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*MINNEAPOLIS WORKFORCE DEVELOPMENT BOARD*

**MEETING MINUTES**

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Meeting Date: May 15, 2018

Meeting Location: Midtown Global Market

Greenway Conference Room

920 East Lake Street

Minneapolis, MN 55407

**PENDING APPROVAL:** Minneapolis Workforce Development Board

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**1 ATTENDANCE**

<b>Name</b>	<b>Title</b>	<b>Organization</b>	<b>Present</b>
<b>COUNCIL MEMBERS</b>			
Beeth, Laura - Chair	VP, Talent Acquisition System, HR	Fairview Health Services	N
Abdullahi, Siyad	CEO/Entrepreneur/Health Care Executive	Pro-Health Care and The Language Banc, Inc.	N
Bistodeau, Craig	Apprenticeship	Sprinkler Fitter Local	N
Campbell, Elizabeth	Director of Emerging Business Inclusion	Ryan Companies US, Inc.	N
Dixit, Amol	Owner/CEO	Hot Indian Foods	Y
Eison, Jashan	President/CEO	H & B Elevators	Y
Flateau, Doug	Executive Director	Working Partnerships	N
Goze, Anthony	Owner/Chief Manager	MAG Mechanical	Y
Horner MJ	Sr. Dir, Talent Strategy and Transformation	Xcel Energy	Y
James, Amber	Digital Strategist	Clockwork	Y
Kuntz, Steven	Program Specialist	State of Minnesota	Y
Mbali, John	Program Manager	Hennepin County Work Supports, Human Services	Y
McConnell, Daniel	Business Manager	Minneapolis Building and Construction Trades Council	Y
Noor, Ibrahim	Field Operations Area Manager	MN Dept of Employment and Economic Dev.	Y
Pannkuk, Patty	Sr. VP, Community Affairs Manager	Wells Fargo	Y
Peterson, Carlye	Manager, Adult Education	Minneapolis Public Schools	N
Pierce, Sharon	President	Minneapolis Community and Technical College	Y
Redd, Scott	Vice President of Services	Aeon	Y
Roth, Jim	Executive Director	Metropolitan Consortium of Community Developers	Y
Watson, Tara	Chiropractor	Watson Chiropractor	Y
Weinhagen, Jonathan	President/CEO	Minneapolis Regional Chamber of Commerce	Y
<b>STAFF</b>			
Allen, ShaVonda	Justice Career Pathways Grant Manager	City of Minneapolis	Y
Bahr-Helgen, Deb	Director	City of Minneapolis	Y
Bihi, Saeed	Opportunity Center Manager	City of Minneapolis	Y
Brinda, Mark	Manager	City of Minneapolis	Y
Christian, Catherine	Adult and DW Programs Coordinator	City of Minneapolis	N
Courtney, Matthew	Administrative Analyst II	City of Minneapolis	Y
DeHaven, Linda	MFIP Program Manager	City of Minneapolis	Y
Dickinson, Tammy	Career Pathways Coordinator	City of Minneapolis	Y
Frank, David	Interim Director, CPED	City of Minneapolis	N
Harrold, Teresa	Youth Program Manager	City of Minneapolis	Y
Larson, Marie	Business Relations Manager	City of Minneapolis	Y
Lundborg, Jeremy	Program Manager, STEP-UP	City of Minneapolis	Y
Peterson, Anna	Director, STEP-UP	City of Minneapolis	Y
Slezak, Mike	Business Support Services	City of Minneapolis	Y
<b>GUESTS</b>			
Hanson Willis, Jeremy	Deputy Commissioner	MN DEED	Y
Heino, Grant	Veterans Employment Representative	MN DEED	Y
Kachman, Hanane	Workforce Development Consultant	Fairview Health Services/HealthEast	Y
O'Neill, Tim	Regional Labor Market Analyst	MN DEED	Y
Skumatz, Deb		Minneapolis Public Schools	Y

## 2 MEETING LOCATION

Address: Midtown Global Market, Greenway Conference Room, 920 East Lake Street

## 3 MEETING START

Meeting Schedule Start: 8:00am

Meeting Scribe: Matthew Courtney

## 4 AGENDA

- **Welcome and Chair's Report**

Acting-Chair Jim Roth called the meeting to order. MWDB members and guests introduced themselves.

