



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

EXECUTIVE COMMITTEE MEETING

Thursday, November 09, 2017
8:00 a.m. - 9:30 a.m.

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

REVISED AGENDA

8:00 a.m.	1.0 Call to Order and Agenda Review	Vic Anselmo
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>	Vic Anselmo
8:05 a.m.	3.0 WDB Chair Comments	Vic Anselmo
8:10 a.m.	4.0 Consent Items 4.1 Approve Executive Committee Minutes: September 14, 2017 4.2 Receive and File: WDB Committee Reports	Vic Anselmo
8:15 a.m.	5.0 Finance Report and Committee Discussion	Bryan Gonzales
8:30 a.m.	6.0 Performance Report <ul style="list-style-type: none">Boys and Girls Club and PathPointEDC-VC	Vivian Petit Talia Barrera
8:40 a.m.	7.0 Action Items 7.1 Recommendation that the Executive Committee Recommend to the Workforce Development Board of Ventura County (WDB) Approval for the Certification of the Comprehensive America's Job Center of California (AJCC) At Riverpark (Oxnard, California) According to the Attached Baseline Criteria Matrix 7.2 Recommendation that the Executive Committee Recommend that the Workforce Development Board of Ventura County (WDB) Approve a Recommendation to the Board of Supervisors Approval of a Contract with the Agency to Provide Workforce Innovation and Opportunity Act (WIOA) Outreach Services from July 1, 2018 Through June 30, 2019, in the Amount of \$150,000 in WIOA Funds, Under RFP# 1718.01, Released on August 28, 2017 and Closed on September 25, 2017	Tony Skinner Melissa Livingston

- 7.3 Recommendation that the Executive Committee Recommend that the Workforce Development Board of Ventura County (WDB) Approve a Recommendation to the Board of Supervisors Approval of a Contract with the Economic Development Collaborative of Ventura County (EDC-VC) to Provide Business Retention - Layoff Aversion Services from July 1, 2018 through June 30, 2019, in the Amount of \$95,000 in WIOA Funds, Under RFP # 1718.02, Released on August 28, 2017 and Closed on September 25, 2017
- Melissa Livingston

9:00 a.m. **8.0 WIOA Implementation Updates**

- AJCC Certification Update: *Hallmark of Excellence* Vivian Pettit
- Workforce Accelerator Funds 6.0 Grant: Update Vivian Pettit
- Regional Plan Implementation Grant: Update Patricia Duffy

9:10 a.m. **9.0 WDB Administration**

Melissa Livingston

- WIOA Adult/Dislocated Worker Youth Programs – EDD Monitoring Review
- WDB Regional Joint Committees Meeting
- WDB Meeting Plan for December 7, 2017
- Update WDB Executive Director Position
- On-the-Calendar
 - California Workforce Association (CWA) Youth@Work 2018
January 9-11, 2018, Sacramento, CA
 - National Association of Workforce Board (NAWB) Forum 2018
March 24-27, 2018, Washington, DC

9:25 a.m. **10.0 Committee Member Comments**

Committee Members

9:30 a.m. **11.0 Adjournment**

Vic Anselmo

Next Meeting
January 11, 2018 (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
September 14, 2017

MINUTES

Meeting Attendees

Executive Committee

Vic Anselmo (Chair)
Gregory Liu (Vice Chair)
Greg Barnes
Jim D. Faul
Brian Gabler
Anthony Mireles
Alex Rivera
Patty Schulz
Jesus Torres

WDB Administration

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

Guests

Nancy Ambriz (HSA Adult and Family
Services Department – WIOA)
Brian Gonzales (HSA Fiscal, CFO)
Melissa Livingston (County of Ventura
Human Services Agency (HSA))
Talin Sardarbegians (Congresswoman
Brownley)
Chris Vega (HSA Fiscal)

1.0 Call to Order and Agenda Review

Vic Anselmo called the meeting to order at 8:04 a.m. No changes were made to the agenda.

2.0 Public Comments

Talia Barrera introduced Talin Sardarbegians Representative from the Office of Congresswoman Julia Brownley. Ms Sardarbegians announced that she will be reaching out to companies and organizations advising and recommending grants that are or will become available. She informed the Committee that they may use her as a resource for grant research and left her contact information.

3.0 WDB Chair Comments

No comments.

4.0 Consent Items

4.1 Approve Executive Committee Minutes: July 27, 2017

4.2 Receive and File: WDB Committee Reports

Motion to approve the Consent Items: Greg Barnes

Second: Gregory Liu

Motion carried

5.0 Financial Report and Committee Discussion

Human Services Agency (HSA) Chief Financial Officer (CFO) Bryan Gonzales introduced HSA Fiscal Senior Accountant Chris Vega and informed the Committee that in the future, Mr. Vega may report out on behalf of Mr. Gonzales. Mr. Vega prepares the monthly Financial Status Reports (FSR) for the WDB Executive Committee meetings and is knowledgeable to report and answer questions from the Committee.

Mr. Gonzales reported on the FY 2016-17 Financial Status Report and introduced the FY 2017-18 approved budget plan. The following information was discussed in detail with Committee members:

- FY 2017-18 Financial Status Report: July 2017

2017-2018 WIOA Budget Plan Expenditures

The Committee reviewed and discussed the July Financial Status Report (FSR) for Fiscal Year 2017-2018, reflecting year-to-date expenditures from July 1, 2017 through July 31, 2017. Mr. Gonzalez reported that the July FSR was approved at the May Executive Committee meeting. Melissa Livingston suggested that fiscal staff could provide a PowerPoint presentation for the FSR reports to help the Committee with clarity and context, moving forward. The Committee agreed and thanked fiscal staff.

The status of expenditures at 8.33% into the fiscal year was:

<u>WIOA Core Funds</u>	<u>2017-2018 Plan</u>	<u>YTD Expended</u>	<u>% Expended vs. Plan</u>
Dislocated Worker	2,283,702	152,250	7%
Adult	1,869,352	113,370	6%
Youth	1,949,940	125,567	6%
Rapid Response	490,031	43,503	9%
 <u>WIOA Non-Core Funds</u>			
DOL Bridges 2 Work Grant	177,351	8,166	5%
CWDB Steps 2 Work Grant	118,108	2,044	2%
VC I-E3	129,592	13,425	10%
High Performing Board	55,317	5,504	10%
CWDB Regional Capacity Bldg.	303,790	19,977	7%

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:

High Performing Board: Pursuant to California Unemployment Insurance Code (CUIC) Section 14200(c), the California Workforce Development Board (State Board) has established standards for certification of high-performing Local Workforce Development Boards (Local Board). CUIC Section 14200(d) requires a portion of the Governor's discretionary fund to be made available for the purpose of providing incentives to high-performing Local Boards.

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 July 1, 2017 to July 31, 2017, 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 FY 15-17	Core Grant FY 16-18	Core Grant FY 17-19
Total Adult and Dislocated Worker Formula Fund Allocations	4,133,724	4,012,696	3,432,081
Training Expenditure Requirement	1,240,117	1,203,809	1,029,624
	30%	30%	30%
Formula Fund Training Expenditures	941,344	713,387	26,699
Leveraged Resources			
• Total Leveraged Resources Used Toward Training Expenditures	348,361	282,802	46,153
• Maximum Allowed Leveraged Resources (10%)	413,372	401,270	343,208
Total Leveraged Resources Used Toward Training Expenditures	348,361	282,802	46,153
• Total Amount Spent on Training	1,289,705	996,189	72,852
• % of Training Requirement Met (Final goal = 100%)	104%	83%	7%

- Mr. Gonzales presented the financial report summary highlights as shown:

Finance Report Summary Highlights September 14, 2017

1. FY 2017-18 Financial Status Report – 7/1/17-7/31/17
 - a. Report Period 7/1/17-7/31/17
 - b. 8.33% through the fiscal year
 - c. Year to Date Expenditures
 - i. Expenditure levels are in line in all grants
 - ii. Some low levels of spending are normal for the first month of the year
 - d. WIOA Training Activity Summary
 - i. 16-18 Grants (due 10/1/18)
 1. 83% of training requirement met (as of 6/30/17)
 2. Should fully meet with FY 2016-17 activity as committed training costs are processed in early FY 2017-18
 3. Will be working with program staff to ensure all leverage resources have been properly accounted for
 4. Technically have until FY 2017-18 to accomplish requirement (if needed)

- ii. 17-19 Grants (Due 10/1/19)
 - 1. To date spending and leverage level to ensure training requirement is met – estimated adjustments should put this at slightly over 100%
 - e. October/November Proposed Budget Update will be forthcoming considering
 - i. Final 2016-17 actual expenditures and rollover amounts
 - ii. Final 2017-18 Grant amounts (not yet received)

Melissa Livingston, HSA Chief Deputy Director, proposed to the Committee displaying the financials and on a PowerPoint presentation with a full storyboard for easy viewing. The Committee agreed it would be best to have the financials displayed so that all members have a better understanding moving forward. HSA fiscal staff agreed to this for future meetings.

