



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

EXECUTIVE COMMITTEE MEETING

Thursday, January 11, 2018
8:00 a.m. - 9:30 a.m.

NOTE: DIFFERENT MEETING LOCATION

Ventura County Community College District Office
761 E. Daily Drive (Board Room), Camarillo, CA

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
8:08 a.m.	3.0 WDB Chair Comments	Vic Anselmo
8:15 a.m.	4.0 Consent Items 4.1 Approve Executive Committee Minutes: November 09, 2017 4.2 Receive and File: WDB Committee Reports 4.3 Financial Status Report: November 2017	Vic Anselmo
8:30 a.m.	5.0 Action Item Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Ratify the Submission of: a Competitive Grant Application by the WDB to the California Employment Development Department (EDD) and the California Workforce Development Board (CWDB) for a Workforce Accelerator Fund 6.0 – STEPS Connections Grant; the Submission of a Competitive Grant Application by the WDB to the EDD and the CWDB for a Regional Plan Implementation Project Grant	Melissa Livingston
8:40 a.m.	6.0 WDB Administration <ul style="list-style-type: none">National Dislocated Worker Grant (NDWG)– Thomas FireUpdate Changes Regarding the WDB Executive Director Position, WDB Administrative Entity, and WDB/WIOA Fiscal Agent	Patrick Newburn Barry Zimmerman

- On-the-Calendar

Vic Anselmo

- Workforce Development Board Planning Meeting
January 25, 2018 (8:00 to 10:00 a.m.)
United Food and Commercial Workers, Local 770 (UFCW) Building
816 Camarillo Springs Road (Orchid Room), Camarillo
- National Association of Workforce Board (NAWB) Forum 2018
March 24-27, 2018, Washington, DC

9:25 a.m.

7.0 Committee Member Comments

Committee
Members

9:30 a.m.

8.0 Adjournment

Vic Anselmo

Next Meeting

February 8, 2018 (8:00 a.m.-9:30 a.m.)
United Food and Commercial Workers, Local 770
816 Camarillo Springs Road, (Suite A), Camarillo, CA

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
November 09, 2017

MINUTES

Meeting Attendees

Executive Committee

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

WDB Administration

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

Guests

Brian Gonzales (HSA Fiscal, CFO)
Sally Harrison, (County of Ventura,
CEO)
Heidi Hayes (theAgency)
Melissa Livingston (County of Ventura
Human Services Agency (HSA))
Richard McNeal (Public)
Chris Vega (HSA Fiscal)

1.0 Call to Order and Agenda Review

Vic Anselmo called the meeting to order at 8:07 a.m. No changes were made to the agenda.

2.0 Public Comments

No public comments.

3.0 WDB Chair Comments

No comments.

4.0 Consent Items

4.1 Approve Executive Committee Minutes: September 14, 2017

4.2 Receive and File: WDB Committee Reports

Motion to approve the Consent Items: Jim D. Faul

Second: Greg Barnes

Motion carried

5.0 Financial Report and Committee Discussion

Mr. Gonzales reported on the FY 2017-18 Financial Status Report. The following information was discussed in detail with Committee members:

- FY 2017-18 Financial Status Report: September 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 September 30, 2017. 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. Mr. Gonzales informed

the Committee that he and his staff are continuing to work on providing an overhead presentation and one will be provided at the next Executive committee meeting.

The status of expenditures at 25% 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	484,161	21%
Adult	1,869,352	375,842	20%
Youth	1,949,940	341,173	17%
Rapid Response	490,031	108,202	22%
<u>WIOA Non-Core Funds</u>			
DOL Bridges 2 Work Grant	177,351	51,918	29%
CWDB Steps 2 Work Grant	118,108	38,514	33%
VC I-E3	129,592	67,885	52%
High Performing Board	55,317	11,488	21%
CWDB Regional Capacity Bldg.	303,790	27,159	9%

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.

	<u>Core Grant FY 15-17</u>	<u>Core Grant FY 16-18</u>	<u>Core Grant FY 17-19</u>
Total Adult and Dislocated Worker Formula Fund Allocations	4,133,724	4,014,696	3,969,075
Training Expenditure Requirement	1,240,117	1,204,340	1,190,723
	30%	30%	30%
Formula Fund Training Expenditures	941,344	713,387	167,540
Leveraged Resources			
• Total Leveraged Resources Used Toward Training Expenditures	348,361	282,802	110,018
	413,372	401,447	396,908
• Maximum Allowed Leveraged Resources (10%)			
Total Leveraged Resources Used Toward Training Expenditures	348,361	282,802	110,018
• Total Amount Spent on Training	1,289,705	996,189	277,558
• % of Training Requirement Met	104%	83%	23%
(Final goal = 100%)			

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

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

6.0 Performance Report

Committee members reviewed, discussed, and asked questions about quarterly WIOA performance.

- WIOA Performance Report: WIOA Adult and Dislocated Worker performance during Program Year 2017–2018 cumulative period of July 1, 2017 through November 8, 2017:
 - WIOA Adult cumulative new enrollments are at 48 out of the 79 plan to actual.
 - WIOA Dislocated Worker cumulative new enrollments are at 52 out of 112 plan to actual.
- WIOA Performance Report: WIOA Youth Enrollments performance during Program Year 2017–2018 cumulative period of July 1, 2017 through November 8, 2017:
 - Boys and Girls Club of Greater Oxnard and Port Hueneme cumulative new youth enrollments are at 49 Adults out of 92 of plan.
 - PathPoint, Inc., cumulative new youth enrollments are at 58 Adults out of 80 planned.
- Business Services: Allowable Rapid Response Activities: Economic Development Collaborative-Ventura County (EDC-VC) reported cumulative (July 1, 2017 through September 30, 2017) business retention/layoff aversion activities. WDB contract evaluation will be conducted on April 12, 2017.
 - Nine (8) unique at-risk businesses, with 1 or more at-risk workers, received services to prevent the loss of 78 at-risk jobs.
 - Currently at 0%, however, they are still working on several businesses for the jobs at-risk, after completion of all employer services and at 6 weeks retention, were reported to the State as jobs saved by layoff aversion activity (Layoff Aversion 122 Report). They have 100 employers they are currently working with but have not completed the process. Once completion and the outcomes gets reported to the state that number will reflect on the next quarterly report. WDB staff is not really concerned during this quarterly review as EDC-VC has never failed in their performance review.

