



**WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING MINUTES**  
December 9, 2021

**EXECUTIVE COMMITTEE MEMBERS PRESENT**

Peter Brissette - DMD Consulting  
Amy Clement – United Power  
Londell Jackson – IECRM

**STAFF MEMBERS**

Jodie Kammerzell – Local Area Director/WBC Administrator  
Meg Pickens – Contract Administrator  
Greg McBoat – Administrative Analyst  
Yvonne Castillo – WBC Coordinator

**INTRODUCTIONS AND QUORUM**

A quorum of members was present, and the meeting was called to order by WDB Chair Amy Clement at 3:01 pm.

**APPROVAL OF MINUTES**

Executive Committee members reviewed the minutes from the October 14, 2021, meeting.  
**MOTION** made to approve the October 14, 2021, meeting minutes and was seconded  
**MOTION CARRIED.** The minutes were approved with no corrections.

**NEW EXECUTIVE COMMITTEE CONSIDERATIONS**

Amy reported board member Tricia Johnson submitted interest in serving on the Executive Committee to fill the open seat.

**MOTION** made to appoint Tricia Johnson to the Executive Committee and was seconded  
**MOTION CARRIED.** Tricia Johnson was appointed to the Executive Committee.

**BYLAWS**

After annual review of the Bylaws by the County Attorney and the Executive Committee it was decided by a majority electronic vote by the Executive Committee not to make any changes to the bylaws.

**HIGH PERFORMING BOARD**

Yvonne Castillo reminded Executive Committee members of the benefits of achieving the High Performing Board designation and inquired about their interest to pursue the designation for program year 2021. Executive Committee members agreed on the importance of pursuing the designation. Amy called for a vote to pursue the High Performing Board designation.

**MOTION** made to pursue the High Performing Board Designation for PY 21 and seconded.  
**MOTION CARRIED.** the pursuit of the High Performing Board Designation for PY21 was approved.

### **BOARD MEMBERSHIP**

Dennis Atencio announced his resignation at the end of his term in February 2021.

### **WBC NEWSLETTER**

Jodie reported on this topic. The newsletter was originally created at the request of WDB members. The newsletter requires a lot of time and staff efforts to produce; however, reader analytics show that there are not many people reading it. Jodie requested that we no longer publish.

**MOTION** made to no longer produce the WBC Newsletter and seconded.

**MOTION CARRIED.** the elimination of the WBC Newsletter approved.

### **INNOVATION RFP**

Meg reported on the status of the Innovation RFP. Evaluations of the proposals that were submitted are due to the Adams County Purchasing Department on 12/10/21 and the first allocations will be selected on 12/16/21. The WBC staff are working on marketing to increase the number of proposals submitted. A virtual information session is schedule for the beginning of January and the RFP will be reposted on 1/16/22 and run thru 1/30/22. Meg is the contact for the Innovations Grant and she can be contacted with questions.

### **UPDATE ON MONITORING REPORT**

Jodie reported that during the last board meeting Laura Garcia reported that she submitted information to CDLE for adjustments to the Wagner-Peyser (WP) and Youth Work Experience (WE) outcomes which put us in compliance with the required spending thresholds. These adjustments actually did not put us in compliance with the required 51% WP threshold. The WBC must meet the 70% minimum expenditure threshold for WP funds in Program Year 2021. We did meet the required 20% Youth WE expenditures.

She also reported that interviews for the Fiscal Grants Analyst have been completed and a candidate has been identified to extend an offer to.

### **DASHBOARD**

A copy of the current Dashboard was sent to Executive Committee members prior to the meeting and Greg McBoat provided an overview to the Executive Committee.

There was a question about how to see if we are on track with spending the 70% WP funds. Jodie reported that WP and ESF funding is lumped together and there are plans in place to spend down these funds. Plans include hiring temporary Career Services positions. There was also a proposal submitted to hire a Disability Coordinator which will be funded by ESF dollars.

### **SUMMATION AND ADJOURNMENT**

The meeting was adjourned at 3:46PM.