



## WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

### PROGRAMS COMMITTEE MEETING

Wednesday, May 2, 2018

2:30 p.m. - 4:30 p.m.

**NOTE: NEW LOCATION**

Human Services Agency (Peppertree Room)  
855 Partridge Dr., Ventura, Ca.

### AGENDA

2:30 p.m.	<b>1.0 Call to Order, Introductions, and Agenda Review</b>	Tony Skinner
2:32 p.m.	<b>2.0 Public Comments</b> <i>Procedure: The public is welcome to comment. All comments not related to items on the agenda may be made at the beginning of the meeting only.</i>	Tony Skinner
2:35 p.m.	<b>3.0 Approval of Minutes:</b> April 17, 2018	Tony Skinner
2:40 p.m.	<b>4.0 Presentation</b> <ul style="list-style-type: none"><li>• PathPoint, Inc.</li></ul>	
3:10 p.m.	<b>5.0 Presentation</b> <ul style="list-style-type: none"><li>• Boys &amp; Girls Clubs of Greater Oxnard and Port Hueneme</li></ul>	
3:40 p.m.	<b>6.0 Youth Contracts Discussion</b> <ul style="list-style-type: none"><li>• PY 2017-2018 Performance Report &amp; Discussion</li><li>• Recommendations to WDB for Renewal Option Year One: Program Year 2018-2019</li></ul>	Patrick Newburn Tony Skinner
4:15 p.m.	<b>7.0 AJCC Certification Evaluation Discussion:</b> <ul style="list-style-type: none"><li>• <u>Hallmarks of Excellence</u>: 2nd Review of Criteria and Rankings</li></ul>	Patrick Newburn
4:25 p.m.	<b>8.0 Committee Member Comments</b>	Tony Skinner
4:30 p.m.	<b>9.0 Adjournment</b> <u>Next Meeting:</u> June 6, 2018 (2:30 p.m. – 4:30 p.m.) Human Services Agency (Redwood Room) 855 Partridge Drive, Ventura, CA 93003	Tony Skinner

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 Meeting** **April 17, 2018**

### **MINUTES**

#### **Meeting Attendees**

##### **Committee Members**

Tony Skinner (Chair)\*  
Kathy Harner\*  
Linda Fisher-Helton  
Mary Navarro Aldana  
Tressie Nickelberry

*\*WDB Members*

##### **WDB Staff**

Patrick Newburn  
Vivian Pettit  
Ma Odezza Robite

##### **Guests**

Nancy Ambriz (AJCC/Human  
Services Agency)  
Claudia Arellano (Boys & Girls  
Clubs Greater Oxnard and  
Port Hueneme)  
Charles Bloomquist  
(PathPoint)  
Rebecca Evans (Human  
Services Agency)  
Alex Garcia (WIOA/ Human  
Services Agency)

##### **Guests (continued)**

Fred Garcia (WIOA/ Human Services  
Agency)  
Jesse Hernandez (AJCC/CalWORKS/  
Human Services Agency)  
Christy Norton (WIOA/ Human Services  
Agency)  
Edward Sajor (WIOA/ Human Services  
Agency)  
Teresa Serrata (WIOA/ Human Services  
Agency)  
Kim Whitaker (PathPoint)

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

Tony Skinner called the meeting to order at 2:35 p.m. Location: America's Job and Career Center  
2901 N. Ventura Rd. Oxnard, Ca.

#### **2.0 Public Comments**

Monica Gray representing Food Forward spoke to the efforts to fight hunger, reduce food waste, and build community through volunteer opportunities. Food Forward promotes Farmer's Market Food recovery for benefit of local receiving agencies to be distributed to people in need. Flyers were available for distribution to members and available electronically.

#### **3.0 Approval of Minutes: February 7, 2018**

Motion to Approve: Mary Navarro-Aldana  
Second: Kathy Harner  
Motion approved

#### **4.0 WIOA Performance Reports:**

Vivian Pettit reported the 3<sup>rd</sup> Quarter WIOA enrollments for Adults, Dislocated Workers, and Youth. Reports included enrollment and contract expenditures through February 28, 2018 for contractors PathPoint and for Boys & Girls Clubs Greater Oxnard and Port Hueneme. Committee Members discussed improvements to layout and format of the enrollments report. Vivian also explained that the Youth contractors were monitored by EDD in February and their detailed report is due within a few weeks. The monitor's exit interview comments were used as foundation for Technical Assistance training for the Youth contractors in the last three months. Vivian noted that the contractors have not had a program monitoring by EDD in the last four years.

Members discussed their immediate need for more data regarding Performance Indicators. The committee expressed their responsibility for oversight and recommendation to the WDB before the

end of the program year, requires that they have data and reports that enable objective evaluation of measureable outcomes. WDB staff reminded the committee that EDD and CalJOBS reporting mechanisms have not been available and that the State is working to provide the reports in order for the Negotiated Performance Goals to be tracked in the future year. WDB staff agree to contact EDD, contract providers, and to develop preliminary Performance Indicator reports in lieu of CalJOBS validated reports for the committee's review at the May 2, 2018 committee meeting.

#### **5.0 AJCC Certification Evaluation: Hallmarks of Excellence**

Patrick Newburn provided committee members electronic files prior to the meeting for the Hallmarks of Excellence evaluation. Those files over 30 pages, included details about the Hallmarks Matrix and required advance review prior to the May evaluation. At the meeting, members reviewed additional overview of responsibilities, the matrix of eight topics for evaluation, and the ranking criteria. The responsibility of the Ad Hoc. Evaluations Committee (Program Committee) is to evaluate and make recommendations for continuous improvement and to share their report to the WDB so that the WDB may consider certifying the AJCC and submit its Hallmarks of Excellence certification and continuous improvement plan to the State by June 30, 2018. Newburn explained how to use the scoring worksheet for notation of ranking, justification for ranking, and continuous improvement comments.

Nancy Ambriz representing the AJCC consortium provided extensive evidence to support the eight elements in the Hallmarks matrix. As mandated by the evaluation guidelines in order to avoid conflict of interest, Nancy Ambriz is specifically excluded from being an AJCC Hallmarks of Excellence evaluator due to her role as manager of the AJCC and Career Services. Nancy did not recommend any ranking or evaluation suggestions. Mary Navarro-Aldana also recused herself from the evaluation process to avoid conflict of interest as a member of the AJCC Consortium and EDD Manager.

Evaluation Committee members were provided large binders of photographs, charts, flyers, and narrative to explain the broad physical and programmatic services provided at the AJCC and through 20 system partners. Ms. Ambriz presented a detailed PowerPoint presentation including narrative which mirrored the notebook of evidence. Members discussed various elements and related evidence for ranking clarification. The first four elements were fully presented during the 90 minute presentation, and the remaining four elements will be evaluated and discussed through homework assignment and at future meetings prior to June 7, 2018 WDB meeting.

#### **6.0 Member Comments**

Members reminded WDB staff to work towards providing the committee with performance reports and data in order to conduct Youth contractor evaluation for eventual WDB consideration.

#### **7.0 Adjournment**

Tony Skinner adjourned the meeting at 4:40 p.m.

#### **Next Meeting**

May 2, 2018 (2:30 p.m. – 4:30 p.m.)

Human Services Agency (Peppertree Room)

855 Partridge Dr. Ventura, Ca.



## Youth Networked Services

The goals for PY 2017/2018:

Employment/Education Rate **2<sup>nd</sup> Quarter After Exit-** **65.4%**  
Employment/Education Rate **4<sup>th</sup> Quarter After Exit-** **67.2%**  
Credential Attainment within 4 Quarters After Exit- **57.7%**

**Program Year 2017/2018 live data report:**

**Employment/Education Rate 2<sup>nd</sup> Quarter After Exit-**

Approximately 34/53 youth= 64% **Success Rate of 98%**

- Please note: there are youth that were believed to be working that we could not confirm/verify. So, more likely than not, the UI database will catch the missing youth's wages and PathPoint's success rate may be a bit higher.

