



CENTRAL MINNESOTA Workforce Development Board

Workforce Development Committee

Mission: To provide leadership in connecting local/regional business, education, and economic development initiatives, as well as ensuring quality services in the CareerForce System or one-stop centers.

AGENDA

June 13, 2025

9:10 am–10:00 am

In-person attendance only

Monticello office in conference room 128.

Please go to the board meeting page for all meeting materials

<https://www.cmjts.org/cmjts-joint-powers-board-workforce-development-board-and-committee-meetings>

MEMBERS:

- | | |
|---|--|
| <input type="checkbox"/> Mark Netzing, Chair | <input type="checkbox"/> Dr. Alex Kangas |
| <input type="checkbox"/> Rebecca Nelson, Vice Chair | <input type="checkbox"/> Commissioner Jeanne Holland |
| <input type="checkbox"/> Rob Stark | <input type="checkbox"/> Lori Vrolson |
| <input type="checkbox"/> Melissa Ball-Warriner | <input type="checkbox"/> Trevor Turek |
| <input type="checkbox"/> Merle Bobbitt | |

STAFF:

- | | |
|---|---|
| <input type="checkbox"/> Leslie Wojtowicz (CMJTS) | <input type="checkbox"/> Business Services Staff (rotation) |
| <input type="checkbox"/> Joe Sharpe (CMJTS) | <input type="checkbox"/> Diane Johnson (CMJTS) |

GUESTS:

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PY2025-2026 Committee Goals and Action Plans

- Review industry clusters by region to determine if they are still viable. Look at: DEED to be proactive to enhance business expansion and create job growth.
 - 7E: Continue focusing on manufacturing, healthcare, and leisure and hospitality.
 - 6E: Continue focusing on manufacturing, agriculture, and healthcare.
 - 7W: Continue focusing on manufacturing, healthcare, ground transportation, energy, and construction.
- Support initiatives that focus on bringing broadband infrastructure to rural areas in LWDA 5 that are necessary for jobseekers and businesses to participate in everyday activities such as job search, education and training, accessible or remote work, health care, and staying connected.
- Outreach to businesses to inform them of what is available in the region by utilizing business service coordinators.
- Continue to gather data and bring in guest speakers for committee growth and development. Track the changes that are occurring that may affect economic workforce development.
- Investigate possible ways this committee could assist small businesses and the trades.

Five Industry Sectors: Manufacturing, Healthcare, Construction (transportation), Natural Resources and Energy (Agriculture), Professional and Business Services (Information Technology)

1. Call to order

Note: If you are unable to attend this meeting, please contact Diane Johnson at djohnson@cmjts.org or 763-340-0743

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

2. Approval of the 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. Meeting Agenda*
- b. Previous Committee Meeting Minutes*

3. Old Business

- a. Business Representation on WD Committee
 - Create a plan for new business representation
 - Recruitment plan for business members

4. New Business

- a. Review 2025-2026 Committee Goals and Action Plans - Wuornos

5. Business Services Update – Business Service Coordinator

6. Pulse of Private Industry Board Members (time permitting)

7. Next Meeting Agenda Items

8. Future Meeting Agenda Items

9. Adjournment

***Attachment**

NEXT MEETING SCHEDULE

September 12, 2025

8:15 am – 9:00 am	Executive Committee
9:10 am –10:00 am	Workforce Development Committee
9:10 am –10:00 am	Community & Government Relations Committee
10:10 am –10:40 am	LMI Presentation
10:50 am – 1:30 pm	Joint WDB/JPB Meeting

NO MEETING IN JULY OR AUGUST

All Meeting information and attachment information can be found:

CMJTS Joint Powers Board, Workforce Development Board, and Committee Meetings Page:
<https://www.cmjts.org/cmjts-joint-powers-board-workforce-development-board-and-committee-meetings/>

WORKFORCE DEVELOPMENT COMMITTEE
MINUTES
May 9, 2025

MEMBERS PRESENT Mark Netzing (chair), Rebecca Nelson (vice chair), Rob Stark, Lori Vrolson, Commissioner Jeanne Holland, Melissa Ball-Warriner, Rebecca Nelson, Trevor Turek

MEMBERS ABSENT: Dr. Alex Kangas

GUESTS PRESENT: Luke Greiner, Dan Whitcomb

STAFF PRESENT: Troy Gilbertson, Diane Johnson, Rebecca Perrotti

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

INTRODUCTIONS/WELCOME

APPROVAL OF THE CONSENT AGENDA

Motion: Vrolson moved to approve the consent agenda. Seconded by: Holland Motion carried.

OLD BUSINESS

None

NEW BUSINESS

Career Roadmaps – Perrotti

- The goal of the project is to help students and parents focus and understand the opportunities that are available with local businesses, the different avenues of career clusters, the training/education that is needed, and a general wage range. Businesses can also use this as a tool at career fairs to showcase job opportunities.
- CMJTS staff will use this as a tool to follow up with businesses who have participated in career fairs to ask if they would like to participate in this project.

