

WELD COUNTY WORKFORCE DEVELOPMENT BOARD

GENERAL MEMBERSHIP MEETING

MINUTES

JANUARY 21, 2020

12:00PM TO 1:30PM, LUNCH SERVED AT 11:45AM

EMPLOYMENT SERVICES OF WELD COUNTY

315 N 11TH AVENUE, BUILDING B, GREELEY, CO 80632

Board Members:

Present: Commissioner Scott James, Weld County Board of County Commissioners (BOCC); Greg Farris, Front Range Roofing; Elizabeth Barber, The Greeley Dream Team; Dwight Steele, Property Management; Jeff Sloan, Christian Brothers Automotive; Stacy Evans, Division of Vocational Rehabilitation (DVR); Lisa Taylor, Immigrant and Refugee Center of Northern Colorado (IRCNOCO); Geoff Herrig, UA 5 States Pipe Trades Association; Sam Gluck, APCO Electric; Kyle Majchrowski, Banner Health; Shayna Howell, Aims Community College; Amanda Ericson, HRx Services; Zach Huston, Noble Energy Inc.; Sylvia Robinson, TOLMAR; Peggy Decker, Kaiser Permanente; Matt Hortt, High Plains Public Library

Phone: Ryan Rose; Weld County IT

Absent: David Thompson, FMS Bank; Bonnie Babcock, Integrity CDL Academy; Susan Ditson, Renewable Fiber Inc.; Rich Werner, Upstate Colorado; Elise Lowe-Vaughn, CDLE

Quorum Present: YES

Others Present:

ESWC Division Head: Tami Grant

ESWC Staff: Heather Roberts, Support Specialist and Board Liaison; CeCe Moreno, Business Services Manager; Karina Amaya, Adult and Youth Employment and Training Manager.

Other: Megan Garziano, Weld County Communications; Lee Wheeler-Berliner, Colorado Workforce Development Council (CWDC); Maria Secrest, Office of U.S. Senator Cory Gardner; Kevin Edinger, Vestas; Jill Eaton, DVR; Bradley Roller, CDLE; Mike Trotter, Front Range Roofing

I. Call to Order

Meeting called to order at 12.05 p.m. by Tami Grant.

II. High-Performing Board Designation - Lee Wheeler-Berliner, CWDC

Discussion: Lee presented the board with the PY18 Local High Performing Board Designation. Three years ago, Lee and CWDC staff came up with metrics to determine what constitutes a high performing board. The Weld County Workforce Development Board (WDB) is the first board to receive the designation two years in a row.



III. **Introduction of New Board Members**

- a. **Zach Huston, Noble Energy** – Zach has been with Noble Energy for seven years and has worked in the oil and gas industry for 13 years. He is a graduate of UNC and has been in the Northern Colorado area for 17 years. He was a Roustabout (unskilled laborer), then a Roustabout Foreman, and eventually Zach transitioned to Noble Energy to help develop their Training and Competency program. He is currently the Training and Competency Manager. He helps train and assess the technical and safety skills to meet compliance requirements for Noble Energy's employees and many of their contractors.
- b. **Amanda Ericson, HRx Services** - One of the owners of HRx Services, a Human Resources consulting company that serves the front range area. The company helps businesses with 5-1000 employees in Human Resources best practices. In Northern Colorado, she started in recruiting and staffing in 2006 and sat on the NCHRA (Northern Colorado Human Resources Association) board for 10 years and is now the Director of the COSHRM (CO Society of Human Resource Management) Council. Amanda believes philanthropy and giving to the community is of the utmost importance.
- c. **Matt Hottt, High Plains Public Library** – Matt is the Executive Director for High Plains Public Library. He has worked in libraries for 20 years, with some Las Vegas Police Department experience. He has served on several boards. He is currently working to redefine what a library is which includes helping people find jobs.

IV. **Voting for Chair and Vice-Chair**

Discussion: Current Board Chair, Dave Thompson, has stepped down as chair due to a change in responsibilities at FMS Bank. ESWC Leadership looked at strategically aligning with workforce and include succession planning. This includes the election of a Vice Chair for the board. Nominations were received for both positions. **Sylvia Robinson** has been nominated for chair, with the expectation that she will serve one calendar year. **Greg Farris** has been nominated for vice chair, with the expectation that he will be stepping to the chair position after Sylvia, at which time, a new vice chair will be elected which includes a two-year commitment. The chair elects shared quick remarks:

Sylvia - Thank you for trusting us to lead this board. It makes it easier when you know you have a great team [Tami Grant, CeCe Moreno, Heather Roberts] behind you.

