

Human Services Department  
Workforce and Business Center

[adco.gov/wbc](http://adco.gov/wbc)



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**WORKFORCE DEVELOPMENT BOARD**  
**MEETING MINUTES**  
September 14, 2023

**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  
Larry Caschette, Metal Craft Industries  
Amy Clement, United Power  
Robb Gallegos, MSU Family Literacy Center  
Lisa Hough, AC-REP  
Simone Mortenson, Division of Vocational Rehabilitation  
James Newby, CDLE  
Janet Renden, FutureForward at Bollman  
Mary Stevenson, Deltech Funaces

**BOARD MEMBERS ABSENT**

Mark Miller, Pipefitters Local 208  
Erika Rodriguez, Colorado Laborers and Contractors Education & Training Fund

**GUESTS**

Todd Nielsen, CUWA  
Britta Blodgett, CWDC

**STAFF MEMBERS**

Yvonne Castillo, WBC Coordinator/OSO  
Jodie Kammerzell, Local Area Director/WBC Administrator  
Greg McBoat, Senior Management Analyst  
Richard Munoz, Administrative Assistant  
Karen Ortiz, Senior Fiscal Grants Analyst  
Joel Parriott, Supervisor  
Meg Pickens, Contract Administrator  
Monica Sailas, Administrative Assistant

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BOARD OF COUNTY COMMISSIONERS

Eva J. Henry  
DISTRICT 1

Charles "Chaz" Tedesco  
DISTRICT 2

Emma Pinter  
DISTRICT 3

Steve J. O'Dorisio  
DISTRICT 4

Lynn E. Baca  
DISTRICT 5

### **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 May 11, 2023, meeting. There was one minor misspelling in the minutes to be corrected.

**MOTION** made to approve the May 11, 2023, meeting minutes with the one correction and was seconded.

**MOTION CARRIED.** The minutes of the May 11, 2023, meeting was approved with one correction.

### **BOARD MEMBER UPDATES AND EXECUTIVE COMMITTEE UPDATES**

Amy reported that Tricia Johnson from FRCC and Erika Manuel from Centura Health have resigned from the board. Tricia did identify her replacement and Board Liaison, Yvonne has been in contact with them. The replacement for Erika has yet to be identified. Tricia's departure has created a seat on the Executive Committee. Amy called for nominations to fill the seat. Dennis Atencio reported that he has been in contact with Janet Renden who has expressed interest in serving on the committee.

**MOTION** was made to appoint Janet Renden to the Executive Committee and was seconded.

**MOTION CARRIED.** Janet Renden was approved to serve on the Executive Committee.

### **SEPTEMBER WORKFORCE DEVELOPMENT MONTH**

Amy reported that the Board of County Commissioners proclaimed September as Workforce Development Month at the Public Hearing on September 9th. The proclamation is posted on the Workforce Development Board portion of the WBC website along with comments made by Vice Chair, Peter Brissette at the Public Hearing. Joel Parriott announced several other activities that are scheduled in celebration of the month including a cross-regional job fair.

### **WILDLY IMPORTANT GOAL PRESENTATION**

Staff members Meg Pickens, Monica Sailas, Richard Munoz, and Yvonne Castillo of the General Operations (GO) Team presented on their visual management board that was created to track their progress on the WBC Wildly Important Goal (WIG). The GO Team was awarded one of the three trophies that are presented to staff for their WIG boards that were judged by board members Amy and Lisa Hough.

### **ACTIVITIES REPORT**

Amy reported that all MOU's with our WIOA Mandatory Partners have been updated and fully executed. She also reported that the Executive Committee reviewed and approved the One-Stop Certification package and the Performance Incentive Funds/High Performing Board Application in August. These items were required to be submitted to the Colorado

Workforce Development Council (CWDC) and were completed prior to the deadline. We expect to hear back from the CWDC on these items within the next few months.

