

WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

PROGRAMS COMMITTEE MEETING

Wednesday, January 8, 2020 3:00 p.m. - 4:30 p.m.

Americas Job Center of California 2901 N. Ventura Rd. (Third Floor - Ventura Room) Oxnard, Ca.

AGENDA

3:00 p.m.	1.0	Call to Order, Introductions, and Agenda Review	Tony Skinner, Chair
3:02 p.m.	2.0	Chair Comments: Farewell to Mary Navarro-Aldana	Tony Skinner
3:07 p.m.	3.0	Public Comments Procedure: The public is welcome to comment. All comments not related to items on the agenda may be made at the beginning of the meeting only.	
3:10 p.m.	4.0	Consent Items 4.1. Approval of Minutes: December 4, 2019	Tony Skinner
3:15 p.m.	5.0	WIOA Youth Services PY19-20 Contracts Modification 5.1. Boys & Girls Clubs of Greater Oxnard and Port Hueneme 5.2. PathPoint	Patrick Newburn
3:40p.m.	6.0	WIOA Planning 6.1. Committee Goals 2020 and Planning	Norman Albances
4:00 p.m.	7.0	Committee Member Comments	Committee Members
4:30 p.m.	8.0	Adjournment	Tony Skinner
		Next Meeting: February 5, 2020 (3:00 p.m. – 4:30 p.m.) America's Job Center of California	

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.

2901 N Ventura Road (3rd Floor – Ventura Room)

Oxnard, CA 93036



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

PROGRAMS COMMITTEE MEETING

Wednesday, December 4, 2019 3:00 p.m. - 4:30 p.m.

HSA- Human Services Agency 855 Partridge Drive, (3rd floor - Redwood Room), Ventura, CA

MINUTES

Meeting Attendees

Committee Members	<u>Guests</u>	WDB Staff
Tony Skinner* (Chair)	Alejandro Angel (PathPoint)	Norman Albances
Jesse Cuevas*	Marixa Juarez (PathPoint)	Andrea Sanchez
Linda Fisher-Helton	Mariana Cazares (BGCOP)	Kelly Hardy
	Diana Fernandez (BGCOP)	
	Holly Cole (HSA)	
*WDB Members	Diana Saldana (HSA)	

1.0 Call to Order, Introductions, and Agenda Review

Tony Skinner called the meeting to order at 3:02 pm.

2.0 Public Comments

None

3.0 Consent Items

3.1. Approval of Minutes: October 2, 2019

Motion to approve: Jesse Cuevas

Second: Linda Fisher-Helton

Consent item approved.

4.0 WIOA Local Policies (Review & Recommendation)

4.1. Policy #2019-10 **WIOA Youth Program Requirements** (This policy supersedes Local Policy Bulletin #2016-01 Policy on Youth Work Experience and Expenditure Requirements, dated July 1, 2015)

Committee members conducted review and discussion of WIOA local policies. The policies were prepared by WDB staff and included feedback from service providers and Human Services Agency staff. One member asked for clarification of the State wording: "A Youth attending a high school equivalency program funded by the public K-12 school system who is classified by the school system as still enrolled in school are the exception; the youth would be considered an IS youth (Title 20 CFR Section 681.230)." Members discussed other programs that would meet this criteria in Ventura County. Member suggested that education partners be included into discussion of policies as may be appropriate, to gain expert knowledge on learning related topics.

Member asked for clarification on Work Experience Expenditrue Requirements definition of 'Leveraged Resources'. Member requested that this criteria be clearly defined to avoid any future audit issues.

Motion to approve: Linda Fisher-Helton

Second: Jesse Cuevas

Item approved.

5.0 WIOA Performance

5.1. Review Draft WIOA Performance Dashboard

Committee members reviewed first quarter performance indicators for Program Year 2019-20. Committee members expressed a desire to know the communities and cities there participants reside. Member requested that WIOA performance outcomes include a definition of Measureable Skills Gain. Staff will continue to develop improved methods to present persormance outcomes.

6.0 Committee Member Comments

Committee member discussed Stae of California's SB1 grant and the requirement to work with Santa Barbara and San Luis Obispo Counties.

7.0 Adjournment

Motion to adjourn: Linda Fisher-Helton

Second: Jesse Cuevas

Tony Skinner adjourned the meeting at 3:38PM

Next Meeting:

January 8, 2019 (3:00 p.m. – 4:30 p.m.) America's Job Center of California (AJCC) 2901 N. Ventura Rd, (3rd floor - Ventura Room), Oxnard, CA



December 5, 2019

Patrick Newburn, WDB Administration Manager Contracts & Grants Unit, County of Ventura Human Services Agency 855 Partridge Drive, Ventura, CA 93003

Re: Budget Modification, Boys & Girls Clubs of Greater Oxnard & Port Hueneme FY 19-20 (YEP)

Dear Patrick:

BGCOP is requesting approval of a formal budget modification to the Youth Empowerment Program due to the reduction in WIOA funds of \$69,000. Thus, the amount of youth being served will be reduced from 92 to 84 as well. A summary of the categorical changes affected by this Budget Modification:

Programs Line Items:	Revised Budget	Change of status
Staff Salaries Admin	\$41,267	Decreased -\$1,997
Staff Fringe Benefit Admin	\$11,142	Decreased - \$539
Consumable Supplies Admin	\$1,200	Decreased -\$109
Staff Salaries Program	\$233,449	Decreased -\$17,680
Staff Fringe Program	\$63,031	Decrease -\$4,774
Staff Equipment	\$5,860	Decreased -\$2,120
Tuition and Entrance Fees	\$63,000	Decrease - \$10,000
Single Unit Costs	\$53,473	Decrease - \$5,147
Participant Supportive Services	\$40,625	Decrease - \$16,250
Participant Fringe Benefits	\$4,310	Decrease - \$1,724
Teaching Aids, Equipment	\$2,940	Decrease - \$1,280
Sub-Agreement(s)	\$1,000	Decrease - \$1,000
Other Training Costs	\$3,003	Decrease - \$5,080

Sincerely,

Erin Antrim

CEO

cc: Diana Aguayo-Saldana, County of Ventura Contracts & Grants Unit

GREAT FUTURES START HERE.

County of Ventura		Exhibit B-1			
1. PROGRAM YEAR: 2019-2020	4. BASIC CONTRA	4. BASIC CONTRACT EFFECTIVE DATE:			
FROM: 07/01/19 TO: 06/30/20		12/5/2019 MOD 002:			
	MOD 003:	MOD 004:			
2. PROGRAM ACTIVITY:	Τ				
3. SUBGRANTEE:	[5.	CONTRACT NUMBER:			
	ORIGINAL	REVISED	ADJUSTMENT		
COST CATEGORIES	BUDGET	BUDGET	ADJUSTMENT		
I. ADMINISTRATION	•		•		
A. STAFF SALARIES	\$43,264	\$41,267	\$0		
B. STAFF FRINGE BENEFITS	\$11,681	\$11,142	\$0		
C. STAFF TRAVEL	\$0	\$0	\$0		
D. STAFF EQUIPMENT	\$0	\$0	\$0		
E. FACILITIES	\$0	\$0	\$0		
F. CONSUMABLE SUPPLIES	\$1,200	\$1,091	\$0		
G. SUB-AGREEMENT(S)	\$0	\$0	\$0		
H. OTHER ADMINISTRATION COSTS	\$0	\$0	\$0		
SUBTOTAL SECTION I	\$56,145	\$53,500	\$0		
TOTAL SECTION I	\$56,145	\$53,500	\$0		
PERCENTAGE OF TOTAL CONTRACT BUDGET	9.30%	10.00%			
II. PROGRAM					
A. STAFF SALARIES	\$251,129	\$222,440	\$0		
		\$233,449	\$0 \$0		
B. STAFF FRINGE BENEFITS C. STAFF TRAVEL	\$67,805 \$3,227	\$63,031 \$3,227	\$0		
	\$7,980	\$5,860	\$0		
D. STAFF EQUIPMENT E. FACILITIES	\$0	\$5,800	\$0		
F. CONSUMABLE SUPPLIES	\$8,882	\$7,582	\$0		
G. TUITION AND ENTRANCE FEES	\$73,000	\$63,000	\$0		
H. SINGLE UNIT COSTS	\$58,620	\$53,473	\$0		
I. PARTICIPANT SUPPORT SERVICES	\$56,875	\$40,625	\$0		
J. PARTICIPANT WAGES AND FRINGE BENEFITS	\$6,034	\$4,310	\$0		
K. TEACHING AIDS, EQUIPMENT AND SUPPLIES	\$4,220	\$2,940	\$0		
L. SUB-AGREEMENT(S)	\$2,000	\$1,000	\$0		
M. OTHER TRAINING COSTS	\$8,083	\$3,003	\$0		
SUBTOTAL SECTION II	\$547,855	\$481,500	\$0		
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, , ,, ,,	***		
TOTAL SECTION II	\$547,855	\$481,500	\$0		
PERCENTAGE OF TOTAL CONTRACT BUDGET	90.70%	90.00%			
			•		
TOTAL CONTRACT BUDGET	\$604,000	\$535,000	\$0		

Cou	unty of Ver	ntura		Exhibit B-1		
1. PROGRAM Y	YEAR:	2019-2020		4. BASIC CONTRA	ACT EFFECTIVE DATE:	
FROM:	07/01/19	TO:	06/30/20	MOD 001:	12/5/2019 MOD 002:	
				MOD 003:	MOD 004:	
2. PROGRAM A	ACTIVITY:					
3. SUBGRANT	EE:			:	5. CONTRACT NUMBER:	

I. BUDGET

A. PAYMENT

1. The Contractor and Subcontractors shall be paid on a cost reimbursement basis for the goods and services as stipulated in this Contract.

The total amount of the Contract shall be:

\$535,000

2. There are two Cost Categories:

a. Administration \$53,500b. Programs \$481,500

The Contractor shall be paid by the County in accordance with the Contract, the approved Budget Summary and Budget Detail for Cost Reimbursement Contracts. All contract payments must be for expenditures incurred or earnings achieved between the Contract beginning and ending dates shown on the Contract cover page. All budgets will be reviewed for Reasonableness of Costs by County Staff. All costs associated with the Contract must be properly documented and accounted for regardless of whether any of the costs are charged to the County.

