

**MINUTES**  
**SOUTHWEST MINNESOTA WORKFORCE DEVELOPMENT BOARD**  
**FEBRUARY 6, 2020**  
**LYON COUNTY GOVERNMENT CENTER**  
**2<sup>ND</sup> FLOOR COMMISSIONER'S ROOM**  
**MARSHALL, MN**  
**4:00 P.M.**

Members Present: Len Bakken, Andy Easley, Carla Goedtke, Anne Johnson, Rahn Larson, Robyn Leese, Curtis Rethwisch, Jeffrey Varcoe, Brad Vaughn, Diana Anderson, Tim Jones, Kirby Kruse, See Moua-Leske, Dawn Regnier, Chuck Swanson, Beth Wilms

Members Excused: Melissa McGinty-Thompson, Tim Paulson, Dave Rogers, John Roiger, Eric Austin, Rhonda Brandt, Terry Gaalswyk, Mimi Schafer, Dawn Schnell, Reggie Worlds

Guests Present: Pa Thao, Jodi Maertens

Staff Present: Julie Beckmann, Carrie Bendix, Eriann Faris, Luke Greiner, Wanda Hebrank, Jessica Miller, Cami Raymond

Vice Chair Bakken called the meeting to order at 4:01 p.m.

**Welcome & Introductions**

Vice Chair Bakken welcomed all guests, members and staff.

**Approve Agenda & Additions**

Vice Chair Bakken asked for any additional agenda items. Two items were added to the agenda – Mission Moment with Pa Thao and the Proposed Logo for the Southwest Minnesota Workforce Development Board. A motion was made by Jeff Varcoe to approve the agenda with the two additional items. The motion was seconded by Brad Vaughn and passed.

**Mission Moment with Pa Thao and Julie Beckmann**

Julie Beckmann, Career Specialist from the Marshall Office introduced Pa Thao. Pa shared the story of her journey from a student at Minnesota West in Pipestone to her career as a Nurse, including the assistance she received from the Southwest Minnesota Private Industry Council.

**Consent Agenda Items**

A motion was made by Diana Anderson to approve the consent agenda, including the Minutes of the December 5, 2019 SW MN Workforce Development Board Meeting; the Minutes of the December 5, 2019 Executive Committee Meeting; the Minutes of the December 5, 2010 Marketing Committee Minutes; and the Southwest Minnesota Private Industry Council Report. The motion was seconded by Anne Johnson and passed.

### **Jodi Maertens – Youth Family Office – Addressing the Childcare Shortage**

Jodi Maertens shared information from the Southwest Initiative Foundation on what they are doing to address the childcare shortage. She reported that access to childcare is the fastest growing economic development and community issue in Southwest Minnesota. She noted that the Southwest Initiative Foundation is committed to finding solutions that help families, employers and communities address this issue. This effort is part of the Southwest Initiative Foundation's Grow Our Own work, which is a comprehensive approach to help all kids reach their full potential from cradle to career.

Jodi noted that the five areas of focus for solving the childcare shortage are project investment and technical assistance; community planning; profession development; public policy and public relations.

**Member Updates** – Open forum for members to share best practices within the business and/or activities occurring within their communities.

- Jeff Varcoe reported that Schwan's currently has many job openings.
- Len Bakken reported that JBS usually is staffed at 100%, but are currently trying to staff at 115%.
- Anne Johnson reminded members of the Census Information Sessions being held in the region.

### **Partner Updates**

#### **Reggie Worlds – Job Service**

Reggie Worlds was not available to give a report.

#### **Cami Raymond – Rehabilitation Services**

Cami Raymond reported that Dee Torgerson has been hired as the new director for the Department of Vocational Rehabilitation Services. Cami also noted that she continues to work with the Pre-ETS students.

### **Committee Reports**

#### **Executive Committee – Len Bakken**

Vice Chair Bakken reported that items on the Executive Committee agenda would be discussed later in the meeting.

#### **Youth Committee – Eriann Faris**

Eriann Faris reported that the Youth Committee met earlier in the day and noted that Anne Johnson, Workforce Development Board member, Director of the Redwood Falls Chamber of Commerce, and

Careers Teacher at Redwood Valley High School & Gail Polejewski, Perkins Consortia Coordinator with Minnesota West and Southwest West Central Service Cooperative were approved as official Youth Committee members. The Committee also discussed the Minnesota Youth Program and the WIOA Youth Programs Plans, which are updated on an annual basis and are due to the state by April 10, 2020.

She noted that no changes were suggested and the final document will be presented to the full Board for approval at their April 2, 2020 meeting. She also indicated that a draft of the Perkins Plan, including a Comprehensive Local Needs Assessment, was presented to the Committee, noting the application needs to be reviewed by the Committee and submitted by the due date of May 1, 2020.

