



## WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

### EXECUTIVE COMMITTEE MEETING

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

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

### AGENDA

8:00 a.m.	<b>1.0 Call to Order and Agenda Review</b>	Gregory Liu
8:02 a.m.	<b>2.0 Public Comments</b> <i>Procedure: The public is welcome to comment. All comments not related to items on the agenda may be made at the beginning of the meeting only.</i>	Gregory Liu
8:08 a.m.	<b>3.0 WDB Chair Comments</b>	Gregory Liu
8:10 a.m.	<b>4.0 Consent Items</b> 4.1 Approve Executive Committee Minutes: August 9, 2018 4.2 Receive and File: WDB Committees Meetings Updates/Reports	Gregory Liu
8:15 a.m.	<b>5.0 Performance Update</b> <ul style="list-style-type: none"><li>2017-2018 Performance: Year-End Outcomes</li><li>2018-2019 Performance: Final Negotiated</li><li>2018-2019 First Quarter (Q1) Update<ul style="list-style-type: none"><li>WIOA Youth, Adult, and Dislocated Worker</li><li>WIOA Rapid Response, EDC-VC</li></ul></li></ul>	Patrick Newburn  TBD
8:40 a.m.	<b>6.0 Financial Report and Committee Discussion</b> <ul style="list-style-type: none"><li>Financial Status Report: September 2018</li></ul>	Bryan Gonzales
9:00 a.m.	<b>7.0 WDB Administration</b> <ul style="list-style-type: none"><li>WDB Executive Director Selection Process Update</li><li>WDB Administration to Move to the Oxnard AJCC</li><li>Reprocurement of the WIOA One-Stop Operator in 2019</li><li>WDB Regional and Local Plans PY 2017-21 – Two Year Modifications Update</li></ul>	Melissa Livingston

- National Association of Workforce Boards (NAWB)  
March 24-27, Washington DC

- On the Calendar

December 6, 2018 (8:00 a.m. – 10:00 a.m.)

WDB Meeting (2018 WDB Awards)

Ventura County Office of Education  
5100 Adolfo Road (Salon C), Camarillo

January 22-24, 2019

CWA Youth@Work 2019

Hilton Long Beach  
Long Beach, CA

9:25 a.m.

**8.0 Committee Member Comments**

Committee  
Members

9:30 a.m.

**9.0 Adjournment**

Gregory Liu

Next Meeting

January 10, 2019 (8:00 a.m.-9:30 a.m.)

United Food and Commercial Workers, Local 770  
816 Camarillo Springs Road, Camarillo, CA

Individuals who require accommodations for their disabilities (including interpreters and alternate formats) are requested to contact the Workforce Development Board of Ventura County staff at (805) 477-5306 at least five days prior to the meeting. TTY line: 1-800-735-2922.

For information about the Workforce Development Board of Ventura County, go to <http://www.workforceventuracounty.org/>



## **WDB Executive Committee Meeting** **August 9, 2018**

### **MINUTES**

#### **Meeting Attendees**

##### Executive Committee

Gregory Liu (WDB Chair)  
Tracy Perez (WDB Vice Chair)  
Anthony Mireles  
Alex Rivera  
Patty Schulz  
Tony Skinner  
Jesus Torres

##### WDB Administration

Melissa Livingston  
(HSA/WDB Interim  
Executive Director)  
Talia Barrera  
Patricia Duffy  
Tracy Johnson  
Patrick Newburn  
Ma. Odezza Robite

##### Guests

Sally Harrison (County of Ventura, CEO  
Budget and Finance)  
Richard McNeal (Public)

#### **1.0 Call to Order and Agenda Review**

WDB Chair Gregory Liu called the meeting to order at 8:04 a.m. No changes were made to the agenda.

#### **2.0 Public Comments**

No comments.

#### **3.0 WDB Chair Comments**

Chairman Gregory Liu welcomed members and guests and committee members provided introductions.

#### **4.0 Consent Items**

- 4.1 Approve Executive Committee Minutes: June 21, 2018
- 4.2 Receive and File: WDB Committees Meetings Updates/Reports

Motion to approve the Consent Items: Anthony Mireles  
Second: Patty Schulz  
Motion carried.

#### **5.0 Action Item**

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

##### **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**

Programs Committee Chair Tony Skinner reported that this is not an action item request coming from the Committee due to lack of a quorum, however the committee were provided electronic copies a week in advance for review and discussed all of the policies at their meeting August 1, 2018.

The action today will be a recommendation from the Executive Committee to the Workforce Development Board to review and approve seven new policies and two revised policies. These policies allow adult, dislocated workers, career service providers and youth providers to comply with their day-to-day operations.

WDB Administration Manager Patrick Newburn reported the policies before the Executive Committee are important to the procedures and operations of career services providers and for transparency to have the full board approve the policies. These policies presented were the most critical at the request of the EDD State Monitor. Some of the policies have a January 2018 draft date due to a contract monitoring and we had to show that we did our due diligence to have at least some of these policies in place. In addition, staff asked AJCC partners to begin using them as “draft” guidelines and until they become final. Several informational meetings were conducted with adult career services and technical assistance meetings with youth providers, while drafting the policies to ensure everyone is onboard. He stated that this has been a major undertaking and that additional new and revised policies will be drafted within the coming months. Mr. Newburn thanked Vivian Pettit for researching WIOA regulations, and interfacing with the EDD monitor and for drafting policies.

Human Services Agency (HSA) Chief Deputy Director Melissa Livingston commented that WDB staff is drafting a new work-based learning policy/apprenticeship policy. Patrick Newburn explained that the work-based learning and apprenticeship policy, now in development, creates the need to revise the on-the-job training policy, incumbent worker policy, and other policies related to work based learning and apprenticeships.

In looking forward, Ms. Livingston informed the committee as they stand up the Resource Development Committee to more effectively focus on funding opportunities beyond core funding allocations; the committee will be charged with making key recommendations related to work-based learning funding policies and strategies that could change current program design and service offerings.

Motion to approve: Tony Skinner  
Second: Anthony Mireles  
Motion carried unanimously.

## **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**

Every two years WDB is 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, WDB have listed categories listed for Form 700 submission. WDB members, the WDB Executive Director, and the WDB Administrative Managers are required to complete this form. The meeting packet with background information on this action item is available on the WDB website: [www.workforceventuracounty.org](http://www.workforceventuracounty.org).

Motion to approve: Tracy Perez  
Second: Jesus Torres  
Motion carried unanimously.

### **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**

Patrick Newburn presented the Prison to Employment Initiative Planning Grant (P2E) to the Committee. The P2E grant application announcement was released on July 27, 2018 and the deadline is August 27, 2018. The Prison to Employment Initiative is a \$37 million general fund proposal from the Governor that was approved by state legislature. He reported the grant is intended to develop collaborative partnerships with the Ventura County Probation Agency, California Department of Corrections and Rehabilitation, Office of the Sheriff, community based organizations, private/public businesses, local law enforcement, union/labor, and other entities that serve formerly incarcerated and justice-involved individuals. Available funds with this planning grant is up to \$50K. WDB intends to hire a consultant to lead and facilitate the planning meetings and write the regional plan. Newburn stated this grant is part one is the first part of three related grants. Part Two of the Prison to Employment Initiative will be available Spring 2019 to implement the regional plan (part one) and provide career services and supportive services to the justice-involved individuals. Part Three of funding will come next program year if the legislature funds it to further the P2E implementation.

Alex Rivera asked if there is a reason why staff needs to contract a consultant as opposed to eliminating that middle person and having WDB staff do the work and save the cost? WDB staff responded they do not have the capacity to take on the project directly but will this model allow staff to provide oversight and convene meetings with key partners.

Motion to approve: Alex Rivera

Second: Tracy Perez

Motion carried unanimously.

## **6.0 WDB Administration**

- WDB Executive Director Vacancy Update

Melissa Livingston provided an update of the WDB Executive Director position to the committee. The recruitment announcement will be released the week of August 13. A communication will be sent to the WDB and key stakeholders and partners. The recruitment is expected to be open for five to six weeks and likely open through the end of September. The recruitment will be run through the State CWDB, CWA, and the NAWB (National Workforce Association Workforce Board) networks. Melissa will work with Chair, Greg Liu to identify WDB members to participate on the preliminary oral panel that will also include panel representation from the County CEO, Human Services Agency, and a Community Partner. Target date for a final hire is expected in the late October timeframe.

- WDB Administration Manager Vacancy Update

Melissa Livingston announced that WDB Administration Manager Vivian Pettit will be moving to the Adult and Family Services Department in support of a variety of Adults programs, but also to continue to support WIOA programs. Ms. Livingston stated she will be missed by the WDB, as she has created great value, as was reflected in the policies reviewed by the Committee today. The vacancy left by Vivian will be filled- there will be a recruitment conducted using the same networks used for the WDB Executive Director recruitment. If there is interest, WDB members may sit on the preliminary oral panel as well. The new WDB Executive Director will be hired first, followed by hiring of the new WDB Administration Manager.

