



Operations Committee Meeting

Date: September 24, 2020
Time: 9:00 AM – 12:30 PM
Location: GoToMeeting
Attendees: Anne Kilzer, Diane Halvorson, Barb Chaffee, Janelle Wald-Kovar, Vicki Leaderbrand, Jinny Rietmann, Anna Mullikin, Marie Domiano, Carrie Bendix, Mark Jacobs, Heather Gleason, Deb Bahr-Helgen, Kate Probert, Ling Becker, Laura Petterson, Elena Foshay
DEED: Rita Beatty, Anisa Hajimumin, Ben Baglio, Mike Lang, Nancy Omondi, Lensa Idossa, Amy Carlson, Marc Majors, Mike Lang

MEETING MINUTES

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

Agenda – Two Hot Topics were added to the agenda: Federal Shutdown and NAWB Accreditation. With these changes, Vicki Leaderbrand moved approval of the agenda. Mark Jacobs seconded. The agenda was approved.

Minutes – Mark Jacobs moved approval of the August minutes. Diane Halvorson seconded. The minutes were approved.

DEED Updates

Update – Marc Majors

- National Emergency Grant: Received approval for \$2.5 million. Was offered opportunity to apply for additional funds. Over the last two weeks, Marc's team has been putting together an additional application for \$4.5 million. The draft is currently with the regional DOL office for comments. Marc's team would like to reconvene the MAWB group who helped write the original application to advise on the planning process for spending the additional funds.
 - NEXT STEPS: Marc will re-send the list of emergency jobs.
 - NEXT STEPS: MAWB Directors involved with the planning will raise the question about using NEG funds on free computer distribution.
- Performance Pilot Report: Draft is ready.
 - NEXT STEPS: Marc will re-send the draft of the report.

Performance Negotiations – Amy Carlson

- Amy presented the current data. 320 total performance indicators were negotiated.
- The document presented during the Operations Committee is a draft until it has been submitted to the DOL (but there are no changes expected to take place). No WDAs have received the document yet.
- Once the data has been sent to the DOL, all local areas will receive a copy.

Updates – Mike Lang

- Continuing to push Jobs in Demand on CareerForceMN.com.
- The Duluth drive-thru job fair was a success. The City of Duluth assisted with the logistics. CareerForce will continue to investigate and promote events like this.
 - NEXT STEPS: Add a best practices on the drive-thru job fair to the October Jobseeker Services agenda.
- Each state agency is promoting nonpartisan [Get Out the Vote efforts](#).
- Standardized workshops are coming together. Rita Beatty has completed drafts of the materials.
- A new Job Service Coordinator will be coming on board soon with Mike's team.

Updates – Rita Beatty

- Stepping up social media and encouraging people to share CareerForce posts.
- GovDelivery outreach to UI recipients continues.
- Commissioner Grove will be on the next What's New with CareerForce Webinar (10/1 at 10:00 AM).
- Visit [this link for the CareerForce logo policy](#).
 - NEXT STEPS: Rita Beatty will send out list of recent marketing activities.

Updates – Ben Baglio

- Ben is creating a survey for the GWDB. It will ask several general questions to determine how the GWDB can improve, inform legislative reports, determine what programs can be replicated, what are the major issues, etc. Ben asked whether MAWB wanted to be included on this survey distribution.
 - Directors agreed that it would be good to involve local boards on the survey.
 - Directors can ask the same questions from the survey to the board verbally/in a meeting, and then fill out the survey with the results later.
 - NEXT STEPS: The survey results should be presented at the December joint meeting.
 - NEXT STEPS: Ben will send the draft questions to the MAWB Directors.
- Coursera funding continues through March 31, 2021. As of April 1, anyone still using Coursera would not lose their course progress, but they would switch to their own paid account.