Workforce Development Committee Structure – Participation and Purpose – Stark/Wuornos

- Incorporate additional business representation to the table to help guide the work that we do to support job seekers and businesses. They would be added as committee members and would have voting rights for the committee.
- We are in the process of rewriting our bylaws which would allow us to incorporate these individuals. can be public representation but would not have to be a board member (similar to the youth committee).
- Groups to consider would be the HR groups that meet in the central and north region, healthcare, and the trade industry.
- We are currently recruiting for six board members and five of them must represent business. Wuornos has reached out to Excel Energy, Ridgeview Medical Center, The Repurposed Educator, and Janelle Sowers (previous CMJTS employee who would represent business and agriculture). The CGR committee also has a list of potential members.

Motion: Stark moved to expand the committee to include community members with voting rights on the Workforce Development Committee meetings only. Seconded by: Holland Motion carried.

Business Service Update – Rebecca Perrotti

- Businesses are using Incumbent Worker Training to upskill their workforce.
- Businesses are reaching out for on-the-job training opportunities.
- Many career fairs are happening throughout our regions.
- Chisago County Manufacturing event is scheduled for October 8, 2025.

- Gathering information for a couple of businesses to see if Registered Apprenticeship might be a viable solution for their hard to fill and hard to skill up positions.
- Arrowhead Transit in the East Central location has updated their bus routes in the Chisago/Pine/Isanti area and it seems viable for some workforce-related transportation.
- Grant writing support and editing letters of commitment for the different proposals that the grant team is working on.
- The IUOE Local 49 Carpenters Union is going to be opening a training center in North Branch.
- Anoka Ramsey Cambridge Campus is starting a dental assistant program in the spring of 27. Students will be able to start working on pre-requisites and classes prior to this.
- Conversations with the Cambridge and Princeton High Schools on how CMJTS can partner with them on a nursing assistant program.

PULSE OF PRIVATE INDUSTRY BOARD MEMBERS

NEXT MEETING AGENDA ITEMS

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FUTURE MEETING AGENDA ITEMS

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ADJOURNMENT

Motion: Stark moved to adjourn the meeting at 10:54 a.m.

Central Minnesota Workforce Development Board

2025-2026 Workforce Development Committee Strategic Plan

FOUNDATIONAL

Guiding Principle

To actively engage, support, and cultivate all industries across the entire economy and selected targeted industries in Central Minnesota to effectively sustain business and industry, jobs, and communities by providing visionary and collaborative leadership and strategic investment of significant resources.

Mission

To provide leadership in connecting local/regional business, education, and economic development initiatives, as well as ensuring quality services in the CareerForce Center system or one-stop centers.

Strategic Direction

Develop and attract a skilled and diverse workforce for targeted industry sectors by communicating broadly to jobseekers and other influencers via coordinated marketing approach to share information about interaction between job requirements and degree requirements and the future needs in the workforce.

Targeted Occupations

Identifying “in demand” occupations and employment projections through use of data about employment by location, labor supply and demand, earnings, unemployment, and demographics of the labor force to help employment specialists and their jobseekers find relevant training opportunities to fill skills gaps, address skills shortages in the current economy, and anticipate employer need for trained workers in the listed fields.

Targeted Industries

Region 6E

Manufacturing, Healthcare, Agriculture

Region 7W

Manufacturing, Ground Transportation, Energy, Healthcare, Construction

Region 7E

Manufacturing, Healthcare, Leisure and Hospitality

OPERATIONAL

PRINCIPLES

SKILLED WORKFORCE

Basic Skills

Work-Readiness Skills

Occupational Skills

IT Fundamentals

INDUSTRY-DRIVEN STRATEGIES

Labor Market Information

Drivers of Region Economy

Connections to Industry

STRONG COLLABORATIONS

Business

Community

Economic Development

RESOURCES ALIGNMENT

Education (Build Capacity)

Workforce Development

CONTINUOUS IMPROVEMENT

Measurable Outcomes

Evaluation

Improvement Strategies

FOCUS

Youth

- Support career exploration opportunities:
 - Job shadow
 - Pre-apprenticeship
 - Internship
- Support work experience opportunities.
- Support the WDB Youth Committee initiatives to address the employment, training, education, and support service needs of young and emerging adults.

Jobseekers

- Support training that prepares to compete for demand occupations:
 - Basic Skills
 - Pre-vocational and Adult Career Pathways training
 - Occupational (credentialed)
 - On-the-job training
 - Grants for training
- Provide job search services and connection to area employers (further clarification).
- Support strength-based approach to case management that helps jobseekers effect change and overcome challenges or barriers to employment.

Industry

- Offer honest dialog on current and future worker needs for the variety of occupations each employer represents.
- Support and provide critiques of programs of the CareerForce Center.
- Connect employers with resources of the CareerForce Center outside of the targeted industries in Local Workforce Development Area 5 (LWDA 5).
- Employer resources, training, and support
- Incumbent Workers
 - Assessment
 - Ongoing training
- Educate employers and encourage commitment to diversity, equity, and inclusion in hiring and workplace practices.

Influencers

- Develop, distribute, and present LWDA 5 targeted-industry and workforce-needs educational materials, using the following LWDA 5 networks:
- Economic Development Authorities
 - Chambers of Commerce
 - Civic organizations
 - Regional industry alliances/association
 - Job fairs/business expos
 - CareerForce Center system
 - Family members
 - Educators
 - Policy
 - Department of Employment and Economic Development (DEED)
 - Workforce Development Board
 - Elected officials