	1,140,208	844,687	74%	483,807	369,263	76%	218,938	158,806	73%	1,842,954	1,372,756	74%	470,197
Youth	434,883	272,746	63%	1,361,468	1,024,908	75%	242,040	175,658	73%	2,038,392	1,473,312	72%	565,080
Rapid Response	265,217	214,352	81%	135,952	95,046	70%	54,463	39,229	72%	455,631	348,626	77%	107,005
Others:													
WorkForce Accelerated Fund	7,559	7,921	105%	-	(115)	0%	435	-	0%	7,994	7,806	98%	188
DOL Bridges 2 Work	9,421	7,871	84%	177,553	1,900	1%	25,663	18,283	71%	212,637	28,054	13%	184,582
CWDB Steps 2 Work	9,421	5,081	54%	103,669	-	0%	10,662	7,901	74%	123,752	12,982	10%	110,771
VC I- E3	67,500	6,076	9%	2,240	-	0%	7,241	6,820	94%	76,980	12,895	17%	64,085
Total WIOA Grants	\$ 3,442,500	\$ 2,478,695	72%	\$ 3,016,207	\$ 1,885,227	63%	\$ 870,624	\$ 631,570	73%	\$ 7,329,331	\$ 4,995,492	68%	\$ 2,333,839

VCFMS Plus Estimated Accrued Expense for Fiscal Year 2015- 2016 Year to Date Expenditures from 07/01/15 to 03/31/2016 (75% into the Fiscal Year)												
	Salaries and Benefits			Direct Program/Client Expenses			Other Operating Expenses			Total		
	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total
CORE GRANTS:												
Dislocated Worker	1,100,564	19,397	1,119,961	366,650	27,575	394,225	199,995	24,879	224,874	1,667,210	71,851	1,739,061
Adult	830,074	14,614	844,687	327,890	41,373	369,263	141,236	17,570	158,806	1,299,200	73,556	1,372,756
Youth	268,028	4,719	272,746	860,819	164,089	1,024,908	156,224	19,434	175,658	1,285,070	188,242	1,473,312
Rapid Response	210,643	3,709	214,352	70,761	24,285	95,046	34,888	4,340	39,229	316,292	32,334	348,626
OTHERS:												
WorkForce Accelerated Fund	7,921	-	7,921	(115)	-	(115)	-	-	-	7,806	-	7,806
DOL Bridges 2 Work	7,736	135	7,871	1,900	-	1,900	16,261	2,023	18,283	25,896	2,158	28,054
CWDB Steps 2 Work	4,748	332	5,081	-	-	-	7,027	874	7,901	11,775	1,206	12,982
VC I- E3	4,154	1,922	6,076	-	-	-	6,065	754	6,820	10,219	2,676	12,895
Total WIOA Grants	\$ 2,433,867	\$ 44,828	\$ 2,478,695	\$ 1,627,906	\$ 257,321	\$ 1,885,227	\$ 561,695	\$ 69,875	\$ 631,570	\$ 4,623,469	\$ 372,024	\$ 4,995,492

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 03/31/2016 (75% into the Fiscal Year)

Rpt Line #	Program Year Funding and Training Expenditures	FY 12-14 Grant Due 10/01/14	FY 13-15 Grants Due 10/01/15	14-16 Grants (Due 10/1/16)	15-17 Grants (Due 10/1/16)
4)	Adult and Dislocated Worker Formula Fund Allocations	4,503,559	4,346,991	4,092,349	4,129,530.00
5)	Training Expenditures Required	1,125,890	1,086,748	1,023,087	1,032,383
	<i>Training Expenditures % Required</i>	25%	25%	25%	25%
6)	Formula Fund Training Expenditures	921,243	1,053,524	1,263,321	698,076
	Leveraged Resources				
	- Total Leveraged Resources	562,187	400,025	425,933	312,201
	- Maximum Allowed Leveraged Resources (10%)	450,356	434,699	409,235	412,953
7)	- Total Leveraged Resources Used Towards Training Expenditures	450,356	400,025	409,235	312,201
8)	Total Amount Spent On Training (should equal/exceed Line 5)	1,371,599	1,453,549	1,672,556	1,010,277
	% of Training Requirement Met (final goal is 100%)	122%	134%	163%	98%

9)	Leveraged Resources Detail (notes)				
	(a) Pell Grant	116,771	233,994	135,654	150,761
	(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	161,440
	Total	562,187	400,025	425,933	312,201
	Legends/Coding for Source/Type of Leveraged Resources: 9a) = Pell Grant 9b) = Programs Authorized by the Workforce Investment Act (specify) 9c) = Trade Adjustment Assistance 9d) = Dept of Labor National Emergency Grants 9e) = Match funds from employers, industry, and industry associates (specify) 9f) = Match funds from joint labor-management trusts (specify) 9g) = Employment Training Panel grants				

NOTES:

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

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

GRANT REPORT
Workforce Development Board of Ventura County

Grants in Progress: June 16, 2016

Grantor	Amount	Grantee	Project Title	Term	Purpose	Partners	Role of the WDB/Staff
California Career Pathways Trust: California Dept. of Education	\$6 million	Oxnard Union High School District	Alliance for Linked Learning	14/15; 15/16; 16/17; 17/18; 18/19 Funded from 14/15 thru 16/17	Expansion of Linked Learning career pathways in high schools and development of connections with feeder middle schools; definition of learning outcomes & measurement of college/career readiness.	OUHSD, Ventura County Civic Alliance, WIB-VC (34 listed partners in all; see Form D)	Serve on Linked Learning Executive Advisory Committee, Pathway Steering Committee and Broad-Based Coalition; participate in CPT Networking; provide business and sector connections; continue support of LL activities
California Career Pathways Trust: California Dept. of Education	\$13.2 million	Ventura County Community College District	VC Innovates:	14/15; 15/16; 16/17; 17/18; 18/19 Funded from 14/15 thru 16/17	Development of 62 career pathways in 11 industry sectors in high schools, adult education, community colleges (all high school/unified districts except Oxnard Union HSD)	VCOE; VCCCD; adult education; all VC high school districts except Oxnard; WIB-VC sector and youth committees	Access to WIB-VC industry sector data, strategic plan, and reports; WIB-VC industry sector steering committee input for identification of business/education gaps, curriculum alignment and identification of valued certificates/credentials; access to skills charts; participation on leadership committee
California Career Pathways Trust: California Dept. of Education	\$10.2 million	Ventura County Office of Education	VCI-E3 (VC Innovates: Expand, Enhance, Extend):	15/16; 16/17; 17/18; 18/19 Funded from 14/15 thru 15/16	Program expansion to develop approximately 120 total career pathways; expansion into middle schools and alternative schools; county-wide initiative (all districts)	WIB and WIB committees; VCOE; all VC school districts; Naval Base Ventura County; Chambers of Commerce; employers	Dedicated WIB-VC staff to coordinate and run industry sector steering committees; employment forecasting information quarterly; determining strengths and gaps in regional education and training pipeline in support of sector regional needs
From CCPT \$10.2 million	\$317,920	Ventura County/WDB-VC	Service Contract (Subsidiary of VCI-E3)	Jan. 1, 2016-June 30, 2018	Establish additional regional collaborative relationships and partnerships with business entities, community organizations and local post-secondary institutions	VCOE, WDB-VC	Increase the number of WDB sector committees to accommodate more fully the number of career pathways identified in the CCCPT grant; Take an active part in the meetings of the career pathways leadership committee
California WDB: Supervised Populations	\$400,000 (supplement of \$235,000 4/20/16)	WDB-VC (applicant) & CSD	STEPS 2 Work	7/1/15-6/17	Provision of workforce services to ex-offenders to prevent recidivism	County Probation Department, HSA/CSD, VCCCD, WDB-VC	Budget, reporting and performance management; sector committees; liaison with CWDB/EDD

GRANT REPORT
Workforce Development Board of Ventura County

Grants in Progress: June 16, 2016

Grantor	Amount	Grantee	Project Title	Term	Purpose	Partners	Role of the WDB/Staff
California WDB: Sling Shot Fund	\$20,000	SELACO WIB	Regional Healthcare Case Manager Pathway	June 2015-January 2016 (1/2016: Submit Accelerator Grant for additional funding.)	Planning grant to develop business sector-responsive career pathways for healthcare case managers in the region; potential for additional funding if approved for next step	6 WIBs in Los Angeles County; WIB-VC	Participation in planning meetings (Los Angeles, Sacramento); research; local business engagement
California WDB: Regional Planning Unit	\$82,927 (non-competitive application)	WDB-VC (applicant) & CSD	Regional Planning Development	July 2015-June 2016+	Incentivize regional capacity building and infrastructure to support WIOA: enhanced service delivery strategies, etc.	HSA/CSD, WDB-VC	Budget, reporting; liaison with CWDB/EDD
U.S. Dept. of Commerce	Priority designation (no funding)	Advanced Manufacturing Partnership of Southern California (AMP SoCal)	Investing in Manufacturing Communities Partnership for Aerospace and Defense	4/2014-3/2016	Position the Southern California region for success in competitive federal grant applications relating to aerospace and defense; identification as priority for national and international investments	Four-county partnership (LA, Orange, San Diego and Ventura); commitments of support from business, education, economic development, WIBs and others	Representation of Ventura County on Executive Board; coordination of Ventura County representation on six Pillar Committees; complements work of WIB Manufacturing Committee and Manufacturing Roundtable of Ventura County
U.S. Dept. of Labor (Employment and Training Administration)	\$500,000	WIB-VC (applicant) & HSA (CSD)	Bridges 2 Work	6/1/15-5/30/17	Replicate the current STEPS program (delivery of employment services) for 45 adults transitioning from pre-release status (180 days prior) to post-release status; establish AJC services in the Todd Road Jail	HSA/CSD, County Sheriff's Department, Employment Development Department, WIB-VC	Program operations: oversight of budget & performance outcomes (option of co-enrollment in WIOA); access to WIB industry sector committees for addressing training/vocational issues; liaison with HSA Contracts; monthly project staff meetings

