



Workforce Development Board

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Meeting Minutes

Monday, June 21, 2021; 2:00 p.m. – 4:00 p.m.

Virtual Meeting via WebEx

Present:

Kim Burke, Workforce Development & Sourcing Specialist, Essentia Health
Kayla Dietzmann, Director of HR & Marketing, SCS Interiors
Brian Durand, Project Executive, McGough
Emily Edison, Executive Director, SOAR Career Solutions
Chiamaka Enemuoh, President, Lifestone Health Care
Claire Farmer-Lies, Marketing & Communications Specialist, Residential Services Inc.
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
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 Vinnes, 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 2:04 p.m. The Workforce Development Board successfully established a quorum.

Welcome new member Kayla Dietzmann.

Updates & Announcements:

- MAWB Conference, virtual this year, open to any board members, August 4-5.
- Legislative update

- State has not yet agreed on a budget. DEED is the primary state agency that funds a lot of our work. What will impact of a state shutdown be on our programs? DEED staff in our office have been notified that they will be laid off if there is a shutdown. There will be an impact on our programming, however we will be able to draw on other grants and general funds from the city.
- CareerForce is open starting today by appointment only. We have been closed since April 2020. DEED Job Service staff have been reassigned to call unemployment insurance recipients for the foreseeable future. They are not available to help staff the CareerLab. Job Service staff cover about 75% of the computer lab hours. Our computer lab is not currently open. We would like the board and mayor to reach out to DEED commissioner and governor. It has been discussed with Executive Committee. Ian would represent the board to do some outreach on this. NOTE: state staff will not vote on this.
- Carson Gorecki, DEED Labor Market Analyst provided a brief update on the impact of COVID on our workforce and economy to date.
- One of the roles of board is to monitor program performance. If we don't meet goals two years in a row, we risk funding cuts. Historically we reach over 100% of our goals. We are starting to see the impact of the pandemic on our performance goals. Some WIOA Adult and Youth participants were not able to complete education due to school programming put on pause, shut-down, and/or drop-out due to switching to virtual format during pandemic. GED testing was shut down for a while. Youth stopped working, going to school, and/or being in touch with us. P2P trainings were disrupted, or on pause. Enrollment numbers are higher for Dislocated Workers, but lower for other programs.

Action Items

- Approve Minutes (Kayla Dietzmann did not vote)
- Approval to work with Ian to engage DEED and Governor (Julie Sachs and Sonia Vinnes did not vote)
- Approval of request for subsequent designation to be sent to DEED

All three action items were approved by board members in attendance.

Updates & Announcements (continued):

- The board is able to meet virtually under special rules due to the emergency declaration. Duluth City Council is returning to in-person meetings in the fall. The board will return to in-person in September at the Library Green Room. The November meeting will be at the library as well.
- There are five goals in the next strategic plan, with activities under each goal. Each committee should fill in the activity portion of that form for the next year. If your activities cover more than one year, that's fine.
- Please fill out the survey on diversity on City of Duluth boards and commissions, sent by Elena.

Presentation, Apprenticeship Minnesota, MN Dept of Labor and Industry

- Presenters: Charles McIntosh, LaRohn Latimer, Kelly Henriksen
- Support to create apprenticeships in construction, utilities, manufacturing, information technology, medical, transportation, agriculture.

Examples:

- M Fairview, Centracare - Developed apprenticeships in Medical Assistant, IT, Medical Technologist
- Metro Transit - Coach operator, diesel mechanic
- Basic eligibility to develop an apprenticeship:
 - HS diploma GED
 - Full time (32 hrs/week)
 - Benefits eligible (not contract worker)
- Apprenticeship components
 - Employment
 - On the job training - hands-on instruction
 - Related instruction (144 hrs minimum) - tied to on the job training
 - Wages - progressive wage schedule that starts with family sustaining wage
 - Credentials - nationally recognized
- Questions:
 - What can we do to engage BIPOC communities in apprenticeship?
 - Partner with CBOs and churches
 - Establish relationships/trust, establish referral networks
 - Apprentices usually don't typically get paid during RTI time
 - Do apprentices get paid during Related Technical Instruction hours?
 - What is resistance about?
 - Association between unions and apprenticeships - don't want apprenticeship
 - Only for large businesses - not true, lots of great examples of small businesses
 - Bureaucracy around creating a registered apprenticeship, reimbursement only comes 90 days after individual completes apprenticeship
 - New grant will reimburse whether individual completes apprenticeship or not
 - Family-sustaining wage - \$15.65/hr in metro area

Equity Discussion:

What have you tried or currently trying to address diversity & inclusion in recruiting/hiring/onboarding/retention?

- MNDOT-Targeted recruiting with tribal governments, unconscious bias training for those involved in hiring, D&I committees and employee resource groups, weekly lunch and learn sessions on D&I topics.
- RSI-Look at language in job postings, look at policies and procedures with an equity lens, bias trainings, longer term plan for diversity training, crafting D&I statement. Meet employees where they're at-match with community supports.
- DWD-changing job descriptions, adjusted education requirements, added equity statement, drafted an intro letter describing how we are committed to equity, jobs posted in wide variety of places.
- JOB SERVICE-Set goals for diversity of candidates. Repost if goal not met.
- SOAR-Strategic conversations with staff to create a healthy workplace culture, foster conversations about things that matter to staff-honor different approaches to same problem. Talk about perceptions-how staff perceive things, intent vs impact.

- ST. LOUIS COUNTY-Look at hiring process for entry level positions, use data to show where at each step we aren't getting diverse candidates. Trainings/discussion groups specifically for allies. Employee affinity groups- both social/support and advisory. Write cultural competency into annual reviews, train supervisors to have that conversation.

Meeting adjourned 4:02 p.m.

Next meeting is Monday, September 20, 2021 from 2:00 – 4:00 p.m. at the Duluth Public Library Green Room.