

LOCAL ELECTED OFFICIAL BOARD MEETING

Location: Virtual Meeting & Virginia CareerForce
Date: January 13, 2022
Time: **11:00 a.m.**
Facilitator: Marie Domiano

Minutes

- I. **Call to Order:** 11:13 am by Commissioner Adee
- II. **Roll Call:** Present: Commissioner Adee, Commissioner Proulx, Commissioner Walsh, Commissioner Mills, Commissioner McDonald, Commissioner Ives; Absent:, Commissioner Niemi Staff: Domiano, Helms Absent: Lampton
- III. **Approval of Agenda:** Move to approve 9.9.21 minutes by Commissioner McDonald, seconded by Commissioner Walsh, no discussion, unanimously passed and approved.
- IV. **Approval of Minutes from Last Meeting: 9-9-21,** Motion to approve with no corrections or additions by Commissioner Walsh second by Commissioner Mills, no discussion, passed unanimously.
- V. **Old Business:** No old business.
- VI. **New Business**
 - a) **Funding Update:** MFIP DWP grants are closed out for this program year, and new contracts are in place. Only two counties are not fully executed, Itasca and Carlton, however, they are nearly complete. All remaining contracgts are good and in, new grants will begin shortly. All other funding is going as plan, tracking system in place has improved accountability. JET will shift approximately \$100,000 funds from OJT to incumbent worker to help train existing workforce and aid business. Youth funding is on track as planned and will wrap up in June. Planned execution of counties are being spent equitable and fairly is working well.
 - b) **Election of Officers: Wishes of the board**
 - a. **Chair:** Commissioner Mills nominates Commissioner Adee for Chair, Commissioner Walsh to support. No more nominations. Unanimously passed and approved. None opposed. Motion Carries.
 - b. **Vice Chair:** Commissioner McDonald, nominated Commissioner Niemi, seconded by Domiano, unanimously passed and approved. None opposed, motion is carried.
 - c. **Secretary/Treasurer:** Commissioner Proulx nominated by Walsh, seconded by Ives. No other nominations. Unanimously passed and approved, motion is carried.
 - c) **WDB Nominations:** There were two nominations, both nominated by Wayne Kangas. Effort in 2022 to revamp the board so people are engaged and active on the board. Looking to place action focused members. Fifty percent must be from the private sector. Nominees are consultants, they work in workforce development and are aware of the needs in our region. Excellent experience in workforce development. Meetings will be in person beginning in 2022. Wishes of the board, Commissioner Mills moved to approve,

Proulx to support, no further discussion. Unanimously passed and approved. Motion passed.

- d) **All Staff Meeting Summary:** Two days of program intensive training. Articulated goals, accountability, intense training for staff in house. Detailed expectations and goals moving forward and culture building pieces. Leads, staff, DEED, all facilitated this collaborative effort.
- e) **Staff Resignations:** Michelle Ufford to Essentia, did not continue contract with Rock Ridge. Nina Kangas from Hibbing office, Thor Bergland from Grand Rapids resigned, and Clare Balow from Cloquet retired.
- f) **Pre-ETS - Conflict of Interest/Non-compete Policies:** JET provides services then bills VRS and they reimburse JET. This effort began about 5 years ago and the efforts to set up these cumbersome systems took many man hours to set up and develop from the ground up. These individuals contracted with the state independently for Pre-ETS contract. Ethical considerations in taking the intellectual property, materials and clients and started their own businesses. Legal ramifications were considered. Development of policies will be developed.
- g) **New Hires:** Ali Rassa, Holly Miller were added to staff. Bring depth of talent to organization.
- h) **New JET Brand/Reimagining JET Committee:** A marketing committee was formed of staff to reenergize our brand. Official launch was in October, JET: Jobs, Empowerment, Training. Legal name did not change. Work on values, and representation, and service to the entire person to be financial independence and help address all facets of life. Form a committee to reimagine what JET services look like moving forward as the relationship with DEED changes. Changes happening in our communities, and we want to drive those efforts rather than be reactive.
- i) **2022 ED Goals:**
 - a. **Staff Performance Assessment Process:** 360 reviews, how to give feedback, know expectations, and clearly communicated to staff.
 - b. **CareerForce Locations Cost Analysis:** Evaluate locations and conduct cost analysis.

VII. **County Updates**

- VIII. **Adjournment:** Motion to Adjourn by Commissioner Walsh, seconded by Commissioner Mills. Motion unanimously passed and approved. Adjourned at 12:28pm.



Tara Helms, Recording Secretary



Commissioner Thomas Proulx (Jul 14, 2022 09:58 CDT)

Tom Proulx, LEO Secretary



1.13.22 LEO Minutes

Final Audit Report

2022-07-14

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