

**WASHINGTON COUNTY
WORKFORCE DEVELOPMENT BOARD MEETING
Washington County Workforce Center
Woodbury, Minnesota
June 20, 2018**

Members Present

Sharon Blomgren	Lee Ann Cox	Christine Dressel
Christopher Eng	Jennifer Hassebroek	Stan Karwoski
Michelle Kemper	Jeff Klemmer	Mike Lang
Ann Lindquist	Sara Murray	Monica Ramirez
	Khadija Zeig	

Workforce Center Staff Present

Tina Dudzinski	Rachel O'Connell	Karen Ritter
	Sheng Xiong	

Guests

Shane Mueller, District 833
Jennifer Huston, St. Paul College
Charles Sutton, Tina Smith's Office
Laurie Staiger, Woodbury Area Chamber of Commerce

WDB Members Not Present

Tom Colosimo	Susie Evans	Peg Killen
Lee Miller		Lori Tapani

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, it was seconded and the Motion carried.

3. Approve May Minutes – Lee Ann Cox

A Motion was made to adopt the May 16, 2018 minutes, it was seconded, and the Motion was approved.

4. Approval of Local Plan – Karen Ritter, Workforce Center

The Local Plan with highlights of updates was sent out to Workforce Development Board (WDB) members before the meeting for review. Karen gave the following information on the plan in response to the Board's questions: Business Services Representatives (BSS) used Sales Force to record business visits. The BSS staff have been replaced by two Strategy Consultants in the Metro area. Talent Neuron is the new tool for record keeping which can be used by

employers and job seekers. The template for the Local Plan is the same for every area which then enters local area specific information. The Local Plans are attached to the Regional Plan and that plan will be in place for two years.

A Motion was made to approve the changes to the Local Plan, it was seconded, and the Motion was approved.

5. Job Service Annual Report – Mike Lang, DEED

Job Service under Wagner-Peyser reports every year on how federal money is spent and what the results are. The Job Service annual report show the number of job seekers is down, in part because there was a 50% decrease in the number of computers. Washington County has maintained their numbers by replacing the Cottage Grove and Forest Lake computers with county computers. There is an increase in the number of people attending workshops. The customers who are coming in are harder to serve.

The MinnesotaWorks.net report reflects the loss of the Business Services representatives with a decrease in job openings posted, searches by employers, and fewer job seekers. The state is planning to update MinnesotaWorks and it will be integrated into the CareerForce website.

The first priority in services is veterans, the next is unemployed people who are getting Reemployment Assistance (REA). The report also includes job seeker and employer testimonials, information on demographics and other information.

Questions and Comments

Chris Dressel: Is this sent out to employers? Information on gender and people with disabilities could also be included. It is sent out both electronically and in print form to workforce boards and other stakeholders in the system.

Lee Ann Cox: Do you expect the drop in employer participation to improve with the CareerForce launch? What is the plan to reach people who don't know about us? There is a big outreach plan for the CareerForce rebranding project including potential advertising.

Stan Karwoski: He would like to see a chart showing income by race with the goal of pay equity. CareerForce presents an opportunity to track if progress is being made.

Tina Dudzinski: There is a website called "Becoming CareerForce" for stakeholders for information on CareerForce and plans for implementation.

Sarah Murray: How many people are still working (retention rate) and what positions are temporary or permanent? The WIOA Dashboard is a new tool still in the pilot stage that includes specific performance for different groups as well as WIOA and Wagner-Peyser programs: <https://mn.gov/deed/about/what-we-do/agency-results/perform-measures/wioa/>

Chris Eng: It was a big loss when the Business Services Representatives were laid off. The Wagner-Peyser program that funded the positions was forecasted to have a huge deficit. With

this reconfiguration there is now some carry-over; however, the program has not had a significant increase in 10 years.