The Contractor shall ensure that all invoiced costs are substantiated by verifiable source documents which shall provide a clear audit trail. The Contractor shall invoice the County for program costs incurred each month using County statement of cost forms. The monthly statement of cost form shall be submitted to the County accounting department by the tenth day of each month following the month expenditures occur.

Payment of accurate and approved invoices will be issued within thirty (30) days after receipt by the County. Inaccurate invoices shall be returned to the Contractor for correction. Consistently inaccurate or late invoices will result in payment delay and request for formal corrective action.

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County of Ver				Exhibi		
1. PROGRAM YEAR:	2019-2020		4. BASIC CONT			
FROM: 07/01/19	TO:	06/30/20	MOD 001:		MOD 002:	
			MOD 003:		MOD 004:	
2. PROGRAM ACTIVITY:				1		
3. SUBGRANTEE:				5. CONTRACT	NUMBER:	
	G 1887 G	00000	vamp (mvo)v			
IA CTARECALADIEC	CATEGO	ORY I. ADMIN	ISTRATION			
IA. STAFF SALARIES	TOTAL NO.	HOURS	TOTAL NO.	TOTAL HRS.	AVG. HOURLY	TOTAL
POSITION/TITLE	OF POSITIONS	PER WEEK	OF WEEKS	(ROUNDED)	RATE	(ROUNDED)
Finance Manager	0.35	40	52	728	\$29.00	\$21,112
Director of Operations	0.25	40	52	520	\$33.00	\$17,160
Admin Asst.	0.09	40	52	187	\$16.00	\$2,995
Aumin Asst.	0.09	40	32	167	\$10.00	\$2,993
(ENTER TOTAL ON BUDGET	Γ SUMMARY, PAGE	E 1, SECTION I,	LINE A)	TOTAL		\$41,267
IB. STAFF FRINGE BENEF	FITS					
				AMT. RATE		TOTAL
FRINGE BEN	IEFITS		RATE	APPLIED TO		(ROUNDED)
Finance Manager			0.27	\$21,112		\$5,700
Director of Operations			0.27	\$17,160		\$4,633
Admin Asst.			0.27	\$2,995		\$809
OTHER			0			\$0
(ENTER TOTAL ON BUDGET	Γ SUMMARY, PAGE	E 1, SECTION I,	LINE B)	TOTAL		\$11,142
			,			
I C. STAFF TRAVEL						
10, 21111 1111, 22		MILES PER	RATE	TIME		TOTAL
TRAVEL EXPENSE		WEEK	PER MILE	(WEEKS)		(ROUNDED)
Reimbursement for use of auto	(per week)	0	\$0.00	0		\$0
RENTAL/LEASE(Auto/bus/etc	.)(per day)	RATE(\$/):	\$0.00	0		\$0
PER DIEM:	NO. DAYS:	0	RATE(\$/DAY):	\$0.00		\$0
OTHER:	NO. DAYS:	0	RATE(\$/EA:	\$0.00		\$0
OTHER:)	NO. DAYS:	0	RATE(\$/EA):	\$0.00		\$0
(ENTER TOTAL ON BUDGET	I SUMMAKY, PAGE	1, SECTION I,	LINE C)	TOTAL	l	\$0

County of Vo	entura			Exhibit B-1	
1. PROGRAM YEAR:	2019-2020		4. BASIC CONTR	ACT EFFECTIVE DATE:	
FROM: 07/01/19	TO:	06/30/20	MOD 001:	12/5/2019 MOD 00)2:
			MOD 003:	MOD 00)4:
2. PROGRAM ACTIVITY:					
3. SUBGRANTEE:				5. CONTRACT NUMBE	R:
I D. STAFF EQUIPMENT					
EQUIPMENT FOR STAF	F - PURCHASE				
					TOTAL
DESCR	IPTION		QUANTITY	UNIT COST	(ROUNDED)
			0	0	\$0
			(DI IDCH AS	E) SUB-TOTAL	\$0
			(FURCHAS	E) SOB-TOTAL	\$0
EQUIPMENT FOR STAF	E I FASE				
EQUIMENT FOR STAF	r - LEASE		MONTHLY	NUMBER	TOTAL
DESCRIPTI	ON	QUANTITY	RATE	OF MONTHS	(ROUNDED)
		0	\$0.00	0	\$0
			\$0.00		40
			(LEASI	E) SUB-TOTAL	\$0
(ENTER THE SUMMATION ENTER TOTAL ON BUDGE			INE D)	TOTAL	\$0
		,, _		l .	
I E. FACILITIES					
	SQUARE	RATE/SQ. FT.	MONTH(S)	PERCENTAGE	TOTAL
LEASE	FEET	PER MONTH	IN USE	OF USE	(ROUNDED)
LOCATION 1:	0	\$0.00	0		\$0
LOCATION 2:	0	\$0.00	0	0.00%	\$0
			(LEASI		\$0

County of Ventura			Exhibit 1	
1. PROGRAM YEAR: 2019-202	0	4. BASIC CONT	RACT EFFECTIVE	DATE:
FROM: 07/01/19 TO:	06/30/20	MOD 001:	12/5/2019 N	
		MOD 003:	N	1OD 004:
2. PROGRAM ACTIVITY:			I GOVERN CONTRACTOR	VA COUR
3. SUBGRANTEE:			5. CONTRACT N	UMBER:
FACILITIES - UTILITIES AND CUSTO	DDIAL		1 1	
ТҮРЕ		COST PER MONTH	NUMBER OF MONTH(S)	TOTAL (ROUNDED)
GAS		111011111		\$0
WATER AND POWER			1	\$0
CUSTODIAL (SERVICE AND/OR SUPPL	LIES ONLY)		1	\$0
TELEPHONE (INSTALLATION)	,		1	\$0
(BASE)				\$0
,	(UTILI	TIES & CUSTODIA	AL) SUB-TOTAL	\$0
(ENTER THE SUMMATION OF SUB TOT	TAL(S) I E, AND		TOTAL	\$0
ENTER TOTAL ON BUDGET SUMMARY	Y, PAGE 1, SECTION I,	LINE E)		
I F. CONSUMABLE SUPPLIES		_		
DESCRIPTION		QUANTITY OR NO. MO.	LINET COST	TOTAL (ROUNDED)
Pens, pencils, paper etc		12.0	\$90.92	\$1,091
rens, penens, paper etc		12.0	\$90.92	\$1,091
			+	
			+ +	
			+ +	_
(ENTED TOTAL ON DUDGET OUR ALAD	V DACE 1 SECTION I	I INIE E)	TOTAL	¢1.001
(ENTER TOTAL ON BUDGET SUMMAR'	1, PAGE 1, SECTION I,	LINE F)	TOTAL	\$1,091
I G. SUB-AGREEMENT(S) (Specify)			I	COST PER
1 G. SOB-AGREEMENT (S) (Specify)				COSTTER
(ENTER TOTAL ON BUDGET SUMMAR)	V DAGE 1 SECTION I	LINE G)	TOTAL	\$0
(ENTER TOTAL ON BUDGET SUMMAR	1, FAGE 1, SECTION 1,	LINE G)	TOTAL	\$0
I H. OTHER ADMINISTRATION COST	rs			
1 II. OTHER ADMINISTRATION COST	.5	T	UNIT COST	TOTAL
DESCRIPTION		QUANTITY	PER MONTH	(ROUNDED)
DDSCIII IIOI		20/11/11/1	1 LACIMONIII	(ROUNDED)
			† †	
			1	
			+ +	
			+ +	
(ENTER TOTAL ON BUDGET SUMMAR)	V PAGE 1 SECTION I	LINE H)	TOTAL	\$0
(ENTER TOTAL ON DUDGET SUMMAR	1,1 AGE 1, SECTION I,	LINE II)	IUIAL	\$0

County of Ve	ntura			Exhibi	t B-1		
1. PROGRAM YEAR:	2019-2020		4. BASIC CONT	RACT EFFECTIV	E DATE:		
FROM: 07/01/19	TO:	06/30/20	MOD 001:	12/5/2019	MOD 002:		
			MOD 003:		MOD 004:		
2. PROGRAM ACTIVITY:							
3. SUBGRANTEE:				5. CONTRACT	NUMBER:		
	CATE	EGORY II. PRO	OGRAMS				
II A. STAFF SALARIES							
	TOTAL NO.	HOURS	TOTAL NO.	TOTAL HOURS	AVG. HOURLY	TOTAL	
POSITION/TITLE	OF POSITIONS	PER WEEK	OF WEEKS	(ROUNDED)	RATE	(ROUNDED)	
Director of Program Services	0.25	40	52	520	\$35	\$18,07	
Academic Career Advisor	1.00	40	52	2,080	\$18	\$37,89	
Program Coordinator	1.00	40	52	2,080	\$26	\$54,600	
Academic Career Advisor	1.00	40	52	2,080	\$21	\$42,74	
Academic Career Advisor	1.00	40	52	2,080	\$18	\$37,12	
Admin Asst.	0.50	20	52	520	\$15	\$7,64	
Academic Career Advisor	1.00	40	52	2,080	17	\$35,36	
NFTE	0.00	20	52	0	18	\$	
Job Developer	0.00	20	52	0	16	\$	
(ENTER TOTAL ON BUDGE	T SUMMARY, PAGE	1. SECTION II.	LINE A)	TOTAL		\$233,44	
	,	, ,	,	_	l		
II B. STAFF FRINGE BENI	EFITS						
				AMT. RATE		TOTAL	
FRINGE BENE	FITS		RATE	APPLIED TO		(ROUNDED)	
Director of Program Services			0.27	\$18,075		\$4,88	
Academic Career Advisor			0.27	\$37,898	\$10		
Program Coordinator			0.27	\$54,600	\$14,		
Academic Career Advisor			0.27	\$42,744		\$11,54	
Academic Career Advisor			0.27	\$37,128	\$10.		
Admin Asst.			0.27	\$7,644	\$10,		
Academic Career Advisor			0.27	\$35,360	\$9,		
NFTE			0.27	\$0		\$9,54	
			0	\$0		\$ \$	
Job Developer			1	1 30	\$0 L \$63,0		

