



## WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

### EXECUTIVE COMMITTEE MEETING

**Thursday, May 10, 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

### AGENDA

8:00 a.m.	<b>1.0 Call to Order and Agenda Review</b>	Vic Anselmo
8:02 a.m.	<b>2.0 Public Comments</b>  <i>Procedure: The public is welcome to comment. All comments not related to items on the agenda may be made at the beginning of the meeting only.</i>	Vic Anselmo
8:08 a.m.	<b>3.0 WDB Chair Comments</b>	Vic Anselmo
8:10 a.m.	<b>4.0 Consent Items</b>  4.1 Approve Executive Committee Minutes: April 12, 2018 4.2 Receive and File: WDB Committee Meeting Update	Vic Anselmo
8:15 a.m.	<b>5.0 Performance Quarterly Reporting and Update (Q3)</b> <ul style="list-style-type: none"><li>Adult, Dislocated Worker, and Youth</li><li>EDC-VC</li></ul>	Patrick Newburn  Bruce Stenslie
8:25 a.m.	<b>6.0 Financial Status Report: March 2018</b>	Bryan Gonzales
8:35 a.m.	<b>7.0 Action Items</b>  7.1 Recommendation that the Executive Committee Recommend Workforce Development Board of Ventura County (WDB) Approval of a Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan for Program Year 2018-2019  7.2 Recommendation that the Executive Committee Recommend to the Workforce Development Board of Ventura County (WDB) Approval of Option Term One (July 1, 2018 through June 30, 2019) of Contracts dated June 20, 2017 to Provide Comprehensive Workforce Innovation and Opportunity Act (WIOA) Youth Services in the Amounts not to Exceed \$604,000 for the Boys and Girls Club of Greater Oxnard and Port Hueneme, and Amounts not to Exceed \$604,000 for PathPoint	Melissa Livingston  Tony Skinner

9:15 a.m.	<b>8.0 WDB Administration</b>	
	<ul style="list-style-type: none"> <li>AJCC Certification Evaluation Update: Hallmarks of Excellence 2<sup>nd</sup> Review of Criteria and Rankings</li> </ul>	Patrick Newburn
	<ul style="list-style-type: none"> <li><i>Ad Hoc</i> Nominating Committee Update</li> </ul>	Patrick Newburn
	<ul style="list-style-type: none"> <li>Proposed Workforce Development Board and Executive Committee Meetings Schedule for Program Year 2018-2019</li> </ul>	Committee Members
	<ul style="list-style-type: none"> <li>On the Calendar</li> </ul>	Vic Anselmo
	<u>June 7, 2018</u> WDB Annual Meeting (Election of Officers) Ventura County Office of Education 5100 Adolfo Road, Salon C, Camarillo CA	
	<u>July 31, 2018</u> ( <i>Time Certain 11:00 a.m.</i> ) WDB Study Session with Board of Supervisors County Government Center Hall of Administration Board of Supervisors Hearing Room 800 S. Victoria Avenue, Ventura CA	
9:25 a.m.	<b>9.0 Committee Member Comments</b>	Committee Members
9:30 a.m.	<b>10.0 Adjournment</b>	Vic Anselmo
	<u>Next Meeting</u> June 21, 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**  
**April 12, 2018**

**MINUTES**

**Meeting Attendees**

Executive Committee

Vic Anselmo (Chair)  
Greg Barnes  
Brian Gabler  
Alex Rivera  
Patty Schulz  
Tony Skinner  
Jesus Torres

WDB Administration

Patricia Duffy  
Tracy Johnson  
Melissa Livingston  
(Human Services  
Agency)  
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  
Budget and Finance)  
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**

No comments.

**3.0 WDB Chair Comments**

No comments.

**4.0 Consent Items**

4.1 Approve Executive Committee Minutes: February 8, 2018

4.2 Receive and File: WDB Committee Reports

Motion to approve the Consent Items: Alex Rivera

Second: Brian Gabler

Motion carried.

**5.0 Financial Status Report: February 2018**

Bryan Gonzales, from HSA Fiscal, presented the Financial Status Report (FSR) for Fiscal Year 2017-2018, reflecting year-to-date expenditures from July 1, 2017 through February 28, 2018.

At this meeting the Financial Status Report (FSR) for Fiscal Year 2017-2018, reflecting year-to-date expenditures from July 1, 2017 through February 28, 2018. Bryan Gonzales reported that actual expenditures at 67% into the fiscal year are on target overall. Bryan Gonzales explained that 2017-2018 spending goals are on target to meet plan requirements.

A copy of the February 2018 FSR is in the April 12, 2018 Executive Committee meeting packet posted on the WDB website: [www.workforceventuracounty.org](http://www.workforceventuracounty.org)). The status of expenditures at 67% into fiscal year was:

<u>WIOA Core Funds</u>	<u>2017-2018</u>	<u>YTD</u>	<u>% Expended vs.</u>
	<u>Plan</u>	<u>Expended</u>	<u>Plan</u>
Dislocated Worker	2,307,232	1,332,671	58%
Adult	1,782,885	1,073,501	60%
Youth	1,874,121	1,148,096	61%
Rapid Response	418,260	301,396	72%
 <u>WIOA Non-Core Funds</u>			
DOL Bridges 2 Work Grant	88,907	88,907	100%
CWDB Steps 2 Work Grant	105,297	105,297	100%
VC I-E3	189,078	106,756	56%
High Performing Board	0	0	0%
CWDB Regional Capacity Bldg.	141,206	27,950	20%

*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. WDB staff will bring back at the Executive Committee in March, recommendations for proper use of these funds.

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

- WIA/WIOA Core Formula Funds Utilization

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 FY 15-17	Core Grant FY 16-18	Core Grant FY 17-19
Total Adult and Dislocated Worker Formula Fund Allocations	4,133,724	4,014,468	3,687,904
Training Expenditure Requirement	1,240,117	1,204,340	1,106,371
	30%	30%	30%
Formula Fund Training Expenditures	941,344	822,321	517,657
Leveraged Resources			
• Total Leveraged Resources Used Toward Training Expenditures	348,361	460,403	301,835
• Maximum Allowed Leveraged Resources (10%)	413,372	401,447	368,790
Total Leveraged Resources Used Toward Training Expenditures	348,361	401,447	301,835
• Total Amount Spent on Training	1,289,705	1,223,768	819,491
• % of Training Requirement Met	104%	102%	74%
(Final goal = 100%)			

Bryan Gonzales presented the financial report summary highlights as shown:

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
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

## 6.0 Action Item

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

**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.**

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

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.

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

## 7.0 Review and Discussion of a Working Draft of a Preliminary WIOA Budget Plan for PY 2018-2019

Bryan Gonzales HSA Chief Financial Officer led discussion regarding the FY 2018-19 draft budget plan and expressed to the Committee that the proposed draft budget presented was not a proposed budget. He is seeking Committee recommendations and strategy using this draft as a place-holder and starting point for discussion. Committee input will enable WIOA program, HSA Fiscal, and WDB Administration staff to develop a Tentative Balanced Budget for presentation at the May Executive Committee meeting. Bryan Gonzales stated that he does not get the final finding amounts until late in the year. He also provided seven budget assumptions: 1) Core grants are not yet released and are assumed to be at FY 2017-18 level; 2) \$400K Steps2Work (AB2060) is pending final notification; 3) Grant balanced rolled over from FY 17-18 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 positions for AFS, and 1 vacant position for WDB Administration to be filled for 6 months; 6) Client training cost is reduced by \$100,000 from Dislocated Worker when compared to FY17-18 Plan; 7) All other services are overhead costs and are at FY17-18- levels.

Committee members questioned if there were any grants in the pipeline. Melissa Livingston HSA Chief Deputy Director said there are always grant opportunities that WDB will have to actively be seeking out. WDB Admin is going to need to have a strategy moving forward to being proactive when seeking out the right grants due to a reduction in core funding or not be augmented to a level they would like. There has been discussion about re-standing up the WDB Resource Development Committee that was formed in the past seeking grants and overseeing the WIOA budget. Ms Livingston shared there will be more grant opportunities around work-based learning in apprenticeship.

Alex Rivera commented that he would not like to have the management reserves touched.

Melissa Livingston shared there will be budget modification to support programs. The model of the administrative staff will change, they will no longer be under the HSA. When that happens there will still be based on cost allocation methods of the HSA overseeing the supporting of the WIOA Programs Operator support. The cost methodology and the cost of overhead for the entity that will be overseeing the administrative staff and resources that are supporting them.

The current overhead cost model shares the costs of HSA/WIOA program operator and administrative staff, when the model is moved to another county entity there will be overhead costs in resources. Currently, WDB admin is affording resources of the HSA and will not be allocated to this team. There will be costs incurred that may be higher or lower. There will be more meetings in the coming weeks that she hopes to have clarity

Committee member Brian Gabler questioned if the overall budget is going down shouldn't the overhead costs go down as well. The way it is presented shows that they will stay at the same rate even with a reduced budget.

Bryan Gonzales, stated the percentages are not driven by spending vs costs. The approach they chose from EDD is an allocation costs by staffing. If staffing goes down the costs would go down.

Brian Gabler asked about salary savings with the open Executive Director position.

Bryan Gonzales commented that the cost savings will show as additional rollover since the funds weren't spent and will include it in the revised budget. This information will be reviewed with WDB staff prior to the next committee meeting. Overall there will be less money next year and spending at the same level will be challenging. Bryan Gonzales asked the Committee if they would like to continue focusing on the same priorities. The work that the WDB is doing is important, so it will be important to align priorities with current funding.

Based on priorities and current allocation, the committee will have to decide if they want to move towards balancing the budget for current fiscal year or try a more conservative approach for next PY. He said they will look at the bottom line.

Committee members Greg Barnes commented on the 3.7 WIOA AFS staffing vacancies and asked if the budget assumes those vacant positions. If they decide not to fill one FTE they can pull some salaries and benefits savings.

Bryan Gonzales suggested that it can be done, and there are consequences when you are dealing with a tight budget. WIOA Programs have program requirements that you have to meet. Those positions were put in based on the assumptions of the activities of the grants that are needed to run those programs. The risk is overspending and have to tighten later or risk being stretched in meeting program requirements with lower levels staffing.



Melissa Livingston seeks the Committee's direction in asking to come back with a number of different budget reductions scenarios; each of which will require a discussion as to the potential impacts to program and service outcomes.:

- 1.) Reducing staffing
- 2.) Reducing provider contracted services
- 3.) A combination of staffing and contracted provider service reductions
- 4.) Potential reduction in the reserves

Brian Gabler asked what happens when a contracts expire. Is there an open/end contract and could they reduce the contract amount of the Agency for Outreach?

Bryan Gonzales responded stating the last contract monitoring, when HSA/WIOA/WDB went out to contract for three years, but there is no commitment and it is a year to year contract, with another option to de-obligate the current contract allocations.

Jesus Torres asked about fixed costs of grants. Can the funding to EDC-VC and the Agency be reduced, since they are part of the regional plan implementation?

Melissa Livingston clarified that funding attached to grants should not be reduced as those funding streams should be spent down to maximize the grant; the budget reduction strategies need to most specifically focus on the core program funding streams of Youth, Adult and Dislocated Worker.

Ales Rivera asked Melissa and Bryan to look at multiple options the Committee can take look at and expressed that he is not in favor of reducing or continue to have vacancies of staff. In a fiscal environment please take look at not filling those positions.

Bryan Gonzales confirmed that they will go back to look at areas of salaries and contracts to balance the budget and that it may only be two scenarios he brings back due to the challenging budget.

## **8.0 Ventura County Regional Strategic Workforce Development Plan:**

- Perspectives from Washington, D.C.: National Association of Workforce Development Boards Conference and Capitol Hill Meetings

WDB Chair Vic Anselmo shared his experience attending the 2018 NAWB Forum along with WDB Vice Chair Gregory Liu, WDB member Peter Zierhut, and WDB staff Talia Barrera, Patricia Duffy, and Patrick Newburn. Mr. Anselmo noticed a lot of talk about advanced technology, and needs to look into ways to embrace and bring technology into how we operate. Vic wants to make sure we talk to the Agency to make sure our message is on point. As a result of the congressional meetings in DC, Congresswoman Julia Brownley Office, has now included a link on her Business Resources website which includes, Ventura County Grows Business.

Melissa Livingston added she spoke with WDB staff Talia Barrera and shared there have been talks about having the WDB taking advantage of meeting with constituents locally once a year than travelling to Washington, D.C. to speak with them.

- Restructure of the Business Services Committee

Business Services Committee Chair Jesus Torres reported the current model of the Committee. The new purpose of the committee will be to help define the business needs in the region. Committee will have a series of roundtables around the county, and partner with local chambers

and discuss local themes, how can the Board be of service and connect them with the services the WDB and other partners has to offer. Also, act as a resources, being an external facing of the committee. Increase visibility and outreach in the region. Having face to face conversation with stakeholders.

