



**WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY
AND
“ENGAGING PARTNERS FOR REGIONAL ALIGNMENT” MEETING**

**Thursday, August 23, 2018
8:00 a.m. – 8:30 a.m. Board Meeting
8:35 a.m. - 11:30 a.m. Regional Meeting**

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

MEETING AGENDA

- | | | |
|---------------------------|--|--------------------|
| 8:00 a.m. | 1.0 CALL TO ORDER AND AGENDA REVIEW | Gregory Liu |
| 8:01 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> | Gregory Liu |
| 8:06 a.m. | 3.0 CONSENT ITEMS
3.1 Approve Workforce Development Board Minutes: June 7, 2018
3.2 Receive and File: WDB Committees Meetings Updates/Reports | Gregory Liu |
| 8:11 a.m. | 4.0 ACTION ITEM
Recommendation that the Workforce Development Board of Ventura County (WDB) Approve the New and Revised WDB Policies for WIOA Adult, Dislocated Worker, and Youth Programs | Gregory Liu |
| 8:21 a.m. | 5.0 WDB ADMINISTRATION UPDATES <ul style="list-style-type: none">• WDB Executive Director Vacancy Update• WDB Administration Manager Vacancy Update | Melissa Livingston |
| 8:27 a.m. | 6.0 WDB MEMBER COMMENTS | WDB Members |
| 8:30 a.m. | 7.0 ADJOURNMENT
<u>Next WDB Meeting</u>
October 25, 2018 (8:00 a.m.– 10:00 a.m.)
Ventura County Office of Education
5100 Adolfo Road, Salon C, Camarillo | Gregory Liu |
| 8:35 a.m. –
11:30 a.m. | 8.0 ENGAGING PARTNERS FOR REGIONAL ALIGNMENT
MEETING BEGINS | Gregory Liu |

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.

2.0 PUBLIC COMMENTS

At the August 23, 2018 Workforce Development Board meeting, Director, Founder of Passion Spark Retreat Workshop Jerry Beckerman made a public comment about this new organization sharing that it's a path to employer satisfaction, productivity, and quality of life. The attached handouts were provided to the Board members and is available in the meeting packet on the WDB website: www.workforceventuracounty.org



WORKFORCE DEVELOPMENT BOARD
OF VENTURA COUNTY

PUBLIC COMMENT/REQUEST TO SPEAK TO THE BOARD

Name: Jerry Beckerman

Date: 8-23-18

Address (optional) _____

City: Ventura

☐ Agenda Item: _____

☒ Non-Agenda: Passion Sports Retreat Workshops

Comment(s) A path to employee satisfaction, productivity, and quality of life.

The Workforce Development Board of Ventura County welcomes your comments. Please complete this card and hand it to a member of the WDB Staff. The WDB Chair will call on you to speak at the appropriate time.

Public comment is limited to three (3) minutes per speaker. When speaking, please state your name and the city in which you reside. Address your comments to the Board as a whole.

- * This form provides necessary information for preparation of the permanent record of the meeting. If follow-up is requested, an address is necessary for the purpose of receiving communication from staff.
- NOTE: This form is subject to public disclosure.

A common sense path to increased employee productivity

Many in our American communities are deeply unhappy. A national Forbes study found 81% of the workforce is unsatisfied with their jobs. Many feel trapped in dead-end careers, loathe going to work, but feel they must in order to meet their financial obligations for their family. Often, this causes their families and their communities to also suffer. Knowing only this way, many guide their children into this same result.

Traditionally, the mission of American P-16 education has been to prepare students with useful skills that enable them to find a job or matriculate into additional levels of education, such as college, or training, in order that they, above all else, "make a living." Many do their best, do make a living, yet as few as 19% also make a good life.

In a paradigm shift, a simple yet dramatic path to autonomy is offered by Passion Spark Retreats. It says, yes, do make a living, **but first**, take time to introspect deeply, with caring guidance, to discover your true passion, what you love to do. *Then*, choose a career that matches your passion **and** enables you to earn a good living.

According to social scientists, a path to success based on fostering autonomy is found in "most international reports on education that refer to the push toward greater autonomy as one of three main trends in every modern education policy" (Jan De Groof). When a student **chooses** their education and career path based on passion, this leads to ownership, inspiration, and motivation to achieve real success in their lives.

Passion Spark Retreats, for students in grades 9-16, occur during a 2-day workshop.

Student outcomes are seen in enthusiastic comments in a video at PassionSpark.org, and in parent testimonials. One student attributes the impact of Passion Spark to her success in crafting her college application essay that led to a \$220,000 scholarship.

Employers, beyond school, are more likely to hire the candidate who is passionate.

With gratitude for your interest, we invite your inquiry to explore how your organization may collaborate to bring Passion Spark to schools, institutions, and individual students.

Passion Spark Retreat Workshops

info@PassionSpark.org + (805) 643-3444 + PassionSpark.org

VILLANOVA PREPARATORY SCHOOL

*Founded in 1924 by the
Augustinian Fathers and Brothers*

*Coed Residential & Day
Catholic High School*

12096 N. Ventura Avenue
Ojai, CA 93023

RE: Passion Spark Retreat Workshops

To Whom It May Concern:

As a Director of College Counseling, I am often approached by vendors and experts in the field hoping to gain access to my students. As these students are my most valuable connections, and with whose futures I am charged, I take great care to ensure anyone I put in front of them has the student's best interests at heart.

I can say with earnest that Jerry Beckerman and the team at Passion Spark have been helping young men and women become exceptional versions of themselves. The workshops and resources they provide to students help my students transform before my eyes. Really, it's a blessing to observe.

Many young people face a challenging decision in choosing between a career with high income potential and a career with great happiness potential. In a most stunning fashion, through multiple activities over tens of hours, Passion Spark helps students create a realistic and tangible path to find a career they love that also makes them a good living.

Whether it be tapping into an interest that transforms into a clear path to a major or allowing a student to become more aware of herself so much so that she explores colleges she never thought possible, my students who have participated in Passion Spark programs are more engaged, enlightened, and invested in their futures.

A recent recipient of a full-tuition merit scholarship to Merrimack College was cited by the school's admissions officer as having an application essay so genuine and infused with her passion for helping others, the committee felt she had to be selected. The student attributed her ability to articulate her passion and capture her true essence to the experience she had at Passion Spark.

With passion as the touchstone for my students, I am able to have fruitful conversations with them that transfer to successful college and future results. I cannot thank Passion Spark enough!

Sincerely yours,



Marissa Carroll
Director of College Counseling



What if you could do what you love
and also earn a good living?

Jerry Beckerman

Director, Founder

Video at PassionSpark.org
jerry@PassionSpark.org
805-643-3444
Passion Spark Retreat Workshops
675 E. Santa Clara St., Suite 272
Ventura, CA 93001



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

MEETING MINUTES

June 7, 2018

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

WDB Members Present

Vic Anselmo, WDB Chair
Gregory Liu, WDB Vice Chair
Greg Barnes
Victor Dollar
Jim D. Faul
Brian Gabler
Greg Gillespie
Jeremy Goldberg
Cindy Guenette

Charles Harrington
Marilyn Jansen
CAPT Douglas King
Dona Toteva Lacayo
Byron Lindros
Anthony Mireles
Tracy Perez
Bill Pratt
Patty Schulz

Bruce Stenslie
Jesus Torres
Richard Trogman
Greg Van Ness
Celina Zacarias
Peter Zierhut

WDB Members Absent

Connie Chan
Kathy Harner
Victoria Jump

Jaime Mata
Roger Rice
Alex Rivera

Sumantra Sengupta
Tony Skinner
Stephen Yeoh

WDB Administration Staff

Melissa Livingston, HSA Chief Deputy Director / WDB Interim Executive Director

Talia Barrera
Patricia Duffy

Tracy Johnson
Patrick Newburn

Vivian Pettit
Ma Odezza Robite

Guests

Nancy Ambriz
Sean Bhardwaj
Carissa Castillo
Jesse Cuevas
Sally Harrison
Heidi Hayes
Marybeth Jacobsen
Jay McCoy
Justin McIntire
Richard McNeal
Tiffany Morse
Mairelise Robinson
Karen Swanson
Miguel Valencia
Bryan Went
Eric Went

Human Services Agency, County of Ventura
Aspire 3 / Pharos Center for Innovation
United Staffing Associates
Employment Development Department
Representative, County of Ventura, CEO Budget and Finance
theAgency
Workforce Education Coalition
W.L. Rubottom Company
Department of Rehabilitation
Retired WDB Administration Manager
Ventura County Office of Education
Workforce Education Coalition
Department of Rehabilitation
United Staffing Associates
Matter-labs
Matter-labs

1.0 CALL TO ORDER AND AGENDA REVIEW

WDB Chair Vic Anselmo called the meeting to order at 8:06 a.m. No changes were made to the agenda.

2.0 PUBLIC COMMENTS

No public comments.

3.0 WDB CHAIR'S COMMENTS

Vic Anselmo thanked and welcomed everyone for attending today's meeting and introduced special guest, Jesse Cuevas, EDD Deputy Division Chief, Workforce Services Branch.

Vic Anselmo congratulated WDB member Tony Skinner, Central Coast Labor Council, on the recent 30th Annual Labor Leader of the Year award he received.

WDB Chair Anselmo extended thanks to recent Workforce Wednesday radio show KVTM AM 1590 participants. In April 2018, WDB member Dona Toteva Lacayo and Chief Operating Officer Port of Hueneme Christina Birdsey discussed the significant financial impact the Port has in Ventura County. In May 2018, WDB members Victoria Jump and Greg Liu talked about the recent "un-retirement trend" which could be the answer to solving some employment challenges and also help address the skills gaps employers are facing. Recordings of this and other Workforce Wednesday broadcasts are available on the WDB website, About Us/News tab: <http://www.workforceventuracounty.org/>

4.0 CONSENT ITEMS

4.1 Approve Workforce Development Board Minutes: April 26, 2018

4.2 Approve 2018-2019 Meeting Dates: WDB and Executive Committee

4.3 Receive and File: WDB Committee Reports

4.4 Approve Addition or Deletion of Providers and/or Programs Courses for Eligible Training Providers (ETPL)

Motion to approve the Consent Items: Victor Dollar

Second: Brian Gabler

Motion carried unanimously.

5.0 PRESENTATION

PHAROS Center for Innovation
Eric Went, Matterlabs, Founder CEO
Brian Went, Matterlabs, Founder CEO
Sean Bhardwaj, Aspire3, Founder, CEO

Sean Bhardwaj, CEO of Aspire 3 provided a presentation to the Board. For the last five years, Sean has been working on programs to help encourage local entrepreneurs of all ages to create businesses in Ventura County. He and his partners, Eric Went and Brian Went (Founders, CEO Matterlabs) founded the Pharos Center for Innovation and are working together to advance their vision of the Pharos Center, to not only support entrepreneurs but to be a beacon of innovation for the community.

Mr. Bhardwaj described the four stages for creating a full talent pipeline. Starting with the Ecosystem, by answering the question what could they do to engage youth and adult students create student

programs, career connections, internships, and pitch connections. Second, is the Early Stage, consisting of networking, workshops, tech application, mentoring, and offers an accelerator program for adults. The accelerator program for adults, will take them through the entire process of coming up with a business idea to launching it within a short period. Once it has launched then getting them into the incubation pipeline, which follows the third stage the Seed Stage.

The Seed Stage helps them gain access to various capital and service providers to help grow their businesses. It also surrounds them with mentors, consultants to help support them in their growth, and connect them with talent and resources in the community, which leads to the fourth stage the Growth Stage. The Growth Stage is all about planning strategic partnerships so that as they grow all their relationships will be rooted in the Ventura County community. Mr. Bhardwaj shared this is the closest guarantee of them actually wanting to stay in Ventura County.

Sean Bhardwaj listed potential impacts this will have in the community: Brings money to Ventura County, creates jobs, and creates our very own innovation entrepreneurship eco-system. In partnership with the Aspire 3, EDC-VC, and Matterlabs, they formed the *Pharos Center for Innovation*. Anyone at any stage of his or her entrepreneurship journey can come in and receive assistance.

Mr. Bhardwaj expressed to the board in order to create the pipeline it takes the entire community working in concert to deliver the various services, which is what he is seeking from the board members today.

Sean introduced the Matterlabs Founders and CEOs Eric and Brian Went. Eric Went reported the impacts they have had in the County thus far. The students that came on day one to learn about the center were introduced to various professions e.g. seed engineers from Monsanto, You-Tube professionals, social media application developers, and healthcare data technicians, these were professions that these students never thought of as being a profession. Mr. Went shared just recently they had youth that's starting as a Blockchain Community Manager and this just came from the students getting visibility of what's out there that they never knew existed, *and* there were pathways that they didn't know were there.

The goal of the Pharos Center for Innovation is to make the program free to every entrepreneur and youth and it will take everyone to become a Pharos Center for Innovation partner. Mr. Bhardwaj and Mr. Went invited the WDB to visit the center to see what it is that they do first hand and reported they meet every Friday at 3:30 p.m. at 4001 Mission Oaks Blvd., Suite B, Camarillo.

Board member asked, how can they get involved?

Sean responded by listing three things. First, visit the center to learn what it is they do and once they understand. Second, they can help them to connect with other entrepreneurs in the community, by sending them over to the Pharos Center. Third is to leverage their information and resources to figure out how to make the Pharos Center for Innovation sustainable and accessible to everyone in the community at no cost. Funding for programs and spaces so that everyone can collaborate co-working spaces and meetups. Overall, they need their time, contacts, and expertise to offer ways to make the Pharos Center for Innovation sustainable. They are not profiting from it, it will be for the community.

Sean added after doing some research they found a big gap in entrepreneurship in the community and country, this gap is the early stages of getting a business off the ground.

A future goal is to create a local seed fund as an investment vehicle to invest into those companies. Stewarding the talent in the community to these opportunities, connecting with local partners and businesses that they can grow with. Connecting with local talent to hire and employ in their companies, investing in them, and keeping them here in Ventura County. By doing all those things they will stay in Ventura County and have innovations. To get involved with the Pharos Center for Innovation please visit www.pharoscenter.com.

WDB Chairman Vic Anselmo thanked the Pharos Center for Innovation founders for their informative presentation to the Board.

6.0 WIOA SUCCESS STORY

W.L. Rubottom Company Jay McCoy, CEO

Chairman Anselmo introduced CEO Jay McCoy of W.L. Rubottom Company a small business owner in construction industry. The Rubottom Company manufactures cabinets for over 70 years. Mr. McCoy reports this is a high labor-intensive product to make and a very challenging job to do especially with competitors from China, Mexico, and other states. Prior to the recession in 2008, the company employed 120 employees with a \$10-12 million a year in revenue. After the recession, they went to 30 employees struggling to do \$3 million a year revenue. Jay shared they took on some debt, cut back on workers, took on commercial work, custom work, and struggled along for a few years. In 2013, they took on a huge amount of work. They took on jobs from big builders within the geographical areas of Los Angeles County to San Louis Obispo County. They quickly got in over their heads because they did not have the cash to gear up the personnel and equipment, which declined over the years. An electrician recommended him to the EDC-VC, SBDC Business Consultant Marvin Boateng. After connecting with Marvin, he sent Jay another business consultant at no cost and worked with him over several month reviewing spreadsheets using QuickBooks. The consultants also sent a lead bi-lingual manufacturing expert that they were able to translate and work on procedures with his staff. Jay reported that they still are struggling, however, the industry has gone up 175% of what it was last year, which is almost sustainable, and they now have 60 employees.

Board members Bill Pratt asked Jay what are his workforce challenges.

Jay responded an extreme shortage of hiring skilled labor workers that can manually make cabinets. He has invested heavily in CNC computer operated equipment that helps to cut down on worker injuries to employ at least two people. However, labor is a huge problem.

Board member Pratt invited him to connect with the AJCC to check for potential skilled workers.

Mr. Pratt shared that local high schools and colleges have CNC programs to help bring skills back up to speed. In addition, what contributed to sparking the students interests are personalized high school field trips to businesses to get them the real experience of what it looks like to work in the field. Businesses open their doors to students during Manufacturing Week and scheduled tours. Mr. Pratt asked if Jay would not mind allowing students to tour his factory so that they can visualize a career in cabinetry. Mr. McCoy is pleased to do so and asked that any member may contact him to set the tour up.

Mr. Pratt reassured Jay that the program works as currently he has VC Innovates graduates are working in his manufacturing company.

Board member Bruce Stenslie and CEO President of EDC-VC shared the resources that Jay mentioned that were available to him through the EDC-VC are largely contributed to the WIOA rapid response funds. A huge investment and asset and thanked the WDB.

The labor side is Ventura County has a manufacture in cabinetry the only company in southern California. The upside is can get a lot of competition in labor. Downside not a lot of activity in cabinetry and is doing everything they can and hopes the company remains in Ventura County.

7.0 PRESENTATION

VC Innovates Update
Tiffany Morse, Ventura County Office of Education

Chairman Vic Anselmo introduced Executive Director of the VC Innovates Program Tiffany Morse. Dr. Morse provided a presentation to the WDB of the Career Pathways Trust Grant program (CPTG). Dr. Morse thanked the WDB Board members for their support and participation in attending several meetings in Sacramento to support the initial grant funding. Dr. Morse acknowledged that the region might not have received this funding if it was not for the support of the members of the Ventura Workforce Development Board to attend State panel interviews to support the project.

Dr. Morse presented an overview the program over the last four years. They just finished the last year of round one of the CPTG funding the competitive grant received in collaboration with the Ventura County Community College District; they were the fiscal agent for round one. Round two funding will be ending this year. There is one more year of Career Technical Education (CTE) Incentive grant for 2018-19 school year. Dedicated funding for career education has been an ongoing issue, there is a proposal now at the state to have ongoing continued funding for career technical education for K-12, anywhere between \$200 -500 million which makes a difference for Ventura County. Dr. Morse mentioned Assembly Bill AB 1743 and thanked Workforce Education Coalition for collecting 25 signatures to support the bill.

VC Innovates works collaboratively with all the school districts, community colleges, all of adult schools to form the VCI collaborative. Ms Morse shared they added many career technical education teachers to their pool (74 new CTE teachers and 68 teachers added CTE credential). To date they have 154 high school pathways, 115 middle school programs, increased in students earning college credits. Their student earning college credit in high school enrollments has increased over the last three program years. Their connecting schools with employers increased from 4000 pathway students in PY2014-15 to 16,144 in PY 2016-17. Field trips and business partners have also increased over the course of three program years. They have held several community events including their very first Hackathon. They will be holding a girls only Hackathon this summer to reach more females. A short video was provided of students experiences with the career technical education programs. For more information regarding this presentation, it may be located in the meeting packet on the WDB website at www.workforceventuracounty.org.

8.0 ACTION ITEMS

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

8.1 Recommendation of the Workforce Development Board (WDB) of Ventura County to Approve Hiring a Consultant to Provide a Study as to the Advantages and Disadvantages of Alternative Methods of Managing and Operating the WDB of Ventura County, with Special Emphasis on the Potential Benefits of a 501(c)(3) as Either an Operating Structure or an Additional Entity

Motion to approve: Greg Van Ness
Second: Byron Lindros
Motion carried unanimously

8.2 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 2018-2019

Motion to approve: Anthony Mireles

Second: Bill Pratt

Motion carried unanimously.

8.3 Recommendation that the Workforce Development Board of Ventura County (WDB) Recommend Board of Supervisors Approval of Option Term One (July 1, 2018 Through June 30, 2019) of Contracts Dated June 20, 2017 (CFDA No.: 17.259) to Provide Comprehensive Workforce Innovation and Opportunity Act (WIOA) Youth Services in the Amounts Not To Exceed \$604,000 for the Boys And Girls Club of Greater Oxnard and Port Hueneme, and Amounts Not To Exceed \$604,000 for PathPoint

Motion to approve: Bruce Stenslie

Second: Byron Lindros

Motion carried unanimously.

8.4 Nominations for the Election of Workforce Development Board of Ventura County (WDB) Chair and WDB Vice Chair to Serve from July 1, 2018 through June 30, 2019

The Nominations Committee hereby places the following names in nomination for Workforce Development Board of Ventura County (WDB) officer positions beginning July 1, 2018, and ending June 30, 2019.

For Board Chair: Gregory Liu

For Board Vice Chair: Tracy Perez

Motion to approve slate of officers submitted by the Nominating Committee: Byron Lindros

Second: Bill Pratt

Motion carried unanimously.

9.0 WDB ADMINISTRATION UPDATES

Recognition of Outgoing WDB Chair:

WDB Vice Chair Gregory Liu acknowledged the exceptional service of WDB Chair Vic Anselmo as he completes his service to the workforce board as Chair for program year 2017-18. Mr. Anselmo was elected as WDB Chair last June and served as Vice Chair the year prior in 2016. Chairman Anselmo will now serve as the Immediate Past Chair. He started service in 2010 as a committee member on the Applied Basic Skills for Technology-Related Jobs Committee now called the Manufacturing Sector Committee. In 2011, the WDB (formerly the WIB) awarded him and the Champion for Prosperity award. In 2012, Mr. Anselmo was appointed to the WIB and has since served on the manufacturing committee and the executive committee. His company, Applied Powdercoat in Oxnard, has been an active participant with National Manufacturing Day. WDB Chair Anselmo has done a remarkable job during this past year and on behalf of the WDB presented him with an award and certificate for his dedication and service to the Workforce Development Board.

