



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

Thursday, June 8, 2017
8:00 a.m. – 10:00 a.m.

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

ANNUAL MEETING AGENDA

8:00 a.m.	1.0 CALL TO ORDER AND AGENDA REVIEW	Jim D. Faul
8:05 a.m.	2.0 PUBLIC COMMENTS <i>Procedure: The public is welcome to comment. Public comment cards are available at the meeting sign-in table. All comments not related to items on the agenda may be made at the beginning of the meeting only.</i>	Jim D. Faul
8:10 a.m.	3.0 WDB CHAIR COMMENTS • New WDB Members: Dona Toteva Lacayo, Sumantra Sengupta	Jim D. Faul
8:20 a.m.	4.0 CONSENT ITEMS 4.1 Approve Workforce Development Board Minutes: April 27, 2017 4.2 Approve 2017-2018 Meeting Dates: WDB and Executive Committee 4.3 Receive and File: WDB Committee Reports	Jim D. Faul
8:25 a.m.	5.0 2017 WDB AWARDS	Brian Gabler

Youth Opportunity Award
Oxnard Chamber of Commerce

Champion for Prosperity Award
JR Bookkeeping, Inc.

Collaborative Action Award
BIODICO

Collaborative Action Award
TECH Center

Ventura County Office of Education; Oxnard Union High School District; California State University, Channel Islands; Carpenters Local Union 150; GBL Systems Corporation; IBEW Local 952 and Tri-Counties Building and Construction Trades Council; Office of Congresswoman Julia Brownley; Office of Assemblymember Jacqui Irwin; Office of Senator Hannah-Beth Jackson; Naval Air Warfare Center Weapons Division; Oxnard College; TEQ Games; Ventura County Civic Alliance

9:00 a.m.	6.0 ACTION ITEMS	
	6.1 Nominations for the Election of Workforce Development Board of Ventura County (WDB) Chair and WDB Vice Chair to Serve from July 1, 2017 through June 30, 2018	Alex Rivera
	6.2 Recommendation that the Workforce Development Board of Ventura County (WDB) Approve a Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan for Program Year 2017-2018	Jim D. Faul
9:35 a.m.	7.0 WIOA ADMINISTRATION	
	<ul style="list-style-type: none"> One-Stop Operator 	Melissa Livingston
	<ul style="list-style-type: none"> Recognition of outgoing WDB Chair 	Vic Anselmo
	<ul style="list-style-type: none"> On the Calendar 	Jim D. Faul
	<u>July 18, 2017 (11:30 a.m.)</u> Annual WDB Study Session with the Board of Supervisors County of Ventura Hall of Administration 800 South Victoria Avenue, Ventura	
	<u>September 5-7, 2017</u> California Workforce Association Conference Meeting of the Minds Conference in Monterey	
9:55 a.m.	8.0 WDB MEMBER COMMENTS	WDB Members
10:00 a.m.	9.0 ADJOURNMENT	Jim D. Faul
	<u>Next WDB Meeting</u> August 24, 2017 (8:00 a.m.-10:00 a.m.) Ventura County Office of Education (Salon B) 5100 Adolfo 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.



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

MEETING MINUTES

April 27, 2017

**Ventura County Office of Education
5100 Adolfo Road, Camarillo, CA**

WDB Members Present

Jim D. Faul, WDB Chair
Vic Anselmo, Vice Chair
Greg Gillespie
Jeremy Goldberg
Kathy Harner
Capt. Douglas King
Byron Lindros

Gregory Liu
Anthony Mireles
Tracy Perez
Bill Pratt
Alex Rivera
Patty Schulz
Bruce Stenslie

Jesus Torres
Greg Van Ness
Stephen Yeoh
Celina Zacarias
Peter Zierhut

WDB Members Absent

Greg Barnes
Victor Dollar
Brian Gabler
Cindy Guenette

Charles Harrington
Victoria Jump
Mary Navarro-Aldana
Roger Rice

Tony Skinner
Mike Soules
Richard Trogman
Barry Zimmerman

WDB Administration Staff

Talia Barrera
Patricia Duffy

Patrick Newburn
Ma. Odezza Robite

Guests

Nancy Ambriz
Heidi Hayes
Marilyn Jansen
Robert Lee
Melissa Livingston
Andrea Sanchez
Talin Sardarbegian
Sumantra Sengupta
Alex Wright

Community Services Department/WIOA, Human Services Agency
theAgency
United Food and Commercial Workers Union (UFCW), Local 770
Employment Development Department
Human Services Agency, County of Ventura
Employment Development Department
Representative, Congresswoman Julia Brownley's Office
California Lutheran University
Ventura County Community College District

1.0 CALL TO ORDER AND AGENDA REVIEW

WDB Chair Jim D. Faul called the meeting to order at 8:04 a.m. No changes were made to the agenda.

2.0 PUBLIC COMMENTS

No public comment.

3.0 WDB CHAIR'S COMMENTS

WDB Chair, Jim Faul, welcomed the guests from Employment Development Division, Andrea Sanchez and Robert Lee. He also welcomed the guest from Congresswoman Julia Brownley's Office, Sumantra Sengupta.

Melissa Livingston, Chief Deputy Director for Administration, Human Services Agency, provided an update on the status of Cheryl Moore's leave of absence.

WDB Vice Chair, Vic Anselmo, recognized outgoing Board member Mr. Barry Zimmerman, Agency Director for the Human Services Agency, County of Ventura, for serving nine years as a WDB Member and showed the plaque of appreciation for Mr. Barry Zimmerman. Mr. Zimmerman was not present during the meeting to accept the recognition.

WDB Chair Jim D. Faul thanked recent Workforce Wednesday radio show participants. In March 2017, WDB member Alex Rivera and Sylvia Faulstich, (U.S. Navy, NAVAIR; 2016 WDB Leadership Award Winner), spoke on promoting STEM career paths to the youth. In April 2017, Greg Gillespie (WDB member) and Paula Hodge (Deputy Sector Navigator of Information and Communication Technologies and Digital Media for the South Central Coast Region) talked about Externships as professional development opportunities. Dr. Gillespie also introduces Dr. Alexandria Wright to the group as the Ventura County Community College District's Director of Economic and Workforce Development Division. Recordings of these and other Workforce Wednesday broadcasts are available on the WDB website, About Us/Outreach tab: www.workforceventuracounty.org.

4.0 CONSENT ITEMS

4.1 Approve Workforce Development Board Minutes: February 23, 2017

4.2 Receive and File: WDB Committee Reports

Bill Pratt, Board Member and Manufacturing Committee Member commented that the Manufacturing Committee Report should include an additional item.

Mr. Faul asked the Board if there is a need to revise the report. Mr. Rivera, Manufacturing Committee Chair, recommended to staff to include the addition in the report.

