



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

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

NOTE DIFFERENT LOCATION

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

REVISED AGENDA

- | | | |
|-----------|---|--------------|
| 8:00 a.m. | 1.0 CALL TO ORDER AND AGENDA REVIEW | Jim D. Faul |
| 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. | Jim D. Faul |
| 8:10 a.m. | 3.0 WDB CHAIR COMMENTS | Jim D. Faul |
| 8:15 a.m. | 4.0 CONSENT ITEMS

4.1 Approve Workforce Development Board Minutes: June 16, 2016
4.2 Receive and File: WDB Committee Reports
4.3 Receive and File: Local Board Recertification Approval Letter | Jim D. Faul |
| 8:20 a.m. | 5.0 ACTION ITEM

Recommendation that the Workforce Development Board of Ventura County (WDB) Approve the Appointment of Three Non-WDB Members to the Programs Committee for Three-Year Terms: Linda Fisher-Helton, Juan Mercado, and Archina Scott | Patty Schulz |
| 8:25 a.m. | 6.0 WIOA SPOTLIGHT ON SUCCESS

<i>Nicole Sabay, Civil Designer
LC Engineering Group, Inc., Thousand Oaks</i>

<i>Nancy Ambriz, WIOA Program Manager
HSA Community Services Department/WIOA
American Job Center</i> | Jim D. Faul |

8:35 a.m.

7.0 WDB COMMITTEE UPDATES

Committee
Chairs

7.1 2015-2016 Year-End Reviews

- Executive Committee: Jim D. Faul
- Clean/Green Committee: Victor Dollar
- Healthcare Committee: Greg Barnes
- Manufacturing Committee: Alex Rivera
- Membership Committee: Patty Schulz
- Outreach Committee: Brian Gabler
- Resource Development Committee: Alex Rivera
- Youth Council: Tony Skinner

Committee
Chairs

7.2 Launch of New WDB Committees

- Programs Committee: Tony Skinner
- Business Services Committee: Jesus Torres

9:05 a.m.

8.0 WIOA REGIONAL AND LOCAL PLANNING

Cheryl Moore

8.1 Updates

- WIOA Final Rule in Federal Register: August 19, 2016
- California EDD/CWDB Final Directive: Pending
- WDB Data Analysis Workgroup
- AJCC Operations Meetings
- Joint Meeting of WDB Regional Sector Committees
- Regional and Local Plan Development: Timeline

8.2 Sector Strategies Organizational Self-Assessment: Context for Discussion

9:55 a.m.

9.0 ON THE CALENDAR

Jim D. Faul

September 6-8, 2016

California Workforce Association Conference: Meeting of the
Minds in Monterey

9:57 a.m.

10.0 WDB MEMBER COMMENTS

WDB Members

10:00 a.m.

11.0 ADJOURNMENT

Jim D. Faul

Next WDB Meeting

October 27, 2016

8:00 a.m.-11:30 a.m. (Planning Meeting)

Ventura County Office of Education

5100 Adolfo Road (Salon B), 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.

For information about the Workforce Development Board of Ventura County, go to workforceventuracounty.org.



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

ANNUAL MEETING MINUTES

June 16, 2016

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

WDB Members Present

Victor Dollar, WDB Chair
Jim D. Faul, Vice Chair
Vic Anselmo
Gerhard Apfelthaler
Greg Barnes
Brian Gabler
Greg Gillespie
Jeremy Goldberg
Cindy Guenette
Charles Harrington

Victoria Jump
Capt. Douglas King
Byron Lindros
Mary Navarro-Aldana
Tracy Perez
Bill Pratt
Roger Rice
Alex Rivera
Patty Schulz
Tony Skinner

Mike Soules
Bruce Stenslie
Jesus Torres
Richard Trogman
Greg Van Ness
Stephen Yeoh
Celina Zacarias
Barry Zimmerman

WDB Members Absent

Will Berg
Martel Fraser

Kathy Harner
Gregory Liu

Anthony Mireles
Peter Zierhut

WDB Administration Staff

Cheryl Moore, Executive Director
Patricia Duffy

Tracy Johnson
Richard McNeal

Patrick Newburn
Ma Odezza Robite

Guests

Jeffrey Albaugh	Ventura Adult and Continuing Education
Diana Batista	Oxnard Adult School
Becky Beckett	Ventura County Adult Education Consortium
Mary Benton	Rainbow Connection Family Resource Center, Tri-Counties Regional Center
Karen Blufer	theAgency
Ray Bowman	EDC-VC SBDC
Sandy Carrillo	Ventura County Probation Agency
Karen Clark	Macy's
Bill Cunneen	Workforce Education Coalition
Kay Faulconer Boger	Ventura County Civic Alliance
Silvia T. Faulstich	U.S. Navy
Linda Fisher-Helton	Area Housing Authority of the County of Ventura
Lauri Flack	Community Services Department, Human Services Agency
Bertha Garcia	Ventura County
Sally Harrison	Ventura County CEO's Office
Greg Hill Jr.	WestEd/Ventura County Adult Education Consortium
Brad Hudson	Representative, Congresswoman Julia Brownley's Office

Gina Johnson	Ventura County Probation Agency
Teresa Johnson	Ventura County Adult Education Consortium
Michelle Morehouse-Bass	Macy's
Dawn Neuman	California State University, Channel Islands
Raul Ornelas	Community Services Department/WIOA, Human Services Agency
Ted Picchini	Naval Air Warfare Center Weapons Division at Point Mugu
Eileen Rohlfing	Employment Development Department
Greg Robinson	Charles Abbott Associates, Inc.
Archie Scott	Ventura Unified School District
Franklin Tomei	Naval Surface Warfare Center at Port Hueneme Division
Cesar Valladares	Employment Development Department

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 Charles Harrington (Service Employees International, Local 721); Tracy Perez (United Staffing associates), and Stephen Zierhut (Haas Automation, Inc.).

Mr. Dollar thanked recent Workforce Wednesday radio show participants. In May 2016, WDB member Captain Douglas King and Kristen Decas (Port of Hueneme Oxnard Harbor District) talked about how government contracts benefit local employers and the workforce. Recordings of this 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 board members Martel Fraser and Bruce Stenslie for representing WDB at the May 2016 California Labor Federation Workforce and Economic Development Conference in Sacramento. He also thanked the Board and committee members who attended the WDB Study Session presentation to the Board of Supervisors on June 14. The session went well, and the Supervisors appreciated their participation. Mr. Dollar congratulated Heidi Hayes, President of the Agency and a WDB contract provider for outreach services. Recently, Heidi was named the Woman Business Owner of the Year by the *San Fernando Valley Business Journal*. A final thank you went to new board member Stephen Yeoh for suggesting that we bookmark our electronic Board meeting packets. The packet may be accessed via the WDB Meeting Agenda link on our website: www.workforceventuracounty.org.

Mr. Dollar announced that on June 30, 2016, the WDB Resource Development Committee (RDC) will transition from a standing committee to an *ad hoc* role. The RDC has been the source of thoughtful insight, strategic problem solving, and spirited budget discussions for many years. Several years ago members of the committee created the now-famous Ventura County Workforce Development Pipeline model. Mr. Dollar thanked the outgoing members of the Resource Development Committee, Alex Rivera (Chair), Gerhard Apfelthaler (Vice Chair), and members Mike Soules and Barry Zimmerman.

Mr. Dollar also thanked and recognized the members of the WDB Youth Council. The Youth Council was originally formed in accordance with the requirements of the Workforce Investment Act (WIA). Its sixteen-year run will end on June 30th, when it will transition to a new WIOA Programs Committee. Five Workforce Board members who served on the Youth Council are Chair Tony Skinner, Vice Chair Roger Rice, Kathy Harner, Mary Navarro-Aldana and Jesus Torres. Non-board members have filled seats in specific categories required under WIA. The names of this year's members are in the meeting packet posted on the WDB website. Mr. Dollar recognized three of those non-board members who attended today's board meeting: Mary Benton (Rainbow Connection Family Resource Center, Tri-Counties Regional Center), Linda Fisher-Helton (Area Housing Authority of the County of Ventura), and Archie Scott (Ventura Unified School District). Tony Skinner and Victor Dollar both thanked and presented the former Youth Council members with a plaque.

4.0 CONSENT ITEMS

4.1 Approve Workforce Development Board Minutes: April 28, 2016

4.2 Receive and File: WDB Committee Reports

Motion to approve the Consent Items: Mike Soules

Second: Bill Pratt

Motion carried unanimously

5.0 2016 WDB AWARDS

WDB Outreach Chair Brian Gabler hosted the presentation of the 2016 WDB Awards. WDB members congratulated the recipients and expressed appreciation for the exceptional contributions made by members of the community to help build a strong, competitive workforce in Ventura County. Brad Hudson also presented recipients with certificates of recognition from Congresswoman Julia Brownley.

WDB Youth Opportunity Award

- Karen Clark, Macy's of Ventura
- Michelle Morehouse-Bass, Macy's of Ventura

WDB Champion for Prosperity Award

- Renee Meriaux, Charles Abbott Associates, Inc.
- Ventura County Community Development Corporation

WDB Leadership Award

- Silvia T. Faulstich, U.S. Navy, Naval Air Systems Command
- Dawn Neuman, Ph.D., California State University, Channel Islands

6.0 ACTION ITEMS

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, Nominating Committee Chair, placed names in nomination for WDB Chair and WDB Vice Chair. Victor Dollar thanked the members of the Nominating Committee (Mr. Rivera, Anthony Mireles and Celina Zacarias) for their service on behalf of the WDB and then discharged the committee.

Mr. Dollar conducted the election, which resulted in the selection of Jim D. Faul as WDB Chair and Vic Anselmo as WDB Vice Chair.

Motion to approve the nominations: Alex Rivera
Second: Bruce Stenslie
Motion carried unanimously

7.0 PROVIDING LAYOFF AVERSION SERVICES

Improving the Efficiency of Identifying At-Risk Firms for Layoff Aversion Services: A 2016 California WDB Workforce Accelerator Grant Project

WDB member Bruce Stenslie and Ray Bowman, from the Small Business Development Center of Ventura County and Santa Barbara Counties, summarized a solution to identifying firms at risk and explained how they will test their model through a California WDB Workforce Accelerator grant. (A copy of the presentation is in the WDB meeting packet posted on the WDB website: www.workforceventuracounty.org.)

8.0 DEVELOPING A SKILLED WORKFORCE

Ventura County Adult Education Consortium (VCAEC)

Teresa Johnson, Executive Co-Chairperson of VCAEC, and Greg Hill Jr., Senior Project Director, WestEd, described how a grant resulting from AB86 has helped local providers of adult education, working together as the Ventura County Adult Education Consortium, to assist with the needs of adults for training and jobs. (A copy of the presentation is in the WDB meeting packet posted on the WDB website: www.workforceventuracounty.org.)

9.0 WIOA IMPLEMENTATION

- Local Board WIOA Recertification: The WDB was awaiting written confirmation from the State to confirm approval of the Ventura County Workforce Development Board Recertification Request, to be effective July 1, 2016, through June 30, 2018.
- WDB Composition: The Membership Committee continued to recruit for one member in the business category to achieve the original WDB target of 31 members. However, Cheryl Moore noted that the current WDB composition of 30 members is already in compliance with federal WIOA requirements.
- AJCC MOU: The Board of Supervisors approved the WDB 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).
- WDB Bylaws as Amended July 2016: The Board of Supervisors approved the WDB Bylaws, amended to ensure compliance with WIOA requirements, to be effective July 2016.
- California WDB: Ad Hoc Data Collection and Reporting for WIOA Title I Committee: Ms. Moore was appointed to a 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 was scheduled for June 16, 2016, in Sacramento.

- WDB Regional Sectors Meeting: The first joint meeting of the WDB sector committees was scheduled for August 5, 2016, from 8:00 a.m. to 10:00 a.m., at the Ventura County Office of Education, 5100 Adolfo Road, Camarillo. WDB members from other committees were invited to join the discussion with members of the Business Services, Clean/Green, Healthcare, and Manufacturing committees.

10.0 WDB MEMBER COMMENTS

There were no comments.

11.0 ADJOURNMENT

Motion to adjourn at 10:00 a.m.: Roger Rice

Second: Bill Pratt

Motion carried unanimously

Next WDB Meeting

Thursday, August 25, 2016 (8:00 a.m.–10:00 a.m.)

Ventura County Community Foundation (Community Room)

4001 Mission Oaks Blvd., Camarillo, CA



Workforce Development Board of Ventura County

August 25, 2016

WDB COMMITTEE REPORTS

- Executive Committee
- Joint Committee Report
 - Business Services Committee
 - Clean/Green Committee
 - Healthcare Committee
 - Manufacturing Committee
- Membership Committee
- Outreach Committee
- Programs Committee



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: WORKFORCE DEVELOPMENT BOARD

**FROM: JIM D. FAUL, CHAIR
EXECUTIVE COMMITTEE**

DATE: AUGUST 25, 2016

SUBJECT: EXECUTIVE COMMITTEE REPORT

The Executive Committee met on July 14, 2016. In attendance were Committee members Jim D. Faul (Chair), Vic Anselmo (Vice Chair), Greg Barnes, Victor Dollar, Anthony Mireles, Alex Rivera, Patty Schulz, and Tony Skinner; WDB staff Talia Barrera, Patricia Duffy, Richard McNeal, Cheryl Moore, Patrick Newburn, and Theresa Salazar Vital; and guests Nancy Ambriz (HSA Community Services Department/WIOA) and Sally Harrison (County of Ventura Chief Executive Office).

The Committee also met on August 11, 2016. Attending the meeting were Committee members Jim D. Faul (Chair), Vic Anselmo (Vice Chair), Victor Dollar, Anthony Mireles, Alex Rivera, Patty Schulz, and Jesus Torres; WDB staff Talia Barrera, Patricia Duffy, Richard McNeal, Cheryl Moore, Patrick Newburn, and Theresa Salazar Vital; and guest Sally Harrison (County of Ventura Chief Executive Office).

