



WORKFORCE INVESTMENT BOARD OF VENTURA COUNTY
RESOURCE PLANNING COMMITTEE MEETING

Tuesday, January 24, 2012
3:30 p.m.-5:00 p.m.

Human Services Agency (Redwood Room)
855 Partridge Drive, Ventura, CA 93003

AGENDA

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|-----------|------------|--|--------------------------------|
| 3:30 p.m. | 1.0 | Call to Order and Agenda Review | Hugh Ralston |
| 3:32 p.m. | 2.0 | Public Comments
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. | Hugh Ralston |
| 3:35 p.m. | 3.0 | Approval of Resource Planning Committee Minutes:
October 11, 2011 | Hugh Ralston |
| 3:40 p.m. | 4.0 | Updates <ul style="list-style-type: none">• Grant Opportunities• WIA Funds | Richard McNeal
Cheryl Moore |
| 3:50 p.m. | 5.0 | Recommendation for Use of 2011-2012 Uncommitted Funds | Cheryl Moore |
| 4:10 p.m. | 6.0 | Non-WIA Funding: Challenges and Opportunities | Hugh Ralston |
| 4:55 p.m. | 7.0 | Committee Member Comments | Committee Members |
| 5:00 p.m. | 8.0 | Adjournment

<u>Next Meeting</u>
May 8, 2012 (3:30-5:00 p.m.)
Human Services Agency (Juniper Room)
855 Partridge Drive, Ventura, CA 93003 | |

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WIB Resource Planning Committee
October 11, 2011
MINUTES

Meeting Attendees

Committee

Hugh Ralston, Chair
Alex Teague, Vice Chair
Chris Kimball
Barry Zimmerman

WIB Members

Alex Rivera

Quests

Lauri Flack, BESD
Linda Le, County CEO's
Office
Terry Sapp, BESD

WIB Staff

Talia Barrera
Richard McNeal
Cheryl Moore
Theresa Salazar Vital

1.0 Call to Order

Hugh Ralston called the meeting to order at 3:35 p.m. No changes were made to the agenda.

2.0 Public Comments

No comments

3.0 Approval of the Minutes: August 9, 2011

Motion: Alex Teague
Second: Chris Kimball
Motion approved unanimously

4.0 Updates

Non-WIA Funding for Allied Health

Non-WIA fundraising activities to launch a field experience program for Clinical Lab Scientists are still in progress.

2011-2012 WIA Budget

Cheryl Moore explained a recent change to the adopted 2011-2012 WIA budget involving added charges for BESD/WIA Dislocated Worker and Adult client expenses (ITAs, etc.) just received for the last fiscal year. She indicated the consequent reduction of funds available for special projects this year. Total Dislocated Worker, Adult, and Youth funds for special projects now are projected at \$258,331.

Legislation

Cheryl Moore described potential impacts of the recently signed California SB 734, which requires that fixed percentages of WIA Adult and Dislocated Worker funds be directed specifically to training activities, effective July 1, 2012. (A handout accompanied the agenda.)

5.0 One-Stop ROI Study

Alex Rivera commented on the recent workshop at the Meeting of the Minds in Monterey that featured a study on ROI by the Santa Ana WIB for the year 2008. The third of three such studies, it indicated a significant return on investment in WIA activities for that year.

The Committee discussed whether such a study for the Ventura County Local Workforce Investment Area is needed, whether an expenditure of approximately \$25,000 might be justified, and whether a project like this is best done locally or in concert with the Workforce Collaborative of California's Central Coast. The Committee agreed that such a study would be valuable for a number of reasons and that the staff should investigate the appropriate way of doing it.

The Committee agreed to send a recommendation to fund an ROI to the Executive Committee for approval and that funds from the Management Reserve be used to pay for it.

6.0 Recommendation for Use of Special Project Funds for 2011-2012

The Committee reviewed the options for the use of special project funds—both the projects originally identified by the Committee at its last meeting and other ideas that had emerged since that time. (A handout accompanied the agenda.) After recommendations from staff and further discussion, the Committee recommended using the available Adult funds of \$117,264 to restore funding for two permanent BESD/WIA staff positions and adding the remaining \$19,612 in Dislocated Worker funds to the Management Reserve. Discussion of possible uses for the remaining youth funds (\$121,455) elicited a consensus that they should be set aside for a special project for a specific area and an underserved population, with a focus on the Santa Clara Valley, and that an RFP should be crafted to meet those local conditions and prospective providers of services.

