

SE MN Workforce Development Board

April 4, 2019, 1:00 PM

Workforce Development, Inc.

Rochester, Minnesota

Minutes

Members Present: Cheryl Gustason (Chair), Randy Johnson (Executive Director), Dan Belshan, Aaron Benike, Shelly Caldwell, Brian Cashman, Jeff Custer, Guy Finne, Nadine Holthaus, Jim Kingsley, Marleen Lundberg, Erin Main, Michelle Pyfferoen, Jim Root, Kristy Ruble, Dee Sabol, Diane Simon, Andy Toft, Rob Van Craenenbroeck, Jim Wendorff, Jill Miller (Note Taker)

Others Present: Matt Bissonette, Susan Boehm, Sonji Davis, Ed Duda, Jennifer Hamilton, Kenneth Johnson, Jeff McCabe, Jinny Rietmann, Jakki Trihey, David Wheeler, Lori Wright

A quorum was present, and Cheryl Gustason called the meeting to order. Introductions were made. **Dee Sabol moved for consent of the April agenda; Guy Finne seconded, and the motion passed. Nadine Holthaus moved for consent of the December 2018 and March meeting minutes** (absence of a quorum on March 7, 2019); **Guy Finne seconded, and the motion passed.**

Program Reports

Management Committee – Jeff Custer

- Fiscal Report: We are 75% of the way through the year. Our budget is at just over \$8 million, and we should end the fiscal year with a budget of about \$6.9 to \$7.1 million. Line items are on track and on budget. **Guy Finne moved to approve the Fiscal Report; Nadine Holthaus seconded, and the motion was approved.**
Audit: We had a clean audit. The audit findings indicated no material weakness, no internal control findings, no adjusted entries, and no questioned costs. No policy or procedure changes. **Diane Simon moved to accept the final audit report as presented, Guy Finne seconded, and the motion passed.** The full audit is available on the home page of the Workforce Development, Inc. (WDI) website.
- Federal Workforce Innovation and Opportunity Act (WIOA) and Minnesota Youth Program (MYP) Plan Approval: The Federal Youth Program starts April 1, 2019; with the money typically available in June. Out of WIOA funding, 75% must be expended on Out-of-School Youth and 20% must be expended on work experience. The only language change is that we are now required under WIOA to subcontract support services out of the Youth programming money we receive. In the plan, we have included verbiage indicating that we will be exploring Request for Proposals (RFPs) and putting money out for bid in the next year. New this year is that we need to document what we are doing for each of the 14 WIOA Young Adult Program Elements. We are required to outline who we are partnering with, which organizations are providing the services, and if those organizations are using our dollars or their own money to provide the services. **Guy Finne moved to accept the recommendation to approve the Federal WIOA and MYP Plan, Diane Simon seconded, and the motion passed.**

One Stop Operating Partners – Lori Wright

- There were no action items. Brian Cashman gave an overview of the work he is doing and discussed the Federal Perkins/Career and Technical Education bill. Jennifer Hamilton gave an update on the migrant worker grant. Marleen Lundberg provided an update on CareerForce.

Personnel Committee

Executive Director Resignation

- Randy submitted his letter of resignation as Executive Director, effective June 30, 2019. **Motion to acknowledge and accept the Executive Director's resignation, effective June 30, 2019, by Guy Finne; Jim Wendorff seconded, and the motion was approved.** Workforce Development Board (WDB) members thanked Randy for his service.

Recommendation for New Executive Director (ED)

- An Executive Committee, made up of officers of both the WDB and Joint Powers Board (JPB) met shortly after receiving Randy Johnson's resignation letter. Jinny Rietmann was chosen to succeed Randy Johnson as the new Executive Director of Workforce Development, Inc. (WDI). Randy will meet with Jinny prior to the April 11, 2019, Joint Powers Board (JPB) meeting to establish terms of the position. On April 12, 2019, following the JPB meeting, Randy will make the offer to Jinny. **Motion to recommend Jinny Rietmann as the next Executive Director for Workforce Development, Inc. (WDI), by Guy Finne; Diane Simon seconded, and the motion was approved.** Jinny was given a round of applause.

- The Executive Committee also recommended establishing a consulting agreement with Randy Johnson, starting July 1, 2019, to provide contingent services to assist the new Executive Director and the Board in transition. Randy will present this to the JPB on April 11, 2019, for approval.

Taskforce and Work Group Reports

Emerging Workforce (Youth) Taskforce – Jinny Rietmann

- The taskforce will meet following this meeting with plans to go through the WIOA and MYP Plan.

MaxAbility Employment Taskforce – Guy Finne

- Guy shared that there is a Reverse Job Fair on April 24th at Wood Lake Meeting Center. He encouraged Board members to be active and support MaxAbility.

Salute Southern MN – Veterans Network – Guy Finne

- Guy reported that the taskforce is focusing on networking and growing their relationship with several National Guard Units within our area. The goal is to meet with each of the seven Guard Units once per year. The SHRM Chapter in Owatonna has been doing some similar work and the taskforce has the opportunity to collaborate with them. There is a SHRM Conference in October in Rochester. The SHRM Chapter is partnering with a local National Guard Unit to hold a “Boss Lift” event; several members of our taskforce are participating.

Women and Minorities (Diversity and Inclusion) Work Group – Sonji Davis

- The Work Group met in February. At that meeting, Dr. Nicholas Wysocki presented on multi-cultural education and the program he started at Winona State University. The group plans to split into subgroups at today’s meeting to form action plans.

Previously Incarcerated Individual (Diversity and Inclusion) Work Group – Susan Boehm

- There was not a meeting in January. Leadership members met in March to refocus and set goals for the coming year. The next full group meeting is on April 30th.

Director’s Report – Randy Johnson

National Association of Workforce Boards (NAWB) Conference Highlights

- Several Board members, along with Jinny Rietmann, Wanda Jensen, and Randy attended the NAWB conference. Jinny found that the leadership development break-out was the most beneficial. She brought back a lot of different ideas. Jeff Custer indicated that several breakout sessions were enjoyable and of value to him. His favorite was the Snap-on Tools presentation. Cheryl shared that she found the information sharing to be most beneficial. Randy spent time with Angie Craig, Tina Smith, and Amy Klobuchar, encouraging them to utilize Workforce Development Boards.

Congressional Budget Update

- The Supplemental Nutrition Assistance Program (SNAP) has been growing due to underemployment. Work experience is voluntary in Minnesota. The Federal Administration would like work experience to be mandatory, but there is no money to put into the program.

Legislative Update

- The Workforce Development Fund (WDF) is currently at \$58 million. Randy reviewed the PY19 Annual Allocations from the MN Workforce Development Fund (WDF) House Appropriations Bill handout. The House has weighed in; the Senate will examine this next week.

CareerForce Update

- The new Commissioner wants to take some time before CareerForce is rolled out. There will still be a soft roll-out now, but no open houses will be held until the full roll-out later this year.

Information Sharing (Board members)

Further discussions took place around the Gig Economy and questions: “Are businesses having to use more independent contractors and staffing agencies for their work, given the workforce shortage?” “How is that working for you?” “Should we be promoting independent contracting with our job seekers?”

Other Area Activity/Upcoming Meetings

- Best Places to Work Banquet is Thursday, April 25th.
- The next WDB meetings are scheduled for Thursday, May 2nd and Thursday, June 6th.

Motion to adjourn the meeting by Dee Sabol; Aaron Benike seconded, and the motion passed.

The meeting was adjourned.

Respectfully submitted,
Jill Miller
Workforce Development, Inc.