



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

EXECUTIVE COMMITTEE MEETING

Thursday, May 18, 2017

8:00 a.m. - 9:30 a.m.

VCCF Nonprofit Center (Board Room)
4001 Mission Oaks Blvd., Camarillo, CA

REVISED AGENDA

8:00 a.m.	1.0 Call to Order and Agenda Review	Jim D. Faul
8:02 a.m.	2.0 Public Comments <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>	Jim D. Faul
8:05 a.m.	3.0 WDB Chair Comments	Jim D. Faul
8:10 a.m.	4.0 Consent Items 4.1 Approve Executive Committee Minutes: April 13, 2017 4.2 Receive and File: WDB Committee Reports 4.3 Proposed 2017-2018 Meeting Calendar	Jim D. Faul
8:15 a.m.	5.0 Finance Report and Committee Discussion	Bryan Gonzales
8:30 a.m.	6.0 Performance Update: Program Year 2016-2017, Third Quarter (Q3), WIOA Enrollment Report	Patrick Newburn
8:40 a.m.	7.0 Action Items 7.1 Recommendation that the Executive Committee Recommend Workforce Development Board of Ventura County (WDB) Approval of a Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan for Program Year 2017-2018 7.2 Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Recommend Board of Supervisors Approval for the Consortium Formed by the Human Services Agency (HSA), the Employment Development Department (EDD), and Center for Employment Training (CET), to be the WDB's America's Job Center of California Operator	Melissa Livingston Melissa Livingston

	7.3 Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Recommend the Board of Supervisors Approve the Memorandum of Understanding for the Consortium Formed by the Human Services Agency (HSA), the Employment Development Department (EDD), and Center for Employment Training (CET), to be the WDB's America's Job Center of California Operator	Melissa Livingston
9:10 a.m.	8.0 WIOA Implementation <ul style="list-style-type: none"> Board Membership: Update Industry and Education Healthcare Advisory Solutions Summit 	Patrick Newburn Patricia Duffy
9:20 a.m.	9.0 WDB Administration <ul style="list-style-type: none"> On the Calendar: <ul style="list-style-type: none"> <u>June 2017</u> (Time Certain: TBA) WDB Study Session with the Board of Supervisors County of Ventura (Hall of Administration), Ventura, CA <u>June 8, 2017</u> WDB Annual Meeting (WDB Awards, Election of Officers) <u>June 22, 2017</u> Year End Review Discussion 	Jim D. Faul Vic Anselmo
9:25 a.m.	10.0 Committee Member Comments	Committee Members
9:30 a.m.	11.0 Adjournment <ul style="list-style-type: none"> <u>Next Meeting</u> June 22, 2017 (8:00 a.m.-9:30 a.m.) Ventura County Community Foundation 4001 Mission Oaks Blvd., Camarillo 	Jim D. Faul

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 <http://www.workforceventuracounty.org/>



WDB Executive Committee Meeting
April 13, 2017

MINUTES

Meeting Attendees

Executive Committee

Jim D. Faul (Chair)
Vic Anselmo (Vice Chair)
Greg Barnes
Victor Dollar
Brian Gabler
Alex Rivera
Patty Schulz
Tony Skinner
Jesus Torres

WDB Administration

Talia Barrera
Patricia Duffy
Tracy Johnson
Patrick Newburn
Ma. Odezza Robite

Guests

Nancy Ambriz (HSA Adult and Family Services Department – WIOA)
Jaimé Duncan (HSA Adult and Family Services Department – WIOA)
Rebecca Evans (HSA Adult and Family Services – WIOA)
Brian Gonzales (HSA Fiscal)
Sally Harrison (Office of the Ventura County CEO)
Heidi Hayes (theAgency)
Melissa Livingston (County of Ventura Human Services Agency (HSA))
Bruce Stenslie (Economic Development Collaborative – Ventura County)

1.0 Call to Order and Agenda Review

Jim Faul called the meeting to order at 8:00 a.m. No changes were made to the agenda.

2.0 Public Comments

No comments.

3.0 WDB Chair Comments

Jim Faul welcomed attendees and called on Melissa Livingston, HSA Chief Deputy Director, to provide a brief update regarding WDB Executive Director Cheryl Moore. Ms. Livingston shared that Ms. Moore is tentatively expected to return in June.

4.0 Consent Items

4.1 Approve Executive Committee Minutes: February 9, 2017

4.2 Receive and File: WDB Committee Reports

Motion to approve the Consent Items: Alex Rivera
Second: Vic Anselmo
Motion carried

5.0 Financial Report and Committee Discussion

Melissa Livingston, HSA Chief Deputy Director, introduced Human Services Agency (HSA) Chief Financial Officer (CFO) Bryan Gonzales and informed the Committee that moving forward she would like to have Mr. Gonzales available at Executive Committee meetings when financial status reports and budgets are reported. Mr. Gonzales, as subject matter expert, will be able to best answer committee questions and discussion. In addition, she recommended to have available other programmatic staff or contractors to provide relevant content regarding committee discussion.

Ms. Livingston shared that today's preview of the FY 2017-2018 Tentative Balanced Budget is an unbalanced budget. She encouraged the Committee to actively participate in the budget process. HSA staff will provide reasonable and appropriate strategies to address the FY 2017-18 budget, and Ms. Livingston invited Committee discussion, proposed strategies, and oversight for informed decisions regarding staff recommendations. She recognizes that this is a starting point of discussion, and staff may be asked to return to the May 18th Executive Committee meeting with more information for Committee's review, further discussion, and potential approval of the FY 2017-18 Tentative Balanced Budget.

Bryan Gonzales introduced himself to the Committee and reported on the FY 2016-17 Financial Status Report and began discussion regarding the FY 2017-18 draft budget plan. The following information was provided by Mr. Gonzales and discussed in detail with Committee members:

- FY 2016-17 Financial Status Report: February 2017

2016-2017 WIOA Budget Plan Expenditures

The Committee reviewed and discussed the February Financial Status Report (FSR) for Fiscal Year 2016-2017, reflecting year-to-date expenditures from July 1, 2016 through February 28, 2017. Mr. Gonzalez reported that the March FSR remains in draft form and will be reported at the May Executive Committee meeting. Melissa Livingston added that fiscal staff will develop a "story board" presentation for the FSR reports and budget to help the Committee with clarity, context, and explanation.

The status of expenditures at 67% into the fiscal year was:

<u>WIOA Core Funds</u>	<u>2016-2017 Plan</u>	<u>YTD Expended</u>	<u>% Expended vs. Plan</u>
Dislocated Worker	2,490,097	1,413,776	57%
Adult	1,833,689	1,106,969	60%
Youth	2,022,074	1,241,119	61%
Rapid Response	520,805	293,344	56%
<u>WIOA Non-Core Funds</u>			
DOL Bridges 2 Work Grant	240,857	140,716	58%
CWDB Steps 2 Work Grant	234,150	61,582	39%
VC I-E3	138,466	76,312	55%
CWDB Regional Capacity Bldg.	82,927	9,766	12%

DOL Bridges 2 Work: Creates a specialized in-jail AJCC and augments current services by adding employment-focused activities and services to pre-release offenders. Multiple program year grant.

CWDB Step 2 Work: Provides training opportunities for ex-offenders at VCCCD and with local businesses in WDB priority Manufacturing and Clean Green industry sectors. Multiple program year grant.

VC Innovates: Expand, Enhance, Extend (VCI-E3) funding, through the California Career Pathways Trust: Department of Education, is for a two-year fixed-term WDB Manager position. Multiple program year grant.

CWDB Regional Capacity Building: For the Ventura County WIOA regional plan development and training coordination with the State. Multiple program year grant.

- WIOA Training Expenditures

As shown in the table below, the summary of WIOA training expenditures, as of December 31, 2016, indicated appropriate spending against the required Adult/Dislocated Worker training expenditure targets (25% in 2012-2013 through 2015-2016; 30% in 2016-2017 and each performance year thereafter) and against WIOA core grants across the overlapping federal two-year grant cycles.

	Core Grant <u>FY 14-16</u>	Core Grant <u>FY 15-17</u>	Core Grant <u>FY 16-18</u>
Total Adult and Dislocated Worker Formula Fund Allocations	4,092,349	4,133,724	4,012,696
Training Expenditure Requirement	1,023,087	1,240,117	1,203,809
	25%	30%	30%
Formula Fund Training Expenditures	1,128,877	926,680	369,565
Leveraged Resources			
• Total Leveraged Resources Used Toward Training Expenditures	425,933	323,765	123,455
• Maximum Allowed Leveraged Resources (10%)	409,235	413,372	401,270
Total Leveraged Resources Used Toward Training Expenditures	409,235	323,765	123,455
• Total Amount Spent on Training	1,538,112	1,250,446	493,020
• % of Training Requirement Met (Final goal = 100%)	150%	101%	41%

FY2017-18 WIOA Budget Plan (Draft as of 04/10/2017)

Bryan Gonzales began discussion regarding the FY 2017-18 draft budget plan and expressed to the Committee that the draft budget presented was not a proposed budget. Mr. Gonzales was seeking Committee recommendations and strategy using this draft as a place-holder and starting point for discussion. Committee input will enable WIOA program, HSA fiscal, and WDB administrative staff to develop a Tentative Balanced Budget for presentation at the May Executive Committee meeting.

Bryan shared the overall available funding for FY 2017-18 would be near \$7.3M, which is about \$270,000 less than FY 2016-17. The reduction in available funds is the net result of WIOA core grant reductions, and carryover amounts. Additionally, he explained that every year there are management reserves used as a safety net for yearly changes to funding allocations. The current FY 2016-17 budget has a 6% reserve and for discussion purposes, the draft budget plan for FY 2017-18 presented was reduced to a 5% reserve, otherwise the deficit would be higher. Bryan also explained the items that the WDB has greatest control over are the various contract award expenditures and the management reserves safety net. Potential reductions to contract awards for youth services, outreach, and lay-off aversion services were discussed including methods to keep awards whole. Mr. Gonzales also explained HSA cost allocation and administrative costs.

Committee members were actively engaged with questions in several expenditure and program cost items with Mr. Gonzales providing context and detailed explanation. Committee discussion also focused on WDB Administrative staff levels, WIOA program staffing levels and related salaries and benefit costs. Melissa Livingston explained status of vacant full-time and fixed-term WDB administrative staff positions, as well as Adult and Family Services (AFS)-WIOA staffing levels and possible strategies for consideration in moving forward in 2017-2018.

Committee Chair Jim Faul directed Ms. Livingston and Mr. Gonzales to prepare two different budgets with 5% and 3% management reserves respectively, including funding options for contracted awards, to be ready for review at the May committee meeting. Ms. Livingston thanked the committee for their input and will work with HSA fiscal to develop a Tentative Balanced Budget Plan for FY 2017-18 for their May meeting.

6.0 Performance Report PY 2016-2017

*Economic Development Collaborative – Ventura County
Rapid Response Allowable Activities: Business Retention and Layoff Aversion Activities
(PY 2016-2017 Q3)
Bruce Stenslie*

Bruce Stenslie, President and CEO of the Economic Development Collaborative – Ventura County (EDC-VC) provided the Executive Committee an update of the EDC-VC performance for Rapid Response Layoff Aversion activities. Mr. Stenslie explained that traditional Rapid Response (RR) is provided to employers after they have announced layoffs using the Worker Adjustment and Retraining Notification Act (WARN Act). Layoff Aversion, however identifies firms that are at risk of downsizing and EDC-VC offers services to rescue the businesses prior to layoff in order to keep employees employed. Ventura County launched this layoff aversion model several years ago, in partnership with WDBVC, CALED, and the EDC-VC, and now the model is used in other Workforce Development Boards statewide. Because of the model's successful track record, RR receives state funding allocation specific to Layoff Aversion activities.

