



## WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

### EXECUTIVE COMMITTEE MEETING

Thursday, July 27, 2017

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

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

### AGENDA

8:00 a.m.	<b>1.0 Call to Order and Agenda Review</b>	Vic Anselmo
8:02 a.m.	<b>2.0 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>	Vic Anselmo
8:05 a.m.	<b>3.0 WDB Chair Comments</b>	Vic Anselmo
8:10 a.m.	<b>4.0 Consent Items</b> 4.1 Approve Executive Committee Minutes: May 18, 2017 4.2 Receive and File: WDB Committee Reports	Vic Anselmo
8:15 a.m.	<b>5.0 Finance Report and Committee Discussion</b>	Bryan Gonzales
8:30 a.m.	<b>6.0 Performance Update</b>	Patrick Newburn
8:35 a.m.	<b>7.0 Action Item</b> Approval of, and Authorization for the Chair of the Workforce Development Board to Sign a Memorandum of Understanding (MOU) with Member Partners of the America's Job Center of California (AJCC) system and forward the MOU to the Ventura County Board of Supervisors with a Recommendation for Approval	Melissa Livingston
8:50 a.m.	<b>8.0 WIOA Implementation: Updates</b> <ul style="list-style-type: none"><li>Status of Fiscal and Procurement Monitoring</li><li>WDB Regional Plan Update</li><li>One-Stop Operator Update</li><li>Regional Training Plan Update</li><li>AJCC Certification</li></ul>	Melissa Livingston Patrick Newburn Patrick Newburn Vivian Pettit Vivian Pettit

9:15 a.m.	<b>9.0 WDB Administration</b>	
	<ul style="list-style-type: none"> <li>• Board Membership: Update</li> <li>• Meeting Format Discussion</li> <li>• On the Calendar: <ul style="list-style-type: none"> <li><u>September 5-7, 2017</u></li> <li>California Workforce Association Conference</li> <li>Meeting of the Minds in Monterey</li> </ul> </li> </ul>	Patrick Newburn  Melissa Livingston  Gregory Liu
9:25 a.m.	<b>10.0 Committee Member Comments</b>	Committee Members
9:30 a.m.	<b>11.0 Adjournment</b>	Vic Anselmo
	<u>Next Meeting</u> August 10, 2017 (8:00 a.m.-9:30 a.m.) Ventura County Community Foundation 4001 Mission Oaks Blvd., Camarillo	

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**  
**May 18, 2017**

**MINUTES**

**Meeting Attendees**

Executive Committee

Jim D. Faul (Chair)  
Vic Anselmo (Vice Chair)  
Victor Dollar  
Brian Gabler  
Anthony Mireles  
Tony Skinner  
Jesus Torres

WDB Administration

Talia Barrera  
Patricia Duffy  
Patrick Newburn  
Ma. Odezza Robite

Guests

Nancy Ambriz (HSA Adult and Family  
Services Department – WIOA)  
Bryan Gonzales (HSA Fiscal)  
Melissa Livingston (County of Ventura  
Human Services Agency (HSA)  
Richard McNeal (public)  
Eileen Rohlfing (WIOA Regional  
Advisor, EDD Workforce Services)

**1.0 Call to Order and Agenda Review**

Jim Faul called the meeting to order at 8:02 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 Melissa Livingston, HSA Chief Deputy Director, to provide a brief update regarding status of WDB Executive Director Cheryl Moore. Ms. Livingston shared that Ms. Moore is tentatively expected to return in June 2017.

**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

With regard to the venue for WDB Meetings, Ms. Livingston suggested that some WDB meetings can be conducted at AJCC-Riverpark if there are available conference rooms, so that WDB Members can visit the AJCC in Oxnard.

Motion to approve the Consent Items: Jesus Torres  
Second: Victor Dollar  
Motion carried

**5.0 Financial Report and Committee Discussion**

Brian Gonzales presented the financial report summary highlights as shown:

*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*
- 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)*

## **6.0 Performance Report PY 2016-2017**

Patrick Newburn presented the WIOA Enrollments Reports for PY 2016-2017/ Year-To-date Third Quarter 2017. He informed the attendees that there were 637 total enrollments for all providers. He further explained the total enrollments for each category: Adult, Dislocated Workers, Steps2Work, and Bridges2Work. He said that all categories are on target in meeting their numbers and that the success rates have been high.

He presented that Boys and Girls Club, PathPoint, and VACE have reached 100% enrollment. He added that each of these providers are meeting their requirements and are on target. If they do not reach their requirements by March, then they will have to report it.

## **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](http://www.workforceventuracounty.org).

### **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**

Ms. Livingston informed the attendees that Bryan Gonzales (Fiscal) will be presenting the tentative “balanced” budget. She mentioned that there was a shortfall in funding from the prior year. Also, during the last meeting, ideas were raised on how to balance the budget. She further informed that Mr. Gonzales will provide a walk-through regarding the 5% Management Reserve vs 3% Management Reserve models.

Mr. Gonzales presented the financial changes from the previous month versus this month. He mentioned that there is an additional regional capacity funding. He further explained the financial highlights as shown:

#### **FY 2017-18 Draft Budget Plan**

- f. *Version 1 – 5% Management Reserve (changes from version presented at 4/13/17 WDB-Exec)*
- g. *Version 2 – 3% Management Reserve (changes from 5% Management Reserve version)*

Mr. Gonzales summarized the version 2 (3% Management Reserve). Committee members discussed the budget differences and asked Mr. Gonzales clarifying questions. Executive Committee members agreed to recommend approval of the budget with the 3% management reserve.

Motion to approve: Brian Gabler

Second: Anthony Mireles

Motion carried

**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**

Ms. Livingston provided a background that EDD and HSA have been running the One-Stop Operations for couple of decades and that they have been meeting the performance outcomes.

Ms. Livingston also shared with the attendees that there has been a fiscal procurement monitoring activity on a regular basis. Recently, there were Fiscal and Procurement Monitoring findings noted for Ventura County. The Monitors raised that there could be the perception that no competitive package was engaged because the RFP was written to accept bid proposals based on a Consortium. Management wrote in response to the Monitors with a corrective action plan to include creating policies for firewalls to provide clarity on the matter. As it relates to the award of the contract to the Consortium, Management has been told to proceed in awarding the contract and that there is no need to re-procure.

Motion to approve: Brian Gabler

Second: Vic Anselmo

Motion carried

**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**

Motion to approve: Anthony Mireles

Second: Brian Gabler

Motion carried

**8.0 WIOA Implementation**

- **Board Membership Update**

Mr. Newburn informed the attendees that Board of Supervisors approved the appointments of Sumatra Sengupta and Dona Toteva Lacayo as new members of the WDB and they will attend

their first WDB meeting on June 8, 2017. He also informed the attendees that the Board of Supervisors also approved the reappointments of Victor Dollar and Tony Skinner.

- **Industry and Education Healthcare Advisory Solutions Summit**

Ms. Duffy informed the attendees that, due to time constraints, the update on this item can be moved to a future meeting.

## **9.0 WDB Administration**

Mr. Faul informed the attendees of the following: upcoming WDB Study Session with the Board of Supervisors in June 2017, next WDB Annual Meeting, Election of Officers and Awarding of WDB Awards on June 8, 2017, and Year-End Review Discussion on June 22, 2017.