**Employment/Education Rate 4<sup>th</sup> Quarter After Exit-**

- This information will not be available until after 6/30/2018 when the current 4<sup>th</sup> quarter youth's reports will be entered into CalJOBS.

**Credential attainment within 4 Quarters After Exit-**

- Approximately 20/32 youth= 62% **Success Rate of 109%**

### Success Stories

- PathPoint has various success stories. *"Elena" and "Ricardo" success stories are on YouTube under "WIOA Success Story"*

### Challenges

- Keeping youth engaged/participating for the duration of their active phase and throughout follow up. A participant can be enrolled for 2+ years and many lose interest in the program and do not want to keep participating
- The youth we serve have "at risk" characteristics- many go MIA, move out of state, go homeless, have no phone, etc. It's difficult to require so much of them (certificates, employment, high earnings, etc).
- Phones are out of service-can't pay bill, change numbers, etc.

### New Strategies

- Increase incentives for youth
- Offer more money/activities to youth in follow up to keep them engaged through their 4<sup>th</sup> quarter follow up

# **PathPoint Success Story**

## **The Challenge**

Jasmin was enrolled into the YNS program on March 2017. At the time of enrollment Jasmin was an out of school youth with a GED who was interested in entering a certified nurse assistant vocational training program. Jasmin was five months pregnant when she was referred to the YNS program and was eager to get her CNA certificate and prepare educationally before becoming a mom to be able to provide the best life for her son.

## **The Solution**

Jasmin was originally referred to the program by Ventura Training Institute as a potential student for the weekly CNA vocational training program. She began the weekly five-week program with VTI to work towards obtaining and becoming state certified as a CNA. I was able to help Jasmin manage the stress of adapting such a rigorous course through case management and assisting any way possible. The YNS program was also able to provide supportive services such as school supplies and school clothes that were able to aid Jasmin throughout her vocational training program.

Jasmin was also able to get actively engaged in the various workshops the YNS Program has to offer. Jasmin was able to complete the Career Exploration workshop, which was able to reassure her she wanted to pursue a career in the medical field.

## **The Outcome**

Jasmin struggled in the first two weeks of the vocational training program, however, by the time the course was completed, Jasmin not only obtained her certification, but she was also able to finish at the top of her class. This was something Jasmin was especially proud of because this was her greatest accomplishment yet. Jasmin was able to give birth to a healthy baby boy in July and is now currently working as a CNA at Vista del Mar in Ventura.



## **Programs Committee WIOA Youth Services Providers Performance Indicators Report May 2, 2018**

### **Introduction**

Until recently, Program Year (PY) 6-17 WIOA Performance Indicators reports were not available within CalJOBS record management system. According to the EDD Information Notice (WSIN17-02 7.17.17) (see Attachment A), the performance outcomes for PY16-17 is not available due to the transition to WIOA, with the exception of Measurable Skill Gains indicator. PY 17-18 is also not available due to most participants have not been exited yet and follow-up quarters have not been collected and measured. Meanwhile, WIOA program services data has been entered into the system by the contracted providers as mandated, but measurement (Predictive Reporting) has been virtually impossible. However as of April 2018, Predictive Reports capability in CalJOBS became partially available! Listed below are predictive reports showing a snapshot for PY 16-17 Performance Indicators: **Employment Rate/educational placement in 2<sup>nd</sup> Quarter after exit; Credential Attainment; Measurable Skill Gains; and Median Earnings.**

According to our EDD WIOA Advisor: "The State of California will not be held accountable (by the Department of Labor) for the new WIOA performance requirements until 2019, until after the performance data has been fully collected and measured.... The State Board will be negotiating performance with the Local areas... a State Directive will be released in coming weeks..." This means that Ventura WDB and subcontractors are responsible to report data and will eventually be held accountable for WIOA programs in the year ahead. Historical outcomes has proved these current providers strive for positive outcomes, but accurate measurement currently is not yet fully available.

These initial and partial reports are presented for the WDB Programs Committee as a snapshot for your review in your oversight activities. However, as you consider these measures, you are reminded that these reports should be considered "not complete and not verified" evidence. Because these are newly available, staff and providers have not had ability to validate the data without additional time and direction from EDD. Going forward, WDB staff and Human Services Agency (HSA) will continue to work closely with EDD and with contracted youth providers to present the WDB with accurate periodic measurement reports.

### **Accountability**

Accountability means that WDB is the responsible party for our sub-contractors performance. In order to maintain accountability and oversight these activities listed below help to promote and ensure positive participant outcomes:

- HSA conducts an annual program and fiscal compliance monitoring in September/October 2017 (see Attachment B & C).
- WDB staff provides ongoing "technical assistance" to the contractors (WIOA training, policy updates, CalJOBS assistance) throughout the program year (see Attachment D).
- EDD conducted Nondiscrimination and Equal Opportunity compliance monitoring in March 2018 (see Attachment E).
- EDD conducted a Youth Program Services Monitoring in February 2018. Final Report is not available to date, and WDB staff expect this to be combined with fiscal/procurement report due in next several weeks. Youth providers have not been State monitored in approximately four years.
- WIOA programs fiscal/procurement monitoring by EDD is scheduled for the week of April 30, 2018. WDB staff provide immediate feedback to youth providers and WDB upon receiving monitoring report.

WDB and HSA staff continue to collaborate with contractors to construct corrective action plans whenever necessary, to provide instruction and guidance on WIOA policy and CalJOBS procedures, and have a history of implementing continuous improvement strategies for positive outcomes for all participants.

## PREDICTIVE REPORTS - CalJOBS

### WIOA Youth Performance Indicators

- |  |   |
|--|---|
| 1. Employment 2nd Quarter<br>2. Employment 4th Quarter<br>3. Median Earnings | 4. Credential Attainment<br>5. Measurable Skill Gains |
|--|---|

### VENTURA WDB NEGOTIATED YOUTH PERFORMANCE GOALS PY 2017-2018

YOUTH	Employment or Placement Rate 2nd Quarter After Exit	Employment or Placement Rate 4th Quarter After Exit	Credential Attainment within 4 Quarters After Exit
VENTURA GOAL	65.4%	67.2%	57.7%
VENTURA ACTUAL	Not Available	Not Available	Not Available

### VENTURA WDB NEGOTIATED YOUTH PERFORMANCE GOALS PY 2016-2017

YOUTH	Employment or Placement Rate 2nd Quarter After Exit	Employment or Placement Rate 4th Quarter After Exit	Credential Attainment within 4 Quarters After Exit
VENTURA GOAL (all providers)	62.4%	64.2%	54.7%
VENTURA ACTUAL (all providers)	<u>75</u> 164 46% Positive	N/A	<u>47</u> 88 53% Positive

### EMPLOYMENT OR PLACEMENT RATE 2ND QUARTER AFTER EXIT

#### Boys & Girls Clubs of Greater Oxnard and Port Hueneme

PY 16-17	<u>21</u> 72	29% Positive
----------	-----------------	--------------

#### PathPoint

PY 16-17	<u>37</u> 63	59% Positive
----------	-----------------	--------------

#### V.A.C.E.

<u>PY 16 - 17</u>	<u>17</u> 29	59% Positive
-------------------	-----------------	--------------

**DEFINITION: Youth Placement in Education or Employment 2ndQuarter**

Who is included? (Denominator)

- Youth participants who exited during the reporting period.

Who is a positive? (Numerator)

- Youth participants who are in education, occupational skills training, or in unsubsidized employment during the 2ndquarter after exit from the program.

