GWDB Operations Committee Meeting Minutes

Tuesday, Sept. 11, 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**

* Mayor Elizabeth Kautz, Chair
* Shirley Barnes
* Luann Bartley
* Charlene Briner
* Steve Ditschler
* Jeremy Hanson Willis
* Lorrie Janatopoulos
* Anne Kilzer
* Loren Nelson
* Roy Smith

**Staff Present**

* Sean Bibus
* Kriystauhl Fitchett
* Kay Kammen

1. **Call to Order / Introductions**

The meeting was called to order at 10:00 am. Following introductions, it was noted that a quorum was not present. Chair Kautz moved agenda items to accommodate schedules.

Chair Kautz welcomed Kriystauhl Fitchett, DEED Program and Project Manager, to the Operations Committee. She reminded the committee that the Dayton Administration sunsets on December 31, 2018. She shared concern about the loss of institutional knowledge with the departure of Rick Roy, Workforce System Coordination Division Director, and Connie Ireland, GWDB Executive Director. She said the number one objective of the committee is the stability of the work going forward. “It’s about the people of Minnesota, the people we serve.”

1. **Review / Approve – Minutes of August 14, 2018 Meeting**

With the arrival of additional committee members, it was confirmed that attendees in person as well as on the conference call constituted a quorum. Lorrie Janatopoulos made a motion to approve the minutes of the August 14, 2018 meeting. Luann Bartley seconded the motion and it passed unopposed.

1. **Action Item – Review/Approve**

Kay Kammen, GWDB Staff

Kay Kammen reviewed the process for bringing the gender definition and accompanying documents before the Operations Committee and the other standing committees of the GWDB.

**Proposed Working Definition of Gender**

Gender is not binary. The most common genders include female, male and transgender. Gender includes gender identity and gender expression.

*Source: Section 188 of WIOA, Title VII of the Civil Rights Act and the Minnesota Human Rights Act*

**Draft of Gender Definition presented at GWDB committee meetings for review and input**

Disability Equity Committee  – Thursday, August 2 – Completed and approved

Executive Committee – Friday, August 10 – Completed (Draft letter to Gov. Dayton prepared and work plan revised based on Executive Committee feedback)

Operations Committee – Tuesday, August 14 – Initial review completed, work plan approved

Racial Equity Committee – Tuesday, August 14 – Completed and approved (Process for expanding Gender options in WorkForce Center intake process identified, DOC policy question clarified)

Career Pathways Partnership – August 22 – Completed and approved

The following attachments were provided to the committee:

April 11 Governor Dayton Letter

GWDB Brief on Gender

GWDB Work Plan including Gender

GWDB Draft Response to Governor Letter

Lorrie Janatopoulos made a motion to recommend approval of the gender definition and accompanying brief, work plan and letter to the Full Board at its quarterly meeting on Wednesday, September 12. Shirley Barnes seconded the motion and it passed unanimously.

1. **Status Updates:**

There were many questions asked by committee members on the vacancy of the GWDB Executive Director position. After much discussion, a motion was made by Lorrie Janatopoulos for the Operations Committee to explore making recommendations to the Board on how the Director can carry out directives of the Board and have the “freedom to act” on behalf of the Board. Loren Nelson seconded the motion and it unanimously passed.

Chair Kautz asked that the matter be included on the October Operations Committee agenda.

**Subsequent Designation –** Jeremy Hanson Willis said that the subsequent designation letters are under review are nearing completion.

**Regional and Local Plans –** Jeremy Hanson Willis stated that 5 of 6 regional plans have been approved and two were granted provisional approval.

**Infrastructure Funding Agreements (IFAs)** **–** Sean Bibus

Infrastructure Funding Agreements (IFAs) are a new compliance document required by WIOA. Their purpose is to show the breakout of the cost of operating the infrastructure of the WorkForce Centers within each Local Workforce Development Area, (LWDA), by program. The infrastructure of the WorkForce Centers includes rent, internet bills, and phone bills. Their due date for being turned in to DEED and DEED finalizing them internally is 10/1/18. Most of the IFAs are either finalized or in the process of being finalized at this time. Sean said, if a dispute develops, the GWDB will be consulted to make a decision on whether the dispute is valid.

Chair Kautz requested to see a template that was previously done by Rick Roy.

Current IFA policy is available on DEED’s Policy and Guidance Administration System: <https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=443>

**Announcements –**

**Operations Committee Meeting** – Tuesday, October 9, 2018 – 10:00 a.m. – 12:00 Noon, [DEED,](http://mn.gov/deed/about/contact-us/headquarters.jsp) Mississippi Room

**Executive Committee Meeting via Conference Call** – Friday, November 9, 2018 – 11:30 a.m.

**GWDB Full Board Meeting** – Wednesday, December 12, 2018 10:00 a.m. – 2:00 p.m. Location TBD

**Meeting Adjournment** - Adjourned at 11:42 a.m. by acclamation.