



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

EXECUTIVE COMMITTEE MEETING

Thursday, April 11, 2019
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. | 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 |
| 8:05 a.m. | 3.0 WDB Chair Comments | Gregory Liu |
| 8:10 a.m. | 4.0 Consent Items
4.1 Approve Executive Committee Minutes: March 14, 2019
4.2 Receive and File: WDB Committees Meetings Updates/Reports | Gregory Liu |
| 8:15 a.m. | 5.0 Financial Report and Committee Discussion <ul style="list-style-type: none">Financial Status Report: February 2019WIOA 2019/2020 Budget Plan Discussion | Bryan Gonzales |
| 8:45 a.m. | 6.0 Action Items
6.1 Recommendation that the Executive Committee Recommend to the Workforce Development Board of Ventura County (WDB) Approval of Option Term Two (July 1, 2019 through June 30, 2020) of Contracts dated June 20, 2017 to Provide Comprehensive Workforce Innovation and Opportunity Act (WIOA) Youth Services in the Amounts not to Exceed \$604,000 for the Boys and Girls Club of Greater Oxnard and Port Hueneme, and Amounts not to Exceed \$604,000 for PathPoint

6.2 Recommend that the Workforce Development Board of Ventura County (WDB) Approve the Renewal of a Contract with the Agency to Provide Marketing and Public Relations Services to the WDB from July 1, 2019, through June 30, 2020 in an Amount Not to Exceed \$150,000, in WIOA Core Funds Under RFP #1718.01 Released on August 28, 2018 and Closed on September 25, 2017 | Rebecca Evans |

6.3 Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Ratify the Submission of: a Competitive Grant Application by the WDB to the California Employment Development Department (EDD) and the California Workforce Development Board (CWDB) for a English Language Learner (ELL) Co-Enrollment Pilot Program. The proposal is for \$300,000 for a 19 month grant term beginning June 2019 an ending December 2020.

6.4 Recommendation that the Workforce Development Board of Ventura County (WDB) Recommend that the Ventura County Board of Supervisors Approve the Submission of the Application for Subsequent Local Area Designation and Local Board Recertification Request for Program Years 2019-2021 for the Local Workforce Development Area, Ventura County, to the California Workforce Development Board

9:05 a.m. **7.0 WIOA Implementation** Rebecca Evans

- WDB/WIOA Grants Updates
- WDB Regional and Local Plans PY 2017-21 – Two Year Modification: Submitted to CWDB on March 15, 2019
- Update: WDB State Requirements
 - Due May 1, 2019 (Local Board Chair Signature)**
 - ✓ AJCC Certification for Affiliate & Specialized
 - Due May 31, 2019 (CLEO Signature Required)**
 - ✓ Subsequent Designation and Local Board Recertification
 - Due June 30, 2019 (CLEO Signature Required)**
 - ✓ AJCC One Stop Operator Selection
 - ✓ Career Services Provider
 - ✓ MOU Phase I (Comprehensive, Affiliate, and Specialized)
 - ✓ MOU Phase II (Comprehensive, Affiliate, and Specialized)

9:15 a.m. **8.0 WDB Administration** Rebecca Evans

- April 25 WDB Meeting
 - Ad Hoc Nominations Committee for Chair and Vice Chair
 - 2017-2018 Committees Year-End Reviews
 - Proposed Workforce Development Board and Executive Committee Meetings Schedule for Program Year 2019-2020
- WDB Administration Manager Position Update Rebecca Evans
- Human Center Design for the AJCC Resource Center Rebecca Evans
- Summer at the County – Interns for WDB Administration Rebecca Evans
- WDB Membership Update Patty Schulz

- Meeting with Congressman Salud Carbajal at AJCC RiverPark Rebecca Evans
- National Association of Workforce Boards Forum in Washing, D.C. Gregory Liu
Tracy Perez
- Capitol Hill Meetings

9:25 a.m. **9.0 Committee Member Comments**

Committee
Members

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

Gregory Liu

Next Meeting

May 9, 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 www.workforceventuracounty.org



WDB Executive Committee Meeting

Thursday, March 14, 2019

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

MINUTES

Meeting Attendees

Executive Committee

Gregory Liu (WDB Chair)
Tracy Perez (WDB Vice Chair)
Greg Barnes
Brian Gabler
Anthony Mireles
Alex Rivera
Patty Schulz
Jesus Torres

WDB Administration

Rebecca Evans, Executive
Director
Talia Barrera
Patricia Duffy
Patrick Newburn
Ma. Odezza Robite

Guests

Ken Barnes (Consultant)
Ken Barrow (HSA Fiscal)
Bryan Gonzales (HSA Fiscal CFO)
Melissa Livingston (HSA Chief Deputy
Director)
Bruce Stenslie (Economic Development
Collaborative)
Christopher Vega (HSA Fiscal)

1.0 Call to Order and Agenda Review

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

2.0 Public Comments

No public comments.

3.0 WDB Chair Comments

Gregory Liu welcomed the attendees.

4.0 Consent Items

- 4.1 Approve Executive Committee Minutes: March 14, 2019
- 4.2 Receive and File: WDB Committees Meetings Updates/Reports

Motion to approve the Consent Items: Brian Gabler
Second: Alex Rivera
Motion carried.

5.0 Financial Report and Committee Discussion

Bryan Gonzales, from HSA Fiscal, presented the Financial Status Report (FSR) for Fiscal Year 2018-2019.

Chief Financial Officer Bryan Gonzales, from HSA Fiscal, presented the Financial Status Report (FSR) for Fiscal Year 2018-2019, reflecting year-to-date expenditures from July 1, 2018 through November 30, 2018 (42% into the Fiscal Year).

2018-2019 WIOA Budget Plan Expenditures

The Committee reviewed and discussed the Financial Status Report (FSR) for Fiscal Year 2018-2019, reflecting year-to-date expenditures from July 1, 2018 through November 30, 2018.

The status of expenditures at 42% into the fiscal year was:

<u>WIOA Core Funds</u>	<u>2018-2019 Plan</u>	<u>YTD Expended</u>	<u>% Expended vs. Plan</u>
Dislocated Worker	2,170,275	824,410	38%
Adult	1,884,570	683,307	36%
Youth	1,707,076	609,115	36%
Rapid Response	294,918	131,594	45%
<u>WIOA Non-Core Funds</u>			
High Performing Board	54,838	36,943	69%
CWDB Regional Capacity Bldg.	187,254	116,853	32%
Regional Organizer	15,186	8,517	56%
Workforce Accelerator 6.0	236,512	56,481	24%
Regional Plan Implementation	258,305	112,741	44%
Prison to Employment	47,500	-	0%

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. Term 12/1/2016 – 12/31/2018.

CWDB Regional Capacity Building/ Regional Training Coordinator: Focuses on the professional development of staff and partners in the One-Stop System. Plan and implement regional and statewide trainings identified in the Statewide Training Plan. Implement a skill gap analysis for workforce professionals, identifying training priorities and developing ongoing training and capacity-building initiatives. Multiple program year grant term 3/1/2017 – 3/31/2019.

Regional Organizer: Funds to augment our continuing support for regional organizing and regional plan implementation. The WDBVC will support efforts for program alignment across core programs and will all mandatory partners. Regional Organizing activities in Ventura County will help facilitate the importance of fostering demand-driven skills attainment; enabling upward mobility for all; and aligning, coordinating and integrating workforce development programs. Multiple program year grant term 3/1/2017 – 3/31/2019.

Workforce Accelerator 6.0: STEPS Connection does not enroll participants, however; it seeks to strengthen partnerships to create an integrated and responsive "One-Stop" support services system; develop tools/resources to strengthen participation and employment outcomes; conduct a support service gap analysis; and develop a "best practice" guide. Program year grant term 2/1/2018 – 7/31/2019.

Regional Plan Implementation: Assists with WDBVC support leadership structures, improve staff capacity and training, strengthen sector initiatives, more fully integrate career services offered by AJCC partners, and help to build sustainable investments. Subcontracts awarded the Agency and to EDC-VC. Program year grant term 1/1/2018 – 6/30/2019.

Prison to Employment Initiative (P2E): Planning Grant Round 1 awarded \$47,500; Direct Services Grant Round 2 (implementation of plan) to be submitted on 2/15/19. Ventura Regional Plan to provide employment and supportive services to formerly incarcerated and justice-involved individuals. Emphasis on regional coalition with employers, labor, CBO's, CDCR, Sheriff, and local agencies. Governor Brown and State legislature funded \$37 million over three-year grant term 10/1/2018 – 3/31/2020.

WIOA Training Expenditures

As shown in the table below, the summary of WIOA training expenditures, as of July 1, 2018 to January 31, 2019, indicated appropriate spending against the required Adult/Dislocated Worker training expenditure targets (58% into the Fiscal year) and against WIOA core grants across the overlapping federal two-year grant cycles.

	Core Grant <u>FY 16-18</u> (Due 10/1/18)	Core Grant <u>FY 17-19</u> (Due 10/1/19)	Core Grant <u>FY 18-20</u> (Due 10/1/20)
Total Adult and Dislocated Worker Formula Fund Allocations	4,014,468	3,728,337	3,654,508
Training Expenditure Requirement	1,204,340	1,118,501	1,096,352
	30%	30%	30%
Formula Fund Training Expenditures	810,112	701,097	437,517
Leveraged Resources			
• Total Leveraged Resources Used Toward Training Expenditures	460,403	380,348	197,897
• Maximum Allowed Leveraged Resources (10%)	401,447	372,834	365,451
Total Leveraged Resources Used Toward Training Expenditures	401,447	372,834	197,897
• Total Amount Spent on Training	1,211,559	1,118,501	590,843
• % of Training Requirement Met (Final goal = 100%)	101%	100%	54%

Bryan Gonzales presented the financial report summary highlights as shown:

2018-2019 WIOA Budget Plan Expenditures

1. FY 2018-19 Financial Status Report – 7/1/18-1/31/19
 - a. Report Period 7/1/18-1/31/19
 - b. 58% 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 Other Operating costs are at 76% of Plan amounts.
 - a. Smaller proportional size of this grant compared to the other core grants can result in significant % swings.
 - ii. Other Grants
 1. Smaller size of the grants can result in significant % swings overall.
 2. Grants have varying contract ending dates.
 - a. Special attention needs to be paid to these ending dates when evaluating grant to date spend percentages.
 3. High Performing Boards (WDB-1080)
 - a. Grant performance period ended 12/31/18. 100% of available funds were spent during contract period.
 4. Regional Capacity Building (AFS-1087; 1090)
 - a. Overall spending has been increased 8 percentage points since last report.
 - b. Salaries and Benefits are now at 91%. This amount contains adjustments from prior fiscal year.
 - c. Direct Program costs remain at 27%.
 - 9 Current YTD amount includes \$3.5K of expenditures on VOS Greeter Project.
 - 10 Training totaling approximately \$21K that commenced January 2019 will increase these costs.
 5. Regional Organizer (WDB-1089)
 - a. Continuing to work with Program to monitor spend, especially with Salaries and Benefits.
 - 9 Program prepared a budget modification to move funds from Contractual Services to Salaries to fully utilize grant funds.
 6. Workforce Accelerator 6.0 (AFS-1117)
 - a. Overall actual to plan total amounts is at 32%.
 - b. Salaries and Benefits currently at 43%.
 - 9 Working with Programs to monitor spend rate to ensure maximum grant funds utilized.
 - c. Direct Program/WIOA amounts currently is at 9%.
 - 9 Contract of approximately \$65K for consultant to provide tools, resources, and facilitation of stakeholder meetings signed and implemented.
 - 9 First task (to develop workplan) invoiced by CWA January 2019.
 7. Regional Plan Implementation (WDB-1122)
 - a. Overall spend to Plan percentage is 41%

