



## WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

### EXECUTIVE COMMITTEE MEETING

Thursday, September 14, 2017  
8:00 a.m. - 9:30 a.m.

VCCF Nonprofit Center (Community Room)  
4001 Mission Oaks Blvd., Camarillo, CA

### AGENDA

8:00 a.m.	<b>1.0 Call to Order and Agenda Review</b>	Vic Anselmo
8:02 a.m.	<b>2.0 Public Comments</b> <i>Procedure: The public is welcome to comment. All comments not related to items on the agenda may be made at the beginning of the meeting only.</i>	Vic Anselmo
8:05 a.m.	<b>3.0 WDB Chair Comments</b>	Vic Anselmo
8:10 a.m.	<b>4.0 Consent Items</b> 4.1 Approve Executive Committee Minutes: July 27, 2017 4.2 Receive and File: WDB Committee Reports	Vic Anselmo
8:15 a.m.	<b>5.0 Finance Report and Committee Discussion</b>	Bryan Gonzales
8:50 a.m.	<b>6.0 WIOA Implementation Updates</b> <ul style="list-style-type: none"><li>AJCC Certification Update</li><li>Regional Organizer Update</li></ul>	Vivian Pettit Patricia Duffy
9:05 a.m.	<b>7.0 WDB Administration</b> <ul style="list-style-type: none"><li>California Workforce Associations Conference: Insights on WIOA</li><li>Joint Meeting of the WDB Regional Sector Committees</li><li>Meeting Plan for December 7, 2017</li><li>2016-2017 Year-End Review: Committee Discussion</li></ul>	Melissa Livingston

9:25 a.m.      **8.0    Committee Member Comments**

Committee  
Members

9:30 a.m.      **9.0    Adjournment**

Vic Anselmo

Next Meeting

October 12, 2017 (8:00 a.m.-9:30 a.m.)  
Ventura County Community Foundation  
4001 Mission Oaks Blvd., Camarillo

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 <http://www.workforceventuracounty.org/>*



**WDB Executive Committee Meeting**  
**July 27, 2017**

**MINUTES**

**Meeting Attendees**

Executive Committee

Vic Anselmo (Chair)  
Greg Liu (Vice Chair)  
Greg Barnes  
Brian Gabler  
Alex Rivera  
Patty Schulz  
Jesus Torres

WDB Administration

Talia Barrera  
Patricia Duffy  
Patrick Newburn  
Vivian Pettit  
Ma. Odezza Robite

Guests

Nancy Ambriz (HSA Adult and Family Services Department – WIOA)  
Bryan Gonzales (HSA Fiscal)  
Melissa Livingston (County of Ventura Human Services Agency (HSA))  
Heidi Hayes (theAgency)

**1.0 Call to Order and Agenda Review**

Vic Anselmo called the meeting to order at 8:04 a.m. No changes were made to the agenda.

**2.0 Public Comments**

No comments.

**3.0 WDB Chair Comments**

Vic Anselmo welcomed attendees and introduced Vivian Pettit as a new member of the WDB Staff. Melissa Livingston, HSA Chief Deputy Director, introduced Ms. Pettit to the committee and mentioned that she is the replacement to the position previously held by Ms. Theresa Salazar Vital. Ms. Pettit provided a brief summary of her WIOA operations background.

Mr. Anselmo asked Talia Barrera to share her insights about the recent Business Services Committee meeting held last July 26, 2017. Ms. Barrera provided insights learned from the T-TEN Program presentation provided by Ventura College Instructor Chad Stangeland. T-TEN is a nationwide industry leading training and certification program for automotive technicians, in partnership with Toyota and education sector through Ventura College.

**4.0 Consent Items**

4.1 Approve Executive Committee Minutes: May 18, 2017

4.2 Receive and File: WDB Committee Reports

Motion to approve the Consent Items: Brian Gabler  
Second: Greg Barnes  
Motion carried

## 5.0 Financial Report and Committee Discussion

- FY 2016-17 Financial Status Report: June 2017

The Committee reviewed and discussed the Financial Status Report (FSR) for Fiscal Year 2016-2017, reflecting year-to-date expenditures from July 1, 2016 through June 30, 2017. (A copy of the FSR is in the July 27, 2017 Executive Committee meeting packet posted on the WDB website: [www.workforceventuracounty.org](http://www.workforceventuracounty.org)). The status of expenditures at 100% into fiscal year was:

<u>WIOA Core Funds</u>	<u>2016-2017 Plan</u>	<u>YTD Expended</u>	<u>% Expended vs. Plan</u>
Dislocated Worker	2,493,578	2,323,950	93%
Adult	1,832,231	1,729,211	94%
Youth	2,022,465	1,951,233	97%
Rapid Response	520,390	455,619	88%
<u>WIOA Non-Core Funds</u>			
DOL Bridges 2 Work Grant	240,857	200,680	83%
CWDB Steps 2 Work Grant	234,149	179,007	76%
VC I-E3	138,466	92,604	67%
CWDB Regional Capacity Bldg.	82,927	45,606	55%
<b>Total WIOA Grants</b>	<b>7,563,063</b>	<b>6,977,909</b>	<b>92%</b>

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

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

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

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

- WIA/WIOA Core Formula Funds Utilization

The State requires WDBs to spend a minimum of 80% of the annual WIOA Dislocated Worker, Adult, and Youth core grant allocations and 100% of the annual Rapid Response core grant allocation by June 30, 2017. Under WIOA requirements, at least 75% of the

annual Youth WIOA core allocation must be expended for out-of-school youth and 20% of the funds must be applied to Work Experience by June 30, 2017.

