



## 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.	<b>1.0 Call to Order, Introductions, and Agenda Review</b>	Tony Skinner, Chair
3:02 p.m.	<b>2.0 Chair Comments: Farewell to Mary Navarro-Aldana</b>	Tony Skinner
3:07 p.m.	<b>3.0 Public Comments</b> <i>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.</i>	
3:10 p.m.	<b>4.0 Consent Items</b> 4.1. Approval of Minutes: December 4, 2019	Tony Skinner
3:15 p.m.	<b>5.0 WIOA Youth Services PY19-20 Contracts Modification</b> 5.1. Boys & Girls Clubs of Greater Oxnard and Port Hueneme 5.2. PathPoint	Patrick Newburn
3:40p.m.	<b>6.0 WIOA Planning</b> 6.1. Committee Goals 2020 and Planning	Norman Albances
4:00 p.m.	<b>7.0 Committee Member Comments</b>	Committee Members
4:30 p.m.	<b>8.0 Adjournment</b>	Tony Skinner

#### Next Meeting:

February 5, 2020 (3:00 p.m. – 4:30 p.m.)  
America's Job Center of California  
2901 N Ventura Road (3<sup>rd</sup> Floor – Ventura Room)  
Oxnard, CA 93036

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

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



## 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, (3<sup>rd</sup> floor - Redwood Room), Ventura, CA

### MINUTES

#### Meeting Attendees

##### Committee Members

Tony Skinner\* (Chair)  
Jesse Cuevas\*  
Linda Fisher-Helton

##### Guests

Alejandro Angel (PathPoint)  
Marixa Juarez (PathPoint)  
Mariana Cazares (BGCOP)  
Diana Fernandez (BGCOP)  
Holly Cole (HSA)  
Diana Saldana (HSA)

##### WDB Staff

Norman Albances  
Andrea Sanchez  
Kelly Hardy

\*WDB Members

#### 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 Expenditure 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 performance outcomes.

#### **6.0 Committee Member Comments**

Committee member discussed State 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, (3<sup>rd</sup> floor - Ventura Room), Oxnard, CA



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

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:

<u>Programs Line Items:</u>	<u>Revised Budget</u>	<u>Change of status</u>
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 FROM: 07/01/19 TO: 06/30/20		4. BASIC CONTRACT EFFECTIVE DATE: MOD 001: 12/5/2019 MOD 002: MOD 003: MOD 004:	
2. PROGRAM ACTIVITY:			
3. SUBGRANTEE:		5. CONTRACT NUMBER:	
COST CATEGORIES	ORIGINAL BUDGET	REVISED BUDGET	ADJUSTMENT
<b>I. ADMINISTRATION</b>			
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
<b>SUBTOTAL SECTION I</b>	\$56,145	\$53,500	\$0
<b>TOTAL SECTION I</b>	\$56,145	\$53,500	\$0
<b>PERCENTAGE OF TOTAL CONTRACT BUDGET</b>	9.30%	10.00%	
<b>II. PROGRAM</b>			
A. STAFF SALARIES	\$251,129	\$233,449	\$0
B. STAFF FRINGE BENEFITS	\$67,805	\$63,031	\$0
C. STAFF TRAVEL	\$3,227	\$3,227	\$0
D. STAFF EQUIPMENT	\$7,980	\$5,860	\$0
E. FACILITIES	\$0	\$0	\$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
<b>SUBTOTAL SECTION II</b>	\$547,855	\$481,500	\$0
<b>TOTAL SECTION II</b>	\$547,855	\$481,500	\$0
<b>PERCENTAGE OF TOTAL CONTRACT BUDGET</b>	90.70%	90.00%	
<b>TOTAL CONTRACT BUDGET</b>	\$604,000	\$535,000	\$0

<b>County of Ventura</b>		<b>Exhibit B-1</b>	
1. PROGRAM YEAR: 2019-2020 FROM: 07/01/19 TO: 06/30/20		4. BASIC CONTRACT EFFECTIVE DATE: MOD 001: 12/5/2019 MOD 002: MOD 003: MOD 004:	
2. PROGRAM ACTIVITY:			
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 \$53,500
- b. 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 YEAR: 2019-2020 FROM: 07/01/19 TO: 06/30/20				4. BASIC CONTRACT EFFECTIVE DATE: MOD 001: 12/5/2019 MOD 002: MOD 003: MOD 004:		
2. PROGRAM ACTIVITY:						
3. SUBGRANTEE:				5. CONTRACT NUMBER:		
<b>CATEGORY I. ADMINISTRATION</b>						
<b>IA. STAFF SALARIES</b>						
POSITION/TITLE	TOTAL NO. OF POSITIONS	HOURS PER WEEK	TOTAL NO. OF WEEKS	TOTAL HRS. (ROUNDED)	AVG. HOURLY RATE	TOTAL (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
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION I, LINE A)				<b>TOTAL</b>	\$41,267	
<b>IB. STAFF FRINGE BENEFITS</b>						
FRINGE BENEFITS		RATE	AMT. RATE APPLIED TO	TOTAL (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 SUMMARY, PAGE 1, SECTION I, LINE B)				<b>TOTAL</b>	\$11,142	
<b>IC. STAFF TRAVEL</b>						
TRAVEL EXPENSE	MILES PER WEEK	RATE PER MILE	TIME (WEEKS)	TOTAL (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 SUMMARY, PAGE 1, SECTION I, LINE C)				<b>TOTAL</b>	\$0	

