



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

MEMBERSHIP COMMITTEE MEETING

Tuesday, August 2, 2016
8:30 a.m.-10:00 a.m.

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

AGENDA

8:30 a.m.	1.0 Call to Order and Agenda Review	Patty Schulz
8:32 a.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.	Patty Schulz
8:35 a.m.	3.0 Approval of Minutes: June 7, 2016	Patty Schulz
8:38 a.m.	4.0 2015-2016 Year-End Review	Cheryl Moore
8:45 a.m.	5.0 Membership Status <ul style="list-style-type: none">• Appointments• Reappointments• Recruitments	Patrick Newburn
9:10 a.m.	6.0 WDB Policy for Non-WDB Members of Programs Committee	Cheryl Moore
9:25 a.m.	7.0 Action Item Recommendation that the Workforce Development Board of Ventura County (WDB) Approve the Appointment of Non-WDB Members to the WDB Programs Committee for Three-Year Terms	Patrick Newburn
9:35 a.m.	8.0 WIOA Implementation: Membership Committee Plan Discussion	Cheryl Moore
9:50 a.m.	9.0 Committee Member Comments	Committee Members
10:00 a.m.	10.0 Adjournment <u>Next Meeting</u> October 4, 2016 (8:30 a.m.-10:00 a.m.) VCCF Nonprofit Center 4001 Mission Oaks Blvd., Camarillo, CA	Patty Schulz

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 workforceventuracounty.org



WDB Membership Committee Meeting
June 07, 2016

MINUTES

Meeting Attendees

Membership Committee
Patty Schulz, Chair

WDB Staff
Cheryl Moore
Patrick Newburn
Talia Barrera

1.0 Call to Order and Agenda Review

Patty Schulz called the meeting to order at 8:38 a.m.

2.0 Public Comments

No public comments.

3.0 Approval of Minutes: April 5, 2016

Received and filed.

4.0 Membership Status

Reappointments: Committee Chair reviewed current WDB member attendance records and discussed engagement in WDB committees. Next opportunities for reappointments are coming up in December 2016.

Appointments: Committee chair emphasized continuous recruitment to create an ongoing pipeline of candidates. Participation on sector committees continues to provide a good introduction to the work of the WDB prior to consideration of a possible recommendation for WDB appointment.

Recruitments: Patrick Newburn reported that, Ms. Payal Kamdar, CEO of Vsolvit LLC has agreed to join the new Business Services Sector Committee upon inauguration of the new committee. Vsolvit LLC, a GIS systems development company, was the recipient of the 2014 WIB Champion for Prosperity Award.

5.0 WIOA Implementation Plan

Cheryl Moore reported that Local Board Recertification Request for Program Years 2016-2018 was submitted to the California WDB. Because of a last-minute change in status for one WDB member, the WDB-approved membership size of 32 for the recertification process was revised to 31. One business category member remains open in order to complete the 31 member board composition. Ms. Moore indicated that recertification has not yet been received, however WDB composition is in compliance with federal WIOA law.

Committee Chair discussed approaches to ongoing stewardship for the recruitment and retention of WDB members, including ways for current WDB members to provide collegial support for new members. Ms. Schultz proposed a three question satisfaction survey to engage all WDB members regarding areas for improvement.

6.0 Action Item

Removed from consideration by staff, recommendation regarding a policy for Non-WDB Members of WDB Committees. WDB Administration Managers are in-progress with the draft, will present the draft policy once completed.

7.0 Ventura County Regional Strategic Workforce Development Plan

Upon recommendation by chair, staff will draft a WDB Membership Committee 2-year Plan Guidelines document for review by Membership Committee.

8.0 2016-2017 Committee Meeting Calendar

Chair recommended to continue committee meetings bi-monthly on first of the month Tuesdays at 8:30AM. Poll to be sent by staff to other committee members to seek consensus and merge with WDB committee meeting calendar.

9.0 Committee Member Comments

No comments.

10.0 Adjournment

Patty Schulz adjourned the meeting at 9:50 a.m.