Greg – I have served on the board a long time and think this is a good opportunity.

Tami Grant, ESWC Division Head, entertained a motion to approve the nomination of Sylvia Robinson, Tolmar, to serve as board chair for one calendar year. As well as the nomination of Greg Farris, Front Range Roofing, to serve as Vice Chair for one calendar year. Elizabeth Barber, The Greeley Dream Team, moved to approve the nominations. Sam Gluck, APCO Electric, seconded the motion and the motion carried.

V. **Approval of Minutes**

Discussion: Sylvia Robinson, TOLMAR and board chair, entertained a motion to approve the Workforce Development Board meeting minutes from August 20 and October 15, 2019 as circulated. The August minutes were included in this item as there was not a quorum present at the October meeting. Jeff Sloan, Christian



Brothers Automotive, moved to approve the minutes as written. Greg Farris, Front Range Roofing and Vice Chair, seconded the motion and the motion carried.

VI. Reports

a. Grants Performance Measures Dashboard

Discussion: Heather Roberts, ESWC, Highlighted the internal monitoring section that was added to the dashboard in response to comments during the PY18 Performance Monitoring meeting. She also highlighted the Veterans Service-to-Career Program Grant success story newsletter. As Veterans receive priority of service, they are granted access to all hiring events 30 minutes prior to the rest of the public.

b. PY18 Performance Monitoring Results

Discussion: It is not typical for ESWC to receive compliance issues and PY18 was no different, receiving zero for the program year. There was one action item that came to light regarding an employee who was not performing their duties fully. At the time of monitoring, this employee was no longer employed with ESWC. As the monitoring began, ESWC was already in the process of taking action steps to correct this issue. ESWC conducted an audit on 100% of this employee's files and was required to submit a report on the results of the audit. This was an isolated incident to one position.

ESWC was recognized as having three promising practices: REACH Child Care Provider Initiative, Spanish led workshop and the Felon Friendly Workshop. If you would like to see the PY18 Performance Monitoring report, please let Heather know. ESWC has hired two new Adult Case Managers which means the WIOA teams are fully staffed.

VII. New Business

a. Construction Sector Partnership (Kyle and Greg)

Discussion: Greg Farris, Front Range Roofing and Kyle Majchrowski, Banner Health (WDB Board Members) along with ESWC are working with Larimer County to create a joint sector partnership for Construction and Trades, identifying 40 people to include in initial discussions. The kick-off meeting included 50-60 people and good engagement was observed. The group identified five common problems the sector is facing and key people to include in future discussions: New way of doing management, new way of business, bidding/RFP process, and education and pathways, and fighting the perception of the industry being for people that are in construction because they can't get another job. A meeting scheduled for next Friday will start as a large group then break out into smaller groups. While no current goals have been set, they are looking for quick wins and long-term impacts to solve the identified issues. The group is diverse with the whole industry represented and could still use more people. CeCe Moreno, Business Services Manager from ESWC is taking an active role.

A partnership creates a sense of community, which is absolutely powerful. If you or someone you know have a vested interest in sector partnerships, or if you have not previously been engaged in one



and would like to be, please contact Heather, Kyle or Greg. Please let Heather Roberts know of any upcoming events that would benefit from partnerships.

Sylvia Robinson has been involved with the NOCO Manufacturing Sector partnership for a while. Some of the success seen with that partnership was participation (“If you build it, they will come”).

b. Regional Board Meeting

Discussion: Sylvia Robinson, who also serves on the Larimer County WDB, presented on the upcoming Regional Board Meeting. Larimer County is finalizing a location for the regional meeting between Larimer and Weld County WDBs. This time it will feel more like a board meeting with highlights on items that have already taken place so far across the region and opportunities to have group conversations on the priority areas we would like to come together on. Planning meetings have taken place between ESWC and Larimer County Economic and Workforce Development. The meeting will be on February 21st from 8-10am, hopefully at Embassy Suites in Loveland. Once plans are finalized, an update to the calendar invite will be sent.

c. PY20-23 Regional Plan

Discussion: The CWDC is working on their next four-year plan. They have been communicating with our staff to inform them what to expect. CeCe Moreno submitted 79 of the 85 comments solicited for the state plan. Each region and local area also need to create a new four-year plan that aligns with CWDC. Weld County is unique as we are our own local area and region and will be creating our own plan.

d. One-Stop Operator RFP

Discussion: The One-Stop Operator should be chosen every four years. While we technically have until 2021 to perform a Request for Proposal (RFP) for the One-Stop Operator, ESWC would like to align this task with the creation of the new four-year plan.

