

LOCAL ELECTED OFFICIAL BOARD MEETING

Location: Virtual /In Person
Lake County Service Center
Split Rock River Room
616 Third Avenue, Two Harbors, MN
10:00 a.m.
Date: Wednesday, September 27, 2023
Time: 10:00 a.m.
Facilitator: Burl Ives

Minutes

- I. **Call to Order:** 10:01 am by Chair Ives

- II. **Roll Call:** Present in person: Burl Ives, Rick Goutermont, Virginia Storlie for Stacy Hawkins
Ricky Rouche
Present virtual: Travis Leiviska, Tom Proulx, Paul McDonald
Staff Present: Marie Domiano – in person, Randy Lampton - virtual, Tara Helms – in person.

- III. **Approval of Agenda:** Move to approve 9-27-23 agenda by Commissioner Rouche, seconded by Commissioner Goutermont. Discussion: Addition of Stipends for WDB Members, Discussion point added for signatures needed on Joint Powers Agreement, Flex Schedule and Telework, Growth Plan and Compliance piece. Unanimously passed and approved with additions.

- IV. **Approval of Minutes:** Move to approve 6-28-23 minutes by Commissioner Goutermont, seconded by Commissioner Proulx. No discussion. Unanimously passed and approved.

- V. **Old Business:** No old business.

- VI. **New Business: Discussion & Action Items**

WDB Nomination Review and Approval: Commissioners reviewed 8 WDB nomination forms and credentials for appointment to the workforce development board. Nominations represent all counties and major sectors in workforce development as well as board composition requirements.

Slate	
Karen Blackburn	Linda Haensel
Sam Dugan	Jaime Herhusky
Tina Erickson	Wade LaBlanc
Jon Frimanslund	Terri Nystrom

Motion to approve slate of nominations for WDB by Commissioner Goutermont, second by Commissioner Rouche. Unanimously passed and approved.

WDB Chair Appointment: With the restructuring of the board the entire executive committee was disbanded. However, we still have work that needs to be done, items such as the IFA and MOU for all partners in the CareerForce System, Regional and State Plans, and Workforce Development Summit require signatures of WDB chair. Marie seeks the appointment of Janelle Klinke to serve as board chair. Bylaws allow for appointment of chair by LEO as well as being nominated and voted on by WDB members themselves.

Motion to accept appointment of Janelle Klinke as WDB chair by Commissioner Goutermont, seconded by Commissioner Storlie. Unanimously passed and approved.

Signatory Authority

DEED asked for documentation supporting the Joint Powers Agreement that outlines the LEO board designates the Executive Director with Signatory Authority on behalf of the LEO Board for JET. The Executive Director on behalf of the LEO board under the Joint Powers Agreement will sign and conduct all business-related transactions on behalf of JET as outlined in the Joint Powers Agreement including but not limited to Master and County contracts, project specific plans, etc.

Motion to approve "Executive Director has signatory authority on behalf of LEO board including but not limited to all contracts." Motion by Commissioner Goutermont, seconded by Commissioner Rouche, unanimously passed, and approved.

Flex Schedule Policy Approval

JET leadership has taken the liberty to develop many internal policies, requested commissioners let them know what they want to review. Because this is a contract year we work 8-4:30 M-F with an hour lunch, however, we would like to have more flexibility, with longer days and fewer work days. Draft policy presented and discussed at reimagining JET committee. Accountability and expectations need to be implemented. Updated policy in your packets for review.

Teleworking, shift away from that due to productivity and accountability pieces. Cumulative if we have the support of this board to accommodate additional situations to telework other than Covid. Discussion to allow more telework as consistent and equitable as possible. Are you supportive of us working on that?

Support on that. Commissioners, 2 ideas, started conversation today, move it to the bottom of the agenda, or table this discussion until next month's agenda.

Motion to table telework and flex scheduling by Commissioner Leiviska supported by Commissioner Goutermont.

Discussion: Reach out to respective counties to mold it to what we have already done, these discussions have already taken place. Reach out to all county administrators and see what their policies are. Marie: Bigger discussion on agency wide policy, is there support for executive discretion on a case-by-case basis. May have ability to do creative scheduling. Burl: Make decisions next month, live by existing policies until next month.

Unanimously passed and approved.

Commissioner Proulx asked Marie to reach out to him to discuss a potential Cloquet move.

