** Operations Committee Meeting**

**Date:** August 27, 2020

**Time:** 9:00 AM – 12:30 PM

**Location:** GoToMeeting

**Attendees:** Kate Probert Fagundes, Jinny Rietmann, Ling Becker, Nicole Swanson, Barb Chaffee, Vicki Leaderbrand, Rick Roy, Heather Gleason, Tammy Biery, Anne Kilzer, Mark Jacobs, Tim Jones, Elena Foshay, Deb Bahr-Helgen, Diane Halvorson, Tim Beaver

**DEED:** Marc Majors, Sean Bibus, Jackie Buck, Lorrie Janatopoulos, Amy Carlson

**MEETING MINUTES**

Nicole Swanson called the meeting to order at 9:03 AM. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Agenda** – Nicole Swanson added a new Hot Topic to the agenda. With this change, Barb Chaffee moved approval of the agenda, Rick Roy seconded. Agenda approved.

**Minutes** – Barb Chaffee moved approval of the July minutes, Vicki Leaderbrand seconded. Minutes approved.

**DEED Updates**

**Update – Marc Majors**

* Funding stream: The current structure will remain. There is not enough information to determine if it is working or not. Follow-up meeting being scheduled.
* National Emergency Grant: Received approval for $2.5 million. Was offered opportunity to apply for additional funds. The application requires a list of employers who will be hiring disaster relief workers, specifically. Marc’s team will follow-up with WDA’s as local employer information is needed for the grant.
* Performance Report Pilot: The pilot program is to create short narratives on performance. DEED and local areas will do qualitative analysis. Quantitative data will be pulled from Workforce One. 15 agencies were asked to participate in this pilot. Many different aspects of data will be included, but there is a focus on client demographics. This explains who is being served by each agency.
* Rapid Response Work Group: Marc spoke to Rick Roy about this topic. The issues with this are expansive and it will be a heavy lift to address. Continued discussions to follow.
* Grant: MAWB’s application for the Capacity Building PY20 WIOA Adult Set Aside grant was recently approved.

**Performance Negotiations – Amy Carlson**

* All WDAs received an email on August 3rd about performance negotiations. Answers to common questions were sent out in a follow-up email.
* Amy has run simulations with the proposed numbers. If the state were to accept all DW proposals as listed, the state wouldn’t meet three standards. If all Adult proposals were accepted as listed, the state wouldn’t meet four standards.
* During negotiations, the state may propose lower numbers based on previous performance of the area. Only 5 WDAs will not receive a lower counter.
* Simulations include four quarters of data.
* It’s possible that a new federal administration could change everything. Adjustments from DOL would hopefully translate into relief for local areas. Final negotiations due to DOL 9/30/20 – Amy will provide an update at the September MAWB Operations meeting before plan is finalized.

**CareerForce Updates – Lorrie Janatopoulos**

* Lorrie recently joined Commissioner Grove for a listening tour of Duluth.
* MMB recently announced that DEED employees who can work from home will continue to do so through the end of 2020.
* There is no set date for reopening DEED-managed locations by appointment only.
* CareerForce is interested in digital literacy efforts and they are trying to broaden partnership with libraries.
* A few local areas shared their experiences with opening by appointment-only.
	+ NEXT STEPS: Nicole and Lorrie will share these updates at the next DEED Return to Workplace Task Force.

**Updates – Sean Bibus**

* Application for OSO waiver was denied by DOL. The system will have to do a new RFP process. They will utilize DOL’s offer for technical assistance. This application has been considered a long shot from the beginning of the process, but DEED will look into the appeal process.
* The issue about COVID impacts to FTEs and the IFA can be solved in two ways. Potentially, it could be solved by local agreement. The other option is to have the state come up with a plan and provide additional guidance.
* MAWB committee members said that they would appreciate additional guidance from DEED.
	+ NEXT STEPS: Sean will return to the September meeting with an update.
* Sean would like to try and fit the MOU training in before the end of September.
* Comments on the new draft board policy can be sent to Becky Accettura (baccettura@mncounties.org) who will collect them and send to Sean.
	+ WIOA does not currently specify that term limits are required or that there is a specific number of terms that a member can serve.

