



Hennepin-Carver

Workforce Development Board

MEETING NOTES

September 12, 2023, 12:30PM to 2:00PM

CareerForce - Bloomington

4220 Old Shakopee Road W #200

Bloomington, MN 55437

Attendees: Tim Mayer, Elise Durbin, Cara Garrett, Garfield Clark, David Muscoplat, Emily Watts, Rebecca Stearns, Brad Markwell, Melissa Scherer, Cindy Larson, Derrick Givens, Kim Schrupp, Shannon Seaver, Nicole Mattson, John Hacker

Online Attendees: Nicole Lindschied, Sara Thompson, Nola Slagter, Rebecca Lopez, Tara Munroe, Sam Peterson-Etem, Catrice O'Neal

Staff: Bri Steirer, Erik Aamoth, Nicki Hanson, Shannon Quigley

Absent: Doug Muller, Sarah Gutzman

Absent: Andrea Erikson, Johann Peterson, Doug Muller, Sarah Gutzman, Melissa Scherer,

Guests: Steve Kolsinski, Debbie Ferry, Matt Uderman, Chuck Swanson,

Call to Order- Chair Nicole Mattson

Items in red require a vote to move forward

1. Approval of Agenda

MOTION: Emily Watts

SECOND: Elise Durbin

MOTION PASSED: 16 yeas, 0 nays

2. Approval of Meeting Minutes (July 2023)

MOTION: Elise Durbin

SECOND: Emily Watts

MOTION PASSED: 16 yeas, 0 nays

3. Board Business

a. Introduction of new Board members; Cara Garrett

- Cara Garrett is an Academic Dean with Hennepin Technical College and is filling the Post Secondary Education & Training seat on the HCWDB.

b. Work Group Strategic Planning Wrap Up Presentation – Christine Crook-Nash, Hennepin County

- Christine Crook Nash with Hennepin County, assisted with facilitation sessions to support the board with strategic planning for the work groups
- She shared themes heard from facilitators and work groups:
 - Acknowledgement of the amount of effort and work put into the first 3 strategic planning session meetings (work group meetings and homework in-between meetings)
 - Acknowledgement that strategic planning (in general) can sometimes be difficult to be done virtually (takes more time in nature to do virtually) and that there were a few

members of the work groups that shared they would have preferred in-person sessions instead of virtual while establishing relationships with work group members

- Tools used in strategic planning process will be shared to work groups to use and implement as modeled in previous strategic planning sessions.
- Christine, along with one other facilitator, will be available for coaching/consultation for the first quarter to assist with 1st quarter in implementation along with transitioning/planning into the 2nd quarter.
- Basecamp—Work groups in October 2023 meeting will receive an overview of Basecamp, a project management software that will store all Work Group documents moving forward.

c. **Board Work Group Report Out**

i. Program Design Work Group

1. Work group met 09/11/23—1st step is to pull together different non-profits, programs that currently offer career pathways or voluntary work programs, including those who are attached to funding through Hennepin and Carver Counties. Next steps: more details of the list created (location, specialization, etc.).
2. Members requested the Program Design work group meet monthly in order to expedite the group's goals.

ii. Additional Work Group Updates

1. The Chair of each work group should anticipate providing a report out during the November 2023 HCWDB Meeting
2. Hennepin County staff will send a follow-up e-mail with information detailing an outline of the work groups and current members of the work groups to determine if/what work groups may be of interest to join.

d. **Workforce Development Area Performance Measures**

i. Overview of key performance measures for Youth, Adult and Dislocated Worker programs

ii. WIOA Adult/DW- Performance

1. All performance outcomes for the Adult and Dislocated Worker programs in Program Year 22, quarter 4, were either met or exceeded the negotiated performance goals

iii. WIOA Youth

1. All performance outcomes for the Youth programs in Program Year 22, quarter 4, were either met or exceeded the negotiated performance goals

e. **2024 Meeting Schedule (HCWDB BAR 2023 – 5)**

MOTION: Melissa Schrupp

SECOND: Nicole Mattson

MOTION PASSED: 16 yeas, 0 nays

The HCWDB voted to approve the 2024 meeting dates. The Board will meet on the second Wednesday of every other month from 12:30 – 2:00 PM.

f. **DEED Lease Letter (HCWDB BAR 2023 – 6)**

MOTION: Emily Watts

SECOND: Garfield Clark

MOTION PASSED: 15 yeas, 0 nays, 1 Abstention (Larson)

The board determined the letter will be addressed to the State of Minnesota, as the state operates facilities and management of the facilities independent from DEED. A copy of the letter will be sent to DEED, Carver County and board members. The letter will be signed by HCWDB Chair.