## **10.0 Committee Member Comments**

Mr. Anselmo suggested to inform the WDB members on the WDB Meeting that the Executive Committee had deliberated on items 7.2 and 7.3 before agreeing to approve the recommendations.

## **11.0 Adjournment**

Motion to adjourn at 9:30 a.m.: Victor Dollar

Second: Brian Gabler

Motion carried

### Next Meeting

June 22, 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**  
**July 27, 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

(805) 477-5306

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**TO: EXECUTIVE COMMITTEE**

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

**DATE: JULY 27, 2017**

**SUBJECT: BUSINESS SERVICES COMMITTEE REPORT**

The next meeting of the Business Services Committee is scheduled for July 26, 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 Executive Committee meeting on August 10, 2017.

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





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**TO: EXECUTIVE COMMITTEE**

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

**DATE: JULY 27, 2017**

**SUBJECT: CLEAN/GREEN COMMITTEE REPORT**

The next meeting of the Clean/Green Committee is scheduled for July 21, 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 Executive Committee meeting on August 10, 2017.

If you have questions or need more information, please call me at (805) 643-5487 or Patricia Duffy at (805) 477-5350, email [patricia.duffy@ventura.org](mailto:patricia.duffy@ventura.org).



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**TO: EXECUTIVE COMMITTEE**

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

**DATE: JULY 27, 2017**

**SUBJECT: HEALTHCARE COMMITTEE REPORT**

The next meeting of the Healthcare Committee is scheduled for July 28, 2017, from 8:00 a.m. to 9:30 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA.

The Healthcare Committee report for that meeting will be provided at the Executive Committee meeting on August 10, 2017.

If you have questions or need more information, please call me at (805) 370-4321 or Patricia Duffy at (805) 477-5350, email [patricia.duffy@ventura.org](mailto:patricia.duffy@ventura.org).



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**TO: EXECUTIVE COMMITTEE**

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

**DATE: JULY 27, 2017**

**SUBJECT: MANUFACTURING COMMITTEE REPORT**

The Manufacturing Committee met on June 13, 2017. In attendance were Committee members: Alex Rivera\* (Chair), Greg Liu\* (Vice Chair), Bill Pratt\*, Marybeth Jacobsen, Subhash Karkare, Ryan Mayfield, and Mary Anne Rooney [\*WDB Members]. WDB Staff Patrick Newburn. Guests: Tracy DiFilippis (Goodwill Southern California), Jeff Forrest (College of the Canyons), David Goodreau (SMA-Goodwill Southern California), Gavriela Guerrero (Freedom Designs), Carmen Ramirez (APM Corp), Tre Robinson (Grupo Bimbo), Alexandria Wright (Ventura County Community College District), Fred Garcia (Human Services Agency – AJCC staff), and Cynthia Muro (Human Services Agency – AJCC staff). The following summarizes topics discussed at the meeting:

### **Presentation: California Advanced Manufacturing Apprenticeship Program**

- Tracy DiFilippis, Apprenticeship Coordinator & Sector Strategies Manager Goodwill Southern California, presented a PowerPoint overview of the California Advanced Manufacturing Collaborative (CAMAC) Apprenticeship Program in Southern California. Goodwill Southern California is the manufacturing intermediary for the County of Los Angeles Workforce Development Board. This apprenticeship model has 16 occupations pre-approved through the U.S. Department of Labor (USDOL). Primary work processes include: Welding, CNC Operation & Programming, Machining, Metal Fabrication, Mechatronics, manufacturing Technician, and Machine Operator I.
- Ms DiFilippis explained the apprenticeship model and suggested the ease for employers to weave the program into their existing training model. The aim of the program is to grow industry recognized credentialed employees with in-demand occupations. The CAMAC program has funding and the credentials are recognized by the USDOL
- Ms DiFilippis has several San Fernando Valley and Simi Valley companies sponsoring apprenticeships. The local education is partnered with College of the Canyons. Ms DiFilippis is in talks with Ventura College and other Ventura County companies to expand the program locally. For more information contact Tracy DiFilippis at [tdifilippis@goodwillsocial.org](mailto:tdifilippis@goodwillsocial.org).

### **WIOA Workforce Development Planning Reports and Discussion**

- PY16-17 Year End Review: Alex Rivera led discussion regarding the Manufacturing Committee in reviewing the 2016-2017 Year-End review. Committee Members offered comments and requested to email additional comments to staff to be included into the plan. The plan remains in Draft mode.

- 2-Year Plan 2016-2018: Committee members reviewed the 2016-2018 2-year Plan and provided comments. The plan lays-out a roadmap for committee action items and opportunities to expand manufacturers influence in the region. Members requested to email additional comments to be included into the plan. Chair Alex Rivera will establish a workgroup to study possible action items for future committee focus. The plan remains in Draft mode.
- MRVC: Planning Update: Alex Rivera reported for Byron Lindros that the Manufacturing Roundtable Ventura County (MRVC) next Networking Event is being hosted at Jaxx Manufacturing in Simi Valley. Greg Liu, president of Jaxx, provided a welcome to other manufacturing businesses to attend on June 29, 2017.

### **Committee Member Comments**

- Mary Anne Rooney commented that the Oxnard Union High School District has pathways that provide a good segue way into apprenticeships.
- Guest Mr. Tre Robinson of Grupo Bimbo reported that his employer uses the apprenticeship program in their Northern California facility. He emphasized the necessity of good screening prior to enrolling a candidate into apprenticeships, and the need for pre-apprenticeships.
- Guest Alexandria Wright of Ventura County Community College District provided a handout of manufacturing production data from the college's Economic Development Department. Ms. Wright offered to provide the committee with a future presentation of economic and workforce local research.

The next Manufacturing Committee meeting is scheduled for August 17, 2017, from 8:00 a.m. to 9:30 a.m., at the United Food and Commercial Workers International Union, 816 Camarillo Springs Rd., Camarillo, CA.

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



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**TO: EXECUTIVE COMMITTEE**

**FROM: PATTY SCHULZ, CHAIR  
MEMBERSHIP COMMITTEE**

**DATE: JULY 27, 2017**

**SUBJECT: MEMBERSHIP COMMITTEE REPORT**

The Membership Committee met on June 6, 2017. In attendance were Committee members: Patty Schulz, Chair, Jeremy Goldberg, Vice Chair, Capt. Doug King, Jesus Torres and WDB staff Patrick Newburn. The following summarizes topics discussed at the meeting:

### **2017-2018 MEETING CALENDAR**

The Membership Committee members agreed to meet bi-monthly and approved the following calendar schedule for the 2017-2018 program year:

- Tuesday August 1, 2017
- Tuesday October 3, 2017
- Tuesday December 5, 2017
- Tuesday February 6, 2018
- Tuesday April 3, 2018
- Tuesday June 5, 2018

### **REAPPOINTMENTS, APPOINTMENTS AND RECRUITMENTS**

Committee members reviewed current WDB member attendance records and discussed participation on WDB committees. Current WDB Member terms are up to date, with no reappointment consideration required at this time. One current WDB member, previously recommended by Membership Committee for reappointment, is scheduled for consideration by the County Board of Supervisor on June 20, 2017. Patrick Newburn confirmed that the County Board of Supervisors approved reappointments on May 9, 2017 for Victor Dollar and Tony Skinner for new three year terms.

