GWDB Operations Committee Meeting Minutes

Tuesday, April 10, 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

* Luann Bartley(conference call)
* Charlene Briner
* Steve Ditschler
* Lorrie Janatopoulos (conference call)
* Mayor Elizabeth Kautz
* Scott Parker (conference call)
* Jovon Perry (conference call)
* Roy Smith (conference call)

**Excused**

* Shirley Barnes
* Anne Kilzer
* Jeremy Hanson Willis

**Guests**

**DEED**

* Sean Bibus, Workforce Systems Division
* Amy Carlson, Adults and Dislocated Worker
* Kriystauhl Fitchett, Adult Pathways to Employment
* Chelsea Georgesen, Adult and Dislocated Worker (conference call)
* Scott Godfrey, Performance Management
* John Olson, Youth, Employment and Training Division
* May Thao-Schunk, Director, Employment and Training

**Citizen**

* Elizabeth Morman (conference call)

**GWDB Staff**

* Connie Ireland
* Julie Kahn
* Kathryn Pollard

# Call to Order and Introductions

Chair Elizabeth Kautz called the meeting to order at 10:00 am. Attendees in the room and on the conference call introduced themselves, agenda items reviewed, and a quorum verified.

**March Meeting Minutes Approved**

Steve Ditschler made the motion and Scott Parker gave the second, to approve the March 13 and March 27 meeting minutes.

**Updates / Discussion**

* **US DOL Monitoring Visit**

Minnesota will receive a full report summarizing US DOL’s recent monitoring visit. At the visit close out meeting, US DOL noted the absence of Title II (ABE) on-site services at the Minneapolis WorkForce Centers. Rick Roy, DEED and Todd Wagner, ABE are working on a solution. In Minnesota, ABE is based at the Minnesota Department of Education and operates as a Consortia model through school districts. This is one model for Title II; affiliation with a post-secondary system such as a statewide college and university system is another model. Amy Carlson, DEED, stated that the Title I Adult / DW team is waiting for US DOL’s final report on the monitoring visit.

* **Infrastructure Funding Agreement Policy (IFA)**

Sean Bibus, DEED, Workforce System Coordination gave highlights and answered member questions about the IFA. Sean explained that a current IFA must be submitted to DEED at least every three years for each WorkForce Center (WFC). IFA’s are part of every Local Workforce Development Area’s MOU. The IFA ensures that all WFC partners are equitably contributing to the brick and mortar costs of the Workforce Center System as defined in WIOA. There are caps and limitations for each of the WIOA Titles as to percentages for use in an IFA. If a LWDA, the Chief Elected Official and the one-stop partners do not reach consensus agreement on methods of sufficiently fund their WorkForce Center(s) infrastructure for a program year, the State funding mechanism will be applied to only that LWDA for that program year.

The GWDB Operations Committee would have a role if the State funding mechanism has to be used by a LWDA. Specifically, the Governor, subject to limitations, would determine the Workforce Center’s partner contributions after consultation with chief elected officials, Local Workforce Development Boards, and the GWDB. As part of the transparency of WIOA, this discussion was conducted to (1) inform the Operations Committee about this new processes and (2) under the WIOA law, inform the Operations Committee that it will have a role in the resolution process detailed in the policy if there is a local impasse to achieve an IFA consensus agreement. Sean provides information and technical assistance in addition to the data that the local staffs use to develop their IFA’s. Sean Bibus and Rick Roy are working on locally-specific data items associated with IFA development and with a group from the MWCA. To date, no IFA issues have emerged that require the Operations Committee to be part of the State funding mechanism process that is outlined in the policy. Rick Roy will keep the committee informed on the IFA process completion status across the state. The policy will not be posted for public comment.

* **WIOA Performance Goals Negotiations Process with US DOL**

Connie Ireland stated that it has been some time since the GWDB has had a role in the WIOA Title I and Title III Performance Goals process. To fulfill the GWDB’s oversight role, it needs to have representation as the WIOA program year performance goals are negotiated with US DOL. DEED’s program staff with expertise in this area were in attendance to provide technical information about the process, explain the statics modeling, data inputs and four-step process used to calculate the expected, negotiated, adjusted and final performance metrics, and all made note of the limited federal guidance received.

Connie Ireland reminded the Committee that the temptation in the past under WIA was to enroll those that are the easiest to serve because of the potential to receive incentive funds for achieving and exceeding negotiated goals – and – this is no longer valid under WIOA. Under WIOA, services for individuals with the greatest barriers align with State Plan and its goals. Connie Ireland and Charlene Briner spoke about Title II and will follow up later. Connie Ireland stated that Title IV (VRS) does not negotiate performance goals under WIOA; however, all State Combined Plan partners need to be aligned with the WIOA Performance Goals and that the collective work of all the partners is directed toward the goals. Connie Ireland will be part of this year’s negotiations process and will follow up with this committee.

* **CareerForce Rebranding Update**

Connie Ireland referenced GWDB Chair Laura Beeth’s March 23rd email memo that contained, among other items the internal CareerForce URL, user name and password. For your convenience, another copy of the email was included in today’s meeting packet. Members asked about the financial sustainability / business plan, and Connie Ireland stated that the GWDB and MWCA do not have funding; however, DEED does. The committee directed Connie Ireland to keep them current on this and all matters related to the WIF Platform and CareerForce projects, and that the brand and the WIF Platform must be customer-focused.

* **WIOA Youth**

John Olson highlighted the good news that there is a 12.7% include in PU2018 WIOA Youth Planning estimates that are available for formula allocations to the Local Workforce Development Boards. Census data, a recalculation of the five-year average of 16-21 year olds are among the reasons for the increase. Final numbers are anticipated for receipt from US DOL in May or early June. There was a question and answer period where John provided committee members with an overview of Minnesota’s nationally recognized program, and that the Local Workforce Development Boards include Youth in their Local Plans as well as locally implement the youth program service delivery. In the past, committee members and the GWDB have discussed the formation of a GWDB Youth Committee, and those discussions will continue. Committee members thanked John for providing this information.

* **Adjourn**

The meeting adjourned by consensus at 12:05 pm.