



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

Thursday, August 24, 2017
8:00 a.m. – 10:00 a.m.

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

AGENDA

- | | | |
|-----------|---|-----------------------------------|
| 8:00 a.m. | 1.0 CALL TO ORDER AND AGENDA REVIEW | Vic Anselmo |
| 8:05 a.m. | 2.0 PUBLIC COMMENTS

<i>Procedure: 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.</i> | Vic Anselmo |
| 8:10 a.m. | 3.0 WDB CHAIR COMMENTS | Vic Anselmo |
| 8:20 a.m. | 4.0 CONSENT ITEMS

4.1 Approve Workforce Development Board Minutes: June 8, 2017
4.2 Receive and File: WDB Committee Reports
4.3 Approve Addition or Deletion of Providers and/or Programs (Courses) for the Eligible Training Providers List (ETPL) | Vic Anselmo |
| 8:30 a.m. | 5.0 SERVICE RECOGNITION FOR CHERYL MOORE | Vic Anselmo
Barry Zimmerman |
| 8:45 a.m. | 6.0 GUEST SPEAKER

T-TEN Automotive Technology Program
Chad Stangeland, Program Instructor
Ventura College | Vic Anselmo |
| 9:15 a.m. | 7.0 ACTION ITEMS

7.1 Recommendation that the Workforce Development Board of Ventura County (WDBVC) authorize WDB staff to release a Request for Proposals (RFP) for Workforce Innovation and Opportunity Act (WIOA) Marketing and Outreach services

7.2 Recommendation that the Workforce Development Board of Ventura County (WDBVC) authorize WDB staff to release a Request for Proposals (RFP) for Business Retention and Layoff Aversion Services | Brian Gabler

Talia Barrera |

9:25 a.m.	8.0 WIOA Updates WDB Regional Plan, MOU Phase II, & AJCC Certification	Patrick Newburn
9:35 a.m.	9.0 WDB Administration <ul style="list-style-type: none"> • Board Membership: Update • Meeting Format Discussion • On the Calendar: CWA Meeting of the Minds in Monterey – Sept 5 -7, 2017 	Patty Schulz Melissa Livingston Vic Anselmo
9:55 a.m.	10.0 WDB MEMBER COMMENTS	WDB Members
10:00 a.m.	11.0 ADJOURNMENT <u>Next WDB Meeting</u> October 26, 2017 (8:00 a.m.-11:30 a.m.) VCCF Nonprofit Center – Community Room 4001 Mission Oaks Boulevard, Camarillo, CA	Vic Anselmo

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

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



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

ANNUAL MEETING MINUTES

June 8, 2017

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

WDB Members Present

Jim D. Faul, WDB Chair	Charles Harrington	Alex Rivera
Vic Anselmo, Vice Chair	Capt. Douglas King	Patty Schulz
Greg Barnes	Byron Lindros	Sumantra Sengupta
Victor Dollar	Gregory Liu	Tony Skinner
Brian Gabler	Anthony Mireles	Bruce Stenslie
Greg Gillespie	Mary Navarro-Aldana	Jesus Torres
Jeremy Goldberg	Tracy Perez	Greg Van Ness
Kathy Harner	Bill Pratt	Celina Zacarias

WDB Members Absent

Cindy Guenette	Roger Rice	Peter Zierhut
Victoria Jump	Richard Trogman	
Dona Toteva Lacayo	Stephen Yeoh	

WDB Administration Staff

Talia Barrera	Tracy Johnson	Ma Odezza Robite
Patricia Duffy	Patrick Newburn	

Guests

Cynthia Azari	Oxnard College
Mike Barber	Guest
Jason Barnes	Office of Congresswoman Brownley
Erika Beck	California State University, Channel Islands
Bijou Beltran	Oxnard Union High School District
Jim Buscemi	GBL Systems Corporation
Wissal Buscemi	Guest
Connie Chan	Employment Development Department
Robin Campos	Port of Hueneme
Penelope De Leon	Oxnard Union High School District
Rebecca Evans	HSA Adult and Family Services, WIOA
Amy Fonzo	Oxnard Chamber of Commerce
Heidi Hayes	theAgency
William Hills	United Staffing Associates
Cynthia Herrera	Oxnard College
Senator H B Jackson	Office of Senator Hannah-Beth Jackson (Pre-recorded video)
Robert Lee	Employment Development Department
Melissa Livingston	Human Services Agency, County of Ventura (HSA)
Stan Mantooth	Ventura County Office of Education
David Maron	Ventura County Civic Alliance

Richard McNeal	Retired WDB Administration Manager
Tiffany Morse	Ventura County Office of Education
Howard Nilsen	BIODICO
Christy Norton	HSA Adult and Family Services, WIOA
Raul Ornelas	HSA Adult and Family Services, WIOA
Natalia Ramirez	JR Bookkeeping, Inc.
Juliana Ramirez	JR Bookkeeping, Inc.
Mary Anne Rooney	Ventura County Civic Alliance
Jim Rose	Oxnard Chamber of Commerce
Jeanette Sanchez	Office of Assemblymember Jacqui Irwin
Dave Shermer	Ventura County Office of Education
Rebecca Tafoya	HSA Adult and Family Services, WIOA
Trey Teal	BIODICO
Gil Torres	Naval Air Warfare Center Weapons Division
Mercy Urrea	Carpenters Local Union 150
Anthony Ventura	Carpenters Local 150

1.0 CALL TO ORDER AND AGENDA REVIEW

WDB Chair Jim D. Faul called the meeting to order at 8:04 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 members: Sumantra Sengupta (California Lutheran University) and Dona Toteva Lacayo (The Port of Hueneme Oxnard Harbor District).

Melissa Livingston, Chief Deputy Director for the Human Services Agency, County of Ventura, provided an update on the status of WDB Executive Director, Cheryl Moore's leave of absence.

Vic Anselmo WDB Vice Chair thanked recent Workforce Wednesday radio show participants. In May 2017, WDB members: Anthony Mireles and John Brooks (Senior Sustainability Analyst City of Thousand Oaks and WDB Clean/Green Committee member) talked about the benefits of running a green business. Recordings of this 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: April 27, 2017

4.2 Approve 2017-2018 Meeting Dates: WDB and Executive Committee

4.3 Receive and File: WDB Committee Reports

Motion to approve the Consent Items: Brian Gabler

Second: Alex Rivera

Motion carried unanimously

5.0 2017 WDB AWARDS

WDB Outreach Chair, Brian Gabler, hosted the presentation of the 2017 WDB Awards. WDB members congratulated the recipients and expressed appreciation for the exceptional contributions made by members of the community to help build a strong and competitive workforce in Ventura County.

WDB Youth Opportunity Award

- Oxnard Chamber of Commerce

WDB Champion for Prosperity Award

- JR Bookkeeping, Inc.

WDB Collaborative Action Award

- BIODICO

WDB Collaborative Action Award

The Test & Evaluation Collaboration Hub (TECH Center)

- Ventura County Office of Education;
- Oxnard Union High School District;
- California State University, Channel Islands;
- Carpenters Local Union 150;
- GBL Systems Corporation;
- IBEW Local 952 and Tri-Counties Building and Construction Trades Council;
- Office of Congresswoman Julia Brownley;
- Office of Assemblymember Jacqui Irwin;
- Office of Senator Hannah-Beth Jackson;
- Naval Air Warfare Center Weapons Division;
- Oxnard College;
- TEQ Games;
- Ventura County Civic Alliance

6.0 ACTION ITEMS

6.1 Nominations for the Election of Workforce Development Board of Ventura County (WDB) Chair and WDB Vice Chair to Serve from July 1, 2017, through June 30, 2018

Alex Rivera, Nominating Committee Chair, placed names in nomination for WDB Chair and WDB Vice Chair. Jim D. Faul thanked the members of the Nominating Committee for their service on behalf of the WDB and then discharged the committee.

Jim Faul conducted the election, which resulted in the selection of Vic Anselmo as new WDB Chair and Gregory Liu as WDB Vice Chair.

Motion to approve the nominations: Bruce Stenslie

Second: Anthony Mireles

Motion carried unanimously

6.2 Recommendation that the Workforce Development Board of Ventura County (WDB) Approve a Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan for Program Year 2017-2018

Mr. Faul shared that at the April Executive Committee meeting Melissa Livingston, Chief Deputy Director, and Bryan Gonzales, Chief Financial Officer of the Human Services Agency presented to the Committee a budget with a shortfall of funding to have a discussion and seek recommendations on how to allocate core funding. At that meeting the Committee asked staff to come back with a budget reflecting both 3% and 5% use of management reserves to make up for that shortfall in WIOA core funds for PY 2017-18.

At the May Executive Committee meeting Mr. Gonzales presented a tentative balanced budget plan reflecting both 5% and 3% management reserves. (A full description of these documents including the Finance Report Summary Highlights is in the May 18 Executive Committee meeting packet posted on the WDB website: www.workforceventuracounty.org.) The Executive Committee agreed to make the recommendation to use the budget plan with the 3% reduction in management reserves and to move forward to the WDB with the Executive Committee recommendations. With the reduced reserves they were able to present a balanced budget.

Motion to approve: Brian Gabler
Second: Greg Van Ness
Motion carried unanimously

7.0 WIOA ADMINISTRATION

- One-Stop Operator

Melissa Livingston updated the Board on the status of the WIOA America's Job Center of California (AJCC) One-Stop Operator. Ms. Livingston provided an update, to the Board, on the results of the April 2017 Program Year 2016-17 WDBVC financial management and procurement activities. The Fiscal and Procurement Monitoring Review, was conducted by the Employment Development Department.

Ms. Livingston stated, in response to the finding in the review, moving forward with all future procurements of the One-Stop Operator, we will ensure that competition allows for both types of entities, a Consortia and Single Entity for a full and open competition. In addition, it was reported that WDB staff was not involved in managing the RFP process. To eliminate any conflict of interest or perception of a conflict of interest in the procurement of the One-Stop Operator, the WDB had the procurement of the One-Stop Operator performed by the General Services Agency. It was believed a firewall was in place. We did learn that other WDBs monitor reviews had the same findings and that the State will provide more clarity moving forward.

- Recognition of outgoing WDB Chair

Vic Anselmo thanked Jim D. Faul on behalf of the WDB, for serving as WDB Chair and his outstanding leadership and enthusiastic commitment to collaborate workforce development in Ventura County. Vic presented Mr. Faul with a recognition plaque.

Jim D. Faul thanked the WDB and reflected on the remarkable accomplishments of the WDB members and staff. He expressed gratitude to all of the WDB committee chairs for their support. Mr. Faul added that each of the WDB members brings a tremendous amount of information and resources individually and collectively and is thankful for their active participation.

- On the Calendar

Jim D. Faul announced to the Board the upcoming WDB Board of Supervisors Study Session on July 18, 2017, held at the County of Ventura Hall of Administration. He also announced the California Workforce Association Conference, Meeting of the Minds in Monterey September 5-7, 2017.

8.0 WDB MEMBER COMMENTS

Jim D. Faul announced that Tracy Perez Chair of the Ventura County Civic Alliance provided a few copies of the 2017 State of the Region Report (SOTR) and if members would like a copy to contact her.