Overall EDC-VC is right on target with this quarterly review

7.0 Action Items

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

- 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

Motion to approve: Jim D. Faul
Second: Brian Gabler
Motion carried

- 7.2 Recommendation that the Executive Committee Recommend to the Workforce Development Board of Ventura County 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

Motion to approve: Alex Rivera
Second: Jim D. Faul
Motion carried

- 7.3 Recommendation that the Executive Committee Recommend to the Workforce Development Board of Ventura County Approve a Recommendation to the Board of Supervisors Approval of a Contract with Economic Development Collaborative-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# 1718.01, Released on August 28, 2017 and Closed on September 25, 2017

Motion to approve: Alex Rivera
Second: Greg Barnes
Abstained: Brian Gabler
Motion carried

8.0 WIOA Implementation Updates

- AJCC Certification Update: Hallmark of Excellence:

Vivian Pettit reported that she will be undergoing the second part of the AJCC Certification called the Hallmark of Excellence. This will be based on the quality of criteria based on the baseline matrix of the self-assessment of the AJCC

- Workforce Accelerator Funds 6.0 Grant Update:

Vivian Pettit reported that the WDB and One-Stop submitted an answer to a request form proposal requesting additional funding for workforce accelerator fund grant. This grant is continuation of

the STEPS grant for ex-offenders who have been released and are now looking for work, being referred by the probation agency. Next funding request is in the amount of \$250,000 which will expand on prior workforce accelerator fund. Serve 35 ex-offender STEPS youth ages 16-24 with a matching cost for direct services from the Ventura County Probation Agency. The funding period is January 2018 through June 2018. Goal is strengthen partnership creating an integrated responsive one-stop support system for youth offender. Develop tools and resources and strengthen participation employment outcomes and more. By December 17, 2017 staff should hear an outcome if application was approved.

- Regional Plan Implementation Grant Update:

Patricia Duffy reported that the State has allocated funds, for both regional training coordinators and regional organizers, to the 14 Regional Planning Units (RPU's). Ventura County is one Regional Planning Unit. Previous funding was distributed evenly among Planning Regions, \$85,000 for the regional organizer role and \$200,000 for other regional training. In this funding cycle the WDBs are submitting proposals and budgets to the State to request funds for regional organizing, regional training and expansion or development of innovative slingshot projects. There are 14 Regional Planning Units and \$7million available in grant funding. WDBVC applied for \$510,841 and will most likely receive some allocation of the grant money, if not all the funding proposed. The planned November 16th WDBVC Regional Sectors meeting with CWA's Bob Lanter facilitating and Vinz Koller as guest speaker on the Swiss Apprenticeship model "College without Debt", is a regional organizer activity. The purpose of this meeting is to bring the region together to identify how to more effectively work, as a region, to expand work-based learning and apprenticeships. With additional funding the WDBVC plans to continue to support regional planning activities for a collaborative vision to expand work-based learning. In addition to these funds they will also be used to augment contracts with EDC-VC and the Agency to continue to do work for the WDB. WDB staff hopes to receive a response sometime in December. This grant will run from FY January 2017 – June 30, 2019.

9.0 WDB Administration

- WIOA Adult/Dislocated Worker Youth Programs - EDD Monitoring Review: Melissa Livingston reported that the WDB Administration is scheduled for an EDD Monitoring Review from January 29, 2018 to February 2, 2018. The monitor will be looking at all WIOA core programs for compliance. Vivian Pettit will be staff lead with the compliance guides and will be working between the HSA Fiscal, Administrative, and Programs team. Ms. Livingston informed the Committee that she will be reporting back to the Board with the outcome of the monitoring visit.
- WDB Regional Joint Committees Meeting: Melissa Livingston announced the upcoming special meeting on November 16, 2017 the WDB Regional Joint Sectors Meeting which will be held at the VCCF Nonprofit Center.
- WDB Meeting Plan for December 7, 2017: The outcomes from the WDB regional joint planning meeting will be finalized at this meeting.
- Update WDB Executive Director Position: Melissa Livingston, Human Services Chief Deputy Director provided the Executive Committee with an update as to the County's proposed position to change the structure of the Workforce Development Administrative Entity and Fiscal Agent relationship. The proposed change has been discussed with the County CEO's office, County Legal Counsel, and the County Board of Supervisors, and a pre-meeting was held with the WDB Chair and Vice Chair to share the proposed change. The change would contract out through an RFP process the WDB Administrative Entity and Fiscal Agency roles and responsibilities. The proposed time line for the RFP process would be in the January 2018 timeframe- with a targeted

contract award in the March/April 2018 timeframe, and a goal of having the contracted entity in place by July of 2018 at the beginning of the new fiscal year- but it was recognized that this timeline might be tight and that the change and associated transition activities could move the timeline further into the new fiscal year.

It was shared that there were a number of reasons for the proposed change that included ongoing challenges with the Human Services Agency Director overseeing the WDB Administrative Entity, Fiscal Agent, and Career Services Program Operator- that created a perception of, and opportunity for conflict of interest and firewall issues. By moving the WDB Administrative Entity and Fiscal Agency out of the Human Services Agency reporting structure and only maintaining the Career Services Program operation oversight would effectively address the conflict of interest/firewall challenges. Additionally, it was shared that as the law changed from WIA to WIOA there have been more stringent procurement and firewall requirements that we have experienced first-hand through a recent EDD State Monitoring where the local One Stop Operator procurement was deemed a "failed-procurement"- as there was only one (1) bid, and the procurement was seeking a Consortium, and did not provide for a single entity bid proposal. Since this monitoring and through follow up contacts with the State there have been concerns related to ensuring proper firewalls and adherence to procurement policy moving forward- with a potential of needing to rebid the One Stop Operator prior to the 3 year term. Lastly, the proposed change also took into consideration trends to significant reductions in WIOA core funding and the need to have greater flexibility and latitude in funding opportunities under a new model.

There were questions as to other models that had been discussed, and if the County had considered moving the functions out of HSA to another County entity to eliminate the perceptions and challenges of conflict of interest for the HSA Director. It was shared that there had been discussions, but it was agreed that an model outside the county would be most effective to address the conflict of interest and firewall issues- while providing the County CEO and BOS ultimate oversight. In the proposed model the CEO's office would work with the California Workforce Association (CWA) to manage the RFP process, and would be the liaison between the Board of Supervisors and WDB entity. The Board of Supervisors would continue oversight of the WDB budget, fiscal/regulatory compliance, and would continue to approve the appointment of WDB members as in the current model. The County intends to continue HSA as the Career Services Operator over Adult and Dislocated Worker programs as long as the State continues to allow for this program service to be sole sourced. In addition to an RFP for the contracted service, this proposed change will also require a new Memorandum of Understanding (MOU) between the Board of Supervisors and WDB.

The floor was open to questions, and the Executive Committee asked a number of questions seeking understanding and clarity for the proposed change, as well as understanding what other models existed, and if this model was used in other regions. Staff as well as a member of the public provided additional input and posed questions related to the change. It was acknowledged that there were many questions that would need to be addressed prior to finalizing the proposed change, and that the California Workforce Association would be involved in consult to ensure the model was sound and an update and discussion would occur with the WDB Executive Committee at the next meeting.

It was shared that as part of the proposed change that the existing WDB Administrative staff would be given the opportunity to decide if they wanted to move to the new contracted entity or remain with the County. It was recommended that staff await the decision on a new entity prior to making this decision, but the County would require the new entity to continue staff's salary at the current level. It was also recognized that the HSA fiscal team would also need to be instrumental in

assisting in the transition of the Fiscal Agent role, and this full transition, as well as other aspects of the transition could continue into the first quarter of the 2018/2019 fiscal year. Lastly there was discussion about holding off in the selection of a new WDB Executive Director until the proposed change was finalized- but dependent upon the length of time this transition takes, the WDB might want to re-evaluate that decision- but would do so in concert with the County CEO's office and BOS in making the final hiring decision.