- On the calendar:
  - ✓ The Workforce Development Board Meeting and the Joint Industry Sector Regional Meeting will be held on August 23, 2018, at the Ventura County of Education, 5100 Adolfo Road, Camarillo, from 8:00 a.m. to 11:30 a.m.
  - ✓ The California Workforce Association Meeting of the Minds in Monterey, CA will be held from September 4-6, 2018. WDB members attending are Greg Liu (WDB Chair), Tracy Perez (WDB Vice Chair), Jaime Mata, Anthony Mireles, and Jesus Torres; WDB staff Melissa Livingston (HSA Chief Deputy Director, Patrick Newburn, and Patricia Duffy; HSA/Adult Family Services staff Vivian Pettit.

## 7.0 Committee Member Comments

- WDB Vice Chair Tracy Perez announced she and the WDB Business Services Committee Chair Jesus Torres, and WDB Administration Managers Talia Barrera and Patrick Newburn attended CWA Training in Anaheim, CA. Vice Chair Perez found the training informative and interesting, learning the collaboration that other WDBs have with their AJCC and Account Executives. Jesus Torres agreed, that he also thought it was a very interesting training. Jesus acknowledged that the WDB Business Services Committee will invite AJCC staff to attend their committee meetings to enhance business partnerships. Melissa agreed it would be great to have WIOA programs staff sitting at the table, including in the discussion and ensuring alignment with WDB priorities.
- WDB Administration Manager Talia Barrera shared that Amazon will be opening a distribution center in Thousand Oaks, and the AJCC will be working closely with Amazon as they plan to hire 200-300 employees within the next few months.
- Melissa Livingston highlighted that WDB Member Greg Van Ness made an introduction to a LinkedIn Learning colleague, and from this connection an exploration has begun to determine opportunities for partnership. A site meeting and tour is in the works at LinkedIn in Carpinteria that includes, WDB staff, the WDB Chair and Vice Chair, and other WDB members to explore areas of opportunity for collaboration and partnership.
- Anthony Mireles shared a new career technical education bill from the state of California will be coming around the beginning of the new year.

## 8.0 Adjournment

Motion to adjourn at 9:55 a.m.: Brian Gabler

Second: Tony Skinner

Motion carried

### Next Meeting

September 13, 2018 (8:00 a.m.-9:30 a.m.)

United Food and Commercial Workers, Local 770

816 Camarillo Springs Road (Meeting Room), Camarillo



## Workforce Development Board of Ventura County

November 8, 2018

### COMMITTEE MEETING REPORTS AND UPDATES

<u>Committee</u>	<u>Next Meeting Date</u>	<u>Committee Report Update</u>
• Business Services Committee	November 13, 2018	Committee report from the <u>November 13</u> meeting will be provided at the December 6 WDB meeting.
• Clean/Green Committee	November 16, 2018	Committee report from the <u>November 16</u> meeting will be provided at the December 6 WDB meeting.
• Healthcare Committee	January 4, 2019	Committee report from the <u>September 21</u> meeting is attached. The report from the <u>November 2</u> will be provided at the December 6 WDB meeting.
• Manufacturing Committee	February 21, 2019	Committee report from the <u>October 18</u> meeting is attached.
• Membership Committee	December 4, 2018	Committee report from the <u>December 4</u> meeting will be provided at the January 10, 2019 Executive Committee meeting.
• Outreach Committee	November 14, 2018	Committee report from the <u>November 14</u> meeting will be provided at the December 6 WDB meeting.
• Programs Committee	December 5, 2018	Committee report from the <u>December 5</u> meeting will be provided at the January 10, 2019 Executive Committee meeting.



## WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

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

**TO: EXECUTIVE COMMITTEE**

**FROM: GREG BARNES  
HEALTHCARE COMMITTEE**

**DATE: NOVEMBER 8, 2018**

**SUBJECT: HEALTHCARE COMMITTEE REPORT**

The WDB Healthcare Committee met on September 21, 2018. Attending the meeting were Committee members; Greg Barnes (Chair), Marilyn Jansen, Christina Lee; WDB staff Patricia Duffy; and guest Charlyn Gutierrez (Westminster Free Clinic). The following is a summary of topics discussed:

### Ventura County Regional Strategic Workforce Development Plan

- Healthcare Deputy Sector Navigator Update:

DSN Health: Patricia Duffy reported to the Committee for John Cordova, DSN Health as follows.

The DSN Health applications for the region are submitted and there are interviews occurring for the candidates that applied. John will provide an introduction of the newly appointed DSN Health when that person is determined. Currently, John is wearing two hats and has two project managers working with him to assist in the current activities and programs.

#### **Specialty Nursing**

Need to do county scan on the needs for specialties (Emergency Room (OR), Operating Room (OR), Mental Health, Case Managers, etc.). We can run any program through contract education through the district level if the Community College is unable to host, at this time. Moorpark College does not offer a course via contract education but does have the course curriculum for OR nursing. The course outlines have updates that are currently working their way through the college's Curriculum Committee.

ISSUE: The problem comes down hospitals, need to identify the needs for the nurses in the specialty area with projections now, and future. Additionally, we need to assure that the hospitals at the time of implementation will have the clinical spots for the onsite training (this has been the missing piece in the past). There are ways to find funding to provide for such training. We missed the window of opportunity from the past funds, there are some other opportunities that we can provide. HASC is working with their members to find out some of the information on needs and employment opportunities in the future for specialty areas.

#### **Westminster Free Clinic**

John Cordova is providing funding support for this program for the Medical Assistant. John visited the program and has shared the Westminster Free Clinic program as a model.



## **VCMC**

<https://video214.com/play/mH9ncegQ6KCymldz0dgieQ/s/dark>

Provided funding for the HOPE program for high school students this year. Next year funding will support the addition of high school and community college students. This program is a model program to give students the opportunity to explore various health care professions. Funding also supported equipment for the lab that is used by CC students attending VCMC for their clinical rotations.

### **Level III Care Coordinator curriculum – LA/Ventura Care Coordinator Project (CWDB SlingShot)**

The curriculum is near completion. John will find out from our counterparts in Los Angeles when we can access the curriculum. If Ventura or Moorpark want to run this course that would be great. If not, John can work with the district to offer the course. Patient Care Navigator will run this fall; the course dates are currently being confirmed. This will run through the VCCCD.

### **PROJECTS:**

John wants to work with CNA programs and any apprenticeship in health care. If there are hospital partners that are interested in an apprenticeship in CNA, MA, Community Health Worker or any like profession, please let him know.

- Healthcare Committee Discussion on Specialty Nursing Needs in the Region

The Healthcare Committee members had a discussion on Specialty Nursing needs. Christina Lee explained that Moorpark previously had an OR Specialty Program that was an 8-week course held in the summer, which was discontinued. The problem in the past has been finding clinical placements. The Committee discussed determining need and contacting surgical centers in the area as well as gathering information from the hospitals. Committee members discussed the possibility of starting the Moorpark program again if need is determined. It is unclear if the curriculum would need to be revised and the discussion of more use of robotics in surgery was a consideration. Timelines were discussed and committee members volunteered to find out more information and report back at the next Healthcare Committee meeting.

- Regional Healthcare Care Coordinator Pathway Project

Patricia Duffy gave an update on the Care Coordinator courses offered in the Ventura region. Patricia reported that level II online training is available and she will provide more details on how to access the online training for the level II Care Coordinator.

- HASC- August 8<sup>th</sup> Event Review and Discussion

The Hospital Association of Southern California, in collaboration with our region's Community Colleges' Deputy Sector Navigator for Health Care, the WDB Healthcare Committee, the Santa Barbara WDB and the San Luis Obispo WDB, presented the HASC white paper on "Challenges, Approaches and Solutions." The event was held at the Crowne Plaza in Ventura. Three members of the WDB Healthcare Committee were asked, by HASC, to participate on panels to discuss regional Healthcare Workforce needs. The event allowed healthcare representatives to identify and discuss local healthcare workforce needs.

- Joint Regional Sector Committees' Meeting: Engaging Partnerships for Regional Alignment

On August 23, Healthcare Committee members participated in the Joint Regional Sector Committee Meeting with 70 members representing education and industry. After hearing reports from over 10 agencies on their engagement in work-based learning, Vinz Koller presented the Swiss model of apprenticeships based on his recent educational trip to Switzerland to study the successful Swiss Apprenticeship model. The 70 participants at the meeting engaged in discussion groups lead by

Vinz Koller and the CWA staff, which lead to developing examples of prototypes for apprenticeships in Ventura County. The goal is to develop a unified approach to work-based learning in the Ventura region

- CLS Field Placement Update:

Patricia Duffy presented, for Dawn Neuman, an update on the CLS Field Placement Program. The first Cohort of eight finished last year and all eight passed the exam and are licensed with jobs. The second cohort of eight students is just finishing and the new cohort is just beginning with ten students. Dignity Heath was added as a participant, so we now have five hospitals participating.

