



**WORKFORCE DEVELOPMENT BOARD MEETING
MINUTES**

January 14, 2016
Adams County Government Center
8:00am – 9:30am

WORKFORCE DEVELOPMENT BOARD (WDB) MEMBERS PRESENT:

Tricia Allen- Adams County Economic Development
Kendra Fernandez – FBD Strategies
Barbara McBride for Elise Lowe-Vaughn – Colorado Department of Labor & Employment
Jose Pena - Colorado Laborers' & Contractors Education & Training Fund
Peter Pike – Colorado Disability Benefits Support Program (via conference call)
Glenn Plagens – North Metro SBDC
Rachel Schmid – Baker Hughes
Dirk Schmidt – Fix-It 24/7
Mary Beth Sharp – Aurora Chamber of Commerce
Andy Shaw – Tru Check, Inc.
Tom Tuttle – Pipefitters Local 208
Lynn Vosler – Front Range Community College
Louise Wilson – Air Comm Corp

WDB MEMBERS ABSENT:

Terry Kish – Colorado Contractors Association
Janet Renden – Bollman Technical Education Center
Kyle Sickman – First Bank of Adams County
Michael Williams - International Union of Painters and Allied Trades

GUESTS:

Matt Cornett - CDLE
Herb Covey- Adams County Human Services
Chris Duran – Adams 14 School District
Judy Emery - CUWA
Natalie Landau – Children's Hospital Colorado

STAFF MEMBERS PRESENT:

Laura Barribo
Yvonne Castillo
Claudia Ells
Jodie Kammerzell
Rita McGirr
Phillipp Noble

INTRODUCTIONS AND QUORUM

A quorum of members was present, and the meeting having been duly convened, was called to order at 8:04am, 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 November 12, 2015 minutes and was seconded.

MOTION CARRIED. The minutes were approved.

EXECUTIVE TEAM RECAP

WDB Vice Chair, Tricia Allen reported on the Executive Committee meeting of January 12, 2016. The committee discussed the WDB membership and Phil announced a new member coming on board from US Engineering. The committee also discussed revising the WDB Mission and Vision statements. The recommended change to the Mission statement is to add the following to the beginning of the existing statement:

To connect a world class workforce ...

Phil recommended that the recommended changes be sent to the WDB electronically with an opportunity to provide comments then to be approved at the next Executive Committee.

Tricia then provided an update on the WDB membership. The county is still trying to solve the issues with the new electronic system for county board applications. There are several members who are in the process of renewing their membership and we currently have full representation. There are two members who will be applying who are Natalie Landau from Children's Hospital and Dennis Hazlett from U.S. Engineering.

YOUTH SUBCOMMITTEE REPORT

WBC Manager, Jodie Kammerzell gave the Youth Subcommittee Report. The subcommittee will meet after each board meeting and their first official meeting will take place following this meeting. The focus of the subcommittee will be to review the current vendor list, look at the renewal process for vendors and how to evaluate them. They will also assist with the Youth Job Fair that will be combined with the Broomfield Workforce Center for the first time. The subcommittee will also be reviewing the county procurement process to ensure we are in compliance with the county and WIOA.

BOARD MEMBER ROLES & RESPONSIBILITIES

Phil continued the presentation from the previous WDB meeting on the Board Members Roles & Responsibilities that are required under WIOA.

PROPOSAL

Phil explained the current responsibilities of the WDB under WIOA which requires the board to develop the budget as well as complete other administrative functions as they relate to the implementation of WIOA. Phil proposed the WDB adopt the following statement

The Adams County Workforce Development Board on January 14th, 2016, does hereby assign administrative execution of the WIOA designated roles and responsibilities to the Administrator /

Director of Adams County Workforce & Business Center and his/her staff. Strategic direction and decision making for those roles and responsibilities are retained by Workforce Development Board.

This statement will not negate the authority or responsibility of the board, but will allow the staff to continue implement the program with oversight from the board.

Several board members requested further training regarding their role and responsibilities as WDB members.

MOTION was made to approve proposal with further training for WDB to be developed

MOTION CARRIED. The following statement was adopted: *The Adams County Workforce Development Board on January 14th, 2016, does hereby assign administrative execution of the WIOA designated roles and responsibilities to the Administrator / Director of Adams County Workforce & Business Center and his/her staff. Strategic direction and decision making for those roles and responsibilities are retained by Workforce Development Board.*

RECOGNITION

Phil recognized Taylor Merritt for serving on the WDB for the past seven years.

Mary Beth Sharp was also recognized for her 17 years of service on the WDB and was presented with a plaque.

SUMMATION AND ADJOURMENT

MOTION was made to adjourn the meeting

MOTION CARRIED. The meeting was adjourned at 9:30 a.m.

Minutes submitted by:

Yvonne Castillo/Lead Worker Special Projects



Approved by:

Phillipp Noble/ Administrator-ACWBC

