



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

Thursday, December 8, 2016

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

NOTE DIFFERENT LOCATION

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

REVISED AGENDA

- | | | |
|------------|---|--------------|
| 8:00 a.m. | 1.0 CALL TO ORDER AND AGENDA REVIEW | Jim D. Faul |
| 8:05 a.m. | 2.0 PUBLIC COMMENTS
Procedure: The public is welcome to comment. 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 WDB Meeting Minutes: October 27, 2016
4.2 Receive and File: WDB Committee Reports | Jim D. Faul |
| 8:20 a.m. | 5.0 ACTION ITEM
5.1 Recommendation that the Workforce Development Board of Ventura County (WDB) Approve the Appointment of a Non-WDB Member to the Programs Committee for Three-Year Term: Jerry Beckerman
5.2 Recommendation that the Workforce Development Board of Ventura County (WDB) Approve the Release of Draft Workforce Innovation and Opportunity Act (WIOA) 2017-2020 Program Year Regional and Local Plans for Public Review by December 16, 2016 | Cheryl Moore |
| 9:45 a.m. | 6.0 ON THE CALENDAR
<u>January 17-19, 2017</u>
California Workforce Association Youth Conference, Long Beach, CA
<u>March 25-28, 2017</u>
National Association of Workforce Boards Forum 2017, Washington, D.C. | Jim D. Faul |
| 9:50 a.m. | 7.0 WDB MEMBER COMMENTS | WDB Members |
| 10:00 a.m. | 8.0 ADJOURNMENT
<u>Next WDB Meeting</u>
February 23, 2017 (8:00 a.m.-10:00 a.m.)
Ventura County Office of Education
5100 Adolfo Road (Salon A), Camarillo, CA | Jim D. Faul |

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

October 27, 2016

Ventura County Office of Education
5100 Adolfo Road, Camarillo, CA

WDB Members Present

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

Kathy Harner
Charles Harrington
Capt. Douglas King
Anthony Mireles
Mary Navarro-Aldana
Tracy Perez
Roger Rice

Bruce Stenslie
Greg Van Ness
Peter Zierhut
Stephen Yeoh
Barry Zimmerman

WDB Members Absent

Gerhard Apfelthaler
Martel Fraser
Jeremy Goldberg
Cindy Guenette
Victoria Jump

Byron Lindros
Gregory Liu
Bill Pratt
Alex Rivera
Patty Schulz

Mike Soules
Tony Skinner
Jesus Torres
Richard Trogman
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

Nancy Ambriz
Karen Blufer
Connie Chan
Jaime Duncan
Lauri Flack
Sally Harrison
Heidi Hayes
Teresa Johnson
Kelly Long

Community Services Department/WIOA, Human Services Agency
theAgency
Employment Development Department
Community Services Department, Human Services Agency
Community Services Department, Human Services Agency
Ventura County CEO's Office
theAgency
Ventura County Adult Education Consortium
Ventura County Supervisor Candidate

1.0 CALL TO ORDER AND AGENDA REVIEW

WDB Chair Jim D. Faul called the meeting to order at 8:10 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 special guests Connie Chan, new Employment Development Department Deputy Division Chief and Sally Harrison, County of Ventura CEO's Office.

Mr. Faul extended special thanks went to WDB Board member Kathy Harner for facilitating the WDB Youth Community Forum on October 14, 2016.

Mr. Faul also thanked recent Workforce Wednesday radio show participants. In September 2016, WDB members Byron Lindros (Amgen) and Alex Rivera (Milgard Windows & Doors) described how the Manufacturers Roundtable of Ventura County would open their doors to students in October during Manufacturing Week. In October 2016, Nancy Ambriz (WIOA Program Operations Manager) and Andrea Sanchez (EDD Employment Program Manager) discussed how the American Job Center partners provide services to military veterans and their spouses. Recordings of these and other Workforce Wednesday broadcasts are available on the WDB website, About Us/News tab: www.workforceventuracounty.org.

4.0 CONSENT ITEMS

4.1 Approve Workforce Development Board Minutes: August 25, 2016

4.2 Receive and File: WDB Committee Reports

Motion to approve the Consent Items: Brian Gabler

Second: Greg Van Ness

Motion carried unanimously

5.0 WIOA SPOTLIGHT ON EDUCATION

The WIOA Spotlight on Education was rescheduled for a future date.

6.0 WIOA SPOTLIGHT ON MRVC MANUFACTURING WEEK

WDB Vice Chair Vic Anselmo reported that six Ventura County businesses participated in National Manufacturing Day for the fourth year. The national event expanded to Manufacturing Week in Ventura County, with manufacturing site tours conducted during the week of October 3-7, 2016. Opening their doors to students were representatives from Amgen, Applied Powdercoat, Dynamic Automation, Haas Automation, Milgard Windows & Doors, and Shire. 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.

Mr. Anselmo shared that it was rewarding to see the interest and excitement on students' faces as they discovered the world of manufacturing. Local manufacturers provided a collage of photos from Manufacturing Week for the Board. (A copy of the presentation is in the WDB meeting packet posted on the WDB website: www.workforceventuracounty.org.)

Mr. Anselmo thanked the manufacturers, the Ventura County Office of Education, and the outreach partners at the Agency for helping to make the week such a success.

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

WDB Membership Committee member Captain Douglas King presented the item on behalf of the committee for the motion to approve the appointment of Tressie Nickelberry to the Programs Committee. A copy of Tressie Nickelberry's resume may be found in the meeting packet on the WDB website.

Motion to approve: Brian Gabler
Second: Roger Rice
Motion carried unanimously

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 reported that additional funds were available to benefit the workforce programs. 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"

Motion to approve: Greg Van Ness
Second: Anthony Mireles
Motion carried unanimously

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 reported that, since the approval of the tentative budget plan in May, a year-end close was completed for 2015-2016 and additional funds were received for 2016-2017. As a result, the Board needed to consider and approve an update to this year's budget. Mr. Anselmo asked members to refer to two documents related to this action item: 7.3: Action item description including budget plan history and next steps 7.2 (legal size spreadsheet): Draft updated budget plan (used in item 7.2) to show potential changes to the tentative plan that we approved in May 2016.

