



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

Thursday, October 27, 2016
8:00 a.m.–11:30 a.m.

NOTE: DIFFERENT LOCATION AND LONGER MEETING

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

PLANNING MEETING 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: August 25, 2016
4.2 Receive and File: WDB Committee Reports | Jim D. Faul |
| 8:20 a.m. | 5.0 WDB SPOTLIGHT: EDUCATION

<i>CREATING EXCEPTIONAL, REAL-WORLD LEARNING EXPERIENCES</i>
<i>Erika D. Beck, Ph.D., President</i>
<i>California State University, Channel Islands</i> | Celina Zacarias |
| 8:30 a.m. | 6.0 WDB SPOTLIGHT: MRVC MANUFACTURING WEEK | Byron Lindros |
| 8:35 a.m. | 7.0 ACTION ITEMS

7.1 Recommendation that the Workforce Development Board of Ventura County (WDB) Approve the Appointment of One Non-WDB Member to the WDB Programs Committee for a Three-Year Term: Tressie Nickelberry | Patty Schulz |

- 7.2 Recommendation that the Workforce Development Board of Ventura County (WDB) Approve the Use of Uncommitted Workforce Innovation and Opportunity Act (WIOA) Funds for Program Year 2016-2017 Vic Anselmo
- 7.3 Recommendation that the Workforce Development Board of Ventura County (WDB) Approve an Updated Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan for Program Year 2016-2017 Vic Anselmo

8.0 WIOA REGIONAL AND LOCAL PLANNING

8:45 a.m. **8.1 Insights from California Workforce Association Conference** WDB Members

Vic Anselmo *Kathy Harner*
Jim D. Faul *Tracy Perez*

8:50 a.m. **8.2 Planning Updates** Cheryl Moore

- Timeline
- Agreements
 - AJCC Partners MOU Phase 2
 - Youth Programs RFP
 - One-Stop Operator RFP
- Collaboration
 - WDB Youth Community Forum
 - P-20 Business/Education Connection Sub-Committee
 - Economic Development Managers/EDC-VC Discussion

9:00 a.m. **8.3 WDB Self-Assessment Outcomes** Cheryl Moore

- Sector Strategies: Key Messages
- Workforce Development Board Activities: Key Messages

9:10 a.m. **8.4 Regional Data Snapshot** Cheryl Moore

9:15 a.m. **8.5 Regional Economic Environment** WDB Discussion

*A REALISTIC LOOK AT THE REGIONAL ECONOMIC ENVIRONMENT
FOR WORKFORCE DEVELOPMENT IN VENTURA COUNTY*

*Brian Gabler
Director, Economic Development/Assistant City Manager
City of Simi Valley*

*Bruce Stenslie, President/CEO
Economic Development Collaborative-Ventura County*

9:45 a.m. **BREAK**

10:00 a.m. **8.5 Considerations for Planning** WDB Discussion

1. *What are our strengths as an economic region? What are our challenges?*
2. *How do the realities of the economic environment affect our business and education strategies?*
3. *How might our region “redefine” growth to benefit economic and workforce development?*
4. *What steps would help to strengthen a level of regional identity and collaboration that would benefit employers and job seekers?*
5. *How might we grow employer participation in regional workforce development activities?*

11:15 a.m. **9.0 ON THE CALENDAR** Jim D. Faul

January 17-19, 2017

California Workforce Association Youth Conference
Long Beach, CA

March 25-28, 2017

National Association of Workforce Boards Forum 2017
Washington, D.C.

11:20 a.m. **10.0 WDB MEMBER COMMENTS** WDB Members

11:30 a.m. **11.0 ADJOURNMENT** Jim D. Faul

Next WDB Meeting

December 8, 2016

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

VCCF Nonprofit Center

4001 Mission Oaks Blvd., Camarillo, CA

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

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



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

MEETING MINUTES

August 25, 2016

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

WDB Members Present

Jim D. Faul, WDB Chair
Vic Anselmo, Vice Chair
Greg Barnes
Will Berg
Victor Dollar
Brian Gabler
Greg Gillespie
Jeremy Goldberg
Kathy Harner

Charles Harrington
Capt. Douglas King
Byron Lindros
Gregory Liu
Mary Navarro-Aldana
Tracy Perez
Bill Pratt
Roger Rice
Alex Rivera

Patty Schulz
Tony Skinner
Bruce Stenslie
Jesus Torres
Richard Trogman
Greg Van Ness
Stephen Yeoh
Peter Zierhut
Barry Zimmerman

WDB Members Absent

Gerhard Apfelthaler
Martel Fraser
Cindy Guenette

Victoria Jump
Anthony Mireles

Mike Soules
Celina Zacarias

WDB Administration Staff

Cheryl Moore, Executive Director
Talia Barrera
Patricia Duffy

Tracy Johnson
Richard McNeal
Patrick Newburn

Ma Odezza Robite
Theresa Salazar Vital

Guests

Jeffrey Albaugh
Arturo Alcalá
Nancy Ambriz
Karen Bluffer
Jaime Duncan
Lauri Flack
Patrick Grimes
Heidi Hayes
Robert Lee
Michael MacDonald
Raul Ornelas
Nicole Rabay
Lisa Safaeinili

Ventura Adult and Continuing Education
Representative, Congresswoman Julia Brownley's Office
Community Services Department/WIOA, Human Services Agency
theAgency
Community Services Department, Human Services Agency
Community Services Department, Human Services Agency
Dynamic Automation
theAgency
Employment Development Department
Representative, Senator Hannah-Beth Jackson's Office
Community Services Department/WIOA, Human Services Agency
LC Engineering Group, Inc.
Westminster Free Clinic and Community Care Center

1.0 CALL TO ORDER AND AGENDA REVIEW

WDB Chair Jim D. Faul called the meeting to order at 8:07 a.m. No changes were made to the agenda.

2.0 PUBLIC COMMENTS

No public comments.

3.0 WDB CHAIR'S COMMENTS

Jim D. Faul welcomed new WDB member Peter Zierhut (Haas Automation Inc.) and special guests Arturo Burciago-Alcala (Congresswoman Julia Brownley's Office) and Michael MacDonald (Senator Hannah-Beth Jackson's Office).

Mr. Faul thanked recent Workforce Wednesday radio show participants. In June 2016, WDB member Victor Dollar and Karen Clark (Macy's of Ventura) talked about the WDB Youth Opportunity Award and Macy's internships program. In August 2016, WDB member Roger Rice (Deputy Superintendent, Ventura County Office of Education) and Superintendent Jason Peplinski (Simi Valley Unified School District) discussed how schools in Ventura County are working to reduce the dropout rate. Recordings of these and other Workforce Wednesday broadcasts are available on the WDB website, About Us/News tab: www.workforceventuracounty.org.

Mr. Faul shared his vision and direction for the WDB this year. He would like to focus on WIOA program opportunities in Ventura County and to address workforce challenges.

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

Motion to approve the Consent Items: Bill Pratt

Second: Greg Van Ness

Motion carried unanimously

5.0 ACTION ITEMS

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

Motion to approve the nominations: Tony Skinner

Second: Brian Gabler

Motion carried unanimously

6.0 WIOA SPOTLIGHT ON SUCCESS

WIOA Program Manager Nancy Ambriz and staff Christy Norton and Raul Ornelas introduced WIOA success story participant Nicole Sabay. Ms. Sabay has a background in civil engineering with a deficiency in drafting skills which made it difficult for her to find work. After doing some research, Ms. Sabay found the Ventura Adult and Continuing Education (VACE) center to enroll in their Computer-Aided Drafting and Design career technical education program. A VACE counselor directed her to the WIOA program to supplement her skills training. WIOA staff Ms. Norton and Mr. Ornelas assisted her with securing job interviews and coached her through the interview process. Ms. Sabay secured a job as a civil designer with the WDB Chair, Jim D. Faul of LC Engineering Group, who emphasized the value of on-the-job training. Mr. Faul thanked the

Community Services Department WIOA Programs and the Human Services Agency staff for their excellent work.

7.0 WDB COMMITTEE UPDATES

WDB committee chairs reported on 2015-2016 accomplishments and insights and provided a presentation to the board. The complete reports may be found in the meeting packet posted on the WDB website at www.workforceventuracounty.org.

8.0 WIOA REGIONAL AND LOCAL PLANNING

8.1 Updates

Cheryl Moore provided updates regarding the following:

- WIOA Final Rules: The U.S. Department of Labor (DOL) published the final rules for the Workforce innovation and Opportunity Act (WIOA) on August 19, 2016. WDB regional and local plans will be written in compliance with DOL requirements and additional requirements that might be specified in the California final plan and directive.
- California EDD/CWDB Final Directive: The Draft State Directive WSDD-146, published on July 1, 2016, provided initial guidance for Local and Regional plan requirements. The draft California state plan had been submitted to DOL, and feedback from DOL was still pending in August 2016. California will need to submit DOL-required changes to the plan prior to DOL approval of the final California plan and, subsequently, the final California directive.
- Regional and Local Plan Development: The WDB must submit regional and local plans for California Workforce Development Board (CWDB) approval by March 15, 2017.
- WDB Data Analysis Group: Representatives from three WDB sector committees (Clean/Green, Healthcare, and Manufacturing) worked with WDB staff to find ways to get more complete data for sector committee work and the pending regional/local plan.
- AJCC Operations: American Job Center of California (AJCC) partners continued meetings to identify opportunities for collaboration and service delivery under the AJCC MOU Phase I agreement. To meet final DOL regulations, WIOA fire-wall protocols and procurement requirements, the Request for Proposals (RFP) WIOA One-Stop Operator, will be coordinated through the County of Ventura General Services Department.
- Joint Meeting of WDB Regional Sector Committees: Business Services, Clean/Green, Healthcare, and Manufacturing sector committee members and WDB members met on August 5, 2016. Discussion of opportunities for collaboration related to high-demand jobs, jobs hardest to fill, and business challenges in workforce development.

8.2 Sector Strategies Organizational Self-Assessment: Content for Discussion

Cheryl Moore facilitated a group discussion to address topics related to the local and regional plan, specifically, a self-assessment of the status of (1) industry engagement in the collection of data, (2) sector-based service delivery, (3) sustainability and continuous improvement and (4) organizational capacity and alignment.

9.0 ON THE CALENDAR

Cheryl Moore thanked board members Patty Schulz (The Arc Foundation of Ventura County), Kathy Harner (California Department of Rehabilitation), WDB Vice Chair Vic Anselmo (Applied Powdercoat), and WDB Chair Jim D. Faul (LC Engineering Group) for representing the WDB in September 2016 at the California Workforce Association Conference in Monterey. The experience would provide WDB members with a great opportunity to network with other board members across the state, while learning more about WIOA requirements and expectations.

10.0 WDB MEMBER COMMENTS

Roger Rice announced the success of the August 22, 2016, ribbon cutting for the new Career Education Center in Moorpark, expected to increase career opportunities throughout Moorpark, Simi Valley and the Conejo Valley. Dr. Rice invited the board and public to contact him for a tour of the facility.

11.0 ADJOURNMENT

Motion to adjourn at 10:00 a.m.: Charles Harrington
Second: Alex Rivera
Motion carried unanimously

Next WDB Meeting (Planning)
October 27, 2016 (8:00 a.m.–11:30 a.m.)
Ventura County Office of Education
5100 Adolfo Road (Salon B), Camarillo, CA



Workforce Development Board of Ventura County

October 27, 2016

WDB COMMITTEE REPORTS

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



TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: OCTOBER 27, 2016

SUBJECT: EXECUTIVE COMMITTEE REPORT

The Executive Committee met on September 15, 2016. In attendance were Committee members Vic Anselmo (Vice Chair), Greg Barnes, Brian Gabler, Alex Rivera, Patty Schulz, and Jesus Torres; 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 October 13, 2016. Attending the meeting were Committee members Jim D. Faul (Chair), Vic Anselmo (Vice Chair), Victor Dollar, Brian Gabler, Anthony Mireles, Alex Rivera, and Patty Schulz; WDB staff Talia Barrera, Patricia Duffy, Cheryl Moore, Patrick Newburn, and Theresa Salazar Vital; and guest Nancy Ambriz (HSA Community Services Department/WIOA), Sally Harrison (County of Ventura Chief Executive Office), and Eileen Rohlfing (Employment Development Department).