- WIA/WIOA Training Expenditures

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

	Core Grant <u>FY 14-16</u>	Core Grant <u>FY 15-17</u>	Core Grant <u>FY 16-18</u>
Total Adult and Dislocated Worker Formula Fund Allocations	4,092,349	4,133,724	4,012,696
Training Expenditure Requirement	1,023,087 25%	1,240,117 30%	1,203,809 30%
Formula Fund Training Expenditures	1,128,877	934,796	677,551
Leveraged Resources			
• Total Leveraged Resources Used Toward Training Expenditures	425,933	324,240	200,286
• Maximum Allowed Leveraged Resources (10%)	409,235	413,372	401,270
Total Leveraged Resources Used Toward Training Expenditures	409,235	324,240	200,286
• Total Amount Spent on Training	1,538,112	1,259,036	877,837
• % of Training Requirement Met (Final goal = 100%)	150%	102%	73%

## 6.0 Performance Update

Patrick Newburn reported the summary of WIOA Enrollments and Year-End Report from July 1, 2016 to June 30, 2017. There were six hundred forty-eight (648) total WIOA enrollments between all providers. Members reviewed the total enrollments for each category: Adult (134), Dislocated Workers (214), Steps2Work (26), Bridges2Work (44), as well as the three Youth Program Providers (174). Members were reminded that two providers, PathPoint, Inc. and Boys & Girls Clubs of Greater Oxnard & Port Hueneme (BGCOP), were awarded new contracts for Program Year (PY) 2017-2018. Thirty (30) ongoing clients from Ventura Adult and Continuing Education (VACE) were transferred to PathPoint and BGCOP, as VACE was not awarded a new contract. Both providers have made contact with their transfer clients to ensure a smooth transition. All of the PY17-18 and PY16-17 enrollments are out-of-school youth, ages sixteen to twenty-four (16-24) years old.

## 7.0 Action Items

The Executive Committee considered background information, asked questions, and discussed the following item 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 for Approval of, and Authorization for the Chair of the Workforce Development Board to Sign a Memorandum of Understanding (MOU) with Member Partners of the America's Job Center of California (AJCC) system and forward the MOU to the Ventura County Board of Supervisors with a Recommendation for Approval**

Melissa Livingston, presented background perspective of the recommendation and explained the previously approved MOU Phase 1 has identified the AJCC Partners and their roles and responsibilities, while the currently proposed MOU Phase 2 identifies how Partners will share costs fairly in the context of a One-Stop - AJCC environment. Completed MOU Phase 2 deadline is September 1, 2017.

Motion to approve: Brian Gabler  
Second: Alex Rivera  
Motion carried

## 8.0 WIOA Implementation Updates

- **Status of Fiscal and Procurement Monitoring**

Melissa Livingston provided an update on the recent State monitoring of fiscal and procurement activities, which listed concerns about procurement procedures and the One-Stop Operator firewall protocols. HSA and WDB responded to the State and have implemented corrections to address procurement procedures, firewall policies, and a revised policy on reimbursement of transportation expenses for Support Services.

- **WDB Regional Plan Update**

Patrick Newburn explained that the State "conditionally approved" the 2017-2020 Regional and Local Plans in April 2017. The State asked for additional clarification regarding the competitive procurement of the One-Stop Operator. WDB subsequently amended a section under 'Grants and Administration' in the Local Plan. The California Workforce Development Board (CWDB) has accepted the modification with recommendation that the 2017-2020 Regional and Local Plans will be 'approved' at their August 24, 2017 Board meeting.

- **One-Stop Operator Update**

Patrick Newburn reported that the WDB has received tentative approval from the State for the Ventura Consortium (Human Services Agency, Employment Development Department, and Center for Employment Training) to be the One-Stop Operator at the comprehensive America's Job Center of California in Oxnard (AJCC). WDB is waiting for formal documentation of this approval in order to proceed with the required AJCC Certification process.

- **Regional Training Plan Update**

Vivian Pettit reported that the State provides trainings for staff, partners, and board members related to WIOA topics (e.g. WIOA 101, WIOA Performance Goals, Career Pathways, etc.). Additionally, the AJCC needs to offer specific staff and partner trainings in order to fulfill AJCC certification requirements. WDB members will be invited to relevant classes and may attend via web-based, online, classroom, or workshop courses as schedules are available.

- **AJCC Certification**

Vivian Pettit reported that WIOA law and the CWDB require that the comprehensive AJCC be certified every three years. New this year is a two-step certification intended to provide the AJCC system with a mechanism for continuous improvement. The “Baseline Certification” is due December 31, 2017 and the “Hallmarks of Excellence” Certification is due June 30, 2018. Our local WDB is the authority to evaluate and provide both certifications. WDB is required to conduct an independent and objective evaluation using criteria and procedures established by the CWDB. The WDB Programs Committee, standing committee responsible for WIOA programs oversight, will be the core of the AJCC Certification Workgroup to conduct the on-site evaluations and performance reviews. Other partners will be invited to join the workgroup, in order to provide an independent and objective review and evaluation. The assessment process will begin in October and conclude in December, with the workgroup goal to make recommendation to the WDB for the “Baseline Certification”. Lastly, the workgroup will conduct a more intensive evaluation and ranking beginning in January 2018 and conclude in June, with goal of making recommendation to the WDB for the “Hallmarks of Excellence Certification”.

## **9.0 WDB Administration**

- **Board Membership**

Patty Schulz announced that Greg Barnes was reappointed to a three-year term as a WDB Board Member, by the County Board of Supervisors at its August meeting.

- **Meeting Format Discussion**

Melissa Livingston led the committee in discussion regarding stewardship and how to increase WDB member engagement. Members additionally discussed how WDB Meetings might add more value to WDB members. Ms. Livingston provided examples to liven WDB meeting such as including WIOA client success stories, inviting program operators and contractors as guest speakers, and including educators as presenters.

Committee members had several suggestions including:

- Dashboard to simplify WDB/WIOA Financial Reports
- Provider & Contractor presentations regarding overview of their services
- Presentations that include human impact stories and testimonies that explain how WIOA services make a difference in their lives
- Reports that provide a snapshot of the economic Return of Investment (ROI) in human terms as well as financial return to the community

- WDB member education opportunities to learn more about WIOA such as a “ WIOA 101” and WDB leadership & Administration
  - WDB member stewardship: Developing a WDB member “buddy” model, that encourages seasoned members assisting new members acclamation to the WDB
- **On the Calendar: CWA Meeting of the Minds, September 5-7, 2017**

Vic Anselmo announced the California Workforce Association (CWA) *Meeting of the Minds* conference in Monterey on September 5 – 7, 2017. WDB members attending are Vic Anselmo, Patty Schulz, and Greg Barnes as well as WDB staff Melissa Livingston, Patricia Duffy, Patrick Newburn, and Vivian Pettit.

## **10.0 Committee Member Comments**

- Melissa Livingston reported that the selection process and recruitment for the new WDB Executive Director will take a several weeks before the person is selected and hired. The County hiring process will include a nationwide recruitment, review and potential rewrite of the job classification, and that the WDB Chair and Vice Chair will be involved in the selection process.
- Nancy Ambriz (HSA/AFS/WIOA) announced that US House of Representatives Rep. Salud Carbajal will be visiting the AJCC at Riverpark (Oxnard) on August 14, 2017. Invitations will be sent to the WDB and AJCC partners.