- **Recognition of Service: John Mbali and MJ Horner**

After several years of service, John Mbali and MJ Horner will be stepping down from the MWDB. Jim Roth presented plaques to each member that included the following inscription:

*In appreciation of your dedicated service to the Minneapolis Workforce Development Board in recognition of your exceptional leadership and devoted service to Minneapolis businesses and job seekers.*

- **Approval of Minutes**

The minutes from the March 20, 2018 meeting were approved.

- **Receive and File:**

- The Minneapolis Employment and Training Combined Programs reports were received.
  - Program Reports included:
    - Youth Committee
    - Adult Programs
    - Business Services
    - Minneapolis Workforce Center Usage Reports.

- **Chair and Director Reports**

- Director Deb Bahr-Helgen announced the following:
  - Director Bahr-Helgen expressed gratitude for John Mbali's and MJ Horner's years of service on the board.
  - Minneapolis Employment and Training was awarded a total of \$600,000 for two State of Minnesota Pathways to Prosperity grants: 1) Minneapolis Health Hire, in partnership with Minneapolis Community and Technical College; 2) Minneapolis Public Sector Safety Pathway, in partnership with numerous community organizations.
  - Applications to serve on MWDB will be accepted by the City's Clerk's Office until May 18.
  - Written Public Comments on the draft 2018-2019 Local Plan for Minneapolis WDA #10 will be accepted through May 29, 2018.
  - Anna Peterson, Director of STEP-UP, announced preparations for the annual STEP-UP tour on July 17, with the location to be determined

### **Local Workforce Development #10 Area Plan**

A motion was made, seconded, and members voted to direct staff to emphasize the policies and availability of services in support of gender equity and disconnected youth in the PY2018-2019 Minneapolis WDA #10 Local Plan to align with the State Plan.

**CareerForce Presentation**

- Jeremy Hanson Willis, Deputy Commissioner of Workforce Development at DEED, presented on the impending launch to re-brand the Minnesota workforce center system to CareerForce. It will also include a digital platform to provide integrated online workforce development services throughout the state for job seekers, employers, workforce system staff, and community partners. The external launch will be in October 2018.

**Metropolitan Labor Market Information**

- Tim O'Neill, Regional Labor Market Analyst at DEED, presented an overview of labor market data for the metropolitan region.

**WIOA Audit and Minneapolis Comprehensive Workforce Center**

- The federal Workforce Innovation and Opportunity Act (WIOA) was enacted in 2014 to replace prior workforce legislation, most recently the Workforce Investment Act of 1998. WIOA's final rules and regulations took effect on July 1, 2016.
- Mark Brinda, Manager, Minneapolis Employment and Training, presented a summary of a recent U.S. Department of Labor (DOL) audit of WIOA Adult programs administered by DEED and City of Minneapolis. The DOL audit was the first federal review since WIOA requirements took effect.
  - WIOA requires every local Workforce Development Area (WDA) to have at least one comprehensive one-stop American Job Center where certain workforce services are accessible on-site. This differs from prior WIA regulations in which the services could be provided through an unspecified combination of on-site and off-site service delivery models.
    - WIOA also allows local WDAs to operate affiliate one-stop centers to provide supplemental workforce services.
  - To align with WIOA, a motion was made, seconded, and the MWDB voted to support staff's recommendation to maintain one comprehensive one-stop American Job Center in Minneapolis at 800 West Broadway and to maintain one affiliate American Job Center at 777 East Lake Street.
    - *MWDB Members Steve Kuntz and Ibrahim Noor abstained.*
  - As approved, staff will implement the following actions to ensure the comprehensive one-stop center meets federal requirements:
    - WIOA Title 1B Adult career services, including basic and individualized career services, will be made accessible on-site at 800 West Broadway. This will require the current competitively selected provider to locate full-time staff at 800 West Broadway. The community-based organization will provide the full continuum of basic and individualized career services, along with support and training services, based on clients' needs.
    - WIOA Title IB Dislocated Worker (DW) services will be made accessible on-site at 800 West Broadway. A full-time WIOA DW provider will be located on-site beginning in the fourth quarter of 2018.
    - WIOA Title IB Youth services will be made accessible on-site at 800 West Broadway. A full-time WIOA Youth provider will be located on-site beginning in the fourth quarter of 2018.
    - WIOA Title II Adult Basic Education services will be made accessible on-site at 800 West Broadway. Minneapolis Public Schools Adult Education will move into the building beginning in June 2018.

## **5 MEETING END**

Meeting Adjourned at 9:30 am.

## **6 NEXT MEETING**

Date: Tuesday, July 17, 2018

Time: 8:00am – 9:30am

Location: To Be Determined