The use of uncommitted funds that was recently approved (or revised and approved) will be reflected in this budget. In response to a question as to why the budget is reviewed throughout the year, Cheryl Moore explained that the approved budget in May 2016 include did not have a final dollar amount. By law, the WDB must report monies used within a certain amount of time and the Board must remain transparent with public funding. In addition, the regional planning monies could not be spent unless funds were in the budgets, which has just been approved for action item 7.2.

Motion to approve: Greg Van Ness
Second: Victor Dollar
Motion carried unanimously

8.0 WIOA REGIONAL AND LOCAL PLANNING

8.1 Insights from California Workforce Association Conference

WDB members Vic Anselmo, Jim D. Faul, Kathy Harner, and Tracy Perez represented the Board at the California Workforce Association Meeting of the Minds in Monterey Conference in September 2016. Among their comments:

- The experience was valuable from a state perspective.
- For an employer, the conference was insightful—many questions asked.
- The impact of the emerging gig economy is significant.
- Great opportunity for board development and engagement with other WDB members.
- Helped us to understand and see the breadth of involvement of other workforce boards.
- Able to see so many impacts and opportunities through agencies reaching out to youth.
- Talking with vendors offered insights into new software and career assessment programs.
- Collaboration among the WDBs in California is impressive and an asset.
- The accomplishments and contributions of the WDB and staff are to be commended.

8.2 Planning Updates

The status of WIOA regional and local planning timelines was as follows:

- Timeline

Dec. 2016	Draft plan in development
Dec.16-Jan.6, 2017	Draft plan submitted for public comment
February 14	Plan approved by Board of Supervisors
March 15	Plan submitted to California WDB
June	Plan approval by California WDB
- Agreements
 - AJCC Partners MOU Phase 2- **completed and signed by June 30th, 2017**
 - 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

8.3 WDB Self-Assessment Outcomes

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

Cheryl Moore provided a summary of the WDB Self-Assessment outcomes and discussed the key messages from the last WDB meeting. A copy of the presentation is in the WDB meeting packet and posted on the WDB website: www.workforceventuracounty.org.)

8.4 Regional Data Snapshot

A snapshot of regional data was provided as background for the WDB presentation to the board. A copy of the presentation is in the WDB meeting packet and posted on the WDB website: www.workforceventuracounty.org.

8.5 Regional Economic Environment

WDB member Bruce Stenslie, Economic Development Collaborative-Ventura County, presented “A Realistic Look at the Regional Economic Environment for Workforce Development in Ventura County.” Mr. Stenslie described proposed a solution to identifying firms at risk and explained how the model will be tested through a California WDB Workforce Accelerator grant.

WDB member Brian Gabler, City of Simi Valley, made a presentation on the status of real estate in Ventura County. Topics included industrial and flex space and office space (e.g., building inventory, construction starts, vacancy rate, new housing permits, housing units, and labor force).

Copies of both presentations are in the WDB meeting packet and posted on the WDB website: www.workforceventuracounty.org.

8.6 Considerations for Planning

Board members engaged in a thoughtful discussion to regarding key issues in regional workforce development planning. A copy of the notes is included in the WDB meeting packet.

9.0 ON THE CALENDAR

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.

10.0 WDB MEMBER COMMENTS

11.0 ADJOURNMENT

Motion to adjourn at 10:00 a.m.: Charles Harrington
Second: Brian Gabler
Motion carried unanimously

Next WDB Meeting

December 8, 2016 (8:00 a.m.–10:00 a.m.)
Ventura County Office of Education
5100 Adolfo Road (Salon A), Camarillo, CA



PLANNING MEETING

Workforce Development Board of Ventura County
Wall Notes: October 27, 2016

The Workforce Development Board of Ventura County (WDB) continued its regional planning meetings in 2016, providing opportunities for public discussion of workforce and economic development issues in Ventura County. In October, the WDB meeting focused on six questions related to five categories:

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?*

Attached is a summary of comments and recommendations resulting from the discussion. The input will be considered during WDB regional and local planning processes in compliance with the Workforce Innovation and Opportunity Act (WIOA). For more information, please contact WDB staff at (805) 477-5306.



PLANNING MEETING

Workforce Development Board of Ventura County
Wall Notes: October 27, 2016

1a. What are our strengths as an economic region?

- Awareness of current business climate/dynamics
- Ventura County public/private collaborations with readiness/capacity to deal with challenging issues
- Low unemployment
- Opportunities for growth
- Diversity of workforce/employer base
- Offers industry and occupation diversity
- Continued future demand in jobs in healthcare and manufacturing sectors
- Naval Base Ventura County
- Port of Hueneme and port expansion
- Foreign trade zone
- Growth opportunities as demonstrated in the data
- Strong pre-K to university level education system
- Career education capacity – pathways/funding
- Quality of life in Ventura County x3 (life attracts people)
- Bedroom community (very desirable)
- Community feels small or cohesive
- Desirable place (weather)
- Freeway system for North/South commutes
- Ventura County = own metropolitan statistical area and own WDB region

1b. What are our challenges as an economic region?