6.0 WIOA Implementation Updates

- AJCC Certification Update: WDB Administration Manager Vivian Pettit announced to the Committee the Ad Hoc Evaluations Committee of the WDB Programs Committee will conduct evaluations and recommendation for AJCC Certification to the WDBVC. There will be two AJCC on-site evaluations, observations, and interviews. The first evaluation will be on October 4, 2017 at the Oxnard RiverPark AJCC comprehensive center. The second on-site visit will be determined in Spring 2018.

Ms. Pettit stated the WDB considers and approves the WDB Program Committees recommendation and must certify both the *Baseline Certification and Hallmark of Excellence Certification* within State mandated deadlines. Ms. Pettit will formally report their assessment to the Executive Committee at its November 9 meeting as an Action Item for Baseline Certification. Any required corrective action plan or continuous improvement recommendations must be completed by April 1, 2018. The *Baseline Certification* will need WDB consent at its December 7 meeting to certify the AJCC. Ms Pettit announced staff will submit a required outline of the certification process and plan to the State by September 30, 2017.

- Regional Organizer Update: Patricia Duffy provided an overview of what regional organizing means for WDBVC and presented handouts to the Committee. She informed the Committee that she will be taking on the role of the WDBVC regional organizer through the monies that WDB has been awarded through the Regional Implementation & Innovation Non-Competitive Award Regional Organizing in PY 2016-17 (03/01/17 – 03/31/19)

7.0 WDB Administration

- California Workforce Associations Conference: WDB Chair Vic Anselmo provided highlights from the September 5-7, 2017 California Workforce Association, 2017 Meeting of the Minds conference in Monterey, mentioning a European Swiss model for apprenticeships and that it's proving itself to be fruitful. By using the Swiss model workers have an opportunity to be exposed to and discover a career earlier in life. Mr. Anselmo thanked Board members Greg Barnes (Healthcare Committee Chair), Patty Schulz (Membership Committee Chair); and WDB staff Melissa Livingston, HSA Chief Deputy Director, Patricia Duffy, Patrick Newburn, and Vivian Pettit for attending.

Melissa Livingston, HSA Chief Deputy Director attended the CWA Board of Director's Meeting which was held at the end of the CWA Conference. Ms. Livingston reported the focus of the conference and meeting was on apprenticeships and the WDB needs to determine which businesses are participating in pre-apprenticeships and apprenticeship programs, who are our

core partners, and then take the lead and be the connectors. There are other local organizations that are already working on pre-apprenticeships and some of our board members have attended a meeting or workshop.

- Joint Meeting of the WDB Regional Sector Committees: WDB staff announced scheduling of a joint meeting of the WDB regional sector committees the date is to be determined.

8.0 Committee Member Comments

No comments.

9.0 Adjournment

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

Second: Jim D. Faul

Motion carried

Next Meeting

October 12, 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
November 9, 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: NOVEMBER 09, 2017

SUBJECT: BUSINESS SERVICES COMMITTEE REPORT

The next meeting of the Business Services Committee is scheduled for January 31, 2018, 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 February 8, 2018.

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.



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TO: EXECUTIVE COMMITTEE

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

DATE: NOVEMBER 09, 2017

SUBJECT: CLEAN/GREEN COMMITTEE REPORT

The Clean/Green Committee met on September 15, 2017. In attendance were Committee members Anthony Mireles (Chair), Holly Chavez, Victor Dollar, Dave Fleisch, Charles Harrington, Grant Leichtfuss, Valeria Makarova, and Darrell Gooden; WDB staff Patricia Duffy; Melissa Livingston (Chief Deputy Director, Human Services Agency), and guests Heidi Hayes (theAgency), Alexandria Wright (Ventura County Community College District). Topics of discussion included:

Ventura County Regional Strategic Workforce Development Plan

- Employer Awareness Workgroup Report

The Employer Awareness Workgroup shared their progress on ways to help businesses understand the value of incorporating sustainability into their business practices. The workgroup is creating short videos of local industry success stories on how sustainable practices in business saves money, grows business, and creates jobs. Ventura Adult and Continuing Education (VACE) Multi Media Program has been providing their program expertise to create these videos for the Committee. Rich Sigerist, Instructor at VACE Multimedia Program, invited workgroup members to view the unedited version of the video footage. Four workgroup members went to the VACE studio to view the footage and discuss edits with Rich Sigerist. The workgroup reported on how pleased they were with the outcome and discussed next steps which is to create an introduction and credits and then distribution. Heidi Hayes from theAgency was present at the meeting and theAgency will be assisting with the introduction and credits to align with the WDB current outreach materials and with the distribution through WDB existing media sources.

- PRME: Principles for Responsible Management Education

Dr. Valeria Makarova spoke about the Progress Report, Principles of Responsible Management Education that was recently produced by California Lutheran's School of Management. Dr. Makarova and another faculty member according to the report "have been championing and coordinating the initiative from the start." "The mission of PRME is to transform management education, research and thought leadership globally by providing the Principles for Responsible Management Education framework, developing learning communities and promoting awareness about the United Nations' Sustainable Development Goals." By providing the tools to students on how to incorporate environmental and social responsibility into their decision making the students will bring sustainable business practices to their jobs. The goal is to bring sustainable education to all levels.

- Deputy Sector Navigator Update:

Holly Chavez reported on the activities they have been involved with in Ventura and the region. Ventura held a two day project based externship program for middle school teachers in June. This was a collaborative effort with the purpose of teacher immersion into the local agriculture industry with emphasis on applied STEM learning and classroom project design. Ms. Chavez also spoke about providing mini grants for water industry internships. Members of the Committee were very interested in supporting this effort in Ventura through internships in the Ventura Water/Wastewater industry. The need for interns in the Agricultural industry was also identified.

- Careers in Ventura Clean Tech Summit

Darrell Gooden, presented a more detailed plan of his idea presented at the last Committee meeting to have a Clean Tech Summit. Committee members reviewed and discussed plans and recommended we develop a workgroup for further discussion. The plan Dr. Gooden presented is to have a Summit sometime in the winter of 2018. The goal is to build support for a community action program that promotes Clean Tech entrepreneurship and aligns industry and education and community efforts in building a technology infrastructure that leverages the County's strengths in the energy, environment & utilities industry pathways.

- Year-End Review

The committee members finalized their work on the Year-End Review.

The next meeting of the Clean/Green Committee is scheduled for November 16, 2017, from 1:30 p.m. to 4:30 p.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA. This is a Regional Joint Committee meeting with the WDB Committees, WDB Board and additional guests.