In another first, EDC-VC is a recipient of a pilot program Discretionary Accelerator Grant that is testing a new methodology that identify firms that are at-risk. EDC-VC created and is using the new methodology through the Small Business Development Center (SBDC), which uses a variety of data points such as revenue generated per employee adjusted by industry sector. Mr. Stenslie provided a brief overview of the statistical model and reported that the model and methodology to determine at-risk businesses, is currently being tested in field and through computer simulation with 135 firms. Additionally, EDC-VC in partnership with WDB Admin staff is currently using a new software application, Dun and Bradstreet's EconoVue, as one of several tools to validate the new Layoff Aversion model currently being tested.

Mr. Stenslie reported that the EDC-VC and SBDC annually serve 500 - 600 firms. 70 -80% of the businesses are lateral referrals from existing clients, partnerships, and existing relationships. Additionally, EDC-VC developed a new reporting mechanism to document their detailed activities in identifying firms at risk and workers at risk, for required state reporting.

Mr. Stenslie confirmed they will meet and exceed all categories of Business Retention/Layoff Aversion. EDC-VC will reach their target of 100% this year based on the methodology they use, and reports are pending.

7.0 Action Items

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

- **Recommendation that the Workforce Development Board of Ventura County (WDB) Approve the Renewal of a Contract with the Economic Development Collaborative-Ventura County to Provide Business Services to the WDB in an Amount Not to Exceed \$95,000 in Program Year July 1, 2017, through June 30, 2018**

Motion to approve: Greg Barnes

Second: Alex Rivera

Abstain: Brian Gabler

Motion carried

- **Recommendation the Workforce Development Board of Ventura County (WDB) Approve the Renewal of a Contract with the Agency to Provide Marketing and Public Relations Services to the WDB in an Amount Not to Exceed \$150,000 in Program Year July 1, 2017, through June 30, 2018**

Motion to approve: Brian Gabler

Second: Alex Rivera

Motion carried

8.0 WIOA Implementation

Patricia Duffy announced two additional grant awards received by the WDB from the State. The first is a High-Performance Local Board award in the amount of \$54,838. The second amount received was a sub-grant modification for an additional \$200,000 for the Regional Training Coordinator grant.

Ms. Duffy updated the Committee about the status of the One-Stop Operator MOU to be presented at the May 18 Executive Committee meeting. Additionally she reported that the American Job Center of California (AJCC) MOU Phase II, cost-sharing agreement, is in development and is due to the California Workforce Development Board in September 2017.

9.0 WDB Administration

- Prospective from Washington, DC.
 - WDB Chair Jim Faul shared his experience attending the NAWB Forum. Mr. Faul said that in addition to himself, Tracy Perez, Byron Lindros, Greg Liu and Vic Anselmo attended the NAWB Forum. While in Washington D.C., they had meetings

with three congressional representatives Julia Brownley, Salud Carbajal, and Steve Knight's legislative staff. Mr. Faul said the Representatives were open and supportive and that Representative Brownley, wanted the Committee to know that she was very proud of the WDB's work in Ventura County. When meeting with Representative Carbajal, he shared with them that he's from Oxnard, and was very supportive of the WDB. Mr. Faul additionally expressed his appreciation to WDB staff for arranging the meetings and travel.

- WDB Vice Chair Vic Anselmo shared his experience attending the 2017 NAWB forum in Washington, D.C. This was Mr. Anselmo's second time attending the National Workforce Boards forum. Vic was impressed with how technology and data collection drive the WDB operations throughout the U.S., he also noted an increase of companies supporting of workforce programs. Mr. Anselmo shared that retail teaches workers with soft skills and customer service skills which other businesses and manufacturers might be able to take advantage in transitioning that workforce into higher paying jobs and careers.
- Brian Gabler announced the 2017 WDB Awards nominations are due April 28, 2017 and asked the Board to submit their nominations and asked the staff to resend an electronic version of the nominations form to the WDB and WBB Committee members.
- Jim Faul informed the Committee that the WDB Study Session with the County Board of Supervisors will be in June 2017 at the County of Ventura Hall of Administration.

10.0 Committee Member Comments

No comments.

11.0 Adjournment

Motion to adjourn at 9:45 a.m.: Alex Rivera

Second: Brian Gabler

Motion carried

Next Meeting

May 18, 2017 (8:00 a.m.-9:30 a.m.)

VCCF Nonprofit Center (Board Room)

4001 Mission Oaks Blvd., Camarillo, CA



Executive Committee
Workforce Development Board of Ventura County
May 18, 2017

WDB COMMITTEE REPORTS

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



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

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TO: EXECUTIVE COMMITTEE

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

DATE: MAY 18, 2017

SUBJECT: BUSINESS SERVICES COMMITTEE REPORT

The next Business Services meeting is scheduled for May 31, 2017, from 8:30 a.m. to 10:00 a.m., at the Ventura County Community Foundation, 4001 Mission Oaks Blvd., Camarillo.

The Business Services Committee report for that meeting will be provided at the Workforce Development Board meeting on June 8, 2017.

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



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TO: EXECUTIVE COMMITTEE

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

DATE: MAY 18, 2017

SUBJECT: CLEAN/GREEN COMMITTEE REPORT

The next meeting of the Clean/Green Committee is scheduled for May 19, 2017, from 8:00 a.m. to 9:30 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA.

The Clean/Green Committee report for that meeting will be provided at the Workforce Development Board meeting on June 8, 2017.

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



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TO: EXECUTIVE COMMITTEE

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

DATE: MAY 18, 2017

SUBJECT: HEALTHCARE COMMITTEE REPORT

The Healthcare Committee members attended the Healthcare Advisory Solutions Summit on May 2, 2017 from 8:00 a.m.-11:00 a.m. at the Crown Plaza Ventura Beach. Three members of the WDB Healthcare Committee, representing the community colleges, the WDB and VC Innovates collaborated to host the Summit. The Summit had 25 industry representatives and 45 representatives from education attending. The May 12, 2017 WDB Healthcare Committee meeting was cancelled due to the Summit being held on May 2nd.

The next meeting of the Healthcare Committee will be in July, the date is being determined.

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



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TO: EXECUTIVE COMMITTEE

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

DATE: MAY 18, 2017

SUBJECT: MANUFACTURING COMMITTEE REPORT

The next Manufacturing Committee meeting is scheduled for June 13, 2017, from 8:00 a.m. to 9:30 a.m., at the United Food and Commercial Workers International Union (UFCW), 816 Camarillo Springs Rd., Camarillo.

The Manufacturing Committee report for that meeting will be provided at the Workforce Development Board Executive Committee meeting on June 22, 2017.

If you have questions or need more information, please call me at (805) 579-5188, or contact Patrick Newburn at (805) 477-5470, email patrick.newburn@ventura.org.



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TO: EXECUTIVE COMMITTEE

FROM: PATTY SCHULZ, CHAIR
MEMBERSHIP COMMITTEE

DATE: MAY 18, 2017

SUBJECT: MEMBERSHIP COMMITTEE REPORT

The next Membership Committee meeting is scheduled for June 6, 2017, from 8:30 a.m. to 10:00 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA.

The Membership Committee report for that meeting will be provided at the Workforce Development Board Executive Committee meeting on June 22, 2017.

If you have questions or need more information, please call me at (805) 650-8611, or contact Patrick Newburn at (805) 477-5470, email patrick.newburn@ventura.org.



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TO: EXECUTIVE COMMITTEE

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

DATE: MAY 18, 2017

SUBJECT: OUTREACH COMMITTEE REPORT

The next Outreach Committee meeting is scheduled for May 17, 2017, from 8:30 a.m. to 10:00 a.m., at the Economic Development Collaborative-Ventura County, 1601 Carmen Drive, #215, Camarillo, CA. The Outreach Committee report for that meeting will be provided at the Workforce Development Board meeting on June 8, 2017.

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



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TO: EXECUTIVE COMMITTEE

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

DATE: MAY 18, 2017

SUBJECT: PROGRAMS COMMITTEE REPORT

The next meeting of the Programs Committee is scheduled for June 7, 2017, from 3:00 p.m. to 4:30 p.m., at the Human Services Agency (Redwood Room), 855 Partridge Drive, Ventura, CA.

The Programs Committee report for that meeting will be provided at the Workforce Development Board Executive Committee meeting on June 22, 2017.

If you have questions or need more information, please contact me at (805) 642-2149, or Patrick Newburn at (805) 477-5470, email patrick.newburn@ventura.org.



WORKFORCE DEVELOPMENT BOARD

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TO: EXECUTIVE COMMITTEE

**FROM: JIM D. FAUL, CHAIR
EXECUTIVE COMMITTEE**

DATE: MAY 18, 2017

SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) ADOPT THE TENTATIVE WDB MEETING CALENDAR AND THE TENTATIVE WDB EXECUTIVE COMMITTEE MEETING CALENDAR FOR PROGRAM YEAR 2017-2018

RECOMMENDATION

Recommend that the Workforce Development Board of Ventura County (WDB) adopt the tentative WDB meeting calendar and the tentative WDB Executive Committee meeting calendar for Program Year 2017-2018 as follows:

Workforce Development Board

- August 24, 2017 8:00 a.m. - 10:00 a.m.
- October 26, 2017 8:00 a.m. - 11:30 a.m. (Planning Meeting)
- December 7, 2017 8:00 a.m. - 10:00 a.m.
- February 22, 2018 8:00 a.m. - 10:00 a.m.
- April 26, 2018 8:00 a.m. - 10:00 a.m.
- June 7, 2018 8:00 a.m. - 10:00 a.m. (Annual Meeting)

WDB Executive Committee

- July 13, 2017 8:00 a.m. - 9:30 a.m.
- August 10, 2017 8:00 a.m. - 9:30 a.m.
- September 14, 2017 8:00 a.m. - 9:30 a.m.
- October 12, 2017 8:00 a.m. - 9:30 a.m.
- November 9, 2017 8:00 a.m. - 9:30 a.m.
- January 11, 2018 8:00 a.m. - 9:30 a.m.
- February 8, 2018 8:00 a.m. - 9:30 a.m.
- March 8, 2018 8:00 a.m. - 9:30 a.m.
- April 12, 2018 8:00 a.m. - 9:30 a.m.
- May 10, 2018 8:00 a.m. - 9:30 a.m.
- June 21, 2018 8:00 a.m. - 9:30 a.m.

Meeting dates for other WDB committees will be scheduled and announced by July 2017. Changes to the WDB and WDB committee meeting dates will be posted in a timely manner for public reference on the WDB website: www.workforceventuracounty.org.

If you have questions or need more information, please call me at (805) 497-1244, or Cheryl Moore, WDB Executive Director, at (805) 477-5306, or Melissa Livingston, HSA Chief Deputy Director at (805) 477-5303.



