



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

EXECUTIVE COMMITTEE MEETING

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

NOTE: DIFFERENT MEETING LOCATION

United Food and Commercial Workers, Local 770 (UFCW)
816 Camarillo Springs Road (Suite A), Camarillo CA

MEETING 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
8:10 a.m.	4.0 Consent Items 4.1 Approve Executive Committee Minutes: January 11, 2018 4.2 Receive and File: WDB Committee Reports	Vic Anselmo
8:15 a.m.	5.0 Performance Quarterly Reporting and Update (Q2) <ul style="list-style-type: none">Adult, Dislocated Worker, and YouthEDC-VC	Vivian Pettit Talia Barrera
8:30 a.m.	6.0 Finance Report and Committee Discussion	Bryan Gonzales
8:45 a.m.	7.0 Action Items 7.1 Recommendation that the Executive Committee Recommend Workforce Development Board of Ventura County (WDB) Approval of an Updated Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan for Program Year 2017-2018 7.2 Recommendation to Approve the Obligation of \$100,000 in 2018-2019 California Workforce Development Board (CWDB) Regional Plan Implementation Funds to the Economic Development Collaborative – Ventura County, to Augment and Support Existing Local Economic Development Efforts Related to Business Retention and Layoff Aversion Services As Defined by the CWDB Implementation Design Work Plan	Melissa Livingston Melissa Livingston

7.3 Recommendation to Approve the Obligation of \$100,000 in 2018-2019 California Workforce Development Board (CWDB) Regional Plan Implementation Funds to the Agency, to Expand Targeted Outreach and Engagement As Defined by the CWDB Implementation Design Work Plan
Melissa Livingston

9:00 a.m. **8.0 WDB Administration**

- Follow-up to the January 25 WDB Meeting
Melissa Livingston
- Continued Discussion Regarding the WDB Executive Director Position, WDB Administrative Entity, and WDB/WIOA Fiscal Agent
Melissa Livingston
- On-the-Calendar
Vic Anselmo
 - Workforce Development Board Planning Meeting
February 22, 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. **9.0 Committee Member Comments** Committee Members

9:30 a.m. **10.0 Adjournment** Vic Anselmo

Next Meeting

March 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
January 11, 2018

MINUTES

Meeting Attendees

Executive Committee

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

WDB Administration

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

Guests

Nancy Ambriz (HSA Adult and Family Services – WIOA Programs)
Rebecca Evans (HSA Adult and Family Services – WIOA Programs)
Sally Harrison (County of Ventura, CEO)
Heidi Hayes (theAgency)
Melissa Livingston (Human Services Agency)
Richard McNeal (Public)
Barry Zimmerman (Human Services Agency)

1.0 Call to Order and Agenda Review

Vic Anselmo called the meeting to order at 8:05 a.m. No changes were made to the agenda.

2.0 Public Comments

Richard McNeal member of the public submitted a request to speak to Agenda Item 6.0 Updates Regarding the WDB Executive Director Position, WDB Administrative Entity, and WDB/WIOA Fiscal Agent. Mr. McNeal commented the simple solution for the WDB is to outsource all client services, and the county would in turn compete for the contract. Mr. McNeal stated accord for Executive Committee member Brian Gabler's solution to have an outside entity handle the request for proposals (RFP). Mr. McNeal shared the Santa Barbara WDB structure maintains the WDB administrative structure along with the WDB executive director within the county, and outsources everything else.

3.0 WDB Chair Comments

Welcomed the members in attendance and expresses heartfelt thoughts and prayers be with those affected by the Thomas Fire.

4.0 Consent Items

- 4.1 Approve Executive Committee Minutes: November 9, 2017
- 4.2 Receive and File: WDB Committee Reports
- 4.3 Financial Status Report: November 2017

Motion to approve the Consent Items: Brian Gabler
Second: Anthony Mireles
Motion carried

5.0 Action Items

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

Recommendation that the 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

Motion to approve: Anthony Mireles

Second: Brian Gabler

Motion carried

6.0 WDB Administration

- National Dislocated Worker Grant (NDWG): Patrick Newburn reported to the Committee that the WDB-VC was invited by California Workforce Development Board (CWDB) to participate in the National Dislocated Worker Grant (NDWG) application. The WDB-VC staff submitted a Concept Paper which was a requirement in order to be included in the 2017 Southern California Wildfires NDWG released by the Department of Labor. The concept paper reflects the initial estimates for temporary jobs placement of those affected dislocated workers to be placed into recovery work due to the 242,00 acre Thomas Fire.

The purpose of the grant is to put dislocated workers into jobs restoring public lands, structures, and some nonprofit organization structures. The WDB-VC intends to work with a variety of partners to put workers to work. The California Conservation Corps. is one of the partners used in the past and has experience with the NEGs and are looking at using them as a site supervisor. Also, possibly using other partners, Goodwill and the California Community College District as an employee of record.

CWDB submitted its application to the Department of Labor and is currently waiting for a response. Once the State Board receives a response with a dollar amount, WDB-VC will apply along with four other counties (Los Angeles, Riverside, San Diego, and Santa Barbara) for the grant. WDB administration does not know the dollar amount to apply for until CWDB receives a response from DOL. Mr. Newburn anticipates it will be over a million dollars and employ over 200 workers into temporary or fulltime jobs that will last up to a year according to the grant requirements. Eligibility and enrollments will be provided by the WIOA Programs at the AJCC.

Melissa Livingston, Chief Deputy Director of the Human Services Agency made reference to the local impacts of the Thomas Fire to small businesses, as many lost significant revenue during the holidays—which is typical a period of the year where revenues are the greatest for many businesses. She reported those business/home owners affected by the fire that are seeking loans, will be extending their debt potentially impacting long term financial stability, and the ability to stay in business. Ms. Livingston prefaced the engagement of WDB member Bruce Stenslie President/CEO of EDC-VC, who is actively working with the SBA and others to assist businesses affected by the fire. Ms. Livingston also reported, one of the business in Ventura impacted, Vista del Mar Hospital totally burned down and submitted a Worker Adjustment and Retraining Notification (WARN) laying off 200 employees and keeping only a small number of employees. The AJCC-WIOA staff is currently working with these impacted employees.

WDB member Anthony Mireles shared that he is applying for a \$42MM contract for debris removal and partners and those involved will know what to do once on site. The county and WDBVC has been a part of the NEG in 2008, this is not the first time the local WDB has applied for an emergency grant.

Committee members asked what kind of salary will be provided to the temporary workers of the NDWG, what kind of hiring priority, how will staff get the word out?

Mr. Newburn responded the workers will be paid on a living wage, they will need to meet grant eligibility requirement of a dislocated worker, and staff is working with partners and outreach materials in getting the word out. They will do everything they can to qualify an unemployed worker to fit the category.

- Update WDB Executive Director Position: Barry Zimmerman, Human Services Agency 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.

WDB Committee member Alex Rivera asked Mr. Zimmerman for the background behind the proposed changes, as the Executive Committee was only notified of the proposed change at the November meeting. Mr. Zimmerman provided a brief history and background of WIB/WIA (now WDB/WIOA) when WIB was a nonprofit and lost its 501c3 status due to misuse of program funding, and was brought back under the County Board of Supervisors. Mr. Zimmerman shared there were discussions held in the past, particularly while he was a member of the WIB member and serving on the Resource Planning Committee (RPC) – to move back to the non-profit model.

Mr. Zimmerman shared the challenges as the Director of the Human Service Agency- with oversight of the Career Services-Program Operator, as well as the WDB Administrative and Fiscal Agent roles, and for a period of time also being a member of the WDB. Mr. Zimmerman shared the perception and potential of conflict of interest this dual reporting relationship has created over time. Mr. Zimmerman also recognized that the change in laws from WIA to WIOA has created more distinct requirements related to procurements, firewalls/separation of duties between the administrative and program operations.

Mr. Zimmerman stated that with the recent retirement of the past WDB Executive Director, it was an opportunity to address the long-standing challenges of dual oversight and be most responsive to the WIOA regulatory changes and move to a different model / structure. Mr. Zimmerman shared that two approaches were considered: (1) segregating out the administration and fiscal agent responsibilities and move to another department within the county or, (2) outsourcing of the entire WDB administrative and fiscal agent piece. In either of the two options, the Career Services-Program Operations would still remain with the Human Services Agency under the County of Ventura. The County desires to maintain the role of being an operator services, leveraging the integrated One-Stop system and CalWORKs program.

Mr. Zimmerman shared that he met with the County Chief Executive Officer (CEO) and the County Board of Supervisors to discuss the proposed model change. There was a preference to contract out the Administrative/Fiscal agency portion, and not move the functions to another County department. The contracting model was recognized as the more efficient model to address the firewall/conflict of interest and procurement concerns- while providing for an arms-length for the County in oversight of the program vs. being involved in administration of the entity.

The proposal to contract out the administration entity and fiscal agent targets release of an RFP and award to begin the new model at the onset of the new fiscal year 2018/2019. The WDB would be involved in the selection of this new entity, who would be the grant recipient on behalf of the

BOS. Mr. Zimmerman recognized that there are employees associated with the transition and that the RFP would be worded that the new entity would have first right to hire the existing staff, or if the staff were to choose not to go to the new entity they could remain in employment with the County of Ventura, Human Services Agency.

Alex Rivera, shared with the Committee he sat with Mr. Zimmerman on the Resource Development Committee, and recalls there were pros and cons with moving to a nonprofit and the in acceptance of funds. Mr. Rivera shared his opinion that he was not confident that the model change was the most beneficial approach.

Mr. Rivera shared that there were concerns by the EDD State Monitoring that Ms. Livingston had addressed at a prior meeting, and was interested in seeing the State documents, and the County response to ensure the concerns were properly addressed.

Mr. Zimmerman replied that there are two State entities for WDB/WIOA oversight, EDD and CWDB. EDD conducted a program monitoring that resulted in findings related to perceived conflict of interest of firewall requirements, as well as concerns for the procurement of RFPs. The County responded to the concerns with a Corrective Action Plan (CAP).

Ms Livingston responded that the monitoring findings had been shared at a prior Executive Committee meeting, but that the actual monitoring report and County/WDB response documents could be shared with the Executive Committee for review. She also added that we had to revise a section of our WDB regional plan in response to a request from the CWDB related to the One-Stop-Operator RFP and procurement. The CWDB determined that the Ventura One-Stop-Operator procurement was a “failed” procurement.

Mr. Zimmerman, re-emphasized that the proposed change would create arms-length transactions-between those making administrative/fiscal decisions, those running program operations, and those that are overseeing WIOA.

Alex Rivera, stated there are plenty of other WDBs that are continuing to operate within the confines of the county structure and asked if what’s currently in place now, isn’t a “we can’t do this any longer”.

Mr. Zimmerman, shared that he had conducted a great deal of research and spoke to many WIOA experts, legal counsel, and CWA representatives, that confirmed the model being proposed is an acceptable model that currently exists and has been successful. The separation between the administration of the programs, and the actual program operations is responsive to current firewall and conflict of interest concerns, and lends greatly toward being responsive into the future- as there will be greater scrutiny from the State to be in compliance with WIOA.

