GWDB Operations Committee Meeting Minutes

Tuesday, June 11, 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

**Members Present**

* Mayor Elizabeth Kautz, Chair
* Shirley Barnes, Vice Chair
* Steve Ditschler
* Anne Kilzer
* Roy Smith

**GWDB/ DEED Staff Present**

* Kay Kammen
* Sean Bibus
* Marc Majors
* John Olson
* Kay Pollard
* Kay Tracy

1. **Call to Order / Introductions**

Mayor Elizabeth Kautz called the meeting to order at 10:00 a.m. Introductions of members and guests attending in-person and via phone followed.

1. **Review / Approve – Minutes of May 14, 2019 Meeting**

Shirley Barnes made a motion to approve the minutes of the May 14, 2019 Operations Committee meeting. Steve Ditschler seconded the motion and it passed unopposed.

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

a) **PY 2018 WIOA Youth Performance – Preliminary Report**

Kay Tracy and John Olson, DEED Office of Youth Development, provided an overview of performance data, including Youth Employment & Training Rates, Credential Attainment Rate, Measureable Skills Gain and Median Earnings for Program Year 2018. Kay Tracy discussed the state of Minnesota’s case management system, WorkForce One, in contrast to other states and her efforts to negotiate formula funding. The cut-off date to finalize data is the end of July. John Olson provided a comparison of federal youth funding in Minnesota. A question was asked about how youth funding is tied to WIOA Adult. It was explained that, while youth and adult are both under Title I, youth data is not captured on the WIOA dashboard. Youth is measured in a different way. Metrics such as wages, wage change, and retention apply to the adult population, but not youth programs. Minnesota’s youth success stories are passed on to the U.S. Department of Labor on a regular basis and shared in department communications. DEED Deputy Director Marc Majors said the Employment & Training Programs Division is looking forward to telling its story in a broader way. The 2019 Legislative Session made the level of state funding more flexible in complimenting federal funding. John Olson said most states just get WIOA allocations. “We are blessed to have the legislature’s support.”

Anne Kilzer recognized the youth team for their work – from the local board perspective, and the Minnesota Association of Workforce Boards’ (MAWB) perspective. She said they are “The best of the best.”

b)  **Update on Local Workforce Infrastructure Agreements and Process**

Sean Bibus, DEED Workforce Systems Operations Coordinator, provided an overview of operations components within the CareerForce locations, such as space, phone, internet, and funding streams. He said the State Board has a role a role in the Infrastructure Agreement (IFA) process. If they’re not agreed to, it goes up to the GWDB. “Last year, we didn’t need to do that. It looks like the IFAs will be approved, with a timeframe of October 2019.” Anne said that Sean has helped mitigate issues and devoted much time and attention to IFAs.

The CareerForce experience will be enhanced by incorporating navigators to guide job seekers through the process and ask the right questions. There is also an effort to ensure workshops are uniform. Steve Ditschler said, “One of the challenges in serving the universal customer, is identifying individuals with disabilities. Visibility will be heightened around the navigator role.”

1. **Announcements/Action Steps**

Anne will share her contact information with the committee when she is settled into her new workplace. She is now Assistant Workforce Director for the Hennepin-Carver County Workforce Development Board, which has a similar structure to Dakota-Scott County.

Marc commented that the agency is looking forward to the new CareerForce Director, Lorrie Janatopoulos, starting next week.

1. **Meeting Adjournment –** The meeting was adjourned at 11:15 a.m. by acclamation.

*The next meeting of the Operations Committee is from 10:00 a.m. to 12:00 Noon on Tuesday, August 13 at DEED Headquarters.*