The next meeting of the Healthcare Committee will be on November 2, 2018 at the United Food and Commercial Workers (UFCW), Local 770, 816 Camarillo Springs Road, Camarillo.

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



**TO: EXECUTIVE COMMITTEE**

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

**DATE: NOVEMBER 8, 2018**

**SUBJECT: MANUFACTURING COMMITTEE REPORT**

The Manufacturing Committee met on October 18, 2018. In attendance were Committee members: Alex Rivera\* (Chair), Michael Bastine, Cindy Guenette\*, Marilyn Jansen\*, Rebecca Hunt, Tiffany Morse, and Bill Pratt\*. Workforce Development Board (WDB) staff Patrick Newburn. \* Indicates WDB Member. The following is a summary of topics discussed at the meeting:

## **PRESENTATION**

### *"Uniquely Abled Project": Vocational Training for Manufacturing*

Tiffany Morse, Director of Career Education, Ventura County Office of Education  
Michael Bastine, Manufacturing Sector Navigator, South-Central Coast Regional Consortium of the California Community Colleges

Tiffany Morse, Director of Career Education, Ventura County Office of Education and Michael Bastine, Manufacturing Sector Navigator, South-Central Coast Regional Consortium of the California Community Colleges provided a presentation about the "Uniquely Abled Project". The Uniquely Abled Project (UAP) is a groundbreaking, first-of-its-kind collaboration with the business community. UAP focus is the creation of vocational opportunities for the uniquely abled by matching their unique abilities to jobs in demand. UAP develops partnerships with educators, autism specialists, and representatives from state and local social service agencies to create programs that properly train, place and provide ongoing support for high functioning autistic students.

Tiffany Morse reported that Ventura County Office of Education's Career Education Center in Camarillo (Triton Academy) has conducted exploratory meetings with the UAP founder, Dr. Ivan Rosenberg, the Workforce Education Coalition as potential program coordinator, California Department of Rehabilitation, Workforce Development Board of Ventura County, and local businesses to create a local academy. The pilot program for the Ventura County academy envisioned will train two 10-person cohorts each year within CNC manufacturing occupations that offers certificates from Tooling U and National Institute for Metalworking Skills (NIMS). The goal is to provide job placement and follow-up counseling with partner machine shops in the region. The academy potentially would offer 18 weeks classroom training in employability soft skills, blueprint reading, and hands on skills development and practice in MasterCAM, CNC lathes and mills. The target to create the academy within the next year will require collaboration to resolve many details including sustainable agency and community based organization partnerships, administrative structure, tuition funding, and business champions. Tuition cost per student is estimated to be about \$6,000. The first cohort might be able to start fall semester 2019 depending of successful collaboration, funding, and planning.

Michael Bastine presented a video that explained the local model of the UAP now in progress at College of the Canyons in Santa Clarita, CA. The 12-week pilot program there is getting ready to start their second cohort and has an initial employment placement rate of 80%. The COC partnerships include DOR, WIOA career services, Jay Nolan Company, and Goodwill of Southern California. Michael also mentioned a similar UAP is functioning at Glendale Community College. He explained that a key to success also involves a structured recruiting process with full program explanation to the students as well as family members. His point is that the students need to desire this program and career opportunity as much and more than just having family members excited. The cost to run the program is about \$11,000 per student at COC.

Alex Rivera thanked Tiffany and Michael for their combined efforts to shepherd this worthwhile training curriculum into Ventura County.

## **WIOA & WORKFORCE DEVELOPMENT REPORTS**

- Year-End Committee Review Report

Committee Chair Alex Rivera discussed the committee's year-end review report. The committee had no revisions and voted to make the draft document final with instructions to present to the WDB as complete and final.

### **Patrick Newburn reported the following:**

- Prison to Employment Initiative

WDB has received just under \$50,000 (as one of three grants created from \$37mil state legislature approved general funds) to research and write a regional plan to provide employment services for formerly incarcerated and justice involved individuals. We plan to hire a consultant to expand and solidify partnerships, conduct outreach, facilitate partner meetings, and build collaboration with stakeholders experienced in serving justice-involved individuals.

- WDB Executive Director Vacancy

WDB Executive Director position for recruitment was posted in August 2018 and remains open with 50 -100 applicants being considered from the nationwide search. County of Ventura Human Resources Department will be administering the recruitment and include the WDB Chair and other members to participate on the preliminary oral panel interviews. The positions expected to be filled by the end of the year.

- WDB Regional and Local Plan Modification

WDB is required to update both the regional and local plans "2017-2020 Skills Attainment for Upward Mobility Aligned Services for Shared Prosperity". The Plans are to be revised to refresh and update services and strategy such as serving re-entry of formerly incarcerated individuals, co-enrollment with the CalWORKs and TANF recipients, and serving individuals with barriers to employment. The plans must be approved and submitted by March 2019.

## **COMMITTEE MEMBER COMMENTS**

- Members discussed the 2018 Manufacturing Day activities under the Ventura County Office of Education "Made in VC". Previously the Manufacturing Roundtable of Ventura County (MRVC) hosted tours of local manufacturing companies in collaboration with VC Innovates. Currently there are no MRVC tours requested from VC Innovates. Members will be sent the

Made in VC flyer including details about the event to be held November 1, 2018 at the Pharos Center for Innovation in Camarillo, CA

- Bill Pratt discussed the San Luis Obispo Diablo Canyon nuclear power plant shutdown and lay-offs and the potential for services needed to attract and re-train affected individuals. LinkedIn was suggested as an excellent mechanism matching IT and software testing workers with training and new jobs.
- Michael Bastine reported the available resource for defense manufacturers in applying for renewal of DOD Defense Federal Acquisition Regulation Supplement (DFARS) cybersecurity certification. Dr. Ron McFarland from the College of the Canyons is the local expert on recertification.
- Alex Rivera announced the December 2018 WDB Manufacturing Committee meeting is cancelled due to potential conflict with holiday schedules and vacations.

The next Manufacturing Committee meeting is scheduled for February 21, 2019, from 8:00 a.m. to 9:30 a.m., at the United Food and Commercial Workers, Local 770 building, 816 Camarillo Springs Road, Camarillo, CA.

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



# Workforce Development Board of Ventura County ANNUAL REPORT

Program Year 2017 – 2018: July 1, 2017 to June 30, 2018

## WIOA PERFORMANCE INDICATORS

**PY 2017-18**

### YOUTH CONTRACTED SERVICE PROVIDERS

	1. Employment or Education Placement Rate 2nd Quarter After Exit (Cohort Period: 7/1/2016 - 6/30/2017)				2. Employment or Education Placement Rate 4th Quarter After Exit (Cohort Period: 7/1/2016 - 12/31/2016)				3. Credential Attainment within 4 Quarters After Exit (Cohort Period: 7/1/2016 - 12/31/2016)			
	Goal	Annual Report	Success Rate	Clients	Goal	Annual Report	Success Rate	Clients	Goal	Annual Report	Success Rate	Clients
<b>BGCOP</b>	65.4%	73.6%	112.5%	53/72	67.2%	75.0%	111.6%	3/4	57.7%	0	0.0%	0/0
<b>PPT</b>	65.4%	76.6%	117.1%	49/64	67.2%	65.2%	97%	15/23	57.7%	0.063	0.001%	1/16

	4. Median Earnings 2nd Quarter After Exit (Cohort Period: 7/1/2016 - 6/30/2017)				5. Measurable Skills Gain (Cohort Period: 7/1/2017 - 6/30/2018)			
	Goal	Annual Report	Success Rate	Clients	Goal	Annual Report	Success Rate	Clients
<b>BGCOP</b>	Not Accountable	\$4,053	Not Accountable	47	Not Accountable	78.3%	Not Accountable	36/46
<b>PPT</b>	Not Accountable	\$3,248	Not Accountable	45	Not Accountable	65.6%	Not Accountable	42/64

#### LEGEND

**PPT:** PathPoint

**BGC:** Boys & Girls Clubs of Oxnard and Port Hueneme

**Goal:** LWIA Final Performance Levels for PY 2018-2019

**Success Rate:** Actual performance divided by goal.

**Clients:** Numerator = only clients with a *positive* outcome.

Denominator = All clients included in the outcome

**NA:** Not Accountable/ Baseline to be established

\*(Proposed baseline/ Not yet Accountable)

## PY2017-18 Annual Report

### **PY 2017-18 YOUTH ENROLLMENTS: BGCOP**

Participation Summary (Annual Rpt)	Enrolled		Exited
Total Participants	107		78
Participants Carried In (Py16-17)	14		13
New Participants	93	Goal: 92	65

### **PY 2017-18 YOUTH ENROLLMENTS: PPT**

Participation Summary (Annual Rpt)	Enrolled		Exited
Total Participants	110		84
Participants Carried In(Py16-17)	29		29
New Participants	81	Goal: 80	55