Committee member Jesus Torres inquired if the county wants to operate and receive funding for the one-stop AJCC, the only way to do that is to be in a new environment, because there’s perceived conflict of interest. In order to be the service provider, is to move the WDB administration outside the county into a nonprofit structure, that way you can bid for these services and continue to receive dollars for that. Mr. Zimmerman responded yes that is correct.

Jesus Torres, felt it might be a little risky because the county is not guaranteed to be the operator under those assumptions, through the MOU there’s a joint agreement between the county and board to choose and designate. There could be a chance that if the WDB moves into a nonprofit role that the county is not chosen as an operator of a one stop.

Mr. Zimmerman responded that currently the law allows for the adult and dislocated worker to be sole sourced without a competitive process, but in the future there is a potential for a requirement of a competitive process.

Alex Rivera inquired if it was possible to place the WDB administration/fiscal within another County department, and if what other county departments had been considered. Mr. Zimmerman responded that of all County departments that the only one that would have a possible good fit due to like functions would be the CEO's- but this is also the delegated agent to the Board of Supervisors responsible for oversight of the WDB- thus, begin engaged in the administration of WIOA would be a conflict.

Mr. Rivera inquired about the General Services Agency (GSA) as an option. Mr. Zimmerman stated that no other County department/agency is an appropriate community service organization by function, other than possibly the Healthcare Agency which is not an appropriate fit, and GSA provides internal support to County departments, and there is not a desire to change the business focus of the GSA to be an external service provider.

WDB Committee member Patty Schulz, shared she is a partner with GSA, isn't that what we are wanting to separate? Because they are not service provider. Mr. Zimmerman responded that GSA do not have programs like has.

Committee member Brian Gabler asked would the BOS still be approving the contracts approved by the WDB. Mr. Zimmerman responded that the BOS still has fiscal oversight, but the WIOA funds would be directed to the new entity as the sub-recipient, and the WDB would have the ability to enter into contracts without the BOS approval. .

Mr. Gabler made a suggestion to alleviate the concern of conflict of interest, by using a 3rd party to manage the procurement process, and in turn maintain the current structure.

The Committee asked if they could review the RFP to outsource the WDB administration. Mr. Zimmerman said they can have the draft version of it as long as it stays confidential.

Mr. Gabler asked if there are any guidelines as to how other WDBs are responding to the firewall and conflict of interest requirements.

Mr. Zimmerman responded that the changes in directives with more restrictive requirements are setting the stage for future expectations that we should be responding to now in the most responsible fashion possible to prevent future issues and concerns.

Alex Rivera commented on the length of time that the WDB Executive Director position had been vacant, and the concern that this proposal would take some time to consider- delaying the replacement of the WDB Executive Director even further. Mr. Rivera asked again, what would be the objection for looking for and filing the position of an Executive Director?

WDB Chair Vic Anselmo added that it's fair to the staff to have someone fill that role.

Public Comment made by Richard McNeal (See the above 2.0 Public Comments)

Mr. Zimmerman responded to public comment stating that Workforce services have benefited from leveraging the infrastructure of the CalWORKs program.

Mr. Faul asks what will happen if no one bids. Mr. Zimmerman responded that certainly no one could bid, but it was highly unlikely as there are many qualified entities that would be interested in leading.

Mr. Zimmerman reiterated his support to provide the Executive Committee the opportunity to review the draft MOU between the WDB and Board of Supervisors, and the draft RFP.

Ms. Livingston added she will provide the Committee correspondence related to contract monitoring's, corrective action plans, and communications and references to the regional plan updates required due to the State's position on the "failed procurement" for Ventura County.

WDB Chair Vic Anselmo acknowledged that discussions on the topic would continue at the next Executive Committee meeting on February 8.

Ms. Livingston recognized that WDB members not part of the Executive Committee were hearing about the proposed change, and felt it was very important and respectful to provide them an update at the next meeting scheduled on January 25th, even though the Executive Committee was still hearing and discussing the item. She requested accord from the Executive Committee to include an informational update at the January 25th WDB meeting agenda, and with a goal of a broader WDB discussion at the February 22, 2018 meeting.

Mr. Anselmo asked will any information with Bob Lanter be included with the documents she is to provide to the Committee. Ms. Livingston responded that the actual discussions on the proposed model occurred through a conference call, but she could report back as to the general discussion points.

- On the calendar:

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

7.0 Committee Member Comments

Alex Rivera commented on the status of the joint sector committee meeting report, inquiring when there would be follow up.

Ms. Livingston responded that the intent of the January 25, 2018 Special WDB session was to provide for a follow up on the priorities, and agreement as to next steps for integrating the priorities into Committee work for the coming year.

Mr. Rivera also requested that administration staff make an effort to release the meeting packets more timely so that board members have sufficient time to review and prepare for meetings.

WDB staff Tracy Johnson responded that the staff would work to ensure more timely release of the packets.

8.0 Adjournment

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

Second: Brian Gabler

Motion carried

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



**Executive Committee
Workforce Development Board of Ventura County**

February 8, 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

(805) 477-5306

workforceventuracounty.org

TO: EXECUTIVE COMMITTEE

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

DATE: FEBRUARY 8, 2018

SUBJECT: BUSINESS SERVICES COMMITTEE REPORT

The next meeting of the Business Services Committee is scheduled for March 28, 2018, from 8:30 a.m. to 10:00 a.m., location TBD.

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



TO: EXECUTIVE COMMITTEE

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

DATE: FEBRUARY 8, 2018

SUBJECT: CLEAN/GREEN COMMITTEE REPORT

The Clean/Green Committee met on January 19, 2018. In attendance were Committee members Anthony Mireles (Chair), John Brooks, Victor Dollar, Darrell Gooden, Mary Anne Rooney; WDB staff Patricia Duffy and guests Heidi Hayes (theAgency), Christina Tafoya (Oxnard Community College), Alexandria Wright (Ventura County Community College District). Topics of discussion included:

Ventura County Regional Strategic Workforce Development Plan

- Joint Sector Meeting Discussion and Next Steps

Patricia Duffy reviewed the November 16th meeting, which included WDB Committee members from five Committees, WDB Board members and community partners. The focus was to launch a regional approach to work-based learning. Bob Lanter, Director of the California Workforce Association and Vinz Koller, Social Policy Research Associates, led attendees through an interactive process. Mr. Koller described the Swiss Apprenticeship model “College Without Debt” and attendees went through group activities to identify what’s going on regionally in work-based learning, obstacles, and actions that we need to address to move forward as a region. Clean/Green Committee members discussed next steps and were informed the Committee would have a more in depth discussion at the next meeting. Suggestions were made to create an inventory of what is going on in the region. Alexandria Wright shared a recently developed a brochure identifying career pathways in the region. Social media was discussed and how we can use the existing website VC Jobs With a Future. The suggestion was made to bring decision makers in industry, labor, high schools, community colleges and adult schools, to the table to ensure alignment, as we move towards a regional approach to work-based learning.

- Guest Speaker: Dr. Alexandria Wright: Ventura County Community College District

Alexandria Wright shared her research and Green Jobs Report with the Committee. The report explored defining green jobs based on the definition by the federal Bureau of Labor Statistics. “Output approach: Jobs in businesses that produce goods or provide services and conserve natural resources“. “Process Approach: Jobs in which workers’ duties involve making the establishment’s production processes more environmentally friendly.” The data for Ventura County green job growth is identified in the report.

- SUSTAINABLE VC – Careers in Clean Tech

Darrell Gooden, presented the plan for the Careers in Clean Tech Summit which will be held on March 14, 2018 at the Oxnard Advanced Water Treatment Facility. This event is focused on

career exploration for Ventura County High School and Community College students and is supporting the pathways of Energy, Environment, Utilities and Construction. The event will host a tour of the facility, workshops with industry partners and a networking lunch.

- Career Pathways Update:

Mary Anne Rooney gave an update on Career Pathways. They are looking for student internship placements. The City of Oxnard is taking student interns however they need additional placement opportunities in the County.

- Employer Awareness Workgroup Report

Patricia Duffy gave an update on the status of the Clean/Green video. Rich Sigerist, Instructor at the Ventura Adult and Continuing Education (VACE) Multimedia Program, is in the process of the final edits and once the introduction is added the videos will be completed.

The next meeting of the Clean/Green Committee is scheduled for March 16, 2018, from 8:00 a.m. to 9:30 a.m., at the UFCW-Local 770, 816 Camarillo Springs Road. Camarillo, CA.

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



TO: EXECUTIVE COMMITTEE

**FROM: GREG BARNES
HEALTHCARE COMMITTEE**

DATE: FEBRUARY 8, 2018

SUBJECT: HEALTHCARE COMMITTEE REPORT

The WDB Healthcare Committee met on January 5, 2018. Attending the meeting were Committee members; Greg Barnes (Chair), John Cordova, Adam Hunt, Irene Ornelas, Sandra Melton, Dawn Neuman, Michelle Reynolds, Lisa Safaeinili, Richard Trogman, WDB staff; Patricia Duffy; Dez Robite and guests; Heidi Hayes (theAgency), Teri Hollingsworth (Hospital Association of Southern CA), Marybeth Jacobsen (WEC), Marilyn Jansen (Workforce Development Board and UFCW), Lisa Mitchell (Hospital Association of Southern CA.) The following is a summary of topics discussed:

Ventura County Regional Strategic Workforce Development Plan

- Guest Speakers: Lisa Mitchell and Teri Hollingsworth, Hospital Association of Southern California

Lisa Mitchell, Program Manager, Workforce Development and Teri Hollingsworth, Vice President of Human Resources, explained the role of the Hospital Association. As a trade association they serve 184 hospitals, 40 health systems and professional associations in Los Angeles, Orange, Riverside, San Bernardino, Santa Barbara and Ventura counties. HASC provides advocacy for members as well as public policy development, education and the latest industry information. Ms. Mitchell and Ms. Teri Hollingsworth are reaching out to the Ventura Healthcare Committee offering HASC assistance in sharing local data they acquire through their research and surveys. Their data is collected on a quarterly basis. The Healthcare Committee members were pleased to hear about this opportunity and shared how it has been difficult to get accurate local data. Having a reputable source for local data will enable more opportunities for funding for healthcare workforce development and training. The Committee members were updated on HASC's current projects and their work in identifying the need for specialty nurses.

- Joint Regional Sector Committees' Meeting "Skills Attainment for Upward Mobility & Aligned Services for Shared Prosperity"

Patricia Duffy reviewed the November 16th meeting, which included WDB Committee members from five Committees, WDB Board members and community partners. The focus was to launch a regional approach to work-based learning. Bob Lanter, Director of the California Workforce Association and Vinz Koller, Social Policy Research Associates, led attendees through an interactive process. Mr. Koller described the Swiss Apprenticeship model "College Without Debt" and attendees went through group activities to identify what's going on regionally in work-based learning, obstacles, and actions that we need to address to move forward as a region. Ms. Duffy explained that at the next Healthcare Committee meeting we would discuss action plans that can

help us move forward on a regional approach to work-based learning for Healthcare. Greg Barnes informed the Committee we would be sending information out prior to the meeting to help them prepare for the discussion.

