



MEETING MINUTES

May 14, 2025

LiUna Laborers' Local 563 Union Hall

Attendees: Emily Watts, Elise Durbin, Cindy Larson, Kim Schrupp, Rebecca Stearns, Derrick Givens, Andrea Erickson, Tim Mayer, Garfield Clark, Christa Seaberg, Sarah Gutzman, Melissa Scherer

Excused Absent: Nicole Mattson, Doug Muller, Kate Black, Shannon Seaver

Staff: Jen Kielas, Erik Aamoth, Bri Zaiss, Virginia Rose Kane

Guests: Matt Udermann, Tara Munroe, Emma Schloesser, Becca Lopez, Abdi Mohamed

Online: Nicki Hanson, Debbie Ferry, Jolene Rotich, Shannon Quigley, Brad Markwell, Tanika Reese, Kate Probert, Gary Jones

1. Approval of Agenda

MOTION: Elise Durbin

SECOND: Christa Seaberg

MOTION PASSED: 12 Yeas, 0 Nays

2. Approval of Meeting Minutes (March 2025)

MOTION: Kim Schrupp

SECOND: Melissa Scherer

MOTION PASSED: 12 Yeas, 0 Nays

3. Board Business

a. HCWDB Board Budget Board Action Request (HCWDB Action Request 2025-2)

i. MOTION: Andrea Erickson

ii. SECOND: Derrick Givens

iii. MOTION PASSED: 12 Yeas, 0 Nays

b. HCWDB Board Elections Board Action Request (HWDB Action Request 2025-3)

i. MOTION: Derrick Givens

ii. SECOND: Emily Watts

iii. MOTION PASSED: 12 Yeas, 0 Nays

1. Slate Approved:

a. CHAIR: Andrea Erickson

i. 7 Yeas, 2 Nays, 3 Abstentions

b. VICE CHAIR: Rebecca Stearns

i. 9 Yeas, 0 Nays, 3 Abstentions

4. Success Story – Minnesota Training Partnership (included with meeting materials)

5. Board Tracker Presentation and Discussion

a. Tracker tool from March speaker Walter Simmons that outlines 17 required functions of the Workforce Development Board; covers what work groups will be associated with which projects, and status, and includes visioning exercise feedback.

i. Strategic Function #1: WDB Membership Composition (Internal Operations and staff) currently seeking to fill private sector business and higher education vacancies. Small business exposure via Workforce Leadership Council (WLC).

ii. Strategic Function #2: Election of WDB Chair during annual meeting.

iii. Strategic Function #3: Maintaining Standing Work Groups: Reworking work groups to align more effectively with board priorities and regional/local plan needs (reassigned Data & Measurement work group members to Program Design and External Relations work groups.)

1. Suggestions include for the Internal Operations group to consider: career technical pipeline/pathways, recruitment for job readiness via community outreach (e.g. by including providers in the Program Design work group), community leader involvement/engagement, hiring practices/techniques targeting communities in need, building better relationships with employers through outreach, changes in available openings in an environment of layoffs (e.g. seasonal retention challenges).

iv. Strategic Function #4: Maintain Local Board Certification via DEED in 2026 (Internal Operations.)