9.0 ADJOURNMENT

Motion to adjourn at 9:00 a.m. Greg Barnes
Second: Brian Gabler
Motion carried unanimously

Next WDB Meeting

Thursday, August 24, 2017 (8:00 a.m.–10:00 a.m.)
Ventura County Office of Education (Salon B)
5100 Adolfo Road, Camarillo, CA



Workforce Development Board of Ventura County

August 24, 2017

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: VIC ANSELMO, CHAIR EXECUTIVE COMMITTEE
DATE: AUGUST 24, 2017
SUBJECT: EXECUTIVE COMMITTEE REPORT

The Executive Committee met on July 27, 2017. In attendance were Committee members: Vic Anselmo (Chair), Gregory Liu (Vice Chair), Greg Barnes, Brian Gabler, Alex Rivera, Patty Schulz, and Jesus Torres, as well as WDB staff: Talia Barrera, Patricia Duffy, Patrick Newburn, Vivian Pettit, and Ma. Odezza Robite, and guests: Nancy Ambriz (HSA AFS/WIOA), Bryan Gonzales (HSA Fiscal Department), Heidi Hayes (theAgency), Melissa Livingston (Human Services Agency), and Eileen Rohlfing (WIOA Regional Advisor, EDD Workforce Services). The following is a summary of topics discussed at the meeting:

WDB FINANCE AND GRANT REPORTS

- FY 2016-17 Financial Status Report: June 2017

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 June 30, 2017. (A copy of the FSR is in the July 27, 2017 Executive Committee meeting packet posted on the WDB website: www.workforceventuracounty.org). The status of expenditures at 100% into fiscal year was:

Table with 4 columns: Fund Name, 2016-2017 Plan, YTD Expended, % Expended vs. Plan. Rows include WIOA Core Funds (Dislocated Worker, Adult, Youth, Rapid Response) and WIOA Non-Core Funds (DOL Bridges 2 Work Grant, CWDB Steps 2 Work Grant, VC I-E3, CWDB Regional Capacity Bldg.), plus a Total WIOA Grants row.

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.

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.

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.

- WIA/WIOA Core Formula Funds Utilization

The State requires WDBs to spend a minimum of 80% of the annual WIOA Dislocated Worker, Adult, and Youth core grant allocations and 100% of the annual Rapid Response core grant allocation by June 30, 2017. Under WIOA requirements, at least 75% of the annual Youth WIOA core allocation must be expended for out-of-school youth and 20% of the funds must be applied to Work Experience by June 30, 2017.

- WIA/WIOA Training Expenditures

As shown in the table below, the summary of WIOA training expenditures, as of June 30, 2017, 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 25%	1,240,117 30%	1,203,809 30%
Formula Fund Training Expenditures	1,128,877	934,796	677,551
Leveraged Resources			
• Total Leveraged Resources Used Toward Training Expenditures	425,933	324,240	200,286
• Maximum Allowed Leveraged Resources (10%)	409,235	413,372	401,270
Total Leveraged Resources Used Toward Training Expenditures	409,235	324,240	200,286
• Total Amount Spent on Training	1,538,112	1,259,036	877,837
• % of Training Requirement Met (Final goal = 100%)	150%	102%	73%

PERFORMANCE REPORT PY 2016-2017

Patrick Newburn presented the summary of WIOA Enrollments and Year-End Report from July 1, 2016 to June 30, 2017. There were six hundred forty-eight (648) total WIOA enrollments between all providers. Members reviewed the total enrollments for each category: Adult (134), Dislocated Workers (214), Steps2Work (26), Bridges2Work (44), as well as the three Youth Program Providers (174). Members were reminded that PathPoint and Boys & Girls Clubs of Greater Oxnard & Port Hueneme (BGCOP) were awarded new contracts for Program Year (PY) 2017-2018, however Ventura Adult and Continuing Education (VACE) was not awarded a contract. Thirty (30) clients from VACE were transferred to PathPoint and BGCOP. Both providers have made contact with their transfer clients to ensure a smooth transition. All of the PY17-18 and PY16-17 enrollments are out-of-school youth, ages sixteen to twenty-four (16-24) years old.

ACTION ITEM

The Executive Committee considered background information, discussed, and provided consent vote on the following item.

- **Recommendation for Approval of, and Authorization for the Chair of the Workforce Development Board to Sign a Memorandum of Understanding (MOU) with Member Partners of the America's Job Center of California (AJCC) system and forward the MOU to the Ventura County Board of Supervisors with a Recommendation for Approval**

Melissa Livingston, Chief Deputy Director - Human Services Agency, presented background perspective of the recommendation and explained the previously approved MOU Phase 1 has identified the AJCC Partners and their roles and responsibilities, while the currently proposed MOU Phase 2 identifies how Partners will share costs fairly in the context of a One-Stop - AJCC environment. Completed MOU Phase 2 deadline is September 1, 2017.

Motion approved.

The meeting packet with background information on the action items is available on the WDB website: www.workforceventuracounty.org.

WIOA IMPLEMENTATION UPDATES

- **Status of Fiscal and Procurement Monitoring**

Melissa Livingston provided an update on the recent fiscal and procurement State monitoring results which listed concerns about procurement procedures and the One-Stop Operator firewall protocols. HSA and WDB have responded to the State and have implemented corrections to address procurement procedures, firewall policies, and a revised policy on reimbursement of transportation expenses for Support Services.

- **WDB Regional / Local Plan 2017-2020 Update**

Patrick Newburn provided an update that the State "conditionally approved" the 2017-2020 Regional and Local Plans in April 2017. The State asked for additional clarification regarding the competitive procurement of the One-Stop Operator. WDB amended a section under 'Grants and Administration' in the Local Plan in May 2017. Subsequently the California Workforce Development Board (CWDB)

accepted the modification with recommendation that the 2017-2020 Regional and Local Plans will be 'approved' at their August 2017 board meeting.

- One-Stop Operator Update

Patrick Newburn provided an update that the WDB has received tentative approval from the State for the Ventura Consortium (Human Services Agency, Employment Development Department, and Center for Employment Training) to be the One-Stop Operator at the comprehensive America's Job Center of California in Oxnard (AJCC). WDB is waiting for formal documentation of this approval in order to proceed with the required AJCC Certification process.

- Regional Training Plan Update

Vivian Pettit reported that the State provides trainings for staff, partners, and board members related to WIOA topics (e.g. WIOA 101, WIOA Performance Goals, Career Pathways, etc.). Additionally, the AJCC needs to offer specific staff and partner trainings in order to fulfill AJCC certification requirements. WDB members will be invited to relevant classes and may attend via web-based, online, classroom, or workshop courses as schedules are available.

- AJCC Certification

Vivian Pettit reported that WIOA law and the CWDB require that the comprehensive AJCC be certified every three years. New this year is a two-step certification intended to provide the AJCC system with a mechanism for continuous improvement. The "Baseline Certification" is due December 31, 2017 and the "Hallmarks of Excellence" Certification is due June 30, 2018. Our local WDB is the authority to evaluate and provide both certifications. WDB is required to conduct an independent and objective evaluation using criteria and procedures established by the CWDB. The WDB Programs Committee, standing committee responsible for WIOA programs oversight, will be the core of the AJCC Certification Workgroup to conduct the on-site evaluations and performance reviews. Other partners will be invited to join the workgroup, in order to provide an independent and objective review and evaluation. The assessment process will begin in October and conclude in December, with the workgroup goal to make recommendation to the WDB for the "Baseline Certification". Lastly, the workgroup will conduct a more intensive evaluation and ranking beginning in January 2018 and conclude in June, with goal of making recommendation to the WDB for the "Hallmarks of Excellence Certification".

WDB ADMINISTRATION

- Board Membership

Patty Schulz announced that Greg Barnes was reappointed to a three-year term as a WDB Board Member, by the County Board of Supervisors at it's August meeting.

- Meeting Format Discussion

Melissa Livingston led the committee in discussion regarding stewardship and how to increase WDB member engagement. Members additionally discussed how WDB meetings might add more value to WDB Members. Ms. Livingston provided examples to liven WDB meeting such as including WIOA client success stories, inviting program operators and contractors as guest speakers, and including educators as presenters.

Committee members had several suggestions including:

- Dashboard to simplify WDB/WIOA Financial Reports

- Provider & Contractor presentations regarding overview of their services
 - Presentations that include human impact stories and testimonies that explain how WIOA services make a difference in their lives
 - Reports that provide a snapshot of the economic Return of Investment (ROI) in human terms as well as financial return to the community
 - WDB member education opportunities to learn more about WIOA such as a “ WIOA 101” and WDB leadership & Administration
 - WDB member stewardship: Developing a WDB member “buddy” model, that encourages seasoned members assisting new members acclamation to the WDB
- On the Calendar: CWA Meeting of the Minds, September 5 - 7, 2017

Vic Anselmo announced the California Workforce Association (CWA) *Meeting of the Minds* conference in Monterey on September 5 – 7, 2017. WDB members attending are Vic Anselmo, Patty Schulz, and Greg Barnes as well as WDB staff Melissa Livingston, Patricia Duffy, Patrick Newburn, and Vivian Pettit.

COMMITTEE MEMBER COMMENTS

- Melissa Livingston reported that the selection process and recruitment for the new WDB Executive Director will take a several weeks before the person is selected and hired. The County hiring process will include a nationwide recruitment, review and potential rewrite of the job classification, and that the WDB Chair and Vice Chair will be involved in the selection process.
- Nancy Ambriz (HSA/AFS/WIOA) announced that US House of Representatives Rep. Salud Carbajal will be visiting the AJCC at Riverpark (Oxnard) on August 14, 2017. Invitations will be sent to the WDB and AJCC partners.

The next meeting of the Executive Committee is scheduled for September 14, 2017, from 8:00 a.m. to 9:30 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA.

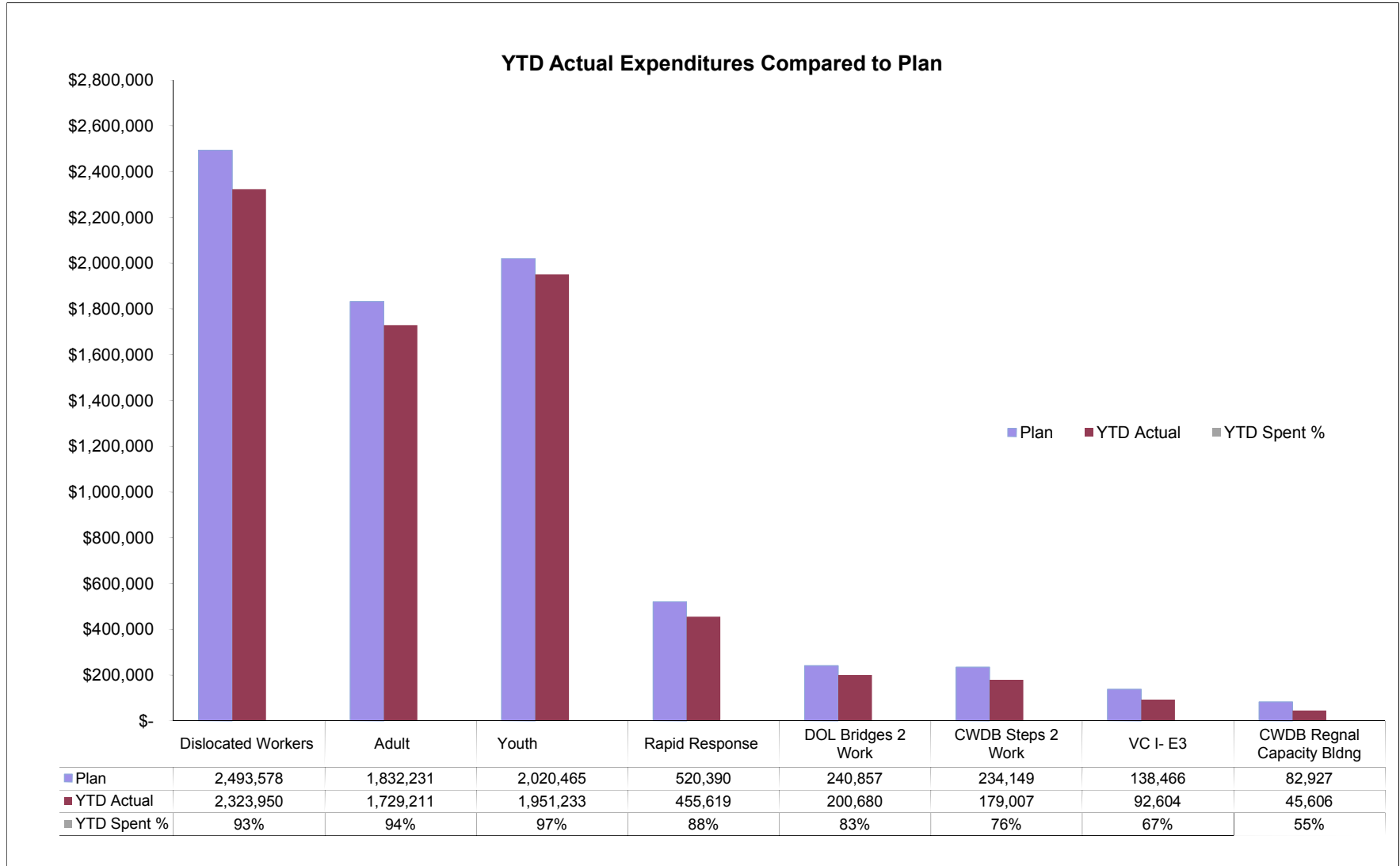
If you have questions or need more information, please call me at (805) 497-1244, or Melissa Livingston, HSA Chief Deputy Director at (805) 477-5306.



