



## WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

### YOUTH COUNCIL MEETING

Wednesday, March 2, 2016  
3:00 p.m. - 4:30 p.m.

Human Services Agency (Pepper Tree Room)  
855 Partridge Drive, Ventura, CA

### AGENDA

3:00 p.m.	<b>1.0 Call to Order and Agenda Review</b>	Tony Skinner
3:05 p.m.	<b>2.0 Public Comments</b> 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.	Tony Skinner
3:10 p.m.	<b>3.0 Approval of Minutes: January 6, 2016</b>	Tony Skinner
3:15 p.m.	<b>4.0 Action Item</b> Recommendation that the Executive Committee Approve a Workforce Development Board of Ventura County (WDB) Policy on Appropriate Expenditures for Youth Work Experience	Richard McNeal
3:30 p.m.	<b>5.0 Progress on 75% Out-of-School Youth Requirement</b>	Youth Providers
3:50 p.m.	<b>6.0 WIOA Implementation</b> <ul style="list-style-type: none"><li>• Local Workforce Development Board Recertification</li><li>• WDB Youth Committee</li></ul>	Cheryl Moore
4:20 p.m.	<b>7.0 Council Member Comments</b>	Council Members
4:30 p.m.	<b>8.0 Adjournment</b>	Tony Skinner

#### Next Meeting

May 4, 2016 (3:00 p.m.-4:30 p.m.)  
Human Services Agency (Pepper Tree Room)  
855 Partridge Drive, Ventura, CA 93003

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.



**WDB Youth Council**  
**January 6, 2016**

**MINUTES**

**Meeting Attendees**

Council Members

Tony Skinner\* (Chair)  
Jesus Torres\* (Vice Chair)  
Mary Benton  
Sean Bhardwaj  
Sandy Carrillo  
Kathy Harner\*  
Linda Fisher-Helton  
Roger Rice\*  
Archie Scott

WDB Staff

Richard McNeal  
Cheryl Moore  
Dez Robite

Guests

Jeffrey Albaugh (Ventura Adult and Continuing Education - VACE)  
Mariana Cazares (Boys and Girls Clubs of Greater Oxnard and Port Hueneme - BGCOP)  
Robert Chavez (T.A.Y. Wellness and Recovery Center: Pacific Clinics)  
Sally Harrison (County CEO's Office)  
Sheri Long (Vista Real Charter High School)  
Asencion Romero (T.A.Y Wellness and Recovery Center: Pacific Clinics)  
Steve Thompson (VACE)  
Denice Wharton (Ventura Training Institute)  
Kim Whitaker (PathPoint)  
Omar Zapata (BGCOP)

\*WDB Members

**1.0 Call to Order and Agenda Review**

Tony Skinner called the meeting to order at 3:10 p.m. Item 7.0 of the Agenda (T.A.Y. Wellness and Recovery Program) was moved to follow Approval of the Minutes.

**2.0 Public Comments**

There were no comments.

**3.0 Approval of the Minutes of October 7, 2015**

Motion to approve: Linda Fisher-Helton  
Second: Roger Rice  
Motion carried unanimously

**4.0 Update on WIOA Implementation**

Cheryl Moore presented an update on the Workforce Innovation and Opportunity Act (WIOA) transition timeline, local board recertification, the composition of the WDB, the structure of the WDB, the partners required for the American Job Center of California (AJCC) and regional planning. Council members asked questions and commented on both local and regional aspects of WIOA.

**5.0 Youth Programs Update**

- WDB Policy on Youth Work Experience

Richard McNeal discussed the new Workforce Development Board (WDB) Policy on Youth Work Experience (#2015-16), which was approved by the WDB Executive Committee on November 19, 2015, to ensure compliance with a deadline of January 1, 2016. The current

providers of youth services provided input to WDB staff, using WIOA-based contracts and practices as a reference for the discussion. Council members reviewed the policy and had no further comments.

- **Contracts for WIOA Youth Programs in 2016-2017**

Because specific WIOA implementation requirements would not be announced by the U.S. Department of Labor and the California Workforce Development Board (through the Employment Development Department) until still-unspecified dates in Spring 2016, WDB staff recommended that the contracts with the three current WIOA Youth program providers be extended for a fourth year, 2016-2017. (Such an extension is allowable under the terms of the last three-year Youth RFP, which expires June 30, 2016.) Continuation of the contracts would be contingent on provider attainment of 2015-2016 required performance outcomes and the availability of WIOA Youth funding in 2016-2017. Following the announcement of federal and state requirements, the WDB would release a new WIOA Youth Request for Proposals (RFP) in 2016 for contract implementation on July 1, 2017.

