



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

PROGRAMS COMMITTEE MEETING

Wednesday, October 3, 2018

3:00 p.m. - 4:30 p.m.

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

AGENDA

- | | | |
|-----------|---|-------------------|
| 3:00 p.m. | 1.0 Call to Order, Introductions, and Agenda Review | Tony Skinner |
| 3:32 p.m. | 2.0 Public Comments | Tony Skinner |
| | <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> | |
| 3:35 p.m. | 3.0 Consent Item | Tony Skinner |
| | o Approval of Minutes: August 1, 2018 | |
| 3:40 p.m. | 4.0 WIOA Workforce Development Planning | Patrick Newburn |
| | a) Prison to Employment Initiative | |
| | b) WIOA Youth Programs monitoring for Program Year 2017-2018 Conducted February 2018 (Final CAP) | |
| | c) 85% Program Monitoring Adult & Dislocated Worker & Youth Conducted September 2018 (UPDATE) | |
| | d) WDB Policy Bulletins in Development | |
| | e) AJCC Hallmarks of Excellence Continuous Improvement Plan (UPDATE) | |
| | f) WIOA Performance Goals and Local Area Negotiations for PY18 & PY19 | |
| | g) 2017-2018 Year End Review (DRAFT) | |
| 4:15 p.m. | 5.0 Committee Member Comments | Committee Members |
| 4:30 p.m. | 6.0 Adjournment | Tony Skinner |
| | <u>Next Meeting:</u>
December 5, 2018 (3:00 p.m. – 4:30 p.m.)
Human Services Agency (Redwood Room)
855 Partridge Drive, Ventura, CA 93003 | |

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

For information about the Workforce Development Board of Ventura County go to workforceventuracounty.org



WDB Programs Committee Meeting
August 1, 2018

MINUTES

Meeting Attendees

Committee Members

Tony Skinner (Chair)*
Roger Rice*
Kathy Harner*
Leslie Webster

**WDB Members*

Guests

Nancy Ambriz (Human Services Agency)
Patricia DuPree (EDD)
Rebecca Evans (Human Services Agency)
Diana Fernandez (Boys & Girls Clubs Greater Oxnard and Port Hueneme)
Jessica Gallardo (PathPoint)
Fred Garcia (Human Services Agency)

WDB Staff

Patrick Newburn
Vivian Pettit

1.0 Call to Order, Introductions, and Agenda Review

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

2.0 Public Comments

None

3.0 Approval Of Minutes: June 5, 2018

Motion to Approve: Roger Rice
Second: Kathy Harner
Motion approved

4.0 Presentation

WIOA Rapid Response

Fred Garcia, Rapid Response Manager
Adult and Family Services Department/ Human Services Agency

Fred Garcia, Rapid Response Manager with Adult and Family Services Department / Human Services Agency presented an overview of Title I Rapid Response Services in Ventura County. Each committee member was given a folder of brochures, the same that individuals would receive, about available career services and unemployment insurance. Mr. Garcia explained that Rapid Response is authorized under Workforce Innovation and Opportunity Act (WIOA) Title I, with services provided to individuals (Dislocated Workers) being laid-off. Specifically, the service offered to employers and their affected employees are, the provision of information and access to unemployment compensation benefits, comprehensive One-Stop system services, and employment and training activities, including information on the Trade Adjustment Assistance (TAA) program and the North American Free Trade Agreement (NAFTA)-TAA program. He also explained how the WDB is notified of lay-offs through Worker Adjustment and Retraining Notification (WARN) which provides protection to employees, their families, and communities by requiring employers to give affected employees and other state and local representatives notice 60 days in advance of a plant closing or mass layoff. Advance notice provides employees and their families some transition time to adjust to the prospective loss of employment, to seek and obtain

alternative jobs and, if necessary, to enter skills training or retraining that will allow these employees to successfully compete in the job market.

Mr. Garcia additionally presented a PowerPoint slide deck which provided a detailed overview of specific Ventura County services available to individuals. The committee also reviewed the Rapid Response annual report (121 Report) which detailed 12 employers in Ventura County that had lay-offs in 2017-18 affecting 667 employees.

Chair Tony Skinner thanked Mr. Garcia for the presentation and his service to the WIOA program and the valuable resources to people facing an abrupt career transition.

