



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

EXECUTIVE COMMITTEE MEETING

Thursday, April 12, 2018
8:00 a.m. - 9:30 a.m.

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: February 8, 2018 4.2 Receive and File: WDB Committee Reports	Vic Anselmo
8:15 a.m.	5.0 Financial Status Report: February 2018	Bryan Gonzales
8:25 a.m.	6.0 Action Item Recommendation the Executive Committee Approve on Behalf of the Workforce Development Board of Ventura County a Request to the California Employment Development Department to transfer Workforce Innovation and Opportunity Act Subgrant Funding in the Amount of \$100,000 from the Dislocated Worker Program to the Adult Program in Recognition of Local Area Participant Needs and Maximization of Subgrant Funding	Melissa Livingston
8:35 a.m.	7.0 Review and Discussion of a Working Draft of a Preliminary WIOA Budget Plan for PY 2018-2019	Melissa Livingston
9:05 a.m.	8.0 Ventura County Regional Strategic Workforce Development Plan: <ul style="list-style-type: none">Perspectives from Washington, D.C.: National Association of Workforce Development Boards Conference and Capitol Hill MeetingsRestructure of the Business Services Committee	Vic Anselmo Jesus Torres

9:15 a.m. **9.0 WDB Administration**

- Grants Update: Patrick Newburn
Workforce Accelerator Fund 6.0 (WAF 6.0); Regional Plan Implementation (RPI); Regional Training Coordinator; 2017 Southern California Wildfires National Dislocated Worker Grant (NDWG); Forward Focus – AB 2060; High Performing Board (HPB)
- EDD/WIOA Fiscal & Procurement Monitoring April 30 – May 4 Melissa Livingston
- WDB Executive Director Position Update Melissa Livingston
- Priorities for WDB Meetings Vic Anselmo
 - April 26, 2018 (Joint Planning Meeting Follow-up Discussion; *Ad Hoc* Nominating Committee)
 - June 7, 2018 (Annual Meeting; WDB Awards; Election of Officers)
- On-the-Calendar: Vic Anselmo
 - ✓ Workforce Development Board Meeting
April 26, 2018 (8:00 to 10:00 a.m.)
Ventura County Office of Education, Salon C, Camarillo
 - ✓ Workforce Development Board Annual Meeting
June 7, 2018 (8:00 to 10:00 a.m.)
Ventura County Office of Education, Salon C, Camarillo

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

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

Next Meeting
May 10, 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
February 8, 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
Tony Skinner

WDB Administration

Talia Barrera
Patrick Newburn
Ma. Odezza Robite

Guests

Rebecca Evans (HSA Adult and Family Services – WIOA Programs)
Bryan Gonzales (HSA Fiscal CFO)
Sally Harrison (County of Ventura, CEO)
Heidi Hayes (theAgency)
Melissa Livingston (Human Services Agency)
Richard McNeal (Public)
Chris Vega (HSA Fiscal)

1.0 Call to Order and Agenda Review

Vic Anselmo called the meeting to order at 8:02 a.m. No changes were made to the agenda.

2.0 Public Comments

Richard McNeal submitted a public comment and asked that it will be addressed at the latter part of the meeting.

3.0 WDB Chair Comments

No comments.

4.0 Consent Items

4.1 Approve Executive Committee Minutes: January 11, 2018

4.2 Receive and File: WDB Committee Reports

Motion to approve the Consent Items: Brian Gabler

Second: Anthony Mireles

Motion carried

5.0 Performance Quarterly Reporting and Update (Q2)

Adult, Dislocated Worker, and Youth

Patrick Newburn provided update of the WIOA enrollments for second quarter report from July 1, 2017 to June 30, 2018. He provided the numbers for plans versus the actual number.

Explained the self-service customers which refer to the customers who are not enrolled also known as “universal customers.” He said that what we don’t see in the report are performance measures.

We enroll them with the end goal of providing employment to customers. He further informed that the data will be provided next time.

Tony Skinner commented that previously in the Youth Council, there were performance reports presented to them and requested that the service providers submit performance reports for evaluation and consideration of future contracts.

Melissa Livingston shared some of the information regarding the recent monitoring of the service providers. More information will be shared with the committee when the results are available. Committee members discussed the basic metrics and performance accountability for the youth service providers. Melissa Livingston commented that case management/case notes is a high priority and suggested that contractors should be more visible this next program year. Committee members requested to see more information regarding the youth contracts

EDC-VC

Talia Barrera presented to the committee the plan versus actual outcomes for the contract period, from October to December 2017. She informed the attendees that the actual and average score of 196% exceeded the plan, as a result of the Thomas Fire.

Melissa Livingston shared to the group that there was a meeting with Bruce Stenslie regarding the impacts of the Thomas fire and the importance of collaborating with AJCC staff and how to use the resources. She mentioned that Rebecca Evans, Senior Program Manager for Adult and Family Services, HSA, is currently working directly with Bruce regarding utilizing AJCC resources.

6.0 Financial Report and Committee Discussion

Bryan Gonzales, from HSA Fiscal, presented the Financial Status Report (FSR) for Fiscal Year 2017-2017, reflecting year-to-date expenditures from July 1, 2017 through December 31, 2017.

Board member Alex Rivera asked how the WDB can meet the spending plan and how will it reconcile. Bryan Gonzales will review the information and get back to the committee at their next meeting.

2017-2018 WIOA Budget Plan Expenditures

The Committee reviewed and discussed the Financial Status Report (FSR) for Fiscal Year 2017-2017, reflecting year-to-date expenditures from July 1, 2017 through December 31, 2017.

The status of expenditures at 50% into the fiscal year was:

<u>WIOA Core Funds</u>	<u>2017-2018 Plan</u>	<u>YTD Expended</u>	<u>% Expended vs. Plan</u>
Dislocated Worker	2,283,768	1,016,286	45%
Adult	1,869,323	823,225	44%
Youth	1,949,910	820,188	42%
Rapid Response	490,023	230,956	47%
<u>WIOA Non-Core Funds</u>			
DOL Bridges 2 Work Grant	177,351	88,907	50%
CWDB Steps 2 Work Grant	118,108	105,297	89%
VC I-E3	129,592	84,815	65%
High Performing Board	55,317	26,007	47%
CWDB Regional Capacity Bldg.	303,790	88,664	29%

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

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

VC Innovates: Expand, Enhance, Extend (VCI-E3) funding, through the California Career Pathways Trust:

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

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

WIOA Training Expenditures

As shown in the table below, the summary of WIOA training expenditures, as of July 1, 2017 to December 31, 2017, indicated appropriate spending against the required Adult/Dislocated Worker training expenditure targets (25% in 2012-2013 through 2015-2016; 30% in 2016-2017 and each performance year thereafter) and against WIOA core grants across the overlapping federal two-year grant cycles.

	Core Grant <u>FY 15-17</u>	Core Grant <u>FY 16-18</u>	Core Grant <u>FY 17-19</u>
Total Adult and Dislocated Worker Formula Fund Allocations	4,133,724	4,014,468	3,687,904
Training Expenditure Requirement	1,240,117	1,204,340	1,106,371
	30%	30%	30%
Formula Fund Training Expenditures	941,344	828,309	420,084
Leveraged Resources			
• Total Leveraged Resources Used Toward Training Expenditures	348,361	460,403	238,349
• Maximum Allowed Leveraged Resources (10%)	413,372	401,447	368,790
Total Leveraged Resources Used Toward Training Expenditures	348,361	401,447	238,349
• Total Amount Spent on Training	1,289,705	1,229,756	658,433
• % of Training Requirement Met (Final goal = 100%)	104%	102%	60%

Bryan Gonzales presented the financial report summary highlights as shown:

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

7.0 Action Items

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

7.1 Recommendation that the Executive Committee of the 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

Fiscal will share additional information with the committee at their next meeting on the following line items:

- Lines 40 and 41, WIOA Budget plan
- Line 7, WIOA Budget Plan.

Motion to approve: Anthony Mireles
Second: Brian Gabler
Motion carried

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

Motion to approve: Anthony Mireles
Second: Brian Gabler
Motion carried

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

Motion to approve: Greg Barnes
Second: Tony Skinner
Motion carried

8.0 WDB Administration

- Follow-up to the January 25 WDB Meeting: Melissa Livingston, Chief Deputy Director of the Human Services Agency

Melissa Livingston referenced the discussion at the January WDB meeting, related to WDB members concerns that it appears contract awards continue to be made to the same entities, and in some instances WDB members are recusing themselves from the voting process due to conflicts of interest. She shared that the entity that was highlighted is an Economic Development representative- and that WIOA regulations specify the importance of Economic Development representation on the WDB- as well as identify Economic Development entities

be directly involved in the provision of services. A presentation will be provided at the February 22, 2018 WDB meeting which will provide an overview of the RFP process, to address the concerns brought forward at the January 2018 WDB meeting. Additionally it was recommended that it be reinforced with WDB members that if they have a conflict of interest, that it be disclosed prior to an official vote of an Action Item- and that the WDB member(s) recuse themselves. It was also confirmed that the vote of an action item will carry as long as there is a quorum present for each action item- despite the number of board members who must recuse themselves from the voting process.

Tony Skinner agreed and stated that there is no ethics violation in having Board members sit on the WDB and other Boards.

- Continued Discussion Regarding the WDB Executive Director Position, WDB Administrative Entity, and WDB/WIOA Fiscal Agent:: Melissa Livingston, Chief Deputy Director of the Human Services Agency

Melissa Livingston followed with the Committee to address any questions coming from the review of the documents provided after the January 2018 meeting related to contract monitoring corrective action plans, procurements, firewalls, and conflict of interest. She provided clarification that the requested RFP and MOU documents were in draft form and could not be disclosed per the Public Records Act- and disclosure could impact the competitive bid process.

Committee members shared their input and questions regarding how the corrective action plan process works, and if use of a third party for procurement would assist in addressing the issues outlined in the contract monitoring findings. Comments were made to keep the current model.

