



## WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

### MEMBERSHIP COMMITTEE MEETING

**Tuesday, August 1, 2017**  
**8:30 a.m.-10:00 a.m.**

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

### REVISED AGENDA

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|------------|--|-------------------|
| 8:30 a.m.  | <b>1.0 Call to Order and Agenda Review</b>   | Jeremy Goldberg   |
| 8:32 a.m.  | <b>2.0 Public Comments</b><br>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. | Jeremy Goldberg   |
| 8:35 a.m.  | <b>3.0 Approval of Minutes: June 6, 2017</b>   | Jeremy Goldberg   |
| 8:40 a.m.  | <b>4.0 Membership Status</b> <ul style="list-style-type: none"><li>• Appointments</li><li>• Reappointments</li><li>• Recruitments</li></ul>                                  | Patrick Newburn   |
| 9:15 a.m.  | <b>5.0 WIOA Workforce Development Planning</b> <ul style="list-style-type: none"><li>• Year End Review 2016-2017</li><li>• 2-Year Plan 2017-2018</li></ul>                   | Jeremy Goldberg   |
| 9:50 a.m.  | <b>6.0 Committee Member Comments</b>   | Committee Members |
| 10:00 a.m. | <b>7.0 Adjournment</b>   | Jeremy Goldberg   |

#### Next Meeting

October 3, 2017 (8:30 a.m.-10:00 a.m.)  
VCCF Nonprofit Center (Community Room)  
4001 Mission Oaks Blvd., Camarillo, CA

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



**WDB Membership Committee Meeting**  
**June 6, 2017**

**MINUTES**

**Meeting Attendees**

Membership Committee  
Patty Schulz, Chair  
Jeremy Goldberg, Vice Chair  
Capt. Doug King  
Jesus Torres

WDB Staff  
Patrick Newburn

**1.0 Call to Order and Agenda Review**

Patty Schulz called the meeting to order at 8:34 a.m.

**2.0 Public Comments**

No public comments.

**3.0 Consent Items**

- **Approval of Minutes:** April 4, 2017
- **2017-2018 Meeting Calendar**
  - Tuesday August 1, 2017
  - Tuesday October 3, 2017
  - Tuesday December 5, 2017
  - Tuesday February 6, 2018
  - Tuesday April 3, 2018
  - Tuesday June 5, 2018

Motion to approve all Consent Items: Jeremy Goldberg  
Second: Capt. Doug King  
Motion carried unanimously

**4.0 Membership Status**

- **Reappointments:** Committee members reviewed current WDB member attendance records and discussed participation on WDB committees. Current WDB Member terms are up to date, with no reappointment consideration required at this time. One current WDB member, previously recommended by Membership Committee for reappointment, is scheduled for consideration by the County Board of Supervisor on June 20, 2017. Patrick Newburn confirmed that the County Board of Supervisors approved reappointments on May 9, 2017 for Victor Dollar and Tony Skinner for new three year terms.
- **Appointments:** Committee members discussed board composition, categories of representation, required business member and workforce member ratios, and the engagement/recruitment process. Patrick Newburn confirmed that the County Board of Supervisors appointed two new WDB members on May 9, 2017 for three year terms, Sumantra Sengupta (Workforce/CBO Sector) and Dona Toteva Lacayo (Non-Voting Sector).

The committee agreed that the WDB is WIOA compliant with 28 voting members in all mandated categories.

- **Recruitments:** Committee members continued previous discussion from April's meeting about the engagement of one workforce/union sector candidate and requested staff to provide application and resume, with no action recommended at this time. Additionally discussed was the engagement of one California Employment Development Department (EDD) Workforce Services representative for possible WDB appointment representing a WIOA mandated partner. Staff was directed to secure an application, resume, and letter of recommendation for review at the next committee meeting. Patrick Newburn provided members a list of individuals that are attending committee meetings that might be considered for future WDB member engagement.

## **5.0 WIOA Implementation Plan**

Committee members reviewed the 2016-2017 Year-End Review (Draft) and provided insights to be included in the report which is to be submitted at the August WDB meeting.

## **6.0 Committee Member Comments**

Patty Schulz thanked the committee members for their past year of dedication and acumen with the committee's mission to sustain and grow a robust WDB membership.

## **7.0 Adjournment**

Patty Schulz adjourned the meeting at 9:40 a.m.

### Next Meeting

August 1, 2017 (8:30 a.m.-10:00 a.m.)  
VCCF Nonprofit Center (Community Room)  
4001 Mission Oaks Blvd., Camarillo, CA



**WDB MEMBERSHIP COMMITTEE 2-YEAR PLAN**  
**Workforce Development Board of Ventura County**  
**2017-2019**

**Goal**

Meet the regional and local board membership requirements of the Workforce Innovation Opportunity Act by recruiting, retaining and engaging community and workforce leaders who represent the major industry sectors of Ventura County and our diverse communities; and who are committed to regional workforce and economic development.