Motion to approve the recommendations: Chris Kimball

Second: Alex Rivera

Abstain: Barry Zimmerman

Motion carried

7.0 Committee Member Comments

Hugh Ralston congratulated Alex Rivera on his recent re-appointment to the Board and noted that Dr. Charles Ferguson, author of *Pathways to Prosperity*, would be the key-note speaker at the workforce conference on December 9, 2011, sponsored by the Ventura County Civic Alliance at the Ventura County Office of Education.

8.0 Adjournment

The Committee adjourned by general acclamation at 4:45 p.m.

Next Meeting

January 24, 2012 (3:30-5:00 p.m.)

Human Services Agency

855 Partridge Drive, Ventura

GRANTS AND PROPOSALS
 Workforce Investment Board of Ventura County of Ventura
Program Year 2011-2012
 (Revised 1/23/12)

PROPOSAL SUBMITTED AND GRANTED

Source	Amount	Title	Term	Purpose	Partner/Role	Notes
Governor's 15% Discretionary Funds (submitted 4/26/11)	\$451,481	VEAP: Veterans Employment-related Assistance Program	22 months: May 2011 to March 2013: operation pending	To transition veterans into high-wage, high-growth occupations, promoting the use of sector strategies: allied health and technology industries	BESD; EDD; County Veterans Services Office, Santa Barbara Business College, Ventura Veterans Home, Naval Base Ventura County, community colleges, Ventura Adult School	Funds for vocational training and client services. Also one fixed-term employment specialist case manager.

GRANTS IN PROGRESS/JUST CONCLUDING

Source	Amount	Title	Term	Purpose	Partner/Role	Notes

OTHER GRANT COMMITMENT

Source	Amount	Title	Term	Purpose	Partner/Role	Notes
WIA: Governor's Discretionary Funds	\$ 500,000	Governor's Gang Reduction, Intervention & Prevention (CalGRIP)	21 months: June 2011-December 2012	Case management, pre-vocational and vocational job training, work experience, subsidized employment, support and follow-up for gang-involved youth ages 14-24	<ul style="list-style-type: none"> City Impact (Oxnard): grant recipient BESD/WIA: provide up to \$10,000 in staff support as an in-kind match (letter of 1/28/11) 	Transformation Works II: second iteration of the CalGRIP project

LETTER OF SUPPORT/COMMITMENT

Source	Amount	Title	Term	Purpose	Partner/Role	Notes
Ventura Co. Community College District	\$10,000	Responsive Training Fund Initiative	12 months, 2011-2012	In-kind match: collaboration with the College district staff on regional industry sector		

GRANTS AND PROPOSALS
 Workforce Investment Board of Ventura County of Ventura
Program Year 2011-2012
 (Revised 1/23/12)

U.S. Dept. of Education		College Assistance Migrant Program (CAMP)		Provide access to post-secondary education for students from migrant and seasonal farmworker families	Letter of support for CSUCI, Office of the President (Rush) 1/11/12	
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PROPOSALS IN PREPARATION

Source	Amount	Title	Term	Purpose	Partner/Role	Notes
U.S. Dept. of Labor	\$3-\$6 million	Workforce Innovation Fund	40 months (application due March 22)	Linkage between employment/training services and labor market needs. Emphasis on regional cooperation and industry sectors/specific employers	Coordination among the 5 counties of the WCCCC	Under discussion: an urban youth corps model

PROPOSALS CONSIDERED BUT NOT SUBMITTED (Note: standard 4-week turnaround for proposals)

Source	Amount	Title	Term	Purpose	Partner/Role	Notes
U.S. Dept. of Health & Human Services	\$1 m+	Health Care Innovation Challenge	3/30/12-3/29/15	Lower costs through improved access to quality care for Medicare, Medicaid and CHIP enrollees	An unlikely prospect for the multi-county collaborative. We could provide a workforce development component for another agency that wishes to submit a proposal on its own. Letter of support/commitment in preparation for the application of VCMC.	Goals at variance with WIA: re-deployment of current healthcare workers in new ways so as to reduce costs for patients & the medical system.