Melissa Livingston responded that the corrective action plans effectively addressed the findings of the fiscal and procurement monitoring, and that the items would remain open until the next procurement cycle (3 years for the One Stop Operator), to confirm that there is compliance with the corrective action plan. She also confirmed that use of a third party-entity such as CWA could address the finding related to the One Stop Operator procurement. Melissa also shared the model change was proposed to create an arms-length from the elected officials who maintain oversight of WIOA- to the actual administration of WIOA.

Committee members shared concerns for the length of time the WDB Executive Director position had been vacant, and how the proposed change in model and structure had protracted this processes. There was discussion related to the ability to address the firewall and conflict of interest issues within the current model, and a sense of urgency to bring the item to the WDB members at the February 22nd meeting- with a recommendation from the Executive Committee to maintain the current model. It was agreed that Melissa Livingston will provide an Executive Summary of the proposed change, as well as the pros and cons for collective WBD consideration and vote at the February 22, 2018 meeting. Once the collective WDB membership votes and states their preference- their position will be shared with the County elected officials for consideration.

- On the calendar:

Vic Anselmo informed the group of the upcoming activities for the Board:

Workforce Development Board Meeting will be held on 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.

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.

9.0 Committee Member Comments

Public Comment: Citizen Richard McNeal asked Melissa Livingston a few questions related to the procurement of the WDB Administrative services.

Melissa Livingston commented that there are conversations that are currently taking place with board members and additional information will be shared with the full board at their next meeting.

No other committee member comments.

10.0 Adjournment

Motion to adjourn at 9:54 a.m.: Greg Barnes

Second: Brian Gabler

Motion carried

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



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

April 12, 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: APRIL 12, 2018

SUBJECT: BUSINESS SERVICES COMMITTEE REPORT

The next Business Services Committee meeting is scheduled for Wednesday, April 18, 2018. Minutes for that meeting will be shared at the next WDB meeting on April 26.

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



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TO: EXECUTIVE COMMITTEE

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

DATE: APRIL 12, 2018

SUBJECT: CLEAN/GREEN COMMITTEE REPORT

The Clean/Green Committee met on March 16, 2018. In attendance were Committee members Anthony Mireles (Chair), John Brooks, Victor Dollar, Dave Fleisch, Darrell Gooden, Charles Harrington, and Grant Leichtfuss; WDB staff Patricia Duffy. Topics of discussion included:

Ventura County Regional Strategic Workforce Development Plan

- Deputy Sector Navigator – AWET

Patricia Duffy presented the AWET update for Holly Chavez, DSN Agriculture, Water, & Environmental Technology. The written report is included in the meeting packet. Ms. Chavez is currently developing a regional Agriculture Student program in conjunction with Cal Poly San Luis Obispo, Cuesta College, Hancock College, and Ventura College Agriculture programs. In addition Ms. Chavez is working with the Vice Provost for International, Graduate, and Extended Education at Cal Poly toward the development of a regional community college student internship program in Agriculture. AWET was a sponsor for the VC Innovates, Sustainable VC Careers in Clean Tech event held on March 14th at the Oxnard Advanced Water Treatment Facility.

- Workgroup Report: Employer Awareness: Update

Patricia Duffy informed the Committee members, an appointment has been scheduled to record the Clean/Green video introduction at VACE Multimedia Center.

- Joint Regional Sector Committees Meeting: Action Plan for a Regional Approach to Work-Based Learning Clean/Green

The Committee Members worked to develop an action plan for a regional approach to work-based learning in Clean/Green industries, as a follow up to the Regional Joint Sectors Committee meeting. The goal is to develop an action plan for an approach to work-based learning. The question presented to the Committee was “What steps do we need to take to implement a regional approach to work-based learning in Clean/Green.” The Committee Members had been given a form to complete as a follow up to the Joint Sectors Committee meeting. They selected the top 3 obstacles to work-based learning from five categories developed from the group sessions in the Joint Sectors meeting. The Clean/Green Committee members ranked the order of five action items, prioritizing the order for approaching the actions, from first to last. The plan is to report the results at the next

WDB Board meeting, engage the Board in discussion and return to the Committee to discuss next steps in implementing the action plan.

- SUSTAINABLE VC – Career in Clean Tech

Darrell Gooden gave an update on the success of the March 14th Sustainable VC Careers in Clean Tech, which was a program idea Darrell Gooden had presented at the Clean/Green Committee meetings and kept the Clean/Green Committee members informed as the event planning evolved. It was held at the Oxnard Advanced Water Treatment Facility with over 200 high school, community college, and industry participants. The event included, tours of the facility, guest speakers, hands on workshops and interactive career exploration sessions as well as a facilitated Entrée to Employment lunch. Forum themes included the magic of water, sustainable building, smart cars, and sustain-novation. Smart cars were available for students to explore.

The next meeting of the Clean/Green Committee is scheduled for May 18, 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.



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TO: EXECUTIVE COMMITTEE

**FROM: GREG BARNES
HEALTHCARE COMMITTEE**

DATE: APRIL 12, 2018

SUBJECT: HEALTHCARE COMMITTEE REPORT

The WDB Healthcare Committee met on March 2, 2018. Attending the meeting were Committee members; Greg Barnes (Chair), Christina Lee, Sandra Melton, Irene Ornelas, Bill Werner, WDB staff Patricia Duffy; and guests Marilyn Jansen (Workforce Development Board and UFCW, Local 770), Charlyn Gutierrez (Westminster Free Clinic) The following is a summary of topics discussed:

Ventura County Regional Strategic Workforce Development Plan

- Regional Healthcare Care Coordinator Pathway Project: Update

Patricia Duffy announced the roll out of the courses for the Los Angeles/Ventura Healthcare Coordinator Project. This project was an extensive collaborative effort bringing together six Los Angeles WDBs, the Ventura WDB, colleges, clinics, associations and industry. Driven by the Healthcare Industry, expressing a need for training for care coordinators and with the SELACO WDB leading the grant funded process, numerous agencies collaborated over a two year process. Patricia mentioned the project name has been changed and is now called the C3 Skills Alliance (Collaborative for Care Coordination).

Ventura Community College District, through Dr. Alexandria Wright's program will be offering the entry level class for Patient Navigators. The anticipated start date for this first class is the end of March. Training for level II and level III Care Coordinators is being developed with the anticipation of having courses offered in the Ventura region in the Fall.

Patricia thanked the Healthcare Committee members for their active involvement in the Care Coordinator Pathway Project (C3 Skills Alliance). The Healthcare Committee members participated in developing a survey to identify the local need for Care Coordinator training. John Cordova, DSN for Healthcare, was actively involved as the Community College representative for this region, serving on the Education Committee for the project and leading the DACUM process to develop the curriculum. Mr. Cordova also provided on-going assistance with the process of curriculum development and expediting the curriculum development. Patricia Duffy served on the Leadership Committee and Industry Committee. WDB Healthcare Committee member Michelle Reynolds (Ventura County Healthcare Agency), was able to assist in identifying two healthcare professionals who volunteered to go to Los Angeles to represent Ventura in a two day process called a DACUM, a method used to develop a curriculum. Previous committee member and then Executive Director of the Camarillo Healthcare Center, Brett Watson attended the first Industry Committee meeting in Los Angeles and advocated for the need for Care Coordinator incumbent worker training in Skilled Nursing Facilities.

Patricia Duffy acknowledged the active support and involvement of the WDB Healthcare Committee Chair, Greg Barnes and Vice Chair, Richard Trogman and all the Healthcare Committee members in making this collaborative effort successful.

- Joint Regional Sector Committees' Meeting: Action Plan for a Regional Approach to Work-Based Learning in Healthcare:

The Committee Members worked to develop an action plan for a regional approach to work-based learning in Healthcare, as a follow up to the Joint Sectors Committee meeting. The goal is to develop an action plan for an approach to work-based learning. The question presented to the Committee was "What steps do we need to take to implement a regional approach to work-based learning in Healthcare?" The Committee Members had been given a form to complete as a follow up to the Joint Sectors' Committee meeting. They selected the top 3 obstacles to work-based learning from five categories developed from the group sessions in the Joint Sectors meeting. The Healthcare Committee members ranked the order of five action items, prioritizing how the actions needed to be approached, from first to last. The plan is to report the results at the next WDB Board meeting, engage the Board in discussion and return to the Committee to discuss next steps in implementing the action plan.

- Career Pathways: Updates

Irene Ornelas, reported on the upcoming Entrée to Employment Dinner for Healthcare that will be held on Thursday, May 17th at California Lutheran University from 6:00 pm-8:00 pm. Entrée to Employment brings together Healthcare Industry professionals with high school, adult education and community college students to interact in engaging dinner conversations regarding Healthcare Careers.

The next meeting of the Healthcare Committee is scheduled for May 4, 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: APRIL 12, 2018

SUBJECT: MANUFACTURING COMMITTEE REPORT

The Manufacturing Committee met on February 15, 2018. In attendance were Committee members: Alex Rivera* (Chair), Michael Bastine, Marybeth Jacobsen, Marilyn Jansen*, Tiffany Morse, Bill Pratt*, Mary Ann Rooney, Tre Robinson, and Alexandria Wright; Workforce Development Board (WDB) staff Patrick Newburn. Guests in attendance were Tracy DiFilippis (Goodwill SoCal), Fred Garcia (Human Services Agency, AFS-WIOA), Heidi Hayes (theAgency), Shannon Johnson (Moorpark College), Curtis McHugh (Haas Automation), and Edward Sajor (Human Services Agency, AFS-WIOA). * indicates WDB Member. The following is a summary of topics discussed at the meeting:

WORKFORCE DEVELOPMENT REPORTS

- Ventura County Office of Education: *Career Education*

Dr. Tiffany Morse provided an extensive update using Power Point slides about Career Technical Education (CTE) programs offered by the Ventura Office of Education. Special emphasis included an overview of the 150+ career pathways offered through VC Innovates. Additionally middle schools have 115 exploratory programs. Over 70 new CTE teachers were hired for the school year. In particular Mechatronics and Robotics have seen an increase in participation being offered at 15 high schools and middle schools. Dr. Morse reported that 2100+ students have received college credit through CTE pathway programs. A notable area of success are the Entre to Employment dinners offered through VC Innovates. 2300 students have connected directly with employers over dinner and table side conversation. Other community events have provided students opportunity to explore career options at Aviation Day, Ag Summit, Hospitality Week, Summer Camps, Sustainable Clean Technology event, and Made in VC. Morse also highlighted the success of the Career Education Centers that are hosted by VCOE using ASPIRE curriculum. Over 5800 students participate at 77 CEC programs serving 50 schools. CEC provided capstone projects for district CTE pathways, as well as providing internships for students in capstone courses. Committee members had thoughtful questions regarding business partnerships, pathways, and future funding. WDB Committee Chair Alex Rivera thanked Dr. Morse for the detailed presentation.

