



MAWB Operations Committee

May 22nd, 2025

The Chair convened the meeting at 9:02 AM.

Approval of the minutes & agenda, moved by Nicole Swanson, seconded by Deb Bahr-Helgen, 9 Ayes, 0 Nays.

Employment & Training Programs Update – Ama Akapo

- WIOA Title I Funding Allocations for PY2025
 - Allotments published in the federal register 5/16/2025; TEGL 11-24 WIOA Titles I-III and PY 2025 Allotments of Workforce Information Grants to States and Outlying Areas issued 5/20/2025 <https://www.dol.gov/agencies/eta/advisories/tegl-no-11-24>
 - About 10% decrease overall for all Title I allocations compared to PY24 funding – decrease for Youth and DW programs, slight increase for Adult portion in comparison to TEN 17-24 projections released 12/30/2024
 - Funding release installments (July 1 and October 1) due to provisions from the PY2025 WIOA funding to be made available through the full year continuing appropriations and extensions act (Public Law 119-4)
- Federal Updates
 - TEN 25-24 issued 5/6/2025: Leveraging Workforce Innovation and Opportunity Act Waivers to Increase Labor Force Participation and Worker Productivity <https://www.dol.gov/agencies/eta/advisories/ten-24-25>
 - Provision for four waiver options for states to improve labor force participation rates and upskill the workforce: OJT, transitional jobs, incumbent worker training, work experience opportunities for in-school youth.
 - Federal staffing updates:
 - Jeanna Holzberg named Region V Federal Project Officer
 - New Region V Performance and Reporting Lead: Arlene Charbonneau
- State Program Updates
 - 2025 Legislative Session ended on 5/19, with working groups still negotiating agreements in committee sessions on key provisions of the biennial jobs bill
 - [SF 1832 Engrossment](#)
 - Companion Bill: [HF 2440](#)
 - Based funding for Adult Career Pathways and Youth Competitive grants are included in the Workforce Development Services' section
 - Drive for Five
- ETP Updates
 - Anticipated release of the RFP on Growing Careers: Agriculture WF by June 2, 2025. Focus: outreach, case management, work readiness, skills training specific or relevant to the agriculture sector, support services, and job placement and retention services.
 - Youth programs competitive grants' final awards are contingent upon the Minnesota Legislature's final provisions for the SFY26/27 biennium. Program contacts:
 - Youth at Work: Cory Schmid

- Youthbuild: Nancy Waisanen
 - Youth Support Services: Kathy Young
 - Upcoming training opportunity regarding the State Dislocated Worker’s expanded eligibility requirements
- DEED Apprenticeship Contact
 - Katie McClelland would be the contact for how DEED is working with DLI.
 - Amy Carlson to get programs set up.

CareerForce MN Update – Jeanna Fortney

- DEED CareerForce Division Updates
 - 19th Annual Veterans Career Fair held yesterday
 - Estimated 350 job seekers in attendance; 100+ employers and service providers
 - Good anecdotal feedback from job seeker and employer participants
 - Minnesota Wagner-Peyser Allocation:

PY 2024	PY2025	Difference %
10,827,663	10,724,779	(102,884) -0.95%
 - Resume Best Practices Training held on May 20 for LWDA and partner staff
 - 150 attendees
 - June 3: CareerForceMN.com is changing to CareerForce.MN.gov
 - June 16: soft launch of new employer labor exchange platform
 - Two training sessions; same content
 - **Wednesday, June 11**
11:00 a.m.-12:00 p.m.
[On Teams](#)
 - **Friday, June 13**
2:00 PM-3:00 p.m.
[On Teams](#)
 - **Monthly Update on the Labor Exchange Replacement Project, Wednesday, June 18, 2025, 11:00 a.m. - 12:00 p.m., On Teams**
If you would like to attend the meeting and have not received an Outlook invitation, please email Vanessa East at vanessa.east@state.mn.us to be added to the attendee list. Recordings of past session <https://mn.gov/deed/programs-services/mnw-replacement/>
 - Most staff and partner survey respondents say finding a job takes longer for many Minnesotans now
 - 277 DEED, LWDA and workforce partner respondents
 - 144 said that jobseekers generally need more time to find employment compared to a year ago
 - [Blog post re summary results posted](#)
 - [Tableau tool](#) allows breakout by LWDA
 - There are three goals of this quarterly survey:
 - Gathering anecdotal “job seeker experience” info that could be useful in multiple ways
 - Providing potential opportunities for free media coverage to raise awareness about CareerForce

- Showcasing CareerForce staff and partners as the job search experts in Minnesota
- **Sign up for weekly CareerForce staff and partner email :**
https://public.govdelivery.com/accounts/MNDEED/subscriber/new?topic_id=MNDEED759
- **Upcoming Monthly CareerForce Themes**
 - June-August: Follow Your Heart to a Caring Career
 - September: Workforce Development Month
 - October: Manufacturing Month
 - November: Apprenticeship Month

Governor's Workforce Development Board Update – Katie McClelland

- Staffing Updates
 - [Sarah Arentson](#): taking over for Sonji's role focusing on policy coordination, state/local plans, updating WIOA related policies, leading State & Local committee work.
 - [Kevion Ellis](#): empowering climate infrastructure careers grant, aligning federal funding, sector partnership work.
- Quarterly Meeting
 - Held quarterly GWDB meeting last week.
 - Reviewing vision & mission – got full agreement on new mission
 - Making sure work of committees is aligned to requirements in WIOA and elements of the State Plan
 - Slides from the meeting were shared by Cate via email.
- DEED Apprenticeship Contact
 - Katie McClelland would be the contact for how DEED is working with DLI on Apprenticeship – questions can go to her.