Round Table Discussion

- Opening by Appointment Only: How is it going?
 - Discussion ensued.
 - DEED continues to push the reopening question with leadership. Guidance on reopening will come from the Governor and MMB, not DEED.
- Library Partnerships: How are local areas collaborating with libraries?
 - Discussion ensued.
 - NEXT STEPS: Rick Roy, Lorrie Janatopoulos, Ben Baglio, Ling Becker, and Mike Lang will discuss library partnerships and determine who to bring into the conversation. This topic will be discussed at the October Operations meeting.

Hot Topics

Tracking Dislocated Worker Phone Calls

- Mike Lang provided data from MinnesotaWorks on the referrals made to various programs, including DW.

- There is a document that explains how to enter this data. The system is currently primarily used by Job Service managers, but many staff have access to entering the data.
- Mike is training Job Service managers how to pull this report themselves.
 - NEXT STEPS: The new Job Service Coordinator may be able to assist with this project. It may be a topic for one of the first Job Service/MAWB/VRS meetings.

Draft Performance Sanction Policy

- Mark Jacobs provided a draft of the policy.
 - NEXT STEPS: Send feedback to Mark Jacobs. The revised policy will be discussed again at the October Policy & Issues Committee meeting before being presented again at the October Operations Committee.

Youth WEX

- Discussion ensued about youth work experiences.
- There may be opportunities coming soon with TANF Innovations via a collaboration between Kay Tracy at DEED and DHS. More info to come.

Federal Shutdown

- According to MAWB's Federal Legislative advisor Chris Andresen, there is no need to be concerned about a potential government shutdown
 - NEXT STEPS: Files in the MAWB archives, and files from MAWB Directors, can be sorted through for more information about preparing for a federal shutdown. Files should be sent to the Legislative Committee for sorting & reviewing.
 - NEXT STEPS: Nicole Swanson and Tammy Biery will also discuss this question with Marc Majors to determine how MAWB can assist DEED with preparing for this situation, should it arise in the future.

NAWB Accreditation Survey

- Rick Roy investigated this question and determined that it was not a good idea for now.

MAWB Updates

- Committee lists have been updated. Members should check and verify their committee assignments.
- MAWB is running another round of Promising Practices for the December joint meeting. Templates and materials will be sent out shortly along with an announcement.

Committee Reports

- **NACo:** There has been a change in leadership in the committee. They have been focused on housing, which is a national concern right now.
- **US Conference of Mayors:** No update. Fall Conference is currently happening.
- **GLETA Report:** GLETA is creating a document of potential changes to WIOA for advocacy efforts.
 - **NEXT STEPS:** Barb Chaffee will send the draft to the Directors.
- **WF1 Advisory:** WF1 Connect App preparing for roll out February 2021.
 - **NEXT STEPS:** This topic will be added to the Jobseeker Services Committee agenda for October. Discuss interest in seeing a demo of the app.

- **CareerForce Return to Work:** No updates.
- **Training Work Group:** Equity training is scheduled for 9/28. Mini-sessions were proposed – see document.
- **Policy & Issues Committee:** See minutes.
- **Jobseeker Services:** See minutes.
- **Equity Committee:** Committee re-launched and held meeting in September.
- **Business Services/Economic Development:** See minutes/read Top 10.
- **Legislative Committee:** Considered holding congressional meetings this fall but decided against them. Will instead focus on prepping internally for advocacy in 2021. Will be making edits and changes to platform in upcoming weeks. Considering sending a letter from MAWB in support of passing a bonding bill this year – send thoughts on this to Anne Kilzer.

Adjustments may be made to the November and December Operations meetings because they conflict with holidays. Decisions will be made at the October meeting about the schedule.

Final note on IFAs: Changed IFAs were sent to Sean Bibus for DEED signatures, but Sean is currently out on leave. IFAs currently in place remain in place. DEED is getting technical assistance from DOL and there *may* be additional changes to IFAs, so local areas should wait until Sean returns for more information.

Meeting adjourned 12:45 PM.