## **11.0 Adjournment**

Motion to adjourn at 9:35 a.m.: Alex Rivera  
Second: Jesus Torres  
Motion carried

### Next Meeting

August 10, 2017 (8:00 a.m.-9:30 a.m.)  
VCCF Nonprofit Center (Board Room)  
4001 Mission Oaks Blvd., Camarillo, CA



**Executive Committee  
Workforce Development Board of Ventura County  
September 14, 2017**

**WDB COMMITTEE REPORTS**

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



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855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

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

**TO: EXECUTIVE COMMITTEE**

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

**DATE: SEPTEMBER 14, 2017**

**SUBJECT: BUSINESS SERVICES COMMITTEE REPORT**

The next meeting of the Business Services Committee is scheduled for September 26, 2017, from 8:30 a.m. to 10:00 a.m., at the Ventura County Community Foundation, 4001 Mission Oaks Blvd., Camarillo.

The Business Services Committee report for that meeting will be provided at the Executive Committee meeting on October 12, 2017.

If you have questions or need more information, please call me at (805) 390-1167, or contact Talia Barrera at (805) 477-5341 or [talia.barrera@ventura.org](mailto:talia.barrera@ventura.org).



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**TO: EXECUTIVE COMMITTEE**

**FROM: ANTHONY MIRELES, CHAIR  
CLEAN/GREEN COMMITTEE**

**DATE: SEPTEMBER 14, 2017**

**SUBJECT: CLEAN/GREEN COMMITTEE REPORT**

The next meeting of the Clean/Green Committee is scheduled for September 15, 2017, from 8:00 a.m. to 9:30 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA.

The Clean/Green Committee report for that meeting will be provided at the Executive Committee meeting on October 12, 2017.

If you have questions or need more information, please call me at (805) 643-5487 or Patricia Duffy at (805) 477-5350, email [patricia.duffy@ventura.org](mailto:patricia.duffy@ventura.org).



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**TO: EXECUTIVE COMMITTEE**

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

**DATE: SEPTEMBER 14, 2017**

**SUBJECT: HEALTHCARE COMMITTEE REPORT**

The next meeting of the Healthcare Committee is scheduled for November 3, 2017, from 8:00 a.m. to 9:30 a.m., at the VCCF Nonprofit Center, 4001 Mission Oaks Blvd., Camarillo, CA.

The September 1, 2017 Healthcare Committee report for will be provided at the Executive Committee meeting on October 12, 2017.

If you have questions or need more information, please call me at (805) 370-4321 or Patricia Duffy at (805) 477-5350, email [patricia.duffy@ventura.org](mailto:patricia.duffy@ventura.org).



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**TO: EXECUTIVE COMMITTEE**

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

**DATE: SEPTEMBER 14, 2017**

**SUBJECT: MANUFACTURING COMMITTEE REPORT**

The next Manufacturing Committee meeting is scheduled for October 19, 2017, from 8:00 a.m. to 9:30 a.m., at the United Food and Commercial Workers International Union (UFCW), 816 Camarillo Springs Rd., Camarillo.

The Manufacturing Committee report for that meeting will be provided at the Workforce Development Board Executive Committee meeting on November 09, 2017.

If you have questions or need more information, please call me at (805) 579-5188, or contact Patrick Newburn at (805) 477-5306, email [patrick.newburn@ventura.org](mailto:patrick.newburn@ventura.org).



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**TO: EXECUTIVE COMMITTEE**

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

**DATE: SEPTEMBER 14, 2017**

**SUBJECT: MEMBERSHIP COMMITTEE REPORT**

The next Membership Committee meeting is scheduled for October 03, 2017, from 8:00 a.m. to 9:30 a.m., at the Ventura County Community Foundation, 4001 Mission Oaks Blvd., Camarillo.

The Membership Committee report for that meeting will be provided at the Workforce Development Board Executive Committee meeting on October 12, 2017.

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: EXECUTIVE COMMITTEE**

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

**DATE: SEPTEMBER 14, 2017**

**SUBJECT: OUTREACH COMMITTEE REPORT**

The next meeting of the Outreach Committee is scheduled for September 20, 2017, from 8:30 a.m. to 10:00 a.m., Economic Development Collaborative-Ventura County, 1601 Carmen Drive, #215, Camarillo, CA.

The Outreach Committee report for that meeting will be provided at the Workforce Development Board Executive Committee meeting on October 12, 2017.

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



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**TO: EXECUTIVE COMMITTEE**

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

**DATE: SEPTEMBER 14, 2017**

**SUBJECT: PROGRAMS COMMITTEE REPORT**

The next Programs Committee meeting is scheduled for October 04, 2017, from 3:00 p.m. to 4:30 p.m., at the America's Job Center of California (AJCC) at Riverpark 2901 N. Ventura Rd., Oxnard. (Special Location).

The Programs Committee report for that meeting will be provided at the Workforce Development Board Executive Committee meeting on October 12, 2017.

