



## WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

Thursday, June 7, 2018  
8:00 a.m. – 10:00 a.m.

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

### ANNUAL MEETING AGENDA

8:00 a.m.	<b>1.0 CALL TO ORDER AND AGENDA REVIEW</b>	Vic Anselmo
8:05 a.m.	<b>2.0 PUBLIC COMMENTS</b>  <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>	Vic Anselmo
8:10 a.m.	<b>3.0 WDB CHAIR COMMENTS</b>	Vic Anselmo
8:15 a.m.	<b>4.0 CONSENT ITEMS</b>  4.1 Approve Workforce Development Board Minutes: April 26, 2018 4.2 Approve 2018-2019 Meeting Dates: WDB and Executive Committee 4.3 Receive and File: WDB Committee Reports 4.4 Approve Addition or Deletion of Providers and/or Programs Courses for Eligible Training Providers List (ETPL)	Vic Anselmo
8:30 a.m.	<b>5.0 PRESENTATION</b>  <b><u>PHAROS Center for Innovation</u></b> Eric Went, Founder CEO Brian Went, Founder CEO Sean Bhardwaj, Aspire3, Founder, CEO	Vic Anselmo
8:50 a.m.	<b>6.0 WIOA SUCCESS STORY</b>  <b><u>W.L. Rubottom Company</u></b> Jay McCoy, CEO	Vic Anselmo
9:05 a.m.	<b>7.0 PRESENTATION</b>  <b><u>VC Innovates Update</u></b> Tiffany Morse, Ventura County Office of Education	Vic Anselmo

9:25 a.m.

## 8.0 ACTION ITEMS

- 8.1 Recommendation of the Workforce Development Board (WDB) of Ventura County to Approve Hiring a Consultant to Provide a Study as to the Advantages and Disadvantages of Alternative Methods of Managing and Operating the WDB of Ventura County, with Special Emphasis on the Potential Benefits of a 501(c)(3) as Either an Operating Structure or an Additional Entity Vic Anselmo
- 8.2 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 2018-2019 Vic Anselmo
- 8.3 Recommendation that the Workforce Development Board of Ventura County (WDB) Recommend Board of Supervisors Approval of Option Term One (July 1, 2018 Through June 30, 2019) of Contracts Dated June 20, 2017 (CFDA No.: 17.259) to Provide Comprehensive Workforce Innovation and Opportunity Act (WIOA) Youth Services in the Amounts Not To Exceed \$604,000 for the Boys And Girls Club of Greater Oxnard and Port Hueneme, and Amounts Not To Exceed \$604,000 for PathPoint Tony Skinner
- 8.4 Nominations for the Election of Workforce Development Board of Ventura County (WDB) Chair and WDB Vice Chair to Serve from July 1, 2018 through June 30, 2019 Peter Zierhut

9:45 a.m.

## 9.0 WDB ADMINISTRATION UPDATES

- Recognition of Outgoing WDB Chair Gregory Liu
- AJCC Certification Evaluation Update: Hallmarks of Excellence 2<sup>nd</sup> Review of Criteria and Rankings Patrick Newburn
- EDD /WIOA Fiscal & Procurement Monitoring Update Melissa Livingston
- On the Calendar Vic Anselmo  
July 31, 2018 (Time Certain 11:00 a.m.)  
WDB Study Session with Board of Supervisors  
County Government Center Hall of Administration  
Board of Supervisors Hearing Room  
800 S. Victoria Avenue, Ventura CA

9:55 a.m.

## 10.0 WDB MEMBER COMMENTS

WDB Members

10:00 a.m.

## 11.0 ADJOURNMENT

Vic Anselmo

Next WDB Meeting  
August 23, 2018 (8:00 a.m.-10:00 a.m.)  
Location, TBD

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

For information about the Workforce Development Board of Ventura County, go to [www.workforceventuracounty.org](http://www.workforceventuracounty.org)



## WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

### MEETING MINUTES

April 26, 2018

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

#### **WDB Members Present**

Vic Anselmo, WDB Chair  
Gregory Liu, WDB Vice Chair  
Connie Chan  
Greg Barnes  
Victor Dollar  
Kathy Harner  
Marilyn Jansen

Victoria Jump  
CAPT Douglas King  
Dona Toteva Lacayo  
Byron Lindros  
Bill Pratt  
Roger Rice  
Alex Rivera

Patty Schulz  
Tony Skinner  
Jesus Torres  
Celina Zacarias  
Peter Zierhut

#### **WDB Members Absent**

Jim D. Faul  
Brian Gabler  
Greg Gillespie  
Jeremy Goldberg  
Cindy Guenette

Charles Harrington  
Jaime Mata  
Anthony Mireles  
Tracy Perez  
Sumantra Sengupta

Bruce Stenslie  
Richard Trogman  
Greg Van Ness  
Stephen Yeoh

#### **WDB Administration Staff**

Melissa Livingston, HSA Chief Deputy Director / WDB Interim Executive Director

Talia Barrera  
Patricia Duffy

Tracy Johnson  
Patrick Newburn

Vivian Pettit  
Ma Odezza Robite

#### **Guests**

Nancy Ambriz  
Johnny Banuelos  
Heather Cousins  
Rebecca Evans  
Sally Harrison  
Heidi Hayes  
Marybeth Jacobsen  
Tina Knight  
Stan Mantooth  
Justin McIntire  
Richard McNeal  
Mario Quintana  
Andrea Sanchez  
Talin Sardarbeggians  
David Schermer  
Cyd Spikes  
Karen Swanson  
Alexandria Wright

Human Services Agency, County of Ventura  
Boys and Girls Club of Greater Oxnard and Port Hueneme  
Thousand Oaks Library  
Human Services Agency, County of Ventura  
Representative, County of Ventura, CEO Budget and Finance  
theAgency  
Workforce Education Coalition  
County of Ventura, Human Services Agency  
Superintendent of Schools, Ventura County Office of Education  
Department of Rehabilitation  
Retired WDB Administration Manager  
Boys and Girls Club of Greater Oxnard and Port Hueneme  
Employment Development Department  
Representative, Office of Congresswoman Julia Brownley  
Ventura County Office of Education  
Los Angeles & Ventura County Slingshot Project, Healthcare  
Department of Rehabilitation  
Ventura County Community College District

## 1.0 CALL TO ORDER AND AGENDA REVIEW

WDB Chair Vic Anselmo called the meeting to order at 8:10 a.m. No changes were made to the agenda.

## 2.0 PUBLIC COMMENTS

No public comments.

## 3.0 WDB CHAIR'S COMMENTS

Vic Anselmo thanked and welcomed everyone for attending today's meeting and introduced special guest, Talin Sardarbegians, representative from the Office of Congresswoman Julia Brownley. Congresswoman Julia Brownley featured our Ventura County Grows Business website on her website.

WDB Chair Anselmo extended thanks to recent Workforce Wednesday radio show KVTB AM 1590 participants. In February 2018, WDB member Bruce Stenslie (EDC-VC, President/CEO,) and Lisa Champagne-Minyard (Women's Economic Ventures, Thrive Program Manager) discussed the Thomas Fire Recovery Resources. In March 2018, WDB member Greg Van Ness (CEO & member of Tolman & Wiker Insurance Services, LLC) and former WDB committee member Sean Bhardwaj (Founder & CEO, Aspire 3) talked about Millennials in the Workplace.

Recordings of this and other Workforce Wednesday broadcasts are available on the WDB website, About Us/News tab: <http://www.workforceventuracounty.org/>

## 4.0 CONSENT ITEMS

4.1 Approve Workforce Development Board Minutes: February 22, 2018

4.2 Receive and File: WDB Committee Reports

4.3 Approve Addition or Deletion of Providers and/or Programs Courses for Eligible Training Providers (ETPL)

Motion to approve the Consent Items: Jesus Torres

Second: Connie Chan

Motion carried unanimously

## 5.0 PRESENTATION

### P-20 Council

*Stan Mantooth, Ventura County Superintendent of Schools*

Mr. Mantooth provided an overview of the County of Ventura P-20 Council to raise awareness of strengthening of education and career pathways from pre-school through college and post-secondary/careers. The Council is made up of leaders from various sectors (education, business, parent groups, government, and community agencies). Its initiatives are VC STEM, College Promise Programs, and Business Outreach. The vision of the council is to expand educational pathways that prepare students from careers in Ventura County. To serve as a one-stop shop for local businesses who want to engage with education community. And become a central clearing house for education information in Ventura County. For more information regarding this presentation it may be located in the meeting packet on the WDB website at [www.workforceventuracounty.org](http://www.workforceventuracounty.org). To get involved with the P-20 Council please visit [www.vcp20.org](http://www.vcp20.org).



## 6.0 PRESENTATION

### *Los Angeles and Ventura Slingshot Project* *Cyd Spikes, L.A. / Ventura C3 Skills Alliance Project Consultant*

Ms Cyd Spikes, Project Consultant, provided an overview of the Los Angeles and Ventura Healthcare Coordinator Career Pathways Project, which was recently renamed the C3 Skills Alliance (Collaborative for Care Coordination Skills Alliance). This initiative began in September 2015 after the California Workforce Development Board presented WDB regions with a challenge to come up with an industry driven project that would address a workforce need in the region. This grant funded challenge, called the Slingshot Project, was awarding a million dollars to work with industry and education to develop a project that would address an industry driven workforce need.

A Los Angeles (L.A.) WDB had been approached by the healthcare industry on the need for training programs for Care Coordinators. The healthcare industry was reporting a need for training programs in this field that would meet the changing needs of the healthcare industry.

Seven WDBs came together to be involved in this project. Six L.A. WDBs and the Ventura County WDB. Southeast Los Angeles County WDB took the lead in applying for the funding, which was approved. The objective was to develop industry-driven training strategies that address the skills gaps and labor force needs related to care coordination across the continuum of healthcare.

Industry Champions were identified with Centinela Hospital taking the lead, bringing together 31 healthcare providers interested in participating to the first industry meeting held at the hospital. Three teams were formed, Leadership, Industry and Education to work on this project.

By March of 2018 after research had been done, surveys had been completed, curriculum researched and DACUM (developing a curriculum) held to develop curriculum, training began. Training for three career pathways had been developed. Entry level Patient Navigator Classroom Training – training 132 underemployed & unemployed job seekers, certified medical assistants, C.N.A. and Home Health Aides. Middle- Skill Level II Care Coordinator Online Training was offered to 61 Incumbent workers, who were registered nurses and social workers. Middle skill level II classroom training is being developed and will be available this fall as well as Professional-Level III Care Management onsite training for experienced nurses and social workers.

In May 2018 Ventura County Community College District will be piloting the Entry-level I Navigator Classroom Training. The new curricula and career pathway training programs are available statewide to adult schools, community colleges and the CSU system. Resources available at [c3skillsalliance@selaco.com](mailto:c3skillsalliance@selaco.com).

## 7.0 WIOA SUCCESS STORIES: BOYS AND GIRLS CLUB OF GREATER OXNARD AND PORT HUENEME

Boys and Girls Club of Greater Oxnard and Port Hueneme (BGCGOP) Academic and Career Advisor Mario Quintana provided an overview of their Youth Empowerment Program (YEP) and brought a participant who successfully completed the program. Mr. Quintana shared that the BGCGOP is a positive place where youth can come to receive lifelong learning skills and quality programs to help youth with education, character and leadership development, health and recreation. The YEP is a federally funded program through the Department of Labor which the BGC received in 2004. The purpose of this program is to provide comprehensive youth WIOA services to out-of-school youth in Ventura County between the ages of 16-24, to those living in Oxnard and Port Hueneme. The YEP participants receive 40 hours of job ready skills, an individualized plan that will guide the student to attain employment or education, and each youth has an academic career advisor assigned to assist in providing wrap around services during active and follow-up phase. The BGC also provides various

support services. You may view a list of these services in the meeting packet located on the WDB website at [www.workforceventuracounty.org](http://www.workforceventuracounty.org)

Mr. Quintana introduced Johnny Banuelos. Mr. Banuelos has been a part of the YEP since the age of 17. He shared he participated in the program three times and that the YEP is a very hopeful program. The first time he enrolled with the program was to get a high school diploma. The second time around he wanted to get a job and Boys and Girls Club helped prepare him by conducting mock interviews with him. Johnny Banuelos thanked Mario for helping him to get the skills he needed to gain employment.

The third time in the program, Mr. Banuelos is now enrolled in college without a high school diploma and first grades are all A's! He's working and going to school and shared to the Board all he needed was support.

WDB Chair and the Board thanked Johnny Banuelos for sharing his story and that it shows the program is having a great impact in the community and congratulated him on his success.

## **8.0 JOINT REGIONAL SECTOR COMMITTEES' MEETING UPDATE**

WDB Manufacturing Committee Chair Alex Rivera reported on the top three obstacles in five categories that came from the November 2017 Joint Meeting WDB Regional Sector Committees' Outcomes. There were eight questions total.

WDB Healthcare Committee Chair Greg Barnes, reported on the top three obstacles in five categories that came from the November 2017 Joint Meeting WDB Regional Sector Committees' Outcomes. There were a total of six questions.

WDB Clean/Green Committee member Victor Dollar, reported on the top three obstacles in five categories that came from the November 2017 Joint Meeting WDB Regional Sector Committees' Outcomes. There were a total of six questions.

## **9.0 APPOINTMENT OF AD HOC COMMITTEE**

WDB Chair Vic Anselmo announced forming of the Ad Hoc Nominations Committee. WDB Bylaws stipulate that the WDB Chair establish an ad-hoc Nominations Committee to develop a slate of nominations for positions of WDB Chair and Vice Chair. Additional nominations may be made by WDB members at the meeting in which the election takes place. The elections will be held June 7, 2018. Chair Anselmo appointed WDB member Peter Zierhut to chair the Nominations Committee and direct his committee to confer and complete its slate of nominations by May 31, 2018. WDB staff member Patrick Newburn will provide support. If Board members have input for this committee, please feel free to contact Peter or Patrick Newburn.

