

**Administrative Board**  
Minutes from July 16, 2019

The Boulder County Division of the Community Action Programs Administrative Board met in regular session on June 16, 2019 in the Baltic Room at Public Health, 3482 Broadway, Boulder (adjacent to the Community Services/CAP offices).

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

**Absent:** Brittney Wilburn

**Staff Present:** Magdalena Ruiz & Maciel Leon (by telephone)

**Susan Boucher began the meeting at 6:03 pm.**

**Quorum Present: 9 out of 10**

**Public Comment:** Susan Boucher shared information on an upcoming training on how to support immigrants that are being targeted by ICE. She stated that she would forward the training information via email to the Board to pass on to others that may be interested in attending.

**June Minutes:** Motion to approve minutes – Susan Boucher – 2<sup>nd</sup> Stephanie Burke - all in favor.

**Directors Report:**

**PERL Position:** Maciel stated that the proposal to make PERL a full-time position was approved. The job was posted and applicants will be reviewed when she returns to the office from the CCA Conference.

**MCAB:** Nominations were reviewed by Board members and staff on 07/11/19. 11 winners were selected and all CADC Scholarships applicants were approved to receive a scholarship. There is a good chance that the CADC Board can award more than \$500 indicated on the application.

**Introduction of Erin from Workforce Boulder County:** Erin is here to speak about WFBC and further explain her proposal on the two programs that we as a Board have to vote on as to whether or not underspent CSBG funds should be allocated to support these programs.

**Open Discussion**

Erin Jones, Division Manager of Workforce Boulder County (WFBC) has been working with the community for over 40 years.

- Workforce Boulder County (WFBC), is a Colorado Workforce Center that offers a wide variety of services to Job Seekers and Businesses.
- WFBC's Mission: *To drive employment and education opportunities that enrich individual growth, economic health, and community connection.*
- WFBC's Vision: *A flourishing community where everyone has abundant opportunity for meaningful employment and businesses are connected to a diverse talent pool.*
- WFBC's Values: Engage, Empathize, and Evolve.

WFBC offers the following programs:

- Career Services – Offers a wide variety of services to Job Seekers and Businesses, including Veterans Services and a Young Adult Program.
- Business Services – no cost services to help employers meet their recruitment goals and ensure a qualified workforce.
- Workshops and Training – a wide selection of workshops for people looking for a new or better career, wanting to learn more about money management, and about the steps to owning a new home.
- Work-based learning – Internships, on-the-job training, apprenticeships, and work experience.

Outcomes are tracked as indicated on the handout.

Questions from Board:

- 1) Regarding jobs and apprenticeships, what assistance does someone get from you or the employer?
  - a. TANF has a Case Manager
  - b. Young adults: Workforce Case Managers
  - c. Workforce staff and community organizations
- 2) How are applicants recruited?
  - a. Recruitment comes from referrals, from partnering agencies but mostly Workforce is able to qualify applicants based on people using their services.

Concerns from the Board:

- 1) Circles offered a sense of “community”, some members feel that this sense of community will be lost within Workforce. Erin assured the Board that partnering agencies are available for additional support. Board members suggested revising the Circles Allies volunteers as supporters for those within the Workforce programs. This suggestion will require additional conversation.
- 2) How long will CSBG fund this program: a comment was made to suggest a year but the program would go on longer than that.

What CSBG underspent funds would do is support WFBC already existing programs. They are:

- Volunteer/mentorship program that supports individuals on CAP.
- WFBC program on employment that supports low-income residents through career coaching and occupational skills training.
- Expansion of work-site/jobs for low-income residents.

## **Vote**

At the end of Erin's presentation and discussion, Maciel informed the Board that we needed to take a vote as to whether or not the Board agrees to allocate underspent CSBG funds to support WFBC program on employment that supports low-income residents through career coaching and occupational skills training and expansion of work-site/jobs for low-income residents.

- Susan Boucher motioned to support WFBC & Stephanie Burke 2<sup>nd</sup>. All Board members in favor.

Maciel mentioned to the Board that the expansion of the PERL program will lend itself to include mentorship and leadership soft skills training. The hope is that it will attract Circles leaders that are interested in working on their growth and personal development.

NO AUGUST MEETING. The next Board meeting will be September 17, 2019.

## **Adjourn:**

Motion to adjourn at 7:24 p.m. by Robin Chavez & 2<sup>nd</sup> by Stephanie Burke.

Submitted by Gina M. Barajas