



**WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES  
January 14, 2021**

**WORKFORCE DEVELOPMENT BOARD (WDB) MEMBERS PRESENT:**

Moses Alvarez, Colorado Contractors Assoc	Mark Miller, Pipefitters Local 208
Dennis Atencio, Apex Transportation INC.	Cathy Pellish, FRCC
Emily Atencio, Centura Health	Janet Renden, Bollman Tech
Peter Brissette, DMD Consulting	Erika Rodriguez, Colo. Laborers & Contractors
Amy Clement, United Power	Maureen Rudy, Metro State University
William Dowling, CDLE	Erika Sidles, Cintas Corporations Fire Protection
Anita Guevara, ACME Distribution	
Londell Jackson, IECRM	

**WDB MEMBERS ABSENT:**

Meghan Greene, DVR	Mike Williams- International Union of Painters
Andy Shaw, Tru-Check	

**GUESTS:**

Britta Blodgett, CWDC	Meagan Gallegos, DVR-Northglenn
Jesus Borrego, CDLE	Patrick Giron, Brighton Economic Dev
Judy Emery, CUWA	Bryn Nelson, Mile High United Way

**STAFF MEMBERS:**

Yvonne Castillo, WBC Coordinator	Greg McBoat, Administrative Analyst
Jodie Kammerzell, Local Area Director/WBC Administrator	Rita McGirr, WBC Manager
	Joel Parriott, WBC Supervisor

**INTRODUCTIONS AND QUORUM**

A quorum of members was present, and the meeting having been duly convened, was called to order at 8:02 am, by WDB Chair Amy Clement. Board member Mike Williams gave his proxy to Mark Miller and notified Amy prior to the meeting.

**APPROVAL OF MINUTES**

Board members were asked to review the minutes from the November 12, 2020 meeting.

**MOTION** made to approve the November 12, 2020 meeting minutes and seconded.

**MOTION CARRIED.** The minutes were approved with no corrections.

**HIGH PERFORMING BOARD DESIGNATION**

Yvonne Castillo reminded board members of the benefits of achieving the High Performing Board designation and inquired about their interest to pursue the designation for this program year. Board members did agree on the importance of pursuing the designation. Amy then called for a vote to pursue the High Performing Board Application.

**MOTION** made to pursue the High Performing Board Designation for PY 20 and seconded.

**MOTION CARRIED.** the pursuit of the High Performing Board Designation for PY20 was approved.

### **WIOA PARTNERS**

Yvonne displayed a list of the current WIOA mandatory partners and reported that an updated directory will be developed. A partner meeting is scheduled for January 20<sup>th</sup> and a report of the meeting will be provided to the board.

### **WORK BASED LEARNING NEXT STEPS**

Greg McBoat reported that a Work Based Learning (WBL) pilot plan has been developed and reported on the first steps of implementation. WBC Business Development Representatives will be meeting with WDB business members to first gather information on their business needs and will evaluate and assemble a team of experts which could include partners. The second meeting with the WDB member will be to present a plan and work on next steps for implementation. This plan will start with WDB Chair, Amy but all board members will be able to utilize this service. All logistics will be handled by the staff. The goal of piloting this with the WDB is to fine tune the program to expand it into the community.

### **ADAMS COUNTY WORKFORCE AND BUSINESS CENTER NEWS**

Dennis Atencio acknowledged the work of the Adams County Workforce and Business Center Newsletter that was sent out in December. This is a valuable tool and was a great idea to create this to share information about the WBC.

### **MID-YEAR REPORT (STAFF ACCOMPLISHMENTS)**

Jodie provided a mid-year report of some of the staff accomplishments to date:

- Our training team moved to conducting all trainings through an on-line platform and have been recognized by the County and the State for their great curriculum and ability to engage training participants!
- Our BCA team has been recognized by the state for leading the state in Work Participation Rate and Employment Placement Rate!
- Our WIOA Adult Team received recognition from the state for their work with the Early Childhood Education Cohorts of refugee women that have started in pre-apprenticeships! These pre-apprenticeships will untimely lead into employment as Day Care Leaders, which is in high demand.
- Our Career Services Team has handled an unprecedented level of calls and most of them have been from angry people who were unable to contact the unemployment office. Through it all, they have maintained their composure and deescalated the callers while connecting them with resources they needed.

- Our WIOA Youth Team converted the Metro State University Summer Bridge Program to a virtual platform and instituted stipends for youth participating.
- Our Employment First Team has increased their participation numbers with their efforts in reverse referrals, incentives, and virtual orientations.
- Our QC team helped us in meeting all of our audit deadlines and has provided support to our Career Services Team in fielding phone calls.
- Our Business Services Team shifted gears to provide virtual job fairs and developed a virtual platform which allowed job seekers to hear employers talk about their current employment needs and ask them questions just like they would in person!
- Our Contracts, Partnerships, Data and Fiscal team anticipated community need and expanded contracts to meet the need, submitted information to CDLE which resulted in our Workforce Development Board receiving High Performing Board recognition and provided relevant data to our County, community and the state to inform decisions and next steps!
- Our Newsletter Team sent out an incredible newsletter and received immediate response from our Workforce Development Board on how impressive it was.
- Our 4DX Leadership Team took on the design of an Emergency Bridge Assistance program utilizing CARES Act funds and conducted all the reviews of requests.
- Get SMART (Continuous Improvement Team) worked to address issues raised by the staff.
- As a WBC Team we are on pace to meet our Wildly Important Goal of increasing employment, work experiences, credentialing or maintaining employment in a career pathway that meets identified goals and objectives from 368 to 400 from September 1, 2020 to June 30, 2021
- While the Motivation and Morale (M&M) team has dwindled in size, their drive to help us connect and have fun has remained strong. They have done lunchtime/fun time gatherings, implemented the Monday Meme, Spirit Week...the list goes on!!
- Our Managers and Supervisors did an incredible job ensuring everyone had the equipment and support needed to work from home and then coordinated the re-opening of the HSC office. They have been strong advocates for all of the staff and worked to provide both the technical and emotional support needed for all the teams as well as each other.

### **EXECUTIVE COMMITTEE MEMBERSHIP**

Amy recognized board member Cathy Pellish for her four years of service on the WDB as well as her service on the Executive Committee. Cathy reported that Front Range has identified a replacement to serve on the WDB and is working with that individual to submit their application for membership to the BOCC. Amy then announced that the Executive Committee has appointed Peter Brissette to fill Cathy's vacancy on the Executive Committee.

### **FISCAL ANALYSIS (Dashboard)**

Greg and Yvonne provided an overview of the dashboard. Bill Dowling did raise some concern about the expenditures of the Colorado Responds and Recover Colorado grants. Joel Parriott reported that there were some obstacles getting these grants off the ground, but staff are finalizing the plan and we are confident that we will be able to expend these funds.

Greg also reported on the large amount of fraudulent unemployment insurance claims that have happened. Staff are working hard to field the increased number of phone calls as changes in

programs and benefits continue to be implemented by the Division of Unemployment Insurance (UI). Bill reported that UI has not had any breach of information and these fraudulent claims are believed to be happening to people who previously had their information breached.

**SUMMATION AND ADJOURNMENT**

The meeting was adjourned at 9:10 AM.