



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

EXECUTIVE COMMITTEE MEETING

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

NOTE: MEETING ROOM IS FORMERLY KNOWN AS SUITE A

United Food and Commercial Workers, Local 770 (UFCW)
816 Camarillo Springs Road ([Meeting Room](#)), Camarillo CA

REVISED AGENDA

8:00 a.m.	1.0 Call to Order and Agenda Review	Gregory Liu
8:02 a.m.	2.0 Public Comments <i>Procedure: The public is welcome to comment. All comments not related to items on the agenda may be made at the beginning of the meeting only.</i>	Gregory Liu
8:08 a.m.	3.0 WDB Chair Comments	Gregory Liu
8:10 a.m.	4.0 Consent Items 4.1 Approve Executive Committee Minutes: June 21, 2018 4.2 Receive and File: WDB Committees Meetings Updates/Reports	Gregory Liu
8:15 a.m.	5.0 Action Items 5.1 Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Recommend to the WDB Approval of the New and Revised WDB Policies for WIOA Adult, Dislocated Worker, and Youth Programs 5.2 Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approve Submission of the 2018 Conflict of Interest Code Biennial Review of the WDB to the Clerk of the Board of Supervisors 5.3 Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Approve the Submission of a Non-Competitive Grant Application by the WDB to the California Workforce Development Board (CWDB) for a Prison to Employment Initiative Planning Grant	Tony Skinner Gregory Liu Patrick Newburn

8:45 a.m.	6.0 WDB Administration <ul style="list-style-type: none"> WDB Executive Director Vacancy Update WDB Administration Manager Vacancy Update On the Calendar <p><u>August 23, 2018 (8:00 a.m. – 11:30 a.m.)</u> Workforce Development Board Meeting Ventura County Office of Education 5100 Adolfo Road (Salon C), Camarillo</p> <p><u>September 4-6, 2018</u> California Workforce Association Meeting of the Minds in Monterey Monterey Marriott Hotel</p>	Melissa Livingston
9:25 a.m.	7.0 Committee Member Comments	Committee Members
9:30 a.m.	8.0 Adjournment <p><u>Next Meeting</u> September 13, 2018 (8:00 a.m.-9:30 a.m.) United Food and Commercial Workers, Local 770 816 Camarillo Springs Road, Camarillo, CA</p>	Gregory Liu

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
June 21, 2018

MINUTES

Meeting Attendees

Executive Committee

Vic Anselmo (Chair)
Jim D. Faul
Anthony Mireles
Patty Schulz
Tony Skinner
Jesus Torres

WDB Administration

Patricia Duffy
Patrick Newburn
Ma. Odezza Robite

Guests

Michael Bastine (College of the
Canyons)
Bryan Gonzales (HSA Fiscal CFO)
Sally Harrison (County of Ventura, CEO
Budget and Finance)
Chris Vega (HSA Fiscal)

1.0 Call to Order and Agenda Review

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

2.0 Public Comments

No comments.

3.0 WDB Chair Comments

Chairman Anselmo thanked each committee and staff for their participation and support.

4.0 Consent Items

- 4.1 Approve Executive Committee Minutes: May 10, 2018
- 4.2 Receive and File: WDB Committee Meeting Updates/Reports

Motion to approve the Consent Items: Anthony Mireles
Second: Tony Skinner
Motion carried.

5.0 Financial Status Report: April 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 April 30, 2018.

At this meeting the Financial Status Report (FSR) for Fiscal Year 2017-2018, reflecting year-to-date expenditures from July 1, 2017 through April 30, 2018. Bryan Gonzales reported that actual expenditures at 83% into the fiscal year are on target overall. Mr. Gonzales explained that 2017-2018 spending goals are on target to meet plan requirements. A copy of the April 2018 FSR is in

the June 21, 2018 Executive Committee meeting packet posted on the WDB website: workforceventuracounty.org. The status of expenditures at 83% 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	1,721,616	75%
Adult	1,782,885	1,309,709	73%
Youth	1,874,121	1,423,588	76%
Rapid Response	418,260	339,706	81%
 <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	134,883	71%
High Performing Board	0	0	0%
CWDB Regional Capacity Bldg.	141,206	54,250	38%

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

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

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

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

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

- WIA/WIOA Core Formula Funds Utilization

As shown in the table below, the summary of WIOA training expenditures, as of July 1, 2017 to March 31, 2018, indicated appropriate spending against the required Adult/Dislocated Worker training expenditure targets (25% in 2012-2013 through 2015-2016; 30% in 2016-2017 and each performance year thereafter) and against WIOA core grants across the overlapping federal two-year grant cycles.

	Core Grant <u>FY 15-17</u>	Core Grant <u>FY 16-18</u>	Core Grant <u>FY 17-19</u>
Total Adult and Dislocated Worker Formula Fund Allocations	4,133,724	4,014,468	3,687,904
Training Expenditure Requirement	1,240,117	1,204,340	1,106,371
	30%	30%	30%
Formula Fund Training Expenditures	941,344	809,988	583,455
Leveraged Resources			
• Total Leveraged Resources Used Toward Training Expenditures	348,361	460,403	346,135
• Maximum Allowed Leveraged Resources (10%)	413,372	401,447	368,790
Total Leveraged Resources Used Toward Training Expenditures	348,361	401,447	346,135
• Total Amount Spent on Training	1,289,705	1,211,435	929,590
• % of Training Requirement Met	104%	101%	84%
(Final goal = 100%)			

Vic Anselmo asked about the adjustment to management reserves and if it can be restored. Bryan Gonzales replied that he will bring up the adjustment plan with programs and staff and come back next time. He further informed that there is not enough money to restore management reserves.

Anthony Mireles asked if these funds are state or federal funds. Bryan Gonzales replied that the core grants are state funds which came from federal.

Jesus Torres asked about the Workforce Accelerator 6.0. Patrick Newburn informed the attendees that the ex-offender program is the STEPS 2.0 program / able to apply for 2nd grant for youth ex-offenders.

Bryan Gonzales presented the financial report summary highlights as shown:

1. FY 2017-18 Financial Status Report – 7/1/17-4/30/18

- a. Report Period 7/1/17-4/30/18
- b. 83% 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.
 3. \$100K funds transfer request from Dislocated Workers to Adult was approved by EDD and will be reflected in the May 2018 report.
 - 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. Regional Capacity Building – spending has been slow; staff are aware and are monitoring.
 - 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.
4. Regional Organizer (WDB) – there are sufficient grant funds to cover the expended amounts shown; grant extends into next program year; over-expended amounts in the current fiscal year will simply reduce the amount of unspent grant funds that roll into next program year. Program staff have been consulted and will continue to monitor.
5. Workforce Accelerator 6.0 – Program services for STEPS-Connection program associated with this grant continue to be ramped up.
6. Regional Plan Implementation (WDB) – Amendments to contracts with The Agency and EDC-VC have been approved. Grant-related spending of \$32K on The Agency contract is included in this month's report.
- 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 (84% as of 4/30/18)

2. FY 17-18 Plan (Approved 2/8/18) – Year-To-Date Expenditures

- 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, expenses on this contract are included in this month's reporting.
- j. Row 41 – This line represents the cost of current year-to-date WDB members to attend conferences. This amount consists of expenditures that were previously reported in

- Mileage Reimbursement (Row 64) and Conference and Seminars (Row 66); small overage will reduce the net rollover amount from this program year to next.
- k. Rows 49-69 – Variances among these various expenditure categories is common, especially in categories with relatively small expenditure levels.
- l. Row 66 – Does not include “grant specific” travel that has been moved to rows 40 and 42.

3. FY 18-19 Plan – Funding Level Update

- a. Projected increased funding of \$430,000
 - i. Net grant increases of \$466,000 less increase in Mgmt. Reserve of \$10,000 (increases in Dislocated, Adult, Youth; decrease in Rapid Response)
 - ii. WDB was not awarded the \$400,000 grant for Steps to Work / AB 2060 (\$180k net impact in FY 18-19)
 - iii. Projected increase of \$154,000 in rollover amounts (less salary savings, more Direct Expense)
- b. The additional funding will allow for the full restoration of the \$378,000 reductions in the FY 18-19 Budget Plan approved by the WDB Directors on June 7, 2018; An updated Plan will be provided for consideration at the next WDB Executive Committee

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.

6.1 Recommendation that the Workforce Development Board of Ventura County Executive Committee Recommend Workforce Development Board of Ventura County (WDB) Approve the Certification of the Comprehensive America’s Job Center of California (AJCC) at Riverpark (Oxnard, California) According to the Attached Hallmarks of Excellence Certification Criteria Matrix and Submit Signed Copy to the California Workforce Development Board.

Tony Skinner informed the attendees about the background on what the Programs Committee has done as the Committee tasked to perform the two levels of AJCC Certification: Baseline Certification Review and the Hallmarks of Excellence. The committee has spent long hours in reviewing the criteria to include regular visits to AJCC and a careful and thorough evaluation of the criteria.

Patrick Newburn thanked Tony Skinner for his leadership as the Chairman of the Programs Committee and for spearheading the evaluating committee for this purpose.

Motion to approve: Tony Mireles
 Second: Jesus Torres
 Motion carried unanimously.

7.0 WDB Administration

- WDB/WDB Regional Sectors Meeting Update

Patricia Duffy asked the attendees if they can have a short WDB Board Meeting prior to the Regional Joint Sector Meeting on August 23 since there is no action item that needs immediate approval. She suggested that the WDB Board Meeting can start at 8:00 a.m. (for about thirty minutes), to be subsequently followed by the Regional Joint Sector Meeting at 8:30 a.m. until 11:30 a.m. Everyone agreed with the suggested time.

- On the Calendar:

Vic Anselmo invited the attendees to attend the Workforce Development Board Study Session with the County Board of Supervisors will be held on July 31, 2018 at the County Government Center Hall of Administration Board of Supervisors Hearing Room, 800 S. Victoria Avenue, Ventura, from 11:00 a.m. to 11:30 a.m.

In addition, Patrick Newburn informed the attendees of the recent BOS approval of Jesse Cuevas as a new WDB Member to replace Connie Chan as the representative of EDD.

8.0 Committee Member Comments

No comment.

9.0 Adjournment

Motion to adjourn at 8:35 a.m.: Anthony Mireles

Second: Tony Skinner

Motion carried

Next Meeting

July 12, 2018 (8:00 a.m.-9:30 a.m.)

United Food and Commercial Workers, Local 770

816 Camarillo Springs Road, (Suite A), Camarillo, CA



Workforce Development Board of Ventura County

MEETINGS UPDATE FOR AUGUST – OCTOBER

August 9, 2018

- | | | |
|-------------------------------|--|--|
| • Business Services Committee | TBD | Committee report from the <u>August 7</u> meeting will be provided at the WDB Meeting on August 23 |
| • Clean/Green Committee | August 23, 2018
<i>(Joint Regional Sectors Meeting)</i> | Committee report from the <u>May 18</u> meeting is attached |
| • Healthcare Committee | August 23, 2018
<i>(Joint Regional Sectors Meeting)</i> | Committee report from the <u>May 4</u> meeting is attached |
| • Manufacturing Committee | August 23, 2018
<i>(Joint Regional Sectors Meeting)</i> | Committee report from the <u>June 28</u> meeting will be provided at the WDB Meeting on August 23 |
| • Membership Committee | October 2, 2018 | Committee report from the <u>August 7</u> meeting will be provided at the August 23 WDB Meeting |
| • Outreach Committee | September 19, 2018 | Committee report from the <u>July 18</u> meeting is attached |
| • Programs Committee | October 3, 2018 | Committee report from the <u>August 1</u> meeting is attached |



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

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TO: EXECUTIVE COMMITTEE

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

DATE: AUGUST 9, 2018

SUBJECT: CLEAN/GREEN COMMITTEE REPORT

The Clean/Green Committee met on May 18, 2018. In attendance were Committee members Anthony Mireles (Chair), John Brooks, Holly Chavez, Victor Dollar, Dave Fleisch, Grant Leichtfuss and Mary Anne Rooney; WDB staff Patricia Duffy and Guests, Christina Tafoya(Oxnard College), Monica Gray (Food Forward/Get Fresh VC). Topics of discussion included:

Ventura County Regional Strategic Workforce Development Plan

- Deputy Sector Navigator – AWET

Holly Chavez, DSN for Agriculture, Water & Environmental Technology (AWET) updated the Committee Members on the latest projects. Ms. Chavez is currently developing a regional Agriculture Student program in conjunction with Cal Poly San Luis Obispo, Cuesta College, Hancock College, and Ventura College Agriculture programs. In addition, Ms. Chavez is working with the Vice Provost for International, Graduate, and Extended Education at Cal Poly toward the development of a regional community college student internship program in Agriculture. Ms. Chavez mentioned they have been sponsoring OSHA classes. There will be a new round of mini grants available to the high schools for the new fiscal year.