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
HEALTHCARE COMMITTEE**

DATE: NOVEMBER 09, 2017

SUBJECT: HEALTHCARE COMMITTEE REPORT

The WDB Healthcare Committee met on September 1, 2017. Attending the meeting were Committee members; Greg Barnes (Chair), John Cordova, Adam Hunt, Amy Mantell, Irene Ornelas, Michelle Reynolds, Mary Anne Rooney, Lisa Safaeinili, Richard Trogman, Bill Werner; WDB staff Patricia Duffy and guests; Paula Hodge (Deputy Sector Navigator, ICT), Debbie Newcomb (Ventura College), Charlyn Gutierrez (Westminster Free Clinic). The following is a summary of topics discussed:

Ventura County Regional Strategic Workforce Development Plan

- Industry and Education Healthcare Advisory Solutions Summit:

Committee Members followed up with additional updates on the successful Industry and Education Healthcare Advisory Solutions Summit that was held on May 2, 2017 at the Crowne Plaza Beach Hotel in Ventura. This was a collaborative effort by members of the WDB Healthcare Committee, John Cordova, Healthcare DSN for South Central Coast Community Colleges; Irene Ornelas, Ventura County Office of Education, VC Innovates, and Patricia Duffy, WDB staff. The WDB Healthcare Committee is working to bring together the numerous healthcare industry advisory groups for education, which currently meet separately throughout the County. This effort is to create an opportunity for the healthcare industry to come together with healthcare educators in a larger forum, to identify the skills needed for the 21st century healthcare jobs in Ventura County

Outcomes from the May 2, 2017 facilitated groups for EMS, Sports Medicine, Biotech, Nursing and Community Clinics were distributed. The survey results on the meeting were mentioned, which were extremely favorable, with the suggestion that the meeting wasn't long enough. The workgroup is discussing plans for a future meeting in October.

- Regional Healthcare Case Manager/Care Coordinator Pathway Project:

John Cordova and Patricia Duffy gave an update on the Los Angeles/Ventura Healthcare Coordinator SlingShot Project. John discussed the DACUM Competency Profile for Case Manager/Care Coordinator that was distributed to the Committee. A meeting to review the existing programs identified by the Center of Excellence, with curriculum in Care Coordination, will be held on September 12, 2017 in Los Angeles.

- Regional Workforce Trends in Healthcare IT and Cybersecurity:

John Cordova and Paula Hodge presented on Regional Workforce Trends in Healthcare IT and Cybersecurity. A two year grant allowed them to align with American Health Information Mangers Association (AHIMA) and Healthcare Information and Management Systems Society (HIMSS) and come up with six courses leading to an IT Technician Certification. They can currently support up to 20 people to take the exam. Qualifications are 6 months of training or a year on the job. They are looking at “New Collar Positions” identifying the point where you can enter the cybersecurity workforce without a degree in cybersecurity. Trying to build a pipeline to cybersecurity positions. Ventura College is planning to have a course offering in cybersecurity possibly in the spring. Information on the upcoming Cybersecurity Symposium in October at the Ventura Crowne Plaza was distributed.

- Healthcare Deputy Sector Navigator Update:

John Cordova provided an update for the region. He announced the critical need for CNAs. New State legislation that changed the staffing ratios in Long Term Care facilities has double the need, creating a critical workforce shortage to meet these requirements. Mr. Cordova is working with the colleges and training programs in the South Central Coast Region to address this challenge.

- Career Pathways Updates:

Irene Ornelas, VC Innovates, updated the Committee members on the opening of a new facility for C.N.A. with three high schools participating. The mental health pathway had 31 students enrolled. They also partnered with EMS for training and coordinated with the Alzheimer’s Association for classroom training. In addition they worked to streamline the system between VC Innovates and the VC Healthcare Agency for a job shadow and internship program.

Mary Anne Rooney, announced that they will be sun setting the “Alliance for Linked Learning” name and will have a new name. Ms Rooney also announced that Rebecca Chandler is the new Director of Career Technical Education for Oxnard Union High School District. Two Health Science Academies, Pacifica High School and Rancho Campana High School are aligning with the Ventura County Healthcare Agency and VC Innovates for internships and job shadow opportunities for students.

- Year-End Review:

The Committee approved the final draft of the Year-End Review. The Year-End Review will be submitted to the Workforce Development Board.

The next meeting of the Healthcare Committee is scheduled for November 16th, from 1:30 p.m. to 4:30 p.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo. This is a Regional Joint Committee meeting with the WDB Committees, WDB Board and additional guests.

If you have questions or need more information 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: NOVEMBER 09, 2017

SUBJECT: MANUFACTURING COMMITTEE REPORT

The next Manufacturing Committee meeting is scheduled for February 15, 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 the October 19, 2017 meeting will be provided at the Workforce Development Board Meeting on December 07, 2017.

If you have questions or need more information, please call me at (805) 579-5188, or contact Patrick Newburn at (805) 477-5306, email patrick.newburn@ventura.org.



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TO: EXECUTIVE COMMITTEE

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

DATE: NOVEMBER 09, 2017

SUBJECT: MEMBERSHIP COMMITTEE REPORT

The Membership Committee met on October 3, 2017. In attendance were Committee members: Patty Schulz (Chair), Jeremy Goldberg (Vice Chair), Capt. Doug King, and WDB staff Patrick Newburn. The following summarizes topics discussed at the meeting:

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. Patrick Newburn confirmed that the County Board of Supervisors approved reappointments on September 19, 2017 for Vic Anselmo, Greg Liu, Bruce Stenslie, and Celina Zacarias for new three year terms expiring October 27, 2020.

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 three new WDB members on September 19, 2017 for three year terms, Connie Chan (Workforce/EDD Sector), Marilyn Jansen (Workforce/Union Sector,) and Jaime Mata (Non-Voting Sector), with terms expiring September 19, 2020. The committee agreed that the WDB is WIOA compliant with 30 voting members in all mandated categories.

Committee members discussed a potential member recommended to join the Programs Committee as a non-WDB member. Members reviewed the application and resume, and WDP policy on non-WDB members of the Programs Committee. The Membership Committee voted to recommend that the WDB approve appointment for a three year term to the Programs Committee at its next meeting on December 7, 2017.

Committee Member Comments

Members discussed new member engagement needs for Clean/Green Committee, specifically representing the agriculture industry.

The next Membership Committee meeting is scheduled for December 5, 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.



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TO: EXECUTIVE COMMITTEE

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

DATE: NOVEMBER 09, 2017

SUBJECT: OUTREACH COMMITTEE REPORT

The next meeting of the Outreach Committee is scheduled for November 15, 2017, from 9:00 a.m. to 10:30 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 meeting on December 7, 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: NOVEMBER 09, 2017

SUBJECT: PROGRAMS COMMITTEE REPORT

The next Programs Committee meeting is scheduled for December 6, 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 the October 4, 2017 meeting will be provided at the Workforce Development Board meeting on December 7, 2017.

If you have questions or need more information, please call me at (805) 642-2149, or contact Patrick Newburn at (805) 477-5306, email patrick.newburn@ventura.org.