FINANCIAL STATUS REPORT for FISCAL YEAR 2016-2017
Year to Date Expenditures from 07/01/16 to 6/30/17 (100% into the Fiscal Year)
Submitted on: June 20, 2017

FINANCIAL STATUS REPORT for FISCAL YEAR 2016-2017

Year to Date Expenditures from 07/01/16 to 6/30/17 (100% into the Fiscal Year)



FINANCIAL STATUS REPORT for FISCAL YEAR 2016-2017

Year to Date Expenditures from 07/01/16 to 6/30/17 (100% into the Fiscal Year)

Name of Grants	Salaries and Benefits			Direct Program/WIOB Special Projects			Other Operating Expenses			Total			
	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan *	YTD Actual	%	Plan Balance
Core Grants:													
Dislocated Worker	1,464,819	1,473,773	101%	718,659	512,759	71%	310,100	337,417	109%	2,493,578	2,323,950	93%	169,628
Adult	1,095,740	1,079,679	99%	511,260	398,387	78%	225,231	251,145	112%	1,832,231	1,729,211	94%	103,020
Youth	482,678	479,157	99%	1,285,682	1,187,500	92%	252,106	284,576	113%	2,020,465	1,951,233	97%	69,232
Rapid Response	333,708	300,381	90%	119,902	90,004	75%	66,780	65,234	98%	520,390	455,619	88%	64,772
Others:													
DOL Bridges 2 Work	11,424	154,529	1353%	220,581	19,354	9%	8,852	26,796	303%	240,857	200,680	83%	40,177
CWDB Steps 2 Work	101,146	96,820	96%	125,577	64,443	51%	7,426	17,744	239%	234,149	179,007	76%	55,142
VC I- E3	134,040	79,251	59%	-	-	0%	4,426	13,352	302%	138,466	92,604	67%	45,862
CWDB Regnal Capacity Bldng	43,444	39,030	90%	29,250	-	0%	10,232	6,576	64%	82,927	45,606	55%	37,321
Total WIOA Grants	\$ 3,667,000	\$ 3,702,621	101%	\$ 3,010,911	\$ 2,272,447	75%	\$ 885,152	\$ 1,002,841	113%	\$ 7,563,063	\$ 6,977,909	92%	\$ 585,154

Submitted on:

Submitted on: June 20, 2017

FINANCIAL STATUS REPORT for FISCAL YEAR 2016-2017
Year to Date Expenditures from 07/01/16 to 6/30/17 (100% into the Fiscal Year)

	Salaries and Benefits			Direct Program/Client Expenses			Other Operating Expenses			Total		
	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total
CORE GRANTS:												
Dislocated Worker	1,421,139	52,635	1,473,773	510,018	2,741	512,759	314,157	23,260	337,417	2,245,314	78,636	2,323,950
Adult	1,041,120	38,560	1,079,679	396,272	2,115	398,387	233,832	17,312	251,145	1,671,224	57,987	1,729,211
Youth	462,045	17,113	479,157	1,100,806	86,694	1,187,500	264,959	19,617	284,576	1,827,810	123,424	1,951,233
Rapid Response	289,653	10,728	300,381	83,706	6,298	90,004	60,737	4,497	65,234	434,096	21,522	455,619
OTHERS:												
DOL Bridges 2 Work	149,010	5,519	154,529	4,354	15,000	19,354	24,949	1,847	26,796	178,314	22,366	200,680
CWDB Steps 2 Work	93,362	3,458	96,820	8,193	56,250	64,443	16,521	1,223	17,744	118,076	60,931	179,007
VC I- E3	76,421	2,830	79,251	-	-	-	12,432	920	13,352	88,853	3,751	92,604
CWDB Regnal Capacity Bldng	37,636	1,394	39,030	-	-	-	6,123	453	6,576	43,758	1,847	45,606
Total WIOA Grants	\$ 3,570,385	\$ 132,236	\$ 3,702,621	\$ 2,103,350	\$ 169,098	\$ 2,272,447	\$ 933,711	\$ 69,130	\$ 1,002,841	\$ 6,607,445	\$ 370,464	\$ 6,977,909

WIOA Training Activity Summary (Expended and Leveraged)

(based on annual report "Summary of Leveraged Resources - Attachment 6 - page 35 of WSD12-3)

Year to Date Expenditures from 07/01/16 to 6/30/17 (100% into the Fiscal Year)

Rpt Line #	Program Year Funding and Traing Expenditures	FY 12-14 Grant Due 10/01/14	FY 13-15 Grants Due 10/01/15	14-16 Grants (Due 10/1/16)	15-17 Grants K698402 (Due 10/1/17)	16-18 Grants K7102079 (Due 10/1/18)
4)	Adult and Dislocated Worker Formula Fund Allocations	4,503,559	4,346,991	4,092,349	4,133,724.00	4,012,696.00
5)	Training Expenditures Required	1,125,890	1,086,748	1,023,087	1,240,117	1,203,809
	<i>Training Expenditures % Required</i>	25%	25%	25%	30%	30%
6)	Formula Fund Training Expenditures	921,243	1,053,524	1,128,877	934,796	677,551
	Leveraged Resources					
	- Total Leveraged Resources	562,187	400,025	425,933	324,240	200,286
	- Maximum Allowed Leveraged Resources (10%)	450,356	434,699	409,235	413,372	401,270
7)	- Total Leveraged Resources Used Towards Training Expenditures	450,356	400,025	409,235	324,240	200,286
8)	Total Amount Spent On Training (should equal/exceed Line 5)	1,371,599	1,453,549	1,538,112	1,259,036	877,837
	% of Training Requirement Met (final goal is 100%)	122%	134%	150%	102%	73%

9)	Leveraged Resources Detail (notes)					
	(a) Pell Grant	116,771	233,994	135,654	135,761	38,912
	(b) Programs Authorized by the Workforce Investment Act (VETP)	200,457	0	0		
	(c) Trade Adjustment Assistance (EDD)	129,548	0	0		
	(e) Match Fund from Employers, and Industry Associations (OJT 50%)	115,411	166,031	290,279	188,479	161,374
	Total	562,187	400,025	425,933	324,240	200,286
Legends/Coding for Source/Type of Leveraged Resources:						
9a) = Pell Grant						
9b) = Programs Authorized by the Workforce Investment Act (specify)						
9c) = Trade Adjustment Assistance						
9d) = Dept of Labor National Emergency Grants						
9e) = Match funds from employers, industry, and industry associates (specify)						
9f) = Match funds from joint labor-management trusts (specify)						
9g) = Employment Training Panel grants						

NOTES:

Early in the year, the "% of Training Requirement Met..." shown above may appear to "understate" the degree to which the organization is actually accomplishing its planned training goals (i.e. the organization is likely doing better than it looks here). This is because the training expenditures shown in this report do NOT include costs related to two areas of current year training activities that are in the current year Plan:

- 1) Current year training activities (in current year Plan) that have been paid with prior year grant funds
- 2) Current year training activities (in current year Plan) that have been committed to but not yet paid

FY 2016-17 WIOA BUDGET PLAN (Approved on 5/19/16, updated on 10/27/16)

