

## Minutes

### Workforce Investment Board Meeting

Thursday – April 2, 2015 • 9:30 - 11:00 a.m.

Arapahoe Board Room 6954 S Lima Street, Centennial, CO 80112

#### FIRST RELEASE

##### In Attendance

###### Members

Evan Abbott, Kevin Hougen, Andrew Bercich, Susan Rogers, Hillary Prag, Jennifer Carleton, Dr. Diana Doyle, John Fleck, Jason Wardrip, Kynn timer, Caren Swales, Barbara Lindsay, Andrea Amonick, Chase Dinkler, Fannie Stokes, Kimberly Ardo-Eisenbeis, Matt Cohrs, *Ashley Eagan, Mame Fuhrman, Nancy Jackson, Cathy Kohl, Sioban Moore, Scott Van Ramshorst, Che Yi, Betsy Oudenhoven, Tony Smith, Sandra Wagner*

###### Guests

*Margaret Kirkpatrick, Elizabeth Shupe*

###### Staff

Joe Barela, Kelly Folks, Judy Emery, Darcy Kennedy, Najwa Khalaf, Sasha Easton, Ron Perea, Patrick Holwell, Tanya Muniz, Alisha Romero, Yanet Ocampo, Dawn Gardner, *Don Klemme*

###### Excused

*Mary Riebe, William Dowling, Mimi Leonard, Judy Taylor, Ashley Walker*

###### Absent

Chad Argentar, Steve Barone, Jennifer Bellmire, Sherry Boyce-White, Kelly Brown, Lynn Myers, Elias Cobb, Matthew McKeever, Becky Nelson, Chaer Robert, Nancy Sharpe, Corri Spiegel, Stephanie Steffens, Cheryl Ternes, Jackie Tischler, Ben Van Dorn, Andrew Watson, Yvette Yeon, Tim Ryan, Drew Kerin

#### 9:30 a.m. **Welcome/Call to Order**

Andrew Bercich, [WIB Chair, Comcast](#)

Andrew: Attend Workforce Boards Forum and had a fantastic time. We learned quite a bit.

#### **WIB Member Announcements**

Susan Rogers, [WIB Vice Chair, thresholdHR](#)

Jennifer: Kelly Services was named 2 of best staffing 2015. Given an award for the women's national business council.

Diana: Received a couple of grants to increase child center. Excited to expand.

Kimberly: Several opportunities for CDL drivers and warehouse workers.

Kynn timer: Recognized for 40 under 40 here and nominated nationally.

John: Thank Kelly and staff for people received/referred. One participant in the apprenticeship is from ADW!

Diana: Received grant funding for adult and literacy department. Currently working with five community partners, to provide a healthcare bridge program. It will be a 10 week session.

Kevin: Meeting after this for Veteran's Taskforce.

Fannie: A boy scout troop had their trailer stolen, so we have been helping them out. We donated \$5,000 towards this cause, and have had others assist with the cause. Currently we are accepting donations for the cause. Lastly, if you have kids and grandkids who believe in the Easter Bunny, bring them by Bass ProShops to have their picture taken for free. There is also an Easter Egg Hunt after 6:00 p.m. for free.

Don: Was an attendee for a conference this last weekend. ADW! is far advanced in comparison to other Workforce Boards in the country. A big credit to staff who helped. Two commissioners are present for our meeting today.

Dave: I am a Douglas County Commissioner. This is a great interest to me, so I look forward to these meetings and working with you.

Nancy: Will talk about the conference when we get to that part of the meeting.

Joe: Doing meaningful and important things in DC. Happy to be home in Denver though. I wanted to announce that we have the Aurora Woman of the Year; Commissioner Nancy Jackson here today.

Andrea: City of Aurora will be hosting Boots to Business with our Veterans.

Ashley: Charles Schwab is forecasting about 4,200 hires, specifically in Colorado. Largest private sector in DC.

Pickens Tech: Open House on April 9<sup>th</sup> and Employer Fair on April 29<sup>th</sup>.

Community College of Aurora: Career Expo on April 22<sup>nd</sup>. Any employers who are interested, please see me. Special component with Veteran's Connection. There will be a reception following the Career Expo as well. Further information can be located on the website.

