



Operations Committee Meeting

Date: October 22, 2020
Time: 9:00 AM – 12:30 PM
Location: GoToMeeting
Attendees: Heather Gleason, Diane Halvorson, Ling Becker, Vicki Leaderbrand, Carol Turner, Nicole Swanson, Tim Beaver, Anne Kilzer, Elena Foshay, Jinny Rietmann, Mark Jacobs, Rick Roy, Marie Domiano, Barb Chaffee, Tammy Biery, Deb Bahr-Helgen, Randy Back, Nola Speiser, Kate Probert
DEED: Rita Beatty, Jackie Buck, Mike Lang, Marc Majors, Jennifer Anderson, Catalina Valencia
Guests: Hannah Buckland

MEETING MINUTES

Nicole Swanson called the meeting to order at 9:02 AM.

Agenda – Rick Roy moved approval of the agenda. Diane Halvorson seconded. The agenda was approved.

Minutes – Barb Chaffee moved approval of the September minutes. Anne Kilzer seconded. The minutes were approved.

Introduction: Catalina Valencia, Director of Business Development, DEED

Catalina Valencia started recently as the new director of Business Development at DEED. She shared a brief overview of her career path, the context of business development in Minnesota, the impact of COVID-19, and some initial goals for her work at DEED. She can be reached at Catalina.valencia@state.mn.us with questions.

DEED Updates

Updates – Marc Majors

- Rapid Response: MAWB had submitted comments about Rapid Response to Marc. His team is performing a preliminary analysis and preparing a response.
 - NEXT STEPS: In the next month, Marc's team will connect with the small group of MAWB volunteers who wrote the comments. This small group will discuss DEED's response.
- 2nd Allocation: A question was asked about the timeline for receiving the second WIOA allocation. It had arrived around October 17th last year. Marc's team has sent an email to the regional DOL office.
 - NEXT STEPS: Marc will communicate DOL's response to local areas when it has been received.
- National Emergency Grant: Received approval for \$2.5 million. The state was offered the opportunity to apply for additional funds. DEED applied for an additional \$4.5 million.

- Opioid Grant: The application was submitted to the DOL regional office early last week. It has likely been sent to the federal DOL office at this point.

NEG Rollout – Jennifer Anderson

- Jennifer shared a presentation about the rollout of the NEG. DEED-ETP will host at least one training webinar about administering the grant. A Grant Coordinator will be the key contact and lead for communications.
- Committee members asked several questions, including:
 - Q: Will funding be going directly to WDAs or will it go to Dislocated Worker providers?
 - A: DEED-ETP will find out.
 - Q: Do LWDA's have to apply through RFP for the funds?
 - A: Currently unclear. DEED-ETP will find out.
 - Q: Do childcare providers have to be licensed to be eligible?
 - A: No, this is not a requirement.
 - Q: What types of services count as childcare? Is after-school care eligible?
 - A: DEED-ETP will find out.
 - Q: Are potential jobs limited to the listed categories only?
 - A: Yes, for now.
 - Q: Can marketing outreach be passed to local areas?
 - A: Marc Majors said that there should be a broader conversation about marketing statewide. There have been challenges across the state with Dislocated Worker outreach.

Updates – Mike Lang

- There has been no change with the CareerForce reopening plan. Reopening of physical locations is still on pause with no date to reopen by appointment only.
- Renewing focus on MinnesotaWorks.net as the tool for WIOA reportable individuals
- Reception and Resource Area Certification Program (RRACP) – restarting this project in 2021. It will be all online and include modifications from prior versions.
- New version of Cybrarian will be able to chat with customers remotely.
- Changing to a more regional job service manager structure.
- A new Job Service Program Coordinator has started recently.

Updates – Jackie Buck

- Jackie Buck announced a new #GoodJobsNow campaign that is launching today (October 22, 2020). She will share additional information about this campaign which can be sent to employers.

Updates – Rita Beatty

- The [CareerForce Challenge Week](#) is a new initiative to increase CareerForce visibility and raise awareness.

Library & Workforce Partnership Discussion

- Hannah Buckland, State Library Program Specialist, Minnesota Department of Education shared a presentation with an overview of state library services and statistics.

- Rick Roy shared a draft survey that they have created for the 141 library directors in the state to complete. They are still determining the timeline for distribution of the survey.
 - Mark Jacobs suggested that a question about what services the library directors are *least* comfortable assisting with would be a valuable addition.
 - NEXT STEPS: Hannah and Rick will return to a future Operations meeting to share the results of the survey.

Hot Topics

- It was proposed that a group of local area staff meet occasionally to discuss questions and compare answers about Incumbent Worker Training.
 - NEXT STEPS: Barb Chaffee (CMJTS) and Elena Foshay (Duluth) will collaborate to identify potential dates for these meetings.
- ROI Report: Anne Kilzer provided an overview of the aggregated statewide ROI data for 2018-2019. Only the aggregated report would be used for advocacy efforts with legislators. The numbers were very similar to the last set of data, except for SNAP E&T which saw a significant increase in the return on investment.
 - Discussion ensued about potential changes to the ROI worksheet. Anne Kilzer recommended that any efforts to change the process should be started early in 2021.
 - NEXT STEPS: When Jeanna returns, discussion will continue about potential changes.
- MAWB Updates: The November Jobseeker Services meeting will be cancelled. Operations Committee will meet on that day instead (November 25th) from 9:00 AM – 12:30 PM. There will be a December check-in meeting for Operations, time and date TBD. Nicole Swanson discussed progress on the proposed joint meetings between MAWB, Job Service, VRS, and SSB. She also proposed a one-time meeting in January 2021 between all MAWB committee chairs to realign and coordinate for the next year.
 - NEXT STEPS: The MAWB planning team will work to identify dates for the December Operations check-in and the committee chairs meeting.

Committee Reports

- **NACo:** Mark Jacobs sent a written report via email.
- **US Conference of Mayors:** Jinny Rietmann will send a written report.
- **GLETA Report:** The [October GLETA packet](#) was posted on the website.
 - NEXT STEPS: Directors should review the WIOA Reauthorization Recommendations on Page 7 of the packet and send comments to Barb Chaffee.
- **CareerForce Return to Workplace:** No updates.
- **Training Work Group:** No meeting in October.
- **Policy & Issues Committee:** See minutes.
- **Jobseeker Services:** See minutes.
- **Equity Committee:** See minutes.
- **Business Services/Economic Development:** See minutes/read Top 10.
- **Legislative Committee:** Review proposed [2021 Legislative Platform](#) and send comments to Anne Kilzer. The Legislative Committee is meeting twice before the December Joint Meeting with the GWDB, so there is still time to revise the platform if needed.

Meeting adjourned 12:31 PM.