											Year to Date Expenditures from 07/01/16 to 6/30/17 (100% into the Fiscal Year)		
			Dislocated Worker	Adult	Youth	Rapid Response	DOL Bridges 2 Work	CWDB Steps 2 Work	VC I- E3	CWDB Regnal Capacity Bldng	FY 16-17 Plan		
Revenue Projection:													
1	FY16-17 Grants (WSIN15-45 & -51)	-5.0%	2,269,724	1,742,972	1,906,759	480,753	500,000	400,000	240,940	428,479	7,969,627		
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)		(197,476)		
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 Overage)		16,020	8,349	94,011	14,582	(23,605)	3,854	34,718		147,929		
8	Overhead Saving/(Overage)			6,420		19,524					25,944		
9	FY 15-16 Unspent Direct expense		95,832	13,000	62,175	5,946	25,129				202,082		
10	ITA/OJT Committed FY15-16 Spent in FY16-17		50,000	18,000							68,000		
11	Total Available Grants to to be Spent		2,490,097	1,833,689	2,022,074	520,805	240,857	234,149	138,466	428,479	7,908,616		
12	Grants %		31.5%	23.2%	25.6%	6.6%	3.0%	3.0%	1.8%	5.4%	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	2,562,397	100%
19	WDB Administration	1,117,000	323,930	245,740	318,345	81,541	6,702	6,702	134,040		1,117,000	1,140,224	102%
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	3,702,621	101%
21	Direct Expenses:												
22	<u>Grant Specific Contracts</u>												
23	EDC-VC Business Services					95,000					95,000	76,094	80%
24	Boys and Girls Club: Core Program				475,000						475,000	430,729	91%
25	Pathpoint: Core Program				475,000						475,000	445,904	94%
26	VACE Core Program				260,000						260,000	259,025	100%
27	CSD-CalWORKs Activities						159,081	41,405			200,486	30,000	15%
28	Subtotal - Contracted Program Expense		-	-	1,210,000	95,000	159,081	41,405	-	-	1,505,486	1,241,752	82%
29	<u>Client Expenses:</u>												
30	ITA / OJT (30% required - 10% leverage)		511,566	380,937			40,000	32,000			964,503	699,398	73%
31	ITA / OJT Committed 15-16 Spent in 16-17		50,000	18,000			-	-			68,000	68,000	100%
32	Others/ChildCare/Trans - JTA		31,000	24,000	-		21,500	10,924			87,424	48,183	55%
34	Subtotal - Client Expense		592,566	422,937	-	-	61,500	42,924	-	-	1,119,927	815,581	73%
35	<u>Other Allocated/Contracted Expenses</u>												
36	Geographic Solutions		-	-	-	-					-		
37	Capacity Building Contractual Services									24,250	24,250	-	0%
38	S2W CCD Training	41,248						41,248			41,248	41,250	100%
39	Outrch/Mktg: theAgency	150,000	52,500	40,500	45,000	12,000					150,000	142,167	95%
40	Outreach -WDB	50,000	22,330	11,593	12,784	3,293					50,000	26,325	53%
41	WDB Expense - Non Staff	20,000	8,932	4,637	5,114	1,317					20,000	5,372	27%
42	Program Outreach-CSD	50,000	20,000	20,000		5,000				5,000	50,000	-	0%
43	State Project(s): Update Pending	50,000	22,330	11,593	12,784	3,293					50,000	-	0%
44													
45	Subtotal - other allocated expense	361,248	126,093	88,323	75,682	24,902	-	41,248	-	29,250	385,498	215,114	56%
46	Subtotal- Program/Clients Expenses		718,659	511,260	1,285,682	119,902	220,581	125,577	-	29,250	3,010,911	2,272,447	75%
47	Total Direct Program Expense		2,183,478	1,607,000	1,768,360	453,610	232,005	226,723	134,040	72,694	6,677,911	5,975,069	89%
48	Overhead/Administration:		35.32%	25.73%	28.61%	7.54%	1.00%	0.50%	0.50%	0.80%	100.00%		
49	Communication/Voice/data	65,000	22,955	16,723	18,598	4,904	650	325	325	520	65,000	66,966	103%
50	Insurance	18,612	6,573	4,788	5,325	1,404	186	93	93	149	18,612	18,612	100%
51	Facilities Maint.	95,090	33,582	24,465	27,207	7,174	951	475	475	761	95,090	164,632	173%
52	Membership and dues	12,350	4,362	3,177	3,534	932	124	62	62	99	12,350	21,176	171%
53	Education allowance (consolidated w	0	-	-	-	-	-	-	-	-	-	-	
54	Indirect cost recovery(County A87)	96,670	34,140	24,871	27,659	7,293	967	483	483	773	96,670	96,670	100%
55	Books and Publication	2,000	706	515	572	151	20	10	10	16	2,000	3,509	175%
56	Furniture/Fixtures<5000 (\$44,020)	23,130	8,169	5,951	6,618	1,745	231	116	116	185	23,130	23,735	103%
57	Mail Center - ISF	5,000	1,766	1,286	1,431	377	50	25	25	40	5,000	4,802	96%
58	Purchase Charges - ISF	3,800	1,342	978	1,087	287	38	19	19	30	3,800	3,783	100%
59	Copy Machine - ISF	15,000	5,297	3,859	4,292	1,132	150	75	75	120	15,000	15,114	101%
60	Information Tech - ISF	20,000	7,063	5,146	5,722	1,509	200	100	100	160	20,000	17,487	87%
61	Computer Services Non ISF	2,000	706	515	572	151	20	10	10	16	2,000	2,000	100%
62	Building Lease/Rental	85,500	30,195	21,997	24,463	6,451	855	428	428	684	85,500	109,896	129%
63	Storage Charges - ISF	7,000	2,472	1,801	2,003	528	70	35	35	56	7,000	6,973	100%
64	Mileage Reimb. - Staffs only	33,500	10,331	7,119	8,434	2,527	335	2,168	168	2,419	33,500	33,431	100%
65	Conference/Seminars - CSD Staffs	25,000	7,829	5,432	7,153	1,886	250	1,125	125	1,200	25,000	23,276	93%
66	Conference and Seminars - WDB St:	35,500	12,537	9,133	10,157	2,678	355	178	178	284	35,500	32,665	92%
67	Fiscal/HR/BTD/ET (HSA)	325,000	114,777	83,616	92,988	24,520	3,250	1,625	1,625	2,600	325,000	336,382	104%
68	Attorney Fees	10,000	3,532	2,573	2,861	754	100	50	50	80	10,000	12,764	128%
69	Other misc Admin Services	5,000	1,766	1,286	1,431	377	50	25	25	40	5,000	8,965	179%
70	Subtotal Overhead	885,152	310,100	225,231	252,106	66,780	8,852	7,426	4,426	10,232	885,152	1,002,841	113%
71	Planned Total Grant Expenses		2,493,578	1,832,231	2,020,465	520,390	240,857	234,149	138,466	82,927	7,563,063	6,977,909	92%
72	Admin Rate for State Reporting		8%	8%	8%	9%	2%	1%	2%	5%	8%	0.1	
73	Admin Rate (State Reported + Other)		12%	12%	12%	13%	4%	3%	3%	2%	11%		
74	Work in Progress: Grant Balances		(3,481)	1,458	1,609	415	-	-	-	345,552	345,550		

FY 2016-17 YTD Paid and Accrued Expenditures from 07/01/16 to 6/30/2017 (100% into the Fiscal Year)

		Dislocated Worker	Adult	Youth	Rapid Response	DOL Bridges 2 Work	CWDB Steps 2 Work	VC I- E3	CWDB Regnal Capacity Bldng	Total	Adjusted Plan
Program Revenues:											
1	FY16-17 Grants (WSIN15-45 & -51) -0.05	2,269,724	1,742,972	1,906,759	480,753	500,000	400,000	240,940	428,479	7,969,627	7,969,627
2	FY16-17 Mgmt Reserve:(5% DW, Adult, & 6% Youth)	(113,486)	(87,149)	(117,618)	-	-	-	-	-	(318,253)	(318,253)
3	Grant balance rollover	-	-	0.000%	-	(50,000)	(50,000)	(97,476)	-	(197,476)	(197,476)
4	FY 15-16 Spent for non core grants	-	-	-	-	(210,667)	(119,705)	(39,716)	-	(370,088)	(370,088)
5	Balance rolled over from prior year grants:	-	-	-	-	0	-	-	-	-	-
6	FY15-16 Mgt Reserve	172,007	132,097	76,747	-	-	-	-	-	380,851	380,851
7	Additional rollover - Salaries Savings/(CSD Over	16,020	8,349	94,011	14,582	(23,605)	3,854	34,718	-	147,929	147,929
8	Overhead Saving/(Overage)	-	6,420	-	19,524	-	-	-	-	25,944	25,944
9	FY 15-16 Unspent Direct expense	95,832	13,000	62,175	5,946	25,129	-	-	-	202,082	202,082
10	<i>ITA/OJT Committed FY15-16 Spent in FY16-17</i>	50,000	18,000	-	-	-	-	-	-	68,000	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	428,479	7,908,616	7,908,616
12	% BESD FTES Allocated to Grants 100%										
13	% Admin Staff Allocated to Grants(P 100%										
14	Expenditures: 43.5										
15	Salaries and Benefits:										
16	Direct Salaries- Costed in VCHRP	870,611	639,219	3,673	184,260	133,368	74,241	-	3,630	1,909,002	2,550,000
17	Direct costs (non costed in VCHRP) 630,060	205,727	151,496	167,060	43,028	19,899	19,345	11,440	35,400	653,395	-
18	WDB Program (Per VCHRP) 1,020,019	390,059	283,601	302,700	71,736	1,238	3,173	67,711	-	1,120,219	1,117,000
19	WDB Admin (Per VCHRP) 19,290	7,377	5,363	5,725	1,357	23	60	100	-	20,005	-
20	Subtotal Salaries and Benefits	1,473,773	1,079,679	479,157	300,381	154,529	96,820	79,251	39,030	3,702,621	3,667,000
21	Contracted Services (Grant Specific)										
22	EDC-VC	-	-	-	76,094	-	-	-	-	76,094	95,000
23	Boys and Girls Club: Core Program	-	-	430,729	-	-	-	-	-	430,729	475,000
24	PathPoint: Core Program	-	-	445,904	-	-	-	-	-	445,904	475,000
25	VACE: Allied Hlth Youth(Vta Unified)	-	-	259,025	-	-	-	-	-	259,025	260,000
26	CSD CalWORKS Activity	-	-	-	-	15,000	15,000	-	-	30,000	200,486
27	Subtotal - Contracted Services	-	-	1,135,658	76,094	15,000	15,000	-	-	1,241,752	1,505,486
28	Client Expenses:										
29	Classroom Training - ITA	301,109	143,541	-	-	-	-	-	-	444,650	1,032,503
30	On The Job Training -OJT	138,145	184,602	-	-	-	-	-	-	322,748	-
31	Supportive Services	12,336	23,300	-	-	4,354	8,193	-	-	48,183	87,424
32	Subtotal - Client Expense	451,590	351,443	-	-	4,354	8,193	-	-	815,581	1,119,927
33	Other Allocated/Contracted Expenses										
34	Geographic % Per Plan	-	-	-	-	-	-	-	-	-	-
35	Capacity Building Contractual Svcs	-	-	-	-	-	-	-	-	-	24,250
36	S2W CCd Training	-	-	-	-	-	41,250	-	-	41,250	41,248
37	The Agency(Bill Hamilton) 134,334	49,759	38,385	42,650	11,373	-	-	-	-	142,167	150,000
38	Outreach - WDB 26,325	9,477	7,108	7,634	2,106	-	-	-	-	26,325	50,000
39	WDB Expense - Non Staff 5,372	1,934	1,450	1,558	430	-	-	-	-	5,372	20,000
40	Program Outreach - CSD	-	-	-	-	-	-	-	-	-	50,000
41	Special Project - AJCC Staff Devel	-	-	-	-	-	-	-	-	-	50,000
42	Subtotal - Allocated Services	61,169	46,943	51,842	13,909	-	41,250	-	-	215,114	385,498
43	Subtotal- Contracted/Clients Services	512,759	398,387	1,187,500	90,004	19,354	64,443	-	-	2,272,447	3,010,911
44	Overhead/Administration:										
45	Communication/Voice/data 66,966	22,532	16,771	19,003	4,356	1,789	1,185	892	439	66,966	65,000
46	Insurance A 18,612	6,262	4,661	5,282	1,211	497	329	248	122	18,612	18,612
47	Facilities Maint. 164,632	55,392	41,229	46,718	10,709	4,399	2,913	2,192	1,080	164,632	95,090
48	Membership and dues 27,575	7,125	5,303	6,009	1,378	566	375	282	139	21,176	12,350
49	Education Allowance	-	-	-	-	-	-	-	-	-	-
50	Indirect cost I A 96,670	32,526	24,209	27,432	6,288	2,583	1,710	1,287	634	96,670	96,670
51	Books and Publication 3,509	1,181	879	996	228	94	62	47	23	3,509	2,000
52	Office Supplies/Equipment 19,880	7,986	5,944	6,735	1,544	634	420	316	156	23,735	23,130
53	Mail Center - ISF 4,385	1,616	1,203	1,363	312	128	85	64	31	4,802	5,000
54	Purchase Ch A 3,466	1,273	947	1,073	246	101	67	50	25	3,783	3,800
55	Copy Machine - ISF 6,364	5,085	3,785	4,289	983	404	267	201	99	15,114	15,000
56	Information Tech - ISF 7,487	5,884	4,379	4,962	1,138	467	309	233	115	17,487	20,000
57	Computer Services/Equip 0	673	501	568	130	53	35	27	13	2,000	2,000
58	Building Lease/Rental 109,896	36,976	27,522	31,185	7,149	2,936	1,944	1,463	721	109,896	85,500
59	Storage Charges - ISF 6,973	2,346	1,746	1,979	454	186	123	93	46	6,973	7,000
60	Mileage Reimb. - Staffs only 25,056	11,248	8,372	9,487	2,175	893	592	445	219	33,431	33,500
61	Conference and Seminars - CSD St 14,943	7,832	5,829	6,605	1,514	622	412	310	153	23,276	25,000
62	Conference and Seminars - WDB S 26,266	10,991	8,181	9,270	2,125	873	578	435	214	32,665	35,500
63	Fiscal/HR/BT A 309,299	113,180	84,241	95,455	21,882	8,988	5,952	4,479	2,206	336,382	325,000
64	Attorney Fee A 12,764	4,294	3,196	3,622	830	341	226	170	84	12,764	10,000
65	Other Admin (2206,2302,2303) 8,965	3,016	2,245	2,544	583	240	159	119	59	8,965	5,000
66	Subtotal Overhead 933,711	337,417	251,145	284,576	65,234	26,796	17,744	13,352	6,576	1,002,841	885,152
67	Ratio for Overhead/WDB salary based on expendi	33.6%	25.0%	28.4%	6.5%	2.7%	1.8%	1.3%	0.7%		
68	WIB Special Projects										
69	Total Grant Expenses	2,323,950	1,729,211	1,951,233	455,619	200,680	179,007	92,604	45,606	6,977,909	7,563,063
70	Fund Balances	166,147	104,478	70,841	65,186	40,177	55,142	45,862	382,873	930,707	0