- Future Health Workforce Commission:

Lisa Safaeinili provided information on the recently formed Future Health Workforce Commission. The California Future Health Workforce Commission was created to help the state identify the gaps in healthcare workforce. The Commission is composed of leaders who will work together for the next year to develop a strategic plan to identify and address California's healthcare workforce needs and recommend solutions.

- Healthcare Deputy Sector Navigator Update:

John Cordova provided an update for the region. He is working to address the critical CNA shortage through innovative methods, such as an apprenticeship program. Mr. Cordova is working with the colleges and training programs in the South Central Coast Region to address this critical shortage. Mr. Cordova is requesting funding from SCCRC for nurse specialty training in our region.

- Career Pathways Updates:

Irene Ornelas, VC Innovates, updated the Committee members on some of the student activities in the healthcare pathways. There were 150 students observing and participating in a disaster drill in October. Thirty student medical assistants will intern at the Ventura County Healthcare Agency, participating in a collaborative pilot project. Students will be participating in a blood drive tour January 17th experiencing a blood drive from start to finish. Medical assistants were able to see the medical robots at the Ventura County Medical Center. Ms. Ornelas announced the Entre to Employment event will be on May 17th.

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

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: FEBRUARY 8, 2018

SUBJECT: MANUFACTURING COMMITTEE REPORT

The next Manufacturing Committee meeting is scheduled for April 19, 2018, from 8:00 a.m. to 9:30 a.m., at the United Food and Commercial Workers International, Local 770 (UFCW), 816 Camarillo Springs Rd., Camarillo.

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: FEBRUARY 8, 2018

SUBJECT: MEMBERSHIP COMMITTEE REPORT

The next Membership Committee meeting is scheduled for April 3, 2018, from 8:30 a.m. to 10:00 a.m., at the United Food and Commercial Workers International, Local 770 (UFCW), 816 Camarillo Springs Rd., Camarillo.

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.



TO: EXECUTIVE COMMITTEE

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

DATE: FEBRUARY 8, 2018

SUBJECT: OUTREACH COMMITTEE REPORT

The WDB Outreach Committee met on January 17, 2018. Attending the meeting were Committee members Brian Gabler (Chair), Victoria Jump, and Bruce Stenslie; WDB staff Talia Barrera; and guest Heidi Hayes (theAgency). The following is a brief summary of Workforce Development Board of Ventura County (WDB) outreach activities from November 2017 through January 2018.

Employer Outreach

- **Manufacturing Roundtable**
 - MRVC Networking Events: February & March – Currently pending for Wholesome Harvest and ECO Medical
- **Workforce Wednesday**
 - **December 13** - Youth Networked Services: Pathways to Youth Employment – Jesus Torres and Erin Antrim from Boys & Girls Club of Greater Oxnard & Port Hueneme
 - **January 31** – Economic Vitality Strategic Plan: Melissa Livingston and Paul Stamper
 - **December Workforce Update Eblast**
- December 5 – WDB Cohorts: 524 Sent/24% Open Rate/10% CTR
- December 5 – Biz List: 5,585 Sent/5% Open Rate/2% CTR
- **February 2018 Issue “Workforce Update” Potential Topics**
 - Workforce Wednesday – Youth Pathways to Success: Erin & Jesus
 - Youth @ Work – 2018 Conference – Linda Fisher Helton WDB Representative
 - Committee Member Partner Focus – Westminster Clinic
 - Success Story Feature
- **Ventura County Grows Business Website – July to December 2017**
 - 1,651 Unique Visitors – 45% increase year-over-year
 - 1,2,372 Sessions – 59% increase year-over-year
 - 6,806 Page views **88% increase year-over-year**
 - Popular Landing Pages Shared via Social Referral
 - **49% Home Page**

- **21% Events**
- **11% Workspace**

- **New Pages/Content Added – See attached.**
 - Makerspace/Co-Working/

VCGB December - January

- As of January 11, 2017 – Likes/Fans, 3,113 (October 31st 3,115)
 - **16.24% Increase** (July 1 – 2,678)
- Posts: 51 total posts since November 1 (approx. 26 per month or 4-5 per week)
- Total Reach: 12,047 – Average 1,506/week
 - Note: Overall reach in Nov/Dec was significantly reduces due to planned, reduced ad spending over the holiday period.
- Paid Post Reach: 731 most for a single day (12/25/17)
- Organic Post Reach: 477 most for a single day (11/6/17)

Post Details

Ventura County Grows Business
Published by Pam TheAgency (1) · December 21, 2017 at 7:15pm · 48

As we head into a new year, there are changes in trading, laws & living laws in the State of California. Make sure you get up-to-date on the changes and how they might affect your business. You can learn about 2018 Tax Laws & Regulations on February 21 at a no-charge presentation by the CA Department of Tax and Fee Administration (formerly known as the Board of Equalization), Franchise Tax Board, Employment Development Department and Internal Revenue Services. Register by 1/20/18: <http://bit.ly/29v8fz9>

2018 Tax Laws and Regulations
Your Ventura County Library card is number 1 if you need to gain access to many useful resources. To apply for a Ventura County Library card, click here. [Link to resource](http://bit.ly/29v8fz9)

341 People Reached

2 Likes, **0** Comments & Shares (0)

23 Post Clicks

0 Photo Views, **12** Link Clicks, **11** Other Clicks (0)

NEGATIVE FEEDBACK

0 Hide Post, **0** Hide All Posts, **0** Report as Spam, **0** Unlike Page

Reported clicks may be delayed from what appears on posts.

Get More Likes, Comments and Shares
When you boost this post, you'll show it to more people.

341 people reached

Boost Post

Post Details

Ventura County Grows Business
Published by Pam TheAgency (1) · December 13, 2017 at 2:01pm · 48

Our hearts go out to all those impacted by the fires. The County of Ventura has set up a website dedicated to the recovery efforts related to the fires in Ventura County. Ventura County Recovers is intended to guide residents through the recovery process, regardless of the size of their loss. Please visit venturacountyrecovers.org #venturacountystrong

93 People Reached

0 Likes, **0** Comments & Shares (0)

7 Post Clicks

0 Photo Views, **3** Link Clicks, **4** Other Clicks (0)

NEGATIVE FEEDBACK

0 Hide Post, **0** Hide All Posts, **0** Report as Spam, **0** Unlike Page

Reported clicks may be delayed from what appears on posts.

Get More Likes, Comments and Shares
When you boost this post, you'll show it to more people.

93 people reached

Boost Post

Post Details

Ventura County Grows Business
Published by Pam TheAgency (1) · December 21, 2017 at 4:50pm · 48

Disaster Update and Support Services for Affected Ventura County Businesses

The Economic Development Collaborative Ventura County is coordinating business services support for disaster recovery. Our hearts go out to all those who have lost homes, property, revenue and much more in the disaster. We are standing in the recovery effort with you. For those impacted business owners, we know it can be daunting to know how to respond in the aftermath of such a disaster and we... See more

146 People Reached

4 Likes, **0** Comments & Shares (0)

7 Post Clicks

0 Photo Views, **2** Link Clicks, **5** Other Clicks (0)

NEGATIVE FEEDBACK

0 Hide Post, **0** Hide All Posts, **0** Report as Spam, **0** Unlike Page

Reported clicks may be delayed from what appears on posts.

Get More Likes, Comments and Shares
When you boost this post, you'll show it to more people.

146 people reached

Boost Post

Post Details

Ventura County Grows Business
Published by Pam TheAgency (1) · December 21, 2017 at 7:15pm · 48

The holidays are just around the corner, what are you doing for your employees? Check out a few ideas that don't involve a burrito! <http://bit.ly/29v8fz9>

#employeholidaygifts #motivation #venturacountygrowsbusiness #venturacounty #venturacountygrowsbusiness.com | 805-822-4556

Here's What the Best Bosses Are Doing for Their Employees This Holiday Season

Want to please your staff? Take a page from these startup paybooks. <http://bit.ly/29v8fz9>

155 People Reached

0 Likes, **0** Comments & Shares (0)

6 Post Clicks

0 Photo Views, **6** Link Clicks, **0** Other Clicks (0)

NEGATIVE FEEDBACK

0 Hide Post, **0** Hide All Posts, **0** Report as Spam, **0** Unlike Page

Reported clicks may be delayed from what appears on posts.

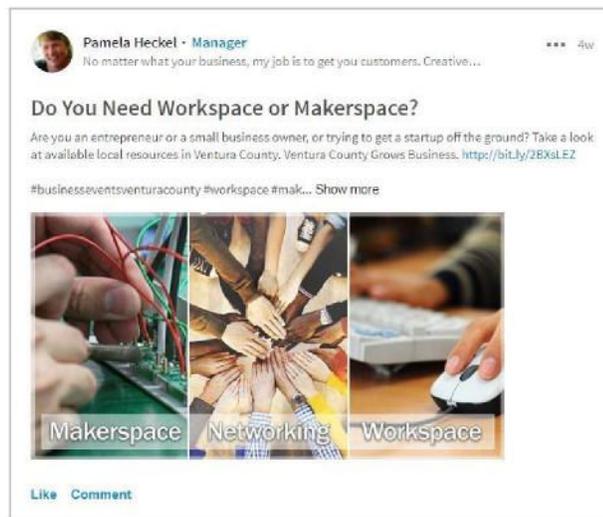
Get More Likes, Comments and Shares
When you boost this post, you'll show it to more people.

155 people reached

Boost Post

VCGB LinkedIn Group Page

- 31 posts in November and December



EMPLOYER OUTREACH – IN DEVELOPMENT

- Requested new employer (EDC-VC) success stories for 17/18 (8/29)
- Spring Outreach Planning – Pending Regional Development Grant

OUT-OF-SCHOOL YOUTH OUTREACH IN DEVELOPMENT

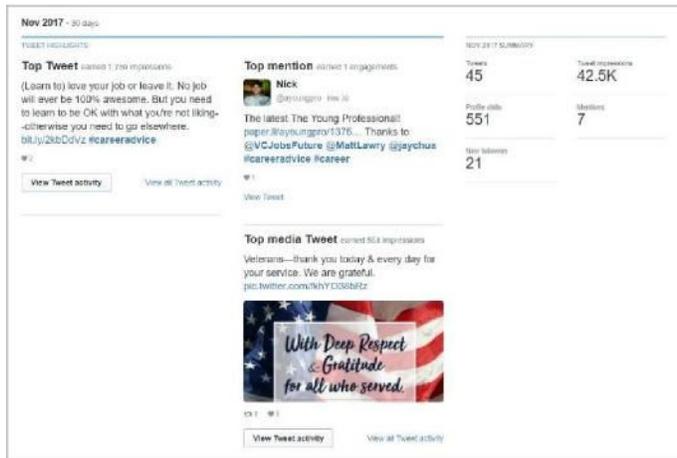
- **VC Jobs with a Future New Website Launch**
 - New site launched: 12/3/17 www.vcjobswithafuture.org
 - **Search Engine Optimization:** Work began 11/1/17 during site construction.
 - 13 of 20 keywords are currently on page one.
 - 10 improved rankings since program start.
 - **Paid Media Outreach** – 1/15/18 to 3/18/18. See attached for updated plan.
 - **Creative Elements in Development**
 - Three ten-second video spots – Spots to be played.
 - Three banner sets to support each video concept: 300x250, 640x640, 300x600. See attached.)
 - :30 Pandora Radio – Spot to be played.
 - :30 KCLU PSA – See attached.
- **Collateral** – Youth Pathways and Programs pamphlet completed. See example.
- **New youth success stories for 17/18 update:**
 - AJCC team – Sent reminder week of 11/5. Response pending/
 - PathPoint – Two success stories completed. See attached.
 - BGC – Three success stories completed. See attached.

