



AGENDA

January 9, 2026

9:40 am–10:50 am

If attending in-person, attendance at CMJTS' Monticello office in conference room 150.

Please go to the board meeting page for all meeting materials and links to join meetings virtually:

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

MEMBERS:

- | | |
|--|--|
| <input type="checkbox"/> | <input type="checkbox"/> Commissioner Dan Whitcomb |
| <input type="checkbox"/> Lisa Zwart, Co-Chair | <input type="checkbox"/> Dr. Craig Johnson |
| <input type="checkbox"/> Dr. Brent Thompson | <input type="checkbox"/> Tim Truebenbach |
| <input type="checkbox"/> Commissioner Duane Anderson | <input type="checkbox"/> Denise Stewart |

STAFF:

- | | |
|---|---|
| <input type="checkbox"/> Michelle Johnson (CMJTS) | <input type="checkbox"/> CMJTS Business Services (rotation) |
| <input type="checkbox"/> Lori Kampa (CMJTS) | <input type="checkbox"/> Dina Wuornos (CMJTS - rotation) |

1. Call to order

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. New Business

- a. Co-chair or Vice-chair election

4. Old Business

- a. By-laws Final Review for recommendation to WDB/JPB
- b. Focus for 2026
 - i. Strategic Plan
- c. Skills-Based Hiring Employer Engagement Workshops
 - i. Tentative dates are:
Central: February 12, 2026 in Monticello at CMJTS (back-up at Big Lake High School)
North: Feb. 19, 2026 in Mora at Lakes and Pines
South: Feb. 20, 2026 in Willmar at the EDA conference room (back-up at Ridgewater)
- d. Board recruitment updates
 - i. Renville County

Note: If you are unable to attend this meeting, please contact Lori Kampa at lkampa@cmjts.org or 763-496-5436

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 763.271.3700 or info@cmjts.org

- ii. McLeod County
- iii. Chisago County

5. Business Service Coordinator Report

6. Future Agenda Items

7. Adjournment

***Attachments**

Previous meeting minutes
CGR Goals and Action Plans

NEXT MEETING SCHEDULE

NO MEETING IN FEBRUARY

March 13, 2026

Operations Committee	8:00 am–8:50 am
Workforce Development Committee	9:00 am–9:50 am
Community & Gov’t Relations Committee	9:00 am–9:50 am
Youth Committee	9:00 am–9:50 am
Workforce Development Board Meeting	10:00 am–10:50 am
LMI Presentation	11:00 am–11:30 am
Presentation/Guest Speaker	11:40 am–12:30 pm
Joint Powers Board Meeting	12:40 pm–1:30 pm

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/>

**COMMUNITY & GOVERNMENT RELATIONS (CGR) COMMITTEE
MINUTES**

December 12, 2025

Hybrid Meeting

MEMBERS PRESENT: Bob Voss (co-chair), Lisa Zwart (co-chair), Brent Thompson, Commissioner Duane Anderson, Denise Stewart (virtual), Tim Truebenbach, Rob Stark, Dr. Craig Johnson

MEMBERS ABSENT: Commissioner Dan Whitcomb

STAFF PRESENT: Bridget Paulson, Rebecca Perrotti, Dina Wuornos, Michelle Johnson (virtual), Lori Kampa

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

WELCOME/INTRODUCTION

CONSENT AGENDA

Motion: Johnson moved to approve the consent agenda. Seconded by: Anderson. Motion carried.

OLD BUSINESS

Follow-up from presentation by Allen Mavis, Sr. Specialist, Workforce Development Training

- Wuornos reviewed the plan for Mavis to hold a 4-hour workshop in our three regions entitled Skills-Based Hiring Employer Engagement.
- Each workshop will cost \$1,500. A portion will be covered by a grant and the remainder will come from a registration fee to attend. It will focus towards individuals who make hiring decisions.
- Tentative dates are:
 - Central: February 12, 2026 in Monticello at CMJTS (back-up at Big Lake High School)
 - North: Feb. 19, 2026 in Mora at Lakes and Pines
 - South: Feb. 20, 2026 in Willmar at the EDA conference room (back-up at Ridgewater)

Board Recruitment

- Renville County
- McLeod County
 - Johnson recommended Miles Seppelt, ED director, Hutchinson
 - Eric Lipke, president at MITGI in Hutchinson
 - Liz Danielson, economic development coordinator
- Chisago County
 - Becky Miller, Cassia Healthcare
 - Bob Voss' successor
 - ML Corporate Ventures, Mille Lacs Band