#### Career Pathways Committee – Dawn Regnier

Dawn Regnier reported that the Career Pathways Committee meets the first Friday of the month. At the last meeting, the Committee reviewed the Diesel Mechanics Training currently being offered at Minnesota West. The emphasis on the training will be on diesel engines, hydraulics, electrical, air conditioning and diesel fuel injection systems. Currently four students are enrolled in the course. She also noted that CNA and Welding Classes continue to be offered.

#### Marketing Committee – Eriann Faris

Eriann Faris reported that the Marketing Committee met on December 5, 2019 and reviewed logo options and decided on a final option to present to the full Board for consideration and approval. The Committee is also working on an “About Us Flyer” as a means to promote CareerForce services.

Carrie Bendix presented the proposed logo for the Southwest Minnesota Workforce Development Board. A motion was made by Carla Goedtke to approve the proposed logo. The motion was seconded by Anne Johnson and passed.

#### Labor Market Information for Strategic Planning – Luke Greiner

Luke Greiner shared information on the results of a Student Survey that was conducted at the Southwest Career Expo. The survey addressed key topics including questions on career clusters the students were most interested in; what information is most helpful in deciding what type of career you want; and who influences their decision on career choice the most.

### **Business Items**

#### **Proposed Bylaws Changes**

Carrie Bendix led the Board in a review of the proposed changes to the Bylaws of the Southwest Minnesota Workforce Development Board. She noted that following the timelines outlined in the Bylaws, the Board will take action on the proposed changes at the April 2, 2020 Board meeting.

### **Workforce Development Regional Planning Forums – Carrie Bendix**

Carrie Bendix reviewed the timelines and process for completion of the Regional Workforce Development Plan. She also shared information on the process and the agenda for the Workforce Development Regional Planning Forums scheduled for February 25, 2020, in Slayton and February 28, 2020, in Granite Falls.

The results of the Forums, including priorities, goals and key strategies will be reviewed at the April 2, 2020 Board meeting and included as part of the Workforce Development Regional Plan which will be posted for a 30 day review period and will be presented for approval at the June 4, 2020 Board meeting.

### **Rural Career Counseling Annual Report – Eriann Faris**

Eriann Faris provided an update on the Rural Career Counseling Coordinator activities noting that the project started with the asset mapping and gap analysis project, which was completed by Carrie Bendix when she started in the role of a Rural Career Counseling Coordinator. Now in Year 4 the position has evolved into the Youth Career Pathway Navigators who connect job seekers, schools, students, parents, employers, education institutions and other stakeholders to each other and to the workforce development system.

### **Action Items**

#### **Otto Bremer Foundation Grant Request**

Carrie Bendix reported that the Otto Bremer Foundation is currently receiving grant requests and we have been encouraged to apply in support of the Youth Career Navigator positions. The Navigators create work-based learning opportunities, often in coordination with high school career and technical education classes and work as an intermediary between employers and schools/students. They have also been instrumental in developing pre-apprenticeship opportunities in our region.

A motion was made by Carla Goedtke to apply for a grant from the Otto Bremer Foundation for \$125,000 to support the work of three Youth Career Navigators. The motion was seconded by Kirby Kruse and passed.

#### **Legislative Platform**

Carrie Bendix reported that every year the Minnesota Association of Workforce Board (MAWB) prepares a Legislative Platform with input from all Workforce Development areas in the state. Carrie highlighted the key priorities of the document.

A motion was made by Diana Anderson to accept the Minnesota Association of Workforce Board (MAWB) Legislative Platform as presented. The motion was seconded by Jeff Varcoe and passed.

**Southwest Minnesota Private Industry Financial & Compliance Audit - CliftonLarsonAllen (CLA)**

Carrie Bendix presented a summary of the Annual Financial & Compliance Audit Report for the fiscal year ended June 30, 2019 for the Southwest Minnesota Private Industry Council, Inc., noting that the administrative rate is less than ten percent.

A motion was made by Kirby Kruse to approve the Annual Financial & Compliance Audit Report for the fiscal year ended June 30, 2019. The motion was seconded by See Moua-Leske and passed.

**Youth Monitoring Report**

The Board reviewed the PY19 WIOA Youth Program and the SFY2020 Minnesota Youth Program Monitoring Report, noting that it was a very good report and included several best practices.

A motion was made by Kirby Kruse to accept the PY19 Youth Program and the SFY 2020 Minnesota Youth Program Monitoring Report as presented. The motion was seconded by Rahn Larson and passed.

**Important Dates**

- Regional Workforce Development Forum – February 25, 2020 from 8:30 am – 12:00 pm in Slayton, MN
- Regional Workforce Development Forum – February 28, 2020 from 8:30 am – 12:00 pm in Granite Falls, MN
- Executive Committee – April 2, 2020 – 3:00 p.m.
- Workforce Development Board Meeting – April 2, 2020 – 4:00–6:00 p.m.

**Adjourn**

Hearing no other business, Carla Goedtke moved to adjourn the meeting. The motion was seconded by Curtis Rethwisch and passed. The meeting adjourned at 6:03 p.m.

Approved by:

Approved by:

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Robyn Leese, Secretary

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Wanda Hebrank, Recording Secretary