- Clean/Green Committee's Focus and Planning Discussion/Year-End Review

The Committee Members discussed the focus of the Committee and the challenges. This Committee incorporates so many different industries since there can be clean/green components in any job. The focus of the Clean/Green Committee is on jobs and training that support environmentally sustainable business practices and legal compliance through; recycling or reuse of existing materials, water conservation, energy efficiency through construction, installation and maintenance; natural and sustainable product manufacturing, renewable energy and education compliance and awareness. The Committee reviewed the Two-Year Plan and the Year-End Review and discussed how to create value and whom else we will need at the table, and how the Committee can connect with educators to add sustainability into the curriculum. Using CTE Advisory Committees to incorporate the need for sustainability into their programs was mentioned. Victor Dollar brought up how the hospitality industry has recognized that incorporating green practices attracts more business. It was discussed that studies have shown that many employees want to work for companies that have incorporated social responsibility and that employers seek employees with knowledge of sustainable business practices. The suggestion to send out a survey to businesses was discussed and a workgroup was formed to develop a survey to determine if local

businesses include a knowledge of sustainability as a factor when hiring. The Committee members developed a list of industries they would like to have represented on the Committee.

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

The Committee Members reviewed the results from the last meeting where they worked to develop an action plan for a regional approach to work-based learning in Clean/Green industries, as a follow up to the Regional Joint Sectors Committee meeting.

- Career Pathways – Update

Mary Anne Rooney reported on the student job shadowing and internships.

- Workgroup Report: Employer Awareness: Update

Patricia Duffy informed the Committee members, she has a meeting scheduled for next week at the Ventura Adult & Continuing Education (VACE) Multimedia Center and that the Clean/Green videos will be available soon.

The next meeting of the Clean/Green Committee will be a Joint Sectors Committee Meeting on August 23, 2018 at the Ventura County Office of Education, Camarillo.

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



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TO: EXECUTIVE COMMITTEE

**FROM: GREG BARNES
HEALTHCARE COMMITTEE**

DATE: AUGUST 9, 2018

SUBJECT: HEALTHCARE COMMITTEE REPORT

The WDB Healthcare Committee met on May 4, 2018. Attending the meeting were Committee members; Marilyn Jansen (WDB Board Member, Chaired the meeting in the Chair's absence), John Cordova, Christina Lee, Michelle Reynolds, Lisa Safaeinili, Bill Werner, WDB staff Patricia Duffy; and guests, Carolina Ugarte (Ventura County Office of Education). The following is a summary of topics discussed:

Ventura County Regional Strategic Workforce Development Plan

- Healthcare Deputy Sector Navigator Update:

John Cordova described the HASC (Hospital Association of Southern California) event that was held in Los Angeles. HASC would like to replicate this event for Ventura County in collaboration with HWI (Health Workforce Initiative) and the WDB Healthcare Committee. The event included a panel of the local hospitals HR representatives to discuss the Healthcare workforce needs for the local area. HASC will present their white paper on "Southern California's Health Care Workforce: Challenges, Approaches and Solutions." The Committee members discussed a time in August to have this event and decided on the first week in August.

- Regional Healthcare Care Coordinator Pathway Project: Update

Patricia Duffy and John Cordova updated the Committee members on the roll out of the courses developed through the Regional Healthcare Care Coordinator Pathway Project, a collaborative project with the six LA WDBs. The Patient Navigator course is being offered through the Ventura County Community College District and will be offered in June. The curriculum is being completed for the level II and level III courses and should be available in the summer or early fall.

- Alameda Contra Counties Optometric Society Office Assistant Training Program - Optometric Office Assistant Registered Apprenticeship.

Patricia Duffy presented information on the Optometric Office Assistant Registered Apprenticeship Program. The program was developed through the work of Dr. Ong, in response to a recognized need in the area. The curriculum is available to be shared, with Dr. Ong's permission, as well as information on the steps to set up the registered apprenticeship in other areas in California. Dr. Ong can be contacted for more information. Thanks to the Humboldt County WDB for letting us know about this apprenticeship program. Several Committee members were interested in more details and the curriculum for the program.

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

The results of the work the Healthcare Committee completed at the last meeting, identifying obstacles and prioritizing action plans, were shared with the Committee members. There are plans for another facilitated Joint Sectors Meeting in August. In the course of this discussion, regarding work-based learning, the mention of the use of the COPE Scholars Programs, which develops internship programs for hospitals, was discussed as a program known and utilized by Simi Valley Hospital with good results.

In addition, the HOPE Program was mentioned, Health Occupations Pipeline Education and is a program at Ventura County Medical Center partnered with Ventura County Office of Education. The participants are students from Ventura County High Schools. The program offers practicum and academic credit and is offered three times a year, fall, spring and summer.

- Year-End Review

The Committee received a draft copy of the Year-End Review for comments and additions.

Comments: Bill Werner commented on the critical need for psychiatric evaluations and beds for psychiatric patients who come into hospital emergency rooms. There are no available places to send them. There was a discussion about a Psych ER for the area but it was pointed out that even with a Psych ER, if there are no beds for emergency placements the problem is still not resolved, since the Psych ER will have nowhere to place patients needing psychiatric in-patient care. It was acknowledged that this is a critical issue for the region and became more urgent since the loss of Vista Del Mar Hospital during the fire. Patricia Duffy will research who is leading the effort to address this issue in the Ventura region.

The next meeting of the Healthcare Committee will be a Regional Joint Sectors Meeting on August 23, 2018 held at the Ventura County Office of Education, Camarillo.

If you have questions or need more information contact Patricia Duffy at (805) 477-5306, e-mail Patricia.Duffy@ventura.org.



WORKFORCE DEVELOPMENT BOARD

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TO: EXECUTIVE COMMITTEE

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

DATE: AUGUST 9, 2018

SUBJECT: OUTREACH COMMITTEE REPORT

The WDB Outreach Committee met on July 18, 2018. Attending the meeting were Committee members Brian Gabler (Chair), Victoria Jump, and Tracy Perez; WDB staff Talia Barrera and Melissa Livingston; and guests Heidi Hayes (theAgency), Claire Briglio (EDC-VC), Sally Harrison (County of Ventura CEO Budget & Finance). The following is a brief summary of Workforce Development Board of Ventura County (WDB) outreach activities through July 2018.

Employer Outreach

- **Workforce Wednesday**
 - **May 30** – The Unretirement Trend. Victoria Jump and Vic Anselmo – FINAL Discussion guide attached.
 - **June 20** – Subsidized Work-Based Learning. Bruce Stenslie and Alexandria Wright – FINAL Discussion guide attached.
- **June 2018 Workforce Update Eblast**
 - June 5 – WDB Cohorts: 729 Sent/27% Open Rate/7% CTR
 - June 5 – Biz List: 5,406 Sent/7% Open Rate/163% CTR - Note: Discuss “Barracuda”.
- **Ventura County Grows Business Website – July 2017 to June 30, 2018**
 - 7,994 Users 25% increase year over year
 - 9,968 Sessions
 - 19,802 Pageviews
 - Mobile Users
 - **Pages visits as part of “Goal Completion” – 85% visited 2+ pages**
 - Home Page 57%
 - Business Events 2%
 - Loans/Funding/Capital 2%
- **RPI Grant: Regional Business Outreach & Engagement**
 - **VCGB Paid Media Plan Finalized April to June 2018 – FINAL Results/Highlights**
 - **LA Times**
 - Mobile & Retargeting – 283,697 Impressions
 - Value Add – LATimes.com – 200,070 Impressions
 - Email Marketing – 100,000 Sends

- **Pandora – VCGB**
 - 583,157 Impressions
 - This campaign reached 79,867 unique listeners
- **Pandora – VCJWF**
 - 392,597 Impressions
 - This campaign reached 19,731 unique listeners
- **SFBJ**
 - 83,841 Impressions
- **Creative**
 - AJCC Collateral Material Re-design and Developed
 - Rapid Response Pamphlet
 - OJT Pamphlet
 - OJT Tent Card
 - Job Seeker Pamphlet
 - Business Services Pamphlet
 - AJCC Press Kit Folder

VCGB Search Engine Optimization

Keyword	Last Report			Original Rankings			
	Original Jun 24	Dec	July	Improved	Reduced	Improved	Reduced
Biotech Ventura County	19	9	9			10	
Business Events Ventura County	3	5	3	2			2
Business Expansion Ventura County	1	1	1				
Business Transition Ventura County	2	1	1			1	
Consulting Services Business Plan Ventura County	2	1	1			1	
Employee Training Services Ventura County	4	1	1			3	
Filming Locations Ventura County	19	1	1			18	
Free Trade Zone Ventura County	1	1	1				
Green Business Ventura County	26	5	5			21	
Healthcare Ventura County	100	26	26			74	
Hospitality Ventura County	9	5	5			4	
Industrial Space Ventura County	37	9	11		2	28	
International Trade Ventura County	5	2	1	1		3	
Loans Funding Capital Services Ventura County	1	1	1				
Manufacturing Consulting Services Ventura County	4	2	1	1		2	
Quality Of Life Ventura County	3	1	4		3	2	
Recruitment Services Ventura County	4	2	2			2	
Relocation Ventura County	8	3	15		12	5	
Small Business Loans Ventura County	4	5	2	3			1
Start Up Business Plan Ventura County	1	1	1				
				4	3	14	2

- **VCGB Facebook – Through June 2018**


- As of June 30, 2018 – 3,348 fans – 25% Increase over last year
- 62 Posts in May & June
- Total Reach – 67,538
- Paid Post Reach – 1,390
- Organic Post Reach – 229/ most for a single day

VCGB POST EXAMPLES

Post Details

Ventura County Grows Business
Published by Pam The Agency (1) · June 16 at 10:45 AM · 🌐

Take a moment today to be grateful & appreciate this lovely place we work —and call home. Have yourself a glorious weekend! 🌞



👍 **Get More Likes, Comments and Shares**
Boost this post for \$15 to reach up to 7,000 people.

154 people reached

Like · Comment · Share

Performance for Your Post

154 People Reached

11 Likes, Comments & Shares

10 Likes	9 On Post	1 On Shares
0 Comments	0 On Post	0 On Shares
1 Shares	1 On Post	0 On Shares

4 Post Clicks


1 Photo Views	0 Link Clicks	3 Other Clicks
0 Hide Post	0 Hide All Posts	0 Report as Spam
0 Report as Spam	0 Unlike Page	

Reported stats may be delayed from what appears on posts

Post Details

Ventura County Grows Business
Published by Pam The Agency (1) · May 9 · 🌐

Hey Ventura County manufacturers, do you have employees that could use advanced training in MS Excel? Check out this May 23rd training. For more information, email econdov@vcccd.edu or call 805-289-0004.



👍 **Get More Likes, Comments and Shares**
Boost this post for \$15 to reach up to 7,000 people.

154 people reached

Like · Comment · Share

Performance for Your Post

154 People Reached

4 Likes, Comments & Shares

3 Likes	1 On Post	2 On Shares
0 Comments	0 On Post	0 On Shares
1 Shares	1 On Post	0 On Shares

9 Post Clicks

5 Photo Views	0 Link Clicks	3 Other Clicks
0 Hide Post	0 Hide All Posts	0 Report as Spam
0 Report as Spam	0 Unlike Page	


Reported stats may be delayed from what appears on posts

Post Details

Ventura County Grows Business
Published by Pam The Agency (1) · May 2 · 🌐

What do YOU know about our local port? Do you know how significant the Port's financial impact is in Ventura County? Take the opportunity to learn, listen to Workforce Wednesday!

In this edition, Dona Toteva Lachy, the Chief Commercial & Public Affairs Officer at the Port of Hueneme and Workforce Development Board and Manufacturing Committee Member and Christina Birdsey, Chief Operating Officer Port of Hueneme, tell us more about the port AND also about the exciting events... See More.



👍 **Get More Likes, Comments and Shares**
Boost this post for \$15 to reach up to 7,000 people.