- Attracting and retaining skilled workers in Ventura County
- Retaining current employers
- Attracting new employers
- Growth policy
- Regulatory environment in Ventura County
- Regulatory building restrictions
- Low inventory of manufacturing space
- High cost of living
- Housing costs too high
- Housing inventory low
- Limited public transportation
- Infrastructure: highways and roads
- Port infrastructure; container ships; tourism ships
- Traffic jams, highways, and subway
- Demographics: aging population; % not working
- Retaining balance: quality of life
- Policy idea: buy locally, work locally, live locally



PLANNING MEETING

Workforce Development Board of Ventura County
Wall Notes: October 27, 2016

2. How do the realities of the economic environment affect our business and education strategies?

- Immigration policy issues are impacting business and education strategies
- Need to maintain policy balance between agriculture and development
- Need better and more timely match of education to employment demand
- Retraining needed to help grow the business base
- Labor sector demands now driving sector committee program development in high skill/high wage jobs
- Need to focus our collaboration on high-paying jobs
- Increased OJT and apprenticeship programs education becomes paramount to creating new jobs
- Need innovative and creative ways to develop training programs
- Need to find nontraditional, less costly ways of education
- Need even closer ties between colleges and industry
- Can we grow our economy without growing our housing inventory?
- Lack of housing not matching the workforce – no housing, no workforce
- Lack of manufacturing space

3. How might our region “redefine” growth to benefit economic and workforce development?

- Redefining what “growth” means, including it as a “positive” for all concerned
- Need to get comfortable with more density
- Help our current businesses to stay strong and innovative
- Incentives to bring higher paying jobs
- Ways to retain the high-paying quality jobs
- Encourage spending locally
- Greater number of employment opportunities
- Create living wage jobs
- Create jobs correlated to cost living (high paying)
- Encourage employers to pay above living wage
- Hire locally
- Increase the diversity of types of jobs available
- Grow training opportunities for higher paying jobs
- To increase manufacturing, improve community college technical education—home grown
- Increase enrollment completion in career pathway programs
- Start young to develop a career mindset
- Improve public transportation throughout the county
- Create a higher percent of residents who live and work in Ventura County
- Increase percent of people who come to here
- Establish measurable parameters for county-wide workforce and economic development
- Increased data collection and tracking capacity regarding shifts around jobs/careers and labor sectors



PLANNING MEETING

Workforce Development Board of Ventura County
Wall Notes: October 27, 2016

4. What steps would help to strengthen a level of regional identity and collaboration that would benefit employers and job seekers?

- Build a collaborative community (between cities in county)
- Collaboration that drives advocacy for positive economic development
- Identity of our county needs to be shared by all
- Create a regional identity and strategy which includes all cities in county
- Develop a stronger regional buy-in (less city-centric)
- Need a stronger “council of governments” in Ventura County
- Continue to build a highly skilled local workforce
- Region-wide communication campaign: marketing including best practices, job postings, etc.
- More marketing to employers about our current collaboration and benefits
- Vote for lawmakers who support a collaborative, regional approach

5. How might we grow employer participation in regional workforce development activities?

- Advertise the value proposition of regional collaboration for workforce development
- Campaign to highlight the benefits
- Social media
- WDB link on company websites
- Create flyers that answer questions and promote the opportunity
- Expand the concept of manufacturing roundtable to other industry sectors
- Broaden the concept of manufacturing week to include other industries
- Make business involvement easy and accessible
- Ask them!
- Board member participation in outreach to contacts
- Target specific businesses and find connections to involve them via existing relationships
- B-2-B contacts
- Expand outreach to employers
- Engage employers using existing groups (Chambers, Roundtables, service groups)
- Visit other businesses more often and collaborate on workforce development initiatives
- Second level of involvement: use networks/contacts to engage employers at the AJCC
- Host teachers at local businesses



Workforce Development Board of Ventura County

MEETING UPDATE FOR DECEMBER/JANUARY December 8, 2016

- Business Services Committee January 25, 2017 VCCF Nonprofit Center (Community Room)
4001 Mission Oaks Blvd., Camarillo
- Clean/Green Committee January 20, 2017 VCCF Nonprofit Center (Community Room)
4001 Mission Oaks Blvd., Camarillo
- Healthcare Committee January 13, 2017 VCCF Nonprofit Center (Community Room)
4001 Mission Oaks Blvd., Camarillo
- Manufacturing Committee December 15, 2016 UFCW Local 770 (Suite A)
816 Camarillo Springs Road, Camarillo
- Outreach Committee January 18, 2017 EDC-VC (Conference Room)
1601 Carmen Drive, Suite 215, Camarillo
- Programs Committee January 4, 2017 Human Services Agency (Redwood Room)
855 Partridge Drive, Ventura



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: DECEMBER 8, 2016

SUBJECT: EXECUTIVE COMMITTEE REPORT

The Executive Committee met on December 2, 2016. In attendance were Committee members Jim D. Faul (Chair), Vic Anselmo (Vice Chair), Victor Dollar, Brian Gabler, Alex Rivera, Patty Schulz, and Jesus Torres; WDB staff 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 following is a summary of topics discussed at the meeting:

WDB Administration

- FY 2016-17 Financial Status Report: October 2016

The Committee reviewed and discussed the Financial Status Report (FSR) for Fiscal Year 2016-2017, reflecting year-to-date expenditures from July 1, 2016 through October 31, 2016. (A copy of the FSR is in the December 2, 2016 Executive Committee meeting packet posted on the WDB website: www.workforceventuracounty.org). The status of expenditures at 33% into the fiscal year was:

<u>WIOA Core Funds</u>	<u>2016-2017 Plan</u>	<u>YTD Expended</u>	<u>% Expended vs. Plan</u>
Dislocated Worker	2,490,097	681,045	27%
Adult	1,833,690	470,102	26%
Youth	2,022,074	641,855	32%
Rapid Response	520,805	157,646	30%
<u>WIOA Non-Core Funds</u>			
DOL Bridges 2 Work Grant	240,857	89,177	37%
CWIB Steps 2 Work Grant	234,149	48,628	21%
VCI – E3	138,466	40,240	29%
CWDB Rgnl. Capacity Bldg.	82,927	8,079	10%

DOL Bridges 2 Work: Creates a specialized in-jail AJCC and augments current services by adding employment-focused activities and services to pre-release offenders. Multiple program year grant (June 1, 2015 through March 30, 2017).