Workforce Development Board (WDB) of Ventura County – Performance Report
 Program Year 2015 – 2016: Third Quarter (Q3) July 1, 2015 to March 31, 2016

TOTALS FOR VENTURA COUNTY

ALL PROVIDERS	Adult Enrollments	Dislocated Worker Enrollments	Youth Enrollments	Total Enrollments	Core Self Service (Universal Customers)
	183	218	341	742	12,153

Community Services Department (CSD)

WIOA Core Enrollments	Tentative Plan New Unique	Actual New Unique	Plan to Actual	Total Enrollments 7/1/15 to 3/31/16 (with Training)	Total Current Enrollments 7/1/15 to 5/17/16 (with Training)
Adult	82	109	132%	183 (117)	185 (123)
Dislocated Workers	126	83	66%	218 (148)	228 (161)

COMMON MEASURES OUTCOMES

	ENTERED EMPLOYMENT				EMPLOYMENT RETENTION				AVERAGE EARNINGS			
ADULT	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Earnings & Clients
VC WDB	73.5	80.4	109.3%	66/82	83.5	90.5	108.3%	125/138	\$14,000	\$17,226.41	123.0%	\$1,946,585.30 /113
CSD	73.5	79.7	108.4%	63/79	83.5	90.5	108.3%	125/138	\$14,000	\$16,640.88	118.8%	\$1,647,448.00 /99

	ENTERED EMPLOYMENT				EMPLOYMENT RETENTION				AVERAGE EARNINGS			
DW	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Earnings & Clients
VC WDB	76.5	90.7	118.5%	98/108	84.0	92.4	110.0%	86/93	\$15,750	\$23,902.54	151.7%	\$1,960,008.40 /82
CSD	76.5	90.7	118.5%	98/108	84.0	92.4	110.0%	86/93	\$15,750	\$23,902.54	151.7%	\$1,960,008.40 /82

	EMPLOYMENT OR EDUCATION PLACEMENT				DEGREE OR CERTIFICATE ATTAINMENT				LITERACY AND NUMERACY GAIN			
YOUTH	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Clients	Goal	Actual	Success Rate	Clients
VC WDB	68.0	78.1	114.8%	136/174	58.0	65.0	112.0%	104/160	58.0	78.9	136.0%	90/114
BGC	68.0	83.1	122.2%	74/89	58.0	71.7	123.6%	56/78	58.0	77.7	133.9%	35/45
PPT	68.0	77.7	114.2%	49/63	58.0	61.0	105.1%	36/59	58.0	91.1	157.0%	31/34
VACE	68.0	61.9	91.0%	13/21	58.0	47.3	81.5%	9/19	58.0	68.5	118.1%	24/35

VC WDB: Ventura County Workforce Development Board

PPT: PathPoint

BGC: Boys & Girls Clubs of Oxnard and Port Hueneme

VACE: Ventura Adult and Continuing Education

Goal: LWIA Final Performance Goals for PY 2015-2016

Success Rate: Actual performance divided by goal. Less than 80% at end of program year = failed performance

Clients: Numerator = Only clients with a positive outcome. Denominator = All clients included in the outcome

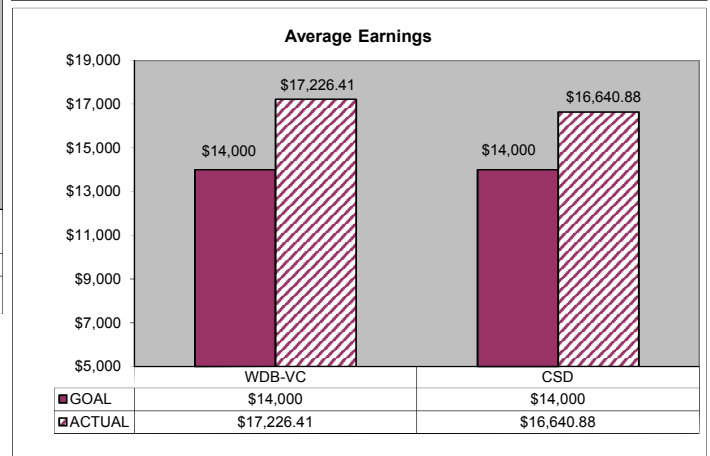
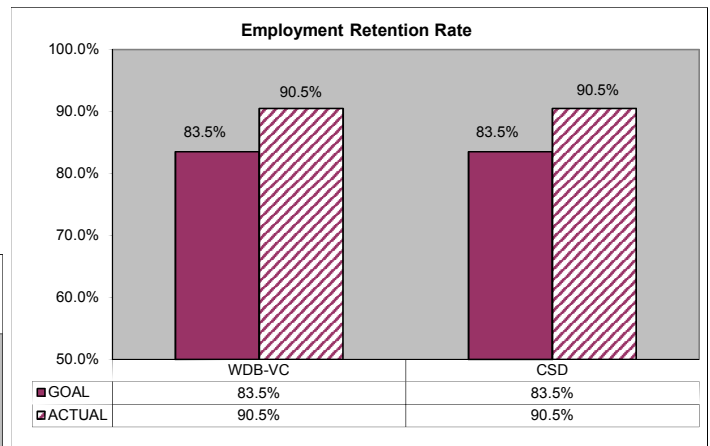
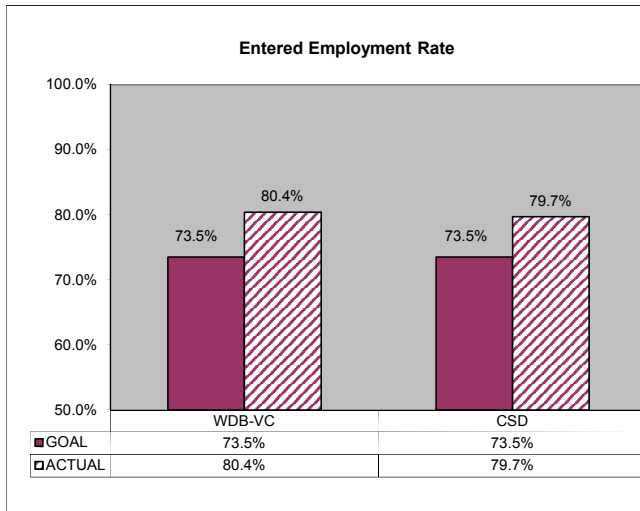
- Entered Employment, Employment/Education Placement & Degree/Certificate Attainment: Clients leaving the program between October 1, 2014 and September 30, 2015

- Average Earnings & Retention: Clients leaving the program between April 1, 2014 and March 31, 2015

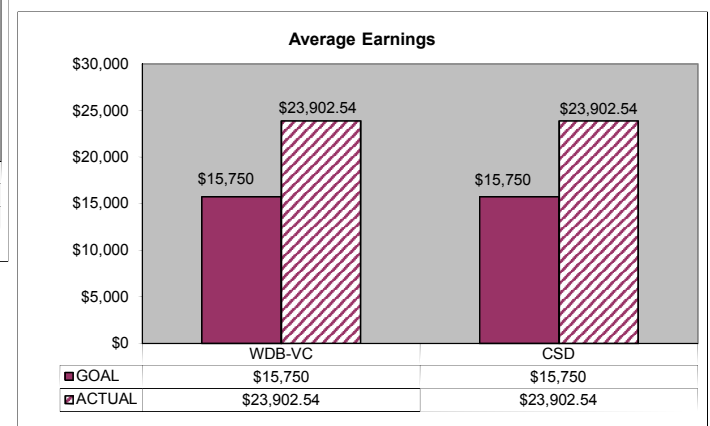
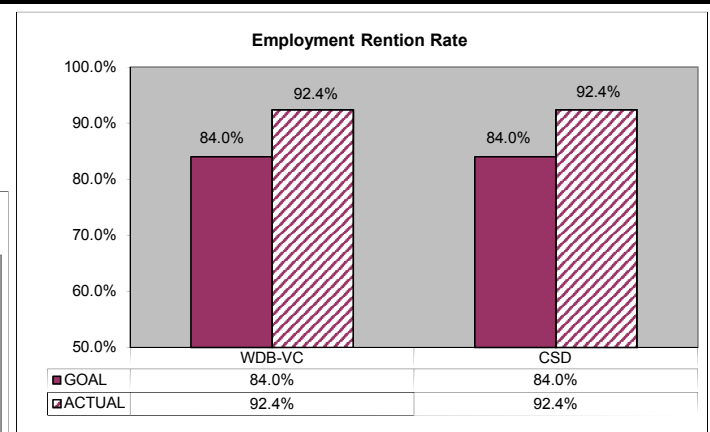
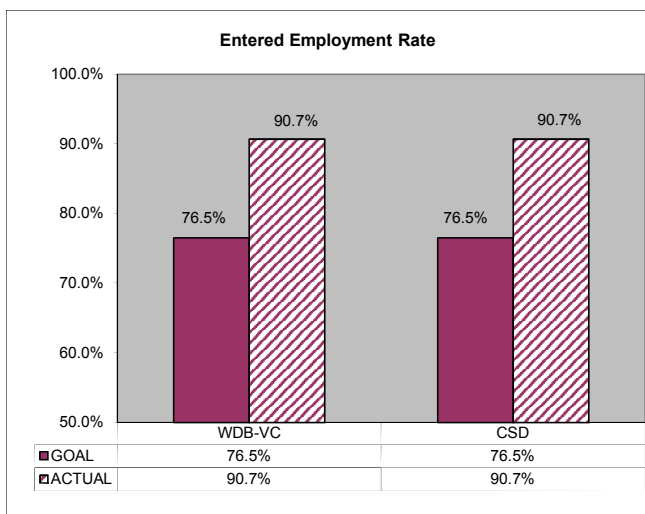
- Literacy and Numeracy: Clients in the program between July 1, 2015 and June 30, 2016