Legislator Connections

- U.S. Representative Stauber's visit to Lakes and Pines in Mora
 - Stewart gave him a packet from CMJTS
 - He said he would contact Wuornos but has not
- MN Representative Baker
 - Cate Duin (MAWB) spoke to Baker, advocating for CMJTS
 - CMJTS will start inviting him to everything we host

By-laws Final Review

- After reviewing the suggested changes from the attorney, the CGR committee made further recommendations. When changes are complete, Kampa will send out again for review prior to January CGR meeting. They will need to be approved and forwarded on to JPB for approval.

NEW BUSINESS

Day at the Capitol

- Revisit this at a later date

Focus for 2026

- Strategic Plan

NEXT AGENDA ITEMS

- Review By-laws
- Focus for 2026
- Continue discussing Skills-Based Hiring Employer Engagement workshops
- Continue Board recruitment
- Continue Legislator connections
- Co-chair or Vice-chair election

ITEMS FOR FUTURE MEETING AGENDAS

ADJOURN

Motion: Anderson moved to adjourn meeting. Seconded by: Johnson. Motion carried.
The meeting was adjourned at 9:50 am.

Central Minnesota Workforce Development Board PY 2025–2026 Community & Government Relations Committee

FOUNDATIONAL

Guiding Principle

Strengthen central Minnesota communities by fostering open communication among stakeholders

Mission

Build strong community and government relationships while advancing the Workforce Development Board's priorities

Strategic Direction

Unite business, education, and community partners to advance 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

- Increase public awareness of the CareerForce system for Central Minnesota Local Workforce Development Area 5 (LWDA 5) stakeholders.
- Advocate for employer labor market needs in LWDA 5.
- Share labor market analysis (e.g., DEED data) to support informed decision-making by LWDA 5 stakeholders.
- Promote Central Minnesota Jobs and Training Services, Inc. (CMJTS) through digital platforms, including social media.
- Track industry needs to align resources accordingly.

Industry and Workforce

- Facilitate dialogue on current and future workforce skill needs in LWDA 5.
- Support and evaluate CareerForce programs as needed.
- Connect businesses and jobseekers with CareerForce resources.
- Promote and educate about diverse labor pools (e.g., workers with disabilities, immigrants, older workers, justice-involved individuals) to reduce disparities and advance diversity, equity, and inclusion.
- Provide incumbent worker training to address evolving skill needs and support employee retention.

Influencers

- Develop and share information on 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)

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES, INC.

AMENDED & RESTATED BY-LAWS

I, the undersigned, being the Chair of the Central Minnesota Jobs and Training Services, Inc., a corporation organized and existing under the provisions of Chapter 317A of the Minnesota Statutes, Nonprofit Corporations Act, do hereby certify that the following Amended and Restated Bylaws (the "Bylaws") were duly adopted at a meeting of the board of directors of the Corporation.

These Amended and Restated Bylaws are adopted as an update to the Corporation's governing documents and shall supersede and replace the existing Bylaws of Central Minnesota Jobs and Training Services, Inc. The Corporation shall continue to be governed by Chapter 317A of the Minnesota Statutes, and these Bylaws are adopted in accordance with and pursuant to those provisions.

ARTICLE I

Name, Location, Jurisdiction

Name: The name of this corporation is the Central Minnesota Jobs and Training Services, Inc. (CMJTS or the "Corporation"). The Corporation is governed by its board of directors, and the board of directors shall be known as the Central Minnesota Workforce Development Board (hereinafter "Council" or "WDB").

Location: The Corporation shall establish its principal office in such locations as it may from time to time determine and may establish such other offices in such other locations as it may deem appropriate.

Jurisdiction: Under Public Law 113-128, the Workforce Innovation and Opportunity Act (hereinafter called WIOA), and Minnesota Statutes, section 116L.666, Chisago, Isanti, Kanabec, Kandiyohi, McLeod, Meeker, Mille Lacs, Pine, Renville, Sherburne, and Wright Counties are designated as a Local Workforce Development Area, (LWDA 5), for the operation of employment and training programs in that area. The Corporation is authorized to operate within the counties and cities that make up LWDA 5, as defined by the Minnesota WIOA State Plan and an agreement between the State of Minnesota and the 11-county Joint Powers Board of central Minnesota. Additionally, the Corporation may extend its activities to other areas as determined by its Council.

