



## WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

### YOUTH COUNCIL MEETING

Wednesday, April 6, 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: March 2, 2016</b>	Tony Skinner
3:15 p.m.	<b>4.0 Progress on 75% Out-of-School Youth Requirement</b>	Kim Whitaker PathPoint
3:30 p.m.	<b>5.0 Discussion: The Two-Year Plan</b>	Council Members
4:20 p.m.	<b>6.0 Council Member Comments</b>	Council Members
4:30 p.m.	<b>7.0 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.

For information about the Workforce Development Board of Ventura County go to [workforceventuracounty.org](http://workforceventuracounty.org)



**WDB Youth Council**  
**March 2, 2016**

**MINUTES**

**Meeting Attendees**

Council Members

Mary Navarro-Aldana  
(Acting Chair)\*  
Mary Benton  
Sean Bhardwaj  
Kathy Harner\*  
Linda Fisher-Helton  
Juan Mercado  
Tiffany Morse  
Celine Park  
Archie Scott  
Leslie Webster

WDB Staff

Richard McNeal  
Cheryl Moore  
Dez Robite

Guests

Jeffrey Albaugh (Ventura Adult and Continuing  
Education - VACE)  
Karen Bluffer (theAgency)  
Mariana Cazares (Boys and Girls Clubs of  
Greater Oxnard and Port Hueneme - BGCOP)  
Sally Harrison (County CEO's Office)  
Sheri Long (Vista Real Charter High School)  
Omar Zapata (BGCOP)

*\*WDB Members*

**1.0 Call to Order and Agenda Review**

Mary Navarro-Aldana called the meeting to order at 3:10 p.m.

**2.0 Public Comments**

There were no comments.

**3.0 Approval of the Minutes of January 6, 2016**

Motion to approve: Archie Scott  
Second: Kathy Harner  
Motion carried unanimously

**4.0 Action Item: Recommendation that the Executive Committee Approve a Workforce Development Board of Ventura County (WDB) Policy on Appropriate Expenditures for Youth Work Experience and Expenditure Requirements**

Richard McNeal explained the reasons behind the creation of this policy, emphasizing that it summarizes what the contracted providers of youth services have, in fact, been doing in the months since the beginning of the program year and that the Employment Development Department (EDD) has given its approval to the concept as outlined. Council members asked for clarification of the relationship between work experience and expenditures for other elements of the youth program and noted that the policy has been back-dated to July 1, 2015. When approved by the WDB Executive Committee, the policy will be effective from that date.

Motion to Approve: Archie Scott  
Second: Tiffany Morse  
Motion carried unanimously

## **5.0 Progress on 75% Out-of-School Youth Requirement**

Jeffrey Albaugh from VACE and Mariana Cazares from BGCOP described the several strategies that they have used in their respective organizations to find and enroll the appropriate mix of clients that would enable them to meet the 75% OS requirement. In addition to flyers, posters, school counselors and community meetings, they emphasized the role of referrals, especially – word-of-mouth. VACE was assisted by the presence of its on-site high school and the technique of video interviewing. BGCOP has easy access to IS clients from local high schools. Both found vocational and alternative schools to be good sources of referrals; and Sheri Long from Vista Real Charter High School confirmed this point. Print and social media were not particularly productive. Both also emphasized that recruiting and case managing OS youth is more intensive and more expensive than is the case with IS youth. And both noted that the new performance standards slated to begin on July 1<sup>st</sup> might pose a difficulty, especially in keeping track of clients after their departure from the program.

In discussion of these issues, the Council offered to provide leads to worksites and work needs, particularly available information and databases. A workgroup to take inventory, analyze data and identify gaps might be useful.

## **6.0 WIOA Implementation**

Cheryl Moore briefed the Council on the timeline for WIOA implementation, especially the issues surrounding the recertification of the Board. The transition will also involve amendment of the WDB Bylaws, in particular the reorganization of the structure of committees. A youth committee will certainly be retained in some form but will be integrated, as regards composition and purpose, with the other committees in such a way that all of them will be working to the same end. The next step for the Youth Council is to continue its self-analysis, begun last September, and to develop its two-year plan.

## **7.0 Council Member Comments**

Several Council members emphasized the need to retain a monthly meeting schedule.

## **8.0 Adjournment**

Mary Navarro-Aldana adjourned the meeting at 4.40 p.m.