WDB Executive Committee
Finance Report Summary Highlights
November 9, 2017

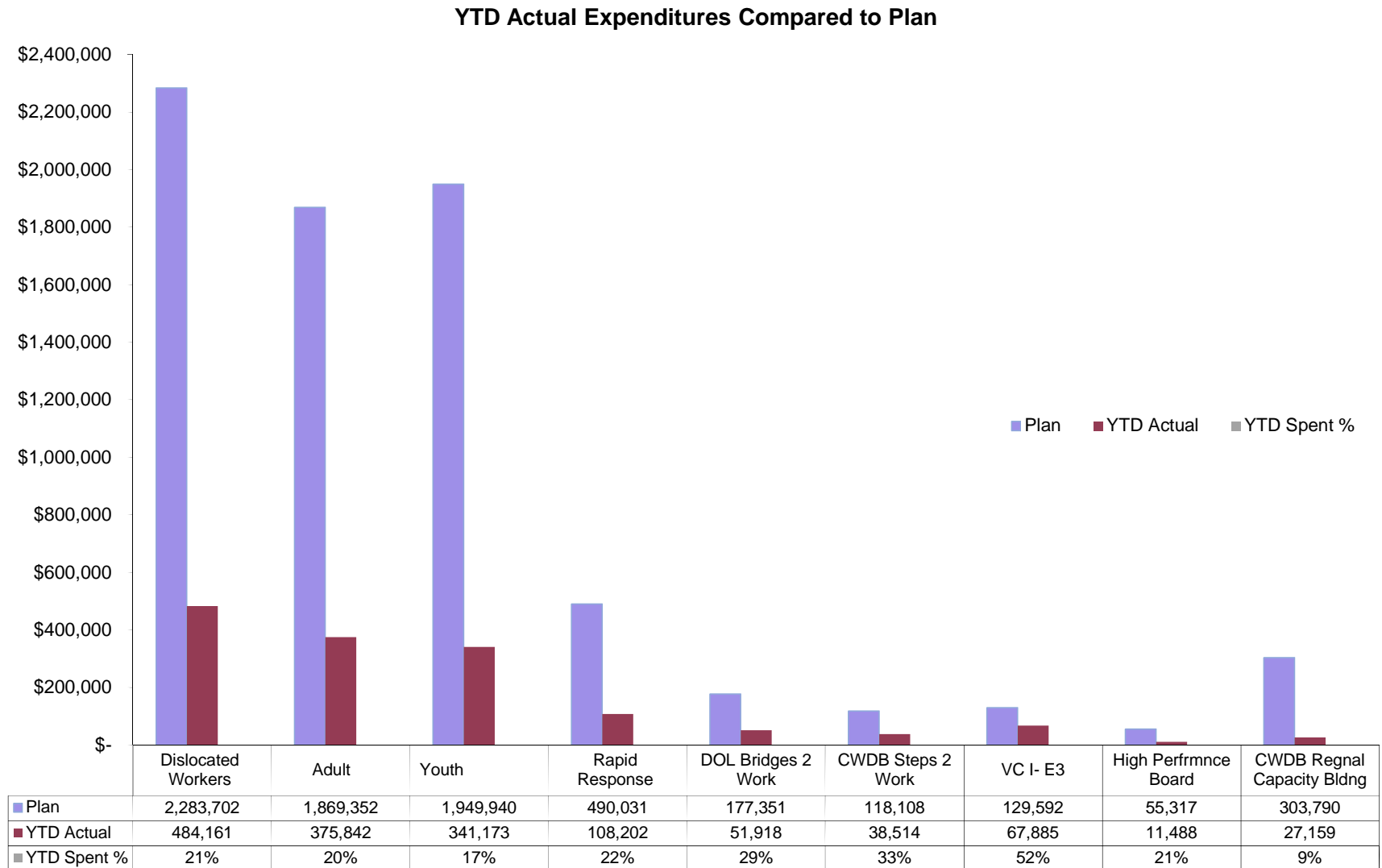
1. FY 2017-18 Financial Status Report – 7/1/17-9/30/17
 - a. Report Period 7/1/17-9/30/17
 - b. 25% through the fiscal year
 - c. WDB Chart – provides an visual view of magnitude of grants and expenditures to date
 - d. Actual to Plan
 - i. Core Grants
 1. Total expenditure are in line in all Core Grants
 2. Some costs will shift to Core Grants as Other small grants end
 - ii. Other Grants
 1. Small size of the grants can result in fairly significant % swings
 2. Bridges 2 Work and Steps 2 Work are ending December 31, 2017
 - a. Higher spend %s to date are appropriate (50% would be on target)
 - b. Final adjustments will be made to maximize allowable allocated costs to these grants as they close out (examples in high % Other Operating)
 3. VC I- E3 is on a faster than expected spend rate at this point and will be reviewed with program staff accordingly
 4. Regional Capacity Building – spending has been slow to date and will pick up as spending approaches are finalized
 - e. Paid & Accrued – provides the breakout of actual paid and accrued expenditures
 - f. WIOA Training Activity Summary
 - i. 16-18 Grants (due 10/1/18)
 1. 83% of training requirement met (as of 6/30/17) will be reviewed and updated as appropriate to ensure training requirement is met – estimated adjustments should put this at slightly over 100%
 2. Technically have until FY 2017-18 to accomplish requirement (if needed)
 - ii. 17-19 Grants (Due 10/1/19)
 1. To date spending and leverage level in appropriate
 2. As needed, some 17-19 allowed training costs and leverage amounts may be used to meet 16-18 requirement
 - g. FY 2017-18 WIOA Budget Plan
 - i. Some Salary Savings is likely
 - ii. ITA/OJT expenditures corrected to not show negative amount
 - iii. Will work with WDB Admin and Program to finalize impacts and provide proposed Plan update in January for WDB Exec review/input/approval
 1. Final 2016-17 actual expenditures and rollover amounts
 2. Final 2017-18 Grant amounts – including new grants being pursued
2. Continuing to develop fiscal reports that can be presented in “PowerPoint” type format



FINANCIAL STATUS REPORT for FISCAL YEAR 2017-2018
Year to Date Expenditures from 07/01/17 to 9/30/17 (25% into the Fiscal Year)
Submitted on: November 9, 2017

FINANCIAL STATUS REPORT for FISCAL YEAR 2017-2018

Year to Date Expenditures from 07/01/17 to 9/30/17 (25% into the Fiscal Year)



FINANCIAL STATUS REPORT for FISCAL YEAR 2017-2018

Year to Date Expenditures from 07/01/17 to 9/30/17 (25% 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	1,350,601	304,945	23%	658,327	102,842	16%	274,774	76,374	28%	2,283,702	484,161	21%	1,799,541
Adult	1,135,205	215,546	19%	508,235	104,627	21%	225,911	55,669	25%	1,869,352	375,842	20%	1,493,510
Youth	451,212	76,499	17%	1,262,123	232,353	18%	236,605	32,320	14%	1,949,940	341,173	17%	1,608,767
Rapid Response	314,092	70,004	22%	114,315	23,050	20%	61,624	15,148	25%	490,031	108,202	22%	381,829
Others:													
DOL Bridges 2 Work	102,948	38,210	37%	65,000	5,814	9%	9,404	7,894	84%	177,351	51,918	29%	125,434
CWDB Steps 2 Work	93,207	18,486	20%	16,000	7,306	46%	8,900	12,722	143%	118,108	38,514	33%	79,594
VC I- E3	121,984	57,339	47%	-	-	0%	7,609	10,546	139%	129,592	67,885	52%	61,707
High Perfrmnce Board	48,794	9,561	20%	-	-	0%	6,523	1,927	30%	55,317	11,488	21%	43,829
Regnal Capacity Bldng	218,186	21,351	10%	47,000	-	0%	38,604	5,808	15%	303,790	27,159	9%	276,630
Total WIOA Grants	\$ 3,836,229	\$ 811,941	21%	\$ 2,671,000	\$ 475,992	18%	\$ 869,953	\$ 218,407	25%	\$ 7,377,182	\$ 1,506,340	20%	\$ 5,870,842

DOL Bridges to Work Salaries and Benefits: A review of the information that contributed to this amount confirmed that the only salaries and benefits charges made to this program emanated from employees charging their time to this program via time studies. Grant term ends 12/31/2017.

VC I-E3 Salaries and Benefits: A review of the information that contributed to this amount confirmed that the only salaries and benefits charges made to this program emanated from employees charging their time to this program via time studies.

Bridges to Work: Overall costs under this program continues to be low due to clients' desire to start working upon release from incarceration rather than attend training.

Bridges to Work/Steps 2 Work/IC I-E3 Other Operating Expenses: These programs are at 84%, 143%, and 139% respectively of planned spending. A review of the overhead rate applied to this program found no inconsistencies in its application.

Operating Expenses are allocated as a percentage of an individual program's direct costs as compared to the entire WIOA program's direct costs. As higher than budgeted actual direct costs have been incurred, it follows that these programs' direct costs percentages are higher than originally budgeted as well.