- v. Strategic Function #5: Local Plan is a 3-year cycle informed by federal and state level trends.
- vi. Strategic Function #6: Workforce Research and Regional Labor Market Analysis (External Relations) with input from Tim O'Neill, Real Time Talent, and updates from Lisa Cain informed by Talent Neuron.
- vii. Strategic Function #7: Convene, Broker, and Leverage Partnerships: to move board toward being a leader in a collaborative approach to serving youth, developing community partnerships, and expanding outreach to culturally specific communities and organizations; board is encouraged use and direct people to the Collaboration Request Form housed on HCWDB public facing site (https://forms.office.com/pages/responsepage.aspx?id=n9_vioCHv0aPt0ySRlOovmZXUiapMc9Oo_x7jilXmnVUOENHskVDUUFZU005SEtVTUJTQTJHOELLTy4u&route=shorturl).
- viii. Strategic Function #8: Employer Engagement (External Relations) WLC Generations Lab invitations are forthcoming; Skills Based Hiring Accelerator continuing for the next 2 years gives employers more ways to think about hiring.
- ix. Strategic Function #9: Career Pathways Development: more actively engaging school-aged youth by continuing to expand Hennepin and Carver County initiatives, e.g. Hennepin Growth & Opportunities (GO) Expo in partnership with Hennepin West CTE consortium and GPS Education Partners garnered 100+ high school attendees from Robbinsdale, Brooklyn Center, Lionsgate Academy, Wayzata, and Takoda Prep who interacted with 12 career stations showcasing jobs internal and external to the County.
- x. Strategic Function #10: Proven & Promising Practices: Strategic Functions Tracker to keep board on track and informed about current initiatives so they can consider best practices in constituent representation as a board member.
- xi. Strategic Function #11: Technology: Board SharePoint and public facing sites noted as well as Real Time Talent data dashboard in the works.
- xii. Strategic Function #12: Program Oversight (Internal Operations) summary of learnings from program findings to be shared as well as monitoring reports from DEED (compliance, spending, etc.); adult and youth program monitoring is underway.
- xiii. Strategic Function #13: Negotiations of Local Performance Accountability Measures board role to set direction and priorities. June/July performance outcomes to be shared in the September meeting.
- xiv. Strategic Function #14: Selection of Operators and Providers: OSO contract imminent pending partner signatures.
- xv. Strategic Function #15: Coordination with Education Providers: working closer with secondary schools by leaning on the OSO for program design to create ecosystem that works for residents.
- xvi. Strategic Function #16: Budget and Administration: closely monitoring local, state, and federal funding.
- xvii. Strategic Function #17: Accessibility for Individuals with Disabilities: regular program monitoring in collaboration with Carver and DEED.

6. Board Updates

- a. Director's Report: Erik noted that Nicole Mattson serves on the Governor's Workforce Board and that they are working to build stronger statewide interagency collaboration, industry partnerships, and disparity reduction as it relates to the State Plan.
 - i. Board Appointments open until May 30
 - ii. MOU with 17 partners is close and OSO will be involved in the process
 - iii. Cindy is coordinating partner staff to provide services at comprehensive Brooklyn Center CareerForce
 - iv. No significant cuts to Workforce on legislative level; MN Youth dollars reduced for July distribution; monitoring training requirement as it goes through Congress.
- b. Program Updates
 - i. Wagner-Peyser: partnered with Hired and Avivo for front desk attendant through November and another new hire who starts in two weeks; DEED internal monitoring pass and confirmed; Bloomington lease ends November 2025 and landlord offered a rate reduction to stay for two more year.
 - ii. Adult Basic Education: no update
 - iii. Adult/Dislocated Worker (provided with meeting materials)
 - iv. Youth (provided with meeting materials)

- v. Vocational Rehabilitation: VR receives 80/20 federal and state funding; staff reduction due to funding has impacted programming, morale, and long wait times for hiring; applicants are currently wait listed; monitoring funding uncertainty.
- c. Carver County:
 - i. Youth summer program orientation starts with employee relations to experience onboarding; anticipating 30 youth, 15 sites (with 5 that are new);
 - ii. Trades 360 program in partnership with parks department and school district is 50% complete and will be done by end of year;
 - iii. Taste of Chaska event marketing opportunity;
 - iv. Working with cities and Carver to get staff CDL certified.
- d. Hennepin County:
 - i. Monitoring SNAP E&T and TANF at the federal level;
 - ii. WLC Generations Lab upcoming on June 16;
 - iii. Benefits Cliff phase 2 launches June 1 with 5 CBO partners;
 - iv. New Indigenous Veterans program launched for people exiting homelessness.

7. Adjourn

Serving communities of suburban Hennepin and Carver counties

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.