County	of Ven	itura			Exhibit B-1	
1. PROGRAM YEAR:		2019-2020		4. BASIC CONTR	ACT EFFECTIVE DATE	:
FROM: 07	7/01/19	TO:	06/30/20	MOD 001:	12/5/2019 MOD 0	02:
				MOD 003:	MOD 00	04:
2. PROGRAM ACTIV	TTY:			•		
3. SUBGRANTEE:					5. CONTRACT NUMBE	ER:
II C. STAFF TRAVI	EL					
			MILES PER	RATE	TIME	TOTAL
TRAVEL EX	XPENSE		WEEK	PER MILE	(WEEKS)	(ROUNDED)
Reimbursement for use	e of Auto (Per Week)	107	\$0.58	52	\$3,227
RENTAL/LEASE (Aut	to/Bus/Etc	c.)(Per Day):	RATE(\$/WK):	\$0.00	0	\$0
PER DIEM:		NO. DAYS:	•	RATE (\$/DAY):	\$0.00	\$0
OTHER:		NO. DAYS:	0	RATE(\$/EA):	\$0.00	\$0
OTHER:		NO. DAYS:	0	RATE(\$/EA):	\$0.00	\$(
(ENTER TOTAL ON I	BUDGET	SUMMARY, PAG	E 1. SECTION II.	LINE C)	TOTAL	\$3,227
II D. STAFF EQUIP	PMENT -	PURCHASE AND	DEPRECIATIO	N		
II D. STAFF EQUIP	PMENT -	PURCHASE AND	DEPRECIATIO	N	MONTHLY	TOTAL
DESC	CRIPTION	N .		QUANTITY	UNIT COST	(ROUNDED)
DESC Computers, Laptops	CRIPTION	N		QUANTITY 1		(ROUNDED)
	CRIPTION	N			UNIT COST	(ROUNDED)
	CRIPTION	N			UNIT COST	(ROUNDED)
	CRIPTION	1			UNIT COST	(ROUNDED)
	CRIPTION	N			UNIT COST	(ROUNDED)
	CRIPTION	V			UNIT COST	(ROUNDED)
	CRIPTION	N			UNIT COST	(ROUNDED)
	CRIPTION	J		1	UNIT COST	(ROUNDED) \$700
Computers, Laptops				1	\$700.00	(ROUNDED) \$700
				(PURCHAS)	WNIT COST \$700.00	(ROUNDED) \$700 \$700
Computers, Laptops EQUIPMENT FOR S		USAGE	QUANTITY	1	UNIT COST \$700.00 E) SUB-TOTAL NUMBER	\$700 \$700 \$700 TOTAL
Computers, Laptops EQUIPMENT FOR S	STAFF -	USAGE	QUANTITY 3	(PURCHAS)	WNIT COST \$700.00	(ROUNDED) \$700 \$700 TOTAL (ROUNDED)
Computers, Laptops EQUIPMENT FOR S DESC	STAFF -	USAGE		(PURCHAS) MONTHLY RATE	E) SUB-TOTAL NUMBER OF MONTHS	\$700 \$700 \$700 TOTAL (ROUNDED) \$2,880
EQUIPMENT FOR S DESC	STAFF -	USAGE	3	(PURCHAS) MONTHLY RATE \$80	E) SUB-TOTAL NUMBER OF MONTHS 12	(ROUNDED) \$700 \$700 TOTAL (ROUNDED) \$2,880 \$480
EQUIPMENT FOR S DESC Land Phones DSL	STAFF -	USAGE	0.5	(PURCHAS) MONTHLY RATE \$80 \$80	E) SUB-TOTAL NUMBER OF MONTHS 12 12	(ROUNDED) \$700 \$700 TOTAL (ROUNDED) \$2,880 \$480
EQUIPMENT FOR S DESC Land Phones DSL	STAFF -	USAGE	0.5	(PURCHAS) MONTHLY RATE \$80 \$80	E) SUB-TOTAL NUMBER OF MONTHS 12 12	(ROUNDED) \$700 \$700 TOTAL (ROUNDED) \$2,880 \$480
EQUIPMENT FOR S DESC Land Phones DSL	STAFF -	USAGE	0.5	(PURCHAS) MONTHLY RATE \$80 \$80	NUMBER OF MONTHS 12 12 12	\$700 \$700 \$700 TOTAL

County of Ver	ntura			Exhibit B	-1	
1. PROGRAM YEAR:	2019-2020		4. BASIC CONTR	RACT EFFECTIVE D	ATE:	
FROM: 07/01/19	TO:	: 06/30/20	MOD 001:	12/5/2019 MOD 002:		
			MOD 003:	MC	DD 004:	
2. PROGRAM ACTIVITY:				1		
3. SUBGRANTEE:				5. CONTRACT NU	MBER:	
II E. FACILITIES						
	SQUARE	RATE/SQ. FT.	MONTH(S)	PERCENT		TOTAL
LEASE	FEET	PER MONTH	IN USE	USE		(ROUNDED)
Location 1:	0	\$0.00	0	0%		\$0
Location 2:	0	\$0.00	0	0%		\$0
Location 3:	0	\$0.00	0	0%		\$0
						\$0
	'	<u> </u>	(LEAS	E) SUB-TOTAL		\$0
				•		
FACILITIES - UTILITIES A	ND CUSTODIAL					
			COST PER	NUMBER OF		TOTAL
TYPE			MONTH	MONTH(S)		(ROUNDED)
GAS			\$0	0		\$0
WATER AND POWER			\$0	0		\$0
CUSTODIAL (SERVICE AND		\$0	0			
TELEPHONE (INSTALLATIO	\$0	0				
			\$0 \$0	0		
(BASE) + Options			· · · · · · · · · · · · · · · · · · ·	 		
(TOLL)			\$0	0		\$0
(ENTED THE CHAMATION O	E CLID TOTAL (C)	•	CUSTODIAL) S			\$0
(ENTER THE SUMMATION O	* *		INIE E)	TOTAL		\$0
ENTER TOTAL ON BUDGET	SUMMARY, PAG	E 1, SECTION II, L	INE E)			
H.E. CONCUMANTE CURRE	IFC					
II F. CONSUMABLE SUPPL	IES	T		LDUTE GOGT		TOTAL
DESCRIPTION			OLLANDER	UNIT COST		TOTAL
DESCRIPTION Training materials and supplies	(ala also ata)	QUANTITY	PER MONTH		(ROUNDED) \$4,200
			84	\$50.00	12	
Office supplies (paper, toner, pe	ns, case managmer	et materials, etc.)	4	\$70.45	12	\$3,382
NFTE - consumable supplies						\$0
(ENTER TOTAL ON BUDGET	SUMMARY, PAG	GE 1, SECTION II, I	LINE F)	TOTAL		\$7,582
II G. TUITION AND ENTRA	ANCE FEES					TOTAL
DESCRIPTION				SPECIFIC CALCUL	ATIONS	(ROUNDED)
Vocational Training Pool: Subs	idies for students to	attend vocational tr	aining (less any	varies by School and	Trade	\$63,000
Pell Grants, application for w	hich is compulsory	/ maximum Pell av	vard is \$4,130)			
				ade School		
	c. & Trng: TDC. T	ech. Dev. Chtr: PC 13	5, racing Coast 113			
Providers: CET, Center for Educe ENTER TOTAL ON BUDGET					TOTAL	\$63,000

County of Vent	ura			Exhibit B	B-1	
1. PROGRAM YEAR:	2019-2020		4. BASIC CONTR	ACT EFFECTIVE I	DATE:	
FROM: 07/01/19	TO:	06/30/20	MOD 001:	12/5/2019 M		
			MOD 003:	M	OD 004:	
2. PROGRAM ACTIVITY:			1	CONTRACTOR	n (DED	
3. SUBGRANTEE:				5. CONTRACT NU	JMBER:	
II H, INTAKE AND RECRUIT						COST PER
Recruiting and marketing material						\$1,593
Intake Packets and Required forms		\$5/youth x 92 new	youth)			\$460
Postage and mailing (\$40.00/mont	h x 12 months)					\$480
ENTER TOTAL ON BUDGET SI	JMMARY, PAGE	1, SECTION II, I	LINE H)		TOTAL	\$2,533
II I. PARTICIPANT SUPPOR	Γ SERVICES				Т	
DESCRIPTION				SPECIFIC CALC	ULATIONS	TOTAL (ROUNDED)
Individual participant supports (G				84	\$100.00	\$8,400
Individual participant supports for	OSY Carry-in you	th during follow-u	ıp	84	\$80.00	\$6,720
Youth Incentive	\$500/youth	84 youth	varies	70%		\$29,400
Youth Incentive Follow-Ups						\$6,420
(ENTER TOTAL ON BUDGET S	UMMARY, PAGE	E 1, SECTION II,	LINE I)		TOTAL	\$50,940
II J. PARTICIPANT WAGES	1	T	1	D. 1775		
NUMBER OF SLOTS (BY DIFFERENT	HOURS PER WEEK	NUMBER OF	TOTAL HOURS	RATE PER		TOTAL
HOURLY RATES)	PER SLOT	WEEKS	(ROUNDED)	HOUR		(ROUNDED)
NO. PART'S:	0	0	0	\$0.00		\$0
Subsidized wages for 25 youth	25	5	3125	\$13.00		\$40,625
			(WAGE	S) SUB-TOTAL		\$40,625
FRINGE BENEFITS			, ,			
				AMT. RATE		TOTAL
FRINGE BENEFIT	RATE	APPLIED TO		(ROUNDED)		
SOCIAL SECURITY/MEDICAR	7.6500	\$40,625		\$3,107.81		
WORKERS' COMPENSATION			2.9600	\$40,625		\$1,202.50
	t Insurance (FUTA	.)	0.0000	\$0		\$0
OTHER: Federal Unemploymen	(<u>′</u>				
OTHER:		,				
		,				\$0
OTHER:		(FRI	NGE BENEFITS) SU	JB-TOTAL TOTAL		

