



AGENDA

May 10, 2024

9:40 am–10:50 am

HYBRID (In-person attendance encouraged)

To join virtually, a Microsoft Teams meeting invitation was emailed to you on April 30, 2024. (If viewing this agenda online, click on the link on page 2.)

Unable to locate the invite? Please email vhosch@cmjts.org.

The Board's Basic Responsibilities

- Determine the WDB's mission and purpose.
- Support the CEO.
- Provide proper financial oversight.
- Ensure adequate resources.
- Ensure legal and ethical integrity and maintain accountability.
- Ensure effective organizational planning.
- Recruit and orient new board members.
- Assess board performance.
- Enhance the WDB's public standing.
- Monitor and strengthen CareerForce systems, programs, and services.

MEMBERS

- | | |
|--|---|
| <input type="checkbox"/> Commissioner Lisa Fobbe, Co-Chair | <input type="checkbox"/> Brian O'Donnell (rotation) |
| <input type="checkbox"/> Bob Voss, Co-Chair | <input type="checkbox"/> Tim Truebenbach |
| <input type="checkbox"/> Paul Bukovich | <input type="checkbox"/> Lisa Zwart |
| <input type="checkbox"/> Craig Johnson | |

STAFF

- | | |
|---|--|
| <input type="checkbox"/> Leslie Wojtowicz (CMJTS) | <input type="checkbox"/> Bridget Paulson (CMJTS) |
| <input type="checkbox"/> Lori Kampa (CMJTS) | <input type="checkbox"/> Dina Wuornos (CMJTS – rotation) |

1. Welcome/Introductions

2. Consent Agenda

(A single motion and vote are taken on all items listed under the consent agenda. Items may be added or deleted at the request of committee chairs, staff, or partners.)

- a. Agenda*
- b. Previous Committee Meeting Minutes*

3. Old Business

- a. The Future of Artificial Intelligence*
 - Presenter: Mike Kutzke
 - May 17, 9-11 am
- b. CMJTS 40th Anniversary
 - Update from Truebenbach and Johnson
 - What will be the role of CGR/WDB?
- c. Succession Planning for Employers or Employees
- d. Board Membership Recruitment*

4. New Business

- a. Legislative Event

5. Items for Next Meeting Agenda

6. Future Agenda Items

Note: If you are unable to attend this meeting, please contact Victoria Hosch at vhosch@cmjts.org or 612-750-3559 (cell).

Upon request, this material can be made available in alternate formats.

Auxiliary aids and services are available upon request to individuals with disabilities by contacting the front desk at 800-284-7425.

7. Adjournment

*Attachment

NEXT MEETING SCHEDULE

June 14, 2024

8:15 am – 8:50 am	JPB/WDB Chairs/CMJTS Exec. Director Pre-Meeting (hybrid)
9:40 am – 10:40 am	Workforce Development Committee (hybrid)
9:40 am – 10:40 am	Community & Government Relations Committee (hybrid)
10:50 am – 12:00 pm	Workforce Development Board (hybrid)
12:15 am – 2:00 pm	Joint Powers Board (hybrid)

An up-to-date meeting schedule is available on CMJTS' website at:
www.cmjts.org > About > 2024 Board Meeting Schedule

How to join the CGR Committee meeting virtually via Microsoft Teams

If you already have the Teams app, select [Click here to join the meeting](#) here if viewing this agenda electronically or in your meeting invite and the meeting will open there automatically. (If you accepted the meeting invite, the link should also be in your calendar.)

Meeting ID: 244 321 335 173

Passcode: LgyuG7

If you don't have the desktop version of Teams, you can use the Teams Web App to join a Teams meeting from a Windows or Mac computer with a supported browser installed. You don't have to download anything, just follow these steps:

1. Go to **Outlook > Calendar**, open the Teams meeting request, and select **Join Microsoft Teams Meeting**.
2. Enter your name and select **Join the meeting**. (Or choose **Open in Browser** if it appears.)

Or call in (audio only)

[+1 612-470-3012,,769133712#](tel:+16124703012769133712) United States, Minneapolis

Phone Conference ID: 513 769 133 712#

COMMUNITY & GOVERNMENT RELATIONS (CGR) COMMITTEE
MINUTES
April 12, 2024
Hybrid Meeting

MEMBERS PRESENT: Bob Voss (co-chair), Commissioner Lisa Fobbe (co-chair), Tim Truebenbach, Brian O'Donnell

MEMBERS ABSENT: Craig Johnson, Lisa Zwart, Paul Bukovich

STAFF PRESENT: Leslie Wojtowicz, Lori Kampa

The meeting was called to order at 9:45 am.

CONSENT AGENDA

Motion: O'Donnell moved to approve the consent agenda. Seconded by: Voss. Motion carried.

OLD BUSINESS

The Future of Artificial Intelligence

- The virtual event will be May 17, 9-11 am.
- Johnson is the facilitator.
- Invitations were sent out and current enrollment is 57.

CMJTS 40th Anniversary Celebration

- Wojtowicz updated the committee on the event. It will be an Open House.
- Date TBD
- A larger event will be scheduled at a later time.

Board Membership Recruitment

- Fobbe suggested a grid to see the composition of the board to aid in recruiting for missing areas
- O'Donnell said Barb Chaffee used to have a grid and he would try to locate it.
- Wuornos will provide recruitment tools.