Committee members discussed board composition, categories of representation, required business member and workforce member ratios, and the engagement/recruitment process. Patrick Newburn confirmed that the County Board of Supervisors appointed two new WDB members on May 9, 2017 for three year terms, Sumantra Sengupta (Workforce/CBO Sector) and Dona Toteva Lacayo (Non-Voting Sector). The committee agreed that the WDB is WIOA compliant with 28 voting members in all mandated categories.

Committee members continued previous discussion from April's meeting about the engagement of one workforce/union sector candidate and requested staff to provide application and resume, with no action recommended at this time. Additionally discussed was the engagement of one California Employment Development Department (EDD) Workforce Services representative for possible WDB appointment representing a WIOA mandated partner. Staff was directed to secure an application, resume, and letter of recommendation for review at the next committee meeting. Patrick Newburn

provided members a list of individuals that are attending committee meetings that might be considered for future WDB member engagement.

### **YEAR-END REVIEW**

Committee members reviewed the Draft version of 2016-2017 Year-End Review and provided insights to be included in the report which is to be submitted at the August WDB meeting.

The next Membership Committee meeting is scheduled for August 1, 2017, from 8:30 a.m. to 10:00 a.m., at the VCCF Non Profit Center 4001 Mission Oaks Blvd. Camarillo, Ca.

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



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**TO: EXECUTIVE COMMITTEE**

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

**DATE: JULY 27, 2017**

**SUBJECT: OUTREACH COMMITTEE REPORT**

The next meeting of the Outreach Committee is scheduled for September 20, 2017, from 8:30 a.m. to 10:00 a.m., 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 Executive Committee meeting on October 12, 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](mailto:talía.barrera@ventura.org).



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**TO: EXECUTIVE COMMITTEE**

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

**DATE: JULY 27, 2017**

**SUBJECT: PROGRAMS COMMITTEE REPORT**

The Programs Committee last met on June 5, 2017. In attendance were: Committee members Tony Skinner (Chair)\*, Roger Rice (Vice Chair)\*, Kathy Harner\*, Linda Fisher-Helton, Tressie Nickelberry, Leslie Webster. Guests in attendance were Kim Whitaker (PathPoint, Inc.), Omar Zapata (Boys & Girls Clubs of Greater Oxnard and Port Hueneme) (BGCOP), and Mariana Cazares (BGCOP). WDB Staff in attendance were Patricia Duffy and Patrick Newburn. (\* denotes WDB Members). The following summarizes topics discussed at the meeting:

### **2017-2018 Meeting Calendar**

The committee provided consent to their 2017-2018 meeting calendar. August 2, 2017, October 4, 2017; February 7, 2018, April 4, 2018, December 6, 2017, and June 6, 2018.

### **Presentation: Boys & Girls Clubs of Greater Oxnard and Port Hueneme**

Omar Zapata, Director of Program Services, presented an overview of Boys & Girls Clubs of Greater Oxnard and Port Hueneme (BGCOP). BGCOP serves 10,600 youth overall at six clubhouse units and 12 afterschool sites. Mr. Zapata introduced Mariana Cazares, the Youth Empowerment Program Director. Mariana provided a PowerPoint presentation of their Workforce Innovation and Opportunity Act (WIOA) contracted Youth Empowerment Program. BGCOP has provided successful WIA/WIOA services to high risk youth since 2004 in Ventura County.

BGCOP was successful in the recent County RFP to be selected along with PathPoint, Inc., to provide youth services to out-of-school youth ages 16-24. WIOA eligibility requirements include barriers such as low income, basic skills deficient, pregnancy/parenting, disability, foster, probation, or homeless. BGCOP serves Oxnard and Port Hueneme, while PathPoint serves the remaining communities in Ventura County. BGCOP expects to enroll more than 90 youth in the WIOA PY 17-18. WIOA mandates that youth participants receive as many as 14 program elements such as paid internships, alternative secondary school and drop-out recovery services, supportive services, and follow-up services after exit. BGCOP is expected to meet high levels of four successful outcomes which include employment reported in 2<sup>nd</sup> and 4<sup>th</sup> quarters after program exit, median earnings reporting, credential attainment, and measurable skills gain.

Committee Members provided resource suggestions for BGCOP program consideration including paid apprenticeships via local labor unions; homeless shelter connection connections; and probation agency support; foster youth connections; and probation agency support. Committee members expressed encouragement and gratitude to BGCOP for their continuing efforts to offer high quality services for high risk youth.



## **WIOA Implementation and Development**

Patrick Newburn provided Committee Members information updates on the two youth contract awards and enrollment expectations which began the program year July 1, 2017. Additionally Ventura Adult and Continuing Education (VACE) is working to ensure smooth transition for approximately 47 youth being transferred to BGCOP and PathPoint.

Members reviewed the 3<sup>rd</sup> Quarter Programs Enrollment Report. The four program reports were detailed to include the Adult and Dislocated Worker enrollments, as well as BGCOP, PathPoint, and VACE. Performance measures report was not available due to technical programming issues within the California management reporting software CalJOBS. The state is working to implement changes to CalJOBS that will incorporate the new WIOA performance indicators that will replace the old Workforce Investment Act (WIA) measures.

The 2016-2017 Year-End review was reviewed for eventual presentation to the Workforce Development Board meeting in August. Members provided insights to be incorporated into the Review. The Review remains in draft form to be discussed again at the Committee's August meeting

The next meeting of the Programs Committee is scheduled for August 2, 2017, from 3:00 p.m. to 4:30 p.m., at the Human Services Agency (Redwood Room), 855 Partridge Drive, Ventura, CA.