County of Ventura			Exhibit B-1				
1. PROGRAM Y		2019-2020		4. BASIC CONTI			
FROM:	07/01/19	TO:	06/30/20	MOD 001:	12/5/2019	MOD 002:	
				MOD 003:		MOD 004:	
2. PROGRAM A					1		
3. SUBGRANTI	EE:				5. CONTRACT	NUMBER:	
II K. TEACHI	ING AIDS, EQ	UIPMENT AND S	SUPPLIES	_			
							TOTAL
DESCRIF	PTION			QUANTITY	UNIT COST		(ROUNDED)
Job Ready Succe	ess Kits (Curric	ula, bag, supplies)		84	\$35.00		\$2,940
Curricula Ir	nclude : Job Rea	ady, Career Launch	, and NFTE				\$0
							\$0
(ENTER TOTA	L ON BUDGE	Γ SUMMARY, PA	GE 1, SECTION I	I, LINE K)	TOTAL		\$2,940
II L. SUB-AGE	REEMENT(S)	(Specify)					COST PER
Coalition							\$500
PDAP							\$500
(ENTER TOTA	L ON BUDGE	Γ SUMMARY, PA	GE 1, SECTION I	I, LINE L)		TOTAL	\$1,000
II M. OTHER	TRAINING CO	OSTS					
				QUANTITY	UNIT COST		TOTAL
	DESCRIPTIO	N		OR NO. MO.	PER MO.		(ROUNDED)
Liability Insuran	ce for youth par	rticipants		84	\$10.00		\$840
Field experience				2	\$400.00		\$800
A133 Audit Fees	<u> </u>	•					\$400
Payroll Processing							\$400
Travel.Profession		nt Training					\$0
Success Ceremon		<u> </u>					\$563
	,						4000
				1			
					+		
(T) IT =			an 1 an	1			
(ENTER TOTAL	L ON BUDGET	SUMMARY, PAG	JE 1, SECTION II	, LINE M)	TOTAL		\$3,003



December 30, 2019

Learning. Living. Building Communities Since 1964.

Patrick Newburn, WDB Administration Manager Contracts & Grants Unit, County of Ventura Human Services Agency 855 Partridge Drive, Ventura, CA 93003

Re: Budget Modification, PathPoint Youth Networked Services FY 19-20 (YNS)

Dear Patrick:

PathPoint is requesting approval of a formal budget modification to the Youth Networked Services program to meet the overall budget reduction to \$535,000 as requested by the County. The modified budget will result in a \$69,000 reduction of funds.

In addition to the Administration reductions to maintain 10% of expenses, below is a summary of the categorical changes affected by this adjustment:

Administration Line Items:	Revised Budget	Change of status
Staff Salaries	\$37,564	Decreased - \$5,767
Staff Fringe Benefits	\$7,649	Decreased - \$1,133

Programs Line Items:	Revised Budget	Change of status
Staff Salaries	\$226,026	Decreased - \$37,794
Staff Fringe Benefits	\$63,928	Decreased - \$10,689
Staff Travel	\$8,302	Increased $+$ \$1,022
Facilities	\$13,820	Decreased - \$1,022
Consumable Supplies	\$3,424	Decreased - \$492
Tuition and Entrance Fees	\$49,680	Increased + \$4,968
Participant Wages/Benefits	\$53,049	Decreased - \$18,098
Teaching Aids	\$478	Increased $+$ \$5

Thank you for your time in reviewing this budget modification.

Sincerely,

Judy Alis

PathPoint Manager of Administrative Services / HR Specialist

cc: Harry Bruell, PathPoint Chief Executive Officer

Diana Aguayo-Saldana, County of Ventura Contracts & Grants Unit

County of Ventura		Exhibit B-1			
1. PROGRAM YEAR:		4. BASIC CONTRAC	CT EFFECTIVE DATE:		
FROM: 07/01/19 TO:	06/30/20	MOD 001:	12/31/2019 MOD 002:		
		MOD 003:	MOD 004:		
2. PROGRAM ACTIVITY:					
3. SUBGRANTEE:		5.	CONTRACT NUMBER:		
COST CATEGORIES		ORIGINAL BUDGET	REVISED BUDGET	ADJUSTMENT	
I. ADMINISTRATION					
A. STAFF SALARIES		\$43,331	\$37,564	-\$5,767	
B. STAFF FRINGE BENEFITS		\$8,782	\$7,649	-\$1,133	
C. STAFF TRAVEL		\$0	\$0	\$0	
D. STAFF EQUIPMENT		\$0	\$0	\$0	
E. FACILITIES		\$3,269	\$3,269	\$0	
F. CONSUMABLE SUPPLIES		\$0	\$0	\$(
G. SUB-AGREEMENT(S)		\$0	\$0	\$(
H. OTHER ADMINISTRATION COSTS		\$5,018	\$5,018	\$0	
SUBTOTAL SECTION I		\$60,400	\$53,500	-\$6,900	
TOTAL SECTION I		\$60,400	\$53,500	(6,900.00)	
PERCENTAGE OF TOTAL CONTRACT BUDGET		10%	10%		
II. PROGRAM					
A. STAFF SALARIES		\$263,820	\$226,026	-\$37,794	
B. STAFF FRINGE BENEFITS		\$74,617	\$63,928	-\$10,689	
C. STAFF TRAVEL		\$7,280	\$8,302	\$1,022	
D. STAFF EQUIPMENT		\$5,028	\$5,028	\$(
E. FACILITIES		\$14,842	\$13,820	-\$1,022	
F. CONSUMABLE SUPPLIES		\$3,916	\$3,424	-\$492	
G. TUITION AND ENTRANCE FEES		\$44,712	\$49,680	\$4,968	
H. SINGLE UNIT COSTS		\$0	\$0	\$0	
I. PARTICIPANT SUPPORT SERVICES		\$57,765	\$57,765	\$(
J. PARTICIPANT WAGES AND FRINGE BENEFITS		\$71,147	\$53,049	-\$18,098	
K. TEACHING AIDS, EQUIPMENT AND SUPPLIES		\$473	\$478	\$5	
L. SUB-AGREEMENT(S)		\$0	\$0	\$(
M. OTHER TRAINING COSTS		\$0	\$0	\$0	
SUBTOTAL SECTION II		\$543,600	\$481,500	-\$62,100	
TOTAL SECTION II		\$543,600	\$481,500	(\$62,100)	
PERCENTAGE OF TOTAL CONTRACT BUDGET		42 .5,555	90.00%	(\$02,100)	
			,,,,,,		
TOTAL CONTRACT BUDGET		\$604,000	\$535,000	(\$60,000	
TOTAL CONTRACT BUDGET		\$004,000	مى،000 مىنادىدى	(\$69,000)	

County	of Ventura				Exhibit B-1	
1. PROGRAM YEAF	₹:			4. BASIC CONTI	RACT EFFECTIVE DATE:	
FROM:	07/01/19	TO:	06/30/20	MOD 001:	12/31/2019 MOD 002:	
				MOD 003:	MOD 004:	
2. PROGRAM ACTI	VITY:			-		
3. SUBGRANTEE:					5. CONTRACT NUMBER:	

I. BUDGET

A. PAYMENT

1. The Contractor and Subcontractors shall be paid on a cost reimbursement basis for the goods and services as stipulated in this Contract.

The total amount of the Contract shall be:

\$535,000

2. There are two Cost Categories:

a. Administration \$53,500b. Programs \$481,500

The Contractor shall be paid by the County in accordance with the Contract, the approved Budget Summary and Budget Detail for Cost Reimbursement Contracts. All contract payments must be for expenditures incurred or earnings achieved between the Contract beginning and ending dates shown on the Contract cover page. All budgets will be reviewed for Reasonableness of Costs by County Staff. All costs associated with the Contract must be properly documented and accounted for regardless of whether any of the costs are charged to the County.

The Contractor shall ensure that all invoiced costs are substantiated by verifiable source documents which shall provide a clear audit trail. The Contractor shall invoice the County for program costs incurred each month using County statement of cost forms. The monthly statement of cost form shall be submitted to the County accounting department by the tenth day of each month following the month expenditures occur.

Payment of accurate and approved invoices will be issued within thirty (30) days after receipt by the County. Inaccurate invoices shall be returned to the Contractor for correction. Consistently inaccurate or late invoices will result in payment delay and request for formal corrective action.