**Components of Plan**

- 1. Engage Leaders** Encourage board and committee members to introduce workforce development objectives to peers through invitations to attend and serve on committees and sub-committees of the Workforce Development Board of Ventura County (WDBVC). Enhance relationships with fellow WDBVC members; strengthen member participation in WDBVC meetings and committees; increase public opportunities for members to serve as workforce development ambassadors; and facilitate new member mentoring/guidance.
- 2. Analyze Data** Use WIOA membership requirements and local labor market data to ensure appropriate representation on WDB and committees.
- 3. Take Inventory** Monitor members' meeting and committee participation and work closely with committee chairs and executive committee to ensure appropriate engagement.
- 4. Identify Gaps** Using attendance and turnover data, identify recruiting needs in specific membership categories.
- 5. Determine Priorities** Prioritize sector recruiting efforts based on attendance and turnover of members.
- 6. Take Action** Recruit, screen, and recommend appropriate WDB candidates to the Executive Committee for presentation to and appointment by the Ventura County Board of Supervisors.
- 7. Monitor Progress** Monitor meeting and committee attendance to ensure board members are engaged and contributing to meeting WDB goals. Review progress and make updates to the Committee 2-Year Plan as needed. Report on accomplishments and insights for the annual Workforce Development Board Year-End Review.



## **2016-2017 YEAR-END REVIEW** **Workforce Development Board of Ventura County**

### **WDB MEMBERSHIP COMMITTEE**

#### **2016-2017 Members**

WDB Members: Patty Schulz, Chair (The Arc of Ventura County), Jeremy Goldberg, Vice Chair (Tri-Counties Central Labor Council), Capt. Douglas King (Naval Base Ventura County), Jesus Torres, (Frontier Communications)

#### **Committee Accomplishments**

In support of the WDB's *Ventura County Regional Strategic Workforce Development Plan 2013-2017*, the Membership Committee:

- **Board Composition**
  - Maintained a well-balanced WDB membership, in compliance with federal and state requirements. Engaged action-oriented business, labor, education, economic development, government and community leaders who are committed to regional workforce development.
  - Considered multiple options and made recommendations to the WDB for the composition of the WDB to fulfill the requirements under the Workforce Innovation and Opportunity Act (WIOA).
- **Board Appointments and Reappointments**
  - Recruited, screened, and recommended two new WDB members who were appointed by the Board of Supervisors for three-year terms: One Community Based Organization representative under the category of Workforce, and one non-voting member.
  - Recommended reappointments for four WDB members who were approved by the Board of Supervisors for additional three-year terms: three members representing Business category, and one member representing Labor in the Workforce category.
  - Encouraged business and community leaders to attend WDB committee meetings as an introduction to the work of the WDB. Considered committee participation in developing the queue of potential WDB candidates.
- **Board Development and Stewardship**
  - Identified opportunities for board development and stewardship: WDB member participation in regional workforce, education, and/or economic development forums/events; Workforce Wednesday radio interviews; *Workforce Update* feature stories; local press releases, articles, and opinion pieces; support for local education initiatives, state and federal grant applications and workforce development legislation; making presentations at business and community organizations for employer outreach; participating in state and national workforce development conferences; and representing the WDB at meetings with elected officials and government agency staff in Ventura County, Sacramento, and Washington, D.C..
  - Provided orientation sessions for all new WDB members.



## **2016-2017 YEAR-END REVIEW** **Workforce Development Board of Ventura County**

### **WDB MEMBERSHIP COMMITTEE**

#### **Insights**

- Our WDB members are great ambassadors for the WDB and continue to leverage their networks to help with recruitment efforts and support for committee activities.
- There is an identified agriculture industry sector gap in the board membership and we need to engage and recruit representation from within the agriculture industry.
- Participation on WDB sector committees continues to be a good first step for business and community leaders to be introduced to the work of the WDB.
- As identified in the WDB Regional Plan 2017-2020, Ventura County has a strong small business community and we need to continue to engage business and industry leaders with a goal of increasing diversity and the voice of small business.
- We need to identify and encourage board members with leadership qualities that will volunteer for officer and committee chair positions. We need to continue to provide board members with opportunities to participate in local, state, and national outreach activities to grow and sustain engagement in workforce development.
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#### **Examples of 2015-2016 Insights**

- It was a major accomplishment to successfully transition from WIA to WIOA requirements for board membership, size, and composition. In a very short period of time, we developed and implemented a plan that achieved full compliance and met the Local Board Recertification deadline.
- With an unusual number of unexpected WDB member transitions (e.g., retirements and job changes), we had to work hard to fill board vacancies. WDB members provided valuable leads and connections to help make that happen.
- The work of the Membership Committee is ongoing. It is important to have qualified candidates in the queue for timely filling of board vacancies and for WIOA compliance.
- Participation on WDB sector committees continues to be a good first step for business and community leaders to be introduced to the work of the WDB.
- We need to continue to provide board members with opportunities to participate in local, state, and national outreach activities to grow and sustain engagement in workforce development.
- Our WDB members are great ambassadors for the WDB and continue to leverage their networks to help with recruitment efforts and support for committee activities.