- b. Direct Program costs are at 45%.
 - 9 Program staff will continue to work with EDC-VC and The Agency to monitor spend to agreement amounts.
 - e. Paid & Accrued – provides the breakout of actual paid and accrued expenditures
 - f. Training Report
 - i. 17-19 Grants (Due 10/1/19)
 - 1. 100% of training requirement met as of 12/31/18.
 - 2. Have until 6/30/19 to meet this requirement.
 - ii. 18-20 Grants (Due 10/1/20)
 - 1. 48% of training requirement met as of 12/31/18.
 - 2. Have until 6/30/20 to meet this requirement.
- 2. FY 2018-19 WIOA Budget Plan (Presented at 2/14/19 WDB Executive Meeting: Updated with NDWG 2018 Information) – Year to Date Expenditures
 - a. Updates to Plan consist of:
 - i. Column for 2018 Mega Wildfires NDWG grant totaling \$810K awarded 12/26/18 with a contract period of 12/6/18-12/31/20 has been added.
 - 1. \$668,191 budgeted for 7/1/19-12/31/20
 - 2. \$142,213 budgeted for 1/1/19-6/1/19
 - b. Prison to Employment – Contract effective 10/1/18-3/31/20. \$19K in costs were paid as of 1/31/19. An additional \$11K in consultant services will be processed in February.
 - c. Row 26 Boys and Girls Club: Core Program – Historically, costs have been low at the beginning of the fiscal year and increased as the year progresses. Current fiscal year is following this pattern.
 - d. 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)”.
 - e. Rows 49-69 – Variances among these various expenditure categories is common, especially in categories with relatively small expenditure levels.
 - i. Row 51 Books and Publications – Underbudgeted. Budget reduction at beginning of the year should have been increased as grant funding increased. Will be adjusted for FY 2019-20 Budget.
 - ii. Row 62 Conferences and Seminars WDB Staff – Underbudgeted. Budget reduction at beginning of the year should have been increased as grant funding increased. Will be adjusted for FY 2019-20 Budget. Does not include “grant specific” travel that has been moved to row 40.
 - iii. Current year spend levels will be considered during development of FY 2019-20 Budget Plan.

6.0 Economic Development Collaborative:

- **Performance Report PY 2018-2019: Business Retention and Rapid Response Activities**

Bruce Stenslie, President and CEO of Economic Development Collaborative, presented the services provided by their organization: EDC serves Ventura and Santa Barbara counties in partnership with the Los Angeles Regional Small Business Development Center Network and is funded in part through a cooperative agreement with the U.S. Small Business Administration. They provide rapid response services and different core measures. Currently, there are 48 firms identified at risk and there are 232 jobs saved.

One of the members asked if the organization is spending any money. Bruce Stenslie replied that they pay the consultants through different sources.

One of the members also asked if there is a specific performance report or metrics to look at. In response, Mr. Stenslie distributed handouts (which are included in the meeting packet on the WDB website www.workforceventuracounty.org). He mentioned that the goal was 120 jobs but at present, there were 133 jobs current for EDC. He also mentioned that they exceeded goals for 7 months in a year.

Rebecca Evans added that Talia Barrera keeps in touch with contractors and with Ken Barrow of HSA Fiscal to check the performance and expenditures.

- **Update: Regional Plan Implementation 1.0**

Bruce Stenslie presented RPI 1.0. One of the members asked on how the model is being utilized or if the capacity is utilized. Mr. Stenslie replied that they are not spending time consulting resources on businesses that are not growing anywhere. They do initial assessment and engagement. One of the members commented that the biggest challenge is getting the message out there since resources and services are widely available.

7.0 Action Items

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

7.1 Recommendation that the Executive Committee Recommend to the Workforce Development Board of Ventura County (WDB) the Approval and Recommendation to the Board of Supervisors to Approve a Contract with the Economic Development Collaborative (EDC), to Provide Business Retention – Layoff Aversion Services from July 1, 2019 through June 30, 2020, in the Amount of \$95,000 in WIOA Funds, Under RFP #1718.02, Released on August 28, 2017 and Closed on September 25, 2017

Motion to approve: Greg Barnes
Second: Anthony Mireles
Motion carried.

7.2 Recommendation that the Executive Committee Recommend to the Workforce Development Board of Ventura County (WDB) the Approval and Recommendation to the Board of Supervisors to Approve the Obligation of \$90,000 in PY 2019-2020, California Workforce Development Board (CWDB) Regional Plan Implementation Funds to the Economic Development Collaborative, to Augment and Support Existing Local Economic Development Efforts Related to Business Retention and Layoff Aversion Services As Defined by the CWDB Implementation Design

Motion to approve: Alex Rivera
Second: Greg Barnes
Motion carried.

7.3 Recommendation that the Workforce Development Board of Ventura County (WDB) Recommend County Board of Supervisors Approval of the Ventura County Workforce Innovation and Opportunity Act (WIOA) Regional and Local Workforce Development Plans Update for Program Years 2017-2021 – Two Year Modifications

Ken Barnes, the consultant, provided an introduction of himself and a brief summary of the updates that were made to the local and regional plan since the State wanted updates on specific areas. He presented key updates which will be added to the 4-year regional plan. He stated that for local update, the primary focus was to help low-income families / to focus on poverty. He also informed the attendees that there was an expanded partnership with CalFresh and about 30,000 adults now receive CalFresh in Ventura County. He also mentioned that the State is asking for local workforce boards to work with Department of Rehabilitation. As for the regional plan update, the focus was on the Prison to Employment Initiative and to establish connections with Corrections.

Motion to approve: Anthony Mireles

Second: Jesus Torres

Motion carried.

8.0 WIOA Workforce Development

- **WIOA Performance Indicators Q2 Reports for PY 2018-2019**

Patrick Newburn informed the attendees about the success measured through performance indicators. He further informed the attendees that the reports are now accurate because of CalJOBS. He also informed the attendees that the youth's measure of success is different with adult's measure because for adults, only the employment is included, not the education. He also explained the meaning on "carried-in" which means that we still need to serve them if they are not "closed out" yet/ or "exit cohort." One of the members suggested continuing to search for youth success stories. Another member suggested to post success stories on the website and suggested to create videos similar to the contents of a YouTube channel, and then the link of the videos can be embedded on the website so the videos will look more authentic. Talia Barrera mentioned that there were already success stories posted on websites, posters, and newsletters and that Human Services Agency already have videos of success stories.

9.0 WDB Administration

- **WDB/WIOA Grants Update**

- Prison to Employment: Patrick Newburn provided updates: a consultant was hired through CWA, plan started officially in December 2018, the planning process was already concluded, and the final report will be submitted on March 15.
- Potential Grant for English Language Learners: Rebecca Evans reported that the WDB is working with partners in career services and adult education to determine if we can apply for a grant from the California Workforce Development Board for an English Language Learner Co-Enrollment Pilot. We currently have ESL classes provided by the Oxnard Adult School provided at the AJCC. Funding up to \$300,000 is available but there is a dollar for dollar 1:1 match required and we are seeking to understand from the State what funds are allowable to meet the match requirement.

- **WDB Membership Update**

Patty Schulz informed the attendees that there are currently 25 voting members of the WDB Board and that there is a need to fill the adult education category.

- **WDB Administration Manager Position Update**

Rebecca Evans provided an update that they are now at the stage of conducting interviews.

- **Proposed Workforce Development and Executive Committee Meetings Schedule for Program Year 2019-2020**

Rebecca Evans informed the attendees that the dates will be presented at the next meeting.

- **California Workforce Association Updates**
 - **Day at the Capitol**
 - **Board of Director's Meeting**

Rebecca Evans informed the attendees that she met with Assemblymember Jacqui Irwin and Senator Hannah Beth Jackson.

- **On the Calendar**

March 18, 2019: Congressional Visit of the AKCC Meeting with Congressman Salud Carbajal at the America's Job Center of California, 2901 N. Ventura Road, 3rd Floor, Oxnard CA 93036.

March 23-27, 2019: The Forum 2019 of the National Association of Workforce Board in Washington, D.C.

10.0 Committee Member Comments

No comment.

11.0 Adjournment

Motion to adjourn at 9:30 a.m.: Alex Rivera

Second: Brian Gabler

Motion carried

Next Meeting

April 11, 2019 (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
EXECUTIVE COMMITTEE**

APRIL 11, 2019

WDB COMMITTEES' REPORTS AND UPDATES

<u>Committee</u>	<u>Next Meeting Date</u>	<u>Committee Report Update</u>
• Business Services Committee	May 14, 2019	Committee report from the <u>March 12</u> meeting is attached.
• Clean/Green Committee	May 17, 2019	Committee report from the <u>March 15</u> will be provided at the April 25 WDB Meeting.
• Healthcare Committee	May 3, 2019	Committee report from the <u>March 1</u> will be provided at the April 25 WDB Meeting.
• Manufacturing Committee	April 18, 2019	Committee report from the <u>April 18</u> meeting will be provided at the next Executive Committee meeting.
• Membership Committee	April 16, 2019	Committee report from the <u>April 16</u> meeting will be provided at the next Executive Committee meeting.
• Outreach Committee	May 15, 2019	Committee report from the <u>March 20</u> meeting is attached.
• Programs Committee	May 1, 2019	Committee report from the <u>April 3</u> meeting is attached.



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: EXECUTIVE COMMITTEE

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

DATE: APRIL 11, 2019

SUBJECT: BUSINESS SERVICES COMMITTEE

The Business Services Committee met on Tuesday March 12, 2019. In attendance were Committee members Jesus Torres (Chair), Stephen Yeoh, WDB staff Talia Barrera and Rebecca Evans; and guests Yvonne Jonason (Employment Training Panel), Christy Norton (America's Job Center of California/WIOA), Jaime Mata, Vic Anselmo, Tracy Perez, Bruce Stenslie, and Paula Hodge (Deputy Sector Navigator California Community Colleges).

Jesus Torres thanked the committee and all partners from different organizations on the efforts to provide opportunity for business support, and continue moving forward towards regional alignment.

Bruce Stenslie provided an update on the Regional Plan Implementation 1.0 grant supported by the Workforce Development Board of Ventura County. The objectives of the implementation were to support regional leadership and capacity to align existing workforce programs and reduce duplication of business outreach. Bruce shared with the committee that to-date EDC has been working to create a business engagement ecosystem, this will include the development of a Kaizen/Lean project with EDC Small Business Development Center, the America's Job Center of California, and the Workforce Development Board staff, and develop an understanding of partner resources and services available to businesses, as well as alignment of outreach processes, priorities and establishing communication and information sharing systems. Bruce will continue to provide updates on the implementation and outcomes at future meetings.

