

DRAFT
WASHINGTON COUNTY
WORKFORCE DEVELOPMENT BOARD MEETING
WebEx Meeting
September 15, 2021

Members Present

Susie Evans	Jeff Klemmer	Mike Yanda
Tom Yuska	Tom Dunlap	Bobby Hammons
Rick Roy	Julie Strommen	

Action Team Members

Shane Mueller	Stan Karwoski	Michelle Kemper
Zach Devine	Ann Lindquist	

CareerForce Staff Present

Cory Sindt	Karen Ritter	Deb Cunningham
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Guest Speakers

Jared Smith	Jolene Rotich
Tree Trust	

1. Meeting Called to Order by – Rick Roy (in absence of Chair)

Rick Roy called the meeting to order. The attendance of Members, Action Team Members, Partners, and CareerForce staff was recorded. It was determined there was not a quorum of WDB members in attendance. A Motion was made to approve the Agenda, it was seconded, and the Motion was approved. May minutes were not available. Motion to approve May meeting minutes on hold for next meeting.

2. Board Membership

New Members: Bobby Hammons: from JL Schwieters Building Supply Company in Hugo. **Mike Yanda:** is with DEED (Dept.of Employment and Economic Development) as Job Service Representative for Washington Co. & Burnsville replacing WDB member Cindy Larsen who has been reassigned within DEED.

3. Board Membership Openings/Vice Chair Appointment

A staff from the Youth Service Bureau has joined which fulfills the requirement in the Workforce Community Partners category. The Board is in need of one more business representative. Rick Roy is working with Century College to fill the position for Post-Secondary Education.

With Monica Ramirez retirement, the Board is in need of a Vice Chair. It's a 2-year term, does not require much of a time commitment. Chris Dressel, Chair, could provide some

feedback on time requirement. If someone volunteers, a vote could take place at the next full Board meeting in December.

4. Program Budget & Performance/Activities Updates

The budget is looking pretty solid. We gained an additional \$250,000 between three WIOA programs. \$100,000 for the Adult & Youth programs each and \$150,000 to the Dislocated Worker Program.

WIOA Programs: Karen Ritter, Adult Program: at this time is within 6% of meeting 100% of our goal. There are low enrollments for this program. The bulk of the training dollars go for CareerForce general public that attend workshops and visit our career labs. **Dislocated Worker Program:** achieved over 100% in all measures. **Youth Programs:** we have small enrollment numbers – the budget is divided by In-School and Out-of-School Youth with the larger part of the budget for OSY. We were at 76% of our goal at the 2nd quarter after exit and 121% at quarter 4 after exit.

MN Youth Program – Tree Trust: Jolene Rotich, Tree Trust Program Manager

Summer program ended 8/13/2021. 20 youth enrolled with 19 completing the program. Youth worked at 2 project sites within the County doing hands-on landscaping & constructions projects. Job coaches came onsite facilitating training around finance, resume building, and job applications along with other soft skill elements. Tree Trust is reviewing surveys and received positive feedback from crew leaders & youth participants. Washington County monitors the program. Rick attended the end-of-summer event, interviewing a youth for monitoring purposes. Several youth received the Governor’s Award for developing and showing leadership skills.

P2P Grant: Cory Sindt – P2P Career Navigator, 2020-2021 CPT (Certified Production Technician) Program there were 13 intakes, just over 92% of the goal. Ten were enrolled providing eligibility, completing intake and attending the first class. Six participants obtained OSHA Ten Certification that they can take anywhere, but is specific to this manufacturing work. Shane Mueller facilitated the Bridge Class, the first portion preparing participants for the more in-depth second part of the manufacturing training. Two completed and officially obtained the Certified Production Certificate and are now eligible to start looking for work. Still working with three in the program. The program was monitored by DEED with no corrective actions.

2022-2023 Microsoft Office Specialist Associate Certificate P2P Grant: goal is to provide for 48 students in the two-year period following the same eligibility requirements. Participants will work to obtain a certificate within 12-16 weeks, gain desirable skills for entry level administrative positions or for continuing with higher education.

5. Service Delivery and Staffing Updates

Forest Lake/Woodbury & Cottage Grove: Forest Lake Career Lab has officially moved into the library. Woodbury office remodeling should be completed by the end of September. The reception desk has been moved out of the conference room and behind the front area wall. The Career Lab has not opened to the public yet. Cottage Grove Career Lab – Vivien has been spending two afternoons a week at the Cottage Grove Library. We’re building

partnerships with libraries to expose patrons to our services. Research is finding that approximately 70% of adult library goers are seeking career services. We're happy to explore partnerships with libraries.