## **10.0 WDB ADMINISTRATION UPDATES**

WDB/WIOA Grants Update: WDB/WIOA Grants Update: Workforce Accelerator Fund 6.0 (WAF 6.0); Regional Plan Implementation (RPI); Regional Training Coordinator; 2017 Southern California Wildfires National Dislocated Worker Grant (NDWG); Forward Focus – AB 2060; High Performing Board (HPB)

WDB manager Patrick Newburn provided an update regarding the abovementioned grants. Consider that there are several grants in the budget that contribute to about \$1M worth of extra money that the WDB gets beyond the core grants. These grants are earmarked for certain activities. Essentially the grants are earmarked for regional capacity building and most of the monies are

geared towards increasing enrollments for adults, dislocated workers, out-of-school youth, and individuals with barriers to employment. These funds help to provide services at the AJCC and have served over 8,000 individuals coming through the job and career center seeking services. Out of the 8,000 there are 500 individuals that are receiving specific job and career training. You may review all the above mentioned grants in detail in the executive committee report pages 6-7 detail located in this meeting packet and can now be found on the WDB website at [www.workforceventuracounty.org](http://www.workforceventuracounty.org).

#### EDD/WIOA Fiscal & Procurement Monitoring April 30 – May 4

Human Services Agency (HSA), Chief Deputy Director, and WDB Interim Executive Director Melissa Livingston reported out on the recent fiscal and procurement monitoring. Ms. Livingston shared the current monitoring will look comprehensively at WIOA fiscal and procurement activity for the last 3 quarters of PY 2016-17 and first quarter of 2017-18. A follow-up review will also occur regarding the corrective action plans from the prior year review period- previously reported out to the WDB regarding the One Stop Operator RFP, Cost Price Analysis, and multiple year contracted services practices.

#### WDB Executive Director Position Update

Melissa Livingston reported updates regarding the WDB Executive Director position; specifically targeting a May 2018 opening of the position, and a goal of August 2018 to have a new Executive Director in place. The recruitment will be conducted nationwide, leveraging the CWDB/CWA networks, as well as National Workforce Association networks. The recruitment will be open for at least six weeks, or longer if required- in order to ensure a diverse candidate pool. The process will begin with an oral panel that will include WDB representation, and a final interview that will include WDB leadership, HSA leadership, and a representative from the CEO.

The WDB Executive Director position and Administrative and Fiscal Entity will continue to report to the Human Services Agency, as there is not a current model change being considered by the County. At this time. The WDB Executive Director will continue to have a dual reporting relationship to HSA (Chief Deputy Director), and the WDB.

Vic Anselmo recognized that maintaining the current model and structure would give the WDB the opportunity to explore and study other potential structures and models.

Ms Livingston noted that if the WDB chose to study other models, it was highly recommended the WDB acquire a 3<sup>rd</sup> party consultant with the appropriate expertise, and the process be led by the WDB Chair and designated WDB members. To ensure proper firewalls and conflict of interest concerns the Human Services Agency/WDB Administrative staff should not be involved or consulted in the study process or final recommended decision by the WDB.

WDB members agreed to an Action Item be presented on the Agenda for the June 7 WDB Meeting for consideration of pursuing a study session that would focus on the pros and cons of different models and structures.

#### June 7, 2018 (Annual Meeting; Election of Officers)

WDB Chair announced the new WDB Chair and Vice Chair for PY 2018-19 will be up for election and requested all member be present. Mr. Anselmo reminded the Board the 2018 WBD Awards has been moved to the Fall of 2018.

## 11.0 WDB MEMBER COMMENTS

Chairman Anselmo shared his experience attending the 2018 National Association of Workforce Boards (NAWB) Forum in Washington, D.C. Board Members, Greg Liu and Peter Zierhut also attended the NAWB Forum. Mr. Anselmo stated how technology is exploding and tools are becoming available for staff to use for data. The rate of advancement is exponential, and in order stay relevant as a board, they need to embrace technology. Lastly he shared a business engagement session he attended. When delivering a message to business we need to be talking in terms of what businesses are dealing with, not just offer them information and instead focus on what services we can offer to solve their problem.

WDB Vice Chair Gregory Liu shared that technology was the major focus of possibilities of business retention and the conference and had a positive experience attending. Vice Chair Liu shared he spoke to two board members at the Forum that have a 501(c)(3) WDB. They had discussion on how a 501(c)(3) model might benefit the WDB-VC and identified some potential challenges and benefits.. The one big benefit was having private funding and being able to provide more services to the community. Mr. Liu added that he would very much like to have the study session from a third party as soon as possible.

WDB Business Services Committee Chair Jesus Torres commented as the WDB is looking into re-establishing the Resource Development Committee. He shared that the Business Services Committee will be addressing concerns as to how the WDB can become more relevant with local businesses. He added, as Chair of the Business Services Committee, the committee will be engaging with the private sector to become a part of the process and at times having them lead. He feels that it is important businesses have a leadership stake in these conversations of having that the “business to business” dialogue and ensuring WDB is more relevant and valuable among the business community. The initiatives of Business Services Committee is to let businesses know what they have to offer is of value and relevant to their business needs.

WDB member Connie Chan made a recommendation about using technology more specifically social media platforms to reach the youth population and let them know about the AJCC and the services it provides. Ms Chan added that a lot of people don't know about the AJCCs. Also, in engaging business, she would like to hear more success stories from employers/businesses and recommends that we invite an employer to come to attend one of our WDB meetings and feels it would be motivating and energizing to the WDB. In addition, Ms Chan suggested once a new WDB Executive Director has been assigned to have an open-house at the AJCC to introduce the new director to the community and invite businesses to see the new AJCC resource center.

WDB member Peter Zierhut shared his experience to the Board while attending the 2018 NAWB Forum. Mr. Zierhut attended a presentation presented by the San Diego Workforce Development Board and was impressed by the fact that they formed a 501(c)(3) many years ago and the great work they do. They are able to raise funds and a third of their budget comes from alternative sources. The San Diego Workforce Partnership received the NAWBs 2017 WIOA Trailblazer Award ward from the work that they've done in the community. Mr. Zierhut thinks it's an interesting model and it is one reason why he's very interested understanding how the WDB-VC might expand beyond where they are right now.

Mr. Zierhut expressed the value of other breakout sessions he attended highlighting one on how to work more effectively with community colleges by utilizing dealing prior learning assessment strategies and leveraging industrial strategies for apprenticeships. An example is West Michigan WDB, manages all apprenticeship for the entire west half of Michigan. Also, he attended a presentation on how to make better use of various data to help make better informed decisions. There were over a dozen different topics that helped to think about how what this WDB-VC might do to grow in the future. Mr. Zierhut thanked the Board and staff for the opportunity to attend.

WDB member Dona Lacayo commented that she has connected the Port of Hueneme with the T-Ten program at Ventura College. Ms. Lacayo stated this partnership was a result of a presentation she heard at the August 24, 2017 WDB meeting. (At the August 24<sup>th</sup> meeting Mr. Stangeland, program instructor from Ventura College, presented the T-TEN Automotive Technology Program to the Board Members. The T-TEN Program is a partnership between Ventura College, Toyota and local dealerships to identify the skills needed by employers in the industry, develop curriculum to meet employer needs and place program participants in jobs.)

The Port of Hueneme is putting on its 5<sup>th</sup> Annual Maritime Advanced System & Technology (MAST) 2018 Expo. The World Trade and Innovation MAST Open House and Technology Expo and Annual Naval Technology Exercise (ANTX) a collaboration with Naval Base Ventura County, EDC-VC, and GT2, in coordination with the annual Coast Trident Exercise will be held on May 23, 2018 from 8:00 a.m. to 4:00 p.m. at the Port of Hueneme.

WDB member Celina Zacarias commented that it's important to bring employers to table. Ms. Zacarias shared a recent meeting held at California State University, Channel Islands (CSUCI) campus and brought a Haas Automation intern to share his experience as a cybersecurity technician for Haas Automation. The intern was doing hacking to find weak spots within the company's computer system. The other employers in this meeting were not aware that such cyber security programs existed for students. She added that through something simple like internships, businesses are able to see a benefit and that there is a need to engage businesses and inform them of these valuable programs.

## **12.0 ADJOURNMENT**

Motion to adjourn at 10:00 a.m.: Byron Lindros

Second: Alex Rivera

Motion carried unanimously

Next WDB Meeting (Annual)

Thursday, June 7, 2018 (8:00 a.m.–10:00 a.m.)

Ventura County Office of Education

5100 Adolfo Road, Salon C, Camarillo



# WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

[workforceventuracounty.org](http://workforceventuracounty.org)

**TO: WORKFORCE DEVELOPMENT BOARD**

**FROM: VIC ANSELMO, CHAIR**

**DATE: JUNE 7, 2018**

**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 2018-2019**

## 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 2018-2019 as follows:

### Workforce Development Board

- August 23, 2018 8:00 a.m. - 10:00 a.m.
- October 25, 2018 8:00 a.m. - 11:30 a.m. (Planning Meeting)
- December 6, 2018 8:00 a.m. - 10:00 a.m.
- February 28, 2019 8:00 a.m. - 10:00 a.m.
- April 25, 2019 8:00 a.m. - 10:00 a.m.
- June 6, 2019 8:00 a.m. - 10:00 a.m. (Annual Meeting)

### WDB Executive Committee

- July 12, 2018 8:00 a.m. - 9:30 a.m.
- August 9, 2018 8:00 a.m. - 9:30 a.m.
- September 13, 2018 8:00 a.m. - 9:30 a.m.
- October 11, 2018 8:00 a.m. - 9:30 a.m.
- November 8, 2018 8:00 a.m. - 9:30 a.m.
- January 10, 2019 8:00 a.m. - 9:30 a.m.
- February 14, 2019 8:00 a.m. - 9:30 a.m.
- March 14, 2019 8:00 a.m. - 9:30 a.m.
- April 11, 2019 8:00 a.m. - 9:30 a.m.
- May 9, 2019 8:00 a.m. - 9:30 a.m.
- June 20, 2019 8:00 a.m. - 9:30 a.m.

Meeting dates for other WDB committees will be scheduled and announced by July 2018. 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](http://www.workforceventuracounty.org).

If you have questions or need more information, please call me at (805) 981-1991 or Melissa Livingston, HSA Chief Deputy Director at (805) 477-5303.



## Workforce Development Board of Ventura County

### MEETING UPDATE FOR MAY/JUNE

June 7, 2018

- |                                      |               |   |
|--------------------------------------|---------------|---|
| • Executive Committee                | June 21, 2018 | Committee report from the <u>May 10</u> meeting is attached.                              |
| • <i>Ad Hoc</i> Nominating Committee | N/A           | Committee report from the <u>April 27</u> meeting is attached.                            |
| • Business Services Committee        | June 6, 2018  | Committee report of the <u>June 6</u> meeting will be provided at the next WDB meeting.   |
| • Clean/Green Committee              | TBA           | Committee report from the <u>May 18</u> meeting will be provided at the next WDB meeting. |
| • Healthcare Committee               | TBA           | Committee report from the <u>May 4</u> meeting will be provided at the next WDB meeting.  |
| • Manufacturing Committee            | June 28, 2018 | Committee report from the <u>April 19</u> will be provided at the next WDB meeting.       |
| • Membership Committee               | June 5, 2018  | Committee report from the <u>May 1</u> meeting is attached.                               |
| • Outreach Committee                 | TBA           | Committee report from the <u>May 16</u> meeting is attached.                              |
| • Programs Committee                 | June 6, 2018  | Committee report from the <u>May 2</u> meeting is attached.                               |





**TO: WORKFORCE DEVELOPMENT BOARD**

**FROM: VIC ANSELMO, CHAIR  
EXECUTIVE COMMITTEE**

**DATE: JUNE 7, 2018**

**SUBJECT: EXECUTIVE COMMITTEE REPORT**

The Executive Committee met on May 10, 2018. In attendance were Committee members: Vic Anselmo (Chair), Gregory Liu (Vice Chair), Brian Gabler, Anthony Mireles, Alex Rivera, Patty Schulz, Tony Skinner, and Jesus Torres. WDB staff: Melissa Livingston, (HSA Chief Deputy Director), Talia Barrera, Patricia Duffy, Tracy Johnson, Patrick Newburn, and Ma. Odezza Robite; and guests: Bryan Gonzales (HSA Fiscal CFO), Sally Harrison (County of Ventura, Budget and Finance Program Analyst), Richard McNeal (Public), Bruce Stenslie (EDC-VC & WDB member), and Chris Vega (HSA Fiscal). The following is a summary of topics discussed at the meeting:

### **WIOA PERFORMANCE QUARTERLY REPORTING AND UPDATE Q3**

- **WIOA Adult, Dislocated Worker, and Youth**

WDB staff Patrick Newburn reported out on the WIOA Enrollments Program Year 2017-2018, Third Quarter Report from July 1, 2017 to March 31, 2018. The combined PY 2017-18 (new) and PY2016-17 (carry-in) total enrollments is 597. WIOA enrollments consisted of: 104 enrolled adults, 166 enrolled dislocated workers, 257 enrolled youth, 26 enrolled CWDB Steps2Work participants, and 44 enrolled DOL Bridges2Work participants. The non-enrolled Self Service (Universal Customers) total 8,042. The totals are a little lower than last year due to a decrease in the unemployment totals. The Universal Customers represent public visiting the AJCC seeking career assistance, use the resource center, signing up for resume or interview classes, as well as seeking Employment Development Department assistance.

Specific to Comprehensive WIOA Youth service providers: The Boys and Girls Club of Greater Oxnard and Port Hueneme enrollment plan (92) to actual (89) success rate is at 97% right on target. PathPoint enrollment plan (80) to actual (81) success rate is at 101% right on target. Both are on target to fulfill their PY 2017-18 contract.

