

**WASHINGTON COUNTY  
WORKFORCE DEVELOPMENT BOARD MEETING  
CareerForce  
Woodbury, MN  
September 17, 2025**

**Members Present**

John Burcaw	Chris Eng	Erin Kampa
Nicole Lindscheid	Doug Loberg	Monica Brown
Lydia Moua	Cindy Larson	Conner Sager

**Action Team Members**

Sarah Shanley	Antonio Franklin Jr.
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**Washington County & CareerForce Staff Present**

Jen Castillo	Ryan Selock	Robyn DeMars
Cory Sindt	Tatum Heller	Cameron Smith
Deb Cunningham		

**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 June minutes, it was seconded, (vote taken) and the Motion was approved.
- Attendee Introductions:
  - Jen Castillo – Washington Co. Community Services Director
  - Lydia Moua – Andersen Corp. – manager
  - Doug Loberg – business representative for St. Paul Steamfitters
  - Monica Brown – Century college – dean of academics – education area
  - John Burcaw– Vice Chair – representing FTIUM (Finishing Trades Institute of the Upper Midwest) - chief administrative officer
  - Cory Sindt – Supervisor of Employment Services
  - Nicole Lindscheid – Crescent Career Center - business development manager
  - Erin Kampa – Mn Vocational Rehabilitation Services
  - Cindy Larson – DEED & the Wagner Peyser role
  - Sarah Shanley - NE Metro Perkins Coordinator – support all the high schools in Wash. Co. with Career & Tech Education
  - Tatum Heller – Supervisor for WIOA Programs - Adult, Youth, Dislocated Worker Programs and WESA grant
  - Chris Eng – Wash. Co Community Development Agency – Director of Economic Development
  - Conner Sager –Van Meter - Human Resources Specialist
  - Cameron Smith – Youth employment counselor with Wash. Co.

Deb Cunningham – Assist with Youth Employment program and assist with the Workforce Development Board

Ryan Selock – Strategic Planning Manager in Wash. Co. Community Services

Robyn DeMars – Wash. Co. Planning & Management Team - Administrative Supervisor of Antonio Franklin, Jr. – Basic Needs of South Washington County, Development Manager - We have partnerships with So. Wash Co. school district, provide access to resources in our community, free workforce programs specifically to disabled, and young adults to seniors.

## 2. Overview and Status of Workforce Development Board Efforts – Ryan Selock

Today we're looking for feedback from the Board on how things are going. What's been going well and what challenges or barriers to keep in mind. We're not going to go through a big strategic plan right now but that's the point we're at and we need to follow the components of strategic planning. We'll do an environment scan -what did we say we were going to do, is that working, are we set up in a way to make that work. Are we focused on the right items for Washington County.

There are 16 local workforce Development areas. Washington & Anoka Counties are the only two areas that don't partner with other areas. We're required to have a local Workforce Development Board for our area. As long as we're following the guidelines & stipulations at the federal and state level, we can focus on all kinds of different priorities as long as they connect back to the legal framework we have. One of the requirements is having wide representation on the board, consisting of community business leaders, labor sector, educational components, economic development agencies and government partners. What is the bare minimum that we must do to sustain the funding that we have for this group while working towards our goals. We need to maintain an approved workforce board, submit & follow state-aligned local plans, and have a strategic vision and goals. The current plan is a four-year plan from 2024 – 2028. We are allowed a two-year update in the middle if there are changes, we want to make. 2026 would be the time to do that.

- We are operating our CareerForce and One-Stop Shop
- Stay fiscally compliant & transparent
- Meet performance goals
- Ensure equity & required service for adults and youth

One-Stop Shop – Memorandum of Understanding should address the One-Stop Operator and how we perform our services in accordance with the WIOA (Workforce Innovation and Opportunity Act) law.

*Chris Eng – is this group limited to WIOA funding, management & oversight? Are there opportunities to do more?*

*Jen Castillo – This is what we're required to do but we have a wide runway of what programming and efforts we can work on to focus on the county and populations. We have to give preference to certain populations as long as we do that in some capacity and we're in compliance. If we check all these boxes, there's a lot of additional things we can do.*

Looking at the current composition of board members, we can look to add additional voices, who we might want to have here that would fit into one of these structures nicely. That can change as we move forward. The real goal today is to share your insights, feelings and thoughts, and opportunities for where we can go.

There's been an effort to maintain consistent membership. Chris gave great insight. Running the Board isn't an administrative effort but making sure everyone is engaged and everyone feels their

expertise, talents and time are being used valuably. Members may stay more engaged and the administration effort of maintaining the Board isn't as in depth. I want us to talk freely and take this as an opportunity to make shifts to focus on helping the people in Washington county.