Growing Jobs Flyer – TBD

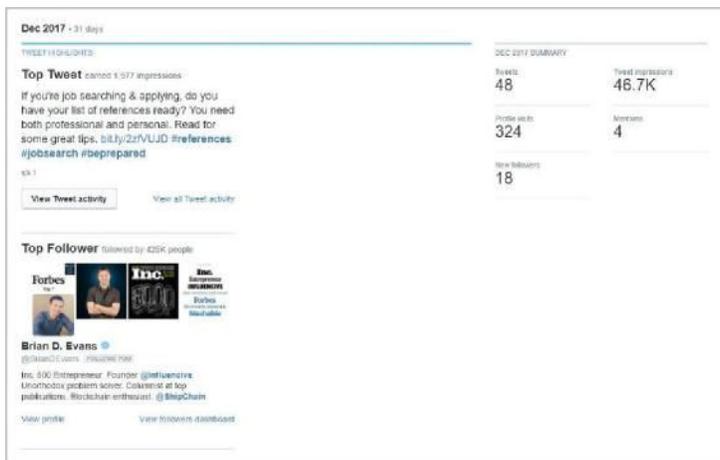
VC Jobs With a Future – Twitter: November 1 to December 31, 2017

- As of January 11, 2017 - 987 followers 30% increase (760 as of June 30, 2017)
- 93 Total Tweets since November 1 (61 days)
 - 875 Profile Visits (1,329 Sept/Oct)
 - 89,200 Impressions (109,900 Sept/Oct)
 - 1,500 Impressions per day average (1,800/day Sept/Oct)

November “Top Tweet” Summaries (See graphics below)



December “Top Tweet” Summaries (See graphics below)



JOB SEEKER OUTREACH COMPLETED AND IN DESVELOPMENT

- **Fall 2017 AJCC Outreach**
 - KCLU Sponsorship – AJCC Job Seeker began late-September and ended December 31, 2017.
 - Spanish Language Job Seeker PSA Produced by Gold Coast Broadcasting – Available to play.
- **AJCC Collateral** - Develop new and update existing AJCC one-sheets and pamphlets to address “America’s” and applicable content updates including:
 - **New One Sheets (3-4 Versions) –**

- Proposed layout to client for template approval on 10/2/17 – Advised feedback would be available on 11/20/17. Pending.
 - **Update Existing Pamphlets (3 Versions)**
 - Revised layouts/design/content updates to WDB staff for review on 11/10/17. See attached drafts for: OJT, Job Seekers, Employer Services. Pending.
 - **Update Existing Tent Card (1)**
 - Will be completed when pamphlet feedback/approval is received. Pending.
 - **Career Shops**
 - Workshops – prepared and sent out January workshops on December 20.
 - Workshops – sent out December workshops info on Nov. 10.
- Clips:**
- KCLU – running January 5 workshop info
 - 805Calendar.com – running December workshop listing and Jan. 30 Power of CalJOBS
 - KDAR – running January workshops
 - VC Star – ran Jan. 30 Simi workshop info Dec. 21
 - Moorpark Patch – posted Jan. 30 Simi workshop listing
 - VC Star – ran Simi workshop info Nov. 16.
 - Camarillo Acorn – ran Nov. workshops info Nov. 16.
 - Simi Acorn – ran Simi workshop info Nov. 10.
 - KDAR – running Nov. workshops info.
 - Moorpark Patch – posted Simi workshop listing Nov. 10.
 - 805Calendar.com – running Nov. workshop listing

General Outreach – Completed and In Development

- **Redesigned/converted WIB Facebook page to WDB.** See attached screenshots.
 - Discuss pros/cons of reinvigorating updated WDB Facebook page.
- Changed **“American” to “America’s”** across the board.
 - Updates ongoing as discovered.
- **KCLU Sponsorship**
 - Provided new PSA and online banners for VC Jobs With a Future to begin January 2nd.
- **Press Releases**
 - **New board member release** – Jaime Mata, Marilyn Jansen, Connie Chan and Vic Anselmo, Gregory Liu and Bruce Stenslie reappointment. Sent release on Oct. 27.

Clips:

- 11/2/17 VC Star – <http://www.vcstar.com/story/money/business/2017/11/02/three-appointed-workforcedevelopment-board-ventura-county/820208001/>
- **Op-Eds**
 - **Apprentice pitch** – Set up interviews with Jeremy and Tony with Star reporter Tyler Hersko in November. Apprentice article in the Star on December 1. <http://www.vcstar.com/story/money/business/2017/12/01/ventura-county-electrical-apprenticeship-offers-free-education-high-paying-job-opportunities/835981001/>

- **Youth Pathways to Employment pitch** – Pitched article to VCStar in early January to set up interviews with Erin Antrim of BGC and Kim Whitaker of PathPoint as well as with youth who have successfully completed their programs. Article to support relaunch of VC Jobs With a Future website. See attached pitch.
- **Clean Green Employer Awareness Videos**
 - **Voiceover development support and review** –Waiting on completion of videos to promote on the WDB, VCGB websites and via social media.

Workforce Ventura County Website

- **Google Analytics Stats July 1 to December 31, 2017**
 - Audience Overview – 5,345 Sessions/3,834 Unique Users 32% increase in unique users year over-year
 - 2.35 pages per visit (-13% over 16/17)
 - 2.03 average minutes visit duration (-21% over 16/17)
 - 52.35% bounce rate (-11% over 16/17)
 - 705 New Users (+5% over 16/17)

Job Outlook Eblast:

- **November 17 (October 2017 Report)** – WDB Cohorts: 472/23.4% open rate/4.4% CTR
- **November 17 (October 2017 Report)** – Biz List: 5,644/6% open rate/0% CTR
- **December 22 (November 2017 Report)** – WDB Cohorts: 520/24.5 open rate/2.9% CTR
- **December 22 (November 2017 Report)** – Biz List: 5,564/5% open rate/1% CTR
- **Job Outlook Most Recent Stats:** The following highlights local, state and national data in terms of NOT seasonally adjusted rates for **November 2017**:
 - **Ventura County decreased .4%** from 4.2% in October 2017 to 3.8% in November 2017 (November 2016 = 5.0%)
 - **California decreased .3%** from 4.3% in October 2017 to 4.0% in November 2017 (November 2016 = 5.0%)
 - **U.S. was unchanged from 3.9%** in October 2017 to 3.9% in November 2017 (November 2016 = 4.4%)

Elevator Speech Revisited

- Consider revisiting development of a “genuine” (really short!) elevator speech describing the mission and work of the WDB – Client to advise next steps and priority.

Updated Project in Process through January 12, 2018.

The next meeting of the WDB Outreach Committee is scheduled for March 21, 2018, from 9:00 a.m. to 10:30 a.m., location TBD.

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



**WORKFORCE
DEVELOPMENT BOARD**

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: EXECUTIVE COMMITTEE

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

DATE: FEBRUARY 8, 2018

SUBJECT: PROGRAMS COMMITTEE REPORT

The next Programs Committee meeting is scheduled for April 17, 2018, from 2:30 p.m. to 4:30 p.m., at the America's Job Center of California (AJCC) 2901 N. Ventura Rd. Oxnard, CA.

The Programs Committee report for the February 7, 2018 meeting will be provided at the Workforce Development Board meeting on February 22, 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.



Workforce Development Board of Ventura County
 WIOA Enrollments - Program Year 2017 – 2018
 Second Quarter Report: July 1, 2017 to June 30, 2018

All Providers	WIOA Adult Enrollments	WIOA Dislocated Worker Enrollments	WIOA Youth Enrollments	CWDB Steps2Work Enrollments	DOL Bridges2Work Enrollments	Total Enrollments PY 16-17 (New) and PY 15-16 (Carry-in)
	91	145	230	26	44	648

Human Services Agency / Adult and Family Services Department

Enrollments	Plan	Actual	Success Rate (Plan to Actual)	Total Enrollments PY 17-18 Actual and PY 16-17 Carry-in*	Self Service (Universal Customers)
Adult	79	51	64.5%	51 (Actual) + 40 (Carry-in) = 91	6363 (^as of 12/31/17)
Dislocated Workers	112	61	54%	61 (Actual) + 84 (Carry-in) = 145	
Steps2Work	15	14	87%	14 (Actual) + 12 (Carry-in) = 26	
Bridges2Work	15	17	107%	17 (Actual) + 27 (Carry-in) = 44	

Boys and Girls Clubs of Greater Oxnard and Port Hueneme

Enrollments	Plan	Actual	Success Rate (Plan to Actual)	WIOA Youth Services Contract (PY 17-18)	Actual Accrued Expenses thru 12/31/17	In-Kind Contribution
Youth	92	74	80%	\$604,000	\$236,016 (39%)	Plan: \$613,206
Total Enrollments 74 ('17-'18 Actual) + 33 ('16-'17 Carry-in) = 107 (Total)				Plan - Cost Per Participant ¹ \$5,162	Actual - Cost Per Participant ² \$2,205	Actual: \$54,637 (9%)

PathPoint

Enrollments	Plan	Actual	Success Rate (Plan to Actual)	WIOA Youth Services Contract (PY 17-18)	Actual Accrued Expenses thru 12/31/17	In-Kind Contribution
Youth	80	61	76%	\$604,000	\$271,599 (45%)	Plan: \$103,252
Total Enrollments 61 ('17-'18 Actual) + 54 ('16-'17 Carry-in) = 115 (Total)				Plan Cost Per Participant ¹ \$5,252	Actual - Cost Per Participant ² \$2,361	Actual: \$52,352 (51%)

