



Workforce Development *is* Economic Development

512 29 ½ Rd
Grand Junction, CO 81504

Mesa County Workforce Development Board - Bi-Monthly Meeting Agenda
January 24th, 2017 7:30am – 9:00am

Location: We will be meeting in Room C of our Business Center, 512 29 ½ Road, Grand Junction, CO. Please enter through the north entrance

Call in Option: Local Area – (970) 683-4300 / Toll Free – (877) 394-5806
Access Code - 0143368#

1) Call to Order and Initial Business

- a) Meeting was called to order by Chairman Tim Fry at 7:39 am
 - i) Attendance was taken with a sign in sheet and introductions were made.
- b) WDB engagement survey by Abigail Hull – CWDC Workforce Development Board Survey
 - i) A three questions survey was provided to each board member and feedback was requested as to what defines a high performing Workforce Development Board
 - (1) Discussion of these question ensued for the benefit of the group.
 - (a) Items suggested that could help Mesa County WFD board
 - (i) Onboarding / orientation for new board members
 - (ii) Annual review for all board members
 - (iii) Stronger engagement between board and committees
 - (iv) Increased meeting intervals (already scheduled) may help with engagement
 - (v) Board needs a better sense of the product they deliver – measure of success (scoreboard)
 - (b) What outputs present from a high performing board / Is there anything missing?
 - (i) Could form better sub-committees and connect more fully with the board
 - (ii) Members should advocate for the workforce programs outside of meetings
 - (iii) A board aware of the nexus between our labor force, economy, education and social issues
 - (iv) Members carry information to and from the community
- c) WDB Appointment Recommendations:
 - i) Sheryl Coffee – Healthcare
 - ii) Brian Watson – Tech.
 - (1) Diane Schwenke made a motion to accept both recommendations and forward them to the Board of County Commissioners for appointment. Kristi Pollard 2nd the motion. Motion passed with all in favor, none opposed.
 - iii) A request was made for members to think about other community members who might represent hospitality, or other sectors, on the board or in sub-committees.
 - (1) Suggestions can be given to Tim or Curtis by email or phone
- d) John Maraschin submitted his resignation in December, he was serving as Vice Chair to the Executive Committee



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- i) Diane Schwenke moved to accept his resignation. Buzz Moore 2nd the motion. Motion passes all in favor, none opposed.
- ii) Tim Fry requested that Nina Anderson fill the vacated Vice Chair position.
- e) Dennis Baily with WCCC (required board member) will be replacing Brigitte Sunderman.
 - i) Brigitte will still be available to serve on committees
 - ii) Commissioner Justman made a motion to accept Dennis Bailey, as replacement to Brigitte Sunderman, and appoint Nina Anderson, as Vice Chair, to the Executive Committee. James Milligan 2nd the motion. All in favor, none opposed. Motion passed.
- 2) Delineation of Responsibilities document (included in attachments)
 - a) Changes:
 - i) Added a paragraph to top of page as an overview and to disclose the purpose of the document.
 - ii) Defines role of WFC Director, WFC Staff, Workforce Development Board
 - iii) Items 1-13 are from WIOA federal law
 - (1) Concerns of the board regarding
 - (a) Ratification wording
 - (b) #8 is OSO function
 - (c) A suggestion was made to review #1 at document the end: should this be combined with #8 or be kept separate?
 - (2) Rob Hanni will help Curtis get any modified language through council staff
 - iv) Tabled pending state review.
- 3) WDB Bylaws Revision
 - i) Change annual meeting from June to July to align with program dates and bi-monthly schedule
 - (1) It was suggested to remove specific month, simply state there will be an annual meeting set by the board.
 - (2) No other revisions
 - (3) Nina Anderson motion to change the bylaws to remove specific date for annual meeting as discussed. Diane Schwenke 2nd the motion. All in favor, none opposed. Motion carried.
- 4) Sub Committee updates:
 - a) One Stop Operator – **Tracey, Curtis, Mark, Will and William recused themselves from this portion of the meeting and left the meeting room as their organizations may either chose to bid on, or will be affected by, this RFP**
 - i) Nina and James will try to meet with Frank Whidden, Mesa County Administrator to enlist his help to facilitate RFP through County procurement services
 - ii) Board can help spread the RFP to potential bidders
 - iii) Still on timeline for February
 - (1) Board approved language and scope
 - (2) Scope defined as narrow
 - (i) Contract will be signed with DHS and WFDB
 - (ii) RFP will not include anticipated dollar value of contract



