Attended by:
Council Members: Carol Lewis-Zilli, Diane Duffy, Evan Abbott, Jay Hardy, Jeannie Larsen, John Fleck, Joe Barela, Joel Buchanan, Josh Davies, Julie Zinn, Karla Grazier, Kelly Causey, Kristie LaRose, Kyle Sickman, Liddy Romero, Lisanne McNew, Max Math, Rachel Patrick, Ryan Keiffer, Sean P. McCarville, Bob Nogueira

State Agency Representatives: Susan White
Staff members: Abby Ault, Alba Duque, Lee Wheeler-Berliner, Renise Walker, Stephanie Veck, Wendy Brors


Thursday, January 19, 2017. Front Range Community College, Boulder Campus

Chair, Jay Hardy, called the meeting to order at 1:00 p.m.

Welcome

Jay welcomed everyone to the January council meeting. Next he introduced Andrew Dorsey, president of Front Range Community College (FRCC). He welcomed all the attendees and talked about the Boulder campus.

Next, Jay talked about the goals of the meeting and presented Janet’s story, a video of a high school student in Aurora who is trying to find a balance between her academic activities and a part-time job while taking a concurrent enrollment course at the Community College of Aurora. After the video, Jay made a few comments and reminded the attendees the importance of the council’s work.

Afterwards, he asked the attendees to introduce themselves and he welcomed the new council members Carlos Lewis-Zilli, Rachel Patrick, Evan Abbott, and Lisanne McNew.

Approval of Agenda and Past Minutes

Next, Jay called for a vote on approval of the January meeting agenda. The January meeting agenda was approved unanimously. Next, Jay called a vote to approve the November meeting minutes. The November meeting minutes were approved.
**Pre-Work Feedback**
Next, Lee Wheeler-Berliner, CWDC Assistant Director mentioned that the comments in the pre-work were incorporated in the appropriate presentations.

**Council Member Spotlight-Kyle Sickman**
Next, Jay introduced Kyle Sickman, vice president-business lending Frist Bank and council member. He talked about his professional background, the history of First Bank, and he explained the work he does in the company. Attendees made positive comments.

**Tour Debrief**
Next, Jay asked the attendees about the tours to Skyline High School and the Career Development Center. People enjoyed the tour and they made positive comments.

**Business and Education Partnerships: Options for Every Student Success Act (ESSA) implementation and beyond-Misti Ruthven and Josh Davies**

Next, Jay introduced Misti Ruthven, Executive Director of Innovation and Career Pathways, Colorado Department of Education (CDE). She said that CDE purpose is to implement state and federal education laws, disburse state and federal funds, hold schools and districts accountable for performance, license all educators, provide public transparency of performance and financial data, and provide leadership, resources, and support to all Colorado’s schools. Misti explained CDE goals and mentioned that schools districts challenges are often reflected in other areas like workforce.

Next, Misti introduced Josh Davis, CEO of the Center for Work Ethic Development, and Wendy Brors, CWDC Assistant Director, who explained the objectives of the following activity. CWDC Assistant Director Lee Wheeler-Berliner clarified that the intent of the activity was to discuss how businesses can engage with education and identify priorities. Josh divided the attendees in groups and asked them to brainstorm ideas, how important each of those are for businesses, and how hard it is to implement them in a scale from 1-5. Afterwards, each group explained their best idea. Good suggestions came as a result of the activity.

**Sectors Strategies Status- Wendy Brors**

Next, Wendy mentioned that there is a lot of interest in launching new sector partnerships and all the opportunities available for the existing sector partnerships such as grants and technical assistance. There are 14 recognized key industries and four of them have sector partnerships, four are interested, and four are trade associations. She explained that the intermediary consortiums have strategies that are important for our work, but they do not have sector partnership and she mentioned some of them.

Wendy shared with the attendees some of the names of the people that will be part of the expert team going to Phoenix in February to participate in the National Next Gen Sector Partnership Academy. She also talked about the Sector Steering Committee relaunch and the effectiveness in opportunities through the work-based learning framework, career pathways systems, and TalentFOUND. Some attendees suggested developing a document with information they can share with their business boards.
Friday January 20, 2017. St Vrain Community Hub

Chair, Jay Hardy, called the meeting to order at 8:00 a.m.