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

WDB Administration

The following information was shared and discussed with Committee members:

- Program Year 2015-2016 Performance Reports (Refer to Attached Reports)
 - ✓ PY Table 0 – Local Performance: *State report for the Ventura County WDB listing final outcomes for total participants served from July 1, 2015 through June 30, 2016. Report also documents that performance outcomes for all nine PY 2015-2016 Adult, Dislocated Worker, and Youth Common Measures exceeded State negotiated local levels.*
 - ✓ Formula Funds Utilization – 80% Expenditure Requirement: *Each program year, the State requires 80% expenditure of WIOA core Adult, Dislocated Worker, and Youth allocations by June 30. This expenditure requirement was waived by the State for PY 2015-2016. State report for the Ventura County WDB documents that the percentage of total programs obligations exceeded the 80% waived requirement.*
 - ✓ Formula Funds Utilization – Youth Out of School and Work Experience Requirement: *State report documents the 75% out of school expenditure rate and the 20% work experience expenditure rate required under WIOA. The Ventura County WDB achieved a 74% out of school expenditure rate and a 22% work experience rate.*
- Youth Request for Proposals (RFP): Procurement is expected to be released by end of the week (October 14, 2016) for programs beginning July 1, 2017.

- **One-Stop Operator RFP:** Procurement is conducted through the County of Ventura, General Services Agency to avoid any potential conflict of interest issues (*i.e.*, WDB cannot be involved with this procurement). The RFP release date is not known at this time.

Action Items

The Executive Committee considered background information, asked questions, and discussed the following item before taking action. The meeting packet with background information on the action items is available on the WDB website: www.workforceventuracounty.org.

- **Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Authorize WDB Staff to Develop, and Authorize the County of Ventura Human Services Agency Contracts Department to Release, a Request for Proposals (RFP) for Approximately \$1,210,000 in Workforce Innovation and Opportunity Act (WIOA) Title 1 Core Youth Funds for Comprehensive Youth Services**

WDB staff will initiate further discussion and collaboration with County staff to fully develop and release a final procurement for WIOA Title 1 Youth services in the fall of 2016. Contract awards will be announced in June 2017, with services to begin on July 1, 2017, and operate through June 30, 2018.

- **Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Authorize the Procurement Department of the County of Ventura General Services Agency to Conduct, on behalf of the WDB, the Procurement of the One-Stop Operator as Required by the Workforce Innovation and Opportunity Act (WIOA) for WIOA One-Stop Operator Services for Program Years 2017-2020**

To avoid conflict of interest, a separate County department is best suited to conduct the mandated procurement of the One-Stop Operator on behalf of the WDB and according to requirements under WIOA Sec.121(d)(2)(A). The One-Stop Operator must be a consortium of three or more current One-Stop partners. GSA will recommend the successful bidder to the WDB, and the WDB will approve a recommendation for approval by the County Board of Supervisors. One-Stop Operator services will begin on July 1, 2017.

- **Recommendation that the Workforce Development Board of Ventura County (WDB) Approve the Use of Uncommitted Workforce Innovation and Opportunity Act (WIOA) Funds for Program Year 2016-2017**

Each Program Year, the initial Workforce Innovation and Opportunity Act (WIOA) budget plan is revised to accommodate new grant revenue and unspent carry-over funds from the prior year. Uncommitted funds totaling \$410,443, resulting from the plan revision process, are identified for WDB consideration and approval as required by WDB Policy on Uncommitted Funds and Guidelines for Use of Funds.

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

The updated draft budget includes new revenue and expenditures, since the WDB meeting on May 19, 2016 which include: 2016-17 Rapid Response allocation; Increased CWDB Steps2Work grant funds; new WIOA Regional Capacity Building Subgrant funds; Adjusted Management Reserve levels; Final 2015-16 carry-in funds; Increased Adult and Dislocated Worker training funds; Increased WDB Outreach funds; Reserved funds for pending projects associated with State mandates; and decreases to Overhead/Administration funds.

After a lengthy discussion of the draft budget update, and at the request of Executive Committee members, an overview of the 2016-2017 WIOA Budget Plan update was provided:

	Dislocated Worker	Adult	Youth	Rapid Resp.	DOL Bridges 2Work	CWDB Steps2Work	VC Innov. E3	CWDB Regnl. Capacity	Total
Total Funds Available	\$2,490,097	\$1,833,689	\$2,022,074	\$520,805	\$240,857	\$234,149	\$138,466	\$82,827	\$7,563,064
Plan without Uncommitted Funds	\$2,275,770	\$1,730,945	\$1,932,245	\$517,362	\$240,857	\$234,149	\$138,466	\$82,827	\$7,152,621
Uncommitted Funds Available	\$214,327	\$102,744	\$89,829	\$3,443					\$410,443
Recommended Plan Using Uncommitted Funds	\$2,490,097	\$1,833,689	\$2,022,074	\$520,805	\$240,857	\$234,149	\$138,466	\$82,827	\$7,563,064

WIOA Regional and Local Planning

- California Workforce Association Conference: Vic Anselmo provided highlights from the September 6-8, 2016, California Workforce Association 2016 Meeting of the Minds conference, mentioning a new LinkedIn training model, “Training Finder,” that connects middle-skill job seekers with careers in advanced manufacturing and IT.
- AJCC Partners MOU Phase 2: Final State Directive (WSD16-09) was issued October 14, 2016 (WSD16-07).
- California EDD/CWDB Final Directive: Regional and Local Planning Guidance for PY 2017-2020 was issued on September 16, 2016 (WSD 16-07).
- WDB Youth Community Forum: The event for collaborative problem solving among community-based organizations, youth program providers, government agencies, and student representatives will be held on October 14, 2016 at the VCCF Nonprofit Center, Camarillo.
- Planning Update: The following WDBVC planning timeline includes timeline changes as suggested by Executive Committee members:

2016

Aug.	Release of Federal Final Rule for WIOA
Sept.- Oct.	Release of California (CWDB) final requirements for WIOA regional plan, local plan, and AJCC MOU Phase 2
Fall	Release of WIOA One-Stop Operator RFP
Oct. 27	WDB annual planning meeting: discussion of major components of regional and local plans
Nov. 10	WDB Executive Committee meeting: review of draft regional and local plans, and a draft outline of AJCC MOU Phase 2
Dec. 8	WDB meeting: approve release of draft regional and local plans for public comment and authorize Executive Committee to approve final plan; review draft content of AJCC MOU Phase 2
Dec. 8	Public comment period begins: regional and local plans


2017

Jan. 9	Public comment period ends: regional and local plans
Jan. 12	WDB Executive Committee meeting: approve final regional and local plans; review updated draft AJCC MOU Phase 2
Feb. 23	WDB meeting
Feb. 28	BOS meeting: approve final regional and local plans (with updated draft of AJCC MOU Phase 2 attached)
March 1	Submit AJCC MOU Phase 2 updated draft to CWDB
March 15	Submit final regional and local plans (with AJCC MOU Phase 2 updated draft attached)
April 13	WDB Executive Committee meeting: recommendation to WDB for approval of recommendation to BOS for One-Stop Operator MOU and final/signed AJCC MOU Phase 2
April 27	WDB meeting: recommendation to BOS for approval of One-Stop Operator MOU and final/signed AJCC MOU Phase 2
May	BOS meeting: approve One-Stop Operator MOU and final/signed AJCC MOU Phase 2
May	Submit final/signed AJCC MOU Phase 2 to CWDB
June	CWDB approval of regional and local plans, including final/signed AJCC MOU Phase 2
July 1	Implementation of regional and local plans, including final/signed AJCC MOU Phase 2

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

If you have questions or need more information, please call me at (805) 497-1244, or contact Cheryl Moore at (805) 477-5306, email cheryl.moore@ventura.org

Table O - Local Performance

	Total Participants Served	Adults*	14,355
		Dislocated Workers	258
		Older Youth (19-21)	146
		Younger Youth (14-18)	144
ETA Assigned # 6130 Ventura County WIB	Total Exiters	Adults*	14,269
		Dislocated Workers	158
		Older Youth (19-21)	88
		Younger Youth (14-18)	145

		Negotiated Performance Level	Actual Performance Level	Success Rate
Entered Employment Rate	Adults	73.5%	82.0%	111.6%
	Dislocated Workers	76.5%	94.0%	122.9%
Retention Rate	Adults	83.5%	89.0%	106.6%
	Dislocated Workers	84.0%	94.0%	111.9%
Average Earnings	Adults	\$14,000	\$16,862	120.4%
	Dislocated Workers	\$15,750	\$24,170	153.5%
Placement in Employment or Education	Youth (14-21)	68.0%	78.0%	114.7%
Attainment of Degree or Certificate	Youth (14-21)	58.0%	63.0%	108.6%
Literacy or Numeracy Gains	Youth (14-21)	58.0%	79.0%	136.2%

Total participants served are clients in the program between July 1, 2015 and June 30, 2016.

*Adult Participants include WIA Adults and WIA Self Service.

Total exiters include clients leaving the program during the period from April 1, 2015 to March 31, 2016.

*Adult exiters include WIA Adults and WIA Self Service.

The cohort for entered employment rates is October 1, 2014 through September 30, 2015.

The average earnings and retention measures are based on the clients leaving the program between April 1, 2014 and March 31, 2015.

The cohort for placement in employment or education measure is October 1, 2014 through September 30, 2015.

The cohort for attainment of a degree or certificate measure is October 1, 2014 through September 30, 2015.

The literacy and numeracy cohort is July 1, 2015 through June 30, 2016.

ANALYSIS
PY 2015/16 FORMULA FUNDS UTILIZATION
INFORMATIONAL ONLY - 80% FUND UTILIZATION REQUIREMENT WAIVED FOR 2015/16 FUNDS

VENTURA COUNTY (VNP)

PY 2015/16		Allowable "Program" Funding 90% (-10% Admin)	80% Required Obligation Amount	Total Program Obligations Reported Period	Percentage of Total "Program" Obligations to 80% Requirement	Additional Obligations Needed
Formula Fund	Total Allocation					
Adult	\$ 1,791,031.00	\$ 1,611,927.90	\$ 1,289,542.32	\$ 1,570,609.00	121.80%	\$ -
Youth	\$ 1,956,058.00	\$ 1,760,452.20	\$ 1,408,361.76	\$ 1,654,732.00	117.49%	\$ -
Dislocated Worker	\$ 2,342,693.00	\$ 2,108,423.70	\$ 1,686,738.96	\$ 1,860,471.00	110.30%	\$ -

ANALYSIS
Youth Out-Of-School & Work Experience Expenditures
PY 2015 / 16

VENTURA COUNTY (VNP)

Out of School - Youth

Grant Code	Total Youth Allocation	Less Administration	Allowable "Program" Funding 90% (-10% Admin)	75% Out-of-School Requirement on "Program" Funding	Out-of-School Expenditures as of September 2016	Additional Expenditures Needed to meet 75% Requirement by June 30, 2017	Current % Spent
301 / 302	\$ 1,956,058.00	\$ 195,605.80	\$ 1,760,452.20	\$ 1,320,339.15	1,310,345.00	\$ 9,994.15	74%

Work Experience – Youth

Grant Code	Total Youth Allocation	Less Administration	Allowable "Program" Funding 90% (-10% Admin)	20% Work Experience "Program" Funding	Work Experience Expenditures as of September 2016	Additional Expenditures Needed to meet 20% Requirement by June 30, 2017	Current % Spent
301 / 302	\$ 1,956,058.00	\$ 195,605.80	\$ 1,760,452.20	\$ 352,090.44	\$ 380,811.00	\$ -	22%



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: WORKFORCE DEVELOPMENT BOARD

FROM: JESUS TORRES, CHAIR

DATE: OCTOBER 27, 2016

SUBJECT: BUSINESS SERVICES COMMITTEE

The Business Services Committee met on Wednesday, September 28, 2016. In attendance were: Jesus Torres (Chair), Greg Van Ness, Tracy Perez, Stephen Yeoh; Workforce Development Board (WDB) staff Talia Barrera, Cheryl Moore and Patrick Newburn, and guests Heidi Hayes (theAgency) and Jim Rose (Oxnard Chamber of Commerce).