## 9.0 WDB Administration

- Grants Update:

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)

WDB staff Patrick Newburn reported updates of the non-core WDB grants. The grants will have a component of either serving the people with barriers to employment or aligning resources, aligning partnerships, aligning programs, within our region so that we have all these good institution within the county and not acting in silo's in accordance to our regional strategic plan of bringing people together and aligning resources.

High Performing Board: The governor gave discretionary funds to certain boards that met HPB measures. Our WDB received \$54K

Regional Organizer: Awarded in 2017, to bring program alignment across all the various programs in the region to bring together regulatory partners. The Oxnard AJCC currently has 20 partners providing workforce and social services.

Regional Capacity Building Grant / Regional Training Coordinator: Our ability to train WDB Admin staff, WDB members, and AFS workers to conducts skills gap analysis. Ex: What do we need to be trained in available consultants in the area?

Regional Plan Implementation: The roadmaps and structures previously created, this grant provides the funding to implement the plans, WDB was awarded \$300K. This is to strengthen our sector initiatives, fully integrate our services that we are offering, work with AJCC partners. A lot of the work will come through outreach programs, contracts are set to be award to the Agency and EDC-VC to support outreach and business engagement.

Workforce Accelerator Fund 6.0 (WAF 6.0): The HSA Adult and Family Services will be taking advantage of this grant. The youth grant is to provide services to justice involved youth. This is to organize and put together the structure of identifying the gaps, needs, and structures needed to put into place to service the youth.

Forward Focus – AB 2060: HSA Adult and Family Services are involved with the enrollment of training of adult programs for supervised population that are in prison and are getting close to existing, about \$400K applied for and is pending.

2017 Southern California Wildfires National Dislocated Worker Grant (NDWG): The Department of Labor released the grant that will help with repair and clean-up effort from the December 2017 Thomas Fire in Ventura County and surrounding counties., we received down payment \$1MM to provide 50 fulltime jobs for dislocated workers to work on repair and clean up from the Thomas Fire. Unfortunately, the short term of the grant, the demand to get everything wrapped up by December 31<sup>st</sup>. In our region we had difficulty in finding employer of records for work sites. We had identified a partner and at the last minute that partner pulled out. This caused us some delays in reporting back to the State. The State said because of our region we are going to have to withdraw the application because there's four other counties that are receiving the NDWG funds. The delay on

our part would affect the other WDBs from receiving their additional funds. Bad news WDB-VC will not be receiving the \$1MM or \$5MM, good news CET has received a large grant to apply services for repair and clean up from the Thomas Fire. CET working with a partner that will be serving several counties is called La Cooperativa Campesina de California, they received \$18MM and have a subgrant award to CET, Jaime Mata is our WDB member and will probably report on that.

He reported we served over 18 universal customers coming through our AJCC. Have well over 500 people enrolled into WIOA programs.

Jesus Torres asked in the interest of not losing grant funding, if he reached out to WDB members, Tony Skinner that can connect the dots and find partners to help with short time frame to respond. Creating partnership/relationships in advanced to prevent this from occurring in the future.

Melissa Livingston added as WDB staff considers to establish Resource Development Committee this will allow a broader look at funding and grants.

- EDD/WIOA Fiscal and Procurement Monitoring April 30 – May 4

Melissa Livingston announced to the Committee of an upcoming EDD WIOA Fiscal and Procurement Monitoring Review. The State monitor will be reviewing corrective action plans that were submitted in the last review findings ensuring accord and compliance. EDD may augment review because we did have a contract monitoring on our youth programs with some potential findings related to exit processing and supplemental payments. More information will be shared with the Programs Committee as this follow-up occurs.

Melissa Livingston reported that a response to the monitoring review will be drafted as needed. Finds from the PY 2017-2018 review will also be reviewed to ensure documented corrective action plans have been executed. The One Stop Operator finding will continue to be an “open finding” until a new procurement and RFP process occurs in the next two years.

A Committee member asked about the firewall process. Melissa Livingston commented that a firewall policy is being drafted that will be brought to the Executive Committee at a future meeting for review and approval.

- WDB Executive Director Position Update

Melissa Livingston reported the WDB Executive Director position is temporarily on hold, there are several meetings that will take place in the next weeks that she and HSA Chief Financial Officer Brian Gonzales will be attending, regarding the movement of the fiscal and administrative entity out of the Human Services Agency. The current position is classified under the HSA and this will need to be reclassified to a non-HSA classification, there has to be a final decision as to where the administration operations will be housed in the county. A planned nationwide recruitment will occur, and the WDB will be involved in the selection process in collaboration with the County. Currently there is discussion about moving the functions effective July 1, 2018 in the budget process, but this decision is still pending.

- Priorities for WDB Meetings

Chair Vic Anselmo announced an Ad Hoc Nominating Committee has been formed for the review and selection of the next PY 2018-19 WDB Chair and Vice Chair. WDB staff member Patrick Newburn is overseeing the process and should have it wrapped up for the April 26 Board Meeting.

WDB Outreach Committee Chair Brian Gabler announced they will not be holding the 2018 WDB Awards at the June Board Meeting, This year the awards will be done in the Fall 2018.

- On the calendar:
  - The next Workforce Development Board Meeting will be held on April 26, 2018, at the Ventura County of Education, 5100 Adolfo Road, Camarillo, from 8:00 a.m. to 10:00 a.m.
  - The Workforce Development Board Annual Meeting will be held on June 7, 2018, at the Ventura County of Education, 5100 Adolfo Road, Camarillo, from 8:00 a.m. to 10:00 a.m.

## **10.0 Committee Member Comments**

Committee member Alex Rivera announced Congressman Steve Knight visited Milgard Manufacturing, Inc. in Simi Valley, in March to speak with Milgard's leadership team. Representative Knight shared one of the major employer in his district, Northrop Grumman, along with so many other employers, are having difficulty filling vacancies. Northrop Grumman is partnering with the Career Technical Education program offered at Antelope Valley College and offering accelerated apprenticeships. Representative Knight is interested in seeing how the model might be replicated in Simi Valley and throughout Ventura County. Alex Rivera shared that he and Brian Gabler had a vision of having something like that to address employer staffing training needs here in the county. Smaller employers in Simi Valley and throughout the county, struggle to find qualified workers. Brian Gabler added that a lot of private employers are forming their own workforce training programs and suggested that WDB outreach target businesses to make sure the employers know that there are AJCC and WIOA services available.

## **11.0 Adjournment**

Motion to adjourn at 9:45 a.m.: Brian Gabler  
Second: Tony Skinner  
Motion carried

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



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

**MEETING UPDATE FOR MAY/JUNE**

**May 10, 2018**

- |                               |               |   |
|-------------------------------|---------------|---|
| • Business Services Committee | June - TBD    |   |
| • Clean/Green Committee       | May 18, 2018  | UFCW - Local 770 (Suite A)<br>816 Camarillo Springs Road, Camarillo     |
| • Healthcare Committee        | May 4, 2018   | UFCW - Local 770 (Suite A)<br>816 Camarillo Springs Road, Camarillo     |
| • Manufacturing Committee     | June 28, 2018 | UFCW Local 770 (Suite A)<br>816 Camarillo Springs Road, Camarillo       |
| • Membership Committee        | May 1, 2018   | Human Services Agency (Juniper Room)<br>855 Partridge Drive, Ventura    |
| • Outreach Committee          | May 16, 2018  | VCCF Nonprofit Center (Suite A-1)<br>4001 Mission Oaks Blvd., Camarillo |
| • Programs Committee          | May 2, 2018   | Human Services Agency (Redwood Room)<br>855 Partridge Drive, Ventura    |



## Workforce Development Board of Ventura County

WIOA Enrollments - Program Year 2017 – 2018

Third Quarter Report: July 1, 2017 to March 31, 2018

All Providers	WIOA Adult Enrollments	WIOA Dislocated Worker Enrollments	WIOA Youth Enrollments	CWDB Steps2Work Enrollments	DOL Bridges2Work Enrollments	Total Enrollments PY 17-18 (New) and PY 16-17 (Carry-in)
	104	166	257	26	44	597

### 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	64	81%	64 (Actual) + 40 (Carry-in) = 104	8042 (as of 3/31/18)
Dislocated Workers	112	82	73%	82 (Actual) + 84 (Carry-in) = 166	
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 2/28/18	In-Kind Contribution
Youth	92	89	97%	\$604,000	\$326,762 (54%)	Plan: \$613,206
Total Enrollments 89 ('17-'18 Actual) + 33 ('16-'17 Carry-in) = 122 (Total)				Plan - Cost Per Participant <sup>1</sup> \$5,162	Actual - Cost Per Participant <sup>2</sup> \$2,678	Actual: \$72,849 (12%)

### PathPoint, Inc.

Enrollments	Plan	Actual	Success Rate (Plan to Actual)	WIOA Youth Services Contract (PY 17-18)	Actual Accrued Expenses thru 2/28/18	In-Kind Contribution
Youth	80	81	101%	\$604,000	\$370,984 (61%)	Plan: \$103,252
Total Enrollments 81 ('17-'18 Actual) + 54 ('16-'17 Carry-in) = 135 (Total)				Plan Cost Per Participant <sup>1</sup> \$5,252	Actual - Cost Per Participant <sup>2</sup> \$2,748	Actual: \$76,618 (74%)

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

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

\* 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
		<b>WDB EVALUATION 04/12/17</b>	
		<b>X</b>	

### 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
<b>Plan to Actual</b>					
<b>Program Year (PY) Plan (July 1, 2017 through June 30, 2018)</b>	24	120 *	100	A = \$95,000 B = \$69,250	4 on 5 point scale
<b>Minimum Number For WDB Evaluation</b>	20	80	56	A = \$71,250.00 B = \$51,938.00	4 on 5 point scale
<b>Cumulative Actual</b>	71	100	42	A = 31,110.93 B = 48,323.00	0
<b>Plan to Actual and Average Score</b>	296%	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 Program Year 2017-2018 Q3**

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 BEDS for Required Rapid Response Activity	Industry	Classifications Affected (list 3 major)
Wine Closet Inc.	Camarillo	07/26/17	2	1	1						Food Service Accomodation	Technical, Customer Service, Accounting
Optimal Chiropractic	Camarillo	03/13/18	1	1	1						Health Care	Technical, Customer Service, Professional
Elite Robotics Corp	Camarillo	08/21/18	2	1	1						Manufacturer or Producer	Technical, Customer Service, Professional
Elementrix Consulting	Camarillo	01/31/18	1	1	1						Professional/Technical	Technical, Customer Service, Professional
Corbeau Ecological Research and Design	Camarillo	04/16/18	1	1	1						Professional/Technical	Technical, Customer Service, Professional
RE/MAX Integrity	Camarillo	04/20/18	2	1	1						Real Estate	Accounting, Customer Service, Management
Red Carpet Formal Wear	Camarillo	01/01/18	1	1	1						Retail Dealer	Marketing assistance, strategy planning
Mjc Auto Transport	Camarillo	04/02/18	1	1	1						Transportation/Warehousing	Startegy Planning, business exapnsion
The Gym Next Door	Carpinteria	01/02/18	1	1	1						Service Establishment	Access to capital
West Andes Imports	Carpinteria	08/28/17	1	1	1						Wholesale Dealer	International Trade, Import/Export
ABC Child Care	Fillmore	08/09/17	0	18	1						Educational/Child Care	Accounting, Customer Service, Management
Federal Defense Industries, Inc.	Moorpark	07/13/17	25	11	1		20 (B)				Manufacturing	Technical, Customer Service, Professional
Homesteady Solutions	Moorpark	03/21/18	15	5	1						Construction Concern	Startegy Planning, business exapnsion
Providian Healthcare, LLC	Moorpark	02/25/18	1	1	1						Health Care	Technical, Customer Service, Professional
Warren Schultz	Moorpark	02/09/18	1	1	1						Professional/Technical	Technical, Customer Service, Professional
Classic Letterpress	Ojai	01/17/18	1	1	1						Arts and Entertainment	Access to Capital, Financial management
The Deer Lodge	Ojai	12/22/18	40	40	1						Food service/ Accomodation	Technical, Customer Service, Accounting
Ojai Valley Brewery	Ojai	12/22/18	2	2	1						Food service/ Accomodation	Technical, Customer Service, Accounting
Azu Restaurant	Ojai	01/04/18	28	28	1						Food service/ Accomodation	Technical, Customer Service, Accounting
Terramor	Ojai	01/03/18	3	3	1						Retail	Technical, Customer Service, Professional
SOULTONIC	Ojai	12/19/17	2	2	1						Retail	Technical, Customer Service, Professional
Ojai Cottage	Ojai	02/13/18	2	1	1						Accommodation/Food Svc.	Startegy Planning, business exapnsion
Haleivo Inc	Ojai	12/28/18	9	9	1						Health Care	Technical, Customer Service, Professional
Ojai Harvest	Ojai	01/26/18	11	11	1						Food service/ Accomodation	Technical, Customer Service, Accounting
The Ojai Retreat	Ojai	12/15/17	15	15	1						Food service/ Accomodation	Technical, Customer Service, Accounting
Bill Morris Contarcting	Ojai	01/23/18	7	7	1						Construction concern	Technical, Customer Service, Professional