293 people reached

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Performance for Your Post

293 People Reached

6 Likes, Comments & Shares

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0 Comments	0 On Post	0 On Shares
0 Shares	0 On Post	0 On Shares

10 Post Clicks

4 Photo Views	0 Link Clicks	6 Other Clicks
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Post Details

Ventura County Grows Business
Published by Pam The Agency (1) · June 28 at 8:30 PM · 🌐

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2. Use Facebook and Google customer-retargeting.
3. Use exit-intent coupons... See More.



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52 People Reached

3 Likes, Comments & Shares

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0 Comments	0 On Post	0 On Shares
1 Shares	1 On Post	0 On Shares

1 Post Clicks

0 Photo Views	0 Link Clicks	1 Other Clicks
0 Hide Post	0 Hide All Posts	0 Report as Spam
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Post Details

Ventura County Grows Business
Published by Pam Thelgency · May 6

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County of Ventura
Published by Pam Thelgency · May 6

Have you thought about starting in a business in Ventura County? Learn more about the County of Ventura as well as each of our cities—and the wide variety of resources they offer—economic & community development, business resources, filming information and green business resources too. Ventura County Grows Business.
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Government Organization

754 people reached

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By Pam Thelgency · Completed

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By Pam Thelgency · Completed

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Performance for Your Post

754 People Reached

89 Likes, Comments & Shares

88 Likes	88 On Post	0 On Shares
0 Comments	0 On Post	0 On Shares
1 Shares	1 On Post	0 On Shares

8 Post Clicks

6 Photo Views	1 Link Clicks	1 Other Clicks
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NEGATIVE FEEDBACK

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Ventura County Grows Business
Published by Pam Thelgency · June 6

How can we help you grow your business? Startup assistance? Manufacturing Consulting? Loans, Funding & Capital? View get all of that — and so much more. Come take a look—and contact us for help.
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Government Organization

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By Pam Thelgency · Completed

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469 People Reached

54 Likes, Comments & Shares

53 Likes	52 On Post	1 On Shares
0 Comments	0 On Post	0 On Shares
1 Shares	1 On Post	0 On Shares

7 Post Clicks

2 Photo Views	0 Link Clicks	5 Other Clicks
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Post Details

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Published by Pam Thelgency · May 12

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Ventura County Grows Business
Government Organization

429 people reached

Boosted on May 24
Audience: VCGB - business target
By Pam Thelgency · Completed

Chris Lopez, Robert Azeiteiro and 45 others · 1 Share

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Performance for Your Post

429 People Reached

52 Reactions, Comments & Shares

49 Likes	49 On Post	0 On Shares
2 Comments	2 On Post	0 On Shares
0 Comments	0 On Post	0 On Shares
1 Shares	1 On Post	0 On Shares

1 Post Clicks

0 Photo Views	1 Link Clicks	0 Other Clicks
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NEGATIVE FEEDBACK

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OVERVIEW EDIT PROMOTION

Are you satisfied with this promotion?

No Yes

You targeted men and women, ages 18 - 65+ who live in 17 locations, and have 85 interests

Show full summary

This promotion ran for 7 days

Your total budget for this promotion was \$15.00 USD

1,109 People Reached (17 Clicks)

\$15.00 Total Spent (17)

Actions People Countries

Product View 17

Link Clicks 17

Video Comments 17

Post Like 17

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Pam Heckel and 2 others

2 Shares

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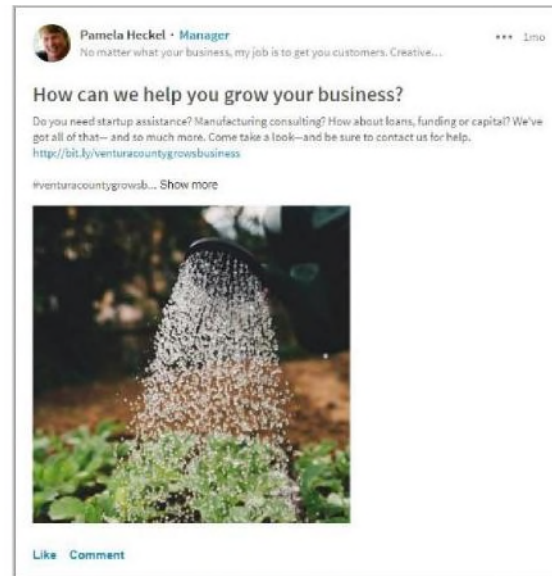
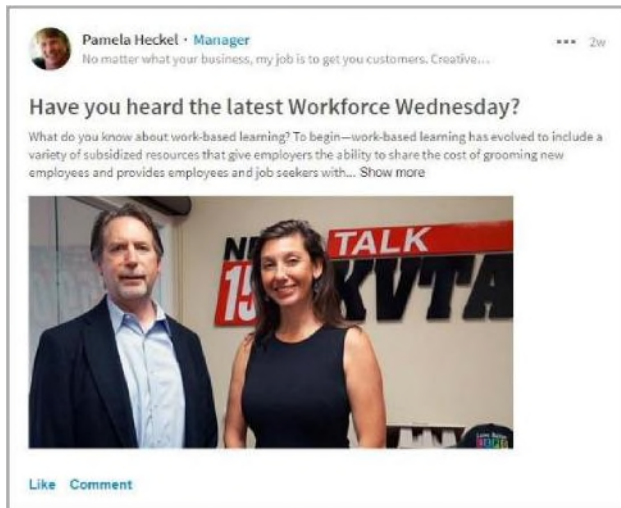
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WDB Outreach Committee

Page 5 of 7

VENTURA COUNTY GROWS BUSINESS – LINKEDIN GROUP PAGE



- **VC Jobs with a Future – Twitter: May 1 to June 30, 2018**
 - As of June 30, 2018 – 1,048 followers
 - 117 Total Tweets May 1-June 30 (61days) ○ 1065 Profile Visits (1,379 Mar/Apr) ○ 89,600 Impressions (99,600 Mar/Apr)

JOB SEEKER OUTREACH

- **Career Shops**
 - Sent June workshop information on May 7. **Clips:**
 - VC Star – ran June workshops – May 21 ○
 - KCLU – June Simi Valley CalJOBS listing ○
 - KDAR – running June workshops listing ○
 - Moorpark Patch – running June workshops listing

GENERAL OUTREACH

- **KCLU Annual Plan**
 - Value-Add Online Impressions (114,000 original commitment) ■ 329,108 Impressions/239 Clicks/.07% CTR
- **KOXR Radio Lazer David Cruz Spanish-Language Interviews**
 - Coordinated with Jesus Torres and created discussion guide featuring AJCC services and WBL opportunities on May 23, 2018

- Coordinated with Evelina Ochoa of WEV and Reyna Chavez of “Scrubs on the Run” for a second interview on a date to be coordinated directly with WEV in June 2018.
- **Workforce Ventura County Website – July 2017 to June 2018**
 - 7,633 Users
 - **19% Increase year-over-year**
 - 10,889 Sessions
 - **14% increase year-over-year**
 - 25,886 Page Views
 - **4% increase year-over-year**
 - **Users = Mobile 34%/Desktop 66%**
- **Job Outlook Eblast:**
 - **June 15 (May 2018 Report)** – WDB Cohorts: 682/26% open rate/4.4% CTR
 - **June 15 (May 2018 Report)** – Biz List: 5,395/8% open rate/114% CTR (Barracuda)
 - **May 18 (April 2018 Report)** – WDB Cohorts: 675/30% open rate/5.1% CTR
 - **May 18 (April 2018 Report)** - Biz List: 5,425/8% open rate/103% CTR (Barracuda)
- **Job Outlook Most Recent Stats:** The following highlights local, state and national data in terms of NOT seasonally adjusted rates for **May 2018:**
 - **Ventura County decreased .2%** from a revised 3.3% in April 2018 to 3.1% in May 2018 (May 2017 = 3.9%)
 - **California decreased .1%** from 3.8% in April 2018 to 3.7% in May 2018 (May 2017 = 4.4%)
 - **U.S. also decreased .1%** from 3.7% in April 2018 to 3.6% in May 2018 (May 2017 = 4.1%)

The next meeting of the WDB Outreach Committee is scheduled for September 19, 2018, from 9:00 a.m. to 10:30 a.m., at the Ventura County Community Foundation Nonprofit Center, 4001 Mission Oaks Blvd., Carmarillo.

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



TO: EXECUTIVE COMMITTEE

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

DATE: AUGUST 9, 2018

SUBJECT: PROGRAMS COMMITTEE REPORT

The Programs Committee met on August 1, 2018. In attendance were Committee members: Tony Skinner (Chair)*, Dr. Roger Rice*, Kathy Harner*, and Leslie Webster. WDB Staff Patrick Newburn and Vivian Pettit. Guests Nancy Ambriz (Human Services Agency), Diana Fernandez (Boys & Girls Clubs Greater Oxnard and Port Hueneme), and Jessica Gallardo (PathPoint), Patricia DuPree (EDD), Rebecca Evans (Human Services Agency), and Fred Garcia (Human Services Agency). * Indicates WDB Member.

The following is a summary of topics discussed at the meeting:

Presentation

WIOA Rapid Response: by Fred Garcia, Rapid Response Manager, Adult and Family Services Department/ Human Services Agency

Fred Garcia presented an overview of Title I Rapid Response Services in Ventura County. Each committee member was given a folder of brochures, the same that individuals would receive, about available career services and unemployment insurance. Mr. Garcia explained that Rapid Response is authorized under Workforce Innovation and Opportunity Act (WIOA) Title I, with services provided to individuals (Dislocated Workers) being laid-off. Specifically, the service offered to employers and their affected employees are, the provision of information and access to unemployment compensation benefits, comprehensive One-Stop system services, and employment and training activities, including information on the Trade Adjustment Assistance (TAA) program and the North American Free Trade Agreement (NAFTA)-TAA program. He also explained how the WDB is notified of lay-offs through Worker Adjustment and Retraining Notification (WARN) which provides protection to employees, their families, and communities by requiring employers to give affected employees and other state and local representatives notice 60 days in advance of a plant closing or mass layoff. Advance notice provides employees and their families some transition time to adjust to the prospective loss of employment, to seek and obtain alternative jobs and, if necessary, to enter skills training or retraining that will allow these employees to successfully compete in the job market.

Mr. Garcia additionally presented a PowerPoint slide deck that provided a detailed overview of specific Ventura County services available to individuals. The committee also reviewed the Rapid Response annual report (121 Report) which detailed 12 employers in Ventura County that had lay-offs in 2017-18 affecting 667 employees.

Chair Tony Skinner thanked Mr. Garcia for the presentation and his service to the WIOA program and the valuable resources to people facing an abrupt career transition.

WDB Policies Review and Recommendation

Committee members reviewed new and revised WDB policies for WIOA Adult, Dislocated Worker, and Youth Programs. Members were provided electronic copies of each policy one week prior to the committee meeting. Patrick Newburn explained that the committee responsibility is to provide oversight of WDB policies that affect WIOA Title I participants. The committee may also recommend to the WDB their insight and recommendation for approval. These policies are critical to providing guidance to the local career service providers and allow them the ability to implement ongoing procedures. Additionally the WIOA legislation and State Workforce Board require local boards to establish policies on various topics. Vivian Pettit was available to answer member questions on the specifics within the policies. She noted that AFS/WIOA, Boys and Girls Clubs of Greater Oxnard and Port Hueneme, and PathPoint were offered opportunity where appropriate to provide comments and recommendations in the drafting of the policies.

The Policies for review:

NEW:

- A. WDB Policy #18-01 Veteran And Adult Priority Of Service
- B. WDB Policy #18-02 Fraud, Program Abuse, Criminal Conduct
- C. WDB Policy #18-04 Follow-Up Services
- D. WDB Policy #18-06 Supportive Services – Youth
- E. WDB Policy #18-07 Monitoring And Oversight
- F. WDB Policy #18-08 Firewall
- G. WDB Policy #18-09 Incentives - Youth

REVISED:

- A. WDB Policy #18-03 Supportive Services – Adult And Dislocated Worker (This Policy Updates And Replaces The WIOA Policy On Supportive Services Of 9/1/15)
- B. WDB Policy #18-05 Dislocated Worker Eligibility (This Policy Updates And Replaces The WIOA Policy On Dislocated Worker Eligibility Of 7/1/15)

The committee was to have an action item for recommendation to the WDB Executive Committee for their approval, however the Programs Committee did not have a quorum present today, and the action was pulled from consideration. The WDB Executive Committee will consider these policies for approval without Program Committee formal recommendation, at their August 9, 2018 meeting. There is necessity for a timely decision and implementation to make these draft policies finalized, in order for the service providers to establish there internal program procedures for program year 2018-2019 which began July 1, 2018.

