



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

MEMBERSHIP COMMITTEE MEETING

**Tuesday, January 9, 2018
8:30 a.m. – 10:00 a.m.**

NOTE: DIFFERENT MEETING LOCATION

United Food and Commercial Workers (UFCW), Local 770
816 Camarillo Springs Road (Suite A), Camarillo CA

REVISED AGENDA

8:30 a.m.	1.0 Call to Order and Agenda Review	Patty Schulz
8:32 a.m.	2.0 Public Comments <i>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.</i>	Patty Schulz
8:35 a.m.	3.0 Approval of Minutes: October 3, 2017	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">• Membership Committee 2-Year Plan Discussion• Joint Regional Sector Committee Meeting	Patrick Newburn
9:50 a.m.	7.0 Committee Member Comments	Committee Members
10:00 a.m.	8.0 Adjournment <u>Next Meeting</u> February 6, 2018 (8:30 a.m.-10:00 a.m.) UFCW, Local 770 (Suite A) 816 Camarillo Springs Road, 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.



WDB Membership Committee Meeting **October 03, 2017**

MINUTES

Meeting Attendees

Membership Committee

Patty Schulz, Committee Chair
Jeremy Goldberg, Committee 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 8:33 a.m.

2.0 Public Comments

No public comments.

3.0 Approval of Minutes: August 1, 2017

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

4.0 Membership Status

- **Reappointments**: Committee members reviewed current WDB member attendance records and discussed participation on WDB committees. Current WDB Member terms are up to date, with no reappointment consideration required at this time. Patrick Newburn confirmed that the County Board of Supervisors approved reappointments on September 19, 2017 for Vic Anselmo, Greg Liu, Bruce Stenslie, and Celina Zacarias for new three year terms expiring October 27, 2020.
- **Appointments**: Committee members discussed board composition, categories of representation, required business member and workforce member ratios, and the engagement/recruitment process. Patrick Newburn confirmed that the County Board of Supervisors appointed three new WDB members on September 19, 2017 for three year terms, Connie Chan (Workforce/EDD Sector), Marilyn Jansen (Workforce/Union Sector,) and Jaime Mata (Non-Voting Sector), with terms expiring September 19, 2020. The committee agreed that the WDB is WIOA compliant with 30 voting members in all mandated categories.
- **Recruitments**: Committee members discussed a potential member recommended to join the Programs Committee as a non-WDB member. Members reviewed the application and resume, and WDB policy on non-WDB members of the Programs Committee. The Membership Committee voted to recommend that the WDB approve appointment for a three year term to the Programs Committee at its next meeting on December 7, 2017.

5.0 WIOA Implementation Plan

Committee members reviewed the Committee 2016-2017 Year-End Review and agreed to accept the document as final and present to WDB as appropriate.

Committee members reviewed the 2017-2019 2-Year Plan and made no revisions.

6.0 Committee Member Comments

Members discussed new member engagement needs for Clean/Green Committee, specifically representing the agriculture industry. Members discussed the WDB Executive Director vacancy.

7.0 Adjournment

Patty Schulz adjourned the meeting at 9:41 a.m.

Next Meeting

January 9, 2018 (8:30 a.m.-10:00 a.m.)

United Food and Commercial Workers (UFCW), Local 770
816 Camarillo Springs Road (Suite A), Camarillo CA



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: MEMBERSHIP COMMITTEE

**FROM: MELISSA LIVINGSTON, CHIEF DEPUTY DIRECTOR
HUMAN SERVICES AGENCY**

DATE: JANUARY 9, 2018

**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 February 22, 2018, the three-year term would begin on that date.

Mary Navarro-Aldana

Cluster-Field Office Manager, Employment Development Department
(AJCC Partner)

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

Exhibit 2 - Policy on Non-WDB Members of the Programs Committee

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 (Revised 08/11/16)

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)(2)(B)(i-iv); 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.

Apart from WDB members who may choose to serve on the Programs Committee, no more than two non-WDB members may be appointed from any one of the categories below:

1. Educational institutions
2. Housing authorities
3. Juvenile justice/justice system/law enforcement
4. Behavioral/mental health agencies
5. Community-based organizations concentrating on workforce issues for youth or adults
6. Rehabilitation agencies
7. Workforce organizations
8. American Job Center of California (AJCC) partners
9. 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 their Programs Committee responsibility to participate in making 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 OF VENTURA COUNTY

Background Information for Potential Appointment **Non-WDB Member Programs Committee**

Sector: One-Stop Partner

Name	Mary Navarro-Aldana
Employer	California Employment Development Department
Occupation/Title	Cluster Manager, Oxnard / Santa Barbara / Santa Maria / San Luis Obispo Workforce Services Offices
Work Experience	<ul style="list-style-type: none">• Ventura Office, EDD Comprehensive Employment and Training Act (CETA) program (Public Service Employee program)• Experience in the Welfare to Work program, Workforce Services and Unemployment Insurance programs• Past Workforce Development Board member• Past Workforce Investment Board member
Education	BA in Sociology, University of California, Santa Barbara
Other	Member, International Association of Workforce Professionals (Vice President, President, Secretary and various committee chairs for local chapter, Los Tres Condados)
Current WDB Role	Member, Programs Committee as WDB Board Member through 10/2017 WDB Member 2006-2017



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

- 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.
- There is an identified agriculture industry sector gap in the board membership and we need to engage and recruit representation from within the agriculture industry.
- 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.
- As identified in the WDB Regional Plan 2017-2020, Ventura County has a strong small business community and we need to continue to engage business and industry leaders with a goal of increasing diversity and the voice of small business.
- We need to identify and encourage board members with leadership qualities that will volunteer for officer and committee chair positions. 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.



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.