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

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

* Actual Carry-in: PY 17-18 provider carry-in plus cases received from VACE



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	20	80	56	A = \$71,250.00 B = \$51,938.00	4 on 5 point scale
Cumulative Actual	47	100	42	A = 31,110.93 B = 48,323.00	0
Plan to Actual and Average Score	196%	84%	42%	A = 19% B = 70%	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 BESD 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 Accomidation	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	5 Day Tire Store	Ventura	01/29/18	4	4	1						Service establishment	Accounting, Customer Service, Management
10	A Smart Garden LLC	Ventura	01/11/18	2	2	1						Retail	Technical, Customer Service, Professional
11	Luna Olivo	Ventura	01/08/18	1	1	1						manufacture	Technical, Customer Service, Professional
12	Paradise Pantry	Ventura	12/14/17	27	27	1						Food Service Accomidation	Technical, Customer Service, Accounting
13	Grapes and Hops	Ventura	01/02/18	8	8	1						Food Service Accomidation	Technical, Customer Service, Accounting
14	Vita Art Center	Ventura	01/03/18	1	1	1						Arts and Entertainment	Technical, Customer Service, Professional
15	Cart Wheel A Go Go	Ventura	01/05/18	1	1	1						Arts and Entertainment	Technical, Customer Service, Professional
16	Ventura Community Counseling	Ventura	01/09/18	5	5	1						Health Care	Technical, Customer Service, Professional
17	Roy Culver	Ventura	12/28/17	1	1	1						Arts and Entertainment	Technical, Customer Service, Professional
18	Magnificent Movers	Ventura	01/03/18	14	14	1						Service establishment	Accounting, Customer Service, Management
19	Gerald Bosch	Ventura	12/20/17	1	1	1						Real Estate	Technical, Customer Service, Professional
20	VC Hordeculture	Ventura	01/19/18	1	1	1						Agriculture	Technical, Customer Service, Professional
21	Yoga Jones	Ventura	01/23/18	26	26	1						Service establishment	Accounting, Customer Service, Management

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 BESD for Required Rapid Response Activity	Industry	Classifications Affected (list 3 major)
22	Vasari Plater and Stucco	Ventura	01/29/18	3	3	1						Construction concern	Technical, Customer Service, Professional
23	Gerardo Espitia	Ventura	12/22/17	3	3	1						Food service/ Accomodation	Technical, Customer Service, Accounting
24	Willow Creek Ranch Enterprises	Santa Paula	12/14/17	3	3	1						Agriculture	Technical, Customer Service, Professional
25	Karen Ice Cream Truck	Oxnard	01/22/18	1	1	1						Food service/ Accomodation	Technical, Customer Service, Accounting
26	County Water Damage Group	Oxnard	01/11/18	1	1	1						Construction concern	Technical, Customer Service, Professional
27	The Day Spa of Ojai	Ojai	12/19/18	5	5	1						Service establishment	Accounting, Customer Service, Management
28	The Deer Lodge	Ojai	12/22/18	40	40	1						Food service/ Accomodation	Technical, Customer Service, Accounting
29	Ojai Valley Brewery	Ojai	12/22/18	2	2	1						Food service/ Accomodation	Technical, Customer Service, Accounting
30	Azu Restaurant	Ojai	01/04/18	28	28	1						Food service/ Accomodation	Technical, Customer Service, Accounting
31	Terramor	Ojai	01/03/18	3	3	1						Retail	Technical, Customer Service, Professional
32	SOULTONIC	Ojai	12/19/17	2	2	1						Retail	Technical, Customer Service, Professional
33	Haleivo Inc	Ojai	12/28/18	9	9	1						Health Care	Technical, Customer Service, Professional
34	Ojai Harvest	Ojai	01/26/18	11	11	1						Food service/ Accomodation	Technical, Customer Service, Accounting
35	The Ojai Retreat	Ojai	12/15/17	15	15	1						Food service/ Accomodation	Technical, Customer Service, Accounting
36	Bill Morris Contarcting	Ojai	01/23/18	7	7	1						Construction concern	Technical, Customer Service, Professional
37	Lanny Kaufer	Ojai	12/28/17	1	1	1						educational	Technical, Customer Service, Professional
38	Two Fish Digital	Ojai	01/03/18	2	2	1						Arts and Entertainment	Technical, Customer Service, Professional
39	Cloud Climbers Jeep Tours	Ojai	01/04/18	2	2	1						Arts and Entertainment	Technical, Customer Service, Professional
40	Treasures of Ojai	Ojai	01/25/18	1	1	1						Retail	Technical, Customer Service, Professional
41	Sea Fresh Seafood Inc.	Ojai	01/05/18	50	50	1						Food service/ Accomodation	Technical, Customer Service, Professional
42	Ojai Baby	Ojai	01/05/18	1	1	1						Retail	Technical, Customer Service, Professional

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 BESD for Required Rapid Response Activity	Industry	Classifications Affected (list 3 major)
43	Classic Letterpress	Ojai	01/19/18	1	1	1						Arts and Entertainment	Technical, Customer Service, Professional
44	Bliss Frozen Yogurt	Ojai	01/18/18	2	2	1						Food service/ Accomodation	Technical, Customer Service, Accounting
45	Agro Industries	Ojai	01/26/18	10	10	1						Manufacture	Technical, Customer Service, Professional
46	Porch Gallery Ojai	Ojai	01/29/18	1	1	1						Arts and Entertainment	Technical, Customer Service, Professional
47	Elemental Apothecary	Ojai	01/12/18	1	1	1						Retail	Technical, Customer Service, Professional
	Totals/Average			981	365	47	100	42					

**WDB Executive Committee
Finance Report Summary Highlights
February 8, 2018**

1. FY 2017-18 Financial Status Report – 7/1/17-12/31/17
 - a. Report Period 7/1/17-12/31/17
 - b. 50% through the fiscal year
 - c. Summary Chart – provides a 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 ended December 31, 2017
 - a. Higher spend %s to date are appropriate (100% would be on target)
 - b. Final adjustments 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 has increased as staff have been working on this program and charging their time as well as attending pertinent conferences
 - e. Paid & Accrued – provides the breakout of actual paid and accrued expenditures
 - f. Training Report
 - 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 (60% as of 12/31/17)
 2. As needed, some 17-19 allowed training costs and leverage amounts may be used to meet 16-18 requirement
2. FY 17-18 Plan (Approved 5/18/17) – Year To Date Expenditures
 - a. Row 27 – Grants have ended; won't be over
 - b. Row 31 – Prior year ITA/OJT – spent at the beginning of the year
 - c. Row 38 – Prior year committed funds paid this year out of available grant (grant ended 12/31/17)
 - d. Row 39 – Will be managed to approved contract amount
 - e. Row 66 – Includes “grant specific” travel that has been moved to a separate/new budget line in the Proposed Plan Update

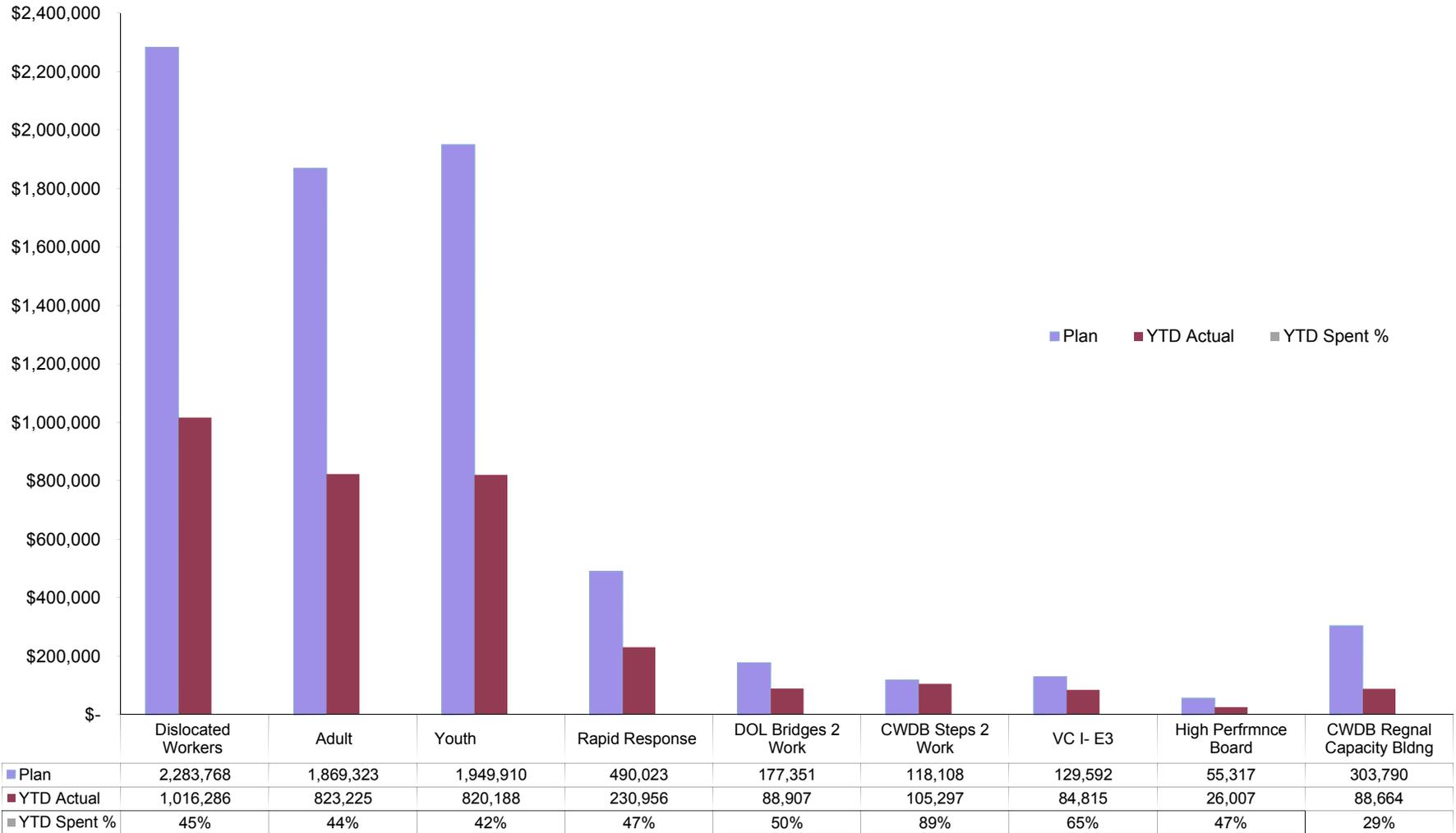


FINANCIAL STATUS REPORT for FISCAL YEAR 2017-2018
Year to Date Expenditures from 07/01/17 to 12/31/17 (50% into the Fiscal Year)
Submitted on: February 8, 2018

FINANCIAL STATUS REPORT for FISCAL YEAR 2017-2018

Year to Date Expenditures from 07/01/17 to 12/31/17 (50% into the Fiscal Year)

YTD Actual Expenditures Compared to Plan



FINANCIAL STATUS REPORT for FISCAL YEAR 2017-2018

Year to Date Expenditures from 07/01/17 to 12/31/17 (50% 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	623,931	46%	658,385	256,045	39%	274,781	136,309	50%	2,283,768	1,016,286	45%	1,267,482
Adult	1,135,205	461,098	41%	508,210	253,928	50%	225,908	108,199	48%	1,869,323	823,225	44%	1,046,098
Youth	451,212	167,922	37%	1,262,096	545,319	43%	236,601	106,947	45%	1,949,910	820,188	42%	1,129,722
Rapid Response	314,092	154,078	49%	114,309	46,076	40%	61,623	30,802	50%	490,023	230,956	47%	259,067
Others:													
DOL Bridges 2 Work	102,948	66,355	64%	65,000	15,007	23%	9,404	7,545	80%	177,351	88,907	50%	88,445
CWDB Steps 2 Work	93,207	23,625	25%	16,000	71,614	448%	8,900	10,058	113%	118,108	105,297	89%	12,811
VC I- E3	121,984	78,101	64%	-	-	0%	7,609	6,713	88%	129,592	84,815	65%	44,778
High Perfmrnce Board	48,794	22,671	46%	-	-	0%	6,523	3,336	51%	55,317	26,007	47%	29,310
Regnal Capacity Bldng	218,186	69,342	32%	47,000	-	0%	38,604	19,323	50%	303,790	88,664	29%	215,125
Total WIOA Grants	\$ 3,836,229	\$ 1,667,124	43%	\$ 2,671,000	\$ 1,187,991	44%	\$ 869,953	\$ 429,231	49%	\$ 7,377,182	\$ 3,284,346	45%	\$ 4,092,836

DOL Bridges to Work Salaries and Benefits: Grant term ended 12/31/17. Actual spending was less than anticipated in original FY 17/18 Plan.

