DENVER WORKFORCE DEVELOPMENT BOARD

Meeting Minutes

Date: Friday, November 4, 2016
Location: Denver Metro Chamber of Commerce, 1445 Market Street, 5th Floor, Denver CO 80202

Attendance

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Board Members</th>
<th>Category &amp; Industry</th>
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</thead>
<tbody>
<tr>
<td>Y</td>
<td>1</td>
<td>Stephanie Van Cleve-DeHerrera, Kinsley Meetings (CHAIR)</td>
<td>Business – Prof. Services</td>
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<tr>
<td>Y</td>
<td>2</td>
<td>Corry Avery, Sheet Metal Workers’ Apprenticeship Training Institute</td>
<td>Labor – Training</td>
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<td>Y</td>
<td>3</td>
<td>Sid Basu, Chatham Financial</td>
<td>Business – Finance</td>
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<td>Y</td>
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<td>Maggie Bolden, Palace Construction</td>
<td>Business - Construction</td>
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<td>Y</td>
<td>5</td>
<td>Mary Broderick, IBEW Local #68</td>
<td>Labor</td>
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<td>Y</td>
<td>6</td>
<td>Mark Genkinger, Denver Health</td>
<td>Business – Healthcare</td>
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<tr>
<td>N</td>
<td>7</td>
<td>Megan Huffnagle, Oasis Outsourcing</td>
<td>Business – Food Services</td>
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<td>8</td>
<td>Cara Johnson, Optiv</td>
<td>Business – IT</td>
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<tr>
<td>Y</td>
<td>9</td>
<td>Kelli Kelly, PCL Construction Enterprises, Inc.</td>
<td>Business – Construction</td>
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<td>10</td>
<td>Elise Lowe-Vaughn, CO Department of Labor &amp; Employment (CDLE)</td>
<td>Workforce Partner</td>
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<td>Y</td>
<td>11</td>
<td>Mark Miller, Pipefitters #208</td>
<td>Labor</td>
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<td>B. Solomon Muwanga, Wells Fargo</td>
<td>Business – Finance</td>
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<td>13</td>
<td>Lindsey Pacheco, CO Division of Vocational Rehabilitation</td>
<td>Vocational Rehabilitation</td>
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<td>Holly Reed, RK</td>
<td>Business – Construction</td>
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<tr>
<td>Y</td>
<td>15</td>
<td>Paula Schriefe, Spring Institute</td>
<td>Local Adult Education</td>
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<td>Joshua Torrez, ClimbOnTek Solutions</td>
<td>Business – IT/Prof. Services</td>
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<td>Y</td>
<td>17</td>
<td>Cecil Velazquez, Hispanic Chamber of Commerce of Metro Denver</td>
<td>Economic Development</td>
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<td>Sandra Wagner, AARP Foundation/SCSEP</td>
<td>CBO/Workforce Partner</td>
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<td>Y</td>
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<td>Ashley Walker, The Center for Work Ethic Development</td>
<td>Business – Prof. Services</td>
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<td>Marcus Weaver, New Genesis, Inc.</td>
<td>CBO/Nonprofit Corporation</td>
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<tr>
<td>Y</td>
<td>21</td>
<td>Katrina Wert, Community College of Denver (CCD)</td>
<td>Higher Education</td>
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<tr>
<td>Y</td>
<td>22</td>
<td>Leanne Wheeler, Wheeler Advisory Group LLC</td>
<td>Business – Prof. Services</td>
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<td>Y</td>
<td>23</td>
<td>Kathy Workman, InnovAge</td>
<td>Business – Healthcare</td>
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| 16 | 7 | 23 | 70 % of the Voting Members (VM) attended | QUORUM: Yes |

