



**Mission:** To provide effective oversight to Central Minnesota Jobs and Trainings Services, Inc. programs and corporate operations.

**AGENDA**

**May 10, 2024  
12:30 pm–1:30 pm  
HYBRID**

**In-person attendance at CMJTS' Monticello office in **conference room 127.****

To join virtually, a Microsoft Teams meeting invitation was initially emailed to you on April 30, 2024. (If viewing this agenda online, click on the link on page 2.)  
Unable to locate your invite? Please email [vhosch@cmjts.org](mailto: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, JPB Chair          | <input type="checkbox"/> Brian O'Donnell, WDB Chair  |
| <input type="checkbox"/> Commissioner Jeanne Holland, JPB Vice Chair | <input type="checkbox"/> Rob Stark, WDB Vice Chair   |
| <input type="checkbox"/> Commissioner Terry Lovgren, JPB Secretary   | <input type="checkbox"/> Bob Voss, WDB Treasurer     |
|  | <input type="checkbox"/> Becky Lourey, WDB Secretary |

**STAFF**

- |   |  |
|---|--|
| <input type="checkbox"/> Dina Wuornos, Interim Executive Dir. | <input type="checkbox"/> Christina Pflueger, PA Mgr. |
| <input type="checkbox"/> Victoria Hosch, Executive Asst.      | <input type="checkbox"/> Diana Ristamaki, Youth Mgr. |
| <input type="checkbox"/> Troy Gilbertson, Adult Mgr.          | <input type="checkbox"/> Leslie Wojtowicz, WDD Mgr.  |
| <input type="checkbox"/> Kristin Yeager, HR/IT Mgr.           |  |

1. Approval of the Meeting Agenda\*
2. Approval of the Previous Meeting Minutes\*
3. Compliance Shop Audit Update – Yeager, Wuornos
4. Medical Insurance (motion to approve) – Yeager
5. CMJTS Employee Handbook (motion to approve) – Yeager
  - Revisions made: Removing Barb Chaffee's letter and changing CEO to executive director titles
6. July Board/Committee Meetings
  - Hold virtually? (Traditionally, in-person meeting attendance is low.)
7. CMJTS Program Update – Managers
8. Adjournment

**Note:** If you are unable to attend this meeting, please contact Victoria Hosch at [vhosch@cmjts.org](mailto:vhosch@cmjts.org) or 612-750-3550.

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.

## NEXT MEETING SCHEDULE

*July 12, 2024*

8:15 am – 8:50 am	JPB/WDB Chairs/CMJTS Exec. Director Pre-Meeting (hybrid)
9:00 am – 9:30 am	LMI Presentation (hybrid)
9:40 am – 10:50 am	Youth Committee (virtual)
9:40 am – 10:50 am	Workforce Development Committee (hybrid)
9:40 am – 10:50 am	Community & Government Relations Committee (hybrid)
11:00 am – 12:15 pm	Workforce Development Board (hybrid)
12:30 am – 1:30 pm	Executive/Operations Committee (hybrid)

**An up-to-date meeting schedule is available on CMJTS' website at:**

[www.cmjts.org](http://www.cmjts.org) > About > 2024 Board Meeting Schedule

## How to Join the Exec-Ops Meeting virtually via Microsoft Teams

If you already have the Teams app, click on the link below or select **Click here to join the meeting** in your meeting invites and the meeting will open automatically.

[Click here to join the meeting](#)

Meeting ID: 279 804 487 871

Passcode: ReDDbN

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](tel:+16124703012), [385873603#](tel:+1385873603) United States, Minneapolis

Phone Conference ID: 385 873 603#

# CMJTS, INC. OPERATIONS COMMITTEE MEETING MINUTES

March 8, 2024

HYBRID

**MEMBERS PRESENT:** Commissioner Rick Greene (JPB chair), Commissioner Lisa Fobbe (JPB vice chair), Commissioner Mike Warring (JPB secretary), Brian O'Donnell (WDB chair), Bob Voss (WDB treasurer), Becky Lourey (WDB secretary)

**ABSENT:** Rob Stark (WDB vice chair)

**STAFF:** Dina Wuornos, Victoria Hosch, Christina Pflueger, Diana Ristamaki, Leslie Wojtowicz, Kristin Yeager

The meeting was called to order at 9:03 am.

## **APPROVAL OF THE CONSENT AGENDA**

Correction: Interim executive director wage – retro to December 8, 2023

Motion: Voss made the motion to approve the amended consent agenda Seconded by: Warring. Motion carried.

### ***Interim Executive Director Wage – Commissioner Rick Greene***

- Recommendation to adjust Dina Wuornos' wage for assuming the interim executive director position in addition to her manager position retro to December 8, 2023.

Motion: Warring made the motion to approve the CMJTS interim executive director's wage retro to December 8, 2023. Seconded: Voss. Motion carried.