WIOA Performance Report - Common Measures Outcomes
PY 2015-2016: Third Quarter (Q3) July 1, 2015 to March 31, 2016

Adult



Dislocated Worker

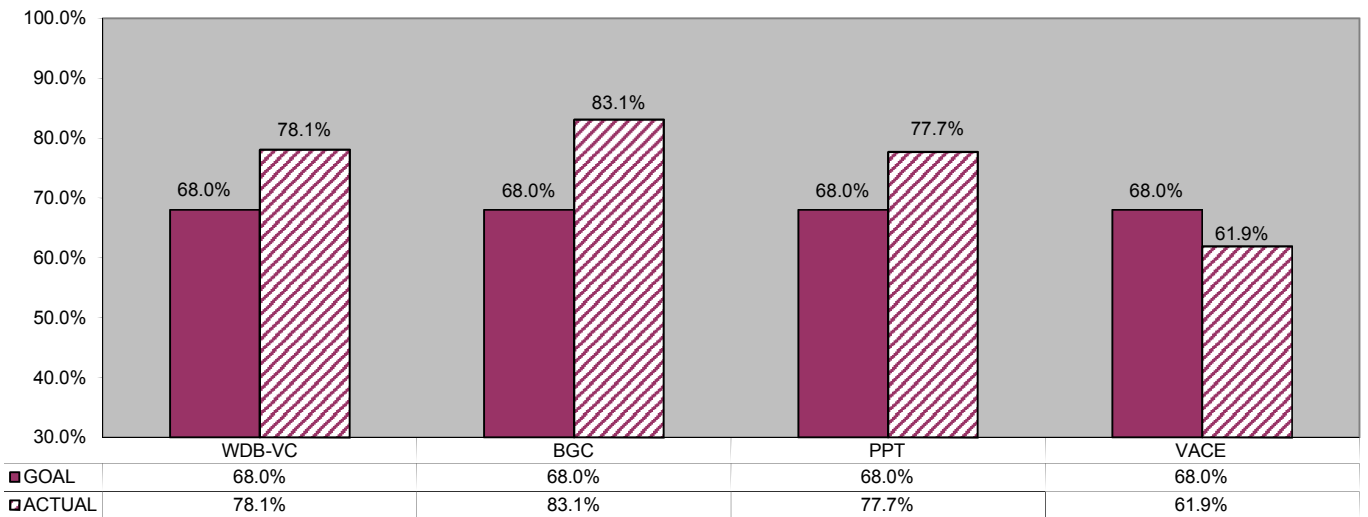


WDB-VC = Workforce Development Board
of Ventura County

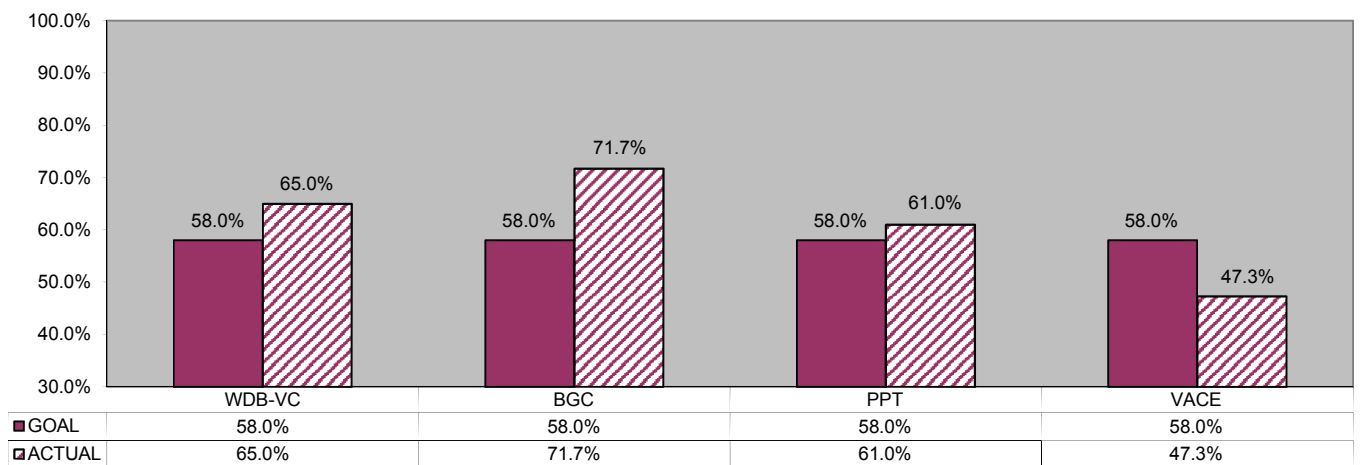
WIOA Performance Report - Common Measures Outcomes
PY 2015-2016: Third Quarter (Q3) July 1, 2015 to March 31, 2016