Committee Goals and Action Plans for PY2024-2025

Motion: O'Donnell moved to approve. Seconded by: Voss. Motion carried.

NEW BUSINESS

Succession Planning for Employers or Employees

- Discussion for a future event. The CGR Committee will encourage the Workforce Development Committee to plan something.

UPCOMING EVENTS

- The Future of Artificial Intelligence virtual event
 - Presenter: Mike Kutzke
 - May 17, 9-11 am
- CMJTS 40th Anniversary Celebration
 - To be held this fall in August, September, or October 2024
- Legislative event
 - To be held in January 2025

NEXT AGENDA ITEMS

ITEMS FOR FUTURE MEETING AGENDAS

ADJOURN

The meeting was adjourned at 10:40 am.

WIOA Central MN Workforce Development Board Membership Representation

21 Voting Members		Note: (1) member at-large = 11 members			Educational Agency		20% Rule							
							Organized Labor							
							Sector	Business	Apprenticeship	Union Shop	Union Employees (PA)	CBO	Econ Dev	Rehab. Agency
	6E (3)	7W (4)	7E (4)	ABE (1)	Other Ed. (1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1)	(1*)
Region 6E														
Melissa Ball-Warriner													X	
Brian O'Donnell	P	X												
Craig Johnson						X (.5)		X (.5)						
Rebecca Nelson	M	X												
Kimberly Hanson Lint	N	X												
Paul Bukovich (DHS)								(X)	X					
Region 7W														
Derrick Atkins	C		X				X		X					
Lisa Fobbe														X
Jeanne Holland														X
Lori Vrolson	H									X				
Joy Beise (VRS)											X			
Tim Truebenbach						X (.5)		X (.5)						
Rob Stark	P		X											
Sherry Smith (ABE)					X									
Lisa Zwart	M		X											
Alex Kangas	N		X											
Bus Rep - Sherburne			X											
Dina Wuornos														EX
Region 7E														
Craig Beaulieu	P			X										
Terry Lovgren				X										X
Becky Lourey (retiring)	P			X										
Bus Rep - Mille Lacs County				X										
Bus Rep - Pine County				X										
Mark Netzinger	H			X										
Robert Voss											X			

Sectors: M - Manufacturing

H - Health Care

C - Construction

N - Natural Resources (Ag, Energy)

P - Professional Business Services (IT)

KEY: EX - Ex-Officio

*3 LEOs = 1 vote

FOUNDATIONAL

**Central Minnesota Workforce Development Board
PY2024–2025 Community & Government Relations Committee**

Guiding Principle

To strengthen central Minnesota communities by facilitating communication between stakeholders.

Mission

To develop and foster community and government relations while promoting the Workforce Development Board’s interests and policies.

Strategic Direction

Convene community, business leaders, and educators to address relevant issues through collaboration and synergies to foster workforce excellence.

Targeted Stakeholders

Legislators and Educators

Economic Developers and Chambers

Business and Community at Large

OPERATIONAL

PRINCIPLES

SKILLED WORKFORCE

- Basic Skills
- Work-Readiness Skills
- Occupational/ Credential Skills

INDUSTRY-DRIVEN STRATEGIES

- Current Labor Market Information
- Drivers of Regional Economy
- Connections to Industry

STRATEGIC PARTNERSHIPS

- Business
- Community
- Education
- Economic Development
- Workforce Development

CONTINUOUS IMPROVEMENT

- Measurable Outcomes
- Evaluation
- Improvement Strategies

FOCUS

Resources

- Raise public awareness of the CareerForce system, focusing on the Central Minnesota Local Workforce Development Area 5 (LWDA5) stakeholders.
- Advocate for the labor market needs of employers in LWDA 5.
- Provide LWDA 5 stakeholders with qualitative market analysis (e.g., labor market information available from DEED) to facilitate informed decision making.
- Promote Central Minnesota Jobs and Training Services, Inc. (CMJTS) using electronic resources, including, but not limited to, appropriate social media (e.g., Facebook, LinkedIn, YouTube)
- Monitor industry needs to align with available resources.

Industry and Workforce

- Offer honest dialog on current and future worker skill needs for LWDA 5 businesses.
- Support CareerForce programs and provide evaluations as appropriate.
- Connect with CareerForce resources.
- Leverage, support, and educate about the availability of diverse labor pools, including workers with disabilities, immigrants, older workers, offenders, etc. Reduce disparities and raise awareness of diversity, inclusion, value, and equity in the workplace.
- Provide incumbent worker training to meet changing workplace skill needs and retain current workforce.

Influencers

- Develop, distribute, and/or present information on current WDB-designated targeted career pathway industries in LWDA 5 using the following networks:
 - Central Minnesota Workforce Development Board (WDB)
 - Chambers of Commerce
 - Civic organizations
 - Community-based organizations
 - Economic development authorities/commissions
 - Educators
 - Friends and family members
 - Job fairs/business expos
 - Policy
 - Federal, state, and local elected officials
 - Federal, state, and local workforce development agencies
 - Regional industry alliances/associations
 - CareerForce system

Board Drivers – Sectors

- Work with the Region 3 Leadership & Planning Board (R3LPB) on manufacturing and healthcare sector shortages.
- Continue review of sector strategies in:
 - Construction (transportation)
 - Natural Resources and energy (agriculture)
 - Professional and business services (information technology)