CWDB Steps 2 Work: Provides training opportunities for ex-offenders at VCCCD and with local businesses in WDB priority Manufacturing and Clean Green industry sectors. Multiple program year grant (July 1, 2015 extended through June 30, 2017)

VC Innovates: Expand, Enhance, Extend (VCI-E3) funding, through the California Career Pathways Trust: Department of Education funding is for a two-year fixed-term WDB Manager position. Multiple program year grant (July 1, 2016 through March 31, 2018)

CWDB Regional Capacity Building: Supports regional training coordination through CSD/WIOA, AJCC partnership, and Statewide Coordinator. Multiple program year grant (January 1, 2016 through June 30, 2018)

- WIA/WIOA Core Formula Funds Utilization

The State requires WDBs to spend annually a minimum:

- 80% of the WIOA Dislocated Worker, Adult, and Youth allocations
- 100% of the WIOA Rapid Response allocation

WIOA and the State requires WDB/Local Areas to spend annually a minimum:

- 75% of the WIOA Youth core formula program funds on youth workforce investment activities for out-of-school youth (WIOA Section 129[a][4])
- 20% of the WIOA Youth core formula program funds on work experience (WIOA Section 129[c][4])

- WIA/WIOA Training Expenditures

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

	Core Grant <u>FY 14-16</u>	Core Grant <u>FY 15-17</u>	Core Grant <u>FY 16-18</u>
Total Adult and Dislocated Worker Formula Fund Allocations	4,092,349	4,133,724	4,012,696
Training Expenditure Requirement	1,023,087	1,033,431	1,203,809
	25%	25%	30%
Formula Fund Training Expenditures	1,128,877	911,523	90,775
Leveraged Resources			
• Total Leveraged Resources Used Toward Training Expenditures	409,235	368,361	13,175
• Maximum Allowed Leveraged Resources (10%)	409,235	368,361	401,270
	409,235	368,361	13,175
Total Leveraged Resources Used Towards Training Expenditures			
• Total Amount Spent on Training	1,538,112	1,279,884	103,950
• % of Training Requirement Met (Final goal = 100%)	150%	124%	9%

Youth and One-Stop Operator RFP Update

The following information was shared and discussed with Committee members:

- Youth Request for Proposal (RFP 1617.01.WIOA): Six proposals were received by the November 30th deadline and are currently being reviewed by proposal evaluators.
- One-Stop Operator RFP No. 5832: Under Uniform Guidance requirements, the procurement was released by County of Ventura, General Services Agency on November 23, 2016. Proposals are due until 3:00 p.m. on January 6, 2017.

Action Items

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

- **Approved a Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approve the Draft of the Interim American Job Center of California (AJCC) Memorandum of Understanding (MOU) Phase II and its ultimate submittal to the Board of Supervisors for approval**

The approved MOU Phase I established the purpose of the mandated AJCC partnership and how it is to function. The draft MOU Phase II is the agreement to share AJCC system costs as required by WIOA. The document deals only with infrastructure costs, with all other system costs and their apportionment to be determined later.

- **Approved a Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approve a Revised WDB Policy #2015-15: Policy on the Eligible Training Provider List and Individual Training Accounts**

The revised policy excludes the ETPL Individual Training Account (ITA) operational procedures of WIOA program operators and revises upward to \$10,500, from \$7,500, for the allowable ITA amount.

- **Approved a Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Withdraw/Rescind WDB Policy #2015-09: Policy for Out-of-School Youth**

This policy was adopted to deal with particular youth, ages 18-21, under the Workforce Investment Act. Under WIOA, it is now irrelevant, because all new youth enrollments are out-of-school youth, ages 18-24; and the dependency of these youth is no longer an eligibility question under WIOA.

Following a lengthy discussion, the Executive Committee also decided to table a recommendation to release a draft workforce development plan. On December 8, 2016, the WDB will take action to approve release of the draft WIOA plans for public review by December 16, 2016.

The next meeting of the Executive Committee is scheduled for January 12, 2017, 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 contact me at (805) 477-5306, or email cheryl.moore@ventura.org.



TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: DECEMBER 8, 2016

SUBJECT: MEMBERSHIP COMMITTEE REPORT

The Membership Committee met on December 6, 2016. In attendance were Committee members Patty Schulz (Chair), Jeremy Goldberg (Vice Chair), Jesus Torres, and Workforce Development Board (WDB) staff Cheryl Moore and Patrick Newburn. The following summarizes topics discussed at the meeting:

Appointments and reappointments

- Reappointments: The Committee reviewed current WDB member attendance records and discussed participation on WDB committees. The Committee directed WDB staff to present the nomination for reappointment of one current WDB member in good standing, expected to be considered for approval by the Board of Supervisors in January 2017. Committee members agreed to contact four WDB members whose terms would be ending in February 2017 and March 2017, regarding interest in possible reappointment to the WDB. Interested candidates will be asked by WDB staff to update their resumes before being considered for nomination for reappointment to a three-year term by the Board of Supervisors.
- 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 member engagement/recruitment process.
- Recruitments: Committee members discussed the potential engagement of one candidate for recommended appointment to the WDB. WDB staff was directed to engage the candidate and determine interest in appointment and secure application information. Additionally, one candidate was also discussed for engagement as a Non-WDB Member for the Manufacturing Committee and WDB staff was directed to invite the candidate to attend committee meetings.

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: Jerry Beckerman, Executive Director, Segue Career Mentors. The Committee determined that the person was an appropriate potential candidate for the Programs Committee and 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 WDB approval on December 8, 2016, and if approved, the three-year term will start on that date.

WIOA Implementation Plan

Patty Schulz presented a draft WDB Membership Committee 2-Year Plan that was developed by the workgroup during November 2016. The Committee reviewed and discussed the document and accepted the draft as final, with draft designation then being removed. The 2-Year Plan will be included in the Committee's report to the WDB at its December 8, 2016 meeting.

In addition, the 2015-2016 Year-End Review was confirmed as a final document, noting that the information could be reviewed in the future for the purpose of continuous improvement and forward movement of the committee.