<b>County of Ventura</b>		<b>Exhibit B-1</b>			
1. PROGRAM YEAR: 2019-2020 FROM: 07/01/19 TO: 06/30/20		4. BASIC CONTRACT EFFECTIVE DATE: MOD 001: 12/5/2019 MOD 002: MOD 003: MOD 004:			
2. PROGRAM ACTIVITY:					
3. SUBGRANTEE:				5. CONTRACT NUMBER:	
<b>I D. STAFF EQUIPMENT</b>					
EQUIPMENT FOR STAFF - PURCHASE					
DESCRIPTION	QUANTITY	UNIT COST	TOTAL (ROUNDED)		
	0	0	\$0		
(PURCHASE) SUB-TOTAL			\$0		
<b>EQUIPMENT FOR STAFF - LEASE</b>					
DESCRIPTION	QUANTITY	MONTHLY RATE	NUMBER OF MONTHS	TOTAL (ROUNDED)	
	0	\$0.00	0	\$0	
(LEASE) SUB-TOTAL				\$0	
(ENTER THE SUMMATION OF SUB TOTAL(S) I D, AND ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION I, LINE D)				<b>TOTAL</b>	
				\$0	
<b>I E. FACILITIES</b>					
LEASE	SQUARE FEET	RATE/SQ. FT. PER MONTH	MONTH(S) IN USE	PERCENTAGE OF USE	TOTAL (ROUNDED)
LOCATION 1:	0	\$0.00	0		\$0
LOCATION 2:	0	\$0.00	0	0.00%	\$0
(LEASE) SUB-TOTAL					\$0



County of Ventura		Exhibit B-1	
1. PROGRAM YEAR: 2019-2020 FROM: 07/01/19 TO: 06/30/20		4. BASIC CONTRACT EFFECTIVE DATE: MOD 001: 12/5/2019 MOD 002: MOD 003: MOD 004:	
2. PROGRAM ACTIVITY:			
3. SUBGRANTEE:		5. CONTRACT NUMBER:	
<b>FACILITIES - UTILITIES AND CUSTODIAL</b>			
TYPE	COST PER MONTH	NUMBER OF MONTH(S)	TOTAL (ROUNDED)
GAS			\$0
WATER AND POWER			\$0
CUSTODIAL (SERVICE AND/OR SUPPLIES ONLY)			\$0
TELEPHONE (INSTALLATION)			\$0
(BASE)			\$0
(UTILITIES & CUSTODIAL) SUB-TOTAL			\$0
(ENTER THE SUMMATION OF SUB TOTAL(S) I E, AND ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION I, LINE E)			<b>TOTAL</b> \$0
<b>I F. CONSUMABLE SUPPLIES</b>			
DESCRIPTION	QUANTITY OR NO. MO.	UNIT COST	TOTAL (ROUNDED)
Pens, pencils, paper etc	12.0	\$90.92	\$1,091
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION I, LINE F)			<b>TOTAL</b> \$1,091
<b>I G. SUB-AGREEMENT(S) (Specify)</b>			<b>COST PER</b>
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION I, LINE G)			<b>TOTAL</b> \$0
<b>I H. OTHER ADMINISTRATION COSTS</b>			
DESCRIPTION	QUANTITY	UNIT COST PER MONTH	TOTAL (ROUNDED)
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION I, LINE H)			<b>TOTAL</b> \$0