Priorities

- Legislative updates, questions for discussion, and next steps (Cate)
 - Cate will give an update at the weekly check in on Friday, May 23rd.
- Marketing updates, questions for discussion, and next steps (Cate and Committee Members)
 - Allan who presented later in the agenda provided an update on marketing work.
- Leadership development/technical assistance updates, questions for discussion, and next steps (Elena/Catrice & Mark)
 - Catrice & Mark continue to work on this project.

Committee Reports

- Jobseeker Services Committee
 - Please rsvp for the June in-person meeting.
- Business Services/Economic Development Committee
 - Met earlier in May and had a great conversation with MN Chamber about business engagement.
- Financial Group
 - Met Monday, notes to come before the next meeting.

Successes/Challenges/Questions

- IFA negotiations - how is it going for everyone so far? Challenges/sticking points? - Elena/Cate
 - The committee did not discuss this item, it will be discussed at the next meeting.
- Common Exit Project Working Group Members – Elena
 - *follow up email*
- Data privacy policy/training – Elena
 - The committee did not discuss this item, it will be discussed at the next meeting.
- Record retention policy – Elena
 - The committee did not discuss this item, it will be discussed at the next meeting.
- ROI Calculation – Elena
 - The committee did not discuss this item, it will be discussed at the next meeting.
- SNAP 50/50 – all
 - The committee did not discuss this item, it will be discussed at the next meeting.
- State Dislocated Worker Enrollments – Jinny
 - The committee discussed recent guidance out of DEED legal on DW eligibility changes.
- Marketing Toolkit Focus Group Interest (representation from County/City based & non-profit orgs) - Bob
 - Bob followed up with members via email.
- Bylaw Committee Update – Bob
 - The committee did not discuss this item, it will be discussed at the next meeting.
- GWDB Update – Cate
 - *follow up email*
- DEI Questions – Cate
 - Discussions from state-level guidance regarding DEI work. Cate will work with DEED to get data that directors need.
- Regional Sub-Monitoring – Bob
 - MAWB will be conducting sub-monitoring for regional funds from July-September.
- Promising Practice Awards – Bob
 - The application for promising practice awards is open through June 13th. Bob will continue to remind folks.

MAWB Communications Work Update - Allan Martinez Venegas

- Allan introduced the staff working with him on this project, gave an overview of the project timeline and deliverables, and did a story telling exercise with committee members.
- The presentation can be accessed [here](#).

Office of New Americans Funding Opportunity - Sonji Davis

- Sonji provided an update from the DEED Office of New Americans and funding opportunities to LWDAs.
- The full presentation can be accessed [here](#).

State Additional DW Funds Discussion - Lensa Idossa & Nancy Omondi

State DW Program: Supplemental Funding to Serve Small Layoff

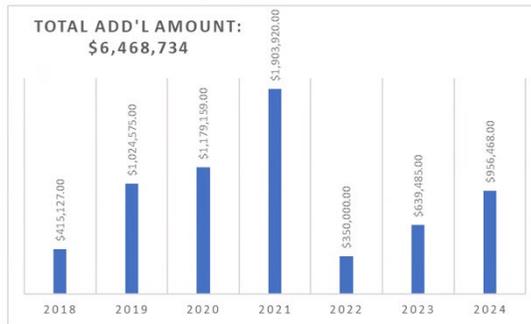
- Supplemental Funding to Serve Small Layoffs
 - Definition: additional funding from the Workforce Development Fund to serve individuals impacted by layoffs when local demand outpaces available funding.
 - Purpose: address increased demand due to layoffs; ensure continuity of services when local funds are insufficient.

- Administration: The Minnesota Job Skills Partnership (MJSP) Board evaluates the merits and approves requests on a quarterly basis.
- Eligible organizations: Workforce Development Areas (WDAs) and the Small Layoff Independent Grantees (SLIGs).
- Guiding Statute and Policy: Minnesota State Statute 116L.17 Subd. 2(c) & DEED's Supplemental Funding to Serve Small Layoffs.
- Evaluation Criteria Used by MJSP Board
 - Number of participants currently enrolled (80%)
 - Current expenditures and obligations for the current fiscal year (70%)
 - Current expenditures and obligations for the preceding fiscal year (90%)
 - History of supplemental funding requests
 - Cost per participant (not to exceed \$6,000 unless a waiver is requested)
 - Justification of increased participant demand
 - Statutory requirements:
 - Number of substantial layoffs to date
 - Notices of substantial layoffs for the remainder of the fiscal year
 - Evidence of declining industries
 - Number of permanently separated individuals applying for unemployment benefits and
 - The number of individuals exhausting unemployment benefits
- Required Narrative
 - Total amount of funding requested, and
 - Total number of participants to be served, and
 - Address the following statutory requirements when the information below is available and/or applicable:
 - Number of substantial layoffs to date
 - Notices of substantial layoffs for the remainder of the fiscal year
 - Evidence of declining industries
 - Number of permanently separated individuals applying for unemployment benefits and
 - The number of individuals exhausting unemployment benefits
- Required Worksheet