- Ventura County Community College District: *Workforce Services*

Dr. Alexandria Wright provided an update about the workforce programs offered through Ventura Community College District (Ventura, Oxnard and Moorpark campuses). Dr. Wright

reported that Strong Workforce funding from the State has enabled the three colleges to hire CTE coordinators. A new Mechatronics course (Engineering programs) is being offered at Ventura College in partnership with the Office of Naval Research. Dr. Wright highlighted several career focused certificates being offered including Computer Numerical Control (CNC) and the newest in Mechatronics. The district share lab space with VCOE/VC Innovates where K-12 uses the labs in the daytime, and college and adults use the labs at night. Of special note, the college district is beginning a free machinist readiness 100 hour course for no-credit at Ventura College. Lastly, Dr. Wright mentioned that continued funding is being explored through Strong Workforce grant applications including anew application for Medical Biotechnology. She emphasized the importance of continued partnerships with the Manufacturing Committee, WDB, and America's Job Center of California (AJCC).

- California Community Colleges: *Workforce Training – Manufacturing*

Michael Bastine, Deputy Sector Navigator for Manufacturing, from the California Community Colleges provided updates about new trends in the colleges to offer non-credit courses as a way provide a rapid placement into jobs, as well as an introductory tool to attract students into credit classes pursuing certificates and degrees. Mr. Bastine highlighted a 3 month program for Autistic students (Unusually Abled Academy) pursuing pathways into CNC careers. Mr. Bastine also mentioned that Strong Workforce Grants specific to courses in NIMS, Robotics and, Mechatronics may be available to Ventura County.

- Special Report: *Moorpark College Makerspace Internship Program*

Dr. Shannon Johnson, Moorpark College, provided an overview of the new paid internship program as part of the California Community College Maker Initiative. The Makerspace Internship Program at the college is structured to provide students 20 hours per intern, opportunities to demonstrate their passion for making, designing, and doing. Moorpark College is able to subsidize the student wages and partners with the California Community College Foundation to serve at the employer of record covering liability and payroll matters. The Makerspace program seeks partnerships with businesses to provide hands-on and creative ways to engage students in entrepreneurship, economic growth, and job creation. Dr. Johnson may be contacted at sjohnson1@vcccd.edu or (805)553-4845. WDB Committee Chair Alex Rivera thanks Shannon for her presentation and exciting new program that will benefit manufacturing.

WIOA WORKFORCE DEVELOPMENT PLANNING

- Joint Meeting WDB Regional Sector Committees November 16, 2017
“Skills Attainment for Upward Mobility & Aligned Services for Shared Prosperity

Committee members reviewed the report from the November 16, 2017 Joint Meeting of the WDB Regional Sector Committees, *“Skills Attainment for Upward Mobility & Aligned Services for Shared Prosperity.”* Members agreed that the lengthy report required more review than time allowed at today's meeting. Members directed WDB staff to conduct an online survey to collect rankings from members of the report findings and to allow members an opportunity to discuss the report and rankings at the next committee meeting.

COMMITTEE MEMBER COMMENTS

- Patrick Newburn gave an overview about businesses that were impacted by the December 4, 2017 Thomas Fire. Those affected are being served by various county agencies including

outreach and services conducted by the Economic Development Collaborative - Ventura County.

- Bill Pratt talked about the need for outreach to engage and advocate with more manufacturing businesses. Members discussed due to limited funding, the committee will need to discuss creative methods to achieve a broad business advocacy strategy. Marilyn Jansen also suggested the outreach strategy include advocacy with organized labor.
- Mary Ann Rooney announced an opportunity for businesses to provide job shadowing in manufacturing with 30 students available from the Oxnard Union High School District.
- Tracy DiFilippis from the Goodwill invited members to attend a one day conference March 22, 2018 at Goodwill Los Angeles about CNC and Industrial Mechanics occupations.

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, Local 770 building, 816 Camarillo Springs Road, Camarillo, CA.

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



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: EXECUTIVE COMMITTEE

FROM: PATTY SCHULZ, CHAIR
MEMBERSHIP COMMITTEE

DATE: APRIL 12, 2018

SUBJECT: MEMBERSHIP COMMITTEE REPORT

The next Membership Committee meeting is scheduled for May 1, 2018, from 8:30 a.m. to 10:00 a.m., at the Human Services Agency 855 Partridge Dr., Juniper Room, Ventura.

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.



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: EXECUTIVE COMMITTEE

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

DATE: APRIL 12, 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

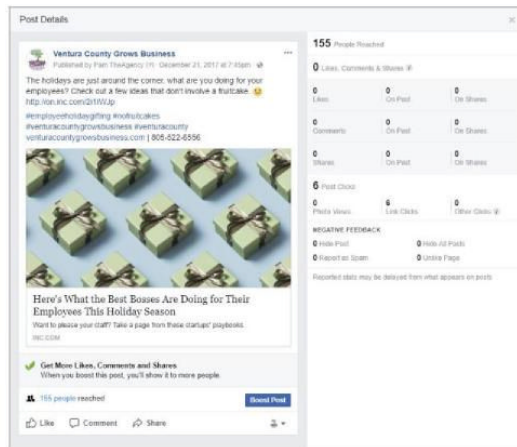
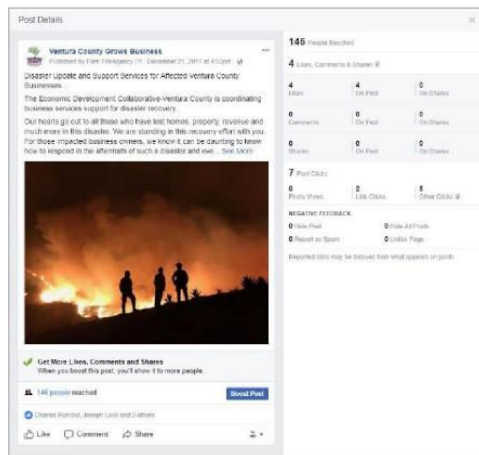
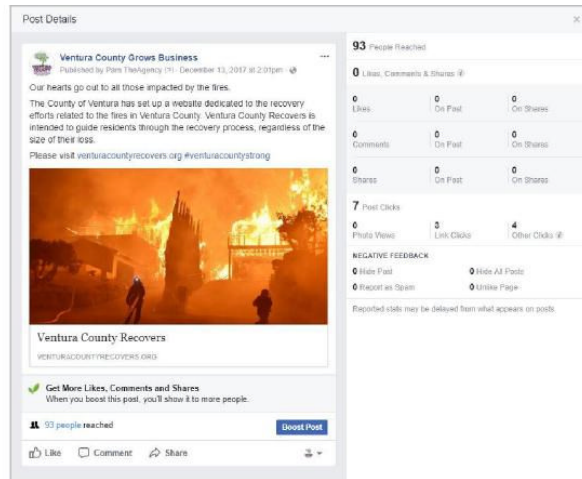
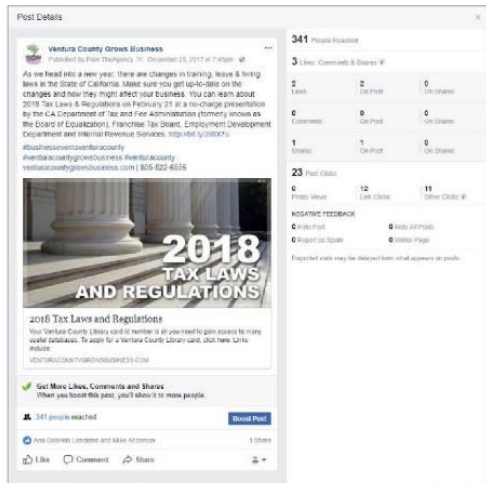
- **Manufacturing Roundtable**
 - MRVC Networking Events: February & March – Currently pending for Wholesome Harvest and ECO Medical
- **Workforce Wednesday**
 - **December 13** - Youth Networked Services: Pathways to Youth Employment – Jesus Torres and Erin Antrim from Boys & Girls Club of Greater Oxnard & 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/

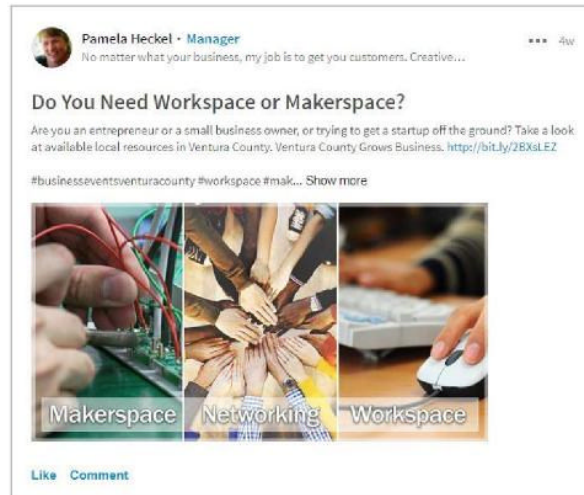
VCGB December - January

- 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)