<b>County of Ventura</b>				<b>Exhibit B-1</b>		
1. PROGRAM YEAR: 2019-2020 FROM: 07/01/19 TO: 06/30/20				4. BASIC CONTRACT EFFECTIVE DATE: MOD 001: 12/5/2019 MOD 002: MOD 003: MOD 004:		
2. PROGRAM ACTIVITY:						
3. SUBGRANTEE:				5. CONTRACT NUMBER:		
<b>CATEGORY II. PROGRAMS</b>						
<b>II A. STAFF SALARIES</b>						
POSITION/TITLE	TOTAL NO. OF POSITIONS	HOURS PER WEEK	TOTAL NO. OF WEEKS	TOTAL HOURS (ROUNDED)	AVG. HOURLY RATE	TOTAL (ROUNDED)
Director of Program Services	0.25	40	52	520	\$35	\$18,075
Academic Career Advisor	1.00	40	52	2,080	\$18	\$37,898
Program Coordinator	1.00	40	52	2,080	\$26	\$54,600
Academic Career Advisor	1.00	40	52	2,080	\$21	\$42,744
Academic Career Advisor	1.00	40	52	2,080	\$18	\$37,128
Admin Asst.	0.50	20	52	520	\$15	\$7,644
Academic Career Advisor	1.00	40	52	2,080	17	\$35,360
NFTE	0.00	20	52	0	18	\$0
Job Developer	0.00	20	52	0	16	\$0
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE A)				<b>TOTAL</b>	\$233,449	
<b>II B. STAFF FRINGE BENEFITS</b>						
FRINGE BENEFITS		RATE	AMT. RATE APPLIED TO	TOTAL (ROUNDED)		
Director of Program Services		0.27	\$18,075	\$4,880		
Academic Career Advisor		0.27	\$37,898	\$10,232		
Program Coordinator		0.27	\$54,600	\$14,742		
Academic Career Advisor		0.27	\$42,744	\$11,541		
Academic Career Advisor		0.27	\$37,128	\$10,025		
Admin Asst.		0.27	\$7,644	\$2,064		
Academic Career Advisor		0.27	\$35,360	\$9,547		
NFTE		0	\$0	\$0		
Job Developer		0	\$0	\$0		
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION I, LINE B)				<b>TOTAL</b>	\$63,031	

County of Ventura		Exhibit B-1		
1. PROGRAM YEAR: 2019-2020 FROM: 07/01/19 TO: 06/30/20		4. BASIC CONTRACT EFFECTIVE DATE: MOD 001: 12/5/2019 MOD 002: MOD 003: MOD 004:		
2. PROGRAM ACTIVITY:				
3. SUBGRANTEE:		5. CONTRACT NUMBER:		
<b>II C. STAFF TRAVEL</b>				
TRAVEL EXPENSE	MILES PER WEEK	RATE PER MILE	TIME (WEEKS)	TOTAL (ROUNDED)
Reimbursement for use of Auto (Per Week)	107	\$0.58	52	\$3,227
RENTAL/LEASE (Auto/Bus/Etc.)(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	\$0
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE C) <b>TOTAL</b>				\$3,227
<b>II D. STAFF EQUIPMENT - PURCHASE AND DEPRECIATION</b>				
DESCRIPTION	QUANTITY	MONTHLY UNIT COST	TOTAL (ROUNDED)	
Computers, Laptops	1	\$700.00	\$700	
(PURCHASE) SUB-TOTAL			\$700	
<b>EQUIPMENT FOR STAFF - USAGE</b>				
DESCRIPTION	QUANTITY	MONTHLY RATE	NUMBER OF MONTHS	TOTAL (ROUNDED)
Land Phones	3	\$80	12	\$2,880
DSL	0.5	\$80	12	\$480
Cellphone usage	5	\$30	12	\$1,800
(USAGE) SUB-TOTAL				\$5,160
(ENTER THE SUMMATION OF SUB TOTAL(S) II.D., AND ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE D) <b>TOTAL</b>				\$5,860

