



**WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE  
MEETING MINUTES  
August 10, 2023**

**COMMITTEE MEMBERS PRESENT**

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

**STAFF MEMBERS**

Yvonne Castillo, WBC Coordinator/OSO  
Laura Garcia, General Accounting Manager  
Jodie Kammerzell, Local Area Director/WBC Administrator  
Greg McBoat, Management Analyst  
Karen Ortiz, Senior Fiscal Grants Analyst

**QUORUM**

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

**APPROVAL OF MINUTES**

Board members reviewed the minutes from April 13, 2023, meeting.

**MOTION** made to approve the April 13, 2023, meeting minutes and was seconded.

**MOTION CARRIED.** The minutes of the April 13, 2023, meeting was approved with no corrections.

**EXECUTIVE COMMITTEE AND BOARD MEMBERSHIP UPDATE**

Amy reported that Tricia Johnson from Front Range Community College and Erika Manuel from Centura have resigned from the Board and need to be replaced. Tricia's departure also leaves an empty seat on the Executive Committee. The Committee discussed potential board members for the Executive Committee and will assist staff to identify replacements on the board.

### **EXECUTIVE COMMITTEE MEETINGS**

The Committee discussed the meeting schedule time and whether to cancel the June meeting.

**MOTION** made to eliminate the June Executive Committee from the schedule and was seconded.

**MOTION CARRIED.** motion to eliminate the June Executive Committee meeting from the schedule was approved.

### **SEPTEMBER WORKFORCE DEVELOPMENT MONTH**

The Committee reviewed the drafted proclamation to declare September as Workforce Development Month. The Committee made a couple of corrections to the dates on the proclamation.

**MOTION** made to approve the September as Workforce Development Month proclamation was seconded with the recommended corrections.

**MOTION CARRIED.** Motion to accept the September as Workforce Development Month proclamation with recommended corrections was approved.

### **ONE-STOP CERTIFICATION**

The Committee received the One-Stop Certification prior to the meeting for review. Jodie reported that the ADA assessment was posted on the WBC website for public comment and not comments were received.

**MOTION** made to approve the completed One-Stop Certification assessment and recommend the Colorado Workforce Development Council certify the Adams County Workforce and Business Center as the local one-stop center and one-stop delivery system and was seconded.

**MOTION CARRIED.** Motion to approve the completed One-Stop Certification assessment and recommend the Colorado Workforce Development Council certify the Adams County Workforce and Business Center as the local one-stop center and one-stop delivery system was approved.

### **PERFORMANCE INCENTIVE FUNDS END OF YEAR REPORT AND HIGH PERFORMING BOARD APPLICATION**

Amy reported that the end of year report and High Performing Board application for the PY22 Performance Incentive Funds has been completed. The Committee reviewed and did not have any changes. These documents will be submitted to CWDB by August 18<sup>th</sup> in accordance with the PGL.

### **LOCAL PLAN**

Peter reported that the CWDC will be discussing the State Plan at the September meeting and he will report back to the WDB at that time. Amy announced that the WDB will begin pre-work for the Local Plan at the October meeting. Jodie reported that there are several high level staff vacancies and she has put hiring on hold to conduct listening sessions with the staff. She expects to complete these sessions by October and will move forward with filling these vacancies once she has had time to review and consider this feedback.

### **DASHBOARD**

Yvonne reported on the program enrollments. The Adult and Dislocated Worker programs did meet the required enrollment numbers at 85%, but the Youth program did not. The Youth Team has been working on outreach to our community partners to strengthen relationships. CDLE has approved a Youth waiver for PY23 which will allow staff to enroll 50% in-school and 50% out-of-school which will allow more flexibility. One of the major challenges was the staff turn-over. The Youth and the Adult programs had new case managers and their training became priority and made it difficult to enroll customers at the beginning of the fiscal year. Weld County has a strong Youth Program and has agreed to provide training to the Adams County Youth Program Lead Worker.

Karen provided the financial report. All programs met the 70% expenditure threshold and the ESF, ESF Supplemental, and MSFW funds were also spent at the required amount. Discretionary grants are also on track to spend down the required funding.

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