Cheryl Moore provided an overview of the industry sector requirements for WDB regional and local planning under the Workforce Innovation and Opportunity Act (WIOA). She also shared with the committee the importance of the regional strategy for building a competitive workforce pipeline in Ventura County.

In launching the new committee, members agreed to work together to identify regional economic indicators, regional data related to business services, and sector priorities for workforce development in targeted occupations. The committee received updated workforce/occupational data, workforce skills charts, draft two-year sector committee plans, and a summary of discussion outcomes from the WDB Joint Sector Committee meeting on August 5, 2016. Next steps include:

- Review the sources of information shared at the meeting, identify initial priorities, and collaborate on innovative approaches to meet the ever-evolving needs of the businesses.
- Look to develop strategic partnerships among workforce organizations, educational institutions, economic development and community based organizations in order to learn what other entities are doing to support workforce and try to avoid any duplication of efforts in the region.

The next Business Services Committee meeting is scheduled for November 30, 2016, from 8:30 a.m. to 10:00 a.m. at the Ventura County Community Foundation (VCCF) 4001 Mission Oaks Blvd., Camarillo, CA.

If you have questions or need more information, please call me at (805) 390-1167, or contact Talia Barrera at 805-477-5341, talia.barrera@ventura.org.



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

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workforceventuracounty.org

TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: OCTOBER 27, 2016

SUBJECT: CLEAN/GREEN COMMITTEE REPORT

The Clean/Green Committee met on September 16, 2016. In attendance were Committee members Anthony Mireles (Chair), John Brooks, Charles Harrington, Eric Humel, Teresa Johnson, Valeria Makarova, Kimberly Nilsson, Douglas O'Brien, and Wayne Pendrey; WDB staff Patricia Duffy, Cheryl Moore; and guests Bill Camarillo (Agromin), Nan Drake (E.J. Harrison & Sons), Darrell Gooden (Ventura County Office of Education), Jim Rose (Oxnard Chamber of Commerce), Richard Saint (Ventura Unified School District), and David Sampson (Ventura Unified School District). Topics of discussion included:

Committee Spotlight on AB 1826: Commercial Organics Recycling

Bill Camarillo, Chief Executive Officer of Agromin and Nan Drake, Director of Government Affairs and Public Relations for Harrison Industries, presented on Assembly Bill 1826, which went into effect on April 1, 2016. The new law requires businesses and multi-family units 5 units or more that generate 8 or more cubic yards of organic waste each week, such as food waste (including paper waste soiled with food), landscaping waste and non-hazardous wood waste, to sign up for commercial organic recycling. The two Ventura companies Harrison Industries and Agromin have been strategic partners in waste management for years. Harrison Industries collects the organic waste and Agromin turns the waste into compost for agriculture and renewable resources such as biofuels.

Mr. Camarillo and Ms. Drake informed the committee that recycling creates jobs in collection, processing and manufacturing occupations. Indicating that one landfill job equals ten recycling jobs, they noted an estimate that as many as 110,000 jobs will be created related to the recycling initiatives in California. Job opportunities in the recycling industry offer a wide range of options and encourages entrepreneurs to find innovative solutions.

Ventura County Regional Strategic Workforce Development Plan

- Employer Awareness Workgroup Report

The Employer Awareness Workgroup shared their progress on ways to help businesses understand the value of incorporating sustainability into their business practices. The workgroup was exploring a way to create short videos of local industry success stories on how sustainable practices in business saves money, grows business and creates jobs. Following up on a suggestion from a committee member, the Ventura Adult and Continuing Education (VACE) multi-media program was contacted and the workgroup was asked to submit a short proposal. Two additional committee members volunteered to join the workgroup to assist with the project.

- Year-End Review 2015-2016 – Insights

The committee made final recommendations for the Year-End Review insights and approved the final version.

- WIOA Sector Planning

The Committee reviewed and discussed the joint sector meeting outcomes, including workforce development priorities for the next two years and related credentials. The need for more qualified inspectors and the need to create more awareness of water and wastewater industry jobs were considered. There appears to be employers stating they have well-paying jobs, such as truck drivers, but they are unable to find qualified candidates to fill them. Because the Ventura County region has many small to medium size businesses, collaborative approach would be to identify numerous small businesses with similar, on-going hiring needs and then to develop training programs to meet those needs, thereby building pipelines to benefit these smaller industries.

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

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



TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: OCTOBER 27, 2016

SUBJECT: HEALTHCARE COMMITTEE REPORT

The WDB Healthcare Committee met on September 23, 2016. Attending the meeting were Committee members Greg Barnes (Chair), John Cordova, Adam Hunt, Teresa Johnson, Amy Mantel, Sandra Melton, Dawn Neuman, Lisa Safaeinili, Richard Trogman, and Celina Zacarias; WDB staff Patricia Duffy, Cheryl Moore, Patrick Newburn; and guests Sarah Gonzaga (SEIU 2015), Marybeth Jacobsen (Workforce Education Coalition), Jim Rose (Oxnard Chamber of Commerce) The following is a summary of topics discussed:

Committee Chair Comments

Greg Barnes introduced and welcomed the new members to the Healthcare Committee: Adam Hunt (Pacific Coast Homecare) and Lisa Safaeinili (Westminster Free Clinic).

Ventura County Regional Strategic Workforce Development Plan

• CLS Field Experience Joint Application Update:

Dawn Neuman announced that they interviewed 19 applicants to fill 8 Clinical Laboratory Scientist (CLS) field experience openings in the consortia of four hospitals participating. The program at California State University, Channel Islands (CSUCI) will be starting on October 23, 2016. Dr. Neuman stated they had an amazing pool of candidates who applied. They have 53 names on the list and were able to narrow down the field by selecting candidates that already had their training license, a requirement for the field training. The demand for CLS field placements still exceeds the placement capacity in Ventura. The Committee recognizes this amazing accomplishment in having, for the first time, local field experience placements and the opportunity for CSUCI to restart their CLS Program. The possibilities to expand CLS field placements are increasing as other hospitals hear about the consortia.

• Regional Healthcare Case Manager/Care Coordinator Pathway Project:

– Survey Results

The Committee reviewed the results of the survey. A broad range of healthcare organizations responded to the survey which gave a perspective on the needs across various healthcare industries. Committee members engaged in a lengthy discussion regarding the survey results, including pathways into care coordination. Many nurses currently move from floor nursing to care coordination. Care coordinator positions were discussed as an alternate pathway for new graduate Associate Degree Registered Nurses

(A.D.N., R.N.), if additional training was added. It was pointed out that in Ventura County, our Community College A.D.N. R.N. graduates are getting jobs in acute care facilities and are having success finding jobs. Dual enrollment between Ventura College and Dominguez Hills University, for A.D.N. to B.S.N degrees, has assisted with a quicker transition for nurses who go on for a B.S.N. Sandra Melton, Director of the Ventura College nursing program discussed the study done by the Hospital Association of Southern CA and Health Impact. Dr. Melton noted that the study identified a critical shortage of specialty nurses in six areas; care coordination and case management, perioperative, critical care, emergency, labor and delivery and neonatal ICU. Patricia Duffy added that this same report had been discussed at the LA/Ventura Slingshot meeting. A workgroup was formed to find out more information, explore next steps and report back to the Committee at the next meeting.

– Update and Letter of Support

Patricia Duffy reported that a letter of support was going to be sent, from the Healthcare Committee, identifying the work the Healthcare Committee has done to support the LA/Ventura Care Coordinator Pathway Project.

• WIOA Sector Planning

- Joint Sector Meeting: Outcomes from the joint sector committee meeting were reviewed. The suggestion was made to add IT technicians for healthcare, healthcare IT which combines the business components of IT with how they relate to healthcare IT management, including cyber security.
- The need for industry recognized credentials and 2 Year Plan alignment was discussed briefly, and the discussion will continue at the next meeting.

• Year-End Review 2015-2016 Insights:

The insights for the Year-End Review were finalized.

• Healthcare Deputy Sector Navigator: Update:

John Cordova handed out a written report and announced the upcoming South Central Coast Regional Consortium (SCCRC) Stakeholder Meeting for Ventura, on Friday, October 21, 2016.

The next meeting of the Healthcare Committee is scheduled for November 4, 2016, from 8:00 a.m. to 10:00 p.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA.

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



TO: WORKFORCE DEVELOPMENT BOARD
**FROM: ALEX RIVERA, CHAIR
MANUFACTURING COMMITTEE**
DATE: OCTOBER 27, 2016
SUBJECT: MANUFACTURING COMMITTEE REPORT

The Manufacturing Committee met on October 20, 2016. In attendance were Committee Members Alex Rivera (Chair), Jim Avery, Mike Bastine, Greg Gillespie, Patrick Grimes, Cindy Guenette, Marybeth Jacobsen, Teresa Johnson, Jason Miller, Bill Pratt, Scot Rabe, Mary Anne Rooney, WDB staff Cheryl Moore, and Patrick Newburn. Below is a summary of topics discussed:

Ventura County Regional Strategic Workforce Development Plan

- Regional Partnership: AMP SoCal

Jason Miller reported that AMP SoCal had received renewal of the U.S. Department of Commerce designation as an Investing in Manufacturing Communities Partnership (IMCP). He indicated that there are grants available related to AMP SoCal involvement. He said the information from various AMP SoCal leadership and pillar meetings was available on their new website <https://ampsocal.usc.edu/>. Jason suggested that greater need existed to disseminate the relevant information and he will explore ways to share the AMP So Cal events, general information, and the methods for increased Ventura County participation. Cheryl Moore provided a two year perspective and historical overview of the AMP SoCal partnership.

- MRVC: Planning Update

- National Manufacturing Day 2016

Alex Rivera reported on behalf of MRVC Chair Byron Lindros. Manufacturing Day in Ventura County became Manufacturing Week from October 3-7, 2016. Six manufacturers opened their doors to students: Amgen, Applied Powdercoat, Dynamic Automation, Haas Automation, Milgard Windows & Doors, and Shire. Twenty tours were offered for a potential capacity of 400 students. More than 250 students participated from ACE Charter High School, Apollo High School, Anacapa Middle School, Mesa Union School, Newbury Park High School, Oxnard Union High School District, Rio Mesa High School, Simi Valley High School, and Thousand Oaks High School.

Michael Bastine noted that the California Community College Deputy Sector Navigator for Advanced Manufacturing provided support for the “*Made in VC*” event hosted by the Ventura Office of Education at Ventura College on October 5, 2016. Mr. Bastine said that middle school students were enthusiastic about the displays and tours.

Committee members reported on great feedback from employees who had provided shop floor tours and from students who had participated in the program. The group agreed that expansion of business participation in the future would be helpful to accommodate even more

students in a wider range of business tours. Amgen expressed a strong interest in hosting a future breakfast for teachers and counselors.

In addition to thanking businesses and schools for participating in Manufacturing Week, the Committee expressed appreciation to the Ventura County Office of Education for coordination of student participation and to the Agency for outreach and media coverage.

– Manufacturing Network Events

Bill Pratt and Alex Rivera reported on the recent launch of new Manufacturing Network events to begin to grow business relationships and collaboration in the region. Featuring informal site tours and casual conversation, the first manufacturers-only event was held at Kinamed, Inc. (Camarillo) in July 2016, and the second at Milgard Windows & Doors (Simi Valley) in September 2016. Cindy Guenette at Hi-Tech Engineering (Camarillo) planned to host the next networking event on October 20, 2016. Committee members were encouraged to invite manufacturing business professionals to participate.