Motion to approve the Consent Items: Bill Pratt

Second: Greg Van Ness

Motion carried unanimously

5.0 ACTION ITEMS

5.1 Recommendation that the Workforce Development Board of Ventura County (WDB) Recommend Ventura County Board of Supervisors Approval of the Renewal of a Contract with the Agency to Provide Marketing and Public Relations Services to the WDB in an Amount not to Exceed \$150,000 in Program year July 1, 2017 through June 30, 2018

Talia Barrera provided a background and informed the attendees that the Outreach Committee has reviewed the above recommendation for the Board's approval.

The Board agreed to recommend this item for approval.

Motion to approve: Greg Van Ness

Second: Anthony Mireles

Motion carried unanimously

5.2 Recommendation that the Workforce Development Board of Ventura County (WDB) Recommend Ventura County Board of Supervisors Approval of the Renewal of a Contract with the Economic Development Collaborative- Ventura County to Provide Business Services to the WDB in an Amount Not to Exceed \$95,000 in Program Year July 1, 2017 through June 30, 2018

Mr. Faul requested that Bruce Stenslie (EDC-VC) step out of the room while this particular agenda item is being discussed. Mr. Stenslie followed the Chair's request.

Ms. Barrera provided the background on the history on EDC-VC's contract. She further informed the attendees that the Executive Committee has evaluated the proposed contract after Mr. Stenslie presented it to the Executive Committee during their last meeting.

Motion to approve: Alex Rivera

Second: Tracy Perez

Abstain: Celina Zacarias, Peter Zierhut

Motion carried unanimously

6.0 WDB ADMINISTRATION

- **Perspectives from Washington, D.C.**
 - **NAWB Forum 2017 Conference**
 - **Meetings with Congressional Representatives**

Mr. Faul informed the attendees that he and four other WDB Members attended the NAWB Conference: Vic Anselmo, Gregory Liu, Byron Lindros, and Tracy Perez. He also informed the Board of their successful and productive Congressional visits to meet with Congresswoman Julia Brownley, Congressman Salud Carbajal, and Congressman Steve Knight's staff, representing Mr. Knight who was not available.

Mr. Anselmo and the other Board members who attended the Washington, DC. NAWB Conference shared with the Board their take-away insights from the forum and Congressional visits.

- **On the Calendar**

Mr. Faul informed the attendees that April 28, 2017 is the deadline for nomination for the WDB Awards.

Patricia Duffy informed the attendees that on May 2, 2017, there will be the Ventura County Industry and Education Healthcare Advisory Solutions Summit to be held at the Crowne Plaza Ventura. Three WDB Healthcare Committee members, representing the Community

Colleges HWI South Central Coast Region; VC Innovates and WDB staff, collaborated to bring the local healthcare industry and educators together to identify the healthcare workforce needs in Ventura County.

Mr. Faul informed the attendees that there will be an Annual WDB Study Session with the Board of Supervisors in June 2017, exact date to be announced.

Mr. Faul announced the next WDB Annual Meeting, which is on June 8, 2017.

7.0 WDB MEMBER COMMENTS

Celina Zacarias informed the attendees about the upcoming Presidential Investiture for Erika Beck of California State University, Channel Islands and invited the attendees to attend and RSVP for the event. She also informed the attendees that there is a new Provost: Jeffrey Chase.

Tracy Perez informed the attendees about the rollout event for the State of the Region Report which will be held on May 10 and May 31, 2017.

Bill Pratt informed the attendees that the Workforce Education Coalition, together with HAAS Automation, visited different training centers in North Carolina. Dr. Tiffany Morse and Peter Zierhut joined the visits.

Mr. Pratt also thanked HAAS Automation for attending the “Entrée to Employment” event.

8.0 ADJOURNMENT

The meeting was adjourned at 8:50 a.m.

Next WDB Meeting

June 8, 2017 (8:00 a.m.–10:00 a.m.)

Ventura County Office of Education

5100 Adolfo Road (Salon C), Camarillo, CA



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: WORKFORCE DEVELOPMENT BOARD

**FROM: JIM D. FAUL, CHAIR
EXECUTIVE COMMITTEE**

DATE: JUNE 8, 2017

SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) ADOPT THE TENTATIVE WDB MEETING CALENDAR AND THE TENTATIVE WDB EXECUTIVE COMMITTEE MEETING CALENDAR FOR PROGRAM YEAR 2017-2018

RECOMMENDATION

Recommend that the Workforce Development Board of Ventura County (WDB) adopt the tentative WDB meeting calendar and the tentative WDB Executive Committee meeting calendar for Program Year 2017-2018 as follows:

Workforce Development Board

- August 24, 2017 8:00 a.m. - 10:00 a.m.
- October 26, 2017 8:00 a.m. - 11:30 a.m. (Planning Meeting)
- December 7, 2017 8:00 a.m. - 10:00 a.m.
- February 22, 2018 8:00 a.m. - 10:00 a.m.
- April 26, 2018 8:00 a.m. - 10:00 a.m.
- June 7, 2018 8:00 a.m. - 10:00 a.m. (Annual Meeting)

WDB Executive Committee

- July 27, 2017 8:00 a.m. - 9:30 a.m.
- August 10, 2017 8:00 a.m. - 9:30 a.m.
- September 14, 2017 8:00 a.m. - 9:30 a.m.
- October 12, 2017 8:00 a.m. - 9:30 a.m.
- November 9, 2017 8:00 a.m. - 9:30 a.m.
- January 11, 2018 8:00 a.m. - 9:30 a.m.
- February 8, 2018 8:00 a.m. - 9:30 a.m.
- March 8, 2018 8:00 a.m. - 9:30 a.m.
- April 12, 2018 8:00 a.m. - 9:30 a.m.
- May 10, 2018 8:00 a.m. - 9:30 a.m.
- June 21, 2018 8:00 a.m. - 9:30 a.m.

Meeting dates for other WDB committees will be scheduled and announced by July 2017. Changes to the WDB and WDB committee meeting dates will be posted in a timely manner for public reference on the WDB website: www.workforceventuracounty.org.

If you have questions or need more information, please call me at (805) 497-1244, or Cheryl Moore, WDB Executive Director, at (805) 477-5306, or Melissa Livingston, HSA Chief Deputy Director at (805) 477-5303.



