



**WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING MINUTES**

April 9, 2020

**EXECUTIVE COMMITTEE MEMBERS PRESENT**

Dennis Atencio – Apex  
Amy Clement – United Power  
Londell Jackson - IECRM  
Cathy Pellish – Front Range Community College  
Mike Williams – International Union of Painters

**STAFF MEMBERS**

Jodie Kammerzell – Local Area Director/WBC Administrator  
Yvonne Castillo – WBC Coordinator

**INTRODUCTIONS AND QUORUM**

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

**Remote Services Update**

WBC Director, Jodie Kammerzell provided a report to the Executive Committee regarding the remote services being provided and the work status of the staff members of the Workforce & Business Center (WBC). On March 12<sup>th</sup> all Adams County Buildings were closed out of abundance of caution due to COVID-19 and staff were instructed to leave the building. The Management Team quickly developed an emergency remote workplan and the workforce center was fully functional providing remote services within a week of the shut-down. Staff were helping customers apply for unemployment, created one-on-one phone orientations, were conducting virtual meetings with employers and providing virtual case management services. Adams County has a high population of English language learners and bilingual staff were able to serve as proxies to help this population with unemployment applications. Jodie also reported that the WBC has had to revise several policies to allow them to continue to run the WIOA program during this time and Amy has viewed and signed all policies.

**Dashboard Fiscal Report**

Yvonne Castillo, WBC Coordinator provided a report on the Dashboard reviewing the budget and expenditures, progress on the program goals, and an update on the Business Services outreach efforts. Jodie reported that there have been some concessions with Work Based Learning grant due to COVID-19. This grant ends June 30<sup>th</sup> and the Management Team and staff are working to find allowable ways to expend those funds. There are some concerns about the WIOA Adult program funds and the amount the state allows for carry over and we are working with the state on waivers to allow a higher percentage carry over.

### **Unemployment Insurance (UI) Data Update**

Greg McBoat, WBC Administrative Analyst provided an update on UI data. He reported that in general it is difficult to obtain data from the State Unemployment (UI) office. Workforce center directors have been trying to obtain more data, but UI are presently extremely busy and unable to meet the request. Greg did report that over the past year the unemployment rate in Adams County has been slowly rising. The preliminary effects of COVID-19 shows a 650% increase in the number of people who have applied for unemployment during the week ending March 21<sup>st</sup> and those figures are expected to continue to rise. At this time, it is too early to determine how the pandemic will affect the economy in Adams County or the state. Greg will continue to look at various data streams to try to obtain more information on the characteristics of those filing for UI including industries and job titles to keep the WDB informed. Unfortunately, it is too soon to forecast the impact on our economy.

### **Onward Colorado**

This is a new website that compiles resources for individuals in need of essential life resources, cash assistance, childcare, employment, and other services. The website scrapes from other websites such as 211, Connecting Colorado and My Colorado Journey. It is designed to connect employers and job seekers and connect people to resources.

### **Adams County Response & Recovery Team**

Adams County Government has launched seven Response & Recovery teams to address the needs in the community in response to COVID-19. The WBC has been asked to participate in the Business Support team and the Unemployed and Future of Work team. After discussion the Executive Committee agreed to send information about the teams to all WDB members to determine if there is interest in participating in a team.

### **Recommended Congressional Actions**

The WBC along with all Colorado Workforce Centers, CDLE, and CWDC have been asked to send letters to Congress asking for assistance with funding. This is a coordinated effort and all letters are the same so the message is consistent. The Committee agreed to send this request to the full board.

**MOTION** was made to send Recommended Congressional Actions information to the full board for final decision.

Motion seconded.

**MOTION PASSED**

### **One-Stop Certification**

The Executive Committee was informed that the WBC must renew their One-Stop Certification. The selection of the One-Stop Operator is not required until 2021, however, the Adams County WDB works closely with another workforce development board who has decided to go through the selection process this year. This selection must follow the County procurement process. It was recommended that Adams County also go through the One-Stop Operator selection process this year.

**MOTION** made to have the Adams County Workforce Development Board go through the One-Stop Operator selection this year (2020)

Motion seconded.

**MOTION PASSED**

**Other Business**

The WBC staff are working on logistics for the May WDB meeting and will keep members informed in the event that in-person meetings are not permitted.

**Adjournment**

The meeting was adjourned at 3:51pm by Amy Clement.

**Next meeting:** June 11, 2020 – 3pm to 4:00pm