



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

MEMBERSHIP COMMITTEE MEETING

Tuesday, August 7, 2018

8:30 a.m. – 10:00 a.m.

United Food and Commercial Workers, Local 770 (UFCW)
816 Camarillo Springs Road (Meeting Room), 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 <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 Consent Items <ul style="list-style-type: none">Approval of Minutes: June 5, 2018	Patty Schulz
8:40 a.m.	4.0 Membership Status <ul style="list-style-type: none">AppointmentsReappointmentsRecruitments	Patrick Newburn
9:05 a.m.	5.0 WIOA Workforce Development Planning <ul style="list-style-type: none">Year-End Review 2017-2018	Patrick Newburn
9:50 a.m.	6.0 Committee Member Comments	Committee Members
10:00 a.m.	7.0 Adjournment <u>Next Meeting</u> October 2, 2018 (8:30 a.m.-10:00 a.m.) United Food and Commercial Workers (UFCW), Local 770 816 Camarillo Springs Road (Meeting Room), 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
June 5, 2018

MINUTES

Meeting Attendees

Membership Committee

Patty Schulz, Committee Chair*
Capt. Doug King*
Jesus Torres*

WDB Staff

Patrick Newburn

* WDB Member

1.0 Call to Order and Agenda Review

Committee Chair Patty Schulz called the meeting to order at 8:32 a.m.

2.0 Public Comments

No public comments.

3.0 Approval of Minutes: May 1, 2018

Motion to approve: Jesus Torres
Second: Captain Doug King
Motion carried

4.0 Membership Status

- Reappointments: As previously considered at the May 1, 2018 meeting, current WDB member terms indicate six total reappointments for consideration will be coming due in June (Anthony Mireles) and August (Brian Gabler, Greg Gillespie, Cindy Guenette, Kathy Harner, and William Pratt). The committee unanimously agreed to extend reappointment invitations to all six and all have accepted the invitation. Patrick Newburn subsequently prepared board of supervisor (BOS) recommendation for reappointment and they will be considered for reappointment at the BOS meeting on June 19, 2018. No other reappointments were discussed at the June 5 meeting.
- Appointments: As previously discussed at the May 1, 2018 meeting, one Government/Workforce Services category prospective member Jesse Cuevas was discussed as a potential appointment for this mandatory category, given a resignation from Connie Chan due to job reassignment by EDD. The EDD representative is mandated in this category, as there are no other entities that fulfill the WIOA mandate for Workforce Services. Patrick Newburn received Mr. Cuevas resume, application and letter of recommendation. Ms. Chan confirmed her resignation by letter. Newburn has prepared the board of supervisor (BOS) recommendation for reappointment and Mr. Cuevas will be considered for new appointment at the BOS meeting on June 19, 2018. Committee members discussed board composition, WIOA categories of representation, required business member and workforce member ratios, and the engagement/recruitment process. The committee agreed that the WDB remains WIOA

compliant with 29 voting members in all mandated categories. Additionally, WDB has four non-voting members.

- Recruitments: Committee members discussed one business category candidate from the manufacturing industry on the horizon for WDB engagement. Patrick Newburn will connect and discuss board mission and growth opportunity.

5.0 WIOA Workforce Development Planning

Committee members reviewed the 2017-2018 Year-End Review and made several insights to be included in the draft document that will be reviewed again at the next meeting August 7, 2018.

6.0 Committee Member Comments

Members discussed the WDB Executive Director vacancy relating to WDB member engagement, development, and retention. Newburn reported that the position will be posted within the next few weeks according to Melissa Livingston, Chief Deputy Director, Human Services Agency.

7.0 Adjournment

Patty Schulz adjourned the meeting at 9:45 a.m.

Next Meeting

August 7, 2018 (8:30 a.m.-10:00 a.m.)

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



2017-2018 YEAR-END REVIEW **Workforce Development Board of Ventura County**

WDB MEMBERSHIP COMMITTEE

2017-2018 Members

WDB Members: Patty Schulz, Chair (The Arc of Ventura County), Jeremy Goldberg, Vice Chair (Tri-Counties Central Labor Council), Captain Douglas King (Naval Base Ventura County), Jesus Torres, (LEAD Public Strategies)

Committee Accomplishments

In support of the WDB's Ventura County Regional Workforce Development Plan 2017-2020 "*SKILLS ATTAINMENT FOR UPWARD MOBILITY ALIGNED SERVICES FOR SHARED PROSPERITY*", 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
 - Engaged, screened, and recommended three new WDB members who were appointed by the Board of Supervisors for three-year terms: One Labor representative under the category of Workforce, One EDD representative under the Government category, and one non-voting member.
 - Recommended reappointments for eleven WDB members who were approved by the Board of Supervisors for additional three-year terms: three members representing Business category, two members representing in the Workforce category, three members representing Education category, and three representative under the Government 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..



2017-2018 YEAR-END REVIEW Workforce Development Board of Ventura County

- Provided orientation sessions for all new WDB members.

WDB MEMBERSHIP COMMITTEE

Insights **(Examples from 2016-2017)**

- 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.

- *NEW: We need to identify improved methods and orientations to provide continued and ongoing WIOA education for board members*
- *NEW: We need to improve WDB meetings by increasing opportunities for open discussion and simplified reports that are easy to understand*
 - WDB member understanding of responsibilities would improve with ongoing/ stepped WDB orientation training beyond the introductory training provided at new member onset
 - WDB members need better understanding of WIOA programs and would benefit from WIOA "101" training to learn more about the details of the federal law; WDB meetings might include 15 minute segment of WIOA training at every WDB meeting
 - WDB members would better comprehend the complexities of WIOA funding and participant outcomes with improved finance expenditure explanations at WDB meetings including better use of graphs, pie charts, and dashboards
 - WDB members ongoing participation value continuation of bi-monthly meeting rotation and consistent calendar schedules
 - WDB members will potentially benefit from meetings located and hosted at AJCC and Youth Contractor locations in order to learn more about WIOA provider programs
 - WDB members appreciate and value WIOA participant success stories at WDB meetings as well as business testimonials about benefits from hiring WIOA participants



2017-2018 YEAR-END REVIEW
Workforce Development Board of Ventura County

- WDB members attention and engagement will benefit from increased opportunities for open discussion at WDB meeting with less emphasis on prescribed report-outs

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