The following is a summary of topics discussed at one or both of the meetings:

WDB Finance and Grant Reports

- 2015-2016 WIOA Budget Plan Expenditures

The Committee reviewed and discussed the final Financial Status Report (FSR) for Fiscal Year 2015-2016, reflecting year-to-date expenditures from July 1, 2015 through June 30, 2016. (A copy of the FSR is in the August 11, 2016 Executive Committee meeting packet posted on the WDB website: www.workforceventuracounty.org). The status of expenditures at 100% 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	2,571,105	2,400,545	93%
Adult	1,843,457	1,843,293	100%
Youth	2,038,948	1,925,000	94%
Rapid Response	456,459	433,760	95%
<u>WIOA Non-Core Funds</u>			
Workforce Accelerator Grant	7,994	7,806	98%
CWIB Steps 2 Work Grant	123,752	119,705	97%
DOL Bridges 2 Work Grant	212,637	210,667	99%
VCI – E3	76,980	39,716	52%

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. Multiple program year grant.

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. Multiple program year grant.

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. Multiple program year grant.

The State waived their local WDB requirement 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. WDB staff projects unspent FY 2015-16 carry over WIOA core and non-core funds for expenditures in FY 2016-17.

Under WIOA requirements, at least 75% of the annual Youth WIOA core allocation must be expended for out-of-school youth and 20% of the annual Youth WIOA core allocation must be expended for work experience. WDB staff projects meeting both Youth requirements, pending State notification.

- WIA/WIOA Training Expenditures

As shown in the table below, the summary of WIOA training expenditures, as of June 30, 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 <u>FY 13-15</u>	Core Grant <u>FY 14-16</u>	Core Grant <u>FY 15-17</u>
Total Adult and Dislocated Worker Formula Fund Allocations	4,346,991	4,092,349	4,133,724
Training Expenditure Requirement	1,086,748	1,023,087	1,033,431
	25%	25%	25%
Formula Fund Training Expenditures	1,053,524	1,263,321	977,907
Leveraged Resources			
• Total Leveraged Resources Used Toward Training Expenditures	400,025	409,235	348,361
• Maximum Allowed Leveraged Resources (10%)	434,699	425,933	413,372
Total Leveraged Resources Used Towards Training Expenditures	400,025	409,235	348,361
• Total Amount Spent on Training	1,453,549	1,672,556	1,326,269
• % of Training Requirement Met (Final goal = 100%)	134%	163%	128%

Performance Update

The following information was shared and discussed with Committee members:

- Preliminary final 2015-2016 fourth quarter (Q4) WIOA Adult, Dislocated Worker, and Youth outcomes for all nine (9) WIA Common Measures for the Ventura County local area exceed a 100% success rate. The final 15-16 Q4 WDB performance report, including CSD year-end outcomes for the WIOA Adult, WIOA Dislocated Worker, CWDB Steps2Work and DOL Bridges2Work programs, will be provided at the September 15 Executive Committee meeting.
- 2016-2017 WIOA performance measures will go into effect on July 1, 2016. Local areas are awaiting State performance policy direction since the June 30 publication of final DOL regulations.
- 2015-2016 Year-End Status and Reports
 - *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) Fourth Quarter (Q4) July 1, 2015 through June 30, 2016: The Economic Development Collaborative-Ventura County (EDC-VC) reported cumulative business retention/layoff aversion activities. State and WDB reporting lists:
 - ✓ Twenty-three (23) unique at-risk businesses received services to prevent the loss of 1,283 at-risk jobs.
 - ✓ Ninety-six (96) at-risk workers were provided Incumbent Worker Training (IWT) with non-WIOA funds.
 - ✓ An average customer satisfaction score of 4.59, on a 5 point scale, was achieved for employers served.
 - ✓ Contract expenditures were at \$94,750.00, with \$51,884.25 in-kind expenditures.
 - ✓ Two hundred and sixteen (216) 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).

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 Minor Revisions to the WDB Policy on Non-WDB Members of the WDB Programs Committee (Local Policy Bulletin #2016-03)**

The policy establishes final WDB criteria for non-WDB membership on the new Programs Committee of the WDB.

- **Approved a Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approve Submission of the 2016 Conflict of Interest Code Biennial Review of the WDB to the Clerk of the Board of Supervisors**

Every two years local boards are asked to revise as needed the form that notifies the Clerk of the Board of Supervisors of those individuals who are required to submit Form 700 in accordance with the WDB Conflict of Interest Code. In addition to updating the title of the Workforce Development Board, categories listed for Form 700 submission include all WDB members, the WDB Executive Director, and the WDB Administrative Managers.

2015-16 Year-End Review

Committee members recommended an additional insight from the prior program year to finalize the Year-End Review for the August 25, 2016 WDB meeting.

WIOA Requirements and WDB Administration

- California EDD/CWDB Final Directive Pending: Committee members reviewed, discussed, and asked questions regarding Draft State Directive WSDD-146, published on July 1, 2016, providing guidance for Local and Regional plan requirements.
- Focus of Regional and Local Plans: The WDB will submit one combined local and regional plan for State approval. The WDB approved plan must be submitted to the State Board no later than March 15, 2017.
- Ventura County Local Area Plan Timeline:

2016		2017	
July	Draft Guidelines	Jan. 12	Final Plan
July-Nov.	Planning	Feb.	BOS Approval
Dec. 8	Draft Plan	March 8	Submit to CWDB
Dec. 8-Jan. 8	Public Comment	June	Approval for July 1

- WIOA Requirements: Leveraging resources (i.e., staff, WIOA/Non-WIOA funds) of the American Job Center of California required partners and a process for continued AJCC system improvement are critical for sustaining the AJCC system and the regional framework for building a competitive workforce pipeline for the Ventura County.
- AJCC Operations: To meet final DOL regulations, WIOA fire-wall protocols and procurement issuance for the WIOA One-Stop Operator, will be coordinated through the County of Ventura’s General Services Department.
- Data Analysis Workgroup: Representatives from each of the three WDB sector committees held their first meeting in July to coordinate needed data for sector committee work and for our pending regional/local plan.
- Joint Meeting of WDB Regional Sector Committees: Sector Committee and WDB members met on August 5, 2016.

The next meeting of the Executive Committee is scheduled for September 15, 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) 497-1244, or contact Cheryl Moore at (805) 477-5306, email cheryl.moore@ventura.org.



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: WORKFORCE DEVELOPMENT BOARD

**FROM: GREG BARNES, CHAIR
HEALTHCARE COMMITTEE** **ALEX RIVERA, CHAIR
MANUFACTURING COMMITTEE**

**ANTHONY MIRELES, CHAIR
CLEAN/GREEN COMMITTEE** **JESUS TORRES, CHAIR
BUSINESS SERVICES COMMITTEE**

DATE: AUGUST 25, 2016

SUBJECT: REGIONAL SECTORS COMMITTEE REPORT

On Friday, August 5, 2016, members of the WDB Business Services Committee, Clean/Green Committee, Healthcare Committee, and Manufacturing Committee participated in the first Joint Meeting of the WDB Regional Sector Committees. WDB Vice Chair Vic Anselmo chaired the meeting, and participants included:

Business Services

Jesus Torres* (Chair)
Tracy Perez*
Stephen Yeoh*

Manufacturing

Alex Rivera* (Chair)
Jim Avery
Michael Bastine
Patrick Grimes
Cindy Guenette*
Marybeth Jacobsen
Byron Lindros*
Jason Miller
Tiffany Morse
Bill Pratt*
Mary Anne Rooney
Bruce Stenslie
Peter Zierhut

Clean/Green

Anthony Mireles* (Chair)
John Brooks
Rebekah Evans
David Fleisch
Mary Anne Rooney

Healthcare

Greg Barnes* (Chair)
John Cordova
Martel Fraser*
Amy Mantell
Dawn Neuman
Irene Ornelas
Mary Anne Rooney
Richard Trogman*

WDB Members

Vic Anselmo* (Vice Chair)
Charles Harrington*
Victoria Jump*
Capt. Doug King*
Patty Schulz*

WDB Administration

Talia Barrera
Patricia Duffy
Tracy Johnson
Richard McNeal
Cheryl Moore
Patrick Newburn
Ma Odezza Robite
Theresa Salazar Vital

Guests

Sally Harrison (CEO's Office)
Heidi Hayes (theAgency)
Paula Hodge (SCCRC)
Payal Kamdar (VSolvit)
Vivian Pettit (CSD/WIOA)
Mairelise Robinson (Workforce
Education Coalition)
Chris Schuckmann (Hi-Tech Corp.)
Michelle Schuckmann (Hi-Tech Corp.)

*WDB Members

WDB Sector Committees

Vic Anselmo commended the impressive amount of work undertaken by the WDB sector committees for more than six years to strengthen workforce development in Ventura County. He thanked the committee members for their exceptional commitment and collaboration.

Greg Barnes, Chair of the Healthcare Committee, Anthony Mireles, Chair of the Clean/Green Committee, Alex Rivera of the Manufacturing Committee, and Jesus Torres of the newly appointed Business Services Committee provided updates and perspectives on the work of their respective committees. A copy of the presentation may be found in the sector committee meeting packets posted on the WDB website: www.workforceventuracounty.org.

WIOA Regional Sector Requirements

Cheryl Moore provided an overview of the industry sector requirements for WDB regional and local planning under the Workforce Innovation and Opportunity Act (WIOA) and responded to questions. Discussion included a description of the WIOA workforce development system, regional planning units in California, regional strategy for building a competitive workforce pipeline in Ventura County, WIOA One-Stop system alignment, and performance components relating to programs, fiscal, providers, and the alignment of partners in the American Job Center of California (AJCC) delivery system. A copy of the presentation may be found in the sector committee meeting packets posted on the WDB website: www.workforceventuracounty.org.

Opportunities for Collaboration

WDB committee members worked in sector groups and cross-sector groups, reporting to the large group their responses to four questions. Reference materials available included updated workforce/occupational data by sector, workforce skills charts developed by sector committees, sector committee year-end reviews, and draft two-year sector committee plans. Below is a summary of the wall notes and committee member comments during the follow-up discussion. The input will be considered during sector committee planning and WDB/WIOA regional and local planning processes.

Business Services

1. What are the high-demand jobs in the next 3-5 years?

- Accounting (software, QuickBooks)
- Advanced Office I.T. (cloud, collaborative software)
- Cyber Security
- Gaming/Simulation Developers
- IoT Networking
- IT Manager
- Junior programmers / developers
- Marketing (digital) (social media)
- Mobile developers App-software
- Quality Information Manager (software)
- Technical Literacy
- Technology Office Manager (operational)

2. Which of those jobs are hard to fill? Why?

- Cyber Security
- IoT Networking
- Junior Programmers /Developers
- Mobile Developers App-Software
- *Lack of pipeline*
- *Growing: devices/data analysis/networking, cross functional skills*

- *Evolving: cyber security and technological challenges constantly evolving; therefore solutions and the skills required change as well, which outpaces training/education available*

Clean/Green

1. What are the high-demand jobs in the next 3-5 years?

- Alternative Fuel Mechanics
- Green Chemistry
- High Voltage Electrician
- Hospitality (all areas)
- Hospitality Workers
- Inspection Services for Government Services
- Inspectors
- Landscaping/Xeriscaping Installation
- Marketing
- Marketing/Outreach Coordinator Specialist
- Municipality
- Organic Agriculture
- Solar Installation
- Utility Workers
- Water/Wastewater Workers

2. Which of those jobs are hard to fill? Why?

- Hospitality Workers: *gap between training for green skills and employers desire to pay*
- Inspectors: *certification/training pipeline - not in data base-localized*
- Marketing: *understanding the value to the businesses*
- Utility Workers: *not enough workers and lack of training*

Healthcare

1. What are the high-demand jobs in the next 3-5 years?

- Bilingual
- Care Coordinators
- Caregivers (CHW, I.H.S.S.)
- Case Managers
- CNA (HHA)
- Geriatrician Specialty M.D.'s.
- Health Educators
- Health Faculty
- I.T. Clinical Technology/Biomedical Engineering
- I.T. Technology/Biomedical Engineering
- Mental Health Providers
- Physician Assistants
- Physical Therapy/OT
- R.N.'s (i.e. specialty LVNs, RNP)

2. Which of those jobs are hard to fill? Why?

- Bilingual: *lack of cultural awareness skills*
- Caregivers (CHW, I.H.S.S.): *low wages*
- Geriatrician Specialty M.D.'s.: *need extra training*
- Health Faculty: *wages*
- I.T. Clinical Technology/Biomedical Engineering: *lack of trained available workforce*
- Mental Health Providers: *education level*
- Physical Therapy/Occupational Therapy: *education requirements*
- R.N.'s (i.e. specialty LVNs, RNP): *shortage/training*

Manufacturing

1. What are the high-demand jobs in the next 3-5 years?

- Additive Manufacturing Technician
- Cyber Security
- Design Engineer
- Discrete Hyper Skills
- Engineers – Systems
- Equipment Maintenance
- Experienced Machinists
- Facilities Maintenance
- High Technology Assemblers
- I.T. integrate with manufacturing EQ
- Industry-specific interns
- Inspectors (Dimensional, Visual, Electrical)
- Inventory Control
- Machinists with 10 Years' Experience
- Maintenance Technicians
- Manufacturing Systems Technicians / Engineers
- Manufacturing Technician
- Mechanical Engineer
- Metal Finishers/Coating Experts
- Mid-level Managements Skills
- Plant Operator
- Programmer (CNC/Controls)
- Quality Assurance (ISO/AS 9100 + Physical Inspection)
- Skilled Assembly
- Software Migration
- Technician (Electrical or Mechanical)
- UAV Technicians

2. Which of those jobs are hard to fill? Why?

- Design Engineer: *lack of hands-on experience; educational programs to provide hands-on experience are in nascent phase*
- Experienced Machinists: *lack of awareness, lack of experience, job jumping, lack of training*

- Quality Assurance (ISO/AS 9100 + Physical Inspection): *no training program; lack of experience*
- Programmer (CNC/Controls): *lack of awareness, lack of experience, job jumping, lack of training*
- General Concerns:
 - *Critical thinking vs. standardized tests*
 - *Critical thinkers/agility*
 - *Career awareness of teachers*
 - *Trouble shooters*
 - *Self-teachers*
 - *Off-shoring of manufacturing (and its appeal)*
 - *H.S. “shop” classes extinct*
 - *Unrealistic expectations*
 - *Need for basic skills*
 - *No time to grow people into jobs*
 - *Minimal trade training*
 - *Lack of training resources in the area*
 - *Self-regulators*