**Executive Committee Meeting
Finance Report Summary Highlights
May 18, 2017**

1. FY 2016-17 Financial Status Report – 7/1/16-3/31/17
 - a. Report Period 7/1/17-3/31/17
 - b. 75% through the fiscal year
 - c. Current year savings will roll to FY 2017-18
 - d. Year to Date Expenditures
 - i. Dislocated Worker and Adult
 1. Direct Program- Training costs will catch up between now and end of year
 - ii. DOL Bridges 2 Work
 1. Total is on target
 2. S&B and Other Operating – over budget
 - a. Offset by Direct Program under budget
 - b. WIOA Program positions used rather than HSA-ESS positions
 - iii. CWDB Steps 2 Work
 1. Direct to Program – some underspending is related to realities of client challenges
 - iv. CWDB Regional Capacity
 1. Current year underspending will be rolled to FY 2017-18 as allowed
 2. Additional funding made available
 - a. Required to initiate spending prior to 6/30/17
 - b. Small amount of funding will be drawn down in current year out of current Budget Plan amounts
 - c. The Additional grants will be included in FY 2017-18 Budget Plan
 - e. WIOA Training Activity Summary
 - i. 51% of training requirement met
 - ii. Should fully meet with FY 2016-17 activity as training costs are processed through year end
 - iii. Technically have until FY 2017-18 to accomplish requirement (if needed)



**Executive Committee Meeting
Finance Report Summary Highlights
May 18, 2017**

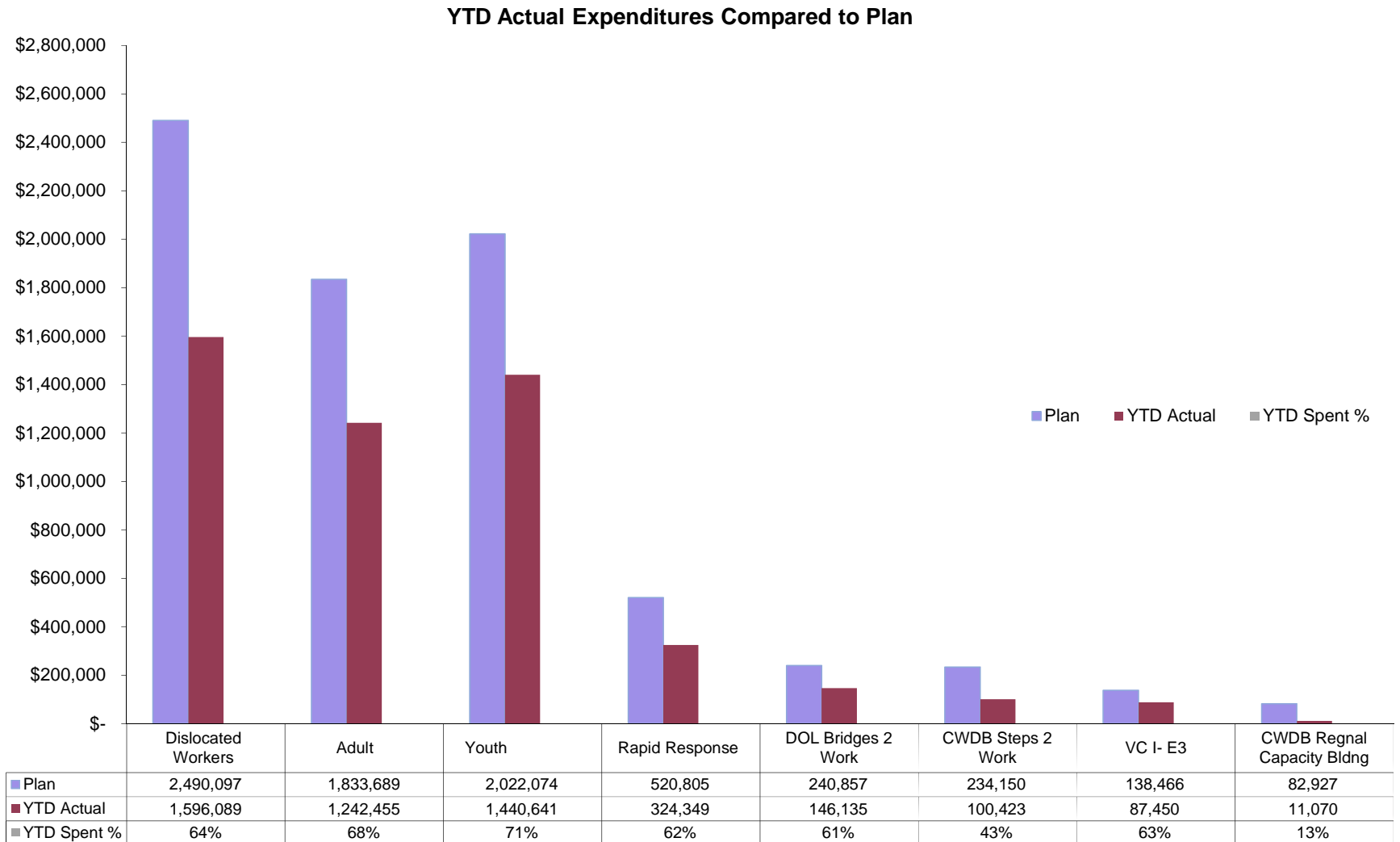
2. FY 2017-18 Draft Budget Plan
 - a. Version 1 – 5% Management Reserve (changes from version presented at 4/13/17 WDB-Exec)
 - i. Grants – additional Regional Capacity Funding (\$85,714 + \$5,000)
 - ii. Spent In Prior Years – small increase for required Regional Capacity spending to be initiated by 6/30/17
 - iii. AFS FTEs & AFS WIOA Salaries and Benefits
 1. Addition of 1 fixed term position to Regional Capacity (and 0.10 FTE from Regional Capacity)
 2. Shifting 0.40 FTE from High Performance funding to Dislocated and Youth
 - iv. Admin Staff Allocations & WDB Admin Salaries and Benefits
 1. Various shifting of staff time to grants, including to High Performance grant to free Youth funds for Youth contracts
 2. Updated estimated costs assuming partial year for one of the fixed term positions
 - v. EDC-VC contract – increased \$5,000
 - vi. Boys and Girls, and PathPoint contracts – increased both by \$39,000 (\$78,000 total)
 - vii. Overhead/Administration – same overall but shifting between grants due to above changes
 - viii. Work In Progress – Grant Balances
 1. Overages in Dislocated, Adult and Youth
 2. Under in VCI and Regional Capacity
 - b. Version 2 – 3% Management Reserve (changes from 5% Management Reserve version)
 - i. Management Reserve – reduced from 5% to 3%
 - ii. Work In Progress – Grant Balances
 1. Under in VCI and Regional Capacity about \$50,000 each
 - a. Additional program investment decisions now or in next fiscal year (after current year closeout)
 2. Other Grants - close to balanced
 - a. Primary grants could be balanced to/fr Management Reserve
 - b. Other small under amounts allow for additional investment decisions now or in next fiscal year (after current year closeout)



FINANCIAL STATUS REPORT for FISCAL YEAR 2016-2017
Year to Date Expenditures from 07/01/16 to 3/31/2017 (75% into the Fiscal Year)
Submitted on: May 5, 2017

FINANCIAL STATUS REPORT for FISCAL YEAR 2016-2017

Year to Date Expenditures from 07/01/16 to 3/31/2017 (75% into the Fiscal Year)



FINANCIAL STATUS REPORT for FISCAL YEAR 2016-2017																
Year to Date Expenditures from 07/01/16 to 3/31/2017 (75% into the Fiscal Year)																
Name of Grants	Salaries and Benefits				Direct Program/WIOB Special Projects				Other Operating Expenses				Total			
	Plan	YTD Actual	%		Plan	YTD Actual	%		Plan	YTD Actual	%		Plan *	YTD Actual	%	Plan Balance
Core Grants:																
Dislocated Worker	1,464,819	1,032,322	70%		715,625	344,767	48% c)		309,653	219,000	71%		2,490,097	1,596,089	64%	894,008
Adult	1,095,740	758,786	69%		512,531	317,140	62%		225,418	166,529	74%		1,833,689	1,242,455	68%	591,234
Youth	482,678	364,799	76%		1,287,083	881,461	68%		252,312	194,381	77%		2,022,074	1,440,641	71%	581,433
Rapid Response	333,708	213,294	64%		120,263	66,710	55%		66,834	44,345	66%		520,805	324,349	62%	196,456
Others:																
DOL Bridges 2 Work	11,424	109,826	961% a)		220,581	18,047	8% a)		8,852	18,262	206%		240,857	146,135	61%	94,721
CWDB Steps 2 Work	101,146	70,213	69%		125,578	18,310	15% d)		7,426	11,900	160%		234,150	100,423	43%	133,726
VC I- E3	134,040	75,278	56%		-	-	0%		4,426	12,172	275%		138,466	87,450	63%	51,016
CWDB Regnal Capacity Bldng	43,444	9,529	22% b)		29,250	-	0%		10,232	1,540	15%		82,927	11,070	13%	71,857
Total WIOA Grants	\$ 3,667,000	\$ 2,634,048	72%		\$ 3,010,912	\$ 1,646,435	55%		\$ 885,152	\$ 668,129	75%		\$ 7,563,064	\$ 4,948,612	65%	\$ 2,614,451

Submitted on: May 5, 2017

FINANCIAL STATUS REPORT for FISCAL YEAR 2016-2017												
Year to Date Expenditures from 07/01/16 to 3/31/2017 (75% into the Fiscal Year)												
	Salaries and Benefits			Direct Program/Client Expenses			Other Operating Expenses			Total		
	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total
CORE GRANTS:												
Dislocated Worker	1,009,633	22,688	1,032,322	314,985	28,630	343,615	172,181	47,868	220,049	1,496,800	99,186	1,595,986
Adult	742,109	16,677	758,786	265,137	51,139	316,276	130,927	36,399	167,326	1,138,173	104,215	1,242,388
Youth	356,781	8,018	364,799	753,050	127,483	880,533	152,825	42,487	195,312	1,262,656	177,988	1,440,644
Rapid Response	208,607	4,688	213,294	59,616	6,838	66,454	34,865	9,693	44,558	303,088	21,218	324,306
OTHERS:												
DOL Bridges 2 Work	107,413	2,414	109,826	3,047	15,000	18,047	14,358	3,992	18,350	124,818	21,405	146,223
CWDB Steps 2 Work	68,670	1,543	70,213	3,310	15,000	18,310	9,356	2,601	11,957	81,336	19,144	100,480
VC I- E3	73,624	1,654	75,278	-	-	-	9,570	2,661	12,231	83,194	4,315	87,509
CWDB Regnal Capacity Bldng	9,320	209	9,529	-	-	-	1,211	337	1,548	10,532	546	11,078
Total WIOA Grants	\$ 2,576,157	\$ 57,891	\$ 2,634,048	\$ 1,399,145	\$ 244,090	\$ 1,643,235	\$ 525,294	\$ 146,038	\$ 671,331	\$ 4,500,596	\$ 448,018	\$ 4,948,614

WIOA Training Activity Summary (Expended and Leveraged)

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

Year to Date Expenditures from 07/01/16 to 3/31/2017 (75% into the Fiscal Year)