Next Meeting

August 2, 2016

VCCF Nonprofit Center (Board Room)

4001 Mission Oaks Blvd., Camarillo



2015-2016 YEAR-END REVIEW **Workforce Development Board of Ventura County**

WDB MEMBERSHIP COMMITTEE

2015-2016 Members

WDB Members: Patty Schulz, Chair (The Arc of Ventura County), Jesus Torres, Vice Chair (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 and size of the WDB to make the transition from requirements under the Workforce Investment Act (WIA) to new requirements under the Workforce Innovation and Opportunity Act (WIOA).
- **Board Appointments and Reappointments**
 - Recruited, screened, and recommended nine new WDB members who were appointed by the Board of Supervisors for three-year terms: seven representing Business, and two labor representatives under the new WIOA category of Workforce.
 - Recommended reappointments for seven WDB members who were approved by the Board of Supervisors for additional three-year terms: four representing Business, two representing the new Government/Economic/Community Development category under WIOA, and one non-voting member from Naval Base Ventura County.
 - 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. Revised the WDB member handbook to make it more user-friendly and to reduce the amount of paper required.



2015-2016 YEAR-END REVIEW
Workforce Development Board of Ventura County

WDB MEMBERSHIP COMMITTEE

Insights

- We successfully met the challenge of achieving compliance with WIOA requirements for WDB size and composition.
- 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.
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DRAFT

WIOA TRANSITION WORKSHEET
WDB Composition Plan for Local Workforce Development Board Recertification Request 2016-2018

WIOA CATEGORY	BUSINESS (50%+1)	WORKFORCE (15%+5% = 20%)			EDU & TRAIN (2)		GOVMT / ECON / CMIY DEV (3)			ADDITIONAL	
	WIOA MINIMUM NO. = 19	10 BUSINESS	3 UNION	1 APPREN	0 CBO/WRKFC	1 ADULT ED	1 HGR ED	1 EC DEV	1 EMPL SRV	1 REHAB	0
1	AMGEN	BUSINESS									
2	APPLIED POWDERCOAT	BUSINESS									
3	BRIGHTON MANAGEMENT	BUSINESS									
4	CORWIN, A SAGE COMPANY	BUSINESS									
5	FRONTIER	BUSINESS									
6	HAAS AUTOMATION	BUSINESS									
7	HIGH-TECH ENGINEERING	BUSINESS									
8	JAXX MANUFACTURING	BUSINESS									
9	KAISER PERMANENTE	BUSINESS									
10	KINAMED	BUSINESS									
11	LC ENGINEERING GROUP	BUSINESS									
12	LOS ROBLES HOSPITAL & MEDICAL CENTER	BUSINESS									
13	MILGARD MANUFACTURING	BUSINESS									
14	TOLMAN & WIKER	BUSINESS									
15	UN1TEEE	BUSINESS									
16	UNITED STAFFING ASSOCIATES	BUSINESS									
17	SEIU-UNITED HEALTHCARE		UNION								
18	TRI-COUNTIES CENTRAL LABOR COUNCIL		UNION								
19	UNITED FOOD & COMMERCIAL WORKERS		UNION								
20	LABORERS INTNATL. UNION NORTH AMERICA			APPREN/UN							
21	TRI-COUNTIES BLDG & CONST TRADES COUNCIL			APPREN/UN							
22	CALIFORNIA LUTHERAN UNIVERSITY				CBO/UNIV						
23	THE ARC OF VENTURA COUNTY				CBO						
24	CALIF STATE UNIVERSITY, CHANNEL ISLANDS					UNIV					
25	VENTURA CO. COMMUNITY COLLEGE DISTRICT					CMTY COLL					
26	VENTURA CO. OFFICE OF EDUCATION				ADULT ED						
27	CITY OF SIMI VALLEY							EC DEV			
28	ECONOMIC DEVEL. COLLAB.-VENTURA CO.							EC DEV			
29	EMPLOYMENT DEVELOPMENT DEPARTMENT								EMPL SVCS		
30	DEPARTMENT OF REHABILITATION									REHAB	
NV	AREA AGENCY ON AGING										Non-Voting
NV	HUMAN SERVICES AGENCY										Non-Voting
NV	NAVAL BASE VENTURA COUNTY										Non-Voting
NV	PORT OF HUENEME										Non-Voting
Final Target for WDB Recertification = 30		16	3	2	2	1	2	2	1	1	0

