



**WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING MINUTES
October 8, 2020**

EXECUTIVE COMMITTEE MEMBERS PRESENT

Dennis Atencio – Apex
Amy Clement – United Power
Cathy Pellish – Front Range Community College

ABSENT

Londell Jackson - IECRM
Mike Williams – International Union of Painters

STAFF MEMBERS

Jodie Kammerzell – Local Area Director/WBC Administrator
Yvonne Castillo – WBC Coordinator
Greg McBoat – Administrative Analyst

INTRODUCTIONS AND QUORUM

A quorum of members was present, and the meeting was called to order by WDB Chair Amy Clement.

APPROVAL OF MINUTES

Executive Committee members reviewed the minutes from the August 13, 2020 meeting.

MOTION made to approve the August 13, 2020 meeting minutes and seconded.

MOTION CARRIED. The minutes were approved with no corrections.

NEW BOARD MEMBERS

The BoCC has appointed Mark Miller from Local Pipefitters 208 and Maureen Rudy from Metro State University/AEFLA Partner to the Adams County Workforce Development Board.

BOARD MEMBER RENEWALS

There are several board members whose term will be expiring in January 2021. These board members will be asked to renew their membership on the WDB.

Cathy Pellish announced that she will be retiring from FRCC and the end of January. FRCC wants to continue to hold a seat on the WDB and she is working to ensure a smooth transition.

HEROES ACT LETTER

The Executive Committee reviewed the letter that was sent in support of changes to the Heroes Act.

WEBSITE UPDATE

Jodie reported the WBC is working with the Adams County Communications department to upgrade the website to be ADA compliant and should be completed by the end of the year.

PROGRAM AND FISCAL AUDIT

Staff are preparing for the State program and fiscal audit. Jodie acknowledged Gabriele Zobel, Senior Fiscal Grants Analyst for her work to prepare for the audit.

SENIOR FISCAL GRANTS ANALYST

Jodie announced that Gabriele Zobel will be retiring December 31, 2020. The position has been posted since August, but no qualified candidates have been identified. Per approval of Human Resources and agreement with Gabriele she will extend her retirement date through the first part of 2021 to train the new analyst once hired.

WORK BASED LEARNING PLAN

Greg McBoat, Administrative Analyst presented a potential work based learning structure and marketing plan to the Executive Committee. The committee was encouraged to contact Greg with questions.

FISCAL ANALYSIS (Dashboard)

The Executive Committee reviewed the Dashboard and provided recommendations to improve the report.

MISCELLANEOUS

During the Migrant Seasonal Farm Worker audit earlier this year, the WBC was cited. The law does require the WBC to have a full-service office in Brighton and the area of the Government Center where the WBC was relocated was found to be out of compliance for providing adequate confidentiality and inadequate display of required bulletins posted. The county has found a new location for the Brighton WBC office and we will be moving in and opening on November 2, 2020.

SUMMATION AND ADJOURNMENT

The meeting was adjourned at 3:57PM.