Youth

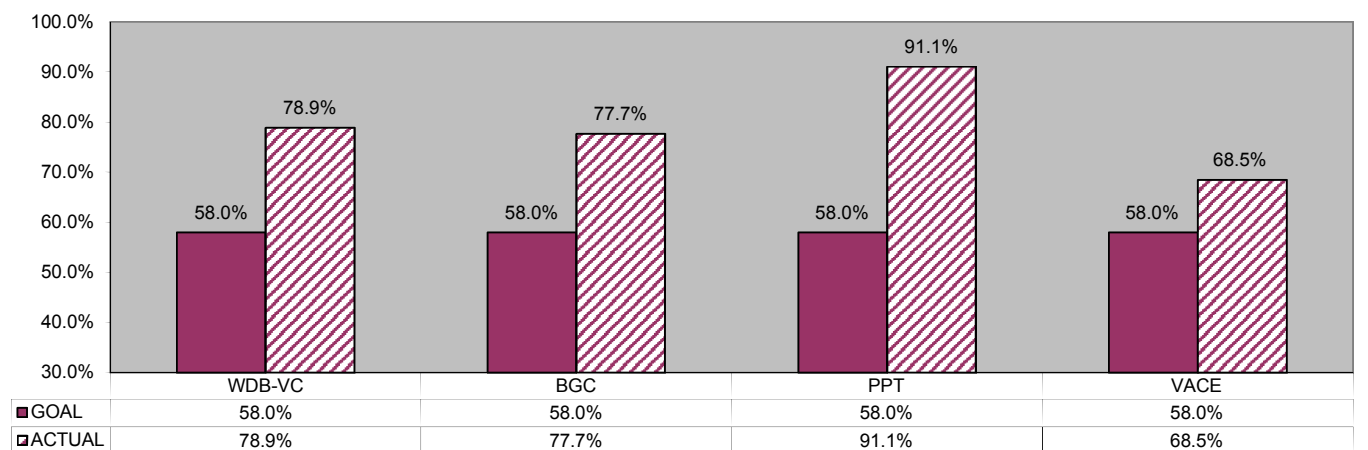
Employment or Education Placement



Degree or Certificate Attainment



Literacy and Numeracy Gain



FY 2016-17 WIOA BUDGET PLAN (Approved on 5/19/16)									
		Dislocated Worker	Adult	Youth	Rapid Response	DOL Bridges 2 Work	CWDB Steps 2 Work	VC I- E3	FY 16-17 Plan
Revenue Projection:									
1	FY16-17 Grants(FY15-16 Allocation)	2,269,724	1,742,972	1,906,759	456,459	308,000	65,000	158,960	6,907,874
2	FY16-17 Mgmt Reserve:(2% DW, 3% Adult, & 3%Youth)	(55,318)	(48,382)	(47,425)	-				(151,125)
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	Total Available Grants to to be Spent	2,516,413	1,879,687	2,010,760	456,459	308,000	65,000	144,109	7,380,428
11	Grants %	34.1%	25.5%	27.2%	6.2%	4.2%	0.9%	2.0%	100%
12	CSD FTEs Assigned to the programs	12.95	10.00	2.00	2.00	0.05	-		27.00
13	% Direct FTES Allocated to Grants	48.0%	37.0%	7.4%	7.4%	0.2%	0.0%	0.0%	
14	% Admin Staff Allocated to Grants	30.0%	25.0%	26.25%	6.75%	0.0%	0.0%	12.0%	100.00%
15	Expenditure Projection:								
16	Salaries and Benefits:								
17	CSD 2,550,000	1,218,334	944,444	188,889	188,889	4,722	4,722		2,550,000
18	WDB Administration 1,117,000	328,282	272,651	293,213	75,617	6,599	6,599	134,040	1,117,000
19	Subtotal Salaries and Benefits	1,546,616	1,217,095	482,101	264,505	11,321	11,321	134,040	3,667,000
20	Direct Expenses:								
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					287,597	12,431		300,028
27	Special Projects								
28	Subtotal - Contracted Program Expense	-	-	1,210,000	95,000	287,597	12,431	-	1,605,028
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	Subtotal - Client Expense	529,539	382,206	-	-	-	-	-	911,745
35	<u>Other Allocated/Contracted Expenses</u>								
36	Geographic Solutions	-	-	-	-				-
37	WAF Grant Facilitator								-
38	S2W CCD Training 41,248						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	8,220	5,094	5,449	1,237				20,000
42	Program Outreach-CSD 50,000	20,551	12,734	13,622	3,092				50,000
43	Kiosk	-	-	-	-				-
44	WDBVC Regional Labor Market Reports								-
45	Subtotal - other allocated expense 288,488	102,172	48,828	53,071	40,929	-	41,248	2,240	288,488
46	Subtotal- Program/Clients Expenses	631,711	431,034	1,263,071	135,929	287,597	53,679	2,240	2,805,261
47	Total Direct Program Expense	2,178,326	1,648,129	1,745,173	400,435	298,918	65,000	136,280	6,472,261
48	<u>Overhead/Administration:</u>	36.99%	25.50%	29.22%	6.20%	1.00%	0.00%	1.10%	100.00%
49	Communication/Voice/data 65,000	24,040	16,573	18,994	4,027	650	-	715	65,000
50	Insurance 18,612	6,884	4,746	5,439	1,153	186	-	205	18,612
51	Facilities Maint. 95,090	35,169	24,245	27,787	5,891	951	-	1,046	95,090
52	Membership and dues 12,350	4,568	3,149	3,609	765	124	-	136	12,350
53	Education allowance 6,207	2,296	1,583	1,814	385	62	-	68	6,207
54	Indirect cost recovery(County A87) 96,670	35,754	24,648	28,249	5,989	967	-	1,063	96,670
55	Books and Publication 10,100	3,736	2,575	2,951	626	101	-	111	10,100
56	Office Equip./Supp. & 23,130	8,555	5,898	6,759	1,433	231	-	254	23,130
57	Mail Center - ISF 9,100	3,366	2,320	2,659	564	91	-	100	9,100
58	Purchase Charges - ISF 3,800	1,405	969	1,110	235	38	-	42	3,800
59	Copy Machine - ISF 22,000	8,137	5,609	6,429	1,363	220	-	242	22,000
60	Stores - ISF 550	203	140	161	34	6	-	6	550
61	Information Tech - ISF 26,000	9,616	6,629	7,598	1,611	260	-	286	26,000
62	Computer Services Non ISF 825	305	210	241	51	8	-	9	825
63	Building Lease/Rental 85,500	31,622	21,800	24,985	5,297	855	-	941	85,500
64	Storage Charges - ISF 7,000	2,589	1,785	2,046	434	70	-	77	7,000
65	Mileage Reimb. - Staffs only 19,565	7,236	4,989	5,717	1,212	196	-	215	19,565
66	Conference/Seminars - CSD Staffs 20,340	7,523	5,186	5,944	1,260	203	-	224	20,340
67	Conference and Seminars - WDB Staffs 35,000	12,945	8,924	10,228	2,168	350	-	385	35,000
68	Misc. Travel - Staffs only 12,428	4,597	3,169	3,632	770	124	-	137	12,428
69	Fiscal/HR/BTD/ET (HSA) 325,000	122,401	82,866	95,172	19,896	3,250	-	1,414	325,000
70	Attorney Fees 9,000	3,329	2,295	2,630	558	90	-	99	9,000
71	Other Admin Services 4,900	1,812	1,249	1,432	304	49	-	54	4,900
72	Subtotal Overhead 908,167	338,087	231,558	265,587	56,024	9,082	-	7,829	908,167
73									
74	Planned Total Grant Expenses	2,516,413	1,879,688	2,010,760	456,459	308,000	65,000	144,109	7,380,428
75	Admin Rate for State Reporting	9%	8%	9%	9%	2%	1%		8%
76	Admin Rate (State Reported + Other)	13%	12%	13%	12%	3%	0%		12%
77	Work in Progress: Grant Balances	(0)	(0)	0	0	0	-	0	0



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: JUNE 16, 2016

SUBJECT: CLEAN/GREEN COMMITTEE REPORT

The Clean/Green Committee met on May 20, 2016. In attendance were Committee members Anthony Mireles (Vice Chair), John Brooks, Rebekah Evans, Dave Fleisch, Eric Humel, Teresa Johnson, Margaret Lau, and Valeria Makarova; WDB staff Patricia Duffy and Cheryl Moore; and guests Jeffrey Albaugh (Ventura Adult and Continuing Education), Peter Glenn (REV), Brendon Highland (Crunch), Frank Martelli (Crimson Energy), Ann O'Neill (REV), Dusty Russell (State Senator Fran Pavley's Office), Javier Saucedo (VCREA), and Morgan Vahradian (California State University, Channel Islands). Topics of discussion included:

Committee Spotlight: REV

Ann O'Neill and Peter Glenn from REV were invited guest speakers who made a presentation on how REV uses sustainability circles as a method to "integrate the best of sustainability with behavior change to accelerate business impact." Incorporating sustainability into businesses is a way to attract and retain great talent.

Ventura County Regional Strategic Workforce Development Plan

- Employer Awareness Workgroup Report

The Employer Awareness Workgroup recommended identifying three or four businesses to tell their success stories on how incorporating sustainability into their businesses had positive impacts. Examples of impacts might be: helped to retain and engage employees, opened up new business opportunities, saved money, or grew business. The idea is to create short videos to record these success stories and share them through our websites and social media. Small businesses would be the focus since small businesses often view sustainability as something for larger companies and are not aware of the value it can be to a smaller business. Industries suggested to target were: hospitality, manufacturing, restaurants, utilities, retail. Access to video equipment was explored through CAPS Media at Ventura College and the workgroup reported CAPS as an option for video production. A Committee member suggested contacting Ventura Adult and Continuing Education about their media capacity and the possibility to assist. As a next step, WDB staff recommended that the ideas be discussed/coordinated with the WDB Outreach Committee.

- Clean/Green Committee 2-Year Plan Discussion

The Committee began work to identify the top three Clean/Green workforce development priorities for Ventura County and will continue the discussion at the next meeting.

- Deputy Sector Navigator: Update

Margaret Lau, Deputy Sector Navigator for Agriculture, Water and Environmental Technologies, reported that the South Central Coast Region Consortium of Community Colleges awarded \$10,000 to Ventura College to expand welding programs for agriculture. Ventura College is pursuing the development of an agriculture mechanics program and working with high schools to raise awareness of the different opportunities careers in agriculture offer. There are many high wage jobs in the agriculture field and numerous career pathways. Also, Ms. Lau indicated that middle school students had visited the Agriculture Museum in Ventura County.

- Year-End Review 2016-2017

The Committee discussed the Year-End Review and began to brainstorm insights. (Committee members will e-mail additional insights before the next meeting.) The discussion resulted in a preliminary list of insights, a few of which were:

- Create a value proposition for employers
- Get more businesses involved
- Engage the Chambers of Commerce to become involved
- Increase formal training opportunities in construction
- Include sustainability in hospitality program curriculum
- Work with current programs (such as the program offered by Ventura Adult and Continuing Education) to help incarcerated individuals prepare for jobs after release and reduce recidivism

The next meeting of the Clean/Green Committee is scheduled for August 5, 2016, from 8:00 a.m. to 10:00 a.m., at the Ventura County Office of Education (Salon C), 5100 Adolfo Road, Camarillo, CA.

If you have questions or need more information, please call me at (805) 643-5487, or contact Patricia Duffy at (805) 477-5306, email Patricia.Duffy@ventura.org.



WORKFORCE DEVELOPMENT BOARD

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TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: JUNE 16, 2016

SUBJECT: HEALTHCARE COMMITTEE REPORT

The WDB Healthcare Committee met on May 6, 2016. Attending the meeting were Committee members Greg Barnes (Chair), Martel Fraser, Teresa Johnson, Paul Matakiewicz, Irene Ornelas, Richard Trogman, and Bill Werner; WDB member Bill Pratt (Kinamed, Inc.); WDB staff Patricia Duffy, Cheryl Moore, and Ma Odezza Robite; and guests Jeffrey Albaugh (Ventura Adult and Continuing Education, Karen Bluffer (theAgency), Adam Hunt (Pacific Coast Homecare), Lisa Safaeinili (Westminster Free Clinic), Teresa Telles (Oxnard Union High School District) and Veronica Villa (Westminster Free Clinic). The following is a summary of topics discussed:

Committee Chair Comments

Greg Barnes introduced and welcomed the new members to the Healthcare Committee: Richard Trogman (Kaiser Permanente and Workforce Development Board member) and Irene Ornelas (Ventura County Office of Education, VC Innovates).

Committee Spotlight: Westminster Free Clinic

Lisa Safaeinili, Executive Director of the Westminster Free Clinic and Veronica Villa, presented on the services and the internship program offered at the clinic. Serving the East Ventura County area, the clinic is 100% free to clients and provides access to healthcare and health programs for those who are low income and have no health insurance. More than 100 volunteer medical professionals and 200 non-medical volunteers provide assistance to families and individuals. The clinic has served more than 7000 people in a year.

In addition, the Westminster Clinic is a training site for high school students considering careers in healthcare. Eighty high school students from 10 local high schools complete a 24-month Healthcare Pathways Internship Program. Greater than 50% of the student interns are children from the clinic patient population. More than 600 students have completed the internship program with a 99% college placement rate.

Ventura County Regional Strategic Workforce Development Plan

- Regional Healthcare Case Manager/Care Coordinator Pathway: Project Survey Update

The Healthcare Committee Survey Workgroup reported on their progress with the Case Manager/Care Coordinator Pathway Project survey. The survey will be distributed to more than 3,000 healthcare professionals within the next two weeks.

- Healthcare Committee 2 -Year Plan

The Committee engaged in a discussion to identify the top three healthcare workforce development priorities for Ventura County. Numerous employment needs were identified, including experienced nurses (especially specialty nurses such as operating room nurses), clinical lab scientists, sterile processing technicians, biomedical and technical equipment technicians, IT technicians in healthcare, occupational therapists, psychiatric technicians and social workers. Committee members will continue the discussion at the next meeting.

- Deputy Sector Navigator: Update

Patricia Duffy gave the report for John Cordova, Deputy Sector Navigator (DSN):

- Working with Ventura Community College to provide a free medical assistant certificate course to incumbent workers
- Sponsoring a biotech Entrée to Employment dinner, in partnership with VC Innovates
- Supporting a Biotech summer program for middle and high school teachers, in partnership with VC Innovates

- CLS Field Experience Joint Application: Update

Patricia Duffy reported on behalf of Dawn Neuman:

- The four hospitals have completed the final requests for information. Final approvals within are expected in the next two weeks.
- Dr. Neuman also is working with CSUCI on how student participation will be processed and how to coordinate with the State in granting trainee licenses to the students.

