GWDB Operations Committee Meeting Minutes

Tuesday, January 9, 2018 - 10:00 a.m. to 12:00 Noon

Mississippi Conference Room - Department of Employment and Economic Development (DEED)

332 Minnesota Street -Suite E200 - Saint Paul, Minnesota 55101

# Members Present

* Shirley Barnes (conference call)
* Luann Bartley (conference call)
* Charlene Briner
* Steve Ditschler
* Lorrie Janatopoulos
* Anne Kilzer
* Loren Nelson
* Jovon Perry
* Jeremy Hanson Willis

**Excused**

Mayor Elizabeth Kautz

**Staff Present**

* Connie Ireland, Executive Director, GWDB
* Kathryn Pollard, Project Manager, GWDB
* Rick Roy, Director, Workforce System Coordination Division, DEED
* Lisa Snyder, Committee Staff, GWDB

# Call to Order, Introductions and Minutes Approval

Chair Elizabeth Kautz appointed Steve Ditschler Chair Pro Tem for this meeting. Steve Ditschler called the meeting to order at 10:03 am. Attendees in the room and on the conference call introduced themselves. A quorum was verified after the GWDB Governance/Board Training and Development presentation and discussion. Shirley Barnes made a motion, and Luann Bartley gave the second to approve the December 12, 2017 minutes. Motion passed.

**GWDB Governance**

* **GWDB Board Training and Development Conference** – Tuesday, February 6, 2018 – 9 am – 4 pm. Connie Ireland and Lisa Snyder shared the conference announcement flyer, the purpose, the agenda highlights and other high level information about this event for new and reappointed GWDB members from local and regional areas across the state. The plan is to hold this type of training annually to grow effective workforce board members and leaders.

The seven training modules will be posted on the GWDB website. Lisa Snyder said that a formal process of curriculum development has been used to create, develop and deliver the training. This includes competency statements to know what participants will learn at a beginner, intermediate or advance level. After the training, the GWDB will send participants an evaluation survey. Connie spoke about matching new member with an experienced board member in a mentorship role because, as we know, a significant amount of the state and federal workforce development information is complex. This training and mentorship are what high-performing board of directors do as part of strategic governance.

Lisa stated that CEUs will be applied for and a certificate of completion awarded. Anne Kilzer said that this professional development and its future online posting will help local board members better understand the state and local workforce board connections. Anne continued, by noting that this year, MWCA is focusing on training and will align their local board information with the state board’s curriculum. Steve Ditschler stated that the training will help to engage and involve those that want to contribute to this work as well as better understand their responsibilities and the authority of workforce boards. Loren Nelson stated that this training will go a long way to better understand WIOA’s regionalism, the Regional Plans and for all workforce board members to feel better about what they are doing as a board member and leader**.** Charlene Briner stated that this training helps all involved to have a “common language.” Shirley Barnes said that the Regional Leadership wants more people involved and that there is a steep learning curve about all aspects of workforce development and workforce board governance. She recommended that this training be open to WIOA Regional Plan leadership and that it should be examined for replication on a regional level.

* **Joint Committee Meeting – Q1 2018** – Connie Ireland introduced the joint meeting discussion. As background, last September’s joint committee meeting held at the Anoka Jobs and Training Center was well attended, engaging, informative, and participants recommended that this be continued with the GWDB sponsoring at least two of this type of meeting each year. Two potential dates were discussed, and during this discussion, Charlene Briner offer the Minnesota Department of Education as the host for this meeting, and that space was available on Feb. 27 from 9 am to noon. The group made a consensus recommendation to accept Charlene’s offer and the meeting space was immediately confirmed and the GWDB will send the Outlook calendar appointment with location details (Conference Center A – near the front door, not the one on the north side of the building.)

The purpose of this joint committee meeting will be the US DOL required two-year modification of the State Combined Plan. US DOL has not yet issued the final guidance and deadline for submission date; however, it is anticipated to be mid-late April. Connie Ireland and Rick Roy gave a high-level overview that later in January, the State Administrators for each of the programs that are included in the State Combined Plan will be meeting. After the introduction of the modifications to the joint committee meeting, this will be an agenda action item at the full GWDB meeting on March 7th. There was a brief discussion about whether to hold a March meeting of the Operations Committee given the time members will devote to the joint committee meeting, and it was agreed that staff will follow up with Chair Kautz on this item.

* **Operations Committee Charter – Annual Review –** The work plan for the Operations Committee includes an annual review of the committee Charter. Kay Pollard shared the web site and other minor edits to the existing Charter. Members, after discussion, agreed that the work plan accomplishments and future work plans should not be in the Charter and that they are moved to the Work Plan. Staff will implement this recommendation. The committee agreed, and asked that staff continue to bring forward an annual review of the Operations Committee Charter. Shirley Barnes made a motion and it was seconded by Lorrie Janatopoulos to approve the Charter update with the changes requested by the committee. Motion passed.