Statutory Authority: The Corporation shall be established in accordance with the provisions of the Workforce Innovation and Opportunity Act of 2014 (WIOA) Section 107, subsequent amendments, Public Law 113-128, and Minnesota Statutes Chapter 116L.666,

which mandates Local Workforce Development Boards for every Local Workforce Development Area.

In execution of its business, the Corporation will comply with the WIOA regulations and policies and directives from the Minnesota Department of Employment and Economic Security, and the State Workforce Development Board.

The Corporation is incorporated exclusively for charitable purposes within the meaning of Section 501(c)3 of the IRS Code.

The Corporation shall have no members.

ARTICLE II

Key Responsibilities

1. Key Responsibilities:

- Conduct labor market analysis.
- Develop, submit, and implement the Local Plan and Regional Plan.
- The Corporation represents the entire CareerForce System in LWDA 5, including the area's CareerForce sites.
- Establish local priorities for services and target populations.
- Encourage braiding of funds and services (e.g., TANF, SNAP E&T, Perkins, Vocational Rehab) and promote non-duplication and integrated case management.
- Oversee the operation of a customer driven, one-stop CareerForce delivery system for Local Workforce Development Area 5.
- Annually assess the physical and programmatic accessibility of all one-stop centers.
- Coordinate with economic development.
- Promote business involvement in the workforce system and assist business in meeting their hiring needs.
- Encourage private sector participation in the development of policy for area employment and training activities.
- Negotiate local performance accountability measures and regularly review outcomes.

ARTICLE III

Board of Directors (the “Council”) and Voting

1. Appointment:

The Central Minnesota Joint Powers Board (the “Joint Powers Board”) shall appoint the members of the Council.

Workforce Innovation and Opportunity Act, Title I, Sec. 107(c)(1)(A)

2. Council:

The Council shall consist of not more than 21 voting members unless a majority of the Council votes to increase the number of voting members through a majority vote.

Per Workforce Innovation and Opportunity Act, Title I, Sec 107(b)(2) and Minnesota Statutes, Chapter 116L.666, Subd. 3 representation on the Council must be as follows:

- a. Business Representatives on the Council (at least 51%) which shall meet the following requirements:
 - i. A majority of the Council must be from private sector employers
 - ii. Two members of the Council must represent small business as defined by the U.S. Small Business Administration
 - iii. Council members must include representatives of employers in high-growth or in-demand sectors
 - iv. Council members must be an owner, chief executive officer, chief operating officer, or other individual with optimum policymaking or hiring authority
- b. Workforce Representatives on the Council (not less than 20%) which shall meet the following requirements:
 - i. At least one labor organization representative, if present in the local area, shall be a Council member
 - ii. At least one representative from a registered apprenticeship program. If a joint labor-management or union-affiliated registered apprenticeship program exists, the representative should be from such a program and be a training director or a labor organization member. If no union-affiliated programs exist, a representative from a non-union-affiliated registered apprenticeship program should be appointed, if one is available

The balance of the Council members must include (29%):

- a. Education and Training Providers (at least one of each)
 - i. An adult education and literacy provider shall be a Council member; and
 - ii. A higher education institution (community colleges, etc.) shall be a Council member
- b. Government, Economic, and Community Development Representatives (at least one of each)
 - i. Economic development agencies;
 - ii. Wagner-Peyser state employment service; and
 - iii. Vocational Rehabilitation
- c. Optional Council Members
 - i. May include community-based organizations, philanthropic organizations, governmental and economic and community development entities who represent transportation, housing, and public assistance programs
- d. Joint Powers Board Officers. The Joint Powers Board officers shall attend the Council meetings with one vote shared among the three officers.

Workforce Innovation and Opportunity Act, Title I, Sec 107(b)(2)

3. Alternates:

There shall be no alternates to the Council.

4. Vacancies:

Should a vacancy occur with the Council, the Joint Powers Board shall be notified and appoint a new Council member to complete the term.

5. Attendance:

More than three consecutive unexcused absences from a Council meeting or its standing committees shall constitute grounds for removal from the Council.

Council members are responsible for notifying the Corporation if they are unable to attend a Council meeting or a standing committee meeting.