WIOA Workforce Development Planning

- Predictive Reports / Performance Indicators Discussion

Committee Members reviewed the three page Predictive Reports 2017-2018 4th Quarter that detailed the 5 WIOA Title I Performance Indicators of participant outcomes within each service provider: Adult and Family Services Department, Boys & Girls Clubs of Oxnard and Port Hueneme, and PathPoint. Patrick Newburn explained each provider's goal and outcome. The performance outcomes are measures against goals established by the state. These Predictive Reports were presented for the committee as a "snapshot" for review in their oversight of WIOA programs. CalJOBS Predictive Reports (Performance Data) shown is not considered final and state reports will be available after October 1, 2018. These Predictive Reports are available and may be viewed at <http://www.workforceventuracounty.org>.

- Rapid Response – 121 & 122 Reports

Committee Members reviewed the Rapid Response – 121 & 122 Reports without comment. Patrick Newburn explained the 121 report which Fred Garcia in his earlier presentation explained lists the employers that had lay-offs in 2017-18 affecting 667 individuals. The 122 report were lists of employers that were consulted by the Economic Development Collaborative-Ventura County (EDCVC) for Lay-Off Aversion services. EDC-VC is contracted by the WDB to provide the Lay-Off Aversion services under the WIOA Title I Rapid Response program. Both reports are available and may be viewed at <http://www.workforceventuracounty.org>.

- PY17-18 Committee Year-End Review

Committee Members reviewed the Program Year 2017-2018 Year-End Review of Committee accomplishments including insight of lessons learned and suggestions for future consideration. Members were provided electronic copies of the draft review one week prior to meeting. Members requested that WDB staff allow members to receive comments and recommendations via email, in order to prepare a final draft for consideration at their next meeting.

- EDD 85% Program On-site Monitoring / CAP Update

Patrick Newburn and Vivian Pettit provided a broad summary of the results and corrective actions from the 85% Program on-Site Monitoring of the Youth Programs conducted in January 2018. The committee was provided initial reports at their February 2018 meeting while waiting for the written state report, which was delayed until June. The WDB has since conducted technical assistance and training with both Boys & Girls Clubs of Oxnard and Port Hueneme, and PathPoint in order to prepare Corrective Action Plans (CAP) as a result from findings listed in the state report. The WDB will provide a response letter with completed CAP to the state by August 31, 2018. Committee members requested that WDB staff provide the committee with a detailed summary of the findings and final CAP at their next meeting. Another EDD program monitoring is scheduled for the Adult and Dislocated Worker program in September 2018.

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



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: EXECUTIVE COMMITTEE **REVISED ACTION ITEM**
FROM: WDB ADMINISTRATION STAFF
DATE: AUGUST 9, 2018
SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE OF THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) RECOMMEND TO THE WDB APPROVAL OF THE NEW AND REVISED WDB POLICIES FOR WIOA TITLE I ADULT, DISLOCATED WORKER, AND YOUTH PROGRAMS:

NEW:

- A. WDB POLICY #18-01 VETERAN AND ADULT PRIORITY OF SERVICE
- B. WDB POLICY #18-02 FRAUD, PROGRAM ABUSE, CRIMINAL CONDUCT
- C. WDB POLICY #18-04 FOLLOW-UP SERVICES
- D. WDB POLICY #18-06 SUPPORTIVE SERVICES – YOUTH
- E. WDB POLICY #18-07 MONITORING AND OVERSIGHT
- F. WDB POLICY #18-08 FIREWALL
- G. WDB POLICY #18-09 INCENTIVES - YOUTH

REVISED:

- A. WDB POLICY #18-03 SUPPORTIVE SERVICES – ADULT AND DISLOCATED WORKER (THIS POLICY UPDATES AND REPLACES THE WIA POLICY ON SUPPORTIVE SERVICES OF 9/1/15)
- B. WDB POLICY #18-05 DISLOCATED WORKER ELIGIBILITY (THIS POLICY UPDATES AND REPLACES THE WIA POLICY ON DISLOCATED WORKER ELIGIBILITY OF 7/1/15)

RECOMMENDATION

Recommendation That The Executive Committee Of The Workforce Development Board Of Ventura County (WDB) Recommend To The WDB Approval Of The New And Revised WDB Policies For WIOA Title I Adult, Dislocated Worker, And Youth Programs:

NEW:

- A. WDB Policy #18-01 Veteran and Adult Priority of Service
- B. WDB Policy #18-02 Fraud, Program Abuse, Criminal Conduct
- C. WDB Policy #18-04 Follow-Up Services
- D. WDB Policy #18-06 Supportive Services – Youth
- E. WDB Policy #18-07 Monitoring And Oversight
- F. WDB Policy #18-08 Firewall
- G. WDB Policy #18-09 Incentives - Youth

REVISED:

- A. WDB Policy #18-03 Supportive Services – Adult and Dislocated Worker (This policy updates and replaces the WIA Policy on Supportive Services of 9/1/15)
- B. WDB Policy #18-05 Dislocated Worker Eligibility (This policy updates and replaces the WIA Policy on Dislocated Worker Eligibility of 7/1/15)

BACKGROUND / DISCUSSION

All WIOA Title I Adult, Dislocated Worker, Rapid Response and Youth program operators in the American Job Center of California (AJCC) AJCC delivery system are required to meet applicable local, state, and federal requirements including negotiated local area performance goals and required state rapid response reporting for a successful and sustainable regional workforce system. WIOA Title I programs for Adults, Dislocated Workers, and Rapid Response are managed by the Human Services Agency, Adult and Family Services Department (AFS); and Youth programs are managed by independent contracts with agencies outside County government. Levels of performance will be determined by the WDBVC on an annual basis.

The WDB has established the Programs Committee as a standing committee, responsible for providing oversight to all WIOA career services. The Programs Committee will review and may recommend new policies and updates to policy that may be required to ensure continuous improvement and alignment with mandated guidance from WIOA law, Federal Register - Code of Federal Regulation (CFR); Department of Labor - Training and Employment Guidance Letters (TEGL); and Employment Development Department directives (WSD).

WDB policies are intended to support the local and regional strategic plans including but not limited to: avoiding fraud and conflicts of interest by using firewalls; expanding access to employment, training, education and supportive services for eligible individuals, particularly those with barriers to employment; veterans priority of service; emphasis on informed customer choice, career services provider performance accountability, and continuous improvement; compliance with WIOA Section 188 and Americans with Disability Act regarding both physical and programmatic accessibility; addressing the needs of the Limited English Proficient population in Ventura County as a workforce; and economic development priority.

Presented for your committee's review are new WDB policies (Policy #18-01; Policy #18-02; Policy #18-04; Policy #18-06; Policy #18-07; Policy #18-08; and Policy #18-09) and revised WDB Policies (Policy #18-03; Policy #18-05) that will comply with current DOL TEGL and EDD Workforce Services Directives. WDB administration staff have prepared these policies and procedures in consultation with all youth contractors and the AJCC career services staff. It is recommended that your committee recommend to the WDB approval of these policies. The new and revised policies are attached to this action item.

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

Attachments:

- 1) WDB Policy #18-01 Veteran and Adult Priority Of Service
- 2) WDB Policy #18-02 Fraud, Program Abuse, Criminal conduct
- 3) WDB Policy #18-03 Supportive Services – Adult And Dislocated Worker
- 4) WDB Policy #18-04 Follow-Up Services
- 5) WDB Policy #18-05 Dislocated Worker Eligibility
- 6) WDB Policy #18-06 Supportive Services – Youth
- 7) WDB Policy #18-07 Monitoring and Oversight
- 8) WDB Policy #18-08 Firewall
- 9) WDB Policy #18-09 Incentives - Youth



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

LOCAL POLICY BULLETIN #2018-01:

Veteran and Adult Priority of Service

Draft Date: January 10, 2018 Effective Date: TBD

SUBJECT: Veteran and Adult Priority of Service

PURPOSE:

The purpose of this policy is to re-establish priority of service for Veterans within the WIOA and America's Job Center of California systems of Ventura County.

REFERENCES:

WIOA Section 134(c)(3)(E), 3(5), 3(15)(E) & 3(16)(A) and (B)

Training and Employment Guidance Letter (TEGL) 10-09, 22-04 & 19-16

38 U.S.C. 4213.

POLICY:

WIOA establishes a priority requirement with respect to funds allocated to a local area for Adult employment and training activities. One-stop center staff responsible for these funds must give priority to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient in the provision of individualized career services, and training services, priority was required to be given to public assistance recipients and low-income individuals when States and local areas determined that allocated funds were limited. Under WIOA, priority must be provided regardless of the level of funds. WIOA also expanded the priority to include individuals who are basic skills deficient.

Veterans and eligible spouses continue to receive priority of service for all DOL-funded job training programs, which include WIOA programs. However, when programs are statutorily required to provide priority for a particular group of individuals, such as the WIOA priority described above, priority must be provided in the following order:

1. First, to veterans and eligible spouses who also are included in the groups given statutory priority for WIOA adult formula funds. This means that veterans and eligible spouses who also are recipients of public assistance, other low-income individuals*, or individuals who are basic skills deficient would receive first priority for services provided with WIOA adult formula funds.
2. Second, to non-covered persons (individuals who are not veterans or eligible spouses) who are included in the groups given priority for WIOA adult formula funds.
3. Third, to veterans and eligible spouses who are not included in WIOA's priority groups.
4. Fourth, to any other populations identified by the Governor or Local Board for priority.
5. Last, to non-covered persons outside the groups given priority under WIOA.

Note: When past income is an eligibility determinant for Federal employment or training programs, any amounts received as military pay or allowances by any person who served on active duty, and certain other specified benefits must be disregarded for the veteran and for other individuals for whom those amounts would normally be applied in making an eligibility determination. Military earnings are not to be included when calculating income for veterans or transitioning service members for this priority.

INQUIRIES:

Inquiries regarding this policy can be addressed to the WDB administrative staff: 805-477-5306.

DRAFT



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

LOCAL POLICY BULLETIN #2018-02:

Reporting of Suspected Fraud, Program Abuse and Criminal Conduct

Draft Date: January 10, 2018 Effective Date: TBD

SUBJECT: Reporting of Suspected Fraud, Program Abuse and Criminal Conduct

PURPOSE:

The purpose of this policy is to comply with the procedures for reporting allegations of fraud, program abuse or criminal conduct involving grantees or other entities and subrecipients receiving federal funds from ETA (Employment and Training Administration).

REFERENCES:

20CFR 67.500, 20CFR 667.630

TEGL 2-12, Responsibilities for Reporting Instances of Suspected Fraud, Program Abuse and Criminal Conduct

POLICY:

WIOA Service providers shall become familiar with and review the above policy with all existing and new staff. If a service provider has an existing policy and procedure in place, both the local and DOL processes will be followed.

INQUIRIES:

Inquiries regarding this policy can be addressed to the WDB administrative staff: 805-477-5306.



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

LOCAL POLICY BULLETIN #2018-03:

Supportive Services Policy for Adult and Dislocated Worker Programs

Effective Date: January 25, 2018

(This policy updates and replaces the WIA Policy on Supportive Services of 9/1/15)

SUBJECT: Policy on WIOA Supportive Services.

REFERENCES:

WIOA Sec. 3(59), WIOA Sec. 134 (d)(2)

20 CFR 680.330, 20 CFR parts 680.900, 680.910, 680.930-970, 681.970, 29 CFR 680.140

Training and Employment Guidance Letter (TEGL) 19-16, Section 14

Training and Employment Guidance Letter (TEGL) 21-16, Section 7

PURPOSE:

Supportive Services are services that are necessary to enable an individual to participate in activities authorized under WIOA.

POLICY:

Supportive services may include, but are not limited to:

- Linkages to community services;
- Assistance with transportation;
- Assistance with child care and
- Assistance with housing;
- Needs-related payments (training only)
- Assistance with educational testing;
- Reasonable accommodations for individuals with disabilities;
- Referrals to health care;
- Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
- Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes;
- Payments and fees for employment and training-related applications, tests, and certification.

Needs-related payments may also be provided to the WIOA-enrolled customers only when participating in training services.

Supportive services only may be provided when they are necessary to enable individuals to participate in career service or training activities.

Individuals who are enrolled in the WIOA Adult and Dislocated Worker programs may receive supportive services when participating in career or training services **ONLY** and are unable to obtain supportive services through other programs providing such services.