VIII. Closing Comments

- a.** Future Agendas – ESWC staff anticipate reaching out to WDB members prior to meetings regarding agenda items. Based on the current legislation session, please let Tami know if there are any items you would like to contribute to the Board of County Commissioners (BOCC).
- b.** Upcoming Events – The High School Equivalency (HSE) Graduation is next Wednesday, January 29th.
- c.** ESWC Staff Announcement - Tami Grant has taken the role of Deputy Department Head for Department of Human Services (DHS) and will remain in her role as Division Head until the open position is filled.
- d.** Northern Colorado Continuum of Care (CoC) - Weld and Larimer Counties make up the fourth CoC in Colorado. For more information, please refer to this [Coloradan Article](#).

IX. Adjournment

Meeting adjourned at 1:34 p.m.

Minutes submitted by Board Liaison, Heather Roberts.



Next Meeting: February 12, 2020

Hosted By: Employment Services of Weld County and Larimer County Economic and Workforce Development

The Workforce Development Board's (WDB) mission is to keep the workforce system responsive to employers, employees and job seekers.



Weld County DHS - Employment Services of Weld County

PY19 WDB Dashboard

1st Quarter: July 1, 2019 to September 30, 2019

1/13/2020

25% into Program Year

Weld County Unemployment (not seasonally adjusted) ¹

	Civilian Labor Force	Employed	Unemployed	Weld Unemployment Rate	Colorado Unemployment Rate ¹
<i>June 2018</i>	<i>164,068</i>	<i>159,586</i>	<i>4,482</i>	<i>2.7%</i>	<i>3.0%</i>
April 2019	167,902	163,683	4,219	2.5%	2.7%
May 2019	168,876	165,180	3,696	2.2%	2.5%
June 2019	169,346	164,567	4,779	2.8%	3.0%
July 2019	169,472	165,044	4,428	2.6%	2.8%
August 2019	168,801	164,507	4,294	2.5%	2.7%
September 2019	171,292	167,825	3,467	2.0%	2.2%

Budget (includes funds issued in PY17, PY18 and PY19) ²

	Total Budget	Actual	Remaining	% Used	Progress
WIOA Adult (6/30/21)	\$ 727,540.00	\$ 213,997.34	\$ 513,542.66	29.4%	✖
WIOA Dislocated Worker (6/30/21)	\$ 633,054.00	\$ 95,141.87	\$ 537,912.13	15.0%	✖
WIOA Youth (6/30/21)	\$ 797,472.00	\$ 149,118.86	\$ 648,353.14	18.7%	✖
WIOA Youth 20% WBL	\$ 134,761.29	\$ 30,489.58	\$ 104,271.71	22.6%	✖
Wagner-Peyser/ESF (6/30/21)	\$ 687,531.00	\$ 244,971.95	\$ 442,559.05	35.6%	✖
Trade Adjustment Act (6/30/21)	\$ 73,362.00	\$ 3,870.76	\$ 69,491.24	5.3%	✖
ApprenticeshipUSA Expansion Grant (6/30/20)	\$ 60,000.00	\$ 13,795.29	\$ 46,204.71	23.0%	✖
VSCP Grant (6/30/20)	\$ 75,000.00	\$ 17,693.49	\$ 57,306.51	23.6%	✖

Budget Progress: <50% of PY goal = red 50% to 70% of PY goal = yellow > 70% of PY goal = green

Program Enrollments ³

	PY Goal	Actual	Remaining	% of PY Goal	Progress
WIOA Adult	222	139	83	62.6%	✖
WIOA Dislocated Worker	129	67	62	51.9%	✖
WIOA Youth	223	84	139	37.7%	✖
WIOA Youth 5% Window ⁴	11	0	11	0.0%	✖
ApprenticeshipUSA Expansion Grant	9	0	9	0.0%	✖
Wagner-Peyser Customers Served ⁵	9,321	3,024	6,297	32.4%	✖

*Goal and Actual are reflective of the grant in its entirety

Program Progress: > 90% of PY goal = green 70% to 90% of PY goal = yellow < 70% of PY goal = red

TANF - All Families Cases ³

	PY Goal	Actual	% of PY Goal
Program Enrollments	N/A	454	#VALUE!
Entered Employment	N/A	17	#VALUE!
STEP Grant Enrollment	N/A	34	#VALUE!