County of Ventura			Exhibit B-1		
1. PROGRAM YEAR: 2019-2020 FROM: 07/01/19 TO: 06/30/20			4. BASIC CONTRACT EFFECTIVE DATE: MOD 001: 12/5/2019 MOD 002: MOD 003: MOD 004:		
2. PROGRAM ACTIVITY:					
3. SUBGRANTEE:			5. CONTRACT NUMBER:		
<b>II E. FACILITIES</b>					
LEASE	SQUARE FEET	RATE/SQ. FT. PER MONTH	MONTH(S) IN USE	PERCENT USE	TOTAL (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
(LEASE) SUB-TOTAL					\$0
<b>FACILITIES - UTILITIES AND CUSTODIAL</b>					
TYPE		COST PER MONTH	NUMBER OF MONTH(S)	TOTAL (ROUNDED)	
GAS		\$0	0	\$0	
WATER AND POWER		\$0	0	\$0	
CUSTODIAL (SERVICE AND/OR SUPPLIES)		\$0	0	\$0	
TELEPHONE (INSTALLATION) -		\$0	0	\$0	
(BASE) + Options		\$0	0	\$0	
(TOLL)		\$0	0	\$0	
(UTILITIES AND CUSTODIAL) SUB-TOTAL				\$0	
(ENTER THE SUMMATION OF SUB TOTAL(S) II E, AND ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE E)				<b>TOTAL</b>	\$0
<b>II F. CONSUMABLE SUPPLIES</b>					
DESCRIPTION	QUANTITY	UNIT COST PER MONTH	TOTAL (ROUNDED)		
Training materials and supplies (pens, pencils, notebooks, etc.)	84	\$50.00	\$4,200		
Office supplies (paper, toner, pens, case managment materials, etc.)	4	\$70.45	12	\$3,382	
NFTE - consumable supplies			\$0		
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE F)				<b>TOTAL</b>	\$7,582
<b>II G. TUITION AND ENTRANCE FEES</b>					TOTAL (ROUNDED)
DESCRIPTION			SPECIFIC CALCULATIONS		
Vocational Training Pool: Subsidies for students to attend vocational training (less any			varies by School and Trade		\$63,000
Pell Grants, application for which is compulsory -- maximum Pell award is \$4,130)					
Providers: CET, Center for Educ. & Trng; TDC, Tech. Dev. Cntr; PCTS, Pacific Coast Trade School					
ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE G)					<b>TOTAL</b> \$63,000

<b>County of Ventura</b>				<b>Exhibit B-1</b>			
1. PROGRAM YEAR: 2019-2020 FROM: 07/01/19 TO: 06/30/20				4. BASIC CONTRACT EFFECTIVE DATE: MOD 001: 12/5/2019 MOD 002: MOD 003: MOD 004:			
2. PROGRAM ACTIVITY:							
3. SUBGRANTEE:				5. CONTRACT NUMBER:			
<b>II H. INTAKE AND RECRUITMENT (Specify)</b>							<b>COST PER</b>
Recruiting and marketing materials, flyers, posters, brochures							\$1,593
Intake Packets and Required forms and Worksheets(\$5/youth x 92 new youth)							\$460
Postage and mailing (\$40.00/month x 12 months)							\$480
ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE H)							<b>TOTAL</b> \$2,533
<b>II I. PARTICIPANT SUPPORT SERVICES</b>							
DESCRIPTION					SPECIFIC CALCULATIONS		TOTAL (ROUNDED)
Individual participant supports (GED fees, work clothes, transportataion, textbooks, tools e					84	\$100.00	\$8,400
Individual participant supports for OSY Carry-in youth during follow-up					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 SUMMARY, PAGE 1, SECTION II, LINE I)					<b>TOTAL</b>	\$50,940	
<b>II J. PARTICIPANT WAGES AND FRINGE BENEFITS - WAGES</b>							
NUMBER OF SLOTS (BY DIFFERENT HOURLY RATES)		HOURS PER WEEK PER SLOT	NUMBER OF WEEKS	TOTAL HOURS (ROUNDED)	RATE PER HOUR	TOTAL (ROUNDED)	
NO. PART'S:		0	0	0	\$0.00	\$0	
Subsidized wages for 25 youth		25	5	3125	\$13.00	\$40,625	
(WAGES) SUB-TOTAL						\$40,625	
<b>FRINGE BENEFITS</b>							
FRINGE BENEFITS				RATE	AMT. RATE APPLIED TO	TOTAL (ROUNDED)	
SOCIAL SECURITY/MEDICARE				7.6500	\$40,625	\$3,107.81	
WORKERS' COMPENSATION				2.9600	\$40,625	\$1,202.50	
OTHER: Federal Unemployment Insurance (FUTA)				0.0000	\$0	\$0	
OTHER:						\$0	
OTHER:						\$0	
(FRINGE BENEFITS) SUB-TOTAL						\$4,310	
(ENTER THE SUMMATION OF SUB TOTAL(S) II.J., AND ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE J)						<b>TOTAL</b>	\$44,935