Chris Eng: He participated in the Greater Metropolitan Council Workforce Skills Academy. There are probably a hundred different organizations working on workforce development but no one is coordinating this on behalf of the state. Funding is needed to do more especially considering Wisconsin is putting \$6 million into a talent recruitment effort.

Lee Ann Cox added, it took the Council awhile to invite different organizations to be a part of that movement, everyone wants a piece of the pie but does not want to give up money on the local level to do that.

Khadija Zeig: We need to define equity in order to measure it. Inclusion needs to be a part of workforce development so everyone has access to jobs. What are “best practices” and for whom? There needs to be a safe space to address these biases and dig deeper.

Jeff Klemmer: He worked with the Workforce Center 10 years ago after being laid off from an IT position. Starting his own business was discouraged because it didn’t “fit in the box” but many people could succeed as entrepreneurs.

Stan Karwoski: Washington County has an “Open for Business” loan for entrepreneurs <http://www.opentobusinessmn.org/>.

Mike Lang: Minnesota has a MILE loan, (Minnesota Innovation Loans for Entrepreneurs) <https://mn.gov/deed/business/financing-business/deed-programs/mile/>

6. Career Services – Mike Lang, DEED

The Workforce Innovation and Opportunities Act (WIOA) requires Wagner-Peyser to provide basic Career Services to customers to give them a path to employment. The Resource Room has always offered transactional services such as assisting with applications or setting up an e-mail account. Career Services provides additional assistance such as resume review, information on interviewing and assessments for other services.

Part of the Career Force rebranding was “Listening Sessions” at workforce centers. Customers reported they were not sure what to do first and needed help with navigating through career and job search. Customers are now assessed first to see what career they are best suited for. Labor market tools show if the career will be in demand in the future and have a sustainable wage. People get assistance with resumes right away so they don’t have to come back.

Staff are being trained on employer services, taking over some of the Business Services Representatives’ role. Working with customers, they are learning how to use labor market tools, how to do assessments and interpret them, and being trained on the best way to do a resume.

Services are delivered through sitting one-on-one with customers, through the Resource Room and workshops. The goal is to move from transactional services to meaningful transformational services.

Questions and Comments:

Sharon Blomgren: St. Paul College has a program for homeless women to get job skills choosing either an office or healthcare career. Could the two programs be merged? Mike said he can send one of his staff out to share this information.

Lee Ann Cox: When Minnesota Works.net is being reworked, she would be willing to be a contact and give input from an employer’s standpoint.

Michelle Kemper: County staff partners with DEED staff to offer consistent service in the Resource Room.

7. Election of WDB Chair and Vice-Chair – Michelle Kemper, Washington County

Michelle said Lee Ann Cox has done a fabulous job as chair of the Workforce Development Board but is unable to extend her commitment. A Motion was made to nominate Chris Dressel as WDB Chair, it was seconded and the Motion was approved. A Motion was made to nominate Khadija Zeig as Vice Chair, it was seconded and the Motion was approved.

8. Action Team Reports

Young Adult Action Team: Lee Ann Cox reported there are 30 youth in the Tree Trust program. They are working on projects at Arcola Heights and will then move to Square Lake Park to complete an amphitheater that was started last summer. There was a job fair with South Washington County Schools with five employers and another at Cimarron with two employers.

Michelle Kemper said the new Workforce Center Manager, Rick Roy, will start on Monday and this will be an opportunity for a fresh start with the Action Teams.

9. Announcements

Sharon Blomgren, St. Paul College, announced 41 high school students and graduates will attend a culinary summer camp in August. The Manufacturing Camp was full and another session was created. They are partnering with DHS on PCA training for basic skills because training is not required in Minnesota.

Monica Ramirez, Century College, said there were 15 participants in a program called “How to Make Anything” using 3D printing. A two-day workshop called “Stem Links” provided hands-on training in manufacturing, IT and healthcare for 700-900 students.

10. Motion to Adjourn – Chair, Lee Ann Cox

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