

SE MN Workforce Development Board

June 7, 2017, 1:30 p.m.
Go To Meeting – Conference Call
Workforce Development, Inc.
Rochester, Minnesota

MINUTES

Purpose: Special meeting to vote on 2017 Employee Compensation Recommendations and Affiliate WorkForce Center Designation of Owatonna office.

Attendees Present on the Conference Call: Guy Finne (Chair), Randy Johnson (Executive Director), Aaron Benike, John Devlin, Shirley Drentlaw, Dorothy Duran, Cheryl Gustason, Kris Pierce, John Pugleasa, Holly Zuck, Jill Miller (Note Taker)

Guy Finne called the meeting to order. A roll call was made to confirm those who were on the conference call.

Personnel Committee Report – Randy Johnson

Randy reports that the Personnel Committee met in May and then again in June to hear the Employee Benefits proposals. Randy stated that the Management Committee voted to approve the following 2017 employee benefits requests; however, there was not a quorum (14 members) at the full Workforce Development Board (WDB) meeting on June 1, 2017. There were 11 votes from WDB members to approve the requests.

Personnel Committee

- Change in Workforce Development, Inc. (WDI) policy to include Christmas Eve as an observed holiday every year. Currently, WDI employees work on Christmas Eve two out of seven years.
Guy Finne moved to approve changing the Christmas Eve holiday policy, John Pugleasa seconded. There were 9 votes by roll-call in favor. The motion was approved.
- \$20,000 for merit incentive pool
Guy Finne moved to approve the \$20,000 merit incentive pool, Kris Pierce seconded. There were 8 votes by roll-call in favor; 1 WDB member left the call. The motion was approved.
- \$99,500 for 3% wage increase pool
Guy Finne moved to approve the 3% wage increase pool, Cheryl Gustason seconded. There were 8 votes by roll-call in favor; 1 WDB member left the call. The motion was approved.

Designation of Affiliate WorkForce Center in Owatonna – Randy Johnson

Randy shared that DEED regulations state that three physical partners (WDI, DEED Job Service, and Vocational Rehabilitation Services (VRS)) have to be located at a WorkForce Center in order to certify it as a comprehensive WorkForce Center (WFC). The DEED Job Service has had long-term leases with the WorkForce Centers. However, by July, DEED will only be paying half of the money for the leases. DEED is not renewing leases at the Austin, Albert Lea, Red Wing, and Owatonna WFCs. Our memorandum of understanding (MOU) states that even if there is not a signed lease, the partner can pay a fee to visit the WFC if the partner is visiting the office on a regular basis. Randy recommended that we should continue to have full, comprehensive WFCs in Austin, Albert Lea, Faribault, Red Wing, and Rochester. Additionally, we should start the process of decertifying the Owatonna office from a comprehensive office to an affiliate office. As a result of decertifying the Owatonna office, we will be able to look at other resources to save money. He noted that the Management Committee voted to move the recommendation forward to the WDB. There was not a quorum at the full Workforce Development Board (WDB) meeting on June 1, 2017. There were 11 votes from WDB members to approve this action item. **Guy Finne moved to approve decertifying the Owatonna office from a comprehensive office to an affiliate office, Dorothy Duran seconded. There were 8 votes by roll-call in favor; 1 WDB member left the call. The motion was approved.**

The meeting was adjourned at 2:00 pm.

Respectfully submitted,
Jill Miller
Workforce Development, Inc.