All Sectors

3. What challenges do the industry sectors have in common?

- **Education and Training**
 - Basic skills (read, write, math, tech)
 - Career awareness
 - Certification
 - Internships/apprentice/OJT
 - Leadership skills
 - Soft skills (employability skills)
 - College education → no job → entry level → stuck.
 - Lack of employer-based training
 - Lack of experience/training
 - Saturation of degrees
 - Training: cost, right program, investment (continuous)
 - Educational levels (industry skills needed/engage educators)
- **Economic Development**
 - Need to train the people who live here
 - Lack of local resources
 - Cost of living
 - Employee retention in an employees’ market
 - How do we get people to stay here? (locally and with the same employer)
 - Proximity to L.A. County causes employee(s) to go elsewhere
 - Retention
 - Salary (benefits)
 - Need all jobs to be more green (Manufacturing, Healthcare)
- **Technology**
 - Cyber security
 - Technology challenges

- Awareness
 - Improve perception of vocational training
 - Negative perception of industry
 - Understanding the “new employee” mindset

4. What action might we take?

- Engage students with industry (site visits, classroom guest speakers from small business to large employers)
- Vocational training day at schools (hands on for students; class field trips)
- Provide opportunities for educators to experience industry demands and environment
- Need school boards on “board”—experience hands-on training to help counter negative perceptions
- Job advancement plan for retention (skill-based/competency-based, not time based)
- Pre-apprenticeship programs: skill-up people in industry trades (e.g., short-term 2000-hour program to touch up on specialty skills and jobs)
- Retention (share info across businesses; review compensation/benefits; flex time; do small business outreach for retention and training of employees)
- Sponsor site tours in different sector environments (emulate Manufacturing Committee/Manufacturing Roundtable participation in Manufacturing Week)
- Figure out how to fill in the gaps in the data currently available

Next WDB Regional Sector Committee Meetings

Business Services Committee

To be scheduled

Clean/Green Committee

September 16, 2016 (8:00 a.m.-9:30 a.m.)
VCCF Nonprofit Center (Community Room)
4001 Mission Oaks Blvd., Camarillo, CA

Healthcare Committee

September 23, 2016 (8:00 a.m.-9:30 a.m.)
VCCF Nonprofit Center (Community Room)
4001 Mission Oaks Blvd., Camarillo, CA

Manufacturing Committee

October 20 (8:00 a.m.-9:30 a.m.)
United Food and Commercial Workers (Suite A)
816 Camarillo Springs Rd., Camarillo, CA

If you have questions or need more information regarding a sector committee, please contact the committee chair or the WDB Administration staff at (805) 477-5306.



TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: AUGUST 25, 2016

SUBJECT: MEMBERSHIP COMMITTEE REPORT

The Committee met on August 2, 2016. In attendance were Committee members Patty Schulz (Chair), Jeremy Goldberg (Vice Chair), Capt. Doug King, and Jesus Torres; and Workforce Development Board (WDB) staff Cheryl Moore and Patrick Newburn. The following summarizes topics discussed at the meeting:

Appointments and Reappointments

- Reappointments: The Committee reviewed current WDB member attendance records and discussed participation on WDB committees. WDB staff were asked to contact WDB members whose terms would be ending soon regarding interest in possible reappointment to the WDB.
- Appointments: Patrick Newburn reported that the current board composition continued to be in compliance with WIOA local board standards and recertification specifications. No appointments were in process at the time of reporting. Committee members discussed board composition, categories of representation, and required business member and workforce member ratios if additional members were to be identified for WDB expansion at a future date.
- Recruitments: Committee members discussed importance of participation on sector committees, an experience which continues to provide a good introduction to the work of the WDB prior to consideration of a possible recommendation for WDB appointment. The Clean/Green Sector Committee is seeking Agriculture business representation. The new Business Services Sector Committee is currently engaging new members.

WDB Policy for Non-WDB Members of the Programs Committee

Cheryl Moore explained the WDB Local Policy Bulletin #2016-03 that was approved and effective July 1, 2016. Ms. Moore also noted that the Executive Committee will receive a recommendation on August 11, 2016, for minor revisions to the wording regarding categories listed in the policy. Included will be a change in "Labor Organizations" to "Workforce Organizations," which will be consistent with WIOA terminology for WDB composition.

Action Item

Recommendation that the Workforce Development Board of Ventura County (WDB) Approve the Appointment of Non-WDB Members to the WDB Programs Committee for three-year terms.

Patrick Newburn presented the required information on three non-WDB member applicants: Linda Fisher-Helton, Juan Mercado, and Archina Scott. The Committee determined that all were compliant and appropriate per Local Policy Bulletin #2016-03 (WDB Policy for Non-WDB Members of the Programs Committee). The Committee recommendation will be presented for approval to the WDB on August 25, 2016. If approved, the three-year terms will start on that date.

WIOA Implementation Plan

Cheryl Moore reviewed the WDB Committee 2-Year Plan Guidelines and indicated that the Committee would use the document as a reference in outlining the Membership Committee plan at the next meeting.

The next Membership Committee meeting is scheduled for October 4, 2016, from 8:30 a.m. to 10:00 a.m., at the VCCF Nonprofit Center (Community Room), 4001 Mission Oaks Blvd., Camarillo, CA.

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



TO: WORKFORCE DEVELOPMENT BOARD

**FROM: BRUCE STENSLIE, ACTING CHAIR
OUTREACH COMMITTEE**

DATE: AUGUST 25, 2016

SUBJECT: OUTREACH COMMITTEE REPORT

The WDB Outreach Committee met on July 20, 2016. Attending the meeting were Committee members Bruce Stenslie and Tracy Perez; WDB staff Talia Barrera and Cheryl Moore; and guests Heidi Hayes (theAgency), Karen Blufer (theAgency) and Pam Heckel (theAgency). The following is a brief summary of Workforce Development Board of Ventura County (WDB) outreach activities from May 13, 2016, through June 30, 2016.

Employer Outreach

- **Workforce Wednesday**
 - May 25: “How federal programs impact workforce development”: Capt. Doug King, Naval Base Ventura County, and Kristin Decas, Port of Hueneme
 - June 22: WDB Award Winner Highlight/Internships: Victor Dollar WDB Chair and Karen Clark, Macy’s

- **Ventura County Grows Business Outreach**
 - KCLU :30 and :10 PSA Update
 - Facebook OJT Ads
 - 4/18-5/30 VCGB clicks: 593
 - 5/31 – 6/30 clicks: 352
 - **VCGB Eblasts**
 - LA Times Eblasts (2): 50,000 Sent – 12,019 opened (between the two eblasts)
 - 1,307 eblast clicks
 - 803 LA Times and Advanced Targeting clicks

- **Healthcare Committee – Case Manager/Care Coordinator Career Pathways Survey**
Eblast Results
 - 5/18: 3,652 deployed, 546 opened (15%), 78 clicks (14.3 CTR)
 - 5/25: 3,652 deployed as a reminder, 361 opened (9.9%), 48 clicks (13.3% CTR)

- **Workforce Wednesday**
 - May 25: “How federal programs impact workforce development”: Capt. Doug King, Naval Base Ventura County, and Kristin Decas, Port of Hueneme
 - June 22: WDB Award Winner Highlight/Internships: Victor Dollar and Karen Clark, Macy’s

- **Workforce Update Eblast**
 - June 13 – WDB Cohorts: 412 Sent/23.9% Open Rate/9.4% CTR
 - June 13 –_Biz List: 9,589 Sent7.7% Open Rate/2.4% CTR
- **Ventura County Grows Business Website – July 1 to June 30, 2016: complete program year**

Website: 12% decrease (was -37%) in unique visitors over same time previous year

 - 4,364 (4,812-2015) Sessions/3,740 (4,260-2015) Unique Visitors
 - 1.57 minutes average session duration (Increased 23%)
 - 2.34 pages/session (Increased 15%)
 - 55.20% Bounce Rate (Improved over 69.56% in 2015)
- **VCGB Facebook May 13 to June 30 – 1,895 Fans (through June 30, 2016)**
 - Page Likes/Fans: Gained 5 fans since May 13, 2016
 - Posts – 30 total posts since May 13 (approx. 15 per month)
 - Post Reach: 1,343 most for a single day (5/13/16) Paid
 - Post Reach: 1,066 most for a single day (6/30/16) Organic

Job Seeker Outreach – Balance of 15/16

- Career Shops
- June career workshops – prepared workshop listings and sent May 17
- June clips:
 - Simi Acorn (CalJOBS workshop) http://www.simivalleyacorn.com/news/2016-06-17/Business/Job_center_to_offer_free_career_workshop.html
 - VC Star (CalJOBS workshop), ran three times <http://www.vcstar.com/business/business-happenings-ep-1123888448-342031401.html> , <http://www.vcstar.com/news/local/film-screening-art-contest-and-other-events-planned-3427e429-4323-020b-e053-0100007fabb4-382976431.html> , <http://www.vcstar.com/business/mixer-seminars-and-class-offered-35454a00-e42c-4b2e-e053-0100007f356c-383077431.html>
 - 805Calendar, East County June workshop <http://805calendar.com/>
 - Patch.com, East County June workshop <http://patch.com/california/moorpark/power-caljobs-june-28-simi-valley-0>
 - Simi Valley Acorn – ran CalJOBS May 24 workshop info on May 13 http://www.simivalleyacorn.com/news/2016-05-13/Business/Free_CalJOBS_workshop.html
 - Santa Paula Times – running June workshops listing
 - VC Reporter – running May workshops listing
 - May career workshops – prepared workshop listings and sent April 14.

General Outreach

Media Relations and Various

- WDB Award Winners news release – obtained quotes from winners and prepared news release. Distributed with photo on June 16.
- Clips:
 - Tri-County Sentry <http://tricontysentry.com/blog/congratulations-to-2016-wdb-award-winners/>
 - Moorpark Patch <http://patch.com/california/moorpark/congratulations-2016-wdb-award-winners-0>

- PRLog.org <https://www.prlog.org/12566242-congratulations-to-2016-wdb-award-winners.html> (190 views)
- VC Star (our posting) <http://www.vcstar.com/your-news/383425781.html>
 - VC Star published in paper 7/16/16 <http://www.vcstar.com/topstories/awards-staffing-changes-and-other-business-news-announced-37802355-8f0f-7332-e053-0100007f8bd1-386592291.html>
- **WDB Website** – Google Analytics Stats 12/14/15 to 6/30/16 (6.5 months)
 - Audience Overview – 9,093 Sessions/6,794 Unique Users (Note: 30% of sessions were from the OJT outreach campaign)
 - Average 1,045/month
 - 2.62 pages per visit
 - 2.27 average minutes visit duration
 - 47.99% bounce rate
- **2016 WDB Awards**
Pacific Coast Business Times: 3/8 pg. 4/C thank you print ad 6/17/15
- **Job Outlook Eblast**
 - May 20 (April 2016 Report) – WDB Cohorts: 412/19.2% open rate/8.6% CTR
 - May 20 (April 2016 Report) - Biz List: 9,669/6.4% open rate/.4% CTR
 - June 20 (May 2016 Report) - WDB Cohorts: 413/21.5% open rate/3.8% CTR
 - June 20 (May 2016 Report) – Biz List: 9,523/6.1% open rate/2% CTR
- **Job Outlook:** The following highlights local, state and national data in terms of NOT seasonally adjusted rates for May 2016:
 - Ventura County decreased .2% from a revised 4.7% in April 2016 to 4.5% in May 2016 (May 2015 = 5.3%)
 - California decreased .5% from 5.2% in April 2016 to 4.7% in May 2016 (May 2015 = 6.1%)
 - U.S. decreased .2% from 4.7% in April 2016 to 4.5% in May 2016 (May 2015 = 5.3%)

The next meeting of the WDB Outreach Committee is scheduled for September 21, 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.



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: WORKFORCE DEVELOPMENT BOARD
FROM: TONY SKINNER, CHAIR
PROGRAMS COMMITTEE
DATE: AUGUST 25, 2016
SUBJECT: PROGRAMS COMMITTEE REPORT

The Programs Committee met on August 3, 2016. In attendance were Committee members Tony Skinner (Chair), Roger Rice (Vice Chair), Kathy Harner, and Mary Navarro-Aldana; WDB staff Patricia Duffy, Richard McNeal, Cheryl Moore, Patrick Newburn and Theresa Salazar Vital; and guests Karen Blufer (theAgency), Mariana Cazares (Boys and Girls Clubs of Greater Oxnard and Port Hueneme), Linda Fisher-Helton (Area Housing Authority), Jessica Gallardo (PathPoint), Sally Harrison (County CEO's Office), Vivian Pettit (Community Services Department/WIOA) and Charlotte Piper (PathPoint). The following summarizes topics discussed at the meeting:

Policy on Programs Committee Membership

Richard McNeal indicated that two minor revisions of Local Policy Bulletin #2016-03 (Policy on Non-WDB Members of the Programs Committee) will be presented for approval to the next meeting of the WDB Executive Committee: "Labor Organizations" will be changed to "Workforce Organizations" in deference to the language of WIOA. The WIOA reference will be corrected to read: "WIOA 107(b)(2)(B)(i-iv)."

RFP for 2017-2010 Youth Contracts: Initial Considerations

The Committee discussed at length the several parts of the handout "WIOA Youth RFP for 2017-2020: Decision Points." A consensus emerged that the WDB staff will collect and report to the committee additional demographic data that will help to determine to what areas and to what particular groups of clients funds would be best directed. Specific areas of interest were: (1) drop-out rates in the school districts; (2) the geographic distribution of poverty in the County (CalWORKs data vs. census tracts); and (3) the past distribution of service by our providers to the several target categories. Regarding the level of in-kind contributions, the committee suggested reviewing past contributions and possibly reconsidering how the in-kind contributions are evaluated or rated.

WIOA and the Programs Committee

Cheryl Moore presented an overview of WIOA requirements, describing the role of the Programs Committee within the context of WIOA and the workforce development system; regions and regional planning, collaboration and strategy; regional sectors and occupations; system and committee alignment; and regional performance.

The next Programs Committee meeting is scheduled for October 5, 2016, from 3:00 p.m. to 4:30 p.m., at the Human Services Agency (Redwood 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.

Michael Rossi, Chair ▪ Tim Rainey, Executive Director ▪ Edmund G. Brown, Jr., Governor

July 25, 2016

Ventura County Workforce Development Board
Ms. Kathy Long, Chair
800 South Victoria Avenue
Ventura, CA 93009

SUBJECT: Application for Certification of Local Workforce Development Board (Local Board)

Dear Ms. Long,

The California Workforce Development Board (State Board) has received and carefully assessed your application requesting certification of the Local Board under the new federal Workforce Innovation and Opportunity Act (WIOA) and the California Unemployment Insurance Code.

