

**WASHINGTON COUNTY
WORKFORCE DEVELOPMENT BOARD MEETING
CareerForce - Woodbury
Woodbury, Minnesota
September 19, 2019**

Members Present

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| Christine Dressel | Christopher Eng | Susie Evans |
| Heather Felderman | Jordan Fry | Jeff Klemmer |
| Cindy Larson | Rachel Perez | Monica Ramirez |
| | Lori Tapani | |

Action Team Members

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| Stan Karwoski | Michelle Kemper | Steve Moeller |
| | Sarah Shanley | |

CareerForce Staff Present

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| Rachel O'Connell | Karen Ritter | Rick Roy |
| | Sheng Xiong | |

Guests

Andrea Ferstan, Greater Metropolitan Workforce Council
Jeanna Fortney, Minnesota Association of Workforce Boards
Tara Gearing, J.L. Schwieters Construction
Tim McCarthy, Sheet Metal Workers Union
Dave Molgren, St. Paul College
Lee Okerstrom, DEED
Todd Olson
Tim O'Neill, DEED
Nick Pino, J.L. Schwieters Construction

1. Meeting Called to Order by Chair – Christine Dressel

Chair Christine Dressel called the meeting to order. It was determined there was a Quorum of business members present. A Motion was made to approve the minutes from June 19, 2019, it was seconded, and the Motion was approved. A Motion was made to approve the agenda, it was seconded and the Motion was approved.

2. Welcome and Introductions

WDB Members, Action Team Members, and Partners introduced themselves.

3. Greater Metropolitan Workforce Council Overview – Andrea Ferstan

The Greater Metropolitan Workforce Council (GMWC) is a newly expanded leadership entity comprised of representatives from local workforce boards, business leaders, local elected officials, higher education, adult basic education, Greater MSP, and business and community based organizations. It is focused on regional strategies to build and enhance a workforce system that will address the labor shortage to support inclusive growth and prosperity.

The Council is looking at the labor shortage and focusing on how communities of color and people with disabilities can fully participate in the economy. One of the key strategic initiatives is partnering with Real Time Talent <http://www.realtimetalent.org/> and utilizing an approach through the U.S. Chamber of Commerce Foundation's Talent Pipeline Management Initiative: <https://www.uschamberfoundation.org/talent-pipeline-management>. They serve as a convener in bringing these tools forward. They are applying for \$3 million in funding from J.P. Morgan Chase as part of the AdvancingCities proposal focused on Minneapolis and St. Paul in terms of talent development. <https://www.jpmorganchase.com/corporate/news/pr/jpmc-launches-500mm-advancingcities-initiative.htm>

In healthcare, the GMWC is working with ten older adult service providers to identify the top priority occupations, map skills and competencies, and to look at hiring practices. They are partnering with Minnesota State which has \$350,000 in funding to see how people can get post-secondary credit for training through Community Based Organizations (CBO's) or CareerForce to help put them on a career path. They are also looking at a replacement for the Accuplacer which is often a barrier.

The GMWC is partnering with counties to see how they are moving people on public assistance towards sustaining wages and how can that be replicated.

Questions and Comments:

- *Jeff Klemmer:* What is the money being used for? A consultant was hired to work with Real Time Talent around supply and demand analysis to make sure they are using data in working with employers in healthcare and the public sector.
- *Stan Karwoski:* He has served on this Council since the beginning and a great deal of work has been done to build a revived approach to workforce development so companies can grow and compete nationally and internationally.
- *Rick Roy:* There will be a series of roundtables with employers in the next 3-4 weeks to decide what Washington County should focus on in the healthcare area by leveraging other models and successes in the Metro area.
- *Chris Eng:* A panel of employers from small business reported it is now the employees who are interviewing employers to see where they will work and for how much.
- *Todd Olson:* He has been doing workforce development from the K-12 perspective. They are looking at employer's cultural response and if people don't feel welcome, they bring that message back to their community and tell them you don't want to work there.

4. Minnesota Association of Workforce Boards Overview – Jeanna Fortney

Jeanna replaced Ann Kilzer, who is now the assistant director of the Hennepin/Carver Workforce Development Board. The Minnesota Association of Workforce Boards (MAWB) consists of the 16 CareerForce directors, Workforce Development Board chairs, County Commissioners and local elected officials. The Board has several committees including business service, job seekers, operations and legislative. Jeanna is officially a part of the Association of Minnesota Counties and in that role works on policy on economic development and workforce development. A new policy subcommittee will be developed to look at those issues more closely. She hopes to visit Workforce Development Boards across the state to better understand the challenges they are facing.

Questions:

Chris Dressel: Are you planning to share some best practices? Yes, that is one of their roles. They are also working closely with six or eight states with similar organizations on national goal setting.