- On the calendar:

WDB Administration Manager Vivian Pettit and one other Programs Committee member will be attending the California Workforce Association (CWA) Youth@Work 2018, January 9-11, 2018, Sacramento, CA

WDB administration managers and other WDB members will be attending the National Association of Workforce Board (NAWB) Forum 2018 March 24-27, 2018, Washington, DC

10.0 Committee Member Comments

No comments.

11.0 Adjournment

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

Second: Jim D. Faul

Motion carried

Next Meeting

January 11, 2018 (8:00 a.m.-9:30 a.m.)

Ventura County Community College District

761 E. Daily Drive (Board Room), Camarillo, CA



Executive Committee
Workforce Development Board of Ventura County
January 11, 2018

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: JANUARY 11, 2018

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, CHAIR
CLEAN/GREEN COMMITTEE**

DATE: JANUARY 11, 2018

SUBJECT: CLEAN/GREEN COMMITTEE REPORT

The next meeting of the Clean/Green Committee is scheduled for January 19, 2018, from 8:00 a.m. to 9:30 a.m., at the United Food and Commercial Workers, Local 770 (UFCW) building, 816 Camarillo Springs Road (Suite A), Camarillo.

The Clean/Green Committee report for that meeting will be provided at the Workforce Development Board meeting on January 25, 2018.

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.



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TO: EXECUTIVE COMMITTEE

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

DATE: JANUARY 11, 2018

SUBJECT: HEALTHCARE COMMITTEE REPORT

The Healthcare Committee meeting met on January 5, 2018, from 8:00 a.m. to 9:30 a.m., at the United Food and Commercial Workers, Local 770 (UFCW) building, 816 Camarillo Springs Road (Orchid Room), Camarillo.

The Healthcare Committee report for that meeting will be provided at the Workforce Development Board meeting on January 25, 2018.

The next meeting of the Healthcare Committee is scheduled for March 2, 2018, at the UFCW, Local 770 building, 816 Camarillo Springs Road (Suite A), Camarillo, from 8:00 a.m. to 9:30 a.m.

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.



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TO: EXECUTIVE COMMITTEE

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

DATE: JANUARY 11, 2018

SUBJECT: MANUFACTURING COMMITTEE REPORT

The Manufacturing Committee met on October 19, 2017. In attendance were Committee members Alex Rivera (Chair), Cindy Guenette, Rebecca Hunt, Marybeth Jacobsen, Ryan Mayfield, and Tre Robinson; Workforce Development Board (WDB) staff Patrick Newburn. Guest in attendance was Lisa Eklund (Ventura County office of Education). The following is a summary of topics discussed at the meeting:

PRESENTATION: *Entry Level Manufacturing Certificate Curriculum (POSTPONED)*

Dr. Alexandria Wright from Ventura County Community College District, Workforce and Economic Development Division, was ill and unable to attend committee meeting and provide presentation on Entry Level Manufacturing Certificate Curriculum offered at Ventura College. However committee members conducted review of the course outline provided in their meeting packet.

Marybeth Jacobsen provided an overview of the curriculum as learned from a presentation by Dr. Wright at the Workforce Education Coalition (WEC). Ms. Jacobsen explained the course purpose and brief orientation to the National Institute of Metalworking Skills, Inc. (NIMS) certificate. She also briefly discussed the American College Testing (ACT) Work Keys- Screening Test as a prerequisite for class enrollment.

Tre Robinson from Grupo Bimbo discussed his company's experience with other entry level curriculum offered. He suggested that other companies might benefit from recognizing the value of the entry level certificate as they conduct hiring interviews. Committee members discussed potential additions to curriculum such as problem solving skills and how to prepare corrective action plans. Members questioned how the entry level certificate would become industry recognized and that involving staffing agencies might help with outreach efforts.

Rebecca Hunt from ECA Medical provided another example of related curriculum and has successfully hired interns from Moorpark College who have completed the Biotechnology Engineering Technician course taught by WDB Manufacturing committee member and full-time faculty Subhash Karkare.

The meeting packet with an electronic copy of the Entry Level Manufacturing Certificate Curriculum is available on the WDB website: www.workforceventuracounty.org

WIOA WORKFORCE DEVELOPMENT PLANNING

- Alignment With 2-Year 2016-2018 Committee Plan
Alex Rivera invited members to review the two-year plan.
- Deputy Sector Navigator
No Report.
- MRVC: Planning Update
No report
- AMP SoCal:
No report.

COMMITTEE MEMBER COMMENTS

- Tre Robinson provided enthusiastic support for the WIOA on-the-job training (OJT) program offered by the America's Job Center of California (AJCC) and HSA Account Executive Cynthia Muro. OJTs provide employers partial wage reimbursement during the initial training provided by the employer to bring new hires up to speed. For more information, please contact Cynthia.Muro@ventura.org
- Patrick Newburn invited members to attend the upcoming Career & Resource Fair hosted October 26, 2017 at the AJCC at Riverpark in Oxnard.

The next Manufacturing Committee meeting is scheduled for February 15, 2018, from 8:00 a.m. to 9:30 a.m., at the United Food and Commercial Workers, Local 770 building, 816 Camarillo Springs Road, Camarillo, CA.

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: JANUARY 11, 2018

SUBJECT: MEMBERSHIP COMMITTEE REPORT

The Membership Committee meeting met on January 9, 2018, from 8:30 a.m. to 10:00 a.m., at the United Food and Commercial Workers, Local 770 (UFCW) building, 816 Camarillo Springs Road, Suite A, Camarillo.

The Membership Committee report for that meeting will be provided at the Workforce Development Board meeting on January 25, 2018.

The next meeting of the Membership Committee is scheduled for February 6, 2018, at the UFCW, Local 770 building, 816 Camarillo Springs Road, Suite A, Camarillo, from 8:30 a.m. to 10:00 a.m.

If you have questions or need more information, please call me at (805) 650-8611, or contact Patrick Newburn at (805) 477-5306, email patrick.newburn@ventura.org.



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TO: EXECUTIVE COMMITTEE

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

DATE: JANUARY 11, 2018

SUBJECT: OUTREACH COMMITTEE REPORT

The next meeting of the Outreach Committee is scheduled for January 17, 2018, 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 January 25, 2018.

