GWDB Operations Committee Meeting Minutes

Tuesday, February 13, 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

* Shirley Barnes
* Lorrie Janatopoulos (conference call)
* Mayor Elizabeth Kautz
* Anne Kilzer
* Loren Nelson
* Scott Parker (conference call)
* Roy Smith (conference call)
* Jeremy Hanson Willis

**Excused**

* Luann Bartley
* Steve Ditschler
* Charlene Briner

**Guests**

***DEED:***

Carrie Marsh

Julie Toskey

Conference call:

Jill Moe

Linda Skogen

Deven Bowdry

***Portland Webworks:***

Tom Loverning

Conference call:

Hellen Fitzpatrick

Amy Mauriello

Liem Khuu

***MNIT @ DEED –*** *Conference call*

Paula Bergerson

Greg Klinkhammer

**Staff**

* Connie Ireland
* Kathryn Pollard
* Julie Kahn
* Rick Roy

# 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. One more member was needed for a quorum. The Chair noted a lack of a quorum at the meeting start time as a reoccurring issue. The Chair asked members to commit to this committee and that includes being present at the call to order so business can proceed. Members were invited to follow up with the Chair or with Connie after this meeting if needed.

**Operations Committee Business –** Chair Kautz stated that this committee has a responsibility to make informed decisions and to accomplish that it needs information in advance to prepare for the meeting. She asked staff to provide appropriate background information in well in advance of the meeting and to focus the agenda on the important and urgent actions that are needed now and note items for the next meeting requiring further discussion. Connie will follow up with Chair Kautz.

**January Meeting Minutes Approved**

At 10:15 am a quorum was verified. Shirley Barnes made a motion to approve the January meeting minutes. Loren Nelson made the second and the motion passed.

**Statewide Technology**

**WIF Grant Platform** – Julie Toskey introduced Tom Loverning, Director of Business Development, Portland Webworks for a brief overview of the next steps in the WIF/CareerForce online platform project. Committee members have been invited to attend one or both of the February 13 and 14 “discovery” sessions managed by Portland Webworks’ as part of their work to clarify, share and validate the vision around the deliverables for this project. Jill Moe reviewed the seven work groups that are making content and other recommendations for the CareerForce online collaborative platform. Connie Ireland noted that Portland Webworks has experience in developing online platforms for other states. Many committee members and staff have seen their work for Idaho’s Health and Welfare “Live Better Idaho” initiative. Chair Kautz asked about the critical measures to evaluate success. Julie Toskey stated that the grant requires expending 15% on evaluation. Impact International is the evaluation vendor. Additionally, internal evaluation methods are part of the project work plan. The grant requires a year of formal post launch evaluation.

Connie Ireland asked what the Operations Committee wants to receive as the project advances to its October 1st launch. Chair Kautz stated that in accordance with the law, the Operations Committee has oversight and a process to answer the “how are we doing?” questions. Julie Toskey said that the project team can provide quarterly reports. Jeremy Hanson Willis stated that the project is a separate grant and is not part of WIOA. Connie Ireland stated that the online virtual platform is tied to the bricks and mortar Minnesota WorkForce Centers and to the CareerForce rebranding. Rick Roy stated that under WIOA, Minnesota is required to provide Career Services, and that the WIF Platform is the online version of that experience. Chair Kautz stated that we need to humanize the experience – make the heart come out – when using the workforce system – both on-the-ground and online. Discussion about a one sentence to describe the deliverables – and answers ranged from “virtual WorkForce Center” with the same services and resources available from the bricks and mortar to augmenting the WorkForce Center experience and a staff collaboration portal to a self-service pathway for service delivery. Tom Loverning summarized the testing and user testing processes; Chair Kautz requested a return to the Operations Committee with the results of the user experience testing.

**GWDB Governance**

* **Vice-Chair:** Chair Kautz appointed Shirley Barnes appointed as Vice-Chair of the Operations Committee.
* **GWDB Board Training and Development Conference** – Connie Ireland recognized Lisa Snyder for the curriculum design, content development and visual formatting. The training was on February 6 from 9 am – 4 pm. Attendees included GWDB members and a few local workforce board members. Initial comments following the training were positive. A follow-up survey will be sent; results will help inform changes to the curriculum and onboarding process.

The plan is to produce one annual in-person training. St. Cloud is being considered for a future in-person training location. Chair Kautz recommended that the training be conducted four time annually in each of the four corners of the state. Jeremy Hanson Willis stated that project is a lot of work for staff and takes them away from other work. Loren Nelson suggested that Duluth is also considered perhaps in conjunction with the summer MWCA meeting.

The seven training modules will be formatted for online viewing and posted on a new section of the GWDB website for new member resources. Loren Nelson requested a copy of the PowerPoints.

