

## **GWDB Operations Committee Meeting Minutes**

Tuesday, February 12, 2019 Boundary Waters 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

### **Members Present**

- Mayor Elizabeth Kautz, Chair
- Shirley Barnes, Vice Chair
- Charlene Briner
- Steve Ditschler
- Jeremy Hanson Willis
- Lorrie Janatopoulos
- Anne Kilzer
- Loren Nelson
- Jovon Perry
- Roy Smith

### **Staff Present**

- Rita Beatty
- Kriystauhl Fitchett
- Jeanna Fortney
- Kay Kammen
- Jodi Yanda

### **1. Call to Order / Introductions**

The meeting was called to order at 10:00 a.m. Introductions of members attending in person and on the phone followed. It was determined that a quorum was present.

### **2. Review / Approve – Minutes of December 11, 2018 Meeting**

Shirley Barnes made a motion to approve the minutes of the December 11, 2018 Operations Committee meeting. Loren Nelson seconded the motion and it passed unopposed.

### **3. Status Updates – Review / Comment:**

- a) CareerForce Update <https://www.careerforcemn.com/> – Jeanna Fortney, CareerForce Project Manager, walked through the CareerForce rollout road map with milestones through May 2019. A public promotion is scheduled for the week of April 15, with social media, earned media, and paid media. She also discussed a customer comment card that will be distributed at CareerForce Locations. Comment card data will be collected monthly and the DEED Performance Team will do an analysis every two months. Chair Kautz thanked Jeanna and the CareerForce Team for the update, which allows the committee to see progression and movement. Anne Kilzer commented that the roadmap is appreciated by workforce professionals on a local level.
- b) Regional Rehabilitation Efforts and USDOL Workforce Innovation Cohort – Jodi Yanda, Area Manager, DEED Rehabilitation Services, discussed her role and her involvement in a USDOL Cohort Group. Minnesota was one of six states selected to participate. The other states are Iowa, Nebraska, Indiana, Oklahoma and Missouri.

The group was tasked with determining how to ensure individuals with disabilities experience seamless customer service across WIOA core programs at American Job Centers. The group is developing a disability inclusive WIOA cross partner training plan with emphasis on customer service, effective delivery of services, and ability to increase capacity across staff. This training plan would be a best practice for all states to use and all WIOA partners would be encouraged to participate. Other ideas include WIOA overview, Disability Etiquette, serving job seekers with disabilities, overview of ADA, providing accommodations for individuals and possible training on different areas of disability (autism, LD, mental health, etc.). The cohort's goal is to have a training plan developed by end of May.

- c) Public Comment received on One-Stop System Requirements and Local Workforce Development Board Certification – Jeremy Hanson Willis said there was almost no public comment on two draft policies. He said it is a good practice to put multi-program administration policies out for public comment and for review by the GWDB and Minnesota Association of Workforce Boards Operations Committees.
- d) Board vacancies/appointments and re-appointments – Jeremy Hanson Willis said the GWDB is working with the Governor's appointments staff to fill vacancies on the Board. It is hoped that reappointments/appointments will take place by the June Quarterly Board Meeting.

#### **4. Announcements/discussion**

- a) Chair Kautz extended her appreciation to Kay Pollard, who worked with the Executive Committee and Darielle Dannen, DEED Government Relations Director, to author the 2019 GWDB Legislative Report. The report was submitted to the legislature on January 15 and is accessible via the GWDB web site.
- b) The Nexus Community Partners report for the State of Minnesota is being finalized to help identify and train people of color, indigenous communities and individuals with disabilities to serve on local workforce development boards. The Operations Committee will be provided with a copy of the report prior to the next meeting of the committee.
- c) The next GWDB Quarterly Board Meeting will be on Wednesday, March 6, 2019 – 10:00 a.m. to 2:00 p.m. at the Earle Brown Heritage Center, Brooklyn Center, MN
- d) Future discussion: Work plan for Operations Committee in 2019, federal funding

**Meeting Adjournment** – The meeting was adjourned at 11:35 a.m. by acclamation.