### ***Executive Director Position – Commissioner Rick Greene***

- Received only one internal application: Dina Wuornos.
- The committee discussed posting and recruiting externally.
  - The decision was made to make the recommendation to stay with the internal posting due to CMJTS' current situation and the need for someone that is highly qualified and well versed in what is happening.
    - ♦ Recommendation: Offer Dina Wuornos the CMJTS executive director position today. (Salary: \$150,000/year, with the usual benefits package.)

Motion: O'Donnell made the motion to recommend offering Dina Wuornos the CMJTS executive director position, effective immediately with above noted salary and benefits package, and bring forward to the CMJTS Joint Powers Board for final approval. Seconded: Voss. Motion carried.

### ***2023 CMJTS Awards of Excellence – Dina Wuornos***

- The CMJTS Executive Team will make recommendations for the nominations received to the Operations Committee. A straw poll vote will be conducted to approve the recommendations. The ceremony will be held during the April 12, 2024, WDB meeting.

### ***2024 County MFIP-DWP Budgets – Christina Pflueger***

- Mille Lacs and Wright counties will be ending their MFIP-DWP contract on March 31, 2024.
  - CMJTS withdrew its RFP for Wright County due to issues working with the county's Public Assistance staff.
  - Mille Lacs County did not extend their three-month contract due to being nervous about CMJTS' current financial issues. Disappointed as CMJTS' Public Assistance staff do great work; however, CMJTS will try again when an RFP comes out again.

▪ Chisago	\$228,302
▪ Isanti	\$260,000
▪ Kanabec	\$191,020
▪ McLeod	\$172,040
▪ Meeker	\$145,839
▪ Mille Lacs	\$64,635
▪ Pine	\$375,055
▪ Renville	\$150,429
▪ Wright	\$82,548
▪ <b>TOTAL</b>	<b>\$1,669,868</b>

Motion: O'Donnell made the motion to approve the county MFIP-DWP budgets as presented. Seconded by: Warring. Motion carried.

### ***CMJTS Program Updates***

- Ristamaki
  - The Youth Program is gearing up for the Operation Exploration camps this summer. An extra camp will be added this year for seven across CMJTS' 11-county region. The trades camp at Wright Tech usually has a lot of youth that want to attend that camp; however, they have a cap of 15. There is already a waiting list for the camp, so CMJTS is working with Wright Tech to see if we can take on 30 youth for and do a rotation. The camps are selling themselves. Looking at doing eight camps next year.
  - The Youthbuild program is growing; it has expanded beyond ALP in Monticello and is moving into Ivan Sams in Elk River and has gone in our Buffalo and Big Lake connections. Big picture, looking at getting into building tiny homes—have a distinct vision for this program.
- Yeager
  - The commercial insurance is up in April and expect to go through as normal.
  - The medical insurance renewal date is July 1, 2024. CMJTS will be going out for RFP. Last year, CMJTS had a huge increase in medical insurance; however, the two highest claims people are no longer with us—our claims look significantly better. CMJTS has been with Medica for 19 years but may have to move to another provider.
  - Yeager is the only IT person on staff. CMJTS has contracted with Integris for IT support—they are phenomenal! Getting much better and quicker IT services and responses. The cost is comparable to the cost of an IT network administrator position.
  - Yeager is making updates to the employee handbook, which will be out for review within the next month.
  - The central regional manager position has been posted. Have two internal candidates, as well as a good handful of qualified external candidates. Yeager and Wuornos have interviews scheduled for the week of March 18. All other open positions are still currently on hold. Waiting for Veracity to make recommendations on how CMJTS should move forward with accounting position: Do we hire a supervisor and have Veracity stay on at the higher level? Or do we hire a manager? Veracity is currently assessing the skills of CMJTS' current accounting staff.
  - Due to the loss of the Wright County MFIP-DWP contract, one PA staff member has left to find a job outside of CMJTS, the other two will move into open CMJTS positions, so will not need to lay off for that county. For Mille Lacs County, unless something changes, the plan is to lay off that staff member at the end of March/early April.
  - *Question*: IT equipment, such as laptops, what is process again for upgrading? *Response*: CMJTS' plan is to replace laptops every three years. It was done last year and the year before. It is not in the budget for this year. Yeager hopes to put it in place for FY2024-25.

