



## MEETING MINUTES

**November 13, 2024 at 12:30pm**

**CareerForce - Bloomington**

**4220 Old Shakopee Road W #200**

**Bloomington, MN 55437**

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**Attendees:** Elise Durbin, Sarah Gutzman, Shannon Seaver, Cara Garrett, Doug Muller, Emily Watts, Tim Mayer, Kim Schrupp, Andrea Erickson, David Muscoplat, and Nicole Mattson, Cynthia Larson, Sarah Gutzman, Brad Markwell

**Absent:**

**Excused Absent:** Garfield Clark, Melissa Scherer, Rebecca Stearns, Derrick Givens

**Staff:** Kate Probert, Erik Aamoth, Bri Steirer, and Virginia Rose Kane.

**Guests:** Shannon Quigley, Gary Jones, Josie Morrison, Steve Kolcinski, Raul Sanchez, Emily Schloesser, Matt Udermann

**Online:** Catrice O’Neal, Nicki Hanson, Nicole Lindscheid, Becca Lopez, Nola Slagter-Johnson, Keith Brooks, Samuel Peterson-Etem, Avery Bardell, Dominique Johnson, Debbie Ferry, Brenda Dickinson, Garfield Clark

**Call to Order – Chair Nicole Mattson**

*Items in red require a vote to move forward.*

**1. Approval of Agenda**

MOTION: Elise Durbin

SECOND: Doug Muller

**MOTION PASSED: 12 Yeas, 0 nays**

**2. Approval of Meeting Minutes (September 2024)**

MOTION: Kim Schrupp

SECOND: Shannon Seaver

**MOTION PASSED: 12 Yeas, 0 nays**

**3. Success Story**

- a. Sanang learned trade skills by building a timber staircase at Girard Lake Park in Bloomington during the 2024 Tree Trust Summer Youth Employment Program. He acquired transferable skills, including the importance of doing a job with precision, learning how to overcome problems and working as part of a team. He also learned persistence while performing the difficult job of

removing buckthorn, an invasive species that harms native plants. Sanang shared, “My favorite thing was pulling up the buckthorn. It was a satisfying process. I like hearing the snap or crackle as you pull it, especially when it rains because it's easy to pull it.” Sanang earned a Tree Trust Certificate which documented his education of tool identification, worksite safety, environmental stewardship, budgeting, career exploration, resume building, and interviewing. Tree Trust recognized Sanang’s commitment to exemplifying reliability and responsibility by honoring him with a Perfect Attendance Award.

#### **4. Presentation on Carver County’s Employment Services Programs with Kate Probert Fagundes, Deputy Director**

- a. Guiding principles of a hybrid, family-centric and culturally focus approach.
- b. CareerForce Chaska (affiliate site) staff is grant-funded, space fully supported by Carver County board of commissioners; unique in that they run all programs in house allowing them to be more responsive.
- c. MN Youth Program (MYP) is a Carver County-run program whereas all other programs run through the HCWDB for administration and support.
- d. Kate provided an overview of the standard programs (WIOA adult, DW, youth)
- e. Kate introduced their new youth SNAP counselors who work with Shannon Quigley to figure out how to offer youth programs in a more engaging way with good results.
- f. Carver tries to co-enroll residents whenever possible and appropriate to maximize programs
- g. Child Care Assistance is key to ensuring residents can get to work for maximum impact.
- h. All staff are required to undergo culturally specific motivational interview training, an evidence-driven approach to creating actionable and achievable plans – in partnership with YMCA Center for Innovation.
- i. Focus is on deepening the partnership between economic development and workforce to better support employers.
- j. Just in time events garnering positive feedback including skills-based hiring events, working closely with veterans to ensure proper support.
- k. Focus on corrections for opportunities for individual reentry with a focus on young adults.
- l. Partnerships and Projects are interactive to engage the community and residents.
- m. Community Resource/Family Resource Centers (CRCs) are community-based points of entry that provide cost-effective, culturally responsive, relationship-based service navigation and support services for individuals with unmet needs; it’s a co-located space that’s community based.
- n. Community identified concerns include affordable housing, food security, and access to transportation (currently reinvesting some transportation tax dollars into expansion of transportation services to ensure access to opportunities.); service-connected veterans ride for free; nights and weekends was noted as an important need in barrier reduction.
- o. Trades 360 is a career pathway geared toward young adults (9 youth are in the current cohort).
- p. Working with Chambers of Commerce, cities, and community-based partners with a focus on vision, partnerships, and shared results.