Workforce Development Board of Ventura County

June 8, 2017

WDB COMMITTEE REPORTS

- Executive Committee
- Business Services Committee
- Clean/Green Committee
- Healthcare Committee
- Manufacturing Committee
- Membership Committee
- Outreach Committee
- Programs Committee



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TO: WORKFORCE DEVELOPMENT BOARD

**FROM: JIM D. FAUL, CHAIR
EXECUTIVE COMMITTEE**

DATE: JUNE 8, 2017

SUBJECT: EXECUTIVE COMMITTEE REPORT

The Executive Committee met on May 18, 2017. In attendance were Committee members Jim D. Faul (Chair), Vic Anselmo (Vice Chair), Victor Dollar, Brian Gabler, Anthony Mireles, Tony Skinner, and Jesus Torres; WDB staff Talia Barrera, Patricia Duffy, Patrick Newburn, and, Ma. Odezza Robite and guests Nancy Ambriz (HSA AFS/WIOA), Bryan Gonzales (HSA Fiscal Department), Melissa Livingston (Human Services Agency), and Eileen Rohlfing (WIOA Regional Advisor, EDD Workforce Services). The following is a summary of topics discussed at the meeting:

WDB Finance and Grant Reports

- FY 2016-17 Financial Status Report: March 2017

The Committee reviewed and discussed the Financial Status Report (FSR) for Fiscal Year 2016-2017, reflecting year-to-date expenditures from July 1, 2016 through March 31, 2017. (A copy of the FSR is in the May 18, 2017 Executive Committee meeting packet posted on the WDB website: www.workforceventuracounty.org). The status of expenditures at 75% into the fiscal year was:

<u>WIOA Core Funds</u>	<u>2016-2017 Plan</u>	<u>YTD Expended</u>	<u>% Expended vs. Plan</u>
Dislocated Worker	2,490,097	1,596,089	64%
Adult	1,833,689	1,242,455	68%
Youth	2,022,074	1,440,641	71%
Rapid Response	520,805	324,349	62%

<u>WIOA Non-Core Funds</u>			
DOL Bridges 2 Work Grant	240,857	146,135	61%
CWDB Steps 2 Work Grant	234,150	100,423	43%
VC I-E3	138,466	87,450	63%
CWDB Regional Capacity Bldg.	82,927	11,070	13%

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

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

VC Innovates: Expand, Enhance, Extend (VCI-E3) funding, through the California Career Pathways Trust: Department of Education funding is for a two-year fixed-term WDB Manager position. Multiple program year grant (July 1, 2016 through March 31, 2018)

CWDB Regional Capacity Building: Supports regional training coordination through CSD/WIOA, AJCC partnership, and Statewide Coordinator. Multiple program year grant.

- WIA/WIOA Core Formula Funds Utilization

The State requires WDBs to spend a minimum of 80% of the annual WIOA Dislocated Worker, Adult, and Youth core grant allocations and 100% of the annual Rapid Response core grant allocation by June 30, 2017. Under WIOA requirements, at least 75% of the annual Youth WIOA core allocation must be expended for out-of-school youth and the 20% Work Experience requirement by June 30, 2017.

- WIA/WIOA Training Expenditures

As shown in the table below, the summary of WIOA training expenditures, as of February 28, 2016, indicated appropriate spending against the required Adult/Dislocated Worker training expenditure targets (25% in 2012-2013 through 2015-2016; 30% in 2016-2017 and each performance year thereafter) and against WIOA core grants across the overlapping federal two-year grant cycles.

	Core Grant <u>FY 14-16</u>	Core Grant <u>FY 15-17</u>	Core Grant <u>FY 16-18</u>
Total Adult and Dislocated Worker Formula Fund Allocations	4,092,349	4,133,724	4,012,696
Training Expenditure Requirement	1,023,087 25%	1,240,117 30%	1,203,809 30%
Formula Fund Training Expenditures	1,128,877	936,477	472,853
Leveraged Resources			
• Total Leveraged Resources Used Toward Training Expenditures	425,933	324,665	141,086
• Maximum Allowed Leveraged Resources (10%)	409,235	413,372	401,270
Total Leveraged Resources Used Toward Training Expenditures	409,235	324,665	141,086
• Total Amount Spent on Training	1,538,112	1,261,142	613,940
• % of Training Requirement Met (Final goal = 100%)	150%	102%	51%

Performance Report PY 2016-2017

Patrick Newburn presented the WIOA Enrollments Reports for PY 2016-2017/ Year-To-date Third Quarter 2017. Mr. Newburn informed the attendees that there were 637 total enrollments for all providers, and further explained the total enrollments for each category: Adult, Dislocated Workers, Steps2Work, and Bridges2Work. Mr. Newburn reported that all categories are on target in meeting their numbers and that the success rates have been high. In addition, the Boys and Girls Club of Greater Oxnard and Port Hueneme, PathPoint, and VACE have reached 100% enrollment, and that each of these providers are meeting their requirements and are on target.

Action Items

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

- **Recommendation that the Executive Committee Recommend Workforce Development Board of Ventura County (WDB) Approval of a Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan for Program Year 2017-2018**

The Workforce Innovation and Opportunity Act (Act) and WDB Bylaws require that the local board develop a budget for the purpose of carrying out the duties and priorities of the local board.

Each Program Year (PY), the WDB reviews and approves a preliminary budget, identifying revenues and planned expenditures for the administration of employment and training programs in Ventura County. As necessary information is known (e.g., funding allocations, prior year carry-in funds), the approved tentative balanced budget is updated by the WDB, reflecting current program needs and recommending new programs/services with available uncommitted funds.

Ms. Livingston informed the attendees that Bryan Gonzales (Chief Financial Officer, Human Services Agency) will be presenting the tentative “balanced” budget. She mentioned that there was a shortfall in funding from the prior year. Also, during the last meeting, ideas were raised on how to balance the budget. She further informed that Mr. Gonzales will provide a walk-through regarding the 5% Management Reserve vs 3% Management Reserve models.

Mr. Gonzales presented the budgets reflecting both a 5% and 3% management reserve. He also explained his plan on how to initiate the required spending, for this current fiscal year, of a portion of the recently allocated sub-grant modification for Regional Capacity Building.

A recommendation was made by Brian Gabler to approve the 3% management reserve tentative balanced budget plan.

- **Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Recommend Board of Supervisors Approval for the Consortium Formed by the Human Services Agency (HSA), the Employment Development Department (EDD), and Center for Employment Training (CET), to be the WDB’s America’s Job Center of California Operator**

Under the WIOA, Local Boards like the WDB are responsible for identifying eligible Operators of their AJCC. The California Employment Development Department (EDD) Directive #WSD16-14, which went into effect in December 2016, directed that Local Board must select their AJCC Operator through a competitive process at least once every four years. Accordingly, the WDB through the County of Ventura General Services Agency issued a Request for Proposals for an AJCC Operator in Ventura County.

On December 13, 2016, the Board of Supervisors authorized the Human Services Agency (HSA) to submit a joint proposal to operate the One-Stop America’s Job Center in Ventura County. The proposal was made by a local Consortium of three entities: HSA as the fiscal sponsor for the Consortium; the State of California Employment Development Department (EDD), which along with HSA jointly operated the AJCC’s predecessor, the Job and Career Center, for 20 years; and the Center for Employment Training (CET). HSA is well positioned to continue providing AJCC Operator services as a partner in the consortium through the County’s General Services Agency WDB One-

Stop Operator procurement. After the Request for Proposals period ended, the General Services Agency identified the Consortium, which submitted the only proposal, as the successful bidder.

Ms. Livingston provided a background that EDD and HSA have been running the One-Stop Operations for a couple of decades and that they have been meeting the performance outcomes.

Ms. Livingston also shared with the attendees that there has been a fiscal and procurement monitoring activity on a regular basis. Recently, there was a Fiscal and Procurement Monitoring where the monitor raised questions on the RFP being written for a consortium and was asking for a written policy on firewalls, to create clarity on the matter.

