

**WASHINGTON COUNTY
WORKFORCE DEVELOPMENT BOARD MEETING
CareerForce
Woodbury, MN
March 20, 2024**

Members Present

John Burcaw	Christopher Eng	Susan Evans
Laurie Levine	Mike Yanda	Doug Loberg
Lydia Moua	Monica Brown	Randy LaFaive
Traci Leffner	Jordan Fry	Jaime Staska

Action Team Members

Commissioner Stan Karwoski Sharon Blomgren

CareerForce Staff Present

Rick Roy Tatum Heller

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 December minutes, it was seconded, (vote taken) and the Motion was approved.
- Attendee Introductions – two new Board members, Randy LaFaive, Market & Johnson, Division Manager in the Stillwater office. Traci Leffner, President, Crescent Career Center in Eagan.

2. Board Action and Update Items for Federal Requirements:

- Appointment of Laurie Levine as the new Board Chair. A Motion was made to approve the appointment of Laurie Levine as Chair, it was seconded (vote taken) and the Motion was approved.
- Approval of Washington County as the Sole Service Provider for WIOA Youth. (vote required) *Tatum Heller, supervisor for WIOA & State Youth Programs* - Washington County CareerForce provides WIOA services for in-school and out-of-school youth. We also have the Minnesota Youth Program. We contract with the Tree Trust organization to provide services to youth during the summer months. A Motion was made to approve Washington County as the Sole Service Provider for WIOA Youth, it was seconded, (vote taken) and the Motion was approved.
- MOU/IFA reached final approval by all partners and County Board of Commissioners (update). *Rick Roy* – Signatures are all final now and the County Board signed off at a recent Board meeting. The MOU outlines all the required

programs and obligations to participate in the WorkForce Development System. The IFA looks at the funding at this location as the comprehensive center. The MOU and IFA are typically voted on every three years. It will have to be renegotiated when CareerForce moves to the new Washington County Western Service Center being constructed in Woodbury. It is projected to open Fall of 2025.

- One-Stop Operator Agreement (update) – *Rick Roy* – There have been some policy updates. We're waiting on clarification regarding State Vocational Rehabilitation as a partner. Historically, our partners have been Adult Basic Ed, Voc. Rehab, and Job Service. There had been a question from Voc. Rehab., questioning whether they could be a partner of the One-Stop Operator. One of the responsibility of the partners is to serve on the Board. Staff from Voc. Rehab have continued to be Board Members. We're waiting on the clarification so we can continue with our consortium as we always have.
- Regional/Local Plan Approval, pending any public comment adjustments (vote required) – *Rick Roy* – We are required every four years to do a regional and local plan. Washington County is one of six total local areas in the metro region. Rick meets with local area colleagues once a week to discuss what's going on in the metro area. The plan was written by one of the staff at the City of Minneapolis. It outlines best practices used, how we coordinate and continue to work together as a region. A few items from the Plan are listed below. **The full Regional/Local Plan is attached. The Plan is posted on our Washington County CareerForce website for 30 days. To be submitted to the State May 5, 2024.**
 - One of the best practices in the last year is our VR project. Jerry gave a demonstration to staff from Minneapolis and some of their service providers of the VR project and discussed our plan going forward taking it into schools and communities.
 - Another best practice – We've held several World Café events inviting businesses to attend. Highlighting five main topics of concern for businesses coming out of the pandemic. 50-100 businesses have attended. The next event will be held in Hugo in April and two more in 2024.
 - This year we are planning on contracting with Goodwill Industries. They've put together a good program to help businesses recruit and hire. We will be sponsoring them at events.
 - Focus on a skills-based hiring effort, concentration on developing skills not on degrees.
 - Getting out to the underserved population.
 - Focusing on stronger DEI, we have \$4300 from DEED and will use \$7500 of regional funds to help businesses. Businesses can earn up to a \$500 stipend to help pay for a service they want to try. There are four components. Once they pass all four components, they receive a plaque showing they are an all-inclusive employer.
 - The Career Services team meets every two weeks to discuss and share activities and staffing coverage needs.

A Motion was made to pass the Local Plan knowing that there will be edits, it was seconded, vote taken and the Motion was approved.

3. Board Members and Guest Updates

John Burcaw – Over the last year our organization has brought in full-time health professionals as a service for the students. Data shows that 31% of students saw a professional care member in the first 12 months. In the second semester students go through a four-point health care check which includes social, mental health, physical and dietary assessments to identify any needs. We've found these wrap-around services to be very important for our students' well-being and success.

John also thanked Susie for the introduction and connection to Dakota County leadership in the jails and what they're doing for transition and holding transition fairs.

Commissioner Karwoski –The board met in a workshop session recently to discuss the long-range transportation plan. The goal is to develop a County-wide multi-faceted transit system, possibly a circulator bus to businesses and compatible with the Gold Line and connecting to the new western service center. 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 – Last year we gave out awards to a member of each Action Team recognizing excellent work. This year the following awards will be given at the June full Board meeting:

Business Engagement Action Team: Washington County has a great retention rate from employers for individuals with disabilities. Erin Kampa, State Vocational Rehabilitation Services named Jerry's Grocery Store to receive the award.

Community Engagement Action Team: Cory Sindt named Murugi Mutiga. She is a Washington County staff. She was part of the ARPA project and does an excellent job continuing to help us with outreach in the community.

Education Engagement Action Team: Melissa McLean does a lot of amazing work within the school district, private consulting, and she's a member of the Oakdale Chamber.

Motion was made to approve the three award recipients, it was seconded, vote taken and the Motion was approved.

Jordan Fry – Inflation Reduction Act there's a push under the Biden administration for apprenticeships. There can be significant tax reductions for those constructing commercial buildings that have energy efficiency, have prevailing wage and offer apprenticeship with a number of goals on the project. [Inflation Reduction Act Apprenticeship Resources | Apprenticeship.gov](#)

4. Call and Vote for Adjournment – Laurie Levine

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