Yvonne Jonason from the Employment Training Panel provided an overview of the program. The state agency pay-for-performance contract that reimburses the cost for employers for customized job skills training. Yvonne shared with the committee that the businesses that are primarily engaged in manufacturing and related industries, automatically meet the special employment-training framework. The training delivery methods can be in classroom, lab, e-learning or computer based-training. ETP promotes training initiatives prioritized to veterans, at-risk youth, justice involved, and people with disabilities. For any additional information, businesses can visit www.etp.ca.gov

Christy Norton provided an update on the activities and events at the America's Job Center of California. The AJCC Rapid Response team is working on serving the following dislocated workers: approximately 99 affected employees, as a result of Bank of America closure in Simi Valley, approximately 50 from Harbor Freight, approximately 90 from Decker's Outdoors in Camarillo, and approximately 56 employees from Brasseler Holdings LLC. WARN notices received from October 2018 resulting in support to over 300 employees. The launching of the new CalJOBS landing page is coming in the near future and will be presented at the next committee meeting. The AJCC continues to focus on supporting and align staffing on the sectors identified by the WDB.

If you have questions or need more information, please call me at (805) 910-7028, or contact Talia Barrera at 805-477-5341, email: talia.barrera@ventura.org.



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: EXECUTIVE COMMITTEE

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

DATE: APRIL 11, 2019

SUBJECT: OUTREACH COMMITTEE REPORT

The WDB Outreach Committee met on March 20, 2019. Attending the meeting were Committee members Brian Gabler (Chair), Victoria Jump, and Bruce Stenslie; WDB staff Talia Barrera and Rebecca Evans; and guests Heidi Hayes (theAgency), Jaimé Duncan (Adult and Family Services/WIOA), and Yvonne Jonason (Employment Training Panel).

The following is a summary of theAgency activities for marketing and outreach from July 2018 to March 2019:

Employer Outreach

The following activities were implemented to promote WDB Business Goals:

- Ventura County Grows Business Paid Media Outreach November to October 2018:
 - Total Cost: \$16,000
 - Total Value: \$29,181 (182%)
 - Total Impressions: 2,414,429
- **Ventura County Grows Business Website – July 1 to March 15, 2019**
 - 6,403 Users - **170% increase year-over-year**
 - 7,549 Sessions - **123% increase year-over-year**
 - 12,960 Pageviews - **43% increase year-over-year**
 - Managed content updates, corrections, event calendar and additions.
 - Woolsey/Hill Fire Recovery [Resources-
www.venturacountygrowsbusiness.com/firecovery](http://www.venturacountygrowsbusiness.com/firecovery)
 - Veterans Services/Resources - www.venturacountygrowsbusiness.com/veterans
 - Work-Based Learning - www.venturacountygrowsbusiness.com/workbasedlearning
- **Ventura County Grows Business Facebook – 3,545 Fans** (Through 3/14/19)
 - Managed ongoing content, research, development and posting
 - Average 25-30 custom content postings/month
 - **Fans: 5.9% Increase** (June 30, 2018 = 3,348)
 - Total Reach through February 28, 2019: 102,353 – **195% increase in reach year-over-year**

- **Ventura County Grows Business Group Page: LinkedIn – 31 Followers**
 - Developed, designed and managed content
 - Average 25-30 custom content posts/month

- **Workforce Wednesday: August 2018 to June 2019**
 - Researched/recommended topics, recruited/coordinated participants and developed discussion guides for (7) Workforce Wednesdays with (2) in development for April-May 2019.

- **Workforce Update E-Newsletter August 2018 to June 2019**
 - Researched and developed content, created new design and disseminated (4) eblasts to approximately 14,284 (List clean-up done in 2018). Open rates average 25% for WDB Cohorts and 5% for business lists.

- **Hill/Woolsey Fire Outreach Support**
 - **Developed Wooley Fire Resource Landing Page on VCGB** (updated regularly)
 - <https://www.venturacountygrowsbusiness.com/firerecovery/>
 - Designed VCGB & WDB Website Sliders Linking to Resource Page

- **KLCU**
 - Produced new :30 PSA directing listeners to business recovery resources
 - Designed three (3) new digital elements for online and mobile

- **KLJR & KXLM Spanish Language Outreach**
 - Produced new :30 Spanish-language radio spot
 - Added four-week schedule to WDB integrated outreach media calendar
 - Coordinated December 4th, KOXR David Cruz live radio interview with Rigoberto Gonzalez-Nossa, U.S.-SBA Disaster Representative and Alondra Gaytan, EDC-SBDC

- **18/19 RPI Grant Outreach** – supporting/promoting are addressing the skilled workforce deficits we face as a region, amount other WDB priorities.
 - Methodology: Panel survey, targeting business executives, owners and c-level decision makers of various sizes and industries reflecting the county.
 - Sample Size: 125
 - Presented RPI Business Survey Results to: Complete Report Attached
 - Outreach Committee - January 16
 - Business Services Committee – February 12
 - EVSP Steering Committee – February 22
 - Upcoming:
 - EVSP Outreach Committee – March 29
 - WDB Executive Committee – April 11
 - WDB Board TBD – April 25

- **Employer Outreach New Elements**

- “Grow Your Business” digital elements: banners and eblast.
- “Grow Your Business” pamphlet
- America’s Job Center of California Collateral
 - Job Seeker Pamphlet (English and Spanish)
 - Business Services Pamphlet (English and Spanish)
 - Rapid Response Pamphlet (English and Spanish)
 - OJT Pamphlet (English and Spanish)
 - OJT Tent Card
 - Press Kit Folder
- AJCC OJT Success Story.
- AJCC Pull-Up Signs – (6) VCGB, Employer, Job Seeker, Youth, Rapid Response, OJT

Youth Outreach

The following activities were implemented to promote WDB Youth Goals:

- **Paid Media Outreach** – Negotiated, planned and placed paid media for VC Jobs With a Future in conjunction with the Fall 2018 and Spring 2019 Ventura County Grows Business campaigns. Please refer to those plans.
- **VC Jobs With a Future Website – July 1, 2018 to March 15, 2019**
 - 3,384 Users = -19% year-over-year
 - 4,014 Sessions = -22% year-over-year
 - 8,153 Pageviews = -31% year-over-year
 - Managed content updates, corrections, and additions
 - Note: This time last year youth-targeted campaign had begun early February.
- **VC Jobs with a Future – Twitter: January 1 to February 28, 2019**
 - As of February 26, 2019 – 1,089 followers
 - +3.91% (June 30, 2018 1,048)
 - 115 Total Tweets January 1-February 28 (59 days)
 - 976 Profile Visits (Avg 488 p/month) (936 July/August)
 - 125,700 Impressions (Avg 62,850 p/month) (96,800 July/August)
 - 1,065 Impressions per day average (1,600-day July/August)
- **VC Jobs with a Future – Twitter: 1094 followers as of 3/15/19**
 - Managed content, research, development and posting.
 - Average 45-55 postings/month
 - **405,400 Impressions = +107% year over year** (July 1, 2018 to February 25, 2019)
 - **Followers: 4.4% increase over previous year**
- **Youth Outreach – New Elements Developed**
 - Updated Youth Pathways Pamphlet - Updated resource reference and coordinated with service providers EDD, PathPoint and BGC to review and edit partner information.

Job Seeker Outreach

The following activities were implemented to promote WDB Job Seeker Goals:

- **Spanish Language Radio**
 - KXLM and KLJR schedule added to integrated plan
 - 10/22 to 11/18/18 (4 weeks)
 - 167,600 gross impressions
- **KCLU AJCC Outreach**
 - KCLU Sponsorship – AJCC Job Seeker began late-September and ended December 31, 2017.
- **Career Shops** – Developed and distributed (8) monthly calendar releases for Career Shops available free-of-charge at American Job Center of California Ventura County Locations with (3) calendar releases to come for April-June 2018. (One provided too late to promote.)
 - **Calendar listings published** in 38 media to date (2/28/19) including: VCStar, Acorn (various), The Patch (various), KDAR, KCLU, Citizens Journal, 805 Calendar, Santa Paula Times
- **Job Seeker Outreach – New AJCC Collateral Developed – Included in Employer Outreach.**

General Outreach

The following activities were implemented to promote General WDB Goals:

- **KCLU Annual Plan**
 - Finalized 2018-19 plan to include:
 - 50 Weeks
 - 6.56 Million Impressions
 - 150,000 Value-Add Online Impressions
- **Paid Media Outreach** – Negotiated, planned and placed paid media for general outreach:
 - Total Cost: \$18,172 (KCLU Contract billed direct to WDB)
 - Total Value: \$29,533 (**163% of cost**)
 - Total Impressions: 5,871,540 (Includes months of KCLU not allocated to VCGB/VCJWF)
- **New Releases, Interviews, Op-Eds: Published in various media** including VCStar, Pacific Coast Business Times, Acorn (Various), PRLog, ePR.Com, Patches (various)
 - **Releases Developed and Distributed:**
 - New Board Member/Retiring Members, In process
 - Congressman Carbajal Media Advisory, 3/15/19 (prepared twice, first event cancelled)
 - 2018 WDB Award Winners, 3/1/19
 - WDB Regional Town Hall Event, 1/16/19
 - New Executive Director Announcement, 1/15/19
 - 2018 WDB Award Call for nominations, 8/14/18
 - New Board Appointments & Chair/Vice-Chair, 7/12/18

- **Op-Eds Developed/Coordinated Placed:**
 - *Ace Charter High School and the IB Program*, 9/10/18 VCStar
 - *More Doors Opening for Subsidized Workforce Training*, 8/19/18 VCStar
- **Various**
 - **Prison to Employment Partnership Town Hall 2/13/19**
 - Developed and Disseminated P2E Town Hall Eblast – 2/6/19
 - **Regional Plan Town Hall 1/31/19**
 - Produced new KCLU :30 PSA announcing WDB Regional Plan Town Hall
 - Developed and disseminated Town Hall Eblast sent (2) times: 1/29/19, 1/22/19
 - **2018 WDB Awards**
 - Press Release – See above.
 - Updated logo in various formats, Redesigned 'fillable' Nomination Form
 - Designed/distributed call-for-nominations eblast sent (3) times: 8/16/18, 9/20/18, 10/8/18
 - **Regional Sector Meeting Invitation Eblasts**
 - Designed/distributed invitation to participate sent (2) times: 8/3/18, 8/15/18
 - **WDB Address Change** - Updated change of address on all digital assets including website, web pages, social media platforms, digital media, PR forms, etc.
 - **EVSP Steering & Outreach Committees** – Participated in start-up and ongoing as needed and requested.
- **Workforce Ventura County Website** - Google Analytics Stats July 1 to March 15, 2019
 - Ongoing site support and content development as needed
 - New slider development for Veterans and Woolsey/Hill Fire outreach (2)
 - Audience Overview – 5,424 Users/7,619 Sessions
 - 2.15% Increase in users year over year
 - .41% increase in sessions year over year
- **Job Outlook Full Report & Eblasts**
 - Created new design template with integrated "Tableau" data table integration on VCGB
 - <https://www.venturacountygrowsbusiness.com/job-trends/>
 - Researched compiled and distributed monthly Job Outlook report. (7) Completed to date,
 - Developed Monthly Topline Eblast summary of the Job Outlook and disseminated eblast to approximately 25,347 WDB Cohorts and Ventura County Businesses.

KCLU General Outreach PSA's – Develop PSA's and online banners as needed to support promote WDB goals in employer, job seeker and youth outreach over 11 months.

The next meeting of the WDB Outreach Committee is scheduled for May 15, 2019, from 9:00 a.m. to 10:30 a.m., Economic Development Collaborative, 4001 Mission Oaks Blvd, Camarillo.

