

Duluth Workforce Development Board Meeting
Monday, March 19, 2018 3:00-4:30 PM – City Hall Room 303
Meeting Minutes

Attending: Tamara Arnott, Andrea Chartier, Emily Edison, Mary Ferguson, Patty Fleege, Betsy Harmon, Monica Haynes, Brandon Hendrickson, Lacie Jurek, Colleen Kelly, Rachel Loeffler Kemp, Stacy Oltmanns, Jay Ott, Matt Silverness, Joel Vena, Amanda Yates, Heather Rand, Carol Turner

Excused: Ellie Egan, Lindsey Growette Stingle, Kim Hall, Marla Halvorson, Sandy Kolasinski, Pam Kramer, Paul Pederson, Brad Vieths, Ian Vincent, Sonia Vinnes, Susan Wallerstedt

Absent: Dick Barlage, Jason Davis, Laura Krollman

Welcome & Introductions – Mary called the meeting to order at 3:05 PM. Introductions were made; Joel Vena was welcomed as a new member.

Approval of Minutes – February 26, 2018: A correction was made to the minutes indicating Brandon Hendrickson was in attendance at the Feb. meeting. Motion to approve/2nd the corrected minutes – Motion passed.

Governor’s Workforce Development Board (GWDB) update - The Vision of the State Plan is to have a healthy economy where all Minnesotans have – or are on a path to – meaningful employment and a family sustaining wage, and where all employers are able to fill jobs in demand. The goals of the State Plan are to 1.) reduce educational and employment disparities based on race or disability to provide greater opportunity for all Minnesotans. 2.) build employer-led industry sector partnerships focused on better understanding of the skills employers need and connecting skilled workers to those opportunities. Discussion was held to add gender to goal number 1 of the State Plan. As a result of an extension being given, a meeting has been scheduled for March 29, 2018 to discuss adding Gender to goal #1.

Workforce Solutions Series (April 18 & May 16 events) – Heather Rand reported that the WF Solutions Series Planning Committee is well on its way toward finalizing the planning details for the April 18 and May 16 series events with each event intended to have knowledgeable keynote speakers, a panel of 4 or so business representatives, an event moderator to keep the event agenda on track, and solid event marketing and pre-registration electronically offered. The next series event is scheduled for April 18th, will be held at The Duluth Greysolon Ballroom at 8 AM and then a repeat performance at the Discovery Center is Chisholm at 1 PM that day and the speakers and panelists focus is on innovative talent/workforce recruitment solutions. The April 18th event moderator will be Tony Sertich from the Northland Foundation and the keynote speaker is Janice Urbanik, current Executive Director of Partners for a Competitive Workforce (a longstanding initiative of the Cincinnati United Way). Board members are encouraged to pre-register to attend at April 18th event at the <https://ced.d.umn.edu/> website. The May 16th Workforce Solutions Series event will focus on Talent/Workforce Retention innovative solutions and the keynote speaker will be Nancy Lyons from Clockworks with a morning session in Grand Rapids and a mid-day encore session in Duluth at Clyde Iron, more details to follow.

REIF – Regional Economic Indicators Forum Breakfast (April 3rd) invite update – Monica Haynes

Neel Kashkari, President and CEO of the Federal Reserve Bank of Minneapolis, will be the keynote speaker with the Q & A session at the upcoming REIF Breakfast on Tuesday, April 3rd. He will tour the Workforce Center on April 2nd primarily addressing Veterans issues. While in Duluth, he and his team are also interested in talking with local businesses about immigration, particularly those who already hire immigrants and/or are open to hiring immigrants. To register for the REIF breakfast, go to www.nbcbanking.com

Committee Reports and Ongoing Efforts

Diversity & Inclusion Committee – Emily Edison/Amanda Yates – did not meet; intend to meet with Carl Crawford later in the month to identify others to engage in the committee’s work. Colleen Kelly requested to be on the committee.

Career Pathways Committee – Emily Edison – did not meet; the committee is working on organizing tours of manufacturing or other high-demand areas.

Youth/Education Committee – Patty Fleege – will meet next week to review the Youth Work Plan, Incentive Policy and the new ITA policy for submission to DEED along with the updated Unified Youth Plan. (Staff Support: Karissa Kucera, Hannah Grunzke, Nelle Rhicard)

Governance Committee – Monica Haynes - Joel Vena, District Manager of Kelly Services is our newest board member. The Governance committee recommended Jim Laumeier from Laumeier Human Resources to be a member. Mayor Larson approved his appointment and Carol Turner will follow up with his orientation to the board. Jonathan Ballmer, Gardner Builders, has been contacted for possible membership. He expressed interest, and is in the process on gaining additional information about the board.