FINANCIAL STATUS REPORT for FISCAL YEAR 2017-2018												
Year to Date Expenditures from 07/01/17 to 9/30/17 (25% 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	284,054	23,393	307,447	66,111	36,731	102,842	8,491	67,883	76,374	358,656	128,007	486,663
Adult	201,458	16,591	218,048	53,778	50,849	104,627	6,189	49,480	55,669	261,424	116,920	378,344
Youth	70,679	5,821	76,499	63,872	170,257	234,129	3,593	28,727	32,320	138,144	204,805	342,949
Rapid Response	64,678	5,326	70,004	4,774	23,870	28,644	1,684	13,464	15,148	71,136	42,660	113,796
OTHERS:												
DOL Bridges 2 Work	35,303	2,907	38,210	888	4,926	5,814	878	7,016	7,894	37,069	14,849	51,918
CWDB Steps 2 Work	17,079	1,407	18,486	41,250	7,306	48,556	1,414	11,308	12,722	59,743	20,020	79,764
VC I- E3	48,353	3,982	52,335	-	-	-	1,172	9,374	10,546	49,525	13,356	62,881
High Performnce Board	8,834	727	9,561	-	-	-	214	1,712	1,927	9,048	2,440	11,488
Regnal Capacity Bldng	19,727	1,625	21,351	-	-	-	1,984	3,824	5,808	21,711	5,449	27,159
Total WIOA Grants	\$ 750,163	\$ 61,778	\$ 811,941	\$ 230,673	\$ 293,939	\$ 524,612	\$ 25,619	\$ 192,788	\$ 218,407	\$ 1,006,455	\$ 548,505	\$ 1,554,960

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 07/01/17 to 9/30/17 (25% into the Fiscal Year)

Rpt Line #	Program Year Funding and Traing Expenditures	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)	17-19 Grants K8106696 (Due 10/1/19)
4)	Adult and Dislocated Worker Formula Fund Allocations	4,346,991	4,092,349	4,133,724	4,014,468	3,969,075.00
5)	Training Expenditures Required	1,086,748	1,023,087	1,240,117	1,204,340	1,190,723
	Training Expenditures % Required	25%	25%	30%	30%	30%
6)	Formula Fund Training Expenditures	1,053,524	1,128,877	941,344	713,387	167,540
	Leveraged Resources					
	- Total Leveraged Resources	400,025	425,933	348,361	282,802	110,018
	- Maximum Allowed Leveraged Resources (10%)	434,699	409,235	413,372	401,447	396,908
7)	- Total Leveraged Resources Used Towards Training Expenditures	400,025	409,235	348,361	282,802	110,018
8)	Total Amount Spent On Training (should equal/exceed Line 5)	1,453,549	1,538,112	1,289,705	996,189	277,558
	% of Training Requirement Met (final goal is 100%)	134%	150%	104%	83%	23%

9)	Leveraged Resources Detail (notes)					
	(a) Pell Grant	233,994	135,654	150,761	105,201	82,045
	(b) Programs Authorized by the Workforce Investment Act (VETP)	0	0			
	(c) Trade Adjustment Assistance (EDD)	0	0			
	(e) Match Fund from Employers, and Industry Associations (OJT 50%)	166,031	290,279	197,600	177,601	27,973
	Total	400,025	425,933	348,361	282,802	110,018
	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 2017-18 WIOA BUDGET PLAN (Approved on 5/18/17)												Year to Date Expenditures from 07/01/17 to 9/30/17 (25% into the Fiscal Year)		
		Dislocated Worker	Adult	Youth	Rapid Response	DOL Bridges 2 Work	CWDB Steps 2 Work	VC I- E3	High Perfrmnc Board	Regnal Capacity Bldng	FY 17-18 Plan			
Revenue Projection:														
1	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			
2	FY17-18 Mgmt. Reserve: (3% DW, Adult, Youth)	(61,264)	(50,090)	(54,673)	-	-	-	-	-	-	(166,027)			
3	Grant balance rollover													
4	Spent in prior years	-	-	-	-	(316,261)	(281,740)	(135,338)	-	(19,592)	(752,931)			
5	Balance rolled over from prior year grants:										-			
6	FY16-17 Mgt Reserve	113,486	87,149	117,618	-	-	-	-	-	-	318,253			
7	Additional rollover - Salaries Savings/ Overhead Saving/(Overage)	122,638	110,987	28,281	-	-	-	-	-	-	261,906			
8	FY 15-16 Unspent Direct expense	-	-	37,000	4,338	-	-	-	-	-	4,338			
9	ITA/OJT Committed FY16-17 Spent in FY17-18	60,000	50,000	-	10,000	-	-	-	-	-	47,000			
10											110,000			
11	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			
12	Grants %	30.4%	25.0%	26.1%	6.6%	2.5%	1.6%	2.4%	0.7%	4.7%	100.0%			
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%	100.0%			
15	% Admin Staff Allocated to Grants	22.1%	22.0%	24.00%	9.00%	0.5%	0.5%	11.0%	4.4%	6.5%	100.0%			
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	612,388	22%	
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	199,553	18%	
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	811,941	21%	
21	Direct Expenses:													
22	<u>Grant Specific Contracts</u>													
23	EDC-VC Business Services	-	-	-	95,000	-	-	-	-	-	95,000	18,584	20%	
24	Boys and Girls Club: Core Program	-	-	604,000	-	-	-	-	-	-	604,000	92,084	15%	
25	Pathpoint: Core Program	-	-	604,000	-	-	-	-	-	-	604,000	123,530	20%	
27	AFS-CalWORKs Activities	-	-	-	-	50,000	10,000	-	-	-	60,000	12,132	20%	
28	Subtotal - Contracted Program Expense	-	-	1,208,000	95,000	50,000	10,000	-	-	-	1,363,000	246,331	18%	
29	<u>Client Expenses:</u>										-			
30	ITA / OJT (30% required - 10% leverage)	490,000	375,000	-	-	10,000	5,000	-	-	-	880,000	112,016	13%	
31	ITA / OJT Committed 16-17 Spent in 17-18	60,000	50,000	-	-	-	-	-	-	-	110,000	55,524	50%	
32	Others/Childcare/Trans - JTA	31,000	24,000	-	-	5,000	1,000	-	-	-	61,000	6,301	10%	
33	Subtotal - Client Expense	581,000	449,000	-	-	15,000	6,000	-	-	-	1,051,000	173,841	17%	
34	<u>Other Allocated/Contracted Expenses</u>										-			
35														
36	Capacity Building Contractual Services	-	-	-	-	-	-	-	-	47,000	47,000	-	0%	
37	S2W CCD Training	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!	
38	Outrch/Mktg: theAgency 150,000	52,500	40,500	45,000	12,000	-	-	-	-	-	150,000	55,145	37%	
39	Outreach -WDB 25,000	10,591	6,239	6,516	1,654	-	-	-	-	-	25,000	675	3%	
40	WDB Expense - Non Staff 10,000	4,236	2,496	2,606	662	-	-	-	-	-	10,000	-	0%	
41	Program Outreach-AFS 25,000	10,000	10,000	-	5,000	-	-	-	-	-	25,000	-	0%	
42	State Project(s): Update Pending -	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!	
43														
44	Subtotal - other allocated expense 210,000	77,327	59,235	54,123	19,315	-	-	-	-	47,000	257,000	55,820	22%	
45	Subtotal- Program/Clients Expenses	658,327	508,235	1,262,123	114,315	65,000	16,000	-	-	47,000	2,671,000	475,992	18%	
46	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	1,287,933	20%	
47	<u>Overhead/Administration:</u>	31.87%	26.26%	27.33%	7.08%	1.08%	0.68%	0.87%	0.75%	4.08%	100.00%			
48	Communication/Voice/data 75,000	23,904	19,692	20,497	5,313	811	509	656	562	3,056	75,000	19,522	26%	
49	Insurance 14,043	4,476	3,687	3,838	995	152	95	123	105	572	14,043	3,511	25%	
50	Facilities Maint. 95,090	30,307	24,966	25,988	6,736	1,028	645	832	713	3,875	95,090	23,773	25%	
51	Membership and dues 12,350	3,936	3,243	3,375	875	133	84	108	93	503	12,350	3,088	25%	
52	Education allowance (consolidated) 0	-	-	-	-	-	-	-	-	-	-	-		
53	Indirect cost recovery(County A87, 98,670	31,448	25,906	26,966	6,989	1,067	669	863	740	4,021	98,670	24,668	25%	
54	Books and Publication 2,000	637	525	547	142	22	14	17	15	82	2,000	500	25%	
55	Office Equip./Supp. & Furniture/Fixtur 20,000	6,374	5,251	5,466	1,417	216	136	175	150	815	20,000	4,855	24%	
56	Mail Center - ISF 6,000	1,912	1,575	1,640	425	65	41	52	45	245	6,000	1,701	28%	
57	Purchase Charges - ISF 3,800	1,211	998	1,039	269	41	26	33	28	155	3,800	885	23%	
58	Copy Machine - ISF 9,000	2,869	2,363	2,460	638	97	61	79	67	367	9,000	2,250	25%	
59	Information Tech - ISF 10,000	3,187	2,626	2,733	708	108	68	87	75	408	10,000	2,471	25%	
60	Computer Services Non ISF 2,000	637	525	547	142	22	14	17	15	82	2,000	500	25%	
61	Building Lease/Rental 95,000	30,279	24,943	25,963	6,729	1,027	644	831	712	3,871	95,000	23,750	25%	
62	Storage Charges - ISF 5,000	1,594	1,313	1,366	354	54	34	44	37	204	5,000	1,250	25%	
63	Mileage Reimb. - Staffs only 26,000	6,787	5,326	5,955	1,842	281	2,176	227	195	3,211	26,000	7,736	30%	
64	Conference/Seminars - AFS Staffs 11,000	2,506	1,888	3,006	779	119	1,075	96	82	1,448	11,000	2,645	24%	
65	Conference and Seminars - WDB 20,000	6,374	5,251	5,466	1,417	216	136	175	150	815	20,000	4,705	24%	
66	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	87,500	25%	
67	Attorney Fees 10,000	3,187	2,626	2,733	708	108	68	87	75	408	10,000	2,085	21%	
68	Other misc. Admin Services 5,000	1,594	1,313	1,366	354	54	34	44	37	204	5,000	1,015	20%	
69	Subtotal Overhead 869,953	274,774	225,911	236,605	61,624	9,404	8,900	7,609	6,523	38,604	869,953	218,407	25%	
70	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	1,506,340	20%	
71	Admin Rate for State Reporting	7%	7%	7%	7%	3%	3%	3%	7%	7%	7%			
72	Admin Rate (State Reported + Other)	12%	12%	12%	12%	5%	8%	4%	12%	11%	12%			
73	Work in Progress: Grant Balances	(6,701)	(1,647)	715	5,060	6,388	152	52,990	(479)	50,259	106,740			



