

NORTHEAST MINNESOTA OFFICE OF JOB TRAINING  
LOCAL ELECTED OFFICIAL BOARD  
Thursday, April 12, 2018  
Virginia Workforce Center  
1:00-3:00 p.m.

Chair Adee called a regularly scheduled meeting of the Elected Official Board to order at 1:01 p.m. with the following in attendance:

Myron Bursheim	Tom Proulx	Pete Walsh	Kevin Adee
Donald Niemi			

Excused: Tom Rukavina, Burl Ives

Staff: Michelle Ufford, Randy Lampton, Renee' Marconett, Marie Domiano, Renee Prout, Heath Boe

**Motion was made by Walsh, supported by Niemi to approve the April agenda as written; with no additions or revisions; motion carried unanimously.**

**Motion made by Proulx, supported by Bursheim to approve the February 8, 2018 minutes as written; with no additions or revisions; motion carried unanimously.**

Chair Adee requested nominations for the election of officers. **Motion was made by Niemi, supported by Walsh to remain with the same slate of officers as they stand: Kevin Adee, Chair; Donald Niemi, Vice-Chair; and Tom Proulx, Secretary. Motion carried unanimously.**

Board members were updated on the APEX regional workforce assessment initiative that Brian Hanson presented at the February meeting. The board had previously approved a \$10,000 buy-in to take part in the APEX survey. This project has not moved forward at this time, and Ufford will inform members when additional information is received.

Handout #1 – February 2018 Funding Summary was reviewed. All current grants and expenditures are in the place. Preliminary estimate of youth funds are projecting an increase of around \$70,000 in Federal and State grants, which will enable us to serve 250-300 youth between the ages of 14-24 years old. Funding for the Minnesota Youth Program will remain right around \$188,000, and serve another 35-50 youth. Counselors will be providing youth with Career Awareness, Pre-ETS, and Career EdVenture throughout the area schools.

Handout #2 – Workforce Solution Series for Employers. The NE MN Office of Job Training received some funds to conduct a Workforce Strategies Series for representatives from business who are willing to share their best practices and strategies related to addressing today's workforce challenges specifically related to retention. The initial "kick-off" series was held in February at Clyde Iron with 150 people attending. Part II of the series will be held on April 18<sup>th</sup> at the Discovery Center in Chisholm and will focus on recruitment. Janice Urbanik, Executive Director of Partners for a Competitive Workforce will be the keynote speaker. There will also be a panel of employers from various industries to talk about the creative things they have done, their different experiences in hiring employees, and how to solve problems. Part III of the series will take place on May 16<sup>th</sup> at Timberlake Lodge in Grand Rapids.

### **NE MN Office of Job Training Staff presentations**

Marie Domiano, Career Specialist in Virginia  
Heath Boe, Rural Workforce Coordinator in Virginia  
Renee Prout, Dislocated Worker Liaison in Virginia

The county commissioners have been interested in receiving some detailed information of specific activities and functions that are performed by employees at the NE MN Office of Job Training. Each of the three staff gave a presentation outlining their duties and responsibilities of providing services to underserved individuals, dislocated workers, youth, adults, and employers.

### **Miscellaneous**

Ufford asked for the Board's approval in hiring Renee Prout as a permanent employee. She has been working as a Dislocated Worker Liaison for the past two years. She previously worked in human resources at UTac, and was laid off when they had their shutdown. She is currently teaching Job Club workshops and coordinating meetings with employers/employees for the Talent Development Program.  
**Motion made by Niemi, supported by Bursheim to approve hiring Prout as a full time, permanent employee; motion carried unanimously.**

### **County Updates**

Commissioners gave updates of what is happening in each of their counties.

**Motion made by Walsh, supported by Bursheim to adjourn at 3:06 p.m.; motion carried unanimously.**