WIOA CALCULATOR

BOARD SIZE	50%+1 BUSINESS	20% WORKFORCE
19	10	3.8
20	11	4.0
21	11	4.2
22	12	4.4
23	12	4.6
24	13	4.8
25	13	5.0
26	14	5.2
27	14	5.4
28	15	5.6
29	15	5.8
30	16	6.0
31	16	6.2
32	17	6.4
33	17	6.6
34	18	6.8
35	18	7.0
36	19	7.2
37	19	7.4
38	20	7.6
39	20	7.8
40	21	8.0
41	21	8.2
42	22	8.4
43	22	8.6
44	23	8.8
45	23	9.0

WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB)
LOCAL POLICY BULLETIN #2016-03
Policy on Non-WDB Members of the Programs Committee

Effective Date: July 1, 2016

SUBJECT: Policy on Non-WDB Members of the Programs Committee

PURPOSE: This policy establishes the criteria for membership on the Programs Committee of the Workforce Development Board of Ventura County of non-WDB members.

REFERENCE: WIOA 107(b)(4)(A)(i-iii); WDB Bylaws, as amended July 1, 2016

POLICY: Recognizing the prospective usefulness of having non-WDB members on the Programs Committee to benefit from their appropriate experience and expertise and also to promote additional community engagement where needed, the WDB establishes the terms by which non-WDB members may join the Programs Committee and defines the conditions in which they may serve.

In accordance with WIOA, non-WDB members are required. At least one and no more than 18 may be appointed, as needed, from the categories below; but no more than two such members may be appointed from any one of the categories to serve at any one time:

- Educational institutions
- Housing authorities
- Juvenile justice/justice system/law enforcement
- Behavioral/mental health agencies
- Community-based organizations concentrating on workforce issues for youth or adults
- Rehabilitation agencies
- Labor organizations
- American Job Center of California (AJCC) partners
- Employers

After submitting an application, a resume, and a letter of recommendation to the WDB Membership Committee, an application for non-WDB membership on the Programs Committee will be considered by the Membership Committee for recommendation to the WDB for approval. Non-WDB members will be approved for a three-year term by the WDB at one of its regular meetings. Reappointments will be considered, recommended, and approved in the same way. In view of the responsibility of the Programs Committee to make fiscal recommendations to the WDB, non-WDB members also will be required to complete ethics training and a WDB orientation session within 60 days of appointment, and to attend Programs Committee meetings regularly.

INQUIRIES: The WDB Administration staff can be reached at 805-477-5306 and will answer questions regarding this policy, which will be revised as need arises.



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: MEMBERSHIP COMMITTEE

**FROM: CHERYL MOORE, EXECUTIVE DIRECTOR
WORKFORCE DEVELOPMENT BOARD**

DATE: AUGUST 2, 2016

**SUBJECT: RECOMMENDATION THAT THE MEMBERSHIP COMMITTEE RECOMMEND THAT
THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB)
APPROVE THE APPOINTMENT OF NON-WDB MEMBERS TO THE PROGRAMS
COMMITTEE FOR THREE-YEAR TERMS**

RECOMMENDATION

Recommend that the Membership Committee recommend that the Workforce Development Board of Ventura County (WDB) approve the appointment of non-WDB members to the Programs Committee for three-year terms.

DISCUSSION

WDB Local Policy Bulletin #2016-03: Policy on Non-WDB Members of the Programs Committee, July 1, 2016, states that non-WDB members may serve on the Programs Committee to provide expertise and experience as needed and to support WDB compliance with requirements under the Workforce Innovation and Opportunity Act (WIOA).

The WDB policy establishes the terms by which non-WDB members may join the Programs Committee and defines the conditions in which they may serve. At least one and no more than 18 non-WDB members may be appointed, as needed, from the categories listed in the policy, with no more than two from each category.

All of the nominees for appointments as non-WDB members of the Programs Committee have been active participants on the former Youth Council and/or other WDB committees, and have shown a commitment to advocating for successful workforce outcomes in the Ventura County region. If approved by the WDB on August 25, 2016, their three-year terms would begin on that date.

Linda Fisher-Helton

Community Relations Manager, Area Housing Authority of the County of Ventura
(Housing)

Juan Mercado

Senior Manager, California Conservation Corps
(Workforce Programs)

Archina Scott

Job Placement Specialist, Ventura Unified School District
(Education)

If you have questions or need more information, contact Patrick Newburn at (805) 477-5470, email patrick.newburn@ventura.org.