TANF Outcomes ⁶

Employment Rate Q2 (07/01/18-9/30/18)	79.60%	54.46%	68%
Employment Rate Q4 (01/01/18-3/31/18)	72.60%	49.15%	68%
Median Earnings (07/01/18-09/30/18)	\$6,900.00	\$3,238.00	47%

Employment First ³

	PY Goal	Actual	% of PY Goal
Program Enrollments	N/A	355	#VALUE!
Entered Employment	N/A	0	#VALUE!

Weld County DHS - Employment Services of Weld County

PY19 WDB Dashboard

1st Quarter: July 1, 2019 to September 30, 2019

1/13/2020

Targeted Population Outcomes⁷

	PY Goal	Actual	Remaining	% of PY Goal	Progress
Adult Targeted Populations	110	48	62	43.6%	✗
DW Targeted Populations	72	24	48	33.3%	✗
Youth Targeted Populations	141	27	114	19.1%	✗
Program Progress: > 90% of PY goal = green 70% to 90% of PY goal = yellow < 70% of PY goal = red					

Workforce Business Services

	PY Goal	Actual	Remaining	% of PY Goal	Progress
Job Postings - Openings Received ⁸	4,200	3,290	910	78.3%	⚠
Total Employers Served ⁹	3,400	835	2,565	24.6%	✗
Customized Recruitment Events ¹⁰	195	28	(167)	14.4%	✗
Program Progress: > 90% of PY goal = green 70% to 90% of PY goal = yellow < 70% of PY goal = red					

Core Indicators of Performance⁶

	PY Goal	Actual	% of PY Goal	Progress
Veterans Priority in Job Referrals ⁵	51.00%	47.22%	92.6%	✓
Employment Rate Q2 (07/01/2017-03/31/2018)				
WIOA Adult	79.60%	83.72%	105.18%	✓
WIOA Dislocated Worker	80.30%	88.00%	109.59%	✓
Youth	60.00%	75.86%	126.43%	✓
Employment Rate Q4 (01/01/2017-09/30/2017)				
WIOA Adult	72.60%	76.74%	105.70%	✓
WIOA Dislocated Worker	73.20%	68.00%	92.90%	✓
Youth	61.90%	75.00%	121.16%	✓
Median Earnings (07/01/2017-03/31/2018)				
WIOA Adult	\$6,900.00	\$7,416.00	107.48%	✓
WIOA Dislocated Worker	\$8,762.00	\$7,565.00	86.34%	⚠
Youth	\$0.00	\$3,773.00	100.00%	✓
Credential Rate (01/01/2017-09/30/2017)				
WIOA Adult	60.00%	92.86%	154.77%	✓
WIOA Dislocated Worker	50.00%	42.86%	85.72%	⚠
Youth	59.00%	42.86%	72.64%	⚠
Measurable Skills Gains (07/01/2018-3/31/2019)				
WIOA Adult	0.00%	47.37%	100.00%	✓
WIOA Dislocated Worker	0.00%	41.18%	100.00%	✓
Youth	0.00%	26.03%	100.00%	✓
Program Progress: > 90% of PY goal = green 70% to 90% of PY goal = yellow < 70% of PY goal = red				

Internal Monitoring Outcomes⁷¹

	PY Goal	Progress	% of Total Cases	% of PY Goal	Progress
WIOA AD/DW Internal File Review 5%	5%	33	9.40%	188.03%	✓
WIOA Youth Internal File Review 5%	5%	12	5.38%	107.62%	✓
TANF	5%	41	9.03%	180.62%	✓
STEP	5%	8	23.53%	470.59%	✓
Wagner-Peyser					
Business Services	5%	27	0.64%	12.86%	✗
Job Seekers	2%	282	3.03%	151.27%	✓

Connecting Colorado Data Check-Up Reports are run monthly.