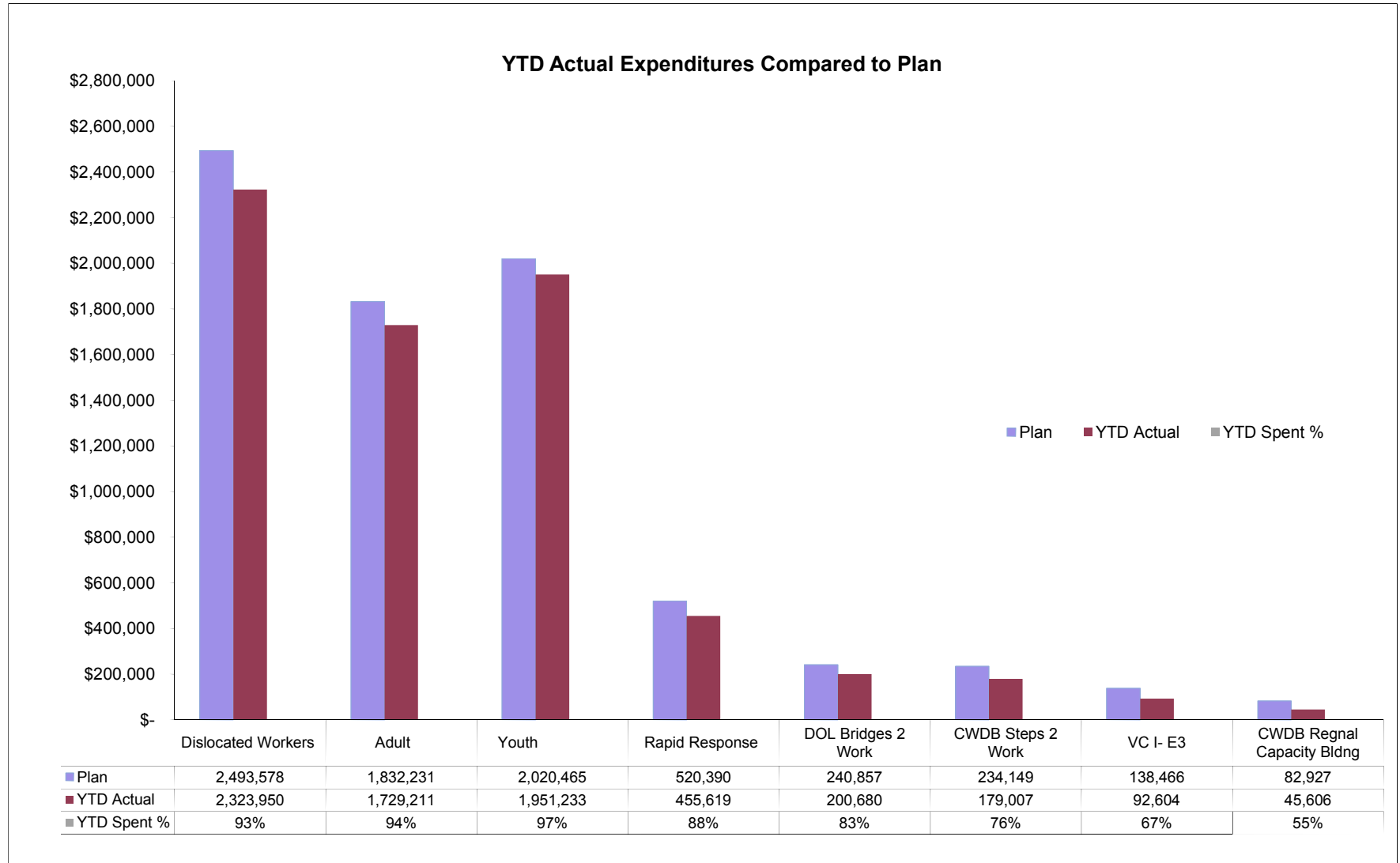
If you have questions or need more information, please contact me at (805) 642-2149, or Patrick Newburn at (805) 477-5470, email [patrick.newburn@ventura.org](mailto:patrick.newburn@ventura.org).



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

## FINANCIAL STATUS REPORT for FISCAL YEAR 2016-2017

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



FINANCIAL STATUS REPORT for FISCAL YEAR 2016-2017																
Year to Date Expenditures from 07/01/16 to 6/30/17 (100% into the Fiscal Year)																
Name of Grants	Salaries and Benefits				Direct Program/WIOB Special Projects				Other Operating Expenses				Total			
	Plan	YTD Actual	%		Plan	YTD Actual	%		Plan	YTD Actual	%		Plan *	YTD Actual	%	Plan Balance
Core Grants:																
Dislocated Worker	1,464,819	1,473,773	101%		718,659	512,759	71%		310,100	337,417	109%		2,493,578	2,323,950	93%	169,628
Adult	1,095,740	1,079,679	99%		511,260	398,387	78%		225,231	251,145	112%		1,832,231	1,729,211	94%	103,020
Youth	482,678	479,157	99%		1,285,682	1,187,500	92%		252,106	284,576	113%		2,020,465	1,951,233	97%	69,232
Rapid Response	333,708	300,381	90%		119,902	90,004	75%		66,780	65,234	98%		520,390	455,619	88%	64,772
Others:																
DOL Bridges 2 Work	11,424	154,529	1353%		220,581	19,354	9%		8,852	26,796	303%		240,857	200,680	83%	40,177
CWDB Steps 2 Work	101,146	96,820	96%		125,577	64,443	51%		7,426	17,744	239%		234,149	179,007	76%	55,142
VC I- E3	134,040	79,251	59%		-	-	0%		4,426	13,352	302%		138,466	92,604	67%	45,862
CWDB Regnal Capacity Bldng	43,444	39,030	90%		29,250	-	0%		10,232	6,576	64%		82,927	45,606	55%	37,321
Total WIOA Grants	\$ 3,667,000	\$ 3,702,621	101%		\$ 3,010,911	\$ 2,272,447	75%		\$ 885,152	\$ 1,002,841	113%		\$ 7,563,063	\$ 6,977,909	92%	\$ 585,154

Submitted on:

Submitted on: June 20, 2017

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

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

### WIOA Training Activity Summary (Expended and Leveraged)

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

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

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

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

#### NOTES:

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

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

FY 2016-17 WIOA BUDGET PLAN (Approved on 5/19/16, updated on 10/27/16)											Year to Date Expenditures from 07/01/16 to 6/30/17 (100% into the Fiscal Year)		
		Dislocated Worker	Adult	Youth	Rapid Response	DOL Bridges 2 Work	CWDB Steps 2 Work	VC I- E3	CWDB Regnal Capacity Bldng	FY 16-17 Plan			
Revenue Projection:													
FY16-17 Grants (WSIN15-45 & -51)		-5.0%	2,269,724	1,742,972	1,906,759	480,753	500,000	400,000	240,940	428,479	7,969,627		
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	428,479	7,908,616		
Grants %			31.5%	23.2%	25.6%	6.6%	3.0%	3.0%	1.8%	5.4%	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	2,562,397	100%
WDB Administration		1,117,000	323,930	245,740	318,345	81,541	6,702	6,702	134,040		1,117,000	1,140,224	102%
Subtotal Salaries and Benefits			1,464,819	1,095,740	482,678	333,708	11,424	101,146	134,040	43,444	3,667,000	3,702,621	101%
Direct Expenses:													
Grant Specific Contracts													
EDC-VC Business Services						95,000					95,000	76,094	80%
Boys and Girls Club: Core Program					475,000						475,000	430,729	91%
Pathpoint: Core Program					475,000						475,000	445,904	94%
VACE Core Program					260,000						260,000	259,025	100%
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	1,241,752	82%
Client Expenses:											-		
ITA / OJT (30% required - 10% leverage)			511,566	380,937			40,000	32,000			964,503	699,398	73%
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	48,183	55%
Subtotal - Client Expense			592,566	422,937	-	-	61,500	42,924	-	-	1,119,927	815,581	73%
Other Allocated/Contracted Expenses											-		
Geographic Solutions			-	-	-	-					-		
Capacity Building Contractual Services										24,250	24,250	-	0%
S2W CCD Training		41,248						41,248			41,248	41,250	100%
Outrch/Mktg: theAgency		150,000	52,500	40,500	45,000	12,000					150,000	142,167	95%
Outreach -WDB		50,000	22,330	11,593	12,784	3,293					50,000	26,325	53%
WDB Expense - Non Staff		20,000	8,932	4,637	5,114	1,317					20,000	5,372	27%
Program Outreach-CSD		50,000	20,000	20,000		5,000				5,000	50,000	-	0%
State Project(s): Update Pending		50,000	22,330	11,593	12,784	3,293					50,000	-	0%
Subtotal - other allocated expense		361,248	126,093	88,323	75,682	24,902	-	41,248	-	29,250	385,498	215,114	56%
Subtotal- Program/Clients Expenses			718,659	511,260	1,285,682	119,902	220,581	125,577	-	29,250	3,010,911	2,272,447	75%
Total Direct Program Expense			2,183,478	1,607,000	1,768,360	453,610	232,005	226,723	134,040	72,694	6,677,911	5,975,069	89%
Overhead/Administration:			35.32%	25.73%	28.61%	7.54%	1.00%	0.50%	0.50%	0.80%	100.00%		
Communication/Voice/data		65,000	22,955	16,723	18,598	4,904	650	325	325	520	65,000	66,966	103%
Insurance		18,612	6,573	4,788	5,325	1,404	186	93	93	149	18,612	18,612	100%
Facilities Maint.		95,090	33,582	24,465	27,207	7,174	951	475	475	761	95,090	164,632	173%
Membership and dues		12,350	4,362	3,177	3,534	932	124	62	62	99	12,350	21,176	171%
Education allowance (consolidated w		0	-	-	-	-	-	-	-	-	-	-	
Indirect cost recovery(County A87)		96,670	34,140	24,871	27,659	7,293	967	483	483	773	96,670	96,670	100%
Books and Publication		2,000	706	515	572	151	20	10	10	16	2,000	3,509	175%
Furniture/Fixtures<5000 (\$44,020)		23,130	8,169	5,951	6,618	1,745	231	116	116	185	23,130	23,735	103%
Mail Center - ISF		5,000	1,766	1,286	1,431	377	50	25	25	40	5,000	4,802	96%
Purchase Charges - ISF		3,800	1,342	978	1,087	287	38	19	19	30	3,800	3,783	100%
Copy Machine - ISF		15,000	5,297	3,859	4,292	1,132	150	75	75	120	15,000	15,114	101%
Information Tech - ISF		20,000	7,063	5,146	5,722	1,509	200	100	100	160	20,000	17,487	87%
Computer Services Non ISF		2,000	706	515	572	151	20	10	10	16	2,000	2,000	100%
Building Lease/Rental		85,500	30,195	21,997	24,463	6,451	855	428	428	684	85,500	109,896	129%
Storage Charges - ISF		7,000	2,472	1,801	2,003	528	70	35	35	56	7,000	6,973	100%
Mileage Reimb. - Staffs only		33,500	10,331	7,119	8,434	2,527	335	2,168	168	2,419	33,500	33,431	100%
Conference/Seminars - CSD Staffs		25,000	7,829	5,432	7,153	1,886	250	1,125	125	1,200	25,000	23,276	93%
Conference and Seminars - WDB Staffs		35,500	12,537	9,133	10,157	2,678	355	178	178	284	35,500	32,665	92%
Fiscal/HR/BTD/ET (HSA)		325,000	114,777	83,616	92,988	24,520	3,250	1,625	1,625	2,600	325,000	336,382	104%
Attorney Fees		10,000	3,532	2,573	2,861	754	100	50	50	80	10,000	12,764	128%
Other misc Admin Services		5,000	1,766	1,286	1,431	377	50	25	25	40	5,000	8,965	179%
Subtotal Overhead		885,152	310,100	225,231	252,106	66,780	8,852	7,426	4,426	10,232	885,152	1,002,841	113%
Planned Total Grant Expenses			2,493,578	1,832,231	2,020,465	520,390	240,857	234,149	138,466	82,927	7,563,063	6,977,909	92%
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%	2%	11%		
Work in Progress: Grant Balances			(3,481)	1,458	1,609	415	-	-	-	345,552	345,550		

