



Hennepin-Carver

Workforce Development Board

MEETING NOTES

November 14, 2023, 12:30 – 2:00 PM

CareerForce - Bloomington

4220 Old Shakopee Road W #200

Bloomington, MN 55437

Attendees: Garfield Clark, Elise Durbin, Emily Watts, Doug Mueller, Cindy Larson, Kim Schrupp, Tim Mayer, David Muscoplat, John Hacker, Melissa Scherer, Johann Peterson, Matt Udermann, Shannon Quigley

Absent: Derrick Givens (online), Brad Markwell (online)

Excused Absent: Nicole Mattson, Sarah Gutzmann

Guests: Erick Garcia Luna, Leah McNamee, Steve Kolcinski, Madison Hurst

Online: Keith Brooks, Becca Lopez, Tara Munroe, Melanie Wang, A. Adesiji Adeswa, Nola Slagter

Staff: Erik Aamoth, Bri Steirer, Nicki Hanson

Call to Order- Chair Garfield Clark

Items in red require a vote to move forward

1. Approval of Agenda

MOTION: John Hacker

SECOND: Emily Watts

MOTION PASSED: 12 Yeas, 0 nays

2. Approval of Meeting Minutes (September 2023)

MOTION: Shannon Quigley

SECOND: Doug Muller

MOTION PASSED: 12 Yeas, 0 nays

3. Presentation on Obstacles to Employment for Job Seekers by Erick Garcia Luna, Federal Reserve Bank of Minneapolis.

- a. Erik Garcia Luna presented new data and findings available from the Federal Reserve Bank of Minnesota. Topics covered include:
 - i. Local economic growth or decline by sector and occupations.
 - ii. Local trends in inflation, job openings, and worker mobility.
 - iii. Worker attitudes toward entering/exiting/and making changes within the market.
- b. Presentation slides are uploaded in Basecamp and [can be accessed here.](#)

4. Board Business

- a. **Extension of the Designation of Comprehensive CareerForce Location in Bloomington for LWDA 09 (HCWDB BAR 2023 – 7)**

MOTION: Hacker
SECOND: Mueller
MOTION PASSED: 12 Yeas, 0 nays

The board voted to extend the designation of the Bloomington CareerForce location as the comprehensive site for Workforce Development Area 09, effective 1/1/2024 until the Brooklyn Center Career Force lease is executed and regular business can occur at the location.

b. Approve the purpose, scope, and timeline of the Adult, Dislocated Worker, and Youth RFPs (HCWDB BAR 2023 – 8)

MOTION: Watts

SECOND: Schrupp

MOTION PASSED: 12 yeas, 0 nays

The Board voted approve the purpose, scope and timeline of the Adult, Dislocated Worker, and Youth Services Request for Proposals as presented by staff.

c. HCWDB Work Group Report-Outs

i. Internal Operations

1. Internal Operations work group is currently discussion the Joint Powers Agreement with Hennepin and Carver Counties. HCWDB staff will be scheduling another meeting for December to discuss updates to the JPA, including current status and funding for Carver County.

ii. External Relations

1. External Relations work group is currently focused on Q4 goals.
2. Beginning work on 2024 Local Plan for WDA09, including identifying high growth industries and sectors and future trends.
3. Tim O’Neill (DEED) will be presenting on latest LMI in December and assisting the work group with refining focus heading into 2024 Q1.

iii. Data & Measurements

1. Data & Measurements work group is exploring the current data resources available to the Local Board and additional resources they would like to access.
2. The work group is also discussing the most effective ways to share resources with other work groups and the larger Board.

iv. Program Design and Development

1. Program Design & Development work group is on track for Q4. The group has requested additional education on HCWDB programs in order to level-set heading into 2024 Q1. Hennepin and Carver County staff are planning a program-overview presentation for December that is open to all Board members interested in receiving a refresher or additional education on programming.
2. Work Group is interested in assessing areas of duplication and/or gaps in service delivery and will continue to work toward that goal moving into 2024.

5. Updates

a. Board Updates

i. Basecamp

1. All HCWDB documents, materials, and Work Group documents will continue to be uploaded to the Basecamp platform. It will serve as the primary platform for communication about ongoing Board work.
2. Final HCWDB policies, Board minutes, and other public documents will continue to be available on the Hennepin-Carver website.

ii. State, Regional, and Local Plan

1. The Governor’s Workforce Board is currently developing the Unified State Plan, which is due on March 4th. The State plan will then be available for a 30 day public comment period, after which it will be finalized and set to DOL.
2. HCWDB is tasked with drafting the WDA09 Local Plan. Guidance on completing the Local Plan has been received and the Internal Operations work group will discuss the process and develop a plan to complete by the May 6th due date.

iii. Drive for Five

1. Drive for Five is a collaborative workforce development initiative that involves association/chambers. We entered in to discussions with our partners and discussed a joint application for this process (manufacturing, IT, key areas right now) due in next few weeks. It's not a huge amount of funding and we will not receive any of the funding but it's a nice way to partner with the chamber and build on our partnership that started with ARPA dollars.
- iv. Brooklyn Center Lease
 1. Cindy & Erik toured the location and discussed plans for locating offices, services, etc.
 2. Had discussions w/ DEED about the sign and the lease is close to being finalized.
 3. Final thing we are trying to figure out is how we are going to pay for the furniture.
 4. Both deputy commissioners did receive the letter from HCWDB & acknowledged it's been a long process and are optimistic the lease is close to finalization.
- v. Adjustment to 2024 Meeting Schedule
 1. 2024 HCWDB meeting schedule is approved for 2nd Wednesday of every other month
 2. Exception: January meeting will be moved to Jan. 31st @ 12:30PM to accommodate the evaluation of RFP responses and development of recommendations.

6. Program Updates

- i. Wagner-Peyser
 1. The Bloomington CareerForce location hosted 2 workshops as well as a networking brown bag lunch, which 35 people attended. Workshops- 2 at Bloomington & brown bag lunch (attendance 10 to 25);
 2. Start a Business Grow a Business event took place on 10/17 w/ Southdale Library- 62 registered, 55 people attended
 3. Brooklyn Park/ABE
 - a. Resume writing workshop - 15 people attended,
 - b. Interviewing Workshop 13 people attended.
 4. # of people served (phone, virtual, in-person appointment or contact b/c UI):
 - a. 604 people in September & October;
 - b. 557 September & October served in the Brooklyn Park area even though we don't have a physical place
 - i. Only 64 walked in for computers (September/October)
- ii. Adult/Dislocated Worker
 1. Nicki provided updates regarding monitoring and performance for the Adult and Dislocated Worker Programs.
- iii. Youth
 1. Bri provided updates regarding monitoring and performance for the WIOA Youth and Minnesota Youth Programs.
- iv. Carver County
 1. Carver County is receiving good feedback on their best practices, including coaching and talent pipeline.
- v. Hennepin County
 1. Hennepin County is using dollars to provide Talent Neuron report access for all providers and individualizing those reports to program participants.
 2. Roster Program (ARPA \$\$)- RFQ
 - a. Principal agreements (4.4 million \$s—county allocated)
 - b. Roster Program
 - i. Community Corrections- tax forfeited land- construction related skills, most often end up in union programs
 - ii. HOPE- community corrections/sheriff's office- helps them with their employment goals

- iii. Be@School- At risk at youth (justice involved), this expanded as a youth diversion program
- iv. Green Job- we will start tracking data (credentials attained that could land them into occupations)

7. 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.