---

**MEASURABLE SKILL GAINS****Boys & Girls Clubs of Greater Oxnard and Port Hueneme**

PY 16-17	$\frac{74}{86}$	86%	Positive Skill Gain
PY 17- 18 (YTD 4.25.18)	$\frac{27}{92}$	29%	Positive Skill Gain

**PathPoint**

PY 16-17	$\frac{34}{60}$	57%	Positive Skill Gain
PY 17-18 (YTD 4.25.18)	$\frac{27}{57}$	47%	Positive Skill Gain

**DEFINITION: Measurable Skill Gains**

*For performance accountability purposes, the measurable skill gains indicator calculates the number of participants who attain at least one type of gain*

**SKILL GAIN TYPE (5 types of MSGs)**

- Achievement of at least one educational functioning level of a participant who is receiving educational instruction below post-secondary level
- Attainment of secondary school diploma or its equivalent
- Transcript or report card for either secondary or post-secondary education that shows a participant is achieving the state unit's academic standards
- Satisfactory or better progress report, toward established milestones from an employer/training provider who is providing training (e.g., completion of on-the-job training (OJT), completion of 1 year of an apprenticeship program, etc.)
- Successful passage of an exam that is required for a particular occupation, progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams

Who is included? (Denominator)

- Participants who, during the program year, are in an education or training program that leads to a recognized postsecondary credential or employment.

Who is a positive? (Numerator)

- Participants who, during the 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 based on attainment of one of the five types of gains.



---

**CREDENTIAL ATTAINMENT** (within 4 Quarters after Exit)**Boys & Girls Clubs of Greater Oxnard and Port Hueneme**

<u>PY 16 - 17</u>	<u>20</u> <u>24</u>	<u>83% Positive</u>
-------------------	------------------------	---------------------

**PathPoint**

<u>PY 16 - 17</u>	<u>18</u> <u>44</u>	<u>41% Positive</u>
-------------------	------------------------	---------------------

**V.A.C.E.**

<u>PY 16 - 17</u>	<u>9</u> <u>20</u>	<u>45% Positive</u>
-------------------	-----------------------	---------------------

**DEFINITION: Credential Attainment**

Who is a positive? (Numerator)

- Participants enrolled in an education or training program (excluding those in an OJT or customized training) who obtained a recognized post-secondary credential or a secondary school diploma (or its recognized equivalent) during program participation or within 1 year after exit from the program.
- Participants who obtained a secondary education diploma or its equivalent during program participation or within one year after exit AND who were also employed or enrolled in an education or training program leading to a recognized postsecondary credential with one year after exit.

---

**Median Earnings at 2<sup>nd</sup> Quarter**

<u>PY 16 - 17</u>	Ventura (all providers):	<u><b>\$3,242</b></u>
-------------------	--------------------------	-----------------------

**Boys & Girls Clubs of Greater Oxnard and Port Hueneme**

<u>PY 16 - 17</u>	<u><b>\$3,276</b></u>
-------------------	-----------------------

**PathPoint**

<u>PY 16 - 17</u>	<u><b>\$3,242</b></u>
-------------------	-----------------------

**V.A.C.E.**

<u>PY 16 - 17</u>	<u><b>\$3,064</b></u>
-------------------	-----------------------

**DEFINITION: Median Wages**

The wage that is at the midpoint (of all wages) between the highest and lowest wage earned in the second quarter after exit.

Earnings are based on second quarter, not the first and third quarters

- Only required employment in the 2<sup>nd</sup> quarter after exit
- Calculates median earnings, as opposed to average earnings



# INFORMATION NOTICE

Date: July 17, 2017 Number: WSIN17-02

Expiration Date: 08/17/2019



## PROGRAM YEAR 2016 PARTICIPANT AND PERFORMANCE REPORTING

This provides participant reporting timelines for Program Year (PY) 2016 year-end reporting consistent with the Department of Labor's (DOL) guidance published in Training and Employment Guidance Letter [\(TEGL\) 10-16](#). As a reminder, the performance reporting requirements referenced in section 116 of the *Workforce Innovation and Opportunity Act* were fully implemented as of July 1, 2016.

The following are key dates for PY 2016 participant data reporting in CalJOBS<sup>SM</sup> and to the DOL:

DATE	ACTION
July 5, 2017	WSB will request the California base wage, WRIS, and FEDES files from the CalJOBS vendor and submit them for matching against the employer wage file.
July 20, 2017	Employer wage match data will be reported in CalJOBS.
July 28, 2017	All participant data must be reported in CalJOBS to meet the 30 day lockdown policy referenced in the Directive <i>CalJOBS Participant Reporting</i> ( <a href="#">WSD13-11</a> ).
August 1, 2017	EDD will begin to submit the 4 <sup>th</sup> quarter Participant Individual Record Layout (PIRL) file to DOL.
August 14, 2017	4 <sup>th</sup> quarter file due to DOL.
August 30, 2017	Last day for Local Workforce Development Areas (Local Areas) to input supplemental data and Measurable Skill Gains data for participants included in the PY 2016 Annual Report to the DOL. Guidance related to acceptable supplemental wage data under WIOA can be found in <a href="#">TEGL 26-16</a> .
September 1, 2017	EDD will begin to submit the PY 2016 Annual PIRL file to DOL.
October 1, 2017	PY 2016 Annual file due to DOL.
October 16, 2017	California Workforce Development Board approves and submits the California PY 16 Annual Report to DOL.

*The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

For those employed participants not found via the employer wage file matching, Local Areas must submit supplemental outcome data no later than August 30, 2017. The need for supplemental data may not be apparent due to the lag in performance outcomes under WIOA. However, if the agency predicts that base wage data will not be available due to a pseudo social security number, or because the participant is self-employed, the data should be entered into CalJOBS as soon as possible following the close of the second and fourth quarters after exit from the program.

Due to the transition to WIOA, the PY 16 Annual PIRL file will only include those participants that have a program exit date on or after July 1, 2016, and will not include WIOA performance outcomes with the exception of the Measurable Skill Gains indicator.

The following are key dates to determine the participants that will be included in the PY 16 Annual Report:

<b>Time Periods for PY 2016 Annual Report performance</b>	
<b>Due Date: October 1, 2017</b>	
<b>Reporting Item</b>	<b>Time Period (Exit Cohort) to be Reported</b>
Number Served (Reportable Individual)	7/01/16 to 6/30/17
Number Exited (Reportable Individual)	7/01/16 to 3/31/17
Funds Expended	7/01/16 to 6/30/17
Number Served (Participant)	7/01/16 to 6/30/17
Number Exited (Participant)	7/01/16 to 3/31/17
Employment Rate Second Quarter After Exit	Data Not Available
Employment Rate Fourth Quarter After Exit	Data Not Available
Median Earnings Second Quarter After Exit	Data Not Available
Credential Attainment Rate	Data Not Available
Measurable Skills Gain	7/01/16 to 6/30/17
Veteran' Priority of Service	7/01/16 to 6/30/17

If you have questions related to this information, please contact the Program Reporting and Analysis Unit at [wsbmanageperformance@edd.ca.gov](mailto:wsbmanageperformance@edd.ca.gov). For CalJOBS system questions, please contact the CalJOBS Operations Unit at 916-653-0202 or [caljobsadmin@edd.ca.gov](mailto:caljobsadmin@edd.ca.gov).

/S/ JAIME L. GUTIERREZ, Chief  
Central Office Workforce Services Division



# COUNTY OF VENTURA HUMAN SERVICES AGENCY

## Attachment B

Barry L. Zimmerman  
Director

October 12, 2017

Erin Antrim, Executive Director  
Boys & Girls Club of Greater Oxnard and Port Hueneme  
1900 West 5<sup>th</sup> Street  
Oxnard, CA 93035

RE: Youth Empowerment Program - Program and Fiscal Compliance Monitoring Report

Dear Erin:

During the period September 18 through September 22, 2017 a fiscal and program compliance monitoring of the contract listed above was conducted by Diana Aguayo-Saldana of the County's Human Services Agency-Contracts Unit.