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

			Dislocated Worker	Adult	Youth	Rapid Response	DOL Bridges 2 Work	CWDB Steps 2 Work	VC I- E3	CWDB Regnal Capacity Bldng	Total	Adjusted Plan
Program Revenues:												
1	FY16-17 Grants (WSIN15-45 & -51)	-0.05	2,269,724	1,742,972	1,906,759	480,753	500,000	400,000	240,940	428,479	7,969,627	7,969,627
2	FY16-17 Mgmt Reserve:(5% DW, Adult, & 6% Youth)		(113,486)	(87,149)	(117,618)	-	-	-	-	-	(318,253)	(318,253)
3	Grant balance rollover		-	-	0.000%	-	(50,000)	(50,000)	(97,476)	-	(197,476)	(197,476)
4	FY 15-16 Spent for non core grants		-	-	-	-	(210,667)	(119,705)	(39,716)	-	(370,088)	(370,088)
5	Balance rolled over from prior year grants:		-	-	-	-	0	-	-	-	-	-
6	FY15-16 Mgt Reserve		172,007	132,097	76,747	-	-	-	-	-	380,851	380,851
7	Additional rollover - Salaries Savings/(CSD Overhead)		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 be Spent		2,490,097	1,833,689	2,022,074	520,805	240,857	234,149	138,466	428,479	7,908,616	7,908,616
12	% BESD FTES Allocated to Grants	100%									-	
13	% Admin Staff Allocated to Grants(P	100%									-	
14	Expenditures:	43.5										
15	Salaries and Benefits:											
16	Direct Salaries- Costed in VCHRP		870,611	639,219	3,673	184,260	133,368	74,241	-	3,630	1,909,002	2,550,000
17	Direct costs (non costed in VCHRP)	630,060	205,727	151,496	167,060	43,028	19,899	19,345	11,440	35,400	653,395	-
18	WDB Program (Per VCHRP)	1,020,019	390,059	283,601	302,700	71,736	1,238	3,173	67,711	-	1,120,219	1,117,000
19	WDB Admin (Per VCHRP)	19,290	7,377	5,363	5,725	1,357	23	60	100	-	20,005	
20	Subtotal Salaries and Benefits		1,473,773	1,079,679	479,157	300,381	154,529	96,820	79,251	39,030	3,702,621	3,667,000
21	Contracted Services (Grant Specific)											
22	EDC-VC		-	-	-	76,094	-	-	-	-	76,094	95,000
23	Boys and Girls Club: Core Program		-	-	430,729	-	-	-	-	-	430,729	475,000
24	PathPoint: Core Program		-	-	445,904	-	-	-	-	-	445,904	475,000
25	VACE: Allied Hlth Youth(Vta Unified)		-	-	259,025	-	-	-	-	-	259,025	260,000
26	CSD CalWORKS Activity		-	-	-	-	15,000	15,000	-	-	30,000	200,486
27	Subtotal - Contracted Services		-	-	1,135,658	76,094	15,000	15,000	-	-	1,241,752	1,505,486
28	Client Expenses:											
29	Classroom Training - ITA		301,109	143,541	-	-	-	-	-	-	444,650	1,032,503
30	On The Job Training -OJT		138,145	184,602	-	-	-	-	-	-	322,748	
31	Supportive Services	-	12,336	23,300	-	-	4,354	8,193	-	-	48,183	87,424
32	Subtotal - Client Expense		451,590	351,443	-	-	4,354	8,193	-	-	815,581	1,119,927
33	Other Allocated/Contracted Expenses											
34	Geographic % Per Plan	-	-	-	-	-	-	-	-	-	-	-
35	Capacity Building Contractual Svcs		-	-	-	-	-	-	-	-	-	24,250
36	S2W CCd Training		-	-	-	-	-	41,250	-	-	41,250	41,248
37	The Agency(Bill Hamilton)	134,334	49,759	38,385	42,650	11,373	-	-	-	-	142,167	150,000
38	Outreach - WDB	26,325	9,477	7,108	7,634	2,106	-	-	-	-	26,325	50,000
39	WDB Expense - Non Staff	5,372	1,934	1,450	1,558	430	-	-	-	-	5,372	20,000
40	Program Outreach - CSD		-	-	-	-	-	-	-	-	-	50,000
41	Special Project - AJCC Staff Devel		-	-	-	-	-	-	-	-	-	50,000
42	Subtotal - Allocated Services		61,169	46,943	51,842	13,909	-	41,250	-	-	215,114	385,498
43	Subtotal- Contracted/Clients Services		512,759	398,387	1,187,500	90,004	19,354	64,443	-	-	2,272,447	3,010,911
44	Overhead/Administration:										-	
45	Communication/Voice/data	66,966	22,532	16,771	19,003	4,356	1,789	1,185	892	439	66,966	65,000
46	Insurance	A 18,612	6,262	4,661	5,282	1,211	497	329	248	122	18,612	18,612
47	Facilities Maint.	164,632	55,392	41,229	46,718	10,709	4,399	2,913	2,192	1,080	164,632	95,090
48	Membership and dues	27,575	7,125	5,303	6,009	1,378	566	375	282	139	21,176	12,350
49	Education Allowance		-	-	-	-	-	-	-	-	-	-
50	Indirect cost	A 96,670	32,526	24,209	27,432	6,288	2,583	1,710	1,287	634	96,670	96,670
51	Books and Publication	3,509	1,181	879	996	228	94	62	47	23	3,509	2,000
52	Office Supplies/Equipment	19,880	7,986	5,944	6,735	1,544	634	420	316	156	23,735	23,130
53	Mail Center - ISF	4,385	1,616	1,203	1,363	312	128	85	64	31	4,802	5,000
54	Purchase Ch	A 3,466	1,273	947	1,073	246	101	67	50	25	3,783	3,800
55	Copy Machine - ISF	6,364	5,085	3,785	4,289	983	404	267	201	99	15,114	15,000
56	Information Tech - ISF	7,487	5,884	4,379	4,962	1,138	467	309	233	115	17,487	20,000
57	Computer Services/Equip	0	673	501	568	130	53	35	27	13	2,000	2,000
58	Building Lease/Rental	109,896	36,976	27,522	31,185	7,149	2,936	1,944	1,463	721	109,896	85,500
59	Storage Charges - ISF	6,973	2,346	1,746	1,979	454	186	123	93	46	6,973	7,000
60	Mileage Reimb. - Staffs only	25,056	11,248	8,372	9,487	2,175	893	592	445	219	33,431	33,500
61	Conference and Seminars - CSD Staff	14,943	7,832	5,829	6,605	1,514	622	412	310	153	23,276	25,000
62	Conference and Seminars - WDB Staff	26,266	10,991	8,181	9,270	2,125	873	578	435	214	32,665	35,500
63	Fiscal/HR/BT	A 309,299	113,180	84,241	95,455	21,882	8,988	5,952	4,479	2,206	336,382	325,000
64	Attorney Fee	A 12,764	4,294	3,196	3,622	830	341	226	170	84	12,764	10,000
65	Other Admin (2206,2302,2303)	8,965	3,016	2,245	2,544	583	240	159	119	59	8,965	5,000
66	Subtotal Overhead	933,711	337,417	251,145	284,576	65,234	26,796	17,744	13,352	6,576	1,002,841	885,152
67	Ratio for Overhead/WDB salary based on expenditures		33.6%	25.0%	28.4%	6.5%	2.7%	1.8%	1.3%	0.7%		
68	WIB Special Projects											
69	Total Grant Expenses		2,323,950	1,729,211	1,951,233	455,619	200,680	179,007	92,604	45,606	6,977,909	7,563,063
70	Fund Balances		166,147	104,478	70,841	65,186	40,177	55,142	45,862	382,873	930,707	0



**WDB Executive Committee**  
**Finance Report Summary Highlights**  
**July 27, 2017**

1. FY 2016-17 Draft Financial Status Report – 7/1/16-6/30/17
  - a. Report Period 7/1/17-6/30/17
  - b. This is a Draft Report and final adjustments will still occur
  - c. 100% through the fiscal year
  - d. Current year savings will roll to FY 2017-18
  - e. Year to Date Expenditures
    - i. Dislocated Worker and Adult
      1. Direct Program- Training costs have been committed and will be paid in FY 2017-18 with funds rolled over from FY 2016-17
    - ii. DOL Bridges 2 Work
      1. Unspent funds will roll forward as allowed
      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. Unspent funds will roll forward as allowed
      2. 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
    - v. Other Operating Costs – All Programs
      1. 13% over budget (\$117,689)
      2. Costs being reviewed to verify or correct as needed
    - vi. Bottom Line Net Underspend
      1. DRAFT “Net” Net of about \$285K
      2. Report shows \$585,154, but about \$300,000 in training costs have been committed and will be paid in FY 2017-18
      3. FINAL FY 2016-17 FSR will be presented at a future WDB Executive Committee meeting
  - f. WIOA Training Activity Summary
    - i. 73% of training requirement met (as of 6/30/17)
    - ii. Should fully meet with FY 2016-17 activity as committed training costs are processed in early FY 2017-18
    - iii. Technically have until FY 2017-18 to accomplish requirement (if needed)



## Workforce Development Board of Ventura County

WIOA Enrollments - Program Year 2016 – 2017

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

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

### Human Services Agency / Adult and Family Services Department

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

### Boys and Girls Clubs of Greater Oxnard and Port Hueneme

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

### PathPoint

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

### Ventura Adult and Continuing Education

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

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

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



## **WORKFORCE DEVELOPMENT BOARD**

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

[workforceventuracounty.org](http://workforceventuracounty.org)

**TO: EXECUTIVE COMMITTEE  
WORKFORCE DEVELOPMENT BOARD**

**FROM: MELISSA LIVINGSTON  
CHIEF DEPUTY DIRECTOR, HUMAN SERVICES AGENCY**

**DATE: JULY 27, 2017**

**SUBJECT: APPROVAL OF, AND AUTHORIZATION FOR THE CHAIR OF THE WORKFORCE  
DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) TO SIGN A  
MEMORANDUM OF UNDERSTANDING (MOU) WITH MEMBER PARTNERS OF  
THE AMERICAN JOB CENTER OF CALIFORNIA (AJCC) SYSTEM AND  
FORWARD THE AJCC MOU TO THE VENTURA COUNTY BOARD OF  
SUPERVISORS WITH A RECOMMENDATION FOR APPROVAL**

### **RECOMMENDATION**

Approve and Authorize the Chair of the Workforce Development Board of Ventura County (WDB), to sign a Memorandum of Understanding with member partners of the American Job Center of California (AJCC) system and forward the AJCC MOU to the Ventura County Board of Supervisors with a recommendation for approval

### **BACKGROUND/DISCUSSION**

The Workforce Innovation and Opportunity Act (WIOA) requires the Workforce Development Board of Ventura County (WDB) and America's Job Center of California (AJCC) partners in the local region to sign an agreement in support of the networked operations of the AJCC service delivery system. To be in accord with federal WIOA mandates, the State oversight entity, the California Workforce Development Board, developed a two-phased MOU approach. WDB approved a Phase I MOU on April 28, 2016 and The Board of Supervisors approved it on June 7, 2016. The Phase I MOU focused upon identifying the partners in the AJCC; establishing a working relationship among the partners; defining respective roles and responsibilities; and developing a framework for providing an array of employer, job seeker, and employee workforce services. All partners included in the Phase I MOU agreed to operating costs of the AJCC through cash, in-kind, or third party contribution.