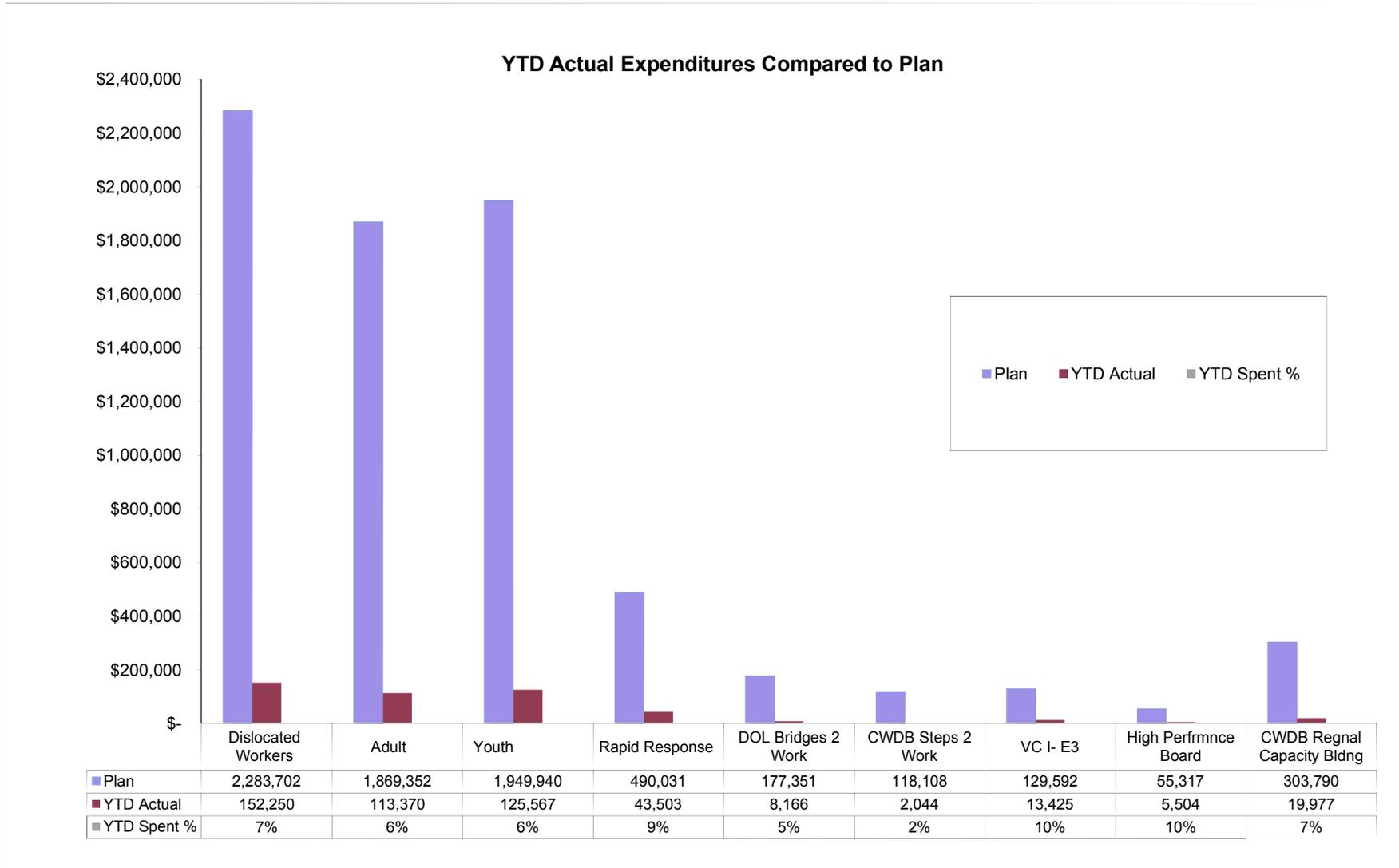
If you have questions or need more information, please call me at (805) 642-2149, or contact Patrick Newburn at (805) 477-5306, email [patrick.newburn@ventura.org](mailto:patrick.newburn@ventura.org).



**FINANCIAL STATUS REPORT for FISCAL YEAR 2017-2018**  
**Year to Date Expenditures from 07/01/17 to 07/31/17 (8.33% into the Fiscal Year)**  
*Submitted on: September 14, 2017*

## FINANCIAL STATUS REPORT for FISCAL YEAR 2017-2018

**Year to Date Expenditures from 07/01/17 to 07/31/17 (8.33% into the Fiscal Year)**



**FINANCIAL STATUS REPORT for FISCAL YEAR 2017-2018**

Year to Date Expenditures from 07/01/17 to 07/31/17 (8.33% into the Fiscal Year)

Name of Grants	Salaries and Benefits			Direct Program/WIOB Special Projects			Other Operating Expenses			Total			
	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan *	YTD Actual	%	Plan Balance
<b>Core Grants:</b>													
Dislocated Worker	1,350,601	110,980	8%	658,327	18,599	3%	274,774	22,670	8%	2,283,702	152,250	7%	2,131,452
Adult	1,135,205	78,378	7%	508,235	16,280	3%	225,911	18,712	8%	1,869,352	113,370	6%	1,755,981
Youth	451,212	42,271	9%	1,262,123	63,874	5%	236,605	19,422	8%	1,949,940	125,567	6%	1,824,372
Rapid Response	314,092	29,536	9%	114,315	8,917	8%	61,624	5,050	8%	490,031	43,503	9%	446,528
<b>Others:</b>													
DOL Bridges 2 Work	102,948	7,218	7%	65,000	200	0%	9,404	748	8%	177,351	8,166	5%	169,185
CWDB Steps 2 Work	93,207	1,576	2%	16,000	-	0%	8,900	468	5%	118,108	2,044	2%	116,064
VC I- E3	121,984	12,808	11%	-	-	0%	7,609	617	8%	129,592	13,425	10%	116,167
High Perfrmnce Board	48,794	4,959	10%	-	-	0%	6,523	545	8%	55,317	5,504	10%	49,813
Regnal Capacity Bldng	218,186	17,027	8%	47,000	-	0%	38,604	2,950	8%	303,790	19,977	7%	283,813
<b>Total WIOA Grants</b>	<b>\$ 3,836,229</b>	<b>\$ 304,753</b>	<b>8%</b>	<b>\$ 2,671,000</b>	<b>\$ 107,871</b>	<b>4%</b>	<b>\$ 869,953</b>	<b>\$ 71,182</b>	<b>8%</b>	<b>\$ 7,377,182</b>	<b>\$ 483,806</b>	<b>7%</b>	<b>\$ 6,893,376</b>

**FINANCIAL STATUS REPORT for FISCAL YEAR 2017-2018**

Year to Date Expenditures from 07/01/17 to 07/31/17 (8.33% into the Fiscal Year)