Patrick Newburn reminded the committee of their approval to shift \$100,000 from dislocated worker to the adult funding stream allowing for increased On the Job Training (OJT) opportunities and supportive services. Melissa Livingston clarified the recent transfer of funds is directly related to the decline in dislocated worker enrollments and challenges of being able to serve the dislocated worker populations. Because of this the total number of enrollments for the dislocated workers program will show a decrease, however, there will be an increase with the adults programs of being able to provide services to this population.

- EDC-VC: Rapid Response, Business Retention and Layoff Aversion Allowable Activities

Bruce Stenslie reported out on his contracted rapid response, business retention and layoff aversion allowable activities for third quarter of program year 2017-18. He provided handouts to the Committee, the America's SBDC California Los Angeles Network Thomas Fire Disaster Response and Business Recovery Summary; Business Engagement Ecosystem Ideal State; and the EDC-VC Scope of Work Regional Plan Implementation an Augmentation to Business Retention & Layoff Aversion Services. You may view these handouts on the WDB website at [www.workforceventuracounty.org](http://www.workforceventuracounty.org).

Mr. Stenslie reported on the business retention/layoff aversion services program year 2017-18 plan to actual for at risk employers served (with one or more at-risk workers) provided layoff aversion services currently at 296%. Jobs at-risk and retained after completion of all employer services and at six weeks retention for employers served plan to actual and average score is at 84%. At-risk workers provided non-WIOA incumbent worker training for job retention by all providers plan to actual and average score is at 42%. Contracted expenditures 19% In-kind expenditures 70%. For additional information you may view the content in the meeting packet on the WDB website at [www.workforceventuracounty.org](http://www.workforceventuracounty.org)

Mr. Stenslie provided an overview of the first handout which is a short summary highlighting activities through the Small Business Development Center (SBDC) partnering with FEMA, Small Business Administration (SBA) on how they were able to assist many Ventura County residence and businesses affected by the Thomas Fire by way of collaboration with other local government entities, receiving contributions of \$90K from the Governor's Office and local businesses and foundations. He thanked the WDB/WIOA Rapid Response contract and thanked the Committee.

## **WDB FINANCE AND GRANT REPORTS**

- FY 2017-18 Financial Status Report: March 2018

At this meeting the Financial Status Report (FSR) for Fiscal Year 2017-2018, reflecting year-to-date expenditures from July 1, 2017 through March 31, 2018. Bryan Gonzales reported that actual expenditures at 75% into the fiscal year are on target overall. Mr. Gonzales explained that 2017-2018 spending goals are on target to meet plan requirements. A copy of the March 2018 FSR is in the May 10, 2018 Executive Committee meeting packet posted on the WDB website: [workforceventuracounty.org](http://workforceventuracounty.org). The status of expenditures at 75% into fiscal year was:

<u>WIOA Core Funds</u>	<u>2017-2018 Plan</u>	<u>YTD Expended</u>	<u>% Expended vs. Plan</u>
Dislocated Worker	2,307,232	1,536,540	67%
Adult	1,782,885	1,193,460	67%
Youth	1,874,121	1,294,656	69%
Rapid Response	418,260	304,936	73%
<u>WIOA Non-Core Funds</u>			
DOL Bridges 2 Work Grant	88,907	88,907	100%
CWDB Steps 2 Work Grant	105,297	105,297	100%
VC I-E3	189,078	121,284	64%
High Performing Board	0	0	0%
CWDB Regional Capacity Bldg.	141,206	52,898	37%

*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 Step 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.

*High Performing Board:* Pursuant to California Unemployment Insurance Code (CUIC) Section 14200(c), the California Workforce Development Board (State Board) has established standards for certification of high-performing Local Workforce Development Boards (Local Board). CUIC Section 14200(d) requires a portion of the Governor's discretionary fund to be made available for the purpose of providing incentives to high-performing Local Boards.

*CWDB Regional Capacity Building:* For the Ventura County WIOA regional plan development and training coordination with the State. Multiple program year grant.

- WIA/WIOA Core Formula Funds Utilization

As shown in the table below, the summary of WIOA training expenditures, as of July 1, 2017 to March 31, 2018, 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 FY 15-17	Core Grant FY 16-18	Core Grant FY 17-19
Total Adult and Dislocated Worker Formula Fund Allocations	4,133,724	4,014,468	3,687,904
Training Expenditure Requirement	1,240,117	1,204,340	1,106,371
	30%	30%	30%
Formula Fund Training Expenditures	941,344	815,168	550,550
Leveraged Resources			
• Total Leveraged Resources Used Toward Training Expenditures	348,361	460,403	332,166
• Maximum Allowed Leveraged Resources (10%)	413,372	401,447	368,790
Total Leveraged Resources Used Toward Training Expenditures	348,361	401,447	332,166
• Total Amount Spent on Training	1,289,705	1,216,615	882,716
• % of Training Requirement Met	104%	101%	80%
(Final goal = 100%)			

Bryan Gonzales presented the financial report summary highlights as shown:

1. FY 2017-18 Financial Status Report – 7/1/17-3/31/18
  - a. Report Period 7/1/17-3/31/18
  - b. 75% through the fiscal year
  - c. Summary Chart – provides a visual view of magnitude of grants and expenditures to date
  - d. Actual to Plan
    - i. Core Grants
      1. Total expenditure are in line in most Core Grants
      2. Some costs shifted to Core Grants as other small grants have ended
    - ii. Other Grants
      1. Small size of the grants can result in fairly significant % swings
      2. Bridges 2 Work and Steps 2 Work ended 12/31/17
        - a. 100% spend to date is appropriate
        - b. Final adjustments were made to maximize allowable allocated costs to these grants when they closed out (examples in high % Other Operating)
      3. VC I- E3 is on a slower than expected spend rate at this point and has been reviewed with program staff accordingly
      4. Regional Capacity Building – spending has been slow to date and has increased as staff have been working on this program and charging their time as well as attending pertinent conferences
        - a. 25% AA Regional Training Coordinator (\$43,385 award amount) grant term ended 3/31/18. Final adjustments made to maximize allowable allocated costs to this grant.
      5. Regional Organizer (WDB) – Higher actual to plan percentage in direct program costs are due to required grant-related conferences and conference-related travel. Program staff has been consulted and will continue to monitor.
      6. Workforce Accelerator 6.0 – Program services for STEPS-Youth program associated with this grant continue to be ramped up.
      7. Regional Plan Implementation (WDB) – Amendments to contracts with The Agency and EDC-VC have been approved. Grant-related spending on The Agency contract to commence in May 2018.
  - e. Paid & Accrued – provides the breakout of actual paid and accrued expenditures
  - f. Training Report
    - i. 16-18 Grants (due 10/1/18)
      1. 101% of training requirement met (as of 6/30/17)
      2. Technically have until FY 2017-18 to accomplish requirement
    - ii. 17-19 Grants (Due 10/1/19)
      1. To date spending and leverage level are appropriate (80% as of 3/31/18)
2. FY 17-18 Plan (Approved 2/8/18) – Year To Date Expenditures
  - a. Row 24 – As previously discussed, EDC-VC has had its contract amended to include services for the Regional Plan Implementation grant. Spending on this contract is anticipated to commence prior to June 2018.
  - b. Rows 25-26 – Contracts at lower than anticipated spend rates. Staff will monitor and work with contractors as needed.
  - c. Row 28 – Bridges 2 Work and Steps 2 Work Grants have ended; no further charges will be incurred
  - d. Row 31 – Low Training Expenditures have been addressed in part with a shift of \$100,000 from Dislocated Worker to Adult where there is higher demand
  - e. Row 32 – Prior year ITA/OJT – spent at the beginning of the year

- f. Row 33 – Low Expenditure rate will be taken into consideration for in developing the budget for FY 2018-2019
- g. Row 37 – Unspent funds under these grants will roll forward into next FY
- h. Row 38 – Spending will be held to budgeted amount
- i. Row 39 – The Agency has amended its contract to include services for the Regional Plan Implementation. As previously stated, spending on this contract will commence May 2018
- j. Rows 49-69 – Variances among these various expenditure categories is common, especially in categories with relatively small expenditure levels
- k. Row 66 – Does not Include “grant specific” travel that has been moved to rows 40 & 42

## **ACTION ITEMS**

The Executive Committee considered background information, asked questions, and discussed the following items before taking action. The meeting packet with background information on the action items is available on the WDB website: [www.workforceventuracounty.org](http://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 2018-2019**

Melissa Livingston, HSA Chief Deputy Direct and WDB Interim Executive Director, presented on the WIOA tentative balanced budget plan for program year 2018-2019 action item. She reported that next year's (2018-19) allocations for WIOA core funding (adult, dislocated worker, youth) has a reduction of close to \$500K from the current PY 2017-18 budget. With significant reduction in the PY 2018-19 budget, and at the request of the Executive Committee from its last meeting was, she and HSA Fiscal Chief Financial Officer Bryan Gonzales brought back three options for committee review and discussion. (Budget spreadsheets may be viewed in the meeting packet on the WDB website).

#### **✚ Option 1: 3% Management Reserve, \$150,000 Salary Savings**

Budget Assumptions:

- 1) Grants for Dislocated, Adult, and Youth are based on EDD Plan Estimate updated 4/26/18, Management Reserve is at 3%
- 2) \$400k Steps to Work (AB2060) is pending final notification
- 3) Grant balances rolled over from FY17-18 are estimated; actual amounts may be different pending on year-end close out
- 4) \$100k fund transfer from Dislocated Worker to Adult is included in ITA/OJT committed in FY17-18 but spent in FY18-19
- 5) Salaries are based on CEO Salary Forecast, 26.7 FTEs for AFS assuming 24 filled + 2 to be filled, and .7 fixed-term; 6.75 FTES for WIB assuming 6 filled + Exe. Director to be filled for 9 months.
- 6) Proposed Salary Savings of \$150K; actual allocation to be determined (5/2/18)
- 7) All other services and overhead costs are at FY17-18 levels
- 8) Line 22 - EDC-VC Core Services contract reduced by \$10K (5/3/18)
- 9) Lines 23 and 24 - Youth Contract Services (PathPoint and Boys and Girls Club) reduced by \$90K each (5/3/18)
- 10) Line 36 - The Agency contract reduced by \$10K (5/3/18)
- 11) Line 37 - Outreach/Meeting/Conference -WDB reduced by \$5K (5/3/18)
- 12) Line 39 - Outreach/Meeting/Conference-AFS reduced by \$10K (5/3/18)
- 13) Line 60 - Conference/Seminars - AFS Staffs reduced by \$3K (5/3/18)
- 14) Line 61 - Conference and Seminars - WDB Staffs reduced by \$10K (5/3/18)

## **Option 2: 2% Management Reserve, \$150,000 Salary Savings**

### Budget Assumptions:

- 1) Grants for Dislocated, Adult, and Youth are based on EDD Plan Estimate updated 4/26/18, Management Reserve is at 2%
- 2) \$400k Steps to Work (AB2060) is pending final notification
- 3) Grant balances rolled over from FY17-18 are estimated; actual amounts may be different pending on year-end close out
- 4) \$100k fund transfer from Dislocated Worker to Adult is included in ITA/OJT committed in FY17-18 but spent in FY18-19
- 5) Salaries are based on CEO Salary Forecast, 26.7 FTEs for AFS assuming 24 filled + 2 to be filled, and .7 fixed-term; 6.75 FTES for WIB assuming 6 filled + Exe. Director to be filled for 9 months.
- 6) Proposed Salary Savings of \$150K; actual allocation to be determined (5/2/18)
- 7) All other services and overhead costs are at FY17-18 levels
- 8) Line 22 - EDC-VC Core Services contract reduced by \$10K (5/3/18)
- 9) Lines 23 and 24 - Youth Contract Services (PathPoint and Boys and Girls Club) reduced by \$65K each (5/3/18)
- 10) Line 36 - The Agency contract reduced by \$10K (5/3/18)
- 11) Line 37 - Outreach/Meeting/Conference -WDB reduced by \$5K (5/3/18)
- 12) Line 39 - Outreach/Meeting/Conference-AFS reduced by \$13K (5/3/18)
- 13) Line 60 - Conference/Seminars - AFS Staffs reduced by \$3K (5/3/18)
- 14) Line 61 - Conference and Seminars - WDB Staffs reduced by \$10K (5/3/18)

## **Option 3: 2% Management Reserve, \$190,000 Salary Savings**

### Budget Assumptions:

- 1) Grants for Dislocated, Adult, and Youth are based on EDD Plan Estimate updated 4/26/18, Management Reserve is at 2%
- 2) \$400k Steps to Work (AB2060) is pending final notification
- 3) Grant balances rolled over from FY17-18 are estimated; actual amounts may be different pending on year-end close out
- 4) \$100k fund transfer from Dislocated Worker to Adult is included in ITA/OJT committed in FY17-18 but spent in FY18-19
- 5) Salaries are based on CEO Salary Forecast, 26.7 FTEs for AFS assuming 24 filled + 2 to be filled, and .7 fixed-term; 6.75 FTES for WIB assuming 6 filled + Exe. Director to be filled for 9 months.
- 6) Proposed Salary Savings of \$190K; actual allocation to be determined (5/2/18)
- 7) All other services and overhead costs are at FY17-18 levels
- 8) Line 22 - EDC-VC Core Services contract reduced by \$10K (5/3/18)
- 9) Lines 23 and 24 - Youth Contract Services (PathPoint and Boys and Girls Club) reduced by \$45K each (5/3/18)
- 10) Line 36 - The Agency contract reduced by \$10K (5/3/18)
- 11) Line 37 - Outreach/Meeting/Conference -WDB reduced by \$5K (5/3/18)
- 12) Line 39 - Outreach/Meeting/Conference-AFS reduced by \$13K (5/3/18)
- 13) Line 60 - Conference/Seminars - AFS Staffs reduced by \$3K (5/3/18)
- 14) Line 61 - Conference and Seminars - WDB Staffs reduced by \$10K (5/3/18)

Committee members reviewed and discussed all three options and requested moving forward to review WIOA programs staff performance metrics, to set up on-site monitoring visits to the AJCC, conduct quarterly monitoring reviews on youth contracts, and to have contractors provide presentations to the committee and the full Board to ensure they are getting a return on investment with all WIOA programs staff, WDB administration staff, and WIOA/WDB contracts. Melissa Livingston agreed with the committee's requests and will bring back performance metrics for WIOA programs and WDB administration staff as well as address other concerns.