### Next Meeting

April 6, 2016 (3:00 p.m.-4:30 p.m.)  
Human Services Agency (Pepper Tree Room)  
855 Partridge Drive, Ventura, CA

**PROVISIONS FOR OVERSIGHT OF YOUTH FUNDING &  
ACTIVITIES  
WORKFORCE INNOVATION AND OPPORTUNITY ACT OF 2014  
(WIOA)**

I. A Standing Committee (107(b)(4)(A)(ii) and (C))

- A. The Act allows the local board to appoint a standing committee “to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations [e.g., private non profits] with a demonstrated record of success in serving eligible youth.”
- B. An existing effective youth council may be so designated.

II. Its Composition

- A. “Such standing committees shall be chaired by a member of the local board, may include other members of the local board, and shall include other individuals appointed by the local board who are not members of the local board and who the local board determines have appropriate experience and expertise.”
- B. “The local board shall ensure that parents, participants, and other members of the community with experience relating to programs for youth are involved in the design and implementation of the programs described in paragraph (1)”. (129(c)(3)(C))

III. Its Duties & Function (107(d)(8)(A)(i) & (10)(B)(i))

- A. The local board shall “conduct oversight for local youth workforce investment activities authorized under section 129(c) ...”
- B. The local board shall “identify eligible providers of youth workforce investment activities in the local area by awarding grants or contracts on a competitive basis...based on the recommendations of the youth standing committee if such a committee is established for the local area under subsection (b)(4).”.
- C. See I. A above.”

## **WIB PLANNING**

Ventura County Regional Strategic Workforce Development Plan: Program Years  
2013-2017

### **SECTION 1 VISION**

#### **GOAL (COMMITMENT):**

The Workforce Investment Board of Ventura County (WIBVC) is comprised of 37 representatives from business labor, education, economic development, government, and community-based organizations appointed by the Ventura County Board of Supervisors (Chief Local Elected Official). Working partnerships with other regional leaders, the WIBVC is committed to serving as a convener, workforce analyst, broker, capacity builder, and unifying community voice in driving the achievement of the workforce development vision, goals, and action plans for the benefit of the Ventura County region and the people of California. In compliance with federal Workforce Investment Act (WIA) and California legislative and administrative standards and requirements, WIBVC is committed to providing oversight for job, skill development, and business services in the Ventura County Region.

### **SECTION 2 BUSINESS SERVICE PLAN**

#### **GOAL:**

Foster collaboration across public and private-sector entities in the region to develop and leverage training and education opportunities for workforce development

#### Sub-goals:

1. Coordinate and develop high-quality, actionable labor market information data that assess regional industry and occupational trends and needs
2. Provide Rapid Response services (especially for priority industries) that include early warning systems and business layoff aversion activities
3. Encourage business partners to help drive demand-driven activities through joint planning, competency and appropriate curriculum development
4. Communicate the results of WIBVC efforts to the community in a transparent manner

### **SECTION 3 ADULT PLAN**

#### **GOAL:**

Increase the number of adults in the Ventura County region who obtain a marketable and industry-recognized credential or degree and are placed in a related sector job, with a special emphasis on unemployed, underemployed, low-income, veterans, individuals with disabilities, and other at-risk populations

#### Sub-goals:

1. Prioritize training for occupations in high-demand industry sectors in the regional economy

2. Conduct WIA services that are directed to apprenticeable occupations, in coordination with one or more apprenticeship programs approved by the DIR-DAS for the occupation and geographic area
3. Partner with priority-sector employers to develop potential on-the-job training (OJT) and other customized training activities (participation in "Earn and Learn" models)

## **SECTION 4 YOUTH PLAN**

### **GOAL:**

Increase the number of high school students in the Ventura County region who graduate prepared for post-secondary vocational training, further education, and/or a career, with an emphasis on at-risk youth and those from low-income communities

#### Sub-goals:

1. Partner to reduce the overall high school dropout rate in the Ventura County region
2. Partner to re-engage disconnected youth
3. Partner with employers, educators and others to help youth understand career pathway options and workforce pipelines
4. Partner to encourage youth to focus on the attainment of post-secondary degrees and other credentials important to employers in the regional labor market (especially the priority sectors)

## **SECTION 5 ADMINISTRATION**

### **GOAL:**

Meet all federal and state legal requirements for local board membership

#### Sub-goals:

1. Review performance to encourage continuous improvement
2. Integrate service delivery
3. Use WIA funds to leverage and braid other public and private resources

N.B.: "Things To Do," or actual activities, need to be added to each Section, as the means to the desired ends.