FY 2011-12 WIA Budget Plan (Approved on 10/27/11, grants updated as of 11/23/11)

	Dislocated Worker	Adult	Youth	Rapid Response	Veteran Emply Assist	FY 11-12 Total	FY 10-11 Adjusted Plan	FY 11/12 vs. FY 10/11
Revenue Projection:								
FY 11-12 Grants	2,519,703	1,866,039	1,988,324	251,415	451,481	7,076,962	7,495,978	(419,016)
Incentives: 2009-2010				18,004		18,004	17,302	702
Balance rollover from PY (reserved)	249,900	88,133	195,459			533,492	2,855,551	(2,322,059)
Add'l rollover(Cmtd not spent+variances) 6/30/11	527,115	377,663	385,919	9,252		1,299,949	2,148,803	(848,854)
Mgt Reserve (See Note 1 below)	(251,970)	(186,604)	(198,832)	-	(225,740)	(863,147)	(533,492)	(329,655)
Mgt Reserve (Veterans Grant = 48,269)		(48,269)						
Total Available Grants to to be Spent	3,044,748	2,096,962	2,370,870	278,671	225,741	8,016,991	11,984,142	(3,967,151)
Grants %	38.0%	26.2%	29.6%	3.5%	2.8%	100.0%	100.0%	0.0%
* FTEs Assigned to the programs	15.50	10.00	2.00	1.00	0.50	29.00	43.5	(14.5)
% Direct FTES Allocated to Grants	53.4%	34.5%	6.9%	3.4%	1.7%	100.0%		
* % Admin Staff Allocated to Grants	35.0%	22.5%	37.0%	4.5%	1.0%	100.0%		
Expenditure Projection:								
Salaries and Benefits:								
BESD (See Note 2 below) 2,601,313	1,390,357	897,004	179,401	89,700	44,850	2,601,313	3,592,267	(990,954)
Administrative 700,000	245,000	157,500	259,000	31,500	7,000	700,000	700,000	-
Subtotal Salaries and Benefits	1,635,357	1,054,504	438,401	121,200	51,850	3,301,313	4,292,267	(990,954)
Direct Expenses:								
<u>Grant Specific Contracts</u>								
EDC-VC Business Services				91,000		91,000	346,131	(255,131)
Boys and Girls Club: Core Program			523,110			523,110	704,576	(181,466)
PathPoint: Core Program			463,890			463,890	624,813	(160,923)
Ventura Adult: Allied Health Youth			356,000			356,000	622,805	(266,805)
Ventura Adult: Allied Health Adult		210,000				210,000	518,798	(308,798)
ROI analysis 50K	30,000	15,000	5,000			50,000	208,267	(158,267)
Subtotal - Contracted Program Expense	30,000	225,000	1,348,000	91,000	-	1,694,000	3,025,390	(1,331,390)
<u>Client Expenses:</u>								
Job Train/Education - JTA (inclu Incumbent Wkr)	345,000	267,000			129,250	741,250	1,689,967	(948,717)
Prior Year ITA/OJT Paid in Current Year	150,200	15,100				165,300		
On-site Job Training					20,000	20,000	331,636	(311,636)
Others/ChildCare/Trans - JTA	95,000	59,220			13,750	167,970	215,803	(47,833)
Client Supports - Work Keys	2,115	1,530			3,163	6,808	11,000	(4,192)
Universal Clients	11,005	8,254	8,254			27,513	26,196	1,317
Youth Expansion Pilot-Santa Clara Valley						121,455		
Youth Expansion Pilot-Oxnard Contracts 150,000			150,000			150,000	-	150,000
Youth Expansion Pilot-Oxnard Client Exp 12,500			12,500			12,500	-	12,500
Subtotal - Client Expense	603,320	351,104	292,209	-	166,163	1,412,796	2,274,602	(861,806)
<u>Other Allocated/Contracted Expenses</u>								
Geographic Solutions 112,382	39,334	33,715	28,096	11,238		112,382	138,225	(25,843)
Outrch/Mktg: theAgency 100,000	35,000	30,000	25,000	10,000		100,000	279,000	(179,000)
Program Promotion -WIB 50,000	17,500	15,000	12,500	5,000		50,000	50,000	-
WIB Expense - Non Staff 30,000	10,500	9,000	7,500	3,000		30,000	30,000	-
Program Promotion-BESD 35,000	12,250	10,500	8,750	3,500		35,000	50,000	(15,000)
Kiosk 10,000	3,500	3,000	2,500	1,000		10,000	10,000	-