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 Direct Program: Grant ended 12/31/17. Overall costs under this program were low due to clients' desire to start working upon release from incarceration rather than attend training.

Steps 2 Work Direct Program: Grant ended 12/31/17. A large expenditure that was not initially budgeted for this fiscal year (but was budgeted for last fiscal year) was paid. This expenditure helped cause the 448% of actual to planned expenses.

Bridges to Work/Steps 2 Work/IC I-E3 Other Operating Expenses: These programs are at 80%, 113%, and 88% respectively of planned spending. A review of the overhead rate applied to this program found no inconsistencies in its application. Both Bridges 2 Work and Steps 2 Work ended 12/31/17.

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 12/31/17 (50% 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	574,057	49,874	623,931	192,642	63,404	256,045	92,830	43,480	136,309	859,529	156,758	1,016,286
Adult	424,493	36,605	461,098	186,537	67,392	253,928	73,686	34,513	108,199	684,716	138,509	823,225
Youth	155,564	12,358	167,922	437,378	107,941	545,319	72,833	34,113	106,947	665,776	154,413	820,188
Rapid Response	141,993	12,085	154,078	28,756	17,320	46,076	20,977	9,825	30,802	191,726	39,231	230,956
OTHERS:												
DOL Bridges 2 Work	66,355	-	66,355	8,109	6,898	15,007	3,855	3,689	7,545	78,319	10,588	88,907
CWDB Steps 2 Work	23,625	-	23,625	52,437	19,177	71,614	5,383	4,674	10,058	81,446	23,852	105,297
VC I- E3	72,142	5,959	78,101	-	-	-	2,845	3,869	6,713	74,987	9,828	84,815
High Performnce Board	21,032	1,639	22,671	-	-	-	2,272	1,064	3,336	23,304	2,703	26,007
Regnal Capacity Bldng	64,046	5,296	69,342	-	-	-	15,884	3,438	19,323	79,930	8,735	88,664
Total WIOA Grants	\$ 1,543,308	\$ 123,816	\$ 1,667,124	\$ 905,858	\$ 282,133	\$ 1,187,991	\$ 290,565	\$ 138,666	\$ 429,231	\$ 2,739,731	\$ 544,615	\$ 3,284,346

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 12/31/17 (50% 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
	<i>Training Expenditures % Required</i>	25%	25%	30%	30%	30%
6)	Formula Fund Training Expenditures	1,053,524	1,128,877	941,344	828,309	420,084
	Leveraged Resources					
	- Total Leveraged Resources	400,025	425,933	348,361	460,403	238,349
	- 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	238,349
8)	Total Amount Spent On Training (should equal/exceed Line 5)	1,453,549	1,538,112	1,289,705	1,229,756	658,433
	% of Training Requirement Met (final goal is 100%)	134%	150%	104%	102%	60%
9)	Leveraged Resources Detail (notes)					
	(a) Pell Grant	233,994	135,654	150,761	105,201	100,129
	(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	138,220
	Total	400,025	425,933	348,361	460,403	238,349
	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 06/08/17)												Year to Date Expenditures from 07/01/17 to 12/31/17 (50% into the Fiscal Year)		
	Dislocated Worker	Adult	Youth	Rapid Response	DOL Bridges 2 Work	CWDB Steps 2 Work	VC I- E3	High Performnc 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		-	-	-	-	(338,964)	(244,349)	(128,457)	-	(19,592)	(731,362)		
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/		122,638	110,987	28,281	-	-	-	-	-	-	261,906		
8	Overhead Saving/(Overage)		-	-	-	4,338	-	-	-	-	-	4,338		
9	FY 15-16 Unspent Direct expense		-	-	37,000	10,000	-	-	-	-	-	47,000		
10	ITA/OJT Committed FY16-17 Spent in FY17-18		60,000	50,000	-	-	-	-	-	-	-	110,000		
11	Total Available Grants to be Spent		2,277,001	1,867,705	1,950,655	495,091	161,036	155,651	189,463	54,838	354,049	7,505,489		
12	Grants %		30.3%	24.9%	26.0%	6.6%	2.1%	2.1%	2.5%	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	1,244,709	46%
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	422,415	38%
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	1,667,124	43%
21	Direct Expenses:													
22	<u>Grant Specific Contracts</u>													
23	EDC-VC Business Services		-	-	-	95,000	-	-	-	-	-	95,000	36,237	38%
24	Boys and Girls Club: Core Program		-	-	604,000	-	-	-	-	-	-	604,000	236,017	39%
25	Pathpoint: Core Program		-	-	604,000	-	-	-	-	-	-	604,000	272,474	45%
27	AFS-CalWORKs Activities		-	-	-	-	50,000	10,000	-	-	-	60,000	39,969	67%
28	Subtotal - Contracted Program Expense		-	-	1,208,000	95,000	50,000	10,000	-	-	-	1,363,000	584,697	43%
29	<u>Client Expenses:</u>													
30	ITA / OJT (30% required - 10% leverage)		490,000	375,000	-	-	10,000	5,000	-	-	-	880,000	311,580	35%
31	ITA / OJT Committed 16-17 Spent in 17-18		60,000	50,000	-	-	-	-	-	-	-	110,000	108,900	99%
32	Others/Childcare/Trans - JTA		31,000	24,000	-	-	5,000	1,000	-	-	-	61,000	18,577	30%
33	Subtotal - Client Expense		581,000	449,000	-	-	15,000	6,000	-	-	-	1,051,000	439,057	42%
34	<u>Other Allocated/Contracted Expenses</u>													
35														
36	Capacity Building Contractual Services		-	-	-	-	-	-	-	-	47,000	47,000	-	0%
37	S2W CCD Training		-	-	-	-	-	-	-	-	-	-	41,250	#DIV/0!
38	Outrch/Mktg: theAgency	150,000	52,500	40,500	45,000	12,000	-	-	-	-	-	150,000	116,237	77%
39	Outreach -WDB	25,000	10,632	6,221	6,497	1,649	-	-	-	-	-	25,000	6,750	27%
40	WDB Expense - Non Staff	10,000	4,253	2,488	2,599	660	-	-	-	-	-	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	77,385	59,210	54,096	19,309	-	-	-	-	47,000	257,000	164,237	64%
45	Subtotal- Program/Clients Expenses		658,385	508,210	1,262,096	114,309	65,000	16,000	-	-	47,000	2,671,000	1,187,991	44%
46	Total Direct Program Expense		2,008,986	1,643,415	1,713,309	428,400	167,948	109,207	121,984	48,794	265,186	6,507,229	2,855,115	44%
47	<u>Overhead/Administration:</u>													
48	Communication/Voice/data	75,000	23,905	19,691	20,497	5,313	811	509	656	562	3,056	75,000	35,602	47%
49	Insurance	14,043	4,476	3,687	3,838	995	152	95	123	105	572	14,043	7,022	50%
50	Facilities Maint.	95,090	30,308	24,966	25,987	6,736	1,028	645	832	713	3,875	95,090	41,833	44%
51	Membership and dues	12,350	3,936	3,243	3,375	875	133	84	108	93	503	12,350	6,250	51%
52	Education allowance (consolidated w	0	-	-	-	-	-	-	-	-	-	-	-	
53	Indirect cost recovery(County A87)	98,670	31,449	25,906	26,966	6,989	1,067	669	863	740	4,021	98,670	47,069	48%
54	Books and Publication	2,000	637	525	547	142	22	14	17	15	82	2,000	1,000	50%
55	Office Equip./Supp. & Furniture/Fixtures	20,000	6,375	5,251	5,466	1,417	216	136	175	150	815	20,000	10,762	54%
56	Mail Center - ISF	6,000	1,912	1,575	1,640	425	65	41	52	45	245	6,000	3,562	59%
57	Purchase Charges - ISF	3,800	1,211	998	1,039	269	41	26	33	28	155	3,800	2,086	55%
58	Copy Machine - ISF	9,000	2,869	2,363	2,460	638	97	61	79	67	367	9,000	4,480	50%
59	Information Tech - ISF	10,000	3,187	2,626	2,733	708	108	68	87	75	408	10,000	5,031	50%
60	Computer Services Non ISF	2,000	637	525	547	142	22	14	17	15	82	2,000	1,000	50%
61	Building Lease/Rental	95,000	30,279	24,942	25,963	6,729	1,027	644	831	712	3,871	95,000	46,719	49%
62	Storage Charges - ISF	5,000	1,594	1,313	1,366	354	54	34	44	37	204	5,000	3,337	67%
63	Mileage Reimb. - Staffs only	26,000	6,787	5,326	5,955	1,842	281	2,176	227	195	3,211	26,000	13,551	52%
64	Conference/Seminars - AFS Staffs	11,000	2,506	1,888	3,006	779	119	1,075	96	82	1,448	11,000	5,200	47%
65	Conference and Seminars - WDB St	20,000	6,375	5,251	5,466	1,417	216	136	175	150	815	20,000	23,031	115%
66	Fiscal/HR/BTD/ET (HSA)	350,000	111,556	91,893	95,653	24,792	3,783	2,374	3,061	2,624	14,263	350,000	164,495	47%
67	Attorney Fees	10,000	3,187	2,626	2,733	708	108	68	87	75	408	10,000	4,898	49%
68	Other misc. Admin Services	5,000	1,594	1,313	1,366	354	54	34	44	37	204	5,000	2,304	46%
69	Subtotal Overhead	869,953	274,781	225,908	236,601	61,623	9,404	8,900	7,609	6,523	38,604	869,953	429,231	49%
70	Planned Total Grant Expenses		2,283,768	1,869,323	1,949,910	490,023	177,351	118,108	129,592	55,317	303,790	7,377,182	3,284,346	45%
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%	6%	6%	4%	12%	11%	12%		
73	Work in Progress: Grant Balances		(6,767)	(1,618)	745	5,068	(16,315)	37,543	59,871	(479)	50,259	128,310		



TO: EXECUTIVE COMMITTEE

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

DATE: FEBRUARY 8, 2018

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

RECOMMENDATION

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

BACKGROUND

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

Each Program Year (PY), the WDB Executive Committee reviews and approves a preliminary budget, identifying revenues and planned expenditures for the administration of employment and training programs in Ventura County. As necessary information is known (e.g., funding allocations, prior year carry-in funds), the approved tentative balanced budget is updated by the WDB Executive Committee, reflecting current program needs.