Workforce Development Board
Bringing People & Opportunities Together

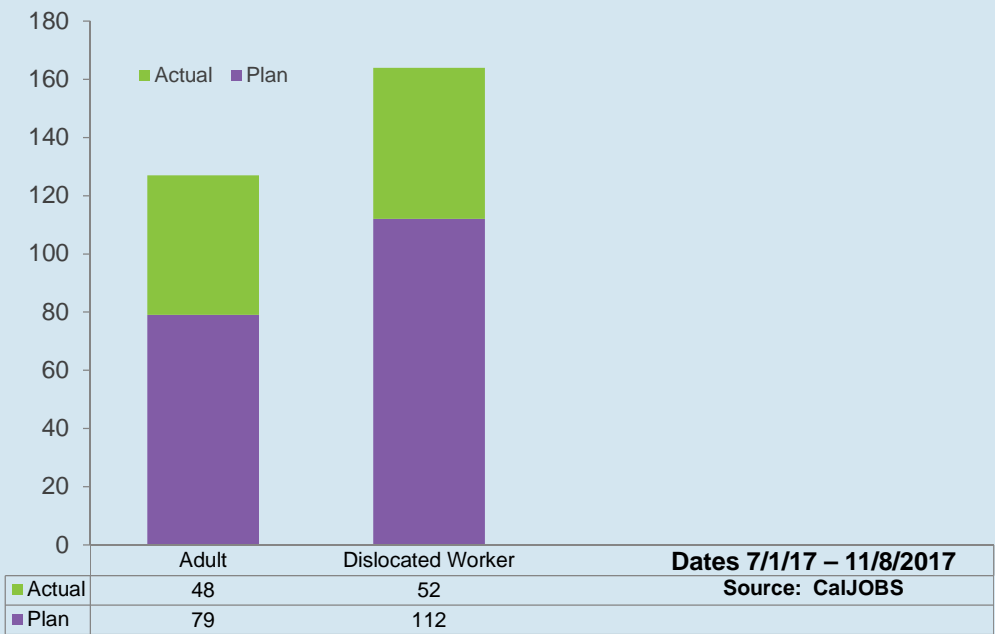


America's **JobCenter**
of CaliforniaSM

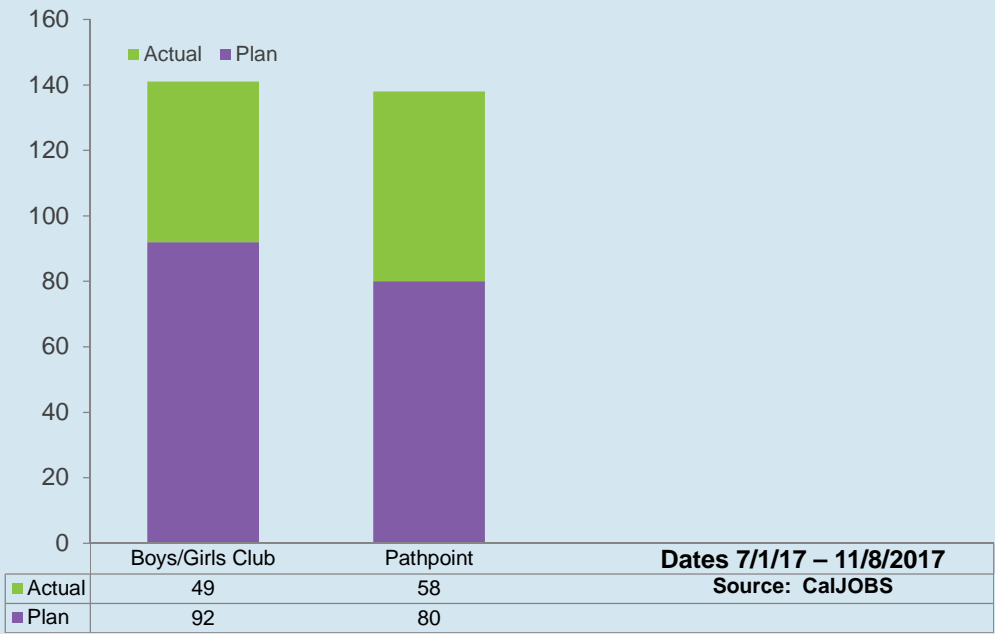
WIOA ENROLLMENTS

PY 17-18

WIOA Adult and Dislocated Worker Enrollments PY 17-18



WIOA Youth Enrollments PY 17-18





Business Retention/Layoff Aversion Services Program Year 2017 – 2018 Quarterly Review

Quarter Cumulative July, 2017 through September, 2017	Quarter Cumulative July, 2017 through December, 2017	Quarter Cumulative July, 2017 through March 31, 2018	Quarter Cumulative July, 2017 through June, 2018
		WDB EVALUATION 04/12/17	
X			