<b>County of Ventura</b>		<b>Exhibit B-1</b>	
1. PROGRAM YEAR: 2019-2020 FROM: 07/01/19 TO: 06/30/20		4. BASIC CONTRACT EFFECTIVE DATE: MOD 001: 12/5/2019 MOD 002: MOD 003: MOD 004:	
2. PROGRAM ACTIVITY:			
3. SUBGRANTEE:		5. CONTRACT NUMBER:	
<b>II K. TEACHING AIDS, EQUIPMENT AND SUPPLIES</b>			
DESCRIPTION	QUANTITY	UNIT COST	TOTAL (ROUNDED)
Job Ready Success Kits (Curricula, bag, supplies)	84	\$35.00	\$2,940
Curricula Include : Job Ready, Career Launch, and NFTE			\$0
			\$0
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE K)		<b>TOTAL</b>	\$2,940
<b>II L. SUB-AGREEMENT(S) (Specify)</b>			<b>COST PER</b>
Coalition			\$500
PDAP			\$500
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE L)			<b>TOTAL</b> \$1,000
<b>II M. OTHER TRAINING COSTS</b>			
DESCRIPTION	QUANTITY OR NO. MO.	UNIT COST PER MO.	TOTAL (ROUNDED)
Liability Insurance for youth participants	84	\$10.00	\$840
Field experience trip transportation for youth	2	\$400.00	\$800
A133 Audit Fees			\$400
Payroll Processing			\$400
Travel.Professional Development Training			\$0
Success Ceremony			\$563
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE M)		<b>TOTAL</b>	\$3,003



Learning. Living. Building Communities Since 1964.

December 30, 2019

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:

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

<b><u>Programs Line Items:</u></b>	<b><u>Revised Budget</u></b>	<b><u>Change of status</u></b>
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: FROM: 07/01/19 TO: 06/30/20		4. BASIC CONTRACT EFFECTIVE DATE: 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
<b>I. ADMINISTRATION</b>			
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	\$0
G. SUB-AGREEMENT(S)	\$0	\$0	\$0
H. OTHER ADMINISTRATION COSTS	\$5,018	\$5,018	\$0
<b>SUBTOTAL SECTION I</b>	\$60,400	\$53,500	-\$6,900
<b>TOTAL SECTION I</b>	\$60,400	\$53,500	(6,900.00)
<b>PERCENTAGE OF TOTAL CONTRACT BUDGET</b>	10%	10%	
<b>II. PROGRAM</b>			
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	\$0
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	\$0
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	\$0
M. OTHER TRAINING COSTS	\$0	\$0	\$0
<b>SUBTOTAL SECTION II</b>	\$543,600	\$481,500	-\$62,100
<b>TOTAL SECTION II</b>	\$543,600	\$481,500	(\$62,100)
<b>PERCENTAGE OF TOTAL CONTRACT BUDGET</b>		90.00%	
<b>TOTAL CONTRACT BUDGET</b>	\$604,000	\$535,000	(\$69,000)



<b>County of Ventura</b>		<b>Exhibit B-1</b>	
1. PROGRAM YEAR: FROM: 07/01/19 TO: 06/30/20		4. BASIC CONTRACT EFFECTIVE DATE: MOD 001: 12/31/2019 MOD 002: MOD 003: MOD 004:	
2. PROGRAM ACTIVITY:			
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 \$53,500
- b. 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 YEAR: FROM: 07/01/19 TO: 06/30/20				4. BASIC CONTRACT EFFECTIVE DATE: MOD 001: 12/31/2019 MOD 002: MOD 003: MOD 004:		
2. PROGRAM ACTIVITY:						
3. SUBGRANTEE:				5. CONTRACT NUMBER:		
<b>CATEGORY I. ADMINISTRATION</b>						
<b>IA. STAFF SALARIES</b>						
POSITION/TITLE	TOTAL NO. OF POSITIONS	HOURS PER WEEK	TOTAL NO. OF WEEKS	TOTAL HRS. (ROUNDED)	AVG. HOURLY RATE	TOTAL (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 Assistant	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
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION I, LINE A)				<b>TOTAL</b>	\$37,564	
<b>IB. STAFF FRINGE BENEFITS</b>						
FRINGE BENEFITS		RATE	AMT. RATE APPLIED TO	TOTAL (ROUNDED)		
Payroll Taxes		7.84%	\$37,564	\$2,946		
Life/LTD		0.20%	\$37,564	\$75		
Workers Comp		1.10%	\$37,564	\$413		
Retirement		3.50%	\$37,564	\$1,315		
Health		7.72%	\$37,564	\$2,900		
OTHER		0		\$0		
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION I, LINE B)				<b>TOTAL</b>	\$7,649	
<b>I C. STAFF TRAVEL</b>						
TRAVEL EXPENSE	MILES PER WEEK	RATE PER MILE	TIME (WEEKS)	TOTAL (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 SUMMARY, PAGE 1, SECTION 1, LINE C)				<b>TOTAL</b>	\$0	