	Salaries and Benefits			Direct Program/Client Expenses			Other Operating Expenses			Total		
	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total
<b>CORE GRANTS:</b>												
Dislocated Worker	53,700	57,280	110,980	(14,224)	32,824	18,599	42	23,106	23,148	39,517	113,210	152,727
Adult	37,925	40,453	78,378	(12,044)	28,324	16,280	34	19,034	19,069	25,915	87,811	113,727
Youth	20,454	21,817	42,271	(41,000)	104,874	63,874	36	19,813	19,849	(20,510)	146,504	125,994
Rapid Response	14,291	15,244	29,536	(5,047)	13,964	8,917	9	5,135	5,145	9,254	34,344	43,598
<b>OTHERS:</b>												
DOL Bridges 2 Work	3,493	3,726	7,218	200	-	200	1	784	785	3,694	4,509	8,203
CWDB Steps 2 Work	763	813	1,576	-	-	-	1	492	493	763	1,305	2,069
VC I- E3	6,198	6,611	12,808	-	-	-	1	634	635	6,199	7,245	13,444
High Performnce Board	2,399	2,559	4,959	-	-	-	1	544	545	2,400	3,103	5,504
Regnal Capacity Bldng	8,239	8,788	17,027	-	-	-	5	2,954	2,960	8,244	11,742	19,986
<b>Total WIOA Grants</b>	<b>\$ 147,461</b>	<b>\$ 157,292</b>	<b>\$ 304,753</b>	<b>\$ (72,115)</b>	<b>\$ 179,985</b>	<b>\$ 107,871</b>	<b>\$ 131</b>	<b>\$ 72,496</b>	<b>\$ 72,627</b>	<b>\$ 75,477</b>	<b>\$ 409,773</b>	<b>\$ 485,251</b>

**WIOA Training Activity Summary (Expended and Leveraged)**

*(based on annual report "Summary of Leveraged Resources - Attachment 6 - page 35 of WSD12-3)*

*Year to Date Expenditures from 07/01/17 to 07/31/17 (8.33% into the Fiscal Year)*

Rpt Line #	Program Year Funding and Traing Expenditures	13-15 Grants (Due 10/01/15)	14-16 Grants (Due 10/1/16)	15-17 Grants K698402 (Due 10/1/17)	16-18 Grants K7102079 (Due 10/1/18)	17-19 Grants TBD (Due 10/1/19)
4)	Adult and Dislocated Worker Formula Fund Allocations	4,346,991	4,092,349	4,133,724	4,012,696	3,432,081.00
5)	Training Expenditures Required	1,086,748	1,023,087	1,240,117	1,203,809	1,029,624
	<i>Training Expenditures % Required</i>	25%	25%	30%	30%	30%
6)	Formula Fund Training Expenditures	1,053,524	1,128,877	941,344	713,387	26,699
	Leveraged Resources					
	- Total Leveraged Resources	400,025	425,933	348,361	282,802	46,153
	- Maximum Allowed Leveraged Resources (10%)	434,699	409,235	413,372	401,270	343,208
7)	- Total Leveraged Resources Used Towards Training Expenditures	400,025	409,235	348,361	282,802	46,153
8)	Total Amount Spent On Training (should equal/exceed Line 5)	1,453,549	1,538,112	1,289,705	996,189	72,852
	% of Training Requirement Met (final goal is 100%)	<b>134%</b>	<b>150%</b>	<b>104%</b>	<b>83%</b>	<b>7%</b>

9)	<b>Leveraged Resources Detail (notes)</b>					
	(a) Pell Grant	233,994	135,654	150,761	105,201	38,912
	(b) Programs Authorized by the Workforce Investment Act (VETP)	0	0			
	(c) Trade Adjustment Assistance (EDD)	0	0			
	(e) Match Fund from Employers, and Industry Associations (OJT 50%)	166,031	290,279	197,600	177,601	7,241
	<b>Total</b>	<b>400,025</b>	<b>425,933</b>	<b>348,361</b>	<b>282,802</b>	<b>46,153</b>
<b>Legends/Coding for Source/Type of Leveraged Resources:</b>						
9a) = Pell Grant						
9b) = Programs Authorized by the Workforce Investment Act (specify)						
9c) = Trade Adjustment Assistance						
9d) = Dept of Labor National Emergency Grants						
9e) = Match funds from employers, industry, and industry associates (specify)						
9f) = Match funds from joint labor-management trusts (specify)						
9g) = Employment Training Panel grants						

**NOTES:**

Early in the year, the "% of Training Requirement Met..." shown above may appear to "understate" the degree to which the organization is actually accomplishing its planned training goals (i.e. the organization is likely doing better than it looks here). This is because the training expenditures shown in this report do NOT include costs related to two areas of current year training activities that are in the current year Plan:

- 1) Current year training activities (in current year Plan) that have been paid with prior year grant funds
- 2) Current year training activities (in current year Plan) that have been committed to but not yet paid