Plan vs. Actual Outcomes for the Contract Period of July 1, 2017 – June 30, 2018

	# At-Risk Employers Served (with 1 or more At-Risk Workers) Provided Layoff Aversion Services	# Jobs At-Risk and Retained after Completion of all Employer Services and at 6 Weeks Retention for Employers Served *	# At-Risk Workers provided non- WIOA Incumbent Worker Training (IWT) for Job Retention by all Providers	(A) Contract Expenditures (B) In- Kind Expenditures	Average Customer Satisfaction Score for Employers Served
Plan to Actual					
Program Year (PY) Plan (July 1, 2017 through June 30, 2018)	24	120 *	100	A = \$95,000 B = \$69,250	4 on 5 point scale
Minimum Number For WDB Evaluation (Apr 2018)	15	60	38	A = \$71,250.00 B = \$51,938.00	4 on 5 point scale
Cumulative Actual	8	0	42	A = 17,289.31 B = 25,998.00	0
Plan to Actual and Average Score	34%	0%	42%	A = 19% B = 38%	0

* Number of Jobs Saved by Layoff Aversion Activity for 122 State Report

ECONOMIC DEVELOPMENT COLLABORATIVE-VENTURA COUNTY
RAPID RESPONSE BUSINESS RETENTION/LAYOFF AVERSION

**2017-2018 First Quarter
July, 2017 through June, 2018**

	Employer	City	Date(s) of Employer Visit(s)	# of Employees	# Jobs At-Risk	# At-Risk Employers Served (with 1 or more At-Risk Workers) Provided Layoff Aversion Services	# Jobs At-Risk and Retained after Completion of All Employer Service and at 6 Weeks Retention for Employers Served	At-Risk Workers provided Incumbent Worker Training (IWT) for Job Retention by all Providers (A) WIOA (B) non-WIOA	Average Customer Satisfaction Score for Employers Served (4 on 5 point scale)	IWT Provided in (A) Healthcare (B) Manufacturing (C) Clean Green "multi sector" (D) Other Sector	# At-Risk Employers Served (with 1 or more At-Risk Workers) Referred to CSD for Required Rapid Response Activity	Industry	Classifications Affected (list 3 major)
1	OxE. Vasquez Distributors	Oxnard	07/13/17	40	2	1						Manufacturer	Accounting, Customer Service, Management
2	AeroVironment	Simi Valley	09/01/15	594	22	1	100	22 (B)	5	67(B)		Manufacturing	Technical, Customer Service, Professional
3	Trupart	Ventura	07/25/17	10	1	1						Manufacturer	Technical, Customer Service, Accounting
4	Wine Closet Inc.	Camarillo	07/26/17	2	1	1						Food Service Accor	Technical, Customer Service, Accounting
5	ABC Child Care	Fillmore	08/09/17	0	18	1						Educational/ Child Care	Accounting, Customer Service, Management
6	Mikes Consignment Marine Supply	Ventura	08/06/17	1	1	1						Retail	Customer Service, Management, Accounting
7	Wildscape Restoration	Ventura	10/22/17	12	12	1						Professional Tehnical	Labor, Customer Service, Accounting
8	Federal Defense Industries, Inc.	Moorpark	07/13/17	25	11	1		20 (B)				Manufacturing	Technical, Customer Service, Professional
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
	Totals/Average			684	68	8	100	42 (B)	5	67 (B)			



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

**TO: EXECUTIVE COMMITTEE
WORKFORCE DEVELOPMENT BOARD**

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

DATE: NOVEMBER 09, 2017

SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE RECOMMEND TO THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVAL FOR THE CERTIFICATION OF THE COMPREHENSIVE AMERICA'S JOB CENTER OF CALIFORNIA (AJCC) AT RIVERPARK (OXNARD, CALIFORNIA) ACCORDING TO THE ATTACHED BASELINE CRITERIA MATRIX.

RECOMMENDATION

Recommendation that the Executive Committee Recommend to the Workforce Development Board of Ventura County (WDB) Approval for the Certification of the Comprehensive America's Job Center Of California (AJCC) At Riverpark (Oxnard, California) According to the Attached Baseline Criteria Matrix.

BACKGROUND / DISCUSSION

The WIOA establishes a framework under which Local Boards are responsible for maintaining a network of high-quality, effective AJCCs. To assist in these efforts, the California Workforce Development Board (State Board), in consultation with an AJCC Certification Workgroup comprised of state-level partners and Local Board representatives, developed objective criteria and procedures for Local Boards to use when certifying the AJCCs within their Local Workforce Development Areas (Local Area).

The WIOA Joint Final Rule outlines three key requirements for AJCC certification: effectiveness of the AJCC, physical and programmatic accessibility for individuals with disabilities, and continuous improvement. California's certification process is centered on these key requirements and sets a statewide standard of service delivery that ensures all customers consistently receive a high-quality level of service.

In accordance with WIOA Section 121(g), Local Boards must conduct an independent and objective evaluation of the AJCCs in their Local Areas once every three years using criteria and procedures established by the State Board.

There are two levels of AJCC certification: Baseline and Hallmarks of Excellence. The Baseline AJCC Certification is intended to ensure that every comprehensive AJCC is in compliance with key WIOA statutory and regulatory requirements. The Hallmarks of Excellence AJCC Certification is intended to encourage continuous improvement by identifying areas where an AJCC may be exceeding quality expectations, as well as areas where improvement is needed.

The WDB must submit the Baseline Criteria Matrix to the State by December 31, 2017 and the Hallmarks of Excellence Criteria Matrix by June 30, 2018. Additionally, the WDB must submit its recommendation for Baseline Certification or "Unable to Certify" by December 31, 2017, and submit a Corrective Action Plan with a deadline of April 1, 2018 to meet full certification.

The authority for local boards to conduct the AJCC certification is specified in directive WSD16-20. The Ventura County Consortium (Human Services Agency, Employment Development Department, and the Center for Employment Training above is the approved AJCC Operator. Therefore according to the directive, WDB has the authority and responsibility to conduct an independent and objective evaluation and complete its own certification according to the process listed in the directive and outlined in the attached matrix. The WDB has established the Programs Committee as a standing committee, responsible for providing oversight to all WIOA career services and programs. The Programs Committee has been designated as the AJCC Evaluation Committee with responsibility to provide an evaluation of the comprehensive AJCC and provide its recommendation for certification and continuous improvement to the WDB. On October 4, 2017 the Programs Committee was invited to conduct an on-site visit of the AJCC and evaluate the key components outlined in the Baseline Criteria Matrix.

The Programs Committee completed the on-site evaluation based upon compliance with WIOA statutory and regulatory requirements. Committee members with unanimous agreement, are recommending that the Executive Committee recommend to the WDB its approval for the Certification of the Comprehensive America's Job Center of California (AJCC) At Riverpark (Oxnard, California) according to the attached Baseline Criteria Matrix.

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

Attachments:

Comprehensive AJCC Certification Matrix Baseline Criteria

Comprehensive AJCC Certification Matrix Baseline Criteria

The Baseline America's Job Center of CaliforniaSM (AJCC) Certification is intended to ensure that every comprehensive AJCC is in compliance with key *Workforce Innovation and Opportunity Act* (WIOA) statutory and regulatory requirements. If an AJCC does not meet one or more of the criteria, they will be considered "not yet able to certify." In this instance, the Local Workforce Development Board (Local Board) must develop a corrective action plan that outlines how they will bring the AJCC into compliance by April 1, 2018.

Local Boards must submit a completed matrix and, if needed, a corrective action plan to their Regional Advisor for each comprehensive AJCC by December 31, 2017.