Legend: Y=Present; P=Proxy present; R=Regrets/Excused; N=Absent

Agenda Items

1. Call to Order, Welcome & Introductions
   - Board Chair, Stephanie Van Cleve-DeHerrera, called the meeting to order at 11:38 a.m., welcomed everyone, and invited all members, guests and staff to introduce themselves.
     - Christa White, from CDLE, attended as proxy for Elise Lowe-Vaughn; Michelle Bueno, from DenverWorks, attended as proxy for Marcus Weaver; and Jim Kynor, from CCD, attended as proxy for Katrina Wert.
     - Guests at today’s meeting included: John Altland, FourFront Fuse Impact Center; Abigail Ault, Colorado Workforce Development Council (CWDC); Bryan Cook, Associated General Contractors of Colorado; Heather Dixon, Dynamic Workforce Solutions (DWFS); Christina Gregoire, Denver Health Hospital; Derek Hall, CU Denver; Danielle Jones, Denver Public Schools (DPS); Barbara Lindsay, Emily Griffith Technical College (EGTC); Alex Monk, DPS; Fabiana Nardi, Green Hat Web Solutions; Slavica Park, Focus Points Family Resource Center; Mary Putnam, The Reciprocity Collective; Lisa Rice, DWFS; Maureen Rudy, MSU Denver - Family Literacy Program; David Siever, DISH Network; Don Stanton, CU Succeed; Lorena Toland, Brown Palace Hotel; Michael Williams, US Immigration & Customs Enforcement; and Milena Zilo, Zilo International Group.
Denver Office of Economic Development (OED) and Denver Workforce Services (DWS) staff in attendance included: Tony Anderson, Denise Bryant, Cindy Gaertner, Liz Kissee, Cindy Sauer, Bret Walker, Dana Williams and Sarah Wilson.

- **Chair’s Remarks.** After introductions, Stephanie expressed her excitement to see so many guests in attendance that she met at the Oct. 24 Metro Volunteers BoardMatch event and that she looks forward to getting to know them all better. Stephanie quickly reviewed the agenda items and encouraged everyone to stay to the end of the meeting for an end-of-year celebration.

- **Opportunities for Involvement.** Cindy Gaertner, Board Liaison, informed the group that in addition to the ongoing opportunities for board involvement, upcoming activities included the Nov. 8 Metro Denver Retail Sector Partnership meeting, a Nov. 10 career fair for SMA employees, numerous events held during Apprenticeship Week (Nov. 14-18) and Workforce Board Capacity Building training (Nov. 17). In addition to the Opportunities for Involvement handout, Stephanie called attention to the Youth Services marketing flyers in the meeting packet. Maggie Bolden, Youth Committee Chair, relayed that the flyers are the first product of her committee and a result of a collaborative effort that included Denise Bryant, Director, DWS, who helped with the copy and visuals, and Palace Construction’s Brett Rayer, who provided layout.

2. **Workforce Development Board Business**

- **Approval of Minutes.** Leanne Wheeler moved and Corry Avery seconded a motion to approve the minutes of the October 14, 2016, Board meeting without modification.

  - **Action Taken:** The minutes were approved unanimously by all Board members present.

3. **Spotlight 2.0**

- Leanne Wheeler, the Principle of the Wheeler Advisory Group, a disabled veteran owned business with a primary focus on veteran outreach and engagement, began her Spotlight 2.0 presentation by sharing a picture of herself as a “fresh-faced” U.S. Air Force (USAF) recruit. Leanne is a veteran of Desert Storm who finished her USAF service at NORAD in Colorado Springs and then spent 22 years as a defense contractor. In 2008, Leanne was laid off and lived as an unhoused veteran for over a year. Her engagement with organizations serving homeless veterans during that time led Leanne to start her consulting business to advise these types of providers.

  - Leanne describes herself as a giraffe with strong rabbit tendencies – she likes the long view and seeing where she is going, but is in a hurry to get there. She is also a hardcore advocate and connector, who believes that the only way to reach real world solutions is to bring people together to talk about the problems. Her believes her perspective as a woman in her third career allows her uniquely relevant insight into Denver’s jobseeker customers.

  - Wheeler Advisory Group provides veteran support, outreach and engagement throughout the numerous transitions of a veteran’s experience, which averages 45 years from active duty to retirement. Leanne discussed her involvement with the United Veterans Committee of Colorado, the organization that works to ensure state and federal legislators address veterans’ needs. Wheeler Advisory Group includes a subsidiary engineering and technical services business to address the hiring needs of the aerospace, energy and IT industries and match veterans with mentors within the industries.