Information was provided to the monitor, responding to the specific concerns and how this will be corrected for future procurements of the One Stop Operator.

- **Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Recommend the Board of Supervisors Approve the Memorandum of Understanding for the Consortium Formed by the Human Services Agency (HSA), the Employment Development Department (EDD), and Center for Employment Training (CET), to be the WDB's America's Job Center of California Operator**

The Memorandum of Understanding (MOU) states the purpose of the partnership and how the Consortium will function as the AJCC Operator in Ventura County.

WIOA Implementation

- Board Membership Update

Mr. Newburn informed the attendees that Board of Supervisors approved the appointments of Sumatra Sengupta and Dona Toteva Lacayo as new members of the WDB and they will attend their first WDB meeting on June 8, 2017. He also informed the attendees that the Board of Supervisors also approved the reappointments of Victor Dollar and Tony Skinner.

WIOA Administration

Mr. Faul informed the attendees of the following: upcoming WDB Study Session with the Board of Supervisors in June 2017, next WDB Annual Meeting, Election of Officers and Awarding of WDB Awards on June 8, 2017, and Year-End Review Discussion on June 22, 2017.

Committee Member Comments

Mr. Anselmo suggested to inform the WDB members on the WDB Meeting that the Executive Committee had discussed items 7.2 and 7.3 before agreeing to approve the recommendations.

The next meeting of the Executive Committee is scheduled for June 22, 2017, from 8:00 a.m. to 9:30 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA.

If you have questions or need more information, please call me at (805) 497-1244, or Melissa Livingston, HSA Chief Deputy Director at (805) 477-5303.



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TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: JUNE 8, 2017

SUBJECT: BUSINESS SERVICES COMMITTEE

The Business Services Committee met on Wednesday, May 31, 2017. In attendance were Committee members Jesus Torres (Chair), Heidi Hayes, Tracy Perez, Greg Van Ness, Paula Hodge, and Stephen Yeoh; WDB staff Talia Barrera; and guests Hilary Howard (Ventura County Office of Education VC Innovates), and Marybeth Jacobsen (Workforce Education Coalition).

Committee members reviewed data related to the Business Sectors. Data reviewed was from EconoVue, and Employment Development Department (EDD). Members provided feedback and agreed that reviewing labor market data is important, in order to analyze the workforce needs in the region. It was also discussed the need of technical curriculum in schools, in order to meet the needs of businesses in the region. Committee would like to continue to review workforce reports which show job growth in the region. In addition, the Committee reviewed data for Industry Employment Projections and Fastest Growing Occupations and will continue to explore areas of opportunity to identify industry sector requirements for WDB regional and local planning under the Workforce Innovation and Opportunity Act (WIOA).

By analyzing data, the committee will be assessing the needs and will make proper recommendations to focus their efforts in the areas of need. Committee discussed the importance of basic skills needed to perform even the most entry level jobs, which will then allow the skilled workforce to move towards higher level jobs with higher wages. Committee would like to have some additional information on what career pathways are currently being offered in the region, to help them in their analysis and recommendations. Committee will be reviewing the Readiness Skills Categories worksheet, and identify the top workforce service priorities that are important for business services in the region.

One category that the members would like to include is Information Technology and how technical competencies can be embedded into the employability skills. There was discussion on the importance of bridging the operational and the technology into the basic employability skills.

VC Innovates (VCI) is currently developing an entry level project management program, which includes basic communication and risk management training, as well as the fundamentals of leadership skills. At the next meeting, the committee members will be receiving information on the current VCI career pathways.

Committee members will review the role of the sector committee, begin working on a 2-year plan and align with the components of the plan which analyze gaps between education and training available in the region. Members agreed to work together to identify regional economic indicators, regional data related to business services, and sector priorities for workforce development in targeted occupations.

The next Business Services Committee meeting is scheduled for July 26, 2017, from 8:30 a.m. to 10:00 a.m. at the Economic Development Collaborative – Ventura County, 1601 Carmen Drive, suite #215, Camarillo, CA.

If you have questions or need more information, please call me at (805) 390-1167, or contact Talia Barrera at 805-477-5341, email talibarrera@ventura.org.



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TO: WORKFORCE DEVELOPMENT BOARD

**FROM: VICTOR DOLLAR
CLEAN/GREEN COMMITTEE**

DATE: JUNE 8, 2017

SUBJECT: CLEAN/GREEN COMMITTEE REPORT

The Clean/Green Committee met on May 19, 2017. WDB member Victor Dollar Chaired the meeting for Committee Chair Anthony Mireles. In attendance were Committee members John Brooks, Holly Chavez, Dave Fleisch, Charles Harrington, Eric Humel, Grant Leichtfuss, and Wayne Pendrey; WDB staff Patricia Duffy; and guests Darrell Gooden(VCOE), Mairielise Robinson(WEC), Jim Rose(Oxnard Chamber of Commerce). Topics of discussion included:

Committee Spotlight: Villa Park Orchards Association

- Grant Leichtfuss, Operations Manager & Export Sales at Villa Park Orchards Association and new member of the Clean/Green Committee, gave a presentation on Villa Park Orchards Association. Villa Park Orchards Association has been a citrus packing cooperative association since 1912. Partnered with Sunkist Growers for marketing, the Association has 350 growers with packing facilities in Fillmore and Strathmore, CA. A large percentage of the citrus, over 60% of certain citrus products, are exported primarily to Asian markets in China, Hong Kong, Singapore and Malaysia.

Ventura County Regional Strategic Workforce Development Plan

- Employer Awareness Workgroup Report
The Employer Awareness Workgroup shared their progress on ways to help businesses understand the value of incorporating sustainability into their business practices. The workgroup is creating short videos of local industry success stories on how sustainable practices in business saves money, grows business, and creates jobs. John Brooks reported that the Ventura Adult Continuing Education multi-media program, did the last two on-site videos for the Clean/Green Committee project. The interviews were at the Kaiser Medical Center construction site in Ventura and at the Ventura Beach Marriott.
- Deputy Sector Navigator Update:
Holly Chavez, Deputy Sector Navigator for Agriculture, Water and Environmental Technologies for the South Central Coast Region gave an update. Ms. Chavez reported they recently partnered to provide OSHA training certifications. She also co-sponsored a spray safe event for applying pesticides. Ms. Chavez announced the awards of mini-grants to high schools to support agricultural programs which are focused on supporting Future Farmers of America.
- Career Pathways Update: VC Innovates
Darrell Gooden, Energy, Environment and Utilities Liaison, VC Innovates, gave an update on the accomplishments of the Career Pathways Program. Darrell reported on the successful Entree to Employment event, for Engineering and Energy, held at CSUCI. Every high school in the County was represented. Forty- five companies and 140 people attended. Darrell Gooden also reported

that students from Ventura took part in the Green Energy Decathlon in Los Angeles. Students were presenting the results of their projects at the Green Energy Decathlon. Companies bring real world problems to the classrooms and students work to solve them.