Training-related supportive services such as tools, equipment, supplies or uniforms may not be paid for by WIOA funds if the employer provides these items to all other trainees or employees.

An individual who is receiving follow up services only may not receive supportive services

Supportive services may not be utilized to pay for expenses incurred prior to the participation's enrollment into the WIOA program.

Under no circumstances may supportive services be utilized to pay for expenses such as fines, penalties, late finance charges and interest payments, down payments on real estate properties or automobiles, or refundable deposits.

All other resources must be exhausted before utilizing WIOA funds for providing supportive services.

Providers of WIOA Adult and Dislocated Worker programs for Ventura County are to establish:

- Internal controls that result in equitable treatment;
- policies and procedures to establish eligibility for supportive services, verification of need, justification of need; authorization of supportive services and allowable costs (when applicable) for such services;
- policies and procedures for mandatory data entry into the CalJOBS system (i.e., activity codes, case notes, electronic document management); and
- assurance of coordination with other community resources

Limits may be placed on supportive services including maximum amount of funding, length of time and exceptions of the limits subject to availability of funds.

INQUIRIES:

Inquiries regarding this policy can be addressed to the WDB administrative staff: 805-477-5306.



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

LOCAL POLICY BULLETIN #2018-04:

Follow-Up Policy for WIOA Title I

Adult and Dislocated Worker and Youth Programs

Draft Date: January 10, 2018 Effective Date: TBD

SUBJECT: Policy on WIOA Follow-Up Services

REFERENCES:

WIOA sec. 134(c)(2)(A)(xii), WIOA Sec. 129(c)(2)(I)

20 CFR 681.400, 681.420(a), 681.460(a)(9), 681.580, 20 CFR 680.150(c), 20 CFR 678.430

Training and Employment Guidance Letter (TEGL) 19-16,

Training and Employment Guidance Letter (TEGL) 10-16,

Training and Employment Guidance Letter (TEGL) 26-16,

PURPOSE:

This policy provides guidance for follow-up services to enrolled individuals in both the WIOA Title I Youth and Adult and Dislocated Worker programs.

BACKGROUND:

Follow-up services must be provided, as appropriate, including: Counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.

Information obtained and reported during follow-up, such as unsubsidized employment, credential attainment, and supplemental (employment) data shall be utilized for the purpose of improved performance outcomes for WIOA programs.

POLICY:

Adult & Dislocated Worker Programs

Supportive services are not allowed for Title I adults and dislocated workers during follow-up period.

All 4 quarters of follow-up shall be completed and entered in the CalJOBS system.

Follow-up services must be provided for 12 months for all customers exited with unsubsidized employment.

Furthermore, follow-up services must be provided to all participants for a minimum of 12 months unless the participant declines to receive follow-up services or the participant cannot be located or contacted.

The WIOA Service Provider is responsible for establishing a process showing due diligence that efforts were made to maintain communication and/or re-engage customers who are not responsive to the case manager's follow-up efforts.

Youth Programs

Follow-up services are critical services provided following a youth's exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise.

Follow-up services for youth also may include the following program elements:

- Supportive services;
- Adult mentoring;
- Financial literacy education;
- Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
- Activities that help youth prepare for and transition to postsecondary education and training.
- Incentives that are directly tied to program performance outcomes.

All youth participants must be offered an opportunity to receive follow-up services that align with their individual service strategies.

Furthermore, follow-up services must be provided to all participants for a minimum of 12 months unless the participant declines to receive follow-up services or the participant cannot be located or contacted.

Follow-up services must include more than only a contact attempted or made for securing documentation in order to report a performance outcome.

All 4 quarters of follow-up shall be completed and entered in the CalJOBS system. Employment and wage information are required for 2nd and 4th quarter follow-up, when the participant is exited as employed, whether base wage information is collected at the state level, or supplemental data is gathered and reported.

The WIOA Service Provider is responsible for establishing a process showing due diligence that efforts were made to maintain communication and/or re-engage customers who are not responsive to the case manager's follow-up efforts.

Supplemental Data

While most forms of employment in the State's workforce will be reported via employer tax filings in the UI wage records system, certain types of employers and employees are excluded from these types of employment.

When base wage data is not available for those participants who exit with employment, WIOA service providers should use supplemental employment and wage information from other reliable sources to collect employment-related data necessary for calculating levels of performance.

If supplemental wage information is used to determine both employment status and wages within the same reporting period, then the same supplemental wage information must be used for both wages and employment status. There is no requirement that the same direct wage record match or supplemental wage information be used across multiple reporting periods, particularly in the event that the individual's employment status changes making the employment and wage verification method initially used not practicable or ideal.

INQUIRIES:

Inquiries regarding this policy can be addressed to the WDB administrative staff: 805-477-5306.



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

LOCAL POLICY BULLETIN #2018-05:

Policy on the Definition of Eligibility for Dislocated Workers

Draft Date: January 10, 2018 Effective Date: TBD

(This policy updates and replaces the WIA Policy #16-02 on the Definition of Eligibility for Dislocated Workers of 7/1/15 & 7/1/10)

SUBJECT: Policy on the Definition of Eligibility for Dislocated Workers

PURPOSE: This policy establishes the criteria for defining eligibility for WIOA Title I Dislocated Worker program services and the types of documentation that are acceptable in the Ventura County Workforce Area.

REFERENCE:

WIOA Section 3(15),3(16)

CFR 680.120, 130 & 140, 680.600 & 680.660

TEGL 19-16

Section 101(d)(1), 991(b) & 101(a)(13)(B) of title 10, United States Code

Section 101(16) of title 38, United States Code

POLICY:

I. Definition of a Dislocated Worker

The term “dislocated worker” means an individual who:

- (A) (i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment;
- (ii) (I) is eligible for or has exhausted entitlement to unemployment compensation; or
- (II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center, attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; and
- (iii) is unlikely to return to a previous industry or occupation;
- (B) (i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;
- (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
- (iii) for purposes of eligibility to receive services other than training services, career services, or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;

- (C) was self-employed (including employment as a farmer, a rancher, or a fisherman but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;
- (D) is a displaced homemaker; or
- (E) (i) is the spouse of a member of the Armed Forces on active duty, and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or
- (ii) is the spouse of a member of the Armed Forces on active duty.

The term “displaced homemaker” means an individual who has been providing unpaid services to family members in the home and who—

- (A) (i) has been dependent on the income of another family member but is no longer supported by that income; or
- (ii) is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty pursuant to a provision of law referred to in, a permanent change of station, or the service-connected death or disability of the member; and
- (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

II. The Criteria for Defining Dislocated Worker

1. Demonstrating sufficient attachment to the workforce:
 - a. An individual who is not eligible for unemployment compensation but was employed for at least 3 consecutive months in the past 12 months
 - b. A seasonal worker who has been employed 30 out of the last 52 weeks
2. Unlikely to return:
 - a. An individual who has worked in a declining industry/occupation as documented by any of the following: State of local Labor Market Information, a quantified publication from a local Chamber of Commerce, local Workforce Development Board or Economic Development Agency publication, or a qualified consultant, educational entity; or
 - b. An individual who worked in an industry/occupation for which there are limited job orders in State (CalJOBS) and/or the local job match system; or
 - c. An individual who is insufficiently education and/or does not have the necessary skills for re-entry into the former industry/occupation, as documented by an assessment of the client’s educational achievement level, comprehensive testing or by other suitable means; or
 - d. An individual who has physical or mental problems that would preclude his/her re-entry into the former industry/occupation, as documented by a physician or other applicable professional; or

- e. An individual whose family, personal or financial circumstances would preclude his/her re-entry into the former industry/occupation, as documented by an applicable professional organization, legal document, financial institution or other legal service.
- 3. Substantial layoff:
Any reduction in workforce that is not the result of a plant, facility, or enterprise closure that results in an employment loss at a single site of employment in any 30-day period that represents at least one of the following:
 - a. The closure of an entire department
 - b. The elimination of an entire class or occupation(s)
 - c. Cessation of production on a product or manufacturing line
 - d. The termination of at least 25% of all employees who worked 20 or more hours per week
 - e. The termination of at least 50 employees who comprised at least one third of the layoff employer's workforce
- 4. General announcement of plant closing:
 - a. A Federal and/or State WARN Notice
 - b. A published or electronically generated report, publication or article generated from Southern California
 - c. A report or electronic (Internet) report, publication or article from a recognized California employment entity or State or local LMI monthly or quarterly report
- 5. A self-employed individual who is unemployed as a result of general economic conditions in the community in which the individual resides:
 - a. If the Ventura County unemployment rate reaches 7 percent
 - b. If a dominant local industry experiences a downsizing of 500 or more employees
- 6. Unemployment as the result of a natural disaster
An individual who has lost employment as a result of a natural disaster as declared by the Federal Emergency Management Agency (FEMA) or the Governor of the State of California
- 7. Displaced homemaker experiencing difficulty in obtaining or upgrading employment:
An individual who has been providing unpaid services to family members in the home and
 - a. Who has been dependent on the income of another family member but is no longer supported by that family member's income and
 - b. Is unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment
- 8. Trade Adjustment Assistance (TAA) Clients:
All TAA certified individuals will meet the criterion of having been terminated from employment and receiving or determined eligible to receive unemployment compensation, as well as unlikely to return to a previous

industry since the company in which they were employed was trade-affected and suffered a substantial layoff or shutdown.

9. Unemployment Insurance (UI) Claimants for Reemployment and Eligibility Assessment (REA) Services: those individuals who have
 - a. Been assessed by EDD for their job readiness in relationship to the local labor market and
 - b. Completed a re-employment plan with the goal of seeking retraining and
 - c. Receive a referral to WIOA training with specific documentation for the six elements used to conclude that vocational training is needed (because there is no suitable employment available for the adversely affected worker), as documented by EDD.
10. Unemployment Insurance (UI) Profiling

III. Acceptable Sources of Documentation

1. Staff may include the use of Applicant Statements when reasonable efforts on the part of the applicant have failed to obtain necessary documentation to support Dislocated Worker status.
2. The Applicant Statement must be supported by a written narrative from staff explaining the need for the statement.

INQUIRIES:

Inquiries regarding this policy can be addressed to the WDB administrative staff: 805-477-5306.



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

Local Policy Bulletin #2018-06:

Supportive Services Policy for WIOA Youth Programs Services

Draft Date: January 10, 2018 Effective Date: TBD

SUBJECT: Policy on WIOA Supportive Services for Youth Programs Services

REFERENCES:

WIOA Sec. 3(59), WIOA Sec. 134 (d)(2)(3)

2 CFR 200, 20 CFR 680.330, 20 CFR parts 680.900, 680.910, 680.930-970, 681.570, 681.970, 29 CFR 680.140

Training and Employment Guidance Letter (TEGL) 19-16,

Training and Employment Guidance Letter (TEGL) 21-16,

Workforce Services Directive WSD 16-02

PURPOSE:

Supportive services are services that are necessary to enable an individual to participate in activities authorized under WIOA.

This policy establishes guidelines for allowable supportive services for WIOA Youth programs, general limitations and documentation necessary for supportive services.

OVERVIEW

The term “Supportive Services” refers to those financial-based or physical accommodations that are reasonable and necessary and/or required for a customer to participate in activities authorized under Title I of the Workforce Innovation and Opportunity Act (WIOA).

Supportive services is one of the 14 youth program elements described in CFR 681 which may be provided in order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants. Youth who are enrolled and receiving any of the prescribed 14 elements, including training or follow-up services under WIOA, may be eligible for supportive services if they are unable to obtain assistance from other agencies providing such services.

POLICY:

Supportive services may include, but are not limited to:

- Linkages to community services;
- Assistance with transportation;
- Assistance with child care and dependent care;
- Assistance with housing;
- Needs-related payments (training only)
- Assistance with educational testing;
- Reasonable accommodations for individuals with disabilities;
- Legal aid services;

- Referrals to health care;
 - Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
 - Assistance with books, fees, school supplies, and other necessary items
- Payments and fees for employment and training-related applications, tests, and certification.

Needs-related payments may also be provided to the WIOA-enrolled customers only when participating in training services.

Supportive services only may be provided when they are necessary to enable individuals to participate in WIOA Youth service and/or training activities.

All efforts to secure supportive services from other sources must be first exhausted and documented in the proper form before expending WIOA funds.

Supportive services may not be utilized to pay for expenses incurred prior to the participation's enrollment into the WIOA program.