This letter is to inform you that the Ventura County Workforce Development Board met the eligibility requirements for certification. This determination was made by applying the criteria and evaluating the specific requirements included in Directive WSD 15-13, dated January 22, 2016.

Therefore, your application requesting certification of your Local Board for the period of July 1, 2016, through June 30, 2018, has been approved.

If you have any questions, please contact your Employment Development Department Regional Advisor.



TIM RAINEY, Executive Director

cc: Cheryl Moore, Executive Director, Ventura County Workforce Development Board
Andre Schrool, Labor and Workforce Development Agency
Dennis Petrie, Deputy Director – Workforce Services Branch



TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: AUGUST 25, 2016

SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE THE APPOINTMENT OF THREE NON-WDB MEMBERS TO THE PROGRAMS COMMITTEE FOR THREE-YEAR TERMS: LINDA FISHER-HELTON, JUAN MERCADO, AND ARCHINA SCOTT

RECOMMENDATION

Recommend that the Workforce Development Board of Ventura County (WDB) approve the appointment of three non-WDB members to the Programs Committee for three-year terms: Linda Fisher-Helton, Juan Mercado, and Archina Scott.

BACKGROUND

WDB Local Policy Bulletin #2016-03 (Revised 8/11/16): Policy on Non-WDB Members of the Programs Committee, July 1, 2016, states that non-WDB members may serve on the Programs Committee to provide expertise and experience as needed and to support WDB compliance with requirements under the Workforce Innovation and Opportunity Act (WIOA).

The WDB policy establishes the terms by which non-WDB members may join the Programs Committee and defines the conditions in which they may serve. At least one and no more than 18 non-WDB members may be appointed, as needed, from the categories listed in the policy, with no more than two from each category. (See attached WDB Policy Bulletin #2016-03.)

DISCUSSION

On August 2, 2016, the Membership Committee reviewed and discussed the applications of the candidates for appointments as non-WDB members of the Programs Committee. (See attached background information.) All of the nominees have been active participants on the former Youth Council and/or other WDB committees, and they have demonstrated a commitment to advocating for successful workforce outcomes in the Ventura County region.

Linda Fisher-Helton

Community Relations Manager, Area Housing Authority of the County of Ventura
(Housing)

Juan Mercado

Senior Manager, California Conservation Corps
(Workforce Programs)

Archina Scott

Job Placement Specialist, Ventura Unified School District
(Education)

At its meeting on August 2, 2016, the Membership Committee approved this recommendation for WDB approval. If approved by the WDB on August 25, 2016, the three-year terms for the nominees would begin on that date.

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.

WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB)

LOCAL POLICY BULLETIN #2016-03

Policy on Non-WDB Members of the Programs Committee

Effective Date: July 1, 2016 (Revised 08/11/16)

SUBJECT: Policy on Non-WDB Members of the Programs Committee

PURPOSE: This policy establishes the criteria for membership on the Programs Committee of the Workforce Development Board of Ventura County of non-WDB members.

REFERENCE: WIOA 107(b)(2)(B)(i-iv); WDB Bylaws, as amended July 1, 2016

POLICY: Recognizing the prospective usefulness of having non-WDB members on the Programs Committee to benefit from their appropriate experience and expertise and also to promote additional community engagement where needed, the WDB establishes the terms by which non-WDB members may join the Programs Committee and defines the conditions in which they may serve.

Apart from WDB members who may choose to serve on the Programs Committee, no more than two non-WDB members may be appointed from any one of the categories below:

1. Educational institutions
2. Housing authorities
3. Juvenile justice/justice system/law enforcement
4. Behavioral/mental health agencies
5. Community-based organizations concentrating on workforce issues for youth or adults
6. Rehabilitation agencies
7. Workforce organizations
8. American Job Center of California (AJCC) partners
9. Employers

After submitting an application, a resume, and a letter of recommendation to the WDB Membership Committee, an application for non-WDB membership on the Programs Committee will be considered by the Membership Committee for recommendation to the WDB for approval. Non-WDB members will be approved for a three-year term by the WDB at one of its regular meetings. Reappointments will be considered, recommended, and approved in the same way. In view of their Programs Committee responsibility to participate in making fiscal recommendations to the WDB, non-WDB members also will be required to complete ethics training and a WDB orientation session within 60 days of appointment, and to attend Programs Committee meetings regularly.

INQUIRIES: The WDB Administration staff can be reached at 805-477-5306 and will answer questions regarding this policy, which will be revised as need arises.



BACKGROUND INFORMATION FOR POTENTIAL APPOINTMENT

WDB Programs Committee: Non-WDB Member

Workforce Development Board of Ventura County

Non-WDB Category	Housing
Name	Linda Fisher-Helton
Employer	Area Housing Authority of the City of Ventura
Occupation/Title	Community Relations Manager
Work Experience	<ul style="list-style-type: none">• 13 years to present, Area Housing Authority of the City of Ventura• 6 years, City of Ojai, Marketing Specialist
Education	<ul style="list-style-type: none">• Master's in Public Administration, California State University, Northridge• Bachelor of Arts, California Lutheran University
Other	Organizational affiliations : <ul style="list-style-type: none">• Workforce Development Board of Ventura County, Youth Council (2005-2016)• Thousand Oaks Council on Aging, Senior Adult Master Plan–Housing (7 years)• Housing Opportunities Made Easier (HOME), Board Member (8 years)
Letter of Recommendation	Area Housing Authority of the County of Ventura



BACKGROUND INFORMATION FOR POTENTIAL APPOINTMENT

WDB Programs Committee: Non-WDB Member

Workforce Development Board of Ventura County

Non-WDB Category	Workforce Organization
Name	Juan Mercado
Employer	California Conservation Corps (1999 to present - Camarillo)
Occupation/Title	Conservation Supervisor
Work Experience	<ul style="list-style-type: none">• Responsible for supervision of crew supervisors and the young adults of the California Conservation Corps• Manage all public conservation service projects and coordinate local and state emergencies within California
Education	Fire Science Training Program, Los Angeles Valley College, Van Nuys, CA
Other	Organizational affiliations: <ul style="list-style-type: none">• Workforce Development Board of Ventura County, Youth Council (2014-2016)• Cal Fire
Letter of Recommendation	Cal Fire – San Luis Obispo County Fire Department



BACKGROUND INFORMATION FOR POTENTIAL APPOINTMENT

WDB Programs Committee: Non-WDB Member

Workforce Development Board of Ventura County

Non-WDB Category	Educational Institution
Name	Archina "Archie" Scott
Employer	Ventura Unified School District
Occupation/Title	Transition Partnership Program, Job Placement Specialist
Work Experience	<ul style="list-style-type: none">• 20 years working for Ventura Unified School District's Transition Partnership Program• Past Owner, Tire Recycling and Waste Hauling Company• Past Owner, Employment Recruiting Company
Other	Organizational affiliations: <ul style="list-style-type: none">• Workforce Development Board of Ventura County, Youth Council (2001-2016)• Ventura College Educational Assistance Center• School Site Council Chair for Pacific High School
Letter of Recommendation	Ventura Unified School District, Trustee



Workforce Development Board of Ventura County

August 25, 2016

2015-2016 YEAR-END REVIEWS

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



2015-2016 YEAR-END REVIEW **Workforce Development Board of Ventura County**

WDB EXECUTIVE COMMITTEE

2015-2016 Members

WDB Members: Victor Dollar (WDB Chair); Jim D. Faul (WDB Vice Chair); Mike Soules (Immediate Past WDB Chair); Anthony Mireles, Kimberly Nilsson, and Nancy Williams (Clean/Green Committee Chairs); Greg Barnes (Healthcare Committee Chair); Vic Anselmo (Manufacturing Committee Chair); Patty Schultz (Membership Committee Chair); Brian Gabler (Outreach Committee Chair); Alex Rivera (Resource Development Committee Chair); Tony Skinner (Youth Council Chair)

Executive Committee Accomplishments

In support of the *Ventura County Regional Strategic Workforce Development Plan 2013-2017*, WDB Executive Committee accomplishments included:

Oversight of WDB Administration, Sector Committees and One-Stop System

- Regularly received reports and reviewed activities of seven Workforce Development Board (WDB) Committees: Clean/Green, Healthcare, Manufacturing, Membership, Outreach, Resource Development, and Youth Council.
- Reviewed, discussed and took action on annual budget planning and expenditures, including the initial development of and updates to the Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan, including use of unallocated and Management Reserve funds.
- Approved the evaluation and reporting process for determining program and contract success and/or reporting for Adult and Dislocated Worker program performance, WIOA Common Measures performance outcomes required Rapid Response activities (lay-offs/closures and lay-off aversion).
- Reviewed, discussed and assessed quarterly program and fiscal performance reports/information for Adult, Dislocated Worker, and Youth program performance; required Rapid Response activities (layoffs/closures and lay-off aversion); WDB budget plan and expenditures; training expenditures; and a presentation of Community Services Department including WIOA transition strategies and implementation services.
- Evaluated WIOA programs and/or contracts and recommended action for Adult and Dislocated Worker programs (Community Services Department/WIOA); Rapid Response business services (layoff aversion) contract (Economic Development Collaborative-Ventura County); and youth contracts (Ventura Adult and Continuing Education, PathPoint and Boys and Girls Clubs of Greater Oxnard and Port Hueneme).
- Reviewed and discussed various federal, state and local legislation and requirements impacting the WDB for successful transition from WIA to the Workforce Innovation and Opportunity Act (WIOA) including regional designation and WIOA Federal guidelines

Actions Taken by the Executive Committee

Considered background information, asked questions, and discussed each of the following items at length before taking action to approve recommendations to the WDB and/or the Board of Supervisors and/or other actions relating to the following topics:



2015-2016 YEAR-END REVIEW

Workforce Development Board of Ventura County

WDB EXECUTIVE COMMITTEE

Executive Committee Accomplishments (Continued)

- Program Year 2015-2016 WIOA Adult, Dislocated Worker, Rapid Response and Youth evaluation/reporting process
- Three updates to the Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan for Program Year 2015-2016
- New Workforce Development Board (WDB) policies on the use of the new WDB logo, the submission of grant proposals, the protection of personally identifiable information, and youth work experience
- Updated current WDB Policies, already approved under the Workforce Investment Act (WIA) by the Workforce Investment Board of Ventura County(WIB), to align policy terminology with the new Workforce Innovation and Opportunity Act (WIOA)
- One-year extension of the three WIOA Youth program provider contracts for PY 2016-2017 with approval criteria (available funds, satisfactory performance, and County of Ventura approval)
- Changes to the composition of the WDB to comply with WIOA requirements
- Updated WDB committee structure for inclusion in the proposed WDB Bylaws
- Ventura County Board of Supervisors submission of the Ventura County Local Workforce Development Board Recertification Request for PY 2016-2018 to the California Workforce Development Board
- Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget for Program Year 2016-2017
- Contract with the Economic Development Collaborative-Ventura County, in an amount not to exceed \$95,000 in P 2016-2017
- Contract with the Agency, in an amount not to exceed \$150,000 in Program Year 2016-2017
- Contracts for Workforce Investment Act (WIA) Comprehensive Youth Programs Provided by the Boys and Girls Clubs of Greater Oxnard and Port Hueneme (\$475,000), PathPoint (\$475,000), and Ventura Adult and Continuing Education (\$260,000) in Program Year 2016-2017

WDB Accomplishments: Collaboration and Visibility

- The WDB provided support for successful grant proposals including:
 - California Workforce Development Board: awarded funds (\$165,000) for the provision of workforce services to ex-offenders to prevent recidivism (STEPS2Work)
 - U.S. Department of Labor/Employment and Training Administration: awarded funds (\$500,000) for the provision of workforce services to offenders transitioning from pre-release status at the AJC comprehensive and/or satellite centers to prevent recidivism (BRIDGES2Work)



2015-2016 YEAR-END REVIEW

Workforce Development Board of Ventura County

WDB EXECUTIVE COMMITTEE

WDB Accomplishments: Collaboration and Visibility (Continued)

- WDB and WDB committee members continued to participate in the Advanced Manufacturing Partnership of Southern California (recently expanded to include ten counties), in support of its designation as a federally recognized Innovative Manufacturing Communities Partnership for regional aerospace and defense manufacturing. Participation included elected membership on the Executive Council and volunteer participation on the Pillar Committees.
- In addition to participating in Workforce Wednesday radio interviews, press interviews and articles, opinion pieces in the press, panel discussions, National Manufacturing Day, the WDB Speakers Bureau and other WDB outreach activities, WDB members attended and/or presented at a wide range of business, education, and community meetings and conferences.
- WDB members attended the 2015 California Workforce Association Meeting of the Minds Conference, 2016 National Association of Workforce Boards Forum in Washington, D.C. and engaged in Capitol Hill meetings with Congresswoman Julia Brownley, Congresswoman Lois Capps, and Congressman Steve Knight.
- WDB member Victoria Jump received the President's Citation Award from the California Association of Area Agencies on Aging for her exceptional work at the county and state levels.
- WDB members Gerhard Apfelthaler, Greg Gillespie, and Bruce Stenslie, and WDB Executive Director, Cheryl Moore, were recognized by the *Pacific Coast Business Times* as Who's Who in Business Leadership for their collaboration with businesses in the region.

Insights

- The WDB has terrific bench strength. Thanks to the breadth of experience, collaborative efforts, and level of commitment among our WDB and WDB committee members, we have been able to accomplish a great deal while making a smooth transition from WIA to WIOA.
- Although the roles of the long-standing Youth Council and Resource Development Committee ended this year, the members are to be commended for their exceptional contributions to the success of the WDB.
- Creating a new Programs Committee to evaluate all of the WIOA core programs was a good idea.
- We are keeping our forward momentum to address local workforce development needs while remaining flexible to adapt to ongoing changes in state and federal requirements.
- Creation of the Business Services Committee expands the WDB priority sector reach and rounds out the WDB workforce sector strategy.