5.0 WDB Policies Review and Recommendation

Committee members reviewed new and revised WDB policies for WIOA Adult, Dislocated Worker, and Youth Programs. Members were provided electronic copies of each policy one week prior to the committee meeting. Patrick Newburn explained that the committee responsibility is to provide oversight of WDB policies that affect WIOA Title I participants. The committee may also recommend to the WDB their insight and recommendation for approval. These policies are critical to providing guidance to the local career service providers and allow them the ability to implement ongoing procedures. Additionally the WIOA legislation and State Workforce Board require local boards to establish policies on various topics. Vivian Pettit was available to answer member questions on the specifics within the policies. She noted that AFS/WIOA, Boys and Girls Clubs of Greater Oxnard and Port Hueneme, and PathPoint were offered opportunity where appropriate to provide comments and recommendations in the drafting of the policies.

The Policies for review:

NEW:

- A. WDB Policy #18-01 Veteran And Adult Priority Of Service
- B. WDB Policy #18-02 Fraud, Program Abuse, Criminal Conduct
- C. WDB Policy #18-04 Follow-Up Services
- D. WDB Policy #18-06 Supportive Services – Youth
- E. WDB Policy #18-07 Monitoring And Oversight
- F. WDB Policy #18-08 Firewall
- G. WDB Policy #18-09 Incentives - Youth

REVISED:

- A. WDB Policy #18-03 Supportive Services – Adult And Dislocated Worker (This Policy Updates And Replaces The WIA Policy On Supportive Services Of 9/1/15)
- B. WDB Policy #18-05 Dislocated Worker Eligibility (This Policy Updates And Replaces The WIA Policy On Dislocated Worker Eligibility Of 7/1/15)

The committee was to have an action item for recommendation to the WDB Executive Committee for their approval, however the Programs Committee did not have a quorum present today, and the action was pulled from consideration. The WDB Executive Committee will consider these policies for approval in lieu of Program Committee recommendation, at their August 9, 2018 meeting. There is necessity for a timely decision and implementation to make these draft policies finalized, in order for the service providers to establish their internal program procedures for program year 2018-2019 which began July 1, 2018.

6.0 WIOA Workforce Development Planning

- Predictive Reports / Performance Indicators Discussion

Committee Members reviewed the three-page Predictive Reports 2017-2018 4th Quarter which detailed the 5 WIOA Title I Performance Indicators of participant outcomes within each service provider: Adult and Family Services Department, Boys & Girls Clubs of Oxnard and Port Hueneme, and PathPoint. Patrick Newburn explained each provider's goal and outcome. The performance outcomes are measures against goals established by the state. These Predictive Reports were presented for the committee as a "snapshot" for review in their oversight of WIOA programs. CalJOBS Predictive Reports (Performance Data) shown is not considered final and state reports will be available after October 1, 2018. These Predictive Reports are available and may be viewed at <http://www.workforceventuracounty.org>.

- Rapid Response – 121 & 122 Reports
Committee Members reviewed the Rapid Response – 121 & 122 Reports without comment. Patrick Newburn explained the 121 report which Fred Garcia in his earlier presentation explained lists the employers that had lay-offs in 2017-18 affecting 667 individuals. The 122 report were lists of employers that were consulted by the Economic Development Collaborative-Ventura County (EDCVC) for Lay-Off Aversion services. EDCVC is contracted by the WDB to provide the Lay Off Aversion services under the WIOA Title I Rapid Response program. Both reports are available and may be viewed at <http://www.workforceventuracounty.org>.
- PY17-18 Committee Year-End Review
Committee Members reviewed the 2017-2018 Year End Review of Committee accomplishments including insight of lessons learned and suggestions for future consideration. Members were provided electronic copies of the draft review one week prior to meeting. Members requested that WDB staff allow members to receive comments and recommendations via email, in order to prepare a final draft for consideration at their next meeting.
- EDD 85% Program On-site Monitoring / CAP Update
Patrick Newburn and Vivian Pettit provided a broad summary of the results and corrective actions from the 85% Program on-Site Monitoring of the Youth Programs conducted in January 2018. The committee was provided initial reports at their February 2018 meeting while waiting for the written state report, which was delayed until June. The WDB has since conducted technical assistance and training with both Boys & Girls Clubs of Oxnard and Port Hueneme, and PathPoint in order to prepare Corrective Action Plans (CAP) as a result from findings listed in the state report. The WDB will provide a response letter with completed CAP to the state by August 31, 2018. Committee members requested that WDB staff provide the committee with a detailed summary of the findings and final CAP at their next meeting. Another EDD program monitoring is scheduled for the Adult and Dislocated Worker program in September 2018.