- 2016-2017 Calendar

The next Healthcare Committee meeting will be as part of a WDB Regional Sector Meeting with members of other WDB sector committees in August 2016. The plan is for the Healthcare, Clean/Green, Manufacturing, and Business Services (new) sector committees to outline regional sector requirements under WIOA and to identify sector cross-over issues and opportunities to partner.

The schedule of additional Healthcare Committee meeting dates for 2016-2017 will be developed following a poll of committee members.

The next meeting of the Healthcare Committee is scheduled for August 5, 2016, from 8:00 a.m. to 10:00 p.m., at the Ventura County Office of Education, 5100 Adolfo Road, Camarillo.

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



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TO: WORKFORCE DEVELOPMENT BOARD
FROM: VIC ANSELMO, CHAIR
MANUFACTURING COMMITTEE
DATE: JUNE 16, 2016
SUBJECT: MANUFACTURING COMMITTEE REPORT

The Manufacturing Committee met on June 6, 2016. In attendance were Committee members Vic Anselmo (Chair), Jim Avery, Mike Bastine, Patrick Grimes, Cindy Guenette, Marybeth Jacobsen, Jason Miller, Bill Pratt, Mary Anne Rooney, and Peter Zierhut; WDB staff Talia Barrera, Cheryl Moore, and Patrick Newburn; and guests Jeffrey Albaugh (Ventura Adult and Continuing Education) and Heidi Hayes (theAgency). 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. 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 has 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.

Ventura County Regional Strategic Workforce Development Plan

- Regional Partnership: AMP SoCal

Jason Miller provided an update on AMP SoCal activities. Reporting on manufacturing programs underway at community colleges in Los Angeles, he suggested that information about curriculum offered by the Ventura County community colleges should be communicated

to AMP SoCal. Peter Zierhut described the Haas Automation letter of in-kind support that was provided recently for AMP SoCal's application for a U.S. Department of Commerce re-designation as an Investing in Manufacturing Communities Partnership. Cheryl Moore provided a two year perspective and overview of AMP SoCal. Noting the importance of staying informed about the goals, projects and outcomes of the AMP SoCal partnership, the Committee requested that Dion Jackson (AMP SoCal and the USC Price School Center for Economic Development) be invited to present at the next Manufacturing Committee meeting.

- MRVC: Planning Update

On behalf of Byron Lindros, MRVC Chair, Talia Barrera reported on the MRVC Leadership Group meeting of May 21, 2016. Three projects are in progress to revitalize MRVC: 1) four quarterly events planned for the Manufacturing Professional Network, with different manufacturing businesses hosting; 2) updating ways to communicate with Ventura County manufacturers, including partnering with Haas Automation on the transition of the ongoing maintenance of the LinkedIn website to WDB staff; and 3) hosting Manufacturing Week in October 2016, partnering with the Ventura County Office of Education for scheduling and coordination of school participation. The businesses to date which have agreed to host tours during Manufacturing Week are: Amgen, Applied Powdercoat, Baxalta, Dynamic Automation, Haas Automation, Hi-tech Engineering, Jaxx Manufacturing, Kinamed, Inc., Lucix Corporation, Milgard Manufacturing, Inc., and Torero Industries; which is nearly double the number businesses participating last year last. Bill Pratt noted that Watsonville's network of manufacturing companies is a successful model to emulate.

- Year-End Review 2015-2016

The productive discussion resulted in a list of well-reasoned insights, a few of which were:

- Use Manufacturing Week as a meaningful rudder for advancing manufacturer and community awareness in the region.
- Need to find more efficient, collaborative methods to bridge business with education.
- Need to communicate with manufacturers about how they can participate in providing opportunities for teachers to gain manufacturing business experience.

- Manufacturing Committee 2-Year Plan: Discussion

Committee discussion resulted in a first draft of top three manufacturing workforce development priorities for Ventura County:

- Develop definitions and descriptions of advanced skills needed for in-demand jobs in Ventura County. Advanced skills are differentiated from manual labor skills.
- Investigate and analyze the European guild style career pathway of "Master/Student" and explore on-ramps and providers for specialty training.
- Become masters of data analysis for in-demand jobs and career pathways.

The next meeting of the Manufacturing Committee is scheduled for August 5, 2016, from 8:00 a.m. to 10:00 a.m., at the Ventura County Office of Education (Salon C), 5100 Adolfo Rd., Camarillo, CA.

If you have questions or need more information, please call me at (805) 981-1991, or contact Patrick Newburn at (805) 477-5470, email patrick.newburn@ventura.org.



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TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: JUNE 16, 2016

SUBJECT: MEMBERSHIP COMMITTEE REPORT

The Committee met on June 7, 2016. In attendance were Committee member Patty Schulz (Chair), Workforce Development Board (WDB) staff Talia Barrera, Cheryl Moore, Patrick Newburn. The following includes topics discussed at the meeting:

Appointments and Reappointments

- Reappointments: The Committee reviewed current WDB member attendance records and discussed engagement in WDB committees. Next opportunities for reappointments are coming up in December 2016.
- Appointments: Patty Schulz emphasized the importance of 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 WDB appointment.
- Recruitments: Patrick Newburn reported that, Ms. Payal Kamdar, CEO of VSolvit LLC has agreed to join the new Business Services Sector Committee when the new committee is launched. VSolvit LLC, a GIS systems development company, was the recipient of the 2014 WIB Champion for Prosperity Award.

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. One business category member remains open in order to complete the 31 member board composition. Ms. Moore indicated that recertification has not yet been received, however the current 30-member WDB composition is in compliance with WIOA requirements.

Patty Schulz 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. Ms. Schultz proposed a three-question satisfaction survey to engage all WDB members regarding areas for improvement.

The next Membership Committee meeting is scheduled for August 2, 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 Patrick Newburn at (805) 477-5470, email patrick.newburn@ventura.org.



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TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: JUNE 16, 2016

SUBJECT: OUTREACH COMMITTEE REPORT

The WDB Outreach Committee met on May 18, 2016. Attending the meeting were Committee members Brian Gabler (Chair), Will Berg, Victoria Jump and Bruce Stenslie; WDB member Tracy Perez; WDB staff Talia Barrera and Cheryl Moore; and guests Heidi Hayes (theAgency), Christy Norton (Community Services Department/WIOA), and Yvonne Jonason (Employment Training Panel—ETP). The following is a brief summary of Workforce Development Board of Ventura County (WDB) outreach activities from March 19, 2016 through May 17, 2016.

Employer Outreach

- Workforce Wednesday
 - April 20, 2016: How cities work with local businesses to provide free and low-cost services - Brian Gabler (City of Simi Valley) and John Fraser (City of Camarillo)
 - May 25: How federal programs impact workforce development – Capt. Doug King (Naval Base Ventura County) and Kristin Decas (Port of Hueneme)
- On-the-Job Training Outreach Ads and Collateral – March 14 to April 10, 2016
 - Media Plan completed
 - Facebook OJT Ads
 - 1. Reach: 40,963
 - 2. Page likes: 175
 - 3. Website clicks: 947
 - OJT E-blasts
 - 1. 3/29 WDB Biz List: 9,791 Sent/5.8% Open Rate
 - 2. 3/29 LA Times List: 50,000 Sent/13.9% Open Rate
- Ventura County Grows Business Outreach – Campaign focus shifted from internships based on discussions at the March Outreach Committee Meeting
 - Media Plan ran 4/18 – 5/15
 - Re-recorded the VCGB #800 number
 - Banners – 15 versions
 - Print Ads – 2 versions
 - Facebook ads – 3 versions
 - :60 Radio – Script updated and recorded
 - KCLU :30 and :10 PSA
 - VCGB Eblast

1. 4/20 WDB Cohorts: 211 sent/25.7 Open Rate
2. LA Times Eblasts (2): 50,000 sent – results pending

- Healthcare Committee – Case Manager/Case Coordinator Career Pathways Survey
 - Investigate email list of qualified candidates
 - Negotiate costs
 - Developed and designed dedicated eblast
 - Eblast 5/18te
- 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

Clean/Green Sustainability Outreach: theAgency 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.

