



MEETING MINUTES

November 12, 2025

CareerForce in Bloomington

Attendees: Elise Durbin, Cindy Larson, Kim Schrupp, Andrea Erickson, Tim Mayer, Garfield Clark, Doug Muller, Sarah Gutzman, Melissa Scherer, Julio Vargas-Essex, Amanda Ruch

Excused Absent: Kate Black, Derrick Givens, Christa Seaberg, Emily Watts, Rebecca Stearns, Nicole Mattson, Brad Markwell

Unexcused Absent:

Staff: Erik Aamoth, Bri Zaiss, Shannon Quigley, Virginia Rose Kane, Sarah Lofquist Garbis

Guests: May Xiong, Sam Peterson-Etem, Jane Stockman, Jo Haugen, Warsan Artan

Online: Avery Bardell, Becky Raymond, Ema Mailhot, Emily Schloesser, Shannon Seaver, Debbie Ferry

1. Approval of Agenda

MOTION: Kim Schrupp

SECOND: Cindy Larson

MOTION PASSED: 10 Yeas, 0 Nays

2. Approval of Meeting Minutes (September 2025)

MOTION: Elise Durbin

SECOND: Kim Schrupp

MOTION PASSED: 10 Yeas, 0 Nays

3. Success Story – Tree Trust (attached with meeting materials)

4. Presentation by May Xiong, Chief Workforce Development Officer, Hennepin County Workforce Development (attached with meeting materials)

5. Board Business

- o **Board Action Request (HCWDB Action Request 2025-5: Youth Support Services and Incentive and Stipend Policy)**
 - i. MOTION: Doug Muller
 - ii. SECOND: Julio Vargas-Essex
 - iii. **MOTION PASSED: 11 Yeas, 0 Nays**
- o **Board Action Request (HCWDB Action Request 2025-6: 2026 Meeting Dates)**
 - i. MOTION: Sarah Gutzman
 - ii. SECOND: Kim Schrupp
 - iii. **MOTION PASSED: 11 Yeas, 0 Nays**
- o **Board Action Request (HCWDB Action Request 2025-7: Amendment to HCWDB Bylaws)**
 - i. MOTION: Elise Durbin
 - ii. SECOND: Kim Schrupp
 - iii. **MOTION PASSED: 11 Yeas, 0 Nays**
- o **Board Action Request (HCWDB Action Request 2025-8: MOU & IFA)**
 - i. MOTION: Doug Muller
 - ii. SECOND: Julio Vargas-Essex
 - iii. **MOTION PASSED: 11 Yeas, 0 Nays**

6. Board Updates

- o Director's Report (attached with meeting materials)
- o Program Updates

- i. Wagner-Peyser
 - 1. Cindy Larson reported a 25% rent reduction and 2-year extended lease is signed for the current CareerForce Bloomington location;
 - 2. DOT Employer of the Day in October garnered 25-30 attendees;
 - 3. West Metro Manufacturing Day for high schoolers and general job seekers in partnership with Hennepin Tech was a success;
 - 4. The Airtable referral system pilot is underway and increased response rate is expected;
 - 5. Cindy requested any recommendations for interns, program participants, or other individuals who may be interested in staffing the front desk.
- ii. Vocational Rehabilitation:
 - 1. Sarah Gutzman reported a lull until updates to federal changes after the first of the year; they're working through an increase in job seekers and lagging in employer responses.
- iii. Adult/Dislocated Worker (attached with board meeting materials)
- iv. Youth (attached with board meeting materials)
- o Carver County:
 - i. Shannon Quigley anticipates staff reduction by 2 positions in December and increased traffic and turnaround;
 - ii. They are staffing an off-site Family Resource Center to assist those who may not be comfortable going to a government center; upcoming Grand Opening will drive traffic to the Family Resource Center.
- o Hennepin County:
 - i. Erik Aamoth reported that due to SNAP time-limited recipients work requirements, 14K people have lost their work requirement exemptions and are now required to work or volunteer 80 hours/month to receive benefits and the roll out is staggered;
 - ii. Top priority for Hennepin County is closely working with DEED and DCYF to develop a mechanism to engage recipients to ensure people understand the requirements and properly report their compliance; and segment out underemployed who are at the benefits cliff; Erik will investigate and report back on whether childcare for those wanting to volunteer is covered.
 - iii. Erik will investigate and report on Rapid Response process for UPS and Target layoff project that is run by DEED.

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.

