

Meeting Minutes

Date: Friday, October 11, 2019
 Location: Denver Metro Chamber of Commerce, 5th Floor Conference Room
 1445 Market St, Denver, CO 80202

Yes	No		Board Members	Category & Industry
Y		1	Robert Andrews, CommunityWorks	Workforce Partner
Y		2	Corry Avery, Sheet Metal Workers' Apprenticeship Training Institute	Labor – Training
	R	3	Maggie Bolden, Palace Construction (CHAIR)	Business - Construction
	R	4	Mary Broderick, IBEW Local #68	Labor
	R	5	Sara Butz, Black Creek Group	Business – Prof. Services
Y		6	Lynda Campbell, Stonebridge Companies	Business – Hospitality
	R	7	Bryan Cook, Associated General Contractors of Colorado (AGC Colorado)	Business – Construction
Y		8	Valerie Greenhagen – Center for Employment Opportunity (CEO)	Workforce Partner
Y		9	Ahmed Hassan – Amaze PBC	Business – IT/Healthcare
	R	10	Joseph Herold – Design Thinking Denver	Business – IT
Y		11	Kelli Kelly, PCL Construction Enterprises, Inc.	Business – Construction
P		12	Barbara Lindsay – Emily Griffith Technical College (Ryan Yates)	Local Adult Education
Y		13	Elise Lowe-Vaughn, CO Department of Labor & Employment (CDLE)	Workforce Partner
Y		14	Mark Miller, Pipefitters #208	Labor
Y		15	Turid Nagel-Casebolt, Denver EDO - Business Development	Economic Development
Y		16	Fabiana Nardi, Green Hat Web Solutions	Business – IT/Prof. Services
	R	18	Paxton Oliphant, Center for Work Ethic Development	Business – Prof. Services
P		17	Lindsey Pacheco, CDLE Division of Vocational Rehabilitation (Sandy Sharp)	Vocational Rehabilitation
	R	19	Holly Reed Sturgon, I4Talent	Business – Prof. Services
P		20	Paula Schriefer, Spring Institute for Intercultural Learning (Alexandra Soto)	Local Adult Education
	R	21	Stephanie Van Cleve-DeHerrera, University of Denver	Higher Education – Hospitality
Y		22	Cecil Velázquez, FareHarbor	Business – IT/Hospitality
Y		23	Dan Weinstein, Aon Hewitt	Business – Prof. Services
	R	24	Michael Williams, U.S. Immigration & Customs Enforcement	US Government – Youth
	R	25	Kathy Workman, InnovAge	Business – Healthcare
15	10	25	60% of the Voting Members (VM) attended	QUORUM: Yes

Attendance

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

Agenda Items

- Committee Meetings.** The Denver Workforce Development Board (WDB) committees met from 11:30 a.m. to 12:45 p.m.
- Committee Report Outs.** After the committee meetings, committee chairs provided a report on each group's activities.
 - Governance & Oversight.** Cecil Velázquez reported that his committee focused on anticipated appointments and reappointments, as well as the upcoming holiday reception.

