



**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 12, 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"/> Joe Sharpe (CMJTS)       |
| <input type="checkbox"/> Diane Johnson (CMJTS)    | <input type="checkbox"/> Della Ludwig (DEED)      |
| <input type="checkbox"/> Tim Zipoy (CMJTS)        | <input type="checkbox"/> Rebecca Perrotti (CMJTS) |
| <input type="checkbox"/> Bridget Paulson (CMJTS)  |   |

**GUESTS:**

- |  |   |
|--|---|
| <input type="checkbox"/> Lezlie Sauter     | <input type="checkbox"/> Stephanie Hanson |
| <input type="checkbox"/> Rebecca Wierschke | <input type="checkbox"/> Brian Fleming    |
| <input type="checkbox"/> Megan Jarvie      | <input type="checkbox"/>                  |

**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)

Note: If you are unable to attend this meeting, please contact Diane Johnson at [djohnson@cmjts.org](mailto: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

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. **Old Business**
  - a.
4. **New Business**
  - a. WFD Committee Officer Elections (Motion to Approve)
  - b. Megan Jarvie WFD Committee Application (Motion to Approve)
  - c. Brian Fleming WFD Committee Application (motion to Approve)
  - d. Assign Mentors for Megan Jarvie & Brian Fleming
  - e. Recognition of Netzinger Retirement – Wojtowicz and Sharpe
  - f. Setting Committee Goal Benchmarks for the next 12 months – Wojtowicz and Sharpe
6. **Business Member Recruitment Update** – Wojtowicz and Sharpe
7. **Business Services Update** – Business Service Coordinator
8. **Pulse of Private Industry Board Members** (time permitting)
9. **Future Meeting Agenda Items**
10. **Adjournment**

\*Attachment

## NEXT MEETING SCHEDULE

July 2026 – No Meetings

August 2026 - Operations meeting only

**September 11, 2026**

- |                     |                                       |
|---------------------|---------------------------------------|
| 8:00 am – 8:50 am   | CMJTS Operations Committee            |
| 9:00 am – 9:30 am   | LMI Presentation                      |
| 9:40 am – 10:50 am  | Workforce Development Committee       |
| 9:40 am – 10:50 am  | Community & Gov't Relations Committee |
| 9:40 am – 10:50 am  | Youth Committee                       |
| 11:00 am – 12:15 pm | Storytelling and Communications       |

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 8, 2026

- MEMBERS PRESENT** Rebecca Nelson (vice chair), Rob Stark, Melissa Ball-Warriner, Merle Bobbitt, Commissioner Jeanne Holland, Lori Vrolson
- MEMBERS ABSENT:** Mark Netzing (Chair), Trevor Turek, Ian Weiss
- STAFF PRESENT:** Bridget Paulson, Tim Zipoy, Joe Sharpe, Diane Johnson, Rebecca Perrotti
- GUEST PRESENT:** Della Ludwig (DEED), Luke Greiner (DEED)

The meeting was called to order at 9:01 am

### INTRODUCTIONS/WELCOME

### APPROVAL OF THE CONSENT AGENDA

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

### NEW BUSINESS

#### Reviewed Aggregated Survey Responses – Sharpe

- Reviewed the responses from the survey.

### OLD BUSINESS

#### Refocusing Our Purpose and Priorities (continued discussion) – Sharpe

- Define and identify 2 or 3 goals that are strategically focused as key points for discussion each month. (Where can the committee make the greatest impact).
  - Influence the programs the business services are providing to those businesses.
  - Solidify the language of key concepts
  - Help solve challenges.
  - Tying these to the business survey results.
- What does success look like?
  - Having relationships in which people know who we are, what we do, and continue to pass this message to others and make additional connections.
- Takeaways
  - How can we connect businesses to the impact of our services.
  - How to connect the options of careers to the broader, younger range of people outside of eligibility of programs.
- The new WFD committee recruitment documents will be emailed to members.

### BUSINESS SERVICE UPDATE

- 

### ADJOURNMENT

Motion: Holland moved to adjourn.