AJCC Certification Evaluation Update: Hallmarks of Excellence 2nd Review of Criteria and Rankings

Patrick Newburn reported the WDB Programs Committee was appointed as the *ad hoc* Evaluation Committee of the America's Job Center of California (AJCC) certification. The Committee began their work last October and as of June 6, 2018, they concluded both of the certifications required by

the State. The first certification review was the Baseline Criteria that the Committee completed in December 2017 and was submitted and approved by the deadline date of December 31, 2017.

The second was the Hallmarks of Excellence that required a thorough evaluation of the accessibility and program accessibility of the AJCC. There were eight points of evaluation that had to be covered and rankings. They had to write narratives of goals and recommendations for the future in order to maintain the scores they selected. The committee has concluded their work and the details are to be written up in formal document titled Comprehensive AJCC Certification Matrix Hallmarks of Excellence. This matrix is to be presented to the WDB Executive Committee at its June 21 meeting for consideration and approval and then submitted to the state by the June 30, 2018 deadline. The summary of ranking of the hallmarks of excellence certification in the meeting packet on the WDB website at www.workforceventuracounty.org.

EDD/WIOA Fiscal & Procurement Monitoring Update

Melissa Livingston provided an update regarding the EDD/WIOA fiscal and procurement monitoring review. Ms Livingston reported that they effectively addressed all issues with the exception of the one-stop operator, which is a corrective action plan that will not be resolved until it is contracted out in a few years. They are pleased to see no findings in that area. Ms Livingston recognized WDB and WIOA programs team that were involved in the recent Equal Employment Opportunity Compliance audit that passed as well with no findings.

WDB Study Session with County Board of Supervisors

July 31, 2018 (Time Certain 11:00 a.m.)
County Government Center Hall of Administration
Board of Supervisors Hearing Room
800 S. Victoria Avenue, Ventura CA

10.0 WDB MEMBER COMMENTS

Chairman Anselmo thanked staff for their support over the past year and announced an upcoming regional joint sectors meeting which will be shared with the August 23 WDB Meeting. More information will be coming soon.

11.0 ADJOURNMENT

Motion to adjourn at 10:06 a.m.: Charles Harrington
Second: Cindy Guenette
Motion carried unanimously.

Next WDB Meeting

Thursday, August 23, 2018 (8:00 a.m.–10:00 a.m.)
Ventura County Office of Education
5100 Adolfo Road, Salon C, Camarillo



Workforce Development Board of Ventura County

MEETING UPDATE FOR MAY/JUNE

August 23, 2018

- | | | |
|-------------------------------|--------------------|---|
| • Executive Committee | September 13, 2018 | Committee report from the <u>August 9</u> meeting is attached |
| • Business Services Committee | TBD | Committee reports from the <u>June 6</u> and <u>August 7</u> meetings are attached |
| • Clean/Green Committee | September 28, 2018 | Committee report from the <u>May 18</u> meeting is attached |
| • Healthcare Committee | September 21, 2018 | Committee report from the <u>May 4</u> meeting is attached |
| • Manufacturing Committee | October 18, 2018 | Committee reports from the <u>April 19</u> and <u>June 28</u> meetings are attached |
| • Membership Committee | October 2, 2018 | Committee report from the <u>June 5</u> meeting is attached |
| • Outreach Committee | September 19, 2018 | Committee report from the <u>July 18</u> meeting is attached |
| • Programs Committee | October 3, 2018 | Committee reports from the <u>June 6</u> and <u>August 1</u> meetings are attached |



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: WORKFORCE DEVELOPMENT BOARD

**FROM: GREGORY LIU, CHAIR
EXECUTIVE COMMITTEE**

DATE: AUGUST 23, 2018

SUBJECT: EXECUTIVE COMMITTEE REPORT

The Executive Committee met on August 9, 2018. In attendance were Committee members: Gregory Liu (WDB Chair), Tracy Perez (WDB Vice Chair), Anthony Mireles, Alex Rivera, Patty Schulz, Tony Skinner, and Jesus Torres. WDB staff: Melissa Livingston, (HSA Chief Deputy Director), Talia Barrera, Patricia Duffy, Tracy Johnson, Patrick Newburn, and Ma. Odezza Robite; and Guests: Sally Harrison (County of Ventura CEO's Office), Richard McNeal (Public). The following is a summary of topics discussed at the meeting:

ACTION ITEMS

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

Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Recommend to the WDB Approval of the New and Revised WDB Policies for WIOA Adult, Dislocated Worker, and Youth Programs

Programs Committee Chair Tony Skinner reported that this is not an action item request coming from the Programs Committee due to lack of a quorum. The request today will be a recommendation from the Executive Committee to the Workforce Development Board to review and approve seven new policies and two revised policies.

WDB manager Patrick Newburn reported the policies brought to the committee today are important to the procedures and operations of career services providers and for transparency to have the full board approve the policies. Mr. Newburn went on record to thank Vivian Pettit who was very instrumental in researching WIOA law, interfacing with our EDD monitor and drafting policies for the committee.

Committee member Alex Rivera thanked Vivian for drafting the policies. Mr. Rivera asked if all the policies had to be considered as a whole before they could take action, due to some of the drafts are dated in January and we are now in August.

Human Services Agency (HSA) Chief Deputy Director Melissa Livingston explained that some of the policies were developed in draft form back in January of 2018 in response to a contract-monitoring audit- with a goal of using as guidelines for practice until a formal approval was received.

Mr. Newburn stated there have been meetings with career services providers, they were involved with many of the proceedings, and ongoing activities on a daily basis were included while drafting the policies to ensure everyone is onboard. He stated that this has been a major undertaking and additional policies within the coming months and some that will be even be revised.

Committee member Alex Rivera asked if there is another batch coming and what is the prospect to getting to those this year.

Ms Livingston responded the primary policy staff in the works is a work-based learning/apprenticeship policy. This policy will form the foundation as we move forward and a WDB and Region in support of work-based learning approaches, and will be modified over time, as we get clearer on approach and requirements.

Patrick Newburn explained that the work-based learning/apprenticeship policy now brings the need to revise the on-the-job training policy, an incumbent worker policy, and other policies related to apprenticeships. Mr. Newburn is working closely with Vivian to revise these policies.

Chairman Gregory Liu asked if there is a required deadline.

Mr. Newburn responded the deadline is we have to have the policies. These were the most critical to be put in place at the request of the EDD State Monitor. EDD releases information notices and directives that speak to these policies brought to the Committee today for approval. In addition, staff as asked AJCC partners to begin using them as guidelines and until they become final.

Ms. Livingston shared that as the Resource Development Committee is reconstituted that work-based learning and apprenticeship funding opportunities will become a priority area of focus. Work-based learning may also impact other strategies and how core funding is prioritized.

Jesus Torres asked if the policies are currently being in use now.

Patrick Newburn reported that the existing contractors would need to comply with the policies and that they are worded in a way to allow movement. Mr. Newburn shared staff attends monthly technical assistance meetings and they are constantly aware of directives coming down from the State. Some policies have been implemented in draft mode to the provider's in lieu of formal policies to be used as a guideline. These policies allow adult, dislocated workers, career service providers and youth providers to comply with their day-to-day operations.

Mr. Newburn informed the committee the Programs Committee were given electronic copies a week in advance for review. The committee could not provide a recommendation to the Executive Committee today due to not having a quorum. However, ultimately the Executive Committee and WDB approves the items.

Motion to approve: Tony Skinner
Second: Anthony Mireles
Motion carried unanimously.

Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approve Submission of the 2018 Conflict of Interest Code Biennial Review of the WDB to the Clerk of the Board of Supervisors

Every two years we are asked to revise as needed the form that notifies the Clerk of the Board of Supervisors of those individuals who are required to submit Form 700 in accordance with the WDB Conflict of Interest Code. In addition to updating the title of the Workforce Development Board, we

have listed categories listed for Form 700 submission: all WDB members, the WDB Executive Director, and the WDB Administrative Managers (Senior Administrative Specialists). The meeting packet with background information on this action item is available on the WDB website: www.workforceventuracounty.org.

Motion to approve: Tracy Perez

Second: Jesus Torres

Motion carried unanimously.

Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approve the Submission of a Non-Competitive Grant Application by the WDB to the California Workforce Development Board (CWDB) for a Prison to Employment Initiative Planning Grant

Patrick Newburn presented the Prison to Employment Initiative Planning Grant (PEIG) to the Committee. The Prison to Employment Initiative is a \$37 million general fund proposal from the Governor that was approved by state legislature. He reported the grant is to put into place collaborative partnerships with the Probation Agency, California Department of Corrections and Rehabilitation, community based organizations, private/public businesses, local law enforcement, labor union, and other entities that serve ex-felons and justice-involved individuals. This planning grant is eligible for up to \$50K, the intent is to hire a consultant to lead and facilitate the planning meeting. Newburn stated this is the first part of the grant and part two is expected to be released in Spring 2019. Part II of the Prison to Employment Initiative could be worth several hundred thousand dollars to Ventura County, to do implementation and provide supportive services to the justice-involved individuals. Part III in funding will come next program year if the legislature funds it to further the implementation in supportive services. He added this is the beginning of a process out of three for justice-involved individuals.

Committee member Alex Rivera stated that in the past we have received a similar program grants and asked if this is a successor grant to one of those programs.

Patrick Newburn responded that it is similar but this specific grant we would build upon those partnerships. The PEIG is a broader collection of partners and is proposed by the governor and wants to make sure businesses, labor, and community-based organizations are at the table that would serve justice-involved individuals. In addition, this is coming from the States' general funds where we are reportable and will be monitored by the State on how we use the funds. Overall, this is an effort to facilitate collaboration with a larger pool of people that is not necessarily government agency focused.

Mr. Rivera inquired about the consultant that would be overseeing the program.

Patrick Newburn shared that initially it would be planning, outreach, and collaboration with the partners. This amount of money will allow WDB staff to hire a consultant to engage key partners and to determine how different agencies and organizations are already working together. What staff is intending to do is pull together through this initiative a wide collection of partners. In addition, the consultant would be responsible to report to WDB board and staff. One of the primary focus would be to do outreach, bringing partners together, have two-three meetings to develop a plan so that they are ready for the next grant allocation coming in Spring 2019.

Alex Rivera asked if there is a reason why staff needs to contract a consultant as oppose eliminating that middle person and having WDB staff do the work and save the cost.

Mr. Newburn responded that the way the staff current responsibilities are they do not have the capacity to take on the project.

WDB manager Talia Barrera added, this grant requires WDB staff to provide contract oversight and convene meetings with key partners. Ms Barrera informed the committee a list of contacts is established by the California Workforce Association (CWA) for business consultants whom are subject matter experts.

WDB manager Patricia Duffy shared all of the regional planning units (RPU) will receive money for this initiative because they are mandated to roll out this program and it does not appear to be a competitive grant.

Patrick Newburn added this grant is specific to the RPUs. The WDB is the applicant, the central administrative entity, as well as the collaborator/convener for this grant. The announcement was released on July 27, 2018 and the deadline to submit the application is August 27, 2018. WDB staff have been working with other partners and agencies to help get the information for the budget and other information required by the grant. On August 15, there will be an initial meeting of potential partners this will be an informational meeting to let the County Probation Agency, County Sheriff Department, and community-based organizations, to provide additional information about this grant. This will be the second informational meeting of its kind.

Melissa Livingston added that as this project moves forward the firewall policy will come into play- as the primary role for the WDB Administrative staff will be administrator oversight and contract monitoring.

Motion to approve: Alex Rivera

Second: Tracy Perez

Motion carried unanimously.

WDB ADMINISTRATION

- **WDB Executive Director Vacancy Update**

Melissa Livingston provided an update of the WDB Executive Director position to the committee. The announcement will be ready to be released early next week. Ms Livingston stated that as soon as the announcement is made public she will send out an announcement to the collective WDB. The recruitment will be open for approximately five to six weeks assuming sufficient prospective candidate responses. The recruitment will be nationwide and will use the CWA, CWDB, and National Workforce Board Association networks for dissemination.

Once candidates are screened, a preliminary oral panel will form that will have WDB representation. She asked WDB Chair Gregory Liu to provide two WDB members to sit on the preliminary oral panel. The panel will likely also include a Community Member, and representation from the County CEO, and the Human Services Agency. A final panel will follow that will also include WDB representation with a target date of selection by October 2018.

- **WDB Administration Manager Vacancy Update**

Melissa Livingston reported WDB manager Vivian Pettit will be taking a job opportunity with the Adult and Family Services Department of HSA- in support of WIOA and other HSA programs. Ms. Livingston stated that Vivian will be missed as she has created unbelievable value in her role with the WDB Administrative team. One example has been the work invested on policies- as recognized in today's meetings. Vivian Pettit also brought extensive knowledge in WIOA programs and the AJCC network that has been helpful in many respects; including the recent AJCC Baseline Certification, and Hallmarks of excellence certification processes. Ms. Livingston wanted to publicly thank Vivian for her great work while on the WDB admin team.

Ms Livingston shared that Vivian will be helpful in her new role in assisting with data and performance metrics that will assist in building a dashboard that can be shared with the WDB to ensure accountability and a return on investment of WIOA funds and resources.

The vacancy of the WDB Administration Manager position will create the need for a recruitment. Activities are underway to open the position with a target date in the next couple of weeks. There will be a nationwide recruitment for that position as well and use all same networks used for the WDB Executive Director recruitment.

Ms. Livingston offered WDB Chair Gregory Liu the opportunity to identify WDB members to participate on the interview panels. It would be desirable to have the new WDB Executive Director onboard prior to final selection of a new WDB Administrative Manager.

The next meeting of the Executive Committee is scheduled for September 13, 2018, from 8:00 a.m. to 9:30 a.m., at the United Food and Commercial Workers, Local 770, 816 Camarillo Springs Road, Camarillo.

If you have questions or need more information, please call me at (805) 526-4979, or Melissa Livingston, HSA Chief Deputy Director at (805) 477-5306.



WORKFORCE DEVELOPMENT BOARD

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TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: AUGUST 23, 2018

SUBJECT: BUSINESS SERVICES COMMITTEE

The Business Services Committee met on Wednesday, June 6, 2018. In attendance were Committee members Jesus Torres (Chair), Tracy Perez (Vice Chair), Stephen Yeoh, Ashish Shah; WDB staff Talia Barrera; and guests Claire Briglio and Bruce Stenslie (Economic Development Collaborative of Ventura County), Ray Bowman (Ventura County Small Business Development Center), Rana Ghadban (Simi Valley Chamber), Nancy Lindholm (Oxnard Chamber), Dona Toteva (The Port of Hueneme), and Lisa Minyard (Women's Economic Ventures).

Jesus Torres shared with the new goals for the committee and the potential strategies to accomplish these initiatives.

Bruce Stenslie shared with the committee the Regional Plan Implementation project (funded by the Workforce Development Board) that EDC-VC will be working on. EDC-VC will develop a Lean Six Sigma project, which will help identify cross-organizational training, processes and tools for information sharing for businesses, to be able to establish a communication and information sharing system for the region's partners in business outreach and engagement.

The discussion included ideas for innovative partnerships with organizations that provide business support, how to help the WDB become more relevant to local businesses and help local employers find the talent they need among workforce, improving the demands of sustainable business engagement and expansion of economic development opportunities in the region to improve overall economic growth.

Committee strategies include the following:

- Take inventory of resources available to businesses in the region, to include, chambers WEV, AJCC, EDC-VC, SBDC, Education and any other organizations that provide business support, including workforce development
- Identify business needs in the region, become a resource to the business community,
- Actively listen and connect with businesses in the region, identify, engage and communicate with local partners in an effort to increase awareness of local resources to support businesses through local partnerships
- Committee will go on a "Listening Tour" throughout the region to identify areas of opportunity

Committee is interested in creating a survey and distribute to local businesses to identify who should be included in the conversations to identify the areas of need.

Committee will be gathering data which will help identify the areas of need. Members agreed to work together to identify regional economic indicators related to business services.

Talia Barrera also shared with the committee a tool that is currently being used for business engagement; Ventura County Grows Business website, which is a platform developed by the Workforce Development Board and is being utilized as a collaborative resource to provide information to businesses in the region.

The next Business Services Committee meeting is TBD.

If you have questions or need more information, please call me at (805) 910-7028, or contact Talia Barrera at 805-477-5341, email: talía.barrera@ventura.org.



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TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: AUGUST 23, 2018

SUBJECT: BUSINESS SERVICES COMMITTEE REPORT

The Business Services Committee met on Tuesday, August 7, 2018. In attendance were Committee members Jesus Torres (Chair), Heidi Hayes, Paula Hodge, Jaime Mata; WDB staff Talia Barrera; and guests Nancy Ambriz (HSA Adult and Family Services), Rebecca Evans (HSA Adult and Family Services), Marybeth Jacobsen (Workforce Education Coalition), Gayla Jurevich (Deputy Sector Navigator-Business Services), Alix Wright (Ventura County Community College District), and Claire Briglio (Economic Development Collaborative-Ventura County).

Committee Chair Jesus Torres, shared information on the Business Services training that he and Tracy Perez attended in Anaheim on Monday, July 23, 2018. The California Workforce Association provided the training. The purpose of the training was to expand business engagement and share strategies and activities that go on in local and regional boards. Most importantly, this training was focused on America's Job Center staff to build long-term relationships with customers, defining businesses services based on employer needs.

Heidi Hayes with the Agency provided an update on the Regional Plan Implementation (RPI) Grant. The goals of the grant for PY 2018-2019 for the Agency are to enhance business outreach and engagement, targeted outreach to the region's high demand sectors, regional outreach of training resources to businesses and expand use of Ventura County Grows Business (VCGB). Heidi reported current outcomes:

- 3,113,362 Gross Media Impressions delivered and connected with target audiences
- VCGB Website and Social Media:
 - 25% Increase in users visiting the website
 - Mobile usage increased from 5% to 53%
 - 64% of sessions visited three or more pages
 - 15% of sessions include a visit to the WDB Landing page
 - 25% increase in like/fans on Facebook page 3,348

the Agency also researched and developed a dedicated Work-Based Learning & Training landing page on VCGB, negotiated a paid media plan to target business owners, extended SEO (search engine optimization) efforts on VCGB, designed creative assets focusing on the vast array of available business growth resources, work-based learning programs, and training opportunities. Heidi will continue to update the committee on the outreach for the RPI Grant.

Rebecca Evans and Nancy Ambriz shared with the committee an overview of the programs and services at the America's Job Center of California (AJCC). They explained that the AJCC is designed to provide a full range of assistance to job seekers. The centers offer training referrals, career counseling, job

listings using CalJOBS, and similar employment-related services. Nancy explained that the AJCC is operated as a consortium and currently there is one comprehensive center and one satellite center in our region. The difference is that a comprehensive center has representatives of different programs that are colocated which allow customers to have access to core, intensive and training services. WIOA identified mandatory partners, although not required to be physically located at the AJCC, the partners have to coordinate their services. Nancy mentioned some of the mandatory partners that are at the local AJCC are; those that run programs under Title I for Adults and Dislocated Workers, Department of Rehabilitation, Employment and Training programs. Nancy also shared that the AJCC offers direct placement services through the CalJOBS system and/or depending on the employer needs, they could be partially reimbursed for employee training. The Committee will continue to receive information on services offered at the AJCC.

Alexandria Wright shared with the committee information on a recently released workforce development guide for employers that she developed. The purposed of this guide is to provide available resources for customized training in the region. It has information on local apprenticeship programs and benefits, resources for employee recruitment, information on education and training at local community colleges and adult schools, and information on government resources.

Committee members provided feedback, agreed that it is important to identify the key leaders to participate on the Business Services Committee, and would like to meet on a monthly basis. There is a need to collaborate and align information that will support business engagement. In collaboration with the Agency, the committee will work to develop an employer survey that will help identify areas of need. This information will be shared with local partners to support regional alignment for business services.

The next Business Services Committee meeting is TBD.

If you have questions or need more information, please call me at (805) 910-7028, or contact Talia Barrera at 805-477-5341, email talía.barrera@ventura.org.



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TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: AUGUST 23, 2018

SUBJECT: CLEAN/GREEN COMMITTEE REPORT

The Clean/Green Committee met on May 18, 2018. In attendance were Committee members Anthony Mireles (Chair), John Brooks, Holly Chavez, Victor Dollar, Dave Fleisch, Grant Leichtfuss and Mary Anne Rooney; WDB staff Patricia Duffy and Guests, Christina Tafoya(Oxnard College), Monica Gray (Food Forward/Get Fresh VC). Topics of discussion included:

Ventura County Regional Strategic Workforce Development Plan

- Deputy Sector Navigator – AWET

Holly Chavez, DSN for Agriculture, Water & Environmental Technology (AWET) updated the Committee Members on the latest projects. Ms. Chavez is currently developing a regional Agriculture Student program in conjunction with Cal Poly San Luis Obispo, Cuesta College, Hancock College, and Ventura College Agriculture programs. In addition, Ms. Chavez is working with the Vice Provost for International, Graduate, and Extended Education at Cal Poly toward the development of a regional community college student internship program in Agriculture. Ms. Chavez mentioned they have been sponsoring OSHA classes. There will be a new round of mini grants available to the high schools for the new fiscal year.