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: JANUARY 11, 2018

SUBJECT: PROGRAMS COMMITTEE REPORT

The Programs Committee met on October 4, 2017. In attendance were Committee members: Tony Skinner (Chair)*, Roger Rice (Vice Chair)*, Linda Fisher-Helton, Kathy Harner*, Mary Navarro-Aldana*, Tressie Nickelberry, and Leslie Webster. [*= WDB Members.] WDB Staff in attendance were: Tracy Johnson, Patrick Newburn, and Vivian Pettit. Guests in attendance were: Nancy Ambriz (Adult & Family Services, Human Services Agency, WIOA Programs), Elsa Banuelos (WIOA Programs), Ray Bowman (EDC-VC), Karin Findeis (Pacific Clinics TAY Tunnel), and Tom Van Meeuwen (California Conservation Corps). The following summarizes topics discussed at the meeting:

AJCC Evaluation Committee Introduction:

Patrick Newburn explained that the Workforce Development Board of Ventura County (WDB) Chair appointed the Programs Committee, in addition to their standing committee duties of WIOA Programs oversight, to function as an ad hoc AJCC Evaluation Committee (AEC) through June 2018. WIOA mandates that the WDB must conduct an independent and objective evaluation of their comprehensive of the AJCC once every three years using criteria and procedures established by the California Workforce Development Board (CWDB). The AEC will evaluate the AJCC on three key requirements for AJCC certification: 1) Effectiveness of the AJCC, 2) Physical and Programmatic Accessibility for individuals with disabilities, and 3) Continuous Improvement.

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.

Membership on the AEC may include other persons, not formally appointed to the Programs Committee, in order to provide a broad base and objective evaluation. Those ad-hoc members will serve only for purpose of AJCC evaluation visits and related duties. Welcomed to the AEC were Ray Bowman from the Economic Development Collaborative – Ventura County (EDC-VC) and Tom Van Meeuwen from the California Conservation Corps. In order to avoid conflict of interest, excluded from the evaluation are the leadership from the Ventura AJCC Operator Consortium (Nancy Ambriz from the Human Services Agency/Adult and Family Services Department; Mary Navarro-Aldana from the Employment Development Department; and Jaime Mata from Center for Employment Training).

The AEC at this on-site meeting will evaluate the comprehensive AJCC using the Baseline Criteria Matrix provided in their meeting packet. Following the tour of the facility and learning about the services offered by the AJCC partners, the AEC is responsible to report their observations and either recommend certification to the WDB or determine "Unable to Certify". WDB is the certifying authority and must submit its decision to the CWDB, to certify or corrective action plan no later than December 31, 2017. Mr. Newburn advised the AEC members that they will be called back in Spring 2018 to conduct more on-site evaluations for the Hallmarks of Excellence Certification which is due to CWDB by June 30, 2018

AJCC Certification Evaluation and Tour:

Vivian Pettit provided the Committee an overview of the evaluation process and explained the Baseline Criteria Matrix to prepare them for their guided tour of the comprehensive AJCC. The evaluation packet includes the Baseline Criteria matrix along with the AJCC Tour Worksheet that the Committee will use to keep score and provide feedback.

Committee members learned that the Baseline Criteria is divided into four parts: 1) Implements the signed MOU, 2) Implements the Local Board defined roles and responsibilities of the AJCC Operator and Career Services Provider, 3) Meet all regulatory requirements to be a comprehensive AJCC, and 4) Ensures Equal Opportunity for individuals with Disabilities. The related statutory and regulatory documents were provided to the Committee in four separate binders placed on tables for their review following the tour.

WIOA Programs Manager Nancy Ambriz Mary and Navarro-Aldana from EDD, although excluded as certification evaluators, were present on the tour to answer detailed questions.

During the tour AEC members observed several training rooms, staff work areas, and the job search resource room with extensive computer technology including assistive technology for individuals with disability. The tour also provided on the spot interviews with career services staff. Members received explanation about multiple topics including: AJCC partner cross training and client assessment process and referrals to career services, EDD Job Clubs, WIOA Title I employment recruitment and training services, and how clients receive individualized services once they enter the AJCC.

Following the tour, WDB staff explained the scoring matrix again with the Committee and answered member questions. Members will receive a follow-up survey seeking detailed feedback of the on-site evaluation for purpose of continuous improvement. AJCC services informational packets were distributed to the Committee, to provide additional worksheet and matrix evidence of required services. The contents within this folder can be viewed in the meeting packet on the WDB website at www.workforceventuracounty.org.

AJCC Baseline Matrix Recommendation for Certification:

The Programs and ad-hoc AJCC Evaluation Committee considered background information, asked questions, and discussed the Baseline Certification Matrix before taking action. Members provided constructive feedback about the AJCC tour and evaluation process for staff benefit to improve the springtime tour. No member expressed disagreement with certification recommendation. The committee approved a recommendation to the Executive Committee of the Workforce Development Board of Ventura County (WDB) that they approve and recommend to the WDB the Certification of the Comprehensive America's Job Center of California (AJCC) At Riverpark (Oxnard, California).

The Programs Committee meeting normally scheduled for December 6, 2017, was cancelled due to the Thomas Fire of December 4, 2017.

The Programs Committee report for the make-up January 10, 2018 meeting will be provided at the Workforce Development Board meeting on January 25, 2018.

