

**WASHINGTON COUNTY
WORKFORCE DEVELOPMENT BOARD MEETING
Washington County Workforce Center
Woodbury, Minnesota
September 19, 2018**

Members Present

Sharon Blomgren	Christine Dressel	Christopher Eng
Susie Evans	Jen Hassebroek	Stan Karwoski
Michelle Kemper	Jeff Klemmer	Mike Lang
Ann Lindquist	Lee Miller	Sara Murray
Rick Roy		Lori Tapani

Workforce Center Staff Present

Tina Dudzinski	Rachel O'Connell	Karen Ritter
	Sheng Xiong	

Guests

Jordan Fry, Int'l Union Painters and Allied Trades #82
Lori Drolson, Forest Lake Lake Area Public Schools
Drew Hamilton, St. Paul College
Mike McCauley, Sheet Metal Worker's Local Union #10
Robert Rutscher, GED Testing Service
Tim O'Neill, DEED
Steve Moeller
Larry Raddatz, Century College
Sarah Shanley, N.E. Metro 916

WDB Members Not Present

Tom Colosimo	Peg Killen	Monica Ramirez
	Khadija Zeig	

1. Meeting Called to Order by Chair – Christine Dressel

Chair Christine Dressel called the meeting to order. It was determined a Quorum of business members were in attendance. The Chair said the Agenda item under Board Membership: “Creating non-voting board positions to serve on committees” will require a vote. A Motion was made to adopt the Agenda with this change, it was seconded and the Motion was approved. A Motion was made to approve the June 20, 2018 Minutes, it was seconded, and the Motion was approved.

2. Welcome and Introductions

Rick Roy, Workforce Center Division Manager, said he previously worked for the Department of Employment and Economic Development (DEED) overseeing the system in general and the implementation of the State WIOA Plan. Prior to that he worked for the local Workforce Development Board in Southeastern Minnesota. WDB Members and Partners introduced themselves.

3. **Workforce Innovation and Opportunity Act (WIOA) Requirement Needs/Updates**

Regional Plan Update: Rick Roy said the Regional Plan for the Metro area focused on industry sectors, engaging business, and business led partnerships. Six industry sectors were identified: advanced manufacturing, construction, healthcare, IT, government, and professional services. The updated Regional Plan is up for comment during the month of September. The major revision to the state plan was adding gender as an equity population.

The Greater Metropolitan Workforce Council (GMWC) is assisting with the Regional Plan. They have put together a Sector Skills Academy through Corporation for a Skilled Workforce. Chris Eng has been attending the Academy and said construction is focusing on apprenticeships and in-house training. In healthcare, they are looking at a pilot program with Washington County and possibly Anoka County to identify the needs of small to medium healthcare providers. The model developed will be used to work with small to medium sized manufacturing companies. Rick Roy added the financial support came from the McKnight Foundation and DEED.

By-Laws Update: Rick Roy reviewed changes to the WDB Bylaws. Under section **4.2:** two of the business representatives must be from small business as defined by the Small Business Administration; representatives from two labor organizations and an apprenticeship were added; philanthropic organizations were added. Item e. was added: "Other appointees as determined by the chief local elected official and the board to address other strategic needs of the local, regional or state plan." **5.2:** under WIOA, the vice chair does not have to be from business and the Bylaws can be amended later if necessary. **6.5:** A quorum does not have to have 51% business and workforce and that line was removed. **8.2:** "and budget" was added as required by WIOA. **9.1:** Conflict of Interest and Code of Conduct was clarified and a draft of that form has been created. A motion was made to accept the Bylaws with revisions, it was seconded and the Motion carried.

Conflict of Interest and Code of Conduct Policy: This policy has been updated and will be required of all members whether voting or non-voting. If a member is in a business that may compete for federal or state funding related to what we do, the member cannot vote because they may be a recipient of that grant or activity. The Code of Conduct outlines expected behavior of board members. The WDB's purpose is to promote the interests of Washington County for workforce development and not to be used as a networking opportunity to promote one's business. (Members reviewed the document, signed and turned them in.)

Board Membership: Rick Roy said the Board must meet membership requirements according to WIOA law. If the current membership does not change, 15 more business people would have to be added to meet the required 51%, creating a very large board. One solution is to move some members to Action Teams where they will have voting rights.

The proposed membership structure will add seven more from business and three from union and apprenticeships. Education would be reduced from three to two (higher education and ABE), Economic and Community Development would be reduced from six to three. This would bring the Board to 23 members with 52.2% from business.

If WDB members know any business people who live and/or work in Washington County, please refer them to Rick. Diversity on the Board also needs to be expanded. A one page information sheet about the WDB will be distributed to members:

Sharon Blomgren, St. Paul College, announced she will be leaving the Board and Andrew (Drew) Hamilton will take her place on an Action Team. St. Paul College, Century College, MCTC and Metro State will be merging their training programs in the future.

A Motion was made to accept the proposed changes to the Workforce Development Board membership, it was seconded, and the Motion carried. Rick Roy will present these changes to the County Board on October 2nd.

4. Proposed Revisions to the “Action Teams” and Meeting Schedule

The WDB has 13 functions under WIOA. Those responsibilities were clustered to fit into Action Teams. All the Action Teams will include an equity element.

- **Oversite Action Team:** Officers of the Board, chairs of committees, and the designated Chief Local Elected Official. Approve the local plan, oversee the budget and administrative requirements, negotiate performance measures with providers and select the One Stop Operator and providers such as Tree Trust.
- **Career Pathways Action Team:** Board members and other members. Responsible for workforce research and labor market analysis, developing career pathways, convening, brokering and leveraging of providers.
- **CareerForce Action Team:** Board members, One Stop Operator and MOU Partners. They will examine how we as a system can be better integrated, manage the new CareerForce platform, coordinate with education providers and accessibility for individuals with disabilities.
- **Youth Development Action Team:** Board members and other members. Youth workforce investment activities.

Meeting schedule: The full board will meet in September, December, March and June. The Action Teams will meet the months in between from 8:30 – 10:00. The work will be done by the Action Teams, bringing in other players to the table. Action Teams will meet at the Workforce Center, Washington County Community Development Agency (Chris Eng) and Exit Realty Springside (Jeff Klemer). More details and a map will follow later.

A Motion was made to accept the changes to the full Board and Action Teams, it was seconded, and the Motion was approved. A Motion was made to accept the changes to the meeting schedule, it was seconded, and the Motion was approved.

5. Members Select Committee Assignment

Chris Dressel thanked those WDB members who are transitioning onto Action Teams for their service to the WDB. Board members selected Action Teams to join.

6. Meeting Adjourned – Chris Dressel

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