WDB staff recommend approval of a tentative balanced budget plan to commence expenditures, noting that budget updates will occur on the basis of new information.

On May 18, 2017, this committee reviewed and discussed the WIOA tentative balanced budget plan for 2017-2018 which listed current Program Year (PY) 2016-2017 allocations, pending State publication of PY 2017-2018 allocations.

DISCUSSION

On May 18, 2017, this committee reviewed and discussed the following assumptions and considerations:

- Program Year (PY) 2017-2018 WIOA Dislocated Worker, Adult, Youth, and Rapid Response allocations are pending publication by the State.
- Management Reserve funds to be reduced to 3%

- Prospective youth services contracts may be at original procurement levels, at the discretion and direction of the WDB.

Considerations for discussion and approval of the plan:

- The WDB must approve a tentative balanced budget plan to authorize expenditures against WIOA funds.
- The year-end close in July 2018 will confirm the amount of 2017-2018 rollover in each of the funding categories. The WDB usually makes adjustments to the budget plan following the year-end close (August or October, depending on the circumstances).
- The WDB could decide to make a mid-year budget plan adjustment, with corresponding changes in authorized expenditures for the remainder of the year (e.g., reduce WIOA programs and services and/or reduce costs for other WDB initiatives).
- Adjustments by the WDB usually are recommended to the WDB by the Executive Committee.

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

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

WDB Executive Committee
Fiscal Year 17/18 Budget Plan Summary Highlights
February 8, 2018

1. FY 17-18 Plan (DRAFT Update 2/1/18)
 - a. Worked with WDB Admin and Program to finalize impacts and provide proposed Plan update for WDB Exec review/input/approval
 - b. Final 2016-17 actual expenditures and rollover amounts
 - c. Final 2017-18 Grant amounts – including new grants pursued and awarded
 - i. Two new grants awarded:
 1. Workforce Accelerator, in the amount of \$250K, has a term of 1/1/18-6/30/19
 2. Regional Plan Implementation, in the amount of \$350K, has a term of 2/1/18-7/31/19
 3. Separated “Regional Capacity Building” into two separate columns to improve reporting
 - a. Regional Capacity Building (AFS)
 - b. Regional Organizer (WIB)
 - d. Other 2017-18 Plan Highlights
 - i. (Line 1) Overall gross revenues increased from \$7.661M to \$8.120M from initial FY 17/18 Plan
 1. (Line 11) Total available funds to spend decreased \$142K from initial Plan
 - a. This was due to increased (Line 2) Management Reserve (from \$166K in initial plan to \$704K with current plan).
 2. (Line 7) Diminished Salary Savings offset by (Line 9) higher than originally projected FY 16-17 Unspent Direct expense
 - ii. (Line 71) Total Planned Grant Expenses decreased \$159K when compared to initial FY 17/18 Plan
 1. (Line 18) FTE’s decreased from 28 to 26 from initial to current Plan
 - a. (Line 20) Salaries and Benefits decreased by \$376K as well
 2. Grants with substantial travel/conference budgets allocated as separate line items outside of “Overhead” travel allocation (Lines 40 and 42)
 3. Increased spending with The Agency and EDC-VC Services due to awarding of Regional Plan Implementation grant
 4. Overhead expenses of \$870K consistent between Plan drafts

FY 2017-18 WIOA BUDGET PLAN (WDB Approved on 06/08/17): Recommended Updated for WDB Approval on 02/22/18)

Recommended Changes for 2/22/18 WDB Approval of a 1st 2017-2018 WIOA Budget Plan Update		Dislocated Worker	Adult	Youth	Rapid Response	DOL Bridges 2 Work	CWDB Steps 2 Work	VC I- E3	High Perform Board (WIB)	Regional Capacity Building (AFS)	Regional Organizer (WIB)	Wrkforce Accel 6.0 (AFS)	Regional Plan Implem. (WIB)	FY 17-18 Plan	Approved 5/28/17 FY 17/18 Plan Totals	
Revenue Projection:																
1	FY17-18 Grants	-3.0%	2,035,933	1,651,971	1,815,841	370,661	500,000	400,000	317,920	54,838	287,927	85,714	250,000	350,000	8,120,805	7,661,381
2	FY17-18 Mgmt. Reserve:(3% DW, Adult, Youth)		(67,278)	(46,059)	(55,075)	-	-	-	-	(54,838)	(107,000)	(28,000)	(170,000)	(176,000)	(704,250)	(166,027)
3	Grant balance rollover															
4	Spent in prior years						(338,964)	(244,349)	(128,457)		(40,000)				(751,770)	(752,931)
5	Balance rolled over from prior year grants:															
6	FY16-17 Mgt Reserve		113,486	87,149	113,382	-	-	-	-	-	-	-	-	-	314,017	318,253
7	Additional rollover - Salaries Savings/		43,973	159	-	31,743	-	-	-	-	-	-	-	-	75,875	261,906
8	Overhead Saving/(Overage)		1,198	-	-	-	-	-	-	-	-	-	-	-	1,198	4,338
9	FY 16-17 Unspent Direct expense		140,736	57,361	-	16,135	-	-	-	-	-	-	-	-	214,232	47,000
10	ITA/OJT Committed FY16-17 Spent in FY17-18		39,196	32,328	-	-	-	-	-	-	-	-	-	-	71,524	110,000
11	Total Available Grants to be Spent		2,307,244	1,782,909	1,874,148	418,539	161,036	155,651	189,463		140,927	57,714	80,000	174,000	7,341,631	7,483,920
12	Grants %		31.4%	24.3%	25.5%	5.7%	2.2%	2.1%	2.6%	0.0%	1.9%	0.8%	1.1%	2.4%	100%	
13	AFS FTES Assigned to the programs		11.02	9.00	1.90	2.08	0.50	0.40	-	-	0.80	-	0.30	-	26.00	28.00
14	% Direct FTES Allocated to Grants		42.4%	34.6%	7.3%	8.0%	1.9%	1.5%	0.0%	0.0%	3.1%	0.0%	1.2%	0.0%		
15	% Admin Staff Allocated to Grants		22.6%	21.1%	22.00%	5.30%	0.0%	0.0%	20.0%	0.0%	5.0%	0.0%	4.0%	100.00%		
Expenditure Projection:																
Salaries and Benefits:																
17	AFSWIOA (23 regular + 0.7 fixed term + 3 vacat)	2,610,000	1,106,238	903,828	190,731	208,800	66,355	23,625	-	-	80,308	-	30,115	-	2,610,000	2,727,285
18	WDB Admin (6 reg +1.5 fixed +1.1 vacant)	850,000	192,100	179,350	187,000	45,050	-	-	170,000	-	-	42,500	-	34,000	850,000	1,108,944
19																
20	Subtotal Salaries and Benefits		1,298,338	1,083,178	377,731	253,850	66,355	23,625	170,000		80,308	42,500	30,115	34,000	3,460,000	3,836,229
Direct Expenses:																
Grant Specific Contracts																
22	EDC-VC Business Services					95,000								50,000	145,000	95,000
23	Boys and Girls Club: Core Program				604,000										604,000	604,000
24	Pathpoint: Core Program				604,000										604,000	604,000
25	VACE Core Program															
26	AFS-CalWORKs Activities						12,824	27,145							39,969	60,000
27	Subtotal - Contracted Program Expense				1,208,000	95,000	12,824	27,145						50,000	1,392,969	1,363,000
Client Expenses:																
28	ITA / OJT (30% required - 10% leverage)		590,000	375,000											965,000	880,000
29	ITA / OJT Committed 16-17 Spent in 17-18		39,196	32,328											71,524	110,000
30	Others/Childcare/Trans - JTA		31,000	24,000			2,183	3,219							60,402	61,000
31	Subtotal - Client Expense		660,196	431,328			2,183	3,219							1,096,926	1,051,000
Other Allocated/Contracted Expenses																
34	CapacityBuilding/WKFAcc Contractual Services									35,000		40,000			75,000	47,000
35	S2W CCD Training							41,250							41,250	
36	Outrch/Mktg: theAgency	215,000	52,500	40,500	45,000	12,000								65,000	215,000	150,000
37	Outreach/Meeting/Conf -WDB	36,000	10,000	6,000	6,000	2,000					8,000		4,000		36,000	25,000
38	WDB Expense - Non Staff	8,000	4,000	2,000	2,000										8,000	10,000
39	Outreach/Meeting/Conf-AFS	23,000	5,000	5,000		5,000				8,000					23,000	25,000
40	State Project(s): Update Pending															
41																
42																
43	Subtotal - other allocated expense	282,000	71,500	53,500	53,000	19,000		41,250		43,000	8,000	40,000	69,000		398,250	257,000
44	Subtotal- Program/Clients Expenses		731,696	484,828	1,261,000	114,000	15,007	71,614		43,000	8,000	40,000	119,000	2,888,145	2,671,000	
45	Total Direct Program Expense		2,030,035	1,568,005	1,638,731	367,850	81,362	95,239	170,000		123,308	50,500	70,115	153,000	6,348,145	6,507,229
Overhead/Administration:																
46	Communication/Voice/data	75,000	23,984	18,525	19,930	4,346	650	867	2,008	-	1,457	597	828	1,808	75,000	75,000
47	Insurance	14,043	4,491	3,469	3,732	814	122	162	376	-	273	112	155	338	14,043	14,043
48	Facilities Maint.	95,090	30,408	23,487	25,268	5,510	825	1,099	2,546	-	1,847	756	1,050	2,292	95,090	95,090
49	Membership and dues	12,350	3,949	3,050	3,282	716	107	143	331	-	240	98	136	298	12,350	12,350
50	Education allowance (consolidated)	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-
51	Indirect cost recovery(County A87)	98,670	31,553	24,372	26,219	5,718	856	1,141	2,642	-	1,917	785	1,090	2,378	98,670	98,670
52	Books and Publication	2,000	640	494	531	116	17	23	54	-	39	16	22	48	2,000	2,000
53	Furniture/Fixtures<5000 (\$44,020)	20,000	6,396	4,940	5,315	1,159	173	231	536	-	388	159	221	482	20,000	20,000
54	Mail Center - ISF	6,000	1,919	1,482	1,594	348	52	69	161	-	117	48	66	145	6,000	6,000
55	Purchase Charges - ISF	3,800	1,215	939	1,010	220	33	44	102	-	74	30	42	92	3,800	3,800
56	Copy Machine - ISF	9,000	2,878	2,223	2,392	522	78	104	241	-	175	72	99	217	9,000	9,000
57	Information Tech - ISF	10,000	3,198	2,470	2,657	579	87	116	268	-	194	80	110	241	10,000	10,000
58	Computer Services Non ISF	2,000	640	494	531	116	17	23	54	-	39	16	22	48	2,000	2,000
59	Building Lease/Rental	95,000	30,379	23,465	25,244	5,505	824	1,098	2,544	-	1,845	756	1,049	2,290	95,000	95,000
60	Storage Charges - ISF	5,000	1,599	1,235	1,329	290	43	58	134	-	97	40	55	121	5,000	5,000
61	Mileage Reimb. - Staffs only	26,000	8,314	6,422	6,909	1,507	225	301	696	-	505	207	287	627	26,000	26,000
62	Conference/Seminars - AFS Staffs	11,000	2,518	2,717	2,923	637	95	127	295	-	1,214	88	121	265	11,000	11,000
63	Conference and Seminars - WDB S	20,000	6,396	4,940	5,315	1,159	173	231	536	-	388	159	221	482	20,000	20,000
64	Fiscal/HR/BTD/ET (HSA)	350,000	111,924	86,451	97,224	20,281	3,036	4,047	5,154	-	6,798	2,784	3,866	8,436	350,000	350,000
65	Attorney Fees	10,000	3,198	2,470	2,657	579	87	116	268	-	194	80	110	241	10,000	10,000
66	Other misc. Admin Services	5,000	1,599	1,235	1,329	290	43	58	134	-	97	40	55	121	5,000	5,000
67	Subtotal Overhead	869,953	277,197	214,880	235,390	50,410	7,545	10,058	19,078		17,898	6,921	9,609	20,967	869,953	869,953
68	Planned Total Grant Expenses		2,307,232	1,782,885	1,874,121	418,260	88,907	105,297	189,078		141,206	57,421	79,724	173,967	7,218,098	7,377,182
70	Admin Rate for State Reporting		7%	7%	7%	7%	5%	5%	5%	0%	7%	7%	7%	7%	7%	7%
71	Admin Rate (State Reported + Other)		12%	12%	13%	12%	5%	6%	10%	0%	13%	12%	12%	12%	12%	12%
72	Grant Balances		12	23	27	279	72,129	50,354	385		(279)	293	276	33	123,530	