He opened the meeting by reading a success story from the Workforce Investment Works website and reviewing the meeting goals. He asked the new council members to think about how they can add value to the team and to consider where would be their best fit. Jay asked attendees to share thoughts about the Thursday session. Next, he shared a video from the Boulder Workforce center.

Welcome

Jay thanked the people for attending to the Friday session and he introduced Boulder county commissioner Deb Gardner. She welcomed people to the area and to the building which was created specially to fit people’s needs. Next, she invited the attendees to tour the facility.

After the tour, Jay thanked Erin Jones for hosting the meeting in the building and for organizing the tour. Erin said that people can contact her if there are questions.

Policy Guidance Letter on Transferring Funds between Adult and Dislocated Worker Programs- Lee Wheeler-Berliner

Next, CWDC Assistant Director Lee Wheeler-Berliner, talked about the policy. He said that sometimes it is necessary to move funds around to meet necessities from one or the other and although some flexibility is necessary, it is also important to have some guidance in the process. This was brought to the Executive Committee and it was decided to share this information with everyone to maintain transparency.

The draft of the policy was sent to all the council members in the January pre-work session and the local areas. The comments received were incorporated in the handouts the attendees received for the presentation. Lee went through some of the changes and mentioned that some levels of clarity regarding wording were added. The policy was set-up with the minimum criteria to facilitate the approval process. Josh Davies suggested adding some clarification regarding acronyms that are being used in the document and other council members asked about the formula used to reallocate funds.

Next, Jay called for a vote on approval of the Policy Guidance Letter in Transferring Funds between Adult and Dislocated worker programs. Ryan Keiffer made first motion, Josh Davies and Kyle Sickman seconded. The policy was approved unanimously.

WIOA State Plan Dashboard-Abby Ault

Next, Jay introduced Abby Ault, CWDC Workforce Liaison. She reminded the attendees of the WIOA goals and she explained them briefly:

Goal 1: Engage business and industry.
Goal 2: Establish a customer-centric and holistic focus to increase coordination, effectiveness, and access through shared data, tools and resources.
Goal 3: Engage partner staff at every level for better system alignment.
Goal 4: Create and deliver a unified message for internal and external communications and connections.
Goal 5: Drive meaningful outcomes through innovation, alignment of metrics, and accountability.

She explained the attendees that the WIOA dashboard is in a draft format and that it is a good moment to present it to the council and receive feedback. Next, Abby asked the attendees to identify the goal they would like to give feedback on and write down the comments. Afterwards, each group explained their comments and suggestions. Next, Abby thanked the attendees for their comments and she mentioned that she will try to incorporate those suggestions.

**High Impact Workforce Development Boards: Dialogue with directors and local chairs**

*(High Impact Workforce Development Boards slides)*

Next, Lee took over the meeting and talked about the current issues of local boards:

- Expanded duties under WIOA
- Unknown funding environment with new administration and improve economy in Colorado
- Potential board certification effort at a national level

Lee shared the local workforce board responsibilities and he asked if those who attended the workforce development board training have questions. Afterwards, he mentioned the local board priorities and he explained them briefly. Next, he divided the attendees in groups to discuss how the council can provide support to the local workforce boards. Some of the comments after the activity were:

- A unified state message is important
- Shared a consistent message about the Talent Pipeline Report
- Create short videos to educate people
- Clear responsibilities outline for each workforce board and its members

Next, Lee talked about the importance of the definition of a high-impact board and the certification process. He gave some examples and said that it is important to define how this is going to look for the State of Colorado. There were comments about the importance of the recruitment process for high-impact boards and how it would be helpful to put together some rubrics. Lee posed other questions for dialogue.

Next, Lee mentioned the new tool that allows you to stay up to date on bills at the Colorado Legislature and that an email will be sent out next week with more information. The report will automatically update, so it is recommended bookmarking the page and visiting it whenever people want to see the latest status.

Next, Jay reviewed the meeting goals and actions and reminded people about the next meeting in April 27-28, 2017. CWDC Director, Stephanie Veck thanked everyone for attending to the meeting. Josh Davies finished with some motivational words and mentioned the great work that Colorado is doing regarding workforce.

Jay called the meeting to a close at 1:00 pm