**Motion:** Approve Option 1, 2, or 3

**Moved by** Brian Gabler, seconded by Anthony Mireles

**Vote to Approve WIOA Budget Option 1:** Vic Anselmo (Chair) and Alex Rivera

**Vote to Approve WIOA Budget Option 2:** Gregory Liu (Vice Chair), Brian Gabler, Anthony Mireles, Patty Schulz, Tony Skinner, and Jesus Torres

**Vote:** Motion carried 6-2 for PY 2018-19 WIOA Budget Option 2

**Absent:** Jim D. Faul and Greg Barnes

**Recommendation that the Executive Committee Recommend to the Workforce Development Board of Ventura County (WDB) Approval of Option Term One (July 1, 2018 through June 30, 2019) of Contracts dated June 20, 2017 to Provide Comprehensive Workforce Innovation and Opportunity Act (WIOA) Youth Services in the Amounts not to Exceed \$604,000 for the Boys and Girls Club of Greater Oxnard and Port Hueneme, and Amounts not to Exceed \$604,000 for PathPoint**

WDB Programs Committee Chair Tony Skinner presented the recommendation to the committee to recommend to the Workforce Development Board of Ventura County (WDB) approval of Option Term One (July 1, 2018 through June 30, 2019) of contracts dated June 20, 2017 to provide comprehensive Workforce Innovation and Opportunity Act (WIOA) Youth Services in the amounts not to exceed up to \$604,000 for the Boys and Girls Club of Greater Oxnard and Port Hueneme, and amounts not to exceed up to \$604,000 for PathPoint.

Mr. Skinner reported at its May 2<sup>nd</sup> Programs Committee meeting, after carefully reviewing evidence and documentation (e.g., HSA and EDD monitoring reports, enrollment statistics, expenditure reports, CalJOBS performance indicators reports) as well presentations to the committee by the youth service providers, the committee concluded that both providers have fulfilled the terms of the base year contract and have provided appropriate WIOA services to the enrolled participants, out of school youth ages 16-24. The committee also observed a spirit of continuous improvement by both providers with respect to providing successful participant outcomes as well as understanding and being accountable for WIOA Performance Indicators and negotiated goals.

The Programs Committee recommends that the Executive Committee approve Option Term One (July 1, 2018 through June 30, 2019) for both providers. If approved by the Executive Committee, the WDB will consider approval of the contracts on June 7, 2018.

Motion to approve: Brian Gabler

Second: Tony Skinner

Motion carried unanimously.

## **WDB ADMINISTRATION**

- **AJCC Certification Evaluation Update: Hallmarks of Excellence 2<sup>nd</sup> Review of Criteria and Rankings**

WDB staff Patrick Newburn reported progress to date of the second phase of the AJCC Certification, the Hallmarks of Excellence Review of Criteria and Rankings. The first phase began Fall of 2017 called the Comprehensive AJCC Baseline Certification Matrix, the WDB approved Baseline certification at its January 2018 Meeting. Mr. Newburn shared that the Programs Committee have been working since January 2018 on part two of the AJCC certification, Hallmarks Excellence that must be submitted to the state by June 30, 2018. The Programs Committee was assigned oversight of this extensive process ensuring independently and objectively, that the comprehensive AJCC is meeting the WIOA statutory and regulatory requirements for AJCC certification. The committee has



evaluated evidence of services, conducted on-site evaluation, written justification narratives, and provided rankings for the eight segments of criteria to be evaluated. They also provide suggestions for continuous improvement to maintain or improve the scored rankings. The recommendation from the Programs Committee will be completed and submitted to the WDB for their approval to certify the AJCC prior to the June 30 deadline.

- Ad Hoc Nominating Committee Update

Patrick Newburn reported the three person *ad hoc* nominating committee, chaired by Peter Zierhut met on April 27, 2018. The committee conducted a thorough meeting which included reviewing bylaws, nominations process, member rosters and WDB participation, and discussed the 15 eligible board members from the business sector to become the next chair and vice chair. The committee has concluded its work and their nominations for the 2018-2019 chair and vice chair will be announced at the June 7 WDB Annual Meeting and election.

- Proposed Workforce Development Board and Executive Committee Meetings Schedules for Program Year 2018-2019

Vic Anselmo presented the tentative WDB meeting calendar and tentative WDB Executive Committee meeting calendar for program year 2018-2019 with the committee. All members present agreed to move forward with this item to the full board meeting as a consent item with a recommendation to adopt this tentative 2018-2019 WDB meetings calendar. A list of the WDB and Executive Committee meetings dates and times may be viewed in the meeting packet on the WDB website at [www.workforceventuracounty.org](http://www.workforceventuracounty.org).

- On the calendar:

- ✓ The Workforce Development Board Annual Meeting will be held on June 7, 2018, at the Ventura County of Education, 5100 Adolfo Road, Camarillo, from 8:00 a.m. to 10:00 a.m.
- ✓ The Workforce Development Board Study Session with the County Board of Supervisors will be held on July 31, 2018 at the County Government Center Hall of Administration Board of Supervisors Hearing Room, 800 S. Victoria Avenue, Ventura, from 11:00 a.m. to 11:30 a.m.

The next meeting of the Executive Committee is scheduled for June 21, 2018, from 8:00 a.m. to 9:30 a.m., at the United Food and Commercial Workers, Local 770, 816 Camarillo Springs Road, Camarillo.

If you have questions or need more information, please call me at (805) 981-1991, or Melissa Livingston, HSA Chief Deputy Director at (805) 477-5306.



## WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

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**TO: WORKFORCE DEVELOPMENT BOARD**

**FROM: PETER ZIERHUT, CHAIR  
AD HOC NOMINATIONS COMMITTEE**

**DATE: JUNE 7, 2018**

**SUBJECT: NOMINATIONS COMMITTEE REPORT**

The *Ad Hoc* Nominations Committee met via teleconference on April 28, 2018. In attendance were Committee members Peter Zierhut (Chair), Alex Rivera, and Tony Skinner; and WDB staff Patrick Newburn. Topics of discussion included:

### SELECTION PROCESS AND DISCUSSION

Members of the Nominations Committee discussed eligible business category members, referred to WDB Bylaws of 2016 (Section VI: Officers and Their Election), and used the strategic vision of the Regional and Local Plan for guidance, for the nomination of the WDB Chair and WDB Vice Chair.

The committee considered comments from WDB staff Patrick Newburn regarding the need for the new officers to work closely with a new Executive Director to be hired early in their term, to be knowledgeable with WDB financial reports including possible increase in specialty grants to augment decreasing core funding, and the need for diversity in appointing committee chairs.

Peter Zierhut and members reviewed WDB member attendance records, biographical information, and discussed responsibilities of leading a public board. The guidance for selecting a slate of officers which was previously developed in 2016 included:

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

After extensive discussion and review, the committee narrowed a list to six members as potentially suited for the WDB officer nominations. The committee was unanimous in selecting a chair, and vice chair for nomination at the WDB election to be held at the Annual Meeting on June 7, 2018.

If you have questions or need more information, please contact me at (805) 278-1800 or contact Patrick Newburn at (805) 477-5470, email [patrick.newburn@ventura.org](mailto:patrick.newburn@ventura.org).



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**TO: WORKFORCE DEVELOPMENT BOARD**

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

**DATE: JUNE 7, 2018**

**SUBJECT: MEMBERSHIP COMMITTEE REPORT**

The Membership Committee met on May 01, 2018. In attendance were Committee members: Patty Schulz (Committee Chair), Jeremy Goldberg, Capt. Doug King, and Jesus Torres. (All are Board members). WDB Staff present was Patrick Newburn. The following is a summary of topics discussed at the meeting:

### Membership Status

- Reappointments: Current WDB member terms indicate six total reappointments for consideration will be coming due in June (one) and August (five) and require action at this meeting. Members discussed and reviewed committee participation and attendance records of the reappointment prospects. The committee unanimously agreed to extend reappointment invitations to all six. Committee Chair Patty Schulz, Capt. Doug King, and Jesus Torres will divide list and extend invitations for reappointment to Anthony Mireles, Brian Gabler, Greg Gillespie, Cindy Guenette, Kathy Harner, and William Pratt. WDB staff Patrick Newburn will subsequently prepare board of supervisor recommendation for reappointment letters.
- Appointments: Committee members discussed board composition, WIOA categories of representation, required business member and workforce member ratios, and the engagement/recruitment process. One Government/Workforce Services category prospective member was discussed as a potential appointment for this mandatory category, given a potential resignation from Connie Chan due to job reassignment by EDD. The EDD representative is mandated in this category as there are no other entities that fulfill the WIOA mandate for Workforce Services. Patrick Newburn will contact both existing WDB member and prospective candidate for clarification and intention to support WDB. The committee agreed that the WDB remains WIOA compliant with 29 voting members in all mandated categories. Additionally WDB has four non-voting members.
- Recruitments: Committee members had no potential recruitments on the horizon for either WDB or Programs Committee appointment.

### WIOA Workforce Development Planning

Committee members reviewed the 2017-2019 2-Year Plan and made no revisions.

## **Committee Member Comments**

Members discussed suggestions for improving WDB member development and improvements to WDB meetings. Topics included:

- WDB member understanding of responsibilities would improve with ongoing/ stepped WDB orientation training beyond the introductory training provided at new member onset
- WDB members need better understanding of WIOA programs and would benefit from WIOA “101” training to learn more about the details of the federal law; WDB meetings might include 15 minute segment of WIOA training at every WDB meeting
- WDB members would better comprehend the complexities of WIOA funding and participant outcomes with Improved finance expenditure explanations at WDB meetings including better use of graphs, pie charts, and simplified dashboards
- WDB members ongoing participation value continued bi-monthly meeting rotation and consistent calendar schedules
- WDB members will potentially benefit from meetings located and hosted at AJCC and Youth Contractor locations in order to learn more about WIOA provider programs
- WDB members appreciate and value WIOA participant success stories at WDB meetings as well as business testimonials about benefits from hiring WIOA participants
- WDB members attention and engagement will benefit from increased opportunities for open discussion at WDB meeting with less emphasis on prescribed report-outs

Members discussed the WDB Executive Director vacancy relating to WDB member engagement, development, and retention.

If you have questions or need more information, please call me at (805) 650-8611, or contact Patrick Newburn at (805) 477-5306, email [patrick.newburn@ventura.org](mailto:patrick.newburn@ventura.org).



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**TO: WORKFORCE DEVELOPMENT BOARD**

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

**DATE: JUNE 7, 2018**

**SUBJECT: OUTREACH COMMITTEE REPORT**

The WDB Outreach Committee met May 16, 2018. Attending the meeting were Committee members Brian Gabler (Chair), Tracy Perez, and Bruce Stenslie; WDB staff Talia Barrera; and guests Rebecca Evans (Human Services Agency Adult and Family Services), Heidi Hayes (theAgency) and Clare Briglio (Economic Development Collaborative – Ventura County). The following is a brief summary of Workforce Development Board of Ventura County (WDB) outreach activities from November January 2018 to March 2018.

### **Employer Outreach**

- **Workforce Wednesday**
  - **March 28** – Millennials: How can/should employers adapt their work environment to recruit highly qualified millennials? Greg Van Ness and Sean Bhardwaj – Final discussion guide attached.
  - **April 25** –Port of Hueneme World Trade Week and MAST Open House: Christina Birdsey and Dona Toteva Lacayo. Final discussion guide attached.
  - **May 30** – The Un-retirement Trend. Victoria Jump and Vic Anselmo – Discussion guide DRAFT attached.
  - **June 20** – Subsidized Work-Based Learning. Bruce Stenslie and Alexandria Wright – Discussion guide in development.
  - **July 2018** – No Workforce Wednesday broadcast.
- **April 2018 Workforce Update Eblast**
- April 18 – WDB Cohorts: 661 Sent/23% Open Rate/8% CTR
- April 18 – Biz List: 5,448 Sent/8% Open Rate/96% CTR (Note: Researching anomaly.)
- **June 2018 Issue “Workforce Update” Potential Topics**
  - Workforce Wednesday – May 30<sup>th</sup> Un-retirement Trend
  - VCGB – Subsidized Work-Based Training Solutions
  - Board Member Focus – Tony Skinner recognition
  - Partner Focus – VCCCD Economic Development Report/Division
  - Success Story Feature

## **Ventura County Grows Business Website – July to May 9, 2018**

- 2,889 Unique Visitors - -8% increase year-over-year
    - o 4,137 Sessions - -1% increase year-over-year
    - o 10,738 Pageviews - -4% increase year-over-year
    - o Mobile Users
      - **Increased from 5% to 40% of users.**
    - o **New Pages/Content Added – See attached.**
      - Work-Based Learning Slider
      - Work-Based Learning Landing Page/Links
  - **RPI Grant: Regional Business Outreach & Engagement** o **VCGB Paid Media Plan Finalized April to June, 2018 (See attached)**
    - LA Times late start resulted in considerable additional value-add
      - 125,000 additional [LATimes.com](http://LATimes.com) ROS targeted impressions
      - (2) 1/4 page, 4-color ad placements in LA Times San Fernando/Ventura Zone
    - KCLU
      - Extended four weeks to complete the month of June
- Creative**
- VCGB Website
    - Work-Based Learning Slider (For WDB Website as well)
    - Work-Based Learning Landing Page
  - :30 Work-Based Learning Radio Spot
  - New Work-Based Learning banner asset set (11)
  - Facebook Ad Sets
  - LA Times Admail Eblasts (2)
  - AJCC Collateral
    - Rapid Response Pamphlet
    - OJT Pamphlet
    - OJT Tent Card
    - Job Seeker Pamphlet
    - Business Services Pamphlet
    - AJCC Press Kit Folder
  - VC Jobs With a Future cross-promotional support. See Youth Outreach
- **VCGB Facebook - March 1 to April 30, 2017**
    - As of May 10, 2018 – Likes/Fans 3,241
    - o +211% Increase (July 1 – 2,678)
    - Posts: 57 total posts in March & April combined (approx. 28 per month or 6-7 per week)
    - Total Reach: 39,846 – Average 4,980/week
    - Paid Post Reach: 2,880 most for a single day (4/28/18)
    - Organic Post Reach: 414 most for a single day (4/1/18)