The next Membership Committee meeting is scheduled for February 7, 2017, 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 me at (805) 650-8611, or call Patrick Newburn at (805) 477-5470, email patrick.newburn@ventura.org.



WDB MEMBERSHIP COMMITTEE 2-YEAR PLAN Workforce Development Board of Ventura County 2017-2019

Goal

Meet the regional and local board membership requirements of the Workforce Innovation Opportunity Act by recruiting, retaining and engaging community and workforce leaders who represent the major industry sectors of Ventura County and our diverse communities; and who are committed to regional workforce and economic development.

Components of Plan

- 1. Engage Leaders** Encourage board and committee members to introduce workforce development objectives to peers through invitations to attend and serve on committees and sub-committees of the Workforce Development Board of Ventura County (WDBVC). Enhance relationships with fellow WDBVC members; strengthen member participation in WDBVC meetings and committees; increase public opportunities for members to serve as workforce development ambassadors; and facilitate new member mentoring/guidance.
- 2. Analyze Data** Use WIOA membership requirements and local labor market data to ensure appropriate representation on WDB and committees.
- 3. Take Inventory** Monitor members' meeting and committee participation and work closely with committee chairs and executive committee to ensure appropriate engagement.
- 4. Identify Gaps** Using attendance and turnover data, identify recruiting needs in specific membership categories.
- 5. Determine Priorities** Prioritize sector recruiting efforts based on attendance and turnover of members.
- 6. Take Action** Recruit, screen, and recommend appropriate WDB candidates to the Executive Committee for presentation to and appointment by the Ventura County Board of Supervisors.
- 7. Monitor Progress** Monitor meeting and committee attendance to ensure board members are engaged and contributing to meeting WDB goals. Review progress and make updates to the Committee 2-Year Plan as needed. Report on accomplishments and insights for the annual Workforce Development Board Year-End Review.



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: DECEMBER 8, 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: JERRY BECKERMAN

RECOMMENDATION

Recommend 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: Jerry Beckerman.

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,

DISCUSSION

On December 6, 2016, the Membership Committee reviewed and discussed the application of the candidate for an appointment as a non-WDB member of the Programs Committee. (See attached background information.) The nominee has been an active participant on the former Youth Council, and he has demonstrated a commitment to advocating for successful workforce outcomes in the Ventura County region.

Jerry Beckerman
Executive Director, Segue Career Mentors
(Community Based Organization)

At its meeting on December 6, 2016, the Membership Committee recommended this action item for WDB approval. If approved by the WDB on December 8, 2016, the three-year term for the nominee would begin on that date.

If you have questions or need more information, please call me at (805) 650-8611, or contact Patrick Newburn at (805) 477-5470, email patrick.newburn@ventura.org.



BACKGROUND INFORMATION FOR POTENTIAL APPOINTMENT

WDB Programs Committee: Non-WDB Member

Workforce Development Board of Ventura County

Non-WDB Category

Name

Jerry Beckerman

Employer

Segue Career Mentors

Occupation/Title

Executive Director/Founder

Work Experience

- Segue Career Mentors, 2003 to present: Service professionals, across all fields volunteer to share realities of their career paths in the classroom.
- Independent Consultant, environmental and social conscious new product development and corporate research.
- Manager New Product Development for Lawry's Foods / Lipton/Unilever.
- Independent Consultant, New Product Development of snack foods for Safeway Supermarkets.
- Consultant/ business development advertising agency.
- Established Cookies & Milk, the nation's second chocolate chip cookie store, which was later expanded into packages that were broadly marketed to supermarkets.

Education

University of California, Berkeley

Other

Organizational affiliations:

- Workforce Development Board of Ventura County, Youth Council (2003-2016)
- Ventura County Civic Alliance
- The Sustainability Council of Ventura County
- Ventura Community Partnership for Youth
- Ventura County Partnership for Safe Families
- Ventura County Open Space District Advisory Committee

Letter of Recommendation

Ventura County Civic Alliance



TO: WORKFORCE DEVELOPMENT BOARD

**FROM: CHERYL MOORE
EXECUTIVE DIRECTOR**

DATE: DECEMBER 8, 2016

SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE THE RELEASE OF DRAFT WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) 2017-2020 PROGRAM YEAR REGIONAL AND LOCAL PLANS FOR PUBLIC REVIEW BY DECEMBER 16, 2016

RECOMMENDATION

Recommendation that the Workforce Development Board of Ventura County (WDB) Approve the Release of Draft Workforce Innovation and Opportunity Act (WIOA) 2017-2020 Program Year Regional and Local Plans for Public Review by December 16, 2016.

BACKGROUND

After passage of the federal Workforce Innovation and Opportunity Act (WIOA), the State of California issued its official state plan. All Local Workforce Development Areas (LWDA) are required to comply with both WIOA and the State Plan. As an designated area, the WDB must submit to the California Workforce Development Board(CWDB)/Employment Development Department (EDD) both a Regional Plan and a Local Plan. The combination of the two, when completed, will replace the existing *Ventura County Strategic Workforce Development Plan 2013-2017*, which was adopted by the Board of Supervisors on June 25, 2013.

DISCUSSION

Implementation of WIOA signaled a significant paradigm shift in the role and expectations of local workforce boards and the American Job Center of California (AJCC) system, expanding the scope beyond the requirements of the prior Workforce Investment Act (WIA). To ensure local area compliance with the new regulations that address regional engagement of businesses, regional business sectors, the regional education and training system and the focus on out-of-school youth, two interdependent planning documents will help to guide workforce development in the coming years. The combined Regional Plan and Local Plan provide an outline for comprehensive, data-driven strategies that have engaged, and will continue to involve, WDB members and a wide range of partners in business, labor, education, economic development, government and community organizations to identify priorities and take action to accomplish the stated goals. With WDB approval to release the draft plans on December 16, 2016, the public comment period will be open through January 6, 2017.

