



Workforce Development *is* Economic Development

512 29 ½ Rd
Grand Junction, CO 81504

Mesa County Workforce Development Board - Bi-Monthly Meeting Agenda
March 28th, 2017 7:30am-9:00am

Location: Room C of Workforce Center Business Center, 512 29 ½ Road, Grand Junction, CO.

Call in Option: 683-4300 for local callers / 877-394-5806 for long distance callers
Access Code: 0142018

Tim Fry, President of the Board called the meeting to order at 7:33 AM

Attendance was taken on a sign in sheet

Guests were introduced

Rob Hani – CDLE

Dan Frank – Mesa County Procurement

Chery Coffey – New Board Member from Community Hospital

Barbara Golden and Sara Tourney – Mesa County Department of Human Services,
Fiscal Operations and Quality Assurance Division (FOQA)

1. One Stop Operator Proposal Presentation (Fiscal Operations & Quality Assurance)
 - a. Barbara Golden, Sara Tourney, Tracey Garchar and Curtis Englehart stepped out of the meeting so the board could preface the One Stop Operator Presentation from FOQA
 - i. Since FOQA provided the only bid the Governor will have to approve a sole source
 - ii. Had to put the bid out properly according to Federal guidelines
 - iii. To assure no conflict of interest:
 1. Need to certify: list of names of who helped put bid together
 2. Segregating bidders from meetings
 3. Not allowing bidders to see RFP prior to being release
 - iv. The board should use the presentation to determine if FOQA is a qualified bidder & that they meet the guidelines
 1. If so, the board can seek sole source
 - a. Sole source comes into play if no bidders or one bidder because it doesn't meet the competitive process
 - b. State requires that the bidder be approved as sole source
 2. If sole source is not approved, it will have to go out for bid again
 - v. The FOQA bid came in at \$12,750/ year
 1. Board will decide if it will be fiscally responsible to enter into the contract proposed
 2. State will provide guidelines on the firewall.
 - a. Other counties will be in the same situation
 - vi. Mesa County Human Services and Workforce center personnel re-entered the meeting.



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- b. Introduction of Barbara Golden, Director of FOQA, MCDHS and Sara Tourney, Contract Manager for FOQA, DHS
- i. FOQA has had oversight of all contracts, MOUs, audits and reviews for over 18 years
 - ii. Provided a handout highlighting FOQA qualifications and
 - iii. Demonstrating how they fit into Colorado OSO Model #1
 - iv. FOQA currently has a one stop MOU –
 1. Sara Tourney coordinated the review and collected signatures using a template provided by the consortium.
 2. Also created a data base with signatory info for all mandatory partners, involved in MOU committee
 3. Currently working to standardize MOU
 - v. Currently coordinates documents for WFC, verify that CDLE is signed, authorizes and tracks expenditures, makes sure document is reviewed by county attorney
 - vi. Would carry over all of these duties to the OSO position for WDB.
 - vii. FOQA division will perform the requested duties of the One Stop Operator. FOQA does not and will not:
 - Provide career services,
 - Is not staff to the MCWDB,
 - Develop and submit local plans,
 - Negotiate performance outcomes
 - Develop budgets for the MCWDB.
- c. Questions/Comments from the Board
- i. Regarding responsibilities of OSO, oversight and negotiation of scope with various contractors; performance measures, contract monitoring, providing periodic reports back to WDB: How often would FOQA report to WDB (frequency not specified in RFP)
 1. At least bi-annually, more if requested.
 - ii. Regarding references: Are there references that don't directly benefit from FOQA oversight?
 1. Yes. Additional references will be gathered and provided.
 - iii. Who does Barbara report to? How can FOQA ensure definite separation?
 1. Barbara Golden reports to Tracey Garchar, Director of DHS and
 2. is charged with Financial oversight of all DHS Divisions (according to the Model 1 chart provided)
 3. Aimee Wride, who reports to Barbara Golden, is Sara Tourney's supervisor providing another layer of separation
 4. They have a record of operating with independence and objectivity to be compliant and fiscally responsible
 - iv. Regarding this function as provided for other programs, have there ever been any questions as to your oversight?



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1. No questions as to oversight in 18 + years
2. Rob Hani added that within his 3 years with CDLE he has seen no issues
3. Cheryl Coffey agreed and stated that in her observation they are very ethical in how they work and what they do
- v. What will happen if there is turn over in FOQA, specifically to Barbara or Sara's position?
 1. Processes and policies are in place for any successors
- vi. Q – How frequently do you anticipate updates coming to the board?
 1. RFP identified bi-annual meetings with partners to flush out any problems or work through any issues.
 2. Open to giving an update any time they are invited.
- vii. How often do you check on contracts, what do you see as a reasonable number of reports?
 1. They will look at each contract at least twice a year
 2. Will provide new fiscal information more often if necessary
 3. Quarterly updates can be done
- viii. Who chooses your auditor?
 1. Audits are done by state – CDLE.
 2. Mesa County also has an independent audit once/yr.
- d. Board discussion:
 - * Tracey recused himself from impending vote but was available to answer questions
 - i. There were issues in the past with firewall. Concern was raised that Curtis' position could be compromised with Tracey being in charge of both Workforce Center and FOQA.
 - ii. Sole source – Board will still go through contract negotiation and look at firewall. May need to implement something additional
 1. Referred again to Model #1 OSO provided by the state
 - iii. Oversight and fiscal and program compliance:
 - iv. This contract allows Mesa County FOQA to do what they've been doing for 20 years.
 - v. Tracey Garchar reports to Mesa County Board of County Commissioners who has FTE controls
 1. DHS contracts out most of these services to Hilltop which has their own controls as well.
 - vi. CDLE and CDHS monitor also
 - vii. Program oversight thru board and fiscal oversight has been proven over time
 - viii. Will be run according to approved state Model #1
 - ix. Will learn more when we get state guidance on the firewall
 1. Lee Wheeler said they will provide specific language and structure for firewall
 2. Board has been following the instructions from those responsible
 3. Oregon and California used same model – finding someone to do that fiscal operator is difficult



