

**WASHINGTON COUNTY
WORKFORCE DEVELOPMENT BOARD MEETING
CareerForce
Woodbury, MN
December 20, 2023**

Members Present

John Burcaw	Christopher Eng	Erin Kampa
Laurie Levine	Mike Yanda	Doug Loberg
Nina Meyer	Monica Brown	

Action Team Members
Commissioner Stan Karwoski

CareerForce Staff Present

Rick Roy	Tatum Heller
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Washington County Staff

Erin Olson – Real Time Talent

1. Meeting Called to Order & Determination of Quorum – John Burcaw, Vice Chair

A quorum was determined.

- A Motion was made to approve the agenda, it was seconded, (vote taken) and the Motion was approved.
- A Motion was made to approve the September minutes, it was seconded, (vote taken) and the Motion was approved.
- Attendee Introductions

2. Board Needs/Requirements/Requests/Updates

- There are three open seats for business representatives. Lucas Priestley left the Board so the Board is also need of a Chair. The Chair needs to be from the business sector. Rick is going to reach out LeAnn Cox who was a board member and Chair in the past.
- Proposed allowance of proxy members has been approved. Proxy members would have to apply as an alternate for the seated member. Draft language to be added to the By-Laws:
Proxy voting is allowed with the assignment of an alternate attendee that has applied and been appointed in that capacity by the County. Alternate attendees will receive all information prior to meetings so that if they attend, they will be informed enough to vote. A Motion was made to approve the language being added to the By-Laws – Article 4. Membership 4.2.g (vote taken) and the Motion was approved.

- **Subsequent Designation, Memorandum of Understanding/Infrastructure Funding Agreement, and One-Stop Operator selection**

Subsequent Designation – every three years we need to request a subsequent designation as a local area. Rick was notified by the Deputy Commissioner that it's in the approval process.

Memorandum of Understanding & Infrastructure Funding Agreement – Is still in the signature phase. It's now with the signatories at DEED.

One-Stop Operator – is still in the works. Currently our One-Stop Operator has been designated as Job Service, Voc. Rehab, and ABE Adult Basic Ed. We took this route otherwise we'd have to publish an RFP for applicants. We don't get applicants as it's not enough money to make it worth contributing their time.

When the RFP process is done and we don't have applicants, we can get three of our WIOA Programs to agree to serve which works out well for us as someone from each serve on one of our Action Teams. It's basically to make sure that everybody's doing what they're supposed to be doing and through the Action Teams we see that we can strengthen those partnerships and come up with new ideas. Still waiting to find out if Voc. Rehab. can do it. It's going through the process.

Open seats – Traci Leffner owner/president of Sovran Tech Solutions for Businesses based in Eagan. Traci lives in Cottage Grove and is part of the Cottage Grove Chamber of Commerce. Traci sat on the Chamber Board until recently. Randy LaFaive with Market & Johnson, Inc. in Stillwater. They provide general contractor construction management and construction solutions.

3. **Real Time Talent Presentation (Erin Olson) – Washington County Workforce & Economic Trends**

Chris Eng – The number one challenge Economic Development is hearing from companies across the County is finding availability of talent. A lot has changed over the last five years due to CoVid, inflation, and AI. The environment is very challenging. CDA and Economic Development want to be a valuable partners to help our businesses, employers, and educators by making sure we're providing information they can use to grow & retain talent. Real Time Talent was engaged last year to do a County wide study. The presentation is on the findings.

4. **Meeting Days/Times Discussions**

Board and Action Team members were asked their preference for how we meet. Some prefer for the Board meetings to be hybrid. The Woodbury large conference room is not designed to meet hybrid. The upstairs conference room has the capability; however, it's not large enough to accommodate the full Board meeting. Another point to consider if the Board meeting is hybrid, State law states that for public meetings, members not attending in person must state where they are attending from and it must be posted to our website along with the agenda. The only exceptions to disclosing location is if someone is on a military base or at home due to a medical reason.

Conclusion, at this time, Board meetings will continue in-person at the current dates and times. Action Teams have some flexibility and should discuss how and when members prefer to meet. If there are changes to the AT meetings, the Oversight meeting may also need to change.

5. Board Members and Guest Updates

Commissioner Karwoski –The board met in a workshop session recently to discuss the Long-Range Transportation Plan project and transportation system. The goal is to develop a County-wide transit plan. Washington County would get one million a year, generated from the increase of sales tax at the last legislative session by 3/4 of a cent.

Rick Roy – Virtual Reality project is moving forward. We have an MOU schools would need to sign for anyone who wants to train to use the program. We also have a medical release for parents of minors to sign. The next phase is setting up times to bring the program to schools.

The next Business Engagement Action Team meeting will have someone presenting on IWE.

When meeting with the Chambers, we'll be discussing what to focus on in 2024 and discussing future World Café events and topics.

Progress is being made on the Child Care Project for the Cottage Grove Industrial Park.

6. Call and Vote for Adjournment – John Burcaw

A Motion was made to adjourn the meeting, it was seconded, vote taken and the Motion was approved.