• WIOA Sector Planning

Cheryl Moore reported on Manufacturing Committee collaboration at the Joint Meeting of WDB Regional Sector Committees, held August 5, 2016. WDB committee members worked in sector groups and cross-sector groups, reporting to the large group their responses in four areas: high-demand jobs in the next 3-5 years; which of those jobs hard to fill; challenges that the industry sectors have in common, and what action might be taken. Below is a summary of two lists generated by the Manufacturing Committee. Both will need further refinement and prioritizing before deciding on an action plan.

High-Demand

- 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

Hardest to Fill

- 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*

Prior to the Manufacturing Committee meeting on December 15, 2016, Committee members agreed to review the Joint Sector discussion outcomes, the working draft of the 2-Year Plan, current labor data spreadsheets, and the Manufacturing Readiness Skill Categories. The next step is to determine the Committee focus for new workgroup projects and direction for the next two years.

Metalworking Report

A recent report, "What's Working: How North American Manufacturing Manufacturers Are Optimizing for Global Success," which was published in coordination with National Manufacturing Day and available on www.mfgday.com. Patrick Newburn provided a brief overview of the employer survey conducted by Grainger Industrial Supply Co. and PracticalMachinist.com. The survey included 360 machining and engineering owners across the U.S. in August 2016. Of the respondents, 73% have fewer than 50 employees. The survey focused on challenges and workforce issues affecting growth. Finding, keeping, and training qualified employees is a major challenge for 45% of the respondents. Owners agreed that developing closer ties with education and training programs is essential for developing a stronger workforce.

Committee member Greg Gillespie noted that Ventura College plans to offer a non-credit "Workplace Essentials Certificate" that combines 9 modules of in-class, online courses and simulations at the Ventura College Applied Science Center. The modules are related to National Institute for Metalworking Skills (NIMS) training programs.

The next meeting of the Manufacturing Committee is scheduled for December 15, 2016 (8:00 a.m. - 9:30 a.m.) at United Food and Commercial Workers International Union (UFCW), 816 Camarillo Springs Rd. (Suite A), Camarillo, CA.

If you have questions or need more information, please call me at (805) 579-5188, or contact Patrick Newburn at (805) 477-5470, email patrick.newburn@ventura.org.



TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: OCTOBER 27, 2016

SUBJECT: MEMBERSHIP COMMITTEE REPORT

The Committee met on October 4, 2016. In attendance were Committee members Patty Schulz (Chair), Capt. Doug King, and Workforce Development Board (WDB) staff Cheryl Moore and Patrick Newburn. The following summarizes topics discussed at the meeting:

2015-2016 Year-End Review

The Committee discussed the updated 2015-2016 Year-End Review, a draft of which was submitted to the WDB in August 2016, and agreed to submit this final version for the WDB records.

Appointments and reappointments

- Reappointments: The Committee reviewed current WDB member attendance records and discussed participation on WDB committees. As directed by the Committee, letters regarding interest in reappointment were sent to two WDB members in good standing whose terms would end in December 2016. By December 2016, WDB staff were asked to contact WDB members in good standing whose terms would be ending in February 2017, 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, required business member and workforce member ratios, and the engagement/recruitment process.
- Recruitments: Committee members discussed the engagement of two potential clean/green sector candidates for recommended appointments to the WDB. Following discussions with WDB staff, application information was provided to both individuals. Replies are pending.

Action Item

Recommendation that the Workforce Development Board of Ventura County (WDB) Approve the Appointment of a Non-WDB Member to the WDB Programs Committee for a Three-Year Term

Patrick Newburn presented the required information on one non-WDB member applicant: Tressie Nickelberry, Supervising Deputy Probations Officer, Ventura County Probation Agency. The

Committee determined that applicant was an appropriate potential member for the Programs Committee and that the nomination was in compliance with 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 October 27, 2016, and if approved, the three-year term will start on that date.

WIOA Implementation Plan

Cheryl Moore reviewed the WDB Committee 2-Year Plan Guidelines and indicated that the Committee could use the document as a reference in outlining the Membership Committee plan. Patty Schulz asked the committee to begin thinking as a workgroup and generating ideas for initial 2-Year Plan bullet points to be discussed at the next meeting. Workgroup topics might include WDB goals, new member engagement, ongoing stewardship, and board growth and maintenance.

The next Membership Committee meeting is scheduled for December 6, 2016, from 8:30 a.m. to 10:00 a.m., at the VCCF Nonprofit Center, 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: BRIAN GABLER, CHAIR
OUTREACH COMMITTEE**

DATE: OCTOBER 27, 2016

SUBJECT: OUTREACH COMMITTEE REPORT

The WDB Outreach Committee met on September 21, 2016. Attending the meeting were Committee members Brian Gabler, Bruce Stenslie, Victoria Jump and Tracy Perez; WDB staff Talia Barrera and Cheryl Moore; and guests Heidi Hayes (theAgency), Karen Blufer (theAgency) and Christy Norton (Human Services Agency Community Services Department).

The following is a brief summary of Workforce Development Board of Ventura County (WDB) outreach activities from July 16, 2016, through September 15, 2016.

Employer Outreach

- **Manufacturing Roundtable**

- Manufacturing Networking Event at Kinamed: Eblast
 - July 25 Reminder Eblast sent – 1890, 9.2% Open Rate
- Manufacturing Networking Event at Milgard Eblast
 - Sept 7 – 468 sent, 15.1% Open Rate
 - Sept 21 Reminder Eblast – Scheduled to be resent, 9/26 RSVP deadline
- Manufacturing Week Event Support
 - Drafted and uploaded narrative, logos and details for each participating Manufacturing Week partner and event details on the national MFG website
 - Manufacturing Week Slider Graphic – Developed a slider graphic for placement on the WDB home page, which links to a landing detailing local events.
- MRVC LinkedIn
 - Page Growth & Content Development (In progress)

- **KCLU**

- Insertion Order issued on 8/24
- Contract 8/29/16 – 6/30/17
- WDB General PSA running
- VCGB banners running

- **Workforce Wednesday**

- July – dark
- August 24 – Success in lowering the dropout rate: Roger Rice and Jason Peplinski
- September 28 – Manufacturing Week: Alex Rivera and Byron Lindros

- **Workforce Update Eblast**
 - August 23 – WDB Cohorts: 551 sent, 20.1% Open Rate
 - June 13 – Biz list: 9,366 sent, 5.3% Open Rate

- **Ventura County Grows Business Website**
 - Site Design Makeover in Development
 - Expand priorities
 - Manufacturing Resources Landing Page – waiting for client review and feedback
 - Next Steps VCGB Website Redesign
 - Design approach
 - Site Map Redesign
 - Timeline

- **VCGB Facebook July 15 – 1,894 Fans** (through September 15, 2016)
 - Page Likes/Fans: Gained 4 fans since July 14, 2016
 - Posts – 32 total posts since July 15 (approx. 15 per month)
 - Post Reach: Paid re-started 9/14, no stats yet
 - Post Reach: 372 most for a single day (8/24/16)

Employer Outreach – In Development

- Clean Green/Sustainability Outreach – Agency participated in a conference call at a bi-monthly meeting to discuss/explore strategies to target small businesses with 1) the value of hiring new employees with a ‘sustainability’ skill set and 2) help small businesses see the financial value in identifying and adopting clean/green business practices

- October 2016 Issue: “Workforce Update”

Youth Outreach

- VC Jobs with a Future Website
 - Designed new home page approach to add the VCJWF Twitter feed and ‘feature’ links to new resources and key sector career information.
 - Identified photos in need to updating to be consistent with ‘older’ youth target under the new WIOA guidelines
 - VCJWF Twitter July 15 – September 15, 2016
 - Followers – 7 gained since July 15
 - 58 Total Tweets (July 15-Sept 15)
 - 1064 Profile Visits (July 15 – Sept 15)
 - 10,600 Impressions (July 15 – Sept 15)
 - Paid outreach to restart 9/16

Job Seeker Outreach

- **Career Shops**
 - September job workshops – received and sent/posted information on August 25
 - August workshops – received and sent/posted information on July 28
 - Clips:

- Moorpark Patch
- KDAR
- 805 Calendar
- Simi Acorn – August 26 – CalJOBS

General Outreach

Media Relations and Various:

- Op-ed on CLS Field Experience Program – Interviewed Dawn Neuman, Greg Barnes and Cheryl Moore: Prepared draft of op-ed and finalized
- Op-ed on Drop-out Rates – Drafted op-ed, reviewed with Roger Rice, Jason Peplinski and Cheryl Moore and finalized
- WDB new board members – Chair, Vice-Chair, three new members, prepared news release and sent with photos on July 19
- Clips:
 - Moorpark Patch
 - PRLog.org (162 views)
 - VC Star
 - Tri County Sentry – ran July 21
- Planning National Apprenticeship Week (NAW) – November 14-20 Regional Support
 - Develop Workforce Update feature, recognize WDB members with apprenticeship programs and include a sidebar/link on October/November networking events

Collateral

- Success Story Posters – 8 new stories in development
- WDB “Mission” Posters – Agency suggested development of three posters, for display at WDB board meetings, that each focus on goals of the three target segment missions. Four new versions in development
- Refresh/Update Eblast Lists
 - Stakeholders – updated August 31 as provided by WDB Staff
 - WDB Board/Committee members
 - Cohorts & Stakeholders
 - Educators
 - Local, State and Federal Representatives
 - MOU, RSA, Contract groups
- WDB Website – Google Analytics Stats July 1 to September 15, 2016
 - Audience Overview – 1,722 Sessions with 1,313 Unique users
 - Average 525/month
 - 2.61 pages per visit
 - 2.22 average minutes visit duration
 - 46.16% bounce rate
- WDB Website Content Updates
 - 8/16: Developed sub-page content to address sector strategies and resources. Submitted key sector landing page

- **Job Outlook Eblast**

- July 22 (June 2016 Report) – WDB Cohorts: 468/22.3% open rate/ 7.7% CTR
- July 22 (June 2016 Report) – Biz List, 9,517/7.5% open rate/1.3% CTR
- Aug 19 (July 2016 Report) – WDB Cohorts: 469/5.2% open rate/4.9% CTR
- Aug 19 (July 2016 Report) – Biz List: 9,448/6.2% open rate/1.8% CTR

- **Job Outlook:** The following highlights local, state and national data in terms of NOT seasonally adjusted rates for August 2016:

- Ventura County remained unchanged from 5.8% in July 2016 to 5.8% in August 2016 (August 2016=5.9%)
- California decreased .3% from 5.9% in July 2016 to 5.6% in August 2016 (August 2015 = 6.1%)
- U.S. decreased 0.1% from 5.1% in July 2016 to 5.0% in August 2016 (August 2015 = 5.2%)

The next meeting of the WDB Outreach Committee is scheduled for November 16, 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.



TO: WORKFORCE DEVELOPMENT BOARD
FROM: TONY SKINNER, CHAIR
PROGRAMS COMMITTEE
DATE: OCTOBER 27, 2016
SUBJECT: PROGRAMS COMMITTEE REPORT

The Programs Committee met on October 5, 2016. In attendance were Committee members Tony Skinner (Chair) and Roger Rice (Vice Chair); WDB staff Richard McNeal, Cheryl Moore, Patrick Newburn and Theresa Salazar Vital; and guests Jerry Beckerman (Segue Program), Karen Bluffer (theAgency), Mariana Cazares (Boys and Girls Clubs of Greater Oxnard and Port Hueneme), Charlotte Piper (PathPoint) and Omar Zapata (Boys and Girls Clubs of Greater Oxnard and Port Hueneme). The following summarizes topics discussed at the meeting:

Request for Proposals (RFP): Status

Richard McNeal reported on the status of the upcoming RFP for WIOA Youth Services, describing additional research on the part of the staff to determine (1) how many enrollments there have been in the several categories of participants over the last several years; (2) whether the existing geographic distribution of funds should be continued; and (3) whether the request for an in-kind, or leveraged, contribution should be increased. As expected, the three biggest categories of enrollments were deficiency in work skills, deficiency in English language skills, and school dropouts. Analysis of poverty data indicated that there should be a slight increase in the amount of funds devoted to the West Ventura area, including the Santa Clara Valley, together with a slight decrease in the amount devoted to the East County. Analysis of the level of in-kind funds required of applicants in other RFPs, taken together with the current practice of the Department of Labor (DOL), seemed to justify an increase from 10% to 15%. The Committee agreed with these changes. Collaboration between the WIOA staff and the Contracts unit has resulted in a tentative schedule for release of the RFP on October 14, 2016, with an award notice scheduled for January 10, 2017.