The Phase II MOU, which is before your committee today, focuses on an infrastructure cost sharing structure agreement for the AJCC. Infrastructure costs (e.g., facility, equipment, technology, etc.) may only be shared by those co-located partners who occupy dedicated space at the AJCC. Thus, at the outset of this agreement, only the Employment Development Department (EDD) and the Human Services Agency (HSA) will share in the infrastructure costs based upon a square footage allocation methodology. The remaining partners have opted for an intermittent presence, occupying shared partner space on a part-time basis. These intermittent partners are not required to pay a share for infrastructure costs during the initial term of Phase II MOU. The Phase II MOU also defers agreement on other, minor system costs (e.g., intake and assessments, referrals, business services, etc.) during the initial year of the Phase II MOU but

notes that as other system costs are identified in the near future, subsequent renegotiation of the Phase II MOU may occur.

At least on an annual basis, the Human Services Agency Fiscal Division will review the actual costs of operating the AJCC system, as well as the cash, in-kind and third party contributions received, to ensure that all AJCC partners contribute their fair and equitable share of costs.

A list of the partners in the Phase II MOU are named on page two and three of the MOU (Exhibit 1). The Phase II MOU adds two new partners to the AJCC system, Salvation Army — Haven and the Housing Authority of the City of San Buenaventura, that provide certain career/job services that the AJCC is required to provide.

The initial term of the MOU is September 1, 2017, through June 30, 2018. All parties agree to automatically renew the MOU for one year periods unless renegotiated within 90 days of the term's expiration. The MOU has not yet been signed by all parties, as some parties require approval from boards and directors with limited meeting schedules; however, the MOU will be fully executed by the November 3, 2017, deadline mandated by the state for securing all signatures.

It is recommended that your committee approve the MOU and authorize the Chair of the Workforce Development Board of Ventura County (WDB), to sign the MOU with member partners of the AJCC and forward the MOU to the Ventura County Board Of Supervisors with a recommendation for approval.

The AJCC MOU Phase II is attached to this action item as Exhibit 1.

If you have questions or need more information, please call me at (805) 477-5323, or contact Patrick Newburn at (805) 477-5306, email [patrick.newburn@ventura.org](mailto:patrick.newburn@ventura.org).

**MEMORANDUM OF UNDERSTANDING, PHASE II  
BETWEEN  
THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY  
AND  
THE PARTNERS OF THE AMERICAN JOB CENTER OF CALIFORNIA SYSTEM**

**I. MOU Background and Purpose**

This Memorandum of Understanding, Phase II (“Phase II MOU”) builds upon the foundation established in the Memorandum of Understanding, Phase I (“Phase I MOU,” attached as Addendum A) agreed to by all partners and approved by the Ventura County Board of Supervisors.

The Phase I MOU established a common mission for American Job Center of California (AJCC) partners in Ventura County, outlined partner responsibilities in achieving policy objectives, and delineated applicable career services to be delivered at and/or through Ventura County’s AJCC system, which is comprised of a comprehensive center located in Oxnard (“Oxnard AJCC”) and an affiliate center located in Simi Valley (“East County AJCC”).

This Phase II MOU concerns funding the AJCC system in manner that reflects the shared mission and benefits among all AJCC partners who are deemed required partners under federal and state law.

As applicable, the parties to this Phase II MOU agree to share in funding the AJCC system, per negotiated cost structures. AJCC partners will ensure that costs are supported by accurate data, and that they are consistently and fairly applied and evaluated over time.

**II. MOU Development Process**

During early 2016, Workforce Development Board of Ventura County staff and Workforce Innovation & Opportunity Act (WIOA) staff engaged in a series of meetings with AJCC partners to establish an agreement concerning the operations of the AJCC delivery system. This collaboration resulted in the development of the Phase I MOU and its subsequent approval by the Ventura County Board of Supervisors in June 2016. The Phase I MOU established a cooperative working relationship among the parties and defined their respective roles and responsibilities in achieving policy objectives. The Phase I MOU also established the framework for providing services to employers, employees, job seekers and others needing workforce services.

All parties to the Phase I MOU agreed to participate in joint planning, plan development and modification of activities to accomplish the following:

- Continuing to build partnerships
- Continuous planning in response to state and federal requirements
- Responsiveness to local and economic conditions, including employer needs
- Adherence to common data collection and reporting needs
- Making the applicable service(s) available to customers through the one-stop delivery system
- Participating in the operation of the one-stop system consistent with the terms of the MOU and the requirements of the law
- Participating in capacity building and staff development activities to ensure that all partners and staff are adequately cross-trained

Importantly, all parties to the Phase I MOU agreed to share in the operating costs of the AJCC system that are appropriate to them through cash, in-kind, and/or third-party in-kind contributions.

With the Phase I MOU approved and in place, efforts during late 2016 and early 2017 turned to development of the Phase II MOU, including the identification and allocation of AJCC system operational costs. Through a series of communications, all AJCC partners were informed of the Phase II MOU requirements and invited to engage in data-sharing and negotiation exercises, resulting in this Phase II MOU.

Additionally, an amendment to the Phase I MOU is needed to add two required AJCC partners (Salvation Army – Haven, and the Housing Authority of the City of San Buenaventura) and to outline the applicable career services that these partners provide at and/or through the AJCC system (see Addendum B).