BACKGROUND INFORMATION FOR POTENTIAL APPOINTMENT

WDB Programs Committee: Non-WDB Member

Workforce Development Board of Ventura County

Non-WDB Category	Housing
Name	Linda Fisher-Helton
Employer	Area Housing Authority of the City of Ventura
Occupation/Title	Community Relations Manager
Work Experience	<ul style="list-style-type: none">• 13 years to present, Area Housing Authority of the City of Ventura• 6 years, City of Ojai, Marketing Specialist
Education	<ul style="list-style-type: none">• Master's in Public Administration, California State University, Northridge• Bachelor of Arts, California Lutheran University
Other	Organizational affiliations : <ul style="list-style-type: none">• Workforce Development Board of Ventura County, Youth Council (2005-2016)• Thousand Oaks Council on Aging, Senior Adult Master Plan–Housing (7 years)• Housing Opportunities Made Easier (HOME), Board Member (8 years)
Letter of Recommendation	Area Housing Authority of the County of Ventura



BACKGROUND INFORMATION FOR POTENTIAL APPOINTMENT

WDB Programs Committee: Non-WDB Member

Workforce Development Board of Ventura County

Non-WDB Category	Workforce Organization
Name	Juan Mercado
Employer	California Conservation Corps (1999 to present - Camarillo)
Occupation/Title	Conservation Supervisor
Work Experience	<ul style="list-style-type: none">• Responsible for supervision of crew supervisors and the young adults of the California Conservation Corps• Manage all public conservation service projects and coordinate local and state emergencies within California
Education	Fire Science Training Program, Los Angeles Valley College, Van Nuys, CA
Other	Organizational affiliations: <ul style="list-style-type: none">• Workforce Development Board of Ventura County, Youth Council (2014-2016)• Cal Fire
Letter of Recommendation	Cal Fire – San Luis Obispo County Fire Department



BACKGROUND INFORMATION FOR POTENTIAL APPOINTMENT

WDB Programs Committee: Non-WDB Member

Workforce Development Board of Ventura County

Non-WDB Category	Educational Institution
Name	Archina "Archie" Scott
Employer	Ventura Unified School District
Occupation/Title	Transition Partnership Program, Job Placement Specialist
Work Experience	<ul style="list-style-type: none">• 20 years working for Ventura Unified School District's Transition Partnership Program• Past Owner, Tire Recycling and Waste Hauling Company• Past Owner, Employment Recruiting Company
Other	Organizational affiliations: <ul style="list-style-type: none">• Workforce Development Board of Ventura County, Youth Council (2001-2016)• Ventura College Educational Assistance Center• School Site Council Chair for Pacific High School
Letter of Recommendation	Ventura Unified School District, Trustee



WDB COMMITTEE 2-YEAR PLAN GUIDELINES **Workforce Development Board of Ventura County** **2016-2018**

Goal

Facilitate collaboration among partners in business, economic development, education, labor, government, and community-based organizations to develop a diverse pipeline of skilled local workers to fill industry sector positions in the Ventura County region.

Components of Plan

- 1. Engage Leaders** Engage a diverse core team of Ventura County employers, agencies and organizations to facilitate industry sector collaboration for regional workforce development.
- 2. Analyze Data** Seek local employer feedback regarding labor market data as it relates to regional industry sector workforce needs.
- 3. Take Inventory** Inventory regional education/training available to address local industry sector workforce development needs. Examples:
 - Industry-recognized certificates
 - National certificates
 - Stackable credentials
 - Apprenticeships
 - Internships
 - Externships
 - On-the-job training
 - Career awareness/outreach
 - Career pathways
 - Regional Occupational Programs
 - Adult education
 - Community colleges
 - Universities
 - Trades
 - Community organizations
- 4. Identify Gaps** Analyze the gaps between education/training available and regional industry sector workforce needs.
- 5. Determine Priorities** Determine priorities for closing the gaps between education/training available and regional industry sector workforce needs.
- 6. Take Action** Develop and implement “do-able” action plans to close the gaps.
- 7. Monitor Progress** 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.



WDB COMMITTEE 2-YEAR PLAN GUIDELINES
Workforce Development Board of Ventura County
2016-2018

Committee	
Goal	

Components of Plan

1. Engage Leaders	
2. Analyze Data	
3. Take Inventory	
4. Identify Gaps	
5. Determine Priorities	
6. Take Action	
7. Monitor Progress	