

Northeast Minnesota Office of Job Training  
WORKFORCE DEVELOPMENT BOARD MEETING  
Wednesday, May 24, 2017  
Iron Range Resources, Eveleth MN

Regularly scheduled meeting called to order by Chair Stone at 10:03 a.m.

**WDB members present:**

Bud Stone, Darik Carlson, Paul Carlson, Dave Debevec, Wade Fauth, Betsy Harmon, Wayne Kangas, Lynn Krall, Bill Maki, Stan Paczynski, Allen Rasmussen, Roland Root, Todd Scaia, Kelly Zink

**Excused:** Terri Nystrom, Jeff Lee, Jason Quiggin, Roy Smith

**Absent:** Kelsey Johnson

**Guests:** Monica Haynes, Director, UMD Bureau of Business and Economic Research; Stacey Stark, Director, UMD Geospatial Analysis Center; Tracy Chase, AEOA; Lorrie Janatopoulos, Iron Range Resources; Drew Digby, Iron Range Resources

**Staff:** Michelle Ufford, Heath Boe, Renee' Marconett

**Motion was made by Rasmussen, supported by Carlson to approve the March 22, 2017 minutes as written; motion carried unanimously.**

**One Stop Operator Procurement Approval**

Ufford updated board members on the One Stop Operator procurement that is now required under the Workforce Innovation and Opportunity Act (WIOA). Workforce development-minded organizations with successful past experience who can thoroughly demonstrate that they have the ability to provide the management and oversight services requested were considered. One proposal was received from the partner consortium of AEOA, Department of Rehabilitation Services, State Service for the Blind, and DEED. The proposal was reviewed by a committee of Nystrom, Debevec, Stone and Ufford; and scored well. The One Stop Operator will function under a Memorandum of Understanding (MOU) with the NE MN Board starting on July 1, 2017, ending on June 30, 2018, with possible annual renewal of up to four years provided all articulated expectations and performance criteria are successfully achieved.

**Motion was made by Rasmussen, supported by Debevec to approve the One Stop Proposal; with Harmon, Carlson, and Root abstaining due to conflict of interest of the partner consortium; motion carried unanimously.**

**Conflict of Interest Statement**

The Conflict of Interest policy is designed to ensure that members of the Northeast Minnesota Workforce Development Board identify and disclose situations that present possible business or organization conflict of interest and to provide an appropriate procedure if a possible conflict of interest arises. This is a new policy and each board member was given a copy to sign and return to Marconett. A Conflict of Interest statement will be sent out to board members who were not able to attend meeting.

## **Skilled Trades Career Pathways Committee Report**

The Skilled Trades Career Pathways committee met on May 10, 2017. Boe updated board members on the purpose of the committee is to work with relevant stakeholders to understand the needs of local employers who employ skilled trade individuals, map the various apprenticeship programs offered by local unions, validate labor market data with real-world experience, illustrate the various entry points in the skilled trades, and develop strategies to promote careers within the skilled trades to adults and youth.

The committee is reviewing a study done by Minneapolis-St Paul Workforce Innovation network (MSPWin) to determine if the northeast region should replicate the study or do something different. A proposal has been submitted to MSPWin to contribute funds for us to use in developing materials that will help spread the word on career opportunities and build on parallel efforts with the Applied Learning Institute. A simple brochure listing services and programs that can be offered could be handed out at Job Fairs and via social media, along with talking to teachers, counselors, parents and youth. Board members will be updated after we receive feedback from proposal.

## **New Committee Development – Youth and Equity**

Two handouts were distributed outlining the goals of two new committees.

Under the past federal funding stream (WIA), stand-alone youth councils were required outside the WDB structure. WIOA does not require youth councils but suggests that WDBs develop youth committees. The overall goal of the youth committee is to better align regional resources related to youth workforce development, with specific goals to be determined by committee. Root recommended a representative from Department of Rehabilitation Services, Paul Carlson recommended a representative from AEOA/Youth Build; along with Rasmussen and Zink, volunteered to serve on the youth committee. Volunteers may also include other youth service providers, such as Tech Prep/Perkins coordinators, TRIO/Upward Bound program, school district personnel, juvenile probation, etc.

The goal of the equity committee will be to determine strategies to reduce disparities, including the role of the public workforce development system (specific goals to be determined by the committee). The purpose will be to examine and understand the contributing factors of employment inequity as it relates to special populations such as individuals of color, individuals with disabilities, women and other groups who are experiencing lower labor market participation and earning power. Kangas, Janatopoulos, Fauth, and Maki volunteered to serve on this committee. Ufford will also send out an email asking for additional volunteers from other service providers working with individuals of color, disabilities, etc.

## **Asset Mapping Report**

Monica Haynes & Stacey Stark

The Duluth and Northeast Workforce Development Boards are conducting a community asset mapping initiative to identify services available to support job seekers, including the unemployed and underemployed, in the seven-county region of Northeast Minnesota. The research will be used to identify gaps in service, increase alignment of services, leverage existing resources, expand services through increased collaboration, and invite philanthropic and corporate investments by demonstrating a strong collaborative workforce system.

The United Way Minnesota 211 system was used for collecting data, along with sending out surveys to organizations/agencies. 128 surveys were returned (61% response rate) from Employment agencies, WFC partners, Educational institutions, and One Stop agencies. Haynes outlined specific detailed information from the surveys to include type of organization, number of employees, individuals served, race/ethnicity, with main emphasis on the following target populations:

- Youth
- Minorities
- Disabled
- Low Income

The top five barriers facing organization's clientele:

- ◆Reliable transportation
- ◆Lack of education/training
- ◆Mental health issues
- ◆Lack of appropriate soft skills
- ◆Access to child care

Stark then gave an overview of the geographic data and mapping indicating how to obtain relevant demographic data to provide context for survey and agency locations, along with using geographic data to visualize services and potential gaps and opportunities. A Web-based map will be created for Workforce Boards and agencies to visualize geography of service locations, demographics and other considerations revealed in the analysis. Discussion continued with board members giving input of pros/cons of the survey and mapping details.

A draft of the report will be complete in a few weeks and then sent out to board members for review. After receiving feedback over the summer, revisions will be made and a final completed survey/map will be available by the end of September.

### Miscellaneous

A joint meeting with Duluth and Northeast Workforce Center staff will take place in September. The keynote speaker will be talking about equity issues with additional breakout sessions.

The 2017 Minnesota Workforce Council Association summer meeting will be held at The Inn on Lake Superior in Duluth on August 8 through August 10<sup>th</sup>. All board members are encouraged to attend.

**Motion was made by Paul Carlson, supported by Root to adjourn at 12:10 p.m.; motion carried unanimously.**