



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

MEMBERSHIP COMMITTEE MEETING

**Tuesday, April 4, 2017
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: February 7, 2017	Patty Schulz
8:40 a.m.	4.0 Membership Status <ul style="list-style-type: none">• Appointments• Reappointments• Recruitments	Patrick Newburn
9:15 a.m.	5.0 WIOA Workforce Development Planning <ul style="list-style-type: none">• Membership Committee 2-Year Plan Discussion	Patty Schulz
9:45 a.m.	6.0 Committee Member Comments	Committee Members
10:00 a.m.	7.0 Adjournment	Patty Schulz

Next Meeting

June 6, 2017 (8:30 a.m.-10:00 a.m.)
VCCF Nonprofit Center (Community Room)
4001 Mission Oaks Blvd., Camarillo, CA

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WDB Membership Committee Meeting
February 07, 2017

MINUTES

Meeting Attendees

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

WDB Staff
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: December 6, 2016

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

4.0 Membership Status

- Reappointments: The Committee reviewed current WDB member attendance records and discussed participation on WDB committees. Committee members volunteered to contact selected WDB members to strengthen participation in meetings and committees. The Committee discussed WDB engagement for current WDB members whose terms would end between February and April 2017. Interested candidates will be asked by WDB staff to update their resumes before being considered for nomination for reappointment to a three-year term by the Board of Supervisors. Patrick Newburn reported that three WDB members have requested to retire from the WDB upon their regular term expiration. Committee members directed staff to prepare appreciation plaques as appropriate to be presented at next WDB meeting February 23. Patrick also reported, that one WDB member reappointment action was scheduled for vote by the Board of Supervisors also on February 6, 2107. WDB staff later verified that the Board of Supervisors consented to approve the WDB member reappointment as recommended.
- Appointments: Patrick Newburn reported that the current board composition continued to be in compliance with 29 voting members and 3 non-voting members according to local board by-laws and WIOA specifications. No new appointments were in process at the time of reporting. Committee members reviewed board composition, categories of representation, and verified business member and workforce member ratios.

- Recruitments: Committee may engage and recommend a new potential WDB applicant, to represent the workforce category. Committee members also discussed the engagement of two potential candidates for potential appointments to the WDB. Following discussions with WDB staff, WDB member application information will be provided to both individuals.

5.0 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: Leslie J. Webster, Senior Rehabilitation Counselor, California Department of Rehabilitation. 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 February 23, 2017 and if approved, the three-year term will start on that date.

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

6.0 WIOA Implementation Plan

Committee members reviewed the WDB Committee 2-Year Plan Guidelines and agreed that the Committee will continue to use the document as a reference in outlining the Membership Committee plan.

7.0 Committee Member Comments

No committee member comments.

8.0 Adjournment

Patty Schulz adjourned the meeting at 9:17 a.m.

Next Meeting

April 4, 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.