

**MINUTES  
SOUTHWEST MINNESOTA WORKFORCE COUNCIL  
ANNUAL MEETING  
AUGUST 4, 2016  
MERIT CENTER - 1001 WEST ERIE ROAD  
MARSHALL, MN  
4:00 P.M.**

Members Present: Len Bakken, Rhonda Brandt, Joel Churness, Carol Dombek, Terry Gaalswyk, Carla Goedtke, Ralph Knapp, Rahn Larson, Robyn Leese, John Popowski, Judy Raschke, Dawn Regnier, John Roiger, Mimi Schafer, Paul Schwarz, Ronald Skjong, Pat Thomas, Jeff Varcoe, Reggie Worlds

Members Excused: Alyssa Hammerschmidt, Hillary Henrich, Stacey Karels, Tyler LeBrun, Pam Martinson, Kimberly Phillips, Melanie Wiegert

Staff Present: Luke Greiner, Juanita Lauritsen, Wanda Hebrank, Carrie Scheffler, Eriann Faris

Guests Present: Lauren Diesch, CLIMB Theater

John Roiger, Chair, called the meeting to order at 4:00 p.m.

**Introductions/New Members**

Introduction of Council Members, Partner Staff and guests. John Roiger welcomed the following new members who were recently appointed to the Southwest Minnesota Workforce Council.

- Len Bakken, Nobles County Private Sector Representative
- Judy Raschke, Pipestone County Private Sector Representative
- Terry Gaalswyk, Education Representative
- Ronald Skjong, Community Based Organization Representative
- Carol Dombek, Community Based Organization Representative

**Agenda Additions & Approval of Agenda**

John Roiger asked for any additional agenda items. Pat Thomas moved to approve the agenda as presented. Seconded by Jeff Varcoe, motion carried.

**Consent Agenda**

Ralph Knapp moved to approve the consent agenda, including the Minutes of the June 2, 2016 Workforce Council meeting; the Minutes of the June 2, 2016 and July 7, 2016 Executive Committee meetings; and the SW MN PIC Partner Report. Motion seconded by Pat Thomas, motion carried.

**CLIMB Theater Presentation**

Lauren Diesch, of CLIMB Theater shared information on the work they are doing in collaboration with the PIC's Youth Program as it relates to educating youth in the areas of employability skills and personal development. Lauren led Council members in an exercise used with students as part of their curriculum.

### **Labor Market Information – Luke Greiner - DEED Labor Market Analyst**

Luke Greiner, Labor Market Analyst, DEED, highlighted the Educational Outcomes for our Local Workforce Development Area (LWDA). He reported that when asking 10th grade students what their plans after high school were – 63% indicated that they plan to go to a 4-year college. During the same period only 17.3% of the jobs in the region required a 4-year degree, and 66.5% of the jobs in the region only required a High School Diploma. Luke also did an analysis of the outcomes of students in the class of 2013 that graduated from the Marshall, Montevideo and Worthington High Schools as well as Minnesota West and SMSU.

### **Business Items**

#### **Hire Wire Project Update – Carol Dombek**

Carol Dombek, PIC Planner/Special Projects Coordinator, provided an update of the work of the Hire Wire Ad Hoc committee. She noted that the SW MN Jobs Tour, held in collaboration with Hennepin County Employment & Training, was a great success. Carol indicated that to-date Hennepin County has funded the entire Hire Wire Project. Carol reported that staff are seeking approval to accept the Year 3 contract with Pioneer Public T.V. in the amount of \$15,000 to continue the work in advancing the development of marketing of Southwest Minnesota – “Come for the Jobs – Stay for the Lifestyle.”

Carla Goedtke moved to approve the Pioneer Public T.V. proposal in the amount of \$15,000. Seconded by Pat Thomas, motion carried. The Council asked staff to provide feedback at the next meeting, from individuals that participated in the Bus Tour.

#### **FFY 2017 Supplemental Nutrition Assistance Program – Employment & Training Plan Approval**

The Council reviewed the FFY 2017 Supplemental Nutrition Assistance Program’s Employment & Training Plan. The requested allocation is \$70,500 and will serve approximately 90 participants. Reggie Worlds moved to approve the submittal of the proposed plan. Seconded by Jeff Varcoe, motion carried.

