



**WORKFORCE DEVELOPMENT BOARD MEETING
MINUTES**

November 1, 2015
Adams County Government Center
8:00am – 9:30am

WORKFORCE DEVELOPMENT BOARD (WDB) MEMBERS PRESENT:

Tricia Allen- Adams County Economic Development
Kendra Fernandez – FBD Strategies
Terry Kish – Colorado Contractors Association
Jose Pena - Colorado Laborers' & Contractors Education & Training Fund
Glenn Plagens – North Metro SBDC
Peter Pike – Colorado Disability Benefits Support Program (via conference call)
Janet Renden – Bollman Technical Education Center
Dirk Schmidt – Fix-It 24/7
Mary Beth Sharp – Aurora Chamber of Commerce
Andy Shaw – Tru Check, Inc.
Kyle Sickman – First Bank of Adams County
Lynn Vosler – Front Range Community College
Louise Wilson – Air Comm Corp

WDB MEMBERS ABSENT:

Kathy Kohl – Division of Vocational Rehabilitation
Elise Lowe-Vaughn – Colorado Department of Labor & Employment
Rachel Schmid – Baker Hughes

GUESTS:

Matt Cornett - CDLE
Herb Covey- Adams County Human Services
Chris Duran – Adams 14 School District
Judy Emery - CUWA
Kristin Sullivan – Adams County

STAFF MEMBERS PRESENT:

Laura Barribo
Yvonne Castillo
Claudia Ells
Jodie Kammerzell
Rita McGirr
Jason Mullins

Phillipp Noble
Joel Parriott

INTRODUCTIONS AND QUORUM

A quorum of members was present, and the meeting having been duly convened, was called to order at 8:09am, by WDB Chair, Mary Beth Sharp. All WDB members and guests were welcomed and introductions were made.

APPROVAL OF MINUTES

MOTION was made to approve the September 12, 2015 minutes and was seconded.

MOTION CARRIED. The minutes were approved.

EXECUTIVE TEAM RECAP

WBC Administrator, Phil Noble reported on the Executive Committee meeting of October 8, 2015 (a full copy of the meeting minutes were distributed to all WDB members via e-mail prior to this meeting). Phil reported on the Rocky Mountain Workforce Development conference which focused on partnerships. Attendees included representatives from DVR, Department of Corrections, Colorado Works, and adult education. Topics and discussions from the conference included:

- Unified Services

The conference also focused on the concept of one door or no door service which is a unified approach to providing services to everyone including TANF and EF customers. This will require all staff to be knowledgeable about all of our partners which will require training and mentoring.

- Roles & Responsibilities for WDB Members

WIOA requires board members to be more active and involved in strategic planning. It also requires that the WDB approve all policies and procedures. In order to comply with this the WDB Chair will now approve all new or revised policies and procedures.

- Regional Planning

There were discussions among the directors about what elements they consider to be local planning vs. regional planning and they have provided this feedback to the state and are awaiting a response. WIOA also requires regional board members to collaborate to develop the regional plan and it is unsure at this time how this will be accomplished.

MEMBERSHIP CHANGES

Phil Noble announced that Adams County is now using the computer program Granicus to manage all county boards and commissions. This new system will automatically send notices to board members prior to their term expiring. We currently have eight members who will expire in January. This system will also retain information and eliminate the need to re-enter data.

WDB Chair, Mary Beth Sharp, announced that after serving 17 years on the WDB she will be retiring in January which coincides with her WBC membership term expiration.

Normal succession is that the WDB Vice Chair moves into the Chair position for two meetings and then a permanent Chair person must be voted in.

Phil is working with the Executive Committee to ensure the WDB is in compliance with the WIOA membership requirements.

YOUTH SUBCOMMITTEE

WBC Manager, Jodie Kammerzell reported that the Youth Vendor list was approved by the WDB and thanks board members for their responses. The Youth Subcommittee will be meeting after the regularly scheduled WDB meetings with the first one being in January.

BOARD MEMBER ROLES & RESPONSIBILITIES

Phil presented a on the Board Members Roles & Responsibilities that are required under WIOA. During this presentation there were two topics that arose that will become agenda items for the Executive Committee:

- Career pathways and the role of the workforce center
- The role of non-profits vs. private business on the WDB

Due to time constraints this presentation was not completed and will be continued at the next WDB meeting.

SUMMATION AND ADJOURNMENT

Mary Beth invited any private sector board member interested in volunteering for the Chair or Vice Chair position to notify her. She then called for a motion for the Chair and Vice Chair positions to be voted upon in January.

MOTION was made for Chair and Vice Chair positions to be voted on in January

MOTION CARRIED. The WDB will vote in January

Mary Beth thanked everyone for their attendance

MOTION was made to adjourn the meeting

MOTION CARRIED. The meeting was adjourned at 9:28 a.m.

Minutes submitted by: Yvonne R Castillo
Yvonne Castillo/Lead Worker Special Projects

Approved by: Phillipp Noble
Phillipp Noble/ Administrator-ACWBC