



**WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE
MEETING MINUTES
August 8, 2024**

COMMITTEE MEMBERS PRESENT

Dennis Atencio, Apex Transportation
Peter Brissette, DMD Consulting
Amy Clement, United Power
Lisa Hough, AC-REP
Janet Renden, Future Forward at Bollman

STAFF MEMBERS

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

QUORUM

A quorum of members was present, and the meeting was called to order at 3:00 P.M. by ACWDB Chair, Peter Brissette.

APPROVAL OF MINUTES

Board members reviewed the minutes from April 11, 2024, meeting.

MOTION was made to approve the April 11, 2024, meeting minutes and was seconded.

MOTION CARRIED. The minutes of the April 11, 2024, meeting was approved.

ADULT EDUCATION AND FAMILY LITERACY GRANTS

Peter announced that the Adult Education Initiatives team is reopening the competition specifically for Corrections and other institutionalized individuals due to a lack of qualified providers. The board is responsible for reviewing, evaluating, and making recommendations on grant applications for WIOA - Title II Adult Education and Family Literacy Act funds. This round, they anticipate receiving only 5 applications statewide. The review process is scheduled for September 9th - 13th.

Peter also reported that he served as the board's reviewer during the first round of applications in May and called for a volunteer for this second round. Janet Renden agreed to represent the ACWDB and review these applications.

REGIONAL AND LOCAL PLANS

Peter announced that the 2024-2027 Regional and Local Plans have been approved by the state and have been signed by the Board of County Commissioners.

SEPTEMBER WORKFORCE DEVELOPMENT MONTH

Jodie reported that preparations for September Workforce Development Month are nearing completion. A proclamation has been drafted, and staff are working to secure a spot on the public hearing calendar to have it formalized by the end of August.

In addition, Jodie proposed hosting a recognition event during the September 12th board meeting to further celebrate Workforce Development Month. The event will include special awards in the following categories: job seeker, employer, community partner, educational institution, and board member. The Workforce and Business Center staff have already identified some potential nominees, and Board members are encouraged to submit their nominations to Yvonne by August 9th.

The Executive Committee was asked to approve a sponsorship request for a breakfast to be held in conjunction with the event. The committee agreed, and Dennis graciously offered to sponsor the breakfast on behalf of Apex Transportation. Additionally, Lisa volunteered to contact a local company to provide the coffee.

AMAZON TOUR

Peter reminded board members about the Amazon Last Mile Driving Academy tour, which will take place on August 26th from 9 a.m. to 10:30 a.m. This unique training facility is the first of its kind in the nation, making it a valuable opportunity for board members to visit and explore.

DASHBOARD

Jodie presented an update on the Dashboard, reporting 1,019 total successes for the WIG (Wildly Important Goal) for PY23. She noted that the WBC will maintain the same WIG for PY24 as the organization continues its restructuring efforts. Jodie also provided a program enrollment report, highlighting that the Adult program exceeded its enrollment goal. She praised the Youth team for their exceptional performance, despite being new to their roles. However, due to funding cuts and an unresolved final grant amount for the Youth program, enrollment numbers are still pending. Additionally, the Tech P-2 grant, part of the partnership with Denver, was successfully closed out. Staff have overenrolled in the Quest 1 grant and are now beginning to enroll participants in the Quest 2 grant.

The Dashboard report also detailed a 57% increase in customer traffic across all WBC offices compared to the previous year.

Karen reviewed the end-of-year financial report, noting that WIOA, Wagner/Peyser, and ESF funding all met the minimum spending thresholds. While some discretionary grants have extended their performance periods, overall spending remains on track.

RESTRUCTURE

Jodie updated the board on the organization's restructuring progress. She announced the hiring of Rayna Jefferson as the new WBC Manager, creating an open position for the Employment First Supervisor. Manuel Perez will begin next week as the WIOA/Colorado Works Supervisor, and the position for Data and Operations Manager has been posted. The organization anticipates filling most vacant positions by the end of the year. Following the appointment of the Supervisor positions, staff transitions will be carried out in phases.

Jodie also reported that she is working with the Human Resources team on how to roll out the Continuous Innovations Team. This team is being formed to develop new process flows and innovations.

ANNOUNCEMENTS

Lisa announced that the Economic Development of Colorado Conference will take place from October 13th to 16th. Jodie noted that the WBC plans to send several staff members to attend and extended an invitation to Executive Committee members. Yvonne will email the conference details to committee members for their consideration.

The meeting was adjourned at 3:57 P.M.