

**NORTHEAST MINNESOTA OFFICE OF JOB TRAINING
ELECTED OFFICIAL BOARD**

Thursday, April 14, 2016
Virginia Workforce Center

Vice-Chair Adee called a regularly scheduled meeting of the Local Elected Official Board to order at 1:05 p.m. with the following in attendance:

Garry Gamble Pete Walsh Tom Proulx Kevin Adee Brian Napstad

Excused: Rusty Eichorn, Tom Rukavina

Staff: Michelle Ufford, Randy Lampton, Renee Marconett

Motion was made by Walsh, supported by Proulx to approve the April 14, 2016 agenda as written, with no additions; motion carried unanimously.

Motion was made by Gamble, supported by Napstad to approve the minutes of the December 10, 2015 meeting with no additions or corrections; motion carried unanimously.

Handout #1 – February 2016 Funding Summary was reviewed. All current grants and expenditures are in place. Ufford explained the allocation for the Federal WIOA Youth has been decreased by 10%, due to the low Minnesota unemployment rate at this time. The Office of Job Training has applied for a \$50,000 HE-CAP grant. This would provide additional funds for Career EdVenture resources.

There are currently 1,130 dislocated workers enrolled in the NE MN Mining Grant. In May, 213 laid off workers from Northshore Mine will be returning to work. Ufford will update the board on the status as other mines start calling back workers.

Heath Boe has been hired as the new Rural Workforce Coordinator with the NE MN Office of Job Training. This is a shared position with Advanced Minnesota. He will be responsible for identifying workforce needs, help align and coordinate workforce development resources, promote the Workforce Center and customized training services, and assist the Workforce Investment Boards of the Northeast region and Duluth develop sector initiatives and identify career pathways in key industries.

A handout was distributed summarizing the Career Pathways and how it will focus on the regional planning under Workforce Innovation and Opportunity Act (WIOA). Career Pathways is a comprehensive education and training program that aligns with the skill needs on industries important to regional economics, along with clear sequences of education coursework and/or training credentials aligned with employer-identified work readiness standards.

There are six key elements from the Department of Labor toolkit on which much of the state and regional plans are based. Elements 2 and 3 are to be addressed in this year's regional plan.

1. Build Cross-Agency Partnerships
2. Identify Sector or Industry and Engage Employers
3. Design Education and Training Programs
4. Identify Funding Needs and Sources
5. Align Policies and Programs
6. Measure System Change and Performance

The main focus is forming a leadership team with members between Duluth and the NE Workforce Investment Board to engage additional partner representatives to form an operations team responsible for designing, implementing, and operating the career pathways education and training programs.

- Establish shared mission and vision aligned with common goals
- Clearly define roles and responsibilities of all partners
- Identify intermediary to coordinate day-to-day collaboration
- Clarify working relationships between state and local partners

As outlined in the State Strategy Section, Minnesota is seeking to transform the workforce development system into a “Career Pathway” system, a system that is locally responsive to the needs of employers and workers and is well aligned and supported by federal and state policies and resources.

The Regional and Local Plan were emailed to board members for review prior to the meeting. Ufford informed the board that under the new WIOA federal funding stream, workforce service areas must complete a regional plan in conjunction with contiguous workforce service areas where there are important commonalities, such as a shared labor pool, interdependent industries, or economic dependencies. The Northeast region will be paired with the Duluth Workforce Council to ensure both service areas develop a regional workforce strategy that coordinates the efforts of both workforce service areas. The purpose is to develop, align, and integrate service delivery strategies; support the state’s vision and strategic and operational goals; and direct investments in economic, education, and workforce training programs to provide relevant education and training to ensure that individuals, including youth and those with barriers to employment, have skills to compete in the job market.

Once revisions have been made, the Local Unified Plan will be posted for a 30-day public comment period on the NE MN Office of Job Training website and a hard copy format at all Workforce Centers. Submission of the final Local Unified Plan is due on May 15, 2016.

Following review of Northeast Workforce Investment Board membership nominations; **motion was made by Gamble, supported by Walsh, appointing Dave Debevec , Human Services/Safety Director for Ulland Brother’s Inc; Wayne Kangas, Financial Representative for Thrivent Services; and Kelsey Johnson, President of the Iron Mining Association of MN; motion carried unanimously.**

Board members were given copies of the fiscal audit from McGladrey LLP for the year ended June 30, 2015. The audit contained no disallowed costs, no questioned costs, and no areas of non-compliance.

The meeting concluded with board members hearing relevant activities occurring in each county, including updates on local economic development projects.

Next meeting scheduled for 1:00 p.m. on Thursday, June 9, 2016 at the Virginia Workforce Center.

Meeting adjourned at 3:05 p.m.