

NORTHEAST MINNESOTA OFFICE OF JOB TRAINING
ELECTED OFFICIAL BOARD
Virginia Workforce Center
Wednesday, March 12, 2014

Chair Eichorn called a regularly scheduled meeting of the Local Elected Official Board of the Northeast Minnesota Office of Job Training to order at 1:17 p.m. with the following in attendance:

Rusty Eichorn	Brian Napstad	Tom Proulx
Garry Gamble	Kevin Adee	Pete Walsh

Excused: Mike Forsman
Staff: Michelle Ufford, Robert Marconett, Randy Back, Renee' Marconett

Motion was made by Adee, supported by Napstad to approve the minutes of the January 9, 2014 meeting as written with no additions or corrections; motion carried unanimously.

Motion was made by Napstad, supported by Gamble to approve March 12, 2014 agenda as written, with no additions or corrections; motion carried unanimously.

Chair Eichorn began the meeting by introducing Lake County Commissioner Pete Walsh who is replacing Brad Jones.

Ufford introduced new Operations Director Randy Back. He is replacing Ray Garmaker, who retired after 35 years with the Northeast Minnesota Office of Job Training. Randy previously worked as a Career Counselor in our Duluth office.

Financial Director Marconett reviewed Handout #1 - January 2014 Funding Summary Breakout. Dislocated worker grants for American Consolidated Media Printers (ACM) and Cliffs Northshore will end March 31, 2014, due to low enrollments in the two grants. Cliffs recalled the majority of their workers, and ACM clients are very low functioning/hard to serve individuals.

Participant data (Handout #2) for February 2014 was available for review at meeting. Board members recommended no longer including the handout, but instead have Ufford give an overview if there are any significant changes in participant data.

Motion was made by Adee, supported by Proulx to approve signatory authority of checks and legal documents for Michelle Ufford, Randy Back, and Robert Marconett; motion carried unanimously.

Motion was made by Gamble, supported by Napstad to approve the Northeast Minnesota Office of Job Training continue being a provider of training services across the seven county region; motion carried unanimously.

The Northeast Minnesota Office of Job Training is one of four pilot sites across the state operating the Career EdVenture Project. A handout was distributed outlining the NE Career EdVenture menu of services for 2013-2014. Free services are available to classrooms, groups, or school wide and resources divided by grade level. The main focus is on 9th-12th grade, with CEO's in the Classroom for 8th graders. The Minnesota Workforce Council Association is interested in using our logo and concept for the Career EdVenture program across the state. Ufford informed the board an extreme amount of time and effort has been put into this project and asked for additional comments and suggestions in going forward. Board members recommended sharing materials and commended Ufford on the success of the project.

An additional \$150,000 has been requested for the State Dislocated Worker program. This will give us the ability to spend funds in the next fiscal year with flexibility to serve smaller projects such as K-mart in Grand Rapids and Northland Tackle in International Falls.

New computers have been purchased for staff through Midwest Computer Depot. The current operating system needed updating, and old computers will be refurbished and used by clients in computer labs across the region.

Workforce Center partners are currently exploring possible relocation of the Aitkin and Grand Rapids Workforce Centers. Aitkin staff are relatively isolated and there is a concern for the safety of staff. Commissioner Napstad informed staff that a new county building is a possibility where the WFC could possible collocate, but this project is a minimum of two years away. AEOA hold the lease for the Aitkin WFC and is investigating other possible community partners in a new space. The Grand Rapids WFC is currently larger than we need and there is a severe lack of adequate meeting space at the Itasca Resource Center. Partners are investigating alternative locations as well as how the current space may be configured to better suit our needs. Additional vacant space at the Virginia WFC may be consolidated and space sublet to Express Employment Professionals. Ufford will update the board when more information is received.

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

Next meeting scheduled for Thursday, May 8, 2014 at 1:00 p.m. at the Virginia Workforce Center.

Motion made by Walsh, supported by Proulx to adjourn meeting at 2:35 p.m.; motion carried unanimously.