



## Workforce Development

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workforcedevelopment  
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## Meeting Minutes

Monday, March 15, 2021; 2:00 p.m. – 4:00 p.m.

Virtual Meeting via WebEx

### Present:

Anthony Bonds, Assistant Superintendent, ISD 709  
Kim Burke, Workforce Development & Sourcing Specialist, Essentia Health  
Andrea Chartier, Career Services, College of St. Scholastica  
Shayla Drake, HR/Payroll Coordinator, Aftenro  
Brian Durand, Project Executive, McGough  
Emily Edison, Executive Director, SOAR Career Solutions  
Patty Fleege, Adult Basic Education (ABE) Manager, Adult Learning Center  
Lindsey Growette Stingle, Human Resources Director, National Bank of Commerce  
Marla Halvorson, HR Director, St. Luke's  
Monica Haynes, Director, UMD Bureau of Business & Economic Research  
Duane Hill, District Engineer, Minnesota Department of Transportation  
Julie Johnson Atkinson, Vice President of Sales, Visit Duluth  
Pam Kramer, Executive Director, Duluth LISC  
Laura Krollman, Manager, Minnesota Power  
Paul Pedersen, Director of Outreach, MAC-V  
Julie Sachs, Field Operations Area Manager, DEED  
Scott Vezina, Communications & Training Manager, Goodwill  
Ian Vincent, Senior Business Developer, APEX  
Sonia Vinnies, Rehab Manager, DEED Vocational Rehabilitation Services  
Amanda Yates, Financial Services Manager, St. Louis County  
Elena Foshay, Director, Duluth Workforce Development  
Carson Gorecki, Northeast Regional Labor Market Analyst, DEED  
Shawn Herhusky, Workforce Strategy Consultant, DEED  
Carol Turner, Operations Manager, Duluth Workforce Development

**Meeting called to order at 2:00 p.m. The Workforce Development Board successfully established a quorum.**

Welcome new members: Liz Holden, Scott Vezina, and Chiamaka Enemuoh.

### Action Items:

- Minutes from the January 25, 2021 meeting were approved by all board members in attendance.
- Changes to bylaws regarding board member requirements has been tabled to the next agenda.



The City of Duluth is an Equal Opportunity Employer.

- Reinstatement of Talent Attraction Committee
  - A motion was made by Ian Vincent to reinstate the Talent Attraction Committee and it was seconded by Kim Burke. Motion carried unanimously by all board members in attendance.
- Start of public comment period for draft Strategic Plan
  - A motion was made by Ian Vincent to start the 30-day public comment period for the draft Strategic Plan and it was seconded by Duane Hill. Motion carried unanimously by all board members in attendance.

**Updates & Announcements:**

- Scheduled guest speaker, Kelly Asche from the Center for Rural Policy and Development was unable to attend due to a family emergency.
- Minnesota Association of Workforce Boards (MAWB) Summer Meeting will be held virtually on August 4-5, 2021.
- Please share a secondary email and phone number in case your employment changes. A request will be coming with minutes.
- A One Stop Operator RFP needs to be issued. The Workforce Development Board has to choose a One Stop Operator and have that entity in place by June 30, 2021. When the OSO provider is selected, a special vote may be required.
- Legislative updates:
  - HECAP is a small grant that funds working with high school students to plan for what happens after high school. It was cut from the governor's budget proposal. Workforce development providers are advocating to get this funding reinstated.
  - We are tracking changes to the Workforce Development Fund. More information to come. A percentage of it funds workforce development services, particularly dislocated worker services and grants to serve employees affected by mass layoffs.
- New grant:
  - We received a grant from the Minnesota Department of Transportation (MnDOT) to support a community liaison program. We will be subcontracting with individuals or organizations that have strong ties to communities of color to help with recruitment into the construction industry, specifically highway heavy construction. It's part of the Twin Ports Interchange and is a three year project.
- Carson Gorecki, DEED Labor Market Analyst provided a brief update on the impact of COVID on our workforce and economy to date.

**Committee Updates:**

- **Governance Committee:** No updates
- **Healthcare Working Group:** Creating five-year plan starting with 2021 strategies and objectives. Scrub Camp is underway with 55 students enrolled, room for 45 students available. The Municipals podcast is ready and will be posted soon. The state adopted the info graphic with different healthcare career pathways created by this committee. [MinnState.edu/Skillup](http://MinnState.edu/Skillup)
- **Emerging Workforce:** Working on annual youth plan and updating some policies to go with it.
- **Construction Working Group:** A guest speaker was at our last meeting, an attorney who discussed medical marijuana, legalized marijuana, implicit bias, and testing in the workplace.
- **Equity Committee:** As a follow-up to the Diversity and Inclusion Employer Action Guide launch event, 10 businesses reached out to the committee about continuing to work with the tool kit. The committee is working with them on the next steps. Other people in the state are excited about it and are creating versions to share with their regions.

#### **Diversity & Inclusion Employer Action Guide—Next Steps:**

- The Diversity and Inclusion Employer Action Guide is being integrated into the training on how to be a host site for the DWD youth work experience program.
- The City of Duluth as an employer will be engaged.
- Share resources with NHRA.
- Offer follow up trainings.
- Reach out to Human Resources regarding recruiting and hiring, supervisors regarding retention. Multiple levels within each organization.
- Serve groups who are interested first, identify and branch out to other groups later.
- Different strategies may be needed for small and large organizations.
- Supply chain—looking at current spend for diverse suppliers, ways to engage with other diverse suppliers, mandates for diverse suppliers, current gives to allocate a certain percentage to unrepresented individuals or groups.
- A local registry of BIPOC owned businesses is under development and will launch soon on the city website. A link will be shared.

#### **What do you want out of these full board meetings?**

- This board does a lot of work by committee and our committees are very active in doing a lot of great work.
- Would love bring internships/experiential learning opportunities into the conversation sometime as we work to expand those requirements in our academic programs.
- Let's have Kelly Asche on in the future.
- Interested in hearing where more industries see gaps and what their projections are, such as hospitality and service industry.

- Federal legislation was passed, how that will impact the workforce? There wasn't anything for workforce development in the most recent federal legislation. There were many things that will help workers.
- Share tools for individuals who may have a degree or career, but lost their jobs or would like to change careers for higher wages. Visit CareerForce website to see new information.  
<https://www.careerforcemn.com/GoodJobsNow> .

**Meeting adjourned at 3:32 p.m.**

**Next meeting is Monday, May 17, 2021 from 2:00-4:00 p.m.**