1st Quarter: July 1, 2019 to September 30, 2019

1/13/2020

Data Sources

Footnote	Data Set Report	Source	Description
1	Labor Market Information (LMI) Gateway	Website	Weld County unemployment statistics, not seasonally adjusted
2	CLEAR	CLEAR Reports	Budget; Includes funds made available through a variety of NFA's and includes Carry-In funds. (There is a one month reporting lag of expenditures.)
3	WIOA Activity Summary	Job Link	Performance information for current program year
4	CoCo Youth Window	Job Link	# of individuals served without barriers, not to exceed 5% of total
5	Connecting Colorado (CoCo) 9002	Job Link	# of individuals registered for current program year
6	CoCo WIOA Quarterly	Job Link	Performance information for current program year
7	CoCo WIOA Groups Report	Job Link	# of Individuals for current program year, excludes carry-in
8	CoCo Agent Performance A-7	Job Link	# of Job Orders for current program year
9	CoCo Class/Services List Report	Job Link	Total number of Employers Served for current program year
10	Internal Reports	BSU Report	Total number of Customized Employer Events; includes job fairs, hiring events and facilities use
11	Internal Monitoring Reports	Case Files	5% of active case files reviewed to ensure accuracy in serves and documentation provided.

Glossary of Terms

Customized Recruitment Events	Customized events provided to businesses, including job fairs, hiring events, and other recruitment services.
Dislocated Worker	Individuals that have been terminated or laid off, or have received notice of termination or layoff; meet attachment to the workforce criteria but are not eligible for unemployment insurance and not likely to return to a previous industry or occupation; has received a general notice of the facility closure within 180 days; or is a displaced homemaker may be eligible for services under the dislocated
Employment First (EF)	A federally mandated program designed to ensure that all able-bodied food assistance participants are engaged in activities that will improve their
TANF	Temporary Assistance to Needy Families.
Underserved Populations	Includes, but is not limited to, returning Veterans, low income, out-of-school youth, offenders, disabled individuals and long-term unemployed.
Unsubsidized Employment	Unsubsidized employment is full- or part-time employment in the public or private sector that is not subsidized by WIOA, TANF, or any other public program. Wages are paid wholly by the employer.
Wagner-Peyser	Wagner-Peyser services (also known as Employment Services) focus on providing a variety of employment related labor exchange services including but not limited to job search assistance, job referral, and placement assistance for job seekers, re-employment services to unemployment insurance claimants, and recruitment services to employers with job openings. Services are delivered in one of three modes including self-service, facilitated self-help services and staff assisted

1st Quarter: July 1, 2019 to September 30, 2019

1/13/2020

WIOA

The Workforce Innovation and Opportunity Act(WIOA) is a federally funded program devoted to helping individuals reach their employment and educational goals. Those enrolled in the program will learn to prepare for the future by setting goals and participating in activities to achieve personal growth. Core services include job search assistance and useful labor market information. Intensive services, including career counseling, comprehensive assessment of an individual's employability, and development of a personal employment plan are available to job seekers who are unable to find jobs through core services. Occupational training linked to local job opportunities and supportive services, such as



COLORADO
Department of
Labor and Employment

Workforce Development Programs
633 17th Street, Suite 700
Denver, CO 80202-3660 | (303) 318-8000 | colorado.gov/cdle

December 16, 2019

David Thompson
Chair, Weld County Workforce Development Board
315B N. 11th Avenue
Greeley, CO 80631

Dear Mr. Thompson,

Enclosed please find the Final Annual Compliance Monitoring Report for Program Year 2018 prepared by the Colorado Department of Labor and Employment – Workforce Development Programs.

We would like to thank the staff of Employment Services of Weld County for the assistance they provided to the State Workforce Monitors during all phases of the review. The staff were courteous and their professionalism during the review was notable.

A copy of this final report will also be sent to the Director of Employment Services of Weld County and to your Local Elected Official. If you have any questions, please contact Johnathan Tillman, Regional Liaison, at 303-318-8811 or Johnathan.Tillman@state.co.us.

Sincerely,

Elise Lowe-Vaughn
Workforce Programs, Policy and Strategic Initiatives

Cc: Tami Grant, Division Head, Employment Services of Weld County
The Honorable Scott James, Commissioner, Weld County Board of County Commissioners
James Newby, Operations Director, CDLE Workforce Development Programs





December 16, 2019

The Honorable Scott James
Commissioner, Weld County Board of County Commissioners
315B N. 11th Avenue
Greeley, CO 80631

Dear Mr. James,

Enclosed please find the Final Annual Compliance Monitoring Report for Program Year 2018 prepared by the Colorado Department of Labor and Employment – Workforce Development Programs.