**Economic Development Collaborative-Ventura County Rapid Response Business Retention/Layoff Aversion Program Year 2017-2018 Q3**

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)
Lanny Kaufer	Ojai	12/28/17	1	1	1						Educational	Technical, Customer Service, Professional
Two Fish Digital	Ojai	01/03/18	2	2	1						Arts and Entertainment	Technical, Customer Service, Professional
Cloud Climbers Jeep Tours	Ojai	01/04/18	2	2	1						Arts and Entertainment	Technical, Customer Service, Professional
Treasures of Ojai	Ojai	01/25/18	1	1	1						Retail	Technical, Customer Service, Professional
Sea Fresh Seafood Inc.	Ojai	01/05/18	50	50	1						Food service/ Accomodation	Technical, Customer Service, Professional
Ojai Baby	Ojai	01/05/18	1	1	1						Retail	Technical, Customer Service, Professional
Classic Letterpress	Ojai	01/19/18	1	1	1						Arts and Entertainment	Technical, Customer Service, Professional
Bliss Frozen Yogurt	Ojai	01/18/18	2	2	1						Food service/Accomodation	Technical, Customer Service, Accounting
Agro Industries	Ojai	01/26/18	10	10	1						Manufacturer	Technical, Customer Service, Professional
Bonnie Landau, Special Mom Advocate	Ojai	01/05/18	1	1	1						Educational	Technical, Customer Service, Professional
Sirena Pellarolo Phd. Holistic Coaching	Ojai	01/31/18	1	1	1						Health Care	Technical, Customer Service, Professional
OxE. Vasquez Distributors	Oxnard	07/13/17	40	2	1						Manufacturer	Accounting, Customer Service, Management
County Water Damage Group	Oxnard	01/11/18	1	1	1						Construction concern	Technical, Customer Service, Professional
Lunoor Construction In.c	Oxnard	03/27/18	2	2	1						Construction Concern	Startegy Planning, business exapnsion
Write What You See Tutoring	Oxnard	02/20/18	1	1	1						Educational	Technical, Customer Service, Professional
Hypno Comics	Oxnard	02/13/18	1	1	1						Retail Dealer	Startegy Planning, business exapnsion
Karen Ice Cream Truck	Oxnard	01/22/18	1	1	1						Food service/ Accomodation	Technical, Customer Service, Accounting
Elite Integration and Electrical	Oxnard	02/14/18	6	1	1						Utilities	Startegy Planning, business exapnsion
s4_Trainer	Oxnard	12/28/17	1	1	1						Manufacturer or Producer	Technical, Customer Service, Professional
AeroVironment	Simi Valley	09/01/15	594	22	1	100	22 (B)	5	67(B)		Manufacturing	Technical, Customer Service, Professional
A Little Bit of Pleasure	Simi Valley	01/25/18	1	1	1						Educational	Technical, Customer Service, Professional
Mi Refugio	Somis	01/24/18	1	1	1						Agriculture	Access to Capital
Trupart	Ventura	07/25/17	10	1	1						Manufacturer	Technical, Customer Service, Accounting
5 Day Tire Store	Ventura	01/29/18	4	4	1						Service establishment	Accounting, Customer Service, Management
A Smart Garden LLC	Ventura	01/11/18	2	2	1						Retail	Technical, Customer Service, Professional
Luna Olivo	Ventura	01/08/18	1	1	1						manufacture	Technical, Customer Service, Professional

**Economic Development Collaborative-Ventura County Rapid Response Business Retention/Layoff Aversion Program Year 2017-2018 Q3**

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)
Paradise Pantry	Ventura	12/14/17	27	27	1						Food Service Accomidation	Technical, Customer Service, Accounting
Grapes and Hops	Ventura	01/02/18	8	8	1						Food Service Accomidation	Technical, Customer Service, Accounting
Vita Art Center	Ventura	01/03/18	1	1	1						Arts and Entertainment	Technical, Customer Service, Professional
Cart Wheel A Go Go	Ventura	01/05/18	1	1	1						Arts and Entertainment	Technical, Customer Service, Professional
Ventura Community Counseling	Ventura	01/09/18	5	5	1						Health Care	Technical, Customer Service, Professional
Roy Culver	Ventura	12/28/17	1	1	1						Arts and Entertainment	Technical, Customer Service, Professional
Magnificent Movers	Ventura	01/03/18	14	14	1						Service establishment	Accounting, Customer Service, Management
Gerald Bosch	Ventura	12/20/17	1	1	1						Real Estate	Technical, Customer Service, Professional
VC Hordeculture	Ventura	01/19/18	1	1	1						Agriculture	Technical, Customer Service, Professional
Yoga Jones	Ventura	01/23/18	26	26	1						Service establishment	Accounting, Customer Service, Management
Vasari Plater and Stucco	Ventura	01/29/18	3	3	1						Construction concern	Technical, Customer Service, Professional
A SMART GARDEN LLC	Ventura	12/13/18	2	2	1						Retail Dealer	Access to Capital
Mikes Consignment Marine Supply	Ventura	08/06/17	1	1	1						Retail	Customer Service, Management, Accounting
Wildscape Restoration	Ventura	10/22/17	12	12	1						Professional Tehnical	Labor, Customer Service, Accounting
Cajun Country Cafe	Ventura	02/09/18	6	2	1						Accommodation/Food Svc.	Access to Capital, Business expansion
Adventures In Consciousness	Ventura	02/27/18	4	2	1						Educational	Business legal structure
Massage Therapy with Keili Marble	Ventura	02/20/18	1	1	1						Health Care	Business legal structure
Fit Buddha Evolutionary Fitness	Ventura	01/17/18	27	2	1						Health Care	Aceess to Capital
Infinity Electric	Ventura	02/05/18	15	3	1						Utilities	Lean Process Improvement
<b>Totals</b>			<b>1069</b>	<b>392</b>	<b>71</b>	<b>100</b>	<b>42</b>	<b>5</b>	<b>67</b>			



## **THOMAS FIRE DISASTER RESPONSE AND BUSINESS RECOVERY SUMMARY**

**OBJECTIVE-** The purpose of this report is to highlight the economic injury of businesses affected by the Thomas Fire and subsequent Montecito mudflow and summarize previous and ongoing outreach and recovery efforts made by the SBDC. We are the Small Business Development Center for Santa Barbara and Ventura County as designated by the SBA. Our mission is to outreach for the specific purpose of engaging small businesses with free one on one technical assistance and provide lending of public and private capital for economic growth.

**INTRODUCTION** - As our community continues to recover from the effects and aftermath of the Thomas Fire, we want to take a moment and thank all of the individuals and organizations that have been helping with response and recovery. This summary of our response and results has been made possible because of the collaborative effort of many organizations and individuals that have stepped up during this time to offer guidance and support to our business community at large. We have met with Chamber directors, state officials, business owners, local government officials and community leaders who all share a similar goal and continue to collaborate in order to bring the best resources and guidance to businesses that have suffered economic injury. The collaboration and willingness by all is something worth noting as it demonstrates the generosity of spirit that our community embodies.

In immediate response to the Thomas Fire and subsequent mudflow the SBDC, with the help of additional funding through Go-Biz and the greater SBDC Los Angeles Network, actively deployed business support services and focused outreach to local disaster recovery centers, business support organizations and community disaster recovery meetings beginning December 15, 2017. Since that time our outreach has spread to include all local recovery centers and territory from Santa Paula to Solvang. As we began our outreach to impacted communities, it became immediately clear that each community experienced a different level of economic injury but that all were looking for clarity on what resources were available to them and how could they could be accessed.

## **HIGHLIGHTED REGIONAL ECONOMIC IMPACT**

While the economic impact of the disaster is still being assessed, early indications are that regional impact across multiple business sectors in Ventura and Santa Barbara County has been moderate to severe. Specifically in the west county communities of Ventura, Ojai, Santa Paula and Fillmore, the fire may have impacted some 17,000 jobs in the retail, hospitality and food service sectors. Extrapolating from regional economic data for Ventura County, the loss in retail and other services sales in the fire impacted areas could be as much as \$175 million. The Ventura County Agricultural Commissioner's Office, suggests the Agriculture/Farm economy was hit by a \$171 million loss, and that does not wholly recognize lost hours and wages to labor and impacts to

infrastructure and sales. In Ojai, the leisure and hospitality sector was all but closed for 5 weeks, impacting some 1,300 jobs and 30 percent of the Valley's economy. An informal but conservative calculation of Ojai Valley lost hotel room rental income is more than \$3.5 million. Looking at just two of the major hotels, the Ojai Valley Inn closed for about 5 weeks for cleaning up smoke damage. The Oaks of Ojai still hasn't opened as of late February. The lost TOT revenue to the City may be some \$400,000.

Business owners who have suffered economic injury have approached many sources of private and public lending as they have sought recovery. Recent reports from the SBA indicate that they have approved 42 business loans in Ventura and Santa Barbara County totaling more than 3.2 million.

An Economic Impact Survey has been created by Visit Santa Barbara, Women's Economic Ventures, The Chamber of the Santa Barbara Region and the Economic Forecast Project at UCSB. While the survey includes language specific to Santa Barbara County, it is intended to collect data across Ventura and Santa Barbara County. We look forward to sharing the results and impact with our partners when the survey has been completed. [Economic Impact Survey](#)

As we work closely with our business partners and service organizations to determine regional economic impact, listed below are some of the direct economic impacts observed by county. Note: Names of businesses and individuals have been removed for privacy.

## **SANTA BARBARA COUNTY**

### **SANTA BARBARA**

- The Downtown Santa Barbara Organization reported a 35% decrease in sales for downtown retailers in December
- Hotel located near downtown reported sales down by 40% in December and closure for 2 weeks
- Transportation company reported revenue loss of approximately \$100,000
- Pilates studio reported revenue loss of 40K

### **MONTECITO**

- The Coast Village Association reported an estimated \$15 million combined loss of revenue for December and January and 28 days of business closure due to fire and mudflow
- Home Décor Boutique reported business closure for 3 weeks. Reported revenue loss of \$70,000

### **SOLVANG**

*Due to the 101 closure, the city of Solvang saw a sharp decline in tourism. Solvang reports approximately 18 buses visit the city center per day. During the 2 week closure, the city saw 0 buses.*

- Wineries collectively reported 30 total employee layoffs
- Jewelry store reported sales down by 50% in December and January
- Most businesses surveyed reported a 5-30K loss of revenue

## VENTURA COUNTY

### **VENTURA**

- Massage Therapist reported revenue loss of over 6K
- Antique store reported revenue loss of over 40K
- Pilates studio reported revenue loss of 25K
- Downtown restaurant reported revenue loss of over 40K
- Car dealership reported sales loss of approximately 40% in December

### **OJAI**

- Rancher reported loss of 6 acres of avocado and citrus. Lost 635 trees representing a replacement cost of \$19,000. Additional loss in water supply system of approximately \$60,000.
- Restaurant reported revenue loss was greater than \$21,000
- Restaurant reported revenue loss of approximately \$100,000. Requested \$200,000 in loan support
- Downtown Hotel reported closure due to smoke damage after Thomas Fire. Estimated open date March 2018. Reported layoff of 150 employees.

## **SUMMARY OF SBDC OUTREACH AND RESPONSE**

Since the fire and subsequent mud flow we have been actively working to bring direct response and assistance to the business community at large. At this time our goal is to assist in the short and long term recovery effort and help businesses reengage with a world that looks different than it did before Dec 4th. We have met with business owners who have lost 15K in revenue to over 100K but in the midst of the tremendous need and response for assistance we have seen a resilient business community that still practices generosity by serving food to first responders or sharing resources with their neighbor. We are hopeful for a strong recovery and are honored to participate in the process.

**FINANCIAL SUPPORT** - In direct response to financial need and in addition to our traditional loan offerings, the EDC-VC created a Disaster Recovery Micro Loan for businesses up to \$15,000 @ 4% interest for those businesses that had lost revenue or inventory as a result of disaster. Post disaster, the SBDC has received over 1.9 million in capital requests to assist in business recovery. This number includes requests from EDC-VC and SBA loan programs.