**FY 2017-18 WIOA BUDGET PLAN (Approved on May 18, 2017)**

		Dislocated Worker	Adult	Youth	Rapid Response	DOL Bridges 2 Work	CWDB Steps 2 Work	VC I- E3	High Performance Board	Regnal Capacity Bldng	FY 17-18 Plan	Year to Date Expenditures from 07/01/17 to 07/31/17 (8.33% into the Fiscal Year)		
<b>Revenue Projection:</b>														
1	FY17-18 Grants (EDD Est.)	-3.0%	2,042,141	1,669,659	1,822,429	480,753	500,000	400,000	317,920	54,838	373,641	7,661,381		
2	FY17-18 Mgmt. Reserve:(3% DW, Adult, Youth)		(61,264)	(50,090)	(54,673)	-	-	-	-	-	-	(166,027)		
3	Grant balance rollover													
4	Spent in prior years		-	-	-	(316,261)	(281,740)	(135,338)	-	(19,592)	(752,931)			
5	Balance rolled over from prior year grants:													
6	FY16-17 Mgt Reserve		113,486	87,149	117,618	-	-	-	-	-	-	318,253		
7	Additional rollover - Salaries Savings/		122,638	110,987	28,281	-	-	-	-	-	-	261,906		
8	Overhead Saving/(Overage)		-	-	-	4,338	-	-	-	-	-	4,338		
9	FY 15-16 Unspent Direct expense		-	-	37,000	10,000	-	-	-	-	-	47,000		
10	ITA/OJT Committed FY16-17 Spent in FY17-18		60,000	50,000	-	-	-	-	-	-	-	110,000		
11	<b>Total Available Grants to be Spent</b>		<b>2,277,001</b>	<b>1,867,705</b>	<b>1,950,655</b>	<b>495,091</b>	<b>183,739</b>	<b>118,260</b>	<b>182,582</b>	<b>54,838</b>	<b>354,049</b>	<b>7,483,920</b>		
12	Grants %		30.4%	25.0%	26.1%	6.6%	2.5%	1.6%	2.4%	0.7%	4.7%	100.0%		
13	AFS FTEs Assigned to the programs		11.35	9.15	1.90	2.20	1.00	0.90	-	-	1.50	28.00		
14	% Direct FTES Allocated to Grants		40.5%	32.7%	6.8%	7.9%	3.6%	3.2%	0.0%	0.0%	5.4%	100.0%		
15	% Admin Staff Allocated to Grants		22.1%	22.0%	24.00%	9.00%	0.5%	0.5%	11.0%	4.4%	6.5%	100.0%		
<b>Expenditure Projection:</b>														
<b>Salaries and Benefits:</b>														
17	<b>AFSWIOA (27 filled + 1 fixed term)</b>	2,727,285	1,105,524	891,238	185,066	214,287	97,403	87,663	-	-	146,105	2,727,285	203,314	7%
18	WDB Admin (6 reg +2 fixed +1 vacant)	1,108,944	245,077	243,968	266,147	99,805	5,545	5,545	121,984	48,794	72,081	1,108,944	101,440	9%
19	<b>Subtotal Salaries and Benefits</b>		<b>1,350,601</b>	<b>1,135,205</b>	<b>451,212</b>	<b>314,092</b>	<b>102,948</b>	<b>93,207</b>	<b>121,984</b>	<b>48,794</b>	<b>218,186</b>	<b>3,836,229</b>	<b>304,753</b>	<b>8%</b>
20	<b>Direct Expenses:</b>													
21	<u>Grant Specific Contracts</u>													
22	EDC-VC Business Services		-	-	-	95,000	-	-	-	-	-	95,000	7,917	8%
23	Boys and Girls Club: Core Program		-	-	604,000	-	-	-	-	-	-	604,000	27,135	4%
24	Pathpoint: Core Program		-	-	604,000	-	-	-	-	-	-	604,000	32,989	5%
25	VACE Core Program		-	-	-	-	-	-	-	-	-	-	-	#####
26	AFS-CalWORKs Activities		-	-	-	-	50,000	10,000	-	-	-	60,000	-	0%
27	<b>Subtotal - Contracted Program Expense</b>		-	-	<b>1,208,000</b>	<b>95,000</b>	<b>50,000</b>	<b>10,000</b>	-	-	-	<b>1,363,000</b>	<b>68,041</b>	<b>5%</b>
28	<u>Client Expenses:</u>													
29	ITA / OJT (30% required - 10% leverage)		490,000	375,000	-	-	10,000	5,000	-	-	-	880,000	(83,301)	-9%
30	ITA / OJT Committed 16-17 Spent in 17-18		60,000	50,000	-	-	-	-	-	-	-	110,000	110,000	100%
31	Others/Childcare/Trans - JTA		31,000	24,000	-	-	5,000	1,000	-	-	-	61,000	631	1%
32	<b>Subtotal - Client Expense</b>		<b>581,000</b>	<b>449,000</b>	-	-	<b>15,000</b>	<b>6,000</b>	-	-	-	<b>1,051,000</b>	<b>27,329</b>	<b>3%</b>
33	<u>Other Allocated/Contracted Expenses</u>													
34	Capacity Building Contractual Services		-	-	-	-	-	-	-	-	47,000	47,000	-	0%
35	S2W CCD Training		-	-	-	-	-	-	-	-	-	-	-	#####
36	Outrch/Mktg: theAgency	150,000	52,500	40,500	45,000	12,000	-	-	-	-	-	150,000	12,500	8%
37	Outreach -WDB	25,000	10,591	6,239	6,516	1,654	-	-	-	-	-	25,000	-	0%
38	WDB Expense - Non Staff	10,000	4,236	2,496	2,606	662	-	-	-	-	-	10,000	-	0%
39	Program Outreach-AFS	25,000	10,000	10,000	-	5,000	-	-	-	-	-	25,000	-	0%
40	State Project(s): Update Pending		-	-	-	-	-	-	-	-	-	-	-	#####
41														
42														
43														
44	Subtotal - other allocated expense	210,000	77,327	59,235	54,123	19,315	-	-	-	-	47,000	257,000	12,500	5%
45	<b>Subtotal- Program/Clients Expenses</b>		<b>658,327</b>	<b>508,235</b>	<b>1,262,123</b>	<b>114,315</b>	<b>65,000</b>	<b>16,000</b>	-	-	<b>47,000</b>	<b>2,671,000</b>	<b>107,871</b>	<b>4%</b>
46	<b>Total Direct Program Expense</b>		<b>2,008,928</b>	<b>1,643,440</b>	<b>1,713,335</b>	<b>428,407</b>	<b>167,948</b>	<b>109,207</b>	<b>121,984</b>	<b>48,794</b>	<b>265,186</b>	<b>6,507,229</b>	<b>412,624</b>	<b>6%</b>
47	<u>Overhead/Administration:</u>		31.87%	26.26%	27.33%	7.08%	1.08%	0.68%	0.87%	0.75%	4.08%	100.00%		
48	Communication/Voice/data	75,000	23,904	19,692	20,497	5,313	811	509	656	562	3,056	75,000	5,360	7%
49	Insurance	14,043	4,476	3,687	3,838	995	152	95	123	105	572	14,043	1,170	8%
50	Facilities Maint.	95,090	30,307	24,966	25,988	6,736	1,028	645	832	713	3,875	95,090	7,924	8%
51	Membership and dues	12,350	3,936	3,243	3,375	875	133	84	108	93	503	12,350	1,029	8%
52	Education allowance (consolidated w	0	-	-	-	-	-	-	-	-	-	-	-	
53	Indirect cost recovery(County A87)	98,670	31,448	25,906	26,966	6,989	1,067	669	863	740	4,021	98,670	8,223	8%
54	Books and Publication	2,000	637	525	547	142	22	14	17	15	82	2,000	167	8%
55	Equip	20,000	6,374	5,251	5,466	1,417	216	136	175	150	815	20,000	188	1%
56	Mail Center - ISF	6,000	1,912	1,575	1,640	425	65	41	52	45	245	6,000	500	8%
57	Purchase Charges - ISF	3,800	1,211	998	1,039	269	41	26	33	28	155	3,800	317	8%
58	Copy Machine - ISF	9,000	2,869	2,363	2,460	638	97	61	79	67	367	9,000	750	8%
59	Information Tech - ISF	10,000	3,187	2,626	2,733	708	108	68	87	75	408	10,000	833	8%
60	Computer Services Non ISF	2,000	637	525	547	142	22	14	17	15	82	2,000	167	8%
61	Building Lease/Rental	95,000	30,279	24,943	25,963	6,729	1,027	644	831	712	3,871	95,000	7,917	8%
62	Storage Charges - ISF	5,000	1,594	1,313	1,366	354	54	34	44	37	204	5,000	417	8%
63	Mileage Reimb. - Staffs only	26,000	6,787	5,326	5,955	1,842	281	2,176	227	195	3,211	26,000	3,150	12%
64	Conference/Seminars - AFS Staffs	11,000	2,506	1,888	3,006	779	119	1,075	96	82	1,448	11,000	998	9%
65	Conference and Seminars - WDB St	20,000	6,374	5,251	5,466	1,417	216	136	175	150	815	20,000	1,657	8%
66	Fiscal/HR/BTD/ET (HSA)	350,000	111,553	91,895	95,654	24,792	3,783	2,374	3,061	2,624	14,263	350,000	29,167	8%
67	Attorney Fees	10,000	3,187	2,626	2,733	708	108	68	87	75	408	10,000	833	8%
68	Other misc. Admin Services	5,000	1,594	1,313	1,366	354	54	34	44	37	204	5,000	417	8%
69	<b>Subtotal Overhead</b>	869,953	274,774	225,911	236,605	61,624	9,404	8,900	7,609	6,523	38,604	869,953	71,182	8%
70	<b>Planned Total Grant Expenses</b>		<b>2,283,702</b>	<b>1,869,352</b>	<b>1,949,940</b>	<b>490,031</b>	<b>177,351</b>	<b>118,108</b>	<b>129,592</b>	<b>55,317</b>	<b>303,790</b>	<b>7,377,182</b>	<b>483,806</b>	<b>7%</b>
71	Admin Rate for State Reporting		7%	7%	7%	7%	3%	3%	3%	7%	7%	7%		
72	Admin Rate (State Reported + Other)		12%	12%	12%	12%	5%	8%	4%	12%	11%	12%		
73	<b>Work in Progress: Grant Balances</b>		<b>(6,701)</b>	<b>(1,647)</b>	<b>715</b>	<b>5,060</b>	<b>6,388</b>	<b>152</b>	<b>52,990</b>	<b>(479)</b>	<b>50,259</b>	<b>106,740</b>		