During our review, there were no Findings or Observations identified. Based on the results of this monitoring, an overall rating of **Satisfactory** has been assigned to the implementation of this contract. A "Satisfactory" rating means the review process determined that the program is in general compliance. See attachment on definitions on ratings assigned to contract activity.

The purpose of the monitoring was to ensure compliance with all aspects of the contract, especially focusing on program objectives and services contained in Exhibits A-D of the contract. This was done to the extent we considered necessary to ensure that your program documentation procedures, service delivery, and record keeping systems provide accurate, timely data, and comply with standards and requirements set forth by the contract, Federal and State regulations, and local policies.

The review was performed on a sample basis and is substantially less in scope than an examination in accordance with generally accepted auditing standards. This report is intended for use in connection with the administration of the contract to which it refers and should not be used for any other purpose.

Monitoring by the Human Services Agency does not preclude other required monitoring or audits by the County, State, or Federal agencies. Therefore, the Contractor is still responsible in resolving findings and deficiencies that may result from subsequent monitoring or audits and in retaining records and supporting documentation.

The monitoring was conducted on a sample basis therefore this report should not be considered a comprehensive assessment of all program activities or services. It is the

Contractor's responsibility to assure that systems, programs, and outcomes comply with applicable Federal law, State regulation, contract directives, policies, and the provisions of this Contract. Any deficiencies identified in a subsequent review, such as a financial audit would remain the Contractor's sole responsibility.

If the Contractor determines that the program described in the contract is not functioning as intended or is experiencing significant obstacles to program success, the Contractor shall notify the County Contracts Manager immediately by telephone, followed by written notice.

The reviews and procedures performed are summarized as follows:

- I. Completing a desk review of the contract that included, performance goals, program expenditures and unresolved compliance issues, if applicable.
- II. Conducting an entrance conference with appropriate Contractor's staff to identify monitoring activities and related schedules.
- III. Performing a limited review of the Contractor's administrative, programmatic and fiscal structure may include:
  - a. Interviewing Contractor's staff;
  - b. Reviewing records to ensure compliance with contract requirements;
  - c. Reviewing Contractor's procedures regarding Non-Discrimination, Grievance and Equal Opportunity;
  - d. Reviewing Health and Safety conditions for participants;
  - e. Reviewing Contractor's Chart of Accounts, Accounting Policies/Procedures, Organizational Chart, and Staff Job Descriptions;
  - f. Reviewing Contractor's fiscal systems;
  - g. Reviewing Contractor's supporting documentation of invoices;
  - h. Reviewing general accounting reports;
  - i. Reviewing property management;
  - j. Reviewing Contractor's compliance with 2 CFR 200 (Uniform Guidance) as applicable;
  - k. Reviewing Contractor's most recent audit;
  - l. Conducting an exit conference.

### **BACKGROUND**

The County of Ventura Human Services Agency awarded a contract for \$604,000 to Boys & Girls Club of Greater Oxnard and Port Hueneme to provide a comprehensive youth WIOA program to improve the educational and workplace skill competencies for WIOA eligible youth in Ventura County.

### **PROGRAM REVIEW**

As of October 31, 2016, Contractor had 43 participants enrolled in the Youth Empowerment Program, 18 carried over from last year's contract and 25 new enrollments for 2017-18. In addition, the Contractor is providing services to participants carried over and/or in follow up from the previous year.

At the time of the monitoring review, none of the new participants had participated in a work experience activity.

Twenty-one files were reviewed to ensure pertinent documentation was maintained. Documents reviewed included Individual Services Strategy, Authorization for Release of Confidential Information form, County and Contractor Grievance Procedures form, Emergency Release, time sheets and case notes.

The process for processing and protection of personally identifiable information (PII) was reviewed in accordance with Training and Employment Guidance Letter No. 39-11.

Contractor responsibilities, as identified in the contract (Exhibit A) were reviewed and verified to ensure contract compliance. No discrepancies were identified.

Contractor completed and submitted the California Physical/Program Access Self-Assessment in April, 2017. The Monitor reviewed the completed package and noted that Contractor is in general compliance. Health and Safety for participants were reviewed and no issues or concerns were identified.

There were no findings or observations identified as a result of the program review portion of the monitoring.

### **FISCAL REVIEW**

The fiscal monitoring examined the paper trail related to Invoice #August 2017 Out-School for the month of August 2017. In addition to the invoice, the monitor looked at all of the working papers and spreadsheets to develop the Chart of Accounts, General Ledger, Payroll Register, and Expenditure Spreadsheet. Samples of general operations, payroll and contract expenditures were selected to determine if the paper trail (bills, invoice, purchase orders, accounting records, spreadsheets, working papers, etc.) was adequate to verify total reported expenditures and sufficient to verify compliance with 2 CFR 200 (The Uniform Guidance).

Fiscal Compliance review was conducted in accordance with the State's 2016-2017 Fiscal/Procurement Monitoring Guide.

There were no findings or observations noted as a result of the fiscal review portion of the monitoring.



### **Expenditures**

Total year-to-date expenditures reported for the period of 07/01/17 – 08/31/17 is as follows:

#### **Program**

Approved Budget	YTD Costs	% YTD Costs	Balance
\$604,000	\$53,543	9%	\$550,457

Total year-to-date in-kind reported for the period of 07/01/17 – 08/31/17 is as follows:

In-Kind Match	YTD Match	% YTD Match	Balance Owed
\$613,206	\$18,212	3%	\$594,994

### **PROGRAM AND FISCAL REVIEW RESULTS**

We conclude that Boys & Girls Club of Greater Oxnard and Port Hueneme is meeting applicable requirements concerning program administration and fiscal operations.

Please extend our appreciation to your staff for their cooperation and assistance during the monitoring process.

If there are any facts or regulatory issues that you feel are not included in this report that would have a material impact on the decisions included herein, please notify me immediately in writing. Thank you again for your efforts in assisting us in making the program a continuing success.

This report has been reviewed by Melissa Livingston, Chief Deputy Director. If you have any questions, please contact me at 477-5442 or Diana Aguayo-Saldana at 477-5440.

Sincerely,



Tina Knight  
Contracts & Grants Manager

### **Attachment**

Ratings assigned to contract activity fall into one of three categories as follows:

- |                                  |  |
|----------------------------------|--|
| <b><i>Satisfactory:</i></b>      | Contract implementation is functioning in compliance with all elements of the contract, no High Risk Findings.   |
| <b><i>Needs Improvement:</i></b> | Contract implementation is in general compliance with applicable requirements, but may have programmatic or financial deficiencies that need correction. There is a low level of risk of disallowed cost and/or potential for not achieving contracted performance outcomes should corrective action not be taken. |
| <b><i>Unsatisfactory:</i></b>    | Contract implementation is substantially out of compliance or has significant or high risk Findings. There is a high level of risk for potential of disallowed costs if corrective action is not taken.  |





# COUNTY OF VENTURA HUMAN SERVICES AGENCY

**Attachment C**

Barry L. Zimmerman  
Director

October 11, 2017

Harry Bruell  
PathPoint, Inc.  
315 West Haley Street  
Santa Barbara, CA 93101

RE: Youth Networked Services - Program and Fiscal Compliance Monitoring Report

Dear Mr. Bruell:

During the period **October 2 through October 6, 2017** a fiscal and program compliance monitoring of the contract listed above was conducted by Diana Aguayo-Saldana of the County's Human Services Agency-Contracts Unit.

During our review, there were no Findings or Observations identified. Based on the results of this monitoring, an overall rating of **Satisfactory** has been assigned to the implementation of this contract. A "Satisfactory" rating means the review process determined that the program is in general compliance. See attachment on definitions on ratings assigned to contract activity.

The purpose of the monitoring was to ensure compliance with all aspects of the contract, especially focusing on program objectives and services contained in Exhibits A-C of the contract. This was done to the extent we considered necessary to ensure that your program documentation procedures, service delivery, and record keeping systems provide accurate, timely data, and comply with standards and requirements set forth by the contract, Federal and State regulations, and local policies.