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
January 11, 2018

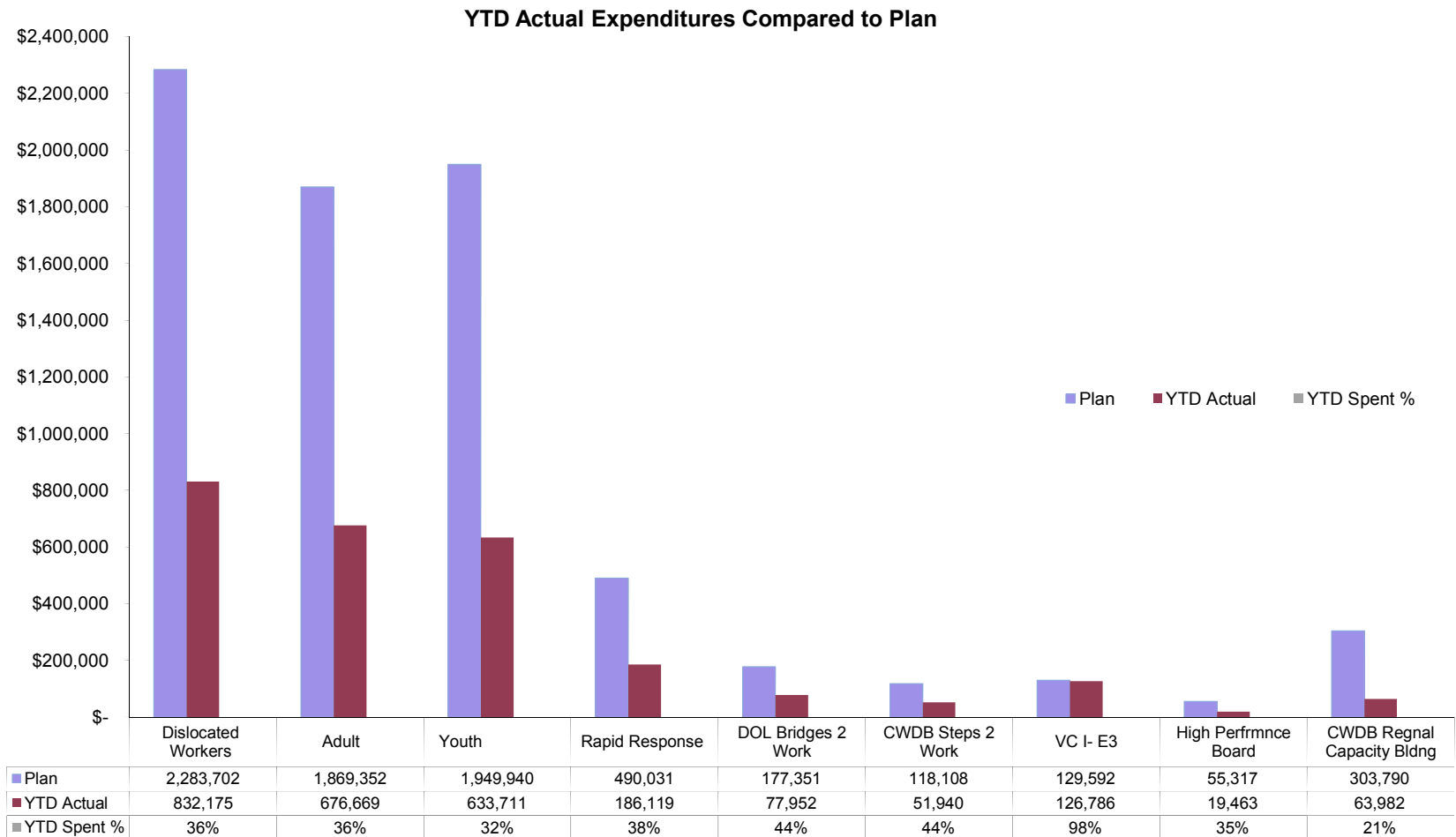
1. FY 2017-18 Financial Status Report – 7/1/17-11/30/17
 - a. Report Period 7/1/17-11/30/17
 - b. 42% through the fiscal year
 - c. WDB Chart – provides an visual view of magnitude of grants and expenditures to date
 - d. Actual to Plan
 - i. Core Grants
 1. Total expenditure are in line in all Core 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 (83% 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 has been 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. 102% of training requirement met (as of 6/30/17)
 2. Technically have until FY 2017-18 to accomplish requirement
 - ii. 17-19 Grants (Due 10/1/19)
 1. To date spending and leverage level are appropriate (50%)
 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 February for WDB Exec review/input/approval
 1. Final 2016-17 actual expenditures and rollover amounts
 2. Final 2017-18 Grant amounts – including new grants pursued and awarded
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 11/30/17 (42% into the Fiscal Year)
Submitted on: January 11, 2018

FINANCIAL STATUS REPORT for FISCAL YEAR 2017-2018

Year to Date Expenditures from 07/01/17 to 11/30/17 (42% into the Fiscal Year)



FINANCIAL STATUS REPORT for FISCAL YEAR 2017-2018

Year to Date Expenditures from 07/01/17 to 11/30/17 (42% into the Fiscal Year)

Name of Grants	Salaries and Benefits			Direct Program/WIOA 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	509,154	38%	658,327	205,075	31%	274,774	117,947	43%	2,283,702	832,175	36%	1,451,527
Adult	1,135,205	368,823	32%	508,235	214,001	42%	225,911	93,845	42%	1,869,352	676,669	36%	1,192,682
Youth	451,212	124,724	28%	1,262,123	428,321	34%	236,605	80,666	34%	1,949,940	633,711	32%	1,316,229
Rapid Response	314,092	123,179	39%	114,315	36,172	32%	61,624	26,768	43%	490,031	186,119	38%	303,911
Others:													
DOL Bridges 2 Work	102,948	56,342	55%	65,000	10,254	16%	9,404	11,357	121%	177,351	77,952	44%	99,399
CWDB Steps 2 Work	93,207	23,953	26%	16,000	14,002	88%	8,900	13,984	157%	118,108	51,940	44%	66,168
VC I- E3	121,984	108,565	89%	-	-	0%	7,609	18,221	239%	129,592	126,786	98%	2,806
High Performnce Board	48,794	16,551	34%	-	-	0%	6,523	2,912	45%	55,317	19,463	35%	35,853
Regnal Capacity Bldng	218,186	53,137	24%	47,000	-	0%	38,604	10,845	28%	303,790	63,982	21%	239,808
Total WIOA Grants	\$ 3,836,229	\$ 1,384,429	36%	\$ 2,671,000	\$ 907,825	34%	\$ 869,953	\$ 376,545	43%	\$ 7,377,182	\$ 2,668,798	36%	\$ 4,708,384

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 ended 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. Confirmed with Program staff hours and charges are appropriate.

Bridges to Work: Overall costs under this program continued 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 121%, 157%, and 239% 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 11/30/17 (42% 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	469,024	40,130	509,154	146,271	58,804	205,075	85,606	32,341	117,947	700,901	131,274	832,175
Adult	339,700	29,124	368,823	149,351	64,650	214,001	68,113	25,732	93,845	557,164	119,506	676,669
Youth	114,942	9,782	124,724	292,172	136,148	428,321	58,548	22,119	80,666	465,662	168,049	633,711
Rapid Response	113,518	9,661	123,179	21,097	15,075	36,172	19,428	7,340	26,768	154,043	32,076	186,119
OTHERS:												
DOL Bridges 2 Work	58,347	4,966	63,313	1,138	2,145	3,283	8,243	3,114	11,357	67,728	10,225	77,952
CWDB Steps 2 Work	21,281	2,672	23,953	10,717	3,285	14,002	10,150	3,834	13,984	42,147	9,792	51,940
VC I- E3	100,443	8,122	108,565	-	-	-	13,225	4,996	18,221	113,667	13,119	126,786
High Performnce Board	15,253	1,298	16,551	-	-	-	2,114	798	2,912	17,367	2,097	19,463
Regnal Capacity Bldng	48,969	4,168	53,137	-	-	-	8,281	2,563	10,845	57,251	6,731	63,982
Total WIOA Grants	\$ 1,281,477	\$ 109,923	\$ 1,391,400	\$ 620,747	\$ 280,107	\$ 900,854	\$ 273,707	\$ 102,838	\$ 376,545	\$ 2,175,930	\$ 492,868	\$ 2,668,798

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 11/30/17 (42% 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	3,687,904.00
5)	Training Expenditures Required	1,086,748	1,023,087	1,240,117	1,204,340	1,106,371
	Training Expenditures % Required	25%	25%	30%	30%	30%
6)	Formula Fund Training Expenditures	1,053,524	1,128,877	941,344	832,246	358,387
	Leveraged Resources					
	- Total Leveraged Resources	400,025	425,933	348,361	460,403	200,177
	- Maximum Allowed Leveraged Resources (10%)	434,699	409,235	413,372	401,447	368,790
7)	- Total Leveraged Resources Used Towards Training Expenditures	400,025	409,235	348,361	401,447	200,177
8)	Total Amount Spent On Training (should equal/exceed Line 5)	1,453,549	1,538,112	1,289,705	1,233,693	558,564
	% of Training Requirement Met (final goal is 100%)	134%	150%	104%	102%	50%