2015-2016 YEAR-END REVIEW **Workforce Development Board of Ventura County**

WDB CLEAN/GREEN COMMITTEE

2015-2016 Members

WDB Members: Anthony Mireles, Vice Chair/Acting Chair (Laborers International Union of North America), Nancy Williams, Chair (Southern California Edison), Kimberly Nilsson, Vice Chair/Chair (Solid Waste Solutions, Inc.), Teresa Johnson (Ventura Adult and Continuing Education)

Other Members: John Brooks (City of Thousand Oaks), Rebekah Evans (Ventura County Lodging Association), David Fleisch (County of Ventura Public Works Agency), Paul Grossgold (County of Ventura General Services Agency), Eric Humel (Oxnard City Corps), Margaret Lau (Deputy Sector Navigator, South Central Coast Region of California Community Colleges), Valeria Makarova (California Lutheran University), Tiffany Morse (Ventura County Office of Education), Douglas O'Brien (The Energy Coalition), Wayne Pendrey (Ventura County Contractors Association), Mary Ann Rooney (Ventura County Civic Alliance)

Committee Accomplishments

In support of the WDB's *Ventura County Regional Strategic Workforce Development Plan 2013-2017*, the WDB Clean/Green Committee accomplishments included:

- Workforce Innovation and Opportunity Act (WIOA)
Stayed informed on the transition from WIA to WIOA, particularly in relation to regional requirements and industry sector strategies. The new law was effective on July 1, 2015, and Workforce Investment Boards (WIB) under the previous Workforce Investment Act (WIA) were renamed Workforce Development Boards (WDB).
- Clean/Green Committee 2-Year Plan
Formed a workgroup to develop recommendations for the Clean/Green Committee 2-Year Plan. The workgroup also developed draft definitions to help clarify education/career readiness and workforce development terminology. The Committee used a new WDB format for the 2-Year Plan, designed to standardize documents used by all of the WDB sector committees and make plans easier to follow.
- WDBVC Clean/Green Occupational Employment Data
Updated the Clean/Green Occupational Employment Data chart for reference during priority and planning discussions.
- Regional Economic Analysis Profile for Ventura County (REAP)
Reviewed the Occupational Analysis: Construction Materials and Services Cluster and other sections of the larger REAP document, expressing concern that the REAP report might not provide sufficient information for Clean/Green workforce development decision making.
 - Discussed the methodology of data collection and submitted questions to WDB staff for responses from Labor Market Information Division (LMID). Reviewed the responses from LMID and identified the need for more complete data that would provide a more accurate perspective on clean/green workforce needs in Ventura County.
 - Designated a Clean/Green Committee representative to work with a new, cross-sector WDB Data Analysis Workgroup to determine ways to collect more complete/accurate information on local employers.



2015-2016 YEAR-END REVIEW **Workforce Development Board of Ventura County**

WDB CLEAN/GREEN COMMITTEE

Committee Accomplishments (Continued)

- **Inventory of Clean/Green Programs**
Developed a draft matrix to inventory clean/green-related education and training programs available through the community colleges, adult schools and labor unions in Ventura County. Committee members offered to assist in the completion of the inventories.
- **Regional Survey of Water/Wastewater Industry**
Formed a workgroup to identify contacts in the water and waste water industry. The workgroup developed an extensive list of contacts and submitted it to the coordinator of the Center of Excellence South Central Coast Region of Community Colleges to use when distributing the survey to the Ventura County region.
- **Clean/Green Workforce Development**
Began discussions to identify the top three Ventura County clean/green workforce development priorities and possible next steps.
- **Clean/Green Business Practices:**
Discussed ways to raise employer awareness and promote clean/green jobs, emphasizing the importance of education on how to incorporate best practices into all types of business operations.
 - Formed an Employer Awareness Workgroup to examine how to create a green practices message for businesses and how to work with training programs to identify green skills needed to create a “sustainability” workforce to meet changing industry needs.
 - The workgroup recommended ways to help businesses understand the value of incorporating sustainability into their business practices. It was discussed how early adopters of sustainable practices in their businesses grew and profited. Sustainability often opens up new supply chains. The workgroup will continue to work on developing a way for businesses to tell their stories, on how incorporating sustainability has benefitted their businesses.
- **Apprenticeship Training**
Coordinated with the Laborers International Union of North America, Local 585 (LiUNA) to have apprenticeship training in Ventura County included on the Eligible Training Provider List (ETPL).
- **Career Pathways**
Received updates from the California Career Pathways Trust grant project representatives and discussed opportunities to connect business and education for career awareness and workforce preparation.
- **Environmental Education**
Welcomed Melanie Peck, Program Manager for the PEAK Program, for a presentation on the statewide environmental education program focused on energy, water and career pathway development. PEAK is a program of The Energy Coalition and partners with California investor-owned and municipal electric and water utilities to empower students to be resource wise.



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Workforce Development Board of Ventura County

WDB CLEAN/GREEN COMMITTEE

Insights

- Recognized the need to identify the best methods to educate employers on the value of incorporating sustainability into the workplace.
- Need to get more businesses involved.
- Engage the Chambers of Commerce to become involved.
- There is a need to 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.

DRAFT

***Note:** Committee members will finalize the 2015-2016 Year-End Review at a meeting of the WDB Clean/Green Committee on September 16, 2016.*



2015-2016 YEAR-END REVIEW

Workforce Development Board of Ventura County

WDB HEALTHCARE COMMITTEE

2015-2016 Members

WDB Members: Greg Barnes, Chair (Los Robles Hospital and Medical Center), Martel Fraser (United Food and Commercial Workers, Local 770), Teresa Johnson (Ventura Adult and Continuing Education), Paul Matakiewicz (Service Employees International Union, United Healthcare Workers), Richard Trogman (Kaiser Permanente), Celina Zacarias, (California State University, Channel Islands)

Other Members: John Cordova (College of the Canyons, Deputy Sector Navigator), Ed Gonzales (St. John's Regional Medical Center), Carol Higashida (Moorpark College), Amy Mantell (St. John's Regional Medical Center), Sandra Melton (Ventura College), Tiffany Morse (Ventura County Office of Education), Dawn Neuman (California State University, Channel Islands), Irene Ornelas (VC Innovates), Michelle Reynolds (Ventura County Health Care Agency), Mary Anne Rooney (Ventura County Civic Alliance), Brett Watson (Camarillo Healthcare Center), Bill Werner (Simi Valley Hospital)

Committee Accomplishments

In support of the WDB's *Ventura County Regional Strategic Workforce Development Plan 2013-2017*, WDB Healthcare Committee accomplishments included:

- Clinical Laboratory Scientist (CLS) Field Experience Program: Completed, submitted, and received conditional approval for the CLS Field Experience Program Combined State application. Committee member Dawn Neuman coordinated the process and paperwork for four hospitals to submit a combined application for certification. This will be the first consortium approach to CLS certification in California. What is unique about this initiative is that the four hospitals have collaborated to create a local post-graduate program to grow a future workforce, while giving California State University, Channel Islands (CSUCI) students the opportunity to rotate to different hospitals to complete their training so that hospital lab expertise in certain areas can be shared. (A fifth hospital might join.)
- Regional Healthcare Case Manager/Care Coordinator Career Pathway Project: Actively participated in the Los Angeles/Ventura regional project, funded through a SlingShot grant from the California Workforce Development Board. Six Los Angeles Workforce Development Boards and the Ventura County WDB, along with industry partners in healthcare and education, are working together. Examples of our support for the project:
 - Formed a WDB Healthcare Committee Workgroup to develop a local survey to determine training and employment needs for Case Managers/Care Coordinators in Ventura County. The survey will be sent to more than 3,000 healthcare providers.
 - At the kick-off meeting in Los Angeles for industry partners interested in the LA/Ventura Regional Case Manager/Care Coordinator Pathway Project, the WDB Healthcare Committee was represented by members Brett Watson and John Cordova and WDB staff.
 - Representing Ventura County at the kick-off meeting in Los Angeles for educators were WDB Healthcare Committee member John Cordova, CSUCI professor Kristen Linton, and WDB staff.



2015-2016 YEAR-END REVIEW

Workforce Development Board of Ventura County

WDB HEALTHCARE COMMITTEE

- **A.D.N. to B.S.N. Transition:** Continued to monitor and explore the Associate Degree, Nursing (A.D.N.) to Bachelor of Science, Nursing (B.S.N.) transition challenges in the region. In response to a concern that acute care hospitals would be requiring newly hired nurses to have Baccalaureate Degrees vs. Associate Degrees in Nursing, Committee member Sandra Melton reported that, locally, we are not facing a critical problem at this time and that 100% of the nursing graduates with A.D.N. degrees are finding employment, although not as often in acute care facilities.

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

- **Amgen Biotech Experience Program:** Sherry Tsai, Site Director ABE-Greater Los Angeles Area and Carol Fujita, Coordinator ABE-LA CSUCI reported on the program which provides free teacher training, and loans up to \$24,000 in equipment during the training, for teachers to learn how to teach students the techniques that biotechnology researchers use. Connections were made at the meeting that will assist in expanding the program in Ventura County.
- **Workforce Innovation and Opportunity Act (WIOA):** Stayed informed on the transition from WIA to WIOA, particularly in relation to regional requirements and industry sector strategies. The new law became effective on July 1, 2015, and Workforce Investment Boards (WIB) under the previous Workforce Investment Act (WIA) were renamed Workforce Development Boards (WDB).
- **Regional Economic Analysis Profile (REAP):** Committee members reviewed the healthcare occupations report for Ventura County and expressed concern that the REAP report might not provide sufficient information for healthcare workforce development decision making. A cross-sector Data Analysis Workgroup was formed to determine ways to collect more accurate local data. Greg Barnes will represent the WDB Healthcare Committee on this workgroup.
- **Healthcare Occupational Employment Data and Growth Projections:** Updated the Committee's data worksheet for reference and discussion. Identified jobs, wages, employment growth projections, growth/replacement job potential, hard-to-fill occupations, and priorities for workforce education and training.
- **Healthcare Committee Planning:** Formed a workgroup to make recommendations to the Committee for the draft of the WDB Healthcare Committee 2-Year Plan. Reviewed labor market data and provided input from first-hand experience to help identify priorities, gaps, and opportunities.

Insights

***Note:** Committee members will finalize the Insights section of the 2015-2016 Year-End Review at a meeting of the WDB Healthcare Committee on September 23, 2016.*



2015-2016 YEAR-END REVIEW **Workforce Development Board of Ventura County**

WDB MANUFACTURING COMMITTEE

2015-2016 Members

WDB Members: Vic Anselmo, Chair (Applied Powdercoat), Tavi Udrea, Vice Chair (Haas Automation, Inc.), Byron Lindros (Amgen Inc.), Cindy Guenette (Hi-Tech Engineering), Gregory Liu (Jaxx Manufacturing, Inc.), Bill Pratt (Kinamed), Alex Rivera (Milgard Manufacturing, Inc.), Tony Skinner (Tri-Counties Building and Construction Trades Council), Bruce Stenslie (Economic Development Collaborative-Ventura County), Peter Zierhut (Haas Automation, Inc.)

Other Members: Jim Avery (MWS Wire), Mike Bastine (SCCRC Deputy Sector Navigator for Manufacturing), Patrick Grimes (Dynamic Automation), Marybeth Jacobsen (Workforce Education Coalition), Subhash Karkare (Moorpark College), Jason Miller (California State University, Channel Islands), Tiffany Morse (Ventura County Office of Education), Scot Rabe (Ventura College), Mary Anne Rooney (Alliance for Linked Learning)

Committee Accomplishments

In support of the WDB's *Ventura County Regional Strategic Workforce Development Plan 2013-2017*, the WDB Manufacturing Committee:

- **Manufacturing Committee Workgroups**

Formed workgroups to draft recommendations for discussion and priority-setting. The groups include Employer Needs, Manufacturing Roundtable of Ventura County, Business/Education, and Regional Partnerships. Work is ongoing, and the committee receives regular updates.

- **Career Pathways**

- Served in an advisory role and provided a neutral platform for facilitating employer interaction with educators in support of the California Career Pathways Trust Grants (*Alliance for Linked Learning* and *VC Innovates*) to develop curriculum aligned with manufacturing industry needs. Responded to questions about the California Manufacturing/Engineering Pathways Standards and provided feedback on the Manufacturing and Engineering Career Pathways Career Ladder Chart.
- Provided feedback to *VC Innovates* on the initial draft of the Manufacturing and Engineering Career Pathways Career Ladder Chart. Discussions generated insightful recommendations on how the charts could more accurately reflect manufacturing jobs and career pathways. Suggestions included production, maintenance and facilities, engineering, quality assurance, regulatory affairs, and supply chain positions. Committee will continue to provide feedback and receive updates from *VC Innovates*.

- **Manufacturing Roundtable of Ventura County (MRVC)**

- Partnered with the Manufacturing Roundtable of Ventura County (MRVC) and Amgen to organize a networking event for manufacturing professionals in Ventura County. Agenda included an Amgen presentation on Improving Manufacturing Operations Using Lean Six Sigma.



2015-2016 YEAR-END REVIEW

Workforce Development Board of Ventura County

WDB MANUFACTURING COMMITTEE

Committee Accomplishments (Continued)

- Created an MRVC Manufacturing Network to help engage businesses in regional professional networking and workforce development. Manufacturers in the county will meet informally each quarter on-site at different locations. Businesses volunteering to host 2016-2017 networking events are Kinamed, Inc., Milgard Manufacturing, Inc., Dynamic Automation, Hi-Tech Engineering and Haas Automation, Inc. MRVC will partner with city economic development representatives on Manufacturing Network events to foster local government engagement and collaboration on regional business and workforce issues.
- Identified ways to revitalize the MRVC LinkedIn site for communication and to align and coordinate messages to the manufacturers who are part of the MRVC network.

- **National Manufacturing Day**

Collaborated on planning for 2015 National Manufacturing Day with the MRVC, local manufacturers, and the Ventura County Office of Education (VCOE). The event introduced careers in manufacturing to more than 300 students, teachers, counselors, and school administrators. Expressed appreciation to the participating manufacturers: Alcoa Fastening Systems, Amgen, Inc., Applied Powdercoat, Inc., Dynamic Automation, Haas Automation, Inc., and Milgard Manufacturing, Inc.

- **Community Colleges**

- The WDB Manufacturing Readiness Skills list was used as a reference by Ventura College to create a curriculum of eight manufacturing-related courses. Scot Rabe was the lead instructor and reported that the State had approved the curriculum, thanks to the input from the manufacturing committee members.
- Discussed bimonthly updates from the Deputy Sector Navigator for manufacturing, representing the South Central Coast Regional Consortium of Community Colleges. College of the Canyons STEM robotics program awarded robotics kits to six middle schools in Ventura County. A taskforce from industry was established by the College of the Canyons to work on a community college regional study on in-demand manufacturing jobs, and grants to help teachers develop curriculum and obtain new equipment for robotics and 3D printing manufacturing. Updates are provided to the committee at each meeting.

