

## **Local Elected Official (LEO)**

### **Board Meeting Minutes**

**Date:** March 25, 2026

**Time:** 10:00 a.m.

**Location:** Virtual via Microsoft Teams; In-person attendance at Virginia CareerForce, 820 N 9th St., Suite 240, Virginia, MN 55792

**Facilitator:** Travis Leiviska

### **I. Call to Order**

Chair Travis Leiviska called the meeting to order at 10:02 a.m.

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### **II. Roll Call**

#### **Present:**

- Commissioner Travis Leiviska (Chair)
- Commissioner Ricky Roche (Vice Chair)
- Commissioner Tom Proulx (Secretary)
- Commissioner Rick Goutermont
- Commissioner Paul McDonald

#### **Excused:**

- Commissioner Hopkins
  - Commissioner Gamble
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### **III. Approval of Minutes**

#### **February 25, 2026 Meeting Minutes**

**Motion:** Commissioner Roche

**Second:** Commissioner Proulx

**Roll Call Vote:** Approved unanimously

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## **IV. Approval of Agenda**

**Motion:** Commissioner Roche

**Second:** Commissioner Goutermont

**Roll Call Vote:** Approved unanimously

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## **V. Director's Report**

### **A. RISE 26 Conference Request**

A request was presented for Teelyn Minkel, a JET Counselor's attendance at the RISE 26 Conference in Tennessee. The conference aligns with JET's strategic focus on serving justice-involved individuals and those with substance use disorders. All travel-related costs will be covered by treatment court, with JET responsible for staff time. Teelyn will provide training to JET staff upon return.

**Motion:** Commissioner Proulx

**Second:** Commissioner Roche

**Roll Call Vote:** Approved unanimously

### **B. Fiscal Modernization**

An update was provided on the transition to GovSense/NetSuite and CBIZ systems. Implementation is progressing well with a target rollout of mid-June to early July 2026. The transition will improve transparency and internal controls.

### **C. Hibbing CareerForce Location**

JET and AEOA will relocate to a new Hibbing location due to cost considerations. The new lease significantly reduces expenses while maintaining service accessibility. The Workforce Development Board will determine the comprehensive site designation in April.

### **D. Union Negotiations**

Planning for Fall 2026 union negotiations is underway. The proposed negotiation team includes leadership staff and legal counsel. Updates will be provided to the Executive Committee and Board.

## **E. Personnel Committee & Labor Management Committee**

Plans were discussed to establish a quarterly Personnel Committee and a Labor Management Committee to improve HR processes and communication with union representatives.

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## **VI. Financial Reports**

Funding summaries were presented. DWP funds were fully expended. New grants are in progress and all funding remains on track. Additional financial controls and reporting processes have been implemented.

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## **VII. County Workforce Updates**

Commissioner McDonald reported budget challenges and workforce impacts related to mining activity.

Commissioner Proulx reported on economic development efforts and courthouse planning.

Commissioner Goutermont reported workforce housing development and mining activity updates.

Commissioner Roche reported workforce shortages and staffing considerations.

Commissioner Leiviska reported housing developments and economic growth projects.

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## **VIII. Next Meeting**

April 22, 2026 – Virginia CareerForce and Virtual via Teams

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## **IX. Adjourn**

**Motion:** Commissioner Roche

**Second:** Commissioner Goutermont

**Roll Call Vote:** Approved unanimously

**Action:** Motion carried unanimously.

Meeting adjourned at 10:31 a.m.

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