9)	Leveraged Resources Detail (notes)					
	(a) Pell Grant	233,994	135,654	150,761	105,201	93,885
	(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	355,201	106,292
	Total	400,025	425,933	348,361	460,403	200,177
	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 11/30/17 (42% 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:													
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		
FY17-18 Mgmt. Reserve:(3% DW, Adult, Youth)		(61,264)	(50,090)	(54,673)	-	-	-	-	-	-	(166,027)		
Grant balance rollover													
Spent in prior years		-	-	-	-	(316,261)	(281,740)	(135,338)	-	(19,592)	(752,931)		
Balance rolled over from prior year grants:											-		
FY16-17 Mgt Reserve		113,486	87,149	117,618	-	-	-	-	-	-	318,253		
Additional rollover - Salaries Savings/ Overhead Saving/(Overage)		122,638	110,987	28,281	-	-	-	-	-	-	261,906		
FY 15-16 Unspent Direct expense		-	-	37,000	4,338	-	-	-	-	-	4,338		
ITA/OJT Committed FY16-17 Spent in FY17-18		-	-	37,000	10,000	-	-	-	-	-	47,000		
		60,000	50,000	-	-	-	-	-	-	-	110,000		
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		
Grants %		30.4%	25.0%	26.1%	6.6%	2.5%	1.6%	2.4%	0.7%	4.7%	100.0%		
AFS FTEs Assigned to the programs		11.35	9.15	1.90	2.20	1.00	0.90	-	-	1.50	28.00		
% Direct FTES Allocated to Grants		40.5%	32.7%	6.8%	7.9%	3.6%	3.2%	0.0%	0.0%	5.4%	100.0%		
% 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%		
Expenditure Projection:											-		
Salaries and Benefits:													
AFSWIOA (27 filled + 1 fixed term)	2,727,285	1,105,524	891,238	185,066	214,287	97,403	87,663	-	-	146,105	2,727,285	1,033,187	38%
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	351,242	32%
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	1,384,429	36%
Direct Expenses:													
Grant Specific Contracts													
EDC-VC Business Services		-	-	-	95,000	-	-	-	-	-	95,000	29,804	31%
Boys and Girls Club: Core Program		-	-	604,000	-	-	-	-	-	-	604,000	191,403	32%
Pathpoint: Core Program		-	-	604,000	-	-	-	-	-	-	604,000	213,072	35%
AFS-CalWORKs Activities		-	-	-	-	50,000	10,000	-	-	-	60,000	22,052	37%
Subtotal - Contracted Program Expense		-	-	1,208,000	95,000	50,000	10,000	-	-	-	1,363,000	456,331	33%
Client Expenses:											-		
ITA / OJT (30% required - 10% leverage)		490,000	375,000	-	-	10,000	5,000	-	-	-	880,000	249,883	28%
ITA / OJT Committed 16-17 Spent in 17-18		60,000	50,000	-	-	-	-	-	-	-	110,000	108,900	99%
Others/Childcare/Trans - JTA		31,000	24,000	-	-	5,000	1,000	-	-	-	61,000	13,112	21%
Subtotal - Client Expense		581,000	449,000	-	-	15,000	6,000	-	-	-	1,051,000	371,895	35%
Other Allocated/Contracted Expenses											-		
Capacity Building Contractual Services		-	-	-	-	-	-	-	-	47,000	47,000	-	0%
S2W CCD Training		-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Outrch/Mktg: theAgency	150,000	52,500	40,500	45,000	12,000	-	-	-	-	-	150,000	76,224	51%
Outreach -WDB	25,000	10,591	6,239	6,516	1,654	-	-	-	-	-	25,000	3,375	14%
WDB Expense - Non Staff	10,000	4,236	2,496	2,606	662	-	-	-	-	-	10,000	-	0%
Program Outreach-AFS	25,000	10,000	10,000	-	5,000	-	-	-	-	-	25,000	-	0%
State Project(s): Update Pending	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Subtotal - other allocated expense	210,000	77,327	59,235	54,123	19,315	-	-	-	-	47,000	257,000	79,599	31%
Subtotal- Program/Clients Expenses		658,327	508,235	1,262,123	114,315	65,000	16,000	-	-	47,000	2,671,000	907,825	34%
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	2,292,254	35%
Overhead/Administration:													
Communication/Voice/data	75,000	23,904	19,692	20,497	5,313	811	509	656	562	3,056	75,000	30,235	40%
Insurance	14,043	4,476	3,687	3,838	995	152	95	123	105	572	14,043	5,851	42%
Facilities Maint.	95,090	30,307	24,966	25,988	6,736	1,028	645	832	713	3,875	95,090	41,833	44%
Membership and dues	12,350	3,936	3,243	3,375	875	133	84	108	93	503	12,350	5,146	42%
Education allowance (consolidated v	0	-	-	-	-	-	-	-	-	-	-	-	
Indirect cost recovery(County A87)	98,670	31,448	25,906	26,966	6,989	1,067	669	863	740	4,021	98,670	47,746	48%
Books and Publication	2,000	637	525	547	142	22	14	17	15	82	2,000	833	42%
Office Equip./Supp. & Furniture/Fixtures	20,000	6,374	5,251	5,466	1,417	216	136	175	150	815	20,000	9,760	49%
Mail Center - ISF	6,000	1,912	1,575	1,640	425	65	41	52	45	245	6,000	2,325	39%
Purchase Charges - ISF	3,800	1,211	998	1,039	269	41	26	33	28	155	3,800	1,475	39%
Copy Machine - ISF	9,000	2,869	2,363	2,460	638	97	61	79	67	367	9,000	3,590	40%
Information Tech - ISF	10,000	3,187	2,626	2,733	708	108	68	87	75	408	10,000	3,633	36%
Computer Services Non ISF	2,000	637	525	547	142	22	14	17	15	82	2,000	833	42%
Building Lease/Rental	95,000	30,279	24,943	25,963	6,729	1,027	644	831	712	3,871	95,000	39,479	42%
Storage Charges - ISF	5,000	1,594	1,313	1,366	354	54	34	44	37	204	5,000	1,763	35%
Mileage Reimb. - Staffs only	26,000	6,787	5,326	5,955	1,842	281	2,176	227	195	3,211	26,000	9,843	38%
Conference/Seminars - AFS Staffs	11,000	2,506	1,888	3,006	779	119	1,075	96	82	1,448	11,000	5,173	47%
Conference and Seminars - WDB St	20,000	6,374	5,251	5,466	1,417	216	136	175	150	815	20,000	12,886	64%
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	148,007	42%
Attorney Fees	10,000	3,187	2,626	2,733	708	108	68	87	75	408	10,000	4,065	41%
Other misc. Admin Services	5,000	1,594	1,313	1,366	354	54	34	44	37	204	5,000	2,068	41%
Subtotal Overhead	869,953	274,774	225,911	236,605	61,624	9,404	8,900	7,609	6,523	38,604	869,953	376,545	43%
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	2,668,798	36%
Admin Rate for State Reporting		7%	7%	7%	7%	3%	3%	3%	7%	7%	7%		
Admin Rate (State Reported + Other)		12%	12%	12%	12%	5%	8%	4%	12%	11%	12%		
Work in Progress: Grant Balances		(6,701)	(1,647)	715	5,060	6,388	152	52,990	(479)	50,259	106,740		