- **Advanced Manufacturing Partnership for Southern California (AMP SoCal)**

- Provided a neutral platform for reporting and coordinating Ventura County participation on six AMP SoCal Pillar Committees (Workforce and Training, Supplier Networks, Research and Innovation, Infrastructure and Site Development, Trade and International Development, and Operations Improvement and Capital Access). Leveraged professional networks to help connect educators with aerospace and defense manufacturers to support for federal grant proposal



2015-2016 YEAR-END REVIEW **Workforce Development Board of Ventura County**

WDB MANUFACTURING COMMITTEE

Committee Accomplishments (Continued)

- Manufacturing Committee member Jason Miller (CSUCI) was elected as Chair of the AMP SoCal Research & Innovation Pillar Committee, and serves with Cheryl Moore on the AMP SoCal Executive Council. An application for U.S. Department of Commerce for continuation of the *Investing in Manufacturing Communities Partnership* designation is in progress and includes an expanded AMP SoCal membership of ten counties in Southern California.

Insights

- Continue consistent manufacturing advocacy, collaborate on ongoing regional workforce issues, and leverage resources in order to increase regional economic value and visibility.
- Identify the advanced manufacturing skills (beyond manual skills) that employers expect from job seekers who want to work in manufacturing.
- Find efficient collaborative methods to connect business needs with education curriculum.
- Communicate with manufacturers about how they can participate in building a future skilled workforce by providing teacher externships/professional development opportunities that connect the classroom to the workplace.
- Communicate with manufacturers about how they can participate in building a future skilled workforce by providing student opportunities to gain awareness and appreciation in the value of manufacturing careers.
- Continue supporting the efforts of the Manufacturing Roundtable of Ventura County (MRVC) successful outreach, which has produced a marked increase in manufacturer's participation in Manufacturing Day/Week. MRVC has the potential to reach beyond Manufacturing Day/Week by incorporating a regional speaker's bureau.
- Use MRVC Manufacturing Week as a meaningful rudder for advancing public awareness in Ventura county region to raise appreciation and value of manufacturing careers and economic impact.



2015-2016 YEAR-END REVIEW **Workforce Development Board of Ventura County**

WDB MEMBERSHIP COMMITTEE

2015-2016 Members

WDB Members: Patty Schulz, Chair (The Arc of Ventura County) and Jesus Torres, Vice Chair (Frontier Communications)

Committee Accomplishments

In support of the WDB's *Ventura County Regional Strategic Workforce Development Plan 2013-2017*, the Membership Committee:

- **Board Composition**
 - Maintained a well-balanced WDB membership, in compliance with federal and state requirements. Engaged action-oriented business, labor, education, economic development, government and community leaders who are committed to regional workforce development.
 - Considered multiple options and made recommendations to the WDB for the composition and size of the WDB to make the transition from requirements under the Workforce Investment Act (WIA) to new requirements under the Workforce Innovation and Opportunity Act (WIOA).
- **Board Appointments and Reappointments**
 - Recruited, screened, and recommended nine new WDB members who were appointed by the Board of Supervisors for three-year terms: seven representing Business, and two labor representatives under the new WIOA category of Workforce.
 - Recommended reappointments for seven WDB members who were approved by the Board of Supervisors for additional three-year terms: four representing Business, two representing the new Government/Economic/Community Development category under WIOA, and one non-voting member from Naval Base Ventura County.
 - Encouraged business and community leaders to attend WDB committee meetings as an introduction to the work of the WDB. Considered committee participation in developing the queue of potential WDB candidates.
- **Board Development and Stewardship**
 - Identified opportunities for board development and stewardship: WDB member participation in regional workforce, education, and/or economic development forums/events; Workforce Wednesday radio interviews; *Workforce Update* feature stories; local press releases, articles, and opinion pieces; support for local education initiatives, state and federal grant applications and workforce development legislation; making presentations at business and community organizations for employer outreach; participating in state and national workforce development conferences; and representing the WDB at meetings with elected officials and government agency staff in Ventura County, Sacramento, and Washington, D.C.
 - Provided orientation sessions for all new WDB members. Revised the WDB member handbook to make it more user-friendly and to reduce the amount of paper required.



2015-2016 YEAR-END REVIEW **Workforce Development Board of Ventura County**

WDB MEMBERSHIP COMMITTEE

Insights

- It was a major accomplishment to successfully transition from WIA to WIOA requirements for board membership, size, and composition. In a very short period of time, we developed and implemented a plan that achieved full compliance and met the Local Board Recertification deadline.
- With an unusual number of unexpected WDB member transitions (e.g., retirements and job changes), we had to work hard to fill board vacancies. WDB members provided valuable leads and connections to help make that happen.
- The work of the Membership Committee is ongoing. It is important to have qualified candidates in the queue for timely filling of board vacancies and for WIOA compliance.
- Participation on WDB sector committees continues to be a good first step for business and community leaders to be introduced to the work of the WDB.
- We need to continue to provide board members with opportunities to participate in local, state, and national outreach activities to grow and sustain engagement in workforce development.
- Our WDB members are great ambassadors for the WDB and continue to leverage their networks to help with recruitment efforts and support for committee activities.



2015-2016 YEAR-END REVIEW **Workforce Development Board of Ventura County**

WDB OUTREACH COMMITTEE

2015-2016 Members

WDB Members: Brian Gabler, Chair (City of Simi Valley), Victoria Jump, Vice Chair (Area Agency on Aging), Will Berg (Port of Hueneme), and Bruce Stenslie (Economic Development Collaborative-Ventura County)

Committee Accomplishments

In support of the WDB's *Ventura County Regional Strategic Workforce Development Plan 2013-2017*, the WDB Outreach Committee accomplishments included:

Employer Outreach

- Outreach messaging to raise employer awareness of WIOA-funded services in Ventura County. Collateral described the coordinated, no-cost/low-cost services provided through collaborative efforts of the American Job Center of California.
- Published the WDB bimonthly e-newsletter, "*Workforce Update*", featuring employer success stories, business-friendly practices and programs, WDB meetings and activities. Sent a total of five e-blasts reaching approximately 60,000 recipients, WDB cohorts, and stakeholders in Ventura County. Open rates were 17% for WDB cohorts and 4.5% for general business lists.
- Promoted Ventura County Grows Business (VCGB) website and Facebook. Facebook fans increased 44.3% over the previous year. Messaging targeted employers through print ads, online banners, Facebook ads, KCLU radio spots, and Eblasts. The business-focused website (www.venturacountygrowsbusiness.com) had 3,417 unique visitors spending an average of 1.57 minutes per visit on the site and had a 57.62% bounce rate.
- Promoted and developed new employer outreach material for on-the-job-training (OJT). Approved the design and development of new pamphlets, tent cards, digital broadcast, a PowerPoint presentation template and the OJT content on the WDB website.
- Supported the Manufacturing Committee and Manufacturing Roundtable of Ventura County by through press coverage and promoting Manufacturing Day 2015 on the national website.

Youth Outreach

- Developed youth-focused media outreach strategies to raise awareness of career resources. Updated VC Jobs With a Future (VCJWF) outreach material, including postcards and website.
- Monitored effectiveness of VCJWF website (www.vcjobswithafuture.org), which had 3,223 unique users, an average visit duration of 1.25 minutes and a 66.86% bounce rate.
- Continued outreach through the VCJWF Twitter account, with 371 followers (125% increase over last year) and an average of 17-20 postings per month.
- Worked with WIOA youth program providers to gather case stories for WDB outreach messaging and posting on local and national workforce development sites.



2015-2016 YEAR-END REVIEW **Workforce Development Board of Ventura County**

WDB OUTREACH COMMITTEE

Job Seeker Outreach

- Developed and implemented a new regional job seeker outreach initiative for on-the-job training (OJT), creating new brochures, online banners, radio PSAs, and updating the WDB website.
- Supported the Community Services Department/WIOA with distribution of monthly calendars for Career Shops available free-of-charge at the American Job Centers of California. Calendar listings were published in 33 different media sources throughout the Ventura County region.

General Outreach

- Fully implemented the American Job Center of California/America's Job Center of California. Created a double-branding strategy to comply with the state requirement to use the California brand, and the federal requirement to use the national identifier. (Both are known as AJCC.)
- Rebranding included creation of new outreach materials with the AJCC brand. Logo identifiers appeared on outreach messaging (e.g., brochures, banners, window signage, WDB website).
- Continued the WDB's successful Workforce Wednesday (WW) live interview series on KVTA-1590 AM, the only all-news/talk radio station in Ventura County. Aired segments featuring WDB and WDB committee members discussing such topics as education and career readiness, WIOA programs and services, and the impact of workforce development on business and economic development in Ventura County. In ten broadcasts, WW reached a total of 298,000 impressions.
- Focused general messaging on key WDB-supported employer, job seeker, and youth services and partnerships on KCLU AM Edition and All Things Considered, through public service announcements. Also achieved an additional 78,750 online impressions through targeted KCLU banner placements, connecting users directly with the services described.
- Encouraged WDB members to establish a more visible presence in the community for collaborative workforce and economic development, including participation in such activities as Workforce Wednesday, press articles, opinion pieces, written and video testimonials, meetings with state and national representatives, presentations at community events, and participation in state and national conferences.
- Placed opinion pieces (four in the Ventura County Star and one in the Pacific Coast Business Times), authored by WDB members focusing on different workforce development issues in the Ventura County region.
- Developed and distributed five news releases (published in 34 media sources) and interview guides featuring new WDB members.
- Conducted the outreach, screening, selection, and public recognition process for the 2016 WDB Awards to recognize outstanding contributions to workforce development in Ventura County.
- Implemented the new and improved WDB website, which launched on December 14, 2015.

Insights

Note: Committee members will finalize the Insights section of the 2015-2016 Year-End Review at a meeting of the WDB Outreach Committee on September 21, 2016.



2015-2016 YEAR-END REVIEW

Workforce Development Board of Ventura County

WDB RESOURCE DEVELOPMENT COMMITTEE

2015-2016 Members

WDB Members: Alex Rivera, Chair (Milgard Manufacturing, Inc.), Gerhard Apfelthaler, Vice Chair (California Lutheran University), Mike Soules (Corwin, a SAGE Company), Barry Zimmerman (Human Services Agency, County of Ventura)

Committee Accomplishments

In support of the WDB's *Ventura County Regional Strategic Workforce Development Plan 2013-2017*, the Resource Development Committee:

- Discussed opportunities and challenges of WDB commitments to regional partnerships:
 - California Career Pathways: California Department of Education grants received by consortia of educational institutions (high school, adult education, community colleges) to develop career pathways and work readiness skill development to meet industry sector needs in Ventura County: *Alliance for Linked Learning; Gold Coast Consortium; VC Innovates; and VC Innovates: Expand, Enhance, Extend (VC-E3)*
 - STEM (Science, Technology, Engineering, and Math): Amgen Foundation grant to California State University, Channel Islands, partnering with the Ventura County P-20 Council, for *VC-STEM* to create a Ventura County regional network to promote STEM education
 - Advanced Manufacturing Partnership of Southern California (AMP SoCal): initially in collaboration with Los Angeles, Orange, San Diego and Ventura counties and recently expanded to ten counties in Southern California; application for continuation of a U.S. Department of Commerce designation as an Investing in Manufacturing Communities Partnership in aerospace and defense manufacturing for federal grant priority positioning and to promote domestic and international investments in the region
 - Workforce Services for Supervised Populations: grants in partnership with county and state agencies (Human Services, Probation, Sheriff, Employment Development Department): California WDB Workforce Accelerator Fund grant to implement *STEPS 2 Work* for ex-offenders; U.S. Department of Labor LEAP grant, *Bridges 2 Work*, to establish and provide American Job Center services at the Todd Road Jail
 - Healthcare Career Pathway: in collaboration with six WDBs in Los Angeles County, a California WDB SlingShot Fund grant to develop a regional, sector-responsive career pathway and certification for healthcare case coordinators
 - WIOA Regional Planning Unit: grant from California WDB to help support American Job Center of California (AJCC) system alignment and staff training
- Resolved issues raised during the presentation of Grant Report updates, in the course of a detailed discussion of the nature of our partnership in, or endorsement of, grant proposals initiated by others
- Recommended to the Executive Committee a new policy on the Submission of Grant Proposals, including a Grant Proposal Review Form



2015-2016 YEAR-END REVIEW

Workforce Development Board of Ventura County

WDB RESOURCE DEVELOPMENT COMMITTEE

- Recommended to the Executive Committee an updated 2015-2016 WIOA Tentative Balanced Budget Plan
- Considered WIOA uncommitted funds available for Adults, Dislocated Workers, and Youth, and discussed options for their use
- Discussed WIOA implementation impact and strategies: size and composition of the WDB; requirements for the AJCC MOU Phase I; formation of a WDB Business/Education Connection Work Group (which transitioned mid-year to an official sub-committee of the Ventura County P-20 Council)
- Regarding the WDB committee structure, recommended transition of the Youth Council to a Programs Committee and a change in standing committee status of the Resource Development Committee to *ad hoc* committee status

Insights

- We urge caution in deploying the WDB's resources, whether of money or staff: the issue of capacity is vital in deciding whether or not to participate in any given project, particularly in cases when the WDB is increasingly becoming a required partner and even a fiscal agent in diverse proposals. Developing a formal policy on the submission of grant proposals was a good idea.
- Pending an active search for additional funds to supplement the WIOA core grants, it seems appropriate—and in accordance with the direction of WIOA—to move the work of this committee to the Executive Committee.
- Facilitating the development of a collaborative regional network plan to streamline the connections between business and education will help to engage employers and avoid confusion and burnout.
- Our collaborative network of aligned and supportive private/public sector partnerships is a strategic advantage in implementing WIOA requirements for responsive and responsible regional workforce development.