Name of Local Board _____

Name of AJCC _____

Baseline Criteria	Yes	No
Implements the signed Memorandums of Understanding (MOU)		
A Memorandum of Understanding (meeting the Phase I and Phase II requirements in Workforce Services Directive WSD15-12 and WSD16-09) has been signed by all the required AJCC partners.		
The signed MOU identifies the AJCC as a comprehensive center.		
The AJCC is implementing the MOU specifications applicable to comprehensive centers.		
Implements the Local Board defined roles and responsibilities of the AJCC Operator and Career Services Provider		
AJCC Operator selected in compliance with WSD16-14.		
Roles and responsibilities of AJCC Operator are clearly identified.		
Career Services Provider selected in compliance with WSD16-14.		
Roles and responsibilities of the Career Services Provider within the AJCC are clearly identified.		
Meets all regulatory requirements to be a comprehensive AJCC (WIOA Joint Final Rule Section 678.305)		
AJCC has least one Title I staff person physically present.		

AJCC provides access to all basic and individualized career services identified in WIOA Joint Final Rule Section 678.430.		
AJCC provides access to training services identified in WIOA Joint Final Rule Section 680.200.		
AJCC provides access to any employment and training activities carried out under WIOA Section 134(d).		
AJCC provides access to programs, services, and activities of all required AJCC partners by having partner staff physically co-located at the AJCC, having a staff person at the AJCC who has been cross-trained to provide information about partner programs, or having direct linkage through technology to staff who can provide meaningful information or services.		
AJCC provides workforce and labor market information.		
AJCC provides customers with access programs, services, and activities during regular business hours.		
Ensures Equal Opportunity for Individuals With Disabilities		
<p>The AJCC is physically and programmatically accessible to individuals with disabilities, as described in WIOA Section 188 and Title 29 Code of Federal Regulations Part 38.</p> <p>Americans with Disabilities Act Title V provides that state requirements may supersede the ADA when state requirements provide greater or equal protection for the rights of individuals with disabilities. Therefore, the AJCC must also be in compliance with following California guidance related to equal access for individuals with disabilities:</p> <ul style="list-style-type: none"> • Fair Employment and Housing Act (California Government Code Section 12900-12996) • Unruh Civil Rights Act (California Civil Code Section 51-52) • Disabled Persons Act (California Civil Code Section 54-55) • California Building Code Title 24 Chapter 11B • California Government Code 7405 • California Government Code 11135 <p>Such requirements include, but are limited to, the following:</p> <ul style="list-style-type: none"> • Providing reasonable accommodations for individuals with disabilities • Making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination against persons with disabilities • Administering programs in the most integrated setting appropriate 		

<ul style="list-style-type: none"> • Communicating with persons with disabilities as effectively as with others • Providing appropriate auxiliary aids and services, including assistive technology devices and services, where necessary to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, the program or activity • Providing for the physical accessibility of the AJCC to individuals with disabilities 		
The AJCC meets all Baseline Criteria for Baseline AJCC Certification		

The Local Board Chair must attest the Local Board's certification decision by signing below.

Signature

Name

Title



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

**TO: EXECUTIVE COMMITTEE
WORKFORCE DEVELOPMENT BOARD**

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

DATE: NOVEMBER 09, 2017

**SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE RECOMMEND THAT THE
WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE A
RECOMMENDATION TO THE BOARD OF SUPERVISORS APPROVAL OF A
CONTRACT WITH theAGENCY TO PROVIDE WORKFORCE INNOVATION AND
OPPORTUNITY ACT (WIOA) OUTREACH SERVICES FROM JULY 1, 2018 THROUGH
JUNE 30, 2019, IN THE AMOUNT OF \$150,000 IN WIOA FUNDS, UNDER RFP#
1718.01, RELEASED ON AUGUST 28, 2017 AND CLOSED ON SEPTEMBER 25, 2017**

RECOMMENDATION

Approve a recommendation that the Workforce Development Board of Ventura County recommend to the Board of Supervisors approval of a contract with theAgency to provide Workforce Innovation and Opportunity Act (WIOA) outreach services from July 1, 2018, through June 30, 2019, in the amount of \$150,000 in WIOA funds, under RFP# 1718.01, released on August 28, 2017 and closed on September 25, 2017.

DISCUSSION

On August 28, 2017 the Workforce Development Board of Ventura County (WDB), issued a publicly advertised competitive procurement process (Request for Proposals-RFP). The purpose of this RFP was for a county-wide outreach and marketing project to promote workforce development programs and services in Ventura County. Following the RFP bidders conference on September 8, 2017, one outreach/marketing firm submitted proposals by the September 25, 2017 due date. The proposal passed the initial review conducted by the County of Ventura Human Services Agency and was referred to a selection panel for evaluation and scoring. Final score was based on the applicant compliance and response to RFP program and financial criteria.

Working in alignment with the WDB goals and program support services described in the WDB-approved plan, and with the WDB Business Outreach Committee, theAgency will provide targeted outreach for job seeker programs and services, career awareness, and business outreach. theAgency will provide creative design, production and copywriting (e.g., brochures, flyers, ads), media negotiation and placement (e.g., newspapers, newsletters, English and Spanish, social media), and public relations (e.g., press releases, media placements, public service announcements and placement, broadcast interviews).

The scope and size of the contract is contingent on final 2018-2019 WIOA allocations. If approved by the Executive Committee today, a recommendation will be presented at the WDB meeting on December 7, 2017 to recommend a contract proposal to be submitted for approval by the Board of Supervisors.

If you have questions, please contact me at (805) 477-5306, or Talia Barrera at (805) 477-5341, email talia.barrera@ventura.org.



WORKFORCE DEVELOPMENT BOARD

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**TO: EXECUTIVE COMMITTEE
WORKFORCE DEVELOPMENT BOARD**

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

DATE: NOVEMBER 09, 2017

**SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE RECOMMEND THAT THE
WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE A
RECOMMENDATION TO THE BOARD OF SUPERVISORS APPROVAL OF A
CONTRACT WITH ECONOMIC DEVELOPMENT COLLABORATIVE OF VENTURA
COUNTY TO PROVIDE WORKFORCE INNOVATION AND OPPORTUNITY ACT
(WIOA) BUSINESS RETENTION – LAYOFF AVERSION SERVICES FROM JULY 1,
2018 THROUGH JUNE 30, 2019, IN THE AMOUNT OF \$95,000 IN WIOA FUNDS,
UNDER RFP# 1718.02, RELEASED ON AUGUST 28, 2017 AND CLOSED ON
SEPTEMBER 25, 2017**

RECOMMENDATION

Approve a recommendation that the Workforce Development Board of Ventura County recommend to the Board of Supervisors approval of a contract with EDC-VC to provide Workforce Innovation and Opportunity Act (WIOA) Business Retention– Layoff Aversion services from July 1, 2018, through June 30, 2019, in the amount of \$95,000 in WIOA funds, under RFP# 1718.02, released on August 28, 2017 and closed on September 25, 2017.

DISCUSSION

On August 28, 2017 the Workforce Development Board of Ventura County (WDB), issued a publicly advertised competitive procurement process (Request for Proposals-RFP). The purpose of this RFP was to find qualified experienced organizations to provide a regional business expansion-layoff aversion services to promote the WDB's role in the County's economic vitality and workforce development in Ventura County. Following the RFP bidders conference on September 8, 2017, one firm submitted proposal by the September 25, 2017 due date. The proposal passed the initial review conducted by the County of Ventura Human Services Agency and was referred to a selection panel for evaluation and scoring. Final score was based on the applicant compliance and response to RFP program and financial criteria.

Working in alignment with the WDB goals and program support services described in the WDB-approved plan, EDC-VC will provide assessment to businesses, identify firms at-risk for lay-offs and through WIOA funding, provide layoff aversion services. Will also focus on the identification of firms and workers whose at-risk condition may be mitigated by incumbent worker training (IWT).

The scope and size of the contract is contingent on final 2018-2019 WIOA allocations. If approved by the Executive Committee today, a recommendation will be presented at the WDB meeting on December 7, 2017 to recommend a contract proposal to be submitted for approval by the Board of Supervisors.

If you have questions, please contact me at (805) 477-5306, or Talia Barrera at (805) 477-5341, email talía.barrera@ventura.org.