FY 2017-18 YTD Paid and Accrued Expenditures from 07/01/17 to 11/30/17 (42% into the Fiscal Year)

		Dislocated Worker	Adult	Youth	Rapid Response	DOL Bridges 2 Work	CWDB Steps 2 Work	VC I- E3	High Performnce Board	Regnal Capacity Bldng	Total	Adjusted Plan
Program Revenues:												
FY17-18 Grants (EDD Est.)	-0.03	2,042,141	1,669,659	1,822,429	480,753	500,000	400,000	317,920	54,838	373,641	7,661,381	7,661,381
FY17-18 Mgmt. Reserve:(3% DW, Adult, Youth)		(61,264)	(50,090)	(54,673)	-	-	-	-	-	-	(166,027)	(166,027)
Grant balance rollover		-	-	0.000%	-	-	-	-	-	-	-	-
Spent in prior years		-	-	-	-	(316,261)	(281,740)	(135,338)	-	(19,592)	(752,931)	(752,931)
Balance rolled over from prior year grants:		-	-	-	-	-	-	-	-	-	-	-
FY16-17 Mgt Reserve		113,486	87,149	117,618	-	-	-	-	-	-	318,253	318,253
Additional rollover - Salaries Savings/		122,638	110,987	28,281	-	-	-	-	-	-	261,906	261,906
Overhead Saving/(Overage)		-	-	-	4,338	-	-	-	-	-	4,338	4,338
FY 16-17 Unspent Direct expense		-	-	37,000	10,000	-	-	-	-	-	47,000	47,000
ITA/OJT Committed FY16-17 Spent in FY17-18		60,000	50,000	-	-	-	-	-	-	-	110,000	110,000
Total Available Grants to be Spent		2,277,001	1,867,705	1,950,655	495,091	183,739	118,260	182,582	54,838	354,049	7,483,920	7,483,920
% AFS FTES Allocated to Grants	100%										-	
% Admin Staff Allocated to Grants(Per CM)	100%										-	
Expenditures: 43.5												
Salaries and Benefits:												
Direct Salaries- Costed in VCHRP		385,992	254,198	1,415	81,666	50,911	19,832	66,277	-	23,226	883,516	2,727,285
Direct costs (non costed in VCHRP)	137,932	45,538	37,352	39,011	9,901	3,675	2,365	3,651	1,097	7,081	149,671	-
WDB Program (Per VCHRP)	321,156	77,016	76,667	83,637	31,364	1,742	1,742	38,334	15,333	22,652	348,488	1,108,944
WDB Admin (Per VCHRP)	2,538	609	606	661	248	14	14	303	121	179	2,754	
Subtotal Salaries and Benefits		509,154	368,823	124,724	123,179	56,342	23,953	108,565	16,551	53,137	1,384,429	3,836,229
Contracted Services (Grant Specific)												
EDC-VC		-	-	-	29,804	-	-	-	-	-	29,804	95,000
Boys and Girls Club: Core Program		-	-	191,403	-	-	-	-	-	-	191,403	604,000
PathPoint: Core Program		-	-	213,072	-	-	-	-	-	-	213,072	604,000
VACE: Allied Hlth Youth(Vta Unified)		-	-	-	-	-	-	-	-	-	-	-
CSD CalWORKS Activity		-	-	-	-	9,116	12,936	-	-	-	22,052	60,000
Subtotal - Contracted Services		-	-	404,475	29,804	9,116	12,936	-	-	-	456,331	1,363,000
Client Expenses:												
Classroom Training - ITA		133,729	118,367	-	-	-	-	-	-	-	252,096	990,000
On The Job Training -OJT		39,119	67,173	-	-	-	396	-	-	-	106,688	
Supportive Services	-	4,334	6,970	-	-	1,138	670	-	-	-	13,112	61,000
Subtotal - Client Expense		177,181	192,510	-	-	1,138	1,066	-	-	-	371,895	1,051,000
Other Allocated/Contracted Expenses												
Geographic Solutions Per Plan	-	-	-	-	-	-	-	-	-	-	-	-
Capacity Building Contractual Srvs		-	-	-	-	-	-	-	-	-	-	47,000
S2W CCd Training		-	-	-	-	-	-	-	-	-	-	-
The Agency(Bill Hamilton)	55,145	26,678	20,580	22,867	6,098	-	-	-	-	-	76,224	150,000
Outreach - WDB	3,375	1,215	911	979	270	-	-	-	-	-	3,375	25,000
WDB Expense - Non Staff	-	-	-	-	-	-	-	-	-	-	-	20,000
Program Outreach - AFS		-	-	-	-	-	-	-	-	-	-	50,000
Special Project - AJCC Staff Devel		-	-	-	-	-	-	-	-	-	-	25,000
Subtotal - Allocated Services		27,893	21,492	23,846	6,368	-	-	-	-	-	79,599	317,000
Subtotal- Contracted/Clients Services		205,075	214,001	428,321	36,172	10,254	14,002	-	-	-	907,825	2,731,000
Overhead/Administration:											-	
Communication/Voice/data	23,985	9,509	7,566	6,503	2,158	916	1,127	1,469	235	754	30,235	75,000
Insurance	A 0	1,840	1,464	1,258	418	177	218	284	45	146	5,851	14,043
Facilities Maint.	33,909	13,156	10,468	8,998	2,986	1,267	1,560	2,032	325	1,043	41,833	95,090
Membership and dues	0	1,618	1,288	1,107	367	156	192	250	40	128	5,146	12,350
Education Allowance		-	-	-	-	-	-	-	-	-	-	-
Indirect cost recovery (Co	A 47,746	15,015	11,947	10,269	3,408	1,446	1,780	2,320	371	1,190	47,746	98,670
Books and Publication	0	262	209	179	59	25	31	40	6	21	833	2,000
Office Supplies/Equipment	1,427	3,069	2,442	2,099	697	296	364	474	76	243	9,760	20,000
Mail Center - ISF	1,825	731	582	500	166	70	87	113	18	58	2,325	6,000
Purchase Charges - ISF	A 1,475	464	369	317	105	45	55	72	11	37	1,475	3,800
Copy Machine - ISF	590	1,129	898	772	256	109	134	174	28	89	3,590	9,000
Information Tech - ISF	2,800	1,143	909	781	259	110	135	177	28	91	3,633	10,000
Computer Services/Equip	0	262	209	179	59	25	31	40	6	21	833	2,000
Building Lease/Rental	39,479	12,416	9,878	8,491	2,818	1,195	1,472	1,918	307	984	39,479	95,000
Storage Charges - ISF	1,346	554	441	379	126	53	66	86	14	44	1,763	5,000
Mileage Reimb. - Staffs only	9,843	3,095	2,463	2,117	702	298	367	478	76	245	9,843	26,000
Conference and Seminars - AFS Staffs	5,173	1,627	1,294	1,113	369	157	193	251	40	129	5,173	11,000
Conference and Seminars - WDB Staffs	11,390	3,582	2,850	2,450	813	345	425	553	88	1,780	12,886	20,000
Fiscal/HR/BTD/ET (HSA)	A 89,674	46,546	37,035	31,834	10,564	4,482	5,519	7,191	1,149	3,689	148,007	350,000
Attorney Fees	A 732	1,278	1,017	874	290	123	152	197	32	101	4,065	10,000
Other Admin (2206,2302,2303)	818	650	517	445	148	63	77	100	16	52	2,068	5,000
Subtotal Overhead		272,211	117,947	93,845	80,666	26,768	11,357	13,984	18,221	10,845	376,545	869,953
Ratio for Overhead/WDB salary based on expenditure		31.4%	25.0%	21.5%	7.1%	3.0%	3.7%	4.9%	0.8%	2.5%		
WDB Special Projects												
Total Grant Expenses		832,175	676,669	633,711	186,119	77,952	51,940	126,786	19,463	63,982	2,668,798	7,377,182