This recommendation elicited considerable discussion, and the Council decided to refer the matter for consideration by the WDB Executive Committee at its meeting January 14, 2016. Chair Tony Skinner agreed to brief the Executive Committee on possible courses of action:

Option 1: Extension of Current Provider Contracts

- One-year extension contingent on provider attainment of 2015-2016 required performance outcomes and the availability of WIOA Youth funding in 2016-2017
- Letter of intent sent to potential bidders regarding the upcoming release of a three-year WIOA Youth RFP in 2016, after federal and state requirements have been announced
- Public posting regarding the upcoming release of a three-year WIOA Youth RFP in 2016, after federal and state requirements have been announced

Option 2: No Extension of Current Provider Contracts

- First quarter 2016 release of a one-year RFP for contract implementation on July 1, 2016
- Following the announcement of federal and state requirements, release of a three-year RFP with contract implementation on July 1, 2017

Council members asked to be informed of the decision made by the Executive Committee.

## **6.0 Action Item**

### **Approved 2015-2016 Performance Criteria for Workforce Innovation and Opportunity Act (WIOA) Youth Program Provider Contracts**

Achievement of annual performance standards is required of all contracted program providers. After review and discussion, the Council approved the 2015-2016 WIOA Youth program performance criteria. Council members will evaluate 2015-2016 program performance in May 2016.

Motion to approve: Roger Rice  
Second: Linda Fisher-Helton  
Motion carried unanimously

## **7.0 T.A.Y Wellness and Recovery Center Program**

The Transitional Age Youth Wellness and Recovery Center, the T.A.Y. Tunnel program of Pacific Clinics, serves youth ages 18-25, with wellness programs and employment training activities. Robert Chavez and Asencion (Ceci) Romero described these services and showed a video to illustrate the benefits as expressed by clients. The aim of the program is to promote independence, and in particular, to reduce homelessness, by helping clients to deal with medical and/or substance abuse issues and providing them with workforce training. The Center actively collaborates with providers of similar services, in particular with the Department of Rehabilitation, the Ventura County Probation Agency and Ventura County Behavioral Health Agency.

## **8.0 Council Member Comments**

There were no comments.

## **9.0 Adjournment**

Tony Skinner adjourned the meeting at 4.45 p.m.

### Next Meeting

March 2, 2016 (3:00 p.m.-4:30 p.m.)

Human Services Agency (Pepper Tree Room)

855 Partridge Drive, Ventura, CA

**WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB)**  
LOCAL POLICY BULLETIN #2016-01: Policy on Youth Work Experience

Effective Date: July 1, 2015

(This policy revises and supplants #2015-16 and incorporates additional guidance on appropriate expenditures.)

**SUBJECT:** Policy on Youth Work Experience and Expenditure Requirements

**PURPOSE:** The Board must establish local policy and procedures for youth work experience no later than January 1, 2016, to cover (1) the duration of the work experience assignment, (2) the limitations on the number of hours and (3) appropriate incentives and stipends, including limitations on the types and dollar amount. Note that the third of these items is already covered by the existing Local Policy Bulletin #2015-06: Policy on Incentives for Youth Programs (effective July 1, 2015; original effective date: February 10, 2012).

**REFERENCE:** Workforce Services Directive WSD15-03 (September 16, 2015), from California's Employment Development Department (*WIOA Youth Program Requirements*); *Federal Register*, Vol. 80, No. 73/Thursday, April 16, 2015/Proposed Rules: Sections 681.640 & 681.600; ETA TEGL 23-14 (March 26, 2015); 2 CFR, 200,220,225, 230; 29 CFR, 95,97

**POLICY:**

(1) Work experience is to be understood as a planned, structured learning experience taking place in a workplace to provide youth participants with opportunities for career exploration and skill development. Such experience includes academic and occupational education and may be paid or unpaid, as appropriate. It may include the following types of work experiences:

- Summer employment opportunities and other employment opportunities available throughout the school year
- Pre-apprenticeship programs
- Internships and job shadowing
- On-the-job training

The duration of the work experience assignment and any limitation of the number of hours depend, in the first instance, on the amount of funds available to each provider. Ordinarily, work experience, whether for IS or OS youth, will be in the form of a paid internship lasting no more than 125 hours for any one participant (exceptions may be granted on an individual basis); and the wage will be the California minimum prevailing at the time the participant starts work. OS youth may be issued an ITA, and the terms of the ITA will prevail. The assignment must be completed before the participant exits the program.