### **PY 2017-18 YOUTH ENROLLMENTS: VACE (No Contract Awarded PY17/ All carry-in clients served by BGCOP & PPT)**

Participation Summary (Annual Rpt)	Enrolled		Exited
Total Participants	16		15
Participants Carried In(Py16-17)	16		15
New Participants	0	Goal: 0	0

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# PY2017-18 Annual Report

## PY 2017-18

### Human Services Agency/ Adult & Family Services/ WIOA Career Services

	1. Employment Placement Rate 2nd Quarter After Exit (Cohort Period: 7/1/2016 - 6/30/2017)				2. Employment Placement Rate 4th Quarter After Exit (Cohort Period: 7/1/2016 - 12/31/2016)				3. Credential Attainment within 4 Quarters After Exit (Cohort Period: 7/1/2016 - 12/31/2016)			
	Goal	Annual Report	Success Rate	Clients	Goal	Annual Report	Success Rate	Clients	Goal	Annual Report	Success Rate	Clients
<b>Adult</b>	60.0%	85.1%	<b>141.8%</b>	80/94	60.0%	69.8%	<b>116.3%</b>	30/43	53.0%	95.8%	<b>180.8%</b>	23/24
<b>DW</b>	71.0%	82.7%	<b>116.5%</b>	105/127	69.5%	85.9%	<b>123.6%</b>	61/71	63.0%	86.0%	<b>136.5%</b>	43/70

	4. Median Earnings 2nd Quarter After Exit (Cohort Period: 7/1/2016 - 6/30/2017)				5. Measurable Skills Gain (Cohort Period: 7/1/2017 -6/30/2018)			
	Goal	Annual Report	Success Rate	Clients	Goal	Annual Report	Success Rate	Clients
<b>Adult</b>	\$4,800	\$7,110	<b>148.1%</b>	80	Not Accountable	62.2%	Not Accountable	69/111
<b>DW</b>	\$7,523	\$9,061	<b>120.4%</b>	105	Not Accountable	70.7%	Not Accountable	106/150

#### PY 2017-18 ENROLLMENTS: Adult

Participation Summary (Annual Rpt)	Enrolled		Exited
Total Participants	130		81
Participants Carried In (PY16-17)	39		38
New Participants	91	Goal: 79	43

#### PY 2017-18 ENROLLMENTS: Dislocated Worker

Participation Summary (Annual Rpt)	Enrolled		Exited
Total Participants	195		115
Participants Carried In (PY16-17)	84		77
New Participants	111	Goal: 112	38





## Workforce Development Board of Ventura County

### Ventura's WIOA Title IB Final Performance Goals PY 2018 and PY 2019

PY 2018 Performance Goals				
	Adults	Dislocated Workers	Youth	
Employment Rate 2nd Quarter After Exit	64.0%	68.0%	65.4%	Employment or Education Rate 2nd Quarter After Exit
Employment Rate 4th Quarter After Exit	60.5%	63.5%	62.0%	Employment or Education Rate 4th Quarter After Exit
Median Earnings 2nd Quarter After Exit	\$5,200	\$7,450	\$3,491*	Median Earnings
Credential Attainment within 4 Quarters After Exit	53.0%	57.0%	53.0%	Credential Attainment within 4 Quarters After Exit
Measurable Skills Gain* *(Proposed / Not Accountable Yet)	51%*	45.70%*	42.70%*	Measurable Skills Gain July 1 through June 30

PY 2019 Performance Goals				
	Adults	Dislocated Workers	Youth	
Employment Rate 2nd Quarter After Exit	66.0%	69.5%	66.9%	Employment or Education Rate 2nd Quarter After Exit
Employment Rate 4th Quarter After Exit	62.5%	65.0%	64.0%	Employment or Education Rate 4th Quarter After Exit
Median Earnings 2nd Quarter After Exit	\$5,600	\$7,600	\$3,591*	Median Earnings
Credential Attainment within 4 Quarters After Exit	54.0%	58.0%	54.0%	Credential Attainment within 4 Quarters After Exit
Measurable Skills Gain* *(Proposed / Not Accountable Yet)	53.0%*	46.70%*	42.70%*	Measurable Skills Gain July 1 through June 30

Revision 10.10.18: Youth MSG 42.70% (PY 2018 and PY 2019)



**Workforce Development Board of Ventura County**  
**WIOA QUARTERLY ETA 9173 REPORT**  
**Program Year 2018 – 2019: First Quarter (Q1) July 1, 2018 to September 30, 2018**

**WIOA PERFORMANCE INDICATORS**

**(Q1) Quarterly Report (PIRL File)**  
**YOUTH CONTRACTED SERVICE PROVIDERS**

	<b>1. Employment or Education Placement Rate 2nd Quarter After Exit</b> (Cohort Period: 7/1/2017 - 9/30/2017)					<b>2. Employment or Education Placement Rate 4th Quarter After Exit</b> (Cohort Period: 1/1/2017 - 3/31/2017)					<b>3. Credential Attainment within 4 Quarters After Exit</b> (Cohort Period: 1/1/2017 - 3/31/2017)				
	Goal	Qtr. Actual	Rolling 4 Quarters	Success Rate	Clients	Goal	Qtr. Actual	Rolling 4 Quarters	Success Rate	Clients	Goal	Qtr. Actual	Rolling 4 Quarters	Success Rate	Clients
<b>BGCOP</b>	65.4%	66.7%	65.8%	<b>102.0%</b>	2/3	62.0%	100%	80.0%	<b>161.3%</b>	1/1	53.0%	100%	100%	<b>188.7%</b>	1/1
<b>PPT</b>	65.4%	75%	75.4%	<b>114.7%</b>	9/12	62.0%	100%	66.7%	<b>161.3%</b>	1/1	53.0%	0	8.3%	<b>0</b>	0

	<b>4. Median Earnings 2nd Quarter After Exit</b> (Cohort Period: 7/1/2017 - 9/30/2017)					<b>5. Measurable Skills Gain</b> (Cohort Period: 7/1/2018 - 9/30/2018)				
	Goal	Qtr. Actual	Rolling 4 Quarters	Success Rate	Clients	Goal	Qtr. Actual	Rolling 4 Quarters	Success Rate	Clients
<b>BGCOP</b>	\$3,491	\$7242	\$4,305	<b>207.4%</b>	2	42.70% *	64.7%	71.2%	<b>151.5%</b>	11/17
<b>PPT</b>	\$3,491	\$3,616	\$3,375	<b>103.6%</b>	9	42.70% *	21.4%	46.6%	<b>50.1%</b>	9/42

**LEGEND**

**PPT:** PathPoint

**BGC:** Boys & Girls Clubs of Oxnard and Port Hueneme

**Goal:** LWIA Final Performance Levels for PY 2018-2019

**Success Rate:** Actual performance divided by goal.

**Clients:** Numerator = only clients with a *positive* outcome.

Denominator = *All* clients included in the outcome

**NA:** Not Available

\*(Proposed baseline/ Not yet Accountable)

**Rolling 4 Quarters Cohort Period**

1. Employment, Education or Training Placement Rate (Q2) (Cohort Period: 10/1/2016 - 9/30/2017)
2. Employment, Education or Training Placement Rate (Q4) (Cohort Period: 7/1/2016 - 3/31/2017)
3. Median Earnings (Cohort Period: 10/1/2016 - 9/30/2017)
4. Credential Rate (Cohort Period: 7/1/2016 - 3/31/2017)
5. Measurable Skill Gains (Cohort Period: 10/1/2017 - 9/30/2018)

# WIOA PERFORMANCE INDICATORS

## (Q1) Quarterly Report (PIRL File)

### YOUTH CONTRACTED SERVICE PROVIDERS - CONTINUED

#### ENROLLMENTS: BGCOP

<i>Participation Summary (Q1)</i>	<i>Enrolled</i>		<i>Exited</i>
Total Participants	60		1
Participants Carried In (Py17-18)	29		1
New Participants	31	Goal: 92	0

#### ENROLLMENTS: PPT

<i>Participation Summary (Q1)</i>	<i>Enrolled</i>		<i>Exited</i>
Total Participants	74		1
Participants Carried In(Py17-18)	26		1
New Participants	48	Goal: 80	0

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**(Q1) Quarterly Report (PIRL File)**  
**Human Services Agency/ Adult & Family Services/ WIOA Career Services**

	<b>1. Employment Placement Rate 2nd Quarter After Exit</b> (Cohort Period: 7/1/2017 - 9/30/2017)					<b>2. Employment Placement Rate 4th Quarter After Exit</b> (Cohort Period: 1/1/2017 - 3/31/2017)					<b>3. Credential Attainment within 4 Quarters After Exit</b> (Cohort Period: 1/1/2017 - 3/31/2017)				
	Goal	Qtr. Actual	Rolling 4 Quarters	Success Rate	Clients	Goal	Qtr. Actual	Rolling 4 Quarters	Success Rate	Clients	Goal	Qtr. Actual	Rolling 4 Quarters	Success Rate	Clients
<b>Adult</b>	64.0%	93.8%	86.0%	<b>146.6%</b>	15/16	60.5%	84.6%	75.4%	<b>139.8%</b>	22/26	53.0%	85.7%	83.9%	<b>161.7%</b>	6/7
<b>DW</b>	68.0%	89.5%	83.2%	<b>131.6%</b>	17/19	63.5%	80.0	84.2%	<b>126.0%</b>	24/30	57.0%	63.2%	79.7%	<b>110.9%</b>	12/19