**SECTION 4 YOUTH PLAN  
Youth Council  
(2/4/15 rev.)**

Analysis		
Next Steps		

3. Career Pathways/Workforce Pipelines

Done	When	By Whom
WIB Youth Programs (including analysis of performance)	Ongoing	BGCOP, PP, VACE
Jobs for the Future Webpage	Ongoing	theAgency
Youth Job Fair (Oxnard)	8/12/13	WOSMOHINC/Vint
VC Innovates Career Pathways Grant	2/4/15 (ongoing)	VCOE/Morse
Career Pathways Community Partnership Oxnard Union High School Grant	2/4/15 (ongoing)	Soumakian, <i>et al.</i>
Ventura County Innovates Career Pathways Grant Proposal	2/4/15 (in progress)	Morse <i>et al.</i>
Ventura County Occupational Employment Data Growth Projections for Healthcare, Manufacturing, Clean-green	7/11/14 (ongoing)	WIB
Amgen STEM Grant to CSUCI	2/4/15 (ongoing)	Hampton <i>et al.</i>
Application from Gold Coast Consortium for Career Pathways Grant, second phase	1/6/15	Claudia Weintraub, River Oaks

To Do	When	By Whom
New MOU between VCOE & VCCCD for Better Articulation		
Analysis		
Next Steps		

4. Post-secondary degrees/credentials

Done	When	By Whom
WIB Youth Programs (including analysis of performance)	Ongoing	BGCOP, PP, VACE
AB 86 Adult Education Alignment Consortium Grant	2/24/14 (ongoing)	Johnson <i>et al.</i>
Regional Partnership for Career Connect Grant from DOL	2/14 (not granted)	VCOE/WIB/High schools
AB 86 Committee: articulation agreements, <i>etc.</i>	2/1/15 (ongoing)	Johnson (VACE), <i>et al.</i>

To Do	When	By Whom
Inventory of Local and Industry-Recognized Credentials		WIB
Analysis		
Next Steps		

**SECTION 4 YOUTH PLAN**  
**Youth Council**  
**(2/4/15 rev.)**

**FINAL GOAL (WHAT WE WANT TO ACHIEVE IN THE END):**

Increase the number of high school students in the Ventura County region who graduate prepared for post-secondary vocational training, further education, and/or a career, with an emphasis on at-risk youth and those from low-income communities

What Will Show Success (Preliminary, or Sub-goals)?

1. Partner to reduce the overall high school dropout rate in the Ventura County region
2. Partner to re-engage disconnected youth
3. Partner with employers, educators and others to help youth understand career pathway options and workforce pipelines
4. Partner to encourage youth to focus on the attainment of post-secondary degrees and other credentials important to employers in the regional labor market (especially the priority sectors)

What Do We Plan To Do (The Specific Activities, or the Means)?

1. Dropout Rate

Done	When	By Whom
WIB Youth Programs (including analysis of performance)	Ongoing	BGCOP, PP, VACE
Drop out Reduction Plan (1% Long-Term)	April 2013 (YC 5/1/13)	VCOE/Rice
4 <sup>th</sup> Annual Summit: Business & Community Leaders Alliance of Ventura County (early childhood education)	12/5/13	First 5 Ventura County; EDC-VC
Inventory of Dropout Recovery & Prevention Programs/Services	2/4/15 (ongoing): needs Simi & Ventura districts	VCOE/Morse <i>et al.</i>

To Do	When	By Whom
Analysis of Effectiveness of Dropout Programs	2/4/15 (ongoing)	VCOE
Next Steps		

2. Disconnected Youth

Done	When	By Whom
WIB Youth Programs (including analysis of performance)	Ongoing	BGCOP, PP, VACE
Presentations to the Youth Council: SARB and Access & Equity in the P-20 Pipeline	April 2, 2014	Ross/Eyermann

To Do	When	By Whom







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

<b>Committee</b>	
<b>Goal</b>	

**Components of Plan**

<b>1. Engage Leaders</b>	
<b>2. Analyze Data</b>	
<b>3. Take Inventory</b>	
<b>4. Identify Gaps</b>	
<b>5. Determine Priorities</b>	
<b>6. Take Action</b>	
<b>7. Monitor Progress</b>	



**BOYS & GIRLS CLUBS**  
OF GREATER OXNARD AND  
PORT HUENEME

The Boys and Girls Clubs of Greater Oxnard and Port Hueneme and The Workforce Development Board of Ventura County are proud to invite you and your family to...

## The Success Ceremony for the **Youth Empowerment Program**

Please join us in celebrating our youth's completion of the program.

**Thursday, April 28, 2016**

Martin V. Smith Youth Center  
1900 W. Fifth Street, Oxnard



**DINNER** 4:00 - 5:00 P.M.

**CEREMONY** 5:00 - 6:00 P.M.

**RSVP** by April 21<sup>st</sup> to 805.483.1118