**Statewide Policies**

* **Workforce System Coordination Division Updates –** Rick Roy reported that the Regional Plan Site Visits across the state are completed. Rick shared a high-level summary of the insights gained during the first 18 months of WIOA, based on interview with the Local Directors leading the regional efforts. Highlights include the following points:
	+ The larger the geography/population, the greater the challenge for logistically engaging partners. As a solution, regions are meeting by sectors (micro/macro) and often partnering with economic developers’ meetings.
	+ For establishing agreement for negotiating local levels of performance, a new WIOA element, guidance from US DOL is pending due to the methodology of how performance is calculated and how local areas within each region will negotiate performance.
	+ Regional services have more purposeful integration vs coordination of services because the regions and local workforce boards have figured out ways to come together on service delivery.
	+ There is coordination with Economic Development services and providers – it is strategic, looks long term for the success of the region and moving beyond individual transactional approaches such as “a new business coming and they want 20 welders now.”
	+ Regional leaders are going to populations experiencing inequities in education and employment outcomes instead of the groups’ representatives coming to them. All the regions have selected populations and identified strategies for engagement. The regions reported that many leaders in the identified populations are tapped out and are looking for ways to engage other community members. Lorrie Janatopoulos asked about any increase in representation on workforce boards to reflect regional racial equity? Steve Ditschler noted that the same is true for the disability community – and that this is further complicated with transportation barriers. Connie Ireland responded that there are WIOA mandated requirements for state and local board memberships; however, local workforce boards, after they meet the WIOA requirements, can, and many have, expanded the membership. Kay Pollard reported that strategies for diversifying board of director membership is included in the equity strategies of the Regional Plans; strategies such as engaging potential members through events and committees with the hope that this is a pathway to a board of director seat. This model is commonly used by non-profit and community organizations as one method to grown their own leaders. Charlene Briner stated that the Department of Human Rights has a civic engagement program to train community members for board of director positions; Connie Ireland to follow up. Jovon Perry recommended outreach to local and regional groups that are served by workforce development programs. Jovon also recommended that the GWDB and partners examine incentives for community members engaged in workforce development or board membership as many community groups heavily rely on volunteers to donate their time without expense reimbursement.

Connie Ireland stated that the Equity Committee of the GWDB and the MWCA are jointly meeting and collaborating on work plans and initiatives that might include a catalog of best practices.

Committee members engaged in a Sector Strategies and career pathways discussion. Key points brought forward, and that are in the work of the GWDB’s Career Pathways Partnership committee include

* Work-based learning – Loen Nelson stated that this needs to be pushed by the GWDB.
* Continuous learning
* “Train so they can leave, treat them so they will stay.” Retention strategies.
* Shirley Barned stated that it often takes funding to enable a business to engage in career pathways and career laddering initiatives.

**Other Updates in the Workforce System**

* Regional Plans – updated regional work plans will be available at the end of Q2.
* Rick Roy and team are finalizing the Workforce Center designation policy regarding Comprehensive, Affiliated and Specialized criteria. Expect more on that in the next month.
* Infrastructure Agreements – Rick Roy and team are working on a policy. This will be a discussion topic at the February meeting.

**Partnerships**

**MWCA** – Anne Kilzer reported that this year’s focus is to provide training and the organization is preparing for this year’s legislative session. Shirley Barnes noted that the December joint meeting feedback was that it was successful. MWCA is a core partner in the CareerForce rebranding initiative and the process and resources associated with local implementation. Anne Kilzer confirmed Rick Roy’s findings that local leaders, while supportive of a wide span of local, regional and statewide workforce development initiatives and activities, are tapped out. This received affirmation and understanding by the Committee.

**Minnesota Department of Education**

* Charlene Briner shared that MDE has received final approval from the US Department of Education to implement its federal Every Student Succeeds Act (ESSA) Plan in Minnesota. Minnesota’s plan has equity at its foundation and outlines the values, goals and strategies established though extensive statewide public input. MDE held more than 300 public meetings. [Link to more information about this outstanding achievement by MDE](.%20http%3A/education.state.mn.us/MDE/dse/essa/). The Operations Committee extended its Congratulations to MDE!
* **Minnesota WIOA State Combined Plan modification –** Jeremy Hanson Willis stated that the state is expecting the guidance from US DOL with the details, process and deadlines for the required two-year modification of the four-year State Combined Plan. Expect more information about this at the February meeting.

* **Meeting Adjournment** - Adjourned by consensus at 11:25 am.