Youth Outreach

- VC Jobs with a Future: July 1, 2015 – March 17, 2016
 - 16% decrease over the same time period 14/15 program year
 - 3,796 sessions / 3,223 unique users
 - 1.25 minutes average visit duration
 - 66.86% bounce rate
- VCJWF Twitter – 371 followers
 - 44 tweets
 - 1,052 profile visits
 - 15,100 Impressions (March, April, May)

General Outreach

- Media Relations and Various *WDB* Activities
 - Wrote and submitted "Investing in Business-Education Collaboration to Build Ventura County's Workforce" Op-ed for members Bruce Stenslie and Roger Rice:
 - VCStar, March 27, <http://www.vcstar.com/opinion/columnists/bruce-stenslie-and-roger-rice-economy-depends-on-educated-skilled-workforce-2dcfaaba-9d33-4456-e053--373598171.html>
 - Developed and distributed new Board Member announcement – obtained quotes and photos from four new board members:

- VC Star, April 2, Four appointed to WDB board,
<http://www.vcstar.com/business/property-sold-honors-given-and-personnel-changes-made-2ebf9b20-cfc6-1a0e-e053-0100007f9a59-374331891.html>
- VCReporter, April 7, Four appointed to WDB board,
http://www.vcreporter.com/cms/story/detail/biz_buzz/13957/
- Patch.com, new board members,
<http://patch.com/california/agourahills/workforce-development-board-ventura-county-adds-new-board-members>
- 2016 WDB Awards nominations release: clips
 - VC Reporter, March 3, Award nominations,
http://www.vcreporter.com/cms/story/detail/biz_buzz/13845/
 - VC Star, March 5, Award nominations (article is cut off),
<http://www.vcstar.com/business/investors-award-nominations-sought-and-other-business-news-2d05d29b-dce6-6bed-e053-0100007f8fda-371024771.html>
 - Camarillo Acorn, March 25, Award nominations,
http://www.thecamarilloacorn.com/news/2016-03-25/Neighbors/Board_seeks_award_nominees.html
- WDB Website Redesign/Rebranding – Google Analytics Stats 12/14/15 to 5/11/16 (~ 5 months)
 - Audience Overview – 7,593 Sessions/5,777 Unique Users
 - NOTE: 43% (2,508) of new users from OJT digital efforts!
 - 2.28 pages per visit
 - 1.39 average minutes visit duration
 - 52.78% bounce rate
- 2016 WDB Award Nomination E-blast
 - April 5 – WDB Cohorts: 401/15.4% open rate
- Job Outlook E-blast
 - March 18 (February 2016 Report) – WDB Cohorts: 400/22.5% open rate/5% CTR
 - March 18 (February 2016 Report) - Biz List: 9,852/7.6% open rate/1.1% CTR
 - April 15 (March 2016 Report) - WDB Cohorts: 401/19.6% open rate/4.3% CTR
 - April 15 (March 2016 Report) – Biz List: 9,723/5.8% open rate/1.1% CTR
- Job Outlook: The following highlights local, state and national data in terms of NOT seasonally adjusted rates for March 2016:
 - Ventura County decreased .1% from 5.1% in February 2016 to 5.0% in March 2016 (March 2015 = 5.7%)
 - California decreased .1% from 5.7% in February 2016 to 5.6% in March 2016 (March 2015 = 6.7%)
 - U.S. decreased .1% from 5.2% in February 2016 to 5.1% in March 2016 (March 2015 = 5.5%)

Action Taken

The Committee reviewed and discuss the 2015-2016 performance of the Agency through third quarter, approving a recommendation that the Executive Committee authorize Workforce Development Board (WDB) staff to develop a Program Year 2016-2017 Workforce Innovation and Opportunity Act (WIOA) Contract Renewal with the Agency, to continue providing marketing and outreach services to the WDB.

The next meeting of the WDB Outreach Committee is scheduled for July 20, 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.



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TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: JUNE 16, 2016

SUBJECT: RESOURCE DEVELOPMENT COMMITTEE REPORT

The Resource Development Committee last met on April 8, 2016; and their last report to the Executive Committee was April 14, 2016. Under the April 2016 WDB Bylaws Amended July 2016, the Committee will transition to *ad hoc* status. Future meetings will be scheduled as needed.

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.



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TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: JUNE 16, 2016

SUBJECT: YOUTH COUNCIL REPORT

The Youth Council met on June 1, 2016. In attendance were Council members Tony Skinner (Chair), Mary Benton, Sandra Carrillo, Linda Fisher-Helton, Juan Mercado, Mary Navarro-Aldana, Archie Scott and Leslie Webster; WDB staff Patricia Duffy, Richard McNeal, Cheryl Moore, Dez Robite and Theresa Salazar Vital; and guests Nancy Ambriz (CSD); Karen Bluffer (theAgency), Sally Harrison (County CEO's Office), Ed Summers and Omar Zapata (Boys and Girls Clubs of Greater Oxnard and Port Hueneme). The following summarizes topics discussed at the meeting:

Overview of WIOA Adult, Dislocated Worker and Rapid Response Programs

Theresa Salazar Vital provided an overview of WIOA program performance requirements, and Nancy Ambriz summarized the fundamental workings of WIOA Adult, Dislocated Worker, and Rapid Response client services provided by the Community Services Department/WIOA. Mary Navarro-Aldana also provided insight from her EDD Job Services perspective. To maintain stability in AJCC operations during the WIOA transition while awaiting pending resolution of the One-Stop operator procurement requirement, CSD/WIOA and EDD Job Services had agreed to continue their AJCC partnership, with CSD/WIOA as the One-Stop operator and consortium lead. Council members asked a wide range of questions and expressed appreciation for the information.

2015-2016 Year-End Review

The Council discussed the draft of accomplishments and added a number of insights gained over the course of the year. The revised draft will be sent to Council members for their consideration and then forwarded to the Board itself.

Thank You to the Youth Council

On behalf of the Workforce Development Board, Tony Skinner expressed appreciation to Youth Council members for their exceptional dedication and service. This was the last official meeting of the group, which was required under the Workforce Investment Act. Application forms were provided to current Council members who might be interested in applying for participation on the new WDB Programs Committee after its formal recognition and organization by the WDB after July 1, 2016.

The first meeting of the WDB Programs Committee is TBA, from 3:00 p.m. to 4:30 p.m., 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.



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TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: JUNE 16, 2016

**SUBJECT: NOMINATIONS FOR THE ELECTION OF WORKFORCE DEVELOPMENT BOARD
OF VENTURA COUNTY (WDB) CHAIR AND WDB VICE CHAIR TO SERVE FROM
JULY 1, 2016, THROUGH JUNE 30, 2017**

NOMINATIONS

The *ad hoc* Nominating Committee respectfully places the following candidates in nomination for consideration by the Workforce Development Board of Ventura County (WDB) to serve as WDB officers from July 1, 2016, through June 30, 2017: Jim D. Faul for WDB Chair and Vic Anselmo for WDB Vice Chair.

DISCUSSION

Members of the Nominating Committee were Chair Alex Rivera, Anthony Mireles and Celina Zacarias. In considering candidates for 2016-2017 WDB officers, the committee referred to the considerations developed in 2006 for the Workforce Investment Board (WIB) and updated in 2016 with WDB terminology, for the nomination of the WDB Chair and WDB Vice Chair:

1. Desired Traits: demonstrates leadership qualities; represents an industry sector that is important in the county; is fair and objective; steers a moderate course; is even tempered; is a good facilitator of meetings; is unbiased and a positive communicator, a unifier
2. Time Required: Approximately 1-2 days per month
3. Primary Role: provides leadership; is the only WDB member authorized to speak for the board as a group, other than in rare and specifically authorized instances; models involvement; helps recruit new board members; makes committee assignments; implements the MOU with the County Board of Supervisors and the MOU with the Human Services Agency; assures execution of WDB goals and objectives; is primary WDB liaison to the County Board of Supervisors; manages the WDB and promotes good WDB member training
4. Enforcement Role: ensures that the WDB complies with its own rules as specified by the WDB Bylaws, the MOU and the Workforce Innovation and Opportunity Act (WIOA); ensures that meetings deal only with those issues that belong to the WDB to decide; ensures that the WDB has the necessary tools to carry out its mission; identifies obstacles and develops creative measures, when necessary, for the WDB to be successful
5. Relations with Executive Director: maintains close communication; offers direction, advice and feedback on behalf of the WDB members and stakeholders as appropriate; in keeping with the

MOU, participates in reviewing the performance of the Executive Director and gives feedback to the Executive Director's County supervisor, the HSA Agency Director

BACKGROUND ON JIM D. FAUL

Jim D. Faul joined the Workforce Investment Board of Ventura County on July 28, 2009, and became an active member and Vice Chair of the WIB Outreach Committee. He currently serves as Vice Chair of the WDB Executive Committee, participates on review panels in support of WDB business activities, is an active member of the WDB Speakers Bureau, and has been a guest on Workforce Wednesday. Mr. Faul has represented the WIB/WDB in meetings with Congressional representatives in the district and in Washington, D.C., as a panelist for a WDB presentation at a state conference, and as a participant at state and national workforce development conferences.

Mr. Faul is the Civil Engineering Department Manager for LC Engineering Group, Inc. in Thousand Oaks. He is a California licensed Professional Engineer and has career experience that includes senior level leadership positions with LC Engineering Group, Huitt-Zollars, Moffatt & Nichol and PSOMAS. Mr. Faul also worked with the Public Works Engineering Division, U.S. Navy Pacific Missile Test Center at Point Mugu and with the City of Temecula. He currently serves on the Citizen's Advisory Committee on Bond Measures for the Oak Park Unified School District. Mr. Faul studied civil engineering at San Diego State University and earned certificates in office administration and environmental management.

BACKGROUND ON VIC ANSELMO

Vic Anselmo joined the WIB on September 11, 2012, originally serving on the Applied Basic Skills Committee. He is currently Chair of the WDB Manufacturing Committee and in that capacity attends meetings of the WDB Executive Committee. In support of the Manufacturing Roundtable of Ventura County (MRVC), Mr. Anselmo has been an annual host for MRVC Manufacturing Day, opening the doors of his company for student site visits. He also has appeared on Workforce Wednesday to help raise awareness of job and career options in manufacturing. Mr. Anselmo has represented the WDB in meetings with Congressional representatives in Washington, D.C. and at state and national workforce development conferences.

After graduating from Santa Clara University with a B.S. in Economics, Mr. Anselmo joined Trax Softworks in Westwood, CA, providing customer service, sales and product training and developing software for mainframe applications. In 1989, he started his own company, Applied Powdercoat, in Oxnard. A recipient of the WIB Champion for Prosperity Award in 2011, he was recognized for his company's active support of workforce development in Ventura County through job creation and retention. Also active in the community, Mr. Anselmo has raised funds for La Reina High School as a golf tournament committee member, sponsored various local AYSO soccer teams and served with the boosters of both Oxnard and Ventura high schools.

ELECTION

During the WDB officer election process on June 16, 2016, other nominations for WDB Chair and WDB Vice Chair will be accepted from the floor.