Request for Supplemental Funding Request - Worksheet		State DW Counts	
State Fiscal Year 2020 (SFY20) = Program Year 2020 and Fiscal Year 2020 (PY20 / FY20) = 2020 Formula Funds		Participant Counts: PY20 (xxxx Participant Plan)	
State Fiscal Year 2021 (SFY21) = Program Year 2021 and Fiscal Year 2021 (PY21 / FY21) = 2021 Formula Funds		State DW Counts	
Provider Name:		PY20 Total Planned (total in current work plan)	
Submission Date:		PY20 Served/Enrolled (through most recent quarter in WF?)	
Financial Information: SFYxx (xxxx Formula).		PY20 Exited to Employment	
Enroll:		PY20 Total Exits	
xxxx Original Allocation	State DW Values	PY20 Currently Enrolled	
Plus/Minus SFYxx Transferred, if applicable		PY20 Average Cost Per Participant - Planned	
Plus SFYxx Additional Allotment from MJSP Board, if applicable		PY20 Average Cost Per Participant - Actual	
SFYxx Total Allocation (total in current budget plan)		Participant Counts: PYxx (xxxx Participant Plan)	
SFYxx Total Expended and Obligated (through most recent quarter)		State DW Counts	
Administrative (expended and obligated)		PYxx Total Planned (total in work plan)	
Career Services (expended and obligated)		PYxx Served/Enrolled (through most recent quarter in WF?)	
Training Services (expended and obligated)		PYxx Exited to Employment	
Support Services (expended and obligated)		PYxx Total Exits	
SFYxx Funds Remaining		PYxx Currently Enrolled	
Financial Information: SFYxx (xxxx Formula).	State DW Values	PYxx Average Cost Per Participant - Planned	
Enroll:		PYxx Average Cost Per Participant - Actual	
SFYxx Original Allocation		Next Steps: Use the Word template to complete the written narrative. Be sure the values reported on this worksheet match the values reported in the narrative.	
Plus/Minus SFYxx Transferred, if applicable			
Plus SFYxx Additional Allotment from MJSP Board, if applicable			
SFYxx Total Allocation (total in current budget plan)			
SFYxx Total Expended and Obligated (through most recent quarter)			
Administrative (expended and obligated)			
Career Services (expended and obligated)			
Training Services (expended and obligated)			
Support Services (expended and obligated)			
SFYxx Funds Remaining			

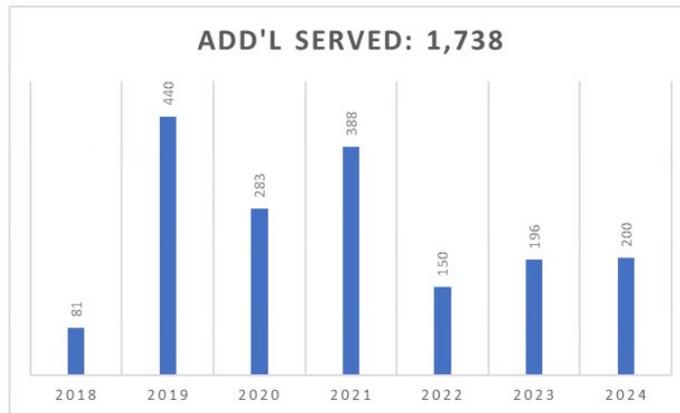
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- Approval Process
 - Submit 30 days before Board Meeting

- Program staff review: WF1 reports, reimbursement payment request (RPR)/financial status report (FSR), Project Specific Plan (PSP), quarterly progress report (QPR), etc.
 - Meet with Grantee to review any questions
 - Recommendation is made to leadership. If a recommendation differs from the request, Grantee will be updated prior
- Grantee representative is notified to be present at Board meeting to answer any questions.
- Request is presented at the MJSP Board meeting and vote taken.
- Program Staff emails notice of approval with a Modification Request Form to increase grant amount.
- Total Supplemental Funding Approved



Avg. request: \$281,249
Avg. add'l served: 76

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- Total Additional People Served



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- Average Cost Per Participant



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- Information & schedule can be viewed [here](#).
- The full presentation can be viewed [here](#).

Strengthening MN Families Initiative Overview - Pamela McCauley

- The full presentation can be accessed [here](#). A brief memo can be found [here](#).

The meeting concluded at 2:25 PM.

Next Meeting: Thursday, June 26th from 9:00 AM – 2:00 PM in-person & over zoom!