- Clean/Green Committee's Focus and Planning Discussion/Year-End Review

The Committee Members discussed the focus of the Committee and the challenges. This Committee incorporates so many different industries since there can be clean/green components in any job. The focus of the Clean/Green Committee is on jobs and training that support environmentally sustainable business practices and legal compliance through; recycling or reuse of existing materials, water conservation, energy efficiency through construction, installation and maintenance; natural and sustainable product manufacturing, renewable energy and education compliance and awareness. The Committee reviewed the Two-Year Plan and the Year-End Review and discussed how to create value and whom else we will need at the table, and how the Committee can connect with educators to add sustainability into the curriculum. Using CTE Advisory Committees to incorporate the need for sustainability into their programs was mentioned. Victor Dollar brought up how the hospitality industry has recognized that incorporating green practices attracts more business. It was discussed that studies have shown that many employees want to work for companies that have incorporated social responsibility and that employers seek employees with knowledge of sustainable business practices. The suggestion to send out a survey to businesses was discussed and a workgroup was formed to develop a survey to determine if local

businesses include a knowledge of sustainability as a factor when hiring. The Committee members developed a list of industries they would like to have represented on the Committee.

- Joint Regional Sector Committees Meeting: Action Plan for a Regional Approach to Work-Based Learning Clean/Green

The Committee Members reviewed the results from the last meeting where they worked to develop an action plan for a regional approach to work-based learning in Clean/Green industries, as a follow up to the Regional Joint Sectors Committee meeting.

- Career Pathways – Update

Mary Anne Rooney reported on the student job shadowing and internships.

- Workgroup Report: Employer Awareness: Update

Patricia Duffy informed the Committee members, she has a meeting scheduled for next week at the Ventura Adult & Continuing Education (VACE) Multimedia Center and that the Clean/Green videos will be available soon.

The next meeting of the Clean/Green Committee will be a Joint Sectors Committee Meeting on August 23, 2018 at the Ventura County Office of Education, Camarillo.

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



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TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: AUGUST 23, 2018

SUBJECT: HEALTHCARE COMMITTEE REPORT

The WDB Healthcare Committee met on May 4, 2018. Attending the meeting were Committee members; Marilyn Jansen (WDB Board Member, Chaired the meeting in the Chair's absence), John Cordova, Christina Lee, Michelle Reynolds, Lisa Safaeinili, Bill Werner, WDB staff Patricia Duffy; and guests, Carolina Ugarte (Ventura County Office of Education). The following is a summary of topics discussed:

Ventura County Regional Strategic Workforce Development Plan

- Healthcare Deputy Sector Navigator Update:

John Cordova described the HASC (Hospital Association of Southern California) event that was held in Los Angeles. HASC would like to replicate this event for Ventura County in collaboration with HWI (Health Workforce Initiative) and the WDB Healthcare Committee. The event included a panel of the local hospitals HR representatives to discuss the Healthcare workforce needs for the local area. HASC will present their white paper on "Southern California's Health Care Workforce: Challenges, Approaches and Solutions." The Committee members discussed a time in August to have this event and decided on the first week in August.

- Regional Healthcare Care Coordinator Pathway Project: Update

Patricia Duffy and John Cordova updated the Committee members on the roll out of the courses developed through the Regional Healthcare Care Coordinator Pathway Project, a collaborative project with the six LA WDBs. The Patient Navigator course is being offered through the Ventura County Community College District and will be offered in June. The curriculum is being completed for the level II and level III courses and should be available in the summer or early fall.

- Alameda Contra Counties Optometric Society Office Assistant Training Program - Optometric Office Assistant Registered Apprenticeship.

Patricia Duffy presented information on the Optometric Office Assistant Registered Apprenticeship Program. The program was developed through the work of Dr. Ong, in response to a recognized need in the area. The curriculum is available to be shared, with Dr. Ong's permission, as well as information on the steps to set up the registered apprenticeship in other areas in California. Dr. Ong can be contacted for more information. Thanks to the Humboldt County WDB for letting us know about this apprenticeship program. Several Committee members were interested in more details and the curriculum for the program.

- Joint Regional Sector Committees' Meeting: Action Plan for a Regional Approach to Work-Based Learning in Healthcare:

The results of the work the Healthcare Committee completed at the last meeting, identifying obstacles and prioritizing action plans, were shared with the Committee members. There are plans for another facilitated Joint Sectors Meeting in August. In the course of this discussion, regarding work-based learning, the mention of the use of the COPE Scholars Programs, which develops internship programs for hospitals, was discussed as a program known and utilized by Simi Valley Hospital with good results.

In addition, the HOPE Program was mentioned, Health Occupations Pipeline Education and is a program at Ventura County Medical Center partnered with Ventura County Office of Education. The participants are students from Ventura County High Schools. The program offers practicum and academic credit and is offered three times a year, fall, spring and summer.

- Year-End Review

The Committee received a draft copy of the Year-End Review for comments and additions.

Comments: Bill Werner commented on the critical need for psychiatric evaluations and beds for psychiatric patients who come into hospital emergency rooms. There are no available places to send them. There was a discussion about a Psych ER for the area but it was pointed out that even with a Psych ER, if there are no beds for emergency placements the problem is still not resolved, since the Psych ER will have nowhere to place patients needing psychiatric in-patient care. It was acknowledged that this is a critical issue for the region and became more urgent since the loss of Vista Del Mar Hospital during the fire. Patricia Duffy will research who is leading the effort to address this issue in the Ventura region.

The next meeting of the Healthcare Committee will be a Regional Joint Sectors Meeting on August 23, 2018 held at the Ventura County Office of Education, 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 23, 2018

SUBJECT: MANUFACTURING COMMITTEE REPORT

The Manufacturing Committee met on April 19, 2018. In attendance were Committee members: Alex Rivera* (Chair), Michael Bastine, Cindy Guenette*, Marybeth Jacobsen, Marilyn Jansen*, Byron Lindros*, Greg Liu*, Tiffany Morse, Bill Pratt*, Tre Robinson, and Peter Zierhut*; Workforce Development Board (WDB) staff Patrick Newburn. Guests in attendance were Israel Rodriguez (Small Manufacturers Association). * Indicates WDB Member. The following is a summary of topics discussed at the meeting:

WIOA WORKFORCE DEVELOPMENT PLANNING

- Survey Report: Joint Meeting WDB Regional Sector Committees November 16, 2017 "Skills Attainment for Upward Mobility & Aligned Services for Shared Prosperity"

Committee members discussed the summary report of their survey results based upon their observations and ranking from the November 2017 Joint WDB Regional Sector Committee meeting:

What are top three or more current work-based learning activities being practiced in Manufacturing?

- 1 Incumbent Worker Training
- 2 On the Job Training (OJT) – America's Job Center/WIOA
- 3 University Internships

What is the ideal vision of work-based learning one year from now in Ventura County?

- 1 Anchor employers; employers are saying "Thank you!"
- 2 Clear understanding of pathways
- 3 Directory of all Work Based learning programs with business partnerships

What top three Business Engagement obstacles stand in the way of reaching the vision of a unified work-based learning strategy in Ventura County?

- 1 Partnerships between business and education are needed
- 2 Employer engagement
- 3 Sustaining Commitment of Employers

What top three Process and Bureaucracy obstacles stand in the way of reaching the vision of a unified work-based learning strategy in Ventura County?

- 1 Coordination of efforts
- 2 Fractured leadership and direction (capacity/priorities)
- 3 Funding stream

What top three Leadership obstacles stand in the way of reaching the vision of a unified work-based learning strategy of Ventura County?

- 1 Project Champions wanted (Strategic Oversight)
- 2 Funds + Better coordination
- 3 Actionable Plans needed

What top three Education/Training/Marketing obstacles stand in the way of reaching the vision of a unified work-based learning strategy in Ventura County?

- 1 Student knowledge of career options
- 2 Perception of academic learning vs. work-based learning
- 3 Education integrated with industry

What top three Youth obstacles stand in the way of reaching the vision of a unified work-based learning strategy in Ventura County?

- 1 Student career inspiration/ initiative lacking
- 2 Transportation
- 3 Supportive transit system not available

What are top three Next Steps for the WDB Manufacturing Committee?

- 1 Actively network to bring business to table
- 2 Pair with business to provide training
- 3 Utilize programs that are available (once we find out)

Member follow-up comments included the following:

- Business members agreed that growing your own staff is needed and the models of OJT, incumbent worker training, and internships are used within their companies. Some members questioned the long term success rate if outcomes expectations were not managed well in the beginning of the training.
- Members expressed a need to publish a list of available certificated training, apprenticeships, and work based training opportunities throughout Ventura County.
- According to one member, enrollment is down in Bio-Technology Manufacturing courses, that this committee and local community college helped create, however wages and opportunities are strong. This bio-tech program at Ventura and Moorpark Colleges needs greater outreach and promotion. Another member responded that the process of enrolling in college is overly complicated including the shortage of career and college counseling to prospective students. Also commented was the shift in college culture an awareness to get teachers, students, parents, and counselors on the same page.
- Members discussed and requested more information and presentation on topic of manufacturing certificate clearinghouse. A franchise model might be workable and can be explored at a future meeting. There's need for a successful ongoing ecosystem of manufacturing certificate programs that is sustainable through centralization and coordination.
- Foundation grants are a good way to fund additional workforce programs related to or go beyond WIOA training and manufacturing industry needs. The WDB may want to reestablish the Resource Development Committee to explore alternative funding beyond core WIOA grants.

- Members discussed the growing demand for job candidates for all occupations to possess strong soft skills in interpersonal and written communication, teamwork, adaptability, problem solving, and conflict resolution.

WORKFORCE DEVELOPMENT REPORTS

- Workforce Education Coalition (WEC): - Community Based Organization Update

Marybeth Jacobsen, president of WEC, presented an overview of the nonprofit mission and purpose to communicate the needs of employers to education within Ventura County. WEC is an offshoot from the Simi Valley Chamber of Commerce Economic Development Committee and was independently incorporated in 2014. Recent accomplishments from WEC include: Providing student tours, STEM equity and STEM Emersion, Entre to Employment Dinners in collaboration with VC Innovates, and Laptop Advantage a program to provide underserved kids laptops to be used for homework assignments. Additionally WEC is a facilitator of Guild-X advisory boards to education. The two Guilds are in the manufacturing and information technology industry sectors. WEC is also actively involved in the collaboration between Ventura College and local manufacturers to develop curriculum for CNC and introductory manufacturing related courses.

- California Community Colleges: Workforce Training – Manufacturing

Michael Bastine, Deputy Sector Navigator for Manufacturing, from the California Community Colleges provided updates about CNC Fast Track Program using ETP funds with availability through Ventura County Community College District (VCCCD). The program uses Work-Keys to screen prospective students; offers 14 of the NIMS credentials; course lasts 320 hours over two months; and boasts of placement rate near 80% upon completion. Additionally, Bastine announced upcoming events at College of the Canyons including a Maker Fair and a summer STEM institute. Lastly, he spoke of the availability of \$20K to support makerspace robotics development.

- Ventura County Office of Education: Career Education

Dr. Tiffany Morse, director of Career Education, provided updates about Career Technical Education (CTE) programs offered by the Ventura Office of Education. Upcoming Entre to Employment dinner for engineering career pathway is to be hosted at California State University Channel Islands on April 25. Facilitated through VC Innovates, the event allows students to connect directly with employers over dinner and table side conversation. Additionally, Dr. Morse announced a regional maker fair for entrepreneurship to be held May 5. Of special news is the availability of 60 high school students for summer internships, program sponsored by Harbor Freight Tools, seeking internships in July to work in manufacturing and welding occupations. Tiffany also announced that CTE teachers will receive training in NIMS Certificate at the Camarillo Airport Career Education Campus on June 16-17. Also, teachers will be receiving safety training given that some CTE classes using saws, cutters, and industrial equipment.

The next Manufacturing Committee meeting is scheduled for June 28, 2018, from 8:00 a.m. to 9:30 a.m., at the United Food and Commercial Workers, Local 770 building, 816 Camarillo Springs Road, 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: PATTY SCHULZ, CHAIR
MEMBERSHIP COMMITTEE

DATE: AUGUST 23, 2018

SUBJECT: MEMBERSHIP COMMITTEE REPORT

The Membership Committee met on June 05, 2018. In attendance were Committee members: Patty Schulz (Committee Chair), Capt. Doug King, and Jesus Torres. (All are Board members). WDB Staff present was Patrick Newburn. The following is a summary of topics discussed at the meeting:

Membership Status

- **Reappointments:** As previously considered at the May 1, 2018 meeting, current WDB member terms indicate six total reappointments for consideration will be coming due in June (Anthony Mireles) and August (Brian Gabler, Greg Gillespie, Cindy Guenette, Kathy Harner, and William Pratt). The committee unanimously agreed to extend reappointment invitations to all six and all have accepted the invitation. Patrick Newburn subsequently prepared board of supervisor (BOS) recommendation for reappointment and they will be considered for reappointment at the BOS meeting on June 19, 2018. No other reappointments were discussed at the June 5 meeting.
- **Appointments:** As previously discussed at the May 1, 2018 meeting, one Government/Workforce Services category prospective member Jesse Cuevas was discussed as a potential appointment for this mandatory category, given a resignation from Connie Chan due to job reassignment by EDD. The EDD representative is mandated in this category as there are no other entities that fulfill the WIOA mandate for Workforce Services. Patrick Newburn received Mr. Cuevas resume, application and letter of recommendation. Ms. Chan confirmed her resignation by letter. Newburn has prepared the board of supervisor (BOS) recommendation for reappointment and Mr. Cuevas will be considered for new appointment at the BOS meeting on June 19, 2018. Committee members discussed board composition, WIOA categories of representation, required business member and workforce member ratios, and the engagement/recruitment process. The committee agreed that the WDB remains WIOA compliant with 29 voting members in all mandated categories. Additionally WDB has four non-voting members.
- **Recruitments:** Committee members discussed one business category candidate from the manufacturing industry on the horizon for WDB engagement. Patrick Newburn will connect and discuss board mission and growth opportunity.

WIOA Workforce Development Planning

Committee members reviewed the 2017-2018 Year-End Review and made several insights to be included in the draft document that will be reviewed again at the next meeting August 7, 2018.

Committee Member Comments

Members discussed the WDB Executive Director vacancy relating to WDB member engagement, development, and retention. Newburn reported that the position will be posted within the next few weeks according to Melissa Livingston, Chief Deputy Director, Human Services Agency.

The next Membership Committee meeting is scheduled for October 2, 2018, from 8:30 a.m. to 10:00 a.m., at the United Food and Commercial Workers, Local 770 building, 816 Camarillo Springs Road, 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.



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TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: AUGUST 23, 2018

SUBJECT: OUTREACH COMMITTEE REPORT

The WDB Outreach Committee met on July 18, 2018. Attending the meeting were Committee members Brian Gabler (Chair), Victoria Jump, and Tracy Perez; WDB staff Talia Barrera and Melissa Livingston; and guests Heidi Hayes (theAgency), Claire Briglio (EDC-VC), Sally Harrison (County of Ventura CEO Budget & Finance). The following is a brief summary of Workforce Development Board of Ventura County (WDB) outreach activities through July 2018.

Employer Outreach

- **Workforce Wednesday**
 - **May 30** – The Unretirement Trend. Victoria Jump and Vic Anselmo – FINAL Discussion guide attached.
 - **June 20** – Subsidized Work-Based Learning. Bruce Stenslie and Alexandria Wright – FINAL Discussion guide attached.
- **June 2018 Workforce Update Eblast**
 - June 5 – WDB Cohorts: 729 Sent/27% Open Rate/7% CTR
 - June 5 – Biz List: 5,406 Sent/7% Open Rate/163% CTR - Note: Discuss “Barracuda”.
- **Ventura County Grows Business Website – July 2017 to June 30, 2018**
 - 7,994 Users 25% increase year over year
 - 9,968 Sessions
 - 19,802 Pageviews
 - Mobile Users
 - **Pages visits as part of “Goal Completion” – 85% visited 2+ pages**
 - Home Page 57%
 - Business Events 2%
 - Loans/Funding/Capital 2%
- **RPI Grant: Regional Business Outreach & Engagement**
 - **VCGB Paid Media Plan Finalized April to June 2018 – FINAL Results/Highlights**
 - **LA Times**
 - Mobile & Retargeting – 283,697 Impressions
 - Value Add – LATimes.com – 200,070 Impressions
 - Email Marketing – 100,000 Sends

- **Pandora – VCGB**
 - 583,157 Impressions
 - This campaign reached 79,867 unique listeners
- **Pandora – VCJWF**
 - 392,597 Impressions
 - This campaign reached 19,731 unique listeners
- **SFBJ**
 - 83,841 Impressions
- **Creative**
 - AJCC Collateral Material Re-design and Developed
 - Rapid Response Pamphlet
 - OJT Pamphlet
 - OJT Tent Card
 - Job Seeker Pamphlet
 - Business Services Pamphlet
 - AJCC Press Kit Folder

VCGB Search Engine Optimization

Keyword	Last Report			Original Rankings	
	Original Jun 24	Dec	July	Improved	Reduced
Biotech Ventura County	19	9	9		10
Business Events Ventura County	3	5	3	2	2
Business Expansion Ventura County	1	1	1		
Business Transition Ventura County	2	1	1		1
Consulting Services Business Plan Ventura County	2	1	1		1
Employee Training Services Ventura County	4	1	1		3
Filming Locations Ventura County	19	1	1		18
Free Trade Zone Ventura County	1	1	1		
Green Business Ventura County	26	5	5		21
Healthcare Ventura County	100	26	26		74
Hospitality Ventura County	9	5	5		4
Industrial Space Ventura County	37	9	11		28
International Trade Ventura County	5	2	1	1	3
Loans Funding Capital Services Ventura County	1	1	1		
Manufacturing Consulting Services Ventura County	4	2	1	1	2
Quality Of Life Ventura County	3	1	4		3
Recruitment Services Ventura County	4	2	2		2
Relocation Ventura County	8	3	15		12
Small Business Loans Ventura County	4	5	2	3	1
Start Up Business Plan Ventura County	1	1	1		
				4	3
					14
					2

- **VCGB Facebook – Through June 2018**


- As of June 30, 2018 – 3,348 fans – 25% Increase over last year
- 62 Posts in May & June
- Total Reach – 67,538
- Paid Post Reach – 1,390
- Organic Post Reach – 229/ most for a single day

VCGB POST EXAMPLES

Post Details

Ventura County Grows Business
Published by Pam The Agency (1) · June 16 at 10:45 AM · 🌐

Take a moment today to be grateful & appreciate this lovely place we work —and call home. Have yourself a glorious weekend! 🌞



👍 **Get More Likes, Comments and Shares**
Boost this post for \$15 to reach up to 7,000 people.

154 people reached

Like · Comment · Share

Performance for Your Post

154 People Reached

11 Likes, Comments & Shares

10 Likes	9 On Post	1 On Shares
0 Comments	0 On Post	0 On Shares
1 Shares	1 On Post	0 On Shares

4 Post Clicks


1 Photo Views	0 Link Clicks	3 Other Clicks
0 Hide Post	0 Hide All Posts	0 Report as Spam
0 Report as Spam	0 Unlike Page	

Reported stats may be delayed from what appears on posts

Post Details

Ventura County Grows Business
Published by Pam The Agency (1) · May 9 · 🌐

Hey Ventura County manufacturers, do you have employees that could use advanced training in MS Excel? Check out this May 23rd training. For more information, email econdov@vcccd.edu or call 805-289-0004.



👍 **Get More Likes, Comments and Shares**
Boost this post for \$15 to reach up to 7,000 people.

154 people reached

Like · Comment · Share

Performance for Your Post

154 People Reached

4 Likes, Comments & Shares

3 Likes	1 On Post	2 On Shares
0 Comments	0 On Post	0 On Shares
1 Shares	1 On Post	0 On Shares

9 Post Clicks

6 Photo Views	0 Link Clicks	3 Other Clicks
0 Hide Post	0 Hide All Posts	0 Report as Spam
0 Report as Spam	0 Unlike Page	


Reported stats may be delayed from what appears on posts

Post Details

Ventura County Grows Business
Published by Pam The Agency (1) · May 2 · 🌐

What do YOU know about our local port? Do you know how significant the Port's financial impact is in Ventura County? Take the opportunity to learn, listen to Workforce Wednesday!

In this edition, Dona Toteva Lachy, the Chief Commercial & Public Affairs Officer at the Port of Hueneme and Workforce Development Board and Manufacturing Committee Member and Christina Birdsey, Chief Operating Officer Port of Hueneme, tell us more about the port AND also about the exciting events... See More.



👍 **Get More Likes, Comments and Shares**
Boost this post for \$15 to reach up to 7,000 people.

203 people reached

Like · Comment · Share

Performance for Your Post

203 People Reached

6 Likes, Comments & Shares

6 Likes	6 On Post	0 On Shares
0 Comments	0 On Post	0 On Shares
0 Shares	0 On Post	0 On Shares

10 Post Clicks

4 Photo Views	0 Link Clicks	6 Other Clicks
0 Hide Post	0 Hide All Posts	0 Report as Spam
0 Report as Spam	0 Unlike Page	


Reported stats may be delayed from what appears on posts

Post Details

Ventura County Grows Business
Published by Pam The Agency (1) · June 28 at 8:30 PM · 🌐

Want to share these great ways to grow your business:

1. Prioritize content marketing.
2. Use Facebook and Google customer-retargeting.
3. Use exit-intent coupons... See More.