The need for supportive services for WIOA-enrolled youth must be noted when developing the Individual Services Strategy (ISS) or Employment Plan (IEP). Therefore, a thorough understanding of the resources and services available from other state, federal or local agencies is pivotal in providing services with WIOA funds.

A WIOA customer shall not be denied supportive services without documented concurrence of a supervisor or manager.

Allowable Costs

Supportive services are available up to a maximum lifetime aggregate amount of \$5,000.00 for WIOA-enrolled customers in individualized services.

Documentation of need does not automatically entitle a customer to WIOA Supportive Services since need could be addressed by non-WIOA resources.

Incentives

Incentives for Youth programs is addressed in Local Policy Bulletin #2015-06: Policy on Incentives for Youth Programs.

An incentive is a one-time or a regular payment, non-cash, to a WIOA Youth participant for the successful participation in, and achievement of, expected milestones, program and performance outcomes linked to training or work experience. Such incentives could include improvements marked by testing or other successful outcomes.

- Incentives are intended to be used to encourage and motivate WIOA youth to reach specific goals (milestones) and obtain positive outcomes.
- Such awards are not an entitlement and are subject to the availability of WIOA Youth funds.
- As supportive services, such awards must be allowable, necessary for the participant's success in the program and reasonable.
- Program operators have the option of including in their program design those incentives that they deem most appropriate for their participants; but these awards must conform to the guidelines set forth in the WIOA, individual provider contracts and this policy.
- A statement of incentives and a line item in the budget will be a part of the contract of each operator of a Youth program.
- No more than \$1,200 may be allotted for incentives for any one participant. Exceptions to this maximum allotment require the prior approval of the Executive Director of the WDB.
- Incentives are to be carefully distinguished from regular supportive services, tuition, and other similar needs-related payments; and any allotment for incentives is exclusive of these services.
- Incentive payments must be scheduled and documented in each participant's Individual Service Strategy (ISS).

Limitations

Supportive services may not be utilized to pay for expenses such as fines, penalties, late finance charges and interest payments, down payments on real estate properties or automobiles, or refundable deposits.

Under no circumstance may Supportive Services funds be used to pay any legal violations or fines incurred for breaking the law, such as speeding or DUI tickets.

Supportive service funds will not be used to pay for treatment of medical problems, illness or medical co-payments.

Supportive services will not be used to pay for any late fees associated with credit card payments, automobile, rent, or mortgage payments or for a down payment on an automobile or real property.

Special Situations

Individual items must be related to training, placement or follow-up activities, related to the successful completion of such WIOA activities and related to successful performance outcomes. Supportive services are subject to a case-by-case review. The maximum supportive services amount is subject to established limit(s) or item(s)

requested. The authorized WIOA program provider, manager or designee must approve all requests.

Follow-Up

Supportive Services may be provided to a youth during follow-up, providing the supportive services are reasonable and necessary and are directly related to the successful outcomes of the WIOA program.

OTHER:

Providers of WIOA Youth program services of Ventura County are to establish:

- Internal controls that result in equitable treatment;
- policies and procedures for verification of need, justification of need; authorization of supportive services and allowable costs (when applicable) for such services;
- policies and procedures for data entry into the CalJOBS system (i.e., activity codes, case notes, electronic document management); and
- assurance of coordination with other community resources

Limits may be placed on supportive services including maximum amount of funding, length of time and exceptions of the limits subject to availability of funds.

ADDITIONAL RESOURCES:

For additional processes, refer to *SSY-01 Supportive Services Policy – WIOA Youth*

INQUIRIES:

Inquiries regarding this policy can be addressed to the WDB administrative staff: 805-477-5306



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

Local Policy Bulletin #2018-07:

Monitoring and Oversight of WIOA Title I

Youth, Adult and Dislocated Worker Programs

Draft Date: January 10, 2018 Effective Date: TBD

SUBJECT: Policy on Monitoring and Oversight of WIOA Title I Programs

REFERENCES:

WIOA Sec. 107(c)8,

WIOA Sec. 129(c),

WIOA Sec. 134,

WIOA Sec. 116

2 CFR part 200, 2900

20 CFR 683.410, 20 CFR 683.210

PURPOSE:

The purpose of this policy is to establish oversight and monitoring system for Ventura County WIOA Title I Youth formula, and Adult and Dislocated Worker programs.

POLICY:

The Workforce Development Board of Ventura County (WDB) will, conduct oversight for Title I youth formula activities, and Adult and Dislocated Worker employment and training activities, Rapid Response, and the one-stop delivery system in Ventura County. WDB will ensure the appropriate use and management of the WIOA funds for workforce development activities. WDB will ensure the appropriate use, management, and investment of funds to maximize State and Federal performance outcomes.

Specifically WDB will:

- a) Ensure that job training opportunities for youth, adults and dislocated workers are accessible through providers of career services who are responsive to the need of all local job seekers;
- b) Ensure that the job training system satisfies the needs of local employers, both large and small, and that the system is driven by the demands of the market and of employers;
- c) Ensure that the local employment and training system is guided by vigorous standards of performance accountability in such areas as rates of job placement, job retention and earnings and customer satisfaction.
- d) Oversee the job training system, that is, the collective activities of partners engaged in WIOA business;
 - i. Select the One-Stop Operator with the agreement of the County's Board of Supervisors;

- ii. Review annually the operations of the job-training system and, if appropriate, recommend termination for cause of the eligibility of any of the system's partners;
 - iii. Establish and maintain through the agency of the One-Stop Operator(s) at least one full-service Job and Career Center (a physical site) that provides job seekers with integrated employment, education, training and job search services and with information on the filing for unemployment compensation and disability benefits and offers comprehensive workforce-related business service;
- e) WDB will conduct an independent and objective evaluation of the America's Job Center of California (AJCC) in Ventura County once every three years using criteria and procedures established by the California Workforce Development Board (State Board)
 - f) Following State Board policy and the policy direction of the State Plan, WDB will be responsible for ensuring that AJCC MOUs require a baseline level of WIOA core program and mandatory One-Stop partner participation in the AJCCs that meets federal requirements such that program services are coordinated, and when appropriate, integrated in ways that make customizable services available to clients on the basis of their particular individual needs.
 - g) Lead efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, and workers and jobseekers (including individuals with barriers to employment) in the local workforce development system, including providing physical and programmatic accessibility, in accordance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), to the one-stop delivery system.
 - h) WDB will annually monitor all service providers, including all one-stop centers within the local area and eligible training providers, for compliance with Section 188 of the WIOA and 29 CFR Part 38. WDB will keep copies of compliance monitoring efforts and reports on file.
 - i) WDB, in order to maintain compliance with State and Federal law, and ensure accountability and transparency, will appoint an oversight committee (Programs Committee) that will oversee and report back to the WDB, the development, operation and evaluation of all WIOA-funded programs involving enrolled clients and employers: Youth, Adult, Dislocated Worker, and Rapid Response, the entire continuum of client engagement. WDB may appoint non-WDB members to three year terms upon recommendation by the Membership Committee, to ensure independent and objective evaluation and to benefit from their appropriate experience and expertise and also to promote additional community engagement where needed,

INQUIRIES:

Inquiries regarding this policy can be addressed to the WDB administrative staff: 805-477-5306.



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

Local Policy Bulletin #2018-08

Firewall Policy:

WDBVC Adult, Dislocated Worker and Youth Programs, One-Stop Operator, and
Career Services Provider

Draft Date: July 6, 2018 Effective Date: TBD

SUBJECT: Policy on Workforce Development Board Firewall

PURPOSE: The purpose of this policy is to provide guidance in the commitment of the Workforce Development Board of Ventura County (WDBVC) to the highest level of system integrity and the appropriate oversight of the Workforce Innovation and Opportunity Act (WIOA) and America's Job Center of California (AJCC), in order to comply with federal, state, and local laws and regulations. In addition, the purpose of the policy is to establish a "firewall" in the event of a conflict of interest.

REFERENCES:

- Workforce Innovation and Opportunity Act (WIOA) Public Law (113-128)
- Title 2 Code of Federal Regulations (CFR) Part 200: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Uniform Guidance)
- Title 2 CFR § 200.318
- Title 2 CFR Part 2900: "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (Department of Labor Exceptions)
- Title 20 CFR WIOA, "Department of Labor; Final Rule"
- Title 34 CFR WIOA, "Point Rule for Unified and Combined State Plans Performance Accountability, and the One-Stop System Joint Provisions; Final Rule"
- WIOA Title I, 20 CFR § 679.420 and § 679.370
- Training and Employment Guidance Letter WIOA NO. 21-16 Operating Guidance For The Workforce Innovation And Opportunity Act
- State of California Employment Development Department Workforce Services Directive WSD16-14
- America's Job Center of California Memorandum of Understanding (MOU) Phase I & II
- County of Ventura Human Services Agency Conflict of Interest and Code of Conduct outlined in the Contracts & Grants Purchase Order Procedures and RFP Contract Procedures.

DEFINITIONS:

Conflict of Interest – an employee, officer, agent, or any member of the organization that has an interest in a financial gain or tangible benefit and who participates in the selection, award, or administration of a contract supported by a federal award.

Firewall – an established policy or procedure that acts as a barrier or protection against an undesirable influence, outcome, or authority. Examples of firewalls include but are not limited to organizational arrangements that provide clear separation of duties and responsibilities, reporting hierarchy of managers and staff that provide clear separation between job duties and responsibilities, and conflict of interest/confidentiality/disclosure agreements.

POLICY:

- I. The WDBVC Staff and Members, AJCC Operators ("Operators"), Service Providers and Fiscal Agent must act solely in the best interest of the community without regard to personal interest and must not participate in matters in which they have a disqualifying financial interest.

II. Firewall Guidelines.

- A. The appropriate role of fiscal agent is limited to accounting and funds management functions rather than policy or service delivery as per Title 2 CFR § 679.420.
- B. Providers delivering Title I, Dislocated Worker and Adult Services and Title I, Youth Direct Services will report any concerns or issues relating to conflicts of interest with Operators directly to WDBVC staff and bypass the Operators.
- C. Operators will report any concerns or issues relating to conflicts of interest with the Title I, Dislocated Worker and Adult Services and Title I, Youth Direct Service Providers directly to the WDBVC staff and bypass the Direct Services agency.
- D. WDBVC will be responsible for all conflicts of interest oversight and monitoring activities including but not limited to imposing separation of duties and/or functions among individuals and entities party to this policy and restriction of access to physical and electronic information. WDBVC will be required to recuse themselves from any vote where a conflict of interest exists. In the event of a conflict of interest with WDBVC staff, such person will not be involved in any selection process, meetings or discussions. All conflicts will be shared with the WDBVC Executive Director (or designee) and WDBVC Chair. In the event that the conflict involves the WDBVC ED, the WDBVC Chair will communicate with the County Human Services Agency Director, who provides oversight to the WDBVC Executive Director position. In the event that the conflict involves the WDBVC Chair, the WDBVC Executive Director will communicate with the WDBVC Vice-Chair or other WDBVC Executive Committee member. Access to information is protected from WDBVC members due to files being stored at the County of Ventura Human Services Agency office. When a conflict involves WDBVC staff, files will be kept in a locked cabinet and saved in a password protected file within the County's server.
- E. In the event that a WDBVC member recuses themselves from a vote at a public board meeting, causing a quorum vote to not be met, the item will be tabled until a future meeting. If this occurs at a WDBVC Executive Committee meeting, the item will be included on the WDBVC agenda at a subsequent meeting. If there is an instance where the WDBVC does not have a quorum vote due a recusal then the item will be tabled and added to a future agenda for further discussion and vote.
- F. Members of WDBVC shall comply with County of Ventura Human Services Agency Conflict of Interest and Code of Conduct outlined in the Contracts & Grants Purchase Order Procedures and RFP Contract Procedures.

III. AJCC (One-Stop) Operators:

- A. Local Boards must select their AJCC Operator through a competitive process at least once every four years (WIOA Section 121[d][2][A]). According to EDD Directive WSD16-14 December 19, 2016: As part of that competitive process,

Local Boards are required to clearly articulate the expected role(s) and responsibilities of the AJCC Operator (Title 20 CFR Section 678.620[a]).