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

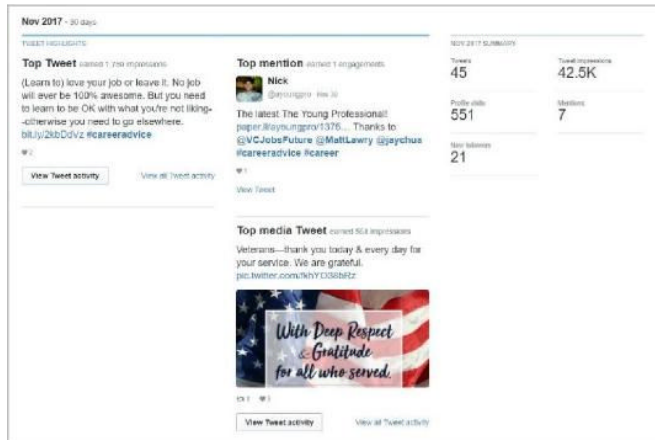
- **VC Jobs with a Future New Website Launch**
 - New site launched: 12/3/17 www.vcjobswithafuture.org
 - **Search Engine Optimization:** Work began 11/1/17 during site construction.
 - 13 of 20 keywords are currently on page one.
 - 10 improved rankings since program start.
 - **Paid Media Outreach** – 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

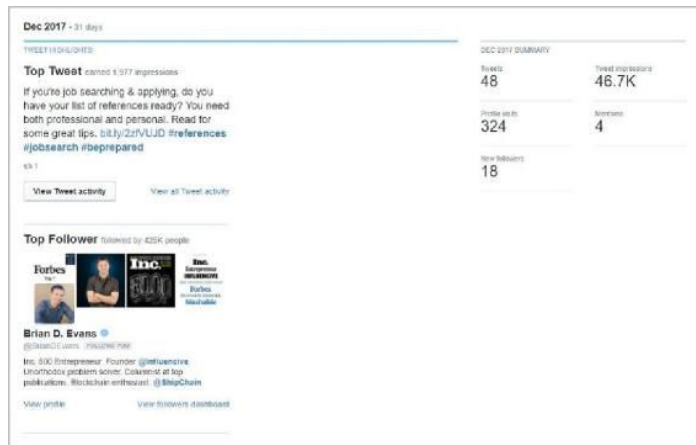
VC Jobs With a Future – Twitter: November 1 to December 31, 2017

- 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 May 16, 2018, from 9:00 a.m. to 10:30 a.m., at the Ventura County Community Foundation Nonprofit Center, 4001 Mission Oaks Blvd., Carmarillo.

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.



TO: EXECUTIVE COMMITTEE

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

DATE: APRIL 12, 2018

SUBJECT: PROGRAMS COMMITTEE REPORT

The Programs Committee met on February 7, 2018. In attendance were Committee members: Tony Skinner (Chair)*, Jerry Beckerman, Connie Chan*, Linda Fisher-Helton, Kathy Harner*, and Mary Navarro-Aldana [*= WDB Members.] WDB Staff in attendance was: Patrick Newburn. Guests in attendance were: Mariana Cazares and Omar Zapata (Boys and Girls Club of Greater Oxnard and Port Hueneme), Rebecca Evans and Christy Norton (Adult & Family Services, Human Services Agency, WIOA Programs), and Sheri Long (Vista Real Charter High School). The following summarizes topics discussed at the meeting:

PRESENTATION

Christy Norton, WIOA Program Coordinator – Business Services gave a presentation about WIOA Adult and Dislocated Worker Career Services, and Rapid Response services. Ms Norton provided an overview of the wide variety of employment services offered at the America's Job Center of California in Oxnard and Simi Valley California. Some of the topics covered included Labor Market Information, emphasis on Customer Choice is selecting services, online job matching tools available for job seekers (including CalJOBS software), Veteran Preference, and WIOA eligibility orientations. Christy Norton explained that the AJCC was a system of 20 partners providing services and referrals, more than just a brick and mortar location. Ms Norton provided members with a large packet of brochures and information about available services. Members asked several questions about the volume of people seeking services, WIOA eligibility, and individuals with barriers to employment. WDB Committee Chair Tony Skinner thanked Ms. Norton for her many years of service in employment services and for a robust presentation.

WIOA IMPLEMENTATION

Patrick Newburn provided the committee with an update regarding the January EDD monitoring of Youth Career Service Programs. This was the first EDD monitoring of Youth Career Services in a few years. The EDD representative conducted case reviews of 30 random client files selected from both PathPoint, Inc. and the Boys & Girls Clubs of Greater Oxnard and Port Hueneme (BGCOP). The detailed comments, observations, and findings (if any) following the monitor's weeklong review will be mailed to the WDB and ultimately shared with the committee in coming weeks. The monitor conducted an exit meeting with WDB and WIOA managers and shared suggestions for continuous improvement in several WIOA process and program services.

WIOA PROGRAM PROVIDERS ENROLLMENTS REPORT

Patrick Newburn presented the committee with a Second Quarter Report of enrollments and Expenses for all enrolled WIOA clients including Adults, Dislocated Workers, STEPS2Work and Bridges2Work (Justice Involved clients), as well as Youth Service Providers (PathPoint, Inc. and BGCOP). The committee was informed that the State reporting mechanism (CalJOBS) remains unable to produce reports for the four WIOA Performance measures following client's exit from WIOA services. The State has been working of the software programming issues and expect this issue to be resolved sometime in 2018. Meanwhile Committee members expressed the need to review outcomes of the Youth contracted service providers in order to provide oversight and recommendations to the WDB. Member comments were noted and WDB staff will work to deliver more detailed reports at the next committee meeting.

AJCC CERTIFICATION – HALLMARKS OF EXCELLENCE

Patrick Newburn provided committee members electronic files prior to the meeting for the upcoming Hallmarks of Excellence April evaluation. Those files over 30 pages, are details about the Hallmarks Matrix and require advance review prior to the April evaluation. At the meeting, members reviewed additional overview of responsibilities, the matrix of eight topics for evaluation, and the ranking criteria. The responsibility of the *Ad Hoc* Evaluations Committee (Program Committee) is to evaluate and make recommendations for continuous improvement and to share their report to the WDB so that the WDB may consider certifying the AJCC and submit its Hallmarks of Excellence certification and continuous improvement plan to the State by June 30, 2018.

CWA YOUTH CONFERENCE UPDATE

Linda Fisher-Helton attended the California Workforce Association (CWA) Youth Conference in Sacramento, as a guest of the WDB. Ms. Fisher-Helton spoke to committee members about her observations at the statewide gathering of youth career service providers. She commented how impressed she was with how Ventura WDB compares to the rest of the state workforce boards. Ms Fisher-Helton observed that our WDB has collaborations with programs and partners unlike other career service providers. In short, she said that we should be very proud of our programs, that the work we do sets the stage for the career path for our youth. WDB Committee Chair Tony Skinner thanked Ms. Linda Fisher-Helton for her worthwhile attendance and positive comments.

The next meeting of the Programs Committee is scheduled for April 17, 2018, from 2:30 p.m. to 4:30 p.m., at the AJCC Riverpark, 2901 N. Ventura Road, Oxnard.

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

WDB Executive Committee
Finance Report Summary Highlights
April 12, 2018

1. FY 2017-18 Financial Status Report – 7/1/17-2/28/18
 - a. Report Period 7/1/17-2/28/18
 - b. 67% 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 shifted to Core Grants as other small grants have ended
 - ii. Other Grants
 1. Small size of the grants can result in fairly significant % swings
 2. Bridges 2 Work and Steps 2 Work ended 12/31/17
 - a. 100% spend to date is appropriate
 - b. Final adjustments were made to maximize allowable allocated costs to these grants when they closed out (examples in high % Other Operating)
 3. VC I- E3 is on a slower 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
 - a. 25% AA Regional Training Coordinator (\$43,385 award amount) grant term ending 3/31/18. Final adjustments being made to maximize allowable allocated costs to this grant.
 5. Regional Organizer (WIB) – Higher actual to plan percentage in direct program costs are due to required grant-related conferences and conference-related travel. Program staff has been consulted and will continue to monitor.
 - 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 (74% as of 2/28/18)
 2. As needed, some 17-19 allowed training costs and leverage amounts may be used to meet 16-18 requirement