6. Voting:

All matters, except as otherwise provided in these Bylaws, shall be determined by a majority of the Council members present and voting.

All votes cast during a remote Council meeting must be conducted by roll call so each member's vote can be identified and recorded.

7. Quorum Requirement:

For a Council meeting to be considered valid for conducting business and voting, a quorum must be present. A quorum is defined as a simple majority (51%) of the Council members, excluding vacancies, and of those Council members in attendance, no fewer than 25% must be business representatives.

8. Indemnification:

The Corporation shall provide indemnification pursuant to Minnesota Statutes 317A.521, subd. 2 (as amended).

ARTICLE IV

Governance:

1. Terms of Office:

Council member terms shall be fixed and staggered. Council Members shall be appointed by the Joint Powers Board to serve a term of two (2) years, which term shall run from July 1 through June 30, or until their successor has been appointed. Council membership status shall be reviewed at the end of each term to determine member interest and desire to continue to serve on the Council.

2. Chair:

- a. The Chair of the Council, who must be from the private business sector, shall be elected by the Council members.

Workforce Innovation and Opportunity Act, Title I, Sec. 107(b)(3)

- b. The Chair of the Council shall be approved by the Joint Powers Board.
- c. The Chair may serve up to six (6) consecutive one-year terms.

ARTICLE V

Resignation and Removal of Council Members

1. Resignation:

- a. Any Council member may resign from the Council by sending a letter of resignation to the Chair of the Council. The resignation will be effective when accepted by the Joint Powers Board. The resulting vacancy shall be filled

according to Article III, Section B in accordance with the resigned Council member's status or term.

- b. If a Council member retires during their term, they may serve out the remainder of their term, but according to compliance issues, may not be re-appointed to the Council.

2. Removal:

Any Council member may be removed from the Council by action of the Council under the following conditions:

- a. A Council member who, in the judgment of the Council, is acting in violation of Public Law 113-128 (the Workforce Innovation and Opportunity Act) or any subsequent applicable federal or state legislation, may be removed from the Council.
- b. Removal shall require a two-thirds (2/3) majority vote of the Council members present at a duly called meeting, provided that written notice of the proposed action has been given to all Council members at least seven days in advance of the meeting.
- c. Any vacancy created because of such removal shall be filled in accordance with the procedures outlined in Article III, Section B of these bylaws.

ARTICLE VI Conflict of Interest

To maintain public trust and ensure the integrity of the Council's decisions and operations, the following Conflict of Interest Policy shall apply:

1. Duty to Disclose

Any Council member who has a direct or specific financial interest, or whose immediate family member has a direct or specific financial interest, in any matter under consideration by the Council, beyond the general interests shared by the workforce or business community, shall disclose the existence of that interest to the Chair and the Council prior to any discussion or vote on the matter.

Upon such disclosure, the Council member shall recuse themselves from discussion and voting on the matter and shall not attempt to influence the decision of the Council or any committee thereof.

For purposes of this section, a "*direct or specific financial interest*" includes, but is not limited to, interests involving contracts, subcontracts, grants, funding

allocations, or other financial benefits to the member, their employer, or an immediate family member.

2. Recusal from Voting and Discussion

A Council member with a conflict of interest shall not participate in any discussion or vote related to the matter in question and shall abstain from influencing the decision of the Council or any committee.

3. Employment and Contracts

No Council member shall vote on or participate in the selection, award, or administration of a contract or grant if the Council member has a real or apparent conflict of interest, including any personal or financial interest in the outcome.

4. Compliance with Federal and State Laws

Council members shall comply with all applicable federal and state conflict of interest laws, including the requirements under WIOA and relevant state statutes.

5. Annual Disclosure

All Council members and Corporation leadership team members shall complete an annual conflict of interest disclosure form and update it as necessary if circumstances change.

ARTICLE VII Officers

At the June meeting of each year, the Council shall elect a Chair and Vice-Chair, who shall be Council members. The Chair and Vice-Chair shall be representatives of business and may succeed themselves if re-elected pursuant to the term limits set forth herein. The positions of Treasurer and Secretary shall have no restrictions on who may serve and any Council member may serve as Treasurer or Secretary. The elected Chair and Vice-Chair shall take office on July 1. The election process shall occur through open nominations from the floor.

At the June meeting of each year, the Council shall elect a Treasurer and Secretary and any other officer the Council deems necessary. The elected officers shall take office on July 1. The election process shall occur through open nominations from the floor.