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

REGIONAL PLAN OUTLINE
EXECUTIVE SUMMARY NOTES

A. REGIONAL PARTNERS

i.	Geographic boundaries of RPU
ii.	List of regional partners; description of roles in developing/implementing plan

B. REGIONAL ECONOMIC AND BACKGROUND ANALYSIS

i.	Regional economic conditions, including existing and emerging in-demand sectors and occupations; employment needs of employers
ii.	Knowledge/skills needed to meet employment needs of employers, including in-demand industry sectors/occupations
iii.	Regional workforce: current employment/unemployment data; labor market trends; educational a skills levels of workforce (including those with employment barriers)
iv.	Workforce development activities, including education/training; strengths/weaknesses; capacity to provide to address workforce needs (including barriers to employment and employer employment needs)
v.	Description of region’s foreign born and limited English proficient (LEP); specify how will meet LEP needs and provide services to LEP

C. REGIONAL SECTOR PATHWAYS

i.	How planning partners (including local economic development agencies) assess regional workforce needs: description of data sources; industry leaders engaged; manner in which engagement occurred (including summary of relevant convening activities, dates partners met, who attended, and what was decided)
ii.	How partners (including industry leaders) have/will determine if existing education programs in region were/are meeting industry’s workforce needs; describe training and education deficiencies and what partners have committed to do to resolve
iii.	Existing career pathway programs which meet leading and emergent industry sector needs; specify how industry participated in identification of relevant pathways
iv.	Work underway by industry, workforce boards, economic dev elopement agencies, faculty partners to recommend/implement adjustments to further develop career pathway programs to meet regional industry needs

D. INDUSTRY-VALUED POST-SECONDARY CREDENTIAL ATTAINMENT

i.	Process to determine industry-valued/recognized post-secondary credentials; process to ensure industry leads discussion/process
ii.	Identify current industry-valued and recognized postsecondary credentials emphasized in regional plan; process to ensure relevance in subsequent years as labor markets change
iii.	Which regional partners, including industry leaders, determined that relevant credentials are actually industry-valued
iv.	Relevant training and education providers providing the credentials
v.	How partners will establish regional goals for, and track attainment of, industry-recognized credentials produced in each region (including local board contribution; total contribution produced by partners collectively in RPU)

E. ACCESSIBILITY AND INCLUSIVITY

i.	Outreach efforts to include stakeholders and CBOs; represent demography, including groups experienced in serving high-need/historically disadvantaged; how and which groups (by name) were contacted and invited to participate in regional planning efforts
ii.	How ADBG consortia participated in WIOA regional planning process
iii.	Need for basic skills education in RPU; background on demography and languages spoken in region; estimated number served regionally, types of basic skills services offered in RPU; overview of how regional partners are working to meet unmet needs
iv.	How basic skills education will be integrated into regional sector pathways programs emphasized by regional plan; analysis of strategies to serve LEP
v.	Regional efforts to streamline and coordinate intake, assessment, referrals of those needing basic skills remediation
vi.	How RPU partners (including boards, community colleges, adult schools, AEBG consortia, will ensure program and physical accessibility/participation in regional sector pathway programs for those with disabilities
vii.	Need for and means by which regional partners will collaborate to place TANF/CalWORKS in regional sector pathway programs
viii.	Collaboration to provide supportive services to those enrolled in regional sector pathways programs, including those with barriers to employment; how will work together to ensure comprehensive provision of services to facilitate program completion
ix.	Role of CBOs in providing services to/integrating individuals with barriers to employment into region sector pathway programs; including participation in program development, outreach, provision of specialized supportive services for target populations
x.	Process partners will use to retain individuals in relevant programs as they work their way through the career pathways and progressing into livable wage jobs/careers

F. JOB QUALITY

i.	Projected earnings of those employed in occupations directly related to regional sector pathway programs emphasized in regional plan
ii.	Comparison of foregoing wage levels to median wage in RPU
iii.	How board assist/prioritize working with employers who offer jobs with good wages and benefits, especially those with a history of hiring high-need or historically disadvantaged, including those with barriers to employment
iv.	Process board will take to implement incumbent worker training strategies to ensure progression along career pathways

G. REGIONAL ASSESSMENT

i.	How regional partners in RPU will collaborate to track training-related employment for individuals entering the labor market
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H. FEDERAL WIOA REGIONAL PLAN REQUIREMENTS NOT COVERED BY STATE PLAN

i.	List of A-H requirements not already met using regional plan content related to State Plan; describe how those <u>are</u> being met (?)
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I. REGIONAL MEMORANDUM OF UNDERSTANDING(S) OR COOPERATIVE SERVICE AGREEMENTS

J. COMMUNITY COLLEGE AND AEBG RELATED ATTACHMENTS INCLUDING STRONG WORKFORCE PROGRAM

LOCAL PLAN OUTLINE
EXECUTIVE SUMMARY NOTES

A-B. VISION

i.	Strategic, comprehensive, supporting regional growth and self-sufficiency
ii.	Goals to prepare educated/skilled workforce Goals/accountability measures based on WIOA performance indicators
iii.	Core programs/other required partners align resources; actively engaged in planning and implementation of plan strategic vision
iv.	Description of workforce development system; how supports service alignment; implements 7 policy strategies identified in State Plan; how provide professional development/capacity building to workforce staff/partners

C. SPECIFIC SERVICES AND SERVICE DELIVERY STRATEGIES

i.	How work with core program entities to expand access to employment, training, education, supportive services; especially eligible with barriers (target populations)
ii.	How facilitate development of career pathways and co-enrollment (as approp.) in core
iii.	How will improve access to activities leading to recognized post-secondary credential (including industry-recognized, portable, stackable)
iv.	How facilitate engagement of employers in workforce development programs, including small and those in in-demand sectors/occupations
v.	How will support local workforce development system that meets needs of businesses in local area
vi.	How coordinate workforce development programs and economic development
vii.	How strengthen linkages between one-stop delivery system and unemployment insurance programs