**WDB Executive Committee
Finance Report Summary Highlights
April 12, 2018**

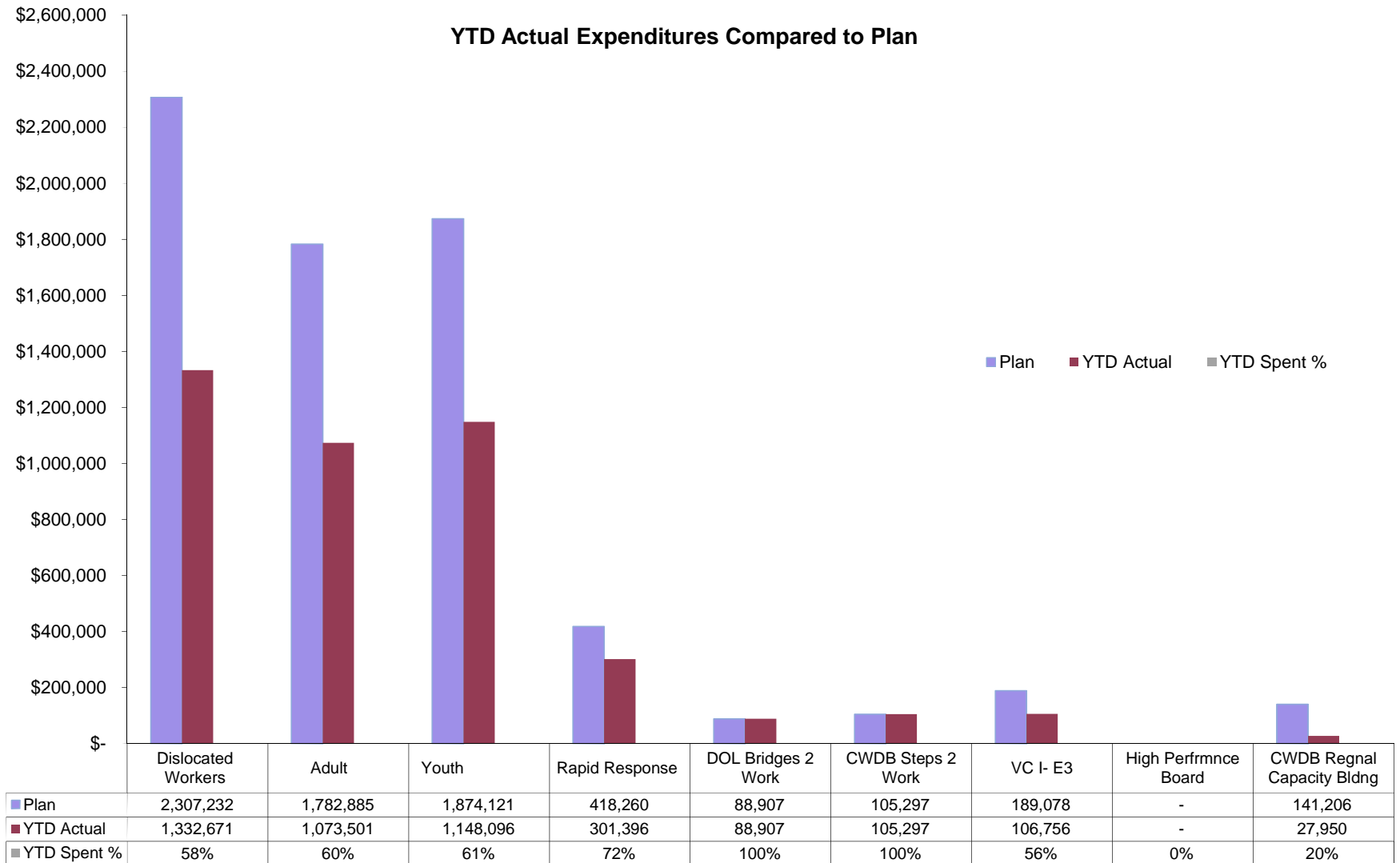
2. FY 17-18 Plan (Approved 2/8/18) – Year To Date Expenditures
 - a. Row 27 – Grants have ended; no further charges will be incurred
 - b. Row 28 - Expenditures pertaining to Regional Plan Implementation (WIB) will start appearing within the next few months
 - c. Row 31 – Prior year ITA/OJT – spent at the beginning of the year
 - d. Row 38 – Prior year committed funds paid this year out of available grant (grant ended 12/31/17)
 - e. Row 39 – Will be managed to approved contract amount
 - f. 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 02/28/18 (67% into the Fiscal Year)
Submitted on: April 12, 2018

FINANCIAL STATUS REPORT for FISCAL YEAR 2017-2018

Year to Date Expenditures from 07/01/17 to 02/28/18 (67% into the Fiscal Year)



FINANCIAL STATUS REPORT for FISCAL YEAR 2017-2018

Year to Date Expenditures from 07/01/17 to 02/28/18 (67% 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	1,298,338	826,871	64%	731,696	326,493	45%	277,197	179,307	65%	2,307,232	1,332,671	58%	974,561
Adult	1,083,178	615,256	57%	484,828	306,728	63%	214,880	151,517	71%	1,782,885	1,073,501	60%	709,384
Youth	377,731	264,979	70%	1,261,000	736,632	58%	235,390	146,485	62%	1,874,121	1,148,096	61%	726,025
Rapid Response	253,850	195,276	77%	114,000	65,526	57%	50,410	40,593	81%	418,260	301,396	72%	116,865
Others:													
DOL Bridges 2 Work	66,355	66,355	100%	15,007	15,007	100%	7,545	7,546	100%	88,907	88,907	100%	0
CWDB Steps 2 Work	23,625	23,625	100%	71,614	71,614	100%	10,058	10,058	100%	105,297	105,297	100%	(0)
VC I- E3	170,000	97,051	57%	-	-	0%	19,078	9,705	51%	189,078	106,756	56%	82,322
High Performnce Board	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-
Regional Capacity Building (AFS)	80,308	23,983	30%	43,000	-	0%	17,898	3,967	22%	141,206	27,950	20%	113,256
Regional Organizer (WDB)	42,500	34,714	82%	8,000	9,858	123%	6,921	7,331	106%	57,421	51,903	90%	5,518
Wrkforce Accel 6.0	30,115	2,718	9%	40,000	-	0%	9,609	450	5%	79,724	3,168	4%	76,556
Regional Plan Implem. (WDB)	34,000	27,512	81%	119,000	-	0%	20,967	4,551	22%	173,967	32,063	18%	141,904
Total WIOA Grants	\$ 3,460,000	\$ 2,178,340	63%	\$ 2,888,145	\$ 1,531,858	53%	\$ 869,953	\$ 561,510	65%	\$ 7,218,098	\$ 4,271,708	59%	\$ 2,946,390

DOL Bridges 2 Work and Steps 2 Work Salaries and Benefits: Grants' terms ended 12/31/2017. No further charges will be charged to these two grants.

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. Staff to continue to monitor spending.

Bridges 2 Work and Steps to Work Direct Program: Grants' terms ended 12/31/2017. No further charges will be charged to these grants.

Regional Organizer (WIB) Direct Costs: Amounts are from due to required grant-related conferences and conference-related travel.

Bridges to Work/Steps 2 Work/Other Operating Expenses: Grants' terms ended 12/31/2017. No further charges will be charged to these grants.

Regional Organizer Other Operating Expenses: 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

FINANCIAL STATUS REPORT for FISCAL YEAR 2017-2018

Year to Date Expenditures from 07/01/17 to 02/28/18 (67% 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	765,436	61,435	826,871	265,594	60,899	326,493	101,500	77,807	179,307	1,132,530	200,141	1,332,671
Adult	569,496	45,760	615,256	265,832	40,896	306,728	85,894	65,623	151,517	921,222	152,279	1,073,501
Youth	245,351	19,628	264,979	548,902	187,730	736,632	83,068	63,417	146,485	877,321	270,775	1,148,096
Rapid Response	180,812	14,465	195,276	40,816	24,710	65,526	22,796	17,797	40,593	244,423	56,972	301,396
OTHERS:												
DOL Bridges 2 Work	66,355	-	66,355	15,007	-	15,007	7,545	-	7,545	88,906	-	88,906
CWDB Steps 2 Work	23,625	-	23,625	71,614	-	71,614	10,058	-	10,058	105,297	-	105,297
VC I- E3	90,233	6,818	97,051	-	-	-	3,030	6,676	9,705	93,262	13,494	106,756
High Performnce Board	-	-	-	-	-	-	-	-	-	-	-	-
Regional Capacity Building (AFS)	22,207	1,777	23,983	-	-	-	2,228	1,739	3,967	24,434	3,516	27,950
Regional Organizer (WDB)	32,142	2,571	34,714	8,894	964	9,858	4,117	3,214	7,331	45,153	6,749	51,903
Wrkforce Accel 6.0	2,517	201	2,718	-	-	-	253	197	450	2,769	398	3,168
Regional Plan Implem. (WDB)	25,474	2,038	27,512	-	-	-	2,556	1,995	4,551	28,030	4,033	32,063
Total WIOA Grants	\$ 2,023,647	\$ 154,693	\$ 2,178,340	\$ 1,216,659	\$ 315,199	\$ 1,531,858	\$ 323,043	\$ 238,466	\$ 561,509	\$ 3,563,349	\$ 708,358	\$ 4,271,707

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 02/28/18 (67% into the Fiscal Year)

Rpt Line #	Program Year Funding and Traing Expenditures	FY 13-15 Grants Due 10/01/15	14-16 Grants (Due 10/1/16)	15-17 Grants K698402 (Due 10/1/17)	16-18 Grants K7102079 (Due 10/1/18)	17-19 Grants K8106696 (Due 10/1/19)
4)	Adult and Dislocated Worker Formula Fund Allocations	4,346,991	4,092,349	4,133,724	4,014,468	3,687,904.00
5)	Training Expenditures Required	1,086,748	1,023,087	1,240,117	1,204,340	1,106,371
	Training Expenditures % Required	25%	25%	30%	30%	30%
6)	Formula Fund Training Expenditures	1,053,524	1,128,877	941,344	822,321	517,657
	Leveraged Resources					
	- Total Leveraged Resources	400,025	425,933	348,361	460,403	301,835
	- 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	301,835
8)	Total Amount Spent On Training (should equal/exceed Line 5)	1,453,549	1,538,112	1,289,705	1,223,768	819,491
	% of Training Requirement Met (final goal is 100%)	134%	150%	104%	102%	74%