County of Ventura				Exhibit B-1				
1. PROGRAM YE	AR:			4. BASIC CONTRACT EFFECTIVE DATE:				
FROM:	07/01/19	TO:	06/30/20	MOD 001:	12/31/2019	MOD 002:		
				MOD 003:		MOD 004:		
2. PROGRAM AC	TIVITY:							
3. SUBGRANTEE	:				5. CONTRACT	NUMBER:		
		a impa						
IA CTAFF CAL	ADIEC	CATEGO	ORY I. ADMIN	ISTRATION				
IA. STAFF SALA	AKIES	TOTAL NO.	HOURS	TOTAL NO.	TOTAL HRS.	AVG. HOURLY	TOTAL	
POSITION/TITL	E.	OF POSITIONS	PER WEEK	OF WEEKS	(ROUNDED)	RATE	(ROUNDED)	
Executive Director		1	3.00	52	156	\$53.68	\$8,374	
VP of Finance		1	2.50	52	130	\$54.07	\$7,029	
HR Director		1	2.00	52	104	\$51.24	\$5,329	
Executive Assistan	t	1	2.50	52	130	\$20.60	\$2,678	
Staff Accountant		1	3.00	52	156	\$43.71	\$6,819	
IT Director		1	1.50	52	78	\$49.15	\$3,834	
Financial Analyst		1	2.00	52	104	\$33.67	\$3,502	
		<u> 1</u>	2.00	32	104	\$33.07	\$3,302	
-	ON BUDGET SUMM	IARY, PAGE 1, SECTI	ON I, LINE A)		TOTAL		\$37,564	
-		 MARY, PAGE 1, SECTI	ON I, LINE A)				\$37,564 TOTAL	
(ENTER TOTAL O		 MARY, PAGE 1, SECTI	ON I, LINE A)	RATE	TOTAL AMT. RATE APPLIED TO		TOTAL	
(ENTER TOTAL O	NGE BENEFITS	 MARY, PAGE 1, SECTI	ON I, LINE A)	RATE 7.84%	AMT. RATE		TOTAL	
(ENTER TOTAL C	NGE BENEFITS	ARY, PAGE 1, SECTI	ON I, LINE A)		AMT. RATE APPLIED TO		TOTAL (ROUNDED)	
(ENTER TOTAL C IB. STAFF FRIM F. Payroll Taxes	NGE BENEFITS	 MARY, PAGE 1, SECTI	ON I, LINE A)	7.84%	AMT. RATE APPLIED TO \$37,564		TOTAL (ROUNDED) \$2,946	
(ENTER TOTAL C IB. STAFF FRIM F. Payroll Taxes Life/LTD	NGE BENEFITS	ARY, PAGE 1, SECTI	ON I, LINE A)	7.84% 0.20%	AMT. RATE APPLIED TO \$37,564		TOTAL (ROUNDED) \$2,946 \$75	
(ENTER TOTAL C IB. STAFF FRIM F. Payroll Taxes Life/LTD Workers Comp	NGE BENEFITS	ARY, PAGE 1, SECTI	ON I, LINE A)	7.84% 0.20% 1.10%	AMT. RATE APPLIED TO \$37,564 \$37,564		TOTAL (ROUNDED) \$2,946 \$75 \$413	
(ENTER TOTAL C IB. STAFF FRIM F. Payroll Taxes Life/LTD Workers Comp Retirement	NGE BENEFITS	ARY, PAGE 1, SECTI	ON I, LINE A)	7.84% 0.20% 1.10% 3.50%	AMT. RATE APPLIED TO \$37,564 \$37,564 \$37,564		TOTAL (ROUNDED) \$2,946 \$75 \$413 \$1,315	
(ENTER TOTAL OF THE Payroll Taxes Life/LTD Workers Comp Retirement Health OTHER	NGE BENEFITS RINGE BENEFITS	IARY, PAGE 1, SECTI		7.84% 0.20% 1.10% 3.50% 7.72%	AMT. RATE APPLIED TO \$37,564 \$37,564 \$37,564		TOTAL (ROUNDED) \$2,946 \$75 \$413 \$1,315 \$2,900	
(ENTER TOTAL OF THE Payroll Taxes Life/LTD Workers Comp Retirement Health OTHER	NGE BENEFITS RINGE BENEFITS			7.84% 0.20% 1.10% 3.50% 7.72%	AMT. RATE APPLIED TO \$37,564 \$37,564 \$37,564 \$37,564		TOTAL (ROUNDED) \$2,946 \$75 \$413 \$1,315 \$2,900	
(ENTER TOTAL OF THE Payroll Taxes Life/LTD Workers Comp Retirement Health OTHER	NGE BENEFITS RINGE BENEFITS DIN BUDGET SUMM			7.84% 0.20% 1.10% 3.50% 7.72%	AMT. RATE APPLIED TO \$37,564 \$37,564 \$37,564 \$37,564		TOTAL (ROUNDED) \$2,946 \$75 \$413 \$1,315 \$2,900	
(ENTER TOTAL OF THE CONTROL OF THE C	NGE BENEFITS RINGE BENEFITS DN BUDGET SUMM			7.84% 0.20% 1.10% 3.50% 7.72%	AMT. RATE APPLIED TO \$37,564 \$37,564 \$37,564 \$37,564 TOTAL		TOTAL (ROUNDED) \$2,946 \$75 \$413 \$1,315 \$2,900	
(ENTER TOTAL OF THE Payroll Taxes Life/LTD Workers Comp Retirement Health OTHER (ENTER TOTAL OF TRAVEL 1	NGE BENEFITS RINGE BENEFITS DN BUDGET SUMM AVEL EXPENSE	1ARY, PAGE 1, SECTI	ON I, LINE B) MILES PER	7.84% 0.20% 1.10% 3.50% 7.72% 0 RATE PER MILE	AMT. RATE APPLIED TO \$37,564 \$37,564 \$37,564 \$37,564 TOTAL TIME (WEEKS)		TOTAL (ROUNDED) \$2,946 \$75 \$413 \$1,315 \$2,900 \$0 \$7,649 TOTAL (ROUNDED)	
(ENTER TOTAL OF THE Payroll Taxes Life/LTD Workers Comp Retirement Health OTHER (ENTER TOTAL OF TRAVEL DE Reimbursement for TRAVEL DE Reimbursement for TRAVEL DE REIMBURSEMENT (ENTER TOTAL OF TRAVEL DE REIMBURSEMENT FRAVEL DE REIMBURSEMENT (ENTER TOTAL OF TRAVEL DE REIMBURSEMENT FRAVEL DE REIMBURSEMENT (ENTER TOTAL OF TRAVEL DE REIMBURSEMENT FRAVEL DE REIMBURSEMENT (ENTER TOTAL OF TRAVEL DE REIMBURSEMENT (ENTER TOTAL OF TRAVEL DE REIMBURSEMENT FRAVEL DE REIMBURSEMENT (ENTER TOTAL OF TRAVEL DE REIMBURSEMENT (ENTER TOTAL O	DN BUDGET SUMM VEL EXPENSE use of auto (per wee	IARY, PAGE 1, SECTI	ON I, LINE B) MILES PER WEEK 0	7.84% 0.20% 1.10% 3.50% 7.72% 0	AMT. RATE APPLIED TO \$37,564 \$37,564 \$37,564 \$37,564 TOTAL		TOTAL (ROUNDED) \$2,946 \$75 \$413 \$1,315 \$2,900 \$0 \$7,649 TOTAL (ROUNDED) \$0	
(ENTER TOTAL OF THE Payroll Taxes Life/LTD Workers Comp Retirement Health OTHER (ENTER TOTAL OF TRAVEL) TRAVEL D Reimbursement for RENTAL/LEASE(NGE BENEFITS RINGE BENEFITS DN BUDGET SUMM AVEL EXPENSE	fARY, PAGE 1, SECTI	ON I, LINE B) MILES PER WEEK 0 RATE(\$/):	7.84% 0.20% 1.10% 3.50% 7.72% 0 RATE PER MILE \$0.00 \$0.00	AMT. RATE APPLIED TO \$37,564 \$37,564 \$37,564 \$37,564 TOTAL TIME (WEEKS) 0 0		TOTAL (ROUNDED) \$2,946 \$75 \$413 \$1,315 \$2,900 \$0 \$7,649 TOTAL (ROUNDED) \$0 \$0	
(ENTER TOTAL OF THE Payroll Taxes Life/LTD Workers Comp Retirement Health OTHER (ENTER TOTAL OF TRAVEL DE Reimbursement for RENTAL/LEASE(PER DIEM:	DN BUDGET SUMM VEL EXPENSE use of auto (per wee	IARY, PAGE 1, SECTI k) NO. DAYS:	ON I, LINE B) MILES PER WEEK 0 RATE(\$/):	7.84% 0.20% 1.10% 3.50% 7.72% 0 RATE PER MILE \$0.00 \$0.00 RATE(\$/DAY):	AMT. RATE APPLIED TO \$37,564 \$37,564 \$37,564 \$37,564 TOTAL TIME (WEEKS) 0 0 \$0.00		TOTAL (ROUNDED) \$2,946 \$75 \$413 \$1,315 \$2,900 \$0 \$7,649 TOTAL (ROUNDED) \$0 \$0 \$0	
(ENTER TOTAL OF THE Payroll Taxes Life/LTD Workers Comp Retirement Health OTHER (ENTER TOTAL OF TRAVEL) TRAVEL D Reimbursement for RENTAL/LEASE(DN BUDGET SUMM VEL EXPENSE use of auto (per wee	fARY, PAGE 1, SECTI	ON I, LINE B) MILES PER WEEK 0 RATE(\$/):	7.84% 0.20% 1.10% 3.50% 7.72% 0 RATE PER MILE \$0.00 \$0.00	AMT. RATE APPLIED TO \$37,564 \$37,564 \$37,564 \$37,564 TOTAL TIME (WEEKS) 0 0		TOTAL (ROUNDED) \$2,946 \$75 \$413 \$1,315 \$2,900 \$0 \$7,649 TOTAL (ROUNDED) \$0 \$0	

County of Ventura				Exhibit B-1	
1. PROGRAM YEAR:		4	4. BASIC CONTR	ACT EFFECTIVE DATE:	
FROM: 07/01/19	TO:	06/30/20	MOD 001:	12/31/2019 MOD 00	2:
			MOD 003:	MOD 00-	4:
2. PROGRAM ACTIVITY:					
3. SUBGRANTEE:				5. CONTRACT NUMBER	₹:
I D. STAFF EQUIPMENT					
EQUIPMENT FOR STAFF - PURCH.	ASE				
					TOTAL
DESCRIPTION			QUANTITY	UNIT COST	(ROUNDED)
			0	0	\$0
			(PURCHAS	E) SUB-TOTAL	\$0
EQUIPMENT FOR STAFF - LEASE				T	
D.C. CD.VDCV.CV.		0.1.1.1.1	MONTHLY	NUMBER	TOTAL
DESCRIPTION		QUANTITY	RATE	OF MONTHS	(ROUNDED)
		0	\$0.00	0	\$0
			(LEAS	E) SUB-TOTAL	\$0
(ENTER THE SUMMATION OF SUB T ENTER TOTAL ON BUDGET SUMMA		ION I, LINE D)	•	TOTAL	\$0
				•	
I E. FACILITIES					
	SQUARE	RATE/SQ. FT.	MONTH(S)	PERCENTAGE	TOTAL
LEASE	FEET	PER MONTH	IN USE	OF USE	(ROUNDED)
LOCATION 1: 315 W Haley SB	4712	\$1.86	12	2.64%	\$2,773
LOCATION 2:	0	\$0.00	0	0.00%	\$0
	•	-		E) SUB-TOTAL	\$2,773