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



TO: EXECUTIVE COMMITTEE

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

DATE: APRIL 11, 2019

SUBJECT: PROGRAMS COMMITTEE REPORT

The Programs Committee met on April 2, 2019. In attendance were Committee members: Tony Skinner (Chair), Linda Fisher-Helton, and Jesse Cuevas. WDB Staff present were Patrick Newburn, Rebecca Evans, Patricia Duffy, and Ma Odezza Robite. Guests in attendance were: Mariana Cazares (Boys & Girls Clubs Greater Oxnard and Port Hueneme (BGCOP), Pierrette Authier (PathPoint), Alejandro Angel (PathPoint), Jessica Gallardo (PathPoint), Marixza Juarez (PathPoint), Kim Whittaker (PathPoint) and Ken Barrow (Human Services Agency). The following is a summary of topics discussed at the meeting:

WIOA Youth Services Contract Evaluation:

Programs Committee members were asked to conduct the annual contracts performance evaluation for the purpose of oversight on behalf of the Workforce Development Board. The two contracts for potential renewal are for Option Year Two (PY2019-20 – July 1, 2019 - June 30, 2020) and the committee's role is to evaluate any available criteria and make their observation available to the WDB Executive Committee. Patrick Newburn instructed members to review the criteria provided for each youth services provider, Boys and Girls Clubs of Greater Oxnard and Port Hueneme, and PathPoint, then complete a one-page evaluation form.

Members were provided prior to meeting, via email, three reports to study in preparation for meeting: PY18-19 Contract Exhibit A (statement of work for each provider), WIOA Performance Indicators Q2 Reports (PY)18-19, and Employment Development Department (EDD)/ Human Services Agency (HSA) Monitoring Reports. Patrick explained all three reports in detail and answered member questions.

Members reviewed each report separately and discussed each provider separately before completing evaluation form and determining suitability for recommendation to the WDB Executive Committee. Considerable attention was focused on reviewing the seven-page Monitoring Report as well as the WIOA Performance Indicator's Report. Committee members also noted as helpful to their evaluation, that both providers have made presentations to the committee at the February meeting, and both have attended other committee meetings, making themselves available for member questions.

The committee's observation concluded that Boys and Girls Clubs of Greater Oxnard and Port Hueneme is performing the requirements of their contract without issue; that monitoring report

results were acceptable; and lastly the WIOA Performance Indicators meet or are on target to meet the Annual Negotiated Performance Goals.

The committee's observation concluded that PathPoint performing the requirements of their contract without issue; that monitoring report results were acceptable; and lastly the WIOA Performance Indicators met or are on target to meet the Annual Negotiated Performance Goals. It was noted that the Credential Attainment indicator remains "Not Yet Accountable" according to the state, and the provider is not to be evaluated using that outcome.

WIOA Workforce Development Planning

WDB Executive Director, Rebecca Evans complemented the committee for their attention to detail and for their commitment to providing WIOA programs oversight on behalf of the WDB. Rebecca also provided the committee an update on the WDB's requirement to conduct a Hallmark of Excellence evaluation for the affiliate center, America's Job Center of California (AJCC) in Simi Valley. She explained the on-site evaluation would include a ranking of eight sections of criteria. The affiliate center is smaller with limited MOU partners on-site, so the evaluation is expected to last only 2 to 3 hours. Chair Tony Skinner ask the committee for volunteers and directed staff to conduct a Doodle Poll to determine best day/time within next couple weeks. Members requested that this evaluation be more streamlined in comparison to last year's comprehensive center evaluation which was conducted over four months.

Ms. Evans also provided an update about the recent grant awards and related programs: Prison to Employment Initiative (P2E); National Dislocated Worker Grant (NDWG); and The English Language Learner Grant (ELL) Co-Enrollment Pilot Program. Jesse Cuevas commented that the EDD might be able conduct a sweep of the Unemployment Insurance records looking for accounts marked as "disaster related", to help identify suitable applicants for the NDWG project.

Member Comments

Linda Fisher Helton announced that the U.S. Census Bureau is hiring for the 2020 Decennial Census Program. She commented that although the positions are short term, the wages offered are above minimum wage.

The next meeting of the Programs Committee will be on May 1, 2019 at the America's Job Center of California, 2900 N. Madera Road, Simi Valley, CA. (unless a Hallmarks Evaluation Meeting is scheduled prior to May 1)

If you have questions or need more information, please call me at (805) 642-2149, or contact Patrick Newburn at (805) 477-5470, email patrick.newburn@ventura.org.

WDB Executive Committee
Finance Report Summary Highlights
April 11, 2019

1. FY 2018-19 Financial Status Report – 7/1/18-2/28/19
 - a. Report Period 7/1/18-2/28/19
 - b. 67% through the fiscal year
 - c. Summary Chart – provides a visual view of magnitude of grants and expenditures to date
 - d. Actual to Plan
 - i. Core Grants
 1. Total expenditures are in line in most Core Grants.
 2. Rapid Response Other Operating costs are at 82% of Plan amounts.
 - a. Smaller proportional size of this grant compared to the other core grants can result in significant % swings.
 - ii. Other Grants
 1. Smaller size of the grants can result in significant % swings overall.
 2. Grants have varying contract ending dates.
 - a. Special attention needs to be paid to these ending dates when evaluating grant to date spend percentages.
 3. High Performing Boards (WDB-1080)
 - a. Grant performance period ended 12/31/18. 100% of available funds were spent during contract period.
 4. Regional Capacity Building (AFS-1087; 1090)
 - a. Salaries and Benefits are now at 80%. This amount contains adjustments from prior fiscal year.
 - b. Direct Program costs remain at 27%.
 - i. Current YTD amount includes \$3.5K of expenditures on VOS Greeter Project.
 - ii. Training totaling approximately \$24K that will be paid in March 2019 will increase these costs.
 5. Regional Organizer (WDB-1089)
 - a. Continuing to work with Program to monitor spend, especially with Salaries and Benefits.
 - i. Program prepared a budget modification to move funds from Contractual Services to Salaries to fully utilize grant funds which was approved by the State.
 6. Workforce Accelerator 6.0 (AFS-1117)
 - a. Overall actual to plan total amounts is at 39%.
 - b. Salaries and Benefits currently at 53%.
 - i. Working with Programs to monitor spend rate to ensure maximum grant funds utilized.
 - c. Direct Program/WIOA amounts currently is at 9%.
 - i. Contract of approximately \$65K for consultant to provide tools, resources, and facilitation of stakeholder meetings signed and implemented.
 1. First task (to develop workplan) invoiced by CWA January 2019.

**WDB Executive Committee
Finance Report Summary Highlights
April 11, 2019**

- 7. Regional Plan Implementation (WDB-1122)
 - a. Overall spend to Plan percentage is 49%
 - b. Direct Program costs are at 48%.
 - i. Program staff will continue to work with EDC-VC and The Agency to monitor spend to agreement amounts.
 - e. Paid & Accrued – provides the breakout of actual paid and accrued expenditures
 - f. Training Report
 - i. 17-19 Grants (Due 10/1/19)
 - 1. 100% of training requirement met as of 2/28/19.
 - 2. Have until 6/30/19 to meet this requirement.
 - ii. 18-20 Grants (Due 10/1/20)
 - 1. 55% of training requirement met as of 2/28/19.
 - 2. Have until 6/30/20 to meet this requirement.
2. FY 2018-19 WIOA Budget Plan (Presented at 2/14/19 WDB Executive Meeting: Updated with Separated NDWG 2018 Component Information) – Year to Date Expenditures
- a. Updates to Plan consist of:
 - i. Due to EDD reporting requirements, separate columns for 2018 Mega Wildfires NDWG grant components have been added.
 - 1. Overall grant award remains at \$810K and was awarded 12/26/18 with a contract period of 12/6/18-12/31/20.
 - 2. Temporary Jobs Component \$142,213 budgeted for 7/1/18-6/30/19
 - 3. Workforce Development Component \$0 budgeted for 7/1/18-6/30/19
 - b. Prison to Employment – Contract effective 10/1/18-3/31/20. \$19K in costs were paid as of 1/31/19. An additional \$11K in consultant services were processed in February, which fully expended contracted amount.
 - c. Row 26 Boys and Girls Club: Core Program – Historically, costs have been low at the beginning of the fiscal year and increased as the year progresses. Current fiscal year is following this pattern. Contracts and Grants staff have been in contact with partner and will continue to monitor spending.
 - d. 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)”.
 - e. Row 36 Contractual Services
 - i. \$24K in Regional Training Coordinator funds to be expended in March 2019.
 - ii. NDWG Component of \$125K estimated to start expending in April 2019.