The review was performed on a sample basis and is substantially less in scope than an examination in accordance with generally accepted auditing standards. This report is intended for use in connection with the administration of the contract to which it refers and should not be used for any other purpose.

Monitoring by the Human Services Agency does not preclude other required monitoring or audits by the County, State, or Federal agencies. Therefore, the Contractor is still responsible in resolving findings and deficiencies that may result from subsequent monitoring or audits and in retaining records and supporting documentation.

The monitoring was conducted on a sample basis therefore this report should not be considered a comprehensive assessment of all program activities or services. It is the

Contractor's responsibility to assure that systems, programs, and outcomes comply with applicable Federal law, State regulation, contract directives, policies, and the provisions of this Contract. Any deficiencies identified in a subsequent review, such as a financial audit would remain the Contractor's sole responsibility.

If the Contractor determines that the program described in the contract is not functioning as intended or is experiencing significant obstacles to program success, the Contractor shall notify the County Contracts Manager immediately by telephone, followed by written notice.

The reviews and procedures performed are summarized as follows:

- I. Completing a desk review of the contract that included, performance goals, program expenditures and unresolved compliance issues, if applicable.
- II. Conducting an entrance conference with appropriate Contractor's staff to identify monitoring activities and related schedules.
- III. Performing a limited review of the Contractor's administrative, programmatic and fiscal structure may include:
  - a. Interviewing Contractor's staff;
  - b. Reviewing records to ensure compliance with contract requirements;
  - c. Reviewing Contractor's procedures regarding Non-Discrimination, Grievance and Equal Opportunity;
  - d. Reviewing Health and Safety conditions for participants;
  - e. Reviewing Contractor's Chart of Accounts, Accounting Policies/Procedures, Organizational Chart, and Staff Job Descriptions;
  - f. Reviewing Contractor's fiscal systems;
  - g. Reviewing Contractor's supporting documentation of invoices;
  - h. Reviewing general accounting reports;
  - i. Reviewing property management;
  - j. Reviewing Contractor's compliance with 2 CFR 200 (Uniform Guidance) as applicable;
  - k. Reviewing Contractor's most recent audit;
  - l. Conducting an exit conference.

### **BACKGROUND**

The County of Ventura Human Services Agency awarded a contract for \$604,000 to PathPoint, Inc. to provide a comprehensive youth WIOA program to improve the educational and workplace skill competencies for WIOA eligible youth in Ventura County.

### **PROGRAM REVIEW**

As of October 2, 2017, the Contractor enrolled 44 or 55% of the expected 80 new enrollments. In addition, the Contractor is providing services to 31 youth carried over from the previous year.

Twenty files were reviewed to ensure pertinent documentation was maintained. The monitor reviewed both active and follow-up client files and validated the documentation used to report WIOA performance measures. Documents reviewed included Individual Services Strategy(ISS), Authorization for Release of Confidential Information form, County and Contractor Grievance Procedures form, time sheets and case notes. In addition, handling and protection of personally identifiable information (PII) was reviewed in accordance with Training and Employment Guidance Letter No. 39-11.

The monitor conducted an on-site review of the work experience component at three locations and interviewed worksite supervisors. The Supervisors were grateful for the program and felt the youth were very helpful and were pleased to have them at their worksite. Two of the youth interviewed were at worksites that related to their current or future vocational training.

The following is a brief description on how the Contractor is addressing the new WIOA requirements:

1. Contractor will be spending 25% of the budget on work experience activities such as internship wages and staff wages.
2. Contractor has incorporated the four new WIOA elements into their program by informing the youth of their learning opportunities for financial literacy education, entrepreneurial skills training and career planning (including labor market research) at the time of the ISS review. Youth also receive a reference sheet outlining the various learning opportunities available to them. Youth are encouraged to make an appointment with their case manager for one on one guidance using the following tools:
  - a. Financial Literacy: Everfi financial literacy training platform.
  - b. Entrepreneurial skills training: ALISON.com Critical Skills for Entrepreneurs certificate program
  - c. Career Planning: Onet online for career exploration and BLS for extensive labor market research, including industry growth rates.
  - d. Transition to post-secondary: case specific training/degree resources for orientations and tours, prerequisites, financial aid and academic advisement.

Applying the 4 new WIOA elements by evaluating each ISS and applying the elements on a case by case situation.

Additionally, all youth are given the opportunity to complete a career exploration to help them expand their thoughts and planning toward their career goals so that they know what the market is like, understanding the average salary and what education and/or work experience is needed to prepare them.

Overall, all youth are given these opportunities so long as it applies to their individual goals and ISS.

Contractor responsibilities, as identified in the contract (Exhibit A), were reviewed and verified to ensure contract compliance. No discrepancies were identified.

Contractor completed and submitted the California Physical/Program Access Self-Assessment on September 26, 2017. Contractor is in general compliance. Health and Safety for participants were reviewed and no issues or concerns were identified.

There were no findings or observations identified as a result of the program review portion of the monitoring.

### **FISCAL REVIEW**

The Monitor examined the paper trail related to the total expenditures (Direct and Admin) as of August 31, 2017. In addition to the total expenditures, the Monitor looked at all of the working papers and spreadsheets to develop the Chart of Accounts, General Ledger, Payroll Register and Expenditure Spreadsheet. Samples from August 2017 general operations, payroll and contract expenditures were selected to determine if the paper trail (bills, invoice, purchase order, accounting records, spreadsheets and working papers) was adequate to verify total reported expenditures and sufficient to verify compliance with 2 CFR 200 (the Uniform Guidance).

Fiscal Compliance review was conducted in accordance with the State's 2016-2017 Fiscal/Procurement Monitoring Guide.

There were no findings or observations identified as a result of the fiscal review portion of the monitoring.

### **Expenditures**

Total year-to-date expenditures reported for the period of 07/01/17 – 08/31/17 is as follows:

#### **Program**

Approved Budget	YTD Costs	% YTD Costs	Balance
\$604,000	\$76,783	13%	\$527,217

Total year-to-date in-kind reported for the period of 07/01/17 – 08/31/17 is as follows:

In-Kind Match	YTD Match	% YTD Match	Balance Owed
\$103,252	\$7,020	7%	\$96,232

### **PROGRAM AND FISCAL REVIEW RESULTS**

We conclude that PathPoint is meeting applicable requirements concerning program administration and fiscal operations.

If there are any facts or regulatory issues that you feel are not included in this report that would have a material impact on the decisions included herein, please notify the Contracts & Grants Manager immediately in writing. Thank you again for your efforts in assisting us in making this program a continuing success.

This report has been reviewed by Melissa Livingston, Chief Deputy Director. If you have any questions, please contact Diana Aguayo-Saldana at 477-5440 or myself at 477-5442.

Sincerely,



Tina Knight  
Contracts & Grants Manager

## **Attachment**

Ratings assigned to contract activity fall into one of three categories as follows:

*Satisfactory:* Contract implementation is functioning in compliance with all elements of the contract, no High Risk Findings.

*Needs Improvement:* Contract implementation is in general compliance with applicable requirements, but may have programmatic or financial deficiencies that need correction. There is a low level of risk of disallowed cost and/or potential for not achieving contracted performance outcomes should corrective action not be taken.

*Unsatisfactory:* Contract implementation is substantially out of compliance or has significant or high risk Findings. There is a high level of risk for potential of disallowed costs if corrective action is not taken.