County of Ventura		Exhibit B	i-1
1. PROGRAM YEAR:	4. BASIC CONT	RACT EFFECTIVE D	DATE:
FROM: 07/01/19 TO: 06/30/20	MOD 001:	12/31/2019 MG	OD 002:
	MOD 003:	Mo	OD 004:
2. PROGRAM ACTIVITY:			
3. SUBGRANTEE:		5. CONTRACT NU	JMBER:
FACILITIES - UTILITIES AND CUSTODIAL			
	COST PER	NUMBER	TOTAL
ТҮРЕ	MONTH	OF MONTH(S)	(ROUNDED)
GAS			\$0
WATER AND POWER			\$0
CUSTODIAL (SERVICE AND/OR SUPPLIES ONLY)			\$0
TELEPHONE (INSTALLATION)			\$0
(BASE)	\$41.30	12	\$496
(UTILIT	IES & CUSTODIA	AL) SUB-TOTAL	\$496
(ENTER THE SUMMATION OF SUB TOTAL(S) I E, AND		TOTAL	\$3,269
ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION I, LINE E)			
I F. CONSUMABLE SUPPLIES	T		
DESCRIPTION	QUANTITY OR NO. MO.	UNIT COST	TOTAL
DESCRIPTION		+	(ROUNDED)
	0.0	\$0.00	\$0
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION I, LINE F)		TOTAL	\$0
		-	
I G. SUB-AGREEMENT(S) (Specify)			COST PER
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION I, LINE G)		TOTAL	\$0
I H. OTHER ADMINISTRATION COSTS	T		
		UNIT COST	TOTAL
DESCRIPTION	QUANTITY	PER MONTH	(ROUNDED)
Depreciation	12	\$56.50	\$678
Insurance	12	\$127.48	\$1,530
Accounting	12	\$179.00	\$2,148
Training and Travel	12	\$55.19	\$662
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION I, LINE H)		TOTAL	\$5,018

FROM: 07/01/19 TO: 06/30/20 MOI MOI 2. PROGRAM ACTIVITY: 3. SUBGRANTEE: CATEGORY II. PROGRAMS	D 001: D 003:	CT EFFECTIVE 12/31/2019 CONTRACT I FOTAL HOURS (ROUNDED) 130 416 2,080	MOD 002: MOD 004:	TOTAL (ROUNDED) \$4,647
MOI	D 003: 5. AL NO. VEEKS 52 52 52	TOTAL HOURS (ROUNDED) 130 416	MOD 004: NUMBER: AVG. HOURLY RATE \$35.74	(ROUNDED)
2. PROGRAM ACTIVITY: 3. SUBGRANTEE: CATEGORY II. PROGRAMS	5. AL NO. 7 VEEKS 52 52 52	TOTAL HOURS (ROUNDED) 130 416	AVG. HOURLY RATE \$35.74	(ROUNDED)
CATEGORY II. PROGRAMS II A. STAFF SALARIES TOTAL NO. HOURS POSITION/TITLE OF POSITIONS PER WEEK OF WORD OF WORD OF POSITIONS OF WORD O	AL NO. 1 VEEKS 52 52	TOTAL HOURS (ROUNDED) 130 416	AVG. HOURLY RATE \$35.74	(ROUNDED)
TOTAL NO.	AL NO. 1 VEEKS 52 52	TOTAL HOURS (ROUNDED) 130 416	AVG. HOURLY RATE \$35.74	(ROUNDED)
TOTAL NO.	VEEKS 52 52 52 52	(ROUNDED) 130 416	RATE \$35.74	(ROUNDED)
TOTAL NO.	VEEKS 52 52 52 52	(ROUNDED) 130 416	RATE \$35.74	(ROUNDED)
TOTAL NO. HOURS TOTAL NO. POSITION/TITLE OF POSITIONS PER WEEK OF WEEK VP/Director (K. Whitaker) 1 2.5 5 5 5 5 5 5 5 5 5	VEEKS 52 52 52 52	(ROUNDED) 130 416	RATE \$35.74	(ROUNDED)
POSITION/TITLE OF POSITIONS PER WEEK OF WEEK VP/Director (K. Whitaker) 1 2.5 5 Program Manager (B. Berry) 1 8 5 Youth Specialist (J. Gallardo) 1 40 5 Youth Specialist (A. Angel) 1 40 5 Youth Specialist (M. Angel) 1 40 5 Prog Coord/Follow-Up Specialist (M. Phillip 1 40 5 Program Speciali (Scattergood/Piper) 1 25 2 Contract Specialist/Manager of Admin/HR \$ 1 23.5 5 (ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE A) 1 1 1 1 1 1 1 1 2 1 1 2 1 2 1 3 3 1 3 3 3 3 4 4 4 4 4 4 4 5 4 4 5 4 5 4 5 4 4 5 5 4 <td< td=""><td>VEEKS 52 52 52 52</td><td>(ROUNDED) 130 416</td><td>RATE \$35.74</td><td>(ROUNDED)</td></td<>	VEEKS 52 52 52 52	(ROUNDED) 130 416	RATE \$35.74	(ROUNDED)
VP/Director (K. Whitaker) 1 2.5 5 Program Manager (B. Berry) 1 8 5 Youth Specialist (J. Gallardo) 1 40 5 Youth Specialist (A. Angel) 1 40 5 Youth Specialist (M. Angel) 1 40 5 Prog Coord/Follow-Up Specialist (M. Philli 1 40 5 Program Speciali (Scattergood/Piper) 1 25 2 Contract Specialist/Manager of Admin/HR \$ 1 23.5 5 (ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE A) 1 1 1 1 1 1 2 1 2 1 2 1 2 3 5 3 3 3 4 4 4 4 4 5 4 4 5 4 5 4 5 4 5 5 2 5 2 2 5 5 5 2 4 5 5 6 6 6 6 <td< td=""><td>52 52 52</td><td>130 416</td><td>\$35.74</td><td></td></td<>	52 52 52	130 416	\$35.74	
Program Manager (B. Berry) 1 8 5 Youth Specialist (J. Gallardo) 1 40 5 Youth Specialist (A. Angel) 1 40 5 Youth Specialist (M. Angel) 1 40 5 Prog Coord/Follow-Up Specialist (M. Philli) 1 40 5 Program Speciali (Scattergood/Piper) 1 25 2 Contract Specialist/Manager of Admin/HR \$ 1 23.5 5 (ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE A) 1 1 1 1 1 1 2 1 2 1 2 1 2 3 1 3 3 3 3 3 4 4 4 4 4 4 4 5 4 4 5 4 4 5 4 5 4 5 4 5 4 5 4 5 4 5 4 5 5 5 5 5 5 5 6 6 <td>52</td> <td>416</td> <td></td> <td>\$4.647</td>	52	416		\$4.647
Youth Specialist (J. Gallardo) 1 40 5 Youth Specialist (A. Angel) 1 40 5 Youth Specialist (M. Angel) 1 40 5 Prog Coord/Follow-Up Specialist (M. Philli 1 40 5 Program Speciali (Scattergood/Piper) 1 25 2 Contract Specialist/Manager of Admin/HR \$ 1 23.5 5 (ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE A) 1 1 1 1 1 1 2 1 2 1 2 1 2 3 5 3 1 3 4 4 4 4 4 4 4 5 4 4 5 4 4 5 4 5 4 5 4 5 4 5 5 4 5 5 4 6 5 6 6 6 6 7 6 7 6 7 6 7 7 7 7 7	52		922 60	Ψ1,017
Youth Specialist (A. Angel) 1 40 5 Youth Specialist (M. Angel) 1 40 5 Prog Coord/Follow-Up Specialist (M. Philli 1 40 5 Program Speciali (Scattergood/Piper) 1 25 2 Contract Specialist/Manager of Admin/HR \$ 1 23.5 5 (ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE A)		2.080	\$23.09	\$9,855
Youth Specialist (M. Angel) Prog Coord/Follow-Up Specialist (M. Philling 1	52	2,000	\$19.65	\$40,877
Prog Coord/Follow-Up Specialist (M. Philli 1 40 5 Program Speciali (Scattergood/Piper) 1 25 2 Contract Specialist/Manager of Admin/HR 1 23.5 5 (ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE A)		2,080	\$19.65	\$40,877
Program Speciali (Scattergood/Piper) 1 25 2 Contract Specialist/Manager of Admin/HR \$ 1 23.5 5 (ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE A)	52	2,080	\$19.46	\$40,470
Contract Specialist/Manager of Admin/HR \$ 1 23.5 5 (ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE A)	52	2,080	\$23.63	\$49,147
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE A)	26	650	\$16.48	\$10,712
	52	1,222	\$24.09	\$29,441
II B. STAFF FRINGE BENEFITS		TOTAL		\$226,026
II B. STAFF FRINGE BENEFITS				
		AMT. RATE		TOTAL
FRINGE BENEFITS RA	ATE .	APPLIED TO		(ROUNDED)
Payroll Taxes 8	3%	\$226,026		\$18,213
Life/LTD 0.0	60%	\$226,026		\$1,356
Workers Comp 1.4	41%	\$226,026		\$3,187
Retirement 2	2%	\$226,026		\$4,521
Health 1	6%	\$226,026		\$36,651
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION I, LINE B)		TOTAL		\$63,928