Theresa Salazar Vital reported that the current Business Services contract with EDC-VC will be extended one year, as permitted by the original RFP.

Performance: Update

Theresa Salazar Vital provided summary reports and described enrollments and performance in the adult, dislocated worker, youth and rapid response programs for the program year 2015-2016. The Committee asked several questions regarding the evaluation and reporting process.

Discussion of performance requirements for 2016-2017 was deferred to a subsequent meeting.

Youth Community Forum

Cheryl Moore announced that the Workforce Development Board will host a Youth Community Forum at the Ventura County Community Foundation on October 14, 2016, to discuss successful models of

workforce development programs for out-of-school youth in the County, gaps in programs offered, and ways to close the gaps. Discussion will include:

- Workforce development program opportunities for youth with barriers to employment; limited English proficiency; disabilities
- Integration and retention in regional sector pathways programs to living wage jobs
- Specialized supportive services
- Outreach to out-of-school youth

WIOA Success Story

Charlotte Piper from PathPoint presented the story of Noah Amaro, from Fillmore, who successfully re-enrolled in Fillmore High School, gained work experience through a paid internship with One Step a la Vez, then was hired at Burger King and now is a full-time student at Ventura College and enrolled in a business and mathematics program.

The next Programs Committee meeting is scheduled for November 2, 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.



TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: OCTOBER 27, 2016

**SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF
VENTURA COUNTY (WDB) APPROVE THE APPOINTMENT OF A NON-WDB
MEMBER TO THE PROGRAMS COMMITTEE FOR A THREE-YEAR TERM:
TRESSIE NICKELBERRY**

RECOMMENDATION

Recommend that the Workforce Development Board of Ventura County (WDB) approve the appointment of Tressie Nickelberry, a non-WDB member, to the Programs Committee for a three-year term.

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

At its meeting on October 4, 2016, the Membership Committee approved this recommendation for WDB approval. If approved by the WDB on October 27, 2016, the three-year term for the nominee would begin on that date. Ms. Nickelberry has demonstrated a commitment to advocating for successful workforce outcomes for 13 years in the Ventura County region as a Supervising Deputy Probation Officer with Ventura County Probation Agency, Juvenile Specialty Programs. (See attached background information.)

Tressie Nickelberry

Ventura County Probation Agency, Juvenile Specialty Programs
(Juvenile Justice/ Justice System/ Law Enforcement)

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.



BACKGROUND INFORMATION FOR POTENTIAL APPOINTMENT

WDB Programs Committee: Non-WDB Member

Workforce Development Board of Ventura County

Non-WDB Category	Juvenile Justice/Justice System/Law Enforcement
Name	Tressie Nickelberry
Employer	Ventura County Probation Agency, Juvenile Specialty Programs
Occupation/Title	Supervising Deputy Probation Officer
Work Experience	<ul style="list-style-type: none">• 13 years to present, Ventura County Probation Agency• 2 years, Target Corporation, Executive Assets Protection Team Leader
Education	<ul style="list-style-type: none">• Doctorate in Education, California Lutheran University• Master of Science – Criminal Justice, University of Cincinnati
Other	Organizational Affiliations : <ul style="list-style-type: none">• 4 years - Adjunct Professor, Mount St. Mary's University, Juvenile Delinquency, Crime and Minorities. Contemporary Corrections• 2 years – Adjunct Professor, California Lutheran University, Contemporary Corrections, Juvenile Delinquency
Letter of Recommendation	Ventura County Probation Agency

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.



TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: OCTOBER 27, 2016

**SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF
VENTURA COUNTY (WDB) APPROVE THE USE OF UNCOMMITTED
WORKFORCE INNOVATIVE AND OPPORTUNITY ACT (WIOA) FUNDS FOR
PROGRAM YEAR 2016-2017**

RECOMMENDATION

Recommend that the Workforce Development Board of Ventura County (WDB) approve the use of uncommitted Workforce Innovation and Opportunity Act (WIOA) funds for Program Year 2016-2017.

BACKGROUND

Each Program Year, the initial Workforce Innovation and Opportunity Act (WIOA) budget plan is revised to accommodate new grant revenue and unspent carry-over funds from the prior year. Any uncommitted funds resulting from the plan revision process are identified for WDB consideration and approval as required by WDB Policy on Uncommitted Funds and Guidelines for Use of Funds.

DISCUSSION

On October 13, 2016, the Executive Committee reviewed, discussed, and approved a recommendation that the WDB approve the use of \$410,443 in uncommitted WIOA core Dislocated Worker, Adult, Youth, and Rapid Response funds for Program Year 2016-2017, as described on the attached chart and summarized below:

1. \$167,128 — Restore Management Reserve funding levels
2. \$ 27,557 — Augment funds for WDB WIOA Outreach Activities
3. \$165,758 — Augment CSD-WIOA Participant Training Opportunities with
4. \$ 50,000 — Move remaining carryover to “State Project(s): Update Pending”

WIOA funds available since the May 19, 2016, WDB approval of the initial 2016-2017 WIOA Tentative Budget Plan and options approved by the WDB Executive Committee for use of available uncommitted funds are listed in the attached for WDB consideration.

If you have questions, please call me at (805) 497-1244, or contact Cheryl Moore at (805) 477-5306, email cheryl.moore@ventura.org.

RECOMMENDATION FOR USE OF UNCOMMITTED 2016-2017 WIOA FUNDS
Workforce Development Board of Ventura County

<u>Options for Consideration</u>	<u>Disloca. Worker</u> \$214,327	<u>Adult</u> \$102,744	<u>Youth</u> \$89,929	<u>Rapid Resp.</u> \$3,443
1. Restore Management Reserve levels to 5% of Dislocated Worker and Adult allocations and 6%for Youth allocation.	\$58,168	\$38,767	\$70,193	
2. Augment WDB Outreach funds for additional and required WIOA branding and outreach activities.	\$12,066	\$9,123	\$6,368	
3. Augment funding for the Community Services Department/WIOA to increase training opportunities for Dislocated Worker/Adult participants.	\$123,027	\$42,731		
4. Move remaining carryover to “State Project(s): Update Pending,” pending future projects associated with State mandates resulting from final WIOA regulations and the regional and local planning process for PY 2017-2020.	\$21,066	\$12,123	\$13,368	\$3,443

2016-2017 WIOA Budget Plan (Post-Close Overview: Working Draft 10/12/16)

	Dislocated Worker	Adult	Youth	Rapid Resp.	DOL Bridges 2Work	CWDB Steps2Work	VC Innov. E3	CWDB Regnl. Capacity	Total
Total Funds Available	\$2,490,097	\$1,833,689	\$2,022,074	\$520,805	\$240,857	\$234,149	\$138,466	\$82,827	\$7,563,064
Plan without Uncommitted Funds	\$2,275,770	\$1,730,945	\$1,932,245	\$517,362	\$240,857	\$234,149	\$138,466	\$82,827	\$7,152,621
Uncommitted Funds Available	\$214,327	\$102,744	\$89,829	\$3,443					\$410,443
Recommended Plan Using Uncommitted Funds	\$2,490,097	\$1,833,689	\$2,022,074	\$520,805	\$240,857	\$234,149	\$138,466	\$82,827	\$7,563,064

CONSIDERATIONS FOR USE OF WIOA FUNDS **Workforce Development Board of Ventura County**

WDB Policy on Uncommitted Funds

The use of uncommitted funds in any WIOA budget category must be consistent with Workforce Innovation and Opportunity Act (WIOA) regulations and with the WDB's established priorities. These funds may be used in one or more of the following ways:

- Maintaining Management Reserve levels
- Modifying existing contracts or in-house budgets
- Funding special projects identified as WDB priorities
- Funding new Requests for Proposals (RFPs)
- Funding unsolicited proposals that comply with the WDB's policy on unsolicited proposals

WDB Policy on Unsolicited Proposals

- Unsolicited proposals must meet the following minimum standards for initial consideration by the WDB Executive Director:
 - Provide needed services that are consistent with WIOA regulations and with the WDB's established priorities.
 - Provide documentation that supports one or more of the following WIOA requirements for noncompetitive proposal/sole source:
 - Service(s) in the proposal is only available from that organization.
 - Public exigency or emergency for the proposal service(s) will not permit a delay resulting from competitive solicitation.
 - Employment Development Department (EDD) gave written authorization for the proposal.
 - After solicitation of a number of sources for the proposal service(s), competition is determined inadequate.
- The WDB Executive Director may accept unsolicited proposals for subsequent consideration by the WDB, or may reject them.
- Unsolicited proposals may be used as a basis for establishing a Request for Proposal (RFP).
- The WDB Executive Director will refer previously-screened unsolicited proposals to the appropriate WDB committee for consideration and subsequent action by the WDB Executive Committee and/or the full WDB.

Guidelines for Use of Funds

- Target training opportunities (WDB approved priority sectors including Business Services, Clean/Green, Healthcare and Manufacturing; pre-apprenticeship/apprenticeship training; on-the-job training; customized training for businesses; incumbent worker training).
- Target special needs (veterans, persons with disabilities, foster youth, incarcerated/probationary youth, and parolees).
- Increase enrollments and/or activities/services for enrolled clients.
- Increase employer services (recruitment; business attraction/layoff aversion; business management consulting; business workshops; employer outreach).
- Offer WIOA-related training for potential providers.
- Build program capacity to align participant services and activities with priorities under the Workforce Innovation and Opportunity Act (WIOA).



TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: OCTOBER 13, 2016

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

RECOMMENDATION

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

BACKGROUND

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

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

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

- On April 8, 2016, the Resource Development Committee (RDC) met to consider a recommendation for the WIOA tentative balanced budget plan for 2016-2017, which listed current Program Year (PY) 2015-2016 allocations, pending State publication of PY 2016-2017 allocations, and estimated projections of PY 2015-2016 carry-in funds. RDC members approved the proposed action to recommend a tentative balanced budget plan to the

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

Considerations for discussion and approval of the plan:

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

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

- On April 14, 2016, the Executive Committee received, discussed and agreed with the recommendation from the Resource Development Committee. Considering the possible announcement of 2016-2017 WIOA allocations prior to the WDB meeting, the Executive Committee amended approval of the recommendation, authorizing WDB staff to make appropriate adjustments to the budget plan prior to the WDB meeting on April 28, 2016, as needed.
- On April 21, 2016, the State issued Information Notice (WSIN15-45), notifying local areas of 2016-2017 WIOA Adult, Dislocated Worker, and Youth allocations. Because of significant decreases (\$170,327 total allocations decrease from 2015-2016 allocations) to the Adult, Dislocated Worker, and Youth allocations, there was insufficient time to make appropriate adjustments to the budget plan prior to the WDB meeting on April 28, 2016.
- On April 28, 2016, the WDB received and discussed the 2016-2017 WIOA Tentative Balanced Budget Plan. Because of significant decreases to 2016-2017 core allocations and concern for sufficient funding for 2016-2017 WIOA contract approvals, the WDB deferred action to approve the 2016-2017 WIOA Tentative Balanced Budget Plan. WDB members recommended Executive Committee approval of an adjusted 2016-2017 WIOA Tentative Balanced Budget Plan with 2016-2017 WIOA Adult, Dislocated Worker, and Youth core allocations and any other necessary budget adjustments for WDB approval at the June 16, 2016 meeting.
- On May 19, 2016, the Executive Committee discussed and approved the 2016-2017 WIOA Tentative Balanced Budget Plan. Below is a summary of major changes to WIOA 2016-2017 budget plan changes since the WDB meeting on April 28, 2016:
 - ✓ 2016-2017 WIOA allocations for Dislocated Worker (decrease from 2015-2016 allocation by \$72,969), Adult (decrease from 2015-2016 allocation by \$48,059), and Youth (decrease from 2015-2016 allocation by \$49,299) (budget line 1). NOTE: The 2016-2017 Rapid Response allocation is expected within the next 30 days.
 - ✓ Adjusted levels for 2016-2017 Management Reserve for Dislocated Worker, Adult, and Youth funding on the basis of 2016-2017 WIOA allocations described above. Management Reserve is maintained at 5% of applicable WIOA allocations.
 - ✓ 2016-2017 plan level for CSD-WIOA Salaries and Benefits for the Department of Labor (DOL) Bridges2Work program.
 - ✓ 2016–2017 plan levels for WDB Administration Salaries and Benefits for the DOL Bridges2Work program and for the California Workforce Development Board (CWDB) Steps2Work program.