## Youth Contractors Oversight &amp; Activities Summary PY 17-18

**Programs Committee Meeting Agenda Items Related To Youth Contractors & WIOA Programs:****1. April 2017:**

- PathPoint, Inc. presentation
- Overview of: Oversight of Client-Centered Programs
- Youth Program 14 Elements Introduction
- Primary Performance Indicators Introduction (Adult, DW, Youth)

**2. June 2017:**

- Boys & Girls Clubs of Greater Oxnard and Port Hueneme (BGCOP) presentation
- Programs Enrollment Report 3rd Quarter 2016-17

**3. August 2017:**

- Programs Enrollment Report 4th Quarter 2016-17

**4. October 2017:**

- AJCC Baseline Certification Evaluation and Tour

**5. January 2018:**

- WDB Adult, DW, Youth, & AJCC Program Policies
- Programs Committee Guidelines

**6. February 2018:**

- WIOA Adult and Dislocated Worker Career Services, and Rapid Response presentation
- EDD Program Monitoring Update
- Providers Enrollments Report 2<sup>rd</sup> Quarter 2017-18

**7. April 2018:**

- Enrollments and Performance Reports 3<sup>RD</sup> Quarter 2017-18,
- Hallmarks of Excellence Certification Evaluation

**8. May 2018:**

- Youth Contractors Performance Presentations (BGCOP and PathPoint, Inc.)
- WIOA Services provided to Youth report
- Youth Oversight Summary Report

---

**Youth Contractor “Technical Assistance” (Training, Webinars, Guidance) Hosted By WDB, Human Services Agency, Or Department Of Labor****1. May 23, 2017:**

- CalJOBS Technical Assistance
- WIOA Policy Resources
- Eligibility/Enrollment/Follow-up Outcomes

**2. May 25, 2017:**

- CalJOBS Open Lab webinar

**3. July 19, 2017:**

- CalJOBS: Activity Codes (Understanding and using); Setting Alerts and Avoiding “Soft Exits”; Data Entry: Performance elements, certificate attainment, etc.
- Best Practices: Application – Eligibility –Enrollment; Obtaining Evidence, Sworn Statements, etc.; Exit & Follow-up; Communications (Client File Transfers and Response Times); ‘Going Paperless’: (Introduction to scanning documents into Case notes, naming conventions, workflow)

4. **July 25, 2017:**
  - DOL Webinar: Supplemental Wage Information
5. **September 26, 2017:**
  - Supportive Services
  - Incentives
  - VACE Carry-Ins
  - HSA Invoicing
6. **October 24, 2017:**
  - CalJOBS Activity Codes
  - DOL Webinar: WIOA Youth Eligibility Live Question and Answer Session
7. **December 13, 2017:**
  - CalJOBS Webinar – Version 18
8. **December 18, 2017:**
  - Measurable Skills Gain
  - Individual Employment Plan
9. **January 9-11, 2018:**
  - YOUTH@WORK 2018 CONFERENCE (Sacramento, California)
10. **January 9, 2018:**
  - DOL Webinar: The Power of Relationships: Workplace Mentoring with Youth
  - CWA Webinar: A Deep Dive into WIOA Youth Performance
11. **January 29, 2018:**
  - EDD Youth Programs Monitoring (weeklong evaluation by EDD)
12. **March 1, 2018: EDD Youth Performance Monitoring (Review oral comments from Monitor)**
  - Individual Services Strategy (ISS)
  - Case Notes
  - GED then Exit,
  - Placement and Career Pathways
  - Exits on 6/30/2016
  - Supportive Services
  - Personal Identity & HIPAA
  - Equal Opportunity and Non-Discrimination
13. **March 5, 2018:**
  - Individual Service Strategies (ISS) and Case Notes
14. **March 13, 2018:**
  - EO/Non-Discrimination HIPAA Training for Youth Contractors
15. **March 19, 2018:**
  - WIOA Supportive Services
16. **April 11, 2018:**
  - DOL Webinar: Lowering the Cost of Course Materials with Free and Open Educational Resources
17. **April 24, 2018:**
  - Exits, exit strategies, Follow-up Services post exit, and review of previous training sessions
18. **May 2, 2018:**
  - DOL Webinar: Our Journey Together: A Trauma-Informed Approach for Youth and the Workforce System
19. **May 24-25, 2018:**
  - CWA -Training: One System for All and All for One: Serving People with Disabilities
20. **Date TDB**
  - CalJOBS Reporting (Detailed Reports, Predictive Reports, Etc.)





Edmund G. Brown Jr.  
Governor

April 23, 2018

Mr. Barry Zimmerman, Executive Director  
County of Ventura Human Services Administration  
2901 N Ventura Road  
Oxnard, CA 93036

Dear Mr. Zimmerman:

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) SECTION 188 –  
NONDISCRIMINATION and EQUAL OPORTUNITY PROVISIONS  
ANNUAL ONSITE COMPLIANCE MONITORING REVIEW  
FINAL REPORT PROGRAM YEAR (PY) 2017-18**

This notification informs you of the results of the Employment Development Department's Equal Employment Opportunity Office onsite compliance monitoring review of County of Ventura Human Services Administration (CVHSA) for compliance to the WIOA Section 188 for PY 2017-18. This review was conducted by Ms. Sharon Nakatomi, EEO Specialist, on March 14, 2018.

Our review was conducted under the authority of WIOA Sections 188 and its implementing regulation Title 29 Code of Federal Regulations Part 38. The purpose of this review was to determine the level of compliance by CVHSA with applicable federal and state laws, regulations, policies, and directives related to the WIOA grant regarding nondiscrimination and equal opportunity provisions for PY 2017-18.

We collected the information for this report through a desk review of documents submitted by the CVHSA, the completed Compliance Monitoring Guide completed by your Equal Opportunity (EO) Officer, onsite visit, interviews with representatives of CVHSA, and a review of applicable policies and procedures.

**COMPLIANCE MONITORING REVIEW RESULTS**

We conclude that, overall, CVHSA is meeting applicable WIOA requirements concerning nondiscrimination and equal opportunity provisions.

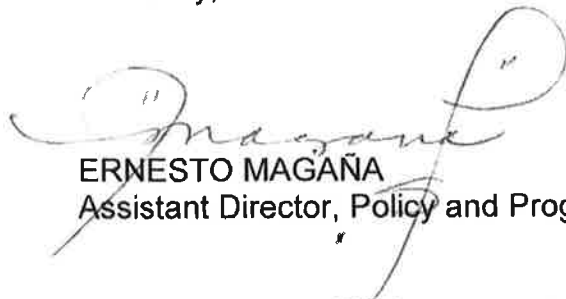
This report contains no findings or concerns; therefore, we are issuing this report as the final report.

Mr. Barry Zimmerman  
April 23, 2018  
Page two

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included in our review. It is CVHSA's responsibility to ensure that its systems, programs, and related activities comply with the WIOA grant program, federal and state regulations, and applicable state directives. Consequently, any deficiencies identified in subsequent reviews, such as an audit, would remain CVHSA's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Ms. Sharon Nakatomi at 916-654-6154 or Ms. Kimberly Clinton at 916- 654-6154.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ernesto Magaña", is written over a printed name and title.