FY 2011-12 WIA Budget Plan (Approved on 10/27/11, grants updated as of 11/23/11)										
		Dislocated Worker	Adult	Youth	Rapid Response	Veteran Emply Assist	FY 11-12 Total	FY 10-11 Adjusted Plan	FY 11/12 vs. FY 10/11	
	Contract Labor Mkt Study	-					-	90,000	(90,000)	
	Subtotal - other allocated exp	337,382	118,084	101,215	84,346	33,738	337,382	647,225	(309,843)	
	Subtotal- Program/Clients Expenses		751,404	677,319	1,724,554	124,738	166,163	3,444,178	5,947,217	(2,503,039)
	Total Direct Program Expense		2,386,761	1,731,823	2,162,955	245,939	218,013	6,745,491	10,239,484	(3,493,993)
	Overhead/Administration:									
	Communication/Voice/data	75,000	32,984	21,867	16,930	2,607	612	75,000	59,700	15,300
A	Insurance	19,400	8,532	5,656	4,379	674	158	19,400	14,925	4,475
	Facilities Maint.	100,000	43,979	29,156	22,573	3,476	816	100,000	119,400	(19,400)
	Building Lease/Rental	100,000	43,979	29,156	22,573	3,476	816	100,000	99,500	500
	Office Equipment/Supplies	10,000	4,398	2,916	2,257	348	82	10,000	19,900	(9,900)
	Membership and dues	5,000	2,199	1,458	1,129	174	41	5,000	4,975	25
	Education allowance	5,000	2,199	1,458	1,129	174	41	5,000	4,975	25
A	Indirect cost recovery(County)	81,300	35,755	23,704	18,352	2,826	663	81,300	122,385	(41,085)
A	Fiscal/HR/BTD/ET (HSA)	400,000	175,915	116,626	90,292	13,904	3,263	400,000	500,000	(100,000)
A	Books and Publication	3,000	1,319	875	677	104	24	3,000	2,985	15
A	Mail Center - ISF	5,000	2,199	1,458	1,129	174	41	5,000	4,975	25
A	Purchase Charges - ISF	4,000	1,759	1,166	903	139	33	4,000	3,980	20
A	Copy Machine - ISF	15,000	6,597	4,373	3,386	521	122	15,000	14,925	75
A	Stores - ISF	3,000	1,319	875	677	104	24	3,000	2,985	15
A	Information Technology- ISF	10,000	4,398	2,916	2,257	348	82	10,000	9,950	50
A	Storage Charges - ISF	10,000	4,398	2,916	2,257	348	82	10,000	19,900	(9,900)
	Mileage Reimb. - Staffs only	24,000	10,555	6,998	5,418	834	196	24,000	35,490	(11,490)
	Conference and Seminars - \$	12,000	5,277	3,499	2,709	417	98	12,000	11,940	60
	Misc. Travel - Staffs only	20,000	8,796	5,831	4,515	695	163	20,000	39,800	(19,800)
	Attorney Fees	3,000	1,319	875	677	104	24	3,000	2,985	15
	WIB Staff Travel/Conference	20,000	8,796	5,831	4,515	695	163	20,000	37,300	(17,300)
	Subtotal Overhead	924,700	406,671	269,610	208,733	32,143	7,544	924,700	1,132,975	(208,275)
*	Ratio used for Overhead allocation above		44.0%	29.2%	22.6%	3.5%	0.8%	100.00%	100%	1%
	WIB Special Projects									
	WIB Special Projects (to be determined)							434,440	(434,440)	
	Planned Total Grant Expenses		2,793,432	2,001,433	2,371,688	278,081	225,557	7,670,191	11,806,899	(4,136,708)
A	Admin Rate for State Reporting		11%	10%	8%	10%	3%	9%		9%
	Work in Progress: Grant Balances		251,316	95,529	0	(0)	0	346,845		

Note 1. for Mgt Reserve: 10% for all grants except VETA at 50%, and Adult at 10% +48269 for VETA match

Note 2. for BESD salaries: \$2,317,000 for 25 FTES, + VETA 87,000+Youth Expansion Pilot \$80K+restore 2 BESD positions 117K

7548736

Request for Adult
Unallocated Program Year (PY) 2011-2012 Workforce Investment Act Funds
Ventura Adult and Continuing Education (VACE)

VACE is requesting \$94,000 of unallocated Adult WIA funding.