<b>County of Ventura</b>		<b>Exhibit B-1</b>			
1. PROGRAM YEAR: FROM: 07/01/19 TO: 06/30/20		4. BASIC CONTRACT EFFECTIVE DATE: MOD 001: 12/31/2019 MOD 002: MOD 003: MOD 004:			
2. PROGRAM ACTIVITY:					
3. SUBGRANTEE:				5. CONTRACT NUMBER:	
<b>I D. STAFF EQUIPMENT</b>					
EQUIPMENT FOR STAFF - PURCHASE					
DESCRIPTION	QUANTITY	UNIT COST	TOTAL (ROUNDED)		
	0	0	\$0		
(PURCHASE) SUB-TOTAL			\$0		
<b>EQUIPMENT FOR STAFF - LEASE</b>					
DESCRIPTION	QUANTITY	MONTHLY RATE	NUMBER OF MONTHS	TOTAL (ROUNDED)	
	0	\$0.00	0	\$0	
(LEASE) SUB-TOTAL				\$0	
(ENTER THE SUMMATION OF SUB TOTAL(S) I D, AND ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION I, LINE D)				<b>TOTAL</b>	
				\$0	
<b>I E. FACILITIES</b>					
LEASE	SQUARE FEET	RATE/SQ. FT. PER MONTH	MONTH(S) IN USE	PERCENTAGE OF USE	TOTAL (ROUNDED)
LOCATION 1: 315 W Haley SB	4712	\$1.86	12	2.64%	\$2,773
LOCATION 2:	0	\$0.00	0	0.00%	\$0
(LEASE) SUB-TOTAL					\$2,773

<b>County of Ventura</b>		<b>Exhibit B-1</b>	
1. PROGRAM YEAR: FROM: 07/01/19 TO: 06/30/20		4. BASIC CONTRACT EFFECTIVE DATE: MOD 001: 12/31/2019 MOD 002: MOD 003: MOD 004:	
2. PROGRAM ACTIVITY:			
3. SUBGRANTEE:		5. CONTRACT NUMBER:	
<b>FACILITIES - UTILITIES AND CUSTODIAL</b>			
TYPE	COST PER MONTH	NUMBER OF MONTH(S)	TOTAL (ROUNDED)
GAS			\$0
WATER AND POWER			\$0
CUSTODIAL (SERVICE AND/OR SUPPLIES ONLY)			\$0
TELEPHONE (INSTALLATION)			\$0
(BASE)	\$41.30	12	\$496
(UTILITIES & CUSTODIAL) SUB-TOTAL			\$496
(ENTER THE SUMMATION OF SUB TOTAL(S) I E, AND ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION I, LINE E)			<b>TOTAL</b> \$3,269
<b>I F. CONSUMABLE SUPPLIES</b>			
DESCRIPTION	QUANTITY OR NO. MO.	UNIT COST	TOTAL (ROUNDED)
	0.0	\$0.00	\$0
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION I, LINE F)			<b>TOTAL</b> \$0
<b>I G. SUB-AGREEMENT(S) (Specify)</b>			<b>COST PER</b>
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION I, LINE G)			<b>TOTAL</b> \$0
<b>I H. OTHER ADMINISTRATION COSTS</b>			
DESCRIPTION	QUANTITY	UNIT COST PER MONTH	TOTAL (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)			<b>TOTAL</b> \$5,018

<b>County of Ventura</b>				<b>Exhibit B-1</b>		
1. PROGRAM YEAR: FROM: <b>07/01/19</b> TO: <b>06/30/20</b>				4. BASIC CONTRACT EFFECTIVE DATE: MOD 001: <b>12/31/2019</b> MOD 002: MOD 003: MOD 004:		
2. PROGRAM ACTIVITY:						
3. SUBGRANTEE:				5. CONTRACT NUMBER:		
<b>CATEGORY II. PROGRAMS</b>						
<b>II A. STAFF SALARIES</b>						
POSITION/TITLE	TOTAL NO. OF POSITIONS	HOURS PER WEEK	TOTAL NO. OF WEEKS	TOTAL HOURS (ROUNDED)	AVG. HOURLY RATE	TOTAL (ROUNDED)
VP/Director (K. Whitaker)	1	2.5	52	130	\$35.74	\$4,647
Program Manager (B. Berry)	1	8	52	416	\$23.69	\$9,855
Youth Specialist (J. Gallardo)	1	40	52	2,080	\$19.65	\$40,877
Youth Specialist (A. Angel)	1	40	52	2,080	\$19.65	\$40,877
Youth Specialist (M. Angel)	1	40	52	2,080	\$19.46	\$40,470
Prog Coord/Follow-Up Specialist (M. Philli	1	40	52	2,080	\$23.63	\$49,147
Program Speciali (Scattergood/Piper)	1	25	26	650	\$16.48	\$10,712
Contract Specialist/Manager of Admin/HR S	1	23.5	52	1,222	\$24.09	\$29,441
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE A)				<b>TOTAL</b>		\$226,026
<b>II B. STAFF FRINGE BENEFITS</b>						
FRINGE BENEFITS		RATE	AMT. RATE APPLIED TO	TOTAL (ROUNDED)		
Payroll Taxes		8%	\$226,026	\$18,213		
Life/LTD		0.60%	\$226,026	\$1,356		
Workers Comp		1.41%	\$226,026	\$3,187		
Retirement		2%	\$226,026	\$4,521		
Health		16%	\$226,026	\$36,651		
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION I, LINE B)				<b>TOTAL</b>		\$63,928

