



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

May 8, 2026

9:00 am–9:50 am

CMJTS' Monticello office in conference room 126.

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"/> Mark Netzinger, Chair | <input type="checkbox"/> Merle Bobbitt |
| <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"/> Ian Weiss | |

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. **New Business**

4. **Old Business**

- a. Aggregated Poll Survey Results
 - “Influence programs that impact local business” and “review local area workforce issues” were the most frequently ranked as top priorities, with each ranking 1 from 3 respondent, indicating strong consensus on their importance.
 - “Review economic and business support plans” and “Identify in-demand jobs for training” also received several high rankings, suggesting these are secondary priorities for the group.
 - “Develop marketing materials” was consistently ranked the lowest, with 7 respondents placing it last, highlighting that it is considered least important among the listed initiatives.
- b. Refocusing Our Purpose and Priorities Continued Discussion – Wojtowicz and Sharpe

5. **Business Member Recruitment Update** – Wojtowicz and Sharpe

6. **Business Services Update** – Business Service Coordinator

7. **Pulse of Private Industry Board Members** (time permitting)

8. **Future Meeting Agenda Items**

9. **Adjournment**

***Attachment**

NEXT MEETING SCHEDULE

June 12, 2026

8:00 am – 8:50 am	Operations Committee
9:00 am – 9:50 am	Workforce Development Committee
9:00 am – 9:50 am	Community & Gov’t Relations Committee
10:00 am – 10:50 am	Workforce Development Board
11:00 am – 11:45 am	LMI/ASU Training – Nguyen and Teed, DEED
11:50 am – 12:30 pm	Board Training – Wuornos
12:40 pm – 1:30 pm	Joint Powers Board

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

April 10, 2026

- MEMBERS PRESENT** Mark Netzinger (chair), Rebecca Nelson (vice chair), Lori Vrolson, Commissioner Jeanne Holland, Melissa Ball-Warriner, Ian Weiss
- MEMBERS ABSENT:** Trevor Turek, Merle Bobbitt
- STAFF PRESENT:** Leslie, Wojtowicz, Tim Zipoy, Joe Sharpe, Diane Johnson
- GUEST PRESENT:** Megan Jarvie (Guardian Angels), Della Ludwig (DEED), Luke Greiner (DEED)

The meeting was called to order at 9:44 am

INTRODUCTIONS/WELCOME

APPROVAL OF THE CONSENT AGENDA

Motion: Weiss moved to approve the consent agenda. Seconded by: Stark. Roll Call taken - Motion carried.

OLD BUSINESS

None

NEW BUSINESS

Refocusing Our Purpose and Priorities – Leslie Wojtowicz and Joe Sharpe

- Moving forward, the CMJTS Business Service Team will all be attending this committee meeting monthly as well as the DEED Business Strategy Consultant.
- Discussion of our “Current Purpose”, are we achieving these goals?
 - There are “ebbs and flows” in the work this committee does (recessions, employer trust, employers on the board may not have time to commit).
- Discussion of “Why We’re Here”
 - To provide resources and direction and to build a stronger workforce in our communities.
 - Be a launchpad to the Workforce Development Board.
 - Setting smart goals.
 - Showcase the value of the workforce system and why it makes sense for employers to be engaged.
 - To provide guidance and support to the development and deployment of business resources in our workforce service area.
 - Continue casting a broader net with business connections.
 - Develop strategies to develop partnerships in the business community and their needs, including employee needs which will build continuity.
 - Utilizing sustainability to concept. Knowing how to use the resources regardless of what is going on externally.
- Discussion of “What is this Committee Actually Doing”
 - What should the committee start doing?
 - Share barriers with/committees.
 - Align with grants – local linkages. Share potential grant opportunities.
 - High level run through – identifies partnerships. Help with key contacts and groups.
 - Provide the big picture – what business needs.
 - Bring programs to the committees.
 - Promote – create cheat sheet. Share with networks to create connections.
 - Strategic discussions we can control.
 - Education of the committee.
 - Engage in other conferences. Co-present w/grant in targeted industries.
 - Drill down and set smart goals (youth interested in manufacturing). What can the committee do to impact this.

- Lukes' presentation tied to goals.
- What should the committee stop doing?
 - Do not veer off – keep conversations focused and goal oriented (strategic).
 - Strategic plan review. Possibly move this to the Operations Committee. Focus on workforce initiatives.
- What should the committee continue doing?
 - Convey value message to employers. Links to “problem solvers” – CMJTS staff.
 - Ongoing education/information for committee members.
 - Aligned with current programs/grants/ demand.
- Review of the committee current mission and responsibilities.
 - Combine labor market demand and analysis and economic and workforce trends review.

BUSINESS SERVICE UPDATE

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ADJOURNMENT

Motion: Nelson to adjourn.

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	INDUSTRY-DRIVEN STRATEGIES	STRONG COLLABORATIONS	RESOURCES ALIGNMENT	CONTINUOUS IMPROVEMENT
<ul style="list-style-type: none"> Basic Skills Work-Readiness Skills Occupational Skills IT Fundamentals 	<ul style="list-style-type: none"> Labor Market Information Drivers of Region Economy Connections to Industry 	<ul style="list-style-type: none"> Business Community Economic Development 	<ul style="list-style-type: none"> Education (Build Capacity) Workforce Development 	<ul style="list-style-type: none"> 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