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- e. Nina made a motion that the board accepts FOQA as a qualified bidder. Diane seconded the motion. All in favor none opposed. Motion passed.
- f. Next the Board will determine if they meet the criteria or not.
 - i. Present the case to Governor's office
2. Approval of January Meeting minutes
 - a. Nina made a motion to approve the January minutes as submitted. The motion was seconded. All in favor none opposed. Motion passed
3. Program Overview of Career Development presented by Hollie VanRoosendaal of Hilltop
 - a. Career Development Program with funding through WIOA
 - i. Provides basic career services, individualized career services and training services
 - ii. Served 617 individuals in 2015 (7/1/15 – 6/30/16)
 1. 85% entered employment
 2. 88% retained employment ; most are full time, permanent
 3. Exceeded all Colorado state standards
 - iii. Mesa County program boasts the highest work based learning placement in the State
 - iv. Doing very well meeting team goals using the Four Disciplines of Execution.
4. Workforce Center Volume Report (Included in attachments)
 - a. In Mesa County we see 38% more job seekers than Pueblo
 - b. Job orders – more full time, permanent
 - i. Mesa County active employers jumped over 200 from Feb 2016 to Feb 2017
 1. Credited to NCRC program work and marketing strategy with social media
 - ii. Wage stats – Mesa County weekly wage increased \$23 to \$805. Pueblo = \$810. State average = \$1062.
 - iii. Unemployment rates as of March 2017 were at 5.3% (6.3% last year)
 - c. Jobs by location – hasn't really changed since last report
 - d. Performance outcomes – Worked based learning provided
 - i. Mesa has done 187 this year, second only to Denver County
 1. Due largely to staff goals to obtain 2500 (unduplicated) jobs by end of the year.
 2. With 481 so far, on pace to hit goal.
5. WDB Resignations & Appointment Recommendations:
 - a. Resignation: Jeff Warner Workforce (Labor) Rep.
 - i. Diane motioned to accept the resignation. Nina second. All in favor none opposed. Motion passed
 - b. Recommendation: Appoint Brian Summers , Director of Sheet Metal Workers Union
 - i. Tracey moved to ask for this appointment. Nina second. All in favor none opposed. Motion passed.
 - c. Resignation: Bill Byers (retiring) – Business Rep.
 - i. Bill made a motion made to accept his resignation, Kelly second. All in favor none opposed. Motion passed.



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- d. Recommendation: Take this open seat back to WDB Executive Committee for discussion
 - i. hospitality seat and large manufacturer seat open
 - ii. Board was asked to send any recommendations to fill these seats to Tim Fry
6. Designation of Responsibilities document – with CWDC changes (included in attachments)
 - a. Minor word changes to document were made by Curtis at the suggestion of the Colorado Workforce Development Council
 - i. Nina motioned to accept Designation of Responsibilities with modifications. Diane seconded the motion. All in favor none opposed. Motion Passed.
7. Board Policies – Incumbent Worker Training (IWT) Policy Statement (included in attachment)
 - a. State guidance doesn't have to have policy if not performed
 - i. Mesa County Workforce Center provides this service through Career Development Program - Adult Dislocated Worker
 - b. Recommend policy will be put in place if this training is performed in the future
 - c. Nina motioned to accept the IWT Policy Statement, Dennis seconded the motion. All in favor none opposed.
8. RFP/Grant Updates
 - a. WIOA Title I – Bids due this Friday
 - i. WDB Executive Committee acting as selection committee
 - ii. Recused – Will and Bill abstained from vote
 - iii. Tracey made a motion to allow the WDB executive committee to act as selecting committee. Nina second. All in favor none opposed. Motion passed.
9. AEFLA Grant (WIOA Title II)
 - a. Application went out – CO Dept. of Education will act as the selection committee
 - b. Nina did training and made sure bid lined up with our policy
 - i. AEFLA grant should be in place by 7/1/2017
10. Program and Sub Committee updates:
 - a. Work Ready Community Initiative
 - i. We are now a certified Work Ready Community
 - ii. 1st county in the state of CO
 - iii. Issued 2,295 NCRC's so far
 - iv. We have 124 employers supporting our initiative
 - v. Curtis will send out press release to share
 - vi. Diane will share Sentinel article which shows Silver and Gold numbers
 - b. Youth Apprenticeship – sub committee
 - i. Has been meeting informally
 - ii. Area of focus is Career Wise effort
 - iii. Employers have been designated (20 – 22 participating)
 1. There has been more interest here than on front range
 - iv. Linda Spencer now coordinator for Western Slope



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11. Other business – None
12. Meeting was adjourned at 9:00 am.