#### **5. Introduction to Minnesota Training Partnership**

- a. Raoul Sanchez gave an overview of this new Dislocated Worker program provider working closely with Nicki Hanson; currently 10 enrollments.
- b. Founded by AFLCIO to provide union-based employers with a way to connect them with individuals with needed skills and ESL training.
- c. Receiving pathways funding working in partnership with unions to develop training programs (e.g. clean economy, wind energy apprenticeships.)

- d. 68% of cohort identify as BIPOC.

## 6. Board Business

- a. **2025 Board Schedule BAR (HCWDB Action Request #2024-8)**  
MOTION: Shannon Seaver  
SECOND: Kim Schrupp  
**MOTION PASSED: 12 Yeas, 0 nays**
- b. **One Stop Operator (OSO) RFP Recommendations BAR (HCWDB Action Request #2024-9)**  
MOTION: Doug Muller  
SECOND: Nicole Mattson  
**MOTION PASSED: 12 Yeas, 0 nays, 2 abstentions**

## 7. Board Work Group Reports

- 1. Program Design & Development:
  - a. Question of the Month garnering excellent data.
- 2. External Relations:
  - a. The work group worked on the mile markers on the road to a good job (DEED) that ties into the skills-based hiring accelerator to figure out how to get the guidelines in the hands of employers.
- 3. Data & Measurements:
  - a. Data dashboard project partnership with DEED with a focus on long-term impact diving into data for DW and adult; next step expand to youth.
- 4. Internal Operations:
  - a. Bloomington lease discussion and board appointments update. The board was encouraged to reach out to private sector partners.
  - b. MOU between core partners will happen prior to IFA.

## 8. Board Updates

- 5. Directors Report:
  - a. January Board Meeting - Polar Semiconductor presentation regarding CHIPS
  - b. Prince Georges County MD, Walter Simmons to receive 2025 board dates for scheduling his presentation.
  - c. SharePoint access for the board is in process; reach out to Bri if you're experiencing issues.
  - d. Virginia will assist with board applications troubleshooting as needed.
  - e. Local Plan was approved.
- 6. Program Updates:
  - a. Wagner-Peyser: Dec. 2 Brooklyn Center CareerForce move in date for team of 3; including interview and conference rooms, kiosk customer check-in, etc. Soft open in December followed by grand opening date tbd.
  - b. Adult Basic Education: State-wide managers meeting indicated contact hour increase of 8% overall; HCWD area up 26% (July – October) indicating huge influx of mostly highly-skilled workers from out of country.
  - c. Vocational Rehabilitation
  - d. Adult/Dislocated Worker: PY24- 2<sup>nd</sup> Allocation Status: We received our 2<sup>nd</sup> PY24 WIOA Adult and WIOA DW allocations- working on issuing that to providers this week. Drafting local policies: Hennepin County Staff are working with legal to draft required policies that we are required to have for our local area. These policies are a)

Reasonable Accommodation Policy, b) Program Complaint Policy, and c) Discrimination Complaint Policy. Next steps: goal is to have these finalized with Hennepin Co. legal in the next few weeks to send drafts of policies out to providers for review/feedback prior to bringing to Board for approval at January 2025 meeting.

- e. Youth: Monitoring for PY23/SFY24 is currently underway with our Youth providers. Our programs have seen a significant improvement in Credential Attainment Rate, reflecting the Technical Assistance and hard work put in over the past year.
7. Carver County: no further updates.
8. Hennepin County: Department of WD budget process finalizing soon with \$2M increase for people exiting homelessness program allowing us to serve more families; serving as a convener and influencer for the Blue Line anti-displacement efforts by working with CBOs on strategy. Alignment work being undertaken in house (e.g. youth forestry grant, justice-involved DOL grant in partnership with DOCCR, DOL grant for veterans exiting homelessness, etc.)

## 9. 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.*