The Chair and Corporation staff shall have the responsibility of preparing the agenda for Council meetings and the management of the Corporation's business.

In the Chair's absence, the Vice Chair shall serve as the presiding officer. In the absence of both the Chair and Vice Chair, a representative of business member will be called upon to preside over the meeting.

Any officer may be removed from office by a two-third vote of the Council at any time.

ARTICLE VIII Executive Director

1. Role and Purpose

The Executive Director serves as the chief executive officer of the Corporation. The Executive Director is responsible for the day-to-day management, oversight, and implementation of the policies, programs, and activities authorized by the Corporation and the Council and conducted in accordance with applicable federal, state, and local laws, regulations, and agreements.

2. Appointment and Supervision

The Executive Director shall be appointed by the Council, subject to the approval of the Joint Powers Board (JPB). The Executive Director shall report to the Council. The Executive Director shall also provide regular updates and maintain accountability to the Joint Powers Board as the fiscal and administrative oversight body.

3. Responsibilities

The Executive Director shall be responsible for:

- a. Implementing the vision, goals, and strategic plans adopted by the Council.
- b. Managing staff and resources of the administrative entity in support of Council operations.
- c. Overseeing the development and submission of the Local and Regional Plans.
- d. Coordinating the delivery of workforce services in the local area, in alignment with federal and state workforce development programs.
- e. Ensuring compliance with the Workforce Innovation and Opportunity Act (WIOA), relevant state guidance, and applicable contracts.
- f. Providing regular reports to the Council on fiscal status, performance outcomes, grant administration, and policy updates.
- g. Supporting the Council in convening partners, fostering collaboration, and promoting equitable access to workforce services.

- h. Executing contracts and agreements as authorized by the Council or its designees.
- i. Serving as the Council's liaison to local, regional, and statewide workforce and economic development stakeholders.

4. Authority and Delegation

The Executive Director shall have authority to make operational decisions, hire and manage staff, and obligate resources as permitted by the fiscal agent and funding agreements. The Council may delegate additional authority to the Executive Director by resolution or Council action, consistent with applicable law.

5. Performance Review

The Board Chair, in collaboration with the Council and Joint Powers Board members shall conduct an annual performance evaluation of the Executive Director, using criteria established by the Council.

ARTICLE IX Council Meetings

1. The Council will establish an annual schedule for regular meetings and keep that schedule on file at its primary office. If the Council changes the time or location from the regular meeting schedule, the Council shall provide advance notice.
2. The Council shall meet at least four times per year. A meeting notice, agenda, and background information shall be prepared and sent to all Council members at least five (5) days prior to the meeting, by email.
3. The annual meeting of the Council shall be held in June of each year, or at another time specified by the Council.
4. Special Meetings. The Council Chair shall call special meetings of the Council when requested to do so by two or more Council members. Notice of such meetings may be given by mail, email, or personally, to each Council member at least three (3) days prior to the special meeting. An exception to the time requirement can be made in emergency situations. A conference telephone or virtual meeting may be considered a special meeting. Action which may be taken at any regular meeting may also be acted upon at any special meeting.
5. Public Meetings. Council meetings shall be conducted in accordance with the Open Meeting Law, Minnesota Statutes Chapter 13D. Therefore, all meetings of the Council shall be open to the public.

6. The Council may meet in closed session when discussing personnel matters, real estate transactions, contract negotiations, or other matters identified in and allowed under Minnesota Statutes Chapter 13D and applicable law.
7. Notice of all regular Council meetings will be posted in a conspicuous place on the Corporation's property at least five (5) days prior to the meeting.
8. Hybrid or remote meetings
 - a. Interactive Technology (remote) or hybrid meetings may be used:
 - i. When in-person meetings are impractical or unsafe due to inclement weather, public health concerns, or emergencies.
 - ii. To enhance participation by Council members across a geographically diverse area.
 - iii. To reduce travel time and costs or increase public accessibility.
 - b. All virtual meetings of the full Council shall be open to the public, with meeting access links and instructions posted in advance, consistent with public meeting laws and open meeting requirements.
 - c. Each Council member participating in a meeting by interactive technology is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.
 - d. Council members participating remotely must identify themselves clearly at the beginning of the meeting and whenever speaking or voting.
 - e. All Council members must be able to hear and see each other, as well as any discussion and testimony presented at any location where at least one member is physically present.
 - f. All Council members of the public at the regular meeting location must be able to hear and see all discussion, testimony, and votes.
 - g. Virtual Council members are expected to participate from a private and distraction-free environment, maintain confidentiality, and adhere to the same code of conduct as in-person meetings.
 - h. Virtual meetings may be recorded for the purpose of developing minutes. All meeting summaries shall be maintained in accordance with record retention policies.
 - i. Meeting minutes must include the names of Council members attending via remote technology and state the reason for their remote participation.