DISCUSSION

- On October 13, 2016 the Executive Committee reviewed the updated draft budget, which includes changes since the WDB meeting on May 19, 2016. The draft budget also includes the \$410,443 in uncommitted WIOA core funds (Refer to Action Item 7.2). Below is a summary of major changes in yellow highlights to the WIOA 2016-2017 budget plan, which is on the attached budget spreadsheet:
 - ✓ 2016-2017 WIOA allocation for Rapid Response (increase from 2015-2016 allocation by \$24,294). Increase of \$235,000 (from an original grant of \$165,000) for the

California Workforce Development Board (CWDB) Steps2Work grant for a total of \$400,000 (budget line 1).


- ✓ Additional non-competitive funding (\$82,927) added to the Program Year (PY) 2015-2016 WIOA Subgrant for the State required Regional Plan Development and Training Coordination Project (CWDB Regional Capacity Building column). NOTE: Additional funds are pending from the State and will be included in the next update to the WIOA budget plan.
- ✓ Adjusted levels for 2016-2017 Management Reserve for Dislocated Worker (increased \$58,168), Adult (increased \$38,767), and Youth (increased \$70,193) funding. Management Reserve is maintained at 5% (Dislocated Worker and Adult) and 6% (Youth) of applicable WIOA allocations (budget line 2).
- ✓ Final Funding Year (FY) 2015-2016 carry-in funds (budget lines 7 through 10).
- ✓ Client training expenses (\$892,503) increased by \$165,758 for Community Services Department-WIOA Adult and Dislocated Worker programs will ensure the 30% Adult and Dislocated Worker training requirement is met (budget line 30). A minimum of \$802,539 of the combined Adult and Dislocated Worker allocations must be spent on client training.
- ✓ WDB Outreach expenses increased by \$22,760 for additional and required WIOA branding and outreach activities (budget line 40).
- ✓ Funds reserved (\$50,000) for pending projects associated with State mandates resulting from final WIOA regulations and the regional and local planning process for PY 2017-2020 (budget lines 43 and 44).
- ✓ Decrease to Overhead/Administration (\$23,015) funds (budget line 70).

After careful consideration and discussion of the proposed updated draft budget, the Executive Committee recommends WDB approval.

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.


FY 2016-17 WIOA BUDGET PLAN (Approved on 5/19/16)

WORKFORCE DEVELOPMENT BOARD OCTOBER 27, 2016 DRAFT UPDATE									CWDB Regional Capacity Building	FY 16-17 Plan
		Dislocated Worker	Adult	Youth	Rapid Response	DOL Bridges 2 Work	CWDB Steps 2 Work	VC I- E3		
Revenue Projection:										
1	FY16-17 Grants (WSIN15-45 & -51)	2,269,724	1,742,972	1,906,759	480,753	500,000	400,000	240,940	82,927	7,541,148
2	FY16-17 Mgmt Reserve:(5% DW, Adult, & 6% Youth)	(113,486)	(87,149)	(117,618)	-					(318,253)
3	Grant balance rollover					(50,000)	(50,000)	(97,476)		
4	FY 15-16 Spent for non core grants					(210,667)	(119,705)	(39,716)		(370,088)
5	Balance rolled over from prior year grants:									-
6	FY15-16 Mgt Reserve	172,007	132,097	76,747						380,851
7	Additional rollover - Salaries Savings/(CSD Overhead Saving/(Overage)	16,020	8,349	94,011	14,582	(23,605)	3,854	34,718		147,929
8	FY 15-16 Unspent Direct expense	95,832	13,000	62,175	5,946	25,129				202,082
9	ITA/OJT Committed FY15-16 Spent in FY16-17	50,000	18,000							68,000
11	Total Available Grants to be Spent	2,490,097	1,833,689	2,022,074	520,805	240,857	234,149	138,466	82,927	7,563,064
12	Grants %	32.9%	24.2%	26.7%	6.9%	3.2%	3.1%	1.8%	1.1%	100%
13	CSD FTEs Assigned to the programs	12.08	9.00	1.74	2.67	0.05	1.00		0.46	27.00
14	% Direct FTES Allocated to Grants	44.7%	33.3%	6.4%	9.9%	0.2%	3.7%	0.0%	1.7%	
15	% Admin Staff Allocated to Grants	29.0%	22.0%	28.50%	7.30%	0.6%	0.6%	12.0%		100.00%
16	Expenditure Projection:									
17	Salaries and Benefits:									
18	CSD-WIOA 2,550,000	1,140,889	850,000	164,333	252,167	4,722	94,444	-	43,444	2,550,000
19	WDB Administration 1,117,000	323,930	245,740	318,345	81,541	6,702	6,702	134,040		1,117,000
20	Subtotal Salaries and Benefits	1,464,819	1,095,740	482,678	333,708	11,424	101,146	134,040	43,444	3,667,000
21	Direct Expenses:									
22	<u>Grant Specific Contracts</u>									
23	EDC-VC Business Services				95,000					95,000
24	Boys and Girls Club: Core Program			475,000						475,000
25	Pathpoint: Core Program			475,000						475,000
26	VACE Core Program			260,000						260,000
27	CSD-CalWORKs Activities					159,081	41,405			200,486
28	Subtotal - Contracted Program Expense	-	-	1,210,000	95,000	159,081	41,405	-	-	1,505,486
29	<u>Client Expenses:</u>									
30	ITA / OJT (30% required - 10% leverage)	511,566	380,937			40,000	32,000			964,503
31	ITA / OJT Committed 15-16 Spent in 16-17	50,000	18,000			-				68,000
32	Others/ChildCare/Trans - JTA	31,000	24,000	-		21,500	10,924			87,424
33	Universal Clients (now charged in oh/admin)	-	-	-	-	-	-	-	-	-
34	Subtotal - Client Expense	592,566	422,937	-	-	61,500	42,924	-	-	1,119,927
35	<u>Other Allocated/Contracted Expenses</u>									
36	Geographic Solutions	-	-	-	-	-	-	-	24,250	-
37	Capacity Building Contractual Services									
38	S2W CCD Training 41,248						41,248			41,248
39	Outrch/Mktg: theAgency 150,000	52,500	40,500	45,000	12,000					150,000
40	Outreach -WDB 50,000	21,066	12,123	13,368	3,443					50,000
41	WDB Expense - Non Staff 20,000	8,426	4,849	5,347	1,377					20,000
42	Program Outreach-CSD 50,000	20,000	20,000		5,000				5,000	50,000
43	State Project(s): Update Pending 50,000	21,066	12,123	13,368	3,443					50,000
44										
45	Subtotal - other allocated expense 361,248	123,059	89,594	77,083	25,263	-	41,248	-	29,250	385,498
46	Subtotal- Program/Clients Expenses	715,625	512,531	1,287,083	120,263	220,581	125,577	-	29,250	3,010,911
47	Total Direct Program Expense	2,180,444	1,608,271	1,769,762	453,971	232,005	226,723	134,040	72,694	6,677,911
48	Overhead/Administration:	35.27%	25.75%	28.63%	7.55%	1.00%	0.50%	0.50%	0.80%	100.00%
49	Communication/Voice/data 65,000	22,923	16,737	18,613	4,908	650	325	325	520	65,000
50	Insurance 18,612	6,564	4,792	5,330	1,405	186	93	93	149	18,612
51	Facilities Maint. 95,090	33,534	24,485	27,229	7,180	951	475	475	761	95,090
52	Membership and dues 12,350	4,355	3,180	3,536	932	124	62	62	99	12,350
53	Education allowance 2,500	882	644	716	189	25	13	13	20	2,500
54	Indirect cost recovery(County A87) 96,670	34,091	24,892	27,681	7,299	967	483	483	773	96,670
55	Books and Publication 2,000	705	515	573	151	20	10	10	16	2,000
56	Furniture/Fixtures-<5000 (\$44,020) 23,130	8,157	5,956	6,623	1,746	231	116	116	185	23,130
57	Mail Center - ISF 5,000	1,763	1,287	1,432	378	50	25	25	40	5,000
58	Purchase Charges - ISF 3,800	1,340	978	1,088	287	38	19	19	30	3,800
59	Copy Machine - ISF 15,000	5,290	3,862	4,295	1,133	150	75	75	120	15,000
60	Information Tech - ISF 20,000	7,053	5,150	5,727	1,510	200	100	100	160	20,000
61	Computer Services Non ISF 2,000	705	515	573	151	20	10	10	16	2,000
62	Building Lease/Rental 85,500	30,152	22,015	24,483	6,456	855	428	428	684	85,500
63	Storage Charges - ISF 7,000	2,469	1,802	2,004	529	70	35	35	56	7,000
64	Mileage Reimb. - Staffs only 33,500	10,314	7,126	8,442	2,529	335	2,168	168	2,419	33,500
65	Conference/Seminars - CSD Staffs 23,000	7,111	4,922	6,586	1,737	230	1,115	115	1,184	23,000
66	Conference and Seminars - WDB St 35,000	12,343	9,012	10,022	2,643	350	175	175	280	35,000
67	Fiscal/HR/BTD/ET (HSA) 325,000	114,613	83,684	93,064	24,539	3,250	1,625	1,625	2,600	325,000
68	Attorney Fees 10,000	3,527	2,575	2,863	755	100	50	50	80	10,000
69	Other misc Admin Services 5,000	1,763	1,287	1,432	378	50	25	25	40	5,000
70	Subtotal Overhead 885,152	309,653	225,418	252,312	66,834	8,852	7,426	4,426	10,232	885,152
71	Planned Total Grant Expenses	2,490,097	1,833,689	2,022,074	520,805	240,857	234,149	138,466	82,927	7,563,063
72	Admin Rate for State Reporting	8%	8%	8%	9%	2%	1%	2%	5%	8%
73	Admin Rate (State Reported + Other)	12%	12%	12%	13%	4%	3%	3%	12%	12%
74	Work in Progress: Grant Balances	-	-	-	-	-	-	-	-	-



**WORKFORCE DEVELOPMENT BOARD
OF VENTURA COUNTY**

OCTOBER 27, 2016




WDB SELF-ASSESSMENT

High-Performing, Sector-Focused Organization*

- 3.5 ✓ Data-informed decision-making**
- 3.7 ✓ Industry engagement**
- 3.5 ✓ Sector-based service delivery**
- 3.5 ✓ Organizational capacity and alignment**