6.0 Member Comments

Tony Skinner announced the recent graduation of 19 people and featuring 3 women in the apprenticeship program of the International Brotherhood of Electrical Workers Local 952. The program is open to all and this year's female representation is an excellent sign of diversity.

Roger Rice suggested that there is a definite need for a list of credential programs and available Industry Recognized Certificates within Ventura County. He said that high school, adult school,

community college, and working adults would benefit from a comprehensive list and centralized location to learn about the programs. The idea will be submitted to the WDB for study.

7.0 Adjournment

Tony Skinner adjourned the meeting at 4:29 p.m.

Next Meeting:

October 3, 2018 (3:00 p.m. – 4:30 p.m.)
Human Services Agency (Redwood Room)
855 Partridge Drive, Ventura, CA 93003



Workforce Development Board of Ventura County

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

PY 2018 Performance Goals				
	Adults	Dislocated Workers	Youth	
Employment Rate 2nd Quarter After Exit	64.0%	68.0%	65.4%	Employment or Education Rate 2nd Quarter After Exit
Employment Rate 4th Quarter After Exit	60.5%	63.5%	62.0%	Employment or Education Rate 4th Quarter After Exit
Median Earnings 2nd Quarter After Exit	\$5,200	\$7,450	\$3,491*	Median Earnings
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Measurable Skills Gain* *(Proposed / Not Accountable Yet)	51%*	45.70%*	42.86%*	Measurable Skills Gain July 1 through June 30

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2017-2018 YEAR-END REVIEW

Workforce Development Board of Ventura County

WDB Programs Committee

2017-2018 Members

WDB Members: Tony Skinner, Chair (Tri Counties Building & Construction Trades Council), Roger Rice, Vice Chair (Ventura County Office of Education), Kathy Harner (California Department of Rehabilitation), and Connie Chan (Employment Development Department).

Other Members: Mary Navarro-Aldana (Employment Development Department), Jerry Beckerman (Segue Career Mentors), Linda Fisher-Helton (Area Housing Authority), Tom VanMeeuwen (California Conservation Corps), Tressie Nickelberry (Ventura County Probation Agency), and Leslie Webster (Department of Rehabilitation).

Committee Accomplishments

In support of the WDB's *Ventura County Regional Strategic Workforce Development Plan 2017-2020*, WDB Programs Committee accomplishments included:

- Members continued to learn new committee roles, responsibilities, and guidelines that were first established PY 2106-17. The principal role of oversight included WIOA Adult, Dislocated Workers, Rapid Response, and Youth programs.
- Discussed youth-related programs and services in Ventura County as described in presentations on the 100% Out-of-School Youth Requirement; Presentations from PathPoint, and Boys & Girls Clubs of Greater Oxnard and Port Hueneme.
- Discussed Adult programs and services offered at the America's Job Center of California in Oxnard and Simi Valley California, as described in a presentation from the Human Services Agency/ Adult and Family Services Department/WIOA programs. Topics discussed included Labor Market Information, emphasis on Customer Choice is selecting services, online job matching tools available for job seekers (including CalJOBS software), Veteran Preference, services available to individuals with barriers to employment, and WIOA eligibility orientations.
- Reviewed the PY 2017-2018 WIOA Adult, Dislocated Worker, and Youth program enrollment Quarterly Reports; CalJOBS software (pending software updates) remained unable to produce reliable WIOA Performance Indicator reports since PY 2016-17. (UPDATE May 2018: CalJOBS Performance Indicator "Predictive Reports" became available, allowing committee to evaluate provider's contract performance for contract (Option Year One) renewal recommendation.)
- Discussed and studied the Adult, Dislocated Worker, and Youth , four Performance Indicators (formerly Common Measures): Placement and Retention in Employment or Education-Training (2nd quarter and 4th Quarter After exit); Median Earnings (2nd Quarter after Exit); Credential Attainment; and Measurable Skills Gain
- Reviewed WDB Program Policies. The operational policies are required according to WIOA. The draft policies are currently being developed and reviewed for accuracy, and the committee was invited to review them as part of their career service programs oversight duties. The 5 new and 3 revised WDB (Local Area) Policies for WIOA Program implementation included: Veterans Priority

2017-2018 YEAR-END REVIEW

Workforce Development Board of Ventura County

of Service, Fraud Program Abuse and Criminal Conduct, Supportive Services for Adult and Dislocated Worker, Follow-Up Services, Dislocated Worker Eligibility, Supportive Services-Youth, Monitoring and Oversight, and Career Services policies.