	<b>4. Median Earnings 2nd Quarter After Exit</b> (Cohort Period: 7/1/2017 - 9/30/2017)					<b>5. Measurable Skills Gain</b> (Cohort Period: 7/1/2018 - 9/30/2018)				
	Goal	Qtr. Actual	Rolling 4 Quarters	Success Rate	Clients	Goal	Qtr. Actual	Rolling 4 Quarters	Success Rate	Clients
<b>Adult</b>	\$5,200	\$6,240	\$6,784	<b>120.0%</b>	15	51.0%*	65.6%	67.8%	<b>128.6%</b>	41/61
<b>DW</b>	\$7,450	\$8,815	\$10,072	<b>118.3%</b>	17	45.7%*	55.7%	53.2%	<b>121.9%</b>	44/79

**Rolling 4 Quarters Cohort Period**

1. Employment, Education or Training Placement Rate (Q2) (Cohort Period: 10/1/2016 - 9/30/2017)
2. Employment, Education or Training Placement Rate (Q4) (Cohort Period: 7/1/2016 - 3/31/2017)
3. Median Earnings (Cohort Period: 10/1/2016 - 9/30/2017)
4. Credential Rate (Cohort Period: 7/1/2016 - 3/31/2017)
5. Measurable Skill Gains (Cohort Period: 10/1/2017 - 9/30/2018)

\*(Proposed baseline/ Not yet Accountable)

**ENROLLMENTS: Adult**

<i>Participation Summary (Q1)</i>	<i>Enrolled</i>		<i>Exited</i>
Total Participants	80		4
Participants Carried In (PY17-18)	49		4
New Participants	31	Goal: 99	0

**ENROLLMENTS: Dislocated Worker**

<i>Participation Summary (Q1)</i>	<i>Enrolled</i>		<i>Exited</i>
Total Participants	102		12
Participants Carried In (PY17-18)	80		11
New Participants	22	Goal: 107	1



## Business Retention/Layoff Aversion Services Program Year 2018 – 2019 Quarterly Review

Quarter Cumulative July, 2018 through September, 2018	Quarter Cumulative July, 2018 through December, 2018	Quarter Cumulative July, 2018 through March 31, 2019	Quarter Cumulative July, 2018 through June, 2019
		<b>WDB EVALUATION 04/12/17</b>	

### Plan vs. Actual Outcomes for the Contract Period of July 1, 2018 – June 30, 2019

	# At-Risk Employers Served (with 1 or more At-Risk Workers) Provided Layoff Aversion Services	# Jobs At-Risk and Retained after Completion of all Employer Services and at 6 Weeks Retention for Employers Served *	# At-Risk Workers provided non- WIOA Incumbent Worker Training (IWT) for Job Retention by all Providers	(A) Contract Expenditures (B) In- Kind Expenditures	Average Customer Satisfaction Score for Employers Served
<b>Plan to Actual</b>					
<b>Program Year (PY) Plan (July 1, 2018 through June 30, 2019)</b>	24	120 *	100	A = \$95,000 B = \$89,250	4 on 5 point scale
<b>Minimum Number For WDB Evaluation</b>	20	80	56	A = \$71,250.00 B = \$51,938.00	4 on 5 point scale
<b>Cumulative Actual</b>	34	0	0	A = \$43,973.05 B = \$72,491.00	
<b>Plan to Actual and Average Score</b>	142%	0%	0%	A = 47% B = 140%	

\* Number of Jobs Saved by Layoff Aversion Activity for 122 State Report

**Economic Development Collaborative-Ventura County  
Rapid Response Business Retention/Layoff Aversion  
Program Year 2018-2019 First Quarter (Q1)**

Company Name	City	Date(s) of Employer Visit(s)	# of Employees	# Jobs At-Risk	# At-Risk Employers Served (with 1 or more At-Risk Workers) Provided Layoff Aversion Services	# Jobs At-Risk and Retained after Completion of All Employer Service and at 6 Weeks Retention for Employers Served	At-Risk Workers provided Incumbent Worker Training (IWT) for Job Retention by all Providers (A) WIOA (B) non-WIOA	Average Customer Satisfaction Score for Employers Served (4 on 5 point scale)	IWT Provided in (A) Healthcare (B) Manufacturing (C) Clean Green "multi sector" (D) Other Sector	# At-Risk Employers Served (with 1 or more At-Risk Workers) Referred to BESD for Required Rapid Response Activity	Industry	Classifications Affected (list 3 major)
C & C Raiti Corp. (EDC2863RR)	Oxnard	9/29/2018	1	1	1						Service Establishment	Accounting, Owner, Workers
CEM Enterprises (EDC2993WEV)	Oxnard	7/11/2018	1	1	1						Information	Accounting, Owner, Workers
deckers outdoor corporation (EDC2697)	Ventura	8/2/2018	1	1	1						Retail Dealer	Accounting, Owner, Workers
Doodlisms (EDC3082)	Camarillo	10/3/2018	850	850	1						Arts and Entertainment	Accounting, Owner, Workers
Gardenwise. Design (EDC2178)	Ventura	7/24/2018	1	1	1						Agriculture	Accounting, Owner, Workers
Grimaldo's Auto Shop (EDC3018)	Fillmore	8/6/2018	1	1	1						Service Establishment	Accounting, Owner, Workers
Hypno Comics (EDC2876)	Ventura	7/18/2018	2	2	1						Retail Dealer	Accounting, Owner, Workers
Inside Spanish Hills (EDC3095)	Thousand Oaks	10/12/2018	1	1	1						Arts and Entertainment	Accounting, Owner, Workers
Joanna Baez (EDC3028)	Santa Paula	8/20/2018	1	1	1						Health Care	Accounting, Owner, Workers
RE/MAX Integrity (EDC2921)	Oxnard	10/12/2018	1	1	1						Real Estate	Accounting, Owner, Workers
Mac Dougall Consulting for Disabilities, LLC (EDC2938)	Port Hueneme	8/4/2018	1	1	1						Health Care	Accounting, Owner, Workers
Mina Wilcox (EDC1691gRR)	Camarillo	9/24/2018	1	1	1						Arts and Entertainment	Accounting, Owner, Workers
Optimal Chiropractic	Camarillo	8/14/2018	1	1	1						Health Care	Accounting, Owner, Workers
Panaderia Lala's (EDC3042)	Ventura	8/17/2018	1	1	1						Accommodation/Food Svc.	Accounting, Owner, Workers
Paradise Pantry (EDC0612D)	Ventura	7/5/2018	3	3	1						Accommodation/Food Svc.	Accounting, Owner, Workers
Peak Performance Seminars (EDC0012RR)	Thousand Oaks	9/20/2018	9	9	1						Professional/Technical	Accounting, Owner, Workers
Reel Anglers (EDC0264RR)	Port Hueneme	9/13/2018	2	2	1						Arts and Entertainment	Accounting, Owner, Workers
Roy Culver (EDC0207D)	Ventura	8/21/2018	2	2	1						Professional/Technical	Accounting, Owner, Workers
Sistership (EDC3101)	Ventura	10/16/2018	1	1	1						Technology	Accounting, Owner, Workers
Studio Channel Islands (EDC2983)	Ventura	7/24/2018	0	0	1						Arts and Entertainment	Accounting, Owner, Workers
The Ojai Retreat (EDC2479D)	ojai	8/16/2018	1	1	1						Accommodation/Food Svc.	Accounting, Owner, Workers
Treasures of Ojai (EDC2797DRR)	Ojai	10/3/2018	3	3	1						Retail Dealer	Accounting, Owner, Workers
Xtensor Systems Inc. (EDC2977)	Thousand Oaks	7/5/2018	1	1	1						Technology	Accounting, Owner, Workers
Bowlus Road Chief LLC (EDC3090)	Oxnard	10/16/2018	26	26	1						Manufacturer	Accounting, Owner, Workers
Antique Adventures LLC (EDC2785)	Ventura	10/15/2018	3	3	1						Retail Dealer	Accounting, Owner, Workers
Mike's Consignment Marine Supply (EDC2633)	Ventura	7/17/2018	4	4	1						Retail Dealer	Accounting, Owner, Workers

**Economic Development Collaborative-Ventura County  
Rapid Response Business Retention/Layoff Aversion  
Program Year 2018-2019 First Quarter (Q1)**