**WDB Executive Committee
Finance Report Summary Highlights
April 11, 2019**

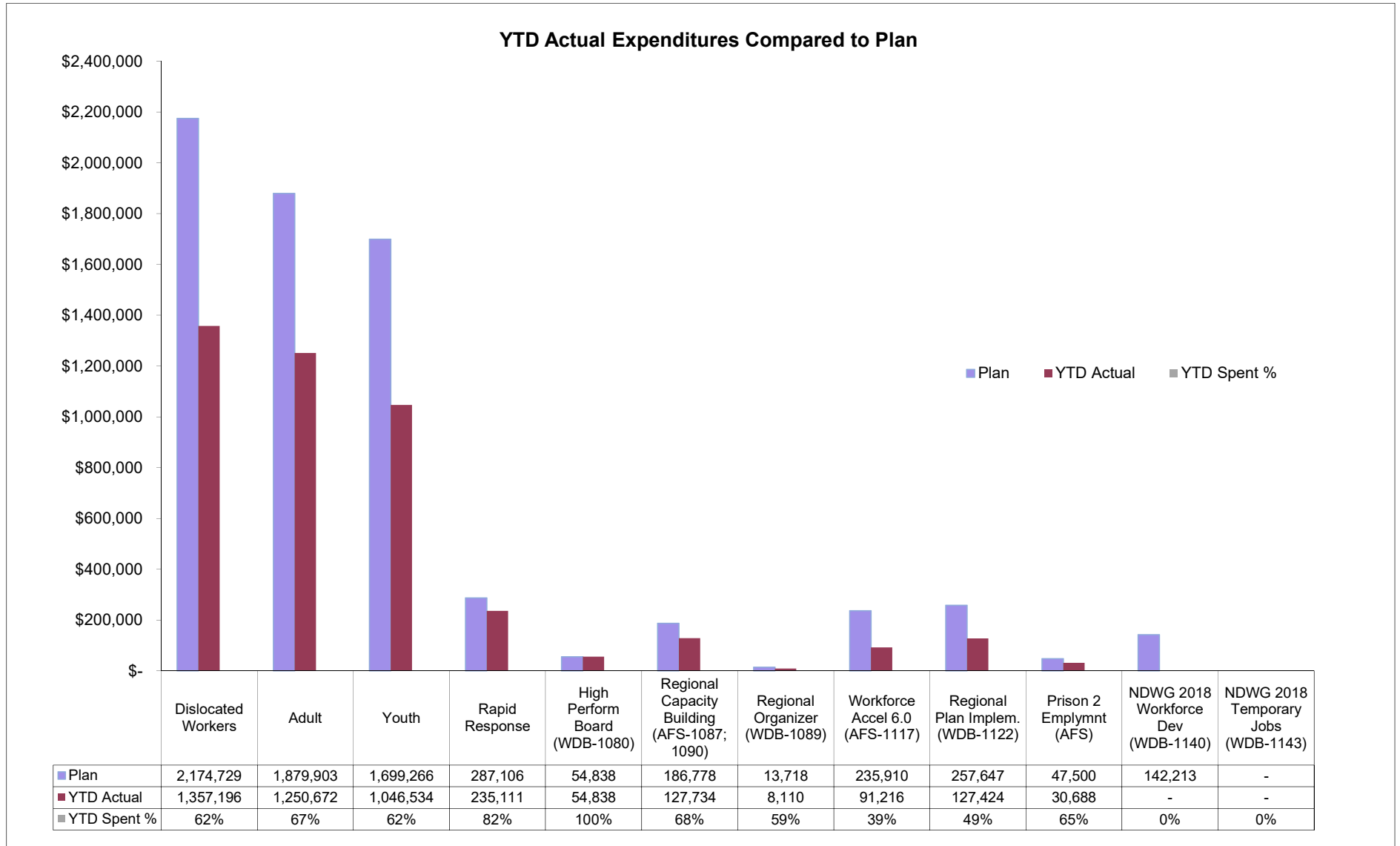
f. Overhead/Administration

- i. Row 46 Insurance – Underbudgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.
- ii. Row 48 Membership and Dues – Underbudgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.
- iii. Row 51 Books and Publications – Underbudgeted. Budget reduction at beginning of the year should have been increased as grant funding increased. Will be adjusted for FY 2019-20 Budget.
- iv. Row 52 Office Equip...<5000 – Overbudgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.
- v. Row 53 Mail Center-ISF - Underbudgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.
- vi. Row 55 Copy Machine – Overbudgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.
- vii. Row 59 Storage Charges-ISF – Underbudgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.
- viii. Row 60 Mileage Reimb.-Staff Only – Overbudgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.
- ix. Row 61 Conferences/Seminars-AFS – Overbudgeted. Will be adjusted for FY 2019-20 Budget. Does not include “grant specific” travel that has been moved to row 40. Will be adjusted for FY 2019-20 Budget.
- x. Row 62 Conferences and Seminars WDB Staff – Underbudgeted. Budget reduction at beginning of the year should have been increased as grant funding increased. Will be adjusted for FY 2019-20 Budget. Does not include “grant specific” travel that has been moved to row 38. Will be adjusted for FY 2019-20 Budget.
- xi. Row 64 Attorney Fees – Overbudgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.
- xii. Row 65 Other Misc. Admin Services – Overbudgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.



FINANCIAL STATUS REPORT FOR FISCAL YEAR 2018-2019
Year to Date Expenditures from 07/01/18 to 2/28/19 (67% into the Fiscal Year)
Submitted on: April 08, 2019

FINANCIAL STATUS REPORT FOR FISCAL YEAR 2018-2019
Year to Date Expenditures from 07/01/18 to 2/28/19 (67% into the Fiscal Year)



FINANCIAL STATUS REPORT FOR FISCAL YEAR 2018-2019

Year to Date Expenditures from 07/01/18 to 2/28/19 (67% into the Fiscal Year)

Name of Grants	Salaries and Benefits			Direct Program/WIOA Special Projects			Other Operating Expenses			Total			
	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan Balance
Core Grants:													
Dislocated Worker	1,416,993	876,473	62%	503,168	292,668	58%	254,567	188,054	74%	2,174,729	1,357,196	62%	817,533
Adult	1,141,987	767,220	67%	495,428	318,141	64%	242,488	165,311	68%	1,879,903	1,250,672	67%	629,230
Youth	216,956	166,379	77%	1,262,000	763,709	61%	220,310	116,446	53%	1,699,266	1,046,534	62%	652,732
Rapid Response	126,181	125,542	99%	114,000	71,159	62%	46,925	38,409	82%	287,106	235,111	82%	51,996
Other Grants:													
High Perform Board (WDB-1080) (12/1/16-12/31/18)	47,985	53,616	112%	-	-	0%	6,852	1,223	18%	54,838	54,838	100%	0
Regional Capacity Building (AFS-1087; 1090) (3/1/17-3/31/19)	136,645	108,777	80%	27,200	7,359	27%	22,932	11,598	51%	186,778	127,734	68%	59,044
Regional Organizr (WDB-1089) (3/1/17-3/31/19)	9,034	7,002	78%	3,000	-	0%	1,684	1,108	66%	13,718	8,110	59%	5,608
Workforce Accel 6.0 (AFS-1117) (2/1/18-7/31/19)	136,645	73,069	53%	70,300	6,489	9%	28,965	11,658	40%	235,910	91,216	39%	144,694
Regional Plan Implem. (WDB- 1122) (1/1/18-6/30/19)	54,514	36,516	67%	171,500	81,836	48%	31,634	9,072	29%	257,647	127,424	49%	130,223
Prison 2 Employ-ment (AFS) (10/1/18-3/31/20)	-	-	0%	47,500	30,688	65%	-	-	0%	47,500	30,688	65%	16,812
NDWG 2018 Temporary Jobs (WDB-1140) (12/6/18-12/31/20)	15,767	-	0%	125,852	-	0%	595	-	0%	142,213	-	0%	142,213
NDWG 2018 Workforce Dev (WDB-1143) (12/6/18-12/31/20)	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-
Total WIOA Grants	\$ 3,302,708	\$ 2,214,594	67%	\$ 2,819,948	\$ 1,572,050	56%	\$ 856,953	\$ 542,879	63%	\$ 6,979,608	\$ 4,329,522	62%	\$ 2,650,086

FINANCIAL STATUS REPORT FOR FISCAL YEAR 2018-2019												
Year to Date Expenditures from 07/01/18 to 2/28/19 (67% into the Fiscal Year)												
	Salaries and Benefits			Direct Program/Client Expenses			Other Operating Expenses			Total		
	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total
CORE GRANTS:												
Dislocated Worker	831,677	44,797	876,473	237,612	55,056	292,668	106,436	81,618	188,054	1,175,725	181,471	1,357,196
Adult	727,888	39,332	767,220	236,259	81,882	318,141	94,028	71,283	165,311	1,058,175	192,498	1,250,672
Youth	157,616	8,763	166,379	531,057	232,652	763,709	66,234	50,212	116,446	754,907	291,627	1,046,534
Rapid Response	118,452	7,090	125,542	50,619	20,540	71,159	21,847	16,562	38,409	190,918	44,193	235,111
OTHERS:												
High Perform Board (WDB-1080)	53,616	-	53,616	-	-	-	1,222	-	1,222	54,838	-	54,838
Regional Capacity Building (AFS-1087; 1090)	105,488	3,289	108,777	7,359	-	7,359	6,597	5,001	11,598	119,444	8,290	127,734
Regional Organizr (WDB-1089)	6,656	346	7,002	-	-	-	630	478	1,108	7,286	823	8,110
Workforce Accel 6.0 (AFS-1117)	69,797	3,272	73,069	6,489	-	6,489	6,672	4,986	11,658	82,958	8,258	91,216
Regional Plan Implem. (WDB-1122)	34,712	1,803	36,516	65,717	16,120	81,836	5,024	4,048	9,072	105,453	21,971	127,424
Prison 2 Employ-ment (AFS)	-	-	-	30,688	-	30,688	-	-	-	30,688	-	30,688
NDWG 2018 Temporary Jobs (WDB-1140)	-	-	-	-	-	-	-	-	-	-	-	-
NDWG 2018 Workforce Dev (WDB-1143)	-	-	-	-	-	-	-	-	-	-	-	-
Total WIOA Grants	\$ 2,105,902	\$ 108,692	\$ 2,214,594	\$ 1,165,800	\$ 406,251	\$ 1,572,050	\$ 308,690	\$ 234,188	\$ 542,878	\$ 3,580,391	\$ 749,131	\$ 4,329,522

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 2/28/19 (67% 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	3,654,508
5)	Training Expenditures Required	1,023,087	1,240,117	1,204,340	1,118,501	1,096,352
	<i>Training Expenditures % Required</i>	25%	30%	30%	30%	30%
6)	Formula Fund Training Expenditures	1,128,877	941,344	810,112	701,097	510,786
	Leveraged Resources					
	- Total Leveraged Resources	425,933	348,361	460,403	380,348	141,793
	- Maximum Allowed Leveraged Resources (10%)	409,235	413,372	401,447	372,834	365,451
7)	- Total Leveraged Resources Used Towards Training Expenditures	409,235	348,361	401,447	372,834	141,793
8)	Total Amount Spent On Training (should equal/exceed Line 5)	1,538,112	1,289,705	1,211,559	1,118,501	608,009
	% of Training Requirement Met (final goal is 100%)	150%	104%	101%	100%	55%

9)	Leveraged Resources Detail (notes)					
	(a) Pell Grant	135,654	150,761	46,245	124,433	10,315
	(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	220,277
	Total	425,933	348,361	401,447	380,348	230,591
	Legends/Coding for Source/Type of Leveraged Resources: 9a) = Pell Grant 9b) = Programs Authorized by the Workforce Innovation and Opportunity Act (specify) 9c) = Trade Adjustment Assistance 9d) = Dept of Labor National Emergency Grants 9e) = Match funds from employers, industry, and industry associates (specify) 9f) = Match funds from joint labor-management trusts (specify) 9g) = Employment Training Panel grants					

NOTES:

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

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

FY 2018-19 DRAFT WIOA BUDGET PLAN (Presented at 2/14/19 WDB Executive Meeting: Updated with Separated NDWG 2018 Component Information)																
		Dislocated Worker	Adult	Youth	Rapid Response	High Perform Board (WDB-1080)	Regional Capacity Building (AFS-1087; 1090)	Regional Organizr (WDB-1089)	Workforce Accel 6.0 (AFS-1117)	Regional Plan Implem. (WDB-1122)	Prison 2 Employ-ment (AFS)	NDWG 2018 Temporary Jobs (WDB-1140)	NDWG 2018 Workforce Dev (WDB-1143)	FY 18-19 Plan	Year to Date Expenditures from 07/01/18 to 2/28/19 (67% into the Fiscal Year)	
Revenue Projection:						12/1/16-12/31/18	3/1/17-3/31/19	3/1/17-3/31/19	2/1/18-7/31/19	1/1/18-6/30/19	10/1/18-3/31/20	12/6/18-12/31/20	12/6/18-12/31/20			
FY18-19 Grants -2.5%		2,051,956	1,502,552	1,630,835	297,362	54,838	205,000	85,714	250,000	350,000	47,500	333,333	477,071	7,286,161		
FY17-18 Mgmt. Reserve:(3% DW, Adult, Youth)		(51,299)	(37,564)	(40,771)	-	-	-	-	-	-	-	-	-	(129,634)		
Transfer DW to Adult		(100,000)	100,000	-	-	-	-	-	-	-	-	-	-	-		
Grant balance rollover		-	-	-	-	-	-	-	-	-	-	(191,120)	(477,071)	(668,191)		
Spent in prior years		-	-	-	-	-	(14,943)	(70,377)	(7,136)	(86,246)	-	-	-	(178,702)		
Balance rolled over from prior year grants:																
FY17-18 Mgt Reserve		64,278	49,059	55,075	-	-	-	-	-	-	-	-	-	168,412		
Additional rollover - Salaries Savings/		2,603	122,116	5,881	-	-	-	-	-	-	-	-	-	130,600		
Overhead Saving/(Overage)		-	-	-	-	-	-	-	-	-	-	-	-	-		
FY 17-18 Unspent Direct expense		188,904	117,598	56,044	-	-	-	-	-	-	-	-	-	362,546		
ITA/OJT Committed FY17-18 Spent in FY18-19		19,668	42,428	-	-	-	-	-	-	-	-	-	-	62,097		
Total Available Grants to be Spent		2,176,110	1,896,189	1,707,064	297,362	54,838	190,057	15,337	242,864	263,754	47,500	142,213	-	7,033,289		
Grants %		30.9%	27.0%	24.3%	4.2%	0.8%	2.7%	0.2%	3.5%	3.8%	0.7%	2.0%	0.0%	100.0%		
AFS FTEs Assigned to the programs		11.27	8.79	0.36	0.83	-	1.30		1.30	-	-	0.15	-	24.00		
% Direct FTES Allocated to Grants		47.0%	36.6%	1.5%	3.5%	0.0%	5.4%	0.0%	5.4%	0.0%	0.0%	0.6%	0.0%	100.0%		
% Admin Staff Allocated to Grants		29.8%	28.0%	23.00%	5.00%	6.0%	0.0%	1.2%	0.0%	7.0%	0.0%	0.0%	0.0%	100.0%		
Expenditure Projection:																
Salaries and Benefits:																
AFSWIOA (24 regular filled + 0.7 fixed term + 2,522,683		1,184,610	923,933	37,840	87,243	-	136,645	-	136,645	-	-	15,767	-	2,522,683	1,709,936	68%
WDB Admin (6 filled +.75 be filled+buydown) 778,765		232,383	218,054	179,116	38,938	47,985	-	9,034	-	54,514	-	-	-	780,025	504,658	65%
Salaries Reduction -														-		
Subtotal Salaries and Benefits		1,416,993	1,141,987	216,956	126,181	47,985	136,645	9,034	136,645	54,514	-	15,767	-	3,302,708	2,214,594	67%
Direct Expenses:																
Grant Specific Contracts:																
EDC-VC Business Services		-	-	-	95,000	-	-	-	-	100,000	-	-	-	195,000	117,473	60%
Boys and Girls Club: Core Program		-	-	604,000	-	-	-	-	-	-	-	-	-	604,000	339,305	56%
PathPoint: Core Program		-	-	604,000	-	-	-	-	-	-	-	-	-	604,000	377,849	63%
AFS-CalWORKs Activities		-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
Subtotal - Contracted Program Expense		-	-	1,208,000	95,000	-	-	-	-	100,000	-	-	-	1,403,000	834,627	59%
Client Expenses:																
ITA / OJT (30% required - 10% leverage)		390,000	375,000	-	-	-	-	-	-	-	-	-	-	765,000	449,207	59%
ITA / OJT Committed 17-18 Spent in 18-19		19,668	42,428	-	-	-	-	-	-	-	-	-	-	62,096	62,096	100%
Others/Childcare/Trans - JTA		20,000	20,000	-	-	-	-	-	-	-	-	-	-	40,000	10,135	25%
Subtotal - Client Expense		429,668	437,428	-	-	-	-	-	-	-	-	-	-	867,096	521,438	60%
Other Allocated/Contracted Expenses																
Contractual Services 166,500		-	-	-	-	-	24,000	-	65,000	24,500	47,500	125,852	-	286,852	55,438	19%
Outreach - theAgency 185,000		52,500	40,500	45,000	12,000	-	-	-	-	35,000	-	-	-	185,000	136,500	74%
Outreach/Conference -WDB (\$12K f 47,000		12,000	12,000	7,000	4,000	-	-	-	-	12,000	-	-	-	47,000	14,966	32%
WDB Expense - Non Staff 8,000		4,000	2,000	2,000	-	-	-	-	-	-	-	-	-	8,000	7,042	88%
Outreach/Meeting/Conf-AFS 20,000		5,000	3,500	-	3,000	-	3,200	3,000	5,300	-	-	-	-	23,000	2,039	9%
Subtotal - other allocated expense 426,500		73,500	58,000	54,000	19,000	-	27,200	3,000	70,300	71,500	47,500	125,852	-	549,852	215,986	39%
Subtotal- Program/Clients Expenses		503,168	495,428	1,262,000	114,000	-	27,200	3,000	70,300	171,500	47,500	125,852	-	2,819,948	1,572,050	56%
Total Direct Program Expense		1,920,161	1,637,415	1,478,956	240,181	47,985	163,845	12,034	206,945	226,014	47,500	141,619	-	6,122,656	3,786,644	62%
Overhead/Administration:		29.71%	28.30%	25.71%	5.48%	0.80%	2.68%	0.20%	3.38%	3.69%	0.00%	0.07%	0.00%	100.0000%		
Communication/Voice/data 75,000		22,279	21,222	19,281	4,107	600	2,007	147	2,535	2,769	-	52	-	75,000	46,167	62%
Insurance 14,043		4,172	3,974	3,610	769	112	376	28	475	518	-	10	-	14,043	11,545	82%
Facilities Maint. 95,090		28,247	26,907	24,446	5,207	761	2,545	187	3,214	3,510	-	66	-	95,090	56,944	60%
Membership and dues 12,350		3,669	3,495	3,175	676	99	330	24	417	456	-	9	-	12,350	11,282	91%
Education allowance (consolidated v 0		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Indirect cost recovery(County A87) 98,670		29,311	27,920	25,367	5,403	789	2,640	194	3,335	3,642	-	68	-	98,670	65,807	67%
Books and Publication 2,000		594	566	514	110	16	54	4	68	74	-	1	-	2,000	14,160	708%
Office Equip./Supp. & Furniture/Fixtures 20,000		5,941	5,659	5,142	1,095	160	535	39	676	738	-	14	-	20,000	6,062	30%
Mail Center - ISF 6,000		1,782	1,698	1,543	329	48	161	12	203	221	-	4	-	6,000	5,224	87%
Purchase Charges - ISF 3,800		1,129	1,075	977	208	30	102	7	128	140	-	3	-	3,800	2,747	72%
Copy Machine - ISF 9,000		2,674	2,547	2,314	493	72	241	18	304	332	-	6	-	9,000	4,100	46%
Information Tech - ISF 10,000		2,971	2,830	2,571	548	80	268	20	338	369	-	7	-	10,000	5,581	56%
Computer Services Non ISF 2,000		594	566	514	110	16	54	4	68	74	-	1	-	2,000	1,333	67%
Building Lease/Rental 95,000		28,220	26,882	24,423	5,202	760	2,542	187	3,211	3,507	-	66	-	95,000	66,845	70%
Storage Charges - ISF 5,000		1,485	1,415	1,285	274	40	134	10	169	185	-	3	-	5,000	5,035	101%
Mileage Reimb. - Staffs only 26,000		7,723	7,357	6,684	1,424	208	696	51	879	960	-	18	-	26,000	15,113	58%
Conference/Seminars - AFS Staffs 8,000		2,376	2,264	2,057	438	64	214	16	270	295	-	6	-	8,000	2,118	26%
Conference and Seminars- WDB Staff 10,000		2,971	2,830	2,571	548	80	268	20	338	369	-	7	-	10,000	21,779	218%
Fiscal/HR/BTD/ET (HSA) 350,000		103,974	99,038	89,980	19,165	2,796	9,366	688	11,830	12,920	-	243	-	350,000	193,571	55%
Attorney Fees 10,000		2,971	2,830	2,571	548	80	268	20	338	369	-	7	-	10,000	4,821	48%
Other misc. Admin Services 5,000		1,485	1,415	1,285	274	40	134	10	169	185	-	3	-	5,000	2,641	53%
Subtotal Overhead 856,953		254,567	242,488	220,310	46,925	6,852	22,932	1,684	28,965	31,634	-	595	-	856,953	542,878	63%
Planned Total Grant Expenses		2,174,729	1,879,903	1,699,266	287,106	54,838	186,778	13,718	235,910	257,647	47,500	142,213	-	6,979,608	4,329,522	62%
Admin Rate for State Reporting		7%	7%	7%	9%	7%	7%	7%	7%	7%	0%	0%	0%	7%		
Admin Rate (State Reported + Other)		12%	13%	13%	16%	12%	12%	11%	12%	12%	0%	0%	0%	12%		
Work in Progress: Grant Balances		1,382	16,287	7,798	10,256	-	3,279	1,619	6,954	6,107	-	-	-	53,680		



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: EXECUTIVE COMMITTEE

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

DATE: APRIL 11, 2019

SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE RECOMMEND TO THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVAL OF OPTION TERM TWO (JULY 1, 2019 THROUGH JUNE 30, 2020) OF TWO CONTRACTS DATED JUNE 20, 2017 TO PROVIDE COMPREHENSIVE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) YOUTH SERVICES IN THE AMOUNTS NOT TO EXCEED \$604,000 FOR THE BOYS AND GIRLS CLUB OF GREATER OXNARD AND PORT HUENEME, AND AMOUNTS NOT TO EXCEED \$604,000 FOR PATHPOINT

RECOMMENDATION

Recommend that the Executive Committee Recommend to the Workforce Development Board of Ventura County (WDB) Approval of Option Term Two (July 1, 2019 through June 30, 2020) of Two Contracts dated June 20, 2017 to Provide Comprehensive Workforce Innovation and Opportunity Act (WIOA) Youth Services in the Amounts not to Exceed \$604,000 for the Boys and Girls Club of Greater Oxnard and Port Hueneme, and Amounts not to Exceed \$604,000 for PathPoint.

BACKGROUND

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

DISCUSSION

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

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

At the conclusion of the Option Term One, Program Year (PY) 2018-2019, it is necessary to make a decision regarding renewal of each contract for a final year (Option Term Two PY 2019-2020).

On April 3, 2019, the WDB Programs Committee, serving as the WDB oversight committee for WIOA programs, discussed the Option Term One performance (as of March 31, 2019) of each of two WIOA comprehensive youth program providers: Boys and Girls Clubs of Greater Oxnard and Port Hueneme and PathPoint.

Discussion involved carefully reviewing the provider's enrollment statistics, Workforce Experience expenditure reports, WIOA Performance Indicator reports, and accountability and compliance monitoring reports from the Contracts Department of the Human Services Agency (HSA) and from the State of California's Employment Development Department (EDD). Additionally, the committee carefully reviewed summary reports which detailed the corrective action plans and results of all monitoring activity, case reviews, and technical assistance provided to both contractors. The committee also received two separate report-out presentations from both providers during the Option Term One year, at the committee's February 6, 2019 meeting. During February's meeting, the committee observed a spirit of continuous improvement by both providers with respect to understanding and being accountable for WIOA Performance Indicators and negotiated goals. Following discussion and evaluation of the evidence provided, the committee unanimously concluded that both providers have met the terms of the contract and have provided appropriate WIOA services to the enrolled participants, out of school youth ages 16-24, as well as having met or exceeded WIOA Performance Indicator goals..

The Programs Committee recommends that the Executive Committee recommend to the WDB Approval of Option Term Two (July 1, 2019 through June 30, 2020) for both providers. If approved by the Executive Committee, the WDB will consider approval of the two contracts on April 25, 2019. Subsequent to WDB approval, the county Board of Supervisors will consider the two contracts for approval prior to June 30, 2019.

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



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

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TO: EXECUTIVE COMMITTEE

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

DATE: APRIL 11, 2019

SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD APPROVE THE RENEWAL OF A CONTRACT WITH theAGENCY TO PROVIDE MARKETING AND PUBLIC RELATIONS SERVICES TO THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) IN AN AMOUNT NOT TO EXCEED \$150,000 IN PROGRAM YEAR JULY 1, 2019, THROUGH JUNE 30, 2020

RECOMMENDATION

Recommend that the Workforce Development Board of Ventura County (WDB) approve the renewal of a contract with theAgency to provide marketing and public relations services to the WDB from July 1, 2019, through June 30, 2020 in an amount not to exceed \$150,000, in WIOA Core funds under RFP #1718.01 released on August 28, 2018 and closed on September 25, 2017.