ERNESTO MAGAÑA  
Assistant Director, Policy and Programs/EO Officer

cc: Don Aguirre, CVHSA EO Officer  
Eileen Rohlfing, Workforce Services Branch, MIC 50



## Workforce Development Board of Ventura County

WIOA Enrollments - Program Year 2017 – 2018

Third Quarter Report: July 1, 2017 to March 31, 2018

<b>All Providers</b>	<b>WIOA Adult Enrollments</b>	<b>WIOA Dislocated Worker Enrollments</b>	<b>WIOA Youth Enrollments</b>	<b>CWDB Steps2Work Enrollments</b>	<b>DOL Bridges2Work Enrollments</b>	<b>Total Enrollments PY 17-18 (New) and PY 16-17 (Carry-in)</b>
	104	166	257	26	44	597

### Human Services Agency / Adult and Family Services Department

<b>Enrollments</b>	<b>Plan</b>	<b>Actual</b>	<b>Success Rate (Plan to Actual)</b>	<b>Total Enrollments PY 17-18 Actual and PY 16-17 Carry-in*</b>	<b>Self Service (Universal Customers)</b>
<b>Adult</b>	79	64	81%	64 (Actual) + 40 (Carry-in) = 104	8042 (as of 3/31/18)
<b>Dislocated Workers</b>	112	82	73%	82 (Actual) + 84 (Carry-in) = 166	
<b>Steps2Work</b>	15	14	87%	14 (Actual) + 12 (Carry-in) = 26	
<b>Bridges2Work</b>	15	17	107%	17 (Actual) + 27 (Carry-in) = 44	

### Boys and Girls Clubs of Greater Oxnard and Port Hueneme

<b>Enrollments</b>	<b>Plan</b>	<b>Actual</b>	<b>Success Rate (Plan to Actual)</b>	<b>WIOA Youth Services Contract (PY 17-18)</b>	<b>Actual Accrued Expenses thru 2/28/18</b>	<b>In-Kind Contribution</b>
<b>Youth</b>	92	89	97%	\$604,000	\$326,762 (54%)	<b>Plan:</b> \$613,206
<b>Total Enrollments</b> 89 ('17-'18 Actual) + 33 ('16-'17 Carry-in) = 122 (Total)				<b>Plan - Cost Per Participant <sup>1</sup></b> \$5,162	<b>Actual - Cost Per Participant <sup>2</sup></b> \$2,678	<b>Actual:</b> \$72,849 (12%)

### PathPoint, Inc.

<b>Enrollments</b>	<b>Plan</b>	<b>Actual</b>	<b>Success Rate (Plan to Actual)</b>	<b>WIOA Youth Services Contract (PY 17-18)</b>	<b>Actual Accrued Expenses thru 2/28/18</b>	<b>In-Kind Contribution</b>
<b>Youth</b>	80	81	101%	\$604,000	\$370,984 (61%)	<b>Plan:</b> \$103,252
<b>Total Enrollments</b> 81 ('17-'18 Actual) + 54 ('16-'17 Carry-in) = 135 (Total)				<b>Plan Cost Per Participant <sup>1</sup></b> \$5,252	<b>Actual - Cost Per Participant <sup>2</sup></b> \$2,748	<b>Actual:</b> \$76,618 (74%)

<sup>1</sup> Plan Participant Cost: WIOA Core Funding divided by Total Enrollments (PY 16-17 Actual plus PY 15-16 carry-in)

<sup>2</sup> Actual Participant Cost: Actual Accrued Expenses divided by Total Enrollments (PY 16-17 Actual plus PY 15-16 carry-in)

\* Actual Carry-in: PY 17-18 provider carry-in plus cases received from VACE



**Workforce Development Board of Ventura County**  
**WIOA Services Summary - Program Year 2017 – 2018**  
**Third Quarter Report: July 1, 2017 to March 31, 2018**

<b>Executive - Program Management - WIOA Services Summary</b>			
Workforce Development Board of Ventura County			
<b>Path Point, Inc.</b>			
Date Range: 7/1/2017 - 3/31/2018			
<b>I.</b>	<b>Participation Summary</b>	<b>Enrolled</b>	<b>Exited</b>
<b>A.</b>	<b>Total Participants</b>	<b>110</b>	<b>18</b>
<b>B.</b>	<b>Program Activities / Services Summary</b>		
	Basic Career Services	11	0
	Individualized Career Services	110	18
	Financial Literacy	7	0
	English as Second Language Services	0	0
	Pre-Vocational Activities	0	0
	<b>Work Experience</b>	<b>39</b>	<b>8</b>
	Summer Employment/Internship during the Summer (WIOA Youth)	18	6
	Employment opportunities, including internships, not limited to summer months	25	4
	Pre-apprenticeship programs	0	0
	Job shadowing	0	0
	On-the-Job Training (WIOA Youth)	0	0
	Transitional Job (WIOA Adult, Dislocated Worker, and Dislocated Worker Grants)	0	0
	Other work experience activities	25	4
	<b>Training Services</b>	<b>31</b>	<b>1</b>
	Other Occupational Skills Training	31	1
	Customized Training	0	0
	Skills Upgrade Training	0	0
	Entrepreneurial Training	0	0
	Registered Apprenticeship Training	0	0
	ABE / ESL with Occupational Skills Training	0	0
	On the Job Training	0	0
	Pre-Requisite Training	31	1
	Youth Occupational Skills Training	0	0
	Other Non-Occupational Skills Training	0	0
	<b>Youth Services</b>	<b>0</b>	<b>0</b>
	Secondary Education	29	6
	Alternative Secondary Education	0	0
	Received Other Basic Skill Training	0	0
	Educational Achievement Services	0	0
	Education Offered Concurrently with Workforce Preparation	0	0
	Leadership Development	0	0
	Adult Mentoring Services	3	0
	Comprehensive Guidance/Counseling Services	0	0
	Labor Market and Employment Information	64	8
	Postsecondary Transition and Preparatory Activities	0	0



**Workforce Development Board of Ventura County**  
**WIOA Services Summary - Program Year 2017 – 2018**  
**Third Quarter Report: July 1, 2017 to March 31, 2018**

	Established Individual Training Account (ITA)	31	1
	Support Services	99	13
	Needs - Related Payments	0	0
	Youth with Goals Set	0	0
<b>II.</b>	<b>Co-Enrollment Summary</b>	<b>Enrolled</b>	<b>Exited</b>
	Multiple WIOA Funding	0	0
	Wagner Peyser	59	15
	Trade Adjustment Assistance (TAA)	0	0
	Generic Programs	0	0
	NFJP Program	0	0
	Adult Education Program	0	0



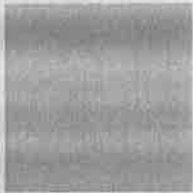
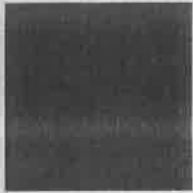
**Workforce Development Board of Ventura County**  
**WIOA Services Summary - Program Year 2017 – 2018**  
**Third Quarter Report: July 1, 2017 to March 31, 2018**

<b>Executive - Program Management - WIOA Services Summary</b>			
Workforce Development Board of Ventura County <b>Boys &amp; Girls Club of Greater Oxnard and Port Hueneme</b> Date Range: 7/1/2017 - 3/31/2018			
<b>I.</b>	<b>Participation Summary</b>	<b>Enrolled</b>	<b>Exited</b>
<b>A.</b>	<b>Total Participants</b>	<b>103</b>	<b>8</b>
<b>B.</b>	<b>Program Activities / Services Summary</b>		
	Basic Career Services	14	2
	Individualized Career Services	103	8
	Financial Literacy	82	1
	English as Second Language Services	0	0
	Pre-Vocational Activities	0	0
	<b>Work Experience</b>	<b>26</b>	<b>3</b>
	Summer Employment/Internship during the Summer (WIOA Youth)	26	3
	Employment opportunities, including internships, not limited to summer months	0	0
	Pre-apprenticeship programs	0	0
	Job shadowing	0	0
	On-the-Job Training (WIOA Youth)	0	0
	Transitional Job (WIOA Adult, Dislocated Worker, and Dislocated Worker Grants)	0	0
	Other work experience activities	0	0
	<b>Training Services</b>	<b>31</b>	<b>4</b>
	Other Occupational Skills Training	31	4
	Customized Training	0	0
	Skills Upgrade Training	0	0
	Entrepreneurial Training	0	0
	Registered Apprenticeship Training	0	0
	ABE / ESL with Occupational Skills Training	0	0
	On the Job Training	0	0
	Pre-Requisite Training	31	4
	Youth Occupational Skills Training	0	0
	Other Non-Occupational Skills Training	0	0
	<b>Youth Services</b>	<b>0</b>	<b>0</b>
	Secondary Education	1	1
	Alternative Secondary Education	0	0
	Received Other Basic Skill Training	50	1
	Educational Achievement Services	89	7
	Education Offered Concurrently with Workforce Preparation	0	0
	Leadership Development	51	7
	Adult Mentoring Services	1	1
	Comprehensive Guidance/Counseling Services	0	0
	Labor Market and Employment Information	63	1
	Postsecondary Transition and Preparatory Activities	0	0