Just Shoot Me Photography Studio (EDC3098)	Simi Valley	10/16/2018	1	1	1						Service Establishment	Accounting, Owner, Workers
Jag Ten Tools and supplies (EDC2986RR)	Oxnard	09/28/18	1	1	1						Wholesale Dealer	Accounting, Owner, Workers
Betty Belts (Ocean Ohana Inc) (EDC0832T)	VENTURA	9/24/2018	3	3	1						Manufacturer or Producer	Accounting, Owner, Workers
Noble Laboratories, Inc. (EDC2528T)	Ventura	7/11/2018	8	8	1						Manufacturer or Producer	Accounting, Owner, Workers
Savage Machining Inc. (EDC2235)	Simi Valley	8/14/2018	17	17	1						Manufacturer or Producer	Accounting, Owner, Workers
Trupart (EDC0189)	Ventura	8/31/2018	10	10	1						Manufacturer or Producer	Accounting, Owner, Workers
Fit Buddha Evolutionary Fitness (EDC2795D)	Ventura	4/27/2018	2	2	1						Arts and Entertainment	Accounting, Owner, Workers
LJMC2 Group (EDC3079)	Oxnard	10/13/18	1	1	1						Real Estate	Accounting, Owner, Workers
<b>Totals/Average</b>			<b>962</b>	<b>962</b>	<b>34</b>	<b>0</b>	<b>53(B)</b>	<b>5</b>	<b>53</b>			

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

1. FY 2018-19 Financial Status Report – 7/1/18-9/30/18
  - a. Report Period 7/1/18-9/30/18
  - b. 25% 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 expenditures are in line in most Core Grants.
      2. Rapid Response Direct Program costs are at 41% and Other Operating costs are at 43% of Plan amounts. These lines were impacted by year-end accrual entries and will be addressed in the updated FY 18/19 Plan.
    - ii. Other Grants
      1. Smaller size of the grants can result in fairly significant % swings overall.
      2. Variances will be considered in updated FY 18/19 Plan.
      3. High Performance Board
        - a. Salaries and Benefits are at 15% of Plan. Working with Program to evaluate spend level.
      4. Regional Capacity Building – Overall spending has been slow; staff are aware and are continuing to monitor.
        - a. Salaries and Benefits are at 16%. Monitoring with Program to include adding adjustments from prior fiscal year.
        - b. Direct Program costs are at 134% due to variance of small budgeted amounts.
          - i. Current month amount includes \$3.5K of expenditures on VOS Greeter Project. Also, during this fiscal year, staff attended training pertaining to WIOA common measures for both youth and adults.
      5. Regional Organizer (WDB) – from prior-year funds rollover, there are sufficient grant funds to cover the expended amounts shown. While initial Plan approved 5/2018 did not include funds for this program year, FY 18/19 Plan will be updated accordingly using unspent prior year funds.
      6. Total spend Workforce Accelerator 6.0 is at 4% of Plan amounts. Program services for STEPS-Youth program associated with this grant continue to be ramped up. Also, we are evaluating for proper coding of expenditures between STEPS-Youth and other STEPS-Adult agreements with Probation Agency.
      7. Regional Plan Implementation (WDB)
        - a. Direct Program costs are at 41%. Program will continue to monitor to agreement amounts.
    - e. Paid & Accrued – provides the breakout of actual paid and accrued expenditures



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

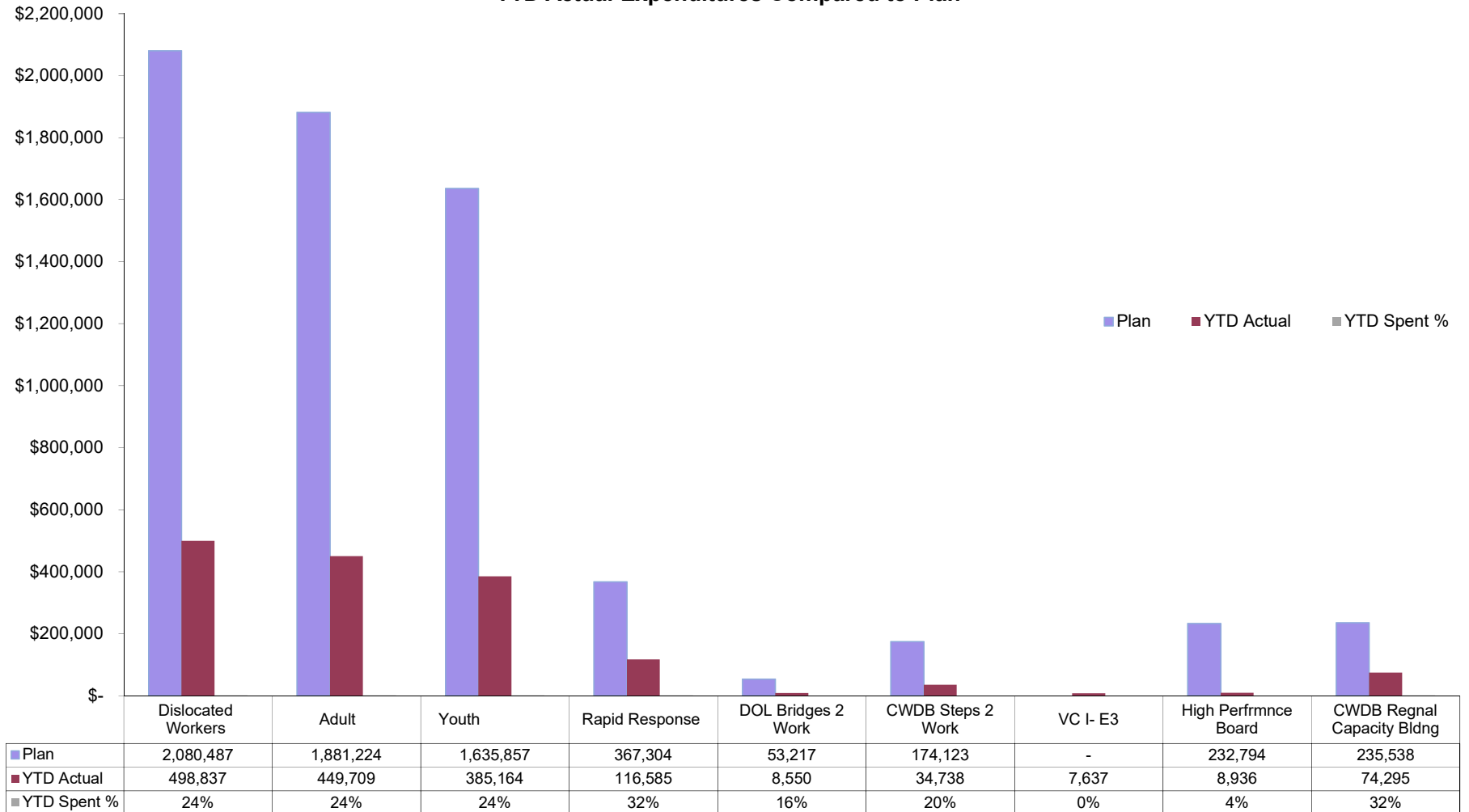
- f. Training Report
  - i. 17-19 Grants (Due 10/1/19)
    - 1. 100% of training requirement met as of 9/30/18.
    - 2. Have until 6/30/19 to meet this requirement.
  - ii. 18-20 Grants (Due 10/1/20)
    - 1. 30% of training requirement met as of 9/30/18.
    - 2. Have until 6/30/20 to meet this requirement.
- 2. FY 18-19 WIOA Tentative Balanced Budget Plan (Approved 5/10/18) – Year to Date Expenditures
  - a. Steps to Work AB2060 – Funding was not awarded for this program for this fiscal year. At the time this Plan was originally prepared and presented in May 2018, its status was unknown.
  - b. Row 24 EDC-VC Business Services – Actual FY 17/18 year-end invoices came in at higher amounts than accrual amount. Due to this, this row is reporting 46% of annual budgeted amount for this reason. This line was impacted by year-end accrual entries and will be addressed in the updated FY 18/19 Plan.
  - c. Row 31 ITA/OJT – This fiscal year, low training expenditures will be addressed in part with a shift of \$100,000 from Dislocated Worker to Adult where there is higher demand. Current FY 18/19 training expenditures first applied to line 32, “FY 17/18 ITA/OJT Committed 17/18 Spent in 18-19”, with the balance applied to Line 31, “ITA/OJT (30% required-10% leverage)”.
  - d. Row 39 Outreach/Marketing: theAgency –The Agency has amended its contract to include services for the Regional Plan Implementation. Reported amount is consistent with expectations and will continue to be monitored.
  - e. Rows 49-69 – Variances among these various expenditure categories is common, especially in categories with relatively small expenditure levels.
    - i. Row 55 Books and Publications – Includes purchase of “The Job Hunting Handbook” from Dahlstrom and Company. Confirmed with Program this is reasonable and will address with updated FY 18/19 Plan.
  - f. Row 66 Conferences and Seminars WDB Staff – Does not include “grant specific” travel that has been moved to row 40.



