



**WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES**
March 14, 2024

BOARD MEMBERS PRESENT

Moses Alvarez, Colorado Contractors Association
Dennis Atencio, Apex Transportation
Angela Atkinson, North Metro Denver Small Business Development Center
Peter Brissette, DMD Consulting
Jamie Campbell, Platte Valley Medical Center
Amy Clement, United Power
Robb Gallegos, MSU Family Literacy Center
Juan Hernandez, Pipefitters Local 208
Lisa Hough, AC-REP
Simone Mortenson, Division of Vocational Rehabilitation
Jay Newby, CDLE
Janet Renden, FutureForward at Bollman
Erika Rodriguez, Colorado Laborers and Contractors Education & Training Fund
Mary Stevenson, Deltech Furnaces
Rebecca Wolfe, Font Range Community College

GUESTS

Britta Blodgett, CWDC
Cheryl Gallegos, CDOC
Sydney Golditch, Arapahoe/Douglas Works
Melissa Jacquez, CDLE
Kristin Maybriar, CDLE
Todd Nielsen, CUWA

STAFF MEMBERS

Yvonne Castillo, WBC Coordinator/OSO
Claudia Ells, Supervisor
Laura Garcia, General Accounting Manager
Rayna Jefferson, Supervisor
Jodie Kammerzell, Local Area Director/WBC Administrator
Karen Ortiz, Senior Fiscal Analyst
Joel Parriott, Supervisor
Monica Sailas, Grant Administrator

INTRODUCTIONS AND QUORUM

A quorum of members was present, and the meeting was called to order at 8:05 A.M. by WDB Chair, Amy Clement. All attendees were welcomed, and introductions were made.

APPROVAL OF MINUTES

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

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

MOTION CARRIED. The minutes of the January 11, 2024, meeting was approved with no corrections.

MEMBERSHIP/CHAIR AND VICE CHAIR

Amy announced that Juan Hernandez from Pipefitters Local 208 has been appointed by the Board of County Commissioners (BoCC) to take Mark Millers position.

The terms for the Chair and Vice Chair of the board will end in June and elections will be held at the May meeting. Any business board members interested in serving were instructed to contact Board Liaison, Yvonne Castillo by April 1st.

STRATEGIC PLAN

The Executive Committee met with consultant Johanna Gibbs on March 13th to develop the board strategic goals for the Local Plan incorporating the feedback from the board survey.

The Local Plan is due to the state by May 31st. Prior to submission it must be posted for public comment for 30 days. The Colorado Workforce Development Council (CWDC) will be posting all the Regional and Local plans on their website for public comments. To be posted on the internet it must follow accessibility guidelines to meet the Colorado law for People with Disabilities. We will work with the Adams County Communications department to format it accordingly. At the end of the public comment period, we will need to address all public comments prior to sending it to the state. A draft of the plan will be sent to all board members by April 1st for review. All recommended revisions from board members must be submitted by April 8th.

BYLAWS

Amy reported that the Executive Committee has completed a review of our Bylaws and agreed on the following changes. 1. Add language to allow the board to update the Local Area Plan to be in alignment with CDLE Policies; 2. Add language to make provisions to allow for the cancellation of meetings due to weather or other conditions beyond our control; and 3. Add language to allow the board to annually report to the designated authority of the BOCC. The Bylaws will be amended and sent to the BoCC for approval.

WORKFORCE DEVELOPMENT BOARD RECERTIFICATION

Amy reported that all local workforce development boards must be recertified by the state every two years. Yvonne is working on the required documents for the recertification and will submit the request for recertification to the state by the deadline on May 17th.

AMAZON FOOTPRINT IN ADAMS COUNTY

Jodie Kammerzell reported that she and Yvonne met with Sam Bailey, Manager of Economic Development Policy for Amazon on Feb 28th. Sam oversees seven states including Colorado. They are interested in partnering with the Adams County Workforce and Business Center and would like to have one of their HR Business Partners work with our staff to identify opportunities for collaboration.

They have also invited the board to tour their Thornton facility off 144th Avenue in Adams County which is their largest distribution center. Jodie proposed a tour in conjunction with the May board meeting. They have meeting space for our board meeting but would not be able to start our meeting until 8:30am. Everyone will need to meet at a designated location by 8:20am to go through security together. The proposal is to hold our board meeting from 8:30am to 9am and then take the tour from 9am-10:30am.

MOTION was made to adjust the May 9th board meeting to be held from 8:30am to 9am followed by a tour of the Thornton Amazon distribution facility.

MOTION CARRIED. The adjustment to the May 9th board meeting was approved for 8:30am to 9am followed by a tour of the Thornton Amazon distribution facility.

WBC DASHBOARD

Staff members Joel Parriott and Claudia Ells reported on the WIOA enrollments. There has been progress of enrollments for all grants, and we are currently working with the state to address some of the enrollment challenges we have had which other regions are facing as well. The Youth program has had a 22% increase in the past two months. Also, a new pre-screener has been hired and is learning eligibility requirements for all grants. The Adult and Dislocated Worker (DW) programs will be increasing caseloads for all Case Managers, and the Management Team is looking at expenditure costs per participant. We have requested a transfer of funds from the DW program to the Adult program. Some of the challenges in enrolling DW's include no major lay-offs in Adams County. Also we are now competing with other agencies who also have funding for training so potential customers are seeking training outside of the WBC.

Karen Ortiz provided an overview of the financial report. We are on track in the Adult, Wagner-Peyser, and ESF spending. The Youth program spending is low, but we anticipate an increase in spending now that enrollments have increased. We just received the ESF Supplemental on February 1st but we are on target for spending. We are also on target for spending the MSFW funding.

The meeting was adjourned at 8:40 A.M.