



# Hennepin-Carver Workforce Development Board

## **Executive Internal Operations**

Review and build upon internal Board policy and structure, such as education, recruitment, and participation, to pursue a continuously more inclusive, knowledgeable, and active board membership.

### **Membership:**

HCWDB Chair and Vice Chair; Work Group Chairs

### **Work Group Responsibilities:**

#### Board Governance and Work Group Structure

- Lead the coordination and development of the Local Plan
- Review and adjusting workgroup priorities to align with the Board's goals and values as outlined in the Local Plan
- Ensure Board compliance with state and federal policies and regulations as well as the Board's commitment to fulfilling required functions under WIOA
- Review and approve Board meeting agenda items, action requests, and resolutions.

#### Board Resources

- Share documents, resources, and background materials needed to be successful
- Review content shared on HCWDB Website and SharePoint and advise as necessary
- Conduct outreach to the community and share promotional materials
- Identify and promote training and development opportunities for Board Members
- Review best practices and perspective from other boards in Minnesota and across the United States.

#### Board Recruitment and Member Support

- Succession planning,
- Develop member onboarding processes
- Assess board member engagement and participation
- Conduct outreach to, and recruitment of, potential new Board members.

### **Executive Internal Operations Board Member Representatives:**

- Nicole Mattson, Business, **Work Group Chair**
- Garfield Clark, Business, Garfield Clark Commercial
- Tim Mayer, Business, Kraus Anderson Construction
- Kim Schrupp, Organized Labor, Laborers Local 563
- Rebecca Stearns, Business, Polar Semiconductor
- Emily Watts, Education and Training, Osseo Area Schools
- Jennifer Kielas, Carver County

### **Staff:**

- Erik Aamoth, Hennepin County
- Bri Zaiss, Hennepin County
- Virginia Rose Kane takes and distributes notes, scheduling.

### **Hennepin-Carver Workforce Development Board (HCWDB)**

#### **HCWDB 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.

#### **Hennepin-Carver Workforce Development Board 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.

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

