Local Elected Official (LEO)

Board Meeting Minutes

Date: May 27, 2026
Time: 10:00 a.m.
Location: Virtual via Microsoft Teams
Facilitator: Vice Chair Ricky Roche

I. Call to Order

Vice Chair Ricky Roche called the meeting to order at 10:00 a.m.

II. Roll Call

Present:
• Commissioner Travis Leiviska (Chair)
• Commissioner Ricky Roche (Vice Chair)
• Commissioner Tom Proulx (Secretary)
• Commissioner Larry Hopkins (arrived later)

Excused:
• Commissioner Hopkins
• Commissioner McDonald

III. Approval of Minutes

Approval of prior meeting minutes was initially postponed due to lack of quorum.

Following the arrival of Commissioner Hopkins, the Board proceeded with approval.

Motion: Commissioner Roche
Second: Commissioner Proulx

Roll Call Vote: Approved unanimously

IV. Approval of Agenda

Approval of the agenda was initially postponed due to lack of quorum.

Following the arrival of Commissioner Hopkins, the Board proceeded with approval.

Motion: Commissioner Leiviska
Second: Commissioner Hopkins

Roll Call Vote: Approved unanimously

V. Director's Report

A. Management Contract Negotiations

Marie Domiano provided an update regarding management contract negotiations. A meeting was held on March 18 with the Executive Committee, Ashlee LeNoie, and Kristi Hastings to review financial comparisons and related contract details. A revised proposal was submitted on March 19, and a counterproposal is being finalized. Additional virtual meetings may be scheduled to complete negotiations.

B. Union Contract Negotiations

The first union negotiation session has been scheduled for August 20, 2026. JET management has submitted a redlined contract version for review to Kristi Hastings, and preparations are underway for negotiations later this year.

C. Grant Awards and Funding Updates

JET was awarded the Minnesota Twist Drill project grant following a competitive process. Initial startup funding has been received while the full proposal is finalized.

Additional updates were provided regarding the CanTrain grant. JET requested $175,000 and was awarded approximately $240,000 for a two-year grant cycle supporting cannabis-related workforce training in partnership with Minnesota North College and Highway 35 in Grand Rapids.

The program is expected to serve approximately 25 participants and may include related workforce training such as CDL programming.

D. Staffing Updates

Marie Domiano reported the retirement of one employee and the resignation of another employee who accepted a position with Essentia Health.

Staffing needs are being evaluated in relation to new grant funding and anticipated retirements in Spring 2027. Hiring discussions include a navigator position tied to the CanTrain grant as well as potential restructuring of counselor roles to improve operational efficiency and service delivery.

Commissioner Proulx inquired about staffing levels and employee workloads. Management reported that caseloads are monitored closely through weekly management meetings and current levels remain manageable and comparable to other workforce providers.

E. Fiscal System Modernization

An update was provided on implementation of the GovSense and CBIZ fiscal systems. Weekly planning and implementation meetings continue, with the first time and attendance launch scheduled for June 13, 2026.

The updated platform will provide improved HR and payroll functionality, including employee self-service features and real-time leave management capabilities.

VI. Financial Reports

Randy Lampton provided financial updates regarding new Career Pathways and Registered Apprenticeship grants. The COLA DWP program has concluded, and all associated funds have been fully expended.

VII. County Workforce Updates

Commissioner Leiviska reported no significant workforce updates at this time.

Commissioner Proulx reported no additional updates.

Commissioner Hopkins reported no additional updates.

Commissioner Roche reported that Koochiching County recently implemented a process requiring county board review of positions vacated through retirements or resignations before refilling positions. The process is intended to identify opportunities for restructuring and cost savings while maintaining services.

VIII. Next Meeting

June 24, 2026 – Virginia CareerForce and Virtual via Teams – 10:00 a.m.

IX. Adjourn

Motion: Commissioner Proulx
Second: Commissioner Leiviska

Roll Call Vote: Approved unanimously

Action: Motion carried unanimously.

Meeting adjourned at 10:18 a.m.