



Hennepin-Carver Workforce Development Board

Program Design & Development

Facilitate alignment of the local public workforce system, including Youth, Adult, and Dislocated Worker career and training services, Adult Basic Education, CareerForce and DEED Job Service, and Vocational Rehabilitation. Develop strategies to support program providers, ensure compliance with state and federal policies and regulations, and ensure program services are meeting the needs of participants.

Membership makeup:

WIOA Program partner staff, Title II – IV Board Representatives, and Board members interested in developing program capacity

Work Group Responsibilities:

- Coordinate with One-Stop Operator activities and initiatives
- RFP Development and Provider Selection, including identifying the needs and capabilities of program participants and ensure that RFPs are addressing those needs and filling gaps
- Enrollments/referrals (including referral network for programs at capacity)
- Coordinating service delivery among core partner programs
- Review and provide feedback on program policies and procedures
- Stakeholder engagement (participants, program staff)
- Coordination of services in CareerForce Center
- Review of program monitoring findings, areas of concern, and best practices
- Training and capacity building for partner programs and staff
- Implementing innovative and data-driven best practices

Program Design & Development Board Member Representatives:

- Kim Schrupp, Organized Labor, Laborers Local 563, **Work Group Chair**
- Kate Black, Organized Labor, AFSCME 65
- Sarah Gutzman, Government, Vocational Rehabilitation Services
- Cindy Larson, Government, DEED
- Jennifer Keilas, Carver County

Staff

- Bri Zaiss, Hennepin County
- Virginia Rose Kane, taking and distributing 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.

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