*Sarah Shanley – Are we missing secondary schools as an important component? Perkins is moving under the Dept of Labor, it's all starting to come together . Utilization of that grant and the connections we have with each of the high schools would be beneficial.*

*JohnBurcaw – Could we add a student? Student voices are missing.*

### **3. Facilitated Conversation: Review Current State and Identify Opportunities - Ryan Selock**

Strategic vision of Washington County's local Workforce Development Board

Members feedback:

- *It feels like it came out of WIOA paperwork. It's a statement that ties together a bunch of stuff but it doesn't seem to have a specific real vision.*
- *Feels like it was written for review and to approve without stakeholder participation.*
- *It checks the boxes but doesn't show a real vision or a path to get us somewhere.*
- *Virtual reality is a tool but it's not bringing in the skilled employees needed. Focus should be on career pathways/exploration, not just virtual reality.*
- *What are each of our roles as members? What's my role? What's expected of me? Are we expected to execute the goals of the plan?*
- *Virtual reality was a strategy a few years ago but we need to move on from there. Why isn't secondary education involved. What moves the needle in high schools? Where is our time better spent? From this we have developed a Washington County partnership team who actually do that work. We went on our own. The team consists of members from the CDA. All the schools are involved.*

A good strategic vision allows all members to participate with their unique perspective, skills and knowledge from where they are and represent where we're headed. How can we do things differently?

Mentimeter was also utilized for member feedback (anonymously):

1) Vision & goals, are we focusing on the right priorities?

*Yes – 0 No – 4 Somewhat - 7*

2) What other critical workforce issues should we be prioritizing?

- *underrepresented on multiple ramps: high school & middle school engagement, underemployed, returning from incarceration, diversity population*
- *connecting program participants with employers and education*
- *partnerships with schools and businesses*
- *AI*
- *Cultural and generational navigation*
- *Shortage of workers*
- *Advance partnerships within the board and apply for available grants for career pathways*
- *Look at outcomes, what's been successful*

- *What workforce needs are within in our local area*
- 3) Board composition – Do we have the right people or industries connected or engaged in our work?  
*No, or somewhat*

Who's missing? Person, organization, industry – who would be helpful to add conversation. They don't need to be a member. They can sit on one of the Action Teams.

- *Students, secondary education, middle & high schools*
  - *Career pathway coordinators*
  - *Community & non-profit partners, organizations that work with diverse populations*
  - *General contractors that need workers*
  - *Transportation, translation partners*
  - *Our county businesses, what are their needs, where are they struggling, what are their challenges? How can we support them?*
- 4) Scale of 1- 5 – How well is the Board helping to move workforce development efforts forward in Washington County?  
*1.8*

*We should be saying things like the Washington County Workforce Board is developing the most ethical pathways to high-paying jobs in Washington County. Let the leadership and supervisors decide how we get there get us to that outcome and come back and tell us, are we or aren't we...*

*Each of us within our own agencies do phenomenal work towards workforce development in the county. We're missing how do we do it together to move this board forward.*

- 5) What challenges or barriers hinder our efforts?
- *Clear vision*
  - *Lack of business input*
  - *Setting goals*
  - *Leadership*
  - *Clear roles and responsibilities*
  - *Lack of understanding the Board responsibilities*
  - *Follow-up – what are the results of our efforts/work*
- 6) On a scale of 1-5 what would you rate your overall experience on the Board  
*2.6*
- 7) What could make your experience better?
- *Today's conversation needs to live on after today*
  - *Clear sense of direction*
  - *Engagement*
  - *Feeling like dedicated time is creating change*
  - *Clear mission, vision, goals*
  - *Role clarity, vision, mission, goals and feedback*
  - *Efficacy of efforts/programs/initiatives, contribution from members*
  - *Continued dialogue*
  - *Results driven to county needs*

*Jen Castillo* - This was a needed pulse check for me and leadership at Washington County. We need to do something different and use this board differently. We'll take in what was said today to move in a positive direction, valuing your work and time. Currently the board meets quarterly. That may change. We can use some time to learn about the board. Members need to be involved in developing a strategic plan and vision. You need to know what your role is the development and execution of what we do. There is a whole team within our department to help execute this. Next steps will be communicated. I will connect with the leaders of each action team early to mid-October to discuss information from this meeting and talk about next steps and meeting schedule. Please reach out to me or to Ryan in the meantime with any concerns.

#### **4. Call and Vote for Adjournment**

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