- Sustainability & Funding. Dan Weinstein relayed that the group has decided to accelerate its goal of exploring the creation of a 501(c)(3) to increase funding options for Denver Workforce Services (DWS). They are finalizing a presentation for Denver Economic Development and Opportunity (DEDO) senior management, that outlines options and the committee's recommendations.
 - Work-Based Learning. Corry Avery reported that the ASAP website will be restructured to serve as a central location for information on supportive services.
 - Youth Committee. Since committee chair Maggie Bolden was not in attendance, Liz Mulei summarized the committee's agenda. The Denver Scholarship Foundation shared information on partnership opportunities and Joey Pace relayed results of recent research conducted by the Office of Children's Affairs. The committee has scheduled a strategic planning session for November to focus on its two primary goals.
- 3. Call to Order.** Denver WDB Vice Chair Kelli Kelly asked all guests and staff to excuse themselves so that the Denver WDB could meet in closed session to ensure the confidentiality of the Comprehensive Adult Services Request for Proposals (RFP) during their review of the draft.
- Denver WDB Vice Chair Kelli Kelly called the meeting to order at 1:05 a.m.
 - Alexandra Soto, Spring Institute for Intercultural Learning, attended as proxy for Paula Schriefer; Sandy Sharp, Colorado Department of Labor & Employment (CDLE) - Division of Vocational Rehabilitation (DVR), attended as proxy for Lindsey Pacheco; and Ryan Yates, Emily Griffith Technical College, attended as proxy for Barbara Lindsay.
 - DEDO and DWS staff in attendance included: Tony Anderson, Cindy Gaertner, Kathleen McCleary, Lisa Valdez and Dana Williams.
- 4. Workforce Development Board Business**
- Approval of Minutes. **Corry Avery** moved to approve the September 13, 2019, board meeting minutes without modification; **Mark Miller** seconded the motion.
 - **Action Taken: All Board members present voted to approve the minutes; the motion passed.**
 - Evaluator Participation Statements and Conflict of Interest Forms. Cindy Gaertner distributed the *Evaluator Participation Statements* and *Conflict of Interest* forms and asked board members to complete each and return to ensure fair review of the RFP.
 - Comprehensive Adult Services RFP. Lisa Valdez, Contract Administrator for DEDO, passed out copies of the draft RFP, which she collected after the discussion concluded. Tony Anderson, Denver Workforce Director, provided an overview of the RFP.
 - On behalf of the Denver WDB, DEDO is seeking a Comprehensive Service Provider to serve as both the One-Stop Operator and Service Provider at the Westside and Montbello workforce centers. The initial award will result in a contract for Program Year 2020 (July 1, 2020 through June 30, 2021), with an annual renewal option for up to three years.
 - An estimated \$2.5 Million in funding is available in the first year. Sources include WIOA Adult and Dislocated Worker, Reemployment Services and Eligibility Assessments (RESEA), and additional supplemental and discretionary grants.
 - Maggie Bolden, Tony Anderson, Dana Williams, Deborah Cameron (DEDO-Business Development), Laddie Somorin (DEDO-Fiscal), and Todd Jorgenson and Camille Whisler from Denver Human Services (DHS), will comprise the evaluation committee.
 - Although two DHS evaluators will participate, this RFP includes no Temporary Assistance for Needy Families (TANF) services or funding. DHS plans to contract directly with its TANF service providers, including Tier I services, through a separate solicitation process. ResCare Workforce Services currently provides WIOA services and TANF Tier I services through a contract with DWS.
 - The RFP asks proposers to address a number of key program design elements in their response, including, One-Stop Operator, Outreach and Recruitment, Customer Service, Orientation and

Planning, Programmatic Supports, Structured Pathway to Employment, Employer Demand-Driven Model, Program Oversight, Fiscal Oversight, and Transitional Planning.

- Tony relayed that the new Structured Pathway to Employment design element will provide a short eight- to twelve-week program geared to provide rapid connection to employment. This will provide an option for RESEA and WIOA customers, as well as any co-enrolled TANF and Employment First customers.
- Fiscal Oversight responses will allow DEDO to assess applicants' ability to manage federal funding.
- Additionally, proposals must include a transition plan to address staffing, engagement with customers, the community and stakeholders, and steps to ensure technology, infrastructure and fiscal processes are in place by July 1, 2020.
- The RFP will be released on Oct. 16, the pre-bid conference will be held on Nov. 4 at the Westside Workforce Center, and proposals are due on Dec. 11.
- Tony relayed that he has been communicating the availability of the RFP, which is open to governmental, educational and nonprofit entities, as well as for profit organizations, at national events he has attended to ensure healthy competition. The RFP is available through BidNet (www.rockymountainbidsystem.com), the city's procurement system, which increases its visibility; proposals must be submitted through this online system.
 - Lynda Campbell commented on the importance of a provider's soft skills and emotional quotient to the ability to successfully serve employers.
 - Valerie Greenhagen asked how bidders' experience in providing services and past performance will be reviewed. Lisa Valdez assured her that responses will include demonstration of experience and references; DWS will validate the information included in proposals.
 - Corry asked how the work-based learning and apprenticeship performance will be improved. Tony relayed that he will be looking closely at proposers' approach to improving performance in these services, as well as all program elements.
 - In response to a question from Elise Lowe-Vaughn, Tony directed the group's attention to the RFP's section of questions about leverage that proposals must address.
 - Cecil Velázquez applauded the progress that DWS has made in the past three and a half years. Sandy Sharp commented that she has been impressed with ResCare and the partnership between DWS and DVR.
- **Cecil Velázquez** moved to approve releasing the RFP for Comprehensive Service Provider; **Corry Avery** seconded the motion.
 - **Action Taken:** All Board members present voted to approve the minutes; the motion passed.

5. Meeting Wrap-Up, Q&A, Discussion

- The Board meeting adjourned at approximately 1:43 p.m.

Meeting Handouts:

- *10/11/2019 Board Meeting Agenda*
- *9/13/2019 Board Meeting Minutes (Draft)*
- *Amaze Healthcare 101 Event Flyer*
- *Apprenticeship Fair Event Flyer*
- *CommunityWorks Leadership Conference Event Flyer*
- *Denver Minimum Wage Townhall Events Flyer*
- *Spring Institute Awards Event Flyer*