



Workforce Development Board Member Description

WHO WE ARE

The Workforce Development Board of Ventura County (WDBVC) is part of the Public Workforce System—a network of federal, state, and local offices that support economic expansion and develop the talent of the nation’s workforce. The WDBVC is a neutral convener and coordinator of cross-sector partners that collaborate to serve those with barriers to employment and maximize the productivity and success of businesses in their region. The WDBVC has a twenty-year history of working with partners to close the gaps between these dual clients.

WHAT WE DO

The WDBVC is committed to the development and unification of a demand-driven workforce system that will attract and grow businesses and the Ventura County economy. To accomplish this, we:

- Bring together policy makers, business, organized labor, government agencies, education entities, economic development agencies and the public to better understand workforce needs and to identify solutions.
- Develop and implement comprehensive regional strategies to meet the education and job training needs of the workforce.
- Oversee America’s Job Center of California (AJCC) locations located throughout the Ventura County to provide a variety of services to employers and individuals seeking employment opportunities.
- Collect and analyze labor market information to identify employment trends, skills gaps and education and training needs and disseminate the information to policy makers, educators, business, AJCC partners and job seekers.
- Strengthen alliances with economic development to identify and address the workforce needs of current and future industries and promote the availability of Ventura County’s qualified workers.
- Ensure that youth have access to opportunities in education, career exploration and meaningful work experiences.
- Promote strategies to improve education levels and basic workplace skills needed to meet the needs of companies and improve their competitiveness in today’s marketplace.
- Support strategies that encourage life-long learning and continuous improvement of workplace skills.
- Advocate for the importance of workforce policy and provide perspective about the need for a skilled workforce.

SHARED VISION

The Ventura County region has a high quality, appropriately skilled workforce that is ready and able to support the evolving business needs of employers in a dynamic, competitive, global economic environment.

MISSION

The WDBVC builds and nurtures strong local partnerships and collaborates to design a workforce system that creates upward mobility opportunities for individuals in order to meet and anticipate the needs of employers while advancing the local economy.

CORE VALUES

- Collaboration
- Accountability
- Innovation
- Responsiveness to the needs of individuals and businesses
- Diversity and inclusion

WDBVC

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QUALIFICATIONS

- Desire to make a positive contribution to the region's economy by helping shape a workforce development system that meets the needs of employers and individuals.
- Commitment to devote time and talent to working with other board members, staff, businesses, public officials, and public and private sector partner organizations to improve the quality of the workforce.
- Private sector members must have optimum policymaking or hiring authority and represent businesses that reflect the employment opportunities in the local area.

EXPECTATIONS

- Regularly attend board, committee, and working group meetings.
- Notify the board chair or the executive director when you are unable to attend meetings.
- Participate actively in at least one standing committee of the board.
- Be prepared for meetings by staying informed about board matters, reviewing materials sent in advance.
- Get to know other board members, building collegial relationships that contribute to effective decision making.
- Act and vote on behalf of the interests of the board and community and not on the interest of a single constituency.
- Understand and observe the respective roles of the WDB, Board of Supervisors, staff and service providers.
- Agree to become knowledgeable of the breadth of AJCC services available to employers and job seekers, promote the services and encourage your own organization to use the services where possible and appropriate.
- Take advantage of opportunities to become more educated about the region's workforce development system.
- Act as an ambassador of the board with community groups and businesses.
- Sign and adhere to a conflict of interest policy.
- File a Statement of Financial Interests.
- Complete Ethics training.

TIME REQUIREMENTS

- The board meets bi-monthly with meetings normally lasting two hours.
- Committees meet at least quarterly, except for the Executive Committee that meets monthly.
- Average time commitment for members is approximately six hours per quarter.
- Individuals are appointed for three-year staggered terms.

BOARD COMMITTEES

- *Executive Committee* – responsible for decision-making in lieu of the full WDB meeting
- *Performance and Evaluation Committee* – reviews and oversees service provider plans and performance; responsible for development policies and procedures
- *Finance and Resource Development Committee* – ensures financial systems are operating efficiently and that internal fiscal controls are in place; focuses on fiduciary responsibilities and funding opportuneness
- *Working Groups* – informal groups focused on work-based learning opportunities in in-demand industries