### **COMMUNITY OUTREACH**

As the recovery process goes on, the assistance numbers continue to grow. As of today:

- We have worked closely with the SBA and resources partners to co-sponsor local business recovery and resource events to ensure that business owners are aware of what is available to them at this time.
- We created and distributed a *Disaster Recovery Guide* through our business partners including local chambers, downtown organizations and non traditional business organizations to over 4,400 business and 7,760 individuals and businesses through our SBDC network.
- As a center, we have logged over 400 hours of direct engagement with businesses including technical advising and direct door to door outreach in Montecito, Santa Barbara, Carpinteria, Summerland, Solvang, Ventura and Ojai and have maintained a presence at all FEMA Local Disaster Centers.
- Post disaster, we have actively engaged 98 businesses from Santa Barbara and Ventura County (52 and 46 businesses engaged respectively) and are now in the process of working closely with them to create short and long term recovery strategies.

## CONCLUSION

As partners in recovery we want to thank you again for the work you have been doing to support impacted businesses at this time. If you would like the SBDC to know more about your efforts in economic recovery post disaster, please reach out so that we may work together on behalf of the greater community.



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805.409.9159

FIGURE 3

# BUSINESS ENGAGEMENT ECOSYSTEM: IDEAL STATE



**EDC-VC**  
**Scope of Work**  
**Regional Plan Implementation**  
**An Augmentation to Business Retention & Layoff Aversion Services**

**Enhancing Industry/Employer/Partner Engagement**

The 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 activities leverage existing local investment in Small Business Development Center services, Layoff Aversion and Business Retention.

**Outcomes:**

- Establishment by the end of this round of RPI grant funding 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](http://www.venturacountygrowsbusiness.com) as a tool to promote business testimonials and success stories and the region's business and workforce assets, city by city throughout the region.



**WDB Executive Committee  
Finance Report Summary Highlights  
May 10, 2018**

1. FY 2017-18 Financial Status Report – 7/1/17-3/31/18
  - a. Report Period 7/1/17-3/31/18
  - b. 75% 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 most 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 ended 3/31/18. Final adjustments made to maximize allowable allocated costs to this grant.
      5. Regional Organizer (WDB) – 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.
      6. Workforce Accelerator 6.0 – Program services for STEPS-Youth program associated with this grant continue to be ramped up.
      7. Regional Plan Implementation (WDB) – Amendments to contracts with The Agency and EDC-VC have been approved. Grant-related spending on The Agency contract to commence in May 2018.
    - e. Paid & Accrued – provides the breakout of actual paid and accrued expenditures
    - f. Training Report
      - i. 16-18 Grants (due 10/1/18)
        1. 101% 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 (80% as of 3/31/18)
  2. FY 17-18 Plan (Approved 2/8/18) – Year To Date Expenditures

**Commented [VC1]:** Information comes from 3rd quarter WAF narrative submitted to EDD by Jeff/Nancy

**WDB Executive Committee  
Finance Report Summary Highlights  
May 10, 2018**

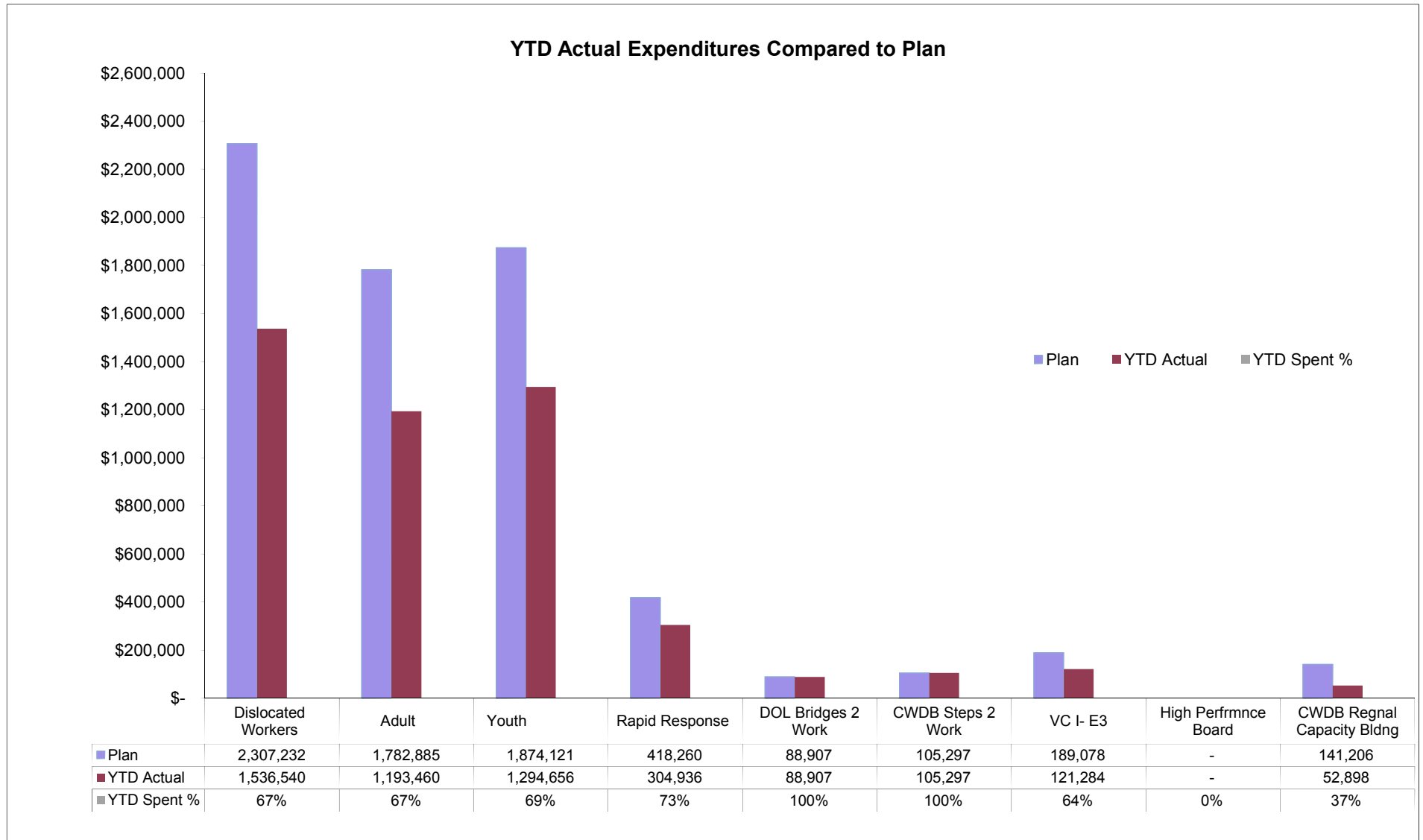
- a. Row 24 – As previously discussed, EDC-VC has had its contract amended to include services for the Regional Plan Implementation grant. Spending on this contract is anticipated to commence prior to June 2018.
- b. Rows 25-26 – Contracts at lower than anticipated spend rates. Staff will monitor and work with contractors as needed.
- c. Row 28 – Bridges 2 Work and Steps 2 Work Grants have ended; no further charges will be incurred
- d. Row 31 – Low Training Expenditures have been addressed in part with a shift of \$100,000 from Dislocated Worker to Adult where there is higher demand
- e. Row 32 – Prior year ITA/OJT – spent at the beginning of the year
- f. Row 33 – Low Expenditure rate will be taken into consideration for in developing the budget for FY 2018-2019
- g. Row 37 – Unspent funds under these grants will roll forward into next FY
- h. Row 38 – Spending will be held to budgeted amount
- i. Row 39 – The Agency has amended its contract to include services for the Regional Plan Implementation. As previously stated, spending on this contract will commence May 2018
- j. Rows 49-69 – Variances among these various expenditure categories is common, especially in categories with relatively small expenditure levels
- k. Row 66 – Does not Include “grant specific” travel that has been moved to rows 40 & 42



**FINANCIAL STATUS REPORT for FISCAL YEAR 2017-2018**  
**Year to Date Expenditures from 07/01/17 to 03/31/18 (75% into the Fiscal Year)**  
*Submitted on: May 10, 2018*

## FINANCIAL STATUS REPORT for FISCAL YEAR 2017-2018

**Year to Date Expenditures from 07/01/17 to 03/31/18 (75% into the Fiscal Year)**



# FINANCIAL STATUS REPORT for FISCAL YEAR 2017-2018

Year to Date Expenditures from 07/01/17 to 03/31/18 (75% 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
<b>Core Grants:</b>													
Dislocated Worker	1,298,338	971,172	75%	731,696	345,845	47%	277,197	219,523	79%	2,307,232	1,536,540	67%	770,691
Adult	1,083,178	700,588	65%	484,828	326,834	67%	214,880	166,038	77%	1,782,885	1,193,460	67%	589,426
Youth	377,731	284,925	75%	1,261,000	833,674	66%	235,390	176,056	75%	1,874,121	1,294,656	69%	579,465
Rapid Response	253,850	193,639	76%	114,000	73,831	65%	50,410	37,466	74%	418,260	304,936	73%	113,324
<b>Others:</b>													
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	110,258	65%	-	-	0%	19,078	11,026	58%	189,078	121,284	64%	67,794
High Perfrmnce Board	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-
Regional Capacity Building (AFS)	80,308	45,491	57%	43,000	-	0%	17,898	7,407	41%	141,206	52,898	37%	88,307
Regional Organizer (WDB)	42,500	39,126	92%	8,000	8,166	102%	6,921	8,403	121%	57,421	55,695	97%	1,726
Wrkforce Accel 6.0	30,115	4,574	15%	40,000	-	0%	9,609	745	8%	79,724	5,319	7%	74,405
Regional Plan Implem. (WDB)	34,000	23,482	69%	119,000	4,000	3%	20,967	3,823	18%	173,967	31,306	18%	142,662
<b>Total WIOA Grants</b>	<b>\$ 3,460,000</b>	<b>\$ 2,463,234</b>	<b>71%</b>	<b>\$ 2,888,145</b>	<b>\$ 1,678,971</b>	<b>58%</b>	<b>\$ 869,953</b>	<b>\$ 648,092</b>	<b>74%</b>	<b>\$ 7,218,098</b>	<b>\$ 4,790,297</b>	<b>66%</b>	<b>\$ 2,427,801</b>

FINANCIAL STATUS REPORT for FISCAL YEAR 2017-2018												
Year to Date Expenditures from 07/01/17 to 03/31/18 (75% into the Fiscal Year)												
	Salaries and Benefits			Direct Program/Client Expenses			Other Operating Expenses			Total		
	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total
<b>CORE GRANTS:</b>												
Dislocated Worker	946,808	24,364	971,172	330,838	15,007	345,845	165,717	53,806	219,523	1,443,363	93,178	1,536,540
Adult	682,626	17,962	700,588	296,359	30,475	326,834	123,914	42,123	166,038	1,102,899	90,560	1,193,460
Youth	277,646	7,279	284,925	748,391	85,283	833,674	131,360	44,697	176,056	1,157,397	137,259	1,294,656
Rapid Response	188,181	5,458	193,639	58,326	15,505	73,831	25,789	11,678	37,466	272,295	32,641	304,936
<b>OTHERS:</b>												
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	107,569	2,689	110,258	-	-	-	6,624	4,402	11,026	114,193	7,091	121,284
High Performnce Board	-	-	-	-	-	-	-	-	-	-	-	-
Regional Capacity Building (AFS)	44,329	1,162	45,491	-	-	-	5,505	1,903	7,407	49,834	3,065	52,898
Regional Organizer (WDB)	38,126	1,000	39,126	12,166	-	12,166	6,245	2,158	8,403	56,537	3,158	59,695
Wrkforce Accel 6.0	4,457	117	4,574	-	-	-	553	191	745	5,011	308	5,319
Regional Plan Implem. (WDB)	22,882	600	23,482	-	-	-	2,841	982	3,823	25,724	1,582	27,306
<b>Total WIOA Grants</b>	<b>\$ 2,402,604</b>	<b>\$ 60,631</b>	<b>\$ 2,463,234</b>	<b>\$ 1,532,701</b>	<b>\$ 146,270</b>	<b>\$ 1,678,971</b>	<b>\$ 486,150</b>	<b>\$ 161,940</b>	<b>\$ 648,091</b>	<b>\$ 4,421,455</b>	<b>\$ 368,841</b>	<b>\$ 4,790,296</b>

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

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

*Year to Date Expenditures from 07/01/17 to 3/31/18 (75% 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	815,168	550,550
	Leveraged Resources					
	- Total Leveraged Resources	400,025	425,933	348,361	460,403	332,166
	- 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	332,166
8)	Total Amount Spent On Training (should equal/exceed Line 5)	1,453,549	1,538,112	1,289,705	1,216,615	882,716
	% of Training Requirement Met (final goal is 100%)	134%	150%	104%	101%	80%

