



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

MEMBERSHIP COMMITTEE MEETING

**Tuesday, February 7, 2017
8:30 a.m. to 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: December 6, 2016	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	Patrick Newburn
9:50 a.m.	7.0 Committee Member Comments	Committee Members
10:00 a.m.	8.0 Adjournment <u>Next Meeting</u> April 4, 2017 (8:30 a.m.-10:00 a.m.) VCCF Nonprofit Center (Community Room) 4001 Mission Oaks Blvd., 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.

For information about the Workforce Development Board of Ventura County, go to workforceventuracounty.org



WDB Membership Committee Meeting
December 06, 2016

MINUTES

Meeting Attendees

Membership Committee
Patty Schulz, Chair
Jeremy Goldberg
Jesus Torres

WDB Staff
Cheryl Moore
Patrick Newburn

1.0 Call to Order and Agenda Review

Patty Schulz called the meeting to order at 8:39 a.m.

2.0 Public Comments

No public comments.

3.0 Approval of Minutes: October 4, 2016

Motion to approve: Patty Schulz
Second: Jesus Torres
Motion carried unanimously

4.0 Membership Status

- Reappointments: The Committee reviewed current WDB member attendance records and discussed participation on WDB committees. The Committee directed WDB staff to present the nomination for reappointment of one current WDB member in good standing, expected to be considered for approval by the Board of Supervisors in January 2017. Additionally, WDB staff were asked to contact four WDB members whose terms would be ending in February 2017 and March 2017, regarding interest in possible reappointment to the WDB. Interested candidates will be asked to update their resumes before being considered for nomination for reappointment to a three-year term by the Board of Supervisors.
- Appointments: Patrick Newburn reported that the current board composition continued to be in compliance with WIOA local board standards and recertification specifications. No appointments were in process at the time of reporting. Committee members discussed board composition, categories of representation, required business member and workforce member ratios, and the engagement/recruitment process.
- Recruitments: Committee members discussed the potential engagement of one candidate for recommended appointment to the WDB. WDB staff was directed to engage the candidate and determine interest in appointment and secure application information. Additionally, one candidate was also discussed for engagement as a Non-WDB Member for the Manufacturing Committee and WDB staff was directed to invite the candidate to attend committee meetings.

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: Jerry Beckerman, Executive Director of Segue Career Mentors. 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 December 08, 2016, and if approved, the three-year term will start on that date.

Motion to approve: Jesus Torres
Second: Jeremy Goldberg
Motion carried unanimously

6.0 WIOA Implementation Plan

Patty Schulz presented a draft WDB Committee 2-year Plan Guidelines that was developed in workgroup during November 2016. Topics included WDB goals, new member engagement, ongoing stewardship, and board growth and maintenance. The committee reviewed and discussed the 2-year plan and accepted the draft as final, with draft designation removed. The 2-year Plan will be included in the committee's report to the WDB at its December 8, 2016 meeting. Additionally, the Year-end review of 2015-2016 was reviewed for purpose of continuous improvement and forward movement of the committee.

7.0 Committee Member Comments

No committee member comments.

8.0 Adjournment

Patty Schulz adjourned the meeting at 9:35 a.m.

Next Meeting

February 7, 2017 (8:30 a.m.-10:00 a.m.)
VCCF Nonprofit Center (Community Room)
4001 Mission Oaks Blvd., Camarillo, CA



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: MEMBERSHIP COMMITTEE

**FROM: CHERYL MOORE, EXECUTIVE DIRECTOR
WORKFORCE DEVELOPMENT BOARD**

DATE: FEBRUARY 7, 2017

**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 23, 2017, the three-year term would begin on that date.

Leslie J. Webster

Senior Vocational Rehabilitation Counselor, California Department of
Rehabilitation, Santa Barbara District, Oxnard Unit
(Rehabilitation Agencies)

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

Background Information for Non-WDB Member for Programs Committee

Workforce Development Board of Ventura County

Sector: Rehabilitation Agencies

Name	Leslie J. Webster
Employer	California Department of Rehabilitation
Occupation/Title	<ul style="list-style-type: none">• Senior Vocational Rehabilitation Counselor, Santa Barbara District, Oxnard Unit (2014-present)
Other Work Experience	<ul style="list-style-type: none">• Staff Services Analyst – Employment Coordinator , California Department of Rehabilitation (2012-2014)• Assistant Transition Coordinator, Job Coach, Arcadia High School, Transition Partnership Program (TPP) (2005-2012)
Education	M.S., California State University, Los Angeles B.A., Woodbury University, Burbank, Ca.
WDB Committee	WDBVC Youth Council (2015-2016)



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.