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: EXECUTIVE COMMITTEE

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

DATE: FEBRUARY 8, 2018

ACTION : RECCOMENDATION TO APPROVE THE OBLIGATION OF \$100,000 IN 2018-2019 CALIFORNIA WORKFORCE DEVELOPMENT BOARD (CWDB) REGIONAL PLAN IMPLEMENTATION FUNDS TO THE ECONOMIC DEVELOPMENT COLLABORATIVE – VENTURA COUNTY, TO AUGMENT AND SUPPORT EXISTING LOCATION ECONOMIC DEVELOPMENT EFFORTS RELATED TO BUSINESS RETENTION AND LAYOFF AVERSION SERVICES AS DEFINED BY THE CWDB IMPLEMENTATION DESIGN WORK PLAN

Background

In September 2017, the California Workforce Development Board (State Board), in partnership with the Employment Development Department (EDD) and the Labor and Workforce Development Agency, announced the availability of approximately \$7 million dollars in Workforce Innovation and Opportunity Act (WIOA) discretionary funds for the Program Year 2017/2018. The State Board offered this funding for the Regional Planning Units (RPU's) to have the opportunity to apply for flexible funding to support the efforts toward implementing regional plan goals in alignment with regional plans.

In December 2017, the Workforce Development Board of Ventura County was notified of the approval of funding in the amount of \$350,000. This funding is for the grant period of January 1, 2018 through June 2019.

Program Description and Performance Outcomes

The main purpose of this funding is to support regional leadership and capacity to align existing workforce programs with good jobs. The Regional Plan Implementation will focus on unified business outreach/engagement, increasing staff capacity through enhanced technical assistance training and building partnerships. Variety of objectives and outcomes to increase employer involvement, devise a system to merge and streamline employer feedback, and to develop a regional on-line branding and partner collaboration. The ultimate goal is that people have good jobs in industry recognized priority sectors.

Successful implementation of regional workforce system services requires informed and efficient outreach and communication with local business. The proposed project will leverage the resources of the region's Economic Development Corporation and Small Business Development Center, the RPU and America's Job Center to establish cross organizational training and processes and tools for information sharing on business client needs and partner service offerings, coordination of leads and priorities, outcomes and follow-up needs.

The regional collaboration is key, and will be looking to the implementation of effective inter-organizational communication and information sharing strategies and tools to enhance both unique program effectiveness and greater regional success in business, economic and workforce outcomes.

The proposed project does not seek to increase regional capacity in business outreach, rather it is intended to deliver greater effectiveness from existing capacity through coordination of outreach, engagement and service resources already in play.

The improved coordination will

- reduce duplication of effort,
- assure maximum value from all business engagements,
- sharpen and expand targeted outreach to high demand priority sectors,
- increase investment in skills enhancements responsive to business demand and
- improve employment and training outcomes for job seekers.

The proposed activities will leverage existing local investment in Small Business Development Center services, Layoff Aversion and Business Retention. The Ventura WDB Local and Regional Plans recognize EDC-VC and its Small Business Development Center (SBDC) as partners in business outreach and engagement.

The proposed project also leverages the communication and networking of the existing Economic Developers Roundtable, convened monthly by EDC-VC, including the business service/economic development leads from each of the region's cities, county and other business service organizations. Under the proposed project the same convening will be an asset for testing and implementing communication tools in support of regional business outreach and engagement.

System Alignment for Skill Attainment & Connectivity to High Demand Sectors:

A specific purpose for improving communication and coordination among partners is to optimize commitment of scarce training resources to the firms, occupations and jobs most requiring and benefitting from investments in skills attainment. Training resources include WIOA OJT, Employment Training Panel, Community Colleges, Adult Schools and related Career and Technical Education offerings.

Priority sectors will be identified primarily through the WDB, but also through the contributions of the EDC-VC, Women's Economic Ventures, Community College District, the cities and county and other regional business service organizations.

Outcomes:

- Establishment of a communication and information sharing system, network, tools and protocol for the region's partners in business outreach and engagement.
- Regional and systemic coordination of business outreach to the region's high demand sectors, as defined by the WDB and regional partners.
- Coordinated regional outreach and delivery of training resources to businesses, for new hires and incumbent workers, including On-the-Job Training, CA Employment Training Panel, CA Community College Sector Navigator and Strong Workforce, Career Pathways, etc.

- Increased use of mutually linked web based resources, leveraged and coordinated investment in marketing and outreach efforts and expanded use of www.venturacountygrowsbusiness as a tool to promote business testimonials and success stories and the region's business and workforce assets, city by city throughout the region.

Because of the urgency in expending RPI funds by June 2019, and the WDB commitment to doing so in a responsible manner, the Executive Committee will have to review, discuss and decide on the recommendation. In addition to the complexity of WIOA requirements, policies and procedures for distributing funds, and the limited time remaining in which to spend without risking a rescission of funds, other factors also were considered.

A draft budget summary of the WDB funding obligations is attached to this report.

Providers are required to begin program operations immediately following approval by the Board of Supervisors, and funds would have to be fully expended by June 2019.

If you have questions or need more information, please call me at (805) 477-5306.



STATE USE ONLY	FORM G
Subgrant Number	
Grant Code	
Begin Date	
Modification Date	

Applicant	Workforce Development Board of Ventura County
Project Name	Regional Implementation Grant

I. Equipment					
Item Description*	Quantity	Cost Per Item	Total Cost	Percent Charged to Project	Total Cost Charged to Project
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
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TOTAL			\$ -		\$ -

*List equipment items with a useful life of more than one year with a unit acquisition cost of \$5,000 or more charged to the project. Reference WSD 16-16 and WSD 16-10 for equipment purchases. The approval of the budget plan contained in this subgrant does not constitute approval of the equipment request. **A separate request to purchase equipment must be submitted for prior approval by the State.**

II. Contractual Services**		
Description - Type of Service	Cost	Service Provider
BUSINESS ENGAGEMENT: EDC-VC will establish tools for information sharing on business client needs and develop uniform business engagement policies. (See Workplan Details) These services have been procured.	\$ 100,000.00	Economic Development Collaborative of Ventura County
OUTREACH, WEB DEVELOPMENT, RESEARCH: theAgency, a private marketing/advertising company Goals are: Coordinated regional outreach and delivery of training resources to businesses, for new hires and incumbent workers, Increased use of mutually linked web-based resources, leveraged and coordinated investment in marketing and outreach efforts and expanded use of www.venturacountygrowsbusiness.com (See Workplan details) These services have been procured.	\$ 100,000.00	theAgency
Total	\$ 200,000.00	

**All contractual services must be competitively procured in accordance with federal and state procurement regulations and policies. See Procurement Standards (Sect. 200.318-.326) in the Federal Uniform Guidance, 2CFR200.



WORKFORCE DEVELOPMENT BOARD

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TO: EXECUTIVE COMMITTEE

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

DATE: FEBRUARY 8, 2018

ACTION : RECCOMENDATION TO APPROVE THE OBLIGATION OF \$100,000 IN 2018-2019 CALIFORNIA WORKFORCE DEVELOPMENT BOARD (CWDB) REGIONAL PLAN IMPLEMENTATION FUNDS TO THE AGENCY, TO EXPAND TARGETED OUTREACH AND ENGAGEMENT AS DEFINED BY THE CWDB IMPLEMENTATION DESIGN WORK PLAN

Background

In September 2017, the California Workforce Development Board (State Board), in partnership with the Employment Development Department (EDD) and the Labor and Workforce Development Agency, announced the availability of approximately \$7 million dollars in Workforce Innovation and Opportunity Act (WIOA) discretionary funds for the Program Year 2017/2018. The State Board offered this funding for the Regional Planning Units (RPU's) to have the opportunity to apply for flexible funding to support the efforts toward implementing regional plan goals in alignment with regional plans.

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The following summarizes the potential outreach activities, implemented over an 18-month period, associated with regional plan implementation and the following goals:

- **Broaden Reach among, and engage/collaborate with:**
 - Stakeholders
 - Business Community
 - Ventura County Grows Business
 - CEO's Office

- **Increase understanding and active participation in “Earn & Learn”** or Workplace Learning initiatives
- As part of a targeted, grassroots outreach effort for sector committees: **Develop “Advisory Committee” construct** (in addition to standing sector committees) that facilitates obtaining quick feedback from a pool of key industry sector representatives to better inform/guide educators on the development of relevant certification programs.
- **Conduct two forums annually** to bring key partners, stakeholders, educators, (private and public sector) and local, regional and federal government representatives together to collaborate on workforce development. (Agency effort in addition to EDC-VC)
- **Increase engagement of WDB members within the community via:**
 - Member Toolkit
 - Speakers Bureau
 - Presentation Development and Member Training/Education on WDB Initiatives
- **Ventura County HR Professional Research** – Obtain 150 complete survey responses from Ventura County HR professionals from small, medium and large businesses and industries to learn: (for example)
 - What challenges they are facing in recruiting skilled workers
 - What job categories are most challenging
 - Programs that exist to address skill gap challenges that they find effective
 - Why will it worsen?
 - In a nutshell: “Are the programs the WDB is supporting/promoting, addressing the skilled workforce deficits we face as a region?”

The regional collaboration is key, and will be looking to the implementation of effective inter-organizational communication and information sharing strategies and tools to enhance both unique program effectiveness and greater regional success in business, economic and workforce outcomes. The proposed project does not seek to increase regional capacity in business outreach, rather it is intended to deliver greater effectiveness from existing capacity through coordination of outreach, engagement and service resources already in play.

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