Executive Committee – did not meet

Community Engagement, Marketing & Outreach Committee – Betsy Harmon (Staff Support: Leslie Perrett)

- working on the upcoming Workforce Solutions Series (above);
- invited members and employers to DEED's upcoming roundtable event March 28th from 9-11 AM at the Blue Cross Blue Shield Meeting Room in the maurices' building which will highlight resources currently under-utilized by employers in Duluth and the NE Region. Included will be information about Apprenticeships (and funds available through the MN Apprenticeship Initiative Grant), Minnesota Job Skills Partnership Funds, JTIP Funds, OJT and Incumbent Worker Training, and opportunities for employers to partner in competitive grant funded initiatives.
- CareerForce Cultural Workshop - As a kickoff to DEED's new rebranding of the current Workforce Center System to CareerForce, NEKA Creative, the marketing firm hired by DEED to conduct the rebranding process, will conduct a "CareerForce Cultural Workshop" in each workforce region. The purpose of the workshop is to discuss "living the culture" of the new brand. CareerForce Cultural Workshop, Wednesday, April 11th, 2018, noon – 3:00 p.m., Old School Lives (the old Cotton school), Cotton, MN. Board members from our seven county northeast regional are invited to attend. Rachel Loffler-Kemp is registered to attend along with nine DWD staff members. There is no cost for this event, and NEMOJT (our regional partner) volunteered to pay for lunch. If you are interested in attending, please let Carol Turner know so she can give NEMOJT an RSVP # for lunch.
- Unemployment Insurance Training Seminars – free educational seminars to assist businesses regarding state employment taxes (worker status, income tax and withholding requirements, managing UI tax rate, wage and hour labor standards, and workers' compensation information). Sessions: May 15th (full day) and May 16th (1/2 day). Go to www.uimn.org to register.

Better Together – Betsy Harmon/Patty Fleege – a third round of job search and Excel training will take place during four sessions (Tues. 3/27, Thurs. 3/29, Tues. 4/3, and Thurs. 4/5) at the main library. Sessions are intended to prepare job seekers for the upcoming Northland Job Fair. Better Together is a partnership with ABE, DWD, and the Duluth Public Library.

Construct Tomorrow – Betsy Harmon/Rachel Loffler-Kemp – ISD 709 had every Denfeld and East 10th grader attend the event; approx. 50 adults attended the evening public event; approx. 500-600 students from regional schools attended. The committee is working on sustainability of upcoming events through sponsorships. It costs approx. \$10,000 to put on the event. Next year's Construct Tomorrow is scheduled for Feb. 26-27, 2019 at the DECC.

One Stop Operator RFP – Betsy Harmon – DEED required a re-announcement of the RFP process to include a dollar amount for services. DWD included \$500 payment for the services. The RFP closes 3/30/18, and the Workforce Center Partners group intends to submit a proposal. The Executive Committee will review all proposals during their April 9th meeting, and will recommend the One Stop Operator provider during the full board meeting on April 16th. The One Stop Operator will begin July 1st.

Northland Job Fair April 12th DECC – Betsy Harmon - 93 registered employers to date. FREE PARKING thanks to our parking lot sponsors UnitedHealth Group and the Minnesota Army National Guard!

Grant Initiatives – Carol Turner

- Pathways To Prosperity (P2P) - Pending - because the P2P grants include Minnesota Job Skills Partnership (MJSP) funding, Jeremy Hanson-Willis (DEED) reported they will need MJSP Board approval. No board meeting scheduled at this time, but they are trying to put a meeting together on or around April 6th. Once approved, they will be made public and announcements will follow. If funded, it will support two rounds of training each in Health Services, CNA and CDL. A Request for Proposal (RFP) for another round of funding is expected in the next few weeks.
- MN Women and High Demand, High-Wage, Non-traditional Jobs Grant Program – **APPROVED** for full funding in the amount of \$141,499. This is a partnership with DWD, SOAR, ABE, LSC, and local apprenticeship programs. Focus is on increasing understanding, awareness, and exposure to apprenticeships for women and girls. We will coordinate four group bus tours for women to visit local apprenticeship training centers and LSC's Electrical program; develop materials that help individuals navigate and access apprenticeship opportunities; provide short-term training in Machining; and support at least 6 women in SOAR's Carpenters Preparatory Apprenticeship Program.
- Unified Youth Plan – UPDATE ONLY – due to DEED by April 13th. The Youth Committee will review/discuss/provide input for approval during the March 24th meeting.
- Youth Competitive Grant (2nd year update) – due to DEED by May 4th - The Youth Committee will review/discuss/provide input for approval during the April 24th meeting.

Meeting Adjourned at 4:04 PM

**NEXT MEETING
Monday, April 16th
3:00-4:30 PM
City Hall Room 303**