4. Updates

a. Board Updates

- i. Brooklyn Center Lease update**
 - 1. Progress is close to final on the lease, waiting on the architecture and design fees, which is the last step before lease is finalized with signatures. Once lease is signed, the estimated time to get the space reconfigured (not construction) is 6-8 weeks post signatures.
 - 2. Comprehensive OneStop delivery (CareerForce) will operate out of Brooklyn Center, per previous vote
 - 3. Hennepin County staff will inquire if HCWDB needs to revote on the location once the lease is signed due to vocational rehabilitation not electing to be at this space (previous votes were based on vocational rehabilitation operating out of this space as well)
- ii. WDA Redesignation update**
 - 1. Redesignation for Local Workforce Development Area 09 was submitted in late August.
- iii. Volunteers for RFP Review**
 - 1. Bri and Nicki requested volunteers from the HCWDB to assist with draft review for the WIOA Adult, Dislocated Worker and Youth RFPs.
 - a. Garfield Clark- Adult/Dislocated Worker programs
 - b. Emily Watts- Adult/Dislocated Worker programs
 - c. Rebecca Stearns- Youth programs
- b. Program Updates**
 - i. Wagner-Peyser**
 - 1. Conducting workshops in Bloomington 2 time a month.
 - 2. Networking brown bag events proved to be very popular; 49 unduplicated attendees throughout the summer and plans for this to continue for the fall.
 - 3. Partnering with Emily at Osseo ABE for resume workshops starting back on 9/6/2023
 - 4. Total number served, unduplicated, through 1:1 meetings, phone, walk-ins, career lab use, workshops, etc. over the summer:
 - a. Bloomington: 755
 - b. Brooklyn Park: 588
 - ii. Youth/Adult/Dislocated Worker**
 - 1. PY23 grant allocations for youth, adult and dislocated worker programs have been disbursed to service providers.
 - 2. Hennepin County PY22 Monitoring
 - a. Youth- Monitoring was completed in late August.
 - b. Adult/DW- Continuing to work through monitoring, will share out themes in future board meeting upon completion.
- c. Carver County**
 - i. Staffing Updates**
 - 1. Kate Probert was promoted to Health & Human Services- Deputy Director for Carver County. Kate's previous position, Income Support Manager, has not yet been posted for hire at this time.
 - 2. Carver County is in the process of hiring a new youth counselor to specialize in outreach to OSY.
- d. Hennepin County**
 - i. Internships/Pathways-** Hennepin County's internships and pathways program is now an employer at the table and under the direction of Office of Workforce Development with Hennepin County. The internship and career pathways opportunity allows the department to continue to align and streamline opportunities where possible
 - ii. TANF Youth -** Hennepin County has agreed to be the administrative entity of the TANF Youth grant through DEED and will partner with Health and Human Services to continue to work on aligning this new opportunity with youth programs

5. Adjourn

Mission Statement

The Hennepin-Carver Workforce Development Board fosters individual and family economic well-being through the development of meaningful career pathways and employment opportunities, provides a skilled talent pipeline to our employer partners through the strategic investment of workforce development resources and the building of collaborative partnerships, and works alongside community organizations to identify and recruit community members to participate in workforce development services based on the workplace requirements expressed by our employer partners as well as the needs and interests of the community.

Vision Statement

The board works in partnership with all community members and employers to support and enhance an effective, efficient, and inclusive workforce development system which assures alignment between available talent and employer needs resulting in economic prosperity for all.

The Hennepin-Carver Workforce Development Board is a Proud Partner of the American Job Center Network and Minnesota CareerForce.

