



## **WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING MINUTES**

February 13, 2020

### **EXECUTIVE COMMITTEE MEMBERS PRESENT**

Amy Clement – United Power  
Londell Jackson - IECRM  
Cathy Pellish – Front Range Community College  
Dennis Atencio – Apex

### **EXECUTIVE COMMITTEE MEMBERS ABSENT**

Mike Williams – International Union of Painters

### **STAFF MEMBERS**

Jodie Kammerzell – Local Area Director/WBC Administrator  
Carol E. Aguiniga – Interim WBC Coordinator

### **INTRODUCTIONS AND QUORUM**

A quorum of members was present. The meeting was called to order at 3:06 pm

### **Fiscal Review**

Jodie went over the spreadsheet detailing the fiscal review for the WBC programs in which the programs are all meeting program goals, entered employment, and funding expenditures are in alignment with scheduled progress. Adams County and the Colorado Unemployment rate are at same rate which is 2.5%.

### **Local Workforce Development Board Certification**

Jodie presented the requirements for Local Workforce Development Board (LWDB) Recertification which is due this year. As part of the requirements, the Board Chair must submit a letter requesting recertification and attesting that the local board meets the criteria to be recertified. Jodie has been interim chair since Tricia Allen's departure as WDB Chair in November 2019 because there was no Vice Chair in place. However, Jodie cannot be the one to submit the letter on behalf of the board.

### **WDB Chair and Vice Chair**

Jodie presented on the need for appointing a WDB Chair and Vice Chair and explained the responsibilities that come with the positions. Executive Committee members were asked to consider the responsibilities and determine if they would like to volunteer for one of the positions. Amy Clements volunteered to serve as Chair and Londell Jackson volunteer to serve as Vice Chair. With no further interest the Executive Committee agreed to submit these nominations to the WDB for vote. Due to the Future of Work event being held in lieu of the March Board Meeting, the WBC Coordinator will send the nominations for the WDB Chair and Vice Chair to the WDB via e-mail for an electronic vote.

### **Local and Regional Plan Review**

Jodie reviewed local and state plans with executive members. The Colorado Urban Workforce Alliance (CUWA) reviews the local and regional plans for compliance. The information and charts in the plans are updated and sent to the state. These are 4-year plans that are sent out for public comment for 30 days and will let the board know when this takes place.

Discussion took place regarding the goal areas that have been identified by the WDB and how they tie into the Local Plan. Over the next several months, the WDB and the Executive Committee will work to finalize measurable objectives.

The committee reviewed page 10 of the local plan and agreed to keep the areas of focus apart from updating the strategy for goal number 5. Goal 5 is Maintain Continuous Improvement (CI) Council Initiatives. With greater integration of programs within the WBC to more effectively meet the needs of business and job seekers, the CI council has changed their strategy. The focus is the review of policies and procedures for efficiency to align goals and strategies with steps to measure success and moving the needle.

**MOTION** made to update the strategy associated with Continuous Improvement initiatives. Motion seconded.

### **MOTION PASSED**

Jodie also informed committee that the Policy Guidance Letters (PGLs) for the One-Stop Center and One Stop Operator will be coming out soon. The WBC is already gathering everything necessary to meet the requirements.

### **WBC Coordinator**

Jodie shared with the Executive Committee that the WBC completed interviews for the WBC Coordinator and Yvonne Castillo has accepted the position. Jodie thanked Jessie Perez and Dennis Atencio for assisting with the interview process. Jodie thanked Carol for assisting with the interim WBC Coordinator duties.

### **Future of Work Event**

Jodie reminded executive committee of the Future of Work event on March 12, 2020 at the IECRM from 8:00 am to 12:00 pm. This event is the WDB meeting for March. This will be a joint event with Broomfield County WDB. Rocky Mountain Cradle to Career (RMC2C) will be presenting on their initiatives and providing food for the event. Jodie shared with the committee that information submitted by the WDB is helping to shape the event and over Two hundred invites have been mailed out for the event. Among the invitees are elected officials, schools, community partners, and business executives. The event is RSVP and will be capped at 100. Londell will be informed of the final number for the event.

Minutes presented by: \_\_\_\_\_

Carol E. Aguiniga – Interim WBC Coordinator & One-Stop Operator

Approved by: \_\_\_\_\_

Jodie Kammerzell –Administrator / Local Area Director

ACWBC