9)	<b>Leveraged Resources Detail (notes)</b>					
	(a) Pell Grant	233,994	135,654	150,761	105,201	115,170
	(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	216,996
	<b>Total</b>	<b>400,025</b>	<b>425,933</b>	<b>348,361</b>	<b>460,403</b>	<b>332,166</b>
	<b>Legends/Coding for Source/Type of Leveraged Resources:</b>					
	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 02/8/18)**

														Expenditures from 07/01/17 to 03/31/18 (75% into the Fiscal Year)		
		Dislocated Worker	Adult	Youth	Rapid Response	DOL Bridges 2 Work	CWDB Steps 2 Work	VC I- E3	High Perfrmnce Board	Regional Capacity Building (AFS)	Regional Organizer (WDB)	Wrkforce Accel 6.0	Regional Plan Implem. (WDB)	FY 17-18 Plan		
Revenue Projection:																
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		
FY17-18 Mgmt. Reserve:(3% DW, Adult, Youth)		(67,278)	(46,059)	(55,075)	-	-	-	-						(168,412)		
Grant balance to be spent in the future										(54,838)	(107,000)	(28,000)	(170,000)	(176,000)	(535,838)	
Grant balance rollover																
Spent in prior years		-	-	-	-	(338,964)	(244,349)	(128,457)	-	(40,000)	-	-	-	(751,770)		
Balance rolled over from prior year grants:																
FY16-17 Mgt Reserve		113,486	87,149	113,382	-	-	-	-	-	-	-	-	-	314,017		
Additional rollover - Salaries Savings/		43,973	159	-	31,743	-	-	-	-	-	-	-	-	75,875		
Overhead Saving/(Overage)		1,198	-	-	-	-	-	-	-	-	-	-	-	1,198		
FY 15-16 Unspent Direct expense		140,736	57,361	-	16,135	-	-	-	-	-	-	-	-	214,232		
ITA/OUT Committed FY16-17 Spent in FY17-18		39,196	32,328	-	-	-	-	-	-	-	-	-	-	71,524		
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		
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%		
AFS FTEs Assigned to the programs		11.02	9.00	1.90	2.08	0.50	0.40	-	-	0.80	-	0.30	-	26.00		
% 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%		
% 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:																
AFSWIOA (23 regular + 0.7 fixed term + 3 vac	2,610,000	1,106,238	903,828	190,731	208,800	66,355	23,625	-	-	80,308	-	30,115	-	2,610,000	1,849,214 71%	
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	614,020 72%	
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	2,463,234 71%	
Direct Expenses:																
Grant Specific Contracts																
EDC-VC Business Services		-	-	-	95,000	-	-	-	-	-	-	-	50,000	145,000	60,705 42%	
Boys and Girls Club: Core Program		-	-	604,000	-	-	-	-	-	-	-	-	-	604,000	365,853 61%	
Pathpoint: Core Program		-	-	604,000	-	-	-	-	-	-	-	-	-	604,000	418,760 69%	
AFS-CalWORKs Activities		-	-	-	-	12,824	27,145	-	-	-	-	-	-	39,969	39,969 100%	
Subtotal - Contracted Program Expense		-	-	1,208,000	95,000	12,824	27,145	-	-	-	-	-	50,000	1,392,969	885,287 64%	
Client Expenses:																
ITA / OJT (30% required - 10% leverage)		590,000	375,000	-	-	-	-	-	-	-	-	-	-	965,000	479,422 50%	
ITA / OJT Committed 16-17 Spent in 17-18		39,196	32,328	-	-	-	-	-	-	-	-	-	-	71,524	71,524 100%	
Others/Childcare/Trans - JTA		31,000	24,000	-	-	2,183	3,219	-	-	-	-	-	-	60,402	25,251 42%	
Subtotal - Client Expense		660,196	431,328	-	-	2,183	3,219	-	-	-	-	-	-	1,096,926	576,197 53%	
Other Allocated/Contracted Expenses																
Capacity/Building/WKFAcc Contractual Services		-	-	-	-	-	-	-	-	35,000	-	40,000	-	75,000	- 0%	
S2W CCD Training		-	-	-	-	-	41,250	-	-	-	-	-	-	41,250	41,250 100%	
Outrch/Mktg: theAgency	215,000	52,500	40,500	45,000	12,000	-	-	-	-	-	-	-	65,000	215,000	148,071 69%	
Outreach/Meeting/Conf -WDB	36,000	10,000	6,000	6,000	2,000	-	-	-	-	-	8,000	-	4,000	36,000	28,166 78%	
WDB Expense - Non Staff	8,000	4,000	2,000	2,000	-	-	-	-	-	-	-	-	-	8,000	- 0%	
Outreach/Meeting/Conf-AFS	23,000	5,000	5,000	-	5,000	-	-	-	-	8,000	-	-	-	23,000	- 0%	
State Project(s): Update Pending	-	-	-	-	-	-	-	-	-	-	-	-	-	-	- 0%	
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	217,487 55%	
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	1,678,971 58%	
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	4,142,205 65%	
Overhead/Administration:																
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	57,921 77%	
Insurance	14,043	4,491	3,469	3,732	814	122	162	376	-	273	112	155	338	14,043	10,574 75%	
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	70,021 74%	
Membership and dues	12,350	3,949	3,050	3,282	716	107	143	331	-	240	98	136	298	12,350	9,376 76%	
Education allowance (consolidated v	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
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	72,671 74%	
Books and Publication	2,000	640	494	531	116	17	23	54	-	39	16	22	48	2,000	1,501 75%	
Office Equip./Supp. & Furniture/Fixtures	20,000	6,396	4,940	5,315	1,159	173	231	536	-	388	159	221	482	20,000	14,616 73%	
Mail Center - ISF	6,000	1,919	1,482	1,594	348	52	69	161	-	117	48	66	145	6,000	5,329 89%	
Purchase Charges - ISF	3,800	1,215	939	1,010	220	33	44	102	-	74	30	42	92	3,800	2,684 71%	
Copy Machine - ISF	9,000	2,878	2,223	2,392	522	78	104	241	-	175	72	99	217	9,000	6,794 75%	
Information Tech - ISF	10,000	3,198	2,470	2,657	579	87	116	268	-	194	80	110	241	10,000	7,556 76%	
Computer Services Non ISF	2,000	640	494	531	116	17	23	54	-	39	16	22	48	2,000	1,506 75%	
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	71,669 75%	
Storage Charges - ISF	5,000	1,599	1,235	1,329	290	43	58	134	-	97	40	55	121	5,000	5,575 112%	
Mileage Reimb. - Staffs only	26,000	8,314	6,422	6,909	1,507	225	301	696	-	505	207	287	627	26,000	19,915 77%	
Conference/Seminars - AFS Staffs	11,000	2,518	2,717	2,923	637	95	127	295	-	1,214	88	121	265	11,000	10,395 94%	
Conference and Seminars-WDB Staffs	20,000	6,396	4,940	5,315	1,159	173	231	536	-	388	159	221	482	20,000	14,882 74%	
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	253,783 73%	
Attorney Fees	10,000	3,198	2,470	2,657	579	87	116	268	-	194	80	110	241	10,000	7,582 76%	
Other misc. Admin Services	5,000	1,599	1,235	1,329	290	43	58	134	-	97	40	55	121	5,000	3,741 75%	
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	648,091 74%	
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	4,790,296 66%	
Admin Rate for State Reporting		7%	7%	7%	7%	5%	5%	5%	0%	7%	7%	7%	7%	7%		
Admin Rate (State Reported + Other)		12%	12%	13%	12%	5%	6%	10%	0%	13%	12%	12%	12%	12%		
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](http://workforceventuracounty.org)

**TO: EXECUTIVE COMMITTEE**

**FROM: MELISSA LIVINGSTON  
HSA CHIEF DEPUTY DIRECTOR**

**DATE: MAY 10, 2018**

**SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE RECOMMEND  
WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVAL  
OF A WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) TENTATIVE  
BALANCED BUDGET PLAN FOR PROGRAM YEAR 2018-2019**

### **RECOMMENDATION**

Recommend that the Executive Committee recommend Workforce Development Board of Ventura County (WDB) Approval of a Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan for Program Year 2018-2019.

### **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 reviews and approves a tentative 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, reflecting current program needs and recommending new programs/services with available uncommitted funds.

As of today's date, WIOA Adult, Dislocated Worker, Youth and Rapid Response local area allocations are pending. On April 26, 2018 the Employment Development Department (EDD) of California issued and Information Notification WSIN-32 providing WIOA Title I formula "estimated allocations" for the Adults, Dislocated Worker, and Youth funding streams for PY 2018/2019. The allocation estimates are provided for planning purposes and will change based upon the final enacted PY 18 full year appropriation expected later this calendar year. The planning estimates are intended to provide Local Areas with a general idea of how their respective funding allocations will change in PY18 assuming there are no major changes enacted by Congress. Given the lag time in the final budget allocations, it is best practice to begin the new plan year with a tentative balanced budget to ensure fiscal accountability and fiscal management. This action recommends your WDB approval of a tentative balanced budget plan to commence expenditures, noting that budget updates will occur on the basis of new allocation and funding updates.

### **DISCUSSION**

On April 12, 2018, this committee reviewed a working draft of a preliminary WIOA Budget Plan for PY 2018-2019, and discussed the following assumptions and considerations:

- Program Year (PY) 2018-2019 WIOA Dislocated Worker, Adult, Youth, and Rapid Response allocations are pending publication by the State.
- Management Reserve funds were approved by the committee in PY17/18 at a 3% level- assumption for PY2018/2019 will continue, unless the committee advises differently.
- Estimated projections are on the basis of PY 2017-2018 carry-in Adult, Dislocated Worker, and Youth funds.
- Prospective youth services contracts may be at original procurement levels, at the discretion and direction of the WDB.
- The current tentative budget reflects a shortfall of \$205,780 if all assumptions remain constant.

Considerations for discussion and approval of the plan:

- The WDB must approve a tentative balanced budget plan to authorize expenditures against WIOA funds.
- At the April 12, 2018 meeting- the committee directed the fiscal agent to return with a set of scenarios that the Board could review and discuss to balance the budget. The key areas of focus were upon Contracted Services and WIOA and WDB Staffing.
- As noted on April 26, 2018 Information Notice WSIN-32 from EDD reflected estimated planning allocations for Ventura County for PY 2018-2019 to reflect a reduction in Dislocated Worker funding of( \$34,239), Adult (\$210,463), and Youth (\$244,861) compared to the PY 17/18- for a total estimated planning reduction of (\$489,563).
- Projected year-end rollover amounts have been updated. Final actual year-end close 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 (typically around 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.
- Three Options of a Draft FY 2018-19 Budget Plan are provided for consideration. All options include similar proposes cost-saving actions with the following differences
  - Option 1 – 3% management reserve, \$150,000 salary savings
  - Option 2 – 2% management reserve, \$150,000 salary savings
  - Option 3 – 2% management reserve, \$190,000 salary savings

Today's action from the Executive Committee, recommends that the Workforce Development Board (WDB) of Ventura County approve the 2018-2019 Tentative Budget Plan with the expectation that, after the 2017-2018 year-end close, PY 2018-2019 WIOA Dislocated Worker, Adult, Youth and Rapid Response allocation publication, the 2018-2019 Budget Plan will be reconsidered, appropriately adjusted, and resubmitted for Workforce Development Board approval.