**WDB Executive Committee  
Finance Report Summary Highlights  
September 14, 2017**

1. FY 2017-18 Financial Status Report – 7/1/17-7/31/17
  - a. Report Period 7/1/17-7/31/17
  - b. 8.33% through the fiscal year
  - c. Year to Date Expenditures
    - i. Expenditure levels are in line in all grants
    - ii. Some low levels of spending are normal for the first month of the year
  - d. WIOA Training Activity Summary
    - i. 16-18 Grants (due 10/1/18)
      1. 83% of training requirement met (as of 6/30/17)
      2. Should fully meet with FY 2016-17 activity as committed training costs are processed in early FY 2017-18
      3. Will be working with program staff to ensure all leverage resources have been properly accounted for
      4. Technically have until FY 2017-18 to accomplish requirement (if needed)
    - ii. 17-19 Grants (Due 10/1/19)
      1. To date spending and leverage level in appropriate
  - e. October/November Proposed Budget Update will be forthcoming considering
    - i. Final 2016-17 actual expenditures and rollover amounts
    - ii. Final 2017-18 Grant amounts (not yet received)

**Discussion:**

**Regional Plan Implementation/ Regional Organizing**

**Why Regional Organizing is Important:**

Continue momentum towards regional leadership, identify leaders in the system who value regional collaboration, implement Regional Plans, and enhance communication between regions and the state.

**What does the regional work look like in a year?**

- Local boards and partners working from the same playbook to implement Regional Plans.
- Common Agenda with industry on sector initiatives and strategies informed by the State Board's "High Road" sector work. Target sectors are embraced by business and labor.
- Regional program design and funding strategies, both State and local, support regional work.
- Identification of effective best practices in productivity, efficiencies of scale, and leadership
- Alignment of Regional Plan implementation with SlingShot, Workforce Accelerator Fund, Career Pathways Trust, Strong Workforce, Adult Education Block Grant Consortia, etc

**Who's involved?**

- State-level leadership, modeled on WIOA Working Group, provides guidance to system partners on implementation goals and strategies. Includes the core partners as well as State Board members selected by Chairman Rossi and Secretary Lanier.
- Local Board members to coordinate regionally across local board boundaries. State Board members provide support of efforts in their regions (a rebooted "member-to-member" initiative).
- 14 Regional Organizers selected by each Regional Planning Unit to support Regional Plan implementation and coordination with other regional efforts.
- Regional Organizers receive guidance and support from the State Board through a Coordinator as well as from the local boards in each Regional Planning Unit.
- Regional Organizer Coordinator (Robin Purdy) guides and manages regional organizers. Will require additional capacity to support
- Technical Assistance Provider— California Workforce Association and others TBD

**Role of Regional Organizers:**

Supports the development of regional leadership and the implementation of the Regional Plans, building on the efforts of the SlingShot coalitions and coordinating with other regional efforts. Regional organizers' duties include:

1. Acting as the liaison between the State Board and regional leaders
2. Alignment of workforce, education and econ development in efforts to engage industry champions
3. Supporting ongoing dialogue between labor, business, education, community
4. Connecting State Board members with local boards members
5. Identifying related and relevant state and federal grant projects that should be coordinated
6. Attending meetings with State Board and technical assistance staff and participating in regional and statewide convening and conference calls with other regional organizers
7. Working with regional coalitions, California Workforce Association, and State Board to build capacity of local board staff and partners

**Deliverables and Outcomes include:**

1. Unified regional business outreach/engagement and employers as leaders and champions
2. Increased regional capacity to support alignment incorporate strategies for system alignment, upward mobility for all Californians and demand driven skill attainment
3. Increased capacity of local board staff and partners
4. Increase efficiencies and reduced duplication through regional cooperation

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## California's Regional Workforce Plan Priority Goals

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### LA Basin RPU Regional Plan Priority Goals:

- ✓ Develop a plan of action to continue to expand service and outcomes for the region's disconnected youth
- ✓ Implement a system-wide approach to industry engagement that supports the efforts of the seven boards and all system stakeholders
- ✓ Engage industry leaders in each priority sector to: identify skill needs; review training content; determine the value of credentials; and recommend programs to address skill needs. (alignment with SlingShot Compact)
- ✓ Develop a framework for determining the scalability and replication potential of career pathway programs developed at the local and/or stakeholder level and a protocol for bringing such programs to scale as regional sector pathway programs.
- ✓ Develop a communication platform for the region to promote the sharing of information throughout the workforce system.

