WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING
MINUTES
August 22, 2016
3:00-4:00 p.m.

PARTICIPANTS
Tricia Allen – Adams County Economic Development
Terry Kish – Colorado Contractors
Vince Lopez – State of Colo. Division of Youth Corrections
Peter Pike - Colorado Disablity Benefits Support Program
Dirk Schmidt – Fix-It 24/7
Louise Wilson - Air Comm Corporation

STAFF MEMBERS
Phillip Noble – WBC Director
Yvonne Castillo

1-Stop Procurement Process
WBC Director, Phil Noble reported that we have received direction from the Department or Labor that at a minimum 1-stop services that must be procured are maintenance and coordination of services of our partners. After discussion of two possible models the Executive Committee agreed on a model that would contract an outside consultant or entity to execute this task. The cost of procuring these services outside the county structure would cost from $5,000 to $10,000, but will simplify the process.

MOTION to propose to the full Workforce Development Board (WDB) to procure an outside consultant or entity to maintain and coordinate partner services was moved and seconded.
MOTION CARRIED. The 1-stop operator model outside the county structure will be presented to the WDB at the next full board meeting for final approval.

WBC Reorganization
With the expected growth of Adams County in the next 10 years, it is important that the WBC have more business connections. With the budget reductions we are looking at reducing staff, but increasing our Business Development team. Phil has been looking at organizational charts from other workforce centers and has found a good example that utilizes volunteers to manage the front resource room. The reorganization will need to be approved by the Board of County Commissioners. Phil requested approval of the Executive Committee to propose to the WDB to begin looking at a reorganization of staff. Terry Kish requested that a member of the WDB participate in this process.

Career Pathways Sub-Committee
Members for this sub-committee have been identified and will be presented at the next full WDB meeting.

WDB On-boarding Process
Phil requested input from the Executive Committee to improve the on-boarding process for new board members. The next WDB meeting will include an exercise to identify what should be included in this process.

The meeting was adjourned at 3:59pm

Minutes submitted by: ___ _____
Yvonne Castillo/Lead Worker Special Projects

Approved by: _____
Phil Noble/Administrator – Director ACWBC