ENTREPRENEUR.COM
7 Growth Hacks Every Small Business -- Including Yours -- Should Know

👍 **Get More Likes, Comments and Shares**
Boost this post for \$15 to reach up to 7,000 people.

52 people reached

Like · Comment · Share

Performance for Your Post

52 People Reached

3 Likes, Comments & Shares

2 Likes	2 On Post	0 On Shares
0 Comments	0 On Post	0 On Shares
1 Shares	1 On Post	0 On Shares

1 Post Clicks

0 Photo Views	0 Link Clicks	1 Other Clicks
0 Hide Post	0 Hide All Posts	0 Report as Spam
0 Report as Spam	0 Unlike Page	

Reported stats may be delayed from what appears on posts

BOOSTED POSTED EXAMPLES

Post Details

Ventura County Grows Business
Published by Pam Thelgency · May 6

Have you thought about starting in a business in Ventura County? Learn more about the County of Ventura as well as each of our cities—and the wide variety of resources they offer—economic & community development, business resources, filming information and green business resources too. Ventura County Grows Business.
http://bit.ly/growyourbusinessinventura

#venturaoutgrowsbusiness #venturaoutgrowsbusiness #businessresources #economicdevelopment
venturaoutgrowsbusiness.com | 805-522-5555

County of Ventura
Published by Pam Thelgency · May 6

Have you thought about starting in a business in Ventura County? Learn more about the County of Ventura as well as each of our cities—and the wide variety of resources they offer—economic & community development, business resources, filming information and green business resources too. Ventura County Grows Business.
http://bit.ly/growyourbusinessinventura

#venturaoutgrowsbusiness #venturaoutgrowsbusiness #businessresources #economicdevelopment
venturaoutgrowsbusiness.com | 805-522-5555

Ventura County Grows Business
Government Organization

754 people reached

Boosted on Jun 22
Audience: VCGB - business target
By Pam Thelgency · Completed

Boosted on May 24
Audience: VCGB - business target
By Pam Thelgency · Completed

Robert Martirosyan, Saranah Wiggins and 65 others · 1 Share

Like Comment Share

Performance for Your Post

754 People Reached

89 Likes, Comments & Shares

88 Likes	88 On Post	0 On Shares
0 Comments	0 On Post	0 On Shares
1 Shares	1 On Post	0 On Shares

8 Post Clicks

6 Photo Views	1 Link Clicks	1 Other Clicks
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NEGATIVE FEEDBACK

0 Hide Post 0 Hide All Posts
0 Report as Spam 0 Unlink Page

Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

Post Details

Ventura County Grows Business
Published by Pam Thelgency · June 6

How can we help you grow your business? Startup assistance? Manufacturing Consulting? Loans, Funding & Capital? View get all of that — and so much more. Come take a look—and contact us for help.
http://bit.ly/venturaoutgrowsbusiness

#venturaoutgrowsbusiness #venturaoutgrowsbusiness #businessresources #economicdevelopment
venturaoutgrowsbusiness.com | 805-522-5555

Ventura County Grows Business
Government Organization

469 people reached

Boosted on Jun 08
Audience: VCGB - business target
By Pam Thelgency · Completed

Michael Ross, Saranah Wiggins and 50 others · 1 Share

Like Comment Share

Performance for Your Post

469 People Reached

54 Likes, Comments & Shares

53 Likes	52 On Post	1 On Shares
0 Comments	0 On Post	0 On Shares
1 Shares	1 On Post	0 On Shares

7 Post Clicks

2 Photo Views	0 Link Clicks	5 Other Clicks
---------------	---------------	----------------

NEGATIVE FEEDBACK

0 Hide Post 0 Hide All Posts
0 Report as Spam 0 Unlink Page

Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

Post Details

Ventura County Grows Business
Published by Pam Thelgency · May 12

Always thought about starting a business? Entrepreneurship could be just the right move. Get started today. Ventura County Grows Business has all the resources you need. http://bit.ly/venturaoutgrowsbusiness

#consultingservices #economicdevelopment #businessresources #businessresources #businessresources #businessresources
venturaoutgrowsbusiness.com | 805-522-5555

Ventura County Grows Business
Government Organization

429 people reached

Boosted on May 24
Audience: VCGB - business target
By Pam Thelgency · Completed

Chris Lopez, Robert Wiggins and 65 others · 1 Share

Like Comment Share

Performance for Your Post

429 People Reached

52 Reactions, Comments & Shares

49 Likes	49 On Post	0 On Shares
2 Comments	2 On Post	0 On Shares
0 Comments	0 On Post	0 On Shares
1 Shares	1 On Post	0 On Shares

1 Post Clicks

0 Photo Views	1 Link Clicks	0 Other Clicks
---------------	---------------	----------------

NEGATIVE FEEDBACK

0 Hide Post 0 Hide All Posts
0 Report as Spam 0 Unlink Page

Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

View Results

OVERVIEW EDIT PROMOTION

Are you satisfied with this promotion?

No Yes

You targeted men and women, ages 18 - 65+ who live in 17 locations, and have 65 interests

Show full summary

This promotion ran for 7 days

Your total budget for this promotion was \$15.00 USD

1,109 People Reached (17 Clicks)

\$15.00 Total Spent (17)

Actions People Countries

Product View 17

Link Clicks 17

Share Comments 17

Post Like 17

Ventura County Grows Business
Sponsored

What do you know about manufacturing, both statewide AND locally? Manufacturing is big business in the state of California and we're the number one manufacturing state in the country. Statistics show that 1.25 million people are employed by more than 35,000 manufacturing companies in this California and Ventura County has more than 900 local manufacturers alone. Manufacturing accounts for 25 percent of Ventura County's gross domestic product and Ventura County is 1.25 times the size of... See More

VENTURACOUNTYGROWSBUSINESS.COM
Manufacturing Consulting Services | Ventura County

Boost Another Post Close

By clicking Ads Budget, you agree to Facebook's Terms & Conditions | Help Center

FACEBOOK AD EXAMPLES


Ad Preview ☒

1 of 1 Ad < >


Mobile News Feed ▾

1 of 3 < >


Suggested Page

**Ventura County Grows Business**
Sponsored

Need capital, training or help starting a business? Find it and more in Ventura County!




FIND OUT WHAT VENTURA COUNTY CAN DO FOR YOUR Business



Ventura County Grows Business Government Organization

3,344 people like this





Refresh preview • Report a problem with this preview

Ad Preview ☒


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Mobile News Feed ▾


1 of 15 < >

**Ventura County Grows Business** ...
Sponsored · 

Funds are available to help hire & train screened applicants. Click here to learn more.



YOU HIRE. YOU TRAIN. WE PAY!






ventura-county-grows-business.com

Work-Based Training Funds
Subsidized Work-Based Training

LEARN MORE

Heidi Hayes

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**Ventura County Grows Business** ...
Sponsored · 

Funds are available to help hire & train screened applicants. Click here to learn more.



YOU HIRE. YOU TRAIN. WE PAY!






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Work-Based Training Funds
Subsidized Work-Based Training

LEARN MORE

5

8 Shares

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**Ventura County Grows Business** ...
Sponsored · 

Funds are available to help hire & train screened applicants. Click here to learn more.



YOU HIRE. YOU TRAIN. WE PAY!






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Work-Based Training Funds
Subsidized Work-Based Training

LEARN MORE

Pam Heckel and 2 others

2 Shares

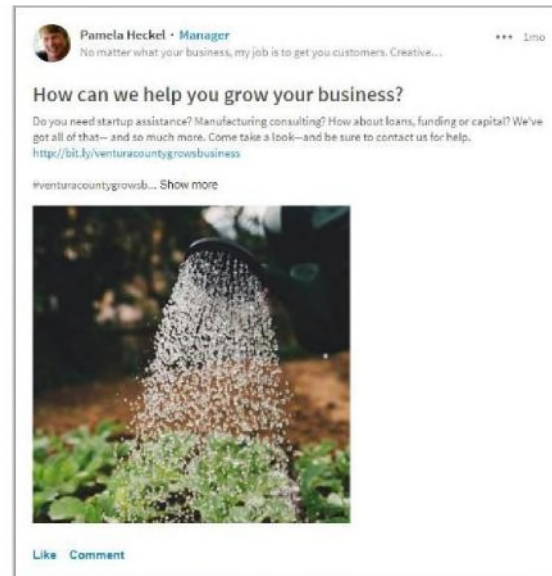
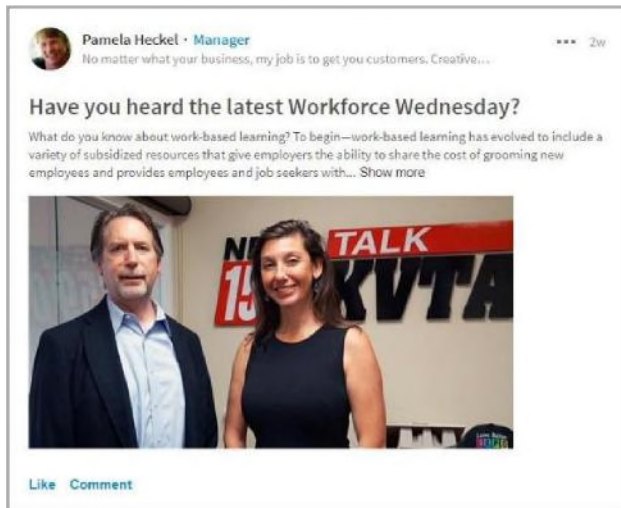
 Like  Comment  Share

Refresh preview • Report a problem with this preview

WDB Outreach Committee

Page 5 of 7

VENTURA COUNTY GROWS BUSINESS – LINKEDIN GROUP PAGE



- **VC Jobs with a Future – Twitter: May 1 to June 30, 2018**
 - As of June 30, 2018 – 1,048 followers
 - 117 Total Tweets May 1-June 30 (61days) ○ 1065 Profile Visits (1,379 Mar/Apr) ○ 89,600 Impressions (99,600 Mar/Apr)

JOB SEEKER OUTREACH

- **Career Shops**
 - Sent June workshop information on May 7. **Clips:**
 - VC Star – ran June workshops – May 21 ○
 - KCLU – June Simi Valley CalJOBS listing ○
 - KDAR – running June workshops listing ○
 - Moorpark Patch – running June workshops listing

GENERAL OUTREACH

- **KCLU Annual Plan**
 - Value-Add Online Impressions (114,000 original commitment) ■ 329,108 Impressions/239 Clicks/.07% CTR
- **KOXR Radio Lazer David Cruz Spanish-Language Interviews**
 - Coordinated with Jesus Torres and created discussion guide featuring AJCC services and WBL opportunities on May 23, 2018

- Coordinated with Evelina Ochoa of WEV and Reyna Chavez of “Scrubs on the Run” for a second interview on a date to be coordinated directly with WEV in June 2018.
- **Workforce Ventura County Website – July 2017 to June 2018**
 - 7,633 Users
 - **19% Increase year-over-year**
 - 10,889 Sessions
 - **14% increase year-over-year**
 - 25,886 Page Views
 - **4% increase year-over-year**
 - **Users = Mobile 34%/Desktop 66%**
- **Job Outlook Eblast:**
 - **June 15 (May 2018 Report)** – WDB Cohorts: 682/26% open rate/4.4% CTR
 - **June 15 (May 2018 Report)** – Biz List: 5,395/8% open rate/114% CTR (Barracuda)
 - **May 18 (April 2018 Report)** – WDB Cohorts: 675/30% open rate/5.1% CTR
 - **May 18 (April 2018 Report)** - Biz List: 5,425/8% open rate/103% CTR (Barracuda)
- **Job Outlook Most Recent Stats:** The following highlights local, state and national data in terms of NOT seasonally adjusted rates for **May 2018:**
 - **Ventura County decreased .2%** from a revised 3.3% in April 2018 to 3.1% in May 2018 (May 2017 = 3.9%)
 - **California decreased .1%** from 3.8% in April 2018 to 3.7% in May 2018 (May 2017 = 4.4%)
 - **U.S. also decreased .1%** from 3.7% in April 2018 to 3.6% in May 2018 (May 2017 = 4.1%)

The next meeting of the WDB Outreach Committee is scheduled for September 19, 2018, from 9:00 a.m. to 10:30 a.m., at the Economic Development Collaborative-Ventura County, 4001 Mission Oaks Blvd., Carmarillo.

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



TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: AUGUST 23, 2018

SUBJECT: PROGRAMS COMMITTEE REPORT

The Programs Committee met on June 6, 2018. In attendance were Committee members: Tony Skinner (Chair)*, Dr. Roger Rice*, Jerry Beckerman, Linda Fisher-Helton, Mary Navarro-Aldana, Tressie Nickelberry, and Tom Van Meeuwen. WDB Staff Patrick Newburn, and Ma. Odezza Robite. Guests Nancy Ambriz (Human Services Agency), Diana Fernandez (Boys & Girls Clubs Greater Oxnard and Port Hueneme), and Jessica Gallardo (PathPoint)*. * Indicates WDB Member. The following is a summary of topics discussed at the meeting:

AJCC CERTIFICATION EVALUATION: HALLMARKS OF EXCELLENCE

WDB staff Patrick Newburn compiled a summary report and presented all rankings, narrative, and comments received from five members. Committee members thoroughly reviewed each of the eight matrix elements and considered the previous responses and rankings. The members had lively discussion about recommendations for WDB consideration and certification. The committee concluded that all Hallmarks exceeded the minimum ranking score of three, with no corrective action plan warranted. Members concluded their evaluation on June 6, 2018 and have agreed that all eight Hallmarks scored four (significantly meeting the hallmark with room for improvement). Members finalized their narrative recommendations for continuous improvement on each of the eight elements to be included in the Comprehensive AJCC Certification Matrix Hallmarks of Excellence Criteria. Newburn will prepare the finalized Matrix for recommendation at the June 21, 2018 WDB Executive Committee meeting. If approved and certified by the Executive Committee, and accepted by the state, the AJCC certification will become effective July 1, 2018.

Evaluators were thanked by Mr. Newburn and presented with a certificate of appreciation for their 9 month service on behalf of the WDB for the extensive two part AJCC Certification evaluation process. Newburn will email the committee an after action survey to gather comments and critique useful in future AJCC certifications.

WIOA WORKFORCE DEVELOPMENT PLANNING

Committee members reviewed the 2017-2018 Year End Review and were invited to provide insights to be included in the draft document that will be reviewed again at the next meeting August 1, 2018.

The next Programs Committee meeting is scheduled for August 1, 2018, from 3:00 p.m. to 4:30 p.m., at the Human Services Agency (Redwood Room), 855 Partridge Drive, Ventura.

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

(805) 477-5306

workforceventuracounty.org

TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: AUGUST 23, 2018

SUBJECT: PROGRAMS COMMITTEE REPORT

The Programs Committee met on August 1, 2018. In attendance were Committee members: Tony Skinner (Chair)*, Dr. Roger Rice*, Kathy Harner*, and Leslie Webster. WDB Staff Patrick Newburn and Vivian Pettit. Guests Nancy Ambriz (Human Services Agency), Diana Fernandez (Boys & Girls Clubs Greater Oxnard and Port Hueneme), and Jessica Gallardo (PathPoint), Patricia DuPree (EDD), Rebecca Evans (Human Services Agency), and Fred Garcia (Human Services Agency). * Indicates WDB Member.

The following is a summary of topics discussed at the meeting:

Presentation

WIOA Rapid Response: by Fred Garcia, Rapid Response Manager, Adult and Family Services Department/ Human Services Agency

Fred Garcia presented an overview of Title I Rapid Response Services in Ventura County. Each committee member was given a folder of brochures, the same that individuals would receive, about available career services and unemployment insurance. Mr. Garcia explained that Rapid Response is authorized under Workforce Innovation and Opportunity Act (WIOA) Title I, with services provided to individuals (Dislocated Workers) being laid-off. Specifically, the service offered to employers and their affected employees are, the provision of information and access to unemployment compensation benefits, comprehensive One-Stop system services, and employment and training activities, including information on the Trade Adjustment Assistance (TAA) program and the North American Free Trade Agreement (NAFTA)-TAA program. He also explained how the WDB is notified of lay-offs through Worker Adjustment and Retraining Notification (WARN) which provides protection to employees, their families, and communities by requiring employers to give affected employees and other state and local representatives notice 60 days in advance of a plant closing or mass layoff. Advance notice provides employees and their families some transition time to adjust to the prospective loss of employment, to seek and obtain alternative jobs and, if necessary, to enter skills training or retraining that will allow these employees to successfully compete in the job market.

Mr. Garcia additionally presented a PowerPoint slide deck that provided a detailed overview of specific Ventura County services available to individuals. The committee also reviewed the Rapid Response annual report (121 Report) which detailed 12 employers in Ventura County that had lay-offs in 2017-18 affecting 667 employees.

Chair Tony Skinner thanked Mr. Garcia for the presentation and his service to the WIOA program and the valuable resources to people facing an abrupt career transition.

WDB Policies Review and Recommendation

Committee members reviewed new and revised WDB policies for WIOA Adult, Dislocated Worker, and Youth Programs. Members were provided electronic copies of each policy one week prior to the committee meeting. Patrick Newburn explained that the committee responsibility is to provide oversight of WDB policies that affect WIOA Title I participants. The committee may also recommend to the WDB their insight and recommendation for approval. These policies are critical to providing guidance to the local career service providers and allow them the ability to implement ongoing procedures. Additionally the WIOA legislation and State Workforce Board require local boards to establish policies on various topics. Vivian Pettit was available to answer member questions on the specifics within the policies. She noted that AFS/WIOA, Boys and Girls Clubs of Greater Oxnard and Port Hueneme, and PathPoint were offered opportunity where appropriate to provide comments and recommendations in the drafting of the policies.

The Policies for review:

NEW:

- A. WDB Policy #18-01 Veteran And Adult Priority Of Service
- B. WDB Policy #18-02 Fraud, Program Abuse, Criminal Conduct
- C. WDB Policy #18-04 Follow-Up Services
- D. WDB Policy #18-06 Supportive Services – Youth
- E. WDB Policy #18-07 Monitoring And Oversight
- F. WDB Policy #18-08 Firewall
- G. WDB Policy #18-09 Incentives - Youth

REVISED:

- A. WDB Policy #18-03 Supportive Services – Adult And Dislocated Worker (This Policy Updates And Replaces The WIOA Policy On Supportive Services Of 9/1/15)
- B. WDB Policy #18-05 Dislocated Worker Eligibility (This Policy Updates And Replaces The WIOA Policy On Dislocated Worker Eligibility Of 7/1/15)

The committee was to have an action item for recommendation to the WDB Executive Committee for their approval, however the Programs Committee did not have a quorum present today, and the action was pulled from consideration. The WDB Executive Committee will consider these policies for approval without Program Committee formal recommendation, at their August 9, 2018 meeting. There is necessity for a timely decision and implementation to make these draft policies finalized, in order for the service providers to establish there internal program procedures for program year 2018-2019 which began July 1, 2018.

WIOA Workforce Development Planning

- Predictive Reports / Performance Indicators Discussion

Committee Members reviewed the three page Predictive Reports 2017-2018 4th Quarter that detailed the 5 WIOA Title I Performance Indicators of participant outcomes within each service provider: Adult and Family Services Department, Boys & Girls Clubs of Oxnard and Port Hueneme, and PathPoint. Patrick Newburn explained each provider's goal and outcome. The performance outcomes are measures against goals established by the state. These Predictive Reports were presented for the committee as a "snapshot" for review in their oversight of WIOA programs. CalJOBS Predictive Reports (Performance Data) shown is not considered final and state reports will be available after October 1, 2018. These Predictive Reports are available and may be viewed at <http://www.workforceventuracounty.org>.

- Rapid Response – 121 & 122 Reports

Committee Members reviewed the Rapid Response – 121 & 122 Reports without comment. Patrick Newburn explained the 121 report which Fred Garcia in his earlier presentation explained lists the employers that had lay-offs in 2017-18 affecting 667 individuals. The 122 report were lists of employers that were consulted by the Economic Development Collaborative-Ventura County (EDCVC) for Lay-Off Aversion services. EDC-VC is contracted by the WDB to provide the Lay-Off Aversion services under the WIOA Title I Rapid Response program. Both reports are available and may be viewed at <http://www.workforceventuracounty.org>.

- PY17-18 Committee Year-End Review

Committee Members reviewed the Program Year 2017-2018 Year-End Review of Committee accomplishments including insight of lessons learned and suggestions for future consideration. Members were provided electronic copies of the draft review one week prior to meeting. Members requested that WDB staff allow members to receive comments and recommendations via email, in order to prepare a final draft for consideration at their next meeting.

- EDD 85% Program On-site Monitoring / CAP Update

Patrick Newburn and Vivian Pettit provided a broad summary of the results and corrective actions from the 85% Program on-Site Monitoring of the Youth Programs conducted in January 2018. The committee was provided initial reports at their February 2018 meeting while waiting for the written state report, which was delayed until June. The WDB has since conducted technical assistance and training with both Boys & Girls Clubs of Oxnard and Port Hueneme, and PathPoint in order to prepare Corrective Action Plans (CAP) as a result from findings listed in the state report. The WDB will provide a response letter with completed CAP to the state by August 31, 2018. Committee members requested that WDB staff provide the committee with a detailed summary of the findings and final CAP at their next meeting. Another EDD program monitoring is scheduled for the Adult and Dislocated Worker program in September 2018.

