



**WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES
November 4, 2021**

WORKFORCE DEVELOPMENT BOARD (WDB) MEMBERS PRESENT:

Moses Alvarez, Colorado Contractors Assoc	Patrick Giron, Brighton Economic Dev
Dennis Atencio, Apex Transportation INC.	Londell Jackson, IECRM
Emily Atencio, Centura Health	Tricia Johnson, FRCC
Peter Brissette, DMD Consulting	Mark Miller, Pipefitters Local 208
Larry Caschette, Metalcraft Industries, Inc.	Janet Renden, Bollman Tech
Amy Clement, United Power	Erika Rodriguez, Colo. Laborers & Contractors
William Dowling, CDLE	Maureen Rudy, Metro State University
Ashley Dunn, Almost Home	
Meagan Gallegos, DVR-Northglenn	

WDB MEMBERS ABSENT:

Mike Williams, International Union of Painters

GUESTS:

Britta Blodgett, CWDC
Laura Garcia, Adams County Accounting Manager

STAFF MEMBERS:

Yvonne Castillo, WBC Coordinator	Joel Parriott, WBC Supervisor
Jodie Kammerzell, Local Area Director/WBC Administrator	Meg Pickens, Contract Administrator
Greg McBoat, Administrative Analyst	Sonia Rodriguez, WBC Manager

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.

APPROVAL OF MINUTES

Board members were asked to review the minutes from the September 9, 2021 meeting.

MOTION made to approve the September 9, 2021 meeting minutes and seconded.

MOTION CARRIED. The minutes were approved with no corrections.

EXECUTIVE COMMITTEE MEMBER NEEDED

Amy announced that board member, Mike Williams has resigned. His departure has created a seat on the Executive Committee. Any board members who are interested in serving on the Executive Committee should send an email to Yvonne Castillo by November 24, 2021 explaining why they are interested in serving.

PROGRAM/EO MONITORING UPDATE

Jodie Kammerzell provided an update on the WBC Program/EO monitoring. The preliminary report has identified two compliance issues. The first is that we did not expend the required amount of the Wagner-Peyser funds nor meet the required Youth Work Experience percentage. The spending threshold for these funds is 55% and 20% for Youth Work Experience and we did not meet those thresholds. The second is our fiscal reporting. Due to the turn-over in the Senior Fiscal Grants Analyst position, financial reports did not contain signatures of approval. The Management Team and fiscal department are working together on our fiscal reports and making adjustments to spend down the required Wagner-Peyser funds.

INNOVATIONS GRANT RFP

Meg Pickens reported that the Innovations Grant RFP has closed, and the WBC received two proposals. The first evaluation of the proposals will take place on November 18, 2021, and will include representation from the WDB on the review panel. Due to the limited responses, the RFP may need to be reopened.

FISCAL MONITORING AND FISCAL UPDATE

Laura Garcia reported that the county is working to fill the Senior Fiscal Grants Analyst position. She also reported that it was identified that some expenditures were previously mis-allocated. PY20 funds were used prior to expending the PY19 funds due to a coding error. Laura reported that during the WDB meeting she received an email that CDLE has approved a reclassification of these expenditures and the WBC actually did meet the 55% expenditure for Wagner Peyser and 20% for Youth Work Experience.

There were questions from WDB members on whether there is a better plan for reporting to the WDB. Laura responded that a fiscal report will be provided to the WDB on a monthly basis. There was also concern expressed about the challenges to expend the CDLE Supplemental Funding. Sonia Rodriguez reported that enrollments are reviewed on a quarterly basis and funding is reviewed monthly by the Management Team to identify any need for adjustments. Jodie reported the WIOA staffing challenge that the WBC had been experiencing. The WIOA team was understaffed by 50% which slowed the enrollment of program participants. All but one of the positions have been filled and other staff have been trained. As the WBC continues to work with the budget and finance department there should be improved numbers.

DASHBOARD

The WDB reviewed the dashboard and Greg provided an overview of the data.

OPEN DISCUSSION

WDB members provided updates and announcements from their companies/organizations.

SUMMATION AND ADJOURNMENT

The meeting was adjourned at 9:09 AM.