**Meeting Minutes**

**Larimer County Workforce Development Board Meeting**

July 8, 2020

8:00 – 9:30 am

Zoom Video Conference

1. **Welcome (*Joyce Saffel)*** 
   1. Roll call and verification of a quorum

***WDB Members Present (17):***

|  |  |  |
| --- | --- | --- |
| Julie Cila | Carol Cochran | Stu Crair |
| Bill Dowling | SeonAh Kendall | Eric Lea |
| Heather Lelchook | Tracy Mead | Steve Moos |
| Mike O’Connell | Nancy Patton | Sylvia Robinson |
| Jean Runyon | Joyce Saffel | Jackie Sindelar |
| Beth Sowder | Margie Wagner |  |

***Members Absent (6):***

|  |  |  |
| --- | --- | --- |
| Teri Brogdon | Ann Hutchison | Steve Johnson |
| Tiffany Link | Richard Martinez | Michelle Vance |

***Associate Members, Guests and CDLE Staff Present (12)***

|  |  |  |
| --- | --- | --- |
| Dan Betts | Jesus Borrego | Jacob Castillo |
| Alan Cohen | Adam Crowe | Cheryl DeGrave |
| Joni Friedman | Erin Hottenstein | Mark Johnston |
| John Kefalas | Carmen Rivera | David Slivken |

* 1. Review agenda
  2. Public comment on topics not on the agenda
  3. Announcements
     1. Meeting process
     2. Welcome new members
        1. Stu Crair
        2. SeonAh Kendall
        3. Tiffany Link
        4. All returning members
     3. Board member training through Larimer County Board of County Commissioners
     4. Adult Education and Family Literacy Act (AEFLA) Grant application review
     5. No meeting in August. Enjoy your summer!

Joyce welcomed everyone to the Zoom meeting. The Board of County Commissioners is conducting mandatory online training for all members. Welcome newest WDB members and thank you for serving on the WDB. Reminder, there will be no WDB meeting in August.

1. **WIOA Operations \*Vote\*** 
   1. Memorandums of Understanding (MOU) (Jacob Castillo)
      1. Division of Vocational Rehabilitation (CDLE)
      2. Perkins Act MOU with Front Range Community College
      3. Jobs for Veterans State Grant (JVSG)
      4. The Learning Source (previous MOU with Center for Adult Learning)
      5. MOU Vote (Joyce Saffel)
   2. One-Stop Operator Renewal \*Vote\* (Jacob Castillo)
   3. Updated Policy \*Vote\*
      1. P&P-03-108 - WIOA Complaint Procedures
      2. Criteria for the Certification of One-stop Centers PGL#: WIOA-2020-04
   4. Policy Vote (Joyce Saffel)

The WDB EC has reviewed all WIOA Operation items and voted to recommend approval by the full Board. MOUs are required for mandatory partners under WIOA. The MOUs are negotiated by the One-Stop Operator.

Larimer One-Stop Operator SHG Advisors has been serving as the Larimer One-stop Operator since 2017. The primary role of the One-Stop Operator is to negotiate the MOUs. The WDB Executive Committee recommends the renewal of SHG Advisors contract for one year.

P&P-03-108 WIOA Complaint Procedures. This policy was updated to incorporate six different types of complaints, that may be alleged, into one policy.

All WIOA items were approved by unanimous vote.

1. **Inclusive and Diverse Organizations (Moderated by Jean Runyon)** 
   1. Setting the Stage (Carmen Rivera, Talent Manager for Organizational Development, Colorado State University)
   2. The Local Approach (Jacob Castillo and SeonAh Kendall, Senior Economic Manager, City of Fort Collins)
   3. Glow and Grow Discussion (All attendees)
      1. Organizational successes
      2. Organizational growth opportunities
   4. Inclusive and Diverse Organizations Discussion

Carmen Rivera, PhD provided an overview of diversity and reviewed the multicultural change process.

* Awareness, including individual, group and system/organizational
* Knowledge
* Skills
* Action

Jacob Castillo and SeonAh Kendall updated the WDB and local inclusion and equity programs and projects. The attendees divided into glow and grow discussion groups. Discussion highlights include:

* Encouraging a wide range of individuals to be active in government
* Values around mutual respect and meeting people where they are at
* There is a whole spectrum to this subject with implications throughout the process
* Programs to address challenges from moving from smaller to larger organizations

1. **Next Steps**

We have work to do in the space of equity, inclusion and anti-racism. The WDB, LCEWD, and Larimer County are up to the task and committed to making a difference.

1. **Adjourn (*Joyce Saffel)***

The meeting adjourned at 9:34 a.m.