**20 questions: attributes of a "5" on a scale of 1 to 5*



2

WDB SELF-ASSESSMENT

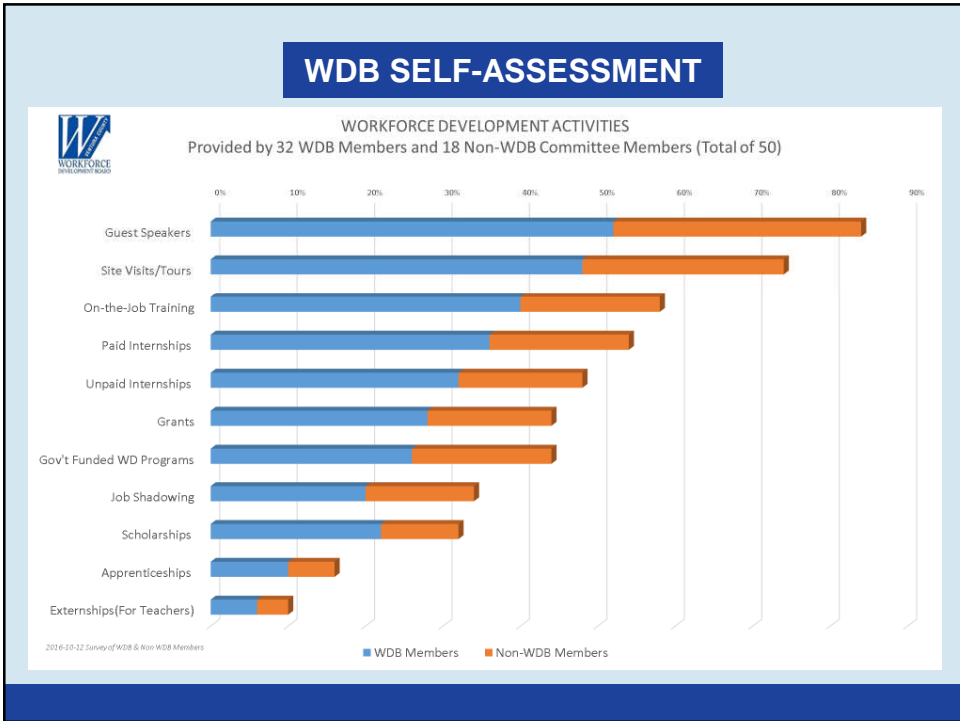
High-Performing, Sector-Focused Organization

- **Strengths**
 - Data/gap analysis
 - Board composition
 - Client programs/services
 - Developing sector partnerships
 - Employer engagement
 - Outreach to build awareness

- **Opportunities**
 - Sector-responsive training
 - Work-based sector training
 - Targeted sector expertise
 - Leverage Board influence
 - Facilitate CBO connections
 - Sector infrastructure-building



3





WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

OCTOBER 27, 2016



REGIONAL DATA SNAPSHOT

▪ Population		850,500+
▪ Median age		36.9
▪ Foreign born		22.8%
▪ Limited English language		16.3%
▪ Veterans		6%
▪ Largest ethnic groups	<u>ALL</u>	<u>SCHOOLS*</u>
– White	47.5%	31.35%
– Hispanic or Latino	41.2%	57.66%
– Asian	6.8%	4.39%

**151,922 students in 21 public school districts*



REGIONAL DATA SNAPSHOT

▪ Labor market	427,000
▪ Employed	408,000
▪ Unemployed	19,000
▪ High school education or above	83%
▪ Commuting for work	
– Live/work in the county	77.8%
– Work outside of the county	21.8%



3

REGIONAL DATA SNAPSHOT

▪ Living wage: single adult	\$34,109
▪ Median household income	\$77,335
▪ Average monthly rent	\$2,650
▪ Median home value	\$542,300
▪ Paying a living wage	
– Top 10 in-demand industry groups	4
– Top 10 emerging industry groups	6



4

ECONOMIC DEVELOPMENT COLLABORATIVE -VENTURA COUNTY




**Ventura County Trends & Condition
Workforce Development Board
October 27, 2016**




ECONOMIC DEVELOPMENT COLLABORATIVE -VENTURA COUNTY

Much to Celebrate

- **Diverse Ventura County Economy**
 - Nationally leading Manufacturing, Agriculture, Defense sectors
 - Leisure & Hospitality growing, building on TBID leadership, sports, film
- **Natural Amenities Index (USDA, Washington Post)**
 - #1 in the nation out of 3,111 counties, for physical characteristics that enhance location as a place to live, "the absolute most desirable place to live in America"
- **Gallup Community Well-Being Index**
 - #4 in the nation, for how people experience their daily lives, relative to *purpose, social connections, financial security & health*
- **Safest Cities by a Variety of Measures**
- **California Leading the Nation**
 - 6th largest world economy, #1 state in econ growth
 - #1 in job creation, biz profits, biz survival rate
 - #1 in venture capital & foreign direct investment
 - #1 in federal research funding & business R&D
 - 1st to adopt business-backed gender pay equity



ECONOMIC DEVELOPMENT COLLABORATIVE - VENTURA COUNTY

Threats in Lagging Performance

- Our job growth is in bottom 1/5 of CA counties
- Wage growth reflects widening gap
- Our unemployment rate beginning to reflect underlying weaknesses
- Labor force participation is far behind even our slow rate of population growth
- High cost of housing, stalled construction
- Local GDP growth has fallen significantly behind CA & nation

YEARS OF DUST

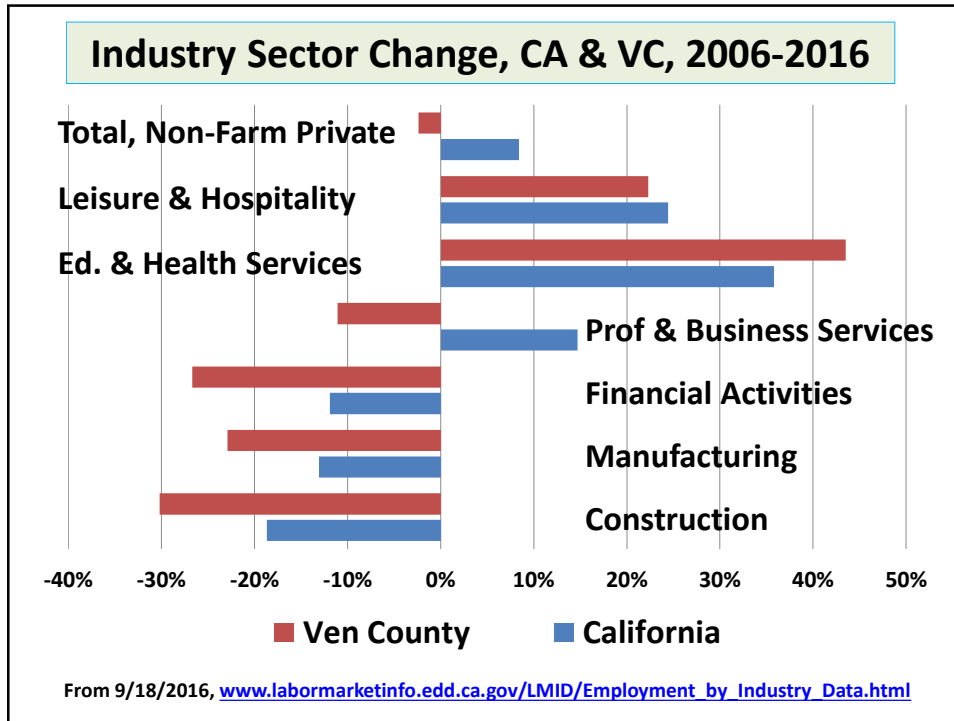


RESETTLEMENT ADMINISTRATION
Rescues Victims
Restores Land to Proper Use

Which Sectors Are Driving the Ventura County Economy?

From 9/18/2016, www.labormarketinfo.edd.ca.gov/LMID/Employment_by_Industry_Data.html

Ventura County Industry Sectors	Aug-16	% Change 2011-2016	% Change 2006-2016
Farm	23,500	4.9%	13.5%
Construction	14,800	28.7%	-30.2%
Manufacturing	30,000	-2.0%	-22.9%
Retail	38,900	8.1%	3.5%
Financial Activities	17,300	-14.8%	-26.7%
Prof & Biz Services	35,200	4.8%	-11.1%
Ed. & Health Services	42,900	19.8%	43.5%
Leisure & Hospitality	37,900	18.1%	22.3%
Government	43,600	4.1%	7.9%
All Non-Farm Private	251,300	7.6%	-2.4%



Ventura County Trails the State & Surrounding Counties in Private Sector Job Creation

From 9/18/2016, www.labormarketinfo.edd.ca.gov/LMID/Employment_by_Industry_Data.html

Region	% Change 2011-2016	% Change 2006-2016
Ventura County	7.6%	-2.4%
California	16.1%	8.4%
Los Angeles County	12.3%	4.6%
Santa Barbara County	13.7%	6.6%
San Luis Obispo County	19.1%	15.2%
Kern County	12.2%	11.4%

VC Manufacturing Is Declining in Jobs, But Retaining Its Superior Density

www.labormarketinfo.edd.ca.gov/data/employment-by-industry.html, 9/2016

Region	Aug-11	Aug-16	% Change 2011-2016	Mfg's Share of Priv/NF Sector Jobs
Ventura County	30,600	29,900	-2.3%	11.9%
California	1,269,200	1,294,900	2.0%	9.2%
Los Angeles County	367,200	352,500	-4.0%	9.3%
Orange County	156,100	157,200	0.7%	11.0%
Santa Barbara County	11,800	13,700	16.1%	9.4%
San Luis Obispo County	6,300	7,400	17.5%	7.9%

Our Health Services Sector Is Strong, But Not Exceptionally So

<http://onthemap.ces.census.gov/>, data current through 2014

Region	% Share, Jobs in Health Services, 2007	% Share, Jobs in Health Services, 2014	Health Services Rate of Growth, Over 7 Years
Ventura County	9.0%	11.8%	31.1%
California	9.9%	13.0%	31.3%
Los Angeles County	9.7%	13.8%	42.3%
Orange County	8.1%	10.6%	30.9%
Santa Barbara County	10.7%	12.5%	16.8%
Kern County	9.2%	11.2%	21.7%

How Well Does Ventura County Compete in the Travel Generated Economy?

<http://industry.visitcalifornia.com/>, Dean Runyan Associates 2015 Data

	Visitor Spending (Millions)	Industry Earnings (Millions)	Travel Industry Employment	Travel's Share of Non-Farm Private Jobs
Ventura County	\$1,451	\$484	16,400	6.6%
Sta Barbara County	\$1,932	\$684	19,600	14.0%
SLO County	\$1,517	\$510	17,900	19.6%
Monterey County	\$2,617	\$1,111	24,400	24.3%
Sonoma County	\$1,702	\$589	19,700	12.0%

The data shows that we trail our competitor counties in travel related spending, earnings, employment & job density

ECONOMIC DEVELOPMENT COLLABORATIVE - VENTURA COUNTY

Summary & Next Opportunity

1. Looking at *private sector Non-Farm jobs*, we have not recovered the jobs lost through the recession
2. Only *Health Services* and *Leisure & Hospitality* are currently driving Ventura County's net long-term job growth
3. We are stalled behind pre-recession levels in Construction and Professional & Business Services and falling back in Financial Activities
4. The industry data validates our sector priorities in manufacturing & health services
5. Future growth will need to be broad-based, skill & entrepreneur-driven, as no single sector is trending toward leadership