Collective Bargaining Agreement Priorities

Funding Summary: From July 2023-June 2024 update. Randy Lampton: Summary contains all new dollar amounts for all the new grants, compare 033 to 032, to see difference in new vs. old amounts. All federal grants for the first quarter are in sequestration, meaning they don't give us the full amounts. For 033 the total amount will be 677,451 which is less than last year, 163 fed DW full 364,779 which is a \$23,000 increase from last year. All grants that are ending June 2023 were finalized and won't show up on the report anywhere. All county grants are on pace to be spent by the end of the year. Support costs are not spent out yet, as well as staff costs for remaining months. Overall, all the higher grant totals this year from small increase is due to an increase in State DW from 152 to 153, there is 625,000 to 937,000.

Infrastructure Funding Agreement and Memorandum of Understanding: Every Local Area in Minnesota must have a IFA and MOU in place for required partners according to WIOA. Hibbing location is our comprehensive site, all others are affiliate sites. Partners, include, JET, AEOA, Job Service, Vocational Rehab, State Services for the Blind, Labor Market, and providers of senior community service programs, Perkins, and ABE. All partners negotiate to fund one stop centers. Landed on cost allocation based on dedicated space at the CareerForce location to determine percentage of cost. All partners in support of cost methodology. Costs for JET are not increasing. Non collocated partners were calculated based on relative benefit and more proportionate use. All partners agreed on the calculation method. MOU outlines legalities. Conflict resolution policy and outreach plans. The MOU reflects the work we are doing. Must reconcile quarterly. First in the state to move IFA/MOU to get to this approval, we set the model at DEED on how these negotiations should work. The legal department at DEED does review documents. DEED will work on reconciliation model that will be conducted quarterly.

Motion to adopt the IFA/MOU that were presented on 9.27.23 LEO meeting by Commissioner Ives, supported by Commissioner Rouche. Unanimously passed and approved.

Local and Regional Plan: Guidance is coming for DEED shortly, local area with City of Duluth will be working on that, timeline will follow.

Collective Bargaining Agreement: Ann Goering was hired to lead negotiations on behalf of JET. Communications have occurred, language updates. The bargaining unit will request to negotiate and that will begin the negotiation process. Are there any areas of priority this group has other than language updates for clarity? Ann wants that guidance and parameters. Lampton has done some work, for example healthcare has a 9% increase. Perhaps look outside of the provider if the increases are that high. Might want to think about things like that. Lampton will provide financial information to Ann for negotiations. LEO supports the start of negotiations as soon as possible. Review CBA and provide any issues or concerns please communicate them back to be incorporated. The final version of the contract will come back before full board for signature for approval. If creative suggestions are made during negotiations bring them back to the executive board for consultation to make quick decisions.

Mileage for WDB: Discussion: Reimbursement for WDB members to attend board meetings. Some concerns if we are paying mileage, meals and stipend will be cost prohibitive will be big financial commitment as we have expanded the representation across the seven-county

region. LEO will support mileage cost to support attendance at board meetings for those whose mileage is not covered by another entity. Mileage is a small expense to have an engaged board.

Motion to update form and offer mileage per diem reimbursement to attend board meetings. Motion by Commissioner Rouche supported by Commissioner McDonald. Unanimously passed and approved.

Joint Powers Agreement Follow Up: Joint powers agreement follow up, Marie requested commissioners reach out to County Board Chairs to sign the finalized Joint Powers Agreement. 8/30 started Aitkin good, stuck in Carlton since 9/6 send it to Dennis Generrud to help move it along.

Director's Report:

WIOA/State Plans: Lampton went over financials, overview, general information with plans, regarding participant goals we have reached in the first quarter:

Youth goal is to serve 95, we have already served 81 = 85% of target

Adult goal is to serve 95, we have already served 81 = 85% of target

DW state goal is to serve 190, we have currently served 57 = 30% of goal

WIOA DW goal is to serve 72, we have currently served 67 = 93% of our goal

DHS/County Contracts

MFIP/DWP we don't serve Lake or Cook Counties

In 2023 we have served 530 MFIP participants and 80 Diversionary work participants.

47% are coded as FSS, meaning they are not work ready.

We did get in SLC an increase in the percentage of funding we will receive due to the quality of the service we deliver. We are getting staff trained in the coordinated entry system.

Adding inhouse staff to this effort to help those facing homelessness. Staff is presenting at St. Louis County Conference. Staff is up for a number of awards.