“There was energy and passion in the room for what we are doing and trying to deliver – what the gaps are. We had engaging and candid conversations. It was a meaningful session. Thanks.” (Roy Smith). It was terrific – and needs more people to attend. The more we share this with local workforce boards and regional leadership, the more we are all on the same page.” (Loren Nelson). “With the smaller room format, there was a lot more engagement that we have in the big rooms for our quarterly meetings.” (Scott Parker)

* **Joint Committee Meeting – Q1 2018** – Connie Ireland stated that the agenda for the February 27th joint committee meeting will go out today. The primary purpose of the meeting is a discussion on the modifications Minnesota’s Combined State Plan. Under WIOA, US DOL requires states to submit a two year modification of their approved four year state plans by March 15th. A public comment period is required. A series of public webinars are scheduled and public comments will be accepted then and online. Public comments are to be included in the modifications submitted to US DOL.

If time permits, other items such as another progress Dashboard demonstration or discussion about the equity policies may occur. The Dashboard demonstration will on the June GWDB meeting agenda. The equity policies are in the GWDB committees for initial feedback and Jeremy Hanson Willis forwarded them to the Commissioner’s desk**.** If approved, the policies would be posted for a 30 day comment period. Connie Ireland stated that the public comments would be shared with the committees and the final adoption of the policies would come back to the Operations Committee for a recommendation vote. Rick Roy stated that these are DEED policies that would want the GWDB support. Connie Ireland stated that the policies are tied to the goals of the State Plan.

**Statewide Administration**

* **Minnesota WIOA State Combined Plan modification –** In addition to the above discussions, Rick Roy stated that the technical updates such as dates and Labor Market Information have been made to the 2016-2020 plan. Connie Ireland stated that gender equity language for inclusion in the first goal of the State Plan has been put forward by GWDB members including construction trades representatives. A discussion about that is expected to be part of the February 27th Joint Committee meeting.

**Statewide Policies**

**Rebranding Update –** Connie Ireland attended the brand ambassador training in late January. Brand Ambassadors across the state are part of the pre-launch plan. Look for an update letter from GWDB Chair Laura Beeth. Jeremy Hanson Willis stated that 50+ people attended the Brand Ambassador training and next steps for communicating the rebranding culture change is the vendor will be on site in WorkForce Centers across the state. Important consensus decisions regarding the name of the WorkForce Centers to CareerForce have been made that allow flexibility for the local workforce boards to determine their public brand extension(s) in preparation for the October 1st launch. Anne Kilzer stated that MWCA will sponsor high-level Ambassador training for their members and produce a FAQ.

* **Policies – Introduction and Discussion**

**Career Pathways Sector Strategies Initiatives Policy –** Connie Ireland stated this policy will go to the Career Pathways Partnership for discussion at its February 21st meeting. Loren Nelson spoke about related youth initiatives for career pathways. Lorrie Janatopoulos recommended stakeholder involvement and connection with the local workforce development boards on this strategy. Jeremy Hanson Willis stated concerns about the policy and that it not move forward because it needs more clarity. Rick Roy noted that WIOA provides little guidance on this requirement for states. Chair Kautz stated that staff need to to vet this policy, revise it if needed and then bring it back to the Operations Committee.

**Infrastructure Funding Agreement Policy –** Rick Roy introduced this policy. The role of the GWDB is on page 10 and formula information is on page 12. This policy is required by WIOA. As background, Jeremy Hanson Willis stated that this is a significant change from our former cost allocation (CAP) method; it replaces the CAP. Chair Kautz asked for a one page cover to this policy document that includes the history, why it is needed to conform to WIOA and the timeline and that it is discussed in depth at the committee’s March meeting.

**Subsequent Designation Policy –** Rick Roy introduced this policy and that he has been in conversations with US DOL about this policy. It needs to be approved in years 3 and 4 of our state plan – specifically, this policy needs to be in place June 30, 2018 (year 3). It will require a 30 day public comment period and it is getting ready for local workforce development boards. After the public comment period it will come back to the GWDB. Jeremy Hanson Willis asked if this required by federal law, why is a policy needed? Anne Kilzer responded that a policy provides the local workforce development boards with the reassurance that the state will not impose additional requirements on top of the federal law. Chair Kautz stated that she and committee members will read the policy, review public comments and then it needs to come back to the Operations Committee. If a vote on this is needed outside the regular meeting schedule, Chair Kautz asked staff to set up a conference call with the members. This item will be on the March committee meeting agenda.

* **Dashboard Update**
  + Jeremy Hanson Willis stated that six months of baseline data is recently available and the layout for the dashboard is developed. Data is set up by regions. After one year of data the Performance Management Team will prepare a report. Carrie Marsh stated that the dashboard will go through a local review. Committee members wanted time to look at the dashboard as it is not yet live. A webinar to go through it was suggested. This item will be on the March committee agenda. It was agreed to send committee members the link and that because this is still not live, that the link is not shared beyond the committee membership. Send comments and feedback to [Carrie.Marsh@state.mn.us](mailto:Carrie.Marsh@state.mn.us)
* **Partnerships**

**MWCA** – Anne Kilzer highlighted the National Association of Workforce Boards’ (NAWB) member survey that was sent with the meeting packet. About a third of the NAWB membership responded. Minnesota’s workforce development boards are within the spectrum of survey responses.

* **Meeting Adjournment** - Adjourned by consensus at 12:07 pm.