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

(805) 477-5306

workforceventuracounty.org

TO: WORKFORCE DEVELOPMENT BOARD
FROM: WDB ADMINISTRATION STAFF
DATE: AUGUST 23, 2018
SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE THE NEW AND REVISED WDB POLICIES FOR WIOA TITLE I ADULT, DISLOCATED WORKER, AND YOUTH PROGRAMS:

NEW:

- A. WDB POLICY #18-01 VETERAN AND ADULT PRIORITY OF SERVICE**
- B. WDB POLICY #18-02 FRAUD, PROGRAM ABUSE, CRIMINAL CONDUCT**
- C. WDB POLICY #18-04 FOLLOW-UP SERVICES**
- D. WDB POLICY #18-06 SUPPORTIVE SERVICES – YOUTH**
- E. WDB POLICY #18-07 MONITORING AND OVERSIGHT**
- F. WDB POLICY #18-08 FIREWALL**
- G. WDB POLICY #18-09 INCENTIVES - YOUTH**

REVISED:

- A. WDB POLICY #18-03 SUPPORTIVE SERVICES – ADULT AND DISLOCATED WORKER (THIS POLICY UPDATES AND REPLACES THE WIA POLICY ON SUPPORTIVE SERVICES OF 9/1/15)**
- B. WDB POLICY #18-05 DISLOCATED WORKER ELIGIBILITY (THIS POLICY UPDATES AND REPLACES THE WIA POLICY ON DISLOCATED WORKER ELIGIBILITY OF 7/1/15)**

RECOMMENDATION

Recommendation that the Workforce Development Board of Ventura County (WDB) Approve the New and Revised WDB Policies for WIOA Title I Adult, Dislocated Worker, and Youth Programs:

NEW:

- A. WDB Policy #18-01 Veteran and Adult Priority of Service**
- B. WDB Policy #18-02 Fraud, Program Abuse, Criminal Conduct**
- C. WDB Policy #18-04 Follow-Up Services**
- D. WDB Policy #18-06 Supportive Services – Youth**
- E. WDB Policy #18-07 Monitoring And Oversight**
- F. WDB Policy #18-08 Firewall**
- G. WDB Policy #18-09 Incentives - Youth**

REVISED:

- A. WDB Policy #18-03 Supportive Services – Adult and Dislocated Worker (This policy updates and replaces the WIA Policy on Supportive Services of 9/1/15)**
- B. WDB Policy #18-05 Dislocated Worker Eligibility (This policy updates and replaces the WIA Policy on Dislocated Worker Eligibility of 7/1/15)**

BACKGROUND / DISCUSSION

All WIOA Title I Adult, Dislocated Worker, Rapid Response and Youth program operators in the American Job Center of California (AJCC) AJCC delivery system are required to meet applicable local, state, and federal requirements including negotiated local area performance goals and required state rapid response reporting for a successful and sustainable regional workforce system. WIOA Title I programs for Adults, Dislocated Workers, and Rapid Response are managed by the Human Services Agency, Adult and Family Services Department (AFS); and Youth programs are managed by independent contracts with agencies outside County government. Levels of performance will be determined by the WDBVC on an annual basis.

The WDB has established the Programs Committee as a standing committee, responsible for providing oversight to all WIOA career services. The Programs Committee will review and may recommend new policies and updates to policy that may be required to ensure continuous improvement and alignment with mandated guidance from WIOA law, Federal Register - Code of Federal Regulation (CFR); Department of Labor - Training and Employment Guidance Letters (TEGL); and Employment Development Department directives (WSD).

WDB policies are intended to support the local and regional strategic plans including but not limited to: avoiding fraud and conflicts of interest by using firewalls; expanding access to employment, training, education and supportive services for eligible individuals, particularly those with barriers to employment; veterans priority of service; emphasis on informed customer choice, career services provider performance accountability, and continuous improvement; compliance with WIOA Section 188 and Americans with Disability Act regarding both physical and programmatic accessibility; addressing the needs of the Limited English Proficient population in Ventura County as a workforce; and economic development priority.

Presented for your committee's review are new WDB policies (Policy #18-01; Policy #18-02; Policy #18-04; Policy #18-06; Policy #18-07; Policy #18-08; and Policy #18-09) and revised WDB Policies (Policy #18-03; Policy #18-05) that will comply with current DOL TEGL and EDD Workforce Services Directives. WDB administration staff have prepared these policies and procedures in consultation with all youth contractors and the AJCC career services staff. The Programs Committee reviewed these policies at their meeting August 1, 2018. The Executive Committee at its meeting August 9, 2018 reviewed the policies herein and formally recommended your approval of this action item. It is recommended that the WDB approve of these policies. The new and revised policies are attached to this action item.

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

Attachments:

- 1) WDB Policy #18-01 Veteran and Adult Priority Of Service
- 2) WDB Policy #18-02 Fraud, Program Abuse, Criminal conduct
- 3) WDB Policy #18-03 Supportive Services – Adult And Dislocated Worker
- 4) WDB Policy #18-04 Follow-Up Services
- 5) WDB Policy #18-05 Dislocated Worker Eligibility
- 6) WDB Policy #18-06 Supportive Services – Youth
- 7) WDB Policy #18-07 Monitoring and Oversight
- 8) WDB Policy #18-08 Firewall
- 9) WDB Policy #18-09 Incentives - Youth



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

LOCAL POLICY BULLETIN #2018-01:

Veteran and Adult Priority of Service

Draft Date: January 10, 2018 Effective Date: TBD

SUBJECT: Veteran and Adult Priority of Service

PURPOSE:

The purpose of this policy is to re-establish priority of service for Veterans within the WIOA and America's Job Center of California systems of Ventura County.

REFERENCES:

WIOA Section 134(c)(3)(E), 3(5), 3(15)(E) & 3(16)(A) and (B)

Training and Employment Guidance Letter (TEGL) 10-09, 22-04 & 19-16

38 U.S.C. 4213.

POLICY:

WIOA establishes a priority requirement with respect to funds allocated to a local area for Adult employment and training activities. One-stop center staff responsible for these funds must give priority to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient in the provision of individualized career services, and training services, priority was required to be given to public assistance recipients and low-income individuals when States and local areas determined that allocated funds were limited. Under WIOA, priority must be provided regardless of the level of funds. WIOA also expanded the priority to include individuals who are basic skills deficient.

Veterans and eligible spouses continue to receive priority of service for all DOL-funded job training programs, which include WIOA programs. However, when programs are statutorily required to provide priority for a particular group of individuals, such as the WIOA priority described above, priority must be provided in the following order:

1. First, to veterans and eligible spouses who also are included in the groups given statutory priority for WIOA adult formula funds. This means that veterans and eligible spouses who also are recipients of public assistance, other low-income individuals*, or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds.
2. Second, to non-covered persons (individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.
3. Third, to veterans and eligible spouses who are not included in WIOA's priority groups.
4. Fourth, to any other populations identified by the Governor or Local Board for priority.
5. Last, to non-covered persons outside the groups given priority under WIOA.

Note: When past income is an eligibility determinant for Federal employment or training programs, any amounts received as military pay or allowances by any person who served on active duty, and certain other specified benefits must be disregarded for the veteran and for other individuals for whom those amounts would normally be applied in making an eligibility determination. Military earnings are not to be included when calculating income for veterans or transitioning service members for this priority.

INQUIRIES:

Inquiries regarding this policy can be addressed to the WDB administrative staff: 805-477-5306.

DRAFT



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

LOCAL POLICY BULLETIN #2018-02:

Reporting of Suspected Fraud, Program Abuse and Criminal Conduct

Draft Date: January 10, 2018 Effective Date: TBD

SUBJECT: Reporting of Suspected Fraud, Program Abuse and Criminal Conduct

PURPOSE:

The purpose of this policy is to comply with the procedures for reporting allegations of fraud, program abuse or criminal conduct involving grantees or other entities and subrecipients receiving federal funds from ETA (Employment and Training Administration).

REFERENCES:

20CFR 67.500, 20CFR 667.630

TEGL 2-12, Responsibilities for Reporting Instances of Suspected Fraud, Program Abuse and Criminal Conduct

POLICY:

WIOA Service providers shall become familiar with and review the above policy with all existing and new staff. If a service provider has an existing policy and procedure in place, both the local and DOL processes will be followed.

INQUIRIES:

Inquiries regarding this policy can be addressed to the WDB administrative staff: 805-477-5306.



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

LOCAL POLICY BULLETIN #2018-03:

Supportive Services Policy for Adult and Dislocated Worker Programs

Effective Date: January 25, 2018

(This policy updates and replaces the WIA Policy on Supportive Services of 9/1/15)

SUBJECT: Policy on WIOA Supportive Services.

REFERENCES:

WIOA Sec. 3(59), WIOA Sec. 134 (d)(2)

20 CFR 680.330, 20 CFR parts 680.900, 680.910, 680.930-970, 681.970, 29 CFR 680.140

Training and Employment Guidance Letter (TEGL) 19-16, Section 14

Training and Employment Guidance Letter (TEGL) 21-16, Section 7

PURPOSE:

Supportive Services are services that are necessary to enable an individual to participate in activities authorized under WIOA.

POLICY:

Supportive services may include, but are not limited to:

- Linkages to community services;
- Assistance with transportation;
- Assistance with child care and
- Assistance with housing;
- Needs-related payments (training only)
- Assistance with educational testing;
- Reasonable accommodations for individuals with disabilities;
- Referrals to health care;
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes;
- Payments and fees for employment and training-related applications, tests, and certification.

Needs-related payments may also be provided to the WIOA-enrolled customers only when participating in training services.

Supportive services only may be provided when they are necessary to enable individuals to participate in career service or training activities.

Individuals who are enrolled in the WIOA Adult and Dislocated Worker programs may receive supportive services when participating in career or training services **ONLY** and are unable to obtain supportive services through other programs providing such services.

Training-related supportive services such as tools, equipment, supplies or uniforms may not be paid for by WIOA funds if the employer provides these items to all other trainees or employees.

An individual who is receiving follow up services only may not receive supportive services

Supportive services may not be utilized to pay for expenses incurred prior to the participation's enrollment into the WIOA program.

Under no circumstances may supportive services be utilized to pay for expenses such as fines, penalties, late finance charges and interest payments, down payments on real estate properties or automobiles, or refundable deposits.

All other resources must be exhausted before utilizing WIOA funds for providing supportive services.

Providers of WIOA Adult and Dislocated Worker programs for Ventura County are to establish:

- Internal controls that result in equitable treatment;
- policies and procedures to establish eligibility for supportive services, verification of need, justification of need; authorization of supportive services and allowable costs (when applicable) for such services;
- policies and procedures for mandatory data entry into the CalJOBS system (i.e., activity codes, case notes, electronic document management); and
- assurance of coordination with other community resources

Limits may be placed on supportive services including maximum amount of funding, length of time and exceptions of the limits subject to availability of funds.

INQUIRIES:

Inquiries regarding this policy can be addressed to the WDB administrative staff: 805-477-5306.



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

LOCAL POLICY BULLETIN #2018-04:

Follow-Up Policy for WIOA Title I

Adult and Dislocated Worker and Youth Programs

Draft Date: January 10, 2018 Effective Date: TBD

SUBJECT: Policy on WIOA Follow-Up Services

REFERENCES:

WIOA sec. 134(c)(2)(A)(xii), WIOA Sec. 129(c)(2)(I)

20 CFR 681.400, 681.420(a), 681.460(a)(9), 681.580, 20 CFR 680.150(c), 20 CFR 678.430

Training and Employment Guidance Letter (TEGL) 19-16,

Training and Employment Guidance Letter (TEGL) 10-16,

Training and Employment Guidance Letter (TEGL) 26-16,

PURPOSE:

This policy provides guidance for follow-up services to enrolled individuals in both the WIOA Title I Youth and Adult and Dislocated Worker programs.

BACKGROUND:

Follow-up services must be provided, as appropriate, including: Counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.

Information obtained and reported during follow-up, such as unsubsidized employment, credential attainment, and supplemental (employment) data shall be utilized for the purpose of improved performance outcomes for WIOA programs.

POLICY:

Adult & Dislocated Worker Programs

Supportive services are not allowed for Title I adults and dislocated workers during follow-up period.

All 4 quarters of follow-up shall be completed and entered in the CalJOBS system.

Follow-up services must be provided for 12 months for all customers exited with unsubsidized employment.

Furthermore, follow-up services must be provided to all participants for a minimum of 12 months unless the participant declines to receive follow-up services or the participant cannot be located or contacted.

The WIOA Service Provider is responsible for establishing a process showing due diligence that efforts were made to maintain communication and/or re-engage customers who are not responsive to the case manager's follow-up efforts.

Youth Programs

Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise.

Follow-up services for youth also may include the following program elements:

- Supportive services;
- Adult mentoring;
- Financial literacy education;
- Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
- Activities that help youth prepare for and transition to postsecondary education and training.
- Incentives that are directly tied to program performance outcomes.

All youth participants must be offered an opportunity to receive follow-up services that align with their individual service strategies.

Furthermore, follow-up services must be provided to all participants for a minimum of 12 months unless the participant declines to receive follow-up services or the participant cannot be located or contacted.

Follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance outcome.

All 4 quarters of follow-up shall be completed and entered in the CalJOBS system. Employment and wage information are required for 2nd and 4th quarter follow-up, when the participant is exited as employed, whether base wage information is collected at the state level, or supplemental data is gathered and reported.

The WIOA Service Provider is responsible for establishing a process showing due diligence that efforts were made to maintain communication and/or re-engage customers who are not responsive to the case manager's follow-up efforts.

Supplemental Data

While most forms of employment in the State's workforce will be reported via employer tax filings in the UI wage records system, certain types of employers and employees are excluded from these types of employment.

When base wage data is not available for those participants who exit with employment, WIOA service providers should use supplemental employment and wage information from other reliable sources to collect employment-related data necessary for calculating levels of performance.

If supplemental wage information is used to determine both employment status and wages within the same reporting period, then the same supplemental wage information must be used for both wages and employment status. There is no requirement that the same direct wage record match or supplemental wage information be used across multiple reporting periods, particularly in the event that the individual's employment status changes making the employment and wage verification method initially used not practicable or ideal.

INQUIRIES:

Inquiries regarding this policy can be addressed to the WDB administrative staff: 805-477-5306.



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

LOCAL POLICY BULLETIN #2018-05:

Policy on the Definition of Eligibility for Dislocated Workers

Draft Date: January 10, 2018 Effective Date: TBD

(This policy updates and replaces the WIA Policy #16-02 on the Definition of Eligibility for Dislocated Workers of 7/1/15 & 7/1/10)

SUBJECT: Policy on the Definition of Eligibility for Dislocated Workers

PURPOSE: This policy establishes the criteria for defining eligibility for WIOA Title I Dislocated Worker program services and the types of documentation that are acceptable in the Ventura County Workforce Area.

REFERENCE:

WIOA Section 3(15),3(16)

CFR 680.120, 130 & 140, 680.600 & 680.660

TEGL 19-16

Section 101(d)(1), 991(b) & 101(a)(13)(B) of title 10, United States Code

Section 101(16) of title 38, United States Code

POLICY:

I. Definition of a Dislocated Worker

The term “dislocated worker” means an individual who:

- (A) (i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment;
- (ii) (I) is eligible for or has exhausted entitlement to unemployment compensation; or
- (II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center, attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and
- (iii) is unlikely to return to a previous industry or occupation;
- (B) (i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;
- (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
- (iii) for purposes of eligibility to receive services other than training services, career services, or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;

- (C) was self-employed (including employment as a farmer, a rancher, or a fisherman but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;
- (D) is a displaced homemaker; or
- (E) (i) is the spouse of a member of the Armed Forces on active duty, and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or
- (ii) is the spouse of a member of the Armed Forces on active duty.

The term “displaced homemaker” means an individual who has been providing unpaid services to family members in the home and who—

- (A) (i) has been dependent on the income of another family member but is no longer supported by that income; or
- (ii) is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty pursuant to a provision of law referred to in, a permanent change of station, or the service-connected death or disability of the member; and
- (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

II. The Criteria for Defining Dislocated Worker

1. Demonstrating sufficient attachment to the workforce:
 - a. An individual who is not eligible for unemployment compensation but was employed for at least 3 consecutive months in the past 12 months
 - b. A seasonal worker who has been employed 30 out of the last 52 weeks
2. Unlikely to return:
 - a. An individual who has worked in a declining industry/occupation as documented by any of the following: State of local Labor Market Information, a quantified publication from a local Chamber of Commerce, local Workforce Development Board or Economic Development Agency publication, or a qualified consultant, educational entity; or
 - b. An individual who worked in an industry/occupation for which there are limited job orders in State (CalJOBS) and/or the local job match system; or
 - c. An individual who is insufficiently education and/or does not have the necessary skills for re-entry into the former industry/occupation, as documented by an assessment of the client’s educational achievement level, comprehensive testing or by other suitable means; or
 - d. An individual who has physical or mental problems that would preclude his/her re-entry into the former industry/occupation, as documented by a physician or other applicable professional; or

- e. An individual whose family, personal or financial circumstances would preclude his/her re-entry into the former industry/occupation, as documented by an applicable professional organization, legal document, financial institution or other legal service.
- 3. Substantial layoff:
Any reduction in workforce that is not the result of a plant, facility, or enterprise closure that results in an employment loss at a single site of employment in any 30-day period that represents at least one of the following:
 - a. The closure of an entire department
 - b. The elimination of an entire class or occupation(s)
 - c. Cessation of production on a product or manufacturing line
 - d. The termination of at least 25% of all employees who worked 20 or more hours per week
 - e. The termination of at least 50 employees who comprised at least one third of the layoff employer's workforce
- 4. General announcement of plant closing:
 - a. A Federal and/or State WARN Notice
 - b. A published or electronically generated report, publication or article generated from Southern California
 - c. A report or electronic (Internet) report, publication or article from a recognized California employment entity or State or local LMI monthly or quarterly report
- 5. A self-employed individual who is unemployed as a result of general economic conditions in the community in which the individual resides:
 - a. If the Ventura County unemployment rate reaches 7 percent
 - b. If a dominant local industry experiences a downsizing of 500 or more employees
- 6. Unemployment as the result of a natural disaster
An individual who has lost employment as a result of a natural disaster as declared by the Federal Emergency Management Agency (FEMA) or the Governor of the State of California
- 7. Displaced homemaker experiencing difficulty in obtaining or upgrading employment:
An individual who has been providing unpaid services to family members in the home and
 - a. Who has been dependent on the income of another family member but is no longer supported by that family member's income and
 - b. Is unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment
- 8. Trade Adjustment Assistance (TAA) Clients:
All TAA certified individuals will meet the criterion of having been terminated from employment and receiving or determined eligible to receive unemployment compensation, as well as unlikely to return to a previous

industry since the company in which they were employed was trade-affected and suffered a substantial layoff or shutdown.

9. Unemployment Insurance (UI) Claimants for Reemployment and Eligibility Assessment (REA) Services: those individuals who have
 - a. Been assessed by EDD for their job readiness in relationship to the local labor market and
 - b. Completed a re-employment plan with the goal of seeking retraining and
 - c. Receive a referral to WIOA training with specific documentation for the six elements used to conclude that vocational training is needed (because there is no suitable employment available for the adversely affected worker), as documented by EDD.
10. Unemployment Insurance (UI) Profiling

III. Acceptable Sources of Documentation

1. Staff may include the use of Applicant Statements when reasonable efforts on the part of the applicant have failed to obtain necessary documentation to support Dislocated Worker status.
2. The Applicant Statement must be supported by a written narrative from staff explaining the need for the statement.

INQUIRIES:

Inquiries regarding this policy can be addressed to the WDB administrative staff: 805-477-5306.



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

Local Policy Bulletin #2018-06:

Supportive Services Policy for WIOA Youth Programs Services

Draft Date: January 10, 2018 Effective Date: TBD

SUBJECT: Policy on WIOA Supportive Services for Youth Programs Services

REFERENCES:

WIOA Sec. 3(59), WIOA Sec. 134 (d)(2)(3)

2 CFR 200, 20 CFR 680.330, 20 CFR parts 680.900, 680.910, 680.930-970, 681.570, 681.970, 29 CFR 680.140

Training and Employment Guidance Letter (TEGL) 19-16,

Training and Employment Guidance Letter (TEGL) 21-16,

Workforce Services Directive WSD 16-02

PURPOSE:

Supportive services are services that are necessary to enable an individual to participate in activities authorized under WIOA.

This policy establishes guidelines for allowable supportive services for WIOA Youth programs, general limitations and documentation necessary for supportive services.

OVERVIEW

The term “Supportive Services” refers to those financial-based or physical accommodations that are reasonable and necessary and/or required for a customer to participate in activities authorized under Title I of the Workforce Innovation and Opportunity Act (WIOA).

Supportive services is one of the 14 youth program elements described in CFR 681 which may be provided in order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants. Youth who are enrolled and receiving any of the prescribed 14 elements, including training or follow-up services under WIOA, may be eligible for supportive services if they are unable to obtain assistance from other agencies providing such services.