	nty of Ventura				Exhibit B-1	
1. PROGRAM YE FROM:	07/01/19	ТО:	06/30/20	4. BASIC CONTR MOD 001: MOD 003:	ACT EFFECTIVE DATE: 12/31/2019 MOD 00 MOD 00)2:
2. PROGRAM AC						_
3. SUBGRANTE	E:				5. CONTRACT NUMBE	R:
II C. STAFF TE	RAVEL			,		
			MILES PER	RATE	TIME	TOTAL
	EL EXPENSE or use of Auto (Per We	-1 _e)	WEEK 275	PER MILE \$0.58	(WEEKS) 52	(ROUNDED)
	`				-	\$8,302
	(Auto/Bus/Etc.)(Per		RATE(\$/WK):	\$0.00	0	\$0
PER DIEM:		NO. DAYS:		RATE (\$/DAY):	\$0.00	\$0
OTHER:		NO. DAYS:	0	RATE(\$/EA):	\$0.00	\$0
OTHER:		NO. DAYS:	0	RATE(\$/EA):	\$0.00	\$0
(ENTER TOTAL	ON BUDGET SUMM	IARY, PAGE 1, SEC	CTION II, LINE C)		TOTAL	\$8,302
Computer (Laptop	DESCRIPTION o, docking station & m	onitor)		QUANTITY 1	UNIT COST \$1,500	(ROUNDED) \$1,500
Printer / Scanner	•			0 0 0	\$0 \$0 \$0	\$0
Computer (Deskto Printer / Scanner Computer Monitor	•			0	\$0	\$0 \$0 \$0 \$1,500
Printer / Scanner Computer Monitor	r	8		0	\$0 \$0	\$0 \$0
Printer / Scanner Computer Monitor	•	3	QUANTITY	0	\$0 \$0	\$0 \$0
Printer / Scanner Computer Monitor EQUIPMENT F	OR STAFF - USAGI		QUANTITY 5	0 0 (PURCHAS)	\$0 \$0 E) SUB-TOTAL	\$0 \$0 \$1,500 TOTAL
Printer / Scanner Computer Monitor EQUIPMENT F I Cell Phones Data	OR STAFF - USAGI DESCRIPTION Plan #1	2		0 0 (PURCHAS) MONTHLY RATE	\$0 \$0 E) SUB-TOTAL NUMBER OF MONTHS	\$0 \$0 \$1,500 TOTAL (ROUNDED)
Printer / Scanner Computer Monitor EQUIPMENT F I Cell Phones Data Computer Mainter	OR STAFF - USAGI DESCRIPTION Plan #1		5	0 0 (PURCHASI MONTHLY RATE \$30	\$0 \$0 \$0 E) SUB-TOTAL NUMBER OF MONTHS	\$0 \$0 \$1,500 TOTAL (ROUNDED) \$1,800
Printer / Scanner Computer Monitor EQUIPMENT F I Cell Phones Data Computer Mainter DSL	OR STAFF - USAGI DESCRIPTION Plan #1		5	0 0 (PURCHASI MONTHLY RATE \$30 \$40	\$0 \$0 \$0 E) SUB-TOTAL NUMBER OF MONTHS 12 12	\$0 \$0 \$1,500 TOTAL (ROUNDED) \$1,800 \$480 \$60
Printer / Scanner Computer Monitor EQUIPMENT F I Cell Phones Data Computer Mainter DSL Communication	OR STAFF - USAGI DESCRIPTION Plan #1		5 1 1	O O O O O O O O O O O O O O O O O O O	\$0 \$0 \$0 E) SUB-TOTAL NUMBER OF MONTHS 12 12 12	\$0 \$0 \$1,500 TOTAL (ROUNDED) \$1,800 \$480 \$480
Printer / Scanner Computer Monitor	OR STAFF - USAGI DESCRIPTION Plan #1		5 1 1 1	O O O O O O O O O O O O O O O O O O O	\$0 \$0 \$0 E) SUB-TOTAL NUMBER OF MONTHS 12 12 12 12	\$0 \$0 \$1,500 TOTAL (ROUNDED) \$1,800 \$480 \$60

County of Ventura				Exhibit B-1			
1. PROGRAM YEAR	:			4. BASIC CONTRACT EFFECTIVE DATE:			
FROM:	07/01/19	TO:	06/30/20	MOD 001:	12/31/2019	MOD 002:	
				MOD 003:	1	MOD 004:	
2. PROGRAM ACTIV	VITY:						
3. SUBGRANTEE:					5. CONTRACT N	IUMBER:	
II E. FACILITIES							
		SQUARE	RATE/SQ. FT.	MONTH(S)	PERCENT		TOTAL
LEASE		FEET	PER MONTH	IN USE	USE		(ROUNDED)
Location 1: Simi	i Valley	5,200	\$2.00	12	7%		\$8,728
	usand Oaks	5,040	\$1.85	12	3%		\$3,532
							•
							\$(
				(LEAS)	E) SUB-TOTAL		\$12,260
				(22.10)	2, 202 101112		ψ1 2 ,200
EACH ITIES LITE	LITTER AND CH	STODIAI					
FACILITIES - UTI	LITTES AND CUS	STODIAL		COCK DED	AND OF OF		TOTAL
TVD	OF.			COST PER	NUMBER OF		TOTAL
GAS	Е			MONTH \$0	MONTH(S)		(ROUNDED)
WATER AND POW				\$40	12		\$480
CUSTODIAL (SERV		PPLIES)		\$20	12		\$240
TELEPHONE (INST				\$0	0		\$0
(BASE) + Optio	ns			\$70	12	\$	
(TOLL)				\$0	0		\$0
			`	CUSTODIAL) S			\$1,560
(ENTER THE SUMM					TOTAL		\$13,820
ENTER TOTAL ON I	BUDGET SUMMA	ARY, PAGE 1, SECT	ION II, LINE E)				
II F. CONSUMABL	E SUPPLIES						
					UNIT COST		TOTAL
DESCRIPTION	ON			QUANTITY	PER MONTH		(ROUNDED)
Office Supplies				12	\$48		\$576
				12	\$20		\$240
Postage	-			12	\$93.00		\$1,116
					\$74.30	\$8	
Postage				12		\$60	
Postage Payroll Processing				12	\$50		
Postage Payroll Processing Liability Insurance - S Personnel Recruitmen	t, Licensing Fees	ARY, PAGE 1, SEC	TION II, LINE F)				
Postage Payroll Processing Liability Insurance - S	t, Licensing Fees	ARY, PAGE 1, SECT	TION II, LINE F)		\$50 TOTAL		\$3,424
Postage Payroll Processing Liability Insurance - S Personnel Recruitmen (ENTER TOTAL ON	tt, Licensing Fees BUDGET SUMM		ΓΙΟΝ ΙΙ, LINE F)				\$3,424
Postage Payroll Processing Liability Insurance - S Personnel Recruitmen (ENTER TOTAL ON II G. TUITION AN	tt, Licensing Fees BUDGET SUMM		TION II, LINE F)		TOTAL	ULATIONS	\$3,424 TOTAL
Postage Payroll Processing Liability Insurance - S Personnel Recruitmen (ENTER TOTAL ON II G. TUITION AN DESCRIPTION	tt, Licensing Fees BUDGET SUMM DENTRANCE F	EES	ΓΙΟΝ ΙΙ, LINE F)		TOTAL SPECIFIC CALC		\$3,424 TOTAL (ROUNDED)
Postage Payroll Processing Liability Insurance - S Personnel Recruitmen (ENTER TOTAL ON II G. TUITION AN	tt, Licensing Fees BUDGET SUMM DENTRANCE F	EES	TION II, LINE F)		TOTAL	ULATIONS \$2,484	\$3,424 TOTAL (ROUNDED)
Postage Payroll Processing Liability Insurance - S Personnel Recruitmen (ENTER TOTAL ON II G. TUITION AN DESCRIPTION	tt, Licensing Fees BUDGET SUMM DENTRANCE F	EES	TION II, LINE F)		TOTAL SPECIFIC CALC		\$3,424 TOTAL (ROUNDED)
Postage Payroll Processing Liability Insurance - S Personnel Recruitmen (ENTER TOTAL ON II G. TUITION AN DESCRIPTION	tt, Licensing Fees BUDGET SUMM DENTRANCE F College & Trainin	EES g School Fees			TOTAL SPECIFIC CALC		\$3,424 TOTAL

County of Ventura				Exhibit B-1				
1. PROGRAM YEA	R:			4. BASIC CONTI	RACT EFFECTI	VE DATE:		
FROM:	07/01/19	TO:	06/30/20	MOD 001:	12/31/201	9 MOD 002:		
				MOD 003:		MOD 004:		
2. PROGRAM ACT	IVITY:				1			
3. SUBGRANTEE:					5. CONTRAC	Γ NUMBER:		
II H. INTAKE AN	D RECRUITMENT	(Specify)					COST PER	
ENTER TOTAL ON	I BUDGET SUMMA	RY, PAGE 1, SECTION	ON II. LINE H)			TOTAL	\$0	
		, ,	, , ,			-	• -	
II I. PARTICIPA	NT SUPPORT SER	VICES						
III. IIIKIICIII	IVI SCITORI SER	VICES					TOTAL	
DESCRIPTION					SPECIFIC CA	ALCULATIONS	(ROUNDED)	
Misc. Supportive Se	ervices - Out of School	ol (New Enrollments)			90	\$150	\$13,500	
Misc. Supportive Se	rvices - Carry-Over (Out)			15	\$60	\$900	
Misc. Supportive Se	ervices - Follow-Up (Out)			60	\$54	\$3,240	
Incentives - Out of S	School (New Enrollm	ents)			90	90 \$150 \$13,5		
Incentives - Carry-C	Over (Out)				15	\$75	\$1,125	
Incentives - Follow-	Up (Out)				60	\$50	\$3,000	
Vocational Training	- Supplies, Books, M	liscellaneous			25	\$900	\$22,500	
(ENTER TOTAL O	N BUDGET SUMMA	ARY, PAGE 1, SECT	ION II, LINE I)			TOTAL	\$57,765	
II J. PARTICIPA	NT WAGES AND F	RINGE BENEFITS	- WAGES					
NUMBER OF SLO	ΓS	HOURS	NUMBER	TOTAL	RATE			
(BY DIFFERENT		PER WEEK	OF	HOURS	PER		TOTAL (POLINIDED)	
HOURLY RATES)	10	PER SLOT	WEEKS	(ROUNDED)	HOUR	+	(ROUNDED)	
NO. PART'S:	10	19	10	170	\$ 12		\$ 20,400	
	10	19	10	170	\$ 13		\$ 22,100	
		_				1		
		_				+		
				(WAG	ES) SUB-TOTAI		\$42,500	
FRINGE BENEFI	TS			_	ANT DATE	1	TOTAL	
	EDD IGE DENIEDE			D.A.TELE	AMT. RATE		TOTAL	
	FRINGE BENEFITS			RATE	APPLIED TO	+	(ROUNDED)	
SOCIAL SECURIT				7.65%	\$ 42,500		\$3,251	
WORKERS' COM				16%	\$ 42,500		\$6,872	
	Unemployment Insura	ince (FUTA)		1%	\$ 42,500		\$425	
OTHER:							\$0	
OTHER:				<u> </u>		 	\$0	
(E) IEEE THE CASE	MATION OF STREET	OTAL (C) HALLS	(FRI	NGE BENEFITS) S			\$10,549	
	MATION OF SUB T	OTAL(S) II.J., AND ARY, PAGE 1, SECTI	ION II I INTE D		TOTAL		\$53,049	
PINTER TOTAL O	TA DODOET SOMME	MI, I AUE I, SECT	CIVII, LINE J)			I		