County of Ventura		Exhibit B-1		
1. PROGRAM YEAR: FROM: 07/01/19 TO: 06/30/20		4. BASIC CONTRACT EFFECTIVE DATE: MOD 001: 12/31/2019 MOD 002: MOD 003: MOD 004:		
2. PROGRAM ACTIVITY:				
3. SUBGRANTEE:		5. CONTRACT NUMBER:		
<b>II C. STAFF TRAVEL</b>				
TRAVEL EXPENSE	MILES PER WEEK	RATE PER MILE	TIME (WEEKS)	TOTAL (ROUNDED)
Reimbursement for use of Auto (Per Week)	275	\$0.58	52	\$8,302
RENTAL/LEASE (Auto/Bus/Etc.)(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	\$0
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE C)				<b>TOTAL</b>
				\$8,302
<b>II D. STAFF EQUIPMENT - PURCHASE AND DEPRECIATION</b>				
DESCRIPTION	QUANTITY	MONTHLY UNIT COST	TOTAL (ROUNDED)	
Computer (Laptop, docking station & monitor)	1	\$1,500	\$1,500	
Computer (Desktop)	0	\$0	\$0	
Printer / Scanner	0	\$0	\$0	
Computer Monitor	0	\$0	\$0	
(PURCHASE) SUB-TOTAL			\$1,500	
<b>EQUIPMENT FOR STAFF - USAGE</b>				
DESCRIPTION	QUANTITY	MONTHLY RATE	NUMBER OF MONTHS	TOTAL (ROUNDED)
Cell Phones Data Plan #1	5	\$30	12	\$1,800
Computer Maintenance/Repair	1	\$40	12	\$480
DSL	1	\$5	12	\$60
Communication	1	\$40	12	\$480
Photo Copier	1	\$59	12	\$708
(USAGE) SUB-TOTAL				\$3,528
(ENTER THE SUMMATION OF SUB TOTAL(S) II.D., AND ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE D)				<b>TOTAL</b>
				\$5,028

<b>County of Ventura</b>				<b>Exhibit B-1</b>		
1. PROGRAM YEAR: FROM: <b>07/01/19</b> TO: <b>06/30/20</b>				4. BASIC CONTRACT EFFECTIVE DATE: MOD 001: <b>12/31/2019</b> MOD 002: MOD 003: MOD 004:		
2. PROGRAM ACTIVITY:						
3. SUBGRANTEE:				5. CONTRACT NUMBER:		
<b>II E. FACILITIES</b>						
LEASE	SQUARE FEET	RATE/SQ. FT. PER MONTH	MONTH(S) IN USE	PERCENT USE	TOTAL (ROUNDED)	
Location 1: Simi Valley	5,200	\$2.00	12	7%	\$8,728	
Location 2: Thousand Oaks	5,040	\$1.85	12	3%	\$3,532	
					\$0	
(LEASE) SUB-TOTAL					\$12,260	
<b>FACILITIES - UTILITIES AND CUSTODIAL</b>						
TYPE	COST PER MONTH	NUMBER OF MONTH(S)	TOTAL (ROUNDED)			
GAS	\$0	0	\$0			
WATER AND POWER	\$40	12	\$480			
CUSTODIAL (SERVICE AND/OR SUPPLIES)	\$20	12	\$240			
TELEPHONE (INSTALLATION) -	\$0	0	\$0			
(BASE) + Options	\$70	12	\$840			
(TOLL)	\$0	0	\$0			
(UTILITIES AND CUSTODIAL) SUB-TOTAL			\$1,560			
(ENTER THE SUMMATION OF SUB TOTAL(S) II E, AND ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE E)			<b>TOTAL</b>	\$13,820		
<b>II F. CONSUMABLE SUPPLIES</b>						
DESCRIPTION	QUANTITY	UNIT COST PER MONTH	TOTAL (ROUNDED)			
Office Supplies	12	\$48	\$576			
Postage	12	\$20	\$240			
Payroll Processing	12	\$93.00	\$1,116			
Liability Insurance - Staff	12	\$74.30	\$892			
Personnel Recruitment, Licensing Fees	12	\$50	\$600			
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE F)			<b>TOTAL</b>	\$3,424		
<b>II G. TUITION AND ENTRANCE FEES</b>						TOTAL (ROUNDED)
DESCRIPTION		SPECIFIC CALCULATIONS				
Vocational Training - College & Training School Fees		20	\$2,484	\$49,680		
ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE G)					<b>TOTAL</b>	\$49,680