POLICY:

Supportive services may include, but are not limited to:

- Linkages to community services;
- Assistance with transportation;
- Assistance with child care and dependent care;
- Assistance with housing;
- Needs-related payments (training only)
- Assistance with educational testing;
- Reasonable accommodations for individuals with disabilities;
- Legal aid services;

- Referrals to health care;
 - Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
 - Assistance with books, fees, school supplies, and other necessary items
- Payments and fees for employment and training-related applications, tests, and certification.

Needs-related payments may also be provided to the WIOA-enrolled customers only when participating in training services.

Supportive services only may be provided when they are necessary to enable individuals to participate in WIOA Youth service and/or training activities.

All efforts to secure supportive services from other sources must be first exhausted and documented in the proper form before expending WIOA funds.

Supportive services may not be utilized to pay for expenses incurred prior to the participation's enrollment into the WIOA program.

The need for supportive services for WIOA-enrolled youth must be noted when developing the Individual Services Strategy (ISS) or Employment Plan (IEP). Therefore, a thorough understanding of the resources and services available from other state, federal or local agencies is pivotal in providing services with WIOA funds.

A WIOA customer shall not be denied supportive services without documented concurrence of a supervisor or manager.

Allowable Costs

Supportive services are available up to a maximum lifetime aggregate amount of \$5,000.00 for WIOA-enrolled customers in individualized services.

Documentation of need does not automatically entitle a customer to WIOA Supportive Services since need could be addressed by non-WIOA resources.

Incentives

Incentives for Youth programs is addressed in Local Policy Bulletin #2015-06: Policy on Incentives for Youth Programs.

An incentive is a one-time or a regular payment, non-cash, to a WIOA Youth participant for the successful participation in, and achievement of, expected milestones, program and performance outcomes linked to training or work experience. Such incentives could include improvements marked by testing or other successful outcomes.

- Incentives are intended to be used to encourage and motivate WIOA youth to reach specific goals (milestones) and obtain positive outcomes.
- Such awards are not an entitlement and are subject to the availability of WIOA Youth funds.
- As supportive services, such awards must be allowable, necessary for the participant's success in the program and reasonable.
- Program operators have the option of including in their program design those incentives that they deem most appropriate for their participants; but these awards must conform to the guidelines set forth in the WIOA, individual provider contracts and this policy.
- A statement of incentives and a line item in the budget will be a part of the contract of each operator of a Youth program.
- No more than \$1,200 may be allotted for incentives for any one participant. Exceptions to this maximum allotment require the prior approval of the Executive Director of the WDB.
- Incentives are to be carefully distinguished from regular supportive services, tuition, and other similar needs-related payments; and any allotment for incentives is exclusive of these services.
- Incentive payments must be scheduled and documented in each participant's Individual Service Strategy (ISS).

Limitations

Supportive services may not be utilized to pay for expenses such as fines, penalties, late finance charges and interest payments, down payments on real estate properties or automobiles, or refundable deposits.

Under no circumstance may Supportive Services funds be used to pay any legal violations or fines incurred for breaking the law, such as speeding or DUI tickets.

Supportive service funds will not be used to pay for treatment of medical problems, illness or medical co-payments.

Supportive services will not be used to pay for any late fees associated with credit card payments, automobile, rent, or mortgage payments or for a down payment on an automobile or real property.

Special Situations

Individual items must be related to training, placement or follow-up activities, related to the successful completion of such WIOA activities and related to successful performance outcomes. Supportive services are subject to a case-by-case review. The maximum supportive services amount is subject to established limit(s) or item(s)

requested. The authorized WIOA program provider, manager or designee must approve all requests.

Follow-Up

Supportive Services may be provided to a youth during follow-up, providing the supportive services are reasonable and necessary and are directly related to the successful outcomes of the WIOA program.

OTHER:

Providers of WIOA Youth program services of Ventura County are to establish:

- Internal controls that result in equitable treatment;
- policies and procedures for verification of need, justification of need; authorization of supportive services and allowable costs (when applicable) for such services;
- policies and procedures for data entry into the CalJOBS system (i.e., activity codes, case notes, electronic document management); and
- assurance of coordination with other community resources

Limits may be placed on supportive services including maximum amount of funding, length of time and exceptions of the limits subject to availability of funds.

ADDITIONAL RESOURCES:

For additional processes, refer to *SSY-01 Supportive Services Policy – WIOA Youth*

INQUIRIES:

Inquiries regarding this policy can be addressed to the WDB administrative staff: 805-477-5306



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

Local Policy Bulletin #2018-07:

Monitoring and Oversight of WIOA Title I

Youth, Adult and Dislocated Worker Programs

Draft Date: January 10, 2018 Effective Date: TBD

SUBJECT: Policy on Monitoring and Oversight of WIOA Title I Programs

REFERENCES:

WIOA Sec. 107(c)8,

WIOA Sec. 129(c),

WIOA Sec. 134,

WIOA Sec. 116

2 CFR part 200, 2900

20 CFR 683.410, 20 CFR 683.210

PURPOSE:

The purpose of this policy is to establish oversight and monitoring system for Ventura County WIOA Title I Youth formula, and Adult and Dislocated Worker programs.

POLICY:

The Workforce Development Board of Ventura County (WDB) will, conduct oversight for Title I youth formula activities, and Adult and Dislocated Worker employment and training activities, Rapid Response, and the one-stop delivery system in Ventura County. WDB will ensure the appropriate use and management of the WIOA funds for workforce development activities. WDB will ensure the appropriate use, management, and investment of funds to maximize State and Federal performance outcomes.

Specifically WDB will:

- a) Ensure that job training opportunities for youth, adults and dislocated workers are accessible through providers of career services who are responsive to the need of all local job seekers;
- b) Ensure that the job training system satisfies the needs of local employers, both large and small, and that the system is driven by the demands of the market and of employers;
- c) Ensure that the local employment and training system is guided by vigorous standards of performance accountability in such areas as rates of job placement, job retention and earnings and customer satisfaction.
- d) Oversee the job training system, that is, the collective activities of partners engaged in WIOA business;
 - i. Select the One-Stop Operator with the agreement of the County's Board of Supervisors;

- ii. Review annually the operations of the job-training system and, if appropriate, recommend termination for cause of the eligibility of any of the system's partners;
 - iii. Establish and maintain through the agency of the One-Stop Operator(s) at least one full-service Job and Career Center (a physical site) that provides job seekers with integrated employment, education, training and job search services and with information on the filing for unemployment compensation and disability benefits and offers comprehensive workforce-related business service;
- e) WDB will conduct an independent and objective evaluation of the America's Job Center of California (AJCC) in Ventura County once every three years using criteria and procedures established by the California Workforce Development Board (State Board)
 - f) Following State Board policy and the policy direction of the State Plan, WDB will be responsible for ensuring that AJCC MOUs require a baseline level of WIOA core program and mandatory One-Stop partner participation in the AJCCs that meets federal requirements such that program services are coordinated, and when appropriate, integrated in ways that make customizable services available to clients on the basis of their particular individual needs.
 - g) Lead efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, and workers and jobseekers (including individuals with barriers to employment) in the local workforce development system, including providing physical and programmatic accessibility, in accordance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), to the one-stop delivery system.
 - h) WDB will annually monitor all service providers, including all one-stop centers within the local area and eligible training providers, for compliance with Section 188 of the WIOA and 29 CFR Part 38. WDB will keep copies of compliance monitoring efforts and reports on file.
 - i) WDB, in order to maintain compliance with State and Federal law, and ensure accountability and transparency, will appoint an oversight committee (Programs Committee) that will oversee and report back to the WDB, the development, operation and evaluation of all WIOA-funded programs involving enrolled clients and employers: Youth, Adult, Dislocated Worker, and Rapid Response, the entire continuum of client engagement. WDB may appoint non-WDB members to three year terms upon recommendation by the Membership Committee, to ensure independent and objective evaluation and to benefit from their appropriate experience and expertise and also to promote additional community engagement where needed,

INQUIRIES:

Inquiries regarding this policy can be addressed to the WDB administrative staff: 805-477-5306.



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

Local Policy Bulletin #2018-08

Firewall Policy:

WDBVC Adult, Dislocated Worker and Youth Programs, One-Stop Operator, and
Career Services Provider

Draft Date: July 6, 2018 Effective Date: TBD

SUBJECT: Policy on Workforce Development Board Firewall

PURPOSE: The purpose of this policy is to provide guidance in the commitment of the Workforce Development Board of Ventura County (WDBVC) to the highest level of system integrity and the appropriate oversight of the Workforce Innovation and Opportunity Act (WIOA) and America's Job Center of California (AJCC), in order to comply with federal, state, and local laws and regulations. In addition, the purpose of the policy is to establish a "firewall" in the event of a conflict of interest.

REFERENCES:

- Workforce Innovation and Opportunity Act (WIOA) Public Law (113-128)
- Title 2 Code of Federal Regulations (CFR) Part 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Uniform Guidance)
- Title 2 CFR § 200.318
- Title 2 CFR Part 2900: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Department of Labor Exceptions)
- Title 20 CFR WIOA, "Department of Labor; Final Rule"
- Title 34 CFR WIOA, "Point Rule for Unified and Combined State Plans Performance Accountability, and the One-Stop System Joint Provisions; Final Rule"
- WIOA Title I, 20 CFR § 679.420 and § 679.370
- Training and Employment Guidance Letter WIOA NO. 21-16 Operating Guidance For The Workforce Innovation And Opportunity Act
- State of California Employment Development Department Workforce Services Directive WSD16-14
- America's Job Center of California Memorandum of Understanding (MOU) Phase I & II
- County of Ventura Human Services Agency Conflict of Interest and Code of Conduct outlined in the Contracts & Grants Purchase Order Procedures and RFP Contract Procedures.

DEFINITIONS:

Conflict of Interest – an employee, officer, agent, or any member of the organization that has an interest in a financial gain or tangible benefit and who participates in the selection, award, or administration of a contract supported by a federal award.

Firewall – an established policy or procedure that acts as a barrier or protection against an undesirable influence, outcome, or authority. Examples of firewalls include but are not limited to organizational arrangements that provide clear separation of duties and responsibilities, reporting hierarchy of managers and staff that provide clear separation between job duties and responsibilities, and conflict of interest/confidentiality/disclosure agreements.

POLICY:

- I. The WDBVC Staff and Members, AJCC Operators ("Operators"), Service Providers and Fiscal Agent must act solely in the best interest of the community without regard to personal interest and must not participate in matters in which they have a disqualifying financial interest.

II. Firewall Guidelines.

- A. The appropriate role of fiscal agent is limited to accounting and funds management functions rather than policy or service delivery as per Title 2 CFR § 679.420.
- B. Providers delivering Title I, Dislocated Worker and Adult Services and Title I, Youth Direct Services will report any concerns or issues relating to conflicts of interest with Operators directly to WDBVC staff and bypass the Operators.
- C. Operators will report any concerns or issues relating to conflicts of interest with the Title I, Dislocated Worker and Adult Services and Title I, Youth Direct Service Providers directly to the WDBVC staff and bypass the Direct Services agency.
- D. WDBVC will be responsible for all conflicts of interest oversight and monitoring activities including but not limited to imposing separation of duties and/or functions among individuals and entities party to this policy and restriction of access to physical and electronic information. WDBVC will be required to recuse themselves from any vote where a conflict of interest exists. In the event of a conflict of interest with WDBVC staff, such person will not be involved in any selection process, meetings or discussions. All conflicts will be shared with the WDBVC Executive Director (or designee) and WDBVC Chair. In the event that the conflict involves the WDBVC ED, the WDBVC Chair will communicate with the County Human Services Agency Director, who provides oversight to the WDBVC Executive Director position. In the event that the conflict involves the WDBVC Chair, the WDBVC Executive Director will communicate with the WDBVC Vice-Chair or other WDBVC Executive Committee member. Access to information is protected from WDBVC members due to files being stored at the County of Ventura Human Services Agency office. When a conflict involves WDBVC staff, files will be kept in a locked cabinet and saved in a password protected file within the County's server.
- E. In the event that a WDBVC member recuses themselves from a vote at a public board meeting, causing a quorum vote to not be met, the item will be tabled until a future meeting. If this occurs at a WDBVC Executive Committee meeting, the item will be included on the WDBVC agenda at a subsequent meeting. If there is an instance where the WDBVC does not have a quorum vote due a recusal then the item will be tabled and added to a future agenda for further discussion and vote.
- F. Members of WDBVC shall comply with County of Ventura Human Services Agency Conflict of Interest and Code of Conduct outlined in the Contracts & Grants Purchase Order Procedures and RFP Contract Procedures.

III. AJCC (One-Stop) Operators:

- A. Local Boards must select their AJCC Operator through a competitive process at least once every four years (WIOA Section 121[d][2][A]). According to EDD Directive WSD16-14 December 19, 2016: As part of that competitive process,

Local Boards are required to clearly articulate the expected role(s) and responsibilities of the AJCC Operator (Title 20 CFR Section 678.620[a]).

- B. When selecting an AJCC Operator, Local Boards are required to fully adhere to the federal procurement standards outlined in Uniform Guidance Sections 200.318-200.326, as well as their local procurement policies.
- C. Local Boards who use a third party to conduct the competitive process must create a firewall in its procurement policy that only allows the Local Board to contribute the necessary and relevant federal, state, and local procurement requirements to the third party for them to conduct the competitive process.
- D. Operators are selected through a competitive procurement process and either be a single agency or a consortium that includes, at a minimum, three or more AJCC partners.
- E. When a single entity operates in more than one of the following roles including but not limited to local fiscal agent, WDB staff, one-stop operator, or direct service provider, it is required that such agency adhere to the policy set forth in this document.
- F. The AJCC Operators and the Adult and Dislocated Worker Career Services Providers fulfill two distinct and separate roles within the local AJCC system. These roles may be filled by the same entity or different entities based on what the Local Board determines is best for meeting the needs of its customers and demographic area, but, the roles must be clearly articulated as part of the competitive procurement and selection processes.
- G. The role of the AJCC Operator includes the following:
 - 1. Coordinating the service delivery of required AJCC partners and service providers.
 - 2. Ensuring the implementation of partner responsibilities and contributions agreed upon in Memorandums of Understanding - Phase I and Phase II.
- H. Operators responsibilities include:
 - 1. Coordinating the service delivery of required AJCC partners and service providers.
 - 2. Ensuring all partners are in compliance with AJCC Memorandum of Understanding (MOU) **Phase I & II.**
 - 3. Provide reports to the WDBVC on operations, performance and continuous quality improvement recommendations. Operators may be asked to take on additional tasks as directed by the WDBVC.
 - 4. Implement local WDBVC policies.
 - 5. Adhere to all applicable federal and state guidance.
- I. Operators must adhere to the following:
 - 1. Disclose any potential conflicts of interest arising from the relations of the AJCC Operator with particular training service providers or other service providers in accordance with Uniform Guidance General Procurement Standard as per Title 2 CFR §200.318.
 - 2. Will not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services.
 - 3. Comply with the federal regulations and procurement policies relating to the calculation and use of profits outlined in Uniform Guidance.
 - 4. Adhere to WIOA Title I subtitle E § 679.430 to ensure appropriate firewalls within a single entity performing multiple functions, including when a fiscal agent also functions as a provider of services.

IV. **Title I, Dislocated Worker and Adult Services Providers**

- A. Title I, Dislocated Worker and Adult Services Providers are provided through the County of Ventura Human Services Agency's Adult and Family Services Department.
- B. According to EDD Directive WSD16-14 December 19, 2016: Local Boards are responsible for identifying eligible Adult and Dislocated Worker Career Services Providers. If an AJCC Operator wishes to also serve as the Adult and Dislocated Worker Career Services Provider they must have appropriate firewalls in place between the staff providing services, the staff responsible for oversight and monitoring of services, and the Local Board. The firewalls must conform to Title 20 CFR Section 679.430 for demonstrating internal controls and preventing conflicts of interests.
- C. Title I, Dislocated Worker and Adult Services Provider will recruit, provide orientation, conduct comprehensive assessments, screening and determine WIOA eligibility for a minimum number of eligible participants to be enrolled and ensure that participants are on track to achieve program outcomes as outlined in WIOA (Public Law 113-128); and EDD Directive WSD16-21 June 12, 2017.
- D. The AJCC Operators and the Adult and Dislocated Worker Career Services Providers fulfill two distinct and separate roles within the local AJCC system. These roles may be filled by the same entity or different entities based on what the Local Board determines is best for meeting the needs of its customers and demographic area, but, the roles must be clearly articulated as part of the competitive procurement and selection processes.
- E. The role of the Title I Adult and Dislocated Worker Career Services Provider includes the following:
 - 1. Providing basic career services including but not limited to participant intake, orientations, initial assessments, employment services, and referrals to other partners and services.
 - 2. Providing individualized career services including but not limited to comprehensive and specialized assessments, case management, individual employment plans, training, and career planning.
 - 3. Manage the hours of operation for AJCC's
 - 4. Managing the daily operations in coordination with local fiscal agents for the lease, utilities and other property activities in support of the AJCC premises.
 - 5. Report to the WDBVC on operations, performance and continuous improvement recommendations
 - 6. Adhere to all applicable federal and state guidance

V. **Title I, Youth Service Providers**

- A. Title I, Youth Service Providers are selected through a competitive procurement process.
- B. Title I, Youth Service Providers responsibilities include:
 - 1. Recruit, provide orientation, conduct comprehensive assessments, screening and determine WIOA eligibility for a minimum number of eligible youth to be enrolled and ensure that enrolled youth are on track to achieve program outcomes as outlined in WIOA (Public Law 113-128) Section 129(a)(1); Training and Employment Guidance Letter (TEGL) 21-16, Third

WIOA Title I Youth Formula Program Guidance (March 2, 2017); and EDD Directives WSD17-07 January 16, 2018 and WSD16-21 June 12, 2017. Program activities must comply with WDB contract and with associated guidance from the Department of Labor, State EDD Workforce Services Department and County of Ventura.

2. Local area youth service providers are required to provide at least one of the 14 program elements for initial enrollment / participation into the WIOA Youth services program. Contractors must make available, but are not required to provide all 14 elements to each youth participant. Each youth is to receive all services directly relevant to his/her needs. Local area youth service providers have the flexibility to determine what specific services a youth will receive based upon the youth's assessment and service strategy.

C. Performance:

1. The Contractor will engage youth in allowable activities in order to meet the areas of evaluation for program/contract accountability as established by the WDB and/or the WDB's Programs Committee.
2. Applicable areas of evaluation reporting will conform to the State-approved automation system.
3. Performance at levels below those identified may require Contractor to submit a corrective action to WDB Administrative staff. The WDB retains the right to terminate the contract should performance fall below acceptable levels.
4. CONTRACTOR is obligated to utilize 100% of the funds of this contract in a timely manner, indicating on each monthly invoice both accrued and paid expenditures.

VI. **Fiscal Agent**

- A. The County of Ventura Human Services Agency (HSA) acts as the fiscal agent, as appointed by the Ventura County Board of Supervisors.
- B. Per 2 CFR § 679.420, the Fiscal Agent responsibilities include:
 1. Receive funds.
 2. Ensure sustained fiscal integrity and accountability for expenditures of funds in accordance with Office of Management and Budget circulars, WIOA and the corresponding Federal Regulations and State policies.
 3. Respond to audit financial findings.
 4. Maintain proper accounting records and adequate documentation.
 5. Prepare financial reports.
 6. Provide technical assistance to sub recipients regarding fiscal issues.

In Ventura County, the fiscal agent also:

1. Enters into contracts with sub-recipients and works with WDBVC to establish the scope of services aligning with requirements set forth in WIOA law and local policies set by the WDBVC.

2. HSA manages monitoring of all sub-recipients and issues monitoring reports.
3. HSA processes monthly invoices, payments and is responsible to draw funds down from the State of California.

VII. **WDBVC Administrative Staff**

Per 2 CFR § 679.370, the Local Workforce Development Board, through the WDBVC Administrative staff, responsibilities include:

1. WDBVC staff coordinates between the WDBVC and partners to the workforce system in Ventura County.
2. WDBVC staff acts a liaison between the WDBVC and America's Job Center of California.
3. WDBVC staffs all WDBVC board meetings; taking minutes, developing agendas, and writing reports.
4. WDBVC staff coordinates efforts between education, industry, economic development, labor unions and community-based organizations.
5. WDBVC staff writes grant applications, state reports, local and regional plans, and any necessary document that is required by the California Workforce Development Board.
6. WDBVC staff ensures that all necessary local policies are updated and circulated to all partners.
7. WDBVC staff assists in policy development.
8. Per 2 CFR § 679.370, WDBVC staff engage in the monitoring of service delivery contracts and sub-awards and approve invoices to ensure funds are used in accordance with regulations and approved contract budget.
9. In partnership with the Chief Elected Official:
 - a. Conduct oversight of youth workforce investment activities authorized under WIOA sec. 129(c), adult and dislocated worker employment and training activities under WIOA secs. 134(c) and (d), and the entire one-stop delivery system in the local area.
 - b. Ensure the appropriate use and management of the funds provided under WIOA subtitle B for the youth, adult, and dislocated worker activities and one-stop delivery system in the local area.
 - c. Ensure the appropriate use management, and investment of funds to maximize performance outcomes under WIOA sec. 116.
 - d. Support the competitive bidding process for providers of the youth workforce investment activities, training services, career services and One-Stop Operator(s).

