



Policy and Issues Committee

Wednesday, December 16
11:30 AM – Meeting Begins
GoToMeeting

Attendees

Barb Chaffee (Chair)	Central MN Jobs and Training	Vicki Leaderbrand	RMCEP
Ben Baglio	GWDB	Marc Majors	DEED
Deb Bahr-Helgen	City of Minneapolis	Jinny Rietmann	WDI
Sean Bibus	DEED	Rick Roy	Washington County
Jeanna Fortney	MAWB	Nicole Swanson	Anoka County
Mark Jacobs	Dakota-Scott	Anne Kilzer	Hennepin-Carver
Lorrie Janatopoulos	DEED	Kay Kammen	GWDB
Tammy Biery	Career Solutions	Elena Foshay	Duluth

Agenda

1. OSO Procurement Process Updates – Lorrie Janatopoulos

- Sean and Lorrie have been attending DOL Technical Assistance phone calls with states in our region regarding OSO Procurement Process. Here are the main points:
 - Local areas need to provide a dollar value for the value of services.
 - The detailed budget needs to include all activities required for the OSO. Everything needs to be documented.
 - Lorrie and Sean have set up a meeting with Julie Freeman, Chief Financial Officer at DEED, to talk about procurement to see if DEED can be helpful.
 - The competitive process must be used. Regardless of the chosen OSO, the WDA must monitor and evaluate their performance. WIOA provision about multiple roles – conflict of interest must be monitored.
 - This is a legally binding agreement. Must have mutuality of obligations, enumerated list of duties, severance clauses, etc. But there is no requirement to pay cash. The service has to be valued with a dollar amount but it can be paid in-kind.
 - Consortia can apply but each member of the consortium’s scope of work and value must be detailed, along with how they are contributing the value in-kind (if applicable).
- DEED is working on getting this guidance out in a written format. They will also be putting out written guidance on local and regional plans.

Question & Answer

- Mark Jacobs: I can anticipate a situation where there is an applicant, but it’s not a good application.
 - Lorrie Janatopoulos: Guidelines in the RFP and your procurement process might help clarify that situation. The local board determines who the OSO is. The Board should follow any procurement processes that are in place.
 - The DOL doesn’t believe Minnesota has ever participated in the competitive process because the state has not, for the most part, used a dollar amount in the RFP. The dollar amount also must meet a “nominal value” threshold. Could be equivalent to one FTE, \$20,000, or \$40,000. Under \$5,000 does not seem to meet the mark. DOL was not very forthcoming with a clear answer about this.
- Carrie Bendix: Does there have to be a cash exchange?

- Lorrie Janatopoulos: Probably not. You would have to document that you are getting the value in any other in-kind format. Letters of commitment would be a good practice.
- Carrie Bendix: Are there specific requirements on how WDAs need to issue the RFP? Who does it need to be sent to? Where do we need to post it?
 - Sean Bibus will get back to MAWB about this question.

2. MAWB & DEED Partnership on IFA Process – Lorrie Janatopoulos & Sean Bibus

- MAWB is meeting often about IFAs. Sean has been attending those meetings. DEED wants to stay in touch with MAWB as much as possible.
- It is a good practice to copy Lorrie Janatopoulos on questions sent via email to Sean Bibus.

3. Systems Documents and Timeline Review – Sean Bibus

- The draft Local/Regional plan must be made available in Local Area/Region for up to 30 days. It must be made available electronically and otherwise (examples: physical copies at Board meetings). The WDA must try to solicit comments.
- Additional guidance will come out about what specifically DEED will be looking for.
- The local plan template is changing, and it will be sent out likely tomorrow or Friday. The Regional plan template is not changing.
- If there is concern about the timeline on the local plan due date, please email Lorrie Janatopoulos.

4. TEGL on the Priority of Service – Marc Majors

- TEGL came out recently on Priority of Service for WIOA Adult. Is DEED putting out guidance about this?
 - NEXT STEPS: Discuss [TEGL 7-20](#) at next meeting.

5. Entering Support Services into WF1, Follow Up – Marc Majors

- There were questions about this pre-COVID. Marc is having an internal team meeting about this soon to discuss. DEED policies say that information must be submitted in WF1.
- In monitoring visits, Duluth has been asked to re-enter data in other areas. Have never found an overarching solution to that problem. Pre-COVID, MAWB and DEED were going to pull together a group of fiscal directors to talk about the burden of this and potential solutions.
- The policy started from Adult Career Pathways and then trickled into all other programs.
- Local areas are not sure whether this is *in policy* or whether it is just *an expectation* from monitors.
 - NEXT STEPS: Marc will check whether/where the expectation exists in policy. Add to next meeting agenda.
- The other concern is that the amounts allocated or obligated are not necessarily the funds spent, so the information in WF1 would not necessarily be correct. The accounting systems more accurately represent real expenditures.

6. Feedback from Marc's DOL Meeting – Marc Majors

- The Quarterly State Leaders meeting is this Friday. Marc asked a question about performance and COVID-19, and about waivers. Might be able to revisit the OSO waiver in the spring.
- Marc is also asking for examples of how other states are serving people in the service industry. Looking for best practices.
- There is a higher percentage of people than normal dropping out of training programs because people are leaving the workforce. This will impact performance numbers.
 - NEXT STEPS: Local areas with details to contribute about performance should be sent to Jeanna. She will compile and send to Marc. On the next meeting agenda, Marc will update the group with the update from the DOL State Leaders meeting on performance and the OSO waiver.

7. Distribution of Opioid Grant Funding – Marc Majors

- There is a meeting scheduled for January 11th about the Opioid Grant with Marc's team. It is unclear whether grant distribution can proceed before then or whether they have to wait until after the meeting.
 - NEXT STEPS: When this has been clarified, Marc will get back to MAWB. Marc will also find out whether other areas of the state can get in on the grant.

8. NEXT STEPS: Marc will get back to Jeanna with the actual text of the NEG.

9. Mission Statement – Vicki Leaderbrand

- Discussion ensued on a draft statement of the mission of the Policy & Issues Committee written by Vicki Leaderbrand. Edits were made during the meeting and will be added to the Committee Report Template in advance of the January Committee Chairs Meeting.
- Mark Jacobs moved approval of the mission statement. Vicki Leaderbrand seconded. The motion carried.

Next meeting: January 20