- *Question:* Has Barbara Chaffee’s cell phone been resolved? *Response:* It has been resolved on CMJTS’ end. Yeager has suspended her line on CMJTS’ plan. Yeager believes Chaffee may have ended up getting a different line. If Yeager doesn’t hear from Chaffee in two weeks, she will delete the line.
- *Question:* The two county attorneys requested that we make a claim (e.g., something like a wrongful termination claim), but there is skepticism as you can’t make a claim if you don’t know what the loss is. *Response:* Yeager did notify the insurance agent, filled out the insurance claim form and they have it on record. Yeager printed the email, and the insurance agent is also keeping it. Have done what we can.
- Wojtowicz
  - Shoutout to Ristamaki and her Youthbuild team and students and Yeager for helping with CMJTS’ move within Monticello office.
  - Prepping for the Regional Plan.
    - ♦ The R3LPB (Region 3 Leadership & Planning Board) is meeting on March 27, 2024, to provide input and help on the plan.
  - The R3C grant will be monitored so we will work on completing the monitoring guide.
  - Due to the financials, have lost one disability staff member. Staff have stepped up to take on the additional duties to fill the gap.
  - Have submitted some grants; however, Wojtowicz is being very selective on which ones CMJTS applies for because every grant wants the financial risk assessment completed. Wojtowicz can’t fill them out in confidence. Doing more with targeted requests and with the fundraising team.
    - ♦ Requested and received \$4,000 from Big Lake Spud Fest to support Youth camps.
    - ♦ Have a request in for CMMA for \$1,000.
    - ♦ Will be putting a request in for Xcel Energy and approaching Lions Club, legions, and local places to get additional funds to support the Youth camps.
    - ♦ Working on planning a fundraiser to fill some gaps as well.
- Pflueger
  - Given the changes with losing the Mille Lacs and Wright County MFIP-DWP contracts, CMJTS is moving out of the Mille Lacs County office at end of the month. The two Wright County Public Assistance (PA) staff will remain in the Monticello office. The one Mille Lacs County PA staff member may also stay here.
- Wuornos
  - Adult Programs: Ristamaki, Wojtowicz, and Pflueger are filling the program manager position gap until a new manager is hired.
  - Have begun working on the Local Plan. Communication has been sent to CMJTS’ partners requesting information. The Local Plan must be posted by the end of April for review and due to DEED by May 31, 2024.
  - Need to complete the annual application with DEED to be a cash request provider.
  - Several PY2023 grants are being monitored in March: Adult, WIOA Dislocated Worker, and State Dislocated Worker.
    - ♦ Communicating with Linda Skogen at DEED:
      - A former CMJTS staff member that ended their employment with CMJTS in October 2023. Several CMJTS staff came to Wuornos with concerns about his relationship with our state monitor—they are very good friends, and he didn’t have very great things to say about CMJTS. Wuornos asked Skogen if this would impact her perspective and she replied, “Absolutely not and whatever was being shared is not accurate.”
    - ♦ CMJTS knows there will be findings. DEED has been amazing and working with CMJTS.

***CMJTS Operations Committee Meeting Schedule – Commissioner Rick Greene, Dina Wuornos***

- The CMJTS Operations Committee meetings will be held every other month in January, March, May, July, September, and November.
- The officers’ pre-meeting is technically the WDB Executive Committee meetings as it includes all the JPB and WDB officers and meets every month, with the exception of August. If CMJTS Executive Team staff have needs on the off months that the Operations Committee meets, they can come in. This way we aren’t “making busy.”
- The CMJTS Executive Team finds joining the CMJTS Operations and/or WDB Executive Committee meetings to be very beneficial—it is not only relationship building but it is also beneficial to the officers to know what CMJTS is working on.
  - If having an Executive Committee meeting vs. just an officer pre-board meeting, there needs to be an agenda and minutes taken—and the meeting needs to be posted.
    - As the Operations and Executive Committee members are the same, perhaps we could join the two together.
    - Need to check the bylaws.

***Finances – Dina Wuornos***

- Yeager is monitoring cash flow.
  - DEED has been providing CMJTS with our cash requests—fully funding the requests with timely turnaround.
- Still owe \$200,000 on the line of credit.
- Because of some additional Employment Network/Pre-ETS money received, CMJTS has gotten more caught up on paying its bills. March rent is paid out except for Monticello, which is \$28,000. (Holding the Monticello March rent payment until the next funding is received.)
- For the last AP run on February 22, 2024, all client requests were paid out right away and paid out CliftonLarsonAllen. Holding on the attorney and a couple of board member invoices.
  - An AP run that started at approximately \$90,000, we are now holding on approximately \$24,000.
  - The attorney and board member invoices are the only two invoices that cash has been requested for, but haven’t paid yet, for a total of \$53,000.
  - Just received Isanti and McLeod PA funds, so have a balance in the bank of approximately \$35,000, so can get some of those funds out.
  - Will get the cash request Wuornos requested on March 7, 2024, next week for payroll and be able to send out the rest of the March rent and AP and get most of that AP run paid.
  - Monticello’s rent will go down about \$8,000; Mille Lacs’ rent was \$1,000/month; North Branch and Litchfield offices must move, so those rents will go down. Could have a reduction in rent payments of about \$12,000/month.
- Back on track with getting the FSRs done and submitted timely.
- Admin allocations were not done in November or December so didn’t hit the PA grants that ended in December so lost out on requesting money from those.
- We are back on track – month end, PA billings, and FSRs are being done timely—which is big.

**ADJOURNMENT**

**Motion:** Greene made the motion to adjourn the meeting at 9:35 am. **Seconded** by: Voss. Motion carried.

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Signature of WDB Secretary