**Workforce Development Board of Ventura County**  
**WIOA Services Summary - Program Year 2017 – 2018**  
**Third Quarter Report: July 1, 2017 to March 31, 2018**

	Established Individual Training Account (ITA)	31	4
	Support Services	97	8
	Needs - Related Payments	0	0
	Youth with Goals Set	0	0
<b>II.</b>	<b>Co-Enrollment Summary</b>	<b>Enrolled</b>	<b>Exited</b>
	Multiple WIOA Funding	0	0
	Wagner Peyser	42	5
	Trade Adjustment Assistance (TAA)	0	0
	Generic Programs	0	0
	NFJP Program	0	0
	Adult Education Program	0	0



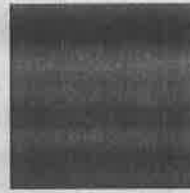
Ricardo

Another Great WDB

# SUCCESS STORY



Type of Customer: Youth



## The Challenge:

Ricardo dropped out of high school in the 11th grade because he felt discouraged that he was behind in credits and didn't think he would be able to graduate with his class. He was referred to PathPoint's Youth Networked Services (YNS) program by the Simi Institute for Careers and Education with a goal of earning his high school diploma and one day becoming a Paramedic.

## The Solution:

Ricardo's YNS Youth Specialist assisted him with enrolling at the adult school where he could complete the credits he needed to earn his high school diploma. Through a series of incentives, Ricardo was able to obtain tuition and test fee support, receive school supplies as well as his graduation ceremony cap, and gown where he was chosen to be a keynote speaker. Now armed with a diploma he still needed work experience. Ricardo was provided with clothing and shoes for interviewing and after securing a paid internship at the Dollar Tree also received assistance to meet the uniform requirements and gas cards to get to and from his job.

## The Outcome:

After his internship ended, Ricardo was able to secure a cashier position at the Dollar Tree. Additionally, he is on the path to becoming a Paramedic. After completing a Paramedic Career Exploration, he enrolled in the Emergency Medical Technician (EMT) course at the Simi Institute for Careers and Education. Ricardo is proud of his accomplishments and grateful for the support that he has received to help make his goals a reality.



Workforce Development Board  
*Bringing People & Opportunities Together*  
[www.workforceventuracounty.org](http://www.workforceventuracounty.org)







Another Great WDB

# SUCCESS STORY



Type of Customer: Youth



## The Challenge:

Elena was raised by a single mother who emigrated from Mexico and provided for them by working in the fields. Elena dreamed about continuing education; however, she had to start working at the age of 15 to help pay for food and rent. When her mother became disabled she was thrust into the role of sole provider. Even with these sacrifices, Elena finished High School, but there was never enough time or income to pursue higher education.

## The Solution:

Elena visited the Fillmore Human Services Agency (HSA) to apply for food stamps and cash aid when she became unemployed. While at the HSA office, she learned about the Workforce Innovation and Opportunity Act (WIOA) and was given a PathPoint flyer. Elena contacted a Program Specialist and was able to get into the Youth Networked Services (YNS) program with Basic Skills Deficient/ Low-Income eligibility. This WIOA-funded program allowed Elena to start a paid YNS internship where she was able to earn income and at the same time, start a Phlebotomy course at the Clinical Training Institute in Oxnard.

## The Outcome:

Elena completed both the YNS internship and the Phlebotomy course as well as a Career Exploration and Work Readiness Workshop. She was able to obtain financial help for school, work experience and secure a job. Elena told the Youth Specialist that she would not know what to do without the opportunities facilitated through PathPoint.



Workforce Development Board  
*Bringing People & Opportunities Together*  
[www.workforceventuracounty.org](http://www.workforceventuracounty.org)



## **Program Committee May 2, 2018**

I know that the Programs Committee and the WIB have requested this meeting to address questions and concerns regarding the program and I am glad to provide feedback in the following areas requested to further explain any concerns or questions.

### **Success**

The Boys & Girls Club received the grant in 2004 and have had great successes in performance and outcomes. I have been working with this grant since 2006 from Academic and Career Advisor to Program Director and have seen firsthand experienced the transition that we have undergone from system changes such as VOS to Cal Jobs to performance changes from WIA to WIOA and eligibility changes for example working with only Out of School Youth (OSY) we have been successful in adapting to the changes that we have undergone during each contract year. We have even exceeded our performance as you all know and I'm confident that we have the team to continue to exceed our expected performance. We have many youth in our program meeting the new performance and we welcome you all to attend our work readiness workshops either to observe or to share any soft skills and or trade information that could be valuable to our youth.

We internally review our program to strengthen and strategies to strengthen the program and we also invite any trainings or strategic program ideas that we can receive from the other programs. We don't see this as competitions but rather collaborations with all the contractors. We too would love to share our best practices.

### **Already register for the upcoming trainings**

**06/14/18 - BARRIER BUSTER! NEW WAYS TO ELIMINATE BARRIERS TO EMPLOYMENT**

Location: AJCC 2901 N. Ventura Rd, Oxnard, Ca. 93036-Ventura Room

**08/08/2018- Performance Indicators and Reporting – Meeting Performance**

Location: AJCC – Ventura Room 2901 N. Ventura Road, Suite 300, Oxnard, 93036

### **Attended the following Trainings**

**Wednesday July 26 – DOL County Training**

**Thursday August 24- WIOA Performance Outcome overview**

**Monday March 5 - CalJOBS Individual Employment Plan and Case Notes**

**Tuesday March 13- Equal Opportunity/Non-Discrimination/HIPAA**

**Monday March 19 – WIOA Supportive Services**

**Tuesday March 24– Exits/ General WIOA Youth Services**

## Performance Reports/Outcomes

We have reviewed the reports and have some concerns of the predictive reports. We are not well trained to review these reports and as I was reviewing them I have some concerns.

How does the system generate that we only have 1 positive in fourth quarter when the participant being counted was not even exited 06/30/2017 to hit that 4<sup>th</sup> quarter 07/01/2018

We also have issues with some of the participants affecting 2<sup>nd</sup> quarter employment who were actual case closed. (5 cases) We are also reviewing the cases to see why they are not generating college enrollment and employment when we know we do have them. ( we went in the system and have an updated report reflecting 50% positive)

We had this issue last year with measurable skills gain because we were reporting it in Literacy and Numeracy and it should have reported the MSG yet it did not. (We should have more hands on training in the system) We also went back in this program year and updated and have a 81% positive skills gain)

## Challenges

-We just received the state performance goals on 04/11/2018 which is also the end of the program year.

-Lack of understanding the how they do the predictive reports.

-Change implementations such as exit dates, confidential folder, etc. that resulted from recent state monitoring. In the past we were instructed as a strategy to exit at the end of the quarters and now that has changed.

-Some of the challenges have been the constant transition with minimal trainings/ technical assistance. I know that we have received some training as listed below yet I do believe we need more hands on especially since we are expected to now go to electronic case management. The new program year is in two months and we just established in the last training that we need to name the forms. Contractors had already provided the updated forms in a meeting with Richard 07/21/2015. Now we need to revisit this and agree on forms and name them for the purpose of the electronic case management.

## State Monitoring

29 January– 2 February 2018.

WIOA “Program” monitoring visit

January 7-8, 2016

Program Year (PY) 2014-15 Data Element

31 October – 4 November 2016.

PY 16/17 WIOA “Program” monitoring visit, on

Priscilla Nastasia-Compliance Review Office

15 January – 16 January 2015

Data Validation review by the State

8 September -12 September 2014

EDD “Program” monitoring visit