- Year-End Review

The committee members began to work on the Year-End Review, discussing accomplishments and insights.

The next meeting of the Clean/Green Committee is scheduled for July 21, 2017, from 8:00 a.m. to 9:30 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA.

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



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TO: WORKFORCE DEVELOPMENT BOARD

**FROM: GREG BARNES, CHAIR
HEALTHCARE COMMITTEE**

DATE: JUNE 8, 2017

SUBJECT: HEALTHCARE COMMITTEE REPORT

The Healthcare Committee members attended the Healthcare Advisory Solutions Summit on May 2, 2017 from 8:00 a.m.-11:00 a.m. at the Crown Plaza Ventura Beach. Three members of the WDB Healthcare Committee, representing the community colleges, the WDB and VC Innovates collaborated to host the Summit. The Summit had 25 industry representatives and 45 representatives from education attending. The May 12, 2017 WDB Healthcare Committee meeting was cancelled due to the Summit being held on May 2nd.

The next meeting of the Healthcare Committee will be in July, the date is being determined.

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



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: JUNE 8, 2017

SUBJECT: MANUFACTURING COMMITTEE REPORT

The next Manufacturing Committee meeting is scheduled for June 13, 2017, from 8:00 a.m. to 9:30 a.m., at the United Food and Commercial Workers International Union (UFCW), 816 Camarillo Springs Rd., Camarillo.

The Manufacturing Committee report for that meeting will be provided at the Workforce Development Board Executive Committee meeting on June 22, 2017.

If you have questions or need more information, please call me at (805) 579-5188, or contact Patrick Newburn at (805) 477-5470, email patrick.newburn@ventura.org.



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TO: WORKFORCE DEVELOPMENT BOARD

**FROM: PATTY SCHULZ, CHAIR
MEMBERSHIP COMMITTEE**

DATE: JUNE 8, 2017

SUBJECT: MEMBERSHIP COMMITTEE REPORT

The next Membership Committee meeting is scheduled for June 6, 2017, from 8:30 a.m. to 10:00 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA.

The Membership Committee report for that meeting will be provided at the Workforce Development Board Executive Committee meeting on June 22, 2017.

If you have questions or need more information, please call me at (805) 650-8611, or contact Patrick Newburn at (805) 477-5470, email patrick.newburn@ventura.org.



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TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: JUNE 8, 2017

SUBJECT: OUTREACH COMMITTEE REPORT

The WDB Outreach Committee met on May 17, 2017. Attending the meeting were Committee members Brian Gabler, Bruce Stenslie, and Victoria Jump; WDB staff Talia Barrera; and guests Heidi Hayes (theAgency), and Christy Norton (Human Services Agency, Adult and Family Services Department). The following is a brief summary of Workforce Development Board of Ventura County (WDB) outreach activities from March 11, 2017 through May 8, 2017.

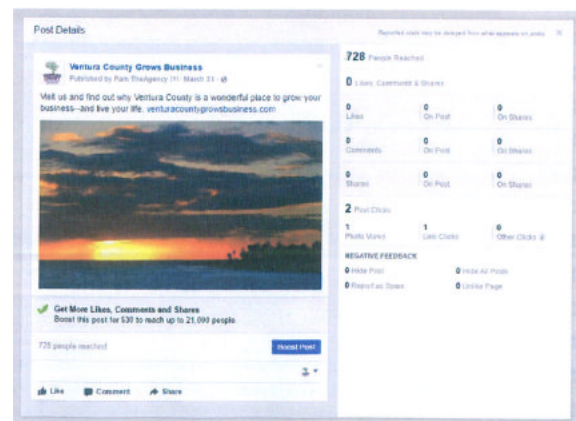
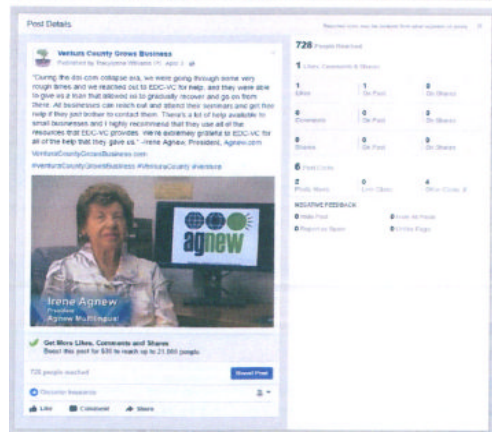
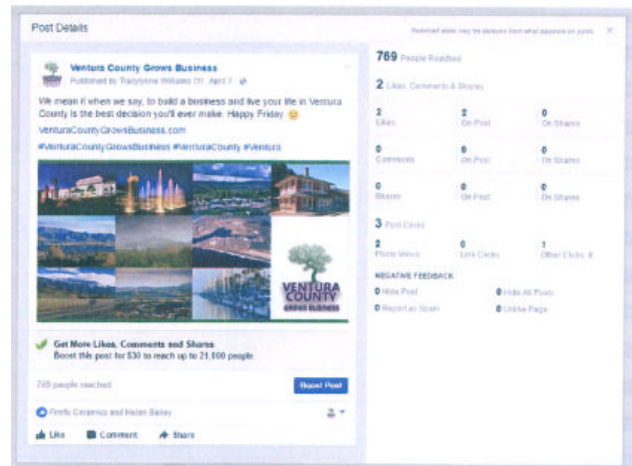
Employer Outreach

- **Manufacturing Roundtable**
 - **MRVC LinkedIn**
 - Page Growth & Content Development – ongoing
 - Sent requests to MRVC members to post
 - Agency continues to post Job Outlook and Workforce updates as applicable
- **KCLU**
 - Ventura County Grows Business – new campaign started April 10, 2017
 - January 1 to April 30 Online Data
- **Workforce Wednesday**
 - April 26 – Greg Gillespie & Paula Hodge: Externships
 - May 24 – John Brooks & Anthony Mireles: Green Business
 - June 21 – Brian Gabler & Bruce Stenslie: Ventura County Grows Business
- **Workforce Update Eblast**
 - April 18 – WDB Cohorts: 513 Sent/21.5% Open Rate/6.8% CTR
 - April 18 – Biz List: 5,937 Sent/5% Open Rate/1% CTR
- **Ventura County Grows Business Website**
 - Creative elements in development
 - “Services” Banner Set
 - “Industry” Banner Set
 - LA Times Eblast #1
 - 50,000 Sets
 - 15.3% Open Rate
 - 1,105 Click-Throughs