9)	Leveraged Resources Detail (notes)					
	(a) Pell Grant	233,994	135,654	150,761	105,201	99,686
	(b) Programs Authorized by the Workforce Innovation and Opportunity Act	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	202,149
	Total	400,025	425,933	348,361	460,403	301,835
	Legends/Coding for Source/Type of Leveraged Resources: 9a) = Pell Grant 9b) = Programs Authorized by the Workforce Innovation and Opportunity 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, Updated on 02/22/18)															Year to Date Expenditures from 07/01/17 to 02/28/18 (67% into the Fiscal Year)		
		Dislocated Worker	Adult	Youth	Rapid Response	DOL Bridges 2 Work	CWDB Steps 2 Work	VC I- E3	High Performnce Board	Regional Capacity Building (AFS)	Regional Organizer (WDB)	Wrkforce Accel 6.0	Regional Plan Implem. (WDB)	FY 17-18 Plan			
Revenue Projection:																	
1	FY17-18 Grants (EDD Est.) -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			
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)			
3	Grant balance rollover																
4	Spent in prior years	-	-	-	-	(338,964)	(244,349)	(128,457)	-	(40,000)	-	-	-	(751,770)			
5	Balance rolled over from prior year grants:																
6	FY16-17 Mgt Reserve	113,486	87,149	113,382	-	-	-	-	-	-	-	-	-	314,017			
7	Additional rollover - Salaries Savings/	43,973	159	-	31,743	-	-	-	-	-	-	-	-	75,875			
8	Overhead Saving/(Overage)	1,198	-	-	-	-	-	-	-	-	-	-	-	1,198			
9	FY 15-16 Unspent Direct expense	140,736	57,361	-	16,135	-	-	-	-	-	-	-	-	214,232			
10	ITA/OJT Committed FY16-17 Spent in FY17-18	39,196	32,328	-	-	-	-	-	-	-	-	-	-	71,524			
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			
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%	100.0%			
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			
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%	100.0%			
15	% Admin Staff Allocated to Grants	22.6%	21.1%	22.00%	5.30%	0.0%	0.0%	20.0%	0.0%	0.0%	5.0%	0.0%	4.0%	100.0%			
Expenditure Projection:																	
Salaries and Benefits:																	
17	AFSWIOA (23 regular + 0.7 fixed term) 2,610,000	1,106,238	903,828	190,731	208,800	66,355	23,625	-	-	80,308	-	30,115	-	2,610,000	1,496,337	57%	
18	WDB Admin (6 reg +1.5 fixed +1.1 variable) 850,000	192,100	179,350	187,000	45,050	-	-	170,000	-	-	42,500	-	34,000	850,000	682,003	80%	
19	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	2,178,340	63%	
20	Direct Expenses:																
21	Grant Specific Contracts																
22	EDC-VC Business Services	-	-	-	95,000	-	-	-	-	-	-	-	50,000	145,000	52,452	36%	
23	Boys and Girls Club: Core Program	-	-	604,000	-	-	-	-	-	-	-	-	-	604,000	320,967	53%	
24	Pathpoint: Core Program	-	-	604,000	-	-	-	-	-	-	-	-	-	604,000	366,797	61%	
25	AFS-CalWORKs Activities	-	-	-	-	12,824	27,145	-	-	-	-	-	-	39,969	39,969	100%	
26	Subtotal - Contracted Program Expense	-	-	1,208,000	95,000	12,824	27,145	-	-	-	-	-	50,000	1,392,969	780,185	56%	
27	Client Expenses:																
28	ITA / OJT (30% required - 10% leverage)	590,000	375,000	-	-	-	-	-	-	-	-	-	-	965,000	446,529	46%	
29	ITA / OJT Committed 16-17 Spent in 17-18	39,196	32,328	-	-	-	-	-	-	-	-	-	-	71,524	71,524	100%	
30	Others/Childcare/Trans - JTA	31,000	24,000	-	-	2,183	3,219	-	-	-	-	-	-	60,402	19,084	32%	
31	Subtotal - Client Expense	660,196	431,328	-	-	2,183	3,219	-	-	-	-	-	-	1,096,926	537,137	49%	
32	Other Allocated/Contracted Expenses																
33	CapacityBuilding/WKFAcc Contractual Services	-	-	-	-	-	-	-	-	35,000	-	40,000	-	75,000	-	0%	
34	S2W CCD Training	-	-	-	-	-	41,250	-	-	-	-	-	-	41,250	41,250	100%	
35	Outrch/Mktg: theAgency 215,000	52,500	40,500	45,000	12,000	-	-	-	-	-	-	-	65,000	215,000	147,428	69%	
36	Outreach/Meeting/Conf -WDB 36,000	10,000	6,000	6,000	2,000	-	-	-	-	-	8,000	-	4,000	36,000	25,858	72%	
37	WDB Expense - Non Staff 8,000	4,000	2,000	2,000	-	-	-	-	-	-	-	-	-	8,000	-	0%	
38	Outreach/Meeting/Conf-AFS 23,000	5,000	5,000	-	5,000	-	-	-	-	8,000	-	-	-	23,000	-	0%	
39	State Project(s): Update Pending	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	
40	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	214,536	54%	
41	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	1,531,858	53%	
42	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	3,710,198	58%	
43	Overhead/Administration:	31.98%	24.70%	26.57%	5.79%	0.867%	1.156%	2.68%	0.00%	1.94%	0.80%	1.10%	2.41%	100.00%			
44	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	46,394	62%	
45	Insurance 14,043	4,491	3,469	3,732	814	122	162	376	-	273	112	155	338	14,043	9,275	66%	
46	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	57,062	60%	
47	Membership and dues 12,350	3,949	3,050	3,282	716	107	143	331	-	240	98	136	298	12,350	8,233	67%	
48	Education allowance (consolidated w 0	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
49	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	63,572	64%	
50	Books and Publication 2,000	640	494	531	116	17	23	54	-	39	16	22	48	2,000	1,316	66%	
51	Office Equip./Supp. & Furniture/Fixtures 20,000	6,396	4,940	5,315	1,159	173	231	536	-	388	159	221	482	20,000	12,624	63%	
52	Mail Center - ISF 6,000	1,919	1,482	1,594	348	52	69	161	-	117	48	66	145	6,000	4,682	78%	
53	Purchase Charges - ISF 3,800	1,215	939	1,010	220	33	44	102	-	74	30	42	92	3,800	2,356	62%	
54	Copy Machine - ISF 9,000	2,878	2,223	2,392	522	78	104	241	-	175	72	99	217	9,000	5,924	66%	
55	Information Tech - ISF 10,000	3,198	2,470	2,657	579	87	116	268	-	194	80	110	241	10,000	6,096	61%	
56	Computer Services Non ISF 2,000	640	494	531	116	17	23	54	-	39	16	22	48	2,000	1,321	66%	
57	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	62,642	66%	
58	Storage Charges - ISF 5,000	1,599	1,235	1,329	290	43	58	134	-	97	40	55	121	5,000	4,831	97%	
59	Mileage Reimb. - Staffs only 26,000	8,314	6,422	6,909	1,507	225	301	696	-	505	207	287	627	26,000	16,255	63%	
60	Conference/Seminars - AFS Staffs 11,000	2,518	2,717	2,923	637	95	127	295	-	1,214	88	121	265	11,000	8,377	76%	
61	Conference and Seminars - WDB St 20,000	6,396	4,940	5,315	1,159	173	231	536	-	388	159	221	482	20,000	15,877	79%	
62	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	224,743	64%	
63	Attorney Fees 10,000	3,198	2,470	2,657	579	87	116	268	-	194	80	110	241	10,000	6,653	67%	
64	Other misc. Admin Services 5,000	1,599	1,235	1,329	290	43	58	134	-	97	40	55	121	5,000	3,275	65%	
65	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	561,509	65%	
66	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	4,271,707	59%	
67	Admin Rate for State Reporting	7%	7%	7%	7%	5%	5%	5%	0%	7%	7%	7%	7%	7%			
68	Admin Rate (State Reported + Other)	12%	12%	13%	12%	5%	6%	10%	0%	13%	12%	12%	12%	12%			
69	Work in Progress: 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: APRIL 12, 2018

**SUBJECT: RECOMMENDATION THE EXECUTIVE COMMITTEE APPROVE ON BEHALF OF
THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY A REQUEST
TO THE CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT TO
TRANSFER WORKFORCE INNOVATION AND OPPORTUNITY ACT SUBGRANT
FUNDING IN THE AMOUNT OF \$100,000 FROM THE DISLOCATED WORKER
PROGRAM TO THE ADULT PROGRAM IN RECOGNITION OF LOCAL
PARTICIPANT NEEDS AND MAXIMIZATION OF SUBGRANT FUNDING**

RECOMMENDATION

Recommendation the Executive Committee Approve on behalf of the Workforce Development Board of Ventura County a Request to the California Employment Development Department to Transfer Workforce Innovation and Opportunity Act Subgrant Funding in the Amount of \$100,000 from the Dislocated Worker Program to the Adult Program in Recognition of Local Area Participant Needs and Maximization of Subgrant Funding.

BACKGROUND

The WIOA allows for the transfer of funds between the Adult and Dislocated Worker funding streams in order to maximize customer service and provide Local Workforce Development Boards with greater flexibility to provide services in the areas of greatest need. The WIOA Section 133(b)(4) states specifically that “up to and including 100 percent of funds allocated to the Title I Adult and Dislocated Worker programs may be transferred between these two funding streams”. Additionally, the California Employment Development Department –Workforce Services Directive, WSD15-23 provides the guidance as to process and protocol required of Local Workforce Development Areas to request the transfer of funds, which requires your local Ventura County WDB review and approval of the transfer request, participant plan, and budget plan, prior to submission to EDD.

DISCUSSION

The request to transfer funds from the Dislocated Worker Program to the Adult Program is being recommended to best align funding streams with the highest needs within our local workforce area. Given a tight labor market in Ventura County, combined with the need to meet employer demand for skilled workers, the pool of Dislocated Workers remains below the capacity to adequately address the needs of employers. Although a total of eleven (11) Rapid Response events have occurred this current program year impacting approximately nine hundred (900) workers; many of

the impacted workers either quickly returned to work, or did not require or seek additional training assistance. As a result, the Dislocated Worker pool likely to return to work continues to decline.

The proposed transfer of funds will increase the Adults Program grant by \$100,000 and provide for greater flexibility in serving a broader workforce population while meeting the needs and demands of local employers, and in many instances assisting in filling current positions vacated by Dislocated Workers. The transfer of funding will not only increase the participant pool, but opportunities for training to include at-risk populations with an opportunity to acquire marketable skills through an On-The-Job (OJT) program. This focus is directly aligned with many employer needs- that have reported difficulties finding skilled workers and who have expressed interest in participating in OJT services as a means to recruit and train new employees, or enhance the skills of existing workers.

The Executive Committee action to recommend approval of the funding stream transfer from Dislocated Worker to Adult Program Funding provides for the approval and signatory acceptance of the Attached documents required by, and to be submitted to the California Employment Development Department.

