GWDB Operations Committee Meeting Minutes

Tuesday, November 12, 2019

10:00 a.m. – 12:00 Noon

Governor’s Workforce Development Board web site: <https://mn.gov/deed/gwdb/>

Workforce Innovation and Opportunity Act (WIOA) [Dashboard](https://mn.gov/deed/about/what-we-do/agency-results/perform-measures/wioa/)

**Members Present**

* Shirley Barnes, Vice Chair
* Steve Ditschler
* Jeanna Fortney
* Loren Nelson
* Jovon Perry
* Maureen Ramirez
* Roy Smith

**GWDB Staff Present**

* Ben Baglio
* Kay Kammen

1. **Call to Order / Introductions**

Vice Chair Shirley Barnes called the meeting to order at 10:05 a.m. The meeting began with introductions of members attending in person and by phone.

1. **Review / Approve – Minutes of October 8, 2019 Meeting**

Steve Ditschler made a motion to approve the minutes of the October 8, 2019 Operations Committee meeting. Jeanna Fortney seconded the motion and it passed unopposed.

1. **Status Updates – Review / Comment**

a) Kay Kammen reviewed the Executive Summary on the WIOA Annual Report for PY2018, which was requested by the committee at its October 8 meeting.

b) A revised timeline for submission of the 2020-2024 State Combined Plan was provided to the committee, with details supplied by Ben Baglio.

c) Discussion took place on the regional and local planning process, which will be done in conjunction with the work surrounding the State Plan. A template exists for workforce development areas to follow, with Sean Bibus as the main point of contact at the Department of Employment and Economic Development (DEED). Communication is forthcoming on resources, the review process, and deadlines.

1. **Announcements/Action Steps**

a) *Next meeting of the* ***Full Board*** *from 10:00 a.m. to 2:00 p.m. on Wednesday, December 11 at the Best Western Premier Nicollet Inn, Burnsville* [BW Premier Nicollet Inn, Burnsville](https://www.bestwestern.com/en_US/book/hotel-rooms.24136.html?iata=00171880&ssob=BLBWI0004G&cid=BLBWI0004G:google:gmb:24136)

1. **Meeting Adjournment – Steve Ditschler made a motion to adjourn the** meeting and Maureen Ramirez seconded the motion. The meeting was adjourned at 11:20 a.m.

*The next meeting of the Operations Committee will be via Conference Call at 10:00 a.m. on Tuesday, December 10, 2019.*