Need for additional funds: VACE needs additional funding to cover the training and training-related supportive services for adults who need job training in order to become employed. VACE had calculated its funding request for 2011-12 based on the average training cost per participant in the 2010-11 program year. In actuality, the average training cost per participant this year has been considerably higher, primarily because less Pell Grant funding was available to offset the WIA contribution. Less Pell Grant funding was available because:

- More participants selected training providers that do not offer Pell Grants therefore the maximum WIA contribution of \$6,500 per person was required.
- Of the participants who selected training providers that do offer Pell Grants, fewer were eligible for Pell Grants because they already had bachelors' degrees or other factors.
- Of the participants who were eligible for Pell Grants, award amounts were generally lower than those of previous years due to PELL's deletion of summer awards.

In response to the greater need for training funds, VACE has already submitted a contract modification request that will provide an additional \$31,279 dollars for training costs. This was achieved principally by cutting staffing costs to the barest minimum needed to serve our participants, and may necessitate an increase in our in-kind costs. This amount has been dedicated to cover the training costs of five enrolled participants at an estimated average of \$5,200 per participant, a substantial amount though somewhat short of the \$6,500 maximum WIA training contribution. However, this still leaves us with a minimum of ten clients yet to be enrolled to meet our contractual commitment, for whom we would only be able to offer direct job placement. We are therefore requesting these funds in order to offer training opportunities as required, and projected training-related supportive services.

Total funds requested: We request \$94,000 for Adults. The breakdown is as follows:

	<u># of Participants</u>	<u>Estimate Per Participant</u>	<u>Total</u>
Training			
New Enrollees	10	\$6,500	<u>\$65,000</u>
<i>Total New Enrollees Training</i>			<u>\$65,000</u>
Training-Related Supportive Services			
New Enrollees			
Childcare (5 months x \$1,000 per month)	4	\$5,000	\$20,000
Transportation (10 months x \$50 per month)	5	\$500	\$2,500
Uniforms, tools, etc.	5	\$300	\$1,500

<i>Subtotal New Enrollees Supportive Services</i>			<u>\$24,000</u>
<i>Current Enrollees</i>			
Childcare (5 months x \$1,000 per month)	1	\$5,000	<u>\$5,000</u>
<i>Subtotal Current Enrollees Supportive Services</i>			<u>\$5,000</u>
<i>Total Training-Related Supportive Services</i>			\$29,000
 <i>Total Training and Supportive Services</i>			 <u>\$94,000</u>

Types of Training: Participants will receive vocational training in fields that are demonstrated to have a current demand for employees, including allied health and technology. The vocational training must lead to a professional certification and will be provided by WIA-approved providers on the ETPL list.

Types of Supportive Services: As listed above, these additional funds will be spent on child care, transportation assistance, and uniforms/tools that are reasonable and necessary for participants to complete their vocational training and secure employment. Before expending WIA funds for supportive services, staff will look for other community resources to meet the need.

**BESD One Stop Operator Request for Additional WIA Core Funding PY11/12
Unsolicited Proposal**

The following is submitted in alignment with the WIB Policy on Unsolicited Proposals.

Request: \$ 67,000 Adult/ Dislocated Worker monies to fund 1 temporary staff position to assist with a successful implementation of California Workforce Services Network (CWSN) the new statewide management information system for WIA programs.

Background:

- CWSN is replacing the current state JTA system. The aggressive statewide Go Live date is 7/1/2012. VOS is a web based software application expected to be utilized by job seekers, employers, Workforce Investment Act programs and EDD, Wagner-Peyser; Trade Adjustment Act (TAA) and a generic module. This new system is expected to fundamentally affect all aspects of the One Stop system, including WIA program services, Case Management, Universal services, Labor Market exchange, Fiscal reporting, Performance reporting, contractors and One Stop partner staff.
- The new system has other statewide impacts. For example, with the CWSN system, a customer accessing the Job & Career Center visiting Ventura County and another workforce area will have a single client account regardless of the residence. This is an example of only one policy that will require understanding the database structure and formulating a policy to operate program services.
- The aggressive Go Live date of 7/1/2012 is of significant concern given the lack information to the Local Areas and well as the lack of State coordination. A resource to assist with this implementation is critical given the short time period for implementation and need for a resource ready to quickly mobilize and produce work product.