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

Transfer of Funds Request

1. Local Area Ventura County

2. Subgrant Number K8106696 3. Request Date 04/12/2018

4. Program Year 17-18 5. Transfer Request No 1

6. Direction of Transfer (Check One):

Adult to Dislocated Worker

Dislocated Worker to Adult

☐ 201 → 299☐ 501 → 499☐ 202 → 200☒ 502 → 500

7. Amount of Transfer \$100,000

8. Contact Person Melissa Livingston

9. Contact Person's Telephone Number (805) 477-5303

10. All transfer requests must be approved and signed off by the Local Board.

Date of Local Board meeting to discuss transfer 04/12/2018Date of Local Board meeting to approve transfer 04/12/2018

11. By signing below, the Local Area Administrator/Designee requests a transfer of funds and certifies that this transfer request was approved at the Local Board Meeting on the date indicated above.

Signature _____

Name Melissa LivingstonTitle Chief Deputy Director

Date _____

12. Taking into account the factors described under the Transfer of Funds Procedures section on page 5 of the directive, describe the Local Board's reasoning to request a transfer of funds.

The request is attributed to address the needs of our workforce area. Due to a tight labor market in Ventura County (per EDD LMI 4.0%), combined with the continued

demand to meet the employer demand for skilled workers, the pool of Dislocated Workers remains below the capacity to adequately address the needs of employers. Although 11 Rapid Response events this program year impacted slightly over 900 workers, many of these employees either quickly return to work, or do not require/seek additional training assistance. As a result, the Dislocated Worker pool that is unlikely to return to work continues to decline.

The proposed transfer of funds request increases our Adult grant by \$100,000 and reduces the Dislocated Worker training by the same level. This reduction in our Dislocated Worker grant will not impact our ability to provide services to our Dislocated Workers affected by local Rapid Response events since we will still maintain an adequate level to address the anticipated demand. The increase of funding to our Adult grant will positively impact our workforce area since this shift will increase the pool of available workers to meet our current demand. By increasing the available resources, this provides training opportunities to our Adult population, and, offers our local employers the added flexibility to hire and train workers to fill current positions that remain unfilled due to a lack of Dislocated Workers. For example, Wholesome Harvest “Bimbo” currently has 28 job opening in a variety of occupations such as maintenance mechanics, maintenance supervisors, production foremen; production associates and forklift operator. These positions are union represented and lead to apprenticeships.

Should the proposed request to transfer funds to the Adult grant be approved, this additional funding will increase the participant pool that we will have available to train and fill these positions. Furthermore, this may offer opportunities to include a greater number of individuals who may not otherwise be considered to fill these positions due to limited skills or training opportunities. In particular, the funds will provide participants from at-risk populations (e.g., Re-entry, TANF, low income) with an opportunity to learn marketable skills through an On-The-Job Training (OJT) program. This example is among one of several other employers who report difficulties finding skilled workers and who expressed interest in participating in OJT services as a means to recruit/train new employees and/or upgrade the skills of the existing workers.

**Instructions for Completing the
Transfer of Funds Request Form**

TRANSFER OF FUNDS REQUEST FORM

- Line 1. Enter the Local Area name.
- Line 2. Enter the subgrant number.
- Line 3. Enter the date of the request:
- Line 4. Enter the program year.
- Line 5. Enter the transfer request number for reference purposes. If this is your Local Area's first transfer of funds request enter 01; subsequent requests are 02, 03, etc.; 01
- Line 6. Check the appropriate block regarding the direction of transfer. Only one type of transfer can be entered on each form.
- Line 7. Provide the amount of the transfer. Do not include any amount previously transferred.
- Line 8. Enter the contact person's name.
- Line 9. Enter the contact person's telephone number.
- Line 10. Enter the date of the Local Board meeting during which the transfer request was a specific agenda item with public comment time made available. This is needed to fulfill the "Sunshine Provision" requirement. Also enter the date that the Local Board approved the transfer.
- Line 11. Have the Local Area Administrator/Designee sign the form. Also enter the name of the Local Area Administrator/Designee, title, and the date the Local Area Administrator/Designee signed the Transfer of Funds Request forms.
- Line 12. Provide the reason(s) for the transfer of funds along with any other pertinent data.

Transfer of Funds Request Participant Plan

Local Area: Ventura County
Prepared Date 4/12/2018

Enter the number of individuals in each category.

TOTALS FOR PY 2018	ADULT	DW
1. Registered Participants Carried in from PY 2017	39	84
2. New Registered Participants for PY 2017-18	104	112
3. Total Registered Participants for PY 2018 (Line 1 plus 2)	143	196
4. Exiters for PY 2018	53	65
5. Registered Participants Carried Out to PY 2018 (Line 3 minus 4)	90	131

PROGRAM SERVICES		
6. Career Services	143	196
a. Basic Career Services (WIA Core Services)	39	84
b. Individualized Career Services (WIA Intensive Services)	104	112
7. Training Services	100	112

EXIT STATUS		
8. Entered Employment	44	51
9. Training-Related	34	36
10. Entered Military Service	0	0
11. Entered Apprenticeship Program	2	0
12. Exited for Exclusionary Reasons	4	6

Melissa Livingston, Chief Deputy Director
Contact Person, Title
(805) 477-5303
Telephone Number
Comments:

Funding is targeted to address the training needs of at least two employers in the manufacturing sector. The positions include: maintenance mechanic, maintenance supervisor, foremen-production, production associates; forklift operator.

Instructions for Completing the Participant Plan Form

TOTALS FOR CURRENT PROGRAM YEAR

- Line 1. Enter the number of registered participants carried in from the prior program year for each funding stream.
- Line 2. Enter the new total of registered participants for the program year after funds have been transferred.
- Line 3. This line will auto-fill.
- Line 4. Enter the number of planned exiters for the program year.
- Line 5. This line will auto-fill.

PROGRAM SERVICES

- Line 6. Enter the number of participants that will receive career services.
- Line 7. Enter the number of participants that will receive training services.

EXIT STATUS

- Line 8. Enter the number of participants who began employment.
- Line 9. Enter the number of participants who began employment that is training-related.
- Line 10. Enter the number of participants who entered military service.
- Line 11. Enter the number of participants who entered an apprenticeship program.
- Line 12. Enter the number of participants who exited for other exclusionary reasons.

Complete the contact person's name, title, and telephone number. Use the comments block as necessary.

Transfer of Funds Request Budget Plan

Local Area Ventura CountyDate Prepared 4/3/2018
 Subgrant Number K8106696
 Year of Appropriation 2017
Grant
Code

Adult to DW

☐ 201 → 299
☐ 202 → 200

DW to Adult

☐ 501 → 499
☒ 502 → 500

FUNDING IDENTIFICATION	ADULT	DW
1. Formula Allocation	1,651,971	2,035,933
2. Prior Adjustments - Plus or Minus	0	0
3. Previous Amounts Transferred	0	0
4. Current Amount to be Transferred	100,000	(100,000)
5. TOTAL FUNDS AVAILABLE (Lines 1 through 4)	1,751,971	1,935,933

TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (Lines 6a through 6c)	100,000	(100,000)
a. Career Services (WIA Core Services / Intensive Services)		
b. Training Services	100,000	(100,000)
c. Other		
7. Administration		
8. TOTAL (Lines 6 plus 7)	100,000	(100,000)

QUARTERLY TOTAL EXPENDITURE PLAN (cumulative)		
9. September 2017	220,000	242,000
10. December 2017	646,000	677,000
11. March 2018	1,016,500	1,154,000
12. June 2018	1,376,500	1,448,000
13. September 2018	1,736,500	1,934,000
14. December 2018	1,751,971	1,935,933
15. March 2019	0	0
16. June 2019	0	0
17. September 20__	0	0
18. December 20__	0	0
19. March 20__	0	0
20. June 20__	0	0

COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)		

Melissa Livingston, Chief Deputy Director

(805) 477-5303

Contact Person, Title

Telephone Number

Comments

Instructions for Completing the Budget Plan Form

Enter the subgrant number and the year of appropriation in the area provided. Use one form for each year of appropriation.

Check the appropriate block regarding the direction of transfer. Use one form for each type of transfer.

FUNDING IDENTIFICATION

Line 1. Enter the amount of formula funds originally allocated to your Local Area. Include both the July 1 and October 1 WIOA allocations for adult (grant codes 201 and 202) and dislocated worker (grant codes 501 and 502).

Line 2. Enter the amount of any prior adjustments using the plus or minus format. Plus adjustments include reallocations (adult grant codes 203 and 204 and dislocated worker grant codes 503 and 504). Minus adjustments include recaptures, rescissions, and other involuntary deobligations.

Line 3. Enter the previous amounts transferred. (see further information below*)

Line 4. Enter the current amount to be transferred. (see further information below*)

*For lines 3 and 4:

- Adult column – Minus amounts are under grant codes 299 and 200; plus amounts are under grant codes 499 and 500.
- Dislocated worker column – Minus amounts are under grant codes 499 and 500; plus amounts are under grant codes 200 and 299.

Line 5. This line will auto-fill from amounts entered on lines 1-4

TOTAL ALLOCATION COST CATEGORY PLAN

Line 6. This line will auto-fill from amounts entered on lines 6a – 6c.

Line 7. Enter the amount of administrative expenditures.

Line 8. This line will auto-fill from amounts entered on lines 6 and 7.

QUARTERLY TOTAL EXPENDITURE PLAN

Line 9-20. Enter the amount of funds expended for each quarter for each funding stream.

COST COMPLIANCE PLAN

Line 21. This line will auto-fill from amounts entered on lines 5 and 7. This amount must be less than or equal to 10 percent of line 5.

Complete the contact person, title, and telephone number. Use the comments block as necessary.

