



**WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE  
MEETING MINUTES  
October 10, 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/One-Stop Operator  
Laura Garcia, General Accounting Manager  
Jodie Kammerzell, Local Area Director/WBC Administrator  
Manuel Perez, WBC Manager  
Monica Sailas, WBC Grant Administrator

**QUORUM**

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

**APPROVAL OF MINUTES**

Board members reviewed the minutes from August 8, 2024, meeting.

**MOTION** was made to approve the August 8, 2024, meeting minutes and was seconded.

**MOTION CARRIED.** The minutes of the August 8, 2024, meeting was approved with no corrections.

**COLORADO WORKFORCE DEVELOPMENT COUNCIL**

Peter announced that he has been asked to serve as the chair elect for the CWDC board for the next two years. This is an important connection for the WDB to tap into workforce development on a deeper level.

**ADULT EDUCATION AND FAMILY LITERACY ACT (AEFLA) GRANTS**

Janet reported that she reviewed one AEFLA application from Community Educational Outreach (CEO) for the Adams County area. This AEFLA grant was for organizations who

serve justice involved customers. CEO was the only provider in our area and was awarded the grant. CEO is already a mandatory partner with the WBC and has a current MOU in place.

### **SEPTEMBER WORKFORCE DEVELOPMENT MONTH PLANNING**

The committee reviewed the awards event held in September and brainstormed ideas for next year's event. It was suggested that the event be expanded to include a symposium or showcase, featuring a panel discussion and the invitation of congressional representatives and other VIPs. Lisa offered the support of AC-REP to manage the registration process. Peter recommended this be added to the agenda for the next full board meeting.

### **DASHBOARD**

Jodie provided an update on program enrollments. Adult and Adult WBL enrollments are slightly below expectations, and DW enrollments are also lower than anticipated. However, staff are now intensifying the screening of RESEA customers, who are automatically eligible for the program, in an effort to increase enrollments. The Youth program enrollments are ahead of where they were at this time last year. To boost WBL enrollments, all staff have completed training on the various WBL opportunities available to customers. Additionally, Youth program staff have been focused on building strong relationships with local school districts to drive in-school enrollments.

Jodie and Monica then presented the financial reports. Currently, the WIOA and Wagner-Peyser program budgets are underspent. There is also a significant carryover in the Youth program, and staff are exploring creative ways to spend down these funds. The Tech-P and IDEA grants have been successfully completed. Monica introduced a new quick-view report, offering a more streamlined way to review enrollments and financials, which committee members agreed was easier to navigate and analyze.

**MOTION** was made to adopt the new design of the enrollments and financial reports Dashboard.

**MOTION CARRIED.** The new Dashboard of enrollments and financial reports was approved.

The meeting was adjourned at 4:06 P.M.