Elements of work experience may include:

- Completion of the National Work Readiness Credential and Computer Literacy coursework to develop and improve work-related skills, including soft skills
- Career Technical Education (CTE) in preparation for specific career paths, and associated internships

**WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB)**  
LOCAL POLICY BULLETIN #2016-01: Policy on Youth Work Experience

- Workforce preparation
- (2) Local areas must spend at least 20 percent of their WIOA youth formula allocation on work experience (WIOA Section 129[c][4]). The work experience expenditure rate is calculated after subtracting funds spent on administrative costs. Additionally, the expenditure rate is not applied separately for IS and OS youth.

For example:

Total Youth Formula Allocation	Administrative Costs of the Grantee	Total Youth Program Expenditures	Total 20% Work Experience Requirement
\$1,000,000	\$100,000 (10%)	\$900,000	\$180,000

The 20% figure can include (1) educational expenses needed to prepare the clients for particular jobs and (2) the wages and staffing costs for the development and management of work experience.

Necessary and appropriate expenses for IS and OS youth work experience will be, collectively, a particular subset of the following general invoice categories:

- Administrative Costs
- Staff Salaries
- Staff Benefits
- Staff Travel
- Consumable Supplies/Equipment
- Tuition/Vocational Training
- Participant Support Services
- Participant Wages (any form of subsidized employment)
- Participant Benefits

Supportive services provided to youth in the course of their involvement in work experience (and counted toward the 20% expenditure of WIOA youth funds) include, but are not limited to:

- Fees for certificates or licensure
- Transportation and communication services for the time spend in work experience
- Fees and materials required for successful completion of the work experience
- Tools, uniforms, etc., required for participation in work experience

Expenditures must be in accordance with *Uniform Administrative Requirements*, and incentives may not include gift cards for entertainment.

This policy will be revised and re-approved as needed.

**INQUIRIES:** For questions regarding this policy, contact the WDB Administration staff for youth services contracts at (805) 477-5306.



## WIOA IMPLEMENTATION UPDATE

WDB Youth Council

March 2, 2016



### WIOA TRANSITION TIMELINE\*

#### 2016

- Mar. 3** California WDB submits final California state plan to DOL/ETA for approval
- Mar. 30** Local WDB submits application for CWDB approval of local board recertification for 2016-2018
- Summer** DOL/DOE/HHS releases Final Rule for WIOA implementation; California releases plan guidelines
- July 1** Local WDB complies with new WIOA performance and fiscal measures

#### 2017

- March 15** WDB submits local and regional plans for California WDB approval

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



## LOCAL BOARD RECERTIFICATION

- **Criteria**

- ✓ Local Board Membership (March 2016)
- ✓ Performance Accountability Measures (2013-2015)
- ✓ Sustained Fiscal Integrity (2013-2015)
- ✓ Local Board WIOA Implementation

- **Assurances of Compliance**

Application Due March 30, 2016



## LOCAL BOARD RECERTIFICATION

- ✓ **Local Board Membership (March 30, 2016)**

	Minimum	WDBVC
1. Business (50%+1)	10	17
2. Workforce (20%)	4	7
3. Education and Training	2	4
4. Governmental and Economic and Community Development	3	4
5. Additional Members	0	0
	<b>19</b>	<b>32</b>





## LOCAL BOARD RECERTIFICATION

- ✓ **Performance Accountability Measures (2013-2015)**
  - **Adults**
  - **Dislocated Workers**
  - **Youth**
  
- ✓ **Sustained Fiscal Integrity (2013-2015)**



## LOCAL BOARD RECERTIFICATION

- ✓ **Local Board WIOA Implementation**
  1. **Better system for customers**
    - **New services**
    - **Collaborative partnerships**
    - **Innovative strategies**
    - **Redesigning service delivery**
    - **Other transitional activities**
  
  2. **Uniform Guidance requirements**



## LOCAL BOARD RECERTIFICATION

### ✓ Local Board WIOA Implementation

#### 3. Youth requirements

- **Use of WIOA youth funds**
  - Minimum of 75% for out-of-school youth
  - Minimum of 20% for work experience
- **Youth served**
  - Out-of-school youth: ages 16-24; not attending school, and meeting one or more additional conditions
  - In-school youth: ages 14-21; attending school, low income, and meeting one or more additional conditions
- **Five new program elements**: financial literacy; entrepreneurial skills; labor market information; transition to postsecondary education and training; education/training in occupations/clusters