- B. When selecting an AJCC Operator, Local Boards are required to fully adhere to the federal procurement standards outlined in Uniform Guidance Sections 200.318-200.326, as well as their local procurement policies.
- C. Local Boards who use a third party to conduct the competitive process must create a firewall in its procurement policy that only allows the Local Board to contribute the necessary and relevant federal, state, and local procurement requirements to the third party for them to conduct the competitive process.
- D. Operators are selected through a competitive procurement process and either be a single agency or a consortium that includes, at a minimum, three or more AJCC partners.
- E. When a single entity operates in more than one of the following roles including but not limited to local fiscal agent, WDB staff, one-stop operator, or direct service provider, it is required that such agency adhere to the policy set forth in this document.
- F. The AJCC Operators and the Adult and Dislocated Worker Career Services Providers fulfill two distinct and separate roles within the local AJCC system. These roles may be filled by the same entity or different entities based on what the Local Board determines is best for meeting the needs of its customers and demographic area, but, the roles must be clearly articulated as part of the competitive procurement and selection processes.
- G. The role of the AJCC Operator includes the following:
 - 1. Coordinating the service delivery of required AJCC partners and service providers.
 - 2. Ensuring the implementation of partner responsibilities and contributions agreed upon in Memorandums of Understanding - Phase I and Phase II.
- H. Operators responsibilities include:
 - 1. Coordinating the service delivery of required AJCC partners and service providers.
 - 2. Ensuring all partners are in compliance with AJCC Memorandum of Understanding (MOU) **Phase I & II.**
 - 3. Provide reports to the WDBVC on operations, performance and continuous quality improvement recommendations. Operators may be asked to take on additional tasks as directed by the WDBVC.
 - 4. Implement local WDBVC policies.
 - 5. Adhere to all applicable federal and state guidance.
- I. Operators must adhere to the following:
 - 1. Disclose any potential conflicts of interest arising from the relations of the AJCC Operator with particular training service providers or other service providers in accordance with Uniform Guidance General Procurement Standard as per Title 2 CFR §200.318.
 - 2. Will not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services.
 - 3. Comply with the federal regulations and procurement policies relating to the calculation and use of profits outlined in Uniform Guidance.
 - 4. Adhere to WIOA Title I subtitle E § 679.430 to ensure appropriate firewalls within a single entity performing multiple functions, including when a fiscal agent also functions as a provider of services.

IV. **Title I, Dislocated Worker and Adult Services Providers**

- A. Title I, Dislocated Worker and Adult Services Providers are provided through the County of Ventura Human Services Agency's Adult and Family Services Department.
- B. According to EDD Directive WSD16-14 December 19, 2016: Local Boards are responsible for identifying eligible Adult and Dislocated Worker Career Services Providers. If an AJCC Operator wishes to also serve as the Adult and Dislocated Worker Career Services Provider they must have appropriate firewalls in place between the staff providing services, the staff responsible for oversight and monitoring of services, and the Local Board. The firewalls must conform to Title 20 CFR Section 679.430 for demonstrating internal controls and preventing conflicts of interests.
- C. Title I, Dislocated Worker and Adult Services Provider will recruit, provide orientation, conduct comprehensive assessments, screening and determine WIOA eligibility for a minimum number of eligible participants to be enrolled and ensure that participants are on track to achieve program outcomes as outlined in WIOA (Public Law 113-128); and EDD Directive WSD16-21 June 12, 2017.
- D. The AJCC Operators and the Adult and Dislocated Worker Career Services Providers fulfill two distinct and separate roles within the local AJCC system. These roles may be filled by the same entity or different entities based on what the Local Board determines is best for meeting the needs of its customers and demographic area, but, the roles must be clearly articulated as part of the competitive procurement and selection processes.
- E. The role of the Title I Adult and Dislocated Worker Career Services Provider includes the following:
 - 1. Providing basic career services including but not limited to participant intake, orientations, initial assessments, employment services, and referrals to other partners and services.
 - 2. Providing individualized career services including but not limited to comprehensive and specialized assessments, case management, individual employment plans, training, and career planning.
 - 3. Manage the hours of operation for AJCC's
 - 4. Managing the daily operations in coordination with local fiscal agents for the lease, utilities and other property activities in support of the AJCC premises.
 - 5. Report to the WDBVC on operations, performance and continuous improvement recommendations
 - 6. Adhere to all applicable federal and state guidance

V. **Title I, Youth Service Providers**

- A. Title I, Youth Service Providers are selected through a competitive procurement process.
- B. Title I, Youth Service Providers responsibilities include:
 - 1. Recruit, provide orientation, conduct comprehensive assessments, screening and determine WIOA eligibility for a minimum number of eligible youth to be enrolled and ensure that enrolled youth are on track to achieve program outcomes as outlined in WIOA (Public Law 113-128) Section 129(a)(1); Training and Employment Guidance Letter (TEGL) 21-16, Third

WIOA Title I Youth Formula Program Guidance (March 2, 2017); and EDD Directives WSD17-07 January 16, 2018 and WSD16-21 June 12, 2017. Program activities must comply with WDB contract and with associated guidance from the Department of Labor, State EDD Workforce Services Department and County of Ventura.

2. Local area youth service providers are required to provide at least one of the 14 program elements for initial enrollment / participation into the WIOA Youth services program. Contractors must make available, but are not required to provide all 14 elements to each youth participant. Each youth is to receive all services directly relevant to his/her needs. Local area youth service providers have the flexibility to determine what specific services a youth will receive based upon the youth's assessment and service strategy.

C. Performance:

1. The Contractor will engage youth in allowable activities in order to meet the areas of evaluation for program/contract accountability as established by the WDB and/or the WDB's Programs Committee.
2. Applicable areas of evaluation reporting will conform to the State-approved automation system.
3. Performance at levels below those identified may require Contractor to submit a corrective action to WDB Administrative staff. The WDB retains the right to terminate the contract should performance fall below acceptable levels.
4. CONTRACTOR is obligated to utilize 100% of the funds of this contract in a timely manner, indicating on each monthly invoice both accrued and paid expenditures.

VI. **Fiscal Agent**

- A. The County of Ventura Human Services Agency (HSA) acts as the fiscal agent, as appointed by the Ventura County Board of Supervisors.
- B. Per 2 CFR § 679.420, the Fiscal Agent responsibilities include:
 1. Receive funds.
 2. Ensure sustained fiscal integrity and accountability for expenditures of funds in accordance with Office of Management and Budget circulars, WIOA and the corresponding Federal Regulations and State policies.
 3. Respond to audit financial findings.
 4. Maintain proper accounting records and adequate documentation.
 5. Prepare financial reports.
 6. Provide technical assistance to sub recipients regarding fiscal issues.

In Ventura County, the fiscal agent also:

1. Enters into contracts with sub-recipients and works with WDBVC to establish the scope of services aligning with requirements set forth in WIOA law and local policies set by the WDBVC.

2. HSA manages monitoring of all sub-recipients and issues monitoring reports.
3. HSA processes monthly invoices, payments and is responsible to draw funds down from the State of California.

VII. **WDBVC Administrative Staff**

Per 2 CFR § 679.370, the Local Workforce Development Board, through the WDBVC Administrative staff, responsibilities include:

1. WDBVC staff coordinates between the WDBVC and partners to the workforce system in Ventura County.
2. WDBVC staff acts a liaison between the WDBVC and America's Job Center of California.
3. WDBVC staffs all WDBVC board meetings; taking minutes, developing agendas, and writing reports.
4. WDBVC staff coordinates efforts between education, industry, economic development, labor unions and community-based organizations.
5. WDBVC staff writes grant applications, state reports, local and regional plans, and any necessary document that is required by the California Workforce Development Board.
6. WDBVC staff ensures that all necessary local policies are updated and circulated to all partners.
7. WDBVC staff assists in policy development.
8. Per 2 CFR § 679.370, WDBVC staff engage in the monitoring of service delivery contracts and sub-awards and approve invoices to ensure funds are used in accordance with regulations and approved contract budget.
9. In partnership with the Chief Elected Official:
 - a. Conduct oversight of youth workforce investment activities authorized under WIOA sec. 129(c), adult and dislocated worker employment and training activities under WIOA secs. 134(c) and (d), and the entire one-stop delivery system in the local area.
 - b. Ensure the appropriate use and management of the funds provided under WIOA subtitle B for the youth, adult, and dislocated worker activities and one-stop delivery system in the local area.
 - c. Ensure the appropriate use management, and investment of funds to maximize performance outcomes under WIOA sec. 116.
 - d. Support the competitive bidding process for providers of the youth workforce investment activities, training services, career services and One-Stop Operator(s).

INQUIRIES: The WDB Administration staff can be reached at 805-477-5306 and will answer questions regarding this policy, which will be revised as need arises.



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

Local Policy Bulletin #2018-09:

Incentives for WIOA Youth Programs

WIOA Youth Programs

Draft Date: July 24, 2018 Effective Date: TBD

SUBJECT: Policy on Incentives for WIOA Youth Programs

PURPOSE:

This policy makes provision for granting incentives awards to youth enrolled in the Title I WIOA Youth program.

REFERENCE:

Title 20 CFR Section 681.640

2 CFR part 200

POLICY:

An incentive is a one-time or a regular payment, either cash or non-cash, to a WIOA Youth participant for recognition and achievement of, expected program and performance outcomes linked to training activities and work experiences.

Incentives are intended to be used to encourage and motivate WIOA youth to reach specific goals and obtain positive outcomes. If / when tied to WIOA Youth program elements, they must be utilized for the purpose of WIOA performance outcomes.

Such awards are not an entitlement and are subject to the availability of WIOA Youth funds.

If incentives are used as a supportive service, such awards must be allowable, reasonable and necessary for the participant's success in the program and must comply with the WDBVC's policy on supportive services.

Program operators have the option of including in their program design those incentives that they deem most appropriate for their participants; but these awards must conform to the guidelines set forth in the WIOA and this policy.

A statement of incentives and a line item in the budget will be a part of the contract of each operator of a Youth program.

No more than \$1,200 may be allotted for incentives for any one participant. Exceptions to this maximum allotment require the prior approval of the Executive Director (or designee) of the WDB.

Incentives are to be carefully distinguished from supportive services, tuition, and other similar needs-related payments; and any allotment for incentives is exclusive of these services.

Incentive payments must be scheduled and documented in each youth participant's Individual Service Strategy (ISS).

Incentive payments must not be spent on entertainment costs – they do not include items such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment

INQUIRIES:

Questions regarding this policy should be directed to the WDB administrative staff in charge of contracts for Youth services: 805-477-5306.

DRAFT



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: EXECUTIVE COMMITTEE

FROM: MELISSA LIVINGSTON
CHIEF DEPUTY DIRECTOR, HUMAN SERVICES AGENCY
INTERIM WDB EXECUTIVE DIRECTOR

DATE: AUGUST 9, 2018

SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE OF THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE SUBMISSION OF THE 2018 CONFLICT OF INTEREST CODE BIENNIAL REVIEW OF THE WDB TO THE CLERK OF THE BOARD OF SUPERVISORS

RECOMMENDATION

Recommend that the Executive Committee of the Workforce Development Board of Ventura County (WDB) approve submission of the 2018 Conflict of Interest Code Biennial Review of the WDB to the Clerk of the Board of Supervisors.

DISCUSSION

Every two years we are asked to revise as needed the form that notifies the Clerk of the Board of Supervisors of those individuals who are required to submit Form 700 in accordance with the WDB Conflict of Interest Code. In addition to updating the title of the Workforce Development Board, we have listed categories listed for Form 700 submission: all WDB members, the WDB Executive Director, and the WDB Administrative Managers (Senior Administrative Specialists). The revised Review is attached for review and approval.

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

2018 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

☐ **An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2018**, or by the date specified by your agency, if earlier, to:

**Board of Supervisors
800 S. Victoria Avenue
Ventura, CA 93009-1920**

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

2018 CONFLICT OF INTEREST CODE
~~INSERT NAME OF AGENCY/DEPARTMENT~~ WORKFORCE DEVELOPMENT
BOARD OF VENTURA COUNTY

The Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

The terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the ~~INSERT NAME OF AGENCY/DEPARTMENT~~ **WORKFORCE DEVELOPMENT BOARD**, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the **WORKFORCE DEVELOPMENT BOARD** ~~INSERT NAME OF AGENCY/DEPARTMENT~~. Persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Clerk of the Ventura County Board of Supervisors' Office which shall be the Filing Officer.

IN PREPARING THE FORM 700, DESIGNATED FILERS NEED ONLY DISCLOSE THOSE FINANCIAL INTERESTS FALLING WITHIN THE DISCLOSURE CATEGORIES DESIGNATED FOR THAT FILER'S POSITION AS STATED IN EXHIBITS A AND B.