## **YOUTH OUTREACH**

- **Paid Media Outreach**
  - 1/15/18 to 3/18/18. Media plan updated for impressions due to campaign optimization for engagement on Pandora. Final impressions report to come after conclusion of program.
    - Pandora Highlights
      - Mobile Video had an average video completion rate of 73%
      - Overall CTR of .30%
      - “Successful video version had highest clicks
    - Snapchat (Varick) Highlights
      - Additional pixel tracking data was placed on the site and we learned that from 5,461 visits to the site:
        - 65+ → 11.9%
        - 55-64 → 9.7%
        - 45-54 → 25%
        - 35-44 → 18.2%
        - 25-32 → 19.3%
        - 18-24 → 15.9%
- **RPI Grant: Regional Business Outreach & Engagement**
  - Pandora Paid Media – Campaign utilizing most impactful elements targeting “Training”
- **Search Engine Optimization:**
  - Current budget amount allowed for SEO extension from May to June 2018. Final report will be presented at the Outreach Committee meeting in July.
- **VC Jobs with a Future – July to May 9, 2018**
  - 4,832 Unique visitors – 140% increase year-over-year
  - 6,133 Sessions – 146% increase year-over-year
  - 13,989 Page views – 151% Increase year-over-year
  - Conversion Rate: Defined as visiting 2 to 5 pages – 18% of total sessions
- **VC Jobs with a Future – Twitter: March 1 to April 30, 2018**
  - As of April 30, 2018 – 1,030 followers
    - 36% increase (760 as of June 30, 2017)
  - 104 Total Tweets March 1-April 30 (61days)
    - 788 Profile Visits (1,379 Mar/Apr)
    - 91,200 Impressions (99,600 Mar/Apr)
    - 1,495 Impressions per day average (1,688/day Mar/Apr)

## **JOB SEEKER OUTREACH**

- **AJCC Collateral** - Develop new and update existing AJCC one-sheets and pamphlets to address “America’s” and applicable content updates including:
    - **New One Sheets (3-4 Versions)** –
      - Proposed layout to client for template approval on 10/2/17
      - Advised feedback would be available on 11/20/17. Pending.
    - **Update Existing Pamphlets (3 Versions)**
      - Revised layouts/design/content updates to WDB staff for review on 11/10/17. See attached drafts for: OJT, Job Seekers, and Employer Services. Pending.
    - **Update Existing Tent Card (1)**
      - Will be completed when pamphlet feedback/approval is received. Pending.
  - **Career Shops**
    - Sent May workshop information on April 9
    - Sent workshop information on March 12
- Clips:**
- KCLU - May Simi Valley CalJOBS listing
  - KDAR – May CalJOBS listing
  - 805 Calendar – running May Simi Valley CalJOBS listing
  - Moorpark Patch – April Simi Valley CalJOBS listing
  - [805Calendar.com](http://805Calendar.com) – April Simi Valley CalJOBS listing
  - KCLU – April Simi Valley CalJOBS listing
  - KDAR – April workshops listing
  - VC Star – ran April Simi Valley CalJOBS listing – March 28
  - Citizens Journal – posted April Oxnard workshop listings – March 20

## **GENERAL OUTREACH**

- **Press Release**
  - **Board reappointments** – prepared news release and sent April 10. **Clips:**
    - VC Star – board reappointment – April 20 online, April 22, print
    - Pacific Coast Business Times – board reappointments – April 20
    - [CitizensJournal.com](http://CitizensJournal.com) – posted board reappointments – April 12
- **Op-Eds**
  - **Millennial op-ed** – contacted Greg Van Ness and Sean Bhardwaj. Received their input. Prepared op-ed and submitted to the Star. Posted online April 21, ran in print publication April 22. **Clip:**
    - VC Star – Millennial op-ed – April 21 online, April 22 print
- **Clean Green Employer Awareness Videos**
  - **Voiceover development support and review** –Waiting on completion of videos to promote on the WDB, VCGB websites and via social media. WDB Staff advised almost completed 5/9.
- **WDB Integrated Media Calendar Update** – See attached.

- **Workforce Ventura County Website**
  - **Google Analytics Stats July 1 to May 9, 2018**
    - Audience Overview – 9,404 Sessions/6,449 Unique Users  
22% increase in unique user's year-over-year
- **Job Outlook Eblast:**
  - **April 20 (March 2018 Report)** – WDB Cohorts: 670/27% open rate/2.1% CTR
  - **April 20 (March 2018 Report)** – Biz List: 5,430/8% open rate/148% CTR (Researching anomaly)
  - **March 23 (February 2018 Report)** – WDB Cohorts: 666/27% open rate/2.1% CTR
  - **March 23 (February 2018 Report)** - Biz List: 5,491/8% open rate/143% CTR (Researching)
- **Job Outlook Most Recent Stats:** The following highlights local, state and national data in terms of NOT seasonally adjusted rates for **March 2018**:
  - **Ventura County decreased .4%** from a revised 4.0% in February 2018 to 3.6% in March 2018 (March 2017 = 4.7%)
  - **California decreased .2%** from 4.5% in February 2018 to 4.2% in March 2018 (March 2017 = 5.1%)
  - **U.S. decreased .3%** from 4.4% in February 2018 to 4.1% in March 2018 (March 2017 = 4.6%)

The next meeting of the WDB Outreach Committee is scheduled for July 18, 2018, from 9:00 a.m. to 10:30 a.m., at the Ventura County Community Foundation Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo.

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



**TO: WORKFORCE DEVELOPMENT BOARD**

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

**DATE: JUNE 7, 2018**

**SUBJECT: PROGRAMS COMMITTEE REPORT**

The Programs Committee met on May 02, 2018. In attendance were Committee members: Tony Skinner (Chair)\*, Jerry Beckerman, Kathy Harner\*, Linda Fisher-Helton, Mary Navarro-Aldana Tressie Nickelberry. WDB Staff Patrick Newburn, Vivian Pettit, and Ma Odezza Robite. Guests Diana Aguayo-Saldana (Human Services Agency), Diana Fernandez (Boys & Girls Clubs Greater Oxnard and Port Hueneme), Mario Quintana (Boys & Girls Clubs Greater Oxnard and Port Hueneme), Tina Knight (Human Services Agency), Jennifer Lopardo (PathPoint), Jessica Gallardo (PathPoint), Kim Whitaker (PathPoint), and Pierrette Authier (PathPoint). \* Indicates WDB Member. The following is a summary of topics discussed at the meeting:

**PRESENTATION: PATHPOINT**

PathPoint Director of Program Services Kim Whitaker delivered an overview of PathPoint's WIOA services during the Program Year 2017-2018. Kim presented two success stories for participants Elene and Ricardo. Ms. Whitaker reported that their organization has received WDB contracts to provide WIA and WIOA Youth Services for 15 years, and has always met performance goals. She reported that in the current program year their tracking a 64% success rate in 2<sup>nd</sup> quarter employment/placement performance indicator, which represents 98% of negotiated goal! Their success is in large part due to a stable and committed staff of professionals. She reported on current program year 2017-18 performance outcomes as a snapshot of current success rates against the WDB goals. Kim reminded the committee of the challenges involved with recruiting and serving out of school youth ages 16-24. In today's economy, most of the participants seek up-skilling training versus employment, as they already have a job in many cases. Whitaker concluded that PathPoint has a proud track record of "making the difference" in youths lives having participated in WIA and WIOA programs.

Committee members questioned and discussed some of the PathPoint reported measures and rates of success. Additionally members discussed examples of entry level career pathways such as Certified Nurse Assistant offered as certificate programs through PathPoint partnerships. Members thanked Ms. Whitaker and her staff for their ongoing success with WIOA programs for out of school youth.

**PRESENTATION: BOYS AND GIRLS CLUB OF GREATER OXNARD AND PORT HUENEME**

Diana Fernandez and Mario Quintana, Academic and Career Advisors at Boys & Girls Clubs Greater Oxnard and Port Hueneme (BGCOP) delivered an overview of BGCOP's WIOA services

during the Program Year 2017-2018. Diana and Mario jointly reported on current program year 2017-18 performance outcomes of current success rates against the WDB goals. They are working to learn CalJOBS reporting system and are tracking the 5 Performance Indicators with the newly available Predictive Reports. One notable measure is 81% success rate in Measurable Skill Gain, which is well above the negotiated performance goal. Mario stated that BGCOP has always met their numbers in past years performance, and they expect to do the same by end of this program year. Diana shared that the technical assistance training provided by WDB staff has help them to understand the transition from WIA to WIOA. Their staff has a continuous improvement attitude and meet regularly to improve based upon CalJOBS report measurement. They provided the committee with a printed report of measures and their 2017-18 schedule of monitoring and training.

Committee members questioned and discussed the Measurable Skill gains with respect to literacy and numeracy. Ms Fernandez and Mr. Quintana provided examples of success by including partnerships with Vista Real Charter School and Oxnard Adult School, among others. Members thanked Diana and Mario for their successful efforts in providing services to out of school youth.

## **YOUTH CONTRACTS DISCUSSION**

The Committee, serving as the WDB oversight committee for WIOA programs, discussed the Base Term (July 1, 2017 to June 30, 2018) performance (as of March 31, 2018) of each of two WIOA comprehensive youth program providers: Boys and Girls Clubs of Greater Oxnard and Port Hueneme and PathPoint.

Patrick Newburn explained a multi-page report of newly available CalJOBS Predictive Reports of Performance Indicators for PY16-17 in four measures (2<sup>nd</sup> Quarter Employment/Placement, Measureable Skill Gains, Credential Attainment, and Median Earnings), as well as Accountability and Monitoring reports. The exception to the predictive report was 4<sup>th</sup> Quarter Employment/Placement Indicator, due to the reporting period not being available as of this date. The current PY2017-18 reports are not fully available due to the follow-up period after exit not reliable at this date as clients mostly remain in active participation status. Mr. Newburn reminded the committee that the CalJOBS Predictive Reports is just two weeks new and as such, WDB staff and providers have not been provided EDD direction to understand the tabulation methodology including how exiting participant's cohorts were calculated. Mr. Newburn explained the reports are raw data and a snapshot of outcomes, but are not yet able to be explained by WDB staff or providers. Committee members reviewed the reports including all five attachments of supporting evidence. These reports with attachments are available as part of the meeting packet and may be viewed at [HTTP://WWW.workforceventuracounty.org](http://www.workforceventuracounty.org).

Discussion involved carefully reviewing the provider's enrollment statistics, financial expenditure reports, WIOA Performance Indicator reports, and accountability and compliance monitoring reports from the Fiscal Department of the Human Services Agency (HSA) and from the Employment Development Department (EDD). The committee also received two separate report-out presentations during the Base Term Year from both providers, including today's meeting. The committee acknowledged the provider's technical challenges beyond their control, in reporting WIOA measureable outcomes due to limited reporting capability of the statewide records management system CalJOBS. The committee also observed a spirit of continuous improvement and participation in several HSA technical assistance meetings by both providers. The committee reminded both providers to strive for excellence in participant outcomes including being accountable for WIOA Performance Indicators and negotiated goals. The committee concluded that both providers have met the terms of the contract and have provided appropriate WIOA services to the enrolled participants, out of school youth ages 16-24.

The Committee members recommended that the WDB Executive Committee at their May 10, 2018 meeting, approve both contracts for Option Term One (July 1, 2018 through June 30, 2019) for both providers. Mary-Navarro-Aldana abstained from voting.

**AJCC CERTIFICATION EVALUATION: HALLMARKS OF EXCELLENCE**

Patrick Newburn provided committee members electronic files prior to the meeting for the Hallmarks of Excellence evaluation. Those evidence files over 30 pages, included details about the Hallmarks Matrix. Hyperlinks for the evaluation may be viewed at [HTTP://www.workforceventuracounty.org](http://www.workforceventuracounty.org). Printed binders were available for members to take as needed. Members were offered the opportunity to review a PowerPoint of elements 5-8, but declined in the interest to having the option to self-study outside of this meeting. Mr. Newburn reminded the committee that the first four elements were presented at the April meeting at the AJCC, and the remainder of the elements-5-8 need to be evaluated by each member using the electronic links at their office or home prior to the next meeting. The writing narrative, recommendations for continuous improvement, and the ranking for all 8 elements is due to be returned to WDB staff by deadline Monday May 21, 2018. WDB staff will compile all responses and rankings for the June 6, 2018 meeting in order for committee members to agree upon recommendations for WDB consideration and certification. 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.

The next Programs Committee meeting is scheduled for June 6, 2018, from 2:30 p.m. to 4:30 p.m., at the Human Services Agency (Redwood Room), 855 Partridge Drive, Ventura.

If you have questions or need more information, please call me at (805) 642-2149, or contact Patrick Newburn at (805) 477-5306, email: [patrick.newburn@ventura.org](mailto:patrick.newburn@ventura.org).



## WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

[workforceventuracounty.org](http://workforceventuracounty.org)

**TO: WORKFORCE DEVELOPMENT BOARD**

**FROM: MELISSA LIVINGSTON**  
**CHIEF DEPUTY DIRECTOR, HSA**

**DATE: JUNE 7, 2018**

**SUBJECT: RECOMMENDATION TO APPROVE THE ADDITION OR DELETION OF PROVIDERS  
AND/OR PROGRAMS (COURSES) FOR THE ELIGIBLE TRAINING PROVIDER LIST  
(ETPL)**

### **RECOMMENDATION**

Approve the addition/deletion of providers and/or vocational training programs/courses to the Eligible Training Provider List (ETPL), as listed on Attachment 1.

### **DISCUSSION**

Local Development Areas are responsible for the approval of (1) local providers of vocational classroom training who wish to be, or to remain, on the Eligible Training Provider List (ETPL) and, (2) of their several programs/courses.

From time to time, it is necessary to delete courses that are no longer being offered or are duplicates, and to approve new providers and the courses that they wish to add to the list. Workforce Development Board approval is needed before these courses may be removed from, or added to, the list.

If you have questions or concerns, please contact Patricia Duffy at (805) 477-5306, email [Patricia.duffy@ventura.org](mailto:Patricia.duffy@ventura.org).



**WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY**  
**June 7, 2018**  
**RECOMMENDED MODIFICATIONS TO THE ELIGIBLE TRAINING PROVIDER LIST (ETPL)**

<b>Provider Name</b>	<b>Program Name</b>	<b>Recommendation</b>
Pacific Coast Trade School (Provider has closed)	Provider has closed	Drop
Conejo Adult Ed	Caregiver	Add
Conejo Adult Ed	IT Support Technician	Add
Sergio School of Trucking	New Provider (Add)	Add
Sergio School of Trucking	Class A Refresher Course	Add
Sergio School of Trucking	Commercial Driver Class BP/B	Add
Sergio School of Trucking	Advance Commercial Driver Class AP/P	Add
Ventura Adult and Continuing Education	3D Modeling and Design Drafter	Add
Simi Institute for Careers and Education	Pharmacy Technician –Online (Externship Offered)	Add
Simi Institute for Careers and Education	Clinical Dental Assistant –Online	Add

**WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY**

**June 7, 2018**

**RECOMMENDED MODIFICATIONS TO THE ELIGIBLE TRAINING PROVIDER LIST (ETPL)**

Simi Institute for Careers and Education	Medical Billing and Coding -Online	Add
Simi Institute for Careers and Education	Certified Personal Trainer and Exam Prep- Online	Add
Simi Institute for Careers and Education	CBCS Certified Medical Admin Assistant w/Billing and Coding- Online	Add
Simi Institute for Careers and Education	Comp TIA Linux +and Unix Training- Online	Add
Simi Institute for Careers and Education	HVACR Certified Technician-Online	Add
Simi Institute for Careers and Education	Solar Power Professional- Online	Add
Simi Institute for Careers and Education	Welder Technician- Online	Add
Simi Institute for Careers and Education	Administrative Dental Assistant-Online	Add
Simi Institute for Careers and Education	Certified Clinical Medical Assistant ( CCMA)- Online	Add
Simi Institute for Careers and Education	Human Resources Professional- Online	Add

# PHAROS

## Center for Innovation

### VC Workforce Development Board Overview

Ecosystem	Early Stage	Seed Stage	Growth Stage	Impact
Student Programs				Money Brought to Ventura County
Career Connections				Money Raised by Startups
Internships				Entrepreneurs Involved
Pitch Competitions				Startups Created
	Networking			People Employed
	Community Building Events			Mentors
	Workshops			Partners
	Accelerator Program		Incubation	Events Held
	Mentoring	Consulting		
	Tech Application			
		Access to Capital		
		Service Providers		
			Strategic Partnerships	

# Impact

<b>\$1.5 mil</b>	<b>Brought to Ventura County</b>	<b>\$2.2 mil</b>	<b>Raised</b>
<b>800+</b>	<b>Entrepreneurs</b>	<b>20+</b>	<b>Startups Created</b>
<b>30+</b>	<b>People employed</b>	<b>50</b>	<b>Mentors</b>
<b>100</b>	<b>Partners/Organizations</b>	<b>100</b>	<b>Events held</b>

# Pharos Partners



Matterlabs



# Supporting Organizations



# CAREER EDUCATION UPDATE

JUNE, 2018



## VC INNOVATES

### *Goals:*

1. Connect Middle Schools, High Schools and Community Colleges
2. Connect Schools with Employers



6/7/2018

# VC INNOVATES

*Goal 1. Connect Middle Schools, High Schools and Community Colleges*

## Outcomes

- 74 New CTE Teachers
- 68 Teachers added CTE credential
- 154 High School Pathways
- 115 Middle School Programs (Exploratory)
- Increase in students earning college credit

Students Earning College Credit in High School		
2014-15	2015-16	2016-17
446	1,970	2,141

6/7/2018

# VC INNOVATES

*Goal 2. Connect Schools with Employers*

## Outcomes

Essential Career Connections			
	2014-15	2015-16	2016-17
Pathway Students	4,000*	9,636	16,144
Field Trips	80	130	330
Business Partners	54	200	280+

*\*Estimated*



6/7/2018



## COMMUNITY EVENTS

Events in 2017-18	Participants
Ag Summit	100
Kick-Off	550
Aviation Career Day	525
Made in VC	145
Hackathon	125



## CAREER EDUCATION CENTER

### Goals:

1. Provide Capstone Courses for district CTE pathways
2. Provide internships for all students in Capstone courses



## MAJOR EVENTS

### Entrée to Employment

*22 to date, 2,300 participants*

### Hospitality Week

*3<sup>rd</sup> annual in April, 2018*

### Sustainable VC: Careers in Clean Tech

*1<sup>st</sup> annual in March 2018*

### Miniversities

*2<sup>nd</sup> annual in June 2018, 100 teachers*

### Summer Camps

*3<sup>rd</sup> annual in July 2018, 800 students*

### Mechatronics Training

*1<sup>st</sup> annual in Jan 2018, 50 teachers*



## CAREER EDUCATION CENTER

	2014-15	2015-16	2016-17	2017-18
Programs	43	58	75	77
Students	2,571	2,956	4,973	5,876
Schools Served	49	54	54	50

6/7/2018



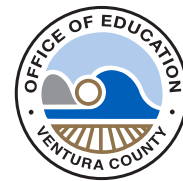
- Continue to improve facilities
- Add mechatronics space in Camarillo
- Partnership with Harbor Freight Tools for Schools
- Increase quality of internships
- Summer Camps

6/7/2018





# 2018 CEC SUMMER CAREER CAMPS



Advanced Technology · Innovative

**July 2<sup>nd</sup> – July 27<sup>th</sup>**

Instruction · Irresistibly Engaging Curriculum



## CEC CAMARILLO

465 Horizon Circle  
Camarillo, CA 93010

Auto Camp	9:00
Dental Careers Camp	1:00p
Digital Media for Game Designers	1:00p
Film and TV Makeup	1:00p
Medical Assistant Internship	9:00
Medical Front Office	1:00p
Medical Terminology	9:00
Medical Terminology	9:00
Podcasting & DJ Production Camp	1:00p
Robotics Camp	9:00
Sound and Music Production Camp	9:00
Sports Medicine Camp	9:00
Unity Game Design	9:00
Veterinary Camp	9:00



## CEC MOORPARK

5700 Condor Dr,  
Moorpark, CA 93021

Animation Camp	1:00p
Comedy Theater Camp	9:00
Film & TV Makeup Camp	9:00
Medical Assistant Internship	9:00
Medical Front Office	9:00
Medical Terminology	1:00p

## WEST COUNTY HIGH SCHOOL CAMPUS



### ADOLFO CAMARILLO HS

4660 Mission Oaks Blvd  
Camarillo, CA 93012

Fun with Photoshop!	8:00
Coding Camp Featuring Robotics	8:00
Product Innovation & Design	8:00



### HUENEME HIGH SCHOOL

500 W Bard Rd  
Oxnard, CA 93033

Robotics Camp	1:00p
College and Career Camp	8:00
Mariachi Camp	12:00p



### PACIFICA HIGH SCHOOL

600 E Gonzales Rd  
Oxnard, CA 93036

Mariachi Camp	8:00
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### OXNARD HIGH SCHOOL

3400 W Gonzales Rd  
Oxnard, CA 93036

Movie Making	8:00
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### RANCHO CAMPANA HIGH SCHOOL

4235 Mar Vista Dr  
Camarillo, CA 93010

Choreography Camp	8:00
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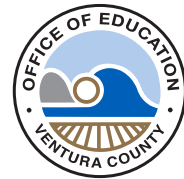
### RIO MESA HIGH SCHOOL

545 Central Ave  
Oxnard, CA 93036

Maker Space	8:00
Medical Terminology	8:00



# 2018 CEC SUMMER CAREER CAMPS



Advanced Technology · Innovative

July 2<sup>nd</sup> – July 27<sup>th</sup>

Instruction · Irresistibly Engaging Curriculum

## EAST COUNTY HIGH SCHOOL CAMPUS



### FILLMORE HIGH SCHOOL

555 Central Ave,  
Fillmore, CA 93015

Medical Terminology	9:00
Beginning Robotics Camp	9:00
Health Careers Camp	9:00
Video Production Camp	9:00



### MOORPARK HIGH SCHOOL

4500 Tierra Rejada Rd  
Moorpark, CA 93021

Cooking 101: Introduction to Culinary Management	9:00
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### SANTA PAULA HIGH SCHOOL

404 N 6th St  
Santa Paula, CA 93060

Medical Terminology Hybrid	9:00
Intro to Law Enforcement Camp	9:00
Robotics and Technology	9:00



### SIMI VALLEY HIGH SCHOOL

5400 Cochran St  
Simi Valley, CA 93063

Movie Production	1:00p
Legal Careers Camp	1:00p
Medical Terminology	1:00p

## ONLINE OR CEC CAMPUS REGISTRATION

# HOW TO REGISTER



[cec.gosignmeup.com](http://cec.gosignmeup.com)

1

Pre-register for a CEC career camp online at:  
<http://cec.gosignmeup.com>

**A parent or guardian must complete this step.** You will be placed on the waiting list until steps 2 and 3 are complete.

2

**You will receive a confirmation email with registration instructions and a link to required forms.** Print out the forms or pick up copies from the CEC Office locations listed below.

3

A parent must complete the registration process by returning the signed forms in person to one of the CEC locations below. If you cannot visit our campus, you may request our summer contract to be mailed to you by calling our office phone number listed below.  
**Registration closes June 8.**

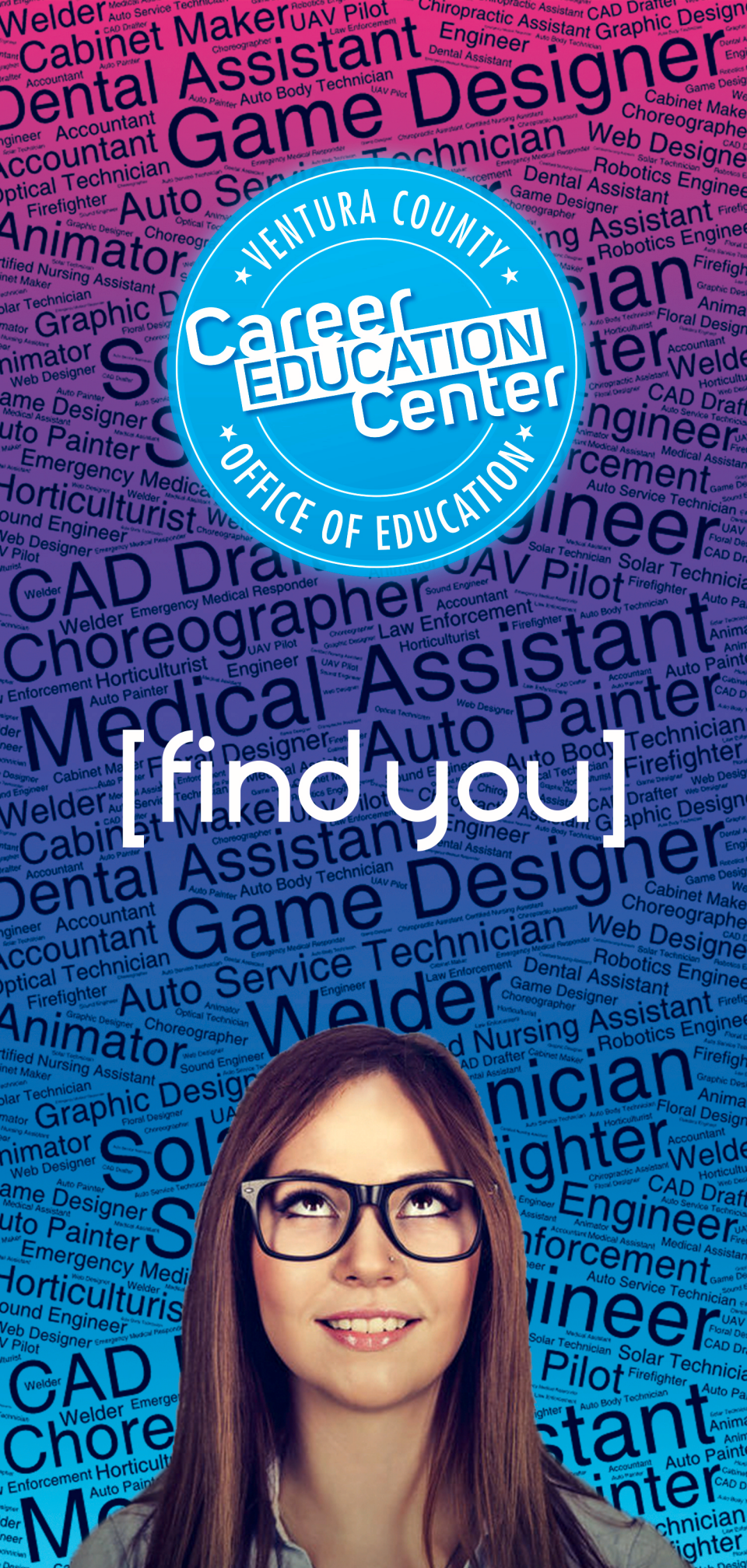
### Career Education Center Camarillo

465 Horizon Circle, Camarillo  
8am – 6:30pm • M–Th  
(805) 437-1420

### Career Education Center Moorpark

5700 Condor Drive, Moorpark  
2:30pm – 6:30pm • M–Th  
(805) 437-1580





# CEC COURSES

**FREE FOR PUBLIC HIGH SCHOOL STUDENTS**  
**Internships • Certification • Dual Credits**  
**Industry Experts • High Tech Classrooms**

