



## WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

### MEMBERSHIP COMMITTEE MEETING

Tuesday, October 3, 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.	<b>1.0 Call to Order and Agenda Review</b>	Patty Schulz
8:32 a.m.	<b>2.0 Public Comments</b> 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 Approval of Minutes: August 1, 2017</b>	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
9:00 a.m.	<b>5.0 Action Item</b> 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.	<b>6.0 WIOA Workforce Development Planning</b> <ul style="list-style-type: none"><li>• Membership Committee 2-Year Plan Discussion</li></ul>	Patrick Newburn
9:50 a.m.	<b>7.0 Committee Member Comments</b>	Committee Members
10:00 a.m.	<b>8.0 Adjournment</b> <u>Next Meeting</u> December 5, 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](http://workforceventuracounty.org)



**WDB Membership Committee Meeting**  
**August 1, 2017**

**MINUTES**

**Meeting Attendees**

Membership Committee

Jeremy Goldberg, Committee Vice Chair  
Vic Anselmo, WDB Chair  
Greg Liu, WDB Vice Chair  
Capt. Doug King  
Jesus Torres

WDB Staff

Patrick Newburn

**1.0 Call to Order and Agenda Review**

Jeremy Goldberg called the meeting to order at 8:43 a.m.

**2.0 Public Comments**

No public comments.

**3.0 Approval of Minutes: June 6, 2017**

Motion to approve: Jesus Torres  
Second: Capt. Doug King  
Motion carried unanimously

**4.0 Membership Status**

- Reappointments: The Committee reviewed current WDB member terms, attendance records and discussed participation on WDB committees. WDB staff were directed to contact four WDB members in good standing whose terms would be ending October 2017, regarding interest in reappointment to the WDB. Patrick Newburn announced that the Board of Supervisors reappointed Greg Barnes for a new three year term.
- Appointments: Committee members discussed board composition, categories of representation, required business member and workforce member ratios, and the engagement/recruitment process. Board composition remains in compliance with WIOA guidelines and WDB bylaws, with 28 WDB members representing 4 mandated categories. The Committee additionally reviewed and discussed the applications and resumes of three candidates. The Committee recommended that the Board of Supervisors consider three new WDB member appointments for three year terms: One person representing Governmental/Employment Services Category, One Person representing the Workforce/Labor Category, and one person as a Non-Voting member.
- Recruitments: Committee members discussed the engagement of one Business sector candidate for potential recommended appointment to the WDB, with no action taken as this time.

## **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**

No committee member comments.

## **7.0 Adjournment**

Jeremy Goldberg adjourned the meeting at 9:50 a.m.

### Next Meeting

October 3, 2017 (8:30 a.m.-10:00 a.m.)  
VCCF Nonprofit Center (Community Room)  
4001 Mission Oaks Blvd., Camarillo, CA

WIOA TRANSITION WORKSHEET

WDB Composition Plan for Local Workforce Development Board Recertification Request 2016-2018