### North Coast RPU Regional Plan Priority Goals:

- ✓ Identify and define career pathways in healthcare (Aligned with SlingShot Compact).
- ✓ Marketing/elevating industry valued credentials in high schools to ensure that more high school graduates enter good paying jobs.
- ✓ Apprenticeship and pre-apprenticeship: implementation of multi-craft pre-apprenticeship leading to middle skilled jobs in construction

### Southern Border RPU Regional Plan Priority Goals:

- ✓ Increase staff's abilities through cross-training with partners and identify staff needs to provide targeted training for skill attainment.
- ✓ Provide industry focused training in the healthcare and clean energy sectors in order to provide a strong workforce and to achieve both economic growth and long term employment.
- ✓ Grow and cement Southern Border Region partnership to pool resources and expand services to the community.

### San Joaquin Valley & Associated Counties RPU Regional Plan Priority Goals:

- ✓ Mapping of regional career pathways to develop a clear outline/map of regional career pathways that align with priority/in-demand sectors.
- ✓ Streamlining workforce policies and processes on the regional or sub-regional level to achieve administrative efficiencies in procurement, AJCC Certification, and regional ETPL coordination
- ✓ Develop a Regional toolbox to share successes and expand promising practices across the region.

### Coastal RPU Regional Plan Priority Goals:

- ✓ Develop a regional MOU and identify areas where regional policies will result in administrative efficiencies and develop regional policies for: monitoring, MIS, ETPL, marketing/communication, staff development and workforce research.
- ✓ Create a regional service organization for grant writing and staffing regional initiatives.
- ✓ Continue SlingShot focus on sector initiatives in healthcare.

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**Middle Sierra RPU Regional Plan Priority Goals:**

- ✓ Demand driven career pathways and partnering with economic development and education to co-locate in the AJCC Business center to better align resources and improve services.
- ✓ Focus on sectors leading to middle skills career pathways (construction, manufacturing, healthcare, leisure and hospitality; natural resources) resulting in good paying jobs that exist in the region. (Aligned with SlingShot of San Joaquin and Associated Counties RPU)
- ✓ Develop/identify an informal entity to act as an intermediary between governments, education, business, and economic development.

**North State RPU Regional Plan Priority Goals:**

- ✓ Developing/growing industry sector partnerships and incorporating rural areas into the sector work in the 5 priority sectors (Manufacturing, healthcare, Information Technology, Agriculture and Tourism) (Aligned with SlingShot Compact)
- ✓ Increasing awareness of NORTEC local activities and services for businesses to increase regional awareness of services, partnerships, and business engagement
- ✓ Work with education partners and industry to promote the value of work-based learning and to implement career pathway strategies to fulfill the employment needs of the region.

**Orange RPU Regional Plan Priority Goals:**

- ✓ Grow the Orange County industry sectors of Manufacturing, Information Technology, Healthcare and Tourism to ensure Industry and business from the demand sectors are engaged and leading. (Aligned with SlingShot Compact).
- ✓ Advance the lives of red-zone residents by growing and strengthening the OC region workforce and education partnership and leverage resources.

**Inland Empire RPU Regional Plan Priority Goals:**

- ✓ Expand successful sector strategies to each of the regional growth industries
- ✓ Develop regional decision making strategies.
- ✓ Regional Partner Alignment

**Capital Region RPU Regional Plan Priority Goals:**

- ✓ Alignment of partners (WIOA, Strong Workforce; Align Capital Region; Adult Education) to ensure alignment of resources and utilizing the strengths of each partners to build a regional workforce system.
- ✓ Ensure business leadership in priority sector initiatives (healthcare, construction and agriculture) by focusing on employer engagement and leadership. (Aligned with SlingShot Compact)
- ✓ Identifying and implementing administrative efficiencies and system alignment

**Bay-Peninsula RPU Regional Plan Priority Goals:**

- ✓ Working towards a vision of bringing together leadership from all partners to achieve an understanding of the value of regionalism and increased collaboration and communication of all partners.
- ✓ Buy-in and engagement from employers.

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### **Ventura RPU Regional Plan Priority Goals:**

- ✓ Continue to work with LA Basin Regional Planning Unit on the SlingShot Healthcare Care Coordinator Career Pathway project. This is an industry driven project to collaborate with education to identify career pathways and create industry driven training programs for care coordinators.
- ✓ Through Sector Committees, continue to work with industry and educators to focus on sector strategies to develop talent pipelines and increase industry recognized credentials.
- ✓ Streamline the healthcare advisory groups in the region to maximize industry engagement and align educational programs to meet industry needs. The WDB Healthcare Committee members will continue to collaborate to bring the healthcare industry and educators together for an advisory summit to identify ways to align training programs with industry needs.
- ✓ Expand apprenticeship in the region and create pathways to good paying jobs.
- ✓ Research Ventura commute patterns. Ventura has a large commuting population out of County. Some jobs they commute to are service jobs in homecare, hospitality, retail and banks. Answer the question why people are commuting out, when there are similar unfilled jobs within the County.
- ✓ Support the WDB Clean/Green Committee in creating an identity for the region as a Green Innovation Hub.

### **East Bay RPU Regional Plan Priority Goals:**

- ✓ Review and improve common operational practices, strategic service alignment and enhanced regional tracking.
- ✓ Develop plan to launch six sectors in the region, including better coordination of employer services; alignment with Sling Shot Compact; developing tools for building staff capacity; and scaling of career pathways models (Earn and Learn East Bay)
- ✓ Identify what's working in Workforce Accelerator Funds grants (ISOFT tool; 21st Century Skills Workshop) and scale what's working to improve outcomes, resources and tools for staff and customers.

### **North Bay RPU Regional Plan Priority Goals:**

- ✓ Enhance staff training and capacity building in the form of regular regional training for staff and partners around key topics, layering transformational and human centered design on top of transactional topics.
- ✓ Move sector partnerships forward by increasing business engagement, broadening support from partner agencies, and ensuring that every sub-region has an industry sector partnership,
- ✓ Continue to identify industry valued credentials within career pathways, increase alignment of career pathway programs across workforce and education, and work with economic development partners.
- ✓ Develop North Bay Alliance, a sub-regional governance structure consisting of Napa, Lake, Marin, and Mendocino Counties.

## Contact Information

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