Rpt Line #	Program Year Funding and Traing Expenditures	FY 12-14 Grant Due 10/01/14	FY 13-15 Grants Due 10/01/15	14-16 Grants (Due 10/1/16)	15-17 Grants K698402 (Due 10/1/17)	16-18 Grants K7102079 (Due 10/1/18)
4)	Adult and Dislocated Worker Formula Fund Allocations	4,503,559	4,346,991	4,092,349	4,133,724.00	4,012,696.00
5)	Training Expenditures Required	1,125,890	1,086,748	1,023,087	1,240,117	1,203,809
	<i>Training Expenditures % Required</i>	25%	25%	25%	30%	30%
6)	Formula Fund Training Expenditures	921,243	1,053,524	1,128,877	936,477	472,853
	Leveraged Resources					
	- Total Leveraged Resources	562,187	400,025	425,933	324,665	141,086
	- Maximum Allowed Leveraged Resources (10%)	450,356	434,699	409,235	413,372	401,270
7)	- Total Leveraged Resources Used Towards Training Expenditures	450,356	400,025	409,235	324,665	141,086
8)	Total Amount Spent On Training (should equal/exceed Line 5)	1,371,599	1,453,549	1,538,112	1,261,142	613,940
	% of Training Requirement Met (final goal is 100%)	122%	134%	150%	102%	51%

9)	Leveraged Resources Detail (notes)					
	(a) Pell Grant	116,771	233,994	135,654	135,761	38,912
	(b) Programs Authorized by the Workforce Investment Act (VETP)	200,457	0	0		
	(c) Trade Adjustment Assistance (EDD)	129,548	0	0		
	(e) Match Fund from Employers, and Industry Associations (OJT 50%)	115,411	166,031	290,279	188,904	102,174
	Total	562,187	400,025	425,933	324,665	141,086
	Legends/Coding for Source/Type of Leveraged Resources: 9a) = Pell Grant 9b) = Programs Authorized by the Workforce Investment Act (specify) 9c) = Trade Adjustment Assistance 9d) = Dept of Labor National Emergency Grants 9e) = Match funds from employers, industry, and industry associates (specify) 9f) = Match funds from joint labor-management trusts (specify) 9g) = Employment Training Panel grants					

NOTES:

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

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

FY 2016-17 WIOA BUDGET PLAN (Approved on 5/19/16, updated on 10/27/16)											Year to Date Expenditures from 07/01/16 to 3/31/2017 (75% into the Fiscal Year)		
		Dislocated Worker	Adult	Youth	Rapid Response	DOL Bridges 2 Work	CWDB Steps 2 Work	VC I- E3	CWDB Regnal Capacity Bldng	FY 16-17 Plan			
Revenue Projection:													
FY16-17 Grants (WSIN15-45 & -51) -5.0%		2,269,724	1,742,972	1,906,759	480,753	500,000	400,000	240,940	82,927	7,624,075			
FY16-17 Mgmt Reserve:(5% DW, Adult, & 6% Youth)		(113,486)	(87,149)	(117,618)	-					(318,253)			
Grant balance rollover						(50,000)	(50,000)	(97,476)		(197,476)			
FY 15-16 Spent for non core grants						(210,667)	(119,705)	(39,716)		(370,088)			
Balance rolled over from prior year grants:										-			
FY15-16 Mgt Reserve		172,007	132,097	76,747						380,851			
Additional rollover - Salaries Savings/(CSD Overage)		16,020	8,349	94,011	14,582	(23,605)	3,854	34,718		147,929			
Overhead Saving/(Overage)			6,420		19,524					25,944			
FY 15-16 Unspent Direct expense		95,832	13,000	62,175	5,946	25,129				202,082			
ITA/OJT Committed FY15-16 Spent in FY16-17		50,000	18,000							68,000			
Total Available Grants to to be Spent		2,490,097	1,833,689	2,022,074	520,805	240,857	234,149	138,466	82,927	7,563,064			
Grants %		32.9%	24.2%	26.7%	6.9%	3.2%	3.1%	1.8%	1.1%	100%			
CSD FTEs Assigned to the programs		12.08	9.00	1.74	2.67	0.05	1.00		0.46	27.00			
% Direct FTES Allocated to Grants		44.7%	33.3%	6.4%	9.9%	0.2%	3.7%	0.0%	1.7%				
% Admin Staff Allocated to Grants		29.0%	22.0%	28.50%	7.30%	0.6%	0.6%	12.0%		100.00%			
Expenditure Projection:											-		
Salaries and Benefits:											-		
CSD-WIOA 2,550,000		1,140,889	850,000	164,333	252,167	4,722	94,444	-	43,444	2,550,000	1,813,236	71%	
WDB Administration 1,117,000		323,930	245,740	318,345	81,541	6,702	6,702	134,040		1,117,000	820,812	73%	
Subtotal Salaries and Benefits		1,464,819	1,095,740	482,678	333,708	11,424	101,146	134,040	43,444	3,667,000	2,634,048	72%	
Direct Expenses:													
Grant Specific Contracts													
EDC-VC Business Services					95,000					95,000	56,278	59%	
Boys and Girls Club: Core Program				475,000						475,000	306,019	64%	
Pathpoint: Core Program				475,000						475,000	362,552	76%	
VACE Core Program				260,000						260,000	174,006	67%	
CSD-CalWORKs Activities						159,081	41,405			200,486	30,000	15%	
Subtotal - Contracted Program Expense		-	-	1,210,000	95,000	159,081	41,405	-	-	1,505,486	928,855	62%	
Client Expenses:											-		
ITA / OJT (30% required - 10% leverage)		511,566	380,937			40,000	32,000			964,503	496,382	51%	
ITA / OJT Committed 15-16 Spent in 16-17		50,000	18,000			-				68,000	68,000	100%	
Others/ChildCare/Trans - JTA		31,000	24,000	-		21,500	10,924			87,424	22,804	26%	
Subtotal - Client Expense		592,566	422,937	-	-	61,500	42,924	-	-	1,119,927	587,185	52%	
Other Allocated/Contracted Expenses											-		
Geographic Solutions		-	-	-	-					-			
Capacity Building Contractual Services									24,250	24,250	-	0%	
S2W CCD Training 41,248							41,249			41,249	-	0%	
Outrch/Mktg: theAgency 150,000		52,500	40,500	45,000	12,000					150,000	106,972	71%	
Outreach -WDB 50,000		21,066	12,123	13,368	3,443					50,000	14,850	30%	
WDB Expense - Non Staff 20,000		8,426	4,849	5,347	1,377					20,000	8,572	43%	
Program Outreach-CSD 50,000		20,000	20,000		5,000				5,000	50,000	-	0%	
State Project(s): Update Pending 50,000		21,066	12,123	13,368	3,443					50,000	-	0%	
Subtotal - other allocated expense 361,248		123,059	89,594	77,083	25,263	-	41,249	-	29,250	385,499	130,394	34%	
Subtotal- Program/Clients Expenses		715,625	512,531	1,287,083	120,263	220,581	125,578	-	29,250	3,010,912	1,646,435	55%	
Total Direct Program Expense		2,180,444	1,608,271	1,769,762	453,971	232,005	226,724	134,040	72,694	6,677,912	4,280,483	64%	
Overhead/Administration:		35.27%	25.75%	28.63%	7.55%	1.00%	0.50%	0.50%	0.80%	100.00%			
Communication/Voice/data 65,000		22,923	16,737	18,613	4,908	650	325	325	520	65,000	49,522	76%	
Insurance 18,612		6,564	4,792	5,330	1,405	186	93	93	149	18,612	18,612	100%	
Facilities Maint. 95,090		33,534	24,485	27,229	7,180	951	475	475	761	95,090	71,238	75%	
Membership and dues 12,350		4,355	3,180	3,536	932	124	62	62	99	12,350	12,174	99%	
Education allowance (consolidated w 0		-	-	-	-	-	-	-	-	-	-		
Indirect cost recovery(County A87) 96,670		34,091	24,892	27,681	7,299	967	483	483	773	96,670	72,504	75%	
Books and Publication 2,000		705	515	573	151	20	10	10	16	2,000	1,839	92%	
Furniture/Fixtures<5000 (\$44,020) 23,130		8,157	5,956	6,623	1,746	231	116	116	185	23,130	17,577	76%	
Mail Center - ISF 5,000		1,763	1,287	1,432	378	50	25	25	40	5,000	4,293	86%	
Purchase Charges - ISF 3,800		1,340	978	1,088	287	38	19	19	30	3,800	2,311	61%	
Copy Machine - ISF 15,000		5,290	3,862	4,295	1,133	150	75	75	120	15,000	11,517	77%	
Information Tech - ISF 20,000		7,053	5,150	5,727	1,510	200	100	100	160	20,000	15,305	77%	
Computer Services Non ISF 2,000		705	515	573	151	20	10	10	16	2,000	1,500	75%	
Building Lease/Rental 85,500		30,152	22,015	24,483	6,456	855	428	428	684	85,500	67,310	79%	
Storage Charges - ISF 7,000		2,469	1,802	2,004	529	70	35	35	56	7,000	4,884	70%	
Mileage Reimb. - Staffs only 33,500		10,314	7,126	8,442	2,529	335	2,168	168	2,419	33,500	23,730	71%	
Conference/Seminars - CSD Staffs 25,000		7,816	5,437	7,159	1,888	250	1,125	125	1,200	25,000	18,072	72%	
Conference and Seminars - WDB Staff 35,500		12,519	9,141	10,165	2,680	355	178	178	284	35,500	30,443	86%	
Fiscal/HR/BTD/ET (HSA) 325,000		114,613	83,684	93,064	24,539	3,250	1,625	1,625	2,600	325,000	230,843	71%	
Attorney Fees 10,000		3,527	2,575	2,863	755	100	50	50	80	10,000	11,055	111%	
Other misc Admin Services 5,000		1,763	1,287	1,432	378	50	25	25	40	5,000	3,402	68%	
Subtotal Overhead 885,152		309,653	225,418	252,312	66,834	8,852	7,426	4,426	10,232	885,152	668,129	75%	
Planned Total Grant Expenses		2,490,097	1,833,689	2,022,074	520,805	240,857	234,150	138,466	82,927	7,563,064	4,948,612	65%	
Admin Rate for State Reporting		8%	8%	8%	9%	2%	1%	2%	5%	8%	0.1		
Admin Rate (State Reported + Other)		12%	12%	12%	13%	4%	3%	3%	12%	12%			
Work in Progress: Grant Balances		-	-	-	-	-	(1)	-	-	-			

FY 2016-17 YTD Paid and Accrued Expenditures from 07/01/16 to 3/31/2017 (75% into the Fiscal Year)

