GWDB Operations Committee Meeting Minutes

Tuesday, August 14, 2018 - 10:00 a.m. to 12:00 a.m.

Mississippi Conference Room

Department of Employment and Economic Development (DEED)

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

# Members Present via Conference Call

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

**Staff**

* Connie Ireland
* Kay Pollard
* Julie Kahn
* Kay Kammen
* May Thao-Schuck, ETP Director
* Carrie Marsh, Performance
* Michael Prideaux, Performance

# Call to Order and Introductions

Chair, Mayor Kautz called the meeting to order at 10:00 am. It was confirmed that attendees in person as well as on the conference call constituted a quorum.

**Review / Approve July Minutes –** Mayor Kautz asked for a motion to approve the minutes.Loren Nelson moved a motion to approve the July 10, 2018 meeting minutes. Lorrie Janatopulous seconded the motion. Motion passed unopposed.

Chair moved agenda items to accommodate schedules.

**Communication and Strategies for the Governor’s Workforce Development Board:** Kay Kammen provided a brief overview of the letter from the Governor regarding gender. The goals of the letter were briefly reviewed. Kay referenced the amount of research as well as the sources of the material that was consulted in the composition of the proposed working definition. Mayor Kautz called out the research as well. Kay read the definition of gender aloud as stated in the brief. The work plan was briefly reviewed. A question was raised by Lorrie Janatopulous regarding the collection of non-binary gender information. A process will need to be created as well as a timeline. Both Lorrie and Shirley want to see disaggregated gender data within the healthcare field. Mayor Kautz pointed out that at this phase of adding gender to the State Plan, it is a literature ‘dump’. The Deputy Commissioner noted that it is still too early in the process to construct topics and questions. He stated that if we are moving to a December finalization, more decisions need to be made. He also noted that the Executive Committee has expectations that will require a deep dive into information. Stated that the Committees are working on defining gender in a path that has been laid out by the GWDB staff. He asks; what does the Board actually want to do around gender? The Mayor added that there must be a solid and agreed upon understanding. Connie Ireland provided an overview of the work in the workplan. She noted timelines in which the committees will provide the Operation’s Committee with a recommendation. The Mayor noted that the Board is tied to policy and the policy should guide the work product. The Board will deliver the information. The Deputy stated that he wants to approve the workplan during this Operations meeting. He wants the recommendations around gender to be presented at the September meeting as well as specific recommendations to be made into motions. Anne Kilzer stated that there is local representation on all GWDB Committees and she is comfortable creating a plan to move forward. Anne Kilzer agreed to work with Kay Kammen regarding a communication plan. The Deputy wants a clear strategy, action, recommendation plan that will allow Operations to flag or defer. The Mayor requested receiving a combination of the Committee input. The Mayor called for a Motion to approve the workplan. Shirely Barnes made a motion to approve the gender workplan. Roy Smith seconded the motion. The motion passed unopposed. Steve Ditschler stated that he does not feel qualified to define gender and while he wants to move forward with the workplan he is fearful that it will distract from the other work being done. A recap was given as to the Committees schedule for moving forward.

Lorrie asked for an item to be added to the agenda. The Mayor/Chair agreed and stated that it would be added in the Announcements section of the agenda.

**Department of Labor Follow Up Visit - Technical Assistance** – May Thao Schuck, Director Re: Policies: May Thao-Schuck addressed the committee regarding the seven (7) findings of the Department of Labor. She stated that 1. Local budgets 2. The definition of a workforce center 3. Lack of IFA guidance 4. Agreement of the locals 5. MOU 6. WP Monitor 7. OSO. May stated that the DOL commented on the draft policies and stated that it was left in a good place. May went on to say that there was no budget noted that that DEED has met the requirement. There was some confusion with Minneapolis in the access evaluation in a local area to be resolved on August 31st. The DOL ‘blessed’ the definition of a WFC process policy. She stated that in the next round the IFA policy needs to be more specific with an August 31st deadline. The MOU (Minneapolis) is not designated enough with referrals. This resulted in a finding. The WP Monitor policy was ‘blessed’ and has been found to be a best practice. The DOL is working with Minneapolis in wanting a different agreement regarding OSO with a deadline of August 31st. The Mayor questions as to where the work is in line with the findings and also inquired if the work is in compliance with federal law. The Deputy stated that compliance is not necessary as the work is very specific to DEED. The Mayor stated that the role of the GWDB is to assure that all work and policy is in line with the Department of Labor and in compliance with the law. The Deputy stated that these are policy updates that are specific to DEED and not something the DOL is involved in. The Mayor stated that there were 7 DOL findings including budgets. Connie Ireland stated that the monitoring visit will be broken out into an extended WP with transparency, policies including updates with changes. The Mayor stated that this needs to be addressed and that policy changes are to come through the Operations Committee. Connie and May noted that the Operations committee will be given the chance to review changes in policy before it is given to the locals. May and Anne Kilzer noted that the locals will be involved in the process to be inclusive. The Mayor noted that the Operations Committee will then take to the Full Board.

**Status Updates:**

**Subsequent Designation –** Jeremy Hanson Willis stated that the subsequent designation letters have been sent to 16 local areas and 6 regional areas. Stated that they are all under review and the input will be tabulated. Stated that they are nearing completion.

**Regional and Local Plans** – Jeremy Hanson Willis stated that they are hopeful for approval. Mayor Kautz stated that the direction for the plans needs to be clear and distinct. States that moving forward she would like to see a template as some plans are 3 pages and some are 30 with no real guidance. States that this is unacceptable. The Deputy Commissioner agreed. Stated that the current review panel includes the GWDB, MDE, DHS and DEED. He stated that the communication is a two-way street and the he is finding that the workplan as well as the narrative have varied more than was expected. He stated that the main goal is helping the regions to succeed. The Mayor asked if a form could be issued or if a process is being sought. The Deputy stated that the panel will have a chance to provide recommendations during the review.

**Announcements –**

Lorrie Janatopulous noted that while attending the MWCA conference she picked up a flyer regarding CareerForce and was surprised to see language in the material that had been voted out. Stated the language was found to be offensive, or negative. The Deputy noted that new staff is being added and some of the information may have been printed and not seen until after the fact. The Deputy stated that he would look into the language and provide the appropriate staff with clarification.

Connie Ireland noted the timeline for the PY 17 WIOA Report has been extended. More information coming from US DOL and Performance and Reporting Management Division. Carrie Marsh is leading this project and work has begun. Communication for the TEGL has been extended until December.

**Operations Committee Meeting** – Tuesday, September 11, 2018 - 10 am – Noon, [DEED,](http://mn.gov/deed/about/contact-us/headquarters.jsp) Mississippi Room

**GWDB Full Board Meeting** – Wednesday, September 12, 2018 10 am – 2 pm, Minnesota Department of Corrections

**Meeting Adjournment** - Adjourned at 11:26 a.m. by acclamation.