

**NORTHEAST MINNESOTA OFFICE OF JOB TRAINING  
LOCAL ELECTED OFFICIAL BOARD**

Thursday, October 10, 2019  
Virginia CareerForce

Chair Adee called a regularly scheduled meeting of the Local Elected Official Board to order at 1:05 with the following in attendance:

Kevin Adee                      Pete Walsh

Conference call in:      Dave Mills, Tom Proulx, Don Niemi, Burl Ives  
Excused:                      Paul McDonald  
Staff:                              Michelle Ufford, Randy Lampton, Renee' Marconett

**Motion made by Niemi, supported by Walsh to approve the October 10, 2019 revised agenda as written, with no additions or revisions; motion carried unanimously.**

**Motion made by Proulx, supported by Niemi to approve the minutes from July 11, 2019 and September 18, 2019 as written, with no additions or revisions; motion carried unanimously.**

**Approval of Agreement with Virginia and Eveleth/Gilbert School Districts**

Board members were given copies of the agreement with the Virginia and Eveleth-Gilbert School Districts and the Northeast Minnesota Office of Job Training for the position of School-Business Coordinator. The school board approved the hiring of Ufford for this position. The agreement will be for approximately five and a half school years commencing January 1, 2020 and ending on June 30, 2025. The agreement can be extended, modified or altered in written form by mutual agreement between the two parties. Either party may terminate the agreement during its term within 90 days written notice to the other.

Ufford and Lampton contacted the auditors to ask questions and outline details related to the agreement with the school district. The proposed arrangement will not violate conflict of interest as the agreement is between the NE MN Office of Job Training and the schools, not Ufford personally.

A question was raised about whether the arrangement constitutes direct employment vs. a contract arrangement as desired. After further research by the auditors, this is not an issue because benefits will be paid through the NE MN Office of Job Training.

The auditors advised that a portion of wages and benefits should be charged to all applicable grants for this position, including the grant from the schools.

Request for reimbursement for travel expenses should be invoiced through the NE MN Office of Job Training and not requested directly by Ufford.

Ufford's new job title at the NE MN Office of Job Training will be "Director of Program Development". She will remain in the current Management contract.

**Motion made by Proulx, supported by Niemi to accept the agreement as written by the Eveleth-Gilbert and Virginia Joint Powers Board; motion carried unanimously.**

### **Succession Planning Discussion**

A job posting for the Executive Director position will go out next week to internal staff and the general public. It will be posted on MN Works and NORTHFORCE until October 25, 2019. Ufford will put together a set of questions. Initial interviews will take place on November 7<sup>th</sup>, and if needed, a second round of interviews will be scheduled for November 14<sup>th</sup>. Local Elected Official Board members, along with Ufford, will be involved in the interviewing process.

### **218 Trades Career Expo**

The fourth annual skilled trade's hands-on career fair for students, previously known as Construct Tomorrow, was rebranded this year to match the Workforce Development Board's skilled trade's initiative called 218 Trades. The Career Expo took place on Tuesday, October 8<sup>th</sup> at the Range Recreation Civic Center in Eveleth. 453 students from 21 schools attended, 11 trade unions, 2 technical colleges, and 2 employers. This is the first year they have invited employers to attend. The "Open to the Public" event had 60 people attend between 4-6 p.m. This was the first year there was a public offering and lower numbers were expected; this portion will be further developed in future events.

### **Miscellaneous**

Following the review of Northeast Workforce Development Board membership nomination; **motion was made by Walsh, supported by Ives, appointing David Ulrich, Communications Consultant at Twin Metals Minnesota; motion carried unanimously.**

County commissioners gave updates of relevant activities happening in each of their counties.

**Motion made by Walsh, supported by Ives to adjourn at 1:56 p.m.; motion carried unanimously.**