



**WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE
MEETING MINUTES
October 12, 2023**

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 Grants Analyst

QUORUM

A quorum of members was present, and the meeting was called to order at 3:03 P.M. by WDB Chair, Amy Clement.

APPROVAL OF MINUTES

Board members reviewed the minutes from August 10, 2023, meeting. There were two grammatical errors identified.

MOTION was made to approve the August 10, 2023, meeting minutes with the correction of the two grammatical errors and was seconded.

MOTION CARRIED. The minutes of the August 10, 2023, meeting were approved with the two corrections to be incorporated.

EXECUTIVE COMMITTEE AND BOARD MEMBERSHIP UPDATE

Amy reported that Jodie presented two new applicants, Rebecca Woulfe from FRCC and Jaime Campbell from Platte Valley Medical Center to the Commissioners on October 10th and they were approved. A resolution of their appointment will be made during an upcoming Public Hearing. Amy also reported that Larry Caschette has expressed that he will not be seeking another term on the board once his term ends on January 31, 2024. This will

leave a vacancy from the manufacturing industry that will need to be filled. Lisa Hough stated that she has a contact in this field and will try to obtain a recommendation for a replacement.

ONE-STOP CENTER CERTIFICATION

Jodie received verbal approval from Lee Wheeler-Berliner from the Colorado Workforce Development Council (CWDC) that the Adams County Workforce and Business Center (WBC) was certified as the One-Stop Center again through June 30, 2026. Also, Amy and Peter received a formal letter of certification from CWDC.

Larimer/Weld Symposium

Amy reported on this symposium that she and board member, Moses Alvarez attended. This event was employer sponsored and included breakouts on workforce services, law updates, and workshops for employers. It was recommended that the WBC explore hosting a similar event as a way to outreach to local employers. Staff will research this further and report back to the board.

ED/CHAMBERS/WF COLLABORATION DISCUSSION

Jodie reported on an upcoming meeting that will be facilitated by Rocky Mountain Partnership to include Denver, Jeffco, Aurora, and Brighton Chambers of Commerce and Economic Development representatives. The goal is to help navigate people to good jobs and develop more outreach to schools to discuss workforce development and how to inform students of career pathways and opportunities. Lisa Hough recommended the WBC be included in this meeting. Jodie stated that the challenge is how to inter-connect with businesses so they aren't tapped on several times from different organizations or schools. The models that are used all lead back to the WBC as the convenor of workforce development which is one of the reasons why the WBC exists. Lisa will be attending this meeting and will report back to the Executive Committee.

DASHBOARD

Yvonne reported the WIOA Adult Team has established an orientation that is offered to customers each week that includes information on the services provided at the WBC and the next steps for applying for grants. When customers are ready for the next steps, they will be given an appointment time and date for an in-person intake and assessment. This will streamline the customer experience to receive services in a more timely manner and improve the WIOA enrollment process to help meet enrollment numbers for PY23. Dislocated Workers enrollments are low. A contributing factor is the new UI process of utilizing an state Unemployment Navigator as the initial point of contact. The Navigator assigned to the WBC has been sending Adams County RESEA referrals to Broomfield. This issue has been corrected so we are hopeful that these enrollments should increase over the coming months. The Youth Program Lead Worker will be attending training with the Weld County Youth team to increase program knowledge and look at best practices. The Youth Team is still hard at work developing connections with community partners to increase enrollments.

Karen provided the financial report and programs are slightly behind in spending. The committee discussed the data provided in the financial report and requested the budget be separated out according to programs with various end dates such as the discretionary grants versus the WIOA programs.

The meeting was adjourned at 3:56 P.M.