The state implementation only provides the generic training and fails to take into account the local workforce areas operational model. For example, the implementation of VOS in Ventura County has incorporated a KAIZEN process integrating business process, policies/procedures and the VOS overlay. As indicated, the state approach is a standard model.

Deliverables:

Provide a CWSN Implementation Resource

- This staff resource will provide program perspective as part of the VOS/CWSN implementation team (two BTD resources that are dedicated). This program resource will conduct a gap analysis between the state's version of VOS and our current locally configured version in Ventura County, and based upon their understanding of our local WIA program practices suggest appropriate changes and refinements in our service delivery model.
- The staff resource will be expected to assist in user acceptance testing (UAT) of the state system, development a program and technical, implementation plan to include a process for the evaluation of staff and contractors. Additional deliverables affect employer services training. The inclusion of ETPL is a key element of the federal performance and accountability system created for the purpose of ensuring customer's access to quality training providers.
- In addition, this staff person will participate in the post Go Live early maintenance efforts prior to the system's being institutionalized, UAT training, analysis of new functionality (e.g., document imaging, VOSscan, portal features, labor exchange etc).

Rationale:

The implementation of the CWSN system is an EDD mandated requirement. The allocation of resources to fund this activity is consistent with WIA regulations. Although CWSN was developed by Geographic Solutions, the business requirements employed for developing the state system were geared towards a much broader base of programs (as noted above).

- The requisite staff skills, knowledge and abilities are immediately available for the limited time period of the request. Expert and working knowledge of the full complement of WIA programs as well as Lean 6 Sigma principles are critical. The implementation of CWSN is much larger in scope and multi-faceted project given that it is incorporating WIA elements previously excluded from the locally configured version of VOS. The CWSN includes ETPL (Employment Training Provider List), Rapid Response, Labor Exchange, fiscal, case management imaging and a portal option and; the integration of State EDD programs. These are only a few changes requiring a combination of skills to include knowledge of regulations (WIA, Wagner-Peyser) and, technical expertise on what data elements impact one or all program outcomes, curriculum and training development, staff training, policies and system and program evaluation.

Budget Summary

Staff salary from 2/1/2012 – 8/30/2012 \$ 67,000.

BESD One Stop Operator Request for Additional WIA Core Funding PY11/12

The following is submitted in response to your e-mail of 1/17/2012 indicating the availability of additional uncommitted funds. We appreciate this opportunity and submit the below.

Request:

We are requesting an increase in Adult and Dislocated Worker funds to be used for training. The total amount requested is **\$110,485**.

The specific request is for \$ **45,670 in Adult funds** to be used for approximately 10 training slots. **\$64,815 in Dislocated Worker funds** to be used for approximately 15 training slots.

These training slots would include Individual Training Accounts and On-the Job Training based on the each customer's Individual Employment Plan. Training will be provided in demand occupations and in alignment with the Workforce Investment Board 2012-2015 goals and 2012-2013 focus areas.

- Early in the PY 11/12 budget process, there were concerns regarding a significant reduction in the annual WIA Core state allocation. In anticipation of these realities, BESD, the WIB's One Stop Operator proposed a budget in which approximately 53% of Adults and 62% of Dislocated customers would be afforded WIA funded training. Currently, the planned number of training slots projected is: 58 Adult and 86 Dislocated Worker approximately.
- As the economy slowly recovers, companies have begun to hire and continue to down size and lay off. Job openings reflect an emphasis on experience **and** certifications, as well as the consolidating of 2 positions into 1 position requiring unique combination of skills. Our Rapid Response Services estimates approximately 600 employees will be laid off in the next several months and may need skills upgrading and or new skill acquisition.

