



**WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING MINUTES**

June 11, 2020

**EXECUTIVE COMMITTEE MEMBERS PRESENT**

Dennis Atencio – Apex  
Amy Clement – United Power  
Cathy Pellish – Front Range Community College  
Mike Williams – International Union of Painters

**ABSENT**

Londell Jackson - IECRM

**STAFF MEMBERS**

Jodie Kammerzell – Local Area Director/WBC Administrator  
Yvonne Castillo – WBC Coordinator

**INTRODUCTIONS AND QUORUM**

With a quorum of members present the meeting was called to order by WDB Chair, Amy Clement.

**Financial Update**

WBC Director, Jodie Kammerzell provided the financial update to the Executive Committee. She reviewed the May variance report which illustrates the current financial status of the Adams County Workforce and Business Center (ACWBC). All information indicates that the ACWBC is on track with expending funding within the approved budget. The State allocations for PY 20 have not been received and cuts in funding are expected; however, the ACWBC in conjunction with other workforce centers and CDLE has applied for three grants to help supplement the programs:

1. Emergency Grant
2. Disaster Grant
3. Youth Disaster Grant

**Letters to the Joint Budget Committee**

Amy reported on the letters that were sent to the members of the Joint Budget Committee on behalf of the WDB. These letters were sent to thank them for their recommendation to allocate an additional \$2,000,000 of Employment Support Funds (ESF) to the local workforce system in fiscal year 2021.

**One-Stop Certification**

Yvonne Castillo, WBC Coordinator reported on the One-Stop Certification. WIOA requires the WDB to conduct a certification of the one-stop centers and the one-stop delivery system every three years to receive infrastructure funding. The Colorado Workforce Development Council (CWDC) develops the criteria and the WDB must adopt it either by creating a policy or by adding it to the One-Stop Operator procurement. During the last certification in 2017, the WDB chose to adopt a policy

with the criteria. The Executive Committee agreed to adopt the policy with the updated criteria for this certification period. The board will need to review and submit the certification to CWDC by August 14, 2020.

### **Adult Education and Family Literacy Act Application Review**

Jodie announced that WIOA requires local WDB's to coordinate with education and training providers which includes reviewing their applications for Adult Education and Family Literacy Act (AEFLA) grants to provide adult education and literacy services. Review of the application is to ensure alignment with the local plan and to make recommendations to promote that alignment. Jodie asked for 2 board members to review and score the applications that will take place between June 12<sup>th</sup> and July 14<sup>th</sup>. Cathy and Amy volunteered to review and score the AEFLA grant applications. Jodie also announced that Adams 14 no longer qualifies for AEFLA funding so will no longer be our Adult Ed partner. We will need an Adult Ed replacement member on our board once the new grantees are identified.

### **Board Bylaws**

Jodie reported that due to the changes in our AEFLA partner, it would be better that specific WIOA Partner names were not listed in the Bylaws as previously recommended by the board during the May 14, 2020 WDB meeting. Board members agreed with this change.

### **Adjournment**

The meeting was adjourned at 3:29pm by Amy Clement.

**Next meeting:** August 13, 2020 – 3:00pm to 4:00pm