D. AJCCs

i.	How ensure continuous improvement of eligible providers of services through system
ii.	How facilitate access to services through AJCC delivery system, including remote areas, through technology and other means
iii.	How AJCC delivery system entities will comply with ADA: physical and programmatic accessibility of facilities, programs and services, technology, materials
iv.	Roles and resource contributions of AJCC partners
v.	Executed MOUs, cost sharing, cooperative agreements—or description of where they are in the process
vi.	How include strategies for AJCC services access by Indian and Native America and eligible Migrant Seasonal Farmworkers
vii.	How AJCCs will serve as on-ramp for regional sector pathways emphasized in plan

E. SPECIFIC PROGRAMS, POPULATIONS, PARTNERS

i.	How the local board will coordinate local workforce investment activities with regional economic development; promote entrepreneurial skills training and microenterprise
ii.	Type and availability of adult and dislocated worker employment/training activities
iii.	How will coordinate rapid response activities
iv.	Type and availability of youth workforce development activities (including successful models and activities for youth with disabilities)
v.	How the local board will coordinate with relevant secondary and post-secondary education programs and activities, and avoid duplication of services
vi.	How coordinate Title I with provision of transportation and other supportive services

vii.	Plans, assurances, strategies for maximizing coordination, improving service delivery and avoiding duplication of WP services and others through One-Stop system
viii.	How coordinate Title I with adult education and literacy activities under Title II (including review of local applications to determine consistency with local plan; how recommendations will be made to the agency to promote local plan alignment)
ix.	Services provided to limited English proficient, with details in that deal with basic skills challenges and serving individuals from those communities

F. ADMINISTRATION

i.	Entity responsible for disbursement of grant funds
ii.	Competitive process to award sub-grants and contracts for Title I

G. PERFORMANCE GOALS

i.	Negotiated performance measures
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H. HIGH PERFORMANCE BOARD EFFORT

i.	Status report/description of local policies on Priority of Service, MOU Phase I and MOU Phase II policy
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I. TRAINING ACTIVITIES

i.	How training services will be provided through ITAs or contracts; how will coordinate to ensure informed customer choice in selection of training programs
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J. PUBLIC TRANSPARENCY, ACCESSIBILITY, INCLUSIVITY

i.	Process to provide 30-day public comment period
	Compliance with physical and programmatic accessibility
	Stakeholders and CBOs representing target demographic groups
	Groups with experience in high-need and historically disadvantaged (see list)
How groups (by name) contacted/invited to participate in planning and public comment processes	

K. COMMON INTAKE AND CASE MANAGEMENT

i.	How currently handle intake and case management; if current approach allows for tracking of co-enrolled across core and other programs in State Plan
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L. REGIONAL PLAN PORTIONS/ATTACHMENTS

i.	Local plan portions handled in narrative content of regional plan
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M. LOCAL BOARD ASSURANCES

N. LIST OF COMPREHENSIVE AJCC AND AJCC PARTNERS IN THE LOCAL AREA

O. AJCC MOU LOCAL AREA GRANT RECIPIENT LISTING

P. COPY OF LOCAL BOARD BYLAWS

Q. PROGRAM ADMINISTRATION DESIGNEE AND PLAN SIGNATURES

S. PUBLIC COMMENTS



WIOA Regional and Local Planning

Workforce Development Board Meeting
December 8, 2016

Cheryl Moore, Executive Director
Workforce Development Board of Ventura County

REGIONAL AND LOCAL PLAN

2016

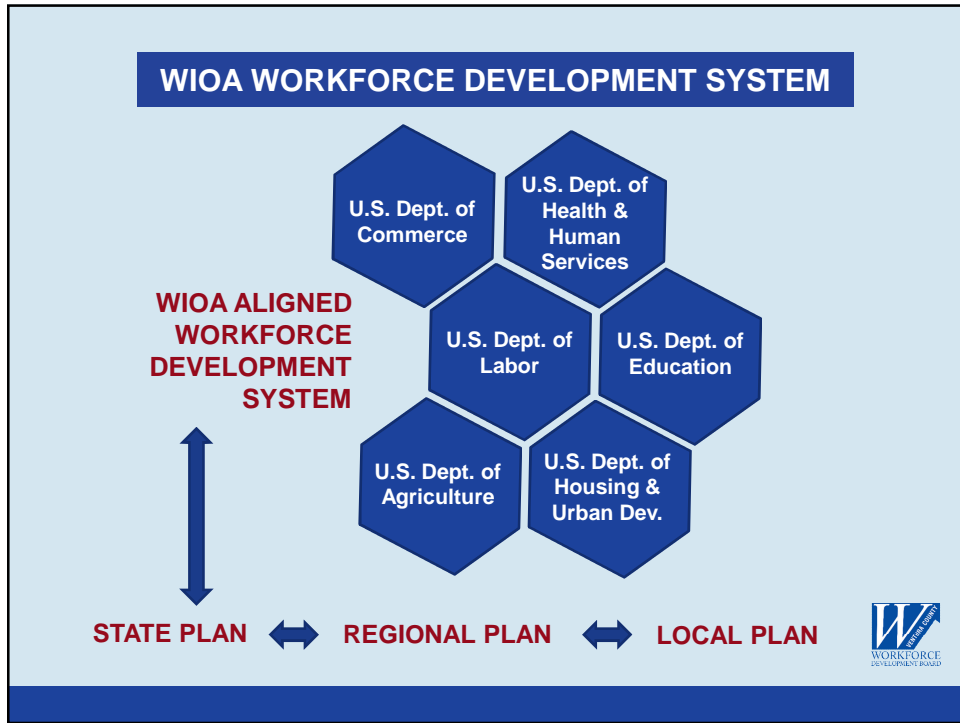
- Dec. 16 WDB approves the release of draft WIOA regional and local plans for Ventura County
- Dec. 16- Jan. 6 Public comment period for draft plans opens/closes