If approved, the increased funding would result in

- An appropriate 17% increase in the number of Adult and Dislocated Worker training slots. Adult funded training slots are projected to increase from 58 to 68. Dislocated Worker funded training slots are projected to increase from 86 to 101;
- The ability to honor employer initiated On-the-Job Training requests due to the success of the WIB Marketing Committee's outreach initiatives including Live Your Life, Grow Your Business;
- The provision of training to a number of enrolled customers who may otherwise be unable to obtain employment and may need to upgrade their skills in order to be competitive;
- An increase in Adult enrollments from 110 to 120; and
- A potential increase in Dislocated Worker enrollments goal of 153 as driven by each customer's Individualized Employment Plan and the commitment to expend the requested increase in training funds of approved.

CONSIDERATIONS FOR USE OF UNCOMMITTED WIA FUNDS
Workforce Investment Board of Ventura County

WIB Policy on Uncommitted Funds

The use of uncommitted funds in any WIA budget category must be consistent with Workforce Investment Act (WIA) regulations and with the WIB's established priorities. These funds may be used in one or more of the following ways:

- Modifying existing contracts or in-house budgets to provide for additional enrollments and/or increased services for enrolled clients
- Funding special projects identified as WIB priorities
- Funding new Requests for Proposals (RFPs) for new and needed services
- Funding unsolicited proposals that comply with the WIB's policy on unsolicited proposals

WIB Policy on Unsolicited Proposals

Unsolicited proposals must meet the following minimum standards for initial consideration by the WIB Executive Director:

- Provide needed services that are consistent with WIA regulations and with the WIB's established priorities.
- Provide documentation that supports one or more of the following WIA requirements for noncompetitive proposal/sole source:
 - Service(s) in the proposal is only available from that organization.
 - Public exigency or emergency for the proposal service(s) will not permit a delay resulting from competitive solicitation.
 - Employment Development Department (EDD) gave written authorization for the proposal.
 - After solicitation of a number of sources for the proposal service(s), competition is determined inadequate.
- The WIB Executive Director may accept unsolicited proposals for subsequent consideration by the WIB, or may reject them.
- Unsolicited proposals may be used as a basis for establishing a Request for Proposal (RFP).
- The Executive Director will refer previously-screened unsolicited proposals to the appropriate WIB committee for consideration and subsequent action by the WIB Executive Committee and/or the full WIB.

Guidelines for Applying WIB Priorities to Special Projects

- Target training opportunities (allied health and other priority sectors; applied basic skills for technology-related jobs; customized training for businesses; incumbent worker training)
- Target special needs (veterans, persons with disabilities, foster youth, incarcerated/probationary youth, parolees)
- Increase other job seeker services (support services; more/different workshops)
- Increase employer services (recruitment; business attraction/layoff aversion; business management consulting; business workshops; employer outreach)
- Offer WIA-related training for potential providers

PROPOSALS FOR USE OF UNCOMMITTED 2011-2012 WIA FUNDS
Workforce Investment Board of Ventura County

<u>Current Provider</u>	<u>Summary of Solicited Proposals</u>	<u>Dislocated</u> <u>\$251,316</u>	<u>Adult</u> <u>\$ 95,529</u>	<u>Total</u> <u>\$346,845</u>
<ul style="list-style-type: none"> • Business and Employment Services Department (BESD)/WIA Operations 	<ul style="list-style-type: none"> • Provide a projected increase of 10 training slots for Adult enrollees: \$45,670. • Provide a projected increase of 15 training slots for Dislocated Worker enrollees: \$64,815. 	64,815	45,670	110,485
<ul style="list-style-type: none"> • Ventura Adult and Continuing Education (VACE) 	<ul style="list-style-type: none"> • Provide training for 10 Adult enrollees: \$65,000. • Provide reasonable and necessary training-related support services for Adult enrollees (childcare, transportation, uniforms, tools, etc.): \$29,000. 		94,000	94,000

<u>Current Provider</u>	<u>Summary of Unsolicited Proposal</u>			
<ul style="list-style-type: none"> • Business and Employment Services Department (BESD)/WIA Operations 	<ul style="list-style-type: none"> • Fund one (1) temporary staff position in BESD/WIA Operations (from February 1-August 30, 2012) to assist with the successful Ventura County transition from the current Virtual One-Stop (VOS) to the NEW California Workforce Services Network (CWSN). 			67,000