Workforce Development Board of Ventura County

WIOA Enrollments - Program Year 2016 – 2017

Year-End Report: July 1, 2016 to June 30, 2017

All Providers	WIOA Adult Enrollments	WIOA Dislocated Worker Enrollments	WIOA Youth Enrollments	CWDB Steps2Work Enrollments	DOL Bridges2Work Enrollments	Total Enrollments PY 16-17 (New) and PY 15-16 (Carry-in)
	134	214	230	26	44	648

Human Services Agency / Adult and Family Services Department

Enrollments	Plan	Actual	Success Rate (Plan to Actual)	Total Enrollments PY 16-17 Actual and PY 15-16 Carry-in	Self Service (Universal)
Adult	82	94	114%	94 (Actual) + 40 (Carry-in) = 134	15,761 [^] ([^] as of 3/30/17; update pending)
Dislocated Workers	126	109	86%	109 (Actual) + 105 (Carry-in) = 214	
Steps2Work	15	14	87%	14 (Actual) + 12 (Carry-in) = 26	
Bridges2Work	15	17	107%	17 (Actual) + 27 (Carry-in) = 44	

Boys and Girls Clubs of Greater Oxnard and Port Hueneme

Enrollments	Plan	Actual	Success Rate (Plan to Actual)	WIOA Youth Services Contract (PY 16-17)	Actual Accrued Expenses thru 06/30/17	In-Kind Contribution
Youth	75	75	100%	\$475,000	\$455,368 (96%)	Plan: \$336,956
Total Enrollments 75 ('16-'17 Actual) + 10 ('15-'16 Carry-in) = 85 (Total)				Plan - Cost Per Participant ¹ \$5,588	Actual - Cost Per Participant ² \$5,357	Actual: \$350,056 (104%)

PathPoint

Enrollments	Plan	Actual	Success Rate (Plan to Actual)	WIOA Youth Services Contract (PY 16-17)	Actual Accrued Expenses thru 06/30/17	In-Kind Contribution
Youth	75	76	101%	\$475,000	\$471,243 (99%)	Plan: \$70,500
Total Enrollments 75 ('16-'17 Actual) + 23 ('15-'16 Carry-in) = 98 (Total)				Plan Cost Per Participant ¹ \$4,847	Actual - Cost Per Participant ² \$4,809	Actual: \$68,879 (98%)

Ventura Adult and Continuing Education

Enrollments	Plan	Actual	Success Rate (Plan to Actual)	WIOA Youth Services Contract (PY 16-17)	Actual Accrued Expenses thru 06/30/17	In-Kind Contribution
Youth	24	24	100%	\$260,000	\$257,952 (99%)	Plan: \$260,300
Total Enrollments 24 ('16-'17 Actual) + 23 ('15-'16 Carry-in) = 47 (Total)				Plan - Cost Per Participant ¹ \$5,532	Actual - Cost Per Participant ² \$5,488	Actual: \$212,931 (82%)

¹ Plan Participant Cost: WIOA Core Funding divided by Total Enrollments (PY 16-17 Actual plus PY 15-16 carry-in)

² Actual Participant Cost: Actual Accrued Expenses divided by Total Enrollments (PY 16-17 Actual plus PY 15-16 carry-in)



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: WORKFORCE DEVELOPMENT BOARD

**FROM: JESUS TORRES, CHAIR
BUSINESS SERVICES COMMITTEE**

DATE: AUGUST 24, 2017

SUBJECT: BUSINESS SERVICES COMMITTEE REPORT

The Business Services Committee met on Wednesday, July 26, 2017. In attendance were Committee members Jesus Torres (Chair), Heidi Hayes, Tracy Perez, Greg Van Ness, Paula Hodge, and Stephen Yeoh; WDB staff Talia Barrera; and guests Vic Anselmo (WDB Chair), Chad Stangeland (T-Ten Ventura College), Christy Norton (Adult and Family Services – WIOA), Mairelise Robinson (Workforce Education Coalition) and Marybeth Jacobsen (Workforce Education Coalition).

Committee had guest speaker Chad Stangeland, instructor at Ventura College and program coordinator for the Toyota's Technician Training and Education Network (T-TEN), an automotive technician training program. This program is a partnership between Toyota, Community Colleges, and Lexus dealerships. It is an industry led program to help develop and place factory certified technicians in well paid position in the dealerships across the country. Chad shared with the committee how the partnership between business and education has been a success. The program also focuses on identifying prospective students and prepares them for a successful career in the automotive industry. With the collaboration of Toyota and Community Colleges, the program has identified jobs available in the industry, educational requirements, salary and benefits, and career pathways. The program's success has encouraged other auto makers to partner with Toyota and provide support for additional training facilities and career pathways funding. Committee members were impressed and encouraged to start focusing on a project that will deliver a partnership and a career pathway in the Business Services industry.

Committee members provided feedback and agreed that reviewing labor market data is important, in order to analyze the workforce needs in the region. Committee discussed the importance of basic skills needed to perform even the most entry level jobs, which will then allow the skilled workforce to move towards higher level jobs with higher wages. Committee reviewed the Readiness Skills Categories worksheet, and provided feedback. There was discussion on the importance of bridging the operational and the technology into the basic employability skills.

Members reviewed the role of the sector committee, and will begin working on a plan to align with the components of the plan which analyzes gaps between education and training available in the region. Committee members would like to explore skills assessment programs like WorkKeys. They understand the importance of career readiness skills needed in their place of business and would like to look further into any career skills assessment or any other similar programs such as Skills Profiler, MyNextMove, etc., that will fit the staffing needs of their organization.

The next Business Services Committee meeting is scheduled for September 27, 2017, from 8:30 a.m. to 10:00 a.m. at Ventura County Community Foundation, 4001 Mission Oaks Blvd., Camarillo.

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



TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: AUGUST 24, 2017

SUBJECT: CLEAN/GREEN COMMITTEE REPORT

The Clean/Green Committee met on July 21, 2017. In attendance were Committee members Anthony Mireles (Chair), John Brooks, Dave Fleisch, Charles Harrington, Grant Leichtfuss and Darrell Gooden; WDB staff Patricia Duffy; and guests Alexandria Wright (Ventura County Community College District). Topics of discussion included:

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 is creating short videos of local industry success stories on how sustainable practices in business saves money, grows business, and creates jobs. VACE Multi Media Program has been providing their program expertise to create these videos for the Committee. Patricia Duffy reported that the filming has been completed at four different sites, Conejo Awards, Kaiser Permanente Medical Building construction site, Marriott Ventura Beach and the Himalaya Restaurant. The workgroup has been invited by Rich Sigerist, Instructor at VACE Multimedia Program, to review the unedited versions of the videos.

Ventura Community College District Economic & Workforce Development Division

Alexandria Wright, Director of the Economic & Workforce Development Division for the Ventura County Community College District, was invited to report to the Committee on the work she is doing for the Community College District. Dr. Wright described the research she is working on to provide an economic overview of industry sectors in our region. Dr. Wright discussed how we could work together to identify and align training programs to meet industry needs and grow industry sectors in the County.

- Clean Tech Summit

Darrell Gooden, presented his idea to the Committee to have a Clean Tech Summit. Dr. Gooden described it as a way to bring green tech start-ups, green industries, finance sector stakeholders and green industry innovators together. The Committee members were enthusiastic about this idea and discussed ideas and places it could be held. The Clean/Green Committee members have, in the past, discussed a vision of having Ventura be recognized as a green innovation hub. Ventura County is home to the corporate headquarters of industries in three sectors which are recognized for their environmental and social responsibility. Patagonia in the manufacturing sector, Amgen in

Biotech and Limoneira in Agriculture. In addition there are numerous other agricultural companies, waste management companies and small businesses recognized as innovators in environmental and social responsibility. Ventura County is well positioned to be recognized as a green innovation hub and the Committee Members are in support of Dr. Gooden's suggestion of a Clean Tech Summit to support and encourage the growth of green industry innovation in Ventura County.

- Year-End Review

The committee members continued their work on the Year-End Review, discussing accomplishments and insights.

The next meeting of the Clean/Green Committee is scheduled for September 15, 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 call Patricia Duffy at (805) 477-5350, email Patricia.Duffy@ventura.org.



TO: WORKFORCE DEVELOPMENT BOARD

**FROM: GREG BARNES
HEALTHCARE COMMITTEE**

DATE: AUGUST 24, 2017

SUBJECT: HEALTHCARE COMMITTEE REPORT

The WDB Healthcare Committee met on July 28, 2017. Attending the meeting were Committee members Greg Barnes (Chair), John Cordova, Amy Mantell, Dawn Neuman, Michele Reynolds; WDB staff Patricia Duff. The following is a summary of topics discussed:

Ventura County Regional Strategic Workforce Development Plan

- Industry and Education Healthcare Advisory Solutions Summit:

Committee Members discussed the Industry and Education Healthcare Advisory Solutions Summit that was held on May 2, 2017 at the Crowne Plaza Beach Hotel in Ventura. This was a collaborative effort by members of the WDB Healthcare Committee, John Cordova, Healthcare DSN for South Central Coast Community Colleges; Irene Ornelas, VCOE, VC Innovates and Patricia Duffy, WDB Staff. The WDB Healthcare Committee is working to bring together the numerous healthcare industry advisory groups for education, which currently meet separately throughout the County. This effort is to create an opportunity for the healthcare industry to come together with healthcare educators in a larger forum, to identify the skills needed for the 21st century healthcare jobs in Ventura County

The Summit was very successful in bringing together 75 industry healthcare professionals and educators from various healthcare disciplines to participate in facilitated discussions to identify the healthcare workforce training needs for the region. The plan is to continue the Advisory Summits two or three times a year and utilize the WDB Healthcare Committee to work on the issues identified in the Summits.

Committee members suggested for the next summit that we have smaller facilitated groups and more time for group discussions. The survey results from the conference gave great reviews and had similar suggestions of needing more time for discussion. The next Advisory Solutions Summit is scheduled for October 6th.

- Regional Healthcare Case Manager/Care Coordinator Pathway Project:

Patricia Duffy gave an update on the LA/Ventura Healthcare Coordinator SlingShot Project. The Industry Leadership Team met on May 15th. The Center of Excellence is working to complete the asset mapping which will identify current training programs available. The DSNs from LA, Shari Herzfeld and from Ventura, John Cordova presented on the process of a DACUM (Developing A Curriculum). This process involves bringing together the professionals who currently have this role, who represent a cross section of different healthcare agencies, to identify the tasks and skills they use daily as a Care Coordinator. Eight participants from LA

and Ventura participated in the two day process that was held on June 1st and June 2nd in Los Angeles. The results of the process will be utilized to align curriculum with current Care Coordinator roles.

- Healthcare Deputy Sector Navigator Update:

John Cordova provided an update on the DACUM process held in LA for the Slingshot Care Coordinator Project. He also reported on the successful Scrubs Camp that was held in Camarillo on July 25th. The Scrubs Camp provides incoming high school students career awareness for various professions in healthcare. Over 70 students attended from Ventura High School District Summer Camps.

- CLS Field Experience Update

Dawn Neuman reported on the first year of the CLS Field Experience Program. There were 8 students in four hospitals. The first year provided the opportunity to understand the range of different needs for the students entering the program. All are required to have their training license prior to starting. Some students had longer gaps between finishing their programs and finding field placements and needed more review time, which is why it is critical to have field placements so students don't encounter long gaps due to an inability to find a field placement. CSUCI set up a review class and a CLS library with on-line resources to practice for the licensing exam. The program is expanding, an application was submitted for Dignity Health, St. John's Regional Medical Center with plans for them to participate as a field placement site for the next cohort. This brings the total to five hospitals in Ventura County collaborating to participate in the CLS Field Experience Program with CSUCI.

