



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

PROGRAMS COMMITTEE MEETING

**Wednesday, April 5, 2017
3:00 p.m. - 4:30 p.m.**

Human Services Agency (Redwood Room)
855 Partridge Drive, Ventura, CA

REVISED AGENDA

3:00 p.m.	1.0 Call to Order and Agenda Review	Tony Skinner
3:05 p.m.	2.0 Public Comments 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.	Tony Skinner
3:10 p.m.	3.0 Approval of Minutes: March 1, 2017	Tony Skinner
3:15 p.m.	4.0 Presentation: PathPoint, Inc. WIOA Youth Services Provider Kim Whitaker, Director Program Services	
3:50 p.m.	5.0 WIOA Implementation & Development a. Oversight of Client-Centered Programs b. Youth Program Elements c. Primary Performance Indicators (Adult, DW, Youth)	Patrick Newburn & Committee Members
4:15 p.m.	6.0 Committee Member Comments	Committee Members
4:30 p.m.	7.0 Adjournment	Tony Skinner

➤ **May Meeting is Cancelled**

Next Meeting:

June 7, 2017 (3:00 p.m. - 4:30 p.m.)
Human Services Agency (Redwood Room)
855 Partridge Drive, Ventura, CA 93003

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.



WDB Programs Committee
March 1, 2017

MINUTES

Meeting Attendees

Committee Members

Tony Skinner (Chair)*
Kathy Harner*
Mary Navarro-Aldana*
Tressie Nickelberry
Leslie Webster

WDB Staff

Patricia Duffy
Patrick Newburn

Guests

Nancy Ambriz (Human Services Agency/ Adult
and Family Services Department)
Sheri Long (Vista Real Charter High School)

*WDB Members

1.0 Call to Order and Agenda Review

Tony Skinner called the meeting to order at 3:01 p.m.

2.0 Public Comments

No Public Comments

3.0 Approval of Minutes

- Minutes from Meeting: August 3, 2016
Motion to Approve: Tony Skinner
Second: Tressie Nickelberry
Motion approved
- Minutes from Meeting: October 5, 2016
Motion to Approve: Tony Skinner
Second: Tressie Nickelberry
Motion approved

4.0 New Youth Contracts for 2017-2018 Update

Tony Skinner announced that two providers, PathPoint and the Boys and Girls Clubs of Greater Oxnard and Port Hueneme, were selected from a pool of proposals in the WIOA Youth Services procurement process and were recently approved for new contracts by the Workforce Development Board of Ventura County (WDB) at its February meeting.

5.0 WIOA Overview Presentation

Patrick Newburn presented a PowerPoint overview of Ventura County's Regional/Local structure of the *Workforce Innovation and Opportunity Act* (WIOA). Patrick explained top-down structure from the U.S. Department of Labor to State of California down to the County of Ventura Board of Supervisors and the local WDB. Ventura County is one of 14 Regional Planning Units (RPU) in the State. The purpose of the presentation was to provide the Committee members guidance as they begin the new WIOA oversight of several programs including: Adult and Dislocated-Worker, Rapid Response, One-Stop (AJCC) Operator, the Eligible Training Provider List, and Youth

programs. As part of the WIOA overview, Patrick provided draft Executive Summaries of the recently completed 2017-2020 Regional and Local Workforce Plans.

6.0 Oversight of Client Centered Programs Discussion

Patrick Newburn facilitated discussion about the committee's duties for programs oversight. Nancy Ambriz, WIOA Program Manager from the Human Services Agency's Adult and Family Services Department, provided a brief overview of Common Measures and Outcomes and explained some of the new WIOA Performance Measures that are currently in effect and a preview of new measures in the planning stage.

Committee members discussed the differences between program oversight versus monitoring activity. Members agreed that the committee duties for program oversight need additional definition and clarity. Members requested future discussions to include additional explanation of program measures, need to establish a chart of work in manageable blocks, and establishing timelines for reporting outcomes. The committee requested that the program providers be invited to present introductions and overview of their youth service programs at future meetings. The oversight/monitoring discussion "wall notes" are shown below:

OVERSIGHT	MONITORING
** Under Construction **	
<ul style="list-style-type: none"> • Responsibility of the Programs Committee • To insure accountability • Determine if program providers are meeting their mandated goals • Insure that program operations, activities, and outcomes are compliant with law and contract guidelines • A mechanism to insure transparency • To insure that data is transparent • Reviewers must be un-biased in their oversight duties • Reviewers must avoid conflict of interest • Reviewers must know the contract guidelines • Reviewers should be knowledgeable about program provider services and programs • workload should be in manageable batches to allow thoughtful analysis • Oversight outcomes should have timelines established in advance to avoid rushed analysis and to stay on track 	<ul style="list-style-type: none"> • Audit of Fiscal budgets & Programs • An interview to check files and proper documentation to meet contract requirements • Conducted by: State Authority, County Agency, or Independent entity, or a collaboration of multiple entities • Conducted annually • To validate that oversight and internal controls are working

7.0 Council Member Comments

- Mary Navarro-Aldana, invited members to attend the Youth Day at the AJCC in Oxnard on Friday March 3, 10:00 a.m. to 2:00 p.m. The event is focused on services for at-risk youth.
- Tony Skinner reported that Ace Charter High School recently hosted 200 students, ages 14-18, at their Career Day.

8.0 Adjournment

Tony Skinner adjourned the meeting at 4:25 p.m.

Next Meeting

April 5, 2017 (3:00 p.m. – 4:30 p.m.)
Human Services Agency (Redwood Room)
855 Partridge Drive, Ventura, CA



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY Programs Committee

OVERSIGHT OF CLIENT CENTERED PROGRAMS

Programs Committee discussion of responsibility for oversight of Client-Centered Programs (Adult, Dislocated-Worker, Rapid Response /Business Services, and Youth) according to definition as a standing committee within WDB By-Laws. Below are the wall notes from discussions 3/1/2017:

OVERSIGHT	MONITORING
<ul style="list-style-type: none">• Responsibility of the Programs Committee• To insure accountability• Determine if program providers are meeting their mandated goals• Insure that program operations, activities, and outcomes are compliant with law and contract guidelines• A mechanism to insure transparency• To insure that data is transparent• Reviewers must be un-biased in their oversight duties• Reviewers must avoid conflict of interest• Reviewers must know the contract guidelines• Reviewers should be knowledgeable about program provider services and programs• workload should be in manageable batches to allow thoughtful analysis• Oversight outcomes should have timelines established in advance to avoid rushed analysis and to stay on track	<ul style="list-style-type: none">• Audit of Fiscal budgets & Programs• An interview to check files and proper documentation to meet contract requirements• Conducted by: State Authority, County Agency, or Independent entity, or a collaboration of multiple entities• Conducted annually• To validate that oversight and internal controls are working



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY Programs Committee

YOUTH PROGRAM ELEMENTS

WIOA outlines a vision for supporting youth and young adults through an integrated service delivery system. This vision includes high quality services for in-school and out-of-school youth beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training, and culminating with a good job along a career pathway or enrollment in post-secondary education.

- **Tutoring, Study Skills Training, Instruction, and Dropout Prevention** activities that lead to completion of a high school diploma or recognized equivalent
- **Alternative Secondary School and Dropout Recovery Services** assist youth who have struggled in traditional secondary education or who have dropped out of school
- **Paid and Unpaid Work Experience** is a structured learning experience in a workplace and provides opportunities for career exploration and skill development
- **Occupational Skills Training** is an organized program of study that provides specific skills and leads to proficiency in an occupational field
- **Education Offered Concurrently with Workforce Preparation** is an integrated education and training model combining workforce preparation, basic academic skills, and occupational skills
- **Leadership Development Opportunities** encourage responsibility, confidence, employability, self-determination, and other positive social behaviors
- **Supportive Services** enable an individual to participate in WIOA activities
- **Adult Mentoring** is a formal relationship between a youth and an adult mentor with structured activities where the mentor offers guidance, support, and encouragement
- **Follow-up Services** are provided following program exit to help ensure youth succeed in employment or education
- **Comprehensive Guidance and Counseling** provides individualized counseling to participants, including drug/alcohol and mental health counseling
- **Financial Literacy Education** provides youth with the knowledge and skills they need to achieve long-term financial stability
- **Entrepreneurial Skills Training** provides the basics of starting and operating a small business and develops entrepreneurial skills
- **Services that Provide Labor Market Information** offer employment and labor market information about in-demand industry sectors or occupations
- **Postsecondary Preparation and Transition Activities** help youth prepare for and transition to postsecondary education and training

PRIMARY PERFORMANCE INDICATORS

Under section 116(b)(2)(A) of WIOA, there are six primary indicators of performance:

- A. **Employment Rate – 2nd Quarter After Exit:** The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program (for title I Youth, the indicator is the percentage of participants in education or training activities, or in unsubsidized employment during the second quarter after exit);
- B. **Employment Rate – 4th Quarter After Exit:** The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program (for title I Youth, the indicator is the percentage of participants in education or training activities, or in unsubsidized employment during the fourth quarter after exit);
- C. **Median Earnings – 2nd Quarter After Exit:** The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program;
- D. **Credential Attainment:** The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program;
- E. **Measurable Skill Gains:** The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment. Depending on the type of education or training program, documented progress is defined as one of the following:
- Documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level;
 - Documented attainment of a secondary school diploma or its recognized equivalent;
 - Secondary or postsecondary transcript or report card for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards²;
 - Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; or
 - Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.
- F. **Effectiveness in Serving Employers:** WIOA sec. 116(b)(2)(A)(i)(VI) requires the Departments to establish a primary indicator of performance for effectiveness in serving employers. The Departments are piloting three approaches designed to gauge three critical workforce needs of the business community.
- Approach 1 – Retention with the same employer – addresses the programs' efforts to provide employers with skilled workers;
 - Approach 2 – Repeat Business Customers – addresses the programs' efforts to provide quality engagement and services to employers and sectors and establish productive relationships with employers and sectors over extended periods of time; and
 - Approach 3 – Employer Penetration Rate – addresses the programs' efforts to provide quality engagement and services to all employers and sectors within a State and local economy.

PILOT
PROGRAM:
TBD

PathPoint

Youth Networked Services



Youth Networked Services (YNS)

Serves out of
school in ALL Of
Ventura County
Excluding Port
Hueneme & Oxnard!



Recruiting/Enrollment Process...



On Average:

- * We only enroll 1 out of every 3 youth we conduct intake interviews with
- * We enroll approximately 75-100 youth every program (between 3 Youth Specialists)
- * We recruit from our local agency partners, JCC as well as from schools throughout our service areas

Those are quite the Barriers!!!

- | | |
|--|------------------------------|
| ■ Probation | ■ Foster Youth |
| ■ Pregnant or Parenting | ■ Basic Skills Deficient |
| ■ Substance Abuse | ■ Lives In A Known Gang Area |
| ■ Homeless | ■ Drop Out |
| ■ Mental Health & Learning Disabilities: | ■ Low income |

Active Core Services we provide the youth

Individual services tailored to the youth's goal for the program:

- Services/Support for Youth to get back/stay in school
- Supportive counseling & Guidance
- Linkages to community resources & agencies to provide wrap-around support for youth
- College Tours
- Vocational Training
- Tutoring
- Mentoring/Drop Out Prevention
- Paid Internships
- Workshops
 - Life Skills
 - Career Planning
 - Work Readiness



We provide one on one WRW, Career Planning, & Life Skill activities for youth who are unable to attend workshops

Follow-Up Services

- Manages 90+ cases
- Tracks & supports follow-up youth for ONE full year (after exit)
- Send youth monthly newsletters with education, employment, and career information & resources
- Monthly contacts
- Captures employment, education, training and certificates for WIOA Common Measures



Just a few of our internship sites:

- Action Foundation
- Boys & Girls Club
- Dollar Tree
- Kid's N Things
- Little Dreamers
- McDonalds
- PathPoint
- TJ Maxx
- Project Understanding
- Robeks Juice
- Styles For Less
- MuPu Grill
- Super A Foods
- TWFG Ins Services
- Avenue Hardware
- Crowne Plaza Hotel
- Green Thumb
- IHSS Public Authority
- Old Navy
- Veteran Services Office
- Wet Seal

*Now, we know you have
questions, so let's hear
them !*





JOIN TODAY

- Are you 16-24 years old?
- Eligible to work in the US?
- Have a barrier to meeting your education and/or employment goals?
- Ventura Resident?



Youth Networked Services

Opportunities Include:

- ♦ Paid internships
- ♦ Resume Building Workshops
- ♦ Interview Techniques
- ♦ Application Assistance
- ♦ Job Search
- ♦ And more...

East County & Camarillo:

Pierrette Authier—805.298.3507

Santa Paula, Fillmore, Piru:

Marixza Juarez—805.302.2666

Ventura & Ojai:

Jessica Gallardo—805.654.5297