



**WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING MINUTES  
October 14, 2021**

**EXECUTIVE COMMITTEE MEMBERS PRESENT**

Peter Brissette - DMD Consulting  
Amy Clement – United Power  
Londell Jackson – IECRM  
Mike Williams – International Union of Painters

**ABSENT**

Dennis Atencio – Apex

**STAFF MEMBERS**

Jodie Kammerzell – Local Area Director/WBC Administrator  
Meg Pickens – Contract Administrator  
Greg McBoat – Administrative Analyst  
Monica Sailas – WBC Administrative Assistant

**INTRODUCTIONS AND QUORUM**

A quorum of members was present, and the meeting was called to order by WDB Chair Amy Clement at 3:02 pm.

**APPROVAL OF MINUTES**

Executive Committee members reviewed the minutes from the August 12, 2021, meeting.

**MOTION** made to approve the August 12, 2021, meeting minutes and was seconded

**MOTION CARRIED.** The minutes of the August 12, 2021 were approved with no corrections.

**INNOVATION RFP**

Jodie introduced Meg Pickens who has been with the WBC for three years and has been in her current role as Contract Administrator since June 2021. Meg is also serving as the Contract Coordinator for the Innovation Grant until the position is filled.

Meg reported that the Innovation Grant is to invest Federal Grant money in programs that are supporting trainings for under employed and unemployed. The focus is supporting Work Based Learning, skills development, training completion and quality job placement, supporting small business facing hardships, and talent development. The following entities are eligible to apply: public and private sector employers, employer organizations and associations; apprenticeship sponsors; community-based organizations; Colorado workforce centers; and formalized Sector Partnerships recognized by the Colorado Workforce Development Council. The RFP was published on 10/7/21, questions are due to purchasing by 10/18/21 and the RFP closes on 10/29/21. Meg is convening a review panel to look over the proposals. She requested Executive Committee members who will not

be applying for the grant to volunteer to be part of the review panel. It is anticipated that panel members will need to devote 4-5 hours of their time. Amy and Peter volunteered for the panel.

### **WDB BYLAWS**

The Executive Committee completed the annual review of the Bylaws. On page 1, section 1.1 Regional plans: "local board and BOCC must review the regional plans every two years and submit modifications for significant changes." It was suggested to change the wording to "as required" instead of every two years since CDLE required the regional plan to be updated this year and it had not been two years. After discussion it was agreed to send them to the county attorney for input on the wording. It was decided to postpone a vote until we get input from the county attorney.

Jodie will keep the Executive Committee informed of the recommendation from the County Attorney and voting will be conducted via email prior to the next Executive Committee meeting.

### **PROGRAM/EO/FISCAL MONITORING UPDATE**

Jodie reported on the monitoring. The WBC has not received the final report, but we have been told that things look good with program and EO portions. There are several Fiscal questions that have been raised that have not been resolved yet.

We thought we were on track with our spending and reported such to the WDB, but the Fiscal Monitors are stating that we are underspent in Wagner-Peyer and WIOA Youth funds in work experiences. The spending thresholds for Wagner-Peyser was 55% and for Youth was 20% and staff were unaware that we were underspent. County Fiscal staff are researching these issues and we are hoping to find the areas that were not accounted for. The deadline for response is 10/22/21.

Jodie let the Executive Committee know that unrelated to this monitoring, the Senior Fiscal Grants Analyst has resigned and as a result, we still do not have updated fiscal reports for the board. By the November meeting we will have a fiscal report to show where we ended PY 20 and where we are at for PY 21. This position had to be reposted because we only received three applicants of which only one seemed to be a good fit. It was also posted on the Colorado Non-Profit Association website this time around. This position does require someone who has foundational knowledge of Federal and State grants.

Executive Committee members discussed the monitoring findings and Jodie reported that it is unknown at this time what the impact these findings will have on the WBC as we have always met the spending thresholds. She also reported that the county fiscal staff are connecting with fiscal staff from other counties and two workforce centers have offered to assist us.

### **WORKFORCE DEVELOPMENT MONTH**

Jodie reported even though the building was closed several days prior to the event due to water issue we were able to open the day of our open house. There was a great turn out with lots of board members, community partners, and businesses throughout the community. WOW also had a successful open house the same day.

### **FISCAL ANALYSIS (Dashboard)**

A copy of the current Dashboard was sent to Executive Committee members prior to the meeting and Greg McBoat provided an overview to the Executive Committee.

The staff Wildly Important Goal (WIG) is to increase Best Practices from 80 to 88 which is a 10% increase from last year.

Jodie reported that we have enrolled over 270 for the RecoverCO grant but have only spent 32% and this grant needs to be spent out by 12/31/21. Jodie also stated that we are at 40% of the goal for CoResponds grant which also needs to be spent out by 12/31/21. A request has been made to US DOL to extend the grant.

Greg reported that since the Spring of last year we have seen a steady decline in unemployment. The Adams county rate (not seasonally adjusted) is at 6.2%, which is 10% lower than previous month and 22% lower than the previous time last year. We are seeing an upward trend of people coming back to the labor force. Londell stated that minimum wage is \$15 per hour but the research through the county says a livable wage is \$19 per hour. Jodie added that the issue is multifaceted, because things have changed for people. People are not willing to work multiple jobs.

### **MISCELLANEOUS**

Jodie mentioned the next meeting is scheduled on 11/11 which is Veteran's Day. The Committee decided to move meeting forward to 11/4.

### **SUMMATION AND ADJOURNMENT**

The meeting was adjourned at 4:04PM.