GWDB Operations Committee Meeting Minutes

Tuesday, December 10, 2019 via Conference Call

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
* Elizabeth Kautz, Chair
* Heather Mueller
* Loren Nelson
* Jovon Perry
* Roy Smith

**GWDB Staff Present**

* Ben Baglio
* Kay Kammen

1. **Call to Order / Introductions**

Chair Elizabeth Kautz called the meeting to order at 10:00 a.m. The meeting began with introductions of members attending by phone.

1. **Review / Approve – Minutes of November 12, Meeting**

Roy Smith made a motion to approve the minutes of the November 12, 2019 Operations Committee meeting. Shirley Barnes seconded the motion and it passed unopposed.

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

a) Chair Elizabeth Kautz thanked those who worked on the performance data and narrative for the WIOA Annual Report for PY2018, which was submitted to the U.S. Department of Labor on December 1, 2019.

b) An implementation guide for the 2020-2024 State Plan from the federal Office of Management and Budget has been issued, however, formal guidance via a Training and Employment Guidance Letter (TEGL) is not expected until January 2020. Finalization of federal funding allocation formulas is set for February of next year. Ben Baglio, GWDB Staff Lead, and Lorrie Janatopoulos, CareerForce Director, have involved WIOA stakeholders in the planning process. A Sharepoint site has been set up for uploading writing assignments, which are to be completed by the end of December. Ongoing engagement activities, such as a recent presentation to the Minnesota American Indian Council, are being carried out in advance of 2022 when a more complete State Plan is expected to be submitted. Chair Kautz asked how the CareerForce investment and rollout will be incorporated into the State Plan, as well as co-enrollment among WIOA titles, program coordination, and collaboration on federal and state funding. She requested that amendments to the full plan be red-lined prior to review by the committee. Ben explained that a weekly meeting with workforce development leadership has been initiated to address budgetary concerns, additional investments needed and strategies for the upcoming legislative session.

c) The agenda for the December 11 Joint Meeting with the Minnesota Association of Workforce Boards (MAWB) was reviewed in preparation for the annual gathering of both organizations. Shirley Barnes thanked Ben and MAWB Director Jeanna Fortney for their efforts in planning the meeting.

d) Ben told the committee that the remaining new appointments to the GWDB have been finalized by DEED Deputy Commissioner Hamse Warfa and Gov. Walz’s Office. Some new members are expected to attend the December 11 meeting if their schedules allow.

1. **Announcements/Action Steps**

a) The Operations Committee meeting schedule for 2020 is pending due to special meeting dates, which are yet to be determined.

1. **Meeting Adjournment –** The meeting was adjourned at 10:48 a.m. by acclamation.

*The next meeting of the Operations Committee will be from 10:00 a.m. to 12:00 Noon on Monday, January 6, 2020 at DEED Headquarters.*