

NORTHEAST MINNESOTA OFFICE OF JOB TRAINING
LOCAL ELECTED OFFICIAL BOARD
Thursday, February 13, 2020
Virginia CareerForce

Chair Adee called a regularly scheduled meeting of the Local Elected Official Board to order at 9:03 a.m. with the following in attendance:

Kevin Adee

Tom Proulx

Pete Walsh

Conference call in: Dave Mills, Don Niemi, Burl Ives, Paul McDonald
Staff: Marie Domiano, Randy Lampton, Renee' Marconett

Motion made by Mills, supported by Niemi to approve the February 13, 2020 agenda as written, with no additions or revisions; motion carried unanimously.

Motion made by McDonald, supported by Proulx to approve the minutes from the October 10, 2019 meeting as written, with no additions or revisions; motion carried unanimously.

Chair Adee requested nominations for the election of officers. **Proulx nominated Adee, supported by Ives, for the chairperson. Following no responses to three calls for further nominations, a unanimous ballot was cast for Adee. Mills nominated Niemi, supported by Proulx, for vice-chair. Following no responses to three calls for further nominations, a unanimous ballot was cast for Niemi. Walsh nominated Proulx, supported by Niemi, for secretary. Following no responses to three calls for further nominations, a unanimous ballot was cast for Proulx.**

Funding Summary for December 2019 was reviewed. Financial Director Lampton explained that all grants and expenditures are in place. Mills questioned why Cook County was not included in the funding summary. The Northeast Minnesota Office of Job Training does not have a contract to perform MFIP/DWP services in Cook and Lake County. AEOA is the provider.

Motion made by Proulx, supported by Walsh to approve the change in signature authority from previous Executive Director Michelle Ufford to the new Executive Director Marie Domiano at Frandsen Bank - checking and savings accounts, as well as on the US Bank Visa agency credit card. Motion carried unanimously.

Domiano gave an overview of staff updates since she has been in her new position. At this time, we will not be hiring an additional counselor in the Virginia office to backfill Domiano's position. The outreach specialist will be taking over contacting schools and coordinating with counselors for enrollments. Domiano is looking at a creative staffing that will be more time efficient with current staff. Some caseloads have shifted with one counselor transferring to Hibbing and another coming to Virginia. One counselor in Hibbing left in December and we have hired a replacement that started on February 3. A new counselor has also been recently hired in Grand Rapids. Domiano is in the process of drafting a process strategic plan for the agency. Board members will be updated at a future meeting.

We are currently working to update our local and regional plan. Workforce Development Board members from the northeast and Duluth met to start getting a plan together for a basic outline on how to allot this regional money. County commissioners received a handout outlining the WIOA funds for regional plan implementation - budget information summary. An additional \$42,316 has been received for regional activities in 2020. These funds must be spent by December 31, 2020. Some of the different strategies to focus on will be continued support of the Career Pathways, equity and inclusion, CareerForce staff training, and CareerForce location improvements. Commissioner Mills would like to add entrepreneurship for inclusion that people have ownership in their own business. There will be another meeting in March to discuss how to move forward with this process. Board members will be updated at the next meeting.

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

Motion made by Proulx, supported by Walsh to adjourn at 10:30 a.m.; motion carried unanimously.