



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

MEMBERSHIP COMMITTEE MEETING

**Tuesday, October 4, 2016
8:30 a.m.-10:00 a.m.**

VCCF Nonprofit Center (Community 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: August 2, 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
9:25 a.m.	6.0 Action Item Recommendation that the Membership Committee Recommend that the Workforce Development Board of Ventura County (WDB) Approve the Appointment of a Non-WDB Member to the WDB Programs Committee for a Three-Year Term	Patrick Newburn
9:35 a.m.	7.0 WIOA Implementation: Membership Committee Plan Discussion	Cheryl Moore
9:50 a.m.	8.0 Committee Member Comments	Committee
10:00 a.m.	9.0 Adjournment <u>Next Meeting</u> December 6, 2016 (8:30 a.m.-10:00 a.m.) VCCF Nonprofit Center (Community Room) 4001 Mission Oaks Blvd., Camarillo, CA	Patty Schulz

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For information about the Workforce Development Board of Ventura County, go to workforceventuracounty.org



WDB Membership Committee Meeting
August 2, 2016

MINUTES

Meeting Attendees

Membership Committee

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

WDB Staff

Cheryl Moore
Patrick Newburn

1.0 Call to Order and Agenda Review

Patty Schulz called the meeting to order at 8:40 a.m.

2.0 Public Comments

No public comments.

3.0 Approval of Minutes: June 7, 2016

Received and filed.

4.0 2015-2016 Year-End Review

The Committee reviewed the 2015-2016 Year-End Review, which included updated insights, and approved the final version.

5.0 Membership Status

- Reappointments: The Committee reviewed current WDB member attendance records and discussed participation on WDB committees. WDB staff were asked to contact WDB members in good standing, whose terms would be ending soon, regarding interest in possible reappointment to the WDB.
- Appointments: Patrick Newburn reported that the current board composition continued to be in compliance with WIOA local board standards and recertification specifications. No appointments were in process at the time of reporting. Committee members discussed board composition, categories of representation, and required business member and workforce member ratios if additional members were to be identified for WDB expansion at a future date.
- Recruitments: Committee members discussed the importance of participation on sector committees, an experience which continues to provide a good introduction to the work of the WDB prior to consideration of a possible recommendation for WDB appointment. The Clean/Green Sector Committee is seeking Agriculture business representation. The new Business Services Sector Committee is currently engaging new members.

6.0 WDB Policy for Non-WDB Members of the Programs Committee

Cheryl Moore explained the WDB Local Policy Bulletin #2016-03 that was approved and effective July 1, 2016. Ms. Moore also noted that the Executive Committee would receive a recommendation on August 11, 2016, for minor revisions to the wording regarding categories listed in the policy. Included will be a change in “Labor Organizations” to “Workforce Organizations,” which will be consistent with WIOA terminology for WDB composition.

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 presented the required information on three non-WDB member applicants: Linda Fisher-Helton, Juan Mercado, and Archina Scott. The Committee determined that all were compliant and appropriate per Local Policy Bulletin #2016-03 (WDB Policy for Non-WDB Members of the Programs Committee). The recommendation would be presented for approval to the WDB on August 25, 2016, and their three-year terms would start on that date.

Motion to approve: Jesus Torres
Second: Jeremy Goldberg.
Motion carried unanimously

8.0 WIOA Implementation Plan

Cheryl Moore reviewed the WDB Committee 2-Year Plan Guidelines and indicated that the Committee would use the document as a reference in outlining the Membership Committee plan at the next meeting.

9.0 Committee Member Comments

No committee member comments.

10.0 Adjournment

Patty Schulz adjourned the meeting at 10:10 a.m.

Next Meeting

October 4, 2016 (8:30 a.m.-10:00 a.m.)
VCCF Nonprofit Center (Community Room)
4001 Mission Oaks Blvd., Camarillo, CA



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) and 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

- 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.

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

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: MEMBERSHIP COMMITTEE

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

DATE: OCTOBER 4, 2016

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

RECOMMENDATION

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

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.

The nominee for appointment as non-WDB member of the Programs Committee has shown a commitment to advocating for successful workforce outcomes in the Ventura County region. (Background information is attached.) If approved by the WDB on October 27, 2016, the three-year term would begin on that date.

Tressie Nickelberry

Supervising Deputy Probation Officer, Ventura County Probation Agency
Juvenile Specialty Programs
(Juvenile Justice)

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	Juvenile justice/justice system/law enforcement
Name	Tressie Nickelberry
Employer	Ventura County Probation Agency, Juvenile Specialty Programs
Occupation/Title	Supervising Deputy Probation Officer
Work Experience	<ul style="list-style-type: none">• 13 years to present, Ventura County Probation Agency• 2 years, Target Corporation, Executive Assets Protection Team Leader
Education	<ul style="list-style-type: none">• Doctorate in Education, California Lutheran University• Master of Science – Criminal Justice, University of Cincinnati
Other	Organizational affiliations : <ul style="list-style-type: none">• 4 years - Adjunct Professor, Mount St. Mary's University, Juvenile Delinquency, Crime and Minorities. Contemporary Corrections• 2 years – Adjunct Professor, California Lutheran University, Contemporary Corrections, Juvenile Delinquency
Letter of Recommendation	Ventura County Probation Agency