ARTICLE X Committees

1. The Council Chair or the Executive Director (with the Chair's approval) may establish committees having the authority of the Council and may rely on information, opinions, or reports of these committees for certain matters. These committees are subject to the direction and control of the Council. Each committee shall nominate and elect a Chair from the members of the committee.
2. The following Standing Committees of the Council will conduct the work of the Council:
 - a. Operations Committee: As shared leadership members from both the Council (officers), the Joint Powers Board (Chair, Vice-Chair, Secretary, or an alternate JPB member), and the Chair from each of the standing committees serve on the Operations Committee. This integration ensures that the leadership of both primary governing bodies is directly involved in and aware of daily operations and decision-making, facilitating communication and alignment of goals.
 - i. **Oversight Authority:** The Operations Committee holds oversight authority for the daily operations of the non-profit organization (the Corporation). This means the Committee monitors the organization's activities, performance, and compliance, ensuring it operates effectively and within established policies.
 - ii. **Advisory and Oversight Role (Workforce Development Board):** The Workforce Development Board provides oversight of the CareerForce System in Local Area 5 and offers expertise, advice, and input on workforce issues, performance standards, and regional needs. The non-profit organization (the Corporation) and the JPB use the board's recommendations to guide program design and strategic decisions, while the Operations Committee ensures these plans are implemented through structural and operational oversight.
 - iii. **Structure and Efficiency:** This structure avoids the need for the full Council or the full Joint Powers Board to meet frequently on operational specifics. Instead, the smaller, cross-functional Operations Committee handles day-to-day governance, reporting back to the main boards on significant matters, such as budget development and compliance issues.

- iv. **Legal/Fiduciary Distinction:** The Joint Powers Board has a specific legal and fiduciary responsibility for certain funds and agreements (e.g., related to federal or state workforce programs), while the Corporation operates as a non-profit under its own governance structure, subject to the Operations Committee's oversight. This multi-layered approach ensures accountability across different legal and operational requirements.
- b. **Youth Committee:** The Youth Committee will help local communities to identify gaps in services, coordinate youth policy, ensure quality services, and leverage financial and programmatic resources. The committee will assist in planning, operational oversight, and addressing issues related to the provision of services to youth under the Workforce Innovation and Opportunity Act (WIOA). The Youth Committee will conduct an annual review of youth outcomes as identified in the Local Plan. This committee will report to the Council through a quarterly report or as needed. The Youth Committee may include individuals who are not members of the Council; however, the Chair of the Youth Committee shall be a Council member and a business representative.
- c. **Workforce Development Committee:** The Workforce Development Committee serves as a crucial link between local and regional businesses, educational institutions, and economic development initiatives. The committee's goal is to foster collaboration that enhances the workforce ecosystem, ensuring that it meets the evolving needs of the labor market. The committee works to identify industry trends, leverage partnerships, and advocate for policies that promote job growth and workforce readiness in our communities. The Workforce Development Committee may include individuals who are not members of the Council; however, the Chair of the Workforce Development Committee shall be a Council member and a business representative.
- d. **Community and Government Relations:** The Committee works to create a robust network of support that facilitates workforce development and addresses the evolving challenges within our community by cultivating and enhancing relationships with community organizations and government entities. By doing so, the committee aims to advocate for and promote the interests and policies of the Council. This involves ongoing engagement, collaboration on initiatives, and open communication to ensure objectives align with the needs of the community and the priorities set by governing

bodies. The Chair of the Community and Government Relations Committee shall be a Council member and a business representative.