- The WDB appointed the committee to serve as an independent and objective Ad. Hoc. AJCC Evaluations Committee. Members conducted on-site AJCC Evaluation for two certification levels: Baseline Matrix (December 2017), and Hallmarks of Excellence Matrix (June 2018). The Baseline AJCC Certification is intended to ensure that the comprehensive AJCC is in compliance with key WIOA statutory and regulatory requirements. The Hallmarks of Excellence AJCC Certification is intended to encourage continuous improvement. Members conducted monthly meetings and two on-site tours, dedicated to reviewing evidence to determine three key requirements for AJCC certification: 1) Effectiveness of the AJCC, 2) Physical and Programmatic Accessibility for individuals with disabilities, and 3) Continuous Improvement. The committee provided two final Matrix reports to WDB that included: Numerical Ranking Scores, justification narrative, and recommendations for Continuous Improvement.
- Committee member Linda Fisher-Helton attended the California Workforce Association (CWA) Youth Conference in Sacramento (statewide gathering of youth career service providers), as a guest of the WDB. Reported to committee that Ventura Region is ahead of others in state due to strong partnerships between providers, business, and education.

Insights (Example from last PY 2016-2017)

- Committee members are committed to support the pipeline to the workplace with viable candidates both in the workforce now and emerging (youth); huge gains have been made in bringing key resources that will change lives into play.
- Presentations by PathPoint Inc. and the Boys and Girls Clubs of Greater Oxnard & Port Hueneme, as well as Title I career service providers were helpful to provide members an understanding about their mission, objectives, and achievements with WIOA out of school youth; Contracted youth agencies and Title I career service providers are always available to answer questions, provide regular performance updates, and share inspiring client success stories.
- For effective oversight, committee members need to be able to review relevant documents prior to decision making, seek staff's guidance, and understand the range of acronyms used in WIOA programs.
- Committee members and WDB staff need to continue to define and understand their roles and responsibilities for oversight of WIOA Adult, Dislocated Worker, Rapid Response, Youth, and AJCC career services.
- The enormity of the changes in WIOA program requirements experienced while transitioning to WIOA has required staff and committee members to work closely together to understand the programs' obligations, constraints, and prerequisites.
- Despite the retirement of several key individuals this past year, WDB staff have stepped up and carried on with impressive professionalism, personal caring and commitment.
- ???



2017-2018 YEAR-END REVIEW
Workforce Development Board of Ventura County

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- ???
- ???
- ???

DRAFT

**WORKFORCE**
DEVELOPMENT BOARD




America's**JobCenter**
of CaliforniaSM

WELCOME!

Programs Committee Meeting
October 3, 2019

WIOA Workforce Development Planning UPDATES

- A. Prison to Employment Initiative
- B. WIOA Youth Programs monitoring for Program Year 2017-2018 Conducted January 2018 (Final CAP)
- C. Program Monitoring Adult & Dislocated Worker & Youth Conducted September 2018 (UPDATE)
- D. WDB Policy Bulletins in Development
- E. AJCC Hallmarks of Excellence Continuous Improvement Plan (UPDATE)
- F. WIOA Performance Goals and Local Area Negotiations for PY18 & PY19
- G. 2017-2018 Year End Review (DRAFT)

**WORKFORCE**
DEVELOPMENT BOARD

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A. Prison to Employment Initiative