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## LOCAL BOARD RECERTIFICATION

### ✓ Local Board WIOA Implementation

#### 4. Sector initiatives in career pathways

- High-demand industries
- Coordination with community colleges, apprenticeship programs, adult basic education, others

#### 5. AJCC brand implementation



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## LOCAL BOARD RECERTIFICATION

✓ **Local Board WIOA Implementation**

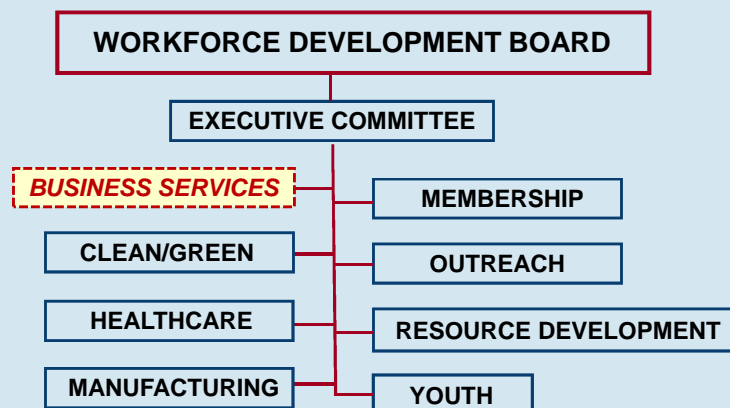
**6. Phase 1 of MOU development process**

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



## WIOA TRANSITION

**WDB Committee Structure**



Executive Committee: WDB Chair, WDB Vice Chair, Immediate Past WDB Chair, and Committee Chairs



# WIOA TRANSITION

## WDB Committee Alignment





## **WDB SECTOR COMMITTEE 2-YEAR PLAN GUIDELINES** **Workforce Development Board of Ventura County** **2016-2018**

### **Goal**

Facilitate collaboration among partners in business, economic development, education, labor, government, and community-based organizations to develop a diverse pipeline of skilled local workers to fill industry sector positions in the Ventura County region.

### **Components of Plan**

- 1. Engage Leaders** Engage a diverse core team of Ventura County employers, agencies and organizations to facilitate industry sector collaboration for regional workforce development.
- 2. Analyze Data** Seek local employer feedback regarding labor market data as it relates to regional industry sector workforce needs.
- 3. Take Inventory** Inventory regional education/training available to address local industry sector workforce development needs. Examples:
  - Industry-recognized certificates
  - National certificates
  - Stackable credentials
  - Apprenticeships
  - Internships
  - Externships
  - On-the-job training
  - Career awareness/outreach
  - Career pathways
  - Regional Occupational Programs
  - Adult education
  - Community colleges
  - Universities
  - Trades
  - Community organizations
- 4. Identify Gaps** Analyze the gaps between education/training available and regional industry sector workforce needs.
- 5. Determine Priorities** Determine priorities for closing the gaps between education/training available and regional industry sector workforce needs.
- 6. Take Action** Develop and implement “do-able” action plans to close the gaps.
- 7. Monitor Progress** 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.

## REFERENCE FOR YOUTH COMMITTEE PLANNING

**Excerpt from the WDB Youth Council Minutes  
September 9, 2015**

### **5.0 Ventura County Regional Strategic Workforce Development Plan: Goals Old and New**

The Youth Council considered ideas for goals in 2015-2016, including implementation of new WIOA youth requirements, oversight of youth program providers, formation of collaborative partnerships, coordination of resources and outreach activities, and seeking community input on out-of-school youth career and work readiness needs and resource gaps in the county. Members then brainstormed ideas for tactics which could be means of attaining the youth goals:

- Align performance goals with WIOA requirements.
- Clarify what we are trying to achieve (e.g., appropriate branding to match requirements).
- Hold another WDB Youth Community Forum.
- Ask providers how we can help.
  - Invite youth providers to visit the meetings of relevant organizations (e.g., housing authorities and others).
  - Help providers to find out-of-school youth (data sources, marketing, hot sheet of youth services/providers).
  - Have providers use job clubs.
- Connect partners who can help youth providers.
  - Provide information on out-of-school youth to multiple agencies.
  - Connect with local law enforcement and others (e.g., gang-intervention and faith-based organizations).
  - Spread the word about youth services to government, parents, other youth providers, community groups, etc.
  - Connect with Chambers of Commerce re: their youth-related events.
  - Help businesses to introduce themselves to youth.

Discussions will continue as more WIOA implementation information becomes available from pending State and Federal directives.