We would like to thank the staff of Employment Services of Weld County for the assistance they provided to the State Workforce Monitors during all phases of the review. The staff were courteous and their professionalism during the review was notable.

A copy of this final report will also be sent to the Director of Employment Services of Weld County and the Weld County Workforce Development Board Chair. If you have any questions, please contact Johnathan Tillman, Regional Liaison, at 303-318-8811 or Johnathan.Tillman@state.co.us.

Sincerely,

Elise Lowe-Vaughn
Workforce Programs, Policy and Strategic Initiatives

Cc: Tami Grant, Division Head, Employment Services of Weld County
David Thompson, Chair, Weld County Workforce Development Board
James Newby, Operations Director, CDLE Workforce Development Programs





December 16, 2019

Tami Grant
Division Head, Employment Services of Weld County
315B N. 11th Avenue
Greeley, CO 80631

Dear Ms. Grant,

Enclosed please find the Final Annual Compliance Monitoring Report for Program Year 2018 prepared by the Colorado Department of Labor and Employment – Workforce Development Programs.

We would like to thank the staff of Employment Services of Weld County for the assistance they provided to the State Workforce Monitors during all phases of the review. The staff were courteous and their professionalism during the review was notable.

A copy of this final report will also be sent to the Weld County Workforce Development Board Chair and to your Local Elected Official. If you have any questions, please contact Johnathan Tillman, Regional Liaison, at 303-318-8811 or Johnathan.Tillman@state.co.us.

Sincerely,

Elise Lowe-Vaughn
Workforce Programs, Policy and Strategic Initiatives

Cc: David Thompson, Chair, Weld County Workforce Development Board
The Honorable Scott James, Commissioner, Weld County Board of County Commissioners
James Newby, Operations Director, CDLE Workforce Development Programs





COLORADO
Department of
Labor and Employment

Workforce Development Programs
Regional Services Unit
633 17th Street, Denver, CO 80202

Regional Services Annual Monitoring Report

Local Area	Weld County
Main Office Location	315 N 11th Ave, Greeley, CO 80631
Period of Review-Start*	7/1/18
Period of Review End*	6/30/2019
Date Issued*	12/16/2019

Executive Summary

Purpose/Methodology: The Workforce Development Programs (WDP) Regional Services Unit (RSU) conducts program monitoring in compliance with Policy Guidance Letter (PGL) ADM-2019-06, Performance and Compliance Review Process, on organizations that receive funds through the Colorado Department of Labor and Employment (CDLE) to operate workforce programs, discretionary grants, and specialized grants. The purpose of monitoring is to ensure that programs operate in compliance with federal and state guidelines. Monitoring activities include questionnaires, analyzing program and fiscal data, and client case file reviews. Program Monitoring covers Governance, Administrative/Program/Grant/Fiscal Management, Delivery Systems/Documentation, and Performance Accountability.

All Workforce Innovation and Opportunity Act (WIOA) Title I programs, Wagner-Peyser (WP), and various discretionary grants funded with federal/state funds. See **Section 3** for a comprehensive list of programs under review.

Review Results

Governance

- No compliance issues
- No action items

Administrative Systems

- No compliance issues
- No action items

Program Services, Delivery Systems and Documentation

- No compliance issues
- Action item
 - Weld County will conduct a 100% file review for a staff person who left employment as a case manager with various unresolved data integrity and data validation findings in both Adult and Dislocated Worker program files.

Performance Accountability

- No compliance issues
- No actions items

Promising Practices and Notable Achievements

REALIZING ECONOMIC ADVANCEMENT THROUGH CARING HOMES (REACH):

The goal of the REACH program is to develop a recruitment campaign to increase Weld's childcare capacity. DHS decided to combat childcare deficiency in the community by treating it as a workforce issue, receiving encouragement from the Weld County Workforce Development Board. In January of 2019, the Childcare Eligibility team administration was also reorganized to be under ESWC, to increase efficiency of parents securing childcare in the community.