The initial base performance period of the contract was from July 1, 2018-June 30, 2019, and upon performance deliverables, agreement between WDB and theAgency, and subject to the appropriation of funds, the option to extend the contract for two program years as follows:

- Base Term: July 1, 2018 – June 30, 2019
- Option Term 1: July 1, 2019 – June 30, 2020
- Option Term 2: July 1, 2020 – June 30, 2021

If approved by the Executive Committee today, a recommendation will be presented at the WDB meeting on April 25, 2019 to approve a contract proposal Option Term 1: July 1, 2019 – June 30, 2020.

DISCUSSION

On March 20, the Outreach Committee reviewed and evaluated the year-to-date deliverables and performance of theAgency under the 2018-2019 contract. The following Indicators of success were under the contract, were met. Deliverables include:

- Timely delivery of projects achieved
- Project completion on budget
- Creative design and media negotiation aligned with budget
- Status reports on projects presented to the Outreach Committee on a timely basis
- Ability of theAgency to adapt and respond to changes in marketing and outreach needs for the WDB

Working in alignment with the WDB goals, and program support described in the WDB-approved plan, and with the WDB Outreach Committee, theAgency had provided creative design, production and copywriting (e.g., brochures, flyers, ads), media negotiation and placement (e.g., newspapers, newsletters, English radio, public access programming), and public relations (e.g., press releases, media placements, public service announcements and placement) for targeted outreach to youth, job seekers, employers, and the community.

The Committee determined that theAgency had completed all deliverables on time, on budget, and according to plan, while also demonstrating creativity and flexibility in responding to changing marketing and outreach needs as the year progressed. Committee members then approved a recommendation to the Executive Committee.

Executive Committee action today recommends that the Workforce Development Board (WDB) approves a contract with theAgency.

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



WORKFORCE DEVELOPMENT BOARD

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(805) 477-5306

workforceventuracounty.org

TO: EXECUTIVE COMMITTEE

FROM: REBECCA EVANS, EXECUTIVE DIRECTOR

DATE: APRIL 11, 2019

ACTION: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE OF THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) RATIFY THE SUBMISSION OF: A COMPETITIVE GRANT APPLICATION BY THE WDB TO THE CALIFORNIA EMPLOYMENT DEVELOPMENT (EDD) AND THE CALIFORNIA WORKFORCE DEVELOPMENT BOARD (CWDB) FOR THE ENGLISH LANGUAGE LEARNER (ELL) CO-ENROLLMENT PILOT PROGRAM. THE PROPOSAL IS FOR \$300,000 FOR A 19-MONTH GRANT TERM BEGINNING JUNE 2019 AND ENDING DECEMBER 2020

Background

The Labor and Workforce Development Agency (LWDA), the California Workforce Development Board (CWDB), and the Employment Development Department (EDD) are pleased to announce the availability of up to \$1.2 million in Workforce Innovation and Opportunity Act (WIOA) Governor's Discretionary funds for the ELL Co-Enrollment Pilot. These funds will support projects that increase access for target populations, align WIOA programs, implement co-enrollment strategies, leverage other program funding and provide supportive services for California's English Language Learner (ELL) population. Co-enrollment may include enrollment in Title I, Title II/Adult Education Programs, Title III and Human Service Programs or other WIOA Unified Plan Programs. ELL projects selected are expected to work in collaboration with community-based organizations (CBOs), and other workforce partners (including WIOA Title II/Adult Education Programs, Human Service programs where possible, or other WIOA Unified Plan Partners).

Program Description and Performance Outcomes

The **Ventura County English Language Learner Project (VCELLP)** will provide an opportunity for us to expand on an already successful partnership with our Oxnard Adult School. Through this pilot we will improve coordination, resources and services for English Learners and ensure access to wrap around supportive services and vocational training combined with integrated English instruction.

The project will create greater collaboration with community organizations and those partners that can help provide supportive wrap-around services for those who have immigrated and are English Learners through a close working relationship with our local Adult Education and community based partners. The number of English Learners who are currently accessing services at the Oxnard Adult School, where the highest concentration of ELL students in our region resides, and who are accessing employment assistance and career services at our America's Job Center of California (AJCC) location, remains below the levels expected given our region's population and size. To increase access and enrollment in services, this ELL Pilot will include extensive outreach to students at the

Oxnard Adult School and Ventura Adult and Continuing Education with the goal of connecting them directly with career services at the AJCC. The students will benefit from a focused and coordinated effort by an ELL Navigator who will support the student throughout their participation in the ELL program. The priority of service will be for low income and CalWORKs participants with low English language and literacy skills (below 8th grade English Reading Comprehension) and who are interested in participating in vocational training.

The ELL Navigator will strengthen the relationship among these core partners and help **145** participants access training and additional supportive services resources from various organizations within the community and the AJCC. Of the estimated 145 we seek to serve during the ELL Pilot 19-month grant period, we estimate that 100 will achieve their desired outcomes through Basic Career Services and 45 will enroll in Basic Career Services plus paid training and certification and/or On the Job Training (OJT) opportunities.

If you have questions or need more information, please call me at (805) 477-5306, or contact Rebecca Evans at (805) 477-5344, email Rebecca.Evans@ventura.org.



WORKFORCE DEVELOPMENT BOARD

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TO: EXECUTIVE COMMITTEE

FROM: REBECCA EVANS, EXECUTIVE DIRECTOR

DATE: APRIL 11, 2019

SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVE THE SUBMISSION OF THE APPLICATION FOR SUBSEQUENT LOCAL AREA DESIGNATION AND LOCAL BOARD RECERTIFICATION FOR PROGRAM YEARS 2019-2021 FOR LOCAL WORKFORCE DEVELOPMENT AREA, VENTURA COUNTY, TO THE CALIFORNIA WORKFORCE DEVELOPMENT BOARD

RECOMMENDATION

Recommend that the Workforce Development Board of Ventura County (WDB) approve the submission of the application for Subsequent Local Area Designation and Local Board Recertification Request for Program Years 2019-2021 for the Local Workforce Development Area, Ventura County, to the California Workforce Development Board.

BACKGROUND

Prepared by the California Employment Development Department (EDD) and the California Workforce Development Board (CWDB), Draft Directive number WSDD-196 establishes procedures for the recertification of Local Workforce Development Boards (Local Boards) under the Workforce Innovation and Opportunity Act (WIOA). Local Board recertification is effective July 1, 2019, through June 30, 2021. This recertification ensures the continuation of WIOA funding and operations and formalizes the configuration of the Workforce Development Board of Ventura County.

DISCUSSION

The process for recertification of Local Boards under WIOA is the responsibility of the California Workforce Development Board (State Board). In accordance with WIOA Section 107(c)(2), the State Board will recommend recertification if a Local Board has met WIOA board membership requirements, met or exceeded performance accountability measures and achieved sustained fiscal integrity. In addition to the requirements under WIOA, Local Boards requesting recertification must provide a status update that outlines progress made towards implementation of several other key WIOA provisions. In brief, the Local Board:

- Must meet the membership provisions established in WIOA Section 107(b) and CUIF Section 14202(c).

- Must demonstrate sustained fiscal integrity:
 - No significant findings from audits, evaluations or other reviews
 - No gross negligence
 - No failure to observe accepted standards of administration (e.g., timely reporting of participant and expenditure data)

Through Program Year 2019-2021 the WDB assures the following:

- A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements included in the appropriate circulars or rules of the Office of Management and Budget (WIOA Section 184[a][2] and [3]).
- B. All financial reporting will be done in compliance with federal and state regulations and guidance.
- C. Funds will be spent in accordance with federal and state laws, regulations, and guidance.
- D. The Local Board will select the America's Job Center of CaliforniaSM (AJCC) Operator(s), with the agreement of the local CEO, through a competitive process such as a Request for Proposal (RFP), unless granted a waiver by the state (WIOA Section 121[d][2][A] and 107[g][2]).
- E. The Local Board will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBSSM reporting requirements and deadlines.
- F. The Local Board will comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
- G. The Local Area will engage in and contribute to, regional planning and regional plan implementation.
- H. The Local Area will participate in regional performance negotiations.
- I. It will comply with State Board policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
- J. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and Training and Employment Guidance Letter 19-16, Subject: *Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by Title III of the WIOA Final Rules*, (March 1, 2017).

The completed Recertification Request must be signed by the Local Board chairperson and the local Chief Elected Official (CEO) and submitted to the State Board no later than May 31, 2019, in signed or unsigned copies. To meet that deadline, the WDB will need to approve submission of the Recertification Request at its meeting on April 25, 2019, for consideration and approval by the Board of Supervisors before May 31, 2019. Executive Committee approval of the above recommendation will facilitate the necessary sequence and timing of approvals.

If you have questions or need more information, please call me at (805) 477-5306, or contact Rebecca Evans at (805) 477-5344, email Rebecca.Evans@ventura.org.

Existing Local Area

**Application for Subsequent Local Area Designation
and
Local Board Recertification
Program Year 2019-21**

Local Workforce Development Area

Ventura County

Existing Local Area
Application for Subsequent Local Area Designation
and Local Board Recertification

This application will serve as your request for Local Workforce Development Area (Local Area) subsequent designation and Local Workforce Development Board (Local Board) recertification for PY 2019-21 under the *Workforce Innovation and Opportunity Act* (WIOA).

If the California Workforce Development Board (State Board) determines the application is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your [Regional Advisor](#) for technical assistance or questions related to completing and submitting this application.

Workforce Development Board of Ventura County

Name of Local Area

2901 N. Ventura Road

Mailing Address

Oxnard, CA 93036

City, State

ZIP

(date approved by the County of Supervisors)

Date of Submission

Rebecca Evans, WDB Executive Director

Contact Person

(805) 477-5306

Contact Person's Phone Number

Local Board Membership

The WIOA Section 107(b)(2)(A) through (E) states the requirements for nominating and selecting members in each membership category. The WIOA Section 107(b)(2)(A) requires that business members constitute a majority of the Local Board. The chairperson shall be a business representative, per WIOA Section 107(b)(3).

The local Chief Elected Official (CEO) is required to provide the names of the individuals appointed for each category listed on the following pages or, attach a roster of the current Local Board which identifies each member's respective membership category.

BUSINESS – A majority of the members **must** be representatives of business in the Local Area who (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policy-making or hiring authority; (ii) represent businesses, including small businesses, or organizations; and (iii) are appointed from among individuals nominated by local business organizations and business trade association (WIOA Section 107[b][2][A]).

Please identify the Local Board chairperson by typing CHAIR after his/her name.