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- (iii) Bidder will need to state how firewall will be addressed
 - (3) RFP copy will be sent to board members when complete.
 - (4) Bidders will be presented to board at March meeting
 - (a) Subcommittee can meet 2nd week in March for 1st round interview process
 - (b) Board can do a second round in March meeting – even if there is only one or two bidders
 - (i) A suggestion was made that this board find out how other states are doing proposals
 - b) Career Wise Sub Committee (Youth Apprenticeship Program) discussion – Swiss model apprenticeship program
 - i) Grand Junction was selected as a pilot sight.
 - ii) There is a need to leverage this board to help with communication with the Front Range??
 - iii) Creation of this sub-committee is recommended by the Executive Board
 - (1) Diane Schwenke was suggested as chair with
 - (2) Dennis Bailey, Matt Diers and Curtis Englehart as members
 - iv) This “Subcommittee” has already been meeting for some time.
 - v) Career wise still doesn’t have person for the program manager position
 - (1) Posted in November, none selected yet.
 - (2) Running up against deadlines – Feb 16 is the date to introduce students to employers
 - (a) Will have positions posted soon with manufacturers
 - (b) Matt Diers working on student recruitment w/ school counselors
 - vi) Nina Anderson motioned for the creation of this Youth Apprenticeship Program Sub-committee. Kristi Pollard 2nd the motion. With all in favor and none opposed, motion passed.
 - vii) Nina motioned for Diane Schwenke to Chair the Youth Apprenticeship Program Sub-committee. This will, by default, add Diane Schwenke to the Executive WFDB. Diane accepted the nomination. Buzz Moore 2nd the motion. Motion passed with all in favor and none opposed.
 - (1) Diane was asked to present full committee to board at next mtg.
- 5) RFP/Grant Updates – **Will, William and Mark recused themselves from the RFP/Grant Updates discussion and left the meeting room**
 - a) WIOA Title I up for RFP
 - i) As of July 1, there will need to be a new 4 year contract
 - ii) WFC staff (per delineation) is taking the lead on this as they have no intention to bid
 - b) AEFLA Grant (WIOA Title II) – RFPs due 2/21
 - i) Adult Education & Family Literacy – funding now available through Title II
 - ii) GED prep and workforce prep
 - (1) Curtis and Nina will attend a webinar 2/16 to learn what the board should look for in a qualified RFP. If other members would like to attend, please contact Curtis
 - iii) Letter of intent has been submitted by Hilltop
- 6) Board Policies – On-the-Job Training
 - a) Reviewed overhead – WIOA Title I money



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- i) Internships for potential employees (Since Sep 2016- WFC has had 75 work experience and OJT to ensure good fit for employees and potential employers
 - (1) Job Zone level indicates anticipated amount of training needed for different jobs.
 - ii) The board asked that Registered Title I Apprenticeship be defined
 - (1) Eligible Training Provider List (ETPL)
 - iii) Will this be affected by trade agreements being suspended by new president
 - (1) Will have to move forward with what we know at this time, will make changes if that becomes necessary
 - b) Diane Schwenke motioned to approve the policy. Kristi 2nd. All in favor, none opposed. Motion passed.
- 7) Board Policy Revision Update
- i) Curtis will continue to review a number of policies to check for and eliminate clerical issues, cut and paste inconsistencies, and other such errors.
 - (1) The Executive Board asked for redline changes to review
 - (2) This Board agrees that Exec can review and approve without bringing each policy back to board if no substantive changes are made.
 - (a) Full board consent agenda can adopt changes.
- 8) Program Updates
- 9) Work Ready Community Initiative
- a) Goal set of 117 companies supporting, have 85 now. Need some help to hit this goal.
 - i) Have held 2 business breakfasts, scheduled lunch and learn for 2/9
 - (1) Lunch & learn intended to capture previous no shows with different time & venue
 - ii) A business doesn't have to get a job profile or use Career ready for hiring
 - (1) Board members were asked to send out pledge forms to their network to help get better response
 - (a) Curtis will send information to board that can be forwarded
 - (b) He'll include a list of business who've already signed on to minimize likelihood of duplication.
- 10) Career Wise
- a) Discussed above
- 11) Business Connects (WFC Magazine) Introduced
- a) A copy was provided to all attendees to take a look at.
 - b) Tabled for feedback in next meeting.
- 12) With no other business, meeting adjourned at 9:04 am