



Workforce Investment Board

MEETING MINUTES

Thursday, February 7, 2008

MEMBERS AND GUESTS PRESENT:

Pamela Bakeman, Steve Boand (Marsha Meyer-Representative Present) John Fleck, Greg Ryan, Kevin Hougen, Joyce Johnson, Don Klemme, Gail Malveaux, Lynn Myers, Commissioner Pat Noonan, Pat Pierson, Scott Robb, Anne Robinson, Skip Schlenk, Danny Sisneros, Bill Skidmore, Fannie Stokes, Cheryl Ternes,

MEMBERS WITH EXCUSED ABSENCES:

Sue Carparelli, Judith Emery, Linda Murphy, Matt Smith

MEMBERS ABSENT:

Dr. Linda Bowman, Lynn Dawson, Steve DelCastillo, Mary Clair Friesema-Tucker, Bert Glandon, Jack Hilbert, Alvin Knoblock, John Osborn, Greg Rossman, Judy Taylor, Frank Weddig,

STAFF PRESENT:

Margo Alvillar, Joseph Barela, Dawn Garcia, Dawn Gardner, Kelly Folks, Thomas Gonzales, Patrick Holwell, Najwa Jad, Darcy Kennedy, Don Klemme, Yanet Ocampo, Marie Valenzuela



APPROVAL OF MAY MINUTES/ANNOUNCEMENTS: *(Kevin Hougen, WIB Chair)*

- Minutes distributed to all. A change will be made to add Skip Schlenk to the minutes as she was present. A motion to approve minutes with noted change given by Booker Graves and was seconded by William Skidmore.
- Dawn Garcia was recognized for all of her diligent hard work with Arapahoe/Douglas Works! Dawn Garcia will be leaving ADW! effective February 20th to pursue new ventures with the low income child care division with the State Human Services.

FISCAL FINANCIALS UPDATE: *(Darcy Kennedy, Division Manager for Community Resources)*

- Fiscal Quarterly Dashboard thru December 31, 2007 provided. A recent rescission was signed by the President for a \$250 million dollar take back. The effect on Colorado will be around \$9 million and the affect to A/D Works! Could be \$1.9 million dollars. The PY06 funds (in orange) are the funds that we are in danger of losing due to the rescission. We will receive more information in the near future regarding the exact dollar amount we are in danger of losing.
- Summer Job Hunt funds - \$33,000 currently working with. The upcoming Youth Job Fair will be paid using these funds. CDLE has scheduled their Fiscal Monitoring in April 2008.

DIVISION MANAGER'S REPORT/WIRED UPDATE: *(Joseph Barela, Division Manager)*

- A 2006 Stakeholders Report was distributed – It is an annual overview about continuous improvement, CPEX and accountability efforts in the previous year.
- The Workforce Centers have been busy this new year. Are volume of traffic in the Littleton and Castle Rock WFCs has significantly increased. In the Aurora WFC we continue to see on average of about 300 – 400 people through our doors per day.
- PY07 (July 1, 2007 – June 30, 2008): Common Measures which are in effect this performance cycle. ADW! is meeting all but one measure at the 100% or greater performance level. The exception is above the 85% performance level (Adult Entered Employment).

- The RATE Program for CW participants at ADW! has placed over 108 participants into employment since October 1, 2007. Full time placements are at an average wage of \$10.008/hr.
- The Employment First Program has increased their Enhance Funding amount for the 2nd quarter of this program year to \$41,500. ADW! earned \$31,653.00 in the 1st Quarter.
- 50+ & Fabulous/Mature Worker Resource Center Job Fair is Wednesday, February 12th. We are expecting 25 employers to be on site.
- Our Adult set-aside request was approved by CDLE to keep the Mature Worker Center operation through June 30, 2009.
- WIRED Update: Arapahoe/Douglas Works! Was notified that we were awarded a WIRED grant to train Technicians for the Aerospace/Bioscience and It industries in collaboration with ACC and DCSD. We are in budget request negotiations with WIRED and will discuss in detail for board consideration later in a meeting to follow.
- The RMWDA Conference being sponsored by ADW! will be held May 21 – 23, 2008 Vail, CO. If you are interested in attending please let Margo Alvillar or myself know.
- Kevin Hougén, Don Klemme, Commissioner Noonan and myself will be attending the NAWB conference in Washington D.C. on behalf of the ADW! WIB.
- Fatherhood Initiative
- CSE Project
- The Rapid Response team is working on two layoff notices received.
 - Adams Aircraft Dislocation (@ 300) - Aviation Technicians Relocation /Hiring Event
 - Aurora Loan Services Dislocation (@ 600)

A/D WORKS! RELOCATION UPDATE/TIMELINE: *(Mike Noon, Commercial Real Estate Services)*