ABRE EL CAMINO A TU PRÓXIMO TRABAJO (PAVE THE ROAD TO YOUR NEXT JOB) WORKSHOP:

The "Abre el Camino a Tu Próximo Trabajo (Pave the Road to Your Next Job)," workshop is for Spanish-speaking job seekers with limited English skills. Previously they were only able to access job-search information through busy Client Service Technicians (CST) working in the Resource Room. This workshop was designed to provide individuals with employment information covering job-search activities, hard- and soft-skills, job applications, resume writing and interviewing preparations. After each workshop, a bilingual Client Service Technician offers each client a one-on-one appointment for job-search assistance.

FELON FRIENDLY WORKSHOP:

The need for a workshop on responsibilities to disclose information about previous criminal behavior was identified as needed due to the lack of information on how to communicate criminal history to employers in the community. Research was conducted and a workshop developed regarding the responsibilities and best practices to handle the disclosure criminal background information to employers.

The workshop is held once a month for an hour, which allows for large groups to support one another. Customers in the workshop practice disclosing their background in a safe environment with fellow job seekers. This builds confidence with providing application information and answering interview questions. Most of the participants also attend other employment workshops such as resume writing and interview preparation. The combination of information received during these workshops provides success for clients. As a benefit, clients build networks and receive job leads.

Monitoring Results

Program Monitoring was conducted following the processes outlined in Policy Guidance Letter (PGL) ADM-2019-06, Performance and Compliance Reviews. See Attachment 9 for Risk Assessment Categories and Attachment 10 for Definitions of Key Terms. The PGL and all supporting documents are posted on-line at <https://www.colorado.gov/cdle/pgl>.

Section I: Prior Year Report Follow Up

During the Program Year 2017 (PY17) monitoring review, conducted in July 2018, Employment Services of Weld County was cited with no compliance issues or action items in any area. This includes all areas of *Governance and Administrative, Program/Grant, and Financial Management Systems, Program Services, Delivery Systems, and Documentation, and Performance Accountability*.

Section II: Workforce Governance and Administration

Workforce Governance and Administration

Regional and Local Area Plans can be found at:

<https://www.colorado.gov/pacific/cwdc/regional-and-local-plans>.

The Governance review covers the local workforce area's Workforce Development Board (WDB) and standing committees, Memoranda of Understanding (MOUs) with required partners, One-Stop Operators and Designation, and Strategic Planning.

No Governance-related compliance issues were identified. The Weld County Workforce Development Board was certified during PY17 and will be up for recertification in PY19. Memoranda of Understanding (MOUs), inclusive of Infrastructure Funding Agreements (IFAs), are in place with required partners. The Colorado Workforce Development Council (CWDC) approved Employment Services of Weld County's PY18 Local Plan and Compliance Documents as of July 31, 2018. RSU made the following observation.

The administrative review covers reporting systems, internal and subcontractor monitoring, policies and procedures, and financial audit findings.

No Administration-related compliance issues were identified. All required local policies are in place and consistent with current state policies. Internal monitoring is conducted for all programs.

Section III: Program Reviews

The Program Services, Delivery Systems, and Documentation review is an analysis of sampled case records and program questionnaires to ensure compliance and quality of service delivery systems for employers and job seekers. The following grants and programs were operated by Employment Services of Weld County under a Grant Agreement with CDLE. As such, these programs were subject to the annual compliance review:

- WIOA Title I Adult, Dislocated Worker, and Youth programs
- WIOA Title III Wagner-Peyser Employment Service
- Reemployment Services and Eligibility Assessment (RESEA)
- Trade Adjustment Assistance (TAA)
- Colorado Works Subsidized Training and Employment Program (CW STEP)
- State Apprenticeship Expansion Grant (SAE)

Over the course of the program year, CDLE conducted two quarterly monitoring reviews and one targeted technical assistance visit for Employment Services of Weld County. Weld County was able to resolve and avoid reoccurrences of the types of issues identified throughout the year. Regional Liaison attributes the improvements to enhanced internal quality assurance procedures. During the onsite review the following action item, observation(s)/recommendation(s) were identified in the Program Services, Delivery Systems, and Documentation category:

Program Review

WIOA Adult and Dislocated Worker Programs

Review Results

Action Item #1

During the onsite monitoring review, the RSU observed instances of documentation in Adult and Dislocated Worker participant files missing, not matching service data entry and incorrect dates entered into Connecting Colorado. Weld County attests that the majority of these instances, four out of 20, resulted in case files created and maintained by one individual case manager. The case manager has subsequently left the employment of Employment Services of Weld County. The potential of discrepancies present in other case files created, maintained or served by the now absent case manager continues to exist.