County of Ventura		Exhibit B-1			
1. PROGRAM YEAR:	4. BASIC CONTRACT EFFECTIVE DATE:				
FROM: 07/01/19 TO: 06/30/20	MOD 001:				
	MOD 003:		MOD 004:		
2. PROGRAM ACTIVITY:		T			
3. SUBGRANTEE:		5. CONTRACT	NUMBER:		
II K. TEACHING AIDS, EQUIPMENT AND SUPPLIES	Т				
			TOTAL		
DESCRIPTION	QUANTITY	UNIT COST		(ROUNDED)	
Work Readiness Training Supplies, Workbooks, Equipment	20	\$23.89		\$ 478	
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE K) TOTAL				\$0 \$478	
II L. SUB-AGREEMENT(S) (Specify)				COST PER	
II E. SOD-NORDEMENT(S) (Specify)				\$0	
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE L) TO				\$0	
II M. OTHER TRAINING COSTS					
	QUANTITY	UNIT COST	TOTAL		
DESCRIPTION	OR NO. MO.	PER MO.	(ROUNDED)		
	0	\$0.00	\$0		



SHARED VISION

The Ventura County region has a high quality, appropriately skilled workforce that is ready and able to support the evolving business needs of employers in a dynamic, competitive, global economic environment.

MISSION

The WDBVC builds and nurtures strong local partnerships and collaborates to design a workforce system that creates upward mobility opportunities for individuals in order to meet and anticipate the needs of employers while advancing the local economy.

CORE VALUES

- Collaboration
- Accountability
- Innovation
- Responsiveness to the needs of individuals and businesses
- Diversity and Inclusion



2020-2022 PRIORITIES AND SMART GOALS

- **1. Create a performance dashboard** by June 2020 that tracks customers served by the AJCC and partner organizations so that we can track performance and facilitate continuous evaluation and improvement.
- **2. Develop a regional Work-Based Learning strategy** that initially focuses on 3 occupational clusters by convening WDB regional partners to select clusters and appropriate apprenticeship models by June 2020.
- **3. Align Career Technical Education (CTE) program offerings with industry needs** by convening education institutions (K-12, Adult Education, Colleges, Universities, Certificate programs, etc.) and industry by December 2020.
- **4. Analyze WDBVC board governance and legal structures** by creating an ad-hoc committee to review and implement structures that best support the accomplishment of the priorities and goals herein by April 2020



2018-2019 YEAR-END REVIEW Workforce Development Board of Ventura County

WDB Programs Committee

2018-2019 Members

<u>WDB Members</u>: Tony Skinner, Chair (Tri Counties Building & Construction Trades Council), Roger Rice, Vice Chair (Ventura County Office of Education), Kathy Harner (California Department of Rehabilitation), and Jesse Cuevas (Employment Development Department).

Other Members: Mary Navarro-Aldana (Employment Development Department), Jerry Beckerman (Segue Career Mentors), Linda Fisher-Helton (Area Housing Authority), Tressie Nickelberry (Ventura County Probation Agency), and Leslie Webster (Department of Rehabilitation), Tom Van Meeuwen (California Conservation Corps).

Committee Accomplishments

In support of the WDB's *Ventura County Regional Strategic Workforce Development Plan 2017-2020,* WDB Programs Committee accomplishments included:

- The principal role of oversight included WIOA Adult, Dislocated Workers, Rapid Response, and Youth programs.
- Discussed youth-related programs and services in Ventura County as described in presentations on the 100% Out-of-School Youth Requirement; Presentations from PathPoint, and Boys & Girls Clubs of Greater Oxnard and Port Hueneme.
- Studied the Rapid Response program. Committee members learned 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.
- Discussed adult programs and services offered at the America's Job Center of California in Oxnard and Simi Valley California, as described in a presentation from the Human Services Agency/ Adult and Family Services Department/WIOA programs. Topics included Labor Market Information, emphasis on Customer Choice in selecting services, online job matching tools available for job seekers (including CalJOBS software), Veteran Preference, services available to individuals with barriers to employment, and WIOA eligibility orientations.
- Discussed and studied the Adult, Dislocated Worker, and Youth, enrollments and four Performance Indicators (formerly Common Measures): Placement and Retention in Employment or Education-Training (2nd Quarter and 4th Quarter After exit); Median Earnings (2nd Quarter after Exit); Credential Attainment; and Measurable Skills Gain; Data source was CalJOBS Federal ETA 9173 Reports.



2018-2019 YEAR-END REVIEW Workforce Development Board of Ventura County

- Reviewed WDB Program Policies. The operational policies are required according to WIOA. The policies are currently being developed and reviewed for accuracy, and the committee was invited to review them as part of their career service programs oversight duties. The 5 new and 3 revised WDB (Local Area) Policies for WIOA Program implementation included: NEW: Policy #18-01 Veteran and Adult Priority Of Service, Policy #18-02 Fraud, Program Abuse, Criminal Conduct, Policy #18-04 Follow-Up Services, Policy #18-06 Supportive Services Youth, Policy #18-07 Monitoring And Oversight, Policy #18-08 Firewall, Policy #18-09 Incentives Youth, REVISED POLICIES: Policy #18-03 Supportive Services Adult and Dislocated Worker (This Policy Updates And Replaces The WIA Policy On Supportive Services Of 9/1/15), and Policy #18-05 Dislocated Worker Eligibility (This Policy Updates And Replaces The WIA Policy On Dislocated Worker Eligibility Of 7/1/15).
- Committee members reviewed and discussed the summary of the results and corrective actions
 from the 85% Program on-Site Monitoring of the Youth Programs conducted in January 2018.
 Members learned about WDB technical assistance and training provided to 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.
- Committee conducted oversight of AJCC Hallmarks of Excellence Continuous Improvement Plan for the Comprehensive AJCC in Oxnard, that was conducted PY17-18. Positive observations included: AJCC partner meetings conducted monthly, new VOS Computer Greeter System being implemented October 2018 with improved layout, AJCC partner cross-training started, career services staff training started August/September 2018, regional training coordinator was hired by HSA/AFS.
- The WDB appointed the committee to serve as an independent and objective Ad. Hoc. AJCC Evaluations Committee. Members conducted on-site AJCC Evaluation at the Affiliate AJCC in Simi Valley, using the Hallmarks of Excellence Matrix. The Hallmarks of Excellence AJCC Certification is intended to encourage continuous improvement. Members conducted one on-site tour, dedicated to reviewing evidence to determine three key requirements for AJCC certification: 1) Effectiveness of the AJCC, 2) Physical and Programmatic Accessibility for individuals with disabilities, and 3) Continuous Improvement. The committee provided a final Matrix report to WDB that included: Numerical Ranking Scores, justification narrative, and recommendations for Continuous Improvement.
- Committee members conducted the annual contracts performance evaluation for the purpose of
 oversight on behalf of the Workforce Development Board. The two contracts for potential renewal
 are for Option Year Two (PY2019-20 July 1, 2019 June 30, 2020) and the committee's role was
 to evaluate any available criteria and make their observation available to the WDB Executive
 Committee. The committee recommended renewal for each provider.

<u>Insights</u>

- Committee members gained insight in the inner-workings of the AJCC Affiliate in Simi Valley through the Hallmarks of Excellence evaluation process and will use this knowledge for improved oversight of the WIOA programs
- Committee members continue to understand their roles and responsibilities for oversight of WIOA Adult, Dislocated Worker, Rapid Response, Youth, and AJCC career services.



2018-2019 YEAR-END REVIEW Workforce Development Board of Ventura County

- Committee members are committed to support the pipeline to the workplace with viable candidates both in the workforce now and emerging (youth); huge gains have been made in bringing key resources that will change lives into play.
- Presentations by PathPoint and the Boys and Girls Clubs of Greater Oxnard & Port Hueneme, as well as Title I career service provider, including Rapid Response, Adult & Family Services Department, were helpful to provide members an understanding about their mission, objectives, and achievements. Committee members were able to satisfy oversight responsibilities for WIOA programs including out of school youth contracts; and Title I career service providers. All service providers were readily available to answer questions, provide regular performance updates, and share inspiring client success stories.
- Negotiated WIOA Performance Indicators have required staff and committee members to understand the programs' obligations, constraints, and prerequisites in order to understand the outcomes listed in CalJOBS within the various measures of success. Members appreciate that CalJOBS, although slow to incorporate software updates, continues to be the source of performance reports.
- Committee members support the standing HSA practice that youth providers should be provided WIOA and CalJOBS training and other technical assistance as needed in order to continue progress in providing excellence in programs offered to youth with barriers to employment. Members discussed contractor outcomes from technical assistance. Members noted that contractors have attended CalJOBS training sessions and adopted lessons learned.
- Committee members welcomed the new WDB Executive Director, Rebecca Evans. Members are committed to providing program oversight and appreciate the guidance from Ms. Evans.

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