- In June 2007 when the relocation search effort began Mike Noon initially provided a list of 21 buildings to review for new office space. Many criteria were set forth and 11 of the sites were eliminated due to price points, parking concerns, location, etc.
- A large concern of Joe Barela's was the need for the space to be easily accessible for ADW! Staff and the clients served.
- On July 23rd a tour was given of 10 properties. 6 of those properties were eliminated using additional provisions.
- On August 1st notes were presented with the final four choices.
- On August 23rd it was narrowed down to the final three choices for the relocation. The final strategy was to go over the final choices, present the plan to the commissioners for approval and to negotiate terms. (Revere Building) – Increased price after the initial quote was given. (DTC Parkway) – Space concerns – two levels. (CoBank Building) – Very competitive proposal.
- Final Choice was given to the CoBank Building on 5500 South Quebec, #175. The lease was officially signed on December 28, 2007. This lease includes many amenities including a private entrance for A/D Works!, build out is turn key, parking ratio of 5 per 1000, \$19.07 square foot gross amount which means we will not be paying as much for the new space as we have been paying here at CentrePoint and will not be close to paying that amount until the 6th or 7th year of our lease. The location is ideal being in the heart of the DTC as it is easily accessible for public transportation and is close to the light rail. The space also boasts a cafeteria and large meeting atrium space for various meetings, outside signage and IT department gave this building the #1 choice in terms of IT requirements needed. 20,000 square feet at CentrePoint and 8,000 at Arapahoe Plaza. Our new space will be 30,000 square feet.
- Once the move is complete, we will host a ribbon cutting ceremony and will invite board members as well as various chambers throughout the community.

2008 WHITE PAPER PRESENTATION: *(Patrick Holwell, Program Coordinator/Org Development)*

- Presentation available at www.adworks.org

ACTION ITEMS: *(Kevin Hougén, WIB Chair)*

- Nomination of Pat Pierson for Vice Chair of the Board – Motion to nominate given by Pat Noonan and seconded by Booker Graves.
- 2008 Joint WIB Meeting with Jefferson County Workforce Board – We anticipate holding a joint summer WIB meeting but a location has not yet been determined. The United Launch facility was a suggestion given for the meeting location. More information will be provided in the future.
- 2008 A/D Works! Program Policy Review/Update/Approval – After careful review of the ADW! Policies and procedures it was determined that many of the policies were not current. It was determined that a review/edit would be given to each policy annually with the next review deadline being given for December 2008.
- Due to the rescission we determined many of this years' edits would include:
 - Supportive Services (SS) – Lowered caps on almost all supportive service categories and instituted an overall cap on SS per program enrollment. Caps were also lowered on Youth incentive payments and removed “liability” based expenditures.
 - Individual Training Accounts – Language modifications regarding caps per program enrollment including revisions to tie into the targeted industries and removed language that permitted exceeding established caps.
 - Work Experience – Tightened language regarding expectations.
 - WIA Case File Organization – Established stricter standards for case manager files and set deadlines.
 - Internal and Sub-Recipient Monitoring – Added a new position and set schedule for annual review.
 - Supportive Services during Follow-Up – Reviewed and modified assistance provided to retain employment.

ACT WORKKEYS PROFILING UPDATE: *(Thomas Gonzales, Business Services @ ADW!)*

- ADW! Is hoping to be apart of the pilot program for the Colorado Work Readiness Certificate. We will be partnering with Denver and Jefferson County as we are all in the Denver Metro Area. The proposal was submitted on February 4, 2008. The proposal set \$50,000 as the budget for this project. Denver will serve as the fiscal agent but all three agencies will track their staff time in order to consolidate information and give feedback about how much it cost to implement this program.
- Some of the benefits for this program include collaboration, making recommendations for the future needs and expectations, a unified effort to market will save money collectively.
- By the end of the 2nd quarter the hope is to have 6-10 businesses that are utilizing the CO Work Readiness Certificate.
- The focus is qualifying those that have the aptitude for certain professions. It streamlines the hiring process and if done correctly this will be a very useful tool for businesses to use when looking for qualified candidates for vacant positions.
- The goal is to help lessen training and turnover costs by using this valuable tool. That focus can be shifted to implement talent development for current employees to increase job skill aptitude.
- This certificate is not meant to take the place of a degree or diploma but is meant to serve as an additional tool.

YOUTH COUNCIL UPDATE: *(Kelly Folks, WIA Manager)*

- Suspended until the March meeting.

NEXT BOARD MEETING:

Thursday, March 6, 2008, 9:30-11:00am
Arapahoe/Douglas Works CentrePoint Plaza – Bennett Room
14980 E. Alameda Drive, #038, Aurora, CO 80012
Questions: Margo Alvillar
Phone: 303-636-1276 Email: malvillar@co.arapahoe.co.us