WIOA CATEGORY	BUSINESS (50%+1)	WORKFORCE (20%)			EDU & TRAIN (2)		GOVMT / ECON / CMIY DEV (3)			ADDITIONAL
WIOA MINIMUM NO. = 19	10 BUSINESS	3 UNION	1 APPREN	0 CBO/WRKFC	1 ADULT ED	1 HGR ED	1 EC DEV	1 EMPL SRV	1 REHAB	0
1 AMGEN	BUSINESS									
2 APPLIED POWDERCOAT	BUSINESS									
3 BRIGHTON MANAGEMENT	BUSINESS									
4 FRONTIER	BUSINESS									
5 HAAS AUTOMATION	BUSINESS									
6 HIGH-TECH ENGINEERING	BUSINESS									
7 JAXX MANUFACTURING	BUSINESS									
8 KAISER PERMANENTE	BUSINESS									
9 KINAMED	BUSINESS									
10 LC ENGINEERING GROUP	BUSINESS									
11 LOS ROBLES HOSPITAL & MEDICAL CENTER	BUSINESS									
12 MILGARD MANUFACTURING	BUSINESS									
13 TOLMAN & WIKER	BUSINESS									
14 UN1TEEE	BUSINESS									
15 UNITED STAFFING ASSOCIATES	BUSINESS									
16 SEIU-LOCAL 721		UNION								
17 TRI-COUNTIES CENTRAL LABOR COUNCIL		UNION								
18 LABORERS INTNATL. UNION NORTH AMERICA			APPREN/UN							
19 TRI-COUNTIES BLDG & CONST TRADES COUNCIL		UNION								
20 UFCWIU, LOCAL 770		UNION								
21 THE ARC OF VENTURA COUNTY				CBO						
22 CALIFORNIA LUTHERAN UNIVERSITY				CBO/UNIV						
23 CALIF STATE UNIVERSITY, CHANNEL ISLANDS					UNIV					
24 VENTURA CO. COMMUNITY COLLEGE DISTRICT					CMTY COLL					
25 VENTURA CO. OFFICE OF EDUCATION					ADULT ED					
26 CITY OF SIMI VALLEY							EC DEV			
27 ECONOMIC DEVEL. COLLAB.-VENTURA CO.							EC DEV			
28 EMPLOYMENT DEVELOPMENT DEPARTMENT								EMPL SVCS		
29 EMPLOYMENT DEVELOPMENT DEPARTMENT								EMPL SVCS		
30 DEPARTMENT OF REHABILITATION									REHAB	
NV AREA AGENCY ON AGING										Non-Voting
NV CENTER FOR EMPLOYMENT TRAINING										Non-Voting
NV NAVAL BASE VENTURA COUNTY										Non-Voting
NV THE PORT OF HUENEME OXNARD HARBOR DISTRICT										Non-Voting
<b>Actual</b>	<b>15</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>0</b>

WIOA CALCULATOR

SIZE	BUSINESS	WORKFORCE
19	10	3.8
20	11	4.0
21	11	4.2
22	12	4.4
23	12	4.6
24	13	4.8
25	13	5.0
26	14	5.2
27	14	5.4
28	15	5.6
29	15	5.8
30	16	6.0
31	16	6.2
32	17	6.4
33	17	6.6
34	18	6.8
35	18	7.0
36	19	7.2
37	19	7.4
38	20	7.6
39	20	7.8
40	21	8.0
41	21	8.2
42	22	8.4
44	23	8.8
44	23	8.8
45	23	9.0



**Exhibit 1-Non-WDB Member Appointment Letter**

**TO: MEMBERSHIP COMMITTEE**

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

**DATE: OCTOBER 3, 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). (Exhibit 2)

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 December 7, 2017, the three-year term would begin on that date. (Exhibit 3)

Tom van Meeuwen  
Conservation Supervisor, California Conservation Corps  
(Workforce Organizations)

If you have questions or need more information, contact Patrick Newburn at (805) 477-5306, email [patrick.newburn@ventura.org](mailto:patrick.newburn@ventura.org).

Attachments:  
Exhibit 2 - WDB Policy on Non WDB Members  
Exhibit 3 - Candidate Biography

**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.

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

Workforce Development Board of Ventura County

Exhibit 3 – Candidate Bio

**Sector: Workforce Organizations**

<b>Name</b>	Tom van Meeuwen
<b>Employer</b>	California Conservation Corps
<b>Occupation/Title</b>	<ul style="list-style-type: none"><li>• Conservation Supervisor</li></ul>
<b>Work Experience</b>	<ul style="list-style-type: none"><li>• Responsible for supervision and training 75 supervisors and the young adults of the California Conservation Corps which includes directing discipline, direction, and welfare for all.</li><li>• Supervisor for NOAA/CCC Veteran Corps members</li><li>• Mentor to CCC AmeriCorps Watershed Steward Program</li><li>• Conduct landowner outreach, education, collaborative partnerships with landowners and local watershed restoration groups</li><li>• Develop implementation, construction plans, and grant funding for fish habitat improvement projects</li></ul>
<b>Other Experience</b>	<ul style="list-style-type: none"><li>• 5 years Pacific States Marine Fisheries Commission, Santa Barbara Ca.</li><li>• 5 years California Department of Fish &amp; Wildlife</li><li>• 4 years manufacturing management</li><li>• 6 years accounting and operations management</li></ul>
<b>Education</b>	B.S., University of California, Santa Barbara
<b>Letter of Recommendation</b>	California Conservation Corps