



## WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

### MEMBERSHIP COMMITTEE MEETING

**Tuesday, June 6, 2017**

**8:30 a.m.-10:00 a.m.**

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

### AGENDA

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|------------|---|-------------------|
| 8:30 a.m.  | <b>1.0 Call to Order and Agenda Review</b>  | Patty Schulz      |
| 8:32 a.m.  | <b>2.0 Public Comments</b><br>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.  | <b>3.0 Consent</b> <ul style="list-style-type: none"><li>• <b>Approval of Minutes:</b> April 4, 2017</li><li>• <b>2017-2018 Calendar</b></li></ul> <p style="text-align: center;"><b><u>Membership Committee Meeting Calendar</u></b></p> <ul style="list-style-type: none"><li>• Tuesday August 1, 2017</li><li>• Tuesday October 3, 2017</li><li>• Tuesday December 5, 2017</li><li>• Tuesday February 6, 2018</li><li>• Tuesday April 3, 2018</li><li>• Tuesday June 5, 2018</li></ul> | Patty Schulz      |
| 8:40 a.m.  | <b>4.0 Membership Status</b> <ul style="list-style-type: none"><li>• Appointments</li><li>• Reappointments</li><li>• Recruitments</li></ul>   | Patrick Newburn   |
| 9:15 a.m.  | <b>5.0 WIOA Workforce Development Planning</b> <ul style="list-style-type: none"><li>• Year End Review 2016-2017</li></ul>  | Patty Schulz      |
| 9:50 a.m.  | <b>6.0 Committee Member Comments</b>  | Committee Members |
| 10:00 a.m. | <b>7.0 Adjournment</b>  | Patty Schulz      |

#### Next Meeting

August 1, 2017 (8:30 a.m.-10:00 a.m.)  
VCCF Nonprofit Center (Community Room)  
4001 Mission Oaks Blvd., Camarillo, CA

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.



**WDB Membership Committee Meeting**  
**April 04, 2017**

**MINUTES**

**Meeting Attendees**

Membership Committee

Patty Schulz, Chair  
Capt. Doug King  
Jesus Torres

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: February 7, 2017**

Motion to approve: Patty Schulz  
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. WDB staff were asked to contact one WDB member in good standing whose term would be ending June 2017, regarding interest in reappointment to the WDB. As previously directed by the Committee, letters regarding interest in reappointment were sent to two WDB members in good standing whose terms ended in March 2017. Both WDB members expressed interest in reappointment and provided updated resumes as requested. The Committee recommended that the Board of Supervisors consider reappointment of Victor Dollar and Tony Skinner for new three year terms. Lastly, Barry Zimmerman (Non-Voting) will not seek reappointment at the end of his current term as of March 2017.
- **Appointments:** Committee members discussed board composition, categories of representation, required business member and workforce member ratios, and the engagement/recruitment process. Two new WDB appointments are in process at the time of reporting. The Committee recommended that the Board of Supervisors consider new WDB member appointment of Sumantra Sengupta (Workforce/CBO Sector) and Dona Toteva Lacayo (Non-Voting Sector) for three year terms.
- **Recruitments:** Committee members discussed the engagement of one workforce/union sector candidate for recommended appointment to the WDB. As directed by the Committee, WDB staff will engage and provide an application to the individual. Members also discussed

one candidate for a Non-Voting Sector WDB appointment, with no action recommended at this time.

## **5.0 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.

## **6.0 Committee Member Comments**

No committee member comments.

## **7.0 Adjournment**

Patty Schulz adjourned the meeting at 9:40 a.m.

### Next Meeting

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



## **2016-2017 YEAR-END REVIEW** **Workforce Development Board of Ventura County**

### **WDB MEMBERSHIP COMMITTEE**

#### **2016-2017 Members**

WDB Members: Patty Schulz, Chair (The Arc of Ventura County), Jeremy Goldberg, Vice Chair (Tri-Counties Central Labor Council), Capt. Douglas King (Naval Base Ventura County), Jesus Torres, (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 of the WDB to fulfill the requirements under the Workforce Innovation and Opportunity Act (WIOA).
- **Board Appointments and Reappointments**
  - Recruited, screened, and recommended two new WDB members who were appointed by the Board of Supervisors for three-year terms: One Community Based Organization representative under the category of Workforce, and one non-voting member.
  - Recommended reappointments for four WDB members who were approved by the Board of Supervisors for additional three-year terms: three members representing Business category, and one member representing Labor in the Workforce 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.



## **2016-2017 YEAR-END REVIEW** **Workforce Development Board of Ventura County**

### **WDB MEMBERSHIP COMMITTEE**

#### **Insights**

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#### **Examples of 2015-2016 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.