Andrew: ADW! Workforce Board won the Award of Excellence at NAWB (a National Association that represents Boards in DC). We have a staff and board that are so heavily committed that we are probably as well positioned for this new law. Credit to Joe, Kelly and the rest of the staff for this recognition! Other areas are looking to ADW! for assistance. Beyond winning the award, there was a fantastic amount of activity throughout the five

days. We learned about implementation, what it looks like, sector partnership discussions, opportunity works taskforce, youth population.

Susan: I gained a greater understanding of the mission. I learned so much. This was like a WIB of the Year award, not just an excellence award. Thank you so much to the staff for all you do, to get us to where we are!

9:40 a.m. **County Updates**

Arapahoe Commissioner Jackson  
Douglas Commissioner Weaver

Commissioner Jackson: We have gone from WIA to WIOA, so a lot of the sessions there focused on innovation and opportunity. It fit us to a tee. It gives us more room to find opportunities for folks. Helping them move through to become self-sustaining if they are stuck. Innovation was like encouraging the government to try new things. Our group did present as well. They did a wonderful job. It was well received and there was a lot of discussion and questions following. The award was really exciting. This is the only group who works together and plays together. We get along and work as a team. The culture that has been created here is great and I was truly impressed to see this. I did attend a couple of sessions on jail and transitioning from jail. One of the biggest barriers is education. How do we get folks with a record into the workforce? I will be talking about those further. This morning at the Aurora Chamber, there are things called a handful or a bunch of bills at the taskforce. Kelly will keep us in the loop, because there is so much going on and I fear that things can get lost. So I hope the legislatures will help keep us together.

Commissioner Weaver: Walking in here this morning, it is great to see the commitment around the table. We were talking about aerospace at a meeting this morning. I think it's great to see what you are working on now.

9:50 a.m. **Directors Report**  
Financial/Budget Update

Kelly Folks, [A/D Works!](#)  
Darcy Kennedy, [CRD - Admin. Services](#)

Darcy: Went over Fiscal dashboard. Almost done with spending PY13 money. Anticipate that it will be spent out by June. USDOL Grant application due Friday (tomorrow). A WFS has been placed at the Arapahoe County Detention Facility. One of the sessions is uniform guidance. All day session was one of the best yet. We are there in terms of compliance, so it is a great feeling.

Andrew: Looking at transferring administrative funds back into programs. We operate just under 5% in administrative, so it is quite remarkable to see that the money is more in program.

Joe: Moving forward with WIOA, there will be changes and the fiscal charts will be different. We have diversified how we make the money work here at ADW! We are really interested on keeping cost per participant. Department of Vocational Rehabilitation will be changed under the Department of Labor.

Kelly: \$2,000 was for two youth awards received back in May. Quick update: Unemployment rate is 5.8% for February. We continue to improve with the unemployment rate.

ADW working towards a partnership with CCA, where a couple WFS will be housed onsite.

WIOA consistently look at WIOA. WIOA Fact sheets are included in your packet. They are very helpful with understanding WIOA.

10:00 a.m. **Action Item:**

WIA Policy Revisions

Kelly Folks, [A/D Works!](#)

- WIA Work Experience
  - Be within alignment with WIOA and added Program Guidance Letter that was received.
  - Discussion:
    - Che: Flat dollar amount for wages.
    - Kelly: Look at market rate value. There is a clause in all of these, in event that a manager needs to change the amount. Where there is a cap, is where the overall amount is to be spent on the participant.
    - Andrew: Put a clarification bullet point to clarify the amount.
    - Kelly: Yes, we can add that.
    - Che: When we had hiring freezes in the past, what keeps an employer from not thinking that I get 12 weeks of work off this program? I believe there should be a review. Is there anything that would show this?
    - Kelly: In order for this to happen, there are reviews so that this is documented and known. ADW! has worked with OJT's so this is something that we have experienced. This is a Work Experience and we do perform site visits. The employer of Work Experiences is something we are waiting on an RFP for a contractor to be the payroll entity. In the past it was Arapahoe County. We will have a contracting agency to provide these services.
    - Joe: Staffing agencies can handle wages and worker's compensation.
    - Kelly: Not seeing this as a different position. But something they have as an opening.
    - Joe: Training activity while they are in a learning wage earning training.
    - Cathy: we have something really similar at Vocational Rehabilitation. We pair up with staffing agencies who act as paring employer. I think it is a great program.
  - Motion: Evan
  - Second: Che
  - Motion carries.

