

Duluth Workforce Development Board Meeting

Tuesday, August 7, 2018 ★ 4:00 – 5:00 p.m.
Greysolon Plaza, 231 E. Superior Street, Duluth, MN 55802
The Suite Room (Ballroom Level, East Hallway, Superior Street side)

Meeting Minutes

Present: Tamara Arnott, Shayla Drake, Marla Halvorson, Betsy Harmon, Monica Haynes, Pam Kramer, Rachel Loeffler Kemp, Stacy Oltmanns, Joel Vena, Laura Weintraub, Amanda Yates, Shawn Herhusky, Heather Rand, Erik White, Carol Turner

Excused: Emily Edison, Mary Ferguson, Patty Fleege, Lindsey Growette-Stingle, Brandon Hendrickson, Lacie Jurek, Colleen Kelly, Laura Krollman, James Laumeier, Jay Ott, Susan Wallerstedt

Absent: Dick Barlage, Andrea Chartier, Jason Davis, Kim Hall, Sandy Kolasinski, Paul Pederson, Matt Silverness, Brad Vieths, Ian Vincent, Sonia Vinnes

Welcome & Introduction – Monica Haynes called the meeting to order at 4:04 p.m. and welcomed new members Shayla Drake, Aftenfo, HR/Payroll Coordinator, and Laura Weintraub, Aimclear Marketing, CEO.

Approval of Minutes – the minutes from the June 18, 2018 meeting (no meeting in July) were approved by those in attendance, then through email vote on Aug. 8-10th by Jay Ott, Colleen Kelly, Ian Vincent, Matt Silverness, Brad Vieths, Sandy Kolasinski, Paul Pedersen, Lacie Jurek, Laura Krollman, Sonia Vinnes, Patty Fleege, Brandon Hendrickson, Lindsey Growette, Susan Wallerstedt, Mary Ferguson, and Joel Vena.

Pathways to Prosperity (P2P) update – Carol Turner announced that Community Action Duluth (CAD) decided to withdraw as a service provider partner in the current round of P2P. CAD's Executive Director, Jeff Longenecker, said P2P did not match their mission of serving young moms. CAD's work plan activities, participant share, and budget were redistributed to remaining partners SOAR Career Solutions, Adult Education, and Duluth Workforce Development. Lake Superior Colleges activities were not impacted.

Senior Community Service Employment Program 7/1/18 – 6/30/19 – Carol Turner presented information on the Senior Community Service Employment Program (SCSEP) program governed by the Older Americans Act. Duluth Workforce Development received \$328,148 in SCSEP funds to serve 46 low-income, unemployed, older workers age 55 and older from July 1, 2018 through June 30, 2019. The City of Duluth has administered the SCSEP program since 1977. A minimum of 75% of program funds are required to be spent on participant wage/fringe through work experience internships.

LWDB #4 Local Plan 2018 Update Letter – the executive committee recommended for full board approval the letter to DEED updating our Local Plan. The letter was approved by those in attendance, then through email vote on Aug. 8-10th by Jay Ott, Colleen Kelly, Ian Vincent, Matt Silverness, Brad Vieths, Sandy Kolasinski, Paul Pedersen, Lacie Jurek, Laura Krollman, Sonia Vinnes, Patty Fleege, Brandon Hendrickson, Lindsey Growette, Susan Wallerstedt, Mary Ferguson, and Joel Vena. Once the letter is signed by Mary Ferguson as Chair, it will be forwarded to DEED.

Director of Workforce Development hiring update – Heather Rand announced Elena Forshay has been hired as the new Director of Workforce Development. Mayor Larson will host a "Meet and Greet" Thursday, August 9th, 3:00-4:00 p.m. in the Mayor's Reception Room. All are invited. Elena will start Monday, Sept. 10, 2018.

One Stop Operator Agreement update – Betsy Harmon announced the One Stop Operator Agreement, with the *Northeast Workforce Development Partnership* (the WFC Partner group), has been signed by DEED. Mary Ferguson will sign it as Chair of the LWDB.

Intercultural Development Inventory (IDI) Request for Proposal (RFP) update – Amanda Yates announced a Request for Proposal to administer the IDI was released July 27th and is due Aug. 8th. Duluth's Diversity and Inclusion committee and Northeast's Equity committee will jointly meet Aug. 30th to review and recommend a vendor to be the Qualified Administrator. There is approximately \$26,000 in regional planning funds available to

increase cultural competency in our region. Duluth's and Northeast Workforce Development Boards and all staff in the northeast Workforce Development system will complete the Intercultural Development Inventory (IDI), a cultural competency assessment tool regarding cultural awareness of individuals or groups. Each individual and subgroup will review and understand their current scores by meeting with an IDI Qualified Administrator. Culturally specific training based on the scores will be developed and provided. The goal is to increase cultural competency of employment counselors, the boards, and the workforce system. Individuals will have common language to use to discuss cultural competency, and have supports in place to continue cultural competency discussions in the future.

CareerForce update – Shawn Herhusky - tabled

Committee Reports

- Diversity & Inclusion –Amanda Yates referenced the IDI RFP (above). The committee also discussed the importance of continuing to engage in other activities to strengthen the committee's purpose, vision and membership. The committee will discuss tasks and initiatives to work on next such as member onboarding, and crafting a vision/mission statement.
- Career Pathways – no report
- Youth/Education – The committee reviewed the 2018 Objectives of the Workforce Development Board, developed in November 2018, as well as a copy of the Youth/Education Committee's Work Plan which was developed in the spring of 2018. The committee will review the goals from the two documents and bringing discussion to the next meeting regarding whether the goals align and also if and how we can focus on measurability i.e. how will we know when we have succeeded at reaching our goal?
- Governance – Monica Haynes - the committee is reviewing term end dates, contacting members whose terms end in Nov. 2019; the attendance policy, contacting members who have not been active; the WIOA required composition structure, and recruiting more diverse members. The committee requested all board members to make a concerted effort to recruit diverse members. Additional discussion ensued regarding a common application, what the board could do to have an impact in the community, and reviewing the asset mapping report to see what initiatives we might implement to reduce barriers and help people get jobs.
- Executive – Monica Haynes referenced recommending for full board approval the *LWDB #4 - Local Plan 2018 Update* Letter (above).
- Community Engagement, Marketing & Outreach – Betsy Harmon reported 34 employers were featured at the Veteran Job Fair on July 25th at the Workforce Center. The committee will determine the quarterly events to sponsor for the coming year. New committee members are welcome. Contact Betsy Harmon for additional information.

Meeting Adjourned at 4:55 p.m. – Socialization followed at the MN Workforce Council Association (MWCA) 2018 Summer Meeting social in Greysolon Plaza's West Wing Lounge.