## **Agriculture and Natural Resources**

- Applied Agriculture Business: Floral Design
- Applied Agriculture Business

## **Arts, Media and Entertainment**

- Film and TV Makeup
- Unity Game Development
- Digital Media for Game Designers
- Honors Game Design Studio
- Sound and Music Production
- Radio and Podcasting
- Air Academy: Aerial Video and Photography
- Honors Film Production

## **Building and Construction Trades**

- Residential and Commercial Construction

## **Engineering and Architecture**

- Computer Aided Drafting and Design
- Mechatronics Design Lab
- Honors Engineering

## **Information and Communication Technologies**

- Information Technology Help Desk
- Honors Cyber Security

## **Manufacturing & Product Design**

- Intro to Welding
- Advanced Welding
- Applied Manufacturing
- Technology and the Art of Engineering (STEAM)
- Computer Aided Drafting and Design

## **Health Science and Medical Terminology**

- Introduction to Health Careers
- Medical Terminology
- Bilingual Medical Terminology
- Sports Medicine Exploration
- Medical Office Assistant
- Medical Assistant
- Medical Assistant Internship
- Honors Certified Nursing Assistant
- Honors Dental Assistant
- Health Insurance Billing and Coding
- Pharmacy Technician
- Honors Mind Matters: Mental Health & Illness

## **Marketing, Sales and Service**

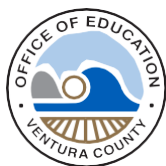
- 21st Century Marketing Sales

## **Public Service**

- Criminal Justice
- Introduction to Law Enforcement Careers
- Introduction to Fire Science Careers
- Advanced Fire Science Careers
- Fire Science Internship
- Emergency First Responder

## **Transportation**

- Air Academy: Unmanned Aerial Systems
- Honors Air Academy: Unmanned Aerial Systems
- Air Academy: Introduction to Aviation
- Automotive Technology- DRAGG
- Introduction to the Automotive Industry
- Auto Body Repair
- Advanced Auto Body
- Auto Paint and Refinishing
- Advanced Auto Paint and Graphics
- Introduction to Automotive Technology
- Introduction to Auto Technology: NATEF
- Advanced Auto Technology: NATEF



**DAY, NIGHT AND ONLINE CLASSES AVAILABLE**  
**Classes Available at our Camarillo & Moorpark**  
**Campuses and Ventura County High Schools**

**\*Free Transportation Available**

**VCOE.ORG/CEC**

**ENROLL TODAY**  
**805-437-1420**



**TO: WORKFORCE DEVELOPMENT BOARD**

**FROM: VIC ANSELMO, CHAIR  
EXECUTIVE COMMITTEE**

**DATE: JUNE 7, 2018**

**SUBJECT: RECOMMENDATION OF THE WORKFORCE DEVELOPMENT BOARD (WDB) OF  
VENTURA COUNTY TO APPROVE HIRING A CONSULTANT TO PROVIDE A STUDY  
AS TO THE ADVANTAGES AND DISADVANTAGES OF ALTERNATIVE METHODS  
OF MANAGING AND OPERATING THE WDB OF VENTURA COUNTY, WITH  
SPECIAL EMPHASIS ON THE POTENTIAL BENEFITS OF A 501(C)(3) AS EITHER  
AN OPERATING STRUCTURE OR AN ADDITIONAL ENTITY**

## **RECOMMENDATION**

Recommendation of the Workforce Development Board (WDB) of Ventura County to approve hiring a consultant to provide a study as to the advantages and disadvantages of alternative methods of managing and operating the WDB of Ventura County, with special emphasis on the potential benefits of a 501(c)(3) as either an operating structure or an additional entity.

## **BACKGROUND**

The WDB Executive Committee Board was provided a presentation at the January 11, 2018 meeting by Barry Zimmerman, Director of the County of Ventura's Human Services Agency regarding a proposed concept to change the structure of the WDB Administrative Entity and Fiscal Agent-potentially contracting out the function to a non-profit organization. The proposal was based upon a recognition that as WIOA legislation changed in 2015-more stringent firewall, conflict of interest, and procurement requirements had been defined that could create challenges with the current model; coupled with continued trends reducing WIOA core funding-calling for a model that provided for greater flexibility in WDB funding resource options.

## **DISCUSSION**

A general update of the proposal discussion was shared with the WDB at the January 25, 2018 meeting, with an interest to learn more about the benefits and/or challenges of taking on a different model. The WDB Executive Committee in turn requested additional documentation and discussion on the topic at the February 11, 2018 Executive Committee meeting, and after the review and discussion felt the that the current model was satisfactory. At the February 22, 2018 WDB meeting it was communicated that at this current time that the County Human Services Agency would not further pursue the prior proposal, and would seek to mitigate any of the firewall, conflict of interest, and procurement challenges.

At the April 25, 2018 WDB meeting, a Board member requested that the WDB be given an opportunity to revisit the original proposal or some variation thereof, and it was agreed that an action item would be carried by the WDB Chair at the June 7, 2018 meeting to determine the pleasure of the collective board for further study and consideration.

If you have questions or need more information, please contact me at (805) 981-1991 or Workforce Development Board staff at (805) 477-5306.





## WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

[workforceventuracounty.org](http://workforceventuracounty.org)

**TO: WORKFORCE DEVELOPMENT BOARD**

**FROM: VIC ANSELMO, CHAIR  
EXECUTIVE COMMITTEE**

**DATE: JUNE 7, 2018**

**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 2018-2019**

### **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 2018-2019.

### **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 tentative 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.

As of today's date, WIOA Adult, Dislocated Worker, Youth and Rapid Response local area allocations are pending. On April 26, 2018 the Employment Development Department (EDD) of California issued an Information Notification WSIN-32 providing WIOA Title I formula "estimated allocations" for the Adults, Dislocated Worker, and Youth funding streams for PY 2018/2019. The allocation estimates are provided for planning purposes and will change based upon the final enacted PY 18 full year appropriation expected later this calendar year. The planning estimates are intended to provide Local Areas with a general idea of how their respective funding allocations will change in PY18 assuming there are no major changes enacted by Congress. Given the lag time in the final budget allocations, it is best practice to begin the new plan year with a tentative balanced budget to ensure fiscal accountability and fiscal management. This action recommends your WDB approval of a tentative balanced budget plan to commence expenditures, noting that budget updates will occur on the basis of new allocation and funding updates.

### **DISCUSSION**

On April 12, 2018, and on May 10, 2018 the WDB Executive Committee reviewed a working draft of a preliminary WIOA Budget Plan for PY 2018-2019, and discussed the following assumptions and considerations:

- Program Year (PY) 2018-2019 WIOA Dislocated Worker, Adult, Youth, and Rapid Response allocations are pending publication by the State.
- Management Reserve funds were approved by the committee in PY17/18 at a 3% level- assumption for PY2018/2019 will continue, unless the committee advises differently (Executive Committee recommends 2%).
- Estimated projections are on the basis of PY 2017-2018 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 (Executive Committee recommends reductions in the Tentative Balanced Budget Plan though actual contract levels will hold at current levels and will be monitored early in the year to determine needed adjustments).
- The current tentative budget reflects significant tentative funding reductions from PY 2017-2018 to PY 2018-2019.

Considerations for discussion and approval of the plan:

- The WDB must approve a tentative balanced budget plan to authorize expenditures against WIOA funds.
- At the April 12, 2018 meeting- the committee directed the fiscal agent to return with a set of scenarios that the Board could review and discuss to balance the budget. The key areas of focus were upon Contracted Services and WIOA and WDB Staffing.
- As noted on April 26, 2018 Information Notice WSIN-32 from EDD reflected estimated planning allocations for Ventura County for PY 2018-2019 to reflect a reduction in Dislocated Worker funding of (\$34,239), Adult (\$210,463), and Youth (\$244,861) compared to the PY 17/18- for a total estimated planning reduction of (\$489,563).
- Projected year-end rollover amounts have been updated. Final actual year-end close will confirm the amount of 2017-2018 rollover in each of the funding categories. The WDB usually makes adjustments to the budget plan following the year-end close (typically around 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.

On May 10, 2018 the WDB Executive Committee reviewed and discussed various options for accomplishing a Tentative Balanced Budget Plan for PY 2018-2019 and by vote of a quorum approved the Plan presented today.

Today's action recommends that the Workforce Development Board (WDB) of Ventura County approve the 2018-2019 Tentative Budget Plan as presented with the expectation that, after the 2017-2018 year-end close, and PY 2018-2019 WIOA Dislocated Worker, Adult, Youth and Rapid Response allocation publication, the 2018-2019 Budget Plan will be reconsidered, appropriately adjusted, and resubmitted for Workforce Development Board approval.

If you have questions or need more information, please contact me at (805) 981-1991 or Workforce Development Board staff at (805) 477-5306.

