



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

MEMBERSHIP COMMITTEE MEETING

Tuesday, December 6, 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: October 4, 2016	Patty Schulz
8:40 a.m.	4.0 Membership Status <ul style="list-style-type: none">• Appointments• Reappointments• Recruitments	Patrick Newburn
9:00 a.m.	5.0 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
9:05 a.m.	6.0 WIOA Workforce Development Planning <ul style="list-style-type: none">• Year-End Review 2015-2016• Membership Committee 2-Year Plan Discussion	Cheryl Moore
9:50 a.m.	7.0 Committee Member Comments	Committee
10:00 a.m.	8.0 Adjournment <u>Next Meeting</u> February 7, 2017 (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
October 04, 2016

MINUTES

Meeting Attendees

Membership Committee
Patty Schulz, Chair
Capt. Doug King

WDB Staff
Cheryl Moore
Patrick Newburn

1.0 Call to Order and Agenda Review

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 2, 2016

Motion to approve: Patty Schulz
Second: Capt. Doug King
Motion carried unanimously

4.0 2015-2016 Year-End Review

The Committee discussed the updated 2015-2016 Year-End Review, a draft of which was submitted to the WDB in August 2016, and agreed to submit this final version for the WDB records.

5.0 Membership Status

- Reappointments: The Committee reviewed current WDB member attendance records and discussed participation on WDB committees. As directed by the Committee, letters regarding interest in reappointment were sent to two WDB members in good standing whose terms would end in December 2016. By December 2016, WDB staff were asked to contact WDB members whose terms would be ending in February 2017, 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, required business member and workforce member ratios, and the engagement/recruitment process.
- Recruitments: Committee members discussed the engagement of two potential clean/green sector candidates for recommended appointments to the WDB. Following

discussions with WDB staff, application information was provided to both individuals. Replies are pending.

6.0 Action Item

Recommendation 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 presented the required information on one non-WDB member applicant: Tressie Nickelberry, Supervising Deputy Probations Officer, Ventura County Probation Agency. The Committee determined that applicant was an appropriate potential member for the Programs Committee and in compliance with Local Policy Bulletin #2016-03 (WDB Policy for Non-WDB Members of the Programs Committee). The Committee recommendation will be presented for approval to the WDB on October 27, 2016, and if approved, the three-year term will start on that date.

Motion to approve: Patty Schulz
Second: Capt. Doug King
Motion carried unanimously

7.0 WIOA Implementation Plan

Cheryl Moore reviewed the WDB Committee 2-Year Plan Guidelines and indicated that the Committee could use the document as a reference in outlining the Membership Committee plan. Patty Schulz asked the committee to begin thinking as a workgroup and generating ideas for initial 2-Year Plan bullet points to be discussed at the next meeting. Workgroup topics might include WDB goals, new member engagement, ongoing stewardship, and board growth and maintenance.

8.0 Committee Member Comments

No committee member comments.

9.0 Adjournment

Patty Schulz adjourned the meeting at 9:53 a.m.

Next Meeting

December 6, 2016 (8:30 a.m.-10:00 a.m.)
VCCF Nonprofit Center (Community Room)
4001 Mission Oaks Blvd., Camarillo, CA

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	HI-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



BACKGROUND INFORMATION FOR POTENTIAL APPOINTMENT

WDB Programs Committee: Non-WDB Member

Workforce Development Board of Ventura County

Non-WDB Category

Name

Jerry Beckerman

Employer

Segue Career Mentors

Occupation/Title

Executive Director/Founder

Work Experience

- Segue Career Mentors, 2003 to present: Service professionals, across all fields volunteer to share realities of their career paths in the classroom.
- Independent Consultant, environmental and social conscious new product development and corporate research.
- Manager New Product Development for Lawry's Foods/ Lipton/Unilever.
- Independent Consultant, New Product Development of snack foods for Safeway Supermarkets.
- Consultant/ business development advertising agency.
- Established Cookies & Milk, the nation's second chocolate chip cookie store, which was later expanded into packages that were broadly marketed to supermarkets.

Education

University of California, Berkeley

Other

Organizational affiliations:

- Workforce Development Board of Ventura County, Youth Council (2003-2016)
- Ventura County Civic Alliance
- The Sustainability Council of Ventura County
- Ventura Community Partnership for Youth
- Ventura County Partnership for Safe Families
- Ventura County Open Space District Advisory Committee

Letter of Recommendation

Ventura County Civic Alliance



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.



WDB COMMITTEE 2-YEAR PLAN GUIDELINES **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; implementation of 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.