- Year-End Review:

The Committee reviewed the draft of the Year-End Review and discussed insights. The Year-End Review will be submitted to the Workforce Development Board.

The next meeting of the Healthcare Committee is scheduled for September 1, 2017, from 8:00 a.m. to 9:30 a.m., at VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo.

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



TO: WORKFORCE DEVELOPMENT BOARD

**FROM: ALEX RIVERA, CHAIR
MANUFACTURING COMMITTEE**

DATE: August 24, 2017

SUBJECT: MANUFACTURING COMMITTEE REPORT

The Manufacturing Committee met on August 17, 2017. In attendance were Committee members Alex Rivera (Chair), Michael Bastine, Greg Gillespie, Cindy Guenette, Greg Liu, Byron Lindros, Subash Karkare, Dona Toteva-Lacayo, Bill Pratt, and Workforce Development Board (WDB) staff Patrick Newburn and Vivian Pettit. Guests in attendance were Herbert “Tre” Robinson (Grupo Bimbo), Rebecca Hunt (ECA Medical), Heidi Hayes (TheAgency), Dr. Alexandria Wright (Ventura County Community College District), Felicia Duenas (Ventura College), John Clark (Ventura College), and Mairelise Robinson (Workforce Education Coalition). The following is a summary of topics discussed at the meeting:

PRESENTATION:

Manufacturing Sector Labor Analysis
Dr. Alexandria Wright
Ventura County Community College District,
Workforce and Economic Development Division

Dr. Alexandria M. Wright is the director for the Economic & Workforce Development Division. She is responsible for leadership and strategic direction for College District initiatives involving economic and workforce development, corporate training and grants. Dr. Wright provided Committee members bound copies of the *Manufacturing Sector Labor Analysis* 33 page report. The report is a phase I Ventura County occupational analysis. The focus of the report was a detailed overview and statistical analysis of Ventura County’s top 12 occupations in assembly, production, drafting, and inspection. Details were presented exploring regional economic activity, median wage in the 12 occupations (\$20.47 hourly), number of open jobs, and need for technical proficiency, education, and training to meet the needs of industry.

Dr. Wright in her report identified gaps, challenges, and opportunities within the regions workforce development and education model. The district colleges have begun to address challenges and implement solutions with added capacity from the *Strong Workforce Program* funding. She noted that the collaboration and input received from the WDB Manufacturing Committee and other industry partners helps to develop a model for improved manufacturing education.

Committee Members had lively discussion and were eager for the college district to develop a manufacturing pre-apprenticeship curriculum for entry-level workers that provides a career path into in-demand manufacturing occupations. The committee noted that similar short term courses are available at other southern California community colleges, including College of the Canyons, L.A. Valley College, and East L.A. College. The Committee identified veterans, out of school youth, adult education students, and high school seniors as potential populations for the manufacturing

readiness courses. Chair Alex Rivera thanked Dr. Wright for a wonderful presentation and encouraged her to keep the committee informed with ongoing developments. Committee members also provided suggestions for consideration, gratitude for her presentation, and encouragement for future business engagement.

The meeting packet with an electronic copy of the Labor Analysis report is available on the WDB website: www.workforceventuracounty.org.

WIOA WORKFORCE DEVELOPMENT PLANNING

- **2016-2017 Year-End Review and Alignment With 2-Year 2016-2018 Committee Plan Discussion**

Alex Rivera led discussion regarding the Manufacturing Committee 2016-2017 Year End Review and the 2-year plan 2016-2018. The seven components of the 2 Year Plan (Engage Leaders, Analyze Data, Take Inventory, Determine Priorities, Identify Gaps, and Take Action) were reviewed by committee members. The committee had previously identified several insights and observations about potential priorities in the Year-End Review. No new insights or changes were provided to either the 2-Year Plan or the Year End review.

- **Deputy Sector Navigator**

Michael Bastine provided updates to the committee about efforts in Northern Los Angeles County, and recent graduations within the pre-apprenticeship program at College of the Canyons, that might serve as a model for Ventura County. Mr. Bastine highlighted keys to the curriculum success are strong business engagement through advisory councils. Mr. Bastine reported that there is \$100,000 funding available for Ventura County to help with manufacturing workforce development. Currently there is engagement and support with career paths through VC Innovates at 6+ high schools in Ventura County. He offered to explore other avenues and collaborate in supporting Ventura County workforce projects. At the next meeting he will provide a more detailed summary for the committee.

- **MRVC: Planning Update**

Byron Lindros reported that the Manufacturing Roundtable Ventura County (MRVC) Networking Event was held in June at Jaxx Manufacturing in Simi Valley. The event had 11 people attending and discussed hiring issues and toured the electronics manufacturing facility led by Greg Liu. The next Networking Event may be hosted in the West County, the sponsor is yet undecided, and will be planned for the early Fall. Mr. Lindros said that the leadership group is committed to expanding MRVC membership attendance at Networking Events and on LinkedIn website. MRVC wants to continue support of Manufacturing Day events and will continue communication with VC Innovates the organizer of school aged tour groups.

- **AMP SoCal: August Update**

Patrick Newburn provided the report for Jason Miller. The Advanced Manufacturing Partnership (AMP SoCal) August update newsletter was emailed previously to committee members. Highlights included export trade webinar, Apprenticeship Programs, and other

topics about the Southern California manufacturing workforce. The next Bi-Annual Meeting of AMP SoCal is Tuesday November 14, 2017 at the University of Southern California.

COMMITTEE MEMBER COMMENTS

- Bill Pratt advised ThAgency (WDB contracted outreach provider) to highlight available manufacturing training and courses within appropriate media and materials in order to expand job seeker and company awareness.
- Heidi Hayes (TheAgency) announced that apprenticeships are the focus of *Workforce Wednesday* on radio program KVTA 1590 AM broadcast August 30, 2017. The featured guests are WDB board members Tony Skinner, International Brotherhood of Electrical Workers and Jeremy Goldberg, Tri Counties Central Labor Council.
- Patrick Newburn reported for Mary Anne Rooney, that the Oxnard Union High School District is preparing students to enter into internships, and are hosting a series of boot camps. They are seeking business speakers to talk on one of two topics: Communication/ Professionalism/ Etiquette and Work Ethic/Motivation. Additionally the school district is seeking business engagement for the Manufacturing, Engineering, Robotics, and Industrial Technology (MERIT) academy at Rio Mesa High School. They are looking for companies willing to provide tours, job shadows, and people to assist with speed interviews. Interested companies should contact Ms. Rooney at marooney@civicalliance.org.
- Dona Toteva-Lacayo offered to conduct student tours and discussions about Import/Export as well as careers in Logistics at the Port of Hueneme.

The next Manufacturing Committee meeting is scheduled for October 19, 2017, from 8:00 a.m. to 9:30 a.m., at the United Food and Commercial Workers International Union, 816 Camarillo Springs Rd., Camarillo, CA.

If you have questions or need more information, please call me at (805) 579-5188, or contact Patrick Newburn at (805) 477-5306, email: patrick.newburn@ventura.org.



TO: WORKFORCE DEVELOPMENT BOARD

**FROM: TONY SKINNER, CHAIR
PROGRAMS COMMITTEE**

DATE: August 24, 2017

SUBJECT: PROGRAMS COMMITTEE REPORT

The Programs Committee met on August 02, 2017. In attendance were Committee members Tony Skinner (Chair), Roger Rice (Vice Chair), Kathy Harner, Jerry Beckerman, Linda Fisher-Helton, Mary Navaro-Aldana, Leslie Webster as well as Workforce Development Board (WDB) Staff Melissa Livingston, Patrick Newburn, and Vivian Pettit. Guests were Jennifer Harkey, (County of Ventura/CEO/Continuum of Care) and Mariana Cazares (Boys & Girls Clubs of Greater Oxnard and Port Hueneme). The following summarizes topics discussed at the meeting:

Presentation: Continuum of Care Alliance

Jennifer Harkey, Program Administrator, from the County of Ventura's Continuum of Care Alliance (CoC) presented an overview and description of Homeless services coordinated through the County Executive Office. Homelessness is considered a high-risk condition and immediate access to services is the aim of the program. The principle services offered are Homeless Prevention, Emergency Shelter, Transitional Housing, and Rapid Housing for the county's homeless population. The primary focus is to assist clients with intake assessment and referrals to multiple agencies. Special attention is given to Homeless Youth, Veterans, and families. The program annually receives over \$3 million from the Department of Housing and Urban Development (HUD) and the County of Ventura to fund the critical services.

The recent Homeless count "point in time" revealed 1152 homeless persons. The expert belief is that this is only a portion, and the actual number is higher. The cities of Oxnard and Ventura have the highest counts in the county. Additionally Ms. Harkey presented a 2017 youth survey in Ventura County, that focused on homeless youth ages 13-24. The CoC focus in 2017-2018 is prevention of youth homelessness. Jennifer provided hand-out material to illustrate the coordinated multi-agency effort using a shared software system among all partners: Homeless Management Information System (HMIS). There are over 13 agencies and Community Based Organizations (CBO) in the county that participate in the Pathways to Home program.

Committee members had discussion and follow-up questions for Ms. Harkey about the survey and CoC program. The committee agreed that this information should be shared with the AJCC partners.

WIOA WORKFORCE DEVELOPMENT PLANNING

- AJCC Certification

Patrick Newburn informed Committee Members about 2017 EDD directive that the Workforce Development Board of Ventura County (WDB) must conduct evaluation and certify the America's Job Center of California (AJCC) one-stop system. The intent of the process is to determine the one-stop delivery system effectiveness, physical, and programmatic accessibility as well as provide for continuous

improvement. The WDB must certify that the AJCC meets two levels of certification: *Baseline* Certification and *Hallmarks of Excellence* Certification. *Baseline* Certification is due by December 31, 2017 and *Hallmarks* Certification is due by June 30, 2018. The Programs Committee as a standing committee which has responsibility for programs oversight will be incorporated into the certification process and taskforce. The importance of onsite visitation and observation will require the taskforce to visit the AJCC. The committee agreed to hold their next regular meeting October 4 at the AJCC.

- WIOA Enrollment/ Performance Evaluation

Members carefully reviewed the 4th Quarter Programs Enrollment Report. The four providers of WIOA services are Human Services Agency/ Adult and Family Services department -Adult and Dislocated Worker, Boys & Girls Clubs of Greater Oxnard & Port Hueneme (BGCOP), PathPoint, and Ventura Adult & Continuing Education (VACE). Patrick Newburn reminded the committee that the performance measures report normally provided, is not available due to technical programming issues within the management reporting software CalJOBS. The State is working to implement changes to CalJOBS that will incorporate the new WIOA performance indicators that will replace the old Workforce Investment Act (WIA) measures. Reports will resume once software updates are completed in coming months.

- 2016-2017 Year End Review

Members provided thoughtful review and critique of the 2016-2017 Year-End Review. Members provided additional insights to be incorporated into the Review. Members were encouraged to contact WDB staff with any additional insights prior to the WDB board meeting August 24.

COMMITTEE MEMBER COMMENTS

- Linda Fisher-Helton announced that Ojai has 4 bedroom units now accepting applications for eligible residents through the Ventura County Area Housing Authority (AHA). Members also received contact cards about referrals to the AHA and partner agencies.
- Tony Skinner reported that he was appointed by WDB Chair Vic Anselmo to continue as committee chair for 2017-2018. Mr. Skinner also announced that Juan Mercado from the California Conservation Corps has resigned committee membership due to change in work assignments. Tony thanked Mr. Mercado for his service to the committee as well as his previous membership and support on the Youth Council.
- Tony Skinner also announced that the *Northern Area Building Trades Union* (NABTU) is developing a pre-apprentice program (Apprenticeship Readiness Program), *Multi-Craft Core Curriculum* (MC3), which is a certificated program for the trades. The ARP gives participants the chance to “try on” union crafts within the construction industry. Tony elaborated that the International Brotherhood of Electrical Workers (IBEW) in Oxnard is hiring an instructor for the pre-apprentice program and will be accepting participant applications in the near future. WIOA may provide supportive services and referrals for Department of Labor (DOL) Registered Apprenticeship programs.
- Jennifer Harkey, from CoC, reported that the recent Ventura County Veteran *Stand Down* hosted 160 homeless veterans and provided healthcare, legal, and social services. Tony Skinner also reported that IBEW provided all the power and lighting for *Stand Down* for 26th consecutive year.