FY 2018-19 WIOA TENTATIVE BALANCED BUDGET PLAN (DRAFT FOR WDB MEETING 06/07/18)														
						High Perform Board (WDB)	Regional Capacity Building (AFS)	Regional Organizer (WDB)	Wrkforce Accel 6.0 (AFS)	Regional Plan Implem. (WDB)	Steps to Work AB2060	FY 18-19 Plan Total	FY 17-18 Plan Approved 2/8/18	\$ Change from FY 17-18 to FY 18-19
		Dislocated Worker	Adult	Youth	Rapid Response	12/1/16-12/31/18	3/1/17-3/31/19	3/1/17-3/31/19	2/1/18-7/31/19	1/1/18-6/30/19	???			
Revenue Projection:														
FY18-19 Grants (Estimated for core grants) -2.0%		2,001,694	1,441,508	1,570,980	370,661	54,838	205,000	85,714	250,000	350,000	400,000	6,730,395	8,120,805	(1,390,410)
FY18-19 Mgmt. Reserve:(2% DW, Adult, Youth)		(40,034)	(28,830)	(31,420)	-	-	-	-	-	-	-	(100,284)	(168,412)	68,128
Grant Balance to be Spent in the Future		-	-	-	-	-	-	-	-	-	(190,000)	(190,000)	(535,838)	345,838
Spent in prior years		-	-	-	-	-	(30,000)	(85,714)	(8,000)	(115,000)	-	(238,714)	(751,770)	513,056
Balance rolled over from prior year grants:														
FY17-18 Mgt Reserve		64,278	49,059	55,075	-	-	-	-	-	-	-	168,412	314,017	(145,605)
Additional rollover - Salaries Savings/		44,354	92,626	4,433	-	-	-	-	-	-	-	141,413	75,875	65,538
Overhead Saving/(Overage)		-	-	-	-	-	-	-	-	-	-	-	1,198	(1,198)
FY 17-18 Unspent Direct expense		53,000	147,000	-	-	-	-	-	-	-	-	200,000	214,232	(14,232)
ITA/OJT Committed FY17-18 Spent in FY18-19		40,000	120,000	-	-	-	-	-	-	-	-	160,000	71,524	88,476
Total Available Grants to be Spent		2,163,292	1,821,363	1,599,068	370,661	54,838	175,000	-	242,000	235,000	210,000	6,871,222	7,341,631	(470,409)
Grants %		31.5%	26.5%	23.3%	5.4%	0.8%	2.5%	0.0%	3.5%	3.4%	3.1%	100.0%		
AFS FTEs Assigned to the programs		10.60	8.70	1.00	1.85	-	1.45	-	1.60	-	1.50	26.70	26.00	0.70
% Direct FTES Allocated to Grants		39.7%	32.6%	3.7%	6.9%	0.0%	5.4%	0.0%	6.0%	0.0%	5.6%	100.0%		
% Admin Staff Allocated to Grants		28.0%	25.0%	26.00%	6.00%	5.0%	0.0%	0.0%	0.0%	10.0%	0.0%	100.0%		
Expenditure Projection:														
Salaries and Benefits:														
AFSWIOA (24 regular filled + 0.7 fixed term + 2 vacancies) 2,732,683		1,084,885	890,425	102,348	189,343	-	148,404	-	163,756	-	153,522	2,732,683	2,610,000	122,683
WDB Admin (6 filled +.75 be filled+buydown) 931,583		260,843	232,896	242,212	55,895	46,579	-	-	-	93,158	-	931,583	850,000	81,583
Salaries Reduction (150,000)		(42,000)	(42,000)	(42,000)	(24,000)							(150,000)	-	(150,000)
Subtotal Salaries and Benefits		1,303,729	1,081,321	302,559	221,238	46,579	148,404	-	163,756	93,158	153,522	3,514,266	3,460,000	54,266
Direct Expenses:														
Grant Specific Contracts														
EDC-VC Business Services		-	-	-	85,000	-	-	-	-	70,000	-	155,000	145,000	10,000
Boys and Girls Club: Core Program		-	-	539,000	-	-	-	-	-	-	-	539,000	604,000	(65,000)
Pathpoint: Core Program		-	-	539,000	-	-	-	-	-	-	-	539,000	604,000	(65,000)
AFS-CalWORKs Activities		-	-	-	-	-	-	-	-	-	30,000	30,000	39,969	(9,969)
Subtotal - Contracted Program Expense		-	-	1,078,000	85,000	-	-	-	-	70,000	30,000	1,263,000	1,392,969	(129,969)
Client Expenses:														
ITA / OJT (30% required - 10% leverage)		390,000	375,000	-	-	-	-	-	-	-	-	765,000	965,000	(200,000)
ITA / OJT Committed 17-18 Spent in 18-19		40,000	120,000	-	-	-	-	-	-	-	-	160,000	71,524	88,476
Others/Childcare/Trans - JTA		20,000	20,000	-	-	-	-	-	-	-	-	40,000	60,402	(20,402)
Subtotal - Client Expense		450,000	515,000	-	-	-	-	-	-	-	-	965,000	1,096,926	(131,926)
Other Allocated/Contracted Expenses														
CapacityBuilding/WKFAcc Contractual Serv 40,000		-	-	-	-	-	-	-	40,000	-	-	40,000	75,000	(35,000)
S2W CCD Training -		-	-	-	-	-	-	-	-	-	-	-	41,250	(41,250)
Outrch/Mktg: theAgency 175,000		50,000	38,000	42,500	9,500	-	-	-	-	35,000	-	175,000	215,000	(40,000)
Outreach/Meeting/Conf -WDB 35,000		10,750	6,750	6,750	2,750	-	-	-	-	8,000	-	35,000	36,000	(1,000)
WDB Expense - Non Staff 8,000		4,000	2,000	2,000	-	-	-	-	-	-	-	8,000	8,000	-
Outreach/Meeting/Conf-AFS 13,000		2,500	3,500	-	3,000	-	4,000	-	-	-	-	13,000	23,000	(10,000)
Subtotal - other allocated expense 271,000		67,250	50,250	51,250	15,250	-	4,000	-	40,000	43,000	-	271,000	398,250	(127,250)
Subtotal- Program/Clients Expenses		517,250	565,250	1,129,250	100,250	-	4,000	-	40,000	113,000	30,000	2,499,000	2,888,145	(389,145)
Total Direct Program Expense		1,820,979	1,646,571	1,431,809	321,488	46,579	152,404	-	203,756	206,158	183,522	6,013,266	6,348,145	(334,879)
Overhead/Administration:														
		30.28%	27.38%	23.81%	5.35%	0.77%	2.53%	0.00%	3.39%	3.43%	3.05%	100.00%		
Communication/Voice/data 75,000		22,712	20,537	17,858	4,010	581	1,901	-	2,541	2,571	2,289	75,000	75,000	(0)
Insurance 14,043		4,253	3,845	3,344	751	109	356	-	476	481	429	14,043	14,043	(0)
Facilities Maint. 95,090		28,796	26,038	22,642	5,084	737	2,410	-	3,222	3,260	2,902	95,090	95,090	(0)
Membership and dues 12,350		3,740	3,382	2,941	660	96	313	-	418	423	377	12,350	12,350	(0)
Education allowance (consolidated with line 64+65) 0		-	-	-	-	-	-	-	-	-	-	-	-	-
Indirect cost recovery(County A87) 98,670		29,880	27,018	23,494	5,275	764	2,501	-	3,343	3,383	3,011	98,670	98,670	(0)
Books and Publication 2,000		606	548	476	107	15	51	-	68	69	61	2,000	2,000	(0)
Office Equip./Supp. & Furniture/Fixtures<5000 20,000		6,057	5,476	4,762	1,069	155	507	-	678	686	610	20,000	20,000	(0)
Mail Center - ISF 6,000		1,817	1,643	1,429	321	46	152	-	203	206	183	6,000	6,000	(0)
Purchase Charges - ISF 3,800		1,151	1,041	905	203	29	96	-	129	130	116	3,800	3,800	(0)
Copy Machine - ISF 9,000		2,725	2,464	2,143	481	70	228	-	305	309	275	9,000	9,000	(0)
Information Tech - ISF 10,000		3,028	2,738	2,381	535	77	253	-	339	343	305	10,000	10,000	(0)
Computer Services Non ISF 2,000		606	548	476	107	15	51	-	68	69	61	2,000	2,000	(0)
Building Lease/Rental 95,000		28,769	26,013	22,620	5,079	736	2,408	-	3,219	3,257	2,899	95,000	95,000	(0)
Storage Charges - ISF 5,000		1,514	1,369	1,191	267	39	127	-	169	171	153	5,000	5,000	(0)
Mileage Reimb. - Staffs only 26,000		7,873	7,119	6,191	1,390	201	659	-	881	891	794	26,000	26,000	(0)
Conference/Seminars - AFS Staffs 8,000		2,423	2,191	1,905	428	62	203	-	271	274	244	8,000	11,000	(3,000)
Conference and Seminars - WDB Staffs 10,000		3,028	2,738	2,381	535	77	253	-	339	343	305	10,000	20,000	(10,000)
Fiscal/HR/BTD/ET (HSA) 350,000		105,989	95,838	83,338	18,712	2,711	8,871	-	11,860	11,999	10,682	350,000	350,000	(0)
Attorney Fees 10,000		3,028	2,738	2,381	535	77	253	-	339	343	305	10,000	10,000	(0)
Other misc. Admin Services 5,000		1,514	1,369	1,191	267	39	127	-	169	171	153	5,000	5,000	(0)
Subtotal Overhead 856,953		259,508	234,653	204,048	45,815	6,638	21,719	-	29,037	29,380	26,154	856,953	869,953	(13,000)
Planned Total Grant Expenses		2,080,487	1,881,224	1,635,857	367,304	53,217	174,123	-	232,794	235,538	209,675	6,870,219	7,218,098	(347,879)
Work in Progress: Grant Balances		82,805	(59,861)	(36,789)	3,357	1,621	877	-	9,206	(538)	325	1,000	123,530	(122,530)

Budget Assumptions:	
1)	Lines 1 and 2 - Grants for Dislocated, Adult, and Youth are based on EDD Plan Estimate updated 4/26/18, Management Reserve is at 2%
2)	Line 1 - \$400k Steps to Work (AB2060) is pending final notification
3)	Lines 3-11 - Grant balances rolled over from FY17-18 are estimated; actual amounts may be different pending on year-end close out
4)	Line 10 - \$100k fund transfer from Dislocated Worker to Adult is included in ITA/OJT committed in FY17-18 but spent in FY18-19
5)	Lines 18 and 19 - Salaries are based on CEO Salary Forecast, 26.7 FTEs for AFS assuming 24 filled + 2 to be filled, and .7 fixed-term; 6.75 FTES for WDB assuming 6 filled + Exe. Director to be filled for 9 months.
6)	Line 20 - Proposed Salary Savings of \$150K; actual allocation to be determined (5/2/18)
7)	Line 24 - EDC-VC Core Services contract reduced by \$10K (5/3/18)
8)	Lines 25 and 26 - Youth Contract Services (PathPoint and Boys and Girls Club) reduced by \$65K each (5/3/18)
9)	Line 38 - The Agency contract reduced by \$10K (5/3/18)
10)	Line 39 - Outreach/Meeting/Conf -WDB reduced by \$5K (5/3/18)
11)	Line 41 - Outreach/Meeting/Conf-AFS reduced by \$10K (5/3/18)
12)	Line 62 - Conference/Seminars - AFS Staffs reduced by \$3K (5/3/18)
13)	Line 63 - Conference and Seminars - WDB Staffs reduced by \$10K (5/3/18)
14)	Other cost changes are based on projected actual need
15)	All other services and overhead costs are at FY17-18 levels



## WORKFORCE DEVELOPMENT BOARD

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**TO: WORKFORCE DEVELOPMENT BOARD**

**FROM: VIC ANSELMO, CHAIR  
EXECUTIVE COMMITTEE**

**DATE: JUNE 7, 2018**

**SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) RECOMMEND BOARD OF SUPERVISORS APPROVAL OF OPTION TERM ONE (JULY 1, 2018 THROUGH JUNE 30, 2019) OF CONTRACTS DATED JUNE 20, 2017 (CFDA No.: 17.259) TO PROVIDE COMPREHENSIVE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) YOUTH SERVICES IN THE AMOUNTS NOT TO EXCEED \$604,000 FOR THE BOYS AND GIRLS CLUB OF GREATER OXNARD AND PORT HUENEME, AND AMOUNTS NOT TO EXCEED \$604,000 FOR PATHPOINT**

### RECOMMENDATION

Recommendation That The Workforce Development Board Of Ventura County (WDB) Recommend Board Of Supervisors Approval Of Option Term One (July 1, 2018 Through June 30, 2019) Of Contracts Dated June 20, 2017 (CFDA No.: 17.259) To Provide Comprehensive Workforce Innovation And Opportunity Act (WIOA) Youth Services In The Amounts Not To Exceed \$604,000 For The Boys And Girls Club Of Greater Oxnard And Port Hueneme, And Amounts Not To Exceed \$604,000 For PathPoint

### BACKGROUND

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

### DISCUSSION

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

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

At the conclusion of the Base Term year, Program Year (PY) 2017-2018, it is necessary to make a decision regarding renewal of each contract for a second year (Option Term One PY 2018-2019).

On May 2, 2018, the WDB Programs Committee, serving as the WDB oversight committee for WIOA programs, discussed the Base Term performance (as of March 31, 2018) of each of two WIOA comprehensive youth program providers: Boys and Girls Clubs of Greater Oxnard and Port Hueneme, and PathPoint. Discussion involved carefully reviewing the provider's enrollment statistics, financial expenditure reports, WIOA Performance Indicator reports, and accountability and compliance monitoring reports from the Fiscal Department of the Human Services Agency (HSA) and from the Employment Development Department (EDD). The committee also received report-out presentations from both providers. The committee acknowledged the provider's technical challenges beyond their control, in reporting WIOA measureable outcomes due to limited reporting capability of the statewide records management system CalJOBS. The committee also observed a spirit of continuous improvement and participation in several HSA technical assistance meetings by both providers. The committee reminded both providers to strive for excellence in participant outcomes including being accountable for WIOA Performance Indicators and negotiated goals. The committee concluded that both providers have met the terms of the contract and have provided appropriate WIOA services to the enrolled participants, out of school youth ages 16-24. The Programs Committee recommended that the WDB Executive Committee consider renewal of both contracts.

On May 10, 2018 the Executive Committee discussed, reviewed, and approved the Programs Committee recommendation for renewal of these contracts. Additionally the committee reviewed WIOA Formula Planning Estimate Allocations and approved a tentative balanced planning budget for program year 2018-19, subject to final state core grant allocations. In the event that soon to be released final State Core Grant Allocations cause the WDB to revise PY18-19 contract amounts, accordingly youth service providers may be compelled to modify their contract budgets and scope of work to comply with the revised PY 18-19 WDB budget.

The Executive Committee recommends that the Workforce Development Board Of Ventura County (WDB) Recommend Board Of Supervisors (BOS) Approval of Option Term One (July 1, 2018 through June 30, 2019) for both providers for amounts not to exceed \$604,000, subject to final core allocations and WDB budget revision. If recommendation approved by the WDB, the BOS will consider approval of the contracts on June 19, 2018.

If you have questions, please call me at (805) 981-1991, or contact Patrick Newburn at (805) 477-5470, email [Patrick.Newburn@ventura.org](mailto:Patrick.Newburn@ventura.org).



## WORKFORCE DEVELOPMENT BOARD

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**TO: WORKFORCE DEVELOPMENT BOARD**

**FROM: PETER ZIERHUT, CHAIR  
NOMINATIONS COMMITTEE**

**DATE: JUNE 7, 2018**

**SUBJECT: NOMINATIONS FOR THE ELECTION OF WORKFORCE DEVELOPMENT BOARD  
OF VENTURA COUNTY (WDB) CHAIR AND WDB VICE CHAIR TO SERVE FROM  
JULY 1, 2018, THROUGH JUNE 30, 2019**

### NOMINATIONS

The *Ad Hoc* Nominations 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, 2018, through June 30, 2019: Gregory Liu WDB Chair and Tracy Perez for WDB Vice Chair.

### DISCUSSION

Members of the Nominations Committee were Chair Peter Zierhut, Alex Rivera, and Tony Skinner. In considering WDB officers candidates for 2018-2019, the committee convened on April 28, 2018 via teleconference and discussed eligible business category members, referred to the WDB Officer Considerations and Bylaws of 2016, and used the strategic vision of the Regional and Local Plan for guidance, 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 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 Workforce Development Board since 2017. Mr. Liu has actively participated on the WDB Manufacturing Committee and previously serves a committee vice chair. In support of the Manufacturing Roundtable of Ventura County (MRVC), Mr. Liu 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 KVTM. Most recently, Mr. Liu has represented the WDB in meetings with Congressional representatives in Washington, D.C. at the March 2017 and 2018 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.

## **BACKGROUND ON TRACY PEREZ**

Tracy Perez was appointed to the Workforce Development Board (WDB) on May 3, 2016. Tracy serves as a member of the WDB Business Services Committee. Prior to being appointed to the WDB, Ms. Perez was Chair of the Executive Committee for the Ventura County Civic Alliance (VCCA), Co-Chair of the VCCA Workforce Education Committee, Board Member of the Ventura County Economic Development Association (VCEDA), former Board Member of Habitat for Humanity Ventura County, former Member of Ag Futures Alliance Roundtable Ventura County, and is an active participant of House Farm Workers Task Force and CAUSE Triple Bottom Line Business Network.

Tracy brings over 15 years of business development and management experience and has over 17 years' experience. She is currently employed as Regional Manager at United Staffing Associates. Ms. Perez has consistently demonstrates success in developing and maintaining valuable business relationships with her clients and members of the business community. Tracy has a vast knowledge of the Ventura County job market understanding the needs and challenges of our local employers and workforce. Tracy is a lifelong resident of Ventura County, born and raised in Oxnard.

## **ELECTION**

During the WDB officer election process on June 7, 2018, 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](mailto:patrick.newburn@ventura.org).