INQUIRIES: The WDB Administration staff can be reached at 805-477-5306 and will answer questions regarding this policy, which will be revised as need arises.



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

Local Policy Bulletin #2018-09:

Incentives for WIOA Youth Programs

WIOA Youth Programs

Draft Date: July 24, 2018 Effective Date: TBD

SUBJECT: Policy on Incentives for WIOA Youth Programs

PURPOSE:

This policy makes provision for granting incentives awards to youth enrolled in the Title I WIOA Youth program.

REFERENCE:

Title 20 CFR Section 681.640

2 CFR part 200

POLICY:

An incentive is a one-time or a regular payment, either cash or non-cash, to a WIOA Youth participant for recognition and achievement of, expected program and performance outcomes linked to training activities and work experiences.

Incentives are intended to be used to encourage and motivate WIOA youth to reach specific goals and obtain positive outcomes. If / when tied to WIOA Youth program elements, they must be utilized for the purpose of WIOA performance outcomes.

Such awards are not an entitlement and are subject to the availability of WIOA Youth funds.

If incentives are used as a supportive service, such awards must be allowable, reasonable and necessary for the participant's success in the program and must comply with the WDBVC's policy on supportive services.

Program operators have the option of including in their program design those incentives that they deem most appropriate for their participants; but these awards must conform to the guidelines set forth in the WIOA and this policy.

A statement of incentives and a line item in the budget will be a part of the contract of each operator of a Youth program.

No more than \$1,200 may be allotted for incentives for any one participant. Exceptions to this maximum allotment require the prior approval of the Executive Director (or designee) of the WDB.

Incentives are to be carefully distinguished from supportive services, tuition, and other similar needs-related payments; and any allotment for incentives is exclusive of these services.

Incentive payments must be scheduled and documented in each youth participant's Individual Service Strategy (ISS).

Incentive payments must not be spent on entertainment costs – they do not include items such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment

INQUIRIES:

Questions regarding this policy should be directed to the WDB administrative staff in charge of contracts for Youth services: 805-477-5306.

DRAFT



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

REGIONAL SECTORS MEETING ***"Engaging Partnerships for Regional Alignment"***

Thursday, August 23, 2018
8:00 a.m. – 11:30 a.m.

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

AGENDA

8:00 a.m.	Workforce Development Board Meeting	Gregory Liu
8:30 a.m.	1.0 Regional Sectors Meeting Welcome and Introductions	Gregory Liu Melissa Livingston
8:40 a.m.	2.0 Regional Sharing	Brandon Anderson
9:30 a.m.	3.0 Lessons Learned from Zurich	Vinz Koller
10:00 a.m.	4.0 Discussion: <i>What are the challenges with the current Work-Based Learning system?</i>	Brandon Anderson Matt Hidalgo Vinz Koller
10:10 a.m.	5.0 Shaking things up: <i>Prototyping a new shared Work-Based Learning system</i>	Brandon Anderson Matt Hidalgo Vinz Koller
11:00 a.m.	6.0 Discussion: <i>What are the benefits of a system like the one we just created?</i>	Brandon Anderson Matt Hidalgo Vinz Koller
11:10 a.m.	7.0 Getting on Board	Brandon Anderson Matt Hidalgo Vinz Koller
11:20 a.m.	8.0 Final Thoughts, Wrap-up	Brandon Anderson Matt Hidalgo Vinz Koller

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.



JOINT MEETING WDB REGIONAL SECTOR COMMITTEES

November 16, 2017

"Skills Attainment for Upward Mobility & Aligned Services for Shared Prosperity"

WDB Business Services Committee
WDB Clean/Green Committee
WDB Healthcare Committee
WDB Manufacturing Committee
WDB Programs Committee

MINUTES

Meeting Attendees

Business Services

Heidi Hayes (theAgency)
Paula Hodge (College of
the Canyons, SCCRC)
Payal Kamdar (VSolvit)
Tracy Perez*
Jaime Mata*

Manufacturing

Alex Rivera*(Chair)
Michael Bastine (College
of the Canyons, SCCRC)
Marybeth Jacobsen (WEC)
Marilyn Jansen*
Byron Lindros*
Tiffany Morse (VCOE)
Bill Pratt*
Tre Robinson (Wholesome
Harvest Baking)
Mary Anne Rooney(Civic
Alliance)
Bruce Stenslie*

Programs

Tony Skinner* (Chair)
Roger Rice* (Vice Chair)
Jerry Beckerman(Segue)
Connie Chan*
Mary Navarro-Aldana*

WDB Members

Vic Anselmo* (Chair)
Greg Liu * (Vice Chair)
Brian Gabler*
Patty Schulz*

Clean/Green

Anthony Mireles*(Chair)
John Brooks (City of
Thousand Oaks)
Holly Chavez (Allan
Hancock College)
David Fleisch (County of
Ventura)
Darrell Gooden (VC
Innovates, VCOE)
Charles Harrington*
Grant Leichtfuss (Villa
Park Orchards Assoc.)
Mary Anne Rooney (Civic
Alliance)

Healthcare

Greg Barnes* (Chair)
Richard Trogman* (Vice
Chair)
John Cordova (College of
the Canyons, SCCRC)
Irene Ornelas (VC
Innovates, VCOE)
Michelle Reynolds (VCMC)
Mary Anne
Rooney(Ventura County
Civic Alliance)
Bill Werner (Simi Valley
Hospital)
Celina Zacarias*

WDB Administration

Talia Barrera
Patricia Duffy
Tracy Johnson
Patrick Newburn
Vivian Pettit
Ma Odezza Robite

Guests

Nancy Ambriz (County of Ventura)
Lisa Brunelle (Department of
Rehabilitation)
Lisa Eklund (VC Innovates, VCOE)
Hillary Howard (VC Innovates, VCOE)
Rachel Linares (County of Ventura)
Melissa Livingston (County of
Ventura)
Susan Mathers (Department of
Rehabilitation)
Richard McNeal
Christy Norton (County of Ventura)
Eileen Rohlfing (Employment
Development Department)
Teresa Serrata (County of Ventura)
Luanne Swanberg (South Central
Coast Regional Consortium)
Steve Thompson (Ventura Adult
Continuing Education)
Carolyn Vang-Walker (Ventura Adult
Continuing Education)
Alexandria Wright (VCCCD)

**WDB Members*

1.0 Welcome and Introductions

WDB Chair, Vic Anselmo, welcomed the attendees to the Joint Meeting of the WDB Regional Sector Committees: Business Services, Clean/Green, Healthcare, and Manufacturing. Additional members from the Programs and Outreach Committee, as well as community partners were also in attendance. Vic Anselmo introduced the facilitator/guest speaker from California Workforce Association, Bob Lanter. Mr. Lanter provided a short self-introduction and asked the WDB members and sector committee members to give quick self-introductions.

Bob Lanter introduced his fellow guest speaker, Vinz Koller, from Social Policy Research Associates, who gave an interesting presentation about the Swiss apprenticeship model.

2.0 Apprenticeship 2.0: College without Debt

Mr. Koller provided an informative presentation of the Swiss apprenticeship model and the features of the Swiss education system which allows multitude of career paths. The model includes teaching soft skills that will not create dead-ends, schools focused on teaching communication and advanced math subjects. He emphasized on the practice of the Swiss education system where there is a public and private partnership and strengthened by the Swiss economy which is considered as the sixth largest investor/economy in the world.

He also explained the key feature of apprentices in the Swiss model where students spend three to four days per week with employers while spending only one to two days inside the classroom. In the Swiss model, sixteen-year old students can make decisions and nineteen-year old students already have achieved professional certificates and can earn a living. He compared that the average age of apprentices in the Swiss model is seventeen years old versus twenty-nine years old in USA.

The question was asked, if the employers were required to have apprentices. Mr. Koller responded that “only thirty percent of the employers have apprentices.”

He also explained the funding of apprenticeship system, how firms invest in apprentices, measurement tools, background on how the Swiss employees gain experience and soft skills and how skills are best learned. When asked how California can adapt the Swiss system, Mr. Koller shared that it can be achieved by: building ecosystems, establishing permeability, triangulating, rebuilding prestige, focusing on students, and diversifying the registered apprenticeships.

One of the participants asked for the observed best practices in California. Mr. Koller gave an example of the Valley Transit Authority in Santa Clara with one hundred new positions opened for apprentices. Also, Mr. Lanter gave an example where he explained that the veterans in Livermore were trained in engineering at the laboratory.

A participant asked Mr. Koller how to address the transportation issue for young workers since most of the jobs are located outside Ventura County. Mr. Koller responded that the workforce development is a regional affair. He further suggested to look at the local economy and market and to look at where people work. Mr. Lanter provided an example of the apprenticeship Task Force in Washington, D.C. It showed how to expand outside the classic apprenticeship model where small, medium, and large employers can participate. Mr. Koller added that employers should look at apprenticeship on a broader sense and that employees can do training online to address the transportation issue.

Mr. Koller was asked if the apprenticeships were paid by the companies. Mr. Koller responded that all the costs for on-the-job training and specialized instruction was indeed paid for by the companies in the Swiss model and that the apprentices did not pay anything. The state pays for the general education portion.

Mr. Lanter provided a brief explanation and examples of work-based learning namely: registered apprenticeships, on-the-job training, incumbent worker training, career tech education with a workplace component, and transitional jobs/work experience. He mentioned that twenty percent of local youth formula funds are for work experiences such as summer jobs, pre-apprenticeship training, on-the-job training, and internships. He also provided a list of resources for work-based learning.

3.0 A Common Vision

Mr. Lanter facilitated a group brainstorming on what success looks like. Participants were divided into six groups with six to seven members each. Each group provided their response to the question: "What's Going On?" or "What are the current work-based learning activities being practiced in each organization?"

What's Going On?

- Internships – rehabilitation, VCOE (1000 in education offsite)
- On the Job Training – America's Job Center
- Field Trips – middle high (750)
- Training for Employability Skills
- Entrée to Employment (2,000)
- Job Shadows
- Guest Speakers
- Civic engagement
- Construction apprenticeships
- Summer camps
- Trade based charter schools

- Hospitality Industry
- Incumbent Worker Training (lean manufacturing)
- Adult Education Pre-apprenticeships Internships
- Department of Rehabilitation – limited internships/externships
- VC Innovates Adult Education
- CLU Capstone Program (MBA)
- TDC Studies
- CAD Department/ Manufacturing 30
- Manufacturing Week Tours

- Regional Makers Space
- Robotics
- Health Care
- CAL Works Internships
- PathPoint
- CSUCI-Clinical Tech
- County of Ventura – Summer Interns
- Summer City Hall – Ventura & Oxnard
- Trades (IBW, etc.) Apprentices

- Employers (OJT) WIOA
- AG Supervisor Training at VC Noncredit
- Externship for Teachers In Engineering
- NBVC Internships (Primarily Com College)
- HCA (Health Care Agency) – WPL Revamping, Internships, Job Shadow
- CTE Programs at H.S Focus on Industry Certificates
- Career Education Center – Office of ED
- On the job training
- Union apprenticeships
- University Internships
- Government Internships
- Regional Occupation Program
- Summer in the City – VCCA
- City Corps
- Adult Education and Job Placement
- CMTC
- Applied Science Program at Ventura College (Entry level)
- Internship at Career Education Center (VCOE)
- Externship with CET
- Incumbent Worker Training at
- OJT at multiple companies
- BOA + EDD – training (unpaid)

Mr. Lanter used the Victory Circle Technique or a visioning exercise which showed the ideal vision of work-based learning for one year from now in Ventura County:

- CWA report to get them involved
- Anchor employers; employers are saying “Thank you!”
- Businesses are retained/created
- They like making money while working
- Engagement scores are high
- Monitoring their responses thru social media
- Youth unemployment goes down in county
- Robust marketing on CTE
- Clear understanding of pathways
- Target industry that are local- here regionally start 2-3
- One-stop site connecting employers to interns
- Listing of all applications and career paths available
- Website and social media for the youth
- Job Seekers/Students say “I love my job!”
- Employers say “Why didn’t we do it before?”
- Cohort of gateway path with Business enrolled in VACE
- Directory of all Work Based learning programs with business partnerships
- Multiple payment methods
- Innovation in public sector employers
- Stable and secure innovation and productive career pathways
- CWA annual report on how sectors is moving to get this done

- Employers want more
- Students feel secure, valued, respected, and engaged
- Youth VI rate decrease in country
- New fast track program works well!

4.0 Contradictions

Mr. Lanter asked each group what obstacles stand in the way of reaching the vision of a unified work-based learning strategy of Ventura County. Each group listed their responses:

Business Engagement

- Sustaining Commitment of Employers
- Partnerships between business and education are needed
- Employer Champions wanted
- Employer engagement
- Not enough employers involved or hiring
- Partner Collaboration and Coordination

Process and Bureaucracy

- Time: Patience for incremental growth
- New things take time
- Re-doing work that's already been done
- Funding stream
- Red Tape
- Fractured leadership and direction (capacity/priorities)
- WDB + Partners Capacity
- Misaligned incentives (Inability to triangulate)
- No Framework
- Restrictive HR Policies
- Coordination of efforts

Leadership

- Project Champions wanted (Strategic Oversight)
- Actionable Plans needed
- Develop Common Vision-Education among all LEAs
- Common means of communicating work being done
- Funds + Better coordination

Education/Training/Marketing

- Perception of academic learning vs. work-based learning
- Matching training vs. work (INT) schedule (Swiss model: 3-4 vs. 1-2)
- Length of time to get training from idea to classroom
- Need to establish certification/portability
- Education integrated with industry
- Student knowledge of career options
- Limited program information available
- Negative image of Work-Based Learning – Change to Positive

Youth

- Inclusion for all youth
- Transportation
- Supportive transit system not available
- Student career inspiration/ initiative lacking
- Youth missing soft skills

5.0 Commitment and Next Steps

WDB committee members worked in cross-sector groups, reporting to the large group their responses. Below is a summary of the wall notes and committee members' comments during the follow-up discussion. The input will be considered during WDB planning and WDB/WIOA regional and local planning processes:

- Working on task force/ WDB
- Utilize programs that are available (once we find out)
- Office OJT, internships
- Actively network to bring business to table
- Pair with business to provide training
- Advocate on behalf of students
- Work through policies – align education to cut red tape
- Attempt to communicate purpose to students (Entrée to Employment)
- Leveraging resources and activities
- Guide students to meet passion
- Develop student committee for student voice
- Communicating to public at large
- Engage students early (middle school)
- Study what other countries are doing

Summary of Next Steps

Based on the contradictions given aligned with the commitment listed above, Mr. Lanter suggested to provide a follow-through of these ideas with doable action plans with the following focus:

1. Plan to engage business/employers;
2. Plan to streamline the process/bureaucracy;
3. Plan to engage youth in work-based Learning activities;
4. Plan to align activities and market to the public what we are doing; and
5. Plan to align leadership; to have a common platform.

6.0 Close and Adjournment

Vic Anselmo adjourned the meeting at 4:30 p.m.

Next Meeting

Workforce Development Board Meeting

December 7, 2017

America's Job Center of California (AJCC)

2901 North Ventura Road, Oxnard



Workforce Development Board of Ventura County

January 25, 2018

REGIONAL JOINT SECTOR COMMITTEE REPORT

- Business Services Committee
- Clean/Green Committee
- Healthcare Committee
- Manufacturing Committee
- Programs Committee



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY CLEAN/GREEN COMMITTEE

Survey Results

Goal: To develop an action plan for a unified approach to work-based learning for Clean/Green in Ventura County.

Using the Joint Meeting WDB Regional Sector Committees' outcomes (November 2017), the Clean/Green Committee ranked the top three obstacles in five categories.

1. What top three Business Engagement obstacles stand in the way of reaching the vision of a unified work-based learning strategy in Ventura County?
 - 1) Sustaining Commitment of Employers and not enough employers involved or hiring (#1 had a tie)
 - 2) Employer engagement
 - 3) Partnerships between business and education are needed and Partner collaboration/coordination (#3 had a tie)
2. What top three Process and Bureaucracy obstacles stand in the way of reaching the vision of a unified work-based learning strategy in Ventura County?
 - 1) Coordination of efforts
 - 2) No framework and misaligned incentives (inability to triangulate) (# 2 had a tie)
 - 3) New things take time
3. What top three Leadership obstacles stand in the way of reaching the vision of a unified work-based learning strategy in Ventura County?
 - 1) Project Champions wanted (strategic Oversight)
 - 2) Action Plans needed
 - 3) Common means of communicating work being done
4. What top three Education/Training/Marketing obstacles stand in the way of reaching the vision of a unified work-based learning strategy in Ventura County?
 - 1) Need to establish certification/portability
 - 2) Student knowledge of career options
 - 3) Perception of academic learning vs. work-based learning

5. *What top three Youth obstacles stand in the way of reaching the vision of a unified work-based learning strategy in Ventura County?*

- 1) Youth missing soft skills
- 2) Transportation and supportive transit system not available (#2 had a tie)
- 3) Student career inspiration/initiative lacking

ACTION PLAN:

6. *What are the next five steps, in order of priority, the Clean/Green Committee needs to take to develop a unified work-based learning strategy in Ventura County?*

- 1) Plan to align leadership to have a common platform
- 2) Plan to engage business/employers
- 3) Plan to streamline the process/bureaucracy
- 4) Plan to align activities and market to the public what we are doing
- 5) Plan to engage youth in work-based learning activities



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY HEALTHCARE COMMITTEE

Survey Results

Goal: To develop an action plan for a unified approach to work-based learning for Healthcare in Ventura County.

Using the Joint Meeting WDB Regional Sector Committees' outcomes (November 2017), the Healthcare Committee ranked the top three obstacles in five categories.

1. What top three Business Engagement obstacles stand in the way of reaching the vision of a unified work-based learning strategy in Ventura County?
 - 1) Partnerships between business and education are needed
 - 2) Employer engagement
 - 3) Sustaining Commitment of Employers and Partner Collaboration/Coordination (#3 had a tie)
2. What top three Process and Bureaucracy obstacles stand in the way of reaching the vision of a unified work-based learning strategy in Ventura County?
 - 1) Coordination of efforts
 - 2) Restrictive HR Policies
 - 3) Fractured leadership and direction (capacity/priorities) and WDB + Partners capacity (#3 had a tie)
3. What top three Leadership obstacles stand in the way of reaching the vision of a unified work-based learning strategy in Ventura County?
 - 1) Actionable plans needed
 - 2) Funds and better coordination
 - 3) Common means of communicating work being done
4. What top three Education/Training/Marketing obstacles stand in the way of reaching the vision of a unified work-based learning strategy in Ventura County?
 - 1) Education integrated with industry
 - 2) Length of time to get training from idea to classroom and need to establish certification/portability (#2 had a tie)
 - 3) Matching training vs. work schedule.

5. *What top three Youth obstacles stand in the way of reaching the vision of a unified work-based learning strategy in Ventura County?*

- 1) Transportation and supportive transit system not available (#1 had a tie)
- 2) Student career inspiration/initiative lacking
- 3) Youth missing soft skills

ACTION PLAN:

6. *What are the next five steps, in order of priority, the Healthcare Committee needs to take to develop a unified work-based learning strategy in Ventura County?*

- 1) Plan to streamline the process/bureaucracy
- 2) Plan to engage business/employers
- 3) Plan to engage youth in work-based learning activities
- 4) Plan to align leadership, to have a common platform
- 5) Plan to align activities and market to the public what we are doing



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY MANUFACTURING COMMITTEE

Survey Results

Using the findings from the Joint Meeting WDB Regional Sector Committee (November 2017), your committee ranked your top three or more answers to the following eight questions:

1. What are top three or more current work-based learning activities being practiced in Manufacturing?
 - 1 Incumbent Worker Training
 - 2 On the Job Training – America’s Job Center/WIOA
 - 3 University Internships
 - 4 Adult Education Pre-apprenticeships
 - 5 Department of Rehabilitation – limited internships/externships
2. What is the ideal vision of work-based learning one year from now in Ventura County?
 - 1 Anchor employers; employers are saying “Thank you!”
 - 2 Clear understanding of pathways
 - 3 Directory of all Work Based learning programs with business partnerships
 - 4 Businesses are retained/created
 - 5 Robust marketing on CTE
3. What top three Business Engagement obstacles stand in the way of reaching the vision of a unified work-based learning strategy in Ventura County?
 - 1 Partnerships between business and education are needed
 - 2 Employer engagement
 - 3 Sustaining Commitment of Employers
 - 4 Employer Champions wanted
 - 5 Not enough employers involved or hiring
4. What top three Process and Bureaucracy obstacles stand in the way of reaching the vision of a unified work-based learning strategy in Ventura County?
 - 1 Coordination of efforts
 - 2 Fractured leadership and direction (capacity/priorities)
 - 3 Funding stream
 - 4 Red Tape
 - 5 No Framework
5. What top three Leadership obstacles stand in the way of reaching the vision of a unified work-based learning strategy of Ventura County?
 - 1 Project Champions wanted (Strategic Oversight)
 - 2 Funds + Better coordination
 - 3 Actionable Plans needed
 - 4 Develop Common Vision-Education among all LEAs
 - 5 Common means of communicating work being done

6. What top three Education/Training/Marketing obstacles stand in the way of reaching the vision of a unified work-based learning strategy in Ventura County?
- 1 **Student knowledge of career options**
 - 2 **Perception of academic learning vs. work-based learning**
 - 3 **Education integrated with industry**
 - 4 Need to establish certification/portability
 - 5 Limited program information available
7. What top three Youth obstacles stand in the way of reaching the vision of a unified work-based learning strategy in Ventura County?
- 1 **Student career inspiration/ initiative lacking**
 - 2 **Transportation**
 - 3 **Supportive transit system not available**
 - 4 Youth missing soft skills
 - 5 Inclusion for all youth
8. What are top three Next Steps for the WDB Manufacturing Committee?
- 1 **Actively network to bring business to table**
 - 2 **Pair with business to provide training**
 - 3 **Utilize programs that are available (once we find out)**
 - 4 Working on task force/ WDB
 - 5 Work through policies – align education to cut red tape



Vinz Koller

Director of Training and Technical Assistance, Social Policy Research Associates

Mr. Koller has more than 25 years of community and workforce development experience in the areas of strategic planning, leadership development, and capacity building and community engagement. His expertise lies in documenting promising practices in all aspects of community and workforce development programs and in translating research into practical training and capacity building steps that lead to program and system improvements. He has also developed particular expertise in developing career pathway and apprenticeship programs, improving reentry programs for ex-offenders in education and workforce development. He and his SPR team, in collaboration with the Foundation for California Community Colleges are coaching the California Apprenticeship Initiative grantees throughout California. Mr. Koller has overseen and managed the technical assistance support of scores of regional and national workforce development initiatives aimed at supporting education and career development for hard-to-employ populations. Mr. Koller grew up in Switzerland and travels there frequently and has first-hand experience with the Swiss dual education system.