**FINANCIAL STATUS REPORT FOR FISCAL YEAR 2018-2019**  
**Year to Date Expenditures from 07/01/18 to 09/30/18 (25% into the Fiscal Year)**  
*Submitted on: November 8, 2018*

**FINANCIAL STATUS REPORT FOR FISCAL YEAR 2018-2019**  
**Year to Date Expenditures from 07/01/18 to 09/30/18 (25% into the Fiscal Year)**

**YTD Actual Expenditures Compared to Plan**



# FINANCIAL STATUS REPORT FOR FISCAL YEAR 2018-2019

Year to Date Expenditures from 07/01/18 to 09/30/18 (25% into the Fiscal Year)

Name of Grants	Salaries and Benefits			Direct Program/WIOA Special Projects			Other Operating Expenses			Total			
	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan *	YTD Actual	%	Plan Balance
<b>Core Grants:</b>													
Dislocated Worker	1,303,729	323,244	25%	517,250	96,196	19%	259,508	79,397	31%	2,080,487	498,837	24%	1,581,650
Adult	1,081,321	263,445	24%	565,250	114,046	20%	234,653	72,218	31%	1,881,224	449,709	24%	1,431,515
Youth	302,559	59,835	20%	1,129,250	279,116	25%	204,048	46,213	23%	1,635,857	385,164	24%	1,250,693
Rapid Response	221,238	55,805	25%	100,250	41,221	41%	45,815	19,559	43%	367,304	116,585	32%	250,718
<b>Other Grants:</b>													
High Perform Board (WDB-1080)	46,579	6,956	15%	-	-	0%	6,638	1,594	24%	53,217	8,550	16%	44,668
Regional Capacity Building (AFS-1087; 1090)	148,404	24,347	16%	4,000	5,351	134%	21,719	5,039	23%	174,123	34,738	20%	139,386
Regional Organizer (WDB-1089)	-	6,270	0%	-	-	0%	-	1,367	0%	-	7,637	0%	(7,637)
Wrkrforce Accel 6.0 (AFS-1117)	163,756	7,271	4%	40,000	-	0%	29,037	1,665	6%	232,794	8,936	4%	223,858
Regional Plan Implem. (WDB-1122)	93,158	21,495	23%	113,000	46,839	41%	29,380	5,960	20%	235,538	74,295	32%	161,243
<b>Total WIOA Grants</b>	<b>\$ 3,514,266</b>	<b>\$ 768,668</b>	<b>22%</b>	<b>\$ 2,499,000</b>	<b>\$ 582,770</b>	<b>23%</b>	<b>\$ 856,953</b>	<b>\$ 233,011</b>	<b>27%</b>	<b>\$ 6,870,219</b>	<b>\$ 1,584,449</b>	<b>23%</b>	<b>\$ 5,285,770</b>

# FINANCIAL STATUS REPORT FOR FISCAL YEAR 2018-2019

Year to Date Expenditures from 07/01/18 to 09/30/18 (25% into the Fiscal Year)

	Salaries and Benefits			Direct Program/Client Expenses			Other Operating Expenses			Total		
	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total
<b>CORE GRANTS:</b>												
Dislocated Worker	295,031	28,213	323,244	20,361	75,835	96,196	16,212	63,185	79,397	331,604	167,233	498,837
Adult	240,375	23,069	263,445	45,742	68,304	114,046	14,746	57,472	72,218	300,864	148,845	449,709
Youth	54,535	5,301	59,835	128,621	150,495	279,116	9,436	36,777	46,213	192,591	192,573	385,164
Rapid Response	50,930	4,875	55,805	14,617	26,605	41,221	3,994	15,565	19,559	69,540	47,045	116,585
<b>OTHERS:</b>												
High Perform Board (WDB-1080)	6,351	605	6,956	-	-	-	325	1,267	1,593	6,676	1,872	8,549
Regional Capacity Building (AFS-1087; 1090)	22,605	1,742	24,347	1,800	3,551	5,351	1,029	4,010	5,039	25,434	9,304	34,738
Regional Organizer (WDB-1089)	5,451	819	6,270	-	-	-	279	1,088	1,367	5,730	1,907	7,637
Wrkforce Accel 6.0 (AFS-1117)	6,639	632	7,271	-	-	-	340	1,325	1,665	6,979	1,957	8,936
Regional Plan Implem. (WDB-1122)	19,626	1,869	21,495	17,903	28,936	46,839	966	4,995	5,960	38,495	35,800	74,295
<b>Total WIOA Grants</b>	<b>\$ 701,542</b>	<b>\$ 67,126</b>	<b>\$ 768,668</b>	<b>\$ 229,044</b>	<b>\$ 353,726</b>	<b>\$ 582,770</b>	<b>\$ 47,326</b>	<b>\$ 185,684</b>	<b>\$ 233,010</b>	<b>\$ 977,912</b>	<b>\$ 606,536</b>	<b>\$ 1,584,448</b>

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

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

Year to Date Expenditures from 07/01/18 to 09/30/18 (25% into the Fiscal Year)

Rpt Line #	Program Year Funding and Traing Expenditures	14-16 Grants (Due 10/1/16)	15-17 Grants K698402 (Due 10/1/17)	16-18 Grants K7102079 (Due 10/1/18)	17-19 Grants K8106696 (Due 10/1/19)	18-20 Grants K8106696 (Due 10/1/20)
4)	Adult and Dislocated Worker Formula Fund Allocations	4,092,349	4,133,724	4,014,468	3,728,337	2,387,761
5)	Training Expenditures Required	1,023,087	1,240,117	1,204,340	1,118,501	716,328
	<i>Training Expenditures % Required</i>	25%	30%	30%	30%	30%
6)	Formula Fund Training Expenditures	1,128,877	941,344	810,112	701,097	165,725
	Leveraged Resources					
	- Total Leveraged Resources	425,933	348,361	460,403	380,348	94,689
	- Maximum Allowed Leveraged Resources (10%)	409,235	413,372	401,447	372,834	238,776
7)	- Total Leveraged Resources Used Towards Training Expenditures	409,235	348,361	401,447	372,834	94,689
8)	Total Amount Spent On Training (should equal/exceed Line 5)	1,538,112	1,289,705	1,211,559	1,118,501	215,844
	% of Training Requirement Met (final goal is 100%)	150%	104%	101%	100%	30%

9)	<b>Leveraged Resources Detail (notes)</b>					
	(a) Pell Grant	135,654	150,761	46,245	116,919	6,095
	(b) Programs Authorized by the Workforce Innovation and Opportunity Act	-				
	(c) Trade Adjustment Assistance (EDD)	-				
	(e) Match Fund from Employers, and Industry Associations (OJT 50%)	290,279	197,600	355,201	255,915	94,103
	<b>Total</b>	<b>425,933</b>	<b>348,361</b>	<b>401,447</b>	<b>372,834</b>	<b>100,198</b>
	<b>Legends/Coding for Source/Type of Leveraged Resources:</b> 9a) = Pell Grant 9b) = Programs Authorized by the Workforce Innovation and Opportunity Act (specify) 9c) = Trade Adjustment Assistance 9d) = Dept of Labor National Emergency Grants 9e) = Match funds from employers, industry, and industry associates (specify) 9f) = Match funds from joint labor-management trusts (specify) 9g) = Employment Training Panel grants					

#### NOTES:

Early in the year, the "% of Training Requirement Met..." shown above may appear to "understate" the degree to which the organization is actually accomplishing its planned training goals (i.e. the organization is likely doing better than it looks here). This is because the training expenditures shown in this report do NOT include costs related to two areas of current year training activities that are in the current year Plan:

- 1) Current year training activities (in current year Plan) that have been paid with prior year grant funds
- 2) Current year training activities (in current year Plan) that have been committed to but not yet paid

