GWDB Operations Committee Meeting Minutes

Tuesday, October 9, 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**

* Mayor Elizabeth Kautz, Chair
* Shirley Barnes, Vice Chair
* Laura Beeth, GWDB Chair
* Luann Bartley
* Charlene Briner
* Steve Ditschler
* Jeremy Hanson Willis
* Lorrie Janatopoulos
* Anne Kilzer
* Loren Nelson
* Roy Smith

**Guests Present**

* Julie Dincau

**Staff Present**

* Kriystauhl Fitchett
* Jeanna Fortney
* Kay Kammen

1. **Call to Order / Introductions**

The meeting was called to order at 10:02 a.m. Introductions of committee members attending in person and on the phone, guests and staff followed.

1. **Review / Approve – Minutes of September 11, 2018 Meeting**

Steve Ditschler made a motion to approve the minutes of the September 11, 2018 meeting. Loren Nelson seconded the motion and it passed unopposed.

1. **Career Pathways Partnership subgroup work**
2. **Co-enrollments across WIOA titles** **–** Julie Dincau, Co-lead, CPP Co-enrollment Subgroup, Adult Basic Education Transitions specialist

Julie Dincau defined the work of Adult Basic Education related to other core programs under WIOA. The six core WIOA programs must provide the percentage of individuals enrolled in more than one core program on an annual statewide report. She discussed the interrelationship between the core programs, Minnesota State Combined Plan Partners and One-Stop Centers, and provided a template of the Statewide Performance Report. The co-enrollment subgroup continues to bring cross-sector partners together to address challenges in the referral and navigation process and share promising practices.

1. **CareerForce Update**
2. **Culture Plan and Roll-out –** Jeanna Fortney, DEED CareerForce Project Manager

Jeanna Fortney explained her role in overseeing the implementation of the CareerForce roll-out and internal re-branding. Committee members were asked to make note of the following dates:

October 29: GWDB members will have access to a password protected test site for the CareerForceMN.com platform

November 12: Training will be implemented

November 29: Access to CareerForceMN.com will not be password mandated

She said enhancements will be made to the functionality of the system in coming months. A communication plan will be forthcoming to include GWDB, MWCA, and DEED staff and “culture kits” will be distributed to each CareerForce Location. Some members expressed concern over regional strategies and suggested cross-pollination between the task forces established as part of the CareerForce Culture Plan:

* Enhance Service Delivery
* Customer Experience
* Streamline Business Services
* Proactively Communicate

Anne Kilzer said MWCA has worked closely with the CareerForce team to develop processes, make note of commonalities and parallels, and ensure that there is not duplication of efforts. CareerForce will not be incorporated into the association’s name but there may be a name change to be announced at a future date, according to Anne.

**5. Status Updates**

a) **CareerForce Systems Innovation Director position**

Jeremy Hanson Willis said the CareerForce Systems Innovation Director position is being scored by DEED Human Resources to determine salary range and level. The position description was provided to the Executive Committee for review and is now finalized. GWDB members will be notified when the job opening is posted later this week. Laura Beeth will be part of the hiring panel. It was suggested that Anne Kilzer and a local board member also be included. Chair Kautz expressed concern about the percentage of time devoted to the GWDB and she told the committee she wants to make sure the person hired is set up to succeed. She asked how many Full Time Equivalent (FTE) positions can be included in the Board’s budget and requested that the Operations Committee be given the opportunity to review the budget. She also suggested 360° evaluations for the director as well as the Board Chair and Committee Chairs.

1. **Subsequent Designation –** Jeremy Hanson Willis said that the subsequent designation letters have been sent to each LWDA.
2. **Regional and Local Plans –** Jeremy Hanson Willis stated that the plan for Region 4 has been received and the regions that were granted provisional approval have completed their follow-up actions.
3. **Operations Committee Schedule Discussion**

Discussion on a future meeting schedule resulted in consensus among members to continue meeting the second Tuesday of each month from 10:00 a.m. to 12:00 Noon. It was decided that, going forward, meetings the day before a quarterly meeting of the Full Board should not include action items.

**7. Employment & Training Performance Levels and USDOL expectations**

May Thao Schuck, Employment & Training Division Director

May Thao Schuck presented on DEED’s responsibility under the USDOL to report on its local performance negotiation for the Primary Indicators of Performance. Accompanying materials included state performance standards and local area program standards for Dislocated Worker, WIOA Adult, and Youth. She said guidance is expected from USDOL at the end of the calendar year. She said the division is working on improving accountability and a monthly report is a possibility.

**Announcements**

1. **Operations Committee Meeting** – Tuesday, November 13, 2018 – 10:00 a.m. – 12:00 Noon, [DEED,](http://mn.gov/deed/about/contact-us/headquarters.jsp) Mississippi Room
2. **Executive Committee Meeting via Conference Call** – Friday, November 9, 2018 – 11:30 a.m.
3. **GWDB Full Board Meeting** – Wednesday, December 12, 2018 10:00 a.m. – 2:00 p.m. North Metro Event Center, 1000 Gramsie Road, Shoreview, MN 55126

**Meeting Adjournment** - Adjourned at 11:50 a.m. by acclamation.