			Dislocated Worker	Adult	Youth	Rapid Response	DOL Bridges 2 Work	CWDB Steps 2 Work	VC I- E3	CWDB Regnal Capacity Bldng	Total	Adjusted Plan
Program Revenues:												
1	FY16-17 Grants (WSIN15-45 & -51)	-0.05	2,269,724	1,742,972	1,906,759	480,753	500,000	400,000	240,940	82,927	7,624,075	7,624,075
2	FY16-17 Mgmt Reserve:(5% DW, Adult, & 6% Youth)		(113,486)	(87,149)	(117,618)	-	-	-	-	-	(318,253)	(318,253)
3	Grant balance rollover		-	-	0.000%	-	(50,000)	(50,000)	(97,476)	-	(197,476)	(197,476)
4	FY 15-16 Spent for non core grants		-	-	-	-	(210,667)	(119,705)	(39,716)	-	(370,088)	(370,088)
5	Balance rolled over from prior year grants:		-	-	-	-	0	-	-	-	-	-
6	FY15-16 Mgt Reserve		172,007	132,097	76,747	-	-	-	-	-	380,851	380,851
7	Additional rollover - Salaries Savings/(AFS Overage)		16,020	8,349	94,011	14,582	(23,605)	3,854	34,718	-	147,929	147,929
8	Overhead Saving/(Overage)		-	6,420	-	19,524	-	-	-	-	25,944	25,944
9	FY 15-16 Unspent Direct expense		95,832	13,000	62,175	5,946	25,129	-	-	-	202,082	202,082
10	ITA/OJT Committed FY15-16 Spent in FY16-17		50,000	18,000	-	-	-	-	-	-	68,000	68,000
11	Total Available Grants to to be Spent		2,490,097	1,833,689	2,022,074	520,805	240,857	234,149	138,466	82,927	7,563,064	7,563,064
12	% AFS FTES Allocated to Grants	100%									-	
13	%Admin Staff Allocated to Grants(Per CM)	100%									-	
14	Expenditures:	43.5										
15	Salaries and Benefits:											
16	Direct Salaries- Costed in VCHRP		573,656	423,637	2,423	124,431	91,653	51,133	-	3,579	1,270,511	2,550,000
17	Direct costs (non costed in VCHRP)	530,797	178,689	131,585	145,104	37,373	17,284	16,803	9,936	5,951	542,725	-
18	WDB Program (Per VCHRP)	723,289	272,704	198,275	211,628	50,153	866	2,219	65,243	-	801,088	1,117,000
19	WDB Admin (Per VCHRP)	19,290	7,273	5,288	5,644	1,338	23	59	99	-	19,724	
20	Subtotal Salaries and Benefits		1,032,322	758,786	364,799	213,294	109,826	70,213	75,278	9,529	2,634,048	3,667,000
21	Contracted Services (Grant Specific)											
22	EDC-VC		-	-	-	56,278	-	-	-	-	56,278	95,000
23	Boys and Girls Club: Core Program		-	-	306,019	-	-	-	-	-	306,019	475,000
24	PathPoint: Core Program		-	-	362,552	-	-	-	-	-	362,552	475,000
25	VACE: Allied Hlth Youth(Vta Unified)		-	-	174,006	-	-	-	-	-	174,006	260,000
26	AFS CalWORKS Activity		-	-	-	-	15,000	15,000	-	-	30,000	200,486
27	Subtotal - Contracted Services		-	-	842,577	56,278	15,000	15,000	-	-	928,855	1,505,486
28	Client Expenses:											
29	Classroom Training - ITA		206,052	153,981	-	-	-	-	-	-	360,034	1,032,503
30	On The Job Training -OJT		84,624	119,725	-	-	-	-	-	-	204,348	
31	Supportive Services	-	8,219	8,228	-	-	3,047	3,310	-	-	22,804	87,424
32	Subtotal - Client Expense		298,895	281,933	-	-	3,047	3,310	-	-	587,185	1,119,927
33	Other Allocated/Contracted Expenses											
34	Geographic Solutions Per Plan	-	-	-	-	-	-	-	-	-	-	-
35	Capacity Building Contractual Srvs		-	-	-	-	-	-	-	-	-	24,250
36	S2W CCd Training		-	-	-	-	-	-	-	-	-	41,249
37	theAgency(Bill Hamilton)	94,472	37,440	28,882	32,092	8,558	-	-	-	-	106,972	150,000
38	Outreach - WDB	14,850	5,346	4,010	4,307	1,188	-	-	-	-	14,850	50,000
39	WDB Expense - Non Staff	5,372	3,086	2,314	2,486	686	-	-	-	-	8,572	20,000
40	Program Outreach - AFS		-	-	-	-	-	-	-	-	-	50,000
41	Special Project - AJCC Staff Devel		-	-	-	-	-	-	-	-	-	50,000
42	Subtotal - Allocated Services		45,872	35,206	38,884	10,432	-	-	-	-	130,394	385,499
43	Subtotal- Contracted/Clients Services		344,767	317,140	881,461	66,710	18,047	18,310	-	-	1,646,435	3,010,912
44	Overhead/Administration:										-	
45	Communication/Voice/data	49,522	16,232	12,343	14,407	3,287	1,354	882	902	114	49,522	65,000
46	Insurance	A 18,612	6,101	4,639	5,415	1,235	509	332	339	43	18,612	18,612
47	Facilities Maint.	55,390	23,351	17,756	20,725	4,728	1,947	1,269	1,298	164	71,238	95,090
48	Membership and dues	18,575	3,991	3,035	3,542	808	333	217	221	28	12,174	12,350
49	Education Allowance		-	-	-	-	-	-	-	-	-	-
50	Indirect cost recovery	A 48,336	23,765	18,071	21,094	4,812	1,982	1,291	1,321	167	72,504	96,670
51	Books and Publication	1,839	603	458	535	122	50	33	33	4	1,839	2,000
52	Office Supplies/Equipment	13,722	5,761	4,381	5,114	1,167	480	313	320	41	17,577	23,130
53	Mail Center - ISF	4,293	1,407	1,070	1,249	285	117	76	78	10	4,293	5,000
54	Purchase Charges - I:	A 2,311	757	576	672	153	63	41	42	5	2,311	3,800
55	Copy Machine - ISF	5,267	3,775	2,870	3,351	764	315	205	210	27	11,517	15,000
56	Information Tech - ISF	5,305	5,017	3,815	4,453	1,016	418	273	279	35	15,305	20,000
57	Computer Services/Equip	0	492	374	436	100	41	27	27	3	1,500	2,000
58	Building Lease/Rental	67,310	22,063	16,777	19,583	4,468	1,840	1,199	1,226	155	67,310	85,500
59	Storage Charges - ISF	3,717	1,601	1,217	1,421	324	133	87	89	11	4,884	7,000
60	Mileage Reimb. - Staffs only	18,147	7,778	5,915	6,904	1,575	649	423	432	55	23,730	33,500
61	Conference and Seminars - AFS Staffs	7,656	5,924	4,504	5,258	1,200	494	322	329	42	18,072	25,000
62	Conference and Seminars - WDB Staffs	15,411	9,979	7,588	8,857	2,020	832	542	554	70	30,443	35,500
63	Fiscal/HR/BTD/ET (H	A 176,676	75,666	57,537	67,159	15,322	6,310	4,112	4,206	532	230,843	325,000
64	Attorney Fees	A 11,055	3,624	2,755	3,216	734	302	197	201	25	11,055	10,000
65	Other Admin (2206,2302,2303)	2,152	1,115	848	990	226	93	61	62	8	3,402	5,000
66	Subtotal Overhead	525,294	219,000	166,529	194,381	44,345	18,262	11,900	12,172	1,540	668,129	885,152
67	Ratio for Overhead/WDB salary based on expenditure		32.8%	24.9%	29.1%	6.6%	2.7%	1.8%	1.8%	0.2%		
68	WDB Special Projects											
69	Total Grant Expenses		1,596,089	1,242,455	1,440,641	324,349	146,135	100,423	87,450	11,070	4,948,612	7,563,064
70	Fund Balances		894,008	591,234	581,433	196,456	94,722	133,726	51,016	71,857	2,614,452	0



Workforce Development Board of Ventura County
WIOA Enrollments Report - Program Year 2016 – 2017
Year to Date: Third Quarter (Q3) July 1, 2016 to March 31, 2017

All Providers	WIOA Adult Enrollments	WIOA Dislocated Worker Enrollments	WIOA Youth Enrollments	CWDB Steps2Work Enrollments	DOL Bridges2Work Enrollments	Total Enrollments PY 16-17 (New) and PY 15-16 (Carry-in)
	130	208	230	26	43	637

Human Services Agency / Adult and Family Services Department

Enrollments	Plan New	Actual New	Success Rate (Plan to Actual)	Total Enrollments PY 16-17 New and PY 15-16 Carry-in	Self Service (Universal Customers)
Adult	82	90	110%	90 (New) + 40 (Carry-in) = 130	15,761
Dislocated Workers	126	103	82%	103 (New) + 105 (Carry-in) = 208	
Steps2Work	15	14	87%	14 (New) + 12 (Carry-in) = 26	
Bridges2Work	15	16	107%	16 (New) + 27 (Carry-in) = 43	

Boys and Girls Clubs of Greater Oxnard and Port Hueneme

Enrollments	Plan New	Actual New	Success Rate (Plan to Actual)	WIOA Youth Services Contract (PY 16-17)	Actual Accrued Expenses thru 03/31/17	In-Kind Contribution
Youth	75	75	100%	\$475,000	\$318,875 (67%)	Plan: \$336,956
Total Enrollments 75 (New) + 10 ('15-'16 Carry-in) = 85 (Total)				Plan - Cost Per Participant ¹ \$5,588	Actual - Cost Per Participant ² \$3,751	Actual: \$164,592 (49%)

PathPoint

Enrollments	Plan New	Actual New	Success Rate (Plan to Actual)	WIOA Youth Services Contract (PY 16-17)	Actual Accrued Expenses thru 03/31/17	In-Kind Contribution
Youth	75	76	101%	\$475,000	\$336,150 (71%)	Plan: \$70,500
Total Enrollments 75 (New) + 23 ('15-'16 Carry-in) = 98 (Total)				Plan Cost Per Participant ¹ \$4,847	Actual - Cost Per Participant ² \$3,430	Actual: \$53,101 (75%)

Ventura Adult and Continuing Education

Enrollments	Plan New	Actual New	Success Rate (Plan to Actual)	WIOA Youth Services Contract (PY 16-17)	Actual Accrued Expenses thru 03/31/17	In-Kind Contribution
Youth	24	24	100%	\$260,000	\$202,659 (78%)	Plan: \$260,300
Total Enrollments 24 (New) + 23 ('15-'16 Carry-in) = 47 (Total)				Plan - Cost Per Participant ¹ \$5,532	Actual - Cost Per Participant ² \$4,312	Actual: \$138,097 (53%)

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

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



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: EXECUTIVE COMMITTEE

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

DATE: MAY 18, 2017

**SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE RECOMMEND
WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB)
APPROVAL OF A WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
TENTATIVE BALANCED BUDGET PLAN FOR PROGRAM YEAR 2017-2018**

RECOMMENDATION

Recommend that the Executive Committee recommend Workforce Development Board of Ventura County (WDB) Approval of a Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan for Program Year 2017-2018

BACKGROUND

The Workforce Innovation and Opportunity Act (Act) and WDB Bylaws require that the local board develop a budget for the purpose of carrying out the duties and priorities of the local board.

Each Program Year (PY), the WDB reviews and approves a preliminary budget, identifying revenues and planned expenditures for the administration of employment and training programs in Ventura County. In PY 2015-2016, the preliminary budget plan was renamed tentative balanced budget plan. As necessary information is known (e.g., funding allocations, prior year carry-in funds), the approved tentative balanced budget is updated by the WDB, reflecting current program needs and recommending new programs/services with available uncommitted funds.

As of today's date, WIOA Adult, Dislocated Worker, Youth and Rapid Response local area allocations are pending. Because of these reasons and the necessity of having an approved budget with which to begin the fiscal year, WDB staff recommend approval of a tentative balanced budget plan to commence expenditures, noting that budget updates will occur on the basis of new information.

On April 13, 2017, this committee reviewed and discussed the WIOA tentative balanced budget plan for 2017-2018 which listed current Program Year (PY) 2016-2017 allocations, pending State publication of PY 2017-2018 allocations, and estimated projections of PY 2016-2017 carry-in funds.