APPROVED AND ADOPTED this 9th day of August, 2018:

By: _____

Print Name: Melissa Livingston

Title: Chief Deputy Director, County of Ventura
Human Services Agency

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EXHIBIT A – DESIGNATED POSITIONS

# of POSITIONS	POSITION TITLE	DISCLOSURE CATEGORIES (From Exhibit B)
<u>4</u>	<u>Senior Administrative Specialists</u>	<u>1</u>
Consultants ¹		

¹ The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.

EXHIBIT B – DISCLOSURE CATEGORIES

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

Category 1 – BROADEST DISCLOSURE

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

- (1) All sources of *income, gifts, loans* and *travel payments*;
- (2) All *interests in real property*; and
- (3) All *investments* and *business positions* in *business entities*.

Category 2 – REAL PROPERTY

[SEE FORM 700 SCHEDULE B]

All *interests in real property*, including *interests in real property* held by *business entities* and trusts in which the public official holds a business position or has an *investment* or other financial interest.

Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans* and *travel payments*, from sources which engage in land development, construction, or real property acquisition or sale.

Category 4 – PROCUREMENT

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans* and *travel payments*, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

Category 5 – REGULATION AND PERMITTING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans* and *travel payments*, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

Category 6 – FUNDING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans* and *travel payments*, from sources which receive grants or other funding from or through the designated position's agency or department.

APPENDIX - DESIGNATING OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Pursuant to Government Code section 87200 et seq., certain city and county officials, as well as all “other officials who manage public investments,” are required to disclose their economic interests in accordance with the Political Reform Act. This Appendix provides the relevant definitions for determining which public officials qualify as “other officials who manage public investments,” designates the agency’s positions which qualify as such, and states the Filing Officer for each designated position.

APPLICABLE DEFINITIONS

As set forth in 2 California Code of Regulations section 18701, the following definitions apply for the purposes of Government Code section 87200:

(1) “Other public officials who manage public investments” means:

(A) Members of boards and commissions, including pension and retirement boards or commissions, or of committees thereof, who exercise responsibility for the management of public investments;

(B) High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers. This category shall not include officers and employees who work under the supervision of the chief or principal investment officers or the chief financial managers; and

(C) Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions that would otherwise be performed by the public officials described in subdivision (1)(B) above.

(2) “Public investments” means the investment of public moneys in real estate, securities, or other economic interests for the production of revenue or other financial return.

(3) “Public moneys” means all moneys belonging to, received by, or held by, the state, or any city, county, town, district, or public agency therein, or by an officer thereof acting in his or her official capacity, and includes the proceeds of all bonds and other evidences of indebtedness, trust funds held by public pension and retirement systems, deferred compensation funds held for investment by public agencies, and public moneys held by a financial institution under a trust indenture to which a public agency is a party.

(4) “Management of public investments” means the following non-ministerial functions: directing the investment of public moneys; formulating or approving investment policies; approving or establishing guidelines for asset allocations; or approving investment transactions.

DESIGNATED POSITIONS AND FILING OFFICERS

Based on the foregoing, the following agency positions and/or consultants qualify as “other officials who manage public investments” and shall file Statements of Economic Interests (Form 700) pursuant to Government Code section 87200 et seq. with the below-designated Filing Officers:

# of POSITIONS	POSITION TITLE/CONSULTANT	FILING OFFICER (Designate County Clerk of Board [COB] or Local Agency’s Clerk [AC])

**2018 CONFLICT OF INTEREST CODE
WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY**

The Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

The terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the **WORKFORCE DEVELOPMENT BOARD**, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the **WORKFORCE DEVELOPMENT BOARD**. Persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Clerk of the Ventura County Board of Supervisors' Office which shall be the Filing Officer.

IN PREPARING THE FORM 700, DESIGNATED FILERS NEED ONLY DISCLOSE THOSE FINANCIAL INTERESTS FALLING WITHIN THE DISCLOSURE CATEGORIES DESIGNATED FOR THAT FILER'S POSITION AS STATED IN EXHIBITS A AND B.

APPROVED AND ADOPTED this 9th day of August 2018:

By: _____
Print Name: Melissa Livingston
Title: Chief Deputy Director, County of Ventura
Human Services Agency

EXHIBIT A – DESIGNATED POSITIONS

# of POSITIONS	POSITION TITLE	DISCLOSURE CATEGORIES (From Exhibit B)
4	Senior Administrative Specialists	1
Consultants ¹		

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EXHIBIT B – DISCLOSURE CATEGORIES

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

Category 1 – BROADEST DISCLOSURE

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

- (1) All sources of *income, gifts, loans* and *travel payments*;
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[SEE FORM 700 SCHEDULE B]

All *interests in real property*, including *interests in real property* held by *business entities* and trusts in which the public official holds a business position or has an *investment* or other financial interest.

Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans* and *travel payments*, from sources which engage in land development, construction, or real property acquisition or sale.

Category 4 – PROCUREMENT

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans* and *travel payments*, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

Category 5 – REGULATION AND PERMITTING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans* and *travel payments*, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

Category 6 – FUNDING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans* and *travel payments*, from sources which receive grants or other funding from or through the designated position's agency or department.

APPENDIX - DESIGNATING OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

Pursuant to Government Code section 87200 et seq., certain city and county officials, as well as all “other officials who manage public investments,” are required to disclose their economic interests in accordance with the Political Reform Act. This Appendix provides the relevant definitions for determining which public officials qualify as “other officials who manage public investments,” designates the agency’s positions which qualify as such, and states the Filing Officer for each designated position.

APPLICABLE DEFINITIONS

As set forth in 2 California Code of Regulations section 18701, the following definitions apply for the purposes of Government Code section 87200:

(1) “Other public officials who manage public investments” means:

(A) Members of boards and commissions, including pension and retirement boards or commissions, or of committees thereof, who exercise responsibility for the management of public investments;

(B) High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers. This category shall not include officers and employees who work under the supervision of the chief or principal investment officers or the chief financial managers; and

(C) Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions that would otherwise be performed by the public officials described in subdivision (1)(B) above.

(2) “Public investments” means the investment of public moneys in real estate, securities, or other economic interests for the production of revenue or other financial return.

(3) “Public moneys” means all moneys belonging to, received by, or held by, the state, or any city, county, town, district, or public agency therein, or by an officer thereof acting in his or her official capacity, and includes the proceeds of all bonds and other evidences of indebtedness, trust funds held by public pension and retirement systems, deferred compensation funds held for investment by public agencies, and public moneys held by a financial institution under a trust indenture to which a public agency is a party.

(4) “Management of public investments” means the following non-ministerial functions: directing the investment of public moneys; formulating or approving investment policies; approving or establishing guidelines for asset allocations; or approving investment transactions.

DESIGNATED POSITIONS AND FILING OFFICERS

Based on the foregoing, the following agency positions and/or consultants qualify as “other officials who manage public investments” and shall file Statements of Economic Interests (Form 700) pursuant to Government Code section 87200 et seq. with the below-designated Filing Officers:

# of POSITIONS	POSITION TITLE/CONSULTANT	FILING OFFICER (Designate County Clerk of Board [COB] or Local Agency’s Clerk [AC])



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: EXECUTIVE COMMITTEE

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

DATE: AUGUST 9, 2018

**SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE OF THE WORKFORCE
DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE THE
SUBMISSION OF A NON-COMPETITIVE GRANT APPLICATION BY THE WDB TO
THE CALIFORNIA WORKFORCE DEVELOPMENT BOARD (CWDB) FOR A PRISON
TO EMPLOYMENT INITIATIVE PLANNING GRANT**

RECOMMENDATION:

Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) approve the Submission of a Non-Competitive Grant Application by the WDB to the California Workforce Development Board (CWDB) for a Prison to Employment Initiative Planning Grant

BACKGROUND:

The California Workforce Development Board (State Board) and the Employment Development Department (EDD) announced the availability of approximately \$1,750,000 in state general funds for collaborative development of regional partnerships and plans to serve the formerly incarcerated and other justice involved individuals in California. These funds will go out as a local assistance planning grants to each of the 14 Regional Planning Units (RPUs). County of Ventura is one of the 14 RPUs and may receive up to \$50,000 if awarded the Prison to Employment Initiative Planning Grant.

In July 2018, the California Legislature approved \$37 million in state general funds to resource the Prison to Employment Initiative proposed by Governor Jerry Brown in his 2018 budget proposal. Funding for the Prison to Employment Initiative is intended to support regional planning efforts, fund regional plan implementation, and provide resources for direct services to the formerly incarcerated and other justice-involved individuals. It also sets aside specific resources for both supportive services and earn and learn activities.

These funds will be distributed in three ways:

Regional Planning Grants to fund collaborative development of regional partnerships and plans to serve the formerly incarcerated and other justice involved individuals.

Regional Implementation and Direct Services Grants to fund the implementation of regional workforce corrections plans and provide direct services provided pursuant to these regional plans.

Regional Supportive Services and Earn and Learn Grants, which will provide funds to provide supportive services and “earn and learn” opportunities for justice-involved and the formerly incarcerated.

California is pursuing historic changes to its adult corrections system. These changes are having a substantial impact at the state, county, and community levels. In order to reduce recidivism, the State and its workforce community are focused on improved employment outcomes for the reentry population through the creative and effective aligning of training, education, and other services for this population with the industries and employers driving regional employment.

WDB will be required to submit an updated regional plan which describes how to best coordinate workforce and reentry services. Regional plan updates must specify how WDB will partner with CBOs, CDCR contracted reentry service providers, and representatives of State Parole and County Probation Departments to provide seamless, integrated services to the formerly incarcerated and other justice-involved individuals. CBOs will play a central role in successful corrections partnerships due to their unique capacity to understand and provide impactful services to the reentry population. Regional plans should address the way in which WDB will engage with and work with specific partner CBOs to serve their local reentry population.

Each of the 14 RPUs has been assigned to a tier based on level of need as determined by analyses conducted by the State Board. Regions assessed to be highest need have the highest concentrations of parolees statewide and project to encounter the highest degree of complexity in organizing stakeholders due to the number of local boards, local government entities, and/or other geographic challenges, necessitate additional resources to ensure sufficient partnership activity. Regional grant allotments to be spent over an 18-month period are as follows:

- Up to **\$200,000**: Los Angeles Valley, Inland Empire, San Joaquin Valley
- Up to **\$150,000**: Bay-Peninsula, Southern Border, Orange, Capital
- Up to **\$100,000**: East Bay, North Bay, North State, Coastal
- Up to **\$50,000**: Humboldt, Ventura, Middle Sierra

This Regional Planning Grant represents the first of three grant opportunities for the Prison to Employment Initiative. The State Board anticipates two other grant opportunities will be available for regional implementation and direct services, and regional supportive services and earn and learn grants. Match is not required for the Planning Grant.

Items	2018-19	2019-20	2020-21
Regional Planning Grants	\$1.75m		
Implementation and Direct Service Grants	\$6m	\$8m	
Needs-Based Supportive Services	\$8m	\$12m	
Program Evaluation and Assessment			\$1m
Total Funds	\$16m	\$20m	\$1m

Allowable uses of Planning Grant funds include:

- Planning or designing of regional plans to coordinate service delivery to formerly incarcerated and justice-involved individuals
- Convening of stakeholders, including reimbursement of expenses for non-government stakeholder attendees
- Planning of stakeholder engagement process for regional plan development
- Outreach to stakeholders

- Contracting for facilitators or subject matter experts in community engagement
- Reimbursement for expenses to attend training regarding serving the formerly incarcerated or justice-involved population

The funds offered under this Prison to Employment Initiative Planning Grant are for regional planning for collaborative development of regional partnerships and plans to serve the formerly incarcerated and other justice involved individuals in California.

DISCUSSION:

WDB continues to seek available funding opportunities to assist in meeting identified workforce and training needs of the various target populations served by the Human Services Agency, WDB and its partners. These funds will enable WDB to build upon existing and explore new partnerships in serving justice involved individuals. WDB will implement key strategies of the Regional Plan to incorporate strategies for system alignment and upward mobility for Ventura County workforce and demand driven skill attainment; and continue to build a constellation of public- and private-sector entities that are essential to address the needs of clients with barriers to employment, mobility for Ventura County residents, and demand driven skill attainment.

On July 27, 2018, we were made aware of the Prison to Employment Initiative Planning Grant through the California Employment Development Department (EDD) and the California Workforce Development Board. The deadline to apply for the grant is August 27, 2018. It is recommended that your committee approve the submission of the non-competitive grant application for the Prison to Employment Initiative Planning Grant.

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