Growth Plan Update: After the executive board meeting Marie sent out a Growth Plan that included some training, and outreach, and a few other things, training to happen by the end of the year.

- Completed outreach to the Workforce Policy Consultant on the Governor's Workforce Development Board, and she connected her with someone at DEED on roles and governance on the board on WDB and LEO. AMC director is the MAWB director. DEED staff suggested training on structure and roles all were more confused after training. Structure is just very confusing. Met with another director in southern MN, to network, she mentioned MN had some sort of waiver that allowed the director to the service provider also be the director to the board. Unique to Minnesota. No one could remember. No clear answer on how the structure should work officially. Continuing to dig.
- Information to NAWB on technical assistance request. Working with Melanie Anderson interim CEO emailed a match to me to be a mentor will connect after labor day, Marie followed up this week.

- California Workforce Association for the NAWB executive boot camp, waiting for registration to open.
- Interview on Friday for the Leaders institute centers for excellence for non profits, based out of California, \$7500 all based out of California. Will do interview but not the best use of funds for Marie's development.
- Executive Service Corp, only for California residents.
- Online courses I sent I want to do, links were in email Marie Sent.
- Executive Coaching, look at JET internally, specifically, not restructuring, but look at our functioning and efficiency and execute at a higher level.
 - Outreach to Tina Jaster for Rural MN Cep, when she got the executive director role in the last few months, her board approved for her to contract with an executive coaching company and do some of that restructuring with a company out of North Dakota.
 - Cost was closer \$25,000 did not resonate with me, Jaster liked the facilitator and approach,
 - There were lots of individual assessments about evaluations about your leadership style and work style and making individual changes. This is important. Also important for me to look at it and work on it in the context of the organization and my leadership team and staff.
- Another referral from Kari Paulsen, our program lead out of the Aitkin office, who is highly professional and highly trusted. So, I reached out to this consultant her name is Amy Wyant. This consultant is out of Aitkin and local. She has done a lot of work with grant writing. Locally Blandin, Bremer, IRRB, and done a lot of work with organizations locally in Aitkin. Kari was very familiar with her, and doing the work that I am looking to achieve. Met with her for 3 hours, talked about needs, and the areas I want to grow in, and the things we need to work on as an organization, and I think she is able to execute, Marie wants LEO board support to work with her. She drafted a consulting agreement outlining areas, not in your packet, Marie will email out.
 - Areas included Culture and organizational evaluation, meeting with me and leadership team and staff, assessing all of the offices, the roles, the leads, the management team, fiscal, getting some of those things aligned. Doing workshops with us, internal strategy design and action planning, leadership and culture change deliverables, individual coaching piece as well, team building, has laid out over 6 months,
 - Closer to \$15,000 for that total duration due in segments. \$5560 due at beginning and end, has all deliverables laid out.
 - Marie thinks Amy will move her and Jet forward.
- Still hoping to do executive bootcamp at NAWB.

Ives: Leiviska do you know this lady?

Leviska: Does not know her, nor how much of this kind of work she has done.

Marie: Recommendation came from Kari Paulsen, long time JET employee, who is highly respected. Marie values her perspective on how this could be valuable to me and the organization.

Proulx: Sounds like a good plan. Sounds well thought out, no problem with this.

Ives: Help Marie grow and strengthen her skill set to make JET stronger. Glad she is from the seven county region.

Motion to approve contract Amy Wynat consulting in Palisade, MN by Commissioner Proulx, seconded by Commissioner Leiviska. Unanimously passed and approved.

Staffing and Hiring: We have been functioning at a lower level, and we have not replaced staff as they have exited. With the increased funds in SLC and Youth money, to divide up large geographical area need to add staff. Full time and part time in the north. Who would fit where, and MFIP in the South. Looking to post operations director job as he will retire in the coming year, hoping it will be an internal hire.

VIII. **Next Meeting:**

- October 25, 2023: Commissioner McDonald, Joint LEO and WDB Meeting.
 - Proctor, Joint LEO WDB Meeting
- November 22, 2023: Commissioner Roche, Koochiching County (Confirmed)

VIII. **Adjourn**



Tara Helms, Recording Secretary



[Commissioner Thomas Proulx \(Oct 23, 2023 09:44 CDT\)](#)

Tom Proulx, LEO Secretary









9.27.23 LEO Minutes

Final Audit Report

2023-10-23

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