GWDB Operations Committee Meeting Minutes

Tuesday, August 13, 2019 Mississippi Conference Room

10:00 a.m. – 12:00 Noon

Department of Employment and Economic Development (DEED)

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

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**

* Mayor Elizabeth Kautz, Chair
* Shirley Barnes, Vice Chair
* Laura Beeth, GWDB Chair
* Steve Ditschler
* Jeanna Fortney
* Loren Nelson
* Roy Smith

**GWDB/DEED Staff Present**

* Ben Baglio
* Kay Kammen
* Kay Pollard
* Carrie Marsh
* Nancy Omondi
* Anne Kukowski

1. **Call to Order / Introductions**

Mayor Elizabeth Kautz called the meeting to order at 10:01 a.m. Ben Baglio and Jeanna Fortney were welcomed as new staff members to the Governor’s Workforce Development Board and Minnesota Association of Workforce Boards, respectively. Introductions of members and guests attending in-person and via phone followed.

1. **Review / Approve – Minutes of June 11, 2019 Meeting**

Steve Ditschler made a motion to approve the minutes of the June 11, 2019 Operations Committee meeting. Loren Nelson seconded the motion and it passed unopposed.

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

**a) Timeline for WIOA Annual Report**

Carrie Marsh, DEED Performance Analyst, discussed the performance deliverables for WIOA Title I and Title III. The data portion of the WIOA Annual Report for Fiscal Program Year 2018 is due to the U.S. Department of Labor in October; the narrative portion of the report is due in December. The Operations Committee will be provided with a draft of the report prior to the Tuesday, October 8 meeting. Chair Kautz requested background information showing the interconnectedness between federal and state funding. See [Employment and Training Resources](https://mn.gov/deed/about/what-we-do/agency-results/emp-train-resources/).

**b) USDOL Monitoring Visits**

Nancy Omondi, DEEDDirector of Career Pathways, Adult, Dislocated Worker (DW) and Trade Adjustment Assistance (TAA), reported on recent monitoring visits by USDOL specifically to review progress on Youth, DW and TAA programs. She said USDOL will also be on site in September to examine policies and fiscal outcomes surrounding the Retraining Employment and Talent After Injury/Illness Network (RETAIN) grant in coordination with Mayo Clinic. Proposal review for state-funded grants is currently underway.

**c) WIOA State Plan preliminary timeline**

Kay Kammen provided a preliminary timeline for the WIOA Four-Year Combined State Plan due to USDOL on April 1, 2020. CareerForce Director Lorrie Janatopoulos will lead the effort and is establishing a meeting schedule with state administrators who are responsible for the Titles under WIOA and other required partners. It was noted that DEED reviews and approves Regional and Local Plans. Laura Beeth stated that other states are engaging the National Governors Association and consultants such as Maher and Maher to provide technical assistance with plan development.

d) **GWDB Committee discussion**

Leadership of the Career Pathways Partnership and Racial Equity Committee going forward was discussed. Loren Nelson, Shirley Barnes and Roy Smith expressed an interest in the work of CPP. The importance of career preparation in K-12 through post-secondary was addressed, with onramps to pathways, upskilling for incumbent workers, and a vision for needed changes.

1. **Action Item – Review / Approve**

a) Steve Ditschler made a motion to approve the addition of the word “voting” to Article VII Section D. Quorum of the GWDB’s By-laws so it is consistent with State Statute 166L.665. Shirley Barnes seconded the motion and it passed unanimously. The revised section reads: “A simple majority of the voting members, excluding any vacancies, constitutes a quorum.”

b) Loren Nelson moved that the committee change Article V Section C.7. of the GWDB’s By-laws so it is consistent with State Statute regarding the GWDB member representing the Minnesota Workforce Council Association. Also change MWCA to Minnesota Association of Workforce Boards. Steve Ditschler seconded the motion and it passed unopposed. The revised section reads: “The chair or executive director of the Minnesota Association of Workforce Boards.”

1. **Announcements/Action Steps**

a) *The next meeting of the Full Board is on Wednesday, Sept. 11 from 10:00 a.m. to 2:00 p.m. at the North Metro Event Center, 1000 Gramsie Road, Shoreview, MN*

b) Ben Baglio said the agenda for the Sept. 11 meeting will include a discussion by members on workforce challenges faced in each region of the state. Other comments were made about future collaborations with the One Minnesota Council and State Rehabilitation Council.

1. **Meeting Adjournment –** The meeting was adjourned at 11:40 a.m. by acclamation.

*The next meeting of the Operations Committee is from 10:00 – 2:00 p.m. on Tuesday, October 8, 2019.*