FY 2018-19 WIOA TENTATIVE BALANCED BUDGET PLAN (DRAFT FOR EXECUTIVE COMMITTEE MEETING 05/10/18)																
Option 2 - 2% Management Reserve																
FY 2018-19 WIOA Tentative Balanced Budget Plan Approved by WDB on 06/07/18						High Perform Board (WDB-1080)	Regional Capacity Building (AFS-1087; 1090)	Regional Organizer (WDB-1089)	Wrkforce Accel 6.0 (AFS-1117)	Regional Plan Implem. (WDB-1122)	Steps to Work AB2060	FY 18-19 Plan	Year to Date Expenditures from 07/01/18 to 9/30/18 (25% into the Fiscal Year)	FY 17-18 Actual		
		Dislocated Worker	Adult	Youth	Rapid Response	12/1/16-12/31/18	3/1/17-3/31/19	3/1/17-3/31/19	2/1/18-7/31/19	1/1/18-6/30/19						
Revenue Projection:																
FY18-19 Grants -2.0%		2,001,694	1,441,508	1,570,980	370,661	54,838	205,000	85,714	250,000	350,000	400,000	6,730,395		8,120,805		
FY17-18 Mgmt. Reserve:(3% DW, Adult, Youth)		(40,034)	(28,830)	(31,420)	-	-	-	-	-	-	-	(100,284)		(168,412)		
Grant balance to be spent in the future											(190,000)	(190,000)		(535,838)		
Grant balance rollover																
Spent in prior years		-	-	-	-	-	(30,000)	(85,714)	(8,000)	(115,000)	-	(238,714)		(751,770)		
Balance rolled over from prior year grants:																
FY17-18 Mgt Reserve		64,278	49,059	55,075	-	-	-	-	-	-	-	168,412		314,017		
Additional rollover - Salaries Savings/		44,354	92,626	4,433	-	-	-	-	-	-	-	141,413		75,875		
Overhead Saving/(Overage)		-	-	-	-	-	-	-	-	-	-	-		1,198		
FY 17-18 Unspent Direct expense		53,000	147,000	-	-	-	-	-	-	-	-	200,000		214,232		
ITA/OJT Committed FY17-18 Spent in FY18-19		40,000	120,000	-	-	-	-	-	-	-	-	160,000		71,524		
Total Available Grants to be Spent		2,163,292	1,821,363	1,599,068	370,661	54,838	175,000	-	242,000	235,000	210,000	6,871,222		7,341,631		
Grants %		31.5%	26.5%	23.3%	5.4%	0.8%	2.5%	0.0%	3.5%	3.4%	3.1%	100.0%				
AFS FTEs Assigned to the programs		10.60	8.70	1.00	1.85	-	1.45	-	1.60	-	1.50	26.70		26.00		
% Direct FTES Allocated to Grants		39.7%	32.6%	3.7%	6.9%	0.0%	5.4%	0.0%	6.0%	0.0%	5.6%	100.0%				
% Admin Staff Allocated to Grants		28.0%	25.0%	26.00%	6.00%	5.0%	0.0%	0.0%	0.0%	10.0%	0.0%	100.0%				
Expenditure Projection:																
Salaries and Benefits:																
AFSWIOA (24 regular filled + 0.7 fixed term + 2		2,732,683	1,084,885	890,425	102,348	189,343	-	148,404	-	163,756	-	153,522	2,732,683	597,829	22%	2,439,988
WDB Admin (6 filled + 75 be filled+buydown)		931,583	260,843	232,896	242,212	55,895	46,579	-	-	93,158	-	931,583	170,839	18%	830,764	
Salaries Reduction		150,000	(42,000)	(42,000)	(24,000)	(24,000)						(150,000)			-	
Subtotal Salaries and Benefits		1,303,729	1,081,321	302,559	221,238	46,579	148,404	-	163,756	93,158	153,522	3,514,266	768,668	22%	3,270,752	
Direct Expenses:																
Grant Specific Contracts:																
EDC-VC Business Services		-	-	-	85,000	-	-	-	-	70,000	-	155,000	71,192	46%	85,374	
Boys and Girls Club: Core Program		-	-	539,000	-	-	-	-	-	-	-	539,000	107,776	20%	574,662	
PathPoint: Core Program		-	-	539,000	-	-	-	-	-	-	-	539,000	155,016	29%	569,302	
AFS-CalWORKs Activities		-	-	-	-	-	-	-	-	-	30,000	30,000	-	0%	39,969	
Subtotal - Contracted Program Expense		-	-	1,078,000	85,000	-	-	-	-	70,000	30,000	1,263,000	333,984	26%	1,269,308	
Client Expenses:																
ITA / OJT (30% required - 10% leverage)		390,000	375,000	-	-	-	-	-	-	-	-	765,000	13,539	2%	629,969	
ITA / OJT Committed 17-18 Spent in 18-19		40,000	120,000	-	-	-	-	-	-	-	-	160,000	160,000	100%	71,524	
Others/Childcare/Trans - JTA		20,000	20,000	-	-	-	-	-	-	-	-	40,000	2,967	7%	32,187	
Subtotal - Client Expense		450,000	515,000	-	-	-	-	-	-	-	-	965,000	176,505	18%	733,680	
Other Allocated/Contracted Expenses																
CapacityBuilding/WKFAcc Contractu		40,000	-	-	-	-	-	-	40,000	-	-	40,000	1,800	5%	-	
S2W CCD Training		0	-	-	-	-	-	-	-	-	-	-	-	0%	41,250	
Outrch/Mktg: theAgency		175,000	50,000	38,000	42,500	9,500	-	-	-	35,000	-	175,000	66,614	38%	214,957	
Outreach/Meeting/Conf -WDB		35,000	10,750	6,750	6,750	2,750	-	-	-	8,000	-	35,000	316	1%	40,213	
WDB Expense - Non Staff		8,000	4,000	2,000	2,000	-	-	-	-	-	-	8,000	-	0%	10,806	
Outreach/Meeting/Conf-AFS		13,000	2,500	3,500	-	3,000	-	4,000	-	-	-	13,000	-	0%	-	
State Project(s): Update Pending		-	-	-	-	-	-	-	-	-	-	-	3,551	0%	-	
Subtotal - other allocated expense		271,000	67,250	50,250	51,250	15,250	-	4,000	-	40,000	43,000	-	72,281	27%	307,226	
Subtotal- Program/Clients Expenses		517,250	565,250	1,129,250	100,250	-	4,000	-	40,000	113,000	30,000	2,499,000	582,770	23%	2,310,214	
Total Direct Program Expense		1,820,979	1,646,571	1,431,809	321,488	46,579	152,404	-	203,756	206,158	183,522	6,013,266	1,351,438	22%	5,580,966	
Overhead/Administration:																
Communication/Voice/data		75,000	22,712	20,537	17,858	4,010	581	1,901	-	2,541	2,289	75,000	20,765	28%	72,428	
Insurance		14,043	4,253	3,845	3,344	751	109	356	-	476	481	14,043	3,511	25%	14,122	
Facilities Maint.		95,090	28,796	26,038	22,642	5,084	737	2,410	-	3,222	3,260	95,090	23,773	25%	118,793	
Membership and dues		12,350	3,740	3,382	2,941	660	96	313	-	418	423	12,350	9,000	73%	13,213	
Education allowance (consolidated w		0	-	-	-	-	-	-	-	-	-	-	-		-	
Indirect cost recovery(County A87)		98,670	29,880	27,018	23,494	5,275	764	2,501	-	3,343	3,383	98,670	24,668	25%	96,026	
Books and Publication		2,000	606	548	476	107	15	51	-	68	69	2,000	5,539	277%	2,414	
Office Equip./Supp. & Furniture/Fixtures<		20,000	6,057	5,476	4,762	1,069	155	507	-	678	686	20,000	5,379	27%	24,934	
Mail Center - ISF		6,000	1,817	1,643	1,429	321	46	152	-	203	206	6,000	2,268	38%	7,643	
Purchase Charges - ISF		3,800	1,151	1,041	905	203	29	96	-	129	130	3,800	1,228	32%	3,906	
Copy Machine - ISF		9,000	2,725	2,464	2,143	481	70	228	-	305	309	9,000	1,149	13%	8,993	
Information Tech - ISF		10,000	3,028	2,738	2,381	535	77	253	-	339	343	10,000	2,528	25%	8,133	
Computer Services Non ISF		2,000	606	548	476	107	15	51	-	68	69	2,000	500	25%	1,959	
Building Lease/Rental		95,000	28,769	26,013	22,620	5,079	736	2,408	-	3,219	3,257	95,000	23,750	25%	120,493	
Storage Charges - ISF		5,000	1,514	1,369	1,191	267	39	127	-	169	171	5,000	1,736	35%	8,661	
Mileage Reimb. - Staffs only		26,000	7,873	7,119	6,191	1,390	201	659	-	881	891	26,000	7,647	29%	26,150	
Conference/Seminars - AFS Staffs		8,000	2,423	2,191	1,905	428	62	203	-	271	274	8,000	2,000	25%	15,469	
Conference and Seminars- WDB Staffs		10,000	3,028	2,738	2,381	535	77	253	-	339	343	10,000	6,086	61%	14,371	
Fiscal/HR/BTD/ET (HSA)		350,000	105,989	95,838	83,338	18,712	2,711	8,871	-	11,860	11,999	350,000	87,500	25%	336,136	
Attorney Fees		10,000	3,028	2,738	2,381	535	77	253	-	339	343	10,000	2,500	25%	5,789	
Other misc. Admin Services		5,000	1,514	1,369	1,191	267	39	127	-	169	171	5,000	1,485	30%	5,620	
Subtotal Overhead		856,953	259,508	234,653	204,048	45,815	6,638	21,719	-	29,037	29,380	856,953	233,010	27%	905,252	
Planned Total Grant Expenses		2,080,487	1,881,224	1,635,857	367,304	53,217	174,123	-	232,794	235,538	209,675	6,870,219	1,584,448	23%	6,486,218	
Admin Rate for State Reporting			7%	7%	7%	7%	7%	#DIV/0!		7%	7%	7%				
Admin Rate (State Reported + Other)			12%	13%	13%	12%	12%	#DIV/0!		12%	13%	12%				
Work in Progress: Grant Balances			82,805	(59,861)	(36,789)	3,357	1,621	877	-	9,206	(538)	325	1,000			