The next Programs Committee meeting is scheduled for October 4, 2017, from 3:00 p.m. – 4:30 p.m., at the America’s Job Center of California 2901 N. Ventura Rd. Oxnard, Ca.

If you have questions or need more information, please call me at (805) 642-2149, or contact Patrick Newburn at (805) 477-5306, email: patrick.newburn@ventura.org.



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

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workforceventuracounty.org

TO: WORKFORCE DEVELOPMENT BOARD

**FROM: BRIAN GABLER, CHAIR
OUTREACH COMMITTEE**

DATE: AUGUST 24, 2017

SUBJECT: OUTREACH COMMITTEE REPORT

The WDB Outreach Committee met on August 16, 2017. Attending the meeting were Committee members Brian Gabler (Chair), Victoria Jump, Tracy Perez and Bruce Stenslie; WDB staff Talia Barrera; and guests Heidi Hayes (theAgency), Fred Garcia (Community Services Department/WIOA), and Melissa Livingston (County of Ventura Human Services Department). The following is a brief summary of Workforce Development Board of Ventura County (WDB) outreach activities from May 9, 2017 through August 9, 2017.

Employer Outreach

- **Workforce Wednesday**

- May 24 – Clean Green Business – John Brooks and Anthony Mireles
- June 21 – Ventura County Grows Business – Brian Gabler and Bruce Stenslie
- August 30 – Apprenticeships – Tony Skinner and Jeremy Goldberg

- **MRVC LinkedIn**

- Group has 42 members
- theAgency continues to post Job Outlook and Workforce updates as applicable
- Workforce Update Eblast
 - June 6 – WDB Cohorts: 518 Sent/23.4% Open Rate/9.4% CTR
 - June 6 – Biz List: 5,876 Sent/ 4% Open Rate/4% CTR

- **Ventura County Grows Business Outreach – April to June 30, 2017 Media Highlights**

- **Pandora**

- Total Impressions: 934,873
- Total Clicks: 3,039 = CTR of .61%
- Creative Performance Highlights
 - The second creative set that went live 5/29 generally outperformed the first set



- Pandora Highlights Continued: In comparison to national benchmarks across the Government & B2B, Pandora found that each product outperformed Q2 benchmarks.
 - Mobile Display Added Value – “Take Advantage” resonated the most with a CTR of .64%
 - Mobile Responsive Display – “Location Succeed” resonated the most with a CTR of .98%
 - Muted Viudeo – Hit a 1.09% CTR and performed above benchmark of .56%
- LA Times
 - Display:
 - Total Impressions = 434,162
 - Total Clicks: 880 = CTR .20%
 - Targeted Ad Mail
 - Total Impressions = 100,000
 - Total Clicks: 1,953 = CTR 1.95%
 - Creative Performance Highlights
 - The second creative set that went live 5/29 generally outperformed the first set .24% vs. .18%
- San Fernando Valley Business Journal
 - Display:
 - Gross Impressions: 38,385 (Purchased 30,000)
 - Clicks: 92 = .24% CTR
 - Value Add E-Newsletters
 - 33 bonus e-newsletters through June 2017
 - Bonus Impressions 19,132
 - Clicks: 27 = .14% CTR
- Pacific Coast Business Times
 - Publication does not provide digital reporting. Google analytics shows 13 clicks for the four eblasts targeting 58,660 subscribers for a CTR of .02%
- KCLU - April 1 to June 30, 2017 VCGB Campaign Data
 - Data is included in general outreach for 16/17 program year.
- Ventura County Grows Business Website 16/17 Growth
 - 6,365 Unique Visitors 16/17 Program Year
 - 70% increase from 15/16
 - 4,650 Unique Visitors or 73% of total visitors for the year appeared in the last three months.
 - Mobile increased from 3% to 44% of all sessions.
 - Desktop accounts for 56% of sessions but with a much higher rate of engagement.

- (3.26 minutes versus :30 spent on the site.)
- Los Angeles accounted for the largest increase in unique visitors: +43%
- VCGB Social Media
 - As of June 30 – 2,633 Likes/Fans
 - 39% Increase over year 15/16
 - 4,650 Unique Visitors or 73% of total visitors for the year appeared in the last three months.
 - Mobile increased from 3% to 44% of all sessions.
 - Desktop accounts for 56% of sessions but with a much higher rate of engagement. (3.26 minutes versus :30 spent on the site.)
 - Los Angeles accounted for the largest increase in unique visitors: +43%

Youth Outreach

- VC Jobs with a Future Twitter June 30 – 760 Followers
 - 96% Increase over 15/16
 - 101 Total Tweets
 - 838 Profile Visits
 - 11,800 Impressions



JOB SEEKER OUTREACH

Career Shops

- Workshops — sent out June workshops on May 5. Clips:
 - VC Star — ran Simi June workshop info — May 24
 - VC Star — ran Oxnard June workshops info — May 16
 - Simi Acorn — ran Simi June workshop info — May 26
 - 805 Calendar — posted June Simi CalJOBS workshop info
 - Moorpark Patch — posted May Simi CalJOBS workshop info
 - Santa Paula Times — posted May career workshops info
 - KDAR — running general workshop info. Also doing on-air PSAs announcing the workshops.
 - Simi Acorn — ran Simi June workshop info — June 23
 - Moorpark Patch — posted July Simi CalJOBS workshop info, new board members and awards releases

Media Relations & Various

- Op-Eds
 - Externships — Teachers Need To Learn Too — Interviewed Greg Gillespie and Paula Hodge to develop 540-word op-ed. Submitted to PCBT and ran June 2: Teacher Externships Help Employees
<https://www.pacbiztimes.com/2017/06/02/teacher-externships-help-employers/>
- Releases
 - **WDB** Award winners — prepared news release and sent June 14. Clips:
 - PRLog.org — posted award winners news release — viewed 195 times
 - <https://www.orlog.org/12646510-congratulations-to-2017-workforce-developmentboard-of-ventura-county-award-winners.html>
 - VC Star — ran award winners info — June 21
 - Board appointments — prepared news release with quotes and headshots from Sumantra Sengupta and Dona Toteva Lacayo., sent news release June 2. Clips:
 - VC Star — ran board appointments news release June 6

KCLU — Annual Outreach Digital Value-Add Impressions August 25, 2016 to June 30, 2017

- August 1, 2016 to March 30, 2017 Campaign Data
 - 284,104 Gross Impressions
 - 224 Total Clicks = CTR .08%

Workforce Ventura County Website

- Google Analytics Stats July 1, to June 30, 2017 (16/17 Program Year)
 - Audience Overview — 9,540 Sessions/6,511 Unique Users
 - Average Sessions 795/month
 - 2.61 pages per visit (unchanged)
 - 2.24 average minutes visit duration (unchanged)
 - 49.41% bounce rate (unchanged)

Job Outlook Ebast:

- June 16 (May 2017 Report) — WDB Cohorts: 523/26% open rate/3.7% CTR
- June 16 (May 2017 Report) - Biz List: 5,863/6% open rate/0% CTR
- May 19 (April 2017 Report) — WDB Cohorts: 514/25.9 open rate/2.8% CTR
- May 19 (April 2017 Report) — Biz List: 5,902/6% open rate/1% CTR
- Job Outlook: The following highlights local, state and national data in terms of NOT seasonally adjusted rates for May 2017:

- Ventura County decreased .2% from a revised 4.0% in April 2017 to 3.8% in May 2017 (May 2016 = 4.5%)
- California decreased .3% from 4.5% in April 2017 to 4.2% in May 2017 (May 2016 = 4.9%)
- U.S. remained unchanged from 4.1% in April 2017 to 4.1% in May 2017 (May 2016 = 4.5%)
- Integrated Media Outreach
 - Total Cost: \$10,300
 - Total Value: \$15,173 = 145%
 - Total Impressions: 2,756,684

Action Taken

Recommendation that the Workforce Development Board of Ventura County (WDBVC), authorize WDB staff to release a Request for Proposals (RFP) for Workforce Innovation and Opportunity Act (WIOA) Marketing and Outreach services.

The next meeting of the WDB Outreach Committee is scheduled for September 20, from 9:00 a.m. to 10:30 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: PATTY SCHULZ, CHAIR
MEMBERSHIP COMMITTEE**

DATE: AUGUST 24, 2017

SUBJECT: MEMBERSHIP COMMITTEE REPORT

The Membership Committee met on August 01, 2017. In attendance were Committee members Jeremy Goldberg, Vice Chair, Capt. Doug King, Jesus Torres, and Vic Anselmo, WDB Chair Greg Liu, WDB Vice Chair, as well as Workforce Development Board (WDB) staff Patrick Newburn. The following summarizes topics discussed at the meeting:

Membership Status

- **Reappointments:** The Committee reviewed current WDB member terms, attendance records and discussed participation on WDB committees. WDB staff were directed to contact four WDB members in good standing whose terms would be ending October 2017, regarding interest in reappointment to the WDB. Patrick Newburn announced that the Board of Supervisors reappointed Greg Barnes for a new three year term.
- **Appointments:** Committee members discussed board composition, categories of representation, required business member and workforce member ratios, and the engagement/recruitment process. Board composition remains in compliance with WIOA guidelines and WDB bylaws, with 28 WDB members representing 4 mandated categories. The Committee additionally reviewed and discussed the applications and resumes of three candidates. The Committee recommended that the Board of Supervisors consider three new WDB member appointments for three year terms: One person representing Governmental/Employment Services Category, One Person representing the Workforce/Labor Category, and One person as a Non-Voting member.
- **Recruitments:** Committee members discussed the engagement of one Business sector candidate for potential recommended appointment to the WDB, with no action taken as this time.

WIOA Implementation Plan

Committee members reviewed the Committee 2016-2017 Year End review and agreed to accept the document as final and present to WDB as appropriate.

Committee members reviewed the 2017-2019 2-year plan and made no revisions.

The next Membership Committee meeting is scheduled for October 3, 2017, from 8:00 a.m. to 9:30 a.m., at the Ventura County Community Foundation – Non Profit Center 4001 Mission Oaks Blvd., Camarillo, Ca.

If you have questions or need more information, please call me at (805) 650-8611, or contact Patrick Newburn at (805) 477-5306, email: patrick.newburn@ventura.org.



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: WORKFORCE DEVELOPMENT BOARD

**FROM: MELISSA LIVINGSTON
CHIEF DEPUTY DIRECTOR, HSA**

DATE: AUGUST 24, 2017

**SUBJECT: RECOMMENDATION TO APPROVE THE ADDITION OR DELETION OF
PROVIDERS AND/OR PROGRAMS (COURSES) FOR THE ELIGIBLE TRAINING
PROVIDER LIST (ETPL)**

RECOMMENDATION

Approve the addition/deletion of providers and/or vocational training programs/courses to the Eligible Training Provider List (ETPL), as listed on Attachment 1.

DISCUSSION

Local Development Areas are responsible for the approval of (1) local providers of vocational classroom training who wish to be, or to remain, on the Eligible Training Provider List (ETPL) and, (2) of their several programs/courses.

From time to time, it is necessary to delete courses that are no longer being offered or are duplicates, and to approve new providers and the courses that they wish to add to the list. Workforce Development Board approval is needed before these courses may be removed from, or added to, the list.