  - Leanne first attended a board meeting as an invited guest and decided to become a board member to bring a private sector/veteran voice to the discussion. She has found that it is easy to work on the board because everyone at the table is caring, supportive and compassionate, and she is grateful to be a part of the board.

4. **CWDC High Performing Workforce Boards**

- Abby Ault, Workforce Liaison with the Colorado Workforce Development Council (CWDC), discussed that CWDC provides support to local workforce boards, including the Capacity Building Training on Nov. 17. CWDC’s mission is to ensure that all Coloradoans have access to meaningful employment and all Colorado businesses have access to the talent they need. As part of leading the statewide implementation of WIOA, it provides strategic advice, vision and goals to the 10 local workforce
boards and their subcommittees. As part of her work to develop a definition of a highly performing local workforce board, Abby is attending board meetings across the state. She is also asking board members to complete a short three question survey to help her team identify ways to improve or expand support of local boards. Future CWDC training will address any needs identified through the survey. Abby will send Denver’s survey results to Cindy and Denise.

5. **Workforce Services Update**

- Stephanie introduced Denise Bryant, Director, DWS, to provide and update on Denver’s workforce services, who shared a moment of celebration for the Chicago Cubs’ World Series Victory. She reminded the board that the service delivery transition is still in a stabilization phase, but that it is pointed in the right direction. The network of providers is learning to communicate more effectively and the DWS team is learning how to offer additional support.
- CDLE is currently on-site at DWS monitoring activities for PY15, which was a hard year for DWS since staff had been notified of the PY16 changes. Denise acknowledged that Christa White and her team have been great partners in this process, and that DWS would ensure this partnership continued and will use the lessons learned from this monitoring to ensure successful monitoring in the future.
- Mathematica Policy Research Group, with which DWS has contracted for implementation assistance, facilitated a visioning session for Denver’s workforce community network on Oct. 28, to align the network and translate the vision to the direct service provision level.
- Senator Mark Warner challenged the GAO to initiate a national conversation about the on-demand or “gig” economy. This recent labor market shift has allowed people (usually Millennials) to take multiple contracted positions at IT firms or with Uber or Lyft to create a functional career for themselves. On Monday, Nov. 7, Denise will participate in a conference with the Government Accountability Office (GAO) to discuss how the workforce system will address this shift.
- Ashley Goodwyn, DWS Program Coordinator, who filled in for David Ford as WDB Liaison after his retirement, had a 6 lbs., 12 oz., baby boy, Aiden Alexander, on Halloween; everyone is doing fine.
- Denise and her team have been working to stabilize the DWS service providers; recently Denise has been working with DWFS, who provides out-of-school youth services. Despite a great, energetic and vibrant staff, they face some challenges serving disconnected youth who are hard to find and often hungry. Many participants have difficulty completing an 8-hour workshop because they are hungry. DWFS staff and DWS have pooled non-federal resources to provide a few snacks, but there are other needs not being met. The Denver WDB’s Executive Committee discussed this issue and decided to ask the full board for additional ideas on how the board could be more involved in sponsoring activities and increase awareness of the program and services in the community. A number of ideas were discussed:
  o Heather explained that one idea to engage families is to have a Santa Tree and the Board could sponsor one family or several families. Denise commented that engaging families would produce greater results with the youth.
  o Leanne suggested that the first step would be to have the board visit the facility and learn more about the program to determine how they could fit in. She also recommended reaching out to City Council members Herndon or Gilmore and connecting with the small businesses in the neighborhood.
  o Maggie reminded the group that everyone has networks and connections which can be a valuable contribution.
  o Stephanie reminded the group that these efforts can go into 2017.
  o Denise relayed that Katrina Wert had mentioned that CCD’s clothing closet resource would run out of clothes and that DWS youth customers probably also needed clothes.
  o Lisa Rice from DWFS encouraged the board to conduct mock interviews with youth on Fridays and participate in the Dynamic Futures Classes.
  o Mary Broderick asked to identify the food needs as related to training schedules.
Cindy also suggested using the bulletin board in the Denver WDB e-Colorado team room (https://e-colorado.coworkforce.com/TeamRoom.aspx?ID=1809) to post ongoing and specific needs.