**Updates – Jackie Buck**

* [Hidden Bias in the Workplace](https://www.careerforcemn.com/hidden-bias-workplace) blog series has started and is available on CareerForceMN.com.
* Jackie’s team has been working with Jason Wadell on a layoff aversion process.
* Partnership with MNIT to establish a new standard for registered apprenticeship in IT.
* Starting to see an increase in business expansion and new business.
* Regional employer outreach calls are happening around the state. Anyone interested in joining can contact Jackie Buck at jacqueline.buck@state.mn.us
* There is a tour of manufacturing happening this year. More information to come.

**Follow-Up Topics**

* Performance Measure Sanction Policy Draft: There is a MAWB team working on this who will be meeting again soon. The current draft reiterates what is in the federal law. The group intends for the state policy to reflect that law.
* MAWB Summer Meeting Survey results: The responses were generally positive. Most people found the virtual event software, GoToTraining, easy to use. Most people said they wanted to meet in person next year.
* MAWB Director Survey results: MAWB Directors were recently surveyed about a proposed joint meeting between MAWB, Job Service Managers, VRS, and ABE. MAWB leadership will meet with DEED leadership to take next steps.

**CARES Act in Local Areas**

* Local areas shared how they have been implementing CARES Act funds for workforce projects.
* Projects included: funding contracts for supplementary services for workforce programming, events with tech companies to distribute computers to people, and funding allocations for community-based organizations. Send project information to Becky to compile a list of statewide projects.

**Hot Topics**

**ROI Reports**

* In the past, ROI reports have not been distributed to other local boards or the general public with individual information from specific local areas. They are used publicly as statewide information.
* Carol Dombek (cnd562@gmail.com) can answer specific questions about local areas or about how to fill out the worksheet.

**CareerForce Platform Survey of Users**

* Nicole Swanson that there should be a survey of CareerForce’s users to determine effectiveness and gather feedback. Lorrie Janatopoulos recommended that this item should be taken to the CareerForce leadership team.

**SCSEP Paid Sick Leave**

* Elena Foshay mentioned that this doesn’t seem to currently be an option. It’s unclear whose policy this belongs to. Depending on how the individual contracted COVID, it may be a worker’s compensation question.
	+ NEXT STEPS: This will be added to the September Jobseeker Services agenda.

**Updates on MFIP ES Funding**

* Seeing an increase in applicants.
* Ling Becker has a slide on how MFIP is calculated. It is mostly out of local area control and based on previous quarters.

**School-Based Services Plans/TANF Innovations**

* Elena Foshay asked how other local areas were handling school-based services given uncertainty about COVID.
* Some local areas are following the schools’ own plan (remote, in-person, hybrid) for their services.
* New enrollments in the TANF Innovations program are down.
	+ NEXT STEPS: This item will be added to the September Jobseeker Services agenda.

**Committee Reports**

* **NACo:** There has been a change in leadership in the committee.
* **US Conference of Mayors:** Will be looking for best practices in virtual services later this fall.
* **GLETA Report:** Meeting next week. Will not be meeting with DOL.
* **WF1 Advisory:** Met in July, but MAWB leadership was unable to attend. WF1 Connect App has been discussed in local areas and with MACSSA. They plan is to move forward in January. It seems that they approached someone at DHS but felt that their concerns went unheard. There is interest in meeting with MAWB for further conversation.
* **CareerForce Return to Work:** No new information except the update from DEED regarding working from home through the end of 2020 (see above).
* **Training Work Group:** Proposed a workshop with Ellie Krug on white fragility. The training is $1,650 and would take place in September/October.

Ling Becker moved to approve the training proposal and Rick Roy seconded. The motion was approved.

The Training Work Group also discussed having a fiscal training session with grantees and a legislative advocacy training. There was also discussion on having a file sharing resource for MAWB documents.

* **Policy & Issues Committee:** No August meeting.
* **Jobseeker Services:** No August meeting.
* **Equity Committee:** Met in July. See minutes. Will be setting up next meeting shortly. Email baccettura@mncounties.org if interested in joining this committee.
* **Business Services/Economic Development:** See minutes/read Top 10.
* **Legislative Committee:** The Legislative Committee discussed uncertainties about 2021. Legislative advocacy training for federal and state levels would be helpful, plus potentially focused sessions on specific issues. They have started drafting their platform and it can be edited based on feedback: see minutes.

**Meeting adjourned 12:20 PM.**