FY 2018-19 WIOA BUDGET PLAN (DRAFT FOR EXECUTIVE COMMITTEE MEETING 04/12/18)													FY 2017 - 2018 WIOA Budget Plan	
		Dislocated Worker	Adult	Youth	Rapid Response	High Perform Board (WDB)	Regional Capacity Building (AFS)	Regional Organizr (WDB)	Wrkforce Accel 6.0 (AFS)	Regional Plan Implem. (WDB)	Steps to Work AB2060	FY 18-19 Plan Total		
	Revenue Projection:					12/1/16-12/31/18	3/1/17-3/31/19	3/1/17-3/31/19	2/1/18-7/31/19	1/1/18-6/30/19	???			
1	FY18-19 Grants (Estimated for core grants -3.0%)	2,035,933	1,651,971	1,815,841	370,661	54,838	200,000	85,714	250,000	350,000	400,000	7,214,958	8,120,805	
2	to be Spent in Future Years:(3% DW , Adult, Youth)	(61,078)	(49,559)	(54,475)	-	-					(190,000)	(355,112)	(704,250)	
3	Spent in prior years	-	-	-	-		(100,000)	(85,714)	(60,000)	(81,000)	-	(326,714)	(751,770)	
4	Balance rolled over from prior year grants:												-	
5	FY17-18 Mgt Reserve	67,278	46,059	55,075	-	-					-	168,412	314,017	
6	Additional rollover - Salaries Savings/	20,000	20,000	-	-	-	-	-	-	-	-	40,000	75,875	
7	Overhead Saving/(Overage)	-	-	-	-	-	-	-	-	-	-	-	1,198	
8	FY 17-18 Unspent Direct expense	80,000	60,000	-	-	-	-	-	-	-	-	140,000	214,232	
9	ITA/OJT Committed FY17-18 Spent in FY18-19	40,000	20,000	-	-	-	-	-	-	-	-	60,000	71,524	
10	Total Available Grants to be Spent	2,182,133	1,748,471	1,816,441	370,661	54,838	100,000	-	190,000	269,000	210,000	6,941,544	7,341,631	
11	Grants %	31.4%	25.2%	26.2%	5.3%	0.8%	1.4%	0.0%	2.7%	3.9%	3.0%	100.0%	100%	
12	AFS FTEs Assigned to the programs	10.80	8.70	1.70	2.00	-	0.80	-	1.20	-	1.50	26.70	26.00	
13	% Direct FTES Allocated to Grants	40.4%	32.6%	6.4%	7.5%	0.0%	3.0%	0.0%	4.5%	0.0%	5.6%	100.0%	0%	
14	% Admin Staff Allocated to Grants	25.0%	25.0%	25.00%	6.00%	5.0%	0.0%	0.0%	0.0%	14.0%	0.0%	100.0%	100.00%	
15	Expenditure Projection:													
16	Salaries and Benefits:													
17	AFSWIOA (24 regular filled + 0.7 fi 2,745,000	1,110,337	894,804	174,775	205,618	-	82,247	-	123,371	-	154,213	2,745,366	2,610,000	95%
18	WDB Admin (6 filled +.5 be filled+L 880,000	220,000	220,000	220,000	52,800	44,000	-	-	-	123,200	-	880,000	850,000	97%
19	Subtotal Salaries and Benefits	1,330,337	1,114,804	394,775	258,418	44,000	82,247	-	123,371	123,200	154,213	3,625,366	3,460,000	95%
20	Direct Expenses:													
21	<u>Grant Specific Contracts</u>													
22	EDC-VC Business Services	-	-	-	95,000	-	-	-	-	70,000	-	165,000	145,000	88%
23	Boys and Girls Club: Core Program	-	-	604,000	-	-	-	-	-	-	-	604,000	604,000	100%
24	Pathpoint: Core Program	-	-	604,000	-	-	-	-	-	-	-	604,000	604,000	100%
26	AFS-CalWORKs Activities	-	-	-	-	-	-	-	-	-	30,000	30,000	39,969	133%
27	Subtotal - Contracted Program Expense	-	-	1,208,000	95,000	-	-	-	-	70,000	30,000	1,403,000	1,392,969	99%
28	<u>Client Expenses:</u>													
29	ITA / OJT (30% required - 10% leverage)	490,000	375,000	-	-	-	-	-	-	-	-	865,000	965,000	112%
30	ITA / OJT Committed 17-18 Spent in 18-19	40,000	20,000	-	-	-	-	-	-	-	-	60,000	71,524	119%
31	Others/Childcare/Trans - JTA	20,000	20,000	-	-	-	-	-	-	-	-	40,000	60,402	151%
32	Subtotal - Client Expense	550,000	415,000	-	-	-	-	-	-	-	-	965,000	1,096,926	114%
33	<u>Other Allocated/Contracted Expenses</u>													
34	CapacityBuilding/WKFAcc Contractual Service	-	-	-	-	-	-	-	40,000	-	-	40,000	75,000	188%
35	S2W CCD Training	-	-	-	-	-	-	-	-	-	-	-	41,250	#DIV/0!
36	Outrch/Mktg: theAgency 185,000	52,500	40,500	45,000	12,000	-	-	-	-	35,000	-	185,000	215,000	116%
37	Outreach/Meeting/Conf -WDB 40,000	10,000	6,000	6,000	2,000	-	-	-	-	8,000	-	32,000	36,000	113%
38	WDB Expense - Non Staff 8,000	4,000	2,000	2,000	-	-	-	-	-	-	-	8,000	8,000	100%
39	Outreach/Meeting/Conf-AFS 23,000	5,000	5,000	-	5,000	-	4,000	-	-	-	-	19,000	23,000	121%
40	Subtotal - other allocated expens 256,000	71,500	53,500	53,000	19,000	-	4,000	-	40,000	43,000	-	284,000	398,250	140%
41	Subtotal- Program/Clients Expenses	621,500	468,500	1,261,000	114,000	-	4,000	-	40,000	113,000	30,000	2,652,000	2,888,145	109%
42	Total Direct Program Expense	1,951,837	1,583,304	1,655,775	372,418	44,000	86,247	-	163,371	236,200	184,213	6,277,366	6,348,145	101%
43	<u>Overhead/Administration:</u>	31.09%	25.22%	26.38%	5.93%	0.70%	1.37%	0.00%	2.60%	3.76%	2.93%	100.00%	100.00%	100%
44	Communication/Voice/data 75,000	23,320	18,917	19,783	4,450	526	1,030	-	1,952	2,822	2,201	75,000	75,000	100%
45	Insurance 14,043	4,366	3,542	3,704	833	98	193	-	365	528	412	14,043	14,043	100%
46	Facilities Maint. 95,090	29,567	23,984	25,082	5,641	667	1,306	-	2,475	3,578	2,790	95,090	95,090	100%
47	Membership and dues 12,350	3,840	3,115	3,258	733	87	170	-	321	465	362	12,350	12,350	100%
48	Education allowance (consolidated) 0	-	-	-	-	-	-	-	-	-	-	-	-	
49	Indirect cost recovery(County A87) 98,670	30,680	24,887	26,026	5,854	692	1,356	-	2,568	3,713	2,896	98,670	98,670	100%
50	Books and Publication 2,000	622	504	528	119	14	27	-	52	75	59	2,000	2,000	100%
51	Office Equip./Supp. & Furniture/Fixtu 20,000	6,219	5,044	5,275	1,187	140	275	-	521	753	587	20,000	20,000	100%
52	Mail Center - ISF 6,000	1,866	1,513	1,583	356	42	82	-	156	226	176	6,000	6,000	100%
53	Purchase Charges - ISF 3,800	1,182	958	1,002	225	27	52	-	99	143	112	3,800	3,800	100%
54	Copy Machine - ISF 9,000	2,798	2,270	2,374	534	63	124	-	234	339	264	9,000	9,000	100%
55	Information Tech - ISF 10,000	3,109	2,522	2,638	593	70	137	-	260	376	293	10,000	10,000	100%
56	Computer Services Non ISF 2,000	622	504	528	119	14	27	-	52	75	59	2,000	2,000	100%
57	Building Lease/Rental 95,000	29,539	23,961	25,058	5,636	666	1,305	-	2,472	3,575	2,788	95,000	95,000	100%
58	Storage Charges - ISF 5,000	1,555	1,261	1,319	297	35	69	-	130	188	147	5,000	5,000	100%
59	Mileage Reimb. - Staffs only 26,000	8,084	6,558	6,858	1,543	182	357	-	677	978	763	26,000	26,000	100%
60	Conference/Seminars - AFS Staffs 11,000	3,420	2,774	2,901	653	77	151	-	286	414	323	11,000	11,000	100%
61	Conference & Seminars - WDB Sta 20,000	6,219	5,044	5,275	1,187	140	275	-	521	753	587	20,000	20,000	100%
62	Fiscal/HR/BTD/ET (HSA) 350,000	108,826	88,279	92,319	20,764	2,453	4,809	-	9,109	13,170	10,271	350,000	350,000	100%
63	Attorney Fees 10,000	3,109	2,522	2,638	593	70	137	-	260	376	293	10,000	10,000	100%
64	Other misc. Admin Services 5,000	1,555	1,261	1,319	297	35	69	-	130	188	147	5,000	5,000	100%
65	Subtotal Overhead 869,953	270,497	219,423	229,467	51,612	6,098	11,953	-	22,641	32,734	25,529	869,953	869,953	100%
66	Planned Total Grant Expenses	2,222,334	1,802,727	1,885,242	424,030	50,098	98,200	-	186,012	268,934	209,743	7,147,319	7,218,098	101%
69	Work in Progress: Grant Balances	(40,201)	(54,256)	(68,801)	(53,369)	4,740	1,800	-	3,988	66	257	(205,780)	123,530	

Budget Assumptions:	
1)	Core grant awards are not yet released, assumed at FY17-18 level
2)	\$400k Steps to Work (AB2060) is pending final notification
3)	Grant balances rolled over from FY17-18 are estimated, actual amounts may be different pending on year-end close out
4)	Proposed \$100k fund transfer from Dislocated Worker to Adult is not reflected
5)	Staffing based on CEO salaries forecast on filled positions, plus 2 vacant positions and 0.7 fixed-term position for AFS, and 1 vacant position for WIB Admin to be filled for 6 months
6)	Client training cost is reduced by \$100k from Dislocated Worker when compared to FY17-18 plan
7)	All other services and overhead costs are at FY17-18 levels