Name	Title	Entity	Appointment Date	Term End Date
Vic Anselmo	CEO & Owner	Applied Powdercoat	09/11/2012	10/28/2020
Greg Barnes	Director, Safety and Regulatory Compliance	Los Robles Hospital and Medical Center	06/03/2014	06/20/2020
Victor Dollar	Vice President of Sales	Brighton Management	02/26/2008	05/09/2020
Cindy Guenette	Quality Assurance Manager	Hi-Tech Engineering	08/11/2015	08/11/2021
Gregory Liu, CHAIR	Owner/CEO	Jaxx Manufacturing, Inc.	10/23/2012	10/28/2020
Tracy Perez VICE CHAIR	Branch Manager	United We Staff	04/09/2019	05/03/2022
William Pratt	VP Operations and Director of Creative Design	Kinamed, Inc.	07/14/2011	08/11/2021
Alex Rivera	Human Resources Manager	Milgard Manufacturing, Inc.	06/26/2007	11/03/2021
Rosa Serrato	Human Resources Manager	Reiter Affiliated Companies	02/12/2019	02/12/2022

Jesus Torres	CEO	LEAD Public Strategies	02/26/2008	02/07/2020
Richard D. Trogman	Chief Operating Officer	Kaiser Permanente	03/08/2016	03/08/2022
Stephen Yeoh	Managing Director	Un1teee	03/08/2016	03/08/2022
Peter Zierhut	Vice President Motorsports Marketing	Haas Automation, Inc.	05/03/2016	05/03/2022

LABOR – Not less than 20 percent of the members must be representatives of workforce within the Local Area who

must include (i) representatives of labor organizations who have been nominated by state labor federations; (ii) a member of a labor organization or a training director from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area; and

may include (iii) representatives of community based organizations with demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, veterans, or individuals with disabilities; and (iv) representatives of organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth and/or out-of-school youth (WIOA Section 107[b][2][B]).

Name	Title	Entity	Appointment Date	Term End Date
1. Jeremy Goldberg (Union)	Executive Director	Tri-Counties Central Labor Council	03/08/2016	03/08/2022
2. Marilyn Jansen (Union)	Delegate & Membership Department Representative	United Food & Commercial Workers International Union, Local 770	09/19/2017	09/19/2020
Anthony Mireles (Apprenticeship/Union)	President/Business Representative	Laborers International Union North America 585	06/09/15	06/09/2021
Patricia G. Schulz (Community Based Organization)	Chief Executive Officer	The Arc of Ventura County	04/14/2015	04/14/2021
Anthony (Tony) Skinner (Union)	Business Representative	Tri-Counties Building & Construction Trades Council	06/06/06	05/09/2020

Education – Each Local Board shall include representatives of entities administering education and training activities in the Local Area who

must include (i) a representative of eligible providers administering Title II adult education and literacy activities; (ii) a representative of institutions of higher education providing workforce investment activities; and

may include (iii) representatives of local educational agencies, and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment (WIOA Section 107[b][2][C]).

Name	Title	Entity	Appointment Date	Term End Date
1. Greg Gillespie (Community College)	President, Ventura College	Ventura County Community College District	08/11/2015	08/11/2021
2. Celina Zacarias (University)	Director of Community and Government Relations	California State University, Channel Islands	08/05/2008	10/28/2020
VACANT - Appointment pending in May 2019 – (Adult Ed.)				

Economic and Community Development – Each Local Board shall include representatives of governmental, economic, and community development entities serving the Local Area who

must include (i) a representative of economic and community development entities; (ii) a representative from the State employment service office under the *Wagner-Peyser Act*; (iii) a representative of the Vocational Rehabilitation program; and

may include (iv) representatives of agencies or entities administering programs serving the Local Area relating to transportation, housing, and public assistance; (v) Representatives of philanthropic organizations serving the Local Area; and (E) individuals or representatives of entities as the chief elected official in the Local Area may determine to be appropriate (WIOA Section 107[b][2][D] and [E]).

Name	Title	Entity	Appointment Date	Term End Date
1. Jesse Cuevas (Employer Services)	Deputy Division Chief, Los Angeles – Coastal Region	Employment Development Department, Workforce Services Division	06/19/2018	06/19/2021

2. Brian Gabler (Economic Development)	Interim City Manager, City Manager's Office	City of Simi Valley	07/14/2011	08/11/2021
3. Kathy Harner Rehabilitation	Senior Vocational Rehabilitation Counselor	Californian Department of Rehabilitation	08/11/2015	08/11/2021
Bruce Stenslie (Economic Development)	President/CEO	Economic Development Collaborative	10/23/2012	10/28/2020

Sustained Fiscal Integrity

The Local Area hereby certifies that it has not been found in violation of one or more of the following during PYs 16-17 or 17-18:

- **Final determination of significant finding(s)** from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any WIA [and WIOA] requirement, such as failure to grant priority of service or verify participant eligibility.
- **Gross negligence** – defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- **Failure to observe accepted standards of administration.** Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 29 *Code of Federal Regulations* (CFR) Parts 95 and 97, appropriate Office of Management and Budget circulars or rules, WIOA regulations, and state guidance.

Highlights of these responsibilities include the following:

- Timely reporting of WIOA participant and expenditure data
- Timely completion and submission of the required annual single audit
- ***Have not been placed on cash hold for longer than 30 days***

(In alignment with WIOA Section 106[e][2])

Engaged in Regional Planning

The Local Area hereby certifies that it has participated in and contributed to regional planning and negotiating regional performance measures by submitting negotiated program goals to the State EDD and CWDB each program year, and by submitting our Local and Regional Plan update as required March 15, 2019.

Local Area Assurances

Through PY 19-21, the Local Area assures the following:

- A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements included in the appropriate circulars or rules of the Office of Management and Budget (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include the following:

- The Local Area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).
- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).

- B. All financial reporting will be done in compliance with federal and state regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with Workforce Services Directive *Quarterly and Monthly Financial Reporting Requirements* (WSD16-13) (November 28, 2016).
- All close out reports will comply with the policies and procedures listed in Workforce Services Directive *WIOA Closeout Requirements* (WSD16-05) (July 29, 2016).

Note that failure to comply with financial reporting requirements will subject the Local Area to potential cash hold. (Title 2 CFR Section 200.338)

C. Funds will be spent in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include the following:

- The Local Area will meet the requirements of State Assembly Bill 1149 (Chapter 324, Statutes of 2017), to spend a minimum of 30 percent of combined total of adult and dislocated worker formula fund allocations on training services (*California Unemployment Insurance Code* Section, 14211).
- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

D. The Local Board will select the America's Job Center of CaliforniaSM (AJCC) Operator(s), with the agreement of the local CEO, through a competitive process such as a Request for Proposal (RFP), unless granted a waiver by the state (WIOA Section 121[d][2][A] and 107[g][2]).

E. The Local Board will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBSSM reporting requirements and deadlines.

F. The Local Board will comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.

G. The Local Area will engage in and contribute to, regional planning and regional plan implementation (for example, the Local Area has participated in regional planning meetings and regional plan implementation efforts, and the Local Board and local CEO have reviewed and approved the regional plan and modifications).

H. The Local Area will participate in regional performance negotiations.

I. It will comply with State Board policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.

J. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and Training and Employment Guidance Letter 19-16, Subject: *Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of the WIOA Final Rules*, (March 1, 2017).

Application Signature Page

Instructions – The local CEO and Local Board chair must sign and date this form. Include the original signatures in the application package.

By signing the application below, the local CEO and Local Board chair request subsequent designation of the existing Local Area and subsequent certification of the existing Local Board. They certify that the Local Area has performed successfully, sustained fiscal integrity during PYs 2016-2017 or 2017-2018, and engaged in the regional planning process as described in Section 106 (c)(1). Additionally, they agree to abide by the Local Area assurances included in this application.

Local Workforce Development Board Chair

Local Chief Elected Official

Signature

Gregory Liu

Name

Workforce Development Board of Ventura
County Chair

Title

04/11/2019

Date

Signature

Steve Bennett

Name

Board of Supervisor, County of Ventura

Title

Date

WDB Grants Update

GRANT NAME	PURPOSE/OBJECTIVE	FUNDING AVAILABLE	SUBMITTAL/AWARD DATES
ELL (English Language Learners)	The project will create greater collaboration to help provide supportive wrap-around services for English Language Learners through a close working relationship with our local Adult Education and community based organization (CBO) partners.	\$300,000	Submitted: April 1, 2019 Award: TBD
NDWG (Woolsey Fire) National Dislocated Worker Grant	DOL funded emergency grant to provide paid temporary jobs to repair/clean-up fire damage to public property from 11/8/18 Woolsey and Hill Fires. Workforce development services also to be provided including training and supportive services for up to 50 participants	\$2.4 mil awarded based on need. Amount Received: \$810,404 (1 st increment 1/3 of total <u>received</u> for 17 participants) 1/3 increments available based on continued need.	Submitted: 12/24/18 Award Received: 12/3/18
P2E Prison to Employment Initiative 1. Planning Grant 2. Direct Services & Supportive Services Grant	Ventura Regional Plan to provide employment and supportive services to formerly incarcerated and justice involved individuals. Emphasis on regional coalition with employers, labor, CBO's, CDCR, Sheriff, and local agencies. Gov. Brown & State legislature funded \$37 mil over three years.	1) Planning Grant: \$47,500 <u>received</u> (planning grant) 2) Direct Services Grant: (Implementation of Plan)	1) Round I Submitted: 12/24/18 ; Award Received: 12/3/18. (Allocated to WDB for CWA Consultant) 2) Round II To be Submitted: 2/15/19 3) Award Granted: up to \$745,000 */-
Slingshot 2.0 Regional Plan Implementation	CWDB grant to provide for Implementation of WDB regional plan. Two Projects to include: Expanding Business Engagement; Expand Apprenticeships	\$185,000 requested. Award Received \$180,000	Submitted: 11/20/18 Award Date: 1/11/19

VEAP Veterans Employment Assistance Program	Ventura regional collaboration to provide Veterans employment services and supportive services for 55 participants.	\$500,000 requested	Submitted: 12/24/18 Award: TBD
Workforce Accelerator 6.0	STEPS Connection does not enroll participants, however; it seeks to: strengthen partnerships to create an integrated and responsive “One-Stop” support services system; develop tools/resources to strengthen participation and employment outcomes; conduct a support service gap analysis; and develop a “best practice” guide	\$250,000	Award Received: 2/1/2018 (Allocated to AFS/WIOA)
High Performing Boards	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 providing incentives to high-performing Local Boards. WDBVC was granted this award in 2017. Special Projects to be determined.	\$54,838	Award Received: 12/1/2016 (Allocated to WDB Admin)
Regional Capacity Building/ Regional Training Coordinator	Focus on the professional development of staff and partners in the One-Stop System. · Plan and implement regional and statewide trainings identified in the Statewide Training Plan. · Implement a skill gap analysis for workforce professionals, identifying training priorities and developing ongoing training and capacity-building initiatives	\$205,000 – First Award \$157,000 – Second Award for both Regional Organizer and Regional Training Coordinator	First Award Received: 3/1/2017 (Allocated to AFS/WIOA for RTC \$200,000; \$5,000 for VOS Touch Screen). Second Award Received: 1/11/19
Regional Organizer	funds to augment our continuing support for regional organizing and regional plan implementation. The WDBVC will support efforts for program alignment across core programs and with all mandatory partners. Regional Organizing activities in Ventura County will help facilitate the	\$85,714	Award Received: 3/1/2017 (Allocated to WDB Admin)

	importance of fostering demand-driven skills attainment; enabling upward mobility for all; and aligning, coordinating and integrating workforce development programs		
Regional Plan Implementation	will help the WDBVC support leadership structures, improve staff capacity and training, strengthen sector initiatives, more fully integrate career services offered by AJCC partners, and help to build sustainable investments. Subcontracts awarded to TheAgency and to EDC-VC.	\$350,000	Award Received: 1/1/2018 (Allocated to WDB Admin; Contracts awarded to: EDCVC and theAgency)