<b>County of Ventura</b>				<b>Exhibit B-1</b>			
1. PROGRAM YEAR: FROM: <b>07/01/19</b> TO: <b>06/30/20</b>				4. BASIC CONTRACT EFFECTIVE DATE: MOD 001: <b>12/31/2019</b> MOD 002: MOD 003: MOD 004:			
2. PROGRAM ACTIVITY:							
3. SUBGRANTEE:						5. CONTRACT NUMBER:	
<b>II H. INTAKE AND RECRUITMENT (Specify)</b>							<b>COST PER</b>
ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE H)							<b>TOTAL</b>
							\$0
<b>II I. PARTICIPANT SUPPORT SERVICES</b>							
DESCRIPTION					SPECIFIC CALCULATIONS		TOTAL (ROUNDED)
Misc. Supportive Services - Out of School (New Enrollments)					90	\$150	\$13,500
Misc. Supportive Services - Carry-Over (Out)					15	\$60	\$900
Misc. Supportive Services - Follow-Up (Out)					60	\$54	\$3,240
Incentives - Out of School (New Enrollments)					90	\$150	\$13,500
Incentives - Carry-Over (Out)					15	\$75	\$1,125
Incentives - Follow-Up (Out)					60	\$50	\$3,000
Vocational Training - Supplies, Books, Miscellaneous					25	\$900	\$22,500
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE I)					<b>TOTAL</b>		\$57,765
<b>II J. PARTICIPANT WAGES AND FRINGE BENEFITS - WAGES</b>							
NUMBER OF SLOTS (BY DIFFERENT HOURLY RATES)		HOURS PER WEEK PER SLOT	NUMBER OF WEEKS	TOTAL HOURS (ROUNDED)	RATE PER HOUR	TOTAL (ROUNDED)	
NO. PART'S:	10	19	10	170	\$ 12	\$ 20,400	
	10	19	10	170	\$ 13	\$ 22,100	
(WAGES) SUB-TOTAL						\$42,500	
<b>FRINGE BENEFITS</b>							
FRINGE BENEFITS				RATE	AMT. RATE APPLIED TO	TOTAL (ROUNDED)	
SOCIAL SECURITY/MEDICARE				7.65%	\$ 42,500	\$3,251	
WORKERS' COMPENSATION				16%	\$ 42,500	\$6,872	
OTHER: Federal Unemployment Insurance (FUTA)				1%	\$ 42,500	\$425	
OTHER:						\$0	
OTHER:						\$0	
(FRINGE BENEFITS) SUB-TOTAL						\$10,549	
(ENTER THE SUMMATION OF SUB TOTAL(S) II.J., AND ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE J)						<b>TOTAL</b>	
						\$53,049	



<b>County of Ventura</b>		<b>Exhibit B-1</b>	
1. PROGRAM YEAR: FROM: 07/01/19 TO: 06/30/20		4. BASIC CONTRACT EFFECTIVE DATE: MOD 001: 12/31/2019 MOD 002: MOD 003: MOD 004:	
2. PROGRAM ACTIVITY:			
3. SUBGRANTEE:		5. CONTRACT NUMBER:	
<b>II K. TEACHING AIDS, EQUIPMENT AND SUPPLIES</b>			
DESCRIPTION	QUANTITY	UNIT COST	TOTAL (ROUNDED)
Work Readiness Training Supplies, Workbooks, Equipment	20	\$23.89	\$ 478
			\$0
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE K) <b>TOTAL</b>			\$478
<b>II L. SUB-AGREEMENT(S) (Specify)</b>			<b>COST PER</b>
			\$0
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE L) <b>TOTAL</b>			\$0
<b>II M. OTHER TRAINING COSTS</b>			
DESCRIPTION	QUANTITY OR NO. MO.	UNIT COST PER MO.	TOTAL (ROUNDED)
	0	\$0.00	\$0
(ENTER TOTAL ON BUDGET SUMMARY, PAGE 1, SECTION II, LINE M) <b>TOTAL</b>			\$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**

WDB Members: 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 (2<sup>nd</sup> Quarter and 4<sup>th</sup> Quarter After exit); Median Earnings (2<sup>nd</sup> 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.

### **Insights**

- 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.
- .
- .