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

FY 2018-19 WIOA BUDGET PLAN (DRAFT FOR EXECUTIVE COMMITTEE MEETING 05/10/18)															
Option 1 - 3% Management Reserve															
		Dislocated Worker	Adult	Youth	Rapid Response	High Perform Board (WDB)	Regional Capacity Building (AFS)	Regional Organizer (WDB)	Wrkforce Accel 6.0 (AFS)	Regional Plan Implem. (WDB)	Steps to Work AB2060	FY 18-19 Plan Total	FY 17-18 Plan Approved 2/8/18	\$ Change from FY 17-18 to FY 18-19	
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	???				
FY18-19 Grants (Estimated for core grants)		-3.0%	2,001,694	1,441,508	1,570,980	370,661	54,838	205,000	85,714	250,000	350,000	400,000	6,730,395	8,120,805	(1,390,410)
FY18-19 Mgmt. Reserve:(3% DW, Adult, Youth)			(60,051)	(43,245)	(47,129)	-	-	-	-	-	-	-	(150,425)	(168,412)	17,987
Grant Balance to be Spent in the Future			-	-	-	-	-	-	-	-	-	(190,000)	(190,000)	(535,838)	345,838
Spent in prior years			-	-	-	-	(30,000)	(85,714)	(8,000)	(115,000)	-	-	(238,714)	(751,770)	513,056
Balance rolled over from prior year grants:															
FY17-18 Mgt Reserve			64,278	49,059	55,075	-	-	-	-	-	-	-	168,412	314,017	(145,605)
Additional rollover - Salaries Savings/			44,354	92,626	4,433	-	-	-	-	-	-	-	141,413	75,875	65,538
Overhead Saving/(Overage)			-	-	-	-	-	-	-	-	-	-	-	1,198	(1,198)
FY 17-18 Unspent Direct expense			53,000	147,000	-	-	-	-	-	-	-	-	200,000	214,232	(14,232)
ITA/OJT Committed FY17-18 Spent in FY18-19			40,000	120,000	-	-	-	-	-	-	-	-	160,000	71,524	88,476
Total Available Grants to be Spent			2,143,275	1,806,948	1,583,359	370,661	54,838	175,000	-	242,000	235,000	210,000	6,821,081	7,341,631	(520,550)
Grants %			31.4%	26.5%	23.2%	5.4%	0.8%	2.6%	0.0%	3.5%	3.4%	3.1%	100.0%		
AFS FTEs Assigned to the programs			10.60	8.70	1.00	1.85	-	1.45	-	1.60	-	1.50	26.70	26.00	0.70
% Direct FTES Allocated to Grants			39.7%	32.6%	3.7%	6.9%	0.0%	5.4%	0.0%	6.0%	0.0%	5.6%	100.0%		
% Admin Staff Allocated to Grants			28.0%	25.0%	26.00%	6.00%	5.0%	0.0%	0.0%	0.0%	10.0%	0.0%	100.0%		
Expenditure Projection:															
Salaries and Benefits:															
AFSWIOA (24 regular filled + 0.7 fixed term + 2 vacancies)		2,732,683	1,084,885	890,425	102,348	189,343	-	148,404	-	163,756	-	153,522	2,732,683	2,610,000	122,683
WDB Admin (6 filled +.75 be filled+buydown)		931,583	260,843	232,896	242,212	55,895	46,579	-	-	-	93,158	-	931,583	850,000	81,583
Salaries Reduction		(150,000)	(42,000)	(42,000)	(42,000)	(24,000)	-	-	-	-	-	-	(150,000)	-	-
Subtotal Salaries and Benefits			1,303,729	1,081,321	302,559	221,238	46,579	148,404	-	163,756	93,158	153,522	3,514,266	3,460,000	54,266
Direct Expenses:															
Grant Specific Contracts															
EDC-VC Business Services			-	-	-	85,000	-	-	-	-	70,000	-	155,000	145,000	10,000
Boys and Girls Club: Core Program			-	-	514,000	-	-	-	-	-	-	-	514,000	604,000	(90,000)
Pathpoint: Core Program			-	-	514,000	-	-	-	-	-	-	-	514,000	604,000	(90,000)
AFS-CalWORKs Activities			-	-	-	-	-	-	-	-	30,000	-	30,000	39,969	(9,969)
Subtotal - Contracted Program Expense			-	-	1,028,000	85,000	-	-	-	-	70,000	30,000	1,213,000	1,392,969	(179,969)
Client Expenses:															
ITA / OJT (30% required - 10% leverage)			390,000	375,000	-	-	-	-	-	-	-	-	765,000	965,000	(200,000)
ITA / OJT Committed 17-18 Spent in 18-19			40,000	120,000	-	-	-	-	-	-	-	-	160,000	71,524	88,476
Others/Childcare/Trans - JTA			20,000	20,000	-	-	-	-	-	-	-	-	40,000	60,402	(20,402)
Subtotal - Client Expense			450,000	515,000	-	-	-	-	-	-	-	-	965,000	1,096,926	(131,926)
Other Allocated/Contracted Expenses															
Capacity/Building/WKFAcc Contractual Services		40,000	-	-	-	-	-	-	-	40,000	-	-	40,000	75,000	(35,000)
S2W CCD Training		-	-	-	-	-	-	-	-	-	-	-	-	41,250	(41,250)
Outrch/Mktg: theAgency		175,000	50,000	38,000	42,500	9,500	-	-	-	-	35,000	-	175,000	215,000	(40,000)
Outreach/Meeting/Conf -WDB		35,000	10,750	6,750	6,750	2,750	-	-	-	-	8,000	-	35,000	36,000	(1,000)
WDB Expense - Non Staff		8,000	4,000	2,000	2,000	-	-	-	-	-	-	-	8,000	8,000	-
Outreach/Meeting/Conf-AFS		13,000	2,500	3,500	-	3,000	-	4,000	-	-	-	-	13,000	23,000	(10,000)
Subtotal - other allocated expense		271,000	67,250	50,250	51,250	15,250	-	4,000	-	40,000	43,000	-	271,000	398,250	(127,250)
Subtotal- Program/Clients Expenses			517,250	565,250	1,079,250	100,250	-	4,000	-	40,000	113,000	30,000	2,449,000	2,888,145	(439,145)
Total Direct Program Expense			1,820,979	1,646,571	1,381,809	321,488	46,579	152,404	-	203,756	206,158	183,522	5,963,266	6,348,145	(384,879)
Overhead/Administration:															
			30.54%	27.61%	23.17%	5.39%	0.78%	2.56%	0.00%	3.42%	3.46%	3.08%	100.00%		
Communication/Voice/data		75,000	22,902	20,709	17,379	4,043	586	1,917	-	2,563	2,593	2,308	75,000	75,000	(0)
Insurance		14,043	4,288	3,878	3,254	757	110	359	-	480	485	432	14,043	14,043	(0)
Facilities Maint.		95,090	29,037	26,256	22,034	5,126	743	2,430	-	3,249	3,287	2,926	95,090	95,090	(0)
Membership and dues		12,350	3,771	3,410	2,862	666	96	316	-	422	427	380	12,350	12,350	(0)
Education allowance (consolidated with line 64+65)		0	-	-	-	-	-	-	-	-	-	-	-	-	-
Indirect cost recovery(County A87)		98,670	30,130	27,245	22,864	5,319	771	2,522	-	3,371	3,411	3,037	98,670	98,670	(0)
Books and Publication		2,000	611	552	463	108	16	51	-	68	69	62	2,000	2,000	(0)
Office Equip./Supp. & Furniture/Fixtures<5000		20,000	6,107	5,522	4,634	1,078	156	511	-	683	691	616	20,000	20,000	(0)
Mail Center - ISF		6,000	1,832	1,657	1,390	323	47	153	-	205	207	185	6,000	6,000	(0)
Purchase Charges - ISF		3,800	1,160	1,049	881	205	30	97	-	130	131	117	3,800	3,800	(0)
Copy Machine - ISF		9,000	2,748	2,485	2,085	485	70	230	-	308	311	277	9,000	9,000	(0)
Information Tech - ISF		10,000	3,054	2,761	2,317	539	78	256	-	342	346	308	10,000	10,000	(0)
Computer Services Non ISF		2,000	611	552	463	108	16	51	-	68	69	62	2,000	2,000	(0)
Building Lease/Rental		95,000	29,010	26,231	22,013	5,122	742	2,428	-	3,246	3,284	2,924	95,000	95,000	(0)
Storage Charges - ISF		5,000	1,527	1,381	1,159	270	39	128	-	171	173	154	5,000	5,000	(0)
Mileage Reimb. - Staffs only		26,000	7,940	7,179	6,025	1,402	203	664	-	888	899	800	26,000	26,000	(0)
Conference/Seminars - AFS Staffs		8,000	2,443	2,209	1,854	431	62	204	-	273	277	246	8,000	11,000	(3,000)
Conference and Seminars - WDB Staffs		10,000	3,054	2,761	2,317	539	78	256	-	342	346	308	10,000	20,000	(10,000)
Fiscal/HR/BTD/ET (HSA)		350,000	106,878	96,642	81,102	18,869	2,734	8,945	-	11,959	12,100	10,771	350,000	350,000	(0)
Attorney Fees		10,000	3,054	2,761	2,317	539	78	256	-	342	346	308	10,000	10,000	(0)
Other misc. Admin Services		5,000	1,527	1,381	1,159	270	39	128	-	171	173	154	5,000	5,000	(0)
Subtotal Overhead		856,953	261,684	236,621	198,573	46,200	6,694	21,901	-	29,281	29,626	26,373	856,953	869,953	(13,000)
Planned Total Grant Expenses			2,082,663	1,883,191	1,580,383	367,688	53,273	174,305	-	233,037	235,784	209,895	6,820,219	7,218,098	(397,879)
Work in Progress: Grant Balances			60,612	(76,243)	2,976	2,973	1,565	695	-	8,963	(784)	105	860	123,530	(122,670)

**Budget Assumptions:**

- Grants for Dislocated, Adult, and Youth are based on EDD Plan Estimate updated 4/26/18, Management Reserve is at 3%
- \$400k Steps to Work (AB2060) is pending final notification
- Grant balances rolled over from FY17-18 are estimated; actual amounts may be different pending on year-end close out
- \$100k fund transfer from Dislocated Worker to Adult is included in ITA/OJT committed in FY17-18 but spent in FY18-19
- Salaries are based on CEO Salary Forecast, 26.7 FTEs for AFS assuming 24 filled + 2 to be filled, and .7 fixed-term; 6.75 FTEs for WIB assuming 6 filled + Exe. Director to be filled for 9 months.
- Proposed Salary Savings of \$150K; actual allocation to be determined (5/2/18)
- All other services and overhead costs are at FY17-18 levels
- Line 22 - EDC-VC Core Services contract reduced by \$10K (5/3/18)
- Lines 23 and 24 - Youth Contract Services (PathPoint and Boys and Girls Club) reduced by \$90K each (5/3/18)
- Line 36 - The Agency contract reduced by \$10K (5/3/18)
- Line 37 - Outreach/Meeting/Conf -WDB reduced by \$5K (5/3/18)
- Line 39 - Outreach/Meeting/Conf-AFS reduced by \$10K (5/3/18)
- Line 60 - Conference/Seminars - AFS Staffs reduced by \$3K (5/3/18)
- Line 61 - Conference and Seminars - WDB Staffs reduced by \$10K (5/3/18)