5. Bylaws Update – Rick Roy

The WDB Bylaws are reviewed annually and most of the changes involve changes in state policy. (The proposed changes are in italics)

- 4.2: To clarify, Rick said the Chief Local Elected Official (CLEO) appoints the members but is not a voting member. Two people have recently resigned from the Board, Sarah Murray and Kate Dierks.
- 4.7: WDB members who no longer hold the position or status that made them eligible must resign or be removed by the CLEO. Revision: *At the discretion of the CLEO, the individual may be allowed to serve out their term if they continue to employ workers from Washington County and/or continue to be civically engaged in Washington County communities with a focus on workforce development issues.* Because parts of the County and Greater Minnesota are rural, Rick is proposing a federal waiver to incorporate this language since border cities may serve neighboring communities' workforce needs.
- 4.8: A WDB member who misses four (4) meetings in a year will be considered inactive; their inactive status will be reported by the Department Head to the County Board of Commissioners and the member may be replaced. Revision: *A WDB member who has 3 unexcused absences in a year will be considered inactive; their inactive status will be reported by the Department Head to the County Board of Commissioners and the member will be replaced. A notification of absence reported prior to a full board or Action Team meeting due to work, family or other personal matters will not count toward an unexcused absence.*
- 4.9: All WDB members must reside or be employed in the Local Area. Revision: *All WDB members must reside or be employed in the Local Area or meet the CLEO discretion criteria in Article 4.7.*
- Under Committees, B: “Committees should be private-sector led” *was deleted.* Because Action Teams are not decision making and don't vote, this requirement is not necessary.
- 7.3: The Chairperson will appoint a Chairperson and a Vice-Chairperson for each committee from the WDB membership. Revision: *The Chairperson will appoint a Chairperson from the WDB membership and a Vice-Chairperson for each committee who may be a non-voting board member.*
- 8.2: Annually, the WDB and the Chief Elected Officials will agree on the level of staff, office and material support for the WDB in the Local Area Employment Services Plan and budget. Revision: *Annually, the WDB and the Chief Elected Officials will agree on the level of staff, office and material support for the WDB in the Local Area-Plan and budget.*

A Motion was made to accept the revised Bylaws, it was seconded, and the Motion was approved.

6. Action Team Work Plans – Rick Roy

Oversight Action Team: As required by law, the Oversight Action Team oversees: Board and Program budget approval (yearly); Local Plan approval (every two years); performance negotiations (yearly); selection of One Stop Operators; and Regional Plan approval (every 2 years). Rick said Workforce Boards would like a waiver so they don't have to compete for a One Stop Operator as we are partnership oriented. Other duties of the Team are Board Action approvals, By-Laws review (yearly), Board member appointments, Action Team Chairs/Vice Chairs; and Board Officers. The Oversight Action Team also coordinates the Youth Development, CareerForce and Career Pathways Action Teams by meeting with the chairs of those teams after their meetings.

Career Pathways Action Team: The Team is collecting information on what is going on with career pathways to avoid duplication, identifying missing connections, coordinating support and promoting efforts through public service announcements.

The Team is starting the healthcare sector initiative by identifying the needs for healthcare in Washington County, assessing employer interest and working with partners to set and achieve goals. There are a number of state and federal grants in healthcare. The question is how we sustain the accomplishments of these grants to become common practice. Adesewa Adesiji, Workforce Strategy Consultant, DEED, has been involved with healthcare and will be asked to attend these meetings. In the next couple of years, they will focus on advanced manufacturing.

Chris Dressel: Why is the initial focus on healthcare? The Regional Plan identified six sectors and we cannot address all of them. Some healthcare initiatives have already started.

Todd Olson: There are already high school programs where students work in manufacturing in apprenticeships; whereas, the healthcare pathway is still in development because it is more difficult to get a healthcare teacher certified. The manufacturing piece we could start earlier. There may be some programs we want to look at such as Century College which is one of seven in the country doing biomedical 4D printing.

Rick replied that is why he is trying to connect with the schools to see what they are doing. For example, students at Forest Lake can graduate with close to an associate's degree through their Career Launch program. Sarah Shanley offered to do a presentation at a future meeting on what is going on in the schools in Washington County.

CareerForce Action Team: The Team's role is to support the coordination, integration and promotion of services of the Workforce Development system. They discussed doing more workshops for employers, such as bias in hiring, cultural competency and reasonable accommodation.

To raise CareerForce awareness, Rick will be writing a series of nine stories for Rivertown Media on those topics. Other article topics will be: "Changing Perceptions of Post High School Education" to include careers that do not require a four year degree; "Business and Education

Partnerships” where schools are reaching out to businesses so their training is more current; and “Access to Employment” which will look at barriers. “Upskilling your Workforce” will give information on the Minnesota Job Skills Partnership Training program <https://mn.gov/deed/business/financing-business/training-grant/>. “Addressing Poverty’s Cycle” will talk about the benefits cliff where people lose benefits and fall farther behind after reaching a certain income level.

The last focus of the team is the legal requirement for a One-Stop Operator. What are the needs of the community, what our resources are and how to we align them?

Youth Development Action Team:

Last summer there were several programs offering career exploration at the same time through the finishing trades and the APEX grant. Next year, the Team will inventory and coordinate summer activities for youth. They will identify improvements, gaps and connecting opportunities and assist with promoting next year’s opportunities.

The Team will work on educating parents on Career Technical Education (CTE), identifying providers, creating informational videos and giving a consistent message to both parents and students. They will also pursue grant opportunities for youth. For example, they applied for a grant for the Alternative Learning Center in Cottage Grove to present career opportunities in all six sectors.

A Motion was made to accept the gant chart plans for the Action Teams, it was seconded and the Motion carried.

Chris Eng asked if the Action Teams could advocate for policy changes. Board and Action Team members and visitors discussed the different agencies involved in education and lobbying on policy. A Motion was made that Action Teams can bring initiatives on policy to the Workforce Development Board for approval and pass them on to the appropriate agencies for further action, it was seconded, and the Motion was approved.

7. Motion to Adjourn – Christine Dressel

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