



**WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING MINUTES  
February 9, 2023**

**EXECUTIVE COMMITTEE MEMBERS PRESENT**

Dennis Atencio, Apex  
Peter Brissette, DMD Consulting  
Amy Clement, United Power  
Lisa Hough, AC-REP  
Tricia Johnson, FRCC

**STAFF MEMBERS**

Yvonne Castillo, WBC Coordinator/OSO  
Jodie Kammerzell, Local Area Director/WBC Administrator  
Greg McBoat, Administrative Analyst

**INTRODUCTIONS AND QUORUM**

A quorum of members was present, and the meeting was called to order by WDB Chair Amy Clement at 3:02 P.M.

**APPROVAL OF MINUTES**

Executive Committee members reviewed the minutes from the February 9, 2023, meeting. Board member, Trisha Johnson, noted a grammatical error in the first paragraph, second sentence in the Dashboard section of the minutes.

**MOTION** made to approve the amended February 9, 2023, meeting minutes with the corrected grammar noted by Trish Johnson.

**MOTION CARRIED.** The amended minutes of the February 9, 2023, meeting were approved.

**NEW EXECUTIVE COMMITTEE MEMBER**

Amy welcomed new board member, Lisa Hough, to the Executive Committee. Lisa was appointed to the Executive Committee at the March 9, 2023, board meeting.

**BOARD MEMBERSHIP UPDATE**

Amy reported that the following applicants are being presented to the Board of County Commissioners for appointment to the board:

- Robert Gallegos, MSU Adult and Family Literacy Center
- Simone Mortenson, DVR
- Mary Stevenson, DelTech Furnaces

### **LETTERS OF SUPPORT**

Amy reported that a letter of support was provided to the Independent Electrical Contractors Rocky Mountain (IECRM) for their application to Denver's Construction Careers program approved pre-apprenticeship program.

### **YOUTH PROGRAM UPDATES**

Jodie recognized board members Tricia Johnson and Lisa Hough for their contributions to increase youth enrollments. Through the WBC's partnership with Front Range Community College, Tricia assisted with 42 out of school youth referrals to our WIOA youth program. Lisa connected the WBC with Rocky Mountain Public Media to see how they might be able to help promote the WBC and collaborate on our youth program. Jodie has also connected them with CUWA for potential promotion of September Workforce Development Month and the workforce development system as a whole.

Jodie reported that the youth program is still in need of 85 more enrollments for the program year and commended board members for taking an active role to increase enrollments. She also reported that the management team is collaborating with Pikes Peak Workforce. They have expended their youth program funding and have some apprenticeship programs that receive regular referrals that we might be able to enroll through our youth program.

### **ONE-STOP OPERATOR SUB-RECIPIENT**

Jodie reported that during the last monitoring the WBC was cited for not having a sub-recipient agreement in place. The WBC is the One-Stop Center and is also the One-Stop Operator (OSO) based on the Adams County procurement process to select the OSO. The WBC submitted a proposal and received the designation as the OSO. Jodie stated that the WBC's response has been that we cannot be a sub-recipient or ourselves. She has reached out to two departments within CDLE to obtain clarification and we are awaiting a response.

### **DASHBOARD**

Jodie reported that the WIOA Adult program is under spent but at this time we are willing to carry over more than the 30% threshold with the approval of the board as long as we can meet the enrollment numbers. The carry over funding can be spent in the next program year. Jodie reported that we are not currently meeting enrollment numbers, but staff are reporting weekly on strategies to increase enrollments. ESF funding must be fully spent this year and the Management Team has identified a plan to expend these funds. Youth programs across the state are struggling and it has been confirmed that the WIOA re-authorization will not happen this year. Jodie announced that Senate Bill 23-233 was passed which allows county staff to provide employment services. She also announced that the Presidential appointee for Food, Nutrition and Consumer Services and representatives from the Regional USDA FNS office along with CDHS recently visited the WBC. They were interested in the great work being done by the Employment First (EF) staff and the third-party partnership with Work Options along with the partnerships EF has throughout the WBC, HSC and the community.

Greg then reported on the remainder of the Dashboard.

### **MISCELLANEOUS**

Board member, Peter Brissette, reported that the designation as a High Performing Board provides Performance Incentive Funds which covered all costs to allow him to attend the NAWB conference in Washington D.C. He recognized Yvonne Castillo for coordinating all of his travel arrangements and reported that the conference was amazing, and he gained a lot of information.

### **SUMMATION AND ADJOURNMENT**

The meeting was adjourned at 3:55 P.M.