



**WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE
MEETING MINUTES
December 14, 2023**

COMMITTEE MEMBERS PRESENT

Dennis Atencio, Apex Transportation
Peter Brissette, DMD Consulting
Amy Clement, United Power
Janet Renden, Future Forward at Bollman

STAFF MEMBERS

Monica Sailas, WBC Grant Administrator
Laura Garcia, General Accounting Manager
Jodie Kammerzell, Local Area Director/WBC Administrator
Karen Ortiz, Senior Fiscal Grants Analyst
Greg McBoat, Management Analyst

QUORUM

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

APPROVAL OF MINUTES

Board members reviewed the minutes from October 12, 2023, meeting.

MOTION was made to approve the October 12, 2023, meeting minutes and was seconded.

MOTION CARRIED. The minutes of the October 12, 2023, meeting was approved.

BOARD MEMBERSHIP

Amy reported that Mark Miller has retired and we are working on his replacement. Amy stated that Larry Caschette's term will expire after the January meeting and he will not apply for another term. There is not a need to replace Larry but Amy asked the committee members if he should be replaced and increase our board size? Dennis asked what was allowed for our board and Jodie clarified that our board must consist of 51% business representatives, 20% labor and there are certain mandatory partners that also must be represented. Larry's replacement would need to be a business representative from an in-demand industry in within Adams County. The benefit of replacing him ensures that we remain in compliance with the membership requirements if someone steps down from the

board. The top industries in Adams County are manufacturing, transportation, and healthcare. Committee members were asked to think about any business contacts they might have to be considered for membership.

GENERAL UPDATES

Jodie reported that the WBC is down 17 staff members which is almost 20% of the staff. This is a considerable amount and the WBC is recruiting heavily.

She then reported on the three main themes that were identified from the listening sessions which are training and onboarding, communication and increase efficiencies. Staff meetings have been focused around these themes and it has been determined that all to the areas seem to tie back to training. The longevity of the WBC was the best in the county for years, but we have experienced turnover due to retirements and career progression which has created a loss of institutional knowledge. The Management Team is exploring strategies to address our staffing needs and will have more to report to the WDB in February.

Jodie explained that the Regional and Local Plan will be due in mid-May. The Policy Guidance Letter (PGL) is expected to be released in January and will lay out the expectations and deadlines. We are working with the Colorado Urban Workforce Alliance (CUWA) to determine the possibility of contracting with someone to write the basics of the plan that all workforce center could agree on. Each region would then enhance the plan with specifics as it relates to their county. There is funding available to cover this expenditure. There have been discussions about facilitating a session with the WDB around our goals. We would use the Governor's goals that Lee Wheeler-Berliner presented as the structure for what Adams County would do. Jodie discussed options of who could help facilitate this discussion for our board. She would like to reach out to the facilitator for dates and how long the meeting should take. Jodie asked the committee if this would be something that the WDB would like to do, and if this should be done with the Executive Committee or the full board? Two years ago, this was completed with the Executive Committee. Jodie explained we would use the same goals and look at what changes would be needed, which will most likely be minimal. Jodie stated that in the past WBC staff developed the goals and were brought to the board to review. The options would be the full board in January, Executive Committee in February or finding a different time outside of what has already been scheduled.

MOTION was made to contract someone to facilitate a strategic planning session with the WDB and was seconded.

MOTION CARRIED to contract someone to facilitate a strategic planning session with the WDB or the Executive Committee.

Jodie will check the availability of the facilitator and will then reach out to the board with options.

NAWB

Amy reported on the NAWB roundtable that was held at the WBC on December 12th. The focus of the meeting was how to make skill-based hiring easier on employers and workforce development boards. The main discussion was around Learning and Employment Records (LER's) which is a digital badging system that you would earn for credentials, degrees, or any on-the-job training. Amy reported there was discussion around how to implement this so that it would work for employers and workforce centers and how to ensure credentials are validated and secure with personal information. Some states have incorporated LER's such as Alabama. They use a digital platform where individuals can store their driver's license, passport, and other personal information. The meeting included educators, businesses, and workforce center representatives. Some of the barriers identified were making sure that HR systems can accept an LER system to allow HR to validate the information in their applicant tracking systems. In addition, the LER's would also include assessments for employers similar to what Indeed includes for employers. However, Indeed's assessments don't have the ability to restrict the number of times an assessment is taken which allows applicants to keep taking the test until they get their desired outcome. A lot of work still needs to be done but the larger idea of LER's is to create a way to make skills-based hiring easier. This will be a main topic at the NAWB conference next year.

Amy reported that the decision has been made to have three Executive Committee members and three WBC staff attend the 2024 NAWB Forum in March. She also reported that, we are NAWB members and if any board member would like access to the NAWB member portal, please contact Yvonne and she can set up access.

DASHBOARD

Greg reported on the WBC WIG goals and our current outcomes. He also reviewed Adams County unemployment rate and change as compared to other counties and the state. Greg also talked about our return on investment with every \$1.00 spent at the WBC, \$7.65 was given back to the economy (PY21 7/1/21-6/30/22). Jodie discussed WBC enrollments and reported that the Youth program is behind, but we are on track with our discretionary grants. Karen provided the financial report and programs are slightly behind in spending.

The meeting was adjourned at 3:47 P.M.