Staff Departures: Tina Dudzinski left for Hennepin County overseeing MFIP programming. We hope to fill that position by early October. Rachel O'Connell retired in May. Deb Cunningham has taken on Rachel's duties of supporting Rick with the Workforce Development Board/Action Teams along with Robin Hakari helping with technology and to set up virtual or in-person meeting spaces. Mark Pozzini, employment counselor with the Dislocated Worker Program retiring Sept. 24. He was a great employment counselor carrying a heavy caseload and particularly working with veterans within that program. Lina Xiong and employment counselor in Cottage Grove will be transitioning to Dislocated Worker Program. We will be hiring an employment counselor for MFIP.

Job Service Pilot: Mike Yanda – Good Jobs Now

Job service staff connect with unemployment applicants encouraging them to use CareerForce resources. If they're experiencing barriers, directing them to community and Careerforce resources. Encouraging applicants to register on mnworks.net, posting their resume to connect with employers. Over 70,000 individuals have been contacted. 16 Workforce areas are conducting one-on-one in-person opportunities. Not in Woodbury yet, conducting it virtually with staff from the St. Paul location at this time.

6. ARPA Project Funding Request Approval

Washington County ARPA (American Rescue Plan Act) with the support of Commissioner Karwoski to submit a request and it was approved for a two-year minimum funding to assist with career pathways and work-based learning providing assistance to high schools and program participants. The goal is to build a connection between area school districts & employers. Rick is creating a team of 7-8 to oversee, help guide & give direction for the project. Rick is also working on a job description to hire a full-time employment counselor position. There's a lot of preliminary work that will be happening working with employers and businesses getting their input and suggestions to get a good plan when that position is hired. That person will attend/rotate among the Action Team meetings to give updates and receive feedback.

Susie Evans added that Zach Devine in South Washington Schools is working with the Alternative High School, Next Step and reached out to other schools to build the same connections and will work with the new position hired for this project.

7. Board & Action Team Meetings

Full WDB resumes in September followed by two months of Action Team meetings and repeats with full board and two months of action teams. There are four full board meetings scheduled September through May with six of those being action team meetings. All meetings are held the third Wednesday of the month 8:30 a.m. – 10:00 a.m.

8. Board Member Updates

Susie Evans – Their programming is facilitating ESL, GED and Microsoft Office classes. Programming within Andersen in their Bayport and Cottage Grove locations. Working

with/in the Dakota County jail. Has taken on senior citizen programming in Cottage Grove and Susie is supervising the Adult Enrichment Classes.

Jeff Klemmer – from a real estate perspective, seen an appreciation of 12% across the Twin Cities. The trend has been changing in the last 2-3 months with a lower number of offers on homes for sale than previously which is helping the market even out. There are great opportunities for people to get loans along with rent to own programs. Solid programs without the high risks to buyers.

Bobby Hammons – Over the past five years the company has about doubled in size. They are booked out until June 2022. The focus is on adding finish carpenters to add to the team. The company has a mentor/mentee program pairing new hires with employees that have been with the company for a while Checking their skill level and checking in with each on a monthly basis that first year.

Tom Dunlap – Business is seeing a tremendous amount of growth upwards of 40 – 60% per year for the last 3 years, driven by the demand in the IT sector and digital transformations that large organizations are undertaking. Due to CoVid seeing a shift in the recruitment process for consultants and clients. Previously was mostly Twin Cities based, now it's more countrywide for both.

Julie Strommen – Record double digit growth for Andersen Renewal and Andersen in Bayport. Creates a lot of instability, supply chains, scheduling, overtime which falls on the employees. There are 100's of openings from coast to coast and Andersen is mindful to the challenges and strives for a positive environment for new & existing employees. Successful integration of deaf and hard of hearing within the shop floor. Working with Vocational Rehabilitation for tools & practices to work with employees.

Rick Roy – we partner with four other local metro Careeforce departments providing virtual and some outdoor career fairs. There's been positive feedback from businesses. We continue to see hybrid approaches to career fairs and workshops.

Jolene Rotich, Tree Trust – Tree Trust is accepting applications for the Branches program. It's a pre-apprenticeship program for 18-25 year olds. A 16-week program beginning in September and again early October. Interested applicants can apply on website – Treetrust.org

9. Without a quorum no motion was needed to adjourn.