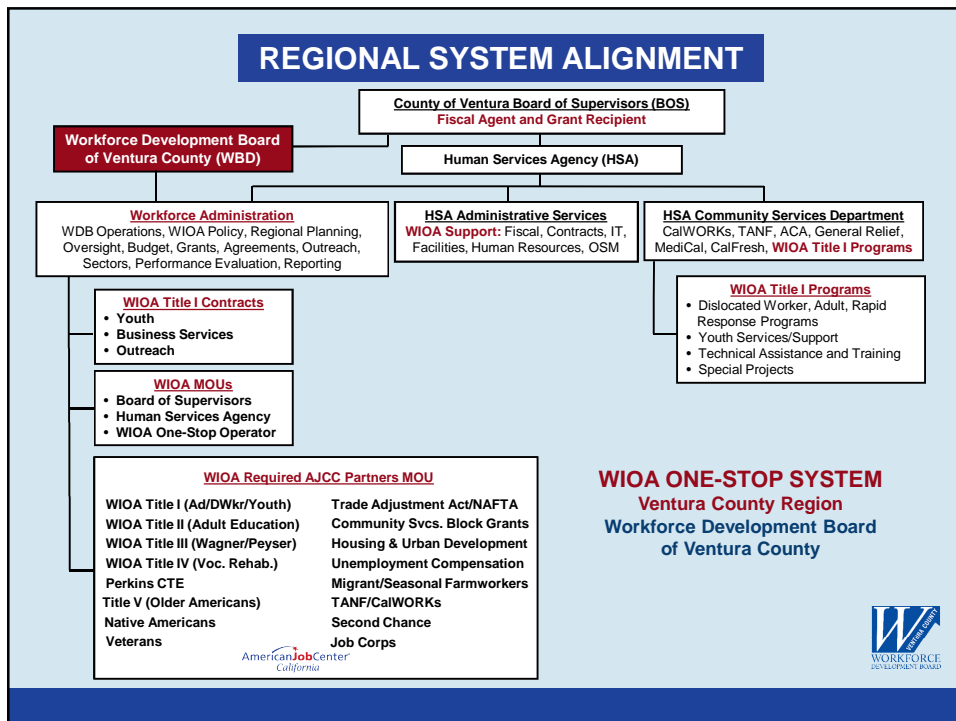
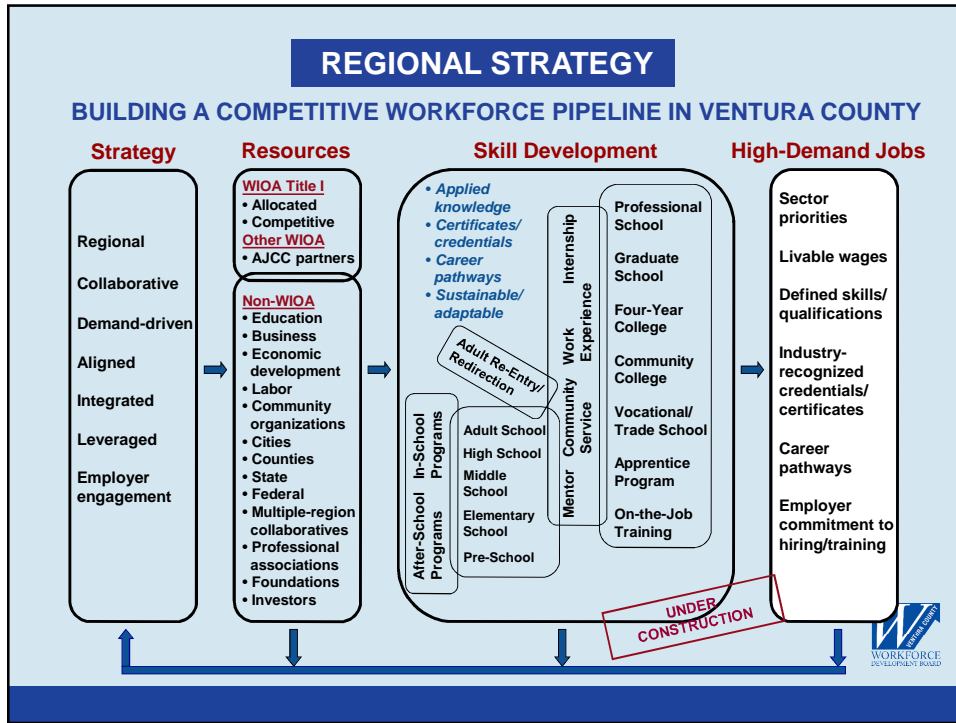
2017

- Feb. 14 WDB recommends Ventura County regional and local plans for approval by Board of Supervisors
- Mar. 15 WDB submits Ventura County regional and local plans to California WDB for approval
- June California WDB notifies WDB of regional and local plan approvals for implementation on July 1

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







REGIONAL PLAN OUTLINE

- A. Regional Partners**
- B. Regional Economic and Background**
- C. Regional Sector Pathways**
- D. Industry-Valued Post-Secondary Credential Attainment**
- E. Accessibility and Inclusivity**



7

REGIONAL PLAN OUTLINE

- F. Job Quality**
- G. Regional Assessment**
- H. Alignment with Regional/State Plan Content**
- I. Regional MOUs/Cooperative Agreements**
- J. Community College/Adult Education Documents**



8

LOCAL PLAN OUTLINE

A.-B. Vision

C. Specific Services and Service Delivery Strategies



D. American Job Centers of California

E. Specific Programs, Populations, and Partners

F. Administration



9

LOCAL PLAN OUTLINE

G. Negotiated Performance Measures

H. High Performance Board Effort

I. Training Activities

J. Public Transparency, Accessibility, Inclusivity

K. Common Intake and Case Management



LOCAL PLAN OUTLINE

- L. Regional Plan Portions/Attachments**
- M. Local Board Assurances**
- N. Comprehensive AJCCs/Partners**
- O. AJCC MOU Grant Recipient Listing**
- P. Local Board Bylaws**
- Q. Program Administration/Plan Signatures**
- R. Public Comments**