DISCUSSION

On April 13, 2017, this committee reviewed and discussed the following assumptions and considerations:

- Program Year (PY) 2017-2018 WIOA Dislocated Worker, Adult, Youth, and Rapid Response allocations are pending publication by the State. The preliminary funding notifications reflect a reduction from PY 2016-2017 of \$270,000.
- Management Reserve funds may be maintained at 5% or reduced to 3% at the discretion and direction of the WDB. (Both options attached for comparison purposes)
- Estimated projections are on the basis of PY 2016-2017 carry-in Adult, Dislocated Worker, and Youth funds.
- Prospective youth services contracts may be at original procurement levels, at the discretion and direction of the WDB.
- The percentage of Adult and Dislocated Worker funds required for training, increased from 20% to 30% of funds commencing with PY 2016-2017.

Considerations for discussion and approval of the plan:

- The WDB must approve a tentative balanced budget plan to authorize expenditures against WIOA funds.
- The year-end close in July 2017 will confirm the amount of 2016-2017 rollover in each of the funding categories. The WDB usually makes adjustments to the budget plan following the year-end close (August or October, depending on the circumstances).
- The WDB could decide to make a mid-year budget plan adjustment, with corresponding changes in authorized expenditures for the remainder of the year (e.g., reduce WIOA programs and services and/or reduce costs for other WDB initiatives).
- Adjustments by the WDB usually are recommended to the WDB by the Executive Committee.

Today's action from the Executive Committee, recommends that the Workforce Development Board (WDB) of Ventura County approve the 2017-2018 Tentative Budget Plan with the expectation that, after the 2016-2017 year-end close, PY 2017-2018 WIOA Dislocated Worker, Adult, Youth and Rapid Response allocation publication, the 2017-2018 Budget Plan will be reconsidered, appropriately adjusted, and resubmitted for Workforce Development Board approval.

On April 13, 2017, the Executive Committee authorized HSA Fiscal and WDB staff to make appropriate adjustments to the budget plan prior to the June 8, 2017, WDB meeting as needed.

If you have questions or need more information, please contact Workforce Development Board staff at (805) 477-5306.

FY 2017-18 WIOA BUDGET PLAN (Draft as of 05/05/17) 3% Reserve															
		Dislocated Worker		Adult	Youth	Rapid Response	DOL Bridges 2 Work	CWDB Steps 2 Work	VC I- E3	High Perfrmnce Board	Regnal Capacity Bldng	FY 17-18 Plan	FY16-17 Plan	Var%	
Revenue Projection:															
FY17-18 Grants (EDD Est.)	-3.0%	2,042,141	1,669,659	1,822,429	480,753	500,000	400,000	317,920	54,838	373,641	7,661,381		7,624,075	100%	
FY17-18 Mgmt. Reserve:(3% DW, Adult, Youth)		(61,264)	(50,090)	(54,673)	-						(166,027)		(318,253)	52%	
Grant balance rollover											-		(197,476)	0%	
Spent in prior years						(316,261)	(281,740)	(135,338)		(19,592)	(752,931)		(370,088)	203%	
Balance rolled over from prior year grants:											-				
FY16-17 Mgt Reserve		113,486	87,149	117,618							318,253		380,851	84%	
Additional rollover - Salaries Savings/		122,638	110,987	28,281	-						261,906		147,929	177%	
Overhead Saving/(Overage)		-	-		4,338						4,338		25,944	17%	
FY 15-16 Unspent Direct expense				37,000	10,000						47,000		202,082	23%	
ITA/OJT Committed FY16-17 Spent in FY17-18		60,000	50,000								110,000		68,000	162%	
Total Available Grants to be Spent		2,277,001	1,867,705	1,950,655	495,091	183,739	118,260	182,582	54,838	354,049	7,483,920		7,563,064	99%	
Grants %		30.4%	25.0%	26.1%	6.6%	2.5%	1.6%	2.4%	0.7%	4.7%	100%				
AFS FTEs Assigned to the programs		11.35	9.15	1.90	2.20	1.00	0.90	-	-	1.50	28.00				
% Direct FTES Allocated to Grants		40.5%	32.7%	6.8%	7.9%	3.6%	3.2%	0.0%	0.0%	5.4%					
% Admin Staff Allocated to Grants		22.1%	22.0%	24.00%	9.00%	0.5%	0.5%	11.0%	4.4%	6.5%	100.00%				
Expenditure Projection:															
Salaries and Benefits:															
AFSWIOA (27 filled + 1 fixed term)	2,727,285	1,105,524	891,238	185,066	214,287	97,403	87,663	-	-	146,105	2,727,285		2,550,000	107%	
WDB Admin (6 reg +2 fixed +1 vacant)	1,108,944	245,077	243,968	266,147	99,805	5,545	5,545	121,984	48,794	72,081	1,108,944		1,117,000	99%	
Subtotal Salaries and Benefits		1,350,601	1,135,205	451,212	314,092	102,948	93,207	121,984	48,794	218,186	3,836,229		3,667,000	105%	
Direct Expenses:															
Grant Specific Contracts															
EDC-VC Business Services					95,000						95,000		95,000	100%	
Boys and Girls Club: Core Program				604,000							604,000		475,000	127%	
Pathpoint: Core Program				604,000							604,000		475,000	127%	
VACE Core Program											-		260,000	0%	
AFS-CalWORKs Activities						50,000	10,000				60,000		200,486	30%	
Subtotal - Contracted Program Expense		-	-	1,208,000	95,000	50,000	10,000	-	-	-	1,363,000		1,505,486	91%	
Client Expenses:															
ITA / OJT (30% required - 10% leverage)		490,000	375,000			10,000	5,000				880,000		964,503	91%	
ITA / OJT Committed 16-17 Spent in 17-18		60,000	50,000			-					110,000		68,000	162%	
Others/Childcare/Trans - JTA		31,000	24,000	-		5,000	1,000				61,000		87,424	70%	
Subtotal - Client Expense		581,000	449,000	-	-	15,000	6,000	-	-	-	1,051,000		1,119,927	94%	
Other Allocated/Contracted Expenses															
Capacity Building Contractual Services										47,000	47,000		24,250	194%	
S2W CCD Training											-		41,249	0%	
Outrch/Mktg: theAgency	150,000	52,500	40,500	45,000	12,000						150,000		150,000	100%	
Outreach -WDB	25,000	10,591	6,239	6,516	1,654						25,000		50,000	50%	
WDB Expense - Non Staff	10,000	4,236	2,496	2,606	662						10,000		20,000	50%	
Program Outreach-AFS	25,000	10,000	10,000		5,000						25,000		50,000	50%	
State Project(s): Update Penc	-	-	-	-	-						-		50,000	0%	
Subtotal - other allocated expe		210,000	77,327	59,235	54,123	19,315	-	-	-	-	47,000	257,000	385,499	67%	
Subtotal- Program/Clients Expenses			658,327	508,235	1,262,123	114,315	65,000	16,000	-	-	47,000	2,671,000	3,010,912	89%	
Total Direct Program Expense			2,008,928	1,643,440	1,713,335	428,407	167,948	109,207	121,984	48,794	265,186	6,507,229	6,677,912	97%	
Overhead/Administration:															
Communication/Voice/data	75,000	23,904	19,692	20,497	5,313	811	509	656	562	3,056	75,000		65,000	115%	
Insurance	14,043	4,476	3,687	3,838	995	152	95	123	105	572	14,043		18,612	75%	
Facilities Maint.	95,090	30,307	24,966	25,988	6,736	1,028	645	832	713	3,875	95,090		95,090	100%	
Membership and dues	12,350	3,936	3,243	3,375	875	133	84	108	93	503	12,350		12,350	100%	
Education allowance (consolid	0	-	-	-	-	-	-	-	-	-	-		-		
Indirect cost recovery(County	98,670	31,448	25,906	26,966	6,989	1,067	669	863	740	4,021	98,670		96,670	102%	
Books and Publication	2,000	637	525	547	142	22	14	17	15	82	2,000		2,000	100%	
Furniture/Fixtures<5000	20,000	6,374	5,251	5,466	1,417	216	136	175	150	815	20,000		23,130	86%	
Mail Center - ISF	6,000	1,912	1,575	1,640	425	65	41	52	45	245	6,000		5,000	120%	
Purchase Charges - ISF	3,800	1,211	998	1,039	269	41	26	33	28	155	3,800		3,800	100%	
Copy Machine - ISF	9,000	2,869	2,363	2,460	638	97	61	79	67	367	9,000		15,000	60%	
Information Tech - ISF	10,000	3,187	2,626	2,733	708	108	68	87	75	408	10,000		20,000	50%	
Computer Services Non ISF	2,000	637	525	547	142	22	14	17	15	82	2,000		2,000	100%	
Building Lease/Rental	95,000	30,279	24,943	25,963	6,729	1,027	644	831	712	3,871	95,000		85,500	111%	
Storage Charges - ISF	5,000	1,594	1,313	1,366	354	54	34	44	37	204	5,000		7,000	71%	
Mileage Reimb. - Staffs only	26,000	6,787	5,326	5,955	1,842	281	2,176	227	195	3,211	26,000		33,500	78%	
Conference/Seminars - AFS	11,000	2,506	1,888	3,006	779	119	1,075	96	82	1,448	11,000		25,000	44%	
Conference and Seminars - V	20,000	6,374	5,251	5,466	1,417	216	136	175	150	815	20,000		35,500	56%	
Fiscal/HR/BTD/ET (HSA)	350,000	111,553	91,895	95,654	24,792	3,783	2,374	3,061	2,624	14,263	350,000		325,000	108%	
Attorney Fees	10,000	3,187	2,626	2,733	708	108	68	87	75	408	10,000		10,000	100%	
Other misc. Admin Services	5,000	1,594	1,313	1,366	354	54	34	44	37	204	5,000		5,000	100%	
Subtotal Overhead		869,953	274,774	225,911	236,605	61,624	9,404	8,900	7,609	6,523	38,604	869,953	885,152	98%	
Planned Total Grant Expenses			2,283,702	1,869,352	1,949,940	490,031	177,351	118,108	129,592	55,317	303,790	7,377,182	7,563,064	98%	
Admin Rate for State Reporting			7%	7%	7%	7%	3%	3%	3%	7%	7%				
Admin Rate (State Reported + Other)			12%	12%	12%	12%	5%	8%	4%	12%	12%				
Work in Progress: Grant Balances			(6,701)	(1,646)	716	5,060	6,388	152	52,990	(479)	50,259	106,740			