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: WDB EXECUTIVE COMMITTEE

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

DATE: JANUARY 11, 2018

SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE OF THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) RATIFY THE APPROVAL OF: THE SUBMISSION OF A COMPETITIVE GRANT APPLICATION BY THE WDB TO THE CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) AND THE CALIFORNIA WORKFORCE DEVELOPMENT BOARD (CWDB) FOR A WORKFORCE ACCELERATOR FUND 6.0 - STEPS CONNECTIONS GRANT; THE SUBMISSION OF A COMPETITIVE GRANT APPLICATION BY THE WDB TO THE EDD AND THE CWDB FOR A REGIONAL PLAN IMPLEMENTATION PROJECT GRANT

RECOMMENDATIONS:

1. Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) ratify the approval of the submission of a competitive grant application by the WDB to the California Employment Development Department and the California Workforce Development Board for a Workforce Accelerator 6.0 Fund Project grant.
2. Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) ratify the approval of the submission of a competitive grant application by the WDB to the California Employment Development Department and the California Workforce Development Board for a Regional Plan Implementation Project grant.

REASON FOR RATIFICATION:

The two applications for the Workforce Accelerator Fund 6.0 Project grant and the Regional Plan Implementation Grant were due on October 16, 2017, and November 2, 2017, respectively. Due to the short time frame to coordinate and prepare the final applications, the WDB Administration staff were unable to come to your committee for approval prior to their submittal. The Human Services Agency notified the County Executive Office and received approval to submit the applications on October 12, 2017, and October 26, 2017, respectively. Award announcements were expected in December 2017. Subsequently the Board of Supervisors (BOS) ratified and approved the submissions at their meeting December 12, 2017. The BOS also authorized the HSA Director, or designee to accept the funding, and to sign any related grant agreements upon review and approval by the County Executive Office and County Counsel.

The Regional Plan Implementation Grant application was successful and on December 18, 2017 WDB was awarded \$350,000. Additionally, on December 22, 2017, the Workforce Accelerator Fund Grant application was successful and WDB was awarded \$250,000.

DISCUSSION:

The Human Services Agency through the Workforce Development Board (WDB) continues to seek available funding opportunities to assist in meeting identified workforce and training needs of the various target populations served by the HSA, WDB and its partners. Recently, we were made aware of two grant opportunities, one for Workforce Accelerator 6.0 funds and one for Regional Plan Implementation funds, both available through the California Employment Development Department (EDD) and the California Workforce Development Board.

The purpose of the Workforce Accelerator Fund 6.0 is to design, develop and implement projects that accelerate employment and re-employment strategies for California job seekers who are former criminal offenders. HSA and WDB plan on using these funds to expand its STEPS–Youth Program, which serves younger former offenders. The purpose of the Regional Plan Implementation Project is to support regional leadership and capacity to align existing workforce programs with good jobs in industry sectors that are driving regional employment. The State Board and EDD were accepting applications for projects and the WDB has put together proposals and submitted them for funding.

The following are summaries of the programs submitted as part of the application process:

Funding Agency: EDD and California Workforce Development Board
Applicant: Workforce Development Board of Ventura County
Project Title: Regional Plan Implementation
Target Population: Ventura County Workforce Region
Amount Requested: \$510,841 [RESULT: Awarded \$350,000 on December 18, 2017]
Match: No
Project Term: Estimated January 2018 through June 2019
Project Description: WDB will implement key strategies of the Regional Plan to: enable unified regional business outreach/engagement; enable identification of gaps in the Regional Plan and development of a plan to address these gaps; enable increased capacity, enhanced technical assistance and training, planning, and board development to incorporate strategies for system alignment and upward mobility for Ventura County workforce and demand driven skill attainment; and continue to build a constellation of public- and private-sector entities that are essential to address the needs of clients with barriers to employment, mobility for Ventura County residents, and demand driven skill attainment. The proposal has a request for funds to increase two existing contracts.

Funding Agency: EDD and California Workforce Development Board
Applicant: Workforce Development Board of Ventura County
Project Title: Workforce Accelerator Fund 6.0 (STEPS Connections–Youth Program)
Target Population: Ventura County Workforce Region
Amount Requested: \$250,000 (Note: page one of the grant application mistakenly states the amount requested as \$287,091) [RESULT: Awarded \$250,000 on December 22, 2017]
Match: 41% (\$102,500) from STEPS-Youth Program
Project Term: Estimated January 2018 through June 2019
Project Description: The STEPS initiative originated out of Workforce Accelerator Fund 1.0/2.0 funding, providing the start of the STEPS-Adult program and later the STEPS-Youth program, both of which have successfully provided employment activities for ex-offenders in Ventura County. STEPS Connections–Youth Program expands upon the current STEPS-Youth Program, which serves 35 offender/ex-offenders ages 16-24 and which provides the matching costs for the proposed

STEPS Connections–Youth Program grant. With the STEPS Connections–Youth Program grant funds, we seek to strengthen partnerships to create an integrated and responsive “One-Stop” support services system for youth offenders; to develop tools/resources to strengthen participation and employment outcomes; to conduct a support service gap analysis; and to develop a “best practice” guide for staff to share the lessons learned during this project. The proposal has a request for 1 FTE for a currently vacant position classification within HSA and funds for a consultant contract.

It is recommended that your committee ratify the approval of the submission of both competitive grant applications for a Workforce Accelerator 6.0 Fund Project grant, and for a Regional Plan Implementation Project grant.

If you have questions or need more information, contact me at (805)477-5303 or Patrick Newburn at (805) 477-5306, email patrick.newburn@ventura.org.