To validate data, ensure integrity, and prevent potential disallowed costs, Weld County will conduct a 100% visual review of WIOA Title I casefiles created, maintained or served at any time after July 1, 2018 by the specific case manager in question. Weld County will issue a report to CDLE by close of business December 20, 2019, on which case files were reviewed, the presence or absence of discrepancies, if discrepancies were resolved or follow-up actions are necessary, and a description of actions Weld County will take to minimize future reoccurrence of similar deficiencies in the event of staff turnover.

Local Area Response (required):

Weld County agrees that there were instances of inaccurate data entry, including wrong dates, entered by a former employee. To date, all active WIOA files of the identified employee have been reviewed. As additional errors were identified, Weld County has worked with CDLE's MIS team to ensure data is accurate. Requested changes, at times, have not been able to be processed timely and have taken as long as four weeks. Continued efforts to conduct reviews on all terminated files are in process. Weld County initiated the internal file reviews prior to receiving this initial review. Weld County requests an alternative date be mutually agreed upon to complete reviews for all terminated files to ensure that current WIOA participants do not realize an adverse impact due to staff being redirected to only complete administrative functions. As a reminder, there were two positions vacant within the Adult and Dislocated Worker programs. Both positions are now filled, and training is underway however, it is not realistic to complete reviews of an additional 56 terminated files by December 20th without disrupting client-based tasks. Weld County is committed to completing all file reviews by January 31, 2020 with a plan of action to finalize any additional administrative tasks.

CDLE Response

CDLE appreciates the proactive internal monitoring of program files and recognizes the need to train staff and serve customers during the file review process. For that purpose, the requested extension is granted. Changes to data and information entered in error by local areas within the state's Connecting Colorado management information system are completed as a courtesy for local areas to help them insure the highest levels of data integrity. When large batches of data change requests are received, sometimes from multiple local areas, they are cumbersome to process. CDLE will continue to work with local areas to correct data entered in error. Correcting data after a system lock is far less effective and more time consuming than ensuring data is initially entered correctly by local area staff. Weld County will complete the file review and submit the report to CDLE by close of business on January 31, 2020.

Policy Guidance Letter

PGLs MIS-2017-01 Change 1 and MIS-2016-02

Section IV: Annual Performance Indicators

During the time of performance review, CDLE had not completed final performance evaluation for PY18. Following submission of the WIOA Annual Report, performance indicator goals for PY18 will be adjusted based on USDOL's Statistical Adjustment Model, as required by:

WIOA Sec.116(c)(3) - ADJUSTMENT FACTORS.—“In negotiating the local levels of performance, the local board, the chief elected official, and the Governor shall make adjustments for the expected economic conditions and the expected characteristics of participants to be served in the local area, using the statistical adjustment model developed pursuant to subsection (b)(3)(A)(viii). In addition, the negotiated local levels of performance applicable to a program year shall be revised to reflect the actual economic conditions experienced and the characteristics of the populations served in the local area during such program year using the statistical adjustment model. “

On October 21, 2019, CDLE issued a final At-A-Glance report with PY18 information which demonstrated that Weld County concluded the program year meeting the spending requirements.

Section V: Closing Summary

CDLE recognizes the achievements of Employment Services of Weld County and the quality service they provide to the citizens of Colorado. This is specially evident in the work that has been put forth to develop initiatives that engage and serve target populations in Weld County such as; Realizing Economic Advancement through Caring Homes (REACH), Felon Friendly workshops, and the Abre el Camino a Tu Próximo Trabajo (Pave the Road to Your Next Job) Workshops.

Over the course of the program year, the Regional Services team sampled 88 participant files and 33 business services records in all programs administered by Employment Services of Weld County under its grant agreement with CDLE. These reviews resulted in zero compliance issues and one action item. Weld County has demonstrated a commitment to providing quality services to businesses and job seekers throughout the community, while simultaneously adjusting to shifts in policy, data tracking, and performance metrics. CDLE fully recognizes these challenges and would like to recognize the Weld County staff for their hard work in maintaining good customer service, while also reporting accurate data.