3. Subcommittees or task forces can be formed and function under each of these standing committees, as necessary. Council members determined to be most appropriate to the task will staff these subcommittees.
4. The Council Chair may elect to create other standing committees based on the needs of the area including sector-based partnership.
5. Council members will have the freedom to choose which Standing Committees and sub- committees upon which they wish to serve, based on their interests. The Council Chair may also appoint members to committees.
6. The Executive Director, with the consent of the Council Chair, shall also be able to create and appoint other advisory committees as may be required to conduct the Council's work.
7. Standing committees and subcommittees may include other individuals as committee members who are not members of the council.

ARTICLE XI

Equal Opportunity and Nondiscrimination Compliance

The Council shall ensure that all service providers and participating entities in WIOA-funded programs comply with applicable federal and state equal opportunity and nondiscrimination laws, including but not limited to Section 188 of the Workforce Innovation and Opportunity Act (WIOA), Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and any affirmative action requirements under state or federal law. In cases where federal and state laws differ, the more stringent standard shall apply.

ARTICLE XII

Amendments

Amendments to these Bylaws be approved by a two-third (2/3) affirmative vote from the Council members during any regular meeting of the full Council. However, the proposed amendments must be submitted in writing at the previous regular meeting, included in the call to the meeting.

Adopted this _ day of , 20__.

Workforce Development Board Secretary

Approval of this draft was adopted by the Central Minnesota Workforce Development Board (DBA CMJTS) this _____ day of, 20_____.

Workforce Development Board Chair

Joint Powers Board Chair

Executive Director, Central Minnesota
Jobs and Training Services, Inc.



Attention Chairperson: Please be aware of our current administrative process for roll call voting.

- CMJTS administrative staff will prepare the roll call voting sheets and provide a printed copy prior to the meeting.
- The agenda items requiring a vote are included on the sheet and blank roll call sheets are behind them.
- Please assign an officer or another voting member to this task prior to the meeting.
- You do NOT need to write the full motion on the roll call sheet. The administrative support to the committee meeting will capture the motion.
- For each agenda item that requires a vote, after the motion is made, board members should be called out in alphabetical order and log each individual vote. Be sure to include if the member is absent.
- Immediately following the meeting, the roll call voting sheets should be given to the administrative staff, or if unavailable, another CMJTS staff member.

Roll Call Record

Date: _____

Motion: Consent Agenda: _____ moved to approve the consent agenda. Seconded by _____

Name	Yes	No	Abstain	Reason for abstention
Anderson, Duane				
Johnson, Craig				
Stewart, Denise				
Thompson, Brent				
Truebenbach, Tim				
Whitcomb, Dan				
Zwart, Lisa				

Roll Call Record

Date: _____

Motion: To approve _____ as the vice-chair or co-chair for the CGR committee to complete the term vacated by Bob Voss.

_____ moved to approve. Seconded by _____

Name	Yes	No	Abstain	Reason for abstention
Anderson, Duane				
Johnson, Craig				
Stewart, Denise				
Thompson, Brent				
Truebenbach, Tim				
Whitcomb, Dan				
Zwart, Lisa				

Roll Call Record

Date: _____

Motion: To approve the Central Minnesota Jobs and Training Services, Inc. Amended and Restated By-Laws as presented by the attorney and to recommend approval by the WDB and JPB:

_____ moved to approve. Seconded by _____

Name	Yes	No	Abstain	Reason for abstention
Anderson, Duane				
Johnson, Craig				
Stewart, Denise				
Thompson, Brent				
Truebenbach, Tim				
Whitcomb, Dan				
Zwart, Lisa				

Roll Call Record

Date: _____

Motion: Adjourn: _____ moved to adjourn. Seconded by _____

Name	Yes	No	Abstain	Reason for abstention
Anderson, Duane				
Johnson, Craig				
Stewart, Denise				
Thompson, Brent				
Truebenbach, Tim				
Whitcomb, Dan				
Zwart, Lisa				

Roll Call Record

Date: _____

Motion: _____

_____ moved to approve. Seconded by: _____

Name	Yes	No	Abstain	Reason for abstention
Anderson, Duane				
Johnson, Craig				
Stewart, Denise				
Thompson, Brent				
Truebenbach, Tim				
Whitcomb, Dan				
Zwart, Lisa				

Roll Call Record

Date: _____

Motion: _____

_____ moved to approve. Seconded by: _____

Name	Yes	No	Abstain	Reason for abstention
Anderson, Duane				
Johnson, Craig				
Stewart, Denise				
Thompson, Brent				
Truebenbach, Tim				
Whitcomb, Dan				
Zwart, Lisa				