If you have questions, please contact Patricia Duffy at (805) 477-5306, email Patricia.duffy@ventura.org.

**WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY
AUGUST 24, 2017
RECOMMENDED MODIFICATIONS TO THE ELIGIBLE TRAINING PROVIDER LIST (ETPL)**

Provider Name	Program Name	Recommendation
Ventura College	Biotechnology	ADD
Conejo Adult Ed.	Accounting Assistant	ADD
Conejo Adult Ed.	Electronic Health Records	ADD
Conejo Adult Ed.	Medication Technician	ADD
Conejo Adult Ed.	Emergency Room Technician	ADD



WORKFORCE DEVELOPMENT BOARD

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TO: WORKFORCE DEVELOPMENT BOARD

**FROM: BRIAN GABLER, CHAIR
OUTREACH COMMITTEE**

DATE: AUGUST 24, 2017

SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDBVC), AUTHORIZE WDB STAFF TO RELEASE A REQUEST FOR PROPOSALS (RFP) FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) MARKETING AND OUTREACH SERVICES

RECOMMENDATION

That Workforce Development Board of Ventura County (WDBVC), authorize WDB staff to release a request for proposals (RFP) for WIOA Marketing and Outreach Services for an original amount not to exceed \$150,000, with the option to modify amount based on WIOA funding availability.

DISCUSSION

County of Ventura procurement term limits require that a new competitive solicitation be conducted for the selection of a contractor to provide outreach services.

The current public Request for Proposals (RFP) process with an original date of January 2014 funded a contract with the Agency for outreach services. The current and final annual contract with the Agency ends June 30, 2018.

The purpose of this new RFP is for County-wide outreach services with a selected organization to promote workforce development programs and services in the Ventura County Region. Services will include creative design, production and copywriting (e.g., brochures, flyers, commercials), media negotiation and placement (e.g., newspapers, newsletters, English and Spanish radio, cable TV and public access programming, transit, non-traditional) public relations (e.g., press releases, media placements, public service announcements and placement, broadcast Interviews). This procurement will align with the Workforce Development Board goals and strategic plan:

- *Business-friendly outreach in the Ventura County region is essential for raising awareness of business services and engaging employers in workforce development.*

The new outreach services will be funded with WIOA Adult, Dislocated Worker, Youth and Rapid Response core funds. If approved, the planned RFP will be released the week of August 28, 2017 and will be scheduled for approval by the Board of Supervisors of a contract starting July 1, 2018.

If you have questions or need more information, please call me at (805) 583-6701 or contact Talia Barrera at (805) 477-5341 or Talia.Barrera@ventura.org.



WORKFORCE DEVELOPMENT BOARD

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(805) 477-5306

workforceventuracounty.org

TO: WORKFORCE DEVELOPMENT BOARD

**FROM: TALIA BARRERA, STAFF
WORKFORCE DEVELOPMENT BOARD**

DATE: AUGUST 24, 2017

**SUBJECT: RECOMMENDATION TO AUTHORIZE WORKFORCE INVESTMENT BOARD STAFF
TO RELEASE A REQUEST FOR PROPOSALS (RFP) FOR WORKFORCE
INNOVATION AND OPPORTUNITY ACT (WIOA) BUSINESS RETENTION AND
LAYOFF AVERSION SERVICES**

RECOMMENDATION

That Workforce Development Board of Ventura County (WDBVC), authorize WDB staff to release a request for proposals (RFP) for WIOA Business Retention and Layoff Aversion Services for an original amount of \$95,000, with the option to modify amount based on WIOA funding availability.

DISCUSSION

County of Ventura procurement term limits require that a new competitive solicitation be conducted for the selection of a contractor to provide Rapid Response and Layoff Aversion services.

The current public Request for Proposals (RFP) process with an original date of April 2014 funded a contract with the Economic Development Collaborative-Ventura County (EDC-VC) for these business services. The current and final annual contract with EDC-VC ends June 30, 2018.

The purpose of this new RFP is for County-wide business retention and layoff aversion project with a selected organization to develop and conduct management and business services designed to reduce job losses in the Ventura County region. This procurement will align with the WDB goals in the approved plan:

- *Provide Rapid Response services that include early warning systems and business layoff aversion activities.*

The new business retention and layoff aversion project will be funded with WIOA Rapid Response core funds. If approved, the planned RFP will be released the week of August 28, 2017 and will be scheduled for approval by the Board of Supervisors of a contract starting July 1, 2018.

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



AJCC Memorandum of Understanding (MOU) Phase II

AJCC Partners:

1. **County of Ventura Human Services Agency (HSA):** TANF; WIOA Title I; Ex-offender programs and re-entry
2. **California Employment Development Department (EDD):** WIOA Title III (Wagner-Peyser); Jobs for Veterans State Grants; and Trade Adjustment Assistance Act
3. **California Employment Development Department (EDD):** Unemployment Insurance
4. **Job Corps:** WIOA Job Corps
5. **California Department of Rehabilitation:** WIOA Title IV
6. **Ventura Unified School District / Ventura Adult and Continuing Education (VACE) :** WIOA Title II Adult Education
7. **Conejo Valley Unified School District :** WIOA Title II Adult Education
8. **Oxnard Union High School District :** WIOA Title II Adult Education
9. **Simi Valley Unified School District / (SICE) :** WIOA Title II Adult Education
10. **Ventura County Office of Education (VCOE):** WIOA Title II Adult Education; Carl Perkins Career Technical Education
11. **Ventura County Community College District (VCCCD):** Carl Perkins Career Technical Education
12. **Salvation Army-Haven:** Department of Labor-Disabled Veterans; Veterans Administration – Homeless
13. **Center for Employment Training (CET) :** Community Services Block Grants
14. **Area Agency on Aging:** WIOA Title V
15. **SER – Jobs for Progress:** WIOA Title V
16. **National Association for Hispanic Elderly/Asociacion Nacional Pro Personas Mayores:** WIOA Title V
17. **Housing Authority of the City of San Buenaventura:** Housing and Urban Development Employment and Training Funds
18. **Community Action** (holds a Community Services Block Grants but is not a mandated partner because it currently does not fund an employment program)
19. **Moorpark Unified School District**
20. **Ojai Unified School District**

QUALITY EDUCATION

In Your Own Backyard



Automotive

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eric_irwin1@vcccd.edu

Chad Stangeland 805-289-6078

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Russell Gardner 805-289-6537

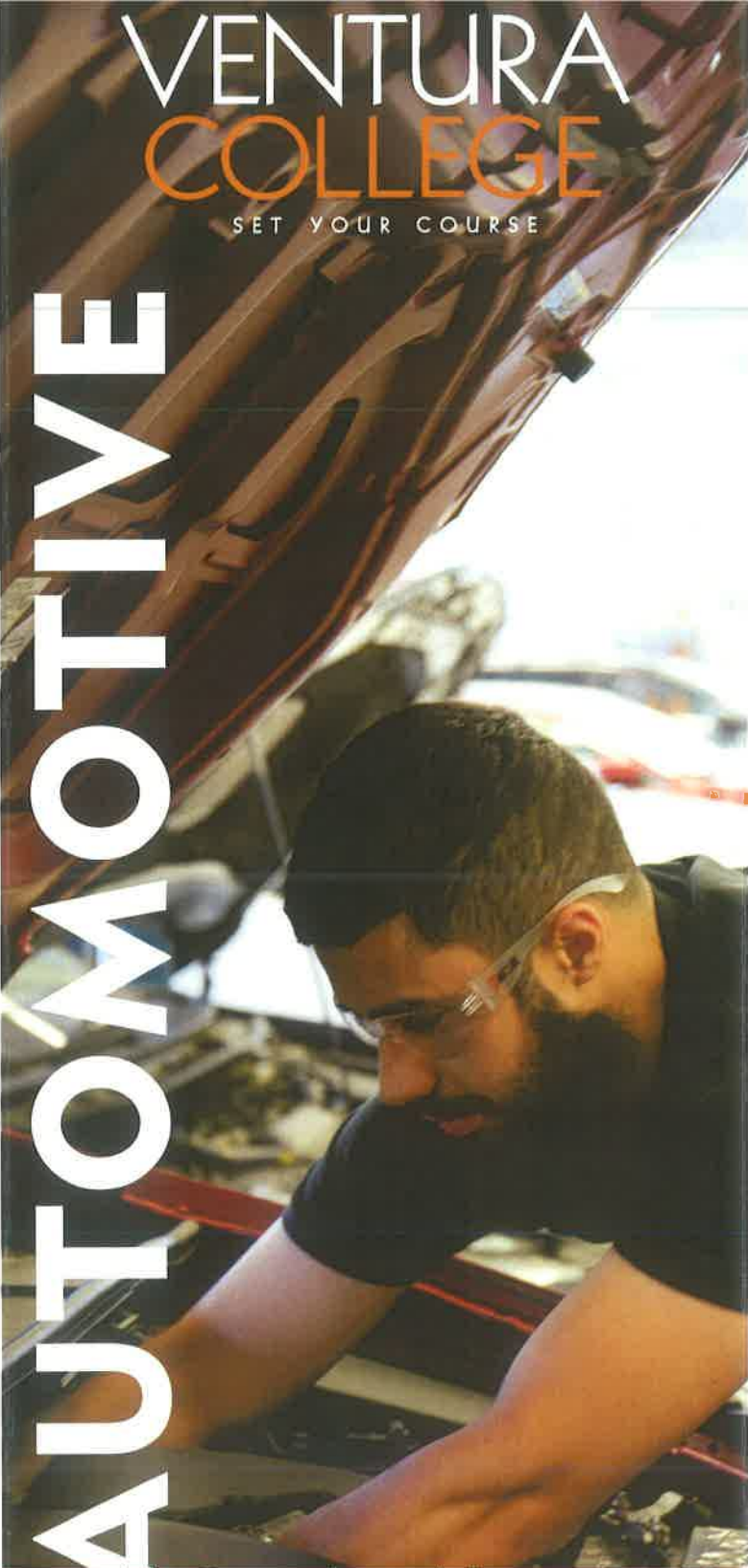
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*2016 Median Pay BLS.gov



JOB PLACEMENTS

FROM THE SAN FERNANDO VALLEY TO SAN LUIS OBISPO



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NEW TECHNICIANS PER YEAR

ARE NEEDED IN VENTURA COUNTY



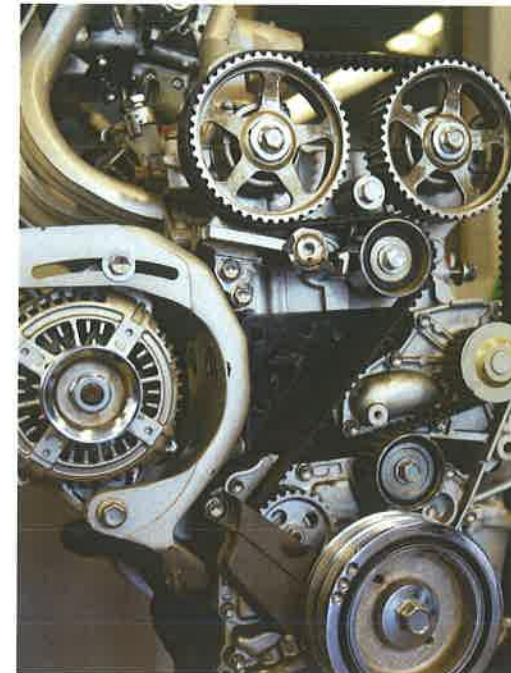
41%
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College Students



15+ Student Support Departments



1,609
Jobs (2016)
IN VENTURA
COUNTY!



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- Automotive air conditioning technician
- Brake & front-end technician
- Computerized engine control specialist
- Engine mechanist
- General repair technician
- High performance & racing specialist
- Licensed smog technician
- Service adviser/manager
- Technical instructor
- Technical sales representative
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