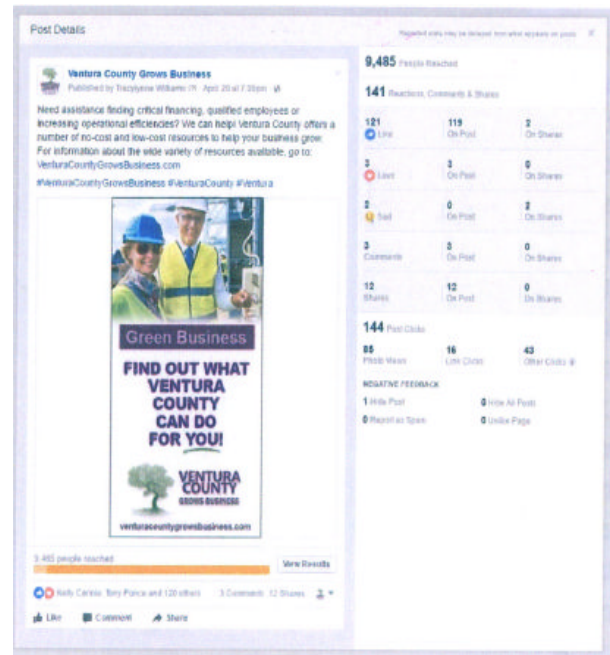
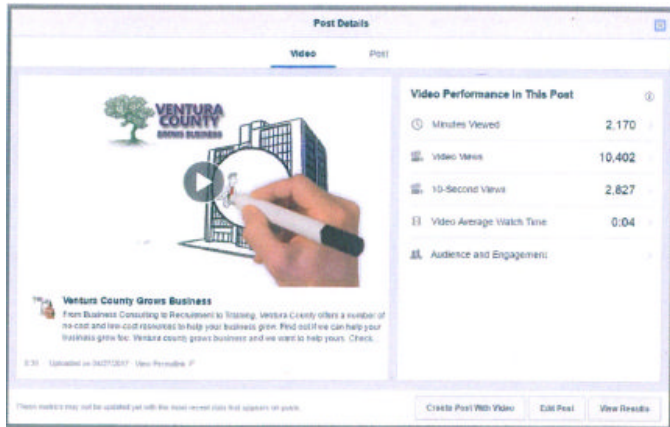
- “Whiteboard” VCGB “30 Video”
 - <https://www.youtube.com/watch?v=o6VJ8S9HVJo>
 - Pandora :30 Radio Spot
 - KCLU :30 PSA
 - Updated (10) :15 Testimonials to eliminate WIB reference
- VCGB Website Relaunch
 - 3,699 Unique visitors through May 8
 - 36% Increase for 15/16 year-over-year
 - 2,178 Unique visitors or 59% of total visitors for the year appeared in the last two months
- Media Highlights to Date
 - “Take Advantage” #1 – Banner concepts with highest click-through rates
 - Pandora – 899 clicks as of May 7
 - LA Times – 546 clicks as of May 7
 - SFVBJ – 15 Bonus ENewsletters through May 3

• VCGB Facebook – As of May 9

- Page Likes/Fans: 2,340
- Posts – 71 total posts since March 10 (approx. 35 per month)
- Total Reach 3/10/16 to 5/8/17: 55,478 – Average 6.934/week
 - Post reach: Paid 19,544 most for a single day (4/28/17)
 - Post reach: Organic 583 most for a single day (4/3/17)
- Top post examples:

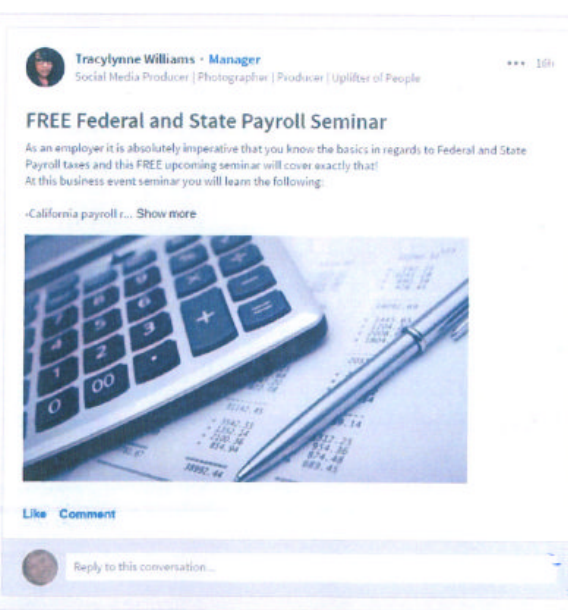
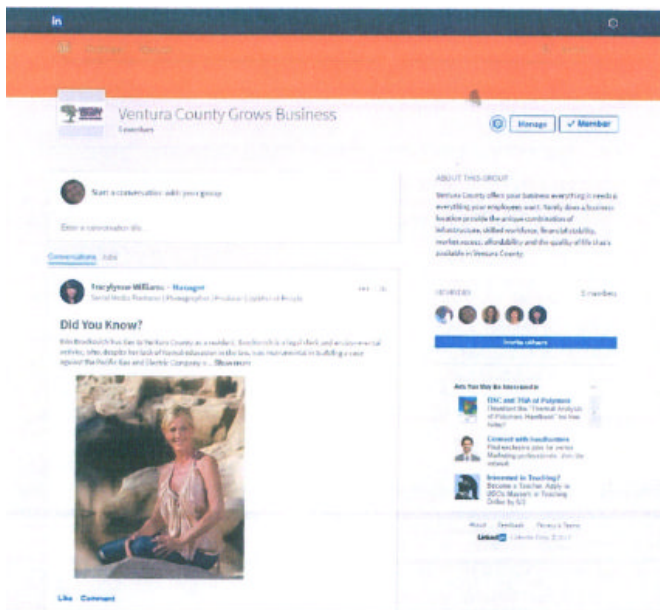


- **Top Boosted Post Examples:**



- **Ventura County Grows Business LinkedIn Group Page:**

- 21 Posts through May 8
- Page Built April 10



Employer Outreach – In Development

- June 2017 Issue “Workforce Update”
- MRVC Networking Event #5 – TBD

Youth Outreach

- VC Jobs with a Future Website – On Hold until next program year
 - Career Pathways One-Sheet – Agency developed catalog sheet highlighting key sector career pathways
 - VCJWF Twitter May 8, 2017 – 766 followers
 - 94 Total Tweets (March 10 – May 8)
 - 982 Profile visits (Jan 14 – March 8)
 - 14,700 Impressions (March 10 – May 8)

Job Seeker Outreach

- **Career Shops**
 - Sent out May workshops on April 14
 - Sent April workshop info out on March 30

Clips

- VC Star – ran workshops info – April 4
- Simi Acorn – ran April 24 workshop info – April 21
- Moorpark Patch – posted May CalJOBS workshop info
- 805Calendar – posted workshop info
- Santa Paula Times – posted career workshop info
- KDAR – running general workshop info
- VC Star – ran March East Valley CalJOBS workshop info – March 8
- Moorpark Patch – posted April CalJOBS workshop info

General Outreach

Media Relations and Various:

- Op-eds
 - Externships – Greg Gillespie and Paula Hodge – May/June publication
 - Career Exploration by Greg Van Ness and Richard Trogman ran in the VC Star March 11 (see attached)
 - Bridging the Skills Gap – was unsuccessful in obtaining input from participants Tracy Perez and Carolyn Vang-Walker
- Nominations:
PCBT's Who's Who in Business Leadership – nomination submitted January 20 for Cheryl Moore who was feature in the February 14th issue.
- Releases:
 - WDB Awards
 - Moorpark Patch
 - PRLog.org – posted award release – viewed 375 times
 - Eblast
 - March 29 – 511 Cohorts 20% Open/4.8% CTR
 - March 29 – 5,993 Biz 5% Open /0% CTR
 - April 14 – 708 Cohorts 16.3% Open/6.5% CTR
 - April 14 – 5,973 Cohorts 5% Open/ 0% CTR

- Workforce Ventura County Website:
 - Google Analytics July 1, to May 8, 2017
 - Audience Overview – 7,982 Sessions/5,380 Unique users
 - Average Sessions 779/month
 - 2.66 pages per visit
 - 2.30 average minutes visit duration
 - 48.96% bounce rate
- Job Outlook Eblast
 - April 21 (March report) – WDB cohort: 513/16.3% open rate/3.1% CTR
 - March 24 (February report) – WDB cohorts: 511/26.5% open rate/3.7% CTR
- Job Outlook: The following highlights local, state and national data in terms of NOT seasonally adjusted rates for March 2017:
 - Ventura County decreased .1% from 4.7% in February 2017 to 4.6% in March 2017
 - California decreased .1% from 5.2% in February 2017 to 5.1% in March 2017
 - U.S. decreased .3% from 4.9% in February 2017 to 4.6% in March 2017

The next meeting of the WDB Outreach Committee is scheduled for July 19, 2017 from 8:30 a.m. to 10:00 a.m., at the Economic Development Collaborative-Ventura County, 1601 Carmen Drive, #215, Camarillo, CA.

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.

Career Exploration – Helping Kids Find Meaningful Careers

By Greg Van Ness and Richard D. Trogman

Unless you are one of the rare few who knew exactly what you wanted to do in life at a young age and then dedicated your school years preparing to reach your dream, finding a rewarding and satisfying career is often a roll of the dice.

Too many students, upon graduation (whether high school or college), have little idea of their career options or the training required to become successful in a particular field. Fortunately, times are slowly changing. Both schools and employers are taking the initiative to ensure that students have an opportunity to explore their career choices while still in school so they can hone in on their interests before fully committing to an educational or training pathway. That sort of partnership is leading to better outcomes for all concerned.

Businesses are often active in school “Career Days” or they open their doors to school tours from time to time, but they often benefit from playing a larger role in helping students find their passion, and in the process find great future employees. In partnership with schools, many businesses offer internships, apprenticeships and job shadowing programs. College students in summer internships, for example, take on short-term assignments while being exposed to how the company operates. Part-time interns perform entry-level tasks while deciding whether the business or industry is right for them.

Students receive hands-on experience while employers see how individuals perform. Do the students show up on time, collaborate effectively with others and learn quickly? These programs are an excellent way to find and identify future talent with minimal financial obligation.

It’s never too early to start students thinking about their future. For example, the Hippocrates Circle Program, sponsored by Kaiser Permanente, attracts seventh and eighth graders with diverse backgrounds who are interested in the medical field. The students interact with doctors in a hospital setting so they get a better appreciation of what being a physician is all about.

Career exploration programs of these types require deeper commitment on the part of the business. Often, human resources professionals and department leaders coordinate the training and teaching process that comes with internships, apprenticeships and job shadowing. This may sound like a lot of work, but for the business, internships enhance our potential to find good employees, and we believe it is worth the time and effort. Besides identifying future talent, our efforts contribute more broadly to the success of the community at large by providing work experience for students even if they don’t become our employees.

Career exploration also requires buy-in and active involvement from schools and the students themselves. High school and college career centers should make meaningful contact with every young person in their charge, and every student should be required to complete a personal profile through their school’s career center so they have an understanding of the sorts of environments and career possibilities that might fit their talents and interests. School counselors can then help students establish connections with businesses offering different learning opportunities. Students can also take the initiative by volunteering within their fields of interest, and consider attending meetings on-campus and off campus with professional organizations that can facilitate networking with business people. These

are just some of the many ways that students can gain valuable guidance and career exposure through the active partnership between businesses and educational institutions in this region.

Career exploration can be a win-win for both students and businesses. For additional information, visit, the Workforce Development Board of Ventura County website (www.WorkforceVenturaCounty.org/Employers).

Richard D. Trogman is Chief Operating Officer, Kaiser Permanente Woodland Hills Medical Center and Ventura County and Greg Van Ness is CEO of Tolman & Wiker Insurance Services, LLC. Both are members of the Workforce Development Board of Ventura County



WORKFORCE DEVELOPMENT BOARD

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TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: JUNE 8, 2017

SUBJECT: PROGRAMS COMMITTEE REPORT

The next meeting of the Programs Committee is scheduled for June 7, 2017, from 3:00 p.m. to 4:30 p.m., at the Human Services Agency (Redwood Room), 855 Partridge Drive, Ventura, CA.

The Programs Committee report for that meeting will be provided at the Workforce Development Board Executive Committee meeting on June 22, 2017.

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



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

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TO: WORKFORCE DEVELOPMENT BOARD

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

DATE: JUNE 8, 2017

**SUBJECT: NOMINATIONS FOR THE ELECTION OF WORKFORCE DEVELOPMENT BOARD
OF VENTURA COUNTY (WDB) CHAIR AND WDB VICE CHAIR TO SERVE FROM
JULY 1, 2017, THROUGH JUNE 30, 2018**

NOMINATIONS

The *ad hoc* Nominating Committee respectfully places the following candidates in nomination for consideration by the Workforce Development Board of Ventura County (WDB) to serve as WDB officers from July 1, 2017, through June 30, 2018: Vic Anselmo WDB Chair and Gregory Liu for WDB Vice Chair.

DISCUSSION

Members of the Nominating Committee were Chair Alex Rivera, Victor Dollar, and Byron Lindros. In considering candidates for 2017-2018 WDB officers, the committee referred to the considerations developed in 2006 for the Workforce Investment Board (WIB) and updated in 2016 with WDB terminology, for the nomination of the WDB Chair and WDB Vice Chair:

1. Desired Traits: demonstrates leadership qualities; represents an industry sector that is important in the county; is fair and objective; steers a moderate course; is even tempered; is a good facilitator of meetings; is unbiased and a positive communicator, a unifier
2. Time Required: Approximately 1-2 days per month
3. Primary Role: provides leadership; is the only WDB member authorized to speak for the board as a group, other than in rare and specifically authorized instances; models involvement; helps recruit new board members; makes committee assignments; implements the MOU with the County Board of Supervisors and the MOU with the Human Services Agency; assures execution of WDB goals and objectives; is primary WDB liaison to the County Board of Supervisors; manages the WDB and promotes good WDB member training
4. Enforcement Role: ensures that the WDB complies with its own rules as specified by the WDB Bylaws, the MOU and the Workforce Innovation and Opportunity Act (WIOA); ensures that meetings deal only with those issues that belong to the WDB to decide; ensures that the WDB has the necessary tools to carry out its mission; identifies obstacles and develops creative measures, when necessary, for the WDB to be successful
5. Relations with Executive Director: maintains close communication; offers direction, advice and feedback on behalf of the WDB members and stakeholders as appropriate; in keeping with the