2015-2016 YEAR-END REVIEW **Workforce Development Board of Ventura County**

WDB YOUTH COUNCIL

2015-2016 Members

WDB Members: Tony Skinner, Chair (IBEW), Jesus Torres, Vice Chair (Verizon/Frontier), Kathy Harner (California Department of Rehabilitation), Mary Navarro-Aldana (Employment Development Department), Roger Rice, Vice Chair (Ventura County Office of Education)

Other Members: Jerry Beckerman (Segue Career Mentors), Mary Benton (Rainbow Connection FRC Tri-Counties Regional Center), Sean Bardwaj (Aspire: Entrepreneur Education Initiative), Sandra Carrillo (Ventura County Probation Agency), Linda Fisher-Helton (Area Housing Authority), Juan Mercado (California Conservation Corps), Tiffany Morse (Ventura County Office of Education), Celine Park (Ventura County Community College District), Archie Scott (Ventura Unified School District), Leslie Webster (Department of Rehabilitation)

Committee Accomplishments

In support of the WDB's *Ventura County Regional Strategic Workforce Development Plan 2013-2017*, WDB Youth Council accomplishments included:

- Reviewed the Ventura County Strategic Workforce Development Plan and new youth requirements under WIOA and, in particular, requirements for out-of-school youth
- Discussed youth-related programs and services in Ventura County as described in presentations on the 2-1-1 Call Center; Update on Career Pathways and the grants supporting them; the Transitional Age Youth Wellness and Recovery Center; Progress on the 75% Out-of-School Youth Requirement; Progress on WIOA Implementation and the Recertification of the Board
- Discussed and recommended for adoption a WDB policy on Youth Work Experience Requirements and appropriate expenditures (#2015-16)
- Approved the 2015-2016 WIOA Youth program performance criteria
- Discussed and recommended for approval the continuation of the existing three youth contracts, because a new youth RFP at this point was inadvisable until the issuance of defining regulations from the Department of Labor and EDD
- Prepared a matrix identifying categories of services available to youth in Ventura County and the entities/organizations appropriate to deal with them ("Constituency in Terms of Demographic Barriers")
- Discussed, in preparation for a two-year plan, Council goals related to youth needs: career pathways, employability skills, measurable WIOA outcomes, progress toward sustainability, leadership skills, identification and dissemination of resources
- Considered ideas for the structure and composition of a possible Youth Advisory Body under WIOA and recommended to the WDB the inclusion of a youth committee in the WDB structure, its non-WDB members to be appointed in a process to be determined by the WDB.



2015-2016 YEAR-END REVIEW
Workforce Development Board of Ventura County

WDB YOUTH COUNCIL

Insights

- Every meeting provides new information that is good to share with others.
- The outside presentations provide insight into helpful resources for other organizations.
- Council meetings improve members' ability to network with other organizations.
- The outcomes of the youth programs benefit the community.
- Council members regularly show their noteworthy commitment.
- The WDB and its actions are better known than is sometimes realized.
- Helping youth means helping the future.
- The WDB website is useful for its information on employment and industry sectors.
- The Council provided a venue for increased interaction among partners/contractors/committee members; and this in turn increased referrals to programs and services.
- Though the cost of serving out-of-school youth is higher and getting successful outcomes, more difficult, the cost of not serving these youth may be higher in the long run.
- Out-of-school youth need stable housing; without it, going back to school is less of a priority.
- We should be proud that the Ventura County region is making a determined effort to implement WIOA.
- We have learned how to shoot at a moving target and to hit it despite obstacles.



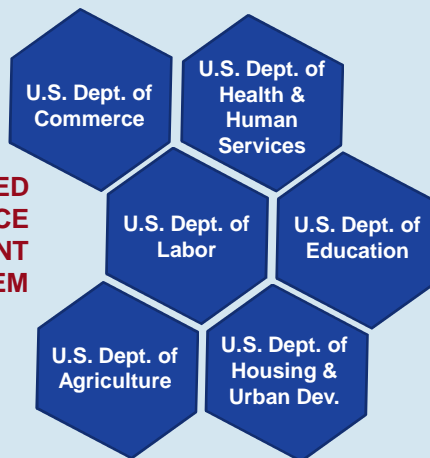
WIOA Regional and Local Planning

Workforce Development Board Meeting
August 25, 2016

Cheryl Moore, Executive Director
Workforce Development Board of Ventura County

WIOA WORKFORCE DEVELOPMENT SYSTEM

**WIOA ALIGNED
WORKFORCE
DEVELOPMENT
SYSTEM**



STATE PLAN ↔ **REGIONAL PLAN** ↔ **LOCAL PLAN**





REGIONAL PLANNING TIMELINE*

<u>2016</u>	
August	California WDB releases final requirements for WIOA regional and local plans
December	WDB approves draft WIOA regional and local plans for Ventura County
<u>2017</u>	
January	30-day public comment period ends for draft plans
February	WDB recommends Ventura County regional and local plans for approval by Board of Supervisors
March	WDB submits Ventura County regional and local plans to California WDB for approval
June	California WDB notifies WDB of regional and local plan approvals for implementation on July 1

* Federal and state timelines and deliverables subject to change



REGIONAL PLANNING COMPONENTS

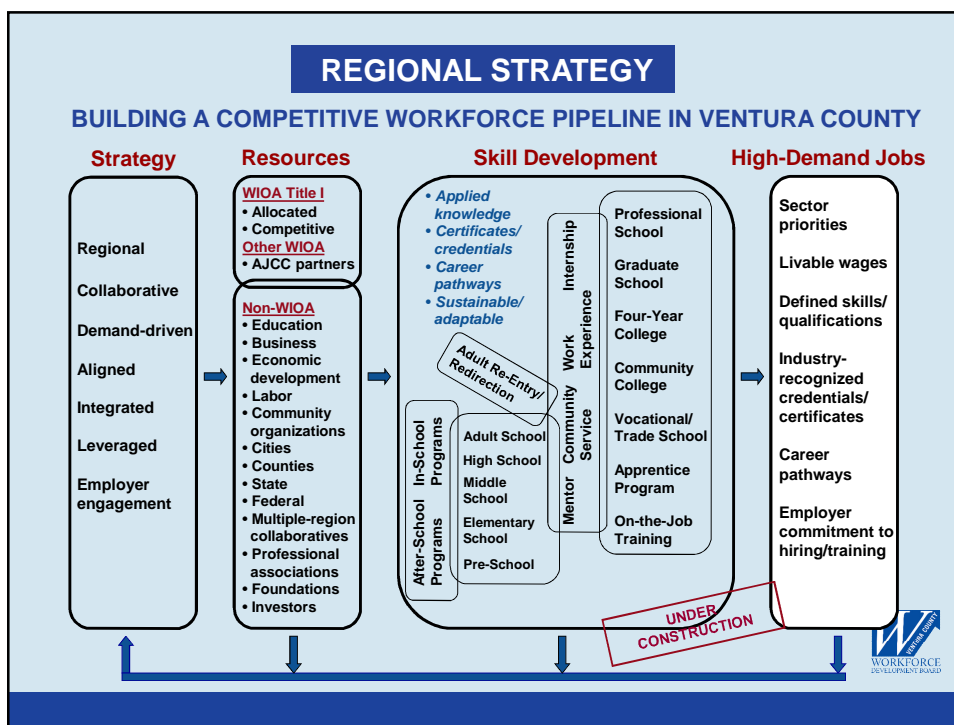
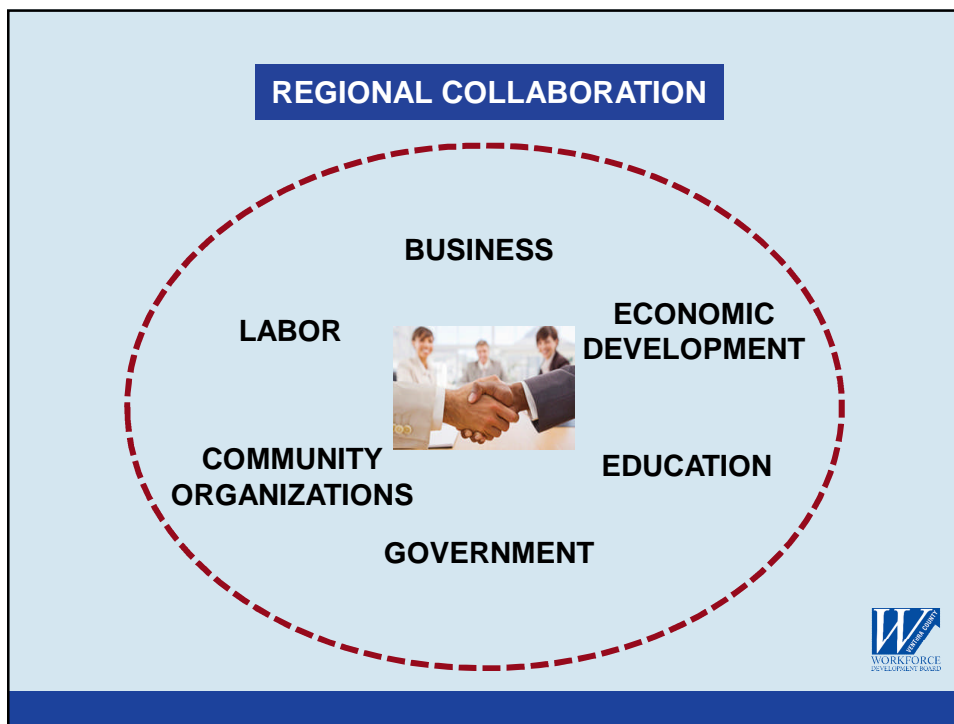
- A. Plan development and implementation
- B. Service strategies and cooperative delivery agreements
- C. Industry initiatives for in-demand sectors or occupations
- D. Labor market data collection and analysis
- E. Administrative cost arrangements, including pooling of funds for administrative costs
- F. Coordination of transportation and other supportive services
- G. Coordination with regional economic development services and providers
- H. Agreement for collectively negotiating and reporting on levels of performance for local areas



REGIONAL PERFORMANCE


- Program Performance (WIOA Title I)
 - Adults
 - Dislocated Workers
 - Youth
 - Business Services
- Fiscal Performance
- Eligible Provider Performance
- AJCC Delivery System Performance
- Other: TBA





REGIONAL SECTORS/OCCUPATIONS

Regional Data Analysis




Ventura County Regional Planning Unit (RPU)
Occupational Employment Data Growth Projections
WDB HEALTHCARE COMMITTEE

U.S. D.O.L. SOC Code	Occupations	2018 VENTURA COUNTY Median Annual Wages**	2012 VENTURA COUNTY Average Annual Employment	2022 VENTURA COUNTY Employment Growth Projection %	2012 VENTURA COUNTY Average Annual Job Openings***	2012 VENTURA COUNTY Average Annual Job Replacement Openings	2012 CALIFORNIA Average Annual Employment	2022 CALIFORNIA Employment Growth Projection %	2012 CALIFORNIA Average Annual Job Openings****	2014 Education and Training Level***
29-1141	Registered Nurses	\$92,035	3,720	13.4	122	72	254,500	16.9	9,230	Associate's Degree
31-9092	Medical Assistants	\$35,998	2,370	28.7	113	45	81,600	23.2	3,450	Vocational / OJT
31-1014	Nursing Assistants	\$30,121	1,470	17.7	54	28	98,400	23.6	4,180	Vocational / OJT
31-1011	Home Health Aides	\$26,605	1,300	43.1	81	25	44,900	39.0	2,610	Less Than H.S.
31-9091	Dental Assistants	\$36,211	1,000	25.0	46	21	45,200	15.5	1,640	Vocational / OJT
29-2081	Nurses	\$52,625	750	26.7	38	18	60,700	25.7	3,040	Vocational / OJT
29-2021	Dental Hygienists	\$95,342	600	31.8	38	17	21,800	23.4	1,060	Associate's Degree
11-9111	Medical and Health Services Managers	\$119,353	490	18.3	20	12	27,900	22.2	1,290	Bachelor's Degree
29-1051	Pharmacists	\$132,706	490	13.0	17	11	29,900	15.2	1,050	Doctoral Degree
29-2052	Pharmacy Technicians	\$37,019	430	23.3	13	4	31,400	18.5	900	H.S. Diploma
29-1123	Physical Therapists	\$87,003	430	34.9	26	11	16,400	28.7	870	Doctoral Degree
31-2011	Occupational Therapy Assistants	\$61,806	300	46.2	24	6	1,000	43.8	100	Associate's Degree
29-1089	Physicians and Surgeons, All Other	\$154,497	370	24.3	19	9	27,800	12.9	1,050	Doctoral Degree
21-1029	Social Workers	\$54,925	300	8.3	11	8	14,000	7.9	400	Bachelor's Degree
21-1022	Healthcare Social Workers	\$95,201	330	15.2	12	7	13,200	24.2	600	Master's Degree
31-9099	Healthcare Support Workers, All Other	\$41,809	320	21.9	12	6	12,400	13.7	400	H.S. Diploma
29-1127	Speech-Language Pathologists	\$86,110	320	18.8	11	5	11,200	14.3	330	Master's Degree
29-2034	Radiologic Technologists	\$70,771	310	12.9	8	4	15,000	17.3	470	Associate's Degree
29-1062	Family and General Practitioners	\$212,262	310	19.4	14	8	17,400	12.1	640	Doctoral Degree
11-9151	Social and Community Service Managers	\$87,292	300	20.0	12	6	14,200	15.5	510	Bachelor's Degree
31-9096	Veterinary Assistants and Laboratory Animal Caretakers	\$31,235	280	7.1	7	5	9,200	4.3	210	H.S. Diploma
29-2041	Emergency Medical Technicians and Paramedics	-	280	35.7	17	8	16,800	23.2	850	Vocational / OJT
31-2022	Physical Therapist Aides	\$29,003	270	44.4	18	6	5,900	33.9	330	H.S. Diploma
29-2071	Medical Records and Health Information Technicians	\$45,886	270	14.8	11	7	16,500	20.6	780	Vocational / OJT

WDB Healthcare Committee: 01.22.2016 (Updated wages only as of 6/16)