FY 2018-19 WIOA BUDGET PLAN (DRAFT FOR EXECUTIVE COMMITTEE MEETING 05/10/18)														
Option 2 - 2% Management Reserve														
		Dislocated Worker	Adult	Youth	Rapid Response	High Perform Board (WDB)	Regional Capacity Building (AFS)	Regional Organizer (WDB)	Wrkforce Accel 6.0 (AFS)	Regional Plan Implem. (WDB)	Steps to Work AB2060	FY 18-19 Plan Total	FY 17-18 Plan Approved 2/8/18	\$ Change from FY 17-18 to FY 18-19
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	???			
FY18-19 Grants (Estimated for core grants)	-2.0%	2,001,694	1,441,508	1,570,980	370,661	54,838	205,000	85,714	250,000	350,000	400,000	6,730,395	8,120,805	(1,390,410)
FY18-19 Mgmt. Reserve:(2% DW, Adult, Youth)		(40,034)	(28,830)	(31,420)	-	-	-	-	-	-	-	(100,284)	(168,412)	68,128
Grant Balance to be Spent in the Future		-	-	-	-	-	-	-	-	-	(190,000)	(190,000)	(535,838)	345,838
Spent in prior years		-	-	-	-	-	(30,000)	(85,714)	(8,000)	(115,000)	-	(238,714)	(751,770)	513,056
Balance rolled over from prior year grants:														
FY17-18 Mgt Reserve		64,278	49,059	55,075	-	-	-	-	-	-	-	168,412	314,017	(145,605)
Additional rollover - Salaries Savings/Overhead Saving/(Overage)		44,354	92,626	4,433	-	-	-	-	-	-	-	141,413	75,875	65,538
FY 17-18 Unspent Direct expense		53,000	147,000	-	-	-	-	-	-	-	-	200,000	214,232	(14,232)
ITA/OJT Committed FY17-18 Spent in FY18-19		40,000	120,000	-	-	-	-	-	-	-	-	160,000	71,524	88,476
Total Available Grants to be Spent		2,163,292	1,821,363	1,599,068	370,661	54,838	175,000	-	242,000	235,000	210,000	6,871,222	7,341,631	(470,409)
Grants %		31.5%	26.5%	23.3%	5.4%	0.8%	2.5%	0.0%	3.5%	3.4%	3.1%	100.0%		
AFS FTEs Assigned to the programs		10.60	8.70	1.00	1.85	-	1.45	-	1.60	-	1.50	26.70	26.00	0.70
% Direct FTES Allocated to Grants		39.7%	32.6%	3.7%	6.9%	0.0%	5.4%	0.0%	6.0%	0.0%	5.6%	100.0%		
% Admin Staff Allocated to Grants		28.0%	25.0%	26.00%	6.00%	5.0%	0.0%	0.0%	0.0%	10.0%	0.0%	100.0%		
Expenditure Projection:														
Salaries and Benefits:														
AFSWIOA (24 regular filled + 0.7 fixed term + 2 vacancies)	2,732,683	1,084,885	890,425	102,348	189,343	-	148,404	-	163,756	-	153,522	2,732,683	2,610,000	122,683
WDB Admin (6 filled +.75 be filled+buydown)	931,583	260,843	232,896	242,212	55,895	46,579	-	-	-	93,158	-	931,583	850,000	81,583
Salaries Reduction	(150,000)	(42,000)	(42,000)	(42,000)	(24,000)	-	-	-	-	-	-	(150,000)	-	-
Subtotal Salaries and Benefits		1,303,729	1,081,321	302,559	221,238	46,579	148,404	-	163,756	93,158	153,522	3,514,266	3,460,000	54,266
Direct Expenses:														
Grant Specific Contracts:														
EDC-VC Business Services		-	-	-	85,000	-	-	-	-	70,000	-	155,000	145,000	10,000
Boys and Girls Club: Core Program		-	-	539,000	-	-	-	-	-	-	-	539,000	604,000	(65,000)
Pathpoint: Core Program		-	-	539,000	-	-	-	-	-	-	-	539,000	604,000	(65,000)
AFS-CalWORKs Activities		-	-	-	-	-	-	-	-	-	30,000	30,000	39,969	(9,969)
Subtotal - Contracted Program Expense		-	-	1,078,000	85,000	-	-	-	-	70,000	30,000	1,263,000	1,392,969	(129,969)
Client Expenses:														
ITA / OJT (30% required - 10% leverage)		390,000	375,000	-	-	-	-	-	-	-	-	765,000	965,000	(200,000)
ITA / OJT Committed 17-18 Spent in 18-19		40,000	120,000	-	-	-	-	-	-	-	-	160,000	71,524	88,476
Others/Childcare/Trans - JTA		20,000	20,000	-	-	-	-	-	-	-	-	40,000	60,402	(20,402)
Subtotal - Client Expense		450,000	515,000	-	-	-	-	-	-	-	-	965,000	1,096,926	(131,926)
Other Allocated/Contracted Expenses														
Capacity/Building/WKFAcc Contractual Services	40,000	-	-	-	-	-	-	-	40,000	-	-	40,000	75,000	(35,000)
S2W CCD Training	-	-	-	-	-	-	-	-	-	-	-	-	41,250	(41,250)
Outrch/Mktg: theAgency	175,000	50,000	38,000	42,500	9,500	-	-	-	-	35,000	-	175,000	215,000	(40,000)
Outreach/Meeting/Conf -WDB	35,000	10,750	6,750	6,750	2,750	-	-	-	-	8,000	-	35,000	36,000	(1,000)
WDB Expense - Non Staff	8,000	4,000	2,000	2,000	-	-	-	-	-	-	-	8,000	8,000	-
Outreach/Meeting/Conf-AFS	13,000	2,500	3,500	3,000	-	-	4,000	-	-	-	-	13,000	23,000	(10,000)
Subtotal - other allocated expense	271,000	67,250	50,250	51,250	15,250	-	4,000	-	40,000	43,000	-	271,000	398,250	(127,250)
Subtotal- Program/Clients Expenses		517,250	565,250	1,129,250	100,250	-	4,000	-	40,000	113,000	30,000	2,499,000	2,888,145	(389,145)
Total Direct Program Expense		1,820,979	1,646,571	1,431,809	321,488	46,579	152,404	-	203,756	206,158	183,522	6,013,266	6,348,145	(334,879)
Overhead/Administration:														
Communication/Voice/data	75,000	22,712	20,537	17,858	4,010	581	1,901	-	2,541	2,571	2,289	75,000	75,000	(0)
Insurance	14,043	4,253	3,845	3,344	751	109	356	-	476	481	429	14,043	14,043	(0)
Facilities Maint.	95,090	28,796	26,038	22,642	5,084	737	2,410	-	3,222	3,260	2,902	95,090	95,090	(0)
Membership and dues	12,350	3,740	3,382	2,941	660	96	313	-	418	423	377	12,350	12,350	(0)
Education allowance (consolidated with line 64+65)	0	-	-	-	-	-	-	-	-	-	-	-	-	-
Indirect cost recovery(County A87)	98,670	29,880	27,018	23,494	5,275	764	2,501	-	3,343	3,383	3,011	98,670	98,670	(0)
Books and Publication	2,000	606	548	476	107	15	51	-	68	69	61	2,000	2,000	(0)
Office Equip./Supp. & Furniture/Fixtures<5000	20,000	6,057	5,476	4,762	1,069	155	507	-	678	686	610	20,000	20,000	(0)
Mail Center - ISF	6,000	1,817	1,643	1,429	321	46	152	-	203	206	183	6,000	6,000	(0)
Purchase Charges - ISF	3,800	1,151	1,041	905	203	29	96	-	129	130	116	3,800	3,800	(0)
Copy Machine - ISF	9,000	2,725	2,464	2,143	481	70	228	-	305	309	275	9,000	9,000	(0)
Information Tech - ISF	10,000	3,028	2,738	2,381	535	77	253	-	339	343	305	10,000	10,000	(0)
Computer Services Non ISF	2,000	606	548	476	107	15	51	-	68	69	61	2,000	2,000	(0)
Building Lease/Rental	95,000	28,769	26,013	22,620	5,079	736	2,408	-	3,219	3,257	2,899	95,000	95,000	(0)
Storage Charges - ISF	5,000	1,514	1,369	1,191	267	39	127	-	169	171	153	5,000	5,000	(0)
Mileage Reimb. - Staffs only	26,000	7,873	7,119	6,191	1,390	201	659	-	881	891	794	26,000	26,000	(0)
Conference/Seminars - AFS Staffs	8,000	2,423	2,191	1,905	428	62	203	-	271	274	244	8,000	11,000	(3,000)
Conference and Seminars - WDB Staffs	10,000	3,028	2,738	2,381	535	77	253	-	339	343	305	10,000	20,000	(10,000)
Fiscal/HR/BTD/ET (HSA)	350,000	105,989	95,838	83,338	18,712	2,711	8,871	-	11,860	11,999	10,682	350,000	350,000	(0)
Attorney Fees	10,000	3,028	2,738	2,381	535	77	253	-	339	343	305	10,000	10,000	(0)
Other misc. Admin Services	5,000	1,514	1,369	1,191	267	39	127	-	169	171	153	5,000	5,000	(0)
Subtotal Overhead	856,953	259,508	234,653	204,048	45,815	6,638	21,719	-	29,037	29,380	26,154	856,953	869,953	(13,000)
Planned Total Grant Expenses		2,080,487	1,881,224	1,635,857	367,304	53,217	174,123	-	232,794	235,538	209,675	6,870,219	7,218,098	(347,879)
Work in Progress: Grant Balances														
		82,805	(59,861)	(36,789)	3,357	1,621	877	-	9,206	(538)	325	1,000	123,530	(122,530)

Budget Assumptions:														
1)	Grants for Dislocated, Adult, and Youth are based on EDD Plan Estimate updated 4/26/18, Management Reserve is at 2%													
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)	\$100k fund transfer from Dislocated Worker to Adult is included in ITA/OJT committed in FY17-18 but spent in FY18-19													
5)	Salaries are based on CEO Salary Forecast, 26.7 FTEs for AFS assuming 24 filled + 2 to be filled, and .7 fixed-term; 6.75 FTES for WIB assuming 6 filled + Exe. Director to be filled for 9 months.													
6)	Proposed Salary Savings of \$150K; actual allocation to be determined (5/2/18)													
7)	All other services and overhead costs are at FY17-18 levels													
8)	Line 22 - EDC-VC Core Services contract reduced by \$10K (5/3/18)													
9)	Lines 23 and 24 - Youth Contract Services (PathPoint and Boys and Girls Club) reduced by \$65K each (5/3/18)													
10)	Line 36 - The Agency contract reduced by \$10K (5/3/18)													
11)	Line 37 - Outreach/Meeting/Conf -WDB reduced by \$5K (5/3/18)													
12)	Line 39 - Outreach/Meeting/Conf-AFS reduced by \$13K (5/3/18)													
13)	Line 60 - Conference/Seminars - AFS Staffs reduced by \$3K (5/3/18)													
14)	Line 61 - Conference and Seminars - WDB Staffs reduced by \$10K (5/3/18)													