#### **Approval of the nomination of Juanita Lauritsen, Executive Director, to serve as the Workforce Council Representative on the Upper MN Valley Regional Development Commission.**

Ralph Knapp moved to approve the nomination of Juanita Lauritsen to serve as the Workforce Council Representative on the Upper MN Valley Regional Development Commission. Seconded by Carla Goedtke, motion carried.

### **Annual Meeting Items**

#### **Election of Officers**

The Nominating Committee, consisting of Ralph Knapp, Rahn Larson and Joel Churness presented the following slate of candidates as nominations for Officers for 2016/2017:

Chair – John Roiger  
Vice Chair – Robyn Leese  
Secretary – Melanie Wiegert  
Board Member: Joel Churness  
Board Member: Carla Goedtke

In addition to John Roiger, John Roiger called for any additional nominations for Chair. Terry Gaalswyk moved to close nominations and to cast a unanimous ballot for John Roiger as Chair of the Southwest Minnesota Workforce Council. Seconded by John Popowski, motion carried.

In addition to Robyn Leese, John Roiger called for additional nominations for Vice Chair. Jeff Varcoe moved to close nominations and to cast a unanimous ballot for Robyn Leese as Vice Chair of the Southwest Minnesota Workforce Council. Seconded by John Popowski, motion carried.

In addition to Melanie Wiegert, John Roiger called for additional nominations for Secretary. Reggie Worlds moved to close nominations and to cast a unanimous ballot for Melanie Wiegert as Secretary of the Southwest Minnesota Workforce Council. Seconded by Pat Thomas, motion carried.

In addition to Joel Churness and Carla Goedtke, John Roiger called for nominations for the two At-Large Positions. John Popowski moved to close nominations and to cast a unanimous ballot for Joel Churness and Carla Goedtke as At-Large Representative on the Southwest Minnesota Workforce Council. Seconded by Pat Thomas, motion carried.

John Roiger noted that the past Chair, Alyssa Hammerschmidt, will also serve on the Executive Committee. Chairperson Roiger will also be appointing one additional At-Large Representative to the Executive Committee.

### **Bylaws**

Juanita updated members on the process and timing of approving changes to the Council's Bylaw. Juanita noted that the State Association is working on the development of a "draft template" that can be used by all Workforce Development Areas.

### **2016/2017 Work Plan**

Juanita provide an overview of key changes to the Work Plan from last year. She noted the new committee structure designed to address the strategies outlined in the local and regional plans. John Popowski moved to approve the 2016/2017 SW MN Workforce Council Work Plan as presented. Seconded by Ralph Knapp, motion carried.

### **2016 – 2017 Meeting Schedule Approval**

Chairperson Roiger reported that ten members returned the surveys regarding the meeting schedule and options. He noted that the Executive Committee is looking at the use of technology for some of the meetings and how that fits with the Public Open Meeting Laws. The Association is also working on this issue.

Pat Thomas moved to approve the following as the meeting schedule of the SW MN Workforce Council for 2016/2017.

- Thursday, October 6, 2016 – 4:00 p.m.
- Thursday, December 1, 2016 – 4:00 p.m.
- Thursday, February 2, 2017 – 4:00 p.m.
- Thursday, April 6, 2017 – 4:00 p.m.
- Thursday, June 1, 2017 – 4:00 p.m.

Seconded by Jeff Varcoe, motion carried.

### **Member Updates**

Len Bakken, Human Resource Director, at JBS, in Worthington reported that in an effort to create a dialogue between community leaders and groups of non-English speaking employees, JBS installed an audio touch screen outside the company's cafeteria. The systems contain a library of presentations explaining safety procedures and health-related issues, information about the company and information about the community. The speakers of each presentation translated the original English version into Arabic, Amharic, Burmese, Dinka, French, Hmong, Karen, Kunama, Lao, Nepali, Oromo, Spanish, Swahili, Thai, Tigrinya and Vietnamese. Len reported that new presentations are added every month. JBS hopes to make the presentations available online in the near future for all employees to watch when they have the time. JBS hopes this will help employees to better include their voices in the community.

Chairperson Roiger encouraged other members to share information related to happenings at their businesses or within their communities at future meetings.

### **Upcoming Meetings**

- Executive Committee – September 1, 2016 – 4:00 p.m.
- Workforce Council – October 6, 2016 – 4:00 p.m.

### **Adjourn**

No other business came before the Board.

Chairman Roiger adjourned the meeting at 5:55 p.m.

Approved by:

Approved by:

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Joel Churness, Secretary

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Wanda Hebrank, Recording Secretary