### **CDLE MONITORING**

Amy reported that the state monitoring of the WIOA programs will be from October 17<sup>th</sup> through the 27<sup>th</sup>. The state has become more stringent due to the Federal audits that have happened in Boulder and Pikes Peak. CDLE will complete the onsite portion of monitoring on October 17<sup>th</sup> and 18<sup>th</sup>. All WBC staff who need to be interviewed by the monitors will be onsite for those days. Last year's findings included the following:

- The WBC did not perform the required annual subrecipient oversight and monitoring of the One-Stop Operator as described in their Internal Monitoring Policy
- Five of the WBC policies and procedures identified as missing during the PY20 review have been created, however, have not been approved by the Board.
- There was no written agreement in place with partners performing grant award activities which clearly describes separation of duties and defines roles and responsibilities. Examples of such agreements would be between Adams County Workforce and Business Center and Adams County Budget and Finance Department (the Fiscal Agent) and a written agreement for annual monitoring of the One-Stop Operator.
- Quarterly accrual reports were not provided as required. Prior to January 2022 Adams County was on a monthly payroll cycle and they were able to capture all costs within the month.

All these items have been addressed from the last monitoring period.

### **HOUSE FY24 LABOR, HHS, EDUCATION APPROPRIATIONS BILL**

Amy reported on the Bill being proposed to eliminate the WIOA Youth Program, with the assumption that funding via Perkins CTE and YouthBuild will cover those investments and populations. By proposing to eliminate the WIOA Youth program, there is an absolute loss of services to the most vulnerable youth population. In addition, those additional WIOA services (career exploration, resume building, career counseling, navigation, etc.) are all gone. WIOA services are very important to these groups because they are not served by any other program with an employment focus. If we are going to transition those individuals from public assistance programs, they need training, education, and career services to connect with open positions and continue moving along a career pathway. It was also noted that there is no YouthBuild or Job Corps services being offered in Adams County. In response to the proposed House FY24 Labor, HHS, Education Appropriations Bill, Senate Appropriations Committee, the United States Workforce Associations, (USWA) has been working with the broader stakeholder group in DC to draft a "sign on" letter. There was discussion about the proposed Bill and to determine if the board agrees to be part of the

“sign on” letter. If approved, WDB Chair, Amy will sign and submit her information on behalf of the board.

**MOTION** was made to have the Adams County Workforce Development Board be part of the United States Workforce Association’s “sign on” letter to the Senate Appropriations Committee in response to the proposed House FY24 Labor, HHS, Education Appropriations Bill was seconded.

**MOTION CARRIED.** The Adams County Workforce Development Board agreed to be part of the United States Workforce Association’s “sign on” letter.

### **DASHBOARD**

Yvonne reported on the end of year enrollments for PY22. It was a challenging year as several programs were understaffed for most of the year and several senior case managers departed the WBC. Despite the challenges the Adult program staff met the enrollment goal at 92% and the Dislocated Worker program met the goal at 87%. Although there was a significant increase in enrollments in the last quarter, the Youth enrollments fell short of the goal. Staff served 116 youth and 475 adults and dislocated workers for PY22. Staff continue to develop several partnerships to increase youth enrollments and work on expanding our partnerships. The focus for the new program year is to increase our work-based learning enrollments.

Karen Ortiz provided the end of year fiscal report and all WIOA programs are expected to spend the required 70% threshold.

### **BOARD MEMBER UPDATES**

A few board members provided updates on activities from their businesses and organizations:

- Lisa Hough announced AC-REP is seeking nominations for the Game Changers award program and encouraged board members to submit nominations of individuals, organizations and programs. Yvonne will email more information to board members about this program and the website.
- Peter Brissett and Mary Stevenson reported they attended the WBC Skills Based Hiring workshop facilitated by WBC staff member Andy Horner. They highly recommended this workshop to board members.
- Moses Alvarez reported that the Colorado Contractors Association is now on the State Eligible Training Providers List which allows them to work with workforce centers and have training paid utilizing WIOA funding.

The meeting was adjourned at 9:08 a.m.