If you have questions or need more information, please call me at (805) 805-579-5188, or contact Richard McNeal at (805) 477-5344, email 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 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
- 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.

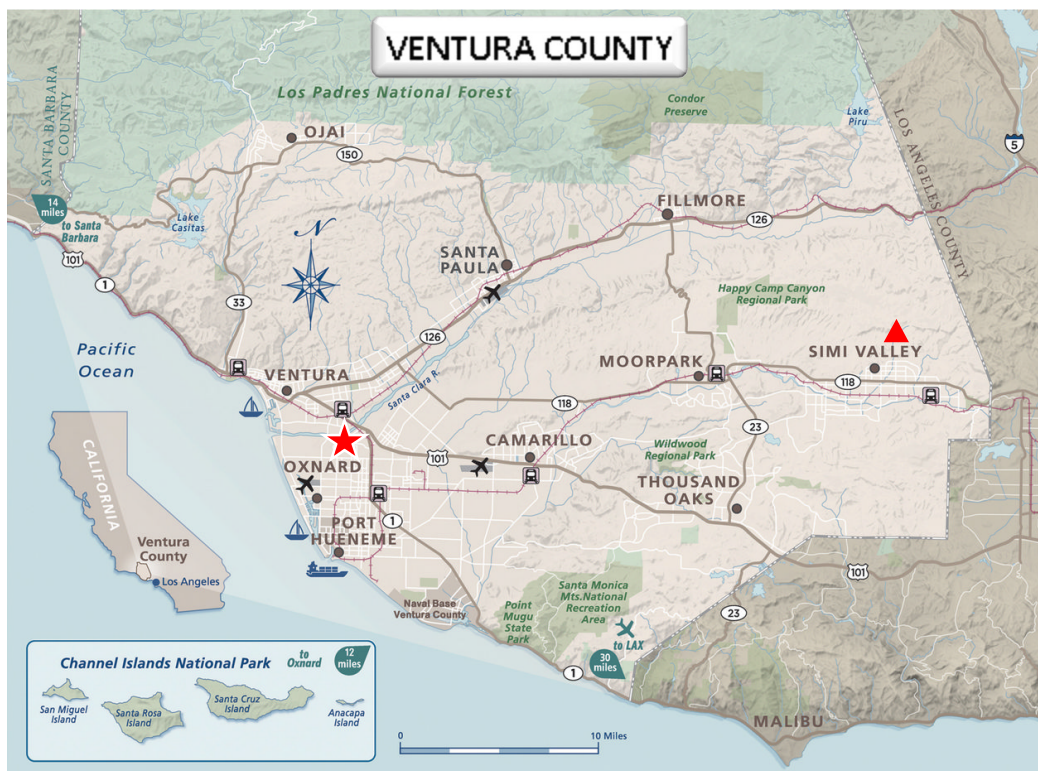
Methods for Referring Customers

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 their policies and procedures as well as their programs and services are in compliance with the physical and programmatic access requirements of 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. 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 (All EDD)	WIOA Title IV: Vocational Rehabilitation	Carl Perkins CTE	Title V: Older Ameri- cans	Migrant Seasonal Farm- workers	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
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
Provide Case Management	X	X	X	X		X	X	X	X	X
Provide Informational Services	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
Provide Labor Market Information	X	X	X				X		X	
Provide Support Services	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



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

As Amended July 2016

BYLAWS

WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (As Amended July 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 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][ii]). On July 1, 2015, the Ventura County Board of Supervisors renamed the Workforce Investment Board as the WDB and adopted the Workforce Investment Board Bylaws as the WDB Bylaws. 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. The WDB’s purposes and functions include:
 - 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 support skills attainment in regional growth industry sectors and clusters and will address 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) 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 be representatives of workforce entities within the LWDA. This category will include at least two (2) representatives from labor organizations and at least one (1) representative from an apprenticeship program. This category may also include representatives of community organizations that have demonstrated expertise in addressing employment or training needs.
 - d. Category IV: At least one member from each of the following: economic development organizations; the state employment services office serving the local area under the Wagner-Peyser Act; and organizations providing rehabilitation activities.
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, a letter of recommendation demonstrating the prospective member's qualifications and ability to serve.
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 positions, or offices, that qualify them to serve in the category for 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 by the Membership Committee 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 WDB responsibilities. 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.

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**



Revenue Per Employee Metrics

A New Model for "At Risk" and "High Growth Firm" analysis

Ray Bowman

Director: EDC SBDC

**Economic Development Collaborative
Ventura County**

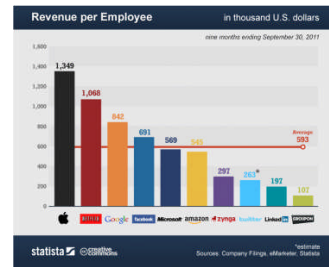
"At Risk" Firms

• **Challenges Identifying "At Risk" Firms:**

- *Traditional business assessments, interviews, have proven unreliable in identifying at-risk status*
- *D&B reports identify problems too late*
- *At what point in a companies decline can you help them the most?*



Benefits of Measuring Revenue per Employee Ratios



- *It's a well established efficiency measure for all businesses*
- *It captures a firm's ability to support operating expenses while providing competitive wages*
- *It is a metric that is easy to collect and track*

Data Driven Identification of At Risks Firms



- *A preliminary Study was conducted in Ventura County 2016 by the EDC SBDC*
- *11,845 firms with more than 5 employees*
- *Divided firms into 12 industry categories*
- *Benchmarked against competitive national and local salary data.*
- *Benchmarked against operating expense data*

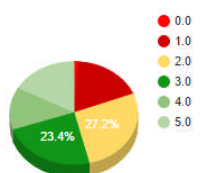
Data Sources and Resources Used



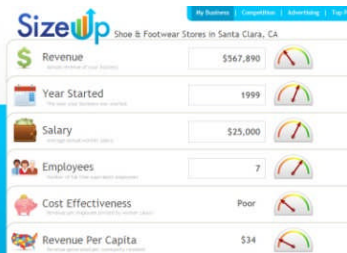
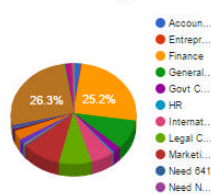
Preliminary Study Results

Primary NAICS	11	21	22	23	31-33	42	44-45
	Agriculture, forestry, fishing and hunting	Mining, quarrying, and oil and gas extraction	Utilities	Construction	Manufacturing	Wholesale trade	Retail trade
Number of Firms	147	27	33	86	765	139	189
Ventura	\$134,529	\$1,446,722	\$279,515	\$289,233	\$384,709	\$2,131,100	\$704,524
United States	\$208,000	\$1,646,666	\$846,750	\$453,666	\$217,833	\$2,527,200	\$164,000
Ventura	\$29,808	\$45,221	\$69,398	\$42,736	\$14,502	\$76,005	\$26,681
United States	\$29,808	\$155,374	\$52,532	\$48,516	\$52,310	\$62,447	\$16,755
Ventura	22%	4%	13%	10%	25%	4%	10%
United States	14%	9%	6%	11%	24%	2%	10%

Revenue Per Employee (3= Avg)



2015 Concern Categories



Questions to be Answered with Further Study



- *At which point is the revenue per employee so low that the business is not sustainable?*
- *At what point is the revenue per employee low, but can be improved with assistance from our support, making the business sustainable ?*
- *Can we better identify our high growth businesses and provide services and training to enhance their growth and alliances with other local businesses?*
- *What role does competitive wage structure play in the sustainability of our local businesses?*

Pilot Project for Improving the Efficiency of Identifying At-Risk firms for Layoff Aversion Services



1. *Expand our research to three workforce areas*
2. *Prioritizing 3-5 key industry sectors for each workforce area*
3. *Using local workforce teams, EDC SBDC perform field validation of our data collected on at risk firms*
4. *Develop and implement scopes of work to improve the sustainability of the firms we outreach to*
5. *Outcomes based on our model will be evaluated and assessed for statewide implementation*

Types of Service Delivery provided within the Project




- Business & Strategic Planning
- Financial Planning & Analysis, Cash Flow Management
- Capital Access
- Human Resources & Legal Issues
- Market Analysis, Marketing Strategy
- International Trade
- Social Media & E-Commerce
- Operational Efficiency & Customer Service
- Government Contracting & Procurement
- Incumbent worker training

Economic Development Collaborative – Ventura County

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Director SBDC
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Ventura County Adult Education Consortium

Workforce Development Board of Ventura County
June 16, 2016



Meeting Agenda

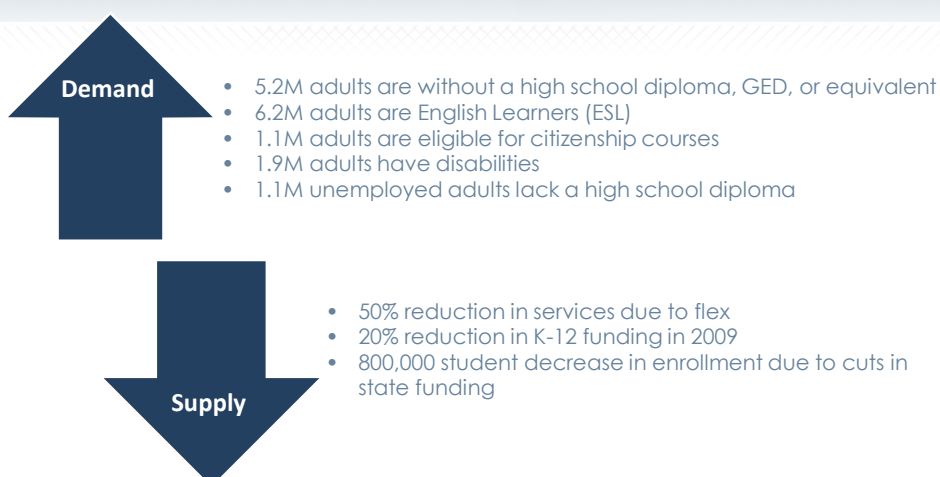
- I. AEBG Overview
- II. VCAEC Activities to Date
- III. Review of VCAEC Annual Plan
- IV. 2015 – 2016 Member Initiatives