Matt Hidalgo
Program Director, Journeyman Workforce Development Professional

Matt Hidalgo comes to CWA from the Sacramento Employment and Training Agency and has had years of experience working face to face with job seekers and individuals with barriers to their employment. While working at the Sacramento Works, LCC. America's Job Center in Galt, CA, Matt sought to bridge the gap between job seekers and businesses through vocational trainings, instructional workshops, and job matching while simultaneously supporting the Job Center Supervisor in WIOA policy implementation and special projects. As a Workforce Development Professional, Matt advocated on behalf of his customers ensuring access to training resources and job placement assistance. Matt also assisted in the development and execution of contracts such as Service Agreements between partner agencies and job seekers as well as Individual Development Plus to map out job seeker Career Pathways.

While at SETA, Matt developed amicable relationships with customers, staff, and partners while acting as liaison to training providers and local business owners. Matt also took a lead role in actively facilitating the Galt Chamber of Commerce: Economic Task Force by convening monthly meetings, developing the agenda, and recording meeting minutes when necessary. Matt facilitated weekly workshops by researching and developing materials on subjects such as Financial Literacy, Resume Writing, Interviewing Skills, Job Searching Techniques, etc.

During his tenure as Workforce Development Professional, Matt was also selected to lead several special projects/initiatives, which has granted additional training in a few areas; including the Disability Employment Initiative (DEI), Out-of-school-youth, and English as a second language populations (primarily Spanish).



Brandon Anderson
Program Manager, Journeyman Workforce Development Professional

Brandon Anderson manages CWA's ETP contract and works closely with State and Education partners on CWA's WIOA Discretionary Fund and Partnership activities. Brandon comes to CWA from the Sacramento Employment and Training Agency (SETA). At SETA, Brandon served as a lead Workforce Development Professional on site-specific and agency-wide efforts and initiatives, such as the Disability Employment Initiative (DEI).

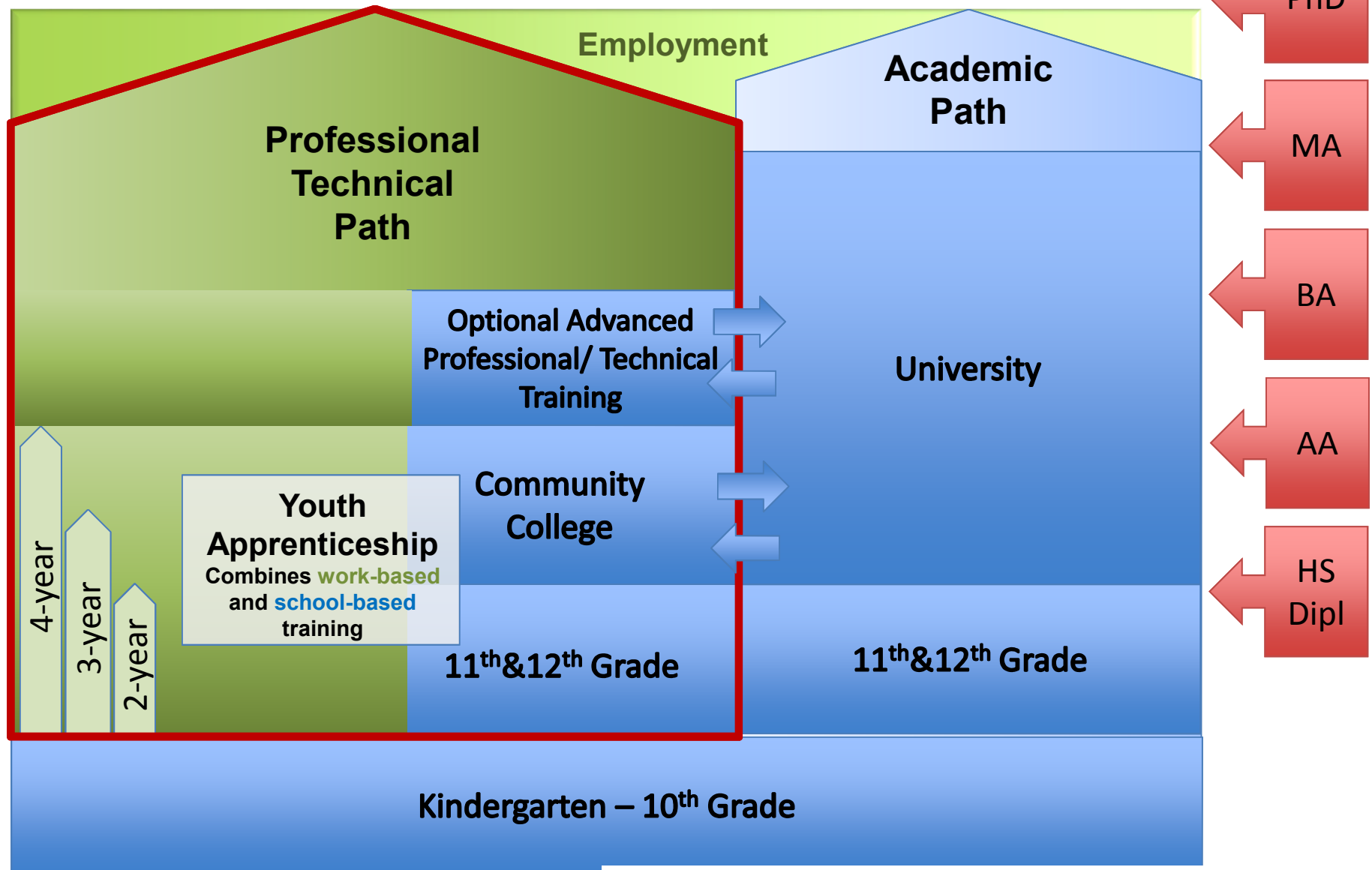
In his Job Center, Brandon facilitated customer workshops for WIOA Orientation, Resume Writing, Mock Interview, Using Google Drive, Computer Basics, Ticket to Work, and Focus on Abilities. He provided staff trainings and facilitated Consensus Workshops on Customer Service, CalJOBS Data-Entry, Case Management, and Follow-Up/Retention Services.

Agency-wide, Brandon led project teams on SETA's Coaches' Forums for WIOA implementation coordinating trainings on Customer Engagement and Human Centered Design. Brandon served on SETA's DEI team, a group of coaches committed to serving Individuals with Disabilities and which seeks to increase their programmatic and physical accessibility to Title 1 services.

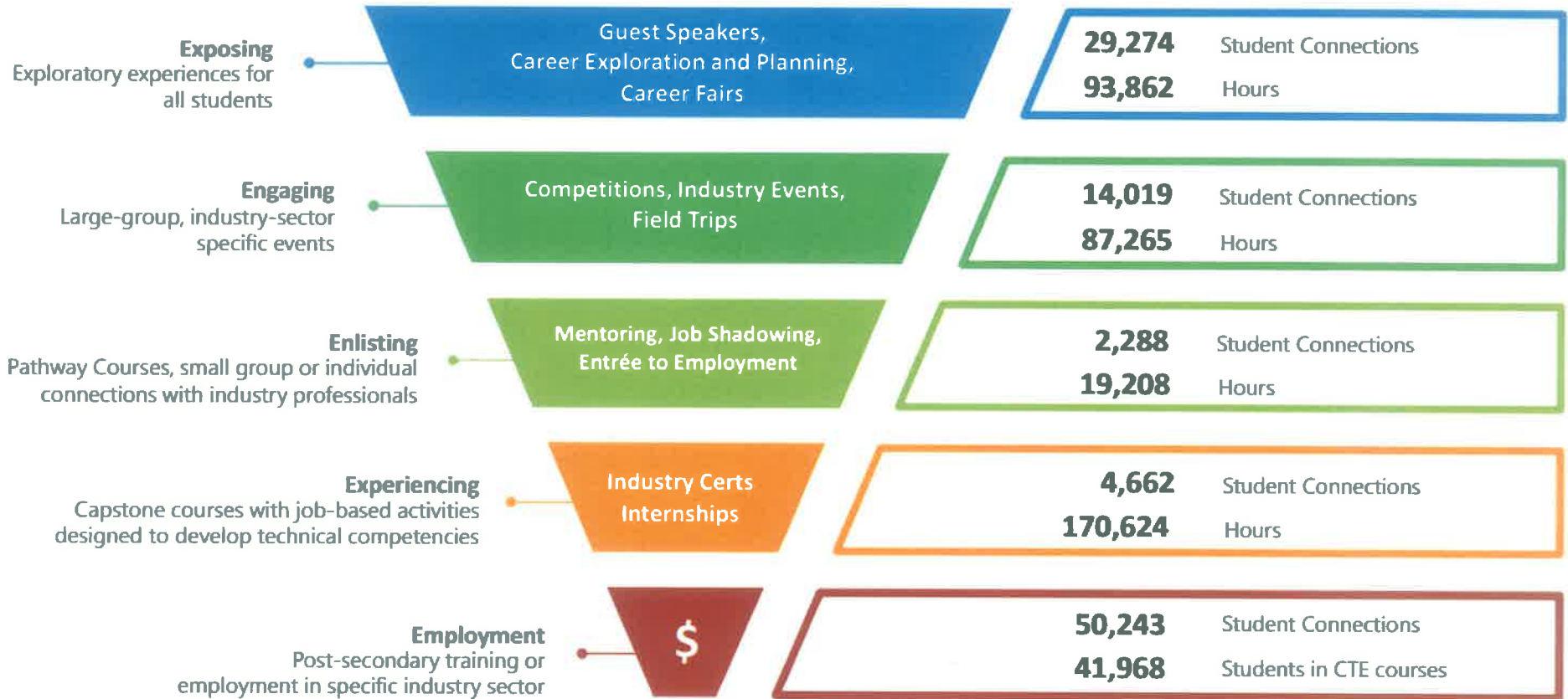
Through DEI – and with the addition of Accelerator funds to implement their Disability Employment Accelerator Project for engaging employers and education providers – Brandon helped launch a pilot for a one-of-a-kind colocation in Sacramento City College's Disabled Students' Programs and Services (DSPS) office providing Job Development Services to graduating DSPS students. This sparked a meaningful partner relationship and served as the model for program replication. Consequently, SETA was awarded Strong Workforce Program funds to colocate Job Developers at other Los Rios Community College District campuses.

Recently Brandon completed the Workforce Development Apprenticeship Program and is a certified Journeyman Workforce Development Professional.

CA Dual Education System



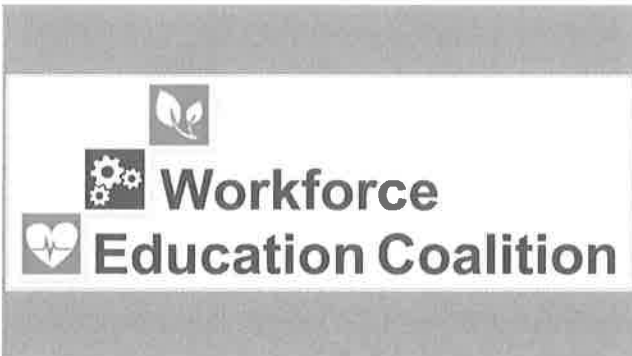
Essential Career Connections 2017-18



VCAEC Work-Based Learning Opportunities

- ▶ Over 150 companies provide externships to CTE grads
- ▶ The Strong Workforce Apprenticeship Group (SWAG) partners with Simi Institute for Careers & Education to provide paid manufacturing apprenticeships and employment
- ▶ The Ventura County Sheriff's Office partners with VACE to provide the TRJ Food Service and Hospitality Program
- ▶ VACE partners with American Culinary Federation and American Hotel & Lodging Educational Institute's Guest Service Professional Certification to provide pre-apprenticeship programs
- ▶ Medical students intern at local hospitals, clinics, doctor offices and volunteer at free clinics, health fairs and marathons
- ▶ VACE's CAD students created 3-D printed prosthetic hands using SolidWorks and a 3D model of the Fillmore Public Library expansion
- ▶ IT students maintain, network, and repair VUSD and personal computers
- ▶ Multimedia students produced videos for Livingston Memorial, Poinsettia Awards, the Lynd Group, VUSD, Ventura Chamber, Aztec Software and Burlington English.
- ▶ The VCI Collaboration with VCAEC provided opportunities for field trips, mentors, Captivating Speakers, and Entree to Employment
- ▶ During FY 2017-18, VACE's CTE students engaged in 4,257,270 hrs. of WBL











Teacher STEM-Erson

- Immerse teachers in industry
- Provide teachers with tools for project based lessons
- Focus:
 - ✓ Manufacturing
 - ✓ Healthcare
 - ✓ Bio-Tech
 - ✓ Agriculture





Guild X Movement

Manufacturing & IT Guild 2018 Goals:

- Advisory Boards
 - ✓ Career Education Committee – Advisory Board Working Group
- Apprenticeships
- Worker Pipeline



WEC Impact

- Entrée to Employment:
 - Over 375 business partners =
 - Over 3,750 student and teacher connections
- Teacher Professional Development:
 - Over 80 teacher participants = Over 4,000 students benefitting from business involvement
- Guild X Movement:
 - Over 90 businesses engaged in the Guilds





Organization Overview

PathPoint is a California-based nonprofit organization dedicated to helping individuals with disabilities and disadvantages achieve independence and self-sufficiency. PathPoint serves Kern, Los Angeles, San Luis Obispo, Santa Barbara and Ventura counties, offering person-centered programs to fully integrate individuals with disabilities and provide them with the support and skills necessary to live independently.

Populations Served

- Developmental Disabilities
- Physical Disabilities
- Mental and Behavioral Health
- Economic Disadvantages and At-Risk Youth

Programs Offered in Ventura County

Discoveries

Discoveries: comprehensive curriculum-based program that provides support and instruction in vocational skills, interests, and social aptitudes. It also provides the opportunity for participants to reach maximum social, intellectual, physical, sensory, and emotional functioning levels.

Employment Services

Integrated Work (IWK): combines community integration with opportunities to work in various paid part-time employment contracts within Ventura County.

Job Placement Services (JPS): helps individuals to successfully secure local jobs with assistance in resume writing, interview preparations, and job search strategies.

Individual Supported Employment (ISE): provides one-on-one job coaching services that include individualized instruction, training, and intervention to help individuals improve work skills and positive work behaviors. A Job Coach counsels individuals on issues related to competitive employment, monitors progress on the job, and acts as liaison between the employer and employee.

Group Supported Employment (GSE): enables a group of 3 individuals employed by PathPoint to perform full-time or part-time work on a contract basis with a community employer.

External Situational Assessment (ESA) and Work Adjustment Services (WAS): utilize work sites to identify an individual's work readiness; time-limited training at a work site; and the development of work behaviors and functional capacities to maintain positive employment.

Paid Internship Program (PIP): is available to job seekers served by Tri-Counties Regional Center who want to gain work skills and experience that will increase opportunities for future employment.

Project SEARCH

Project SEARCH: Participants attend the one-year, 5-day a week internship in a business setting, participating in work rotations at the host site to gain experience and transferrable skills. (St. John's Regional Medical Center Oxnard, St. John's Pleasant Valley Hospital Camarillo, and Four Seasons Hotel Westlake Village.) PathPoint leads afternoon workshops at the site covering: communication, interviewing, job search and reflection. Participants also receive job support and mentoring following the completion of the program to secure competitive employment.

Independent Living

Community Independent Living Services (CILP): provides living arrangements and with instruction relating to independent living skills in an apartment leased by PathPoint in Thousand Oaks.

Independent Living Services (ILS): provides 10-20 hours per month of one-on-one instruction and support pertaining to living skills.

Youth Networked Services

Youth Networked Services: Helps at-risk youth transition into adulthood by teaching them the basic skills, experience, and resources essential for success. Youth ages 16-24 have access to work readiness workshops, paid work experience, community resources, post-secondary education enrollment, vocational training, supported services, and incentives for program completion.

Behavioral Health

Life Skills Center: a recovery, restoration, and relapse prevention program for people diagnosed with chronic mental illnesses. Our center is open to enrolled adults Monday—Friday from 10am-2pm. Members increase effective coping skills, decrease isolation, and learn skills in managing their mental health diagnosis in this therapeutic social setting. Lunch is provided as well as a Food Pantry. Referrals required from Ventura County Behavioral Health.

Please visit www.PathPoint.org for more information



Contact Information

Disability Services

Community Integration Services

Discoveries (Simi Valley and Thousand Oaks)

Eileen Alvarez

Eileen.Alvarez@PathPoint.org

805-520-8744 x1408

Employment Services

Integrated Work (IWK) & Group Supported Employment (GSE)

Jaclyn Armstrong

Jaclyn.Armstrong@PathPoint.org

805-413-0790 x1439

Individual Supported Employment (ISE), Job Development, External Situational Assessment (ESA), Paid Internship Program (PIP)

Canaan Knapp

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805-413-0790 x1435

Project SEARCH

Brianna Berry

Brianna.Berry@PathPoint.org

805-413-0790 x1440

Independent Living Services

Independent Living Skills (ILS & CILP)

Dawn Ashe

Dawn.Ashe@PathPoint.org

805-413-0790 x1445

Kim Whitaker

Vice President, Ventura Division

Kim.Whitaker@PathPoint.org

805.520.8744 x1413

Behavioral Health Services

Behavioral Health Services

Life Skills Center

Linda Farhat

Linda.Farhat@PathPoint.org

805-413-0350

Jennifer Newbold

Vice President, Behavioral Health Division

Jennifer.Newbold@PathPoint.org

805-963-1086 x1621

Youth Services

Youth Networked Services

Kim Whitaker

Kim.Whitaker@PathPoint.org

805-520-8744 x1413

See programs in action!

@PathPointCA



Ventura County Locations

Simi Valley

1463 E. Los Angeles Ave

Simi Valley, CA 93065

805.520.8744

Thousand Oaks

501 Marin St, Suite 112

Thousand Oaks, CA 91360

805.413.0790

Behavioral Health Services

501 Marin St, Suite 100

Thousand Oaks, CA 91360

805.413.0350

Please visit www.PathPoint.org for more information

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF GREATER OXNARD AND
PORT HUENEME

Youth Empowerment Program Subsidized Employment FACT SHEET

PROGRAM GOALS

- ❖ To provide work experience and income for youth
- ❖ To provide youth the opportunity to obtain realistic work experience in public and/or private or non-profit agencies
- ❖ To serve approximately 37 youth residing in the Oxnard and Port Hueneme area

PLACEMENT HOURS & WAGES

- ❖ Youth placements starts in July
- ❖ Participants will attend an orientation
- ❖ Participants will be allowed to work up to 125 hours, approximately 20-40 hours per week
- ❖ The Boys & Girls Clubs of Greater Oxnard and Port Hueneme will pay for the 2018-2019 program year the wage of \$12.00 per hour
- ❖ The participant will be paid bimonthly through a payroll system set up with BGCOP

SELECTION OF WORKSITES

Various job categories are available, such as:

- | | |
|------------------------------------|-------------------------|
| - Maintenance/Custodial | - Clerical/Office |
| - Teacher's Assistant/Library Aide | - Landscape |
| - Food Preparation | - Child Care/Recreation |
| - Retail | - Other |

Training sites will be selected based on the following criteria:

- Review of the Worksite Request, Job Description and Worksite Agreement
- Worksites ability to provide adequate supervision and comply with program policies in submitting participant evaluations, attendance reports and other documents
- Post and enforce health and safety rules
- Prior participation – Reviewing
 - ◆ Monitoring reports to evaluate the worksites past ability to comply with program policies and procedures such as submitting time cards, evaluations, etc. on a timely basis
 - ◆ Job Developer, supervisor and participant evaluation: reviewing job duties, supervision and program compliance