MOU, participates in reviewing the performance of the Executive Director and gives feedback to the Executive Director's County supervisor, the HSA Agency Director

BACKGROUND ON VIC ANSELMO

Vic Anselmo was appointed to the Workforce Investment Board (WIB) on September 11, 2012. Prior to being appointed to the WIB, Mr. Anselmo served 2 years July 2010-2012, on the Applied Basic Skills Committee as a non-WIB Committee member. He is currently Vice Chair of the WDB and in that capacity attends meetings of the WDB Executive Committee. In support of the Manufacturing Roundtable of Ventura County (MRVC), Mr. Anselmo has regularly hosted on-site tours for middle and high school students attending National Manufacturing Day. He also has been a featured guest on Workforce Wednesday, the WDB outreach radio program on 1590 KVTa. Mr. Anselmo has represented the WDB in meetings with Congressional representatives in Washington, D.C. and at state and national workforce development conferences.

After graduating from Santa Clara University with a B.S. in Economics, Mr. Anselmo joined Trax Softworks in Westwood, CA, providing customer service, sales and product training and developing software for mainframe applications. In 1989, he started his own company, Applied Powdercoat, Inc., in Oxnard. A recipient of the WIB Champion for Prosperity Award in 2011, he was recognized for his company's active support of workforce development in Ventura County through job creation and retention. Also active in the supporting education, Mr. Anselmo has raised funds for La Reina High School, sponsored various local AYSO soccer teams, and served with the boosters of both Oxnard and Ventura high schools.

BACKGROUND ON GREGORY LIU

Gregory Liu was appointed to the Workforce Investment Board (WIB) on October 23, 2012. Prior to being appointed to the WIB, Mr. Liu served 2 years July 2010 –2012, on the Applied Basic Skills Committee as a non-WIB Committee member. Mr. Liu currently serves as Vice Chair of the Manufacturing Committee. In support of the Manufacturing Roundtable of Ventura County (MRVC), Mr. Lui has participated in workgroup meetings since June 2012. He also has been a featured guest on Workforce Wednesday, the WDB outreach radio program on 1590 KVTa. Most recently, Mr. Liu has represented the WDB in meetings with Congressional representatives in Washington, D.C. at the March 2017 National Workforce Development Board Forum.

Mr. Liu has worked within and managed electronics manufacturing companies for over 30 years. Currently, he is the owner and CEO of Jaxx Manufacturing Inc., an ISO-9001:2008 certified electronics manufacturing service company, in Simi Valley. Mr. Liu is an active community builder for several years having participated on boards and policy committees for United Way, Ventura County Economic Development Association, Chambers of Commerce, and other community based organizations.

ELECTION

During the WDB officer election process on June 8, 2017, other nominations for WDB Chair and WDB Vice Chair will be accepted from the floor.

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



WORKFORCE DEVELOPMENT BOARD

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TO: WORKFORCE DEVELOPMENT BOARD

**FROM: JIM D. FAUL, CHAIR
EXECUTIVE COMMITTEE**

DATE: JUNE 8, 2017

**SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF
VENTURA COUNTY (WDB) APPROVE A WORKFORCE INNOVATION AND
OPPORTUNITY ACT (WIOA) TENTATIVE BALANCED BUDGET PLAN FOR
PROGRAM YEAR 2017-2018**

RECOMMENDATION

Recommend that the Workforce Development Board of Ventura County (WDB) Approve a Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget Plan for Program Year 2017-2018

BACKGROUND

The Workforce Innovation and Opportunity Act (Act) and WDB Bylaws require that the local board develop a budget for the purpose of carrying out the duties and priorities of the local board.

Each Program Year (PY), the WDB reviews and approves a preliminary budget, identifying revenues and planned expenditures for the administration of employment and training programs in Ventura County. In PY 2015-2016, the preliminary budget plan was renamed tentative balanced budget plan. As necessary information is known (e.g., funding allocations, prior year carry-in funds), the approved tentative balanced budget is updated by the WDB, reflecting current program needs and recommending new programs/services with available uncommitted funds.

As of today's date, WIOA Adult, Dislocated Worker, Youth and Rapid Response local area allocations are pending. Because of these reasons and the necessity of having an approved budget with which to begin the fiscal year, WDB staff recommend approval of a tentative balanced budget plan to commence expenditures, noting that budget updates will occur on the basis of new information.

On April 13, 2017, the Executive Committee reviewed and discussed the WIOA tentative balanced budget plan for 2017-2018 which listed current Program Year (PY) 2016-2017 allocations, pending State publication of PY 2017-2018 allocations, and estimated projections of PY 2016-2017 carry-in funds.

DISCUSSION

On April 13, 2017, the Executive Committee reviewed and discussed the following assumptions and considerations:

- Program Year (PY) 2017-2018 WIOA Dislocated Worker, Adult, Youth, and Rapid Response allocations are pending publication by the State. The preliminary funding notifications reflect a reduction from PY 2016-2017 of \$270,000.
- Management Reserve funds may be maintained at 5% or reduced to 3% at the discretion and direction of the WDB. (Both options attached for comparison purposes)
- Estimated projections are on the basis of PY 2016-2017 carry-in Adult, Dislocated Worker, and Youth funds.
- Prospective youth services contracts may be at original procurement levels, at the discretion and direction of the WDB.
- The percentage of Adult and Dislocated Worker funds required for training, increased from 20% to 30% of funds commencing with PY 2016-2017.

Considerations for discussion and approval of the plan:

- The WDB must approve a tentative balanced budget plan to authorize expenditures against WIOA funds.
- The year-end close in July 2017 will confirm the amount of 2016-2017 rollover in each of the funding categories. The WDB usually makes adjustments to the budget plan following the year-end close (August or October, depending on the circumstances).
- The WDB could decide to make a mid-year budget plan adjustment, with corresponding changes in authorized expenditures for the remainder of the year (e.g., reduce WIOA programs and services and/or reduce costs for other WDB initiatives).
- Adjustments by the WDB usually are recommended to the WDB by the Executive Committee.

Today's action from the Executive Committee, recommends that the Workforce Development Board (WDB) of Ventura County approve the 2017-2018 Tentative Budget Plan with the expectation that, after the 2016-2017 year-end close, PY 2017-2018 WIOA Dislocated Worker, Adult, Youth and Rapid Response allocation publication, the 2017-2018 Budget Plan will be reconsidered, appropriately adjusted, and resubmitted for Workforce Development Board approval.

On April 13, 2017, the Executive Committee authorized HSA Fiscal and WDB staff to make appropriate adjustments to the budget plan prior to the June 8, 2017, WDB meeting as needed.

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