- WIA Classroom Training
  - Changing verbiage. Also added a conflict of interest section and included stricter language.
  - No discussion
  - Motion: Nancy
  - Second: Kevin
  - Motion carries.
- Priority of Services
  - Required policy for us, especially with veteran's services. We received a new Program Guidance Letter from the State. Updated the language and provided additional clarification on priority of service.
  - Discussion:
    - Che: Good with this.
  - Motion: Susan
  - Second: Betsy
  - Motion carries.
- Complaints/Grievances
  - New PGL came out, so it needed to change and have language added. Also, updated logos and added some citations, along with removing some verbiage in regards to via email.
  - Discussion:
    - Che: Seems like something that would happen already.
    - Kelly: This does happen now. We just have to change some language.
    - Che: What is the process? Are there different approaches or solutions? How do you know when they are not being served well?
    - Joe: When they contact the Governor individually. It is usually when they are a long-term unemployed customer. This gives them a updated process to follow. The far majority get handled before they escalate further. This is a part of the PGL, cleaning up a process that we already have in place. We look at what we get and we keep a score card along with a log.
  - Motion: Diana
  - Second: Matt
  - Motion carries.

#### Local Area Designation

- Information/Discussion Item from February WIB Meeting ADW! Local Designation
  - Discussion:
    - Kelly: Spoke a little about this in the February meeting. We need to get approval from all of you. We included bullet points from last meeting to align with a letter to the commissioners that we sent. We are requesting that you approve this request, so we can move forward in the process.
    - John: Restructuring the whole thing, so it is needed.
    - Evan: What is the alternative to not approving this?

- Joe: ADW! could be absorbed by another entity or the State could take over. This just states that we can continue to function as a local area workforce. This designation will be good for two years. We have been meeting our performance in the last two years. After that, it is dependent on our performance, so if we can continue to meet performance, we can ask for redesignation.
- Andrew: As long as we continue to perform under this level, we are good.
  - Motion: John
  - Second: Scott
  - Motion carries
  - Joe: Letter will go forward to the Governor. We will soon have 10 designated areas, because Mesa County wants to break out from the Rural Consortium. They are currently waiting on approval. All these need to be in place by July 1<sup>st</sup>. We are ahead of schedule right now and are moving forward at a great pace.

10:10 a.m. **Adult Education and Family Literacy Programs in Colorado Transitioning To WIOA**

Margaret Kirkpatrick, [Colorado Dept. of Education](#)  
Elizabeth Shupe, [Colorado Dept. of Education](#)

**Presentation:**

- Currently a partner, but will be a stronger partner under WIOA. Any questions, please contact us. Passed out PowerPoint.
- Self-assessment tool on the website.
- Daring Greatly: How the Courage to Be Vulnerable Transforms the Way We Live, Love, Parent, and Lead – Book by Brené Brown
- Spring Institute has nine different locations.

10:50 a.m. **WIB Taskforce Updates:**

Andrew: We will table this until next meeting. Look at an outreach taskforce, since we are retiring the generation's taskforce. If you have other areas of interest for taskforces, please inform us, so we can look into them. I am asking that we receive them within 1 month. We will discuss at next meeting.

Kelly: The industry profiles have been updated and included in your packet.

Joe: Longer meeting in June (9:30-1:00). Strategic planning will happen as it's the last meeting before WIOA takes place. We will be operating under guidance before the official WIOA of July 1, 2016.

Kelly: Vocational Rehabilitation will also be here in June.

Andrew: We would like to ask each of you to volunteer to at least 1 taskforce in the

future.

Veterans Engagement Taskforce

Next Meeting: April 2, 2015 11:30am-12:30pm  
Arapahoe Board Room 6954 S. Lima Street

Healthcare/**GMDHP** Taskforce

Next Meeting: TBD

Opportunity Works! Taskforce

Next Meeting: May 7, 2015 9:30am-11:00am  
Arapahoe Board Room 6954 S. Lima Street

11:00 a.m. **Meeting Adjournment**

Andrew Bercich, WIB Chair, Comcast

**Next WIB Meeting: June 4, 2015 • 9:30 to 1:00 p.m.**  
**Arapahoe/Douglas Works!** 6954 S. Lima Street, Centennial, CO 80112

**OUR MISSION** is to create a best in class regional system that is responsive to business/industry that results in a skilled workforce equipped with a work ethic, academic proficiency, and occupational specific talent that rivals our competition.