FY 2017-18 WIOA BUDGET PLAN (Draft as of 05/05/17) 5% Reserve													
		<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>										FY16-17 Plan Var%	
		Dislocated Worker	Adult	Youth	Rapid Response	DOL Bridges 2 Work	CWDB Steps 2 Work	VC I- E3	High Perfrmnce Board	Regnal Capacity Bldng	FY 17-18 Plan		
Revenue Projection:													
1	FY17-18 Grants (EDD Est.) -5.0%	2,042,141	1,669,659	1,822,429	480,753	500,000	400,000	317,920	54,838	373,641	7,661,381	7,624,075	100%
2	FY17-18 Mgmt. Reserve:(3% DW, Adult, Youth)	(102,107)	(83,483)	(91,121)	-						(276,711)	(318,253)	87%
3	Grant balance rollover										-	(197,476)	0%
4	Spent in prior years					(316,261)	(281,740)	(135,338)		(19,592)	(752,931)	(370,088)	203%
5	Balance rolled over from prior year grants:										-		
6	FY16-17 Mgt Reserve	113,486	87,149	117,618							318,253	380,851	84%
7	Additional rollover - Salaries Savings/	122,638	110,987	28,281	-						261,906	147,929	177%
8	Overhead Saving/(Overage)	-	-		4,338						4,338	25,944	17%
9	FY 15-16 Unspent Direct expense			37,000	10,000						47,000	202,082	23%
10	ITA/OJT Committed FY16-17 Spent in FY17-18	60,000	50,000								110,000	68,000	162%
11	Total Available Grants to be Spent	2,236,158	1,834,312	1,914,207	495,091	183,739	118,260	182,582	54,838	354,049	7,373,236	7,563,064	97%
12	Grants %	30.3%	24.9%	26.0%	6.7%	2.5%	1.6%	2.5%	0.7%	4.8%	100%		
13	AFS FTEs Assigned to the programs	11.35	9.15	1.90	2.20	1.00	0.90	-	-	1.50	28.00		
14	% Direct FTES Allocated to Grants	40.5%	32.7%	6.8%	7.9%	3.6%	3.2%	0.0%	0.0%	5.4%			
15	% Admin Staff Allocated to Grants	22.1%	22.0%	24.00%	9.00%	0.5%	0.5%	11.0%	4.4%	6.5%	100.00%		
16	Expenditure Projection:												
17	Salaries and Benefits:												
18	AFSWIOA (27 filled + 1 fixed term) 2,727,285	1,105,524	891,238	185,066	214,287	97,403	87,663	-	-	146,105	2,727,285	2,550,000	107%
19	WDB Admin (6 reg +2 fixed +1 vacant) 1,108,944	245,077	243,968	266,147	99,805	5,545	5,545	121,984	48,794	72,081	1,108,944	1,117,000	99%
20	Subtotal Salaries and Benefits	1,350,601	1,135,205	451,212	314,092	102,948	93,207	121,984	48,794	218,186	3,836,229	3,667,000	105%
21	Direct Expenses:												
22	Grant Specific Contracts												
23	EDC-VC Business Services				95,000						95,000	95,000	100%
24	Boys and Girls Club: Core Program			604,000							604,000	475,000	127%
25	Pathpoint: Core Program			604,000							604,000	475,000	127%
26	VACE Core Program										-	260,000	0%
27	AFS-CalWORKs Activities					50,000	10,000				60,000	200,486	30%
28	Subtotal - Contracted Program Expense	-	-	1,208,000	95,000	50,000	10,000	-	-	-	1,363,000	1,505,486	91%
29	Client Expenses:												
30	ITA / OJT (30% required - 10% leverage)	490,000	375,000			10,000	5,000				880,000	964,503	91%
31	ITA / OJT Committed 16-17 Spent in 17-18	60,000	50,000			-					110,000	68,000	162%
32	Others/Childcare/Trans - JTA	31,000	24,000	-		5,000	1,000				61,000	87,424	70%
34	Subtotal - Client Expense	581,000	449,000	-	-	15,000	6,000	-	-	-	1,051,000	1,119,927	94%
35	Other Allocated/Contracted Expenses												
37	Capacity Building Contractual Services									47,000	47,000	24,250	194%
38	S2W CCD Training										-	41,249	0%
39	Outrch/Mktg: theAgency 150,000	52,500	40,500	45,000	12,000						150,000	150,000	100%
40	Outreach -WDB 25,000	10,611	6,219	6,490	1,679						25,000	50,000	50%
41	WDB Expense - Non Staff 10,000	4,245	2,488	2,596	671						10,000	20,000	50%
42	Program Outreach-AFS 25,000	10,000	10,000		5,000						25,000	50,000	50%
43	State Project(s): Update Penc -	-	-	-	-						-	50,000	0%
44													
45	Subtotal - other allocated expt 210,000	77,356	59,207	54,087	19,350	-	-	-	-	47,000	257,000	385,499	67%
46	Subtotal- Program/Clients Expenses	658,356	508,207	1,262,087	114,350	65,000	16,000	-	-	47,000	2,671,000	3,010,912	89%
47	Total Direct Program Expense	2,008,957	1,643,413	1,713,299	428,442	167,948	109,207	121,984	48,794	265,186	6,507,229	6,677,912	97%
48	Overhead/Administration:	31.87%	26.26%	27.33%	7.08%	1.08%	0.68%	0.87%	0.75%	4.08%	100.00%		
49	Communication/Voice/data 75,000	23,905	19,691	20,497	5,313	811	509	656	562	3,056	75,000	65,000	115%
50	Insurance 14,043	4,476	3,687	3,838	995	152	95	123	105	572	14,043	18,612	75%
51	Facilities Maint. 95,090	30,308	24,966	25,987	6,736	1,028	645	832	713	3,875	95,090	95,090	100%
52	Membership and dues 12,350	3,936	3,243	3,375	875	133	84	108	93	503	12,350	12,350	100%
53	Education allowance (consolid 0	-	-	-	-	-	-	-	-	-	-	-	
54	Indirect cost recovery/County 98,670	31,449	25,906	26,966	6,990	1,067	669	863	740	4,021	98,670	96,670	102%
55	Books and Publication 2,000	637	525	547	142	22	14	17	15	82	2,000	2,000	100%
56	Furniture/Fixtures<5000 20,000	6,375	5,251	5,466	1,417	216	136	175	150	815	20,000	23,130	86%
57	Mail Center - ISF 6,000	1,912	1,575	1,640	425	65	41	52	45	245	6,000	5,000	120%
58	Purchase Charges - ISF 3,800	1,211	998	1,039	269	41	26	33	28	155	3,800	3,800	100%
59	Copy Machine - ISF 9,000	2,869	2,363	2,460	638	97	61	79	67	367	9,000	15,000	60%
60	Information Tech - ISF 10,000	3,187	2,626	2,733	708	108	68	87	75	408	10,000	20,000	50%
61	Computer Services Non ISF 2,000	637	525	547	142	22	14	17	15	82	2,000	2,000	100%
62	Building Lease/Rental 95,000	30,279	24,942	25,963	6,730	1,027	644	831	712	3,871	95,000	85,500	111%
63	Storage Charges - ISF 5,000	1,594	1,313	1,366	354	54	34	44	37	204	5,000	7,000	71%
64	Mileage Reimb. - Staffs only 26,000	6,787	5,326	5,955	1,842	281	2,176	227	195	3,211	26,000	33,500	78%
65	Conference/Seminars - AFS 11,000	2,506	1,888	3,006	779	119	1,075	96	82	1,448	11,000	25,000	44%
66	Conference and Seminars - V 20,000	6,375	5,251	5,466	1,417	216	136	175	150	815	20,000	35,500	56%
67	Fiscal/HR/BTD/ET (HSA) 350,000	111,554	91,893	95,652	24,794	3,783	2,374	3,061	2,624	14,263	350,000	325,000	108%
68	Attorney Fees 10,000	3,187	2,626	2,733	708	108	68	87	75	408	10,000	10,000	100%
69	Other misc. Admin Services 5,000	1,594	1,313	1,366	354	54	34	44	37	204	5,000	5,000	100%
70	Subtotal Overhead 869,953	274,777	225,908	236,600	61,628	9,404	8,900	7,609	6,523	38,604	869,953	885,152	98%
71	Planned Total Grant Expenses	2,283,735	1,869,321	1,949,899	490,070	177,351	118,108	129,592	55,317	303,790	7,377,182	7,563,064	98%
72	Admin Rate for State Reporting	7%	7%	7%	7%	3%	3%	3%	7%	7%	7%		
73	Admin Rate (State Reported + Other)	12%	12%	12%	12%	5%	8%	4%	12%	11%	12%		
74	Work in Progress: Grant Balances	(47,577)	(35,008)	(35,692)	5,021	6,388	152	52,990	(479)	50,259	(3,950)		



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: EXECUTIVE COMMITTEE

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

DATE: MAY 18, 2017

SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE OF THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) RECOMMEND BOARD OF SUPERVISORS APPROVAL FOR THE CONSORTIUM FORMED BY THE HUMAN SERVICES AGENCY (HSA), THE EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) AND CENTER FOR EMPLOYMENT TRAINING (CET), TO BE THE WDB'S AMERICA'S JOB CENTER OF CALIFORNIA OPERATOR

RECOMMENDATION

Recommend that the Executive Committee of the Workforce Development Board of Ventura County (WDB) recommend Board of Supervisors approval for the consortium formed by the Human Services Agency (HSA), the Employment Development Department (EDD) and Center for Employment Training (CET), to be the WDB's America's Job Center of California Operator. (One-Stop Operator)

BACKGROUND

Under the WIOA, Local Boards like the WDB are responsible for identifying eligible Operators of their AJCC. The California Employment Development Department (EDD) Directive #WSD16-14, which went into effect in December 2016, directed that Local Board must select their AJCC Operator through a competitive process at least once every four years. Accordingly, the WDB through the County of Ventura General Services Agency issued a Request for Proposals for an AJCC Operator in Ventura County.

On December 13, 2016, the Board of Supervisors authorized the Human Services Agency (HSA) to submit a joint proposal to operate the One-Stop America's Job Center in Ventura County. The proposal was made by a local Consortium of three entities: HSA as the fiscal sponsor for the Consortium; the State of California Employment Development Department (EDD), which along with HSA jointly operated the AJCC's predecessor, the Job and Career Center, for 20 years; and the Center for Employment Training (CET). HSA is well positioned to continue providing AJCC Operator services as a partner in the consortium through the County's General Services Agency WDB One-Stop Operator procurement. After the Request for Proposals period ended, the General Services Agency identified the Consortium, which submitted the only proposal, as the successful bidder.

Directive #WSD16-14, however, also requires that if either a Local WDB Board or the WDB's administrative entity (such as HSA) competes to serve as the AJCC Operator and is chosen through the procurement process, they may be designated as the AJCC Operator only with the agreement of the local chief elected official – i.e., Board of Supervisors – and the Governor. In order for an

administrative entity to be considered by the Governor for designation as the AJCC Operator, the Board of Supervisors as the local chief elected official must submit an application for the administrative entity to be the AJCC Operator.

On February 28th 2017 the Ventura Board of Supervisors approved submitting the application for the administrative entity to be the AJCC Operator to the California Workforce Development Board for approval.

On April 27th 2017 the California Workforce Development Board Executive Committee approved the application required by Directive #WSD 16-14 and submitted by the Workforce Development Board of Ventura. (CWDB Executive Committee meeting Thursday, April 27, 2017)

DISCUSSION

If approved by the Executive Committee today, the recommendation would go to the Board of Supervisors for approval for the consortium formed by the Human Services Agency (HSA), the Employment Development Department (EDD) and Center for Employment Training (CET), to be the WDB's America's Job Center of California Operator.

One-Stop Operator services, as well as Adult and Dislocated Worker services, have been historically performed by HSA's Community Services Department (CSD). Recently, HSA re-aligned CSD and these services are now falling under HSA Adult and Family Services (AFS). Under the new structure, AFS will be assuming functions historically successfully performed under the CSD including provider of WIOA programs and services delivered through the AJCC system.

If you have questions or need more information, please call Melissa Livingston, HSA Chief Deputy Director at (805) 477-5303.



