The Boulder County Division of the Community Action Programs Administrative Board met in regular session on June 11, 2019 in the Baltic Room at Public Health, 3482 Broadway, Boulder (adjacent to the Community Services/CAP offices).

**Present:** Gina Barajas, Susan Boucher, Stephanie Burke, Robin Chavez, Bhola Katuwal, Melanie McGinn & Brittney Wilburn.

**Absent:** Elizabeth Antus, William Benjamin, & Mariana Grosz,

**Staff Present:** Maciel Leon & Magdalena Ruiz

Susan Boucher began the meeting at 6:09 pm.

**Quorum Present:** 7 out of 10

**Public Comment:** No public comment.

**April Minutes:** Motion to approve minutes – Susan Boucher – 2nd Brittany Wilburn - all in favor.

**Directors Report and Open Discussion:**

**PERL Position:** Maciel would like to extend the PERL position from a half-time to a full-time role. Maciel feels that the PERL program has room for growth: community relationship, development (PERL training on a quarterly basis) and outreach creativity such as training on how to create a inclusive and diverse board; therefore, she will be requesting funding approval from CSBG. In order to expand the PERL role a CAP Coach position will not be filled. Feedback from CSBG: they are willing to fund this role but want Maciel to share this news with the CAP Board and have this discussion reflect in minutes. CAP Board members present support the expansion of this position request.

**E-Source:** Maciel has been invited to speak to a conference in September 2019 for a Canadian company called E-Source. The piece that Maciel will be speaking to is ‘poverty’ and the tool she will be using is a board game that reflects poverty in a day-to-day scenario. The board game is similar to the Poverty Simulation events that happen in Boulder County. This game will provide an awareness of ‘empathy’.

**Workforce:** The intent to create a work relationship between CAP and Workforce in the past hasn’t had much movement. As of recent, Maciel had a meeting with Workforce in hopes of a collaboration and in that discussion Workforce proposed an opportunity with the support of CAP to fund 10 low-income families. Funding will come from underspent funds from the CAP Coach role that will not be filled. Workforce proposed that the funding will offer these opportunities:

**Employment Supports for Low-Income Residents:** It is proposed that the CSBG funding would support 10 low-income residents in Boulder County access supports to enter employment. They will receive Career Coaching and Occupational Skills Training (i.e. short-term classroom training in high demand industry areas- health care, information technology and early-childhood education).
Each individual will receive one-on-one Career Coaching. They will develop an individual employment plan which could include career assessments, goal setting, resume development and connection to key labor market information. The program will also provide occupational skills training scholarships in the amount of $3,000 per participant which will support the class room training needed to re-entry or enter our local competitive job market. The program will provide continued supports to lead participants to full-time employment. The funds would support scholarship/tuition and the staffing and administration costs of the program.

The outcomes will be tracked using Connecting Colorado, the statewide job matching database. Participants will be entered into the program and the following items will be tracked and reported;

- Successful Completion of Training Program
- Entered Employment (Second Quarter after exit from the program)
- Entered Employment (Retention- Fourth Quarter after exit from the program)
- Median Earnings (Second Quarter after exit from the program)

**Employment Supports for Low-Income Residents:** It is proposed that the CSBG funding would support the expansion of work-site/jobs for low-income residents. Workforce Boulder County’s Business Services Team will work with local companies across the county to develop work-site agreements and expand the placement opportunities for low-income residents with complex needs. Work-sites will be developed in high demand industry areas, including but not limited to health care, information technology and early-childhood education.

The funds will support the staffing and administrative costs involved in conducting outreach, developing work-sites, creating agreements and reporting and tracking data.

We will report and track the following outcomes;

- Number of additional work-site jobs developed
- Number of low-income residents placed in work-based learning (WBL) experiences
- Of the Number of low-income residents placed in WBL the number that entered employment following the WBL
- Average wages after WBL

**Concerns from CAP Board Members:**

- Like the Circles program, will participants receive one-on-one support from a coach? If so, what will that support look like.
- Timeline on funding support with CAP funds.
- Measurements on the success of this program.

CAP Board members requested a Workforce representative to attend the July 16th 2019 CAP Board meeting to answer questions. Please submit questions to Maciel by June 25th.

**CADC:** Recruitment for Board positions opening, an email will be sent to the CAP Board members.

**CAP:** Recruitment for Board positions opening, 2-3 spots if you know of anyone please refer them to the Boulder County website.
BC CAP Website: Maciel is working with a web designer to update the BC website to add Board members names. Maciel is also working with a social media person for CAP online sites.

CAP Board Meeting: Maciel will be phoning in on the July 16th CAP Board meeting as she’ll be in a conference that week. CAP Board members do not have an August 2019 meeting.

MCAB: Volunteers for this year’s MCAB are needed, please contact Maciel directly for interest. MCAB is posted on facebook and website.

Adjourn: Motion to adjourn at 7:26 p.m. by Robin Chavez & 2nd by Brittany Wilburn.

Submitted by Gina M. Barajas
Adjourn: Motion to adjourn at p.m. by & 2nd by .

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