With the addition of the Salvation Army – Haven, and the Housing Authority of the City of San Buenaventura, the AJCC partners and parties to this MOU with the Workforce Development Board are as follows:

1. County of Ventura Human Services Agency (HSA): TANF; WIOA Title I; Ex-offender programs and re-entry
2. California Employment Development Department (EDD): WIOA Title III (Wagner-Peyser); Jobs for Veterans State Grants; Trade Adjustment Assistance Act.
3. California Employment Development Department (EDD): Unemployment Insurance
4. Job Corps: WIOA Job Corps
5. California Department of Rehabilitation: WIOA Title IV
6. Ventura Unified School District/VACE: WIOA Title II Adult Education
7. Conejo Valley Unified School District: WIOA Title II Adult Education
8. Oxnard Union High School District: WIOA Title II Adult Education

9. Simi Valley Unified School District: WIOA Title II Adult Education
10. Ventura County Office of Education (VCOE): WIOA Title II Adult Education; Carl Perkins Career Technical Education
11. Ventura County Community College District (VCCCD): Carl Perkins Career Technical Education
12. Salvation Army – Haven: Department of Labor – Disabled Veterans; Veterans Administration – Homeless
13. Center for Employment Training (CET): Community Services Block Grants
14. Area Agency on Aging: WIOA Title V
15. SER—Jobs for Progress: WIOA Title V
16. National Association for Hispanic Elderly / Asociación Nacional Pro Personas Mayores: WIOA Title V
17. Housing Authority of the City of San Buenaventura: Housing and Urban Development employment and training funds
18. Community Action (holds a Community Services Block Grants but is not a mandated partner because it currently does not fund an employment program)
19. Moorpark Unified School District
20. Ojai Unified School District

### **III. AJCC System Cost-Sharing**

#### *Infrastructure Costs*

The AJCC partners required by the Workforce Innovation & Opportunity Act (WIOA) who are physically co-located at the Oxnard AJCC, who occupy space that is dedicated solely to them, and who therefore agree to pay a proportionate share of infrastructure costs during the initial term of this Phase II MOU are:

1. County of Ventura Human Services Agency (HSA): TANF; WIOA Title I; Ex-offender programs and re-entry
2. California Employment Development Department (EDD): WIOA Title III (Wagner-Peyser); Jobs for Veterans State Grants; Trade Adjustment Assistance Act

The method for allocating infrastructure costs is based on the percentage of square footage and use within the Oxnard AJCC that is dedicated to each of the physically co-located partners (see Addendum C).

The only AJCC partner required by WIOA who is physically located at the East County AJCC and who occupies dedicated space is: County of Ventura Human Services Agency (HSA). Therefore, no sharing of infrastructure costs is required for the East County AJCC.

The remaining AJCC partners required by WIOA who are not physically co-located but who use space at the Oxnard AJCC and/or East County AJCC on an intermittent basis (i.e., they occupy

space on a part-time, limited basis that is not solely dedicated to them but rather shared with one or more partners) are not required to pay a share of infrastructure costs during the initial term of this Phase II MOU.

These non-co-located AJCC partners may use space intermittently at the Oxnard AJCC and/or East County AJCC in coordination with the AJCC Operator, who will coordinate rotating use of space on a part-time, limited basis. Assessments of partners' needs and usage of space within the Oxnard AJCC and/or East County AJCC will be made by the AJCC Operator during the initial term of this Phase II MOU.

All AJCC partners required by WIOA who are not physically co-located within the AJCC system agree to negotiate and pay a proportionate share of infrastructure costs at which time data become available that justify a renegotiation of this Phase II MOU.

#### *Applicable Career Services Costs*

The AJCC partners required by WIOA to submit data regarding the dollar amount of their federal funds projected to be spent on delivering applicable career services at and/or through the AJCC system from July 1, 2017 – June 30, 2018 are:

1. County of Ventura Human Services Agency (HSA): TANF; WIOA Title I; Ex-offender programs and re-entry
2. California Employment Development Department (EDD): WIOA Title III (Wagner-Peyser); Jobs for Veterans State Grants; and Trade Adjustment Assistance Act
3. California Employment Development Department (EDD): Unemployment Insurance
4. Job Corps: WIOA Job Corps
5. California Department of Rehabilitation: WIOA Title IV
6. Ventura Unified School District/VACE: WIOA Title II Adult Education
7. Conejo Valley Unified School District: WIOA Title II Adult Education
8. Oxnard Union High School District: WIOA Title II Adult Education
9. Simi Valley Unified School District: WIOA Title II Adult Education
10. Ventura County Office of Education (VCOE): WIOA Title II Adult Education; Carl Perkins Career Technical Education
11. Ventura County Community College District (VCCCD): Carl Perkins Career Technical Education
12. Salvation Army – Haven: Department of Labor – Disabled Veterans; Veterans Administration – Homeless
13. Center for Employment Training (CET): Community Services Block Grants
14. Area Agency on Aging: WIOA Title V
15. SER—Jobs for Progress: WIOA Title V
16. National Association for Hispanic Elderly / Asociación Nacional Pro Personas Mayores: WIOA Title V
17. Housing Authority of the City of San Buenaventura: Housing and Urban Development employment and training funds



The other non-mandated AJCC partners who are required to submit data regarding the dollar amount (if any) of their federal funds projected to be spent on delivering applicable career services at and/or through the AJCC system from July 1, 2017 – June 30, 2018, due to their signing the Phase I MOU are:

1. Community Action (holds a Community Services Block Grants but is not a mandated partner because it currently does not fund an employment program)
2. Moorpark Unified School District
3. Ojai Unified School District

To promote transparency and facilitate an understanding of the service delivery costs associated with the AJCC system, these cost data are made publically available (see Addendum E), but they have no implications for cost-sharing or financial contributions during the initial term of this Phase II MOU.

#### *Other System Costs*

The identification and allocation of other system costs (e.g., initial intake, assessment of needs, appraisal of basic skills, referrals to other AJCC partners; business services; AJCC partner staff cross training; One-Stop operator; and shared personnel) will not be negotiated for the initial term of this Phase II MOU. Identification and allocation of other system costs may occur during a subsequent renegotiation of this Phase II MOU following assessments of data.

#### **IV. Phase II MOU Monitoring, Revisions and Dispute Resolution**

On at least an annual basis, the Human Services Agency Fiscal unit will review the actual costs of operating the AJCC system, as well as the cash, in-kind, and/or third-party in-kind contributions received, to ensure that all AJCC partners continue to contribute their fair and equitable share of costs as appropriate. The Human Services Agency Fiscal unit will perform a reconciliation and report the results to all AJCC partners.

Amendments to this Phase II MOU that have no significant financial impacts on partners may be made in writing and signed only by the affected parties for purposes such as documenting minor changes due to the reconciliation of actual expenses and projected costs.

Revisions to this Phase II MOU that have significant financial impacts to partners require a renegotiation of the MOU and signature by all parties. Examples of revisions that require renegotiation include: changing the use of dedicated space by a co-located AJCC partner (e.g., a partner begins, stops or changes its use of dedicated space); allocating AJCC system infrastructure costs to non-co-located partners; and allocating other system costs (e.g., initial intake, assessment of needs, appraisal of basic skills, referrals to other AJCC partners; business

services; AJCC partner staff cross training; One-Stop operator; and shared personnel) to partners.

In the event that AJCC partners cannot reach consensus about future revisions to this Phase II MOU, they will submit the issue(s) in contention to the Workforce Development Board of Ventura County for resolution.

#### **V. Phase I MOU Provisions**

All provisions contained in the Phase I MOU (see Addendum A) that are not expressly addressed in and/or replaced by this Phase II MOU are hereby incorporated into this Phase II MOU.

#### **VI. Phase II MOU Term**

The initial term of this Phase II MOU is September 1, 2017 – June 30, 2018. All parties agree that this Phase II MOU will automatically renew for one-year periods (July 1 – June 30) unless (1) a renegotiated Phase II MOU is signed by all parties within 90 days of the end of the term, in which case the renegotiated Phase II MOU will take effect, or (2) legal requirements dictate a renegotiation at any point during a term.