☐ **Action Item:** Heather Dixon will contact Cindy to provide more information on a date for an open house and schedules for food needs.

6. **WDB Committees**
   - Committee Work: Stephanie outlined how the five board committees, as established by the Denver WDB Strategic Plan, allows the board a deeper dive into issues, and invited the Chairs to provide updates.
     - **Equity and Accessibility Committee (EAC):** Paula Schriever (EAC Chair) reported that the EAC welcomed three new members at today’s meeting: Michelle Bueno from DenverWorks, Maureen Rudy from MSU Denver, and Linda Van Doren from EGTC. In addition, Leanne will be joining the group to represent veterans. Paula added that the EAC is excited about reports soon to be released by the Skills to Compete Coalition and will be able to leverage the information included on support services available for workforce customers through WIOA, TANF, SNAP, CCAP and community based organizations. Ken Arellano, from DWS Business Services, provided information on support services available through Denver’s Road Home Employment Subcommittee.
     - **Youth Committee (YC):** Maggie (YC Chair) reported that the YC met on Oct. 24, and is focusing on how and what they could impact; examples include the youth services marketing flyer, the training Denise has been providing for DWFS staff, and potential sales training. She plans to follow up with the additional ideas discussed during today’s meeting at the next YC meeting.
     - **Governance and Oversight Committee (GAO):** Cecil Velázquez (GAO Chair) reported that the GAO has focused on board recruitment, recently attending the BoardMatch event co-sponsored by the Hispanic Chamber of Commerce and Metro Volunteers. The Denver WDB’s participation was successful and Cecil anticipates the GAO will be able to refer some good candidates to the Mayor for appointment to the board. He encouraged everyone on the board to stay engaged.
     - **Strategic Partnerships & Engagement Committee (SPEC):** Kelli Kelly (SPEC Co-Chair) reported that the committee met today and is continuing to partner with and support Tony Anderson’s Business Services team with outreach to meet customers where they are. She described that the phases of these efforts include industry “roadshows” that provide business and career pathway overviews and specific hiring and training events, all of which are conducted within targeted neighborhoods. The SPEC is working on optimizing the delivery of the information and resources at these events.
     - **Career Pathways and Education Committee (CPEC):** Corry (CPEC Co-Chair) reported that the CPEC continues its work on apprenticeships. Currently the group is discussing ways to identify and capture barriers to apprenticeship enrollment within a form and to develop a central administrator, either of which would facilitate referral to an appropriate organization to help with overcoming any barriers an applicant may have.

7. **Wrap-up, Upcoming Events, and Announcements**
   - **Next Board Meeting.** No December Meeting! The next meeting will be Friday, Jan. 13, 2017, from 11:15 am - 1:30 pm, at the Sheet Metal Workers Joint Apprentice Training Center (1515 W. 47th Avenue, Denver, 80211)
   - **Next Executive Committee Meeting** is scheduled for Wednesday, Dec. 14, 2016 at the Wellington Webb Building, room 7.C.1 from 11:30 am - 1:30 pm.

8. **Adjourn.** The Board meeting adjourned at approximately 1:05 p.m.

9. **Celebration.** After the meeting adjourned, Stephanie thanked exiting board members Sid Basu and Mark Genkinger and presented them with certificates of appreciation for their service on the Denver WDB. She also acknowledged exiting members Solomon Muwanga and Megan Hufnagle in their absence and invited everyone to stay for cake and networking.
Meeting Handouts:

- 11/4/2016 Denver WDB Meeting Agenda
- Opportunities for Board Member Involvement – November 2016
- Youth Services Flyers
- 2017 Denver WDB Meeting Schedule

- 10/14/2016 Board Meeting Minutes (Draft)
- Monthly Economic Indicators, Metro Denver EDC, November 2016
- MetroDenver EDC Toward a More Competitive Colorado Press Release & Executive Summary