WORKFORCE DEVELOPMENT BOARD

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TO: EXECUTIVE COMMITTEE

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

DATE: MAY 18, 2017

**SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE OF THE
WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB)
RECOMMEND THE BOARD OF SUPERVISORS APPROVE THE MEMORANDUM
OF UNDERSTANDING (MOU) FOR THE CONSORTIUM FORMED BY THE
HUMAN SERVICES AGENCY (HSA), THE EMPLOYMENT DEVELOPMENT
DEPARTMENT (EDD) AND CENTER FOR EMPLOYMENT TRAINING (CET), TO
BE THE WDB'S AMERICA'S JOB CENTER OF CALIFORNIA OPERATOR**

RECOMMENDATION

Recommend that the Executive Committee of the Workforce Development Board of Ventura County (WDB) recommend the Board of Supervisors approve the Memorandum of Understanding for the consortium formed by the Human Services Agency (HSA), the Employment Development Department (EDD) and Center for Employment Training (CET), to be the WDB's America's Job Center of California Operator. (One- Stop Operator)

BACKGROUND

Under the WIOA, Local Boards like the WDB are responsible for identifying eligible Operators of their AJCC. The California Employment Development Department (EDD) Directive #WSD16-14, which went into effect in December 2016, directed that Local Board must select their AJCC Operator through a competitive process at least once every four years. Accordingly, the WDB through the County of Ventura General Services Agency issued a Request for Proposals for an AJCC Operator in Ventura County.

On December 13, 2016, the Board of Supervisors authorized the Human Services Agency (HSA) to submit a joint proposal to operate the One-Stop America's Job Center in Ventura County. The proposal was made by a local Consortium of three entities: HSA as the fiscal sponsor for the Consortium; the State of California Employment Development Department (EDD), which along with HSA jointly operated the AJCC's predecessor, the Job and Career Center, for 20 years; and the Center for Employment Training (CET). HSA is well positioned to continue providing AJCC Operator services as a partner in the consortium through the County's General Services Agency WDB One-Stop Operator procurement. After the Request for Proposals period ended, the General Services Agency identified the Consortium, which submitted the only proposal, as the successful bidder.

Attached is the Memorandum of Understanding (MOU) which states the purpose of the partnership and how the Consortium will function as the AJCC Operator in Ventura County.

DISCUSSION

If approved by the Executive Committee today, the recommendation to approve the Memorandum of Understanding (MOU) will go to the Board of Supervisors for approval.

One-Stop Operator services, as well as Adult and Dislocated Worker services, have been historically performed by HSA's Community Services Department (CSD). Recently, HSA re-aligned CSD and these services are now falling under HSA Adult and Family Services (AFS). Under the new structure, AFS will be assuming functions historically successfully performed under the CSD including provider of WIOA programs and services delivered through the AJCC system.

If you have questions or need more information, please call Melissa Livingston, HSA Chief Deputy Director at (805) 477-5303.

WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

ONE-STOP OPERATOR CONSORTIUM

MEMORANDUM OF UNDERSTANDING

1. PARTIES

This memorandum of understanding ("MOU") is by and between the Ventura County Workforce Development Board (hereinafter "WDB") and the Ventura County America's Job Center of California Operator ("AJCC") Consortium, which is comprised of the following entities (hereinafter referenced collectively as both the "Operator" and the "Consortium"):

- Ventura County Human Services Agency ("HSA") , for HSA Workforce Division (WIOA Title 1) and Temporary Assistance for Needy Families (TANF)
- State of California Employment Development Department ("EDD") , for Wagner-Peyser
- Center for Employment Training ("CET") , for Outreach and Services to Migrant and Seasonal Farmworkers

2. PURPOSE

The parties agree to enter into this Memorandum of Understanding (MOU) for the purpose of detailing the duties of the Consortium as the Operator of Ventura County's AJCC to oversee a delivery system for career services in Ventura County. After the WDB enlisted the County of Ventura General Services Agency (GSA) to issue a Request for Proposals for an AJCC Operator, the Consortium's proposal was successful, and the Consortium was named Ventura County's AJCC Operator. The Consortium agrees to and certifies to the Workforce Development Board and to the Chief Elected Official (County Board of Supervisors) that the Workforce Innovation and Opportunity Act ("WIOA") of 2014, Section 121, subdivision (d) (codified at 29 U.S.C. § 3151, subdivision (d)) have been and will continue to be satisfied.

3. APPROVAL

This MOU is of no final force or effect until signed by the Chair of the Workforce Development Board and by representatives of the Consortium, who have united to become the AJCC Operator as defined in the Act.

4. AMERICA'S JOB AND CAREER CENTER

The Consortium will operate Ventura County's AJCC one-stop service center located at 2901 North Ventura Road, Oxnard, CA. The Consortium will not operate an affiliated facility located at 2900 Madera Road, Simi Valley, CA. Services will be focused on two (2) main customer groups, job seekers and employers, and may be delivered at the sites of the AJCC members or by electronic means.

5. DUTIES OF THE AJCC OPERATOR

The duties of the Operator will be the "coordination of service delivery of required one-stop partners and service providers," that is, the provision of access to training services. The members of the Consortium, when acting in their capacity as Operator, do not themselves provide services, but only manage the general delivery of services by AJCC one-stop partners.

A. Consortium will assist the AJCC partners by:

- Helping to develop and facilitate a system of inter-agency referrals
- Facilitating access to the system through the use of technology
- Developing strategies to improve cross-partner performance
- Arranging and offering cross-partner training for frontline staff
- Coordinating physical space planning and facilitating adjustments over time to respond to changing requirements
- Recognizing and complying with applicable labor agreements affecting represented employees wherever they are located

B. The Operator will assist the Workforce Development Board by:

- Being the single point of contact for the AJCC partners in their dealing with the WDB and its administrative staff
- Collecting and reporting to the WDB all needed data that illustrate the progress of the partners in providing career services
- Complying with all WIOA grant requirements and restrictions

6. MODIFICATION AND ASSIGNMENT

This MOU may be modified at any time by written agreement of the parties. Assignment of responsibilities under this MOU by any of the parties will be subject to the approval of the WDB.

7. DISPUTES

Disputes between any of the parties of the Consortium, if they cannot be resolved informally, will be referred to the Executive Director of the WDB, who will place the dispute on the agenda of a regular or special meeting of the WDB, or on the agenda of any WDB committee with appropriate oversight. The WDB or the delegated committee will attempt to mediate and resolve the dispute.

8. SEVERABILITY

If any part of this MOU is found to be null and void, or is otherwise stricken, the remainder of this MOU will remain in force.

9. TERM

This MOU will remain in effect for three (3) years from the date of the last signature attached to it, unless (1) the WIOA is repealed, or (2) either the WDB or the Consortium give at least 120 days' written notice of an intent to terminate this MOU on a specific date.

10. INDEMNIFICATION, HOLD HARMLESS AND WAIVER OF SUBROGATION

All activities and/or work covered by this Contract will be at the risk of Consortium alone. Consortium agrees to defend, indemnify, and save harmless the County, including all of its boards, agencies, departments, officers, employees, agents and volunteers, against any and all claims, lawsuits, whether against Contractor, County or others, judgments, debts, demands and liability, including without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of the obligations herein described or undertaken or out of operations conducted or subsidized in whole or in part by Contractor, save and except claims or litigation arising through the sole negligence or wrongdoing and/or sole willful misconduct of County. Contractor agrees to waive all rights of subrogation against County for losses arising directly or indirectly from the activities and/or work covered by this Contract. All provisions of this section 11 are inapplicable to Consortium member HSA, which is a component part of the County of Ventura.

11. CONFIDENTIALITY

Consortium agrees to be bound by the terms of the existing WDB Policy on the Protection of Personally Identifiable Information.

12. COMPENSATION

Consortium agrees that HSA will currently absorb the costs One-Stop Operator costs within its existing funding streams. Therefore, Consortium will receive no additional compensation for performing its duties as the Operator of Ventura County's AJCC.

13. ATTACHMENT

Attachment A delineates the WIOA One-Stop system in Ventura County.

14. SIGNATURES

Upon signature of this MOU by all member agencies of the Consortium who have united to become the One-Stop Operator as defined in the Act, Section 121, this MOU will be in force and effective until the date of termination as described herein.


FOR THE WORKFORCE DEVELOPMENT BOARD:


Chair

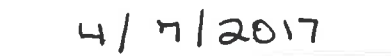
Date

FOR THE CONSORTIUM:

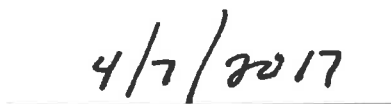

Barry Zimmerman, Director, HSA


Date


Mary Navarro-Aldana, Field Office Manager, EDD

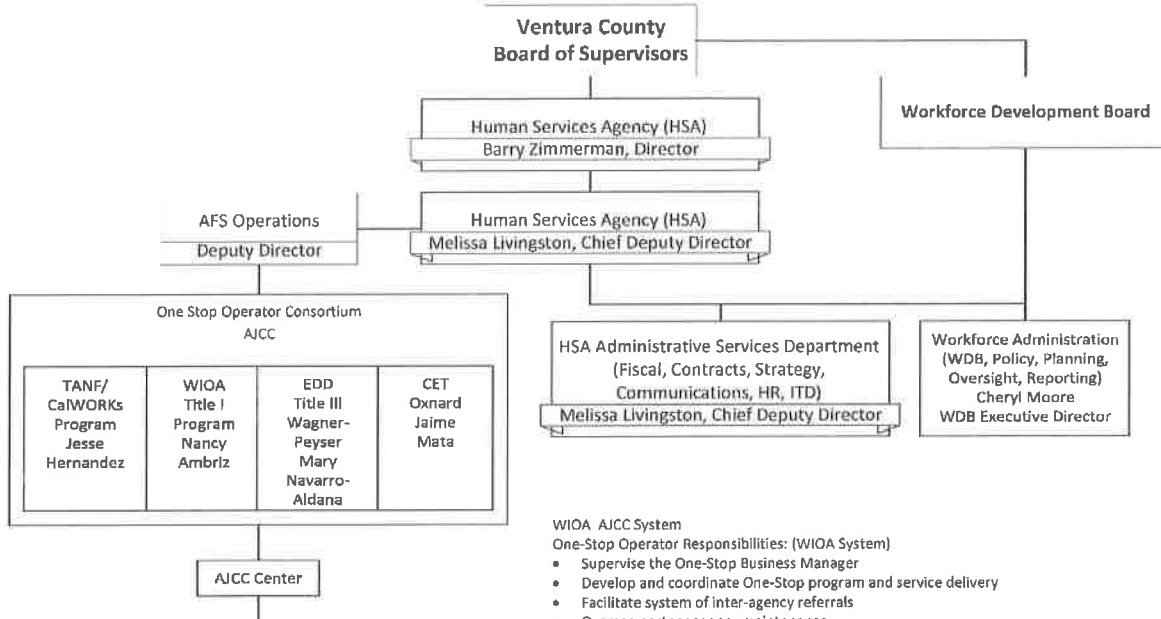

Date


Jaime Mata, CET


Date

Attachment 6

AJCC GOVERNANCE AND ONE-STOP SYSTEMS Local Workforce Development Area: Ventura County, California



WIOA AJCC System

One-Stop Operator Responsibilities: (WIOA System)

- Supervise the One-Stop Business Manager
- Develop and coordinate One-Stop program and service delivery
- Facilitate system of inter-agency referrals
- Oversee partner agency maintenance
- Coordinate referral of training programs
- Maintain One-Stop AJCC Operators
- Link youth and adult training systems through AJCC One-Stop operations
- Provide program, service, and performance updates and outcomes to the WDB and Workforce Administration