

**WASHINGTON COUNTY  
WORKFORCE DEVELOPMENT BOARD MEETING  
Washington County Workforce Center  
Woodbury, Minnesota  
May 16, 2018**

**Members Present**

Lee Ann Cox	Christopher Eng	Jennifer Hassebroek
Stan Karwoski	Michelle Kemper	Jeff Klemmer
Mike Lang	Ann Lindquist	Lee Miller
	Sara Murray	

**Workforce Center Staff Present**

Tina Dudzinski	Rachel O'Connell	Angela Plumbo
Karen Ritter		Sheng Xiong

**Guests**

Adesewa Adesiji, DEED  
Shane Mueller, District 833  
Tim O'Neill, DEED  
Larry Raddatz, Century College  
Wayne Sarappo  
Sarah Shanley, Northeast Metro 916  
Laurie Staiger, Woodbury Area Chamber of Commerce  
Laura Vitzthum, Vocational Rehabilitation

**WDB Members Not Present**

Sharon Blomgren	Tom Colosimo	Christine Dressel
Susie Evans	Peg Killen	Lee Okerstrom
Lori Tapani		Khadija Zeig

**1. Call to Order and Introductions – Chair, Lee Ann Cox**

Chair Lee Ann Cox called the meeting to order; members, partners and guests introduced themselves.

**2. Adopt Agenda – Lee Ann Cox**

A Motion was made to adopt the Agenda. Michelle Kemper requested “Local Workforce Development Area” be added as item 7. A Motion was made to approve the Agenda with this change, it was seconded and the Motion carried.

**3. Approve April Minutes – Lee Ann Cox**

A Motion was made to adopt the April 18, 2018 minutes, it was seconded, and the Motion was approved.

**4. Pathways to Prosperity Grant (P2P) – Sheng Xiong, Workforce Center; Shane Mueller, South Washington County School District 833**

The Workforce Center, South Washington County Schools ACCESS Program and Century College are working together on a Pathways to Prosperity Grant which provides training for a 10 credit Office Technology certificate.

The Bridge Program runs from September through December where students work on reading, math and digital literacy to be college ready. They complete a 10 component Digital Literacy assessment which includes Word, Excel, PowerPoint, Outlook and operating systems. Students also take Workforce Center workshops on Workplace Success, Career Exploration, Resumes and Interviewing. Sheng Xiong supports them as an Employment Counselor and may provide gas cards and other assistance to remove barriers.

At Century College students learn Introduction to Software Applications which includes Microsoft Word, Excel, PowerPoint, Access and Document Format Essentials. It is impressive how students support each other to be successful. Over the last five years of P2P over 21 different countries were represented; 86% of the course grades have been an “A”; and the youngest person was 19 and the oldest was 68. After the program ends, students go into internships, employment or continue their education.

**Questions:**

*Stan Karwoski: How many people were employed after completing the program, which shows the true effectiveness?* Karen Ritter said there were a total of 92 served on the P2P programs: 37 were employed, 3 were going to school and working, 11 remained in school, and one person retained their job. Twenty five exited because of health, pregnancy, transportation, moved away and 14 did not follow through.

*Sara Murray: You mentioned removing obstacles, is child care assistance available?* Tina Dudzinski replied if a customer is on assistance, child care may be provided depending on the program.

*Stan Karwoski: Does this program expand Century College’s training?* Shane Mueller said an additional course was added to accommodate the P2P students.

**5. Non-Traditional Opportunities for Women Grant (NOW) – Angela Plumbo, Washington County Workforce Center**

The Women’s Economic Security Act of 2014 was designed to strengthen workplace protections, increase flexibility for pregnant women and nursing mothers, expand opportunities for women in high wage, high demand occupations, and increase enforcement of equal pay laws to reduce the gender gap. The Workforce Center received one of the equity grants under this law, the Non-Traditional Opportunities for Women Grant (NOW). The first grant from December 2016 to December 2017 trained 10 women in non-traditional careers such as construction and electrician. Eight of them were placed at companies including Snapple, Alternative Distribution and Werner Electric at an average wage of \$20.71.

This year’s grant will run from April 12, 2018 through June 30, 2019 to train 15 women. There are 22 on a waiting list and Angela is meeting with them to do assessments and career exploration to prepare them for short term training. For example, women are taking Class A CDL permits and will

go on to train as truck drivers at Heavy Metal or Interstate Truck Driving. St. Paul College or Century College provides training for welding. To be eligible, participants must be a person of color, or low income, or 50 and older. If anyone is interested contact Beth Burger, who determines eligibility, at 651-275-8680.

**6. Approval of WDB Bylaws – Michelle Kemper, Washington County**

The Bylaws have been updated in accordance with the WIOA Act. WDB members reviewed the Bylaws and made the following changes: the number of WDB members was changed from “19 members” to “at least 19 members” and the numbering of section 2 was corrected. A Motion was made to accept the Bylaws with these changes, it was seconded, and the Motion was approved. (WDB members not in attendance were contacted after the meeting; the “yes” votes brought the total to the required 2/3 of members).

**7. Local Workforce Development Area – Karen Ritter**

Every two years the Workforce Development Board needs to request that Washington County remain a Workforce Development Area under WIOA law. Washington County has met the criteria of successful performance measures, fiscal integrity, and has an approved Regional Plan. This letter of request will be signed by the WDB chair, the County Board chair and submitted to the Governor. A Motion was made that the Workforce Development Board will request subsequent designation as a Local Area to provide employment and training services. The Motion was seconded and approved.

**8. Action Team Reports**

**Board Member Engagement Team – Michelle Kemper:** The Team reviewed their accomplishments: the new WDB Orientation Manual was updated and Robert Crawford conducted a three part orientation; the Bylaws have been updated and approved. The team welcomes new members and new ideas.

**Young Adult Program – Lee Ann Cox:** There will be mini job fairs at Cimarron and Landfall the first week of June with 4-6 employers. There will also be a job fair at the South Washington County Schools alternative sites. Sheng Xiong reported he is working with Lori Hanson, Sheriff Program Coordinator, to connect with youth before they are released from jail. They are reaching out to homeless youth through Jake Wasmund, Senior Social Worker, and Streetworks, an outreach collaborative for homeless youth. They are also working with Adult Basic Education programs at Harmony Learning Center and Forest Lake Area Public Schools to find youth who may be eligible for the program.

**9. Announcements**

Sarah Shanley announced Northeast Metro 916 will hold a job fair May 24<sup>th</sup>. There are 800 students at the school and 40% are planning to go right into the workforce. Jeff Klemmer said he helped with the Forest Lake High School career information event. Hundreds of students attended and 40-50 careers were represented. Tim O’Neill said he will do a presentation “Understanding Washington County’s Labor Market”, June 4, 9:00-11:00 a.m. at the Cottage Grove Workforce Center.

**10. Motion to Adjourn – Chair, Lee Ann Cox**

A Motion was made to adjourn the meeting, it was seconded, and the Motion was approved.