



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

MEMBERSHIP COMMITTEE MEETING

Tuesday, December 4, 2018

8:30 a.m. – 10:00 a.m.

United Food and Commercial Workers, Local 770 (UFCW)
816 Camarillo Springs Road (Meeting Room), Camarillo

AGENDA

8:30 a.m.	1.0 Call to Order and Agenda Review	Patty Schulz
8:32 a.m.	2.0 Public Comments <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>	Patty Schulz
8:35 a.m.	3.0 Consent Items <ul style="list-style-type: none">• Approval of Minutes: October 02, 2018	Patty Schulz
8:40 a.m.	4.0 Membership Status <ul style="list-style-type: none">• Appointments• Reappointments• Recruitments	Patrick Newburn
9:05 a.m.	5.0 WIOA Workforce Development Planning <ul style="list-style-type: none">• WDB Member Training & Orientations Discussion	Patrick Newburn
9:50 a.m.	6.0 Committee Member Comments	Committee Members
10:00 a.m.	7.0 Adjournment	Patty Schulz

Next Meeting

February 5, 2018 (8:30 a.m.-10:00 a.m.)

United Food and Commercial Workers (UFCW), Local 770
816 Camarillo Springs Road (Meeting Room), Camarillo CA

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WDB Membership Committee Meeting
October 02, 2018

MINUTES

Meeting Attendees

Membership Committee

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

WDB Staff

Patrick Newburn

* WDB Member

1.0 Call to Order and Agenda Review

Committee Chair Patty Schulz called the meeting to order at 8:30 a.m.

2.0 Public Comments

No public comments.

3.0 Approval of Minutes: August 7, 2018

Motion to approve: Patty Schulz
Second: Jeremy Goldberg
Motion carried

4.0 Membership Status

- Reappointments: As discussed at the August 7, 2018 meeting, WDB member terms indicate five total reappointments for consideration will be coming due in November 2018: Jim D. Faul, Victoria Jump, Captain Douglas King, Byron Lindros, and Alex Rivera. Committee members reported that Byron Lindros and Jim D. Faul will not seek reappointment at the end of their terms on November 3, 2018. Captain Douglas King, Victoria Jump, and Alex Rivera have expressed willingness to accept reappointment and have provided new resumes as required. WDB staff will prepare a recommendation letter for the Board of Supervisors consideration at their November board meeting.
- Appointments: Committee members discussed board composition, WIOA categories of representation, required business member and workforce member ratios, and the engagement/recruitment process. The committee agreed that the WDB will require one new business category following November 3, 2018. Currently the WDB remains WIOA compliant with 28 voting members in all mandated categories. Additionally, WDB has four non-voting members.
- Recruitments: One new candidate from the business category is actively being engaged and invited to attend committee and WDB meetings. Additionally, another business category candidate will be approached for engagement that was recommended by a current WDB

member. Lastly, one education category candidate has expressed interest to participate in upcoming committee meetings that was suggested by a current WDB member. Committee members expressed a strong desire to have representation from the agriculture sector on the WDB. Members agreed to reach out to their contacts within the industry for potential candidates.

5.0 WIOA Workforce Development Planning

Committee Members discussed the continued need for membership education and suggested the use of ongoing mini-orientations to educate WDB members beyond their initial new member orientation. Patrick Newburn informed the committee that the October 25, 2018 WDB meeting will feature a consultant to lead the board with WIOA education and better understanding of the role of being a board member. One suggestion was to produce an infographic that members could use that at-a-glance explains the WDB mission and purpose. Newburn responded that the Business Services Committee is working on this type of outreach material

Committee members reviewed the 2017-2018 Year-End Review and agreed to make the report final and will be presented to the WDB.

6.0 Committee Member Comments

Patrick Newburn announced the WDB Executive Director vacancy is open for recruitment and will likely close off in coming weeks when a large pool of resumes is sufficient to begin the interview process. Newburn also announced that WDB received a \$47,500 grant to begin planning a regional plan and partner collaboration toward implementation of the Prison to Employment Initiative.

7.0 Adjournment

Patty Schulz adjourned the meeting at 9:30 a.m.

Next Meeting

December 4, 2018 (8:30 a.m.-10:00 a.m.)
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816 Camarillo Springs Road (Meeting Room), Camarillo CA



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

WDB MEMBERSHIP COMMITTEE

2017-2018 Members

WDB Members: Patty Schulz, Chair (The Arc of Ventura County), Jeremy Goldberg, Vice Chair (Tri-Counties Central Labor Council), Captain Douglas King (Naval Base Ventura County), Jesus Torres, (LEAD Public Strategies)

Committee Accomplishments

In support of the WDB's Ventura County Regional Workforce Development Plan 2017-2020 "SKILLS ATTAINMENT FOR UPWARD MOBILITY ALIGNED SERVICES FOR SHARED PROSPERITY", 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
 - Engaged, screened, and recommended three new WDB members who were appointed by the Board of Supervisors for three-year terms: One Labor representative under the category of Workforce, One EDD representative under the Government category, and one non-voting member.
 - Recommended reappointments for eleven WDB members who were approved by the Board of Supervisors for additional three-year terms: three members representing Business category, two members representing in the Workforce category, three members representing Education category, and three representative under the Government 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.



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

WDB MEMBERSHIP COMMITTEE

Insights

- There is an agriculture industry sector gap in the board membership and we need to prioritize and actively engage and recruit representation from within the agriculture industry.
- 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.
- 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.
- We need to identify improved WDB member training methods and orientations to provide ongoing WIOA education for board members; WDB members benefit from better understanding of WIOA programs and would benefit from a better understanding of their roles and responsibilities, thereby providing an educated and motivated pool of members that are prepared board leadership positions
- We need to improve WDB meetings by increasing opportunities for open discussion and simplified reports that are easy to understand
- WDB member understanding of responsibilities would improve with ongoing/ stepped WDB orientation training beyond the introductory training provided at new member onset
- WDB members would better comprehend the complexities of WIOA funding and participant outcomes with improved finance expenditure explanations at WDB meetings including use of graphs, pie charts, and dashboards
- WDB member appreciate and benefit from participation in regularly bi-monthly meetings with advance notification and consistent calendar schedules
- WDB members value periodic meetings located at AJCC and Youth Contractor locations to stay connected with WIOA participant programs and allow continued oversight of WIOA program providers
- 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