



Operations Committee Meeting

Date: January 28, 2021
Time: 9:00 AM – 12:30 PM
Location: Zoom

MEETING MINUTES

Nicole Swanson called the meeting to order at 9:01 AM.

Agenda – Barb Chaffee moved approval of the agenda. Tammy Biery seconded. The agenda was approved.

Minutes – Barb Chaffee moved approval of the September minutes. Tammy Biery seconded. The minutes were approved.

DEED Updates

- *Future CareerForce Industry Months*
 - A small team at DEED has been working on Industry Months. A calendar of proposed months has been sent to the Commissioner and is awaiting feedback. February will focus on Reskilling, although this is mostly an internal focus and not geared to the public as much. March is Small Business month (not industry), April will be Tech Month, July will be Veterans Month. The DEED team works together on the strategy. The various months have different degrees of engagement and advertising to avoid oversaturating the media and inboxes with notifications.
 - Discussion ensued about including MAWB earlier in conversations to develop a proposed list of industry months in collaboration with DEED.
- *Rapid Response*
 - Meeting has been scheduled for next week to review needs for Rapid Response adjustments.
- *Opioid Grant*
 - Met with four workforce development areas two weeks ago and have been communicating via email. There may be some options to receive additional funding through this grant.
- *National Emergency Grant*
 - Will be using an RFP process. DEED recently received a call from the federal office asking to meet. Some states have been getting audited. As a result, the federal office is strongly suggesting that the state restricts the types of jobs that can be served to positions that directly tied to preventing the spread of COVID or provides life-saving services. Childcare positions do not meet these guidelines.
 - Additional positions that do meet the guidelines can be added – send via email to Jen Anderson by close of business on Monday, February 1.
- *Wrapping Up IFAs and OSO RFPs*
 - DOL has requested a meeting to discuss IFAs. DEED is not predicting that there will be any changes from this meeting, but they will notify MAWB if so.
 - DEED is hoping to distribute guidance on the OSO RFPs within the next week.
 - South Central has set a good example for OSO RFPs and this could be used as a model.
 - Extensions on local and regional plans are within the state's purview. For now, local areas should plan on April 30th as the due date.

- *CareerForce Systems Division Organizational Chart*
 - [See document.](#)
- RESEA
 - RESEA pilots were almost immediately sidelined by COVID-19. Hope to have the project resumed ASAP.
- *Governor's Workforce Development Board (GWDB)*
 - See [Report to the Legislature](#) and [Survey Results Summary](#).
 - The GWDB plans to re-launch the Racial Equity committee in 2021.
 - Discussion ensued about a potential Workforce Development Summit in the summer.
 - Revisions to the State Plan are coming this fall.
- *CareerForce Leadership – General Overview and Communications*
 - [See where to find resources on careerforcemn.com.](#)

Equity Successes & Challenges: Leading with Equity

- Ling Becker and Tammy Biery, MAWB, [presented an overview of Leading with Equity](#). Local areas [shared their reports](#).

Workforce One Connect App

- Annie Tietema and Pamela McCauley shared an [overview](#) and demonstration of the Workforce One Connect App.
- [Contact Annie Tietema](#) if your local area would like to volunteer for user acceptance trials, training, or soft launch experiences.

Director's Report

- See [written report](#).
- The 2021 budget was proposed. Nicole Swanson moved to adopt the 2021 budget and Vicki Leaderbrand seconded the motion. 11 voted to approve the budget: the motion carried.

Hot Topics

- Workforce Development Fund: A document was sent to DEED outlining MAWB's stance on the suggestion of modifying the WDF. The WDF was included in the proposed Governor's Budget. Will hold a meeting on February 4th with MAWB and DEED and have a high-level conversation about workforce.
- MAWB members can expect to see talking points early next week.
- Presentation on Library Survey from Fall 2020 has been put on hold.

Committee Reports

- **NACo:** No report.
- **US Conference of Mayors:** Look for an email with updates and read through attached document. Recently had their Annual Meeting.
- **GLETA Report:** Next meeting on February 2nd.
- **CareerForce Return to Workplace:** No report.
- **Training Work Group:** Legislative Advocacy Mini-Sessions are in progress.
- **Policy & Issues Committee:** See minutes. The WIOA planning estimate has been released and is higher than last year. The H-1B grant applications were not funded in Minnesota.
- **Jobseeker Services:** See minutes. Presentation from RC3's on career infographics and CDL training discussion.
- **Equity Committee:** No report.
- **Business Services/Economic Development:** See minutes/read Top 10. Duluth Equity Toolkit, revamping the Top 10 list to increase distribution, and launching CARES Act-funded workforce project collection. Will also be expanding committee membership.

- **Legislative Committee:** Reviewing Governor's Budget and will be shifting focus to federal advocacy now.
- **Joint MAWB-CareerForce Systems-VRS-SSB Meetings:** Held first meeting in January, next meeting planned for April.

Meeting adjourned 12:36 PM.

For Future Meetings

- February Operations
 - Discussion and update about Commissioner response to proposed Industry Months – Jackie Buck/Lorrie Janatopoulos
 - Update on Rapid Response next steps – Marc Majors
 - If Opioid Grant can be expanded through additional funding, provide update – Marc Majors
 - Wagner-Peyser Performance Measures – Mike Lang
 - Continue Local Area Equity Successes & Challenges starting with WDA 8.
- If any changes to IFAs from meeting with DOL, announce at weekly IFA check-in.
- Suggestion from Elena to survey MAWB internally to determine which local area libraries are open and offering computer lab and digital literacy classes.