FY 2018-19 WIOA BUDGET PLAN (DRAFT FOR EXECUTIVE COMMITTEE MEETING 05/10/18)															
Option 3 - 2% Management Reserve and \$190,000 Salary Savings															
		Dislocated Worker	Adult	Youth	Rapid Response	High Perform Board (WDB)	Regional Capacity Building (AFS)	Regional Organizer (WDB)	Wrkforce Accel 6.0 (AFS)	Regional Plan Implem. (WDB)	Steps to Work AB2060	FY 18-19 Plan Total	FY 17-18 Plan Approved 2/8/18	\$ Change from FY 17-18 to FY 18-19	
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	???				
FY18-19 Grants (Estimated for core grants)	-2.0%	2,001,694	1,441,508	1,570,980	370,661	54,838	205,000	85,714	250,000	350,000	400,000	6,730,395	8,120,805	(1,390,410)	
FY18-19 Mgmt. Reserve:(2% DW, Adult, Youth)		(40,034)	(28,830)	(31,420)	-	-	-	-	-	-	-	(100,284)	(168,412)	68,128	
Grant Balance to be Spent in the Future		-	-	-	-	-	-	-	-	-	(190,000)	(190,000)	(535,838)	345,838	
Spent in prior years		-	-	-	-	-	(30,000)	(85,714)	(8,000)	(115,000)	-	(238,714)	(751,770)	513,056	
Balance rolled over from prior year grants:															
FY17-18 Mgt Reserve		64,278	49,059	55,075	-	-	-	-	-	-	-	168,412	314,017	(145,605)	
Additional rollover - Salaries Savings/Overhead Saving/(Overage)		44,354	92,626	4,433	-	-	-	-	-	-	-	141,413	75,875	65,538	
FY 17-18 Unspent Direct expense		53,000	147,000	-	-	-	-	-	-	-	-	200,000	214,232	(14,232)	
ITA/OJT Committed FY17-18 Spent in FY18-19		40,000	120,000	-	-	-	-	-	-	-	-	160,000	71,524	88,476	
Total Available Grants to be Spent		2,163,292	1,821,363	1,599,068	370,661	54,838	175,000	-	242,000	235,000	210,000	6,871,222	7,341,631	(470,409)	
Grants %		31.5%	26.5%	23.3%	5.4%	0.8%	2.5%	0.0%	3.5%	3.4%	3.1%	100.0%			
AFS FTEs Assigned to the programs		10.60	8.70	1.00	1.85	-	1.45	-	1.60	-	1.50	26.70	26.00	0.70	
% Direct FTES Allocated to Grants		39.7%	32.6%	3.7%	6.9%	0.0%	5.4%	0.0%	6.0%	0.0%	5.6%	100.0%			
% Admin Staff Allocated to Grants		28.0%	25.0%	26.00%	6.00%	5.0%	0.0%	0.0%	0.0%	10.0%	0.0%	100.0%			
Expenditure Projection:															
Salaries and Benefits:															
AFSWIOA (24 regular filled + 0.7 fixed term + 2 vacancies)	2,732,683	1,084,885	890,425	102,348	189,343	-	148,404	-	163,756	-	153,522	2,732,683	2,610,000	122,683	
WDB Admin (6 filled +.75 be filled+buydown)	931,583	260,843	232,896	242,212	55,895	46,579	-	-	-	93,158	-	931,583	850,000	81,583	
Salaries Reduction	(190,000)	(54,000)	(54,000)	(54,000)	(28,000)	-	-	-	-	-	-	(190,000)	-	-	
Subtotal Salaries and Benefits		1,291,729	1,069,321	290,559	217,238	46,579	148,404	-	163,756	93,158	153,522	3,474,266	3,460,000	14,266	
Direct Expenses:															
Grant Specific Contracts															
EDC-VC Business Services		-	-	-	85,000	-	-	-	-	70,000	-	155,000	145,000	10,000	
Boys and Girls Club: Core Program		-	-	559,000	-	-	-	-	-	-	-	559,000	604,000	(45,000)	
Pathpoint: Core Program		-	-	559,000	-	-	-	-	-	-	-	559,000	604,000	(45,000)	
AFS-CalWORKs Activities		-	-	-	-	-	-	-	-	-	30,000	30,000	39,969	(9,969)	
Subtotal - Contracted Program Expense		-	-	1,118,000	85,000	-	-	-	-	70,000	30,000	1,303,000	1,392,969	(89,969)	
Client Expenses:															
ITA / OJT (30% required - 10% leverage)		390,000	375,000	-	-	-	-	-	-	-	-	765,000	965,000	(200,000)	
ITA / OJT Committed 17-18 Spent in 18-19		40,000	120,000	-	-	-	-	-	-	-	-	160,000	71,524	88,476	
Others/Childcare/Trans - JTA		20,000	20,000	-	-	-	-	-	-	-	-	40,000	60,402	(20,402)	
Subtotal - Client Expense		450,000	515,000	-	-	-	-	-	-	-	-	965,000	1,096,926	(131,926)	
Other Allocated/Contracted Expenses															
Capacity/Building/WKFAcc Contractual Services	40,000	-	-	-	-	-	-	-	40,000	-	-	40,000	75,000	(35,000)	
S2W CCD Training	-	-	-	-	-	-	-	-	-	-	-	-	41,250	(41,250)	
Outrch/Mktg: theAgency	175,000	50,000	38,000	42,500	9,500	-	-	-	-	35,000	-	175,000	215,000	(40,000)	
Outreach/Meeting/Conf -WDB	35,000	10,750	6,750	6,750	2,750	-	-	-	-	8,000	-	35,000	36,000	(1,000)	
WDB Expense - Non Staff	8,000	4,000	2,000	2,000	-	-	-	-	-	-	-	8,000	8,000	-	
Outreach/Meeting/Conf-AFS	13,000	2,500	3,500	-	3,000	-	4,000	-	-	-	-	13,000	23,000	(10,000)	
Subtotal - other allocated expense		271,000	67,250	50,250	51,250	-	4,000	-	40,000	43,000	-	271,000	398,250	(127,250)	
Subtotal- Program/Clients Expenses		517,250	565,250	1,169,250	100,250	-	4,000	-	40,000	113,000	30,000	2,539,000	2,888,145	(349,145)	
Total Direct Program Expense		1,808,979	1,634,571	1,459,809	317,488	46,579	152,404	-	203,756	206,158	183,522	6,013,266	6,348,145	(334,879)	
Overhead/Administration:															
Communication/Voice/data	75,000	22,562	20,387	18,207	3,960	581	1,901	-	2,541	2,571	2,289	75,000	75,000	(0)	
Insurance	14,043	4,225	3,817	3,409	741	109	356	-	476	481	429	14,043	14,043	(0)	
Facilities Maint.	95,090	28,606	25,848	23,085	5,021	737	2,410	-	3,222	3,260	2,902	95,090	95,090	(0)	
Membership and dues	12,350	3,715	3,357	2,998	652	96	313	-	418	423	377	12,350	12,350	(0)	
Education allowance (consolidated with line 64+65)	0	-	-	-	-	-	-	-	-	-	-	-	-	-	
Indirect cost recovery(County A87)	98,670	29,683	26,821	23,954	5,210	764	2,501	-	3,343	3,383	3,011	98,670	98,670	(0)	
Books and Publication	2,000	602	544	486	106	15	51	-	68	69	61	2,000	2,000	(0)	
Office Equip./Supp. & Furniture/Fitures<5000	20,000	6,017	5,437	4,855	1,056	155	507	-	678	686	610	20,000	20,000	(0)	
Mail Center - ISF	6,000	1,805	1,631	1,457	317	46	152	-	203	206	183	6,000	6,000	(0)	
Purchase Charges - ISF	3,800	1,143	1,033	923	201	29	96	-	129	130	116	3,800	3,800	(0)	
Copy Machine - ISF	9,000	2,707	2,446	2,185	475	70	228	-	305	309	275	9,000	9,000	(0)	
Information Tech - ISF	10,000	3,008	2,718	2,428	528	77	253	-	339	343	305	10,000	10,000	(0)	
Computer Services Non ISF	2,000	602	544	486	106	15	51	-	68	69	61	2,000	2,000	(0)	
Building Lease/Rental	95,000	28,579	25,824	23,063	5,016	736	2,408	-	3,219	3,257	2,899	95,000	95,000	(0)	
Storage Charges - ISF	5,000	1,504	1,359	1,214	264	39	127	-	169	171	153	5,000	5,000	(0)	
Mileage Reimb. - Staffs only	26,000	7,822	7,068	6,312	1,373	201	659	-	881	891	794	26,000	26,000	(0)	
Conference/Seminars - AFS Staffs	8,000	2,407	2,175	1,942	422	62	203	-	271	274	244	8,000	11,000	(3,000)	
Conference and Seminars - WDB Staffs	10,000	3,008	2,718	2,428	528	77	253	-	339	343	305	10,000	20,000	(10,000)	
Fiscal/HR/BTD/ET (HSA)	350,000	105,291	95,140	84,968	18,479	2,711	8,871	-	11,860	11,999	10,682	350,000	350,000	(0)	
Attorney Fees	10,000	3,008	2,718	2,428	528	77	253	-	339	343	305	10,000	10,000	(0)	
Other misc. Admin Services	5,000	1,504	1,359	1,214	264	39	127	-	169	171	153	5,000	5,000	(0)	
Subtotal Overhead		856,953	257,798	232,943	208,038	45,245	6,638	21,719	-	29,037	29,380	26,154	856,953	869,953	(13,000)
Planned Total Grant Expenses		2,066,777	1,867,514	1,667,847	362,734	53,217	174,123	-	232,794	235,538	209,675	6,870,219	7,218,098	(347,879)	
Work in Progress: Grant Balances		96,515	(46,151)	(68,779)	7,927	1,621	877	-	9,206	(538)	325	1,000	123,530	(122,530)	

**Budget Assumptions:**

- 1) Grants for Dislocated, Adult, and Youth are based on EDD Plan Estimate updated 4/26/18, Management Reserve is at 2%
- 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) \$100k fund transfer from Dislocated Worker to Adult is included in ITA/OJT committed in FY17-18 but spent in FY18-19
- 5) Salaries are based on CEO Salary Forecast, 26.7 FTEs for AFS assuming 24 filled + 2 to be filled, and .7 fixed-term; 6.75 FTEs for WIB assuming 6 filled + Exe. Director to be filled for 9 months.
- 6) Proposed Salary Savings of \$190K; actual allocation for determined (5/2/18)
- 7) All other services and overhead costs are at FY17-18 levels
- 8) Line 22 - EDC-VC Core Services contract reduced by \$10K (5/3/18)
- 9) Lines 23 and 24 - Youth Contract Services (PathPoint and Boys and Girls Club) reduced by \$45K each (5/3/18)
- 10) Line 36 - The Agency contract reduced by \$10K (5/3/18)
- 11) Line 37 - Outreach/Meeting/Conf -WDB reduced by \$5K (5/3/18)
- 12) Line 39 - Outreach/Meeting/Conf-AFS reduced by \$13K (5/3/18)
- 13) Line 60 - Conference/Seminars - AFS Staffs reduced by \$3K (5/3/18)
- 14) Line 61 - Conference and Seminars - WDB Staffs reduced by \$10K (5/3/18)



## WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

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

**TO: EXECUTIVE COMMITTEE**

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

**DATE: MAY 10, 2018**

**SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE RECOMMEND TO THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVAL OF OPTION TERM ONE (JULY 1, 2018 THROUGH JUNE 30, 2019) OF CONTRACTS DATED JUNE 20, 2017 TO PROVIDE COMPREHENSIVE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) YOUTH SERVICES IN THE AMOUNTS NOT TO EXCEED \$604,000 FOR THE BOYS AND GIRLS CLUB OF GREATER OXNARD AND PORT HUENEME, AND AMOUNTS NOT TO EXCEED \$604,000 FOR PATHPOINT**

### **RECOMMENDATION**

Recommend that the Executive Committee Recommend to the Workforce Development Board of Ventura County (WDB) Approval of Option Term One (July 1, 2018 through June 30, 2019) of Contracts dated June 20, 2017 to Provide Comprehensive Workforce Innovation and Opportunity Act (WIOA) Youth Services in the Amounts not to Exceed \$604,000 for the Boys and Girls Club of Greater Oxnard and Port Hueneme, and Amounts not to Exceed \$604,000 for PathPoint.

### **BACKGROUND**

The WDB issued the Comprehensive Youth Services Request for Proposals (RFP) on October 4, 2016. Six proposals were received and reviewed. After carefully reviewing the reader scores, comments and ranking of the proposals, along with other relevant criteria (i.e., WIOA funding, direction, performance, and training), the proposals from PathPoint and Boys and Girls Clubs of Greater Oxnard and Port Hueneme were recommended and approved by the Executive Committee and by the WDB in February 2017. The County of Ventura Board of Supervisors approved and appropriated funds for the two contracts on June 20, 2017.

### **DISCUSSION**

The two contracts of June 20, 2017 specify the initial base performance period of the contract is from July 1, 2017 — June 30, 2018 and may be extended for two option years upon mutual agreement of the parties, subject to all terms and conditions listed therein and subject to the appropriation of funds by the Board of Supervisors.

1. Base term: July 1, 2017 - June 30, 2018
2. Option term 1: July 1, 2018 - June 30, 2019
3. Option term 2: July 1, 2019 - June 30, 2020



At the conclusion of the Base Term year, Program Year (PY) 2017-2018, it is necessary to make a decision regarding renewal of each contract for a second year (Option Term One PY 2018-2019).

On May 2, 2018, the WDB Programs Committee, serving as the WDB oversight committee for WIOA programs, discussed the Base Term performance (as of March 31, 2018) of each of two WIOA comprehensive youth program providers: Boys and Girls Clubs of Greater Oxnard and Port Hueneme and PathPoint.

Discussion involved carefully reviewing the provider's enrollment statistics, financial expenditure reports, WIOA Performance Indicator reports, and accountability and compliance monitoring reports from the Fiscal Department of the Human Services Agency (HSA) and from the Employment Development Department (EDD). The committee also received two separate report-out presentations from both providers during the Base Term Year. The committee acknowledged the provider's technical challenges beyond their control, in reporting WIOA measureable outcomes due to limited reporting capability of the statewide records management system CalJOBS. The committee also observed a spirit of continuous improvement by both providers with respect to understanding and being accountable for WIOA Performance Indicators and negotiated goals. The committee concluded that both providers have met the terms of the contract and have provided appropriate WIOA services to the enrolled participants, out of school youth ages 16-24.

The Programs Committee recommends that the Executive Committee approve Option Term One (July 1, 2018 through June 30, 2019) for both providers. If approved by the Executive Committee, the WDB will consider approval of the contracts on June 7, 2018.

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



## WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

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**TO: EXECUTIVE COMMITTEE**

**FROM: VIC ANSELMO  
EXECUTIVE COMMITTEE**

**DATE: MAY 10, 2018**

**SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) ADOPT THE TENTATIVE WDB MEETING CALENDAR AND THE TENTATIVE WDB EXECUTIVE COMMITTEE MEETING CALENDAR FOR PROGRAM YEAR 2018-2019**

### RECOMMENDATION

Recommend that the Workforce Development Board of Ventura County (WDB) adopt the tentative WDB meeting calendar and the tentative WDB Executive Committee meeting calendar for Program Year 2018-2019 as follows:

#### Workforce Development Board

- August 23, 2018 8:00 a.m. - 10:00 a.m.
- October 25, 2018 8:00 a.m. - 11:30 a.m. (Planning Meeting)
- December 6, 2018 8:00 a.m. - 10:00 a.m.
- February 28, 2019 8:00 a.m. - 10:00 a.m.
- April 25, 2019 8:00 a.m. - 10:00 a.m.
- June 6, 2019 8:00 a.m. - 10:00 a.m. (Annual Meeting)

#### WDB Executive Committee

- July 12, 2018 8:00 a.m. - 9:30 a.m.
- August 9, 2018 8:00 a.m. - 9:30 a.m.
- September 13, 2018 8:00 a.m. - 9:30 a.m.
- October 11, 2018 8:00 a.m. - 9:30 a.m.
- November 8, 2018 8:00 a.m. - 9:30 a.m.
- January 10, 2019 8:00 a.m. - 9:30 a.m.
- February 14, 2019 8:00 a.m. - 9:30 a.m.
- March 14, 2019 8:00 a.m. - 9:30 a.m.
- April 11, 2019 8:00 a.m. - 9:30 a.m.
- May 9, 2019 8:00 a.m. - 9:30 a.m.
- June 20, 2019 8:00 a.m. - 9:30 a.m.

Meeting dates for other WDB committees will be scheduled and announced by July 2018. Changes to the WDB and WDB committee meeting dates will be posted in a timely manner for public reference on the WDB website: [www.workforceventuracounty.org](http://www.workforceventuracounty.org).

If you have questions or need more information, please call me at (805) 981-1991 or Melissa Livingston, HSA Chief Deputy Director at (805) 477-5303.