AEBG Overview

- With the passing of Assembly Bill 86, the State of California appropriated \$25 million in grant funds to regional consortia to develop plans to improve regional services to adult learners
- The State Working Group evaluated findings from AB86 planning year and presented recommendations to legislature
- Ventura County Adult Education Consortium received \$401,000 to develop a county wide self-study



AB86 State Working Group Findings



The Path Forward: AB104 Adult Education Block Grant

Resolutions

- Stabilize current adult education funding
- Expand services provided by regional consortia
- Invest in accountability and assessment

Funding



- \$337m distributed to K-12 adult education (MOE)
- \$163m allocated to fund Regional Consortia

\$2.9m to VCAEC



AB104: Key Provisions

- Membership Eligibility
- Program Area Changes
- Transparency Among Consortium Members Regarding Sources and Uses of Funding
- Data Collection and Submission Requirements
- Outcome and Performance Measures
- Access to State and Federal Funding for Adult Education



VCAEC Recent Activities

- Membership
 - Conejo Adult School
 - Fillmore Adult School
 - Moorpark Unified School District
 - Ojai Unified School District
 - Oxnard Adult School
 - Santa Paula Unified School District
 - Simi Valley Adult School and Career Institute
 - Ventura Adult and Continuing Education
 - Ventura County Community College District
 - Ventura College
 - Oxnard College
 - Moorpark College
 - Ventura County Office of Education

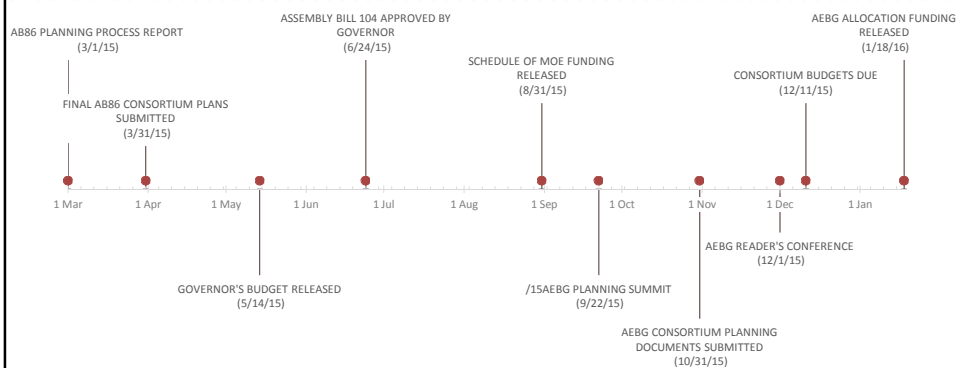


AB104: Key Provisions

- Program Area Changes
 - Existing Adult Education Programs
 - Adult Basic Education
 - Adult Secondary Education (High school diploma or its equivalencies)
 - English as a Second Language (including Civics and Citizenship)
 - Postsecondary Career Technical Education
 - Adults with Disabilities
 - Unfunded Adult Education Programs as of 2008-2009
 - Consumer Education
 - Older Adult Programs
 - Parenting Classes
 - New or Revised Adult Education Funded Classes 2015-2016
 - Older Adult Workforce Development and Job Placement
 - Adults Training to Support K-12 Student Success ((Parenting reinstated)
 - Pre-Apprenticeships



AEBG/AB104 Milestones



VCAEC Activities

- AEBG Planning Submission (10/31/15)
 - VCAEC Governance Document
 - 2015 - 2018 VCAEC Three-Year Consortium Plan
 - 2015 - 16 VCAEC Annual Plan
 - 2015 - 16 VCAEC Funding Allocations
 - 2015 - 16 VCAEC Performance Measures



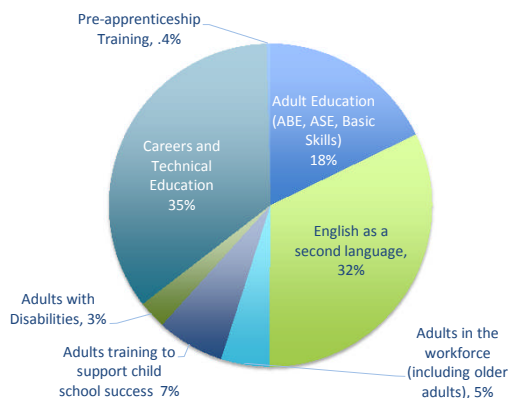
VCAEC Activities

- 2015 – 16 VCAEC Performance Measures (aligned with WIOA Guidelines)
 - Literacy and Numeracy Gains
 - ESL level Gains
 - Diplomas or Their Equivalencies
 - CTE Certifications
 - Job Placements
 - Salary Increases



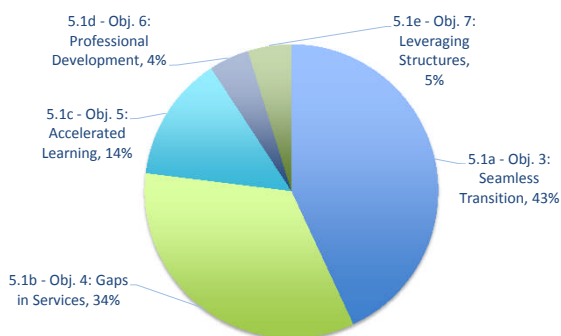
VCAEC 2015 – 16 Annual Plan

Funding Allocations by Program Area



VCAEC 2015 – 16 Annual Plan

Funding Allocations by Objective



VCAEC 2015 – 16 Annual Plan

Year 1 Goals and Activities - Highlights

- Expansion of ESL programs across the region
- Development of programs to address gaps in the underserved areas of Moorpark, Ojai, Fillmore, and Santa Paula
- New programs in Parent Education, Computer Literacy, and CTE
- Improved Student and Academic Support Services (childcare, job placement, academic support)
- Increased collaboration with regional educational providers VC Innovates and Ventura County Jails



VCAEC 2015 – 16 Common Denominators

- Burlington English as ESL core curriculum
- Aztec's HiSET and GED as high school equivalency curriculum
- CASAS assessment to determine literacy, numeracy, and language levels gains for measurable outcomes concerned with literacy and numeracy



Member Initiatives

Conejo Valley Adult School (\$140,000)

- Additional course offerings in ESL
- Investments in staff, data infrastructure, and technology to support hybrid instruction



Member Initiatives

Fillmore Unified School District (\$504,409)

- **Establish Fillmore Adult School**
- Develop parent program designed to foster knowledge and empower parents to support their children's social, emotional and educational success
- Programs and services in Adult Education (ABE, ASE, Basic Skills), ESL, and computer literacy
- Onsite childcare services



Member Initiatives

Moorpark Unified School District (\$50,000)

- Development of new parent support program (PIQE) designed to assist in the academic success of students

Ojai Unified School District (\$60,000)

- Establish Adult ESL program
- Onsite childcare offerings



Member Initiatives

Oxnard Union High School District (\$300,000)

- Increased access to classes/services
- High School Diploma/Equivalency
- English as A Second Language
- Basic Literacy Skills
- Vocational English as A Second Language
- Career Technical Courses
- Increased partnerships within the community



Member Initiatives

Santa Paula Unified School District (\$280,000)

- Establish Adult Education Program in Santa Paula
- Programs and services in ESL, Citizenship, and Mathematics
- Computer Literacy Program for Adults and Adults with Disabilities
- Establish Individual Learning Profiles and Offer Career Planning and Employment transition for Adults with Disabilities
- Investments in technology supports



Member Initiatives

Simi Valley Adult School and Career Institute (\$385,000)

- New job and career center to serve every graduate for 50 Career Technical Education certification programs featuring:
 - Search and create campaign packages for each occupational track.
 - Assistance writing effective Resumes and Cover Letters, creating Target Market List, LinkedIn Profile, Phone Message, Interview Prep, Fax Broadcast, Indeed Account, Cold Call Script, Interview Prep, Follow Up Letters, Offer acceptance letter, Negotiation Script, Letter of Recommendation from instructor, Individual Employment Plan through various workshop and on appointment basis.
 - Conduct Mock Interviews.
 - Maintaining relationship with student after employment to ensure successful outcome while tracking placement data.
 - Create partnerships with local employers



Member Initiatives

Ventura Adult and Continuing Education (\$585,000)

- Services in Ventura County Jails in ABE, ASE (high school equivalency), ESL, computer literacy certification, postsecondary CTE (culinary and hospitality, printmaking, and drought-resistant landscaping), life skills coaching, job readiness, search, and placement skills
- New programs in Older Adult Computer Literacy, Job Readiness, Search, and Placements in collaboration with the Ventura County Area Agency on Aging
- Pre-Apprenticeship Programs in Culinary and Hospitality Sectors
- K-12 Student Success program for Family, School, Community Partnership parent volunteer training in English and Spanish, and culminating in CTE paraeducator training in English and Spanish
- K-12 Student Success program to strengthen third grade mathematics skills in conjunction with Parent ESL training



Member Initiatives

Ventura County Office of Education (\$190,000)

- Provide NIMS certification for adults
- Job placement services for adult education students throughout the county
- Increase post-secondary degrees and training programs, such as pre-apprenticeship programs



Upcoming Activities

Activities	Date
Final 2015 – 16 Consortium Report of Expenditures	July 2016
Student Data Reporting	August 1, 2016
2016-17 Annual Plan	August 15, 2016
MOE and AB104 Allocations combined and distributed for 2016-17 fiscal year	August 2016