ECONOMIC DEVELOPMENT COLLABORATIVE - VENTURA COUNTY

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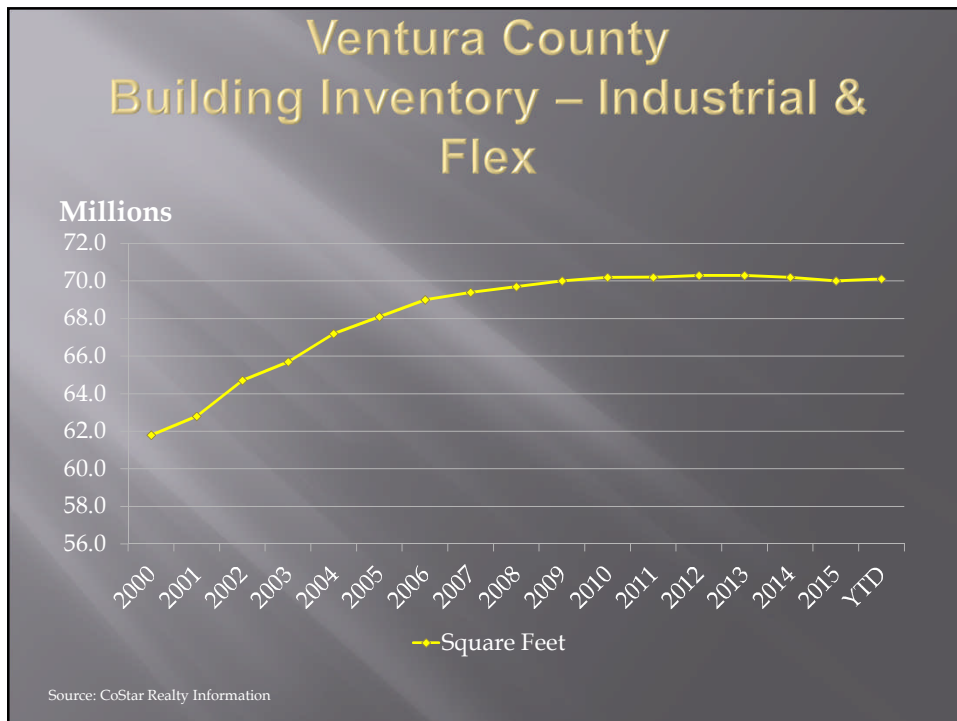
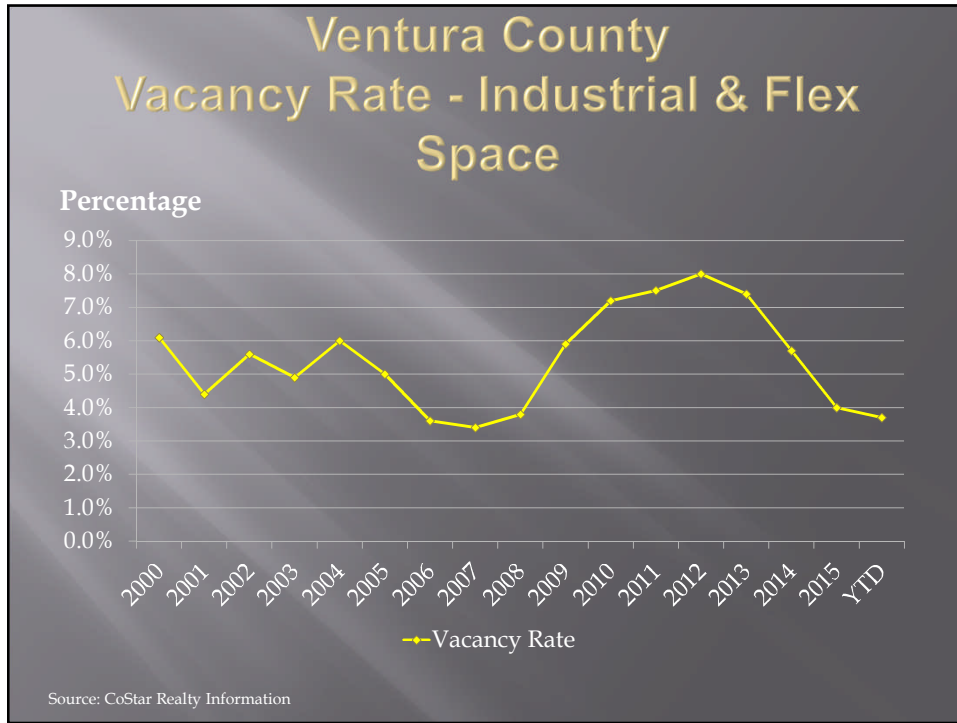


VENTURA COUNTY REAL ESTATE

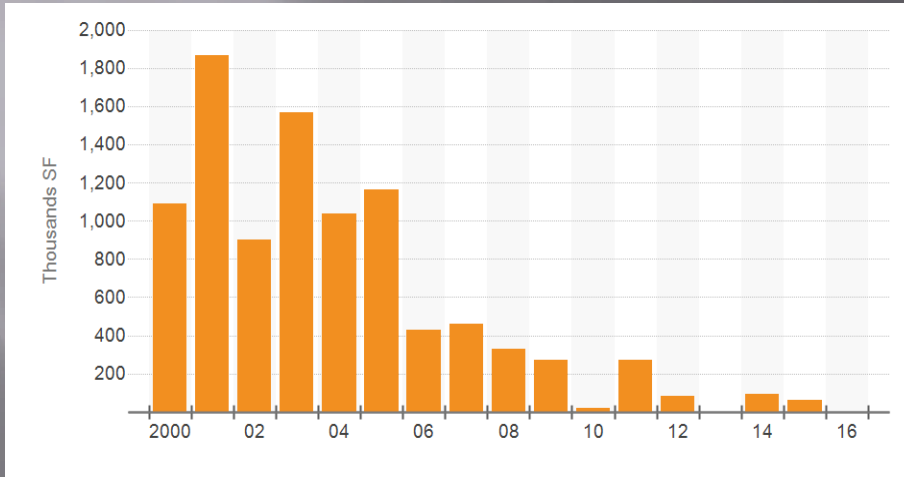
Workforce Development Board
October 27, 2016

Brian Gabler
City of Simi Valley

Industrial and Flex Space

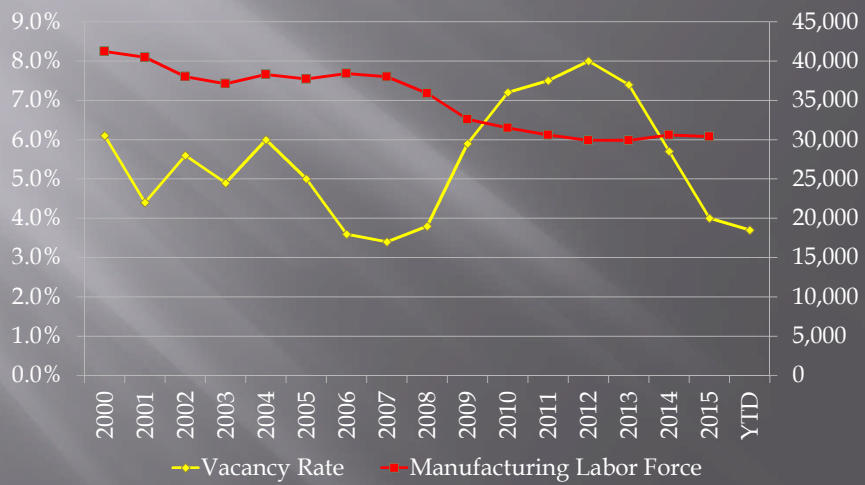


Ventura County Construction Starts – Industrial & Flex



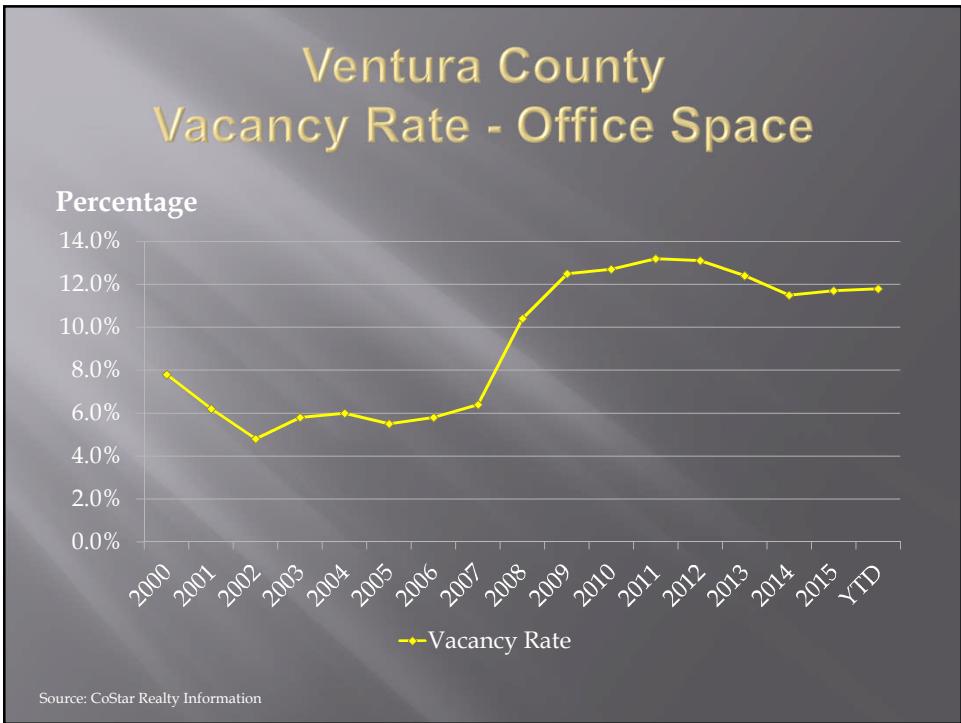
Source: CoStar Realty Information

Ventura County Industrial & Flex Space

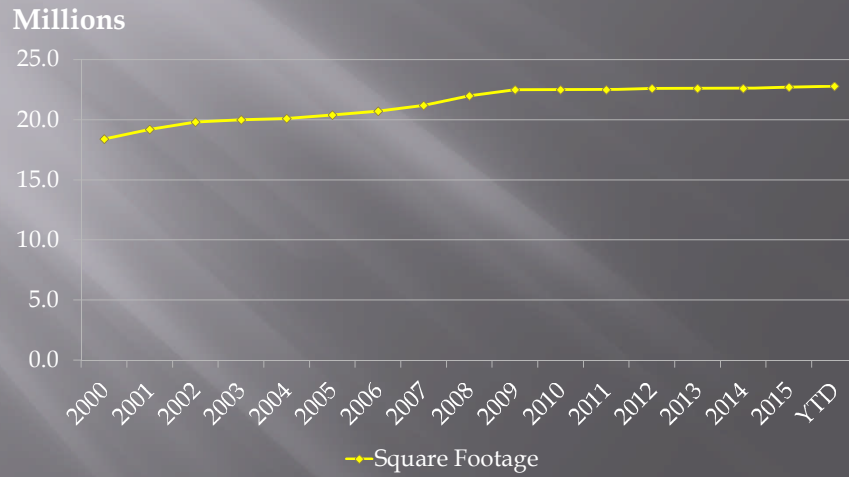


Source: CoStar Realty Information & EDD/LMDI

Office Space

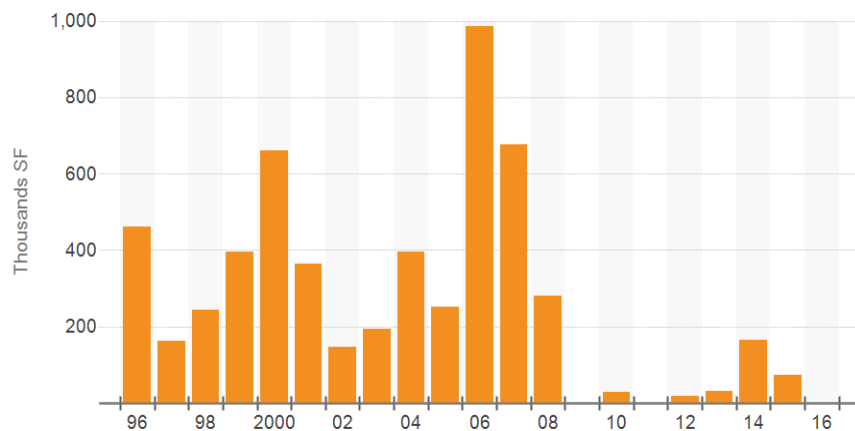


Ventura County Building Inventory – Office Space



Source: CoStar Realty Information

Ventura County Construction Starts - Office



Source: CoStar Realty Information