REGIONAL SECTORS/OCCUPATIONS

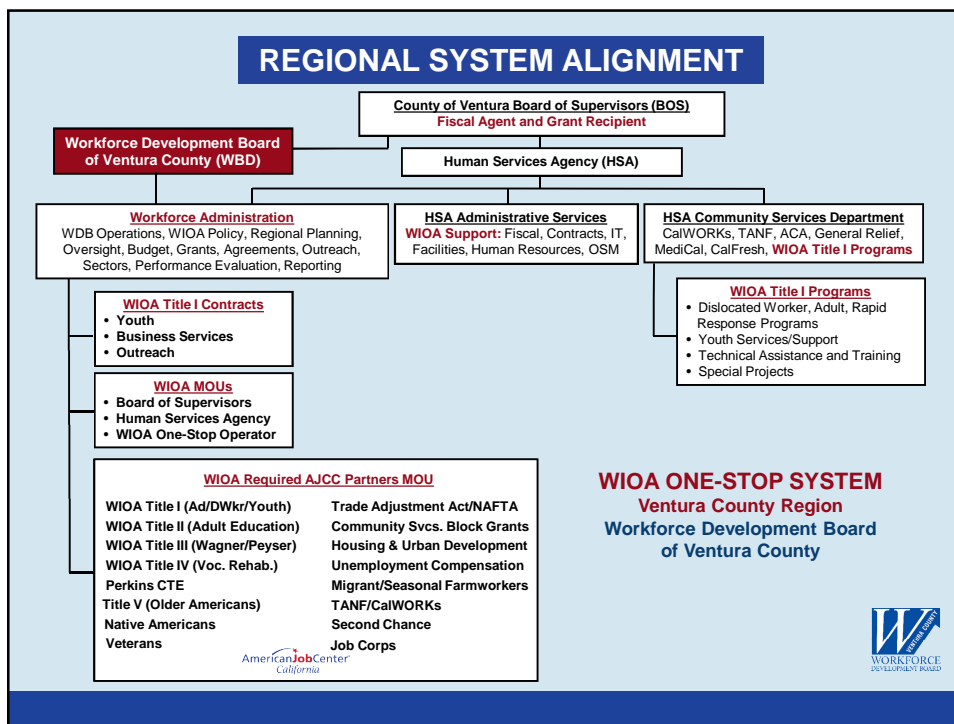
Regional Sector Skills



MANUFACTURING WORK READINESS SKILL CATEGORIES
Workforce Development Board of Ventura County

SAFETY	MATH CONCEPTS	MEASUREMENTS	HAND AND POWER TOOLS
<ul style="list-style-type: none"> Lock-out, Tag-out, Try-out Bio mechanics MSDS Potential energy sources (gravity, pneumatic, hydraulic, chemical, steam/gas pressure) 	<ul style="list-style-type: none"> Combined operations of fractions and mixed number Table of decimal equivalents and combined operations of decimals Degree of precision, tolerance and clearances Steel rules and gage blocks Algebraic operations of additions, subtraction and multiplication Ratios and proportions Mathematical conversions from standard to metric RPM, and implication of gearbox reduction to RPM and torque 	<ul style="list-style-type: none"> Standards Units of measurement Mass and weight measurement Metric measurement Measuring motion Measuring fluids Indicators Micrometers Gauging tools Calipers Diameter tape 	<ul style="list-style-type: none"> Electric drills Pneumatic drills and hammers Screwdrivers, nut-runners and wrenches Air supply for pneumatic tools Wrenches Hacksaws Taps and dies Hammers Squares Levels Pipe threading machines
BASICS OF QUALITY CONTROL	BLUEPRINT CONCEPTS	EMPLOYABILITY SKILLS	COMPUTER SKILLS
<ul style="list-style-type: none"> Process Basic quality methodology and inspection techniques Importance of individual – do it right first time Manufacturing theory and quality Lean manufacturing and quality 	<ul style="list-style-type: none"> Introduction to schematics and symbols Pneumatics and hydraulic schematics Piping schematics Piping symbols Differences in schematics Views Electrical symbols Hydraulic and pneumatic symbols Hydraulic and pneumatic diagrams Assembly instructions 	<ul style="list-style-type: none"> Basics of interviewing Work ethic Communication skills Continuous Improvement skills Basic company policy understanding Time management Task prioritization Worker, supervisor, manager etiquette and protocol basics 	<ul style="list-style-type: none"> Excel Word OS basics Computer navigation Computer security Computer etiquette ERP basics Viewer basics, PDF, CAD, jpg, png, bmp, TIFF, Solid Works, etc File extension basics

WDB-VC Manufacturing Committee: Rev. 08.13.14



REGIONAL SYSTEM PLANNING

AJCC/One-Stop System Planning

- Local program alignment with State Plan policies and strategies
- Common intake and case management
- Collaborative tracking for training-related employment
- Accessibility and inclusivity for regional sector pathways programs: participation, support, placement, and monitoring progress toward livable wage jobs/careers
- Coordination of:
 - Secondary and post-secondary education programs
 - One-Stop system service delivery
 - Transportation and other supportive services




WDB COMMITTEE ALIGNMENT

WDB Standing Committees

- ✓ Executive
- ✓ Membership
- ✓ Outreach
- ✓ Programs

WDB Sector Committees

- ✓ Business Services
- ✓ Clean/Green
- ✓ Healthcare
- ✓ Manufacturing



JOINT MEETING OF REGIONAL SECTOR COMMITTEES

- *What are the high-demand jobs in the next 3-5 years?*
- *Which of those jobs are hard to fill? Why?*
- *What challenges do the sectors have in common?*
- *What action could we take?*



CONTEXT FOR SECTOR STRATEGY PLANNING

- Data-Informed Decision Making
- Industry Engagement
- Sector-Based Service Delivery
- Sustainability and Continuous Improvement
- Organizational Capacity and Alignment

Source: Sector Strategies Organizational Self-Assessment Tool
Employment & Training Administration, U.S. Department of Labor



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FOR DISCUSSION

1. Category?
2. Key elements?
3. Overall rating for Ventura County region?
4. Why?
5. What now?



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SECTOR STRATEGIES ORGANIZATIONAL SELF-ASSESSMENT

Excerpts from the DOL ETA Technical Assistance Initiative WDB Discussion: August 25, 2016

Elements of a High-Performing, Sector-Focused Organization (Attributes of a “5” on a scale of 1-5)

A. DATA-INFORMED DECISION MAKING

Is your organization/partnership using rigorous data to make decisions about target industries and education and training investments?

1. Use of rigorous economic, industry, and labor market data collection and analysis to understand most important regional industry sectors:
 - Tools to regularly quantify region’s most competitive and emerging industries
 - Agreement across partners about target industry sector
 - Use of LMI and target industry data for the regional economy
 - Formal process for ongoing review of data and for making adjustments to target industry sectors

2. Process to identify specific skill needs, level of demand, and area education and training program gaps within target industry sectors
 - Regularly use traditional and real-time data sources, plus focus groups and/or employer interviews to identify growth occupations within target sectors and specific skill and hiring needs
 - Formal and continuous process, involving education partners, to work with employer to review labor market demand and identify/validate workforce needs and KSAs of critical occupations
 - Formal process to identify gaps among regional education, training working support, business services, and needs of target industry sector employers
 - Clear grasp of employment disparities (e.g., based on race, ethnicity, gender) and individual and system barriers to economic security faces by job seekers/workers in your region

3. Data that are understandable and shared across partners to enable collaborative decision making
 - Current materials that clearly and compellingly identify regional target industry sectors and workforce needs
 - Regional reputation as a “go-to” source for target industry data and workforce needs



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B. INDUSTRY ENGAGEMENT

How broad and deep is the involvement of targeted industry sector employers in designing and delivering programs and services?

4. Regional influence to bring key industry leaders to the table and understand the needs of their businesses
 - Relationships with business organizations within the target industry sectors
 - Developed criteria (e.g., high job quality, career paths, great reputation among workers and job seekers) to identify which employers to focus on involving and supporting through use of sector partnership resources
 - Ability to easily identify and convene a network of large and small employers (including key decision-makers from those employers) within the sector, or credible relationships with business organizations that include WDB in meetings and conversations

5. Industry as a strategic partner in designing and executing services and programs
 - Specific vehicles for soliciting ongoing workforce needs from industry partners (beyond periodic meetings or surveys)
 - Industry partners that help define program strategy and goals, identify necessary skills, competencies, and resources to support education (e.g., equipment, instructors, internships), and where appropriate, hire qualified students who complete programs

6. Capability to take on the sector partnership intermediary role, if required
 - When necessary, play the intermediary role, including guiding the partnership, managing its work, maintaining strong relationships with employers, maintaining an up-to-date understanding of employer needs and opportunities, and guiding efforts to evaluate and make improvements to a sector partnership
 - Credibility with the target industry sectors and entrepreneurial attitude to guide sector partnership where employers want to take it



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C. SECTOR-BASED SERVICE DELIVERY

How effectively are you and your partners facilitating the development and delivery of workforce opportunities that are responsive to the needs of an entire target industry?

7. Capability to fill the industry’s near-term workforce needs

- Success in working with education partners to develop responsive curriculum for target sectors for immediate access to customized training and certification programs as needed
- Success in providing systematic support to employer needs—across an entire industry—in business outreach, hiring services, retention programs, etc.
- Agility and flexibility to develop new programs quickly in response to industry workforce needs

8. Capability to meet the industry’s longer-term pipeline needs across a range of skill levels

- Current inventory of regional education and training programs relevant to targeted industry sectors to determine assets and gaps
- Facilitate area educational units (e.g., K-12, adult education, community colleges, career and technology institutions, universities) to work together and respond to regional long-term workforce needs at all educational levels
- Experience and ability to influence target sector employers to develop, incorporate, and/or expand industry-recognized credentials

9. Ability to overcome barriers for lower-wage workers to facilitate employment and career advancement within the targeted sectors

- Identify individual and systemic barriers to work (e.g., lack of work experience, substance abuse, transportation, child care), create solutions, and facilitate industry-wide changes that support them as standard practices
- Work across an industry on career advancement solutions (e.g., tuition assistance, enhanced credentialing structure, on-the-job coaching) to encourage worker mobility



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C. SECTOR-BASED SERVICE DELIVERY

How effectively are you and your partners facilitating the development and delivery of workforce opportunities that are responsive to the needs of an entire target industry?

10. Experience and capability to develop effective, employer-validated career pathways in support of target sectors
 - Collaboration with partners to map and design modularized curricula and career pathways across a range of skill needs (entry level to advanced) to serve target industries
 - Success in designing education and training pathways that enable students and adult to move seamlessly between academic and career technical programs, to and from work, and to achieve advanced credentials
11. Experience and capability to design and implement, with employers, work-based learning models in targeted sectors
 - Experience building and funding models—on an industry level—such as on-the-job training, cooperative education, paid internships, pre-apprenticeships or registered apprenticeships
12. Partnerships with the right regional organizations to deliver comprehensive solutions in response to target industry sector needs—while minimizing duplication of services
 - Dynamic alliances (including clearly defined roles) with these organizations in executing sector strategies:
 - K-12, community colleges, adult education, private training providers, labor unions, and universities—to align curricula to career pathways and provide a bridge from secondary, pre-GED, and post-secondary education to a career
 - Local industry associations, chambers of commerce, and economic development agencies—to identify target sectors, convene industry, and jointly address regional growth strategies
 - Community-based organizations—to reach populations that are underrepresented in the target sectors and allow CBO services to be integrated effectively into sector-based strategies
13. Willingness and ability to respond to non-workforce needs directly related to the industry’s economic development or growth opportunities
 - Open and have capacity to engage sector partners to address non-workforce issues with employers (e.g., access to technology and innovation, streamlining suppliers or supply chains, transportation and logistics issues) dependent on industry sector needs

1=NOT AT ALL 2=PROGRESSING/LONG WAY TO GO 3=SOME OF THIS/SOMETIMES 4=IN PLACE NOW 5=IN PLACE/EXCELLING



SECTOR STRATEGIES ORGANIZATIONAL SELF-ASSESSMENT
Excerpts from the DOL ETA Technical Assistance Initiative
WDB Discussion: August 25, 2016

Elements of a High-Performing, Sector-Focused Organization
(Attributes of a “5” on a scale of 1-5)

D. SUSTAINABILITY AND CONTINUOUS IMPROVEMENT

Is your organization able to measure sector strategy outcomes and sustain sector work over time?

14. Ability to “build the buzz” about the value of sector partnerships as a means to continuously secure stakeholder buy-in
- Marketing material developed to promote existing sector partnerships
 - Close connections with area media to build awareness about partnership goals and community support
15. Sector partnership measures of success identified and tracked with continuous improvement processes built in
- Common dashboard of success indicators (with consensus around sector partnerships “outcomes”), determined in part by indicators needed to bring about systems changes
 - Measures reflect services to business
 - Process in place for collecting and analyzing data, using metrics to make future adjustments
 - Board, executive committee, or program committee routinely reviews sector partnership metrics
16. Sustainable funding source(s) to establish and expand sector partnerships
- Understand available funding sources (e.g., grants, foundations, repurposed program funds, discretionary funds, industry support) and a commitment to identify emerging sources that could support sector initiatives
 - Develop strategies for sustainability and pursue them from the beginning of sector partnership operations
 - Willingness to be innovative in finding, braiding, and using resources to support sector partnerships (including public, philanthropic, and private sector resources)
 - Success in obtaining funding from multiple sources that pays for the intermediary roles, services, systems change strategies, and other costs of the sector initiatives
 - Business community contributes resources to the partnerships



SECTOR STRATEGIES ORGANIZATIONAL SELF-ASSESSMENT

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Elements of a High-Performing, Sector-Focused Organization (Attributes of a "5" on a scale of 1-5)

E. ORGANIZATIONAL CAPACITY AND ALIGNMENT

Does your organization have the personnel, policies, vision, and resources in place to support sector strategy outcomes?

17. Organizational commitment to bring partners to a shared vision

- Success in collectively developing, with partners (e.g., economic development, higher education) a shared vision for target industry growth and economic security for workers
- Capacity to serve in a sector partnership intermediary role when required (as neutral and credible party/convenor brokering relationships among sector partners) for the intermediary roles, services, systems change strategies, and other costs of the sector initiatives
- Business community contributes resources to the partnerships

18. Organizational culture that promotes a demand-driven approach within a sectors framework

- Leadership (executives, board) that understands the importance of, and prioritizes a focus on serving employers for, the purpose of aligning the workforce system to target sector needs
- Strategic plan/vision that emphasizes the organization's role in driving regional economic security and industry growth through sector partnerships

19. Organizational structure (administrative policy, committee structure) that supports industry engagement within a sectors framework

- Staff with explicit roles to examine, across businesses, broader industry workforce trends to execute sector strategies
- Board/oversight group includes private sector representatives that reflect the target industry mix
- Administrative structure that promotes and supports sector strategies (e.g., organizational or committee structures oversees sector initiatives)
- Administrative publicity that support sector strategies (e.g., sector partnership concepts built into policy goals; American Job center has a policy to prioritize services for target industry employers)

20. Staff have expertise about current target industries and also have opportunities to hone knowledge as targets change

- Staff opportunities to attend targeted industry-related professional development
- Staff understanding of industry sector language, pain point, high-leverage opportunities; respect for sector culture
- Staff understanding of why a sector strategy approach makes sense, and their role within it