JOB SEEKER

- **\$37 Mil** State General Funds approved for "*Prison to Employment Initiative*" to help **Justice Involved Individuals** gain meaningful employment upon release from prison
- Three separate Grants will be awarded for planning and implementation (Enrollment and Supportive Services)
- Each Regional Planning Unit (14 across the state) will be awarded grants based upon their need and regional complexity
- First Grant is for Research & Collaboration with multiple partners: (Community Based Organizations, Business, Education, Gov. Agencies, parole/probation, etc) , to develop a **Regional Plan**
 - **Ventura** was awarded **\$47,500** ! Consultant to be hired to conduct the research and partner collaboration
- The second Grant application (Fall 2018) will be for implementation of the regional plan starting Summer 2019



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B. WIOA Youth Programs Monitoring PY 2017-2018

Conducted January 2018



YOUTH

- **Observations by EDD needing Improvement/ Action (CAP):**
 - **Gas Cards** - control measures and participant signature for receipt
 - CAP: Providers received training on March 19, 2018 which included providing appropriate documentation such as receipts to justify supportive services. case notes were updated to document attempts they made to obtain receipts. Case file review will be conducted at least quarterly
 - **Supportive Services Expenditures** - Costs be reasonable, necessary and allowable
 - CAP: Providers received training on March 19, 2018 which included establishing eligibility and written justification for providing supportive services to WIOA-enrolled Youth. Eligibility and justification for providing supportive services to Youth participants will be noted in case notes. Case file review will be conducted at least quarterly



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WIOA Youth Programs Monitoring (CONTINUED)



YOUTH

- **Observations by EDD needing improvement/ Action (CAP):**
 - **Individual Service Strategies (ISS)** - developed individually for each participant that align with their requested outcome
 - CAP: Training provided on the Individual Service Strategy including how to create and enter the ISS into CalJOBS. Youth contractors updated Individual Services Strategy for each participant. WDB will update an exit strategy template and train the Youth contractors on exit strategies and follow-up.
 - **Incentives**- paid for the successful participation in, and achievement of, expected program and performance outcomes linked to training and education.
 - CAP: Training provided on Supportive Services and Incentives. Local Incentive policy was updated and approved by WDB August 2018. Youth Providers identified and updated case notes to reflect the justification for the incentives provided.



5

C. Program Monitoring Adult & Dislocated Worker & Youth

Conducted September 2018



JOB SEEKER

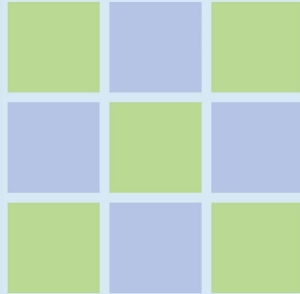
- **Program Administration**
 - Workforce Development Board (Policies, Contracts, Grievance Procedures)
 - America's Job Center of California
 - Oversight and Monitoring
- **Program Operations**
 - Eligibility
 - Training Services
 - Supportive Services
 - Youth Services (CAP Verification)
 - Adult, Dislocated Worker & Rapid Response
- **AJCC Structure**

Report from
EDD
expected
within 60
days



6

Next up: 2019 EDD Monitoring



Fiscal Monitoring
(coming March 2019)



7

D. WDB Policy Bulletins in Development 2018

- Revision: **Policy On Apprenticeship Training (Registered Apprenticeships)**
- New: **Work Based Learning Policy (Overarching Framework)**
 - Policy on On-the-Job Training and Customized Training
 - Policy on Incumbent Worker Training
 - Policy on Apprenticeship Training
 - Policy on Youth Work Experience and Expenditure Requirements
- New: **I-9 Work Authorization Verification (Pathway to Services)**



8

E. AJCC Hallmarks of Excellence Continuous Improvement Plan (UPDATE)

- September 2018: WDB and AJCC Staff conducted preliminary review of AJCC Continuous Improvement Plan. Hallmarks 1 through 3 were reviewed.
- **AJCC Partner Meetings conducted monthly**
- **New VOS Computer Greeter system being implemented October 2018 with improved layout**
- **AJCC Partner Cross-Training started**
- **Career Services Staff Training started August/September 2018**
- **Regional Training Coordinator is hired. Consultant to be hired to augment training.**
- **AJCC Branding under state/federal review**
- Hallmarks 4-8 remain to be discussed (December 2018)



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F. WIOA Performance Goals and Local Area Negotiations for PY18 & PY19

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WIOA Performance Goals and Local Area Negotiations for PY18 & PY19 (CONTINUED)

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G. Programs Committee Year-End Review

- See Packet



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Questions?