## Membership Application for the Central Minnesota Workforce Development Committee

**PLEASE PRINT**

### APPLICANT INFORMATION

First Name Megan	Last Name Jarvie	Date 04/30/26
Job Title Talent Acquisition Manager		
If chosen to serve on the Workforce Development Committee, will you represent an agency or organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please name the agency you will represent Guardian Angels Senior Services		
Are you an employee of the above listed agency or organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Are you a volunteer for the above listed agency or organization? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

### WORK ADDRESS

Street 508 Freeport Ave NW, Suite A			
City Elk River	State MN	Zip Code 55330	
Office Phone (763) 635-4490	Cell Phone (612) 558-1994		
Work Email mjarvie@ga-er.org			

### HOME ADDRESS

Street 11763 194th Ave NW			
City Elk River	State MN	Zip Code 55330	
Home Phone	Cell Phone (612) 558-1994		
Personal Email megan.schlangen@gmail.com			

### CONTACT PREFERENCES

Where do you prefer to be contacted? <input type="checkbox"/> At work <input type="checkbox"/> At home <input checked="" type="checkbox"/> On cell phone
Where do you prefer to receive correspondence via regular mail? <input checked="" type="checkbox"/> At work <input type="checkbox"/> At home
Where do you prefer to receive email? <input checked="" type="checkbox"/> At work <input type="checkbox"/> At home

### EXPERIENCE

<b>Check all areas your experience and/or job title represent. (You must check at least one area to be considered for the Youth Committee.)</b>		
<input checked="" type="checkbox"/> High-Demand Industry	<input type="checkbox"/> Micro or Small Business (1-49 or less employees)	<input checked="" type="checkbox"/> Human Resources Manager or Director
<input type="checkbox"/> Business Owner / CEO / President	<input type="checkbox"/> Economic Development Involvement	<input type="checkbox"/> Apprenticeships & Work-Based Learning

Upon request, this document can be made available in an alternate format.

Please briefly describe your involvement with the areas checked above:

I've been working in recruitment and talent acquisition since 2013. For the past nine years, I've led talent acquisition at Guardian Angels Senior Services. Prior, I spent time in the staffing industry, specializing in industrial and manufacturing recruitment.

Based on 2025–2026 labor market trends the five high-demand industries in Central Minnesota include Health Care and Social Assistance, Manufacturing, Construction and Skilled Trades, Transportation and Warehousing, Information and Technology. Describe any experience in these industries:

In my current role at Guardian Angels, I've spent the past nine years recruiting, hiring, and onboarding approximately 300 employees each year across a variety of roles. Previously, I spent over four years in the staffing industry, partnering with clients with a strong focus in manufacturing and various light industrial industries.

### QUALIFICATIONS

Please provide a short statement on why your experience qualifies you to serve on the Workforce Development Committee (You may attach an Additional page if necessary).

My background in recruiting gives me a strong understanding of real workforce challenges. Hiring around 300 employees each year has given me insight into what actually works when it comes to finding and keeping good talent, as well as allows me to have a pulse on how quickly workforce trends can shift. I see firsthand how staffing shortages impact day-to-day operations and patient care. I work closely with team leaders to ensure hiring decisions align with their needs. Guardian Angels also employs many first-time job seekers, and I help those entering the workforce see their potential career paths within healthcare.

**Mail or email your completed application to:**

Diane Johnson  
CMJTS  
PO Box 720  
Monticello, MN 55362  
Email: [djohnson@cmjts.org](mailto:djohnson@cmjts.org)



## Membership Application for the Central Minnesota Workforce Development Committee

PLEASE PRINT

### APPLICANT INFORMATION

First Name	Last Name	Date
Job Title		
If chosen to serve on the Workforce Development Committee, will you represent an agency or organization? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please name the agency you will represent		
Are you an employee of the above listed agency or organization? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you a volunteer for the above listed agency or organization? <input type="checkbox"/> Yes <input type="checkbox"/> No		

### WORK ADDRESS

Street		
City	State	Zip Code
Office Phone	Cell Phone	
Work Email		

### HOME ADDRESS

Street		
City	State	Zip Code
Home Phone	Cell Phone	
Personal Email		

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Where do you prefer to receive email? <input type="checkbox"/> At work <input type="checkbox"/> At home

### EXPERIENCE

**Check all areas your experience and/or job title represent. (You must check at least one area to be considered for the Youth Committee.)**

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<input type="checkbox"/> Business Owner / CEO / President	<input type="checkbox"/> Economic Development Involvement	<input type="checkbox"/> Apprenticeships & Work-Based Learning

Upon request, this document can be made available in an alternate format.

Please briefly describe your involvement with the areas checked above:

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### QUALIFICATIONS

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**Mail or email your completed application to:**

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Monticello, MN 55362  
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# HELP SHAPE THE FUTURE OF OUR WORKFORCE

The Workforce Development Committee (WDC) of the Central Minnesota Workforce Development Board is where business, education, and economic development come together to make real change. By identifying emerging industry trends, forging strategic partnerships, and advocating for smart workforce policies, the committee helps ensure our communities are ready for the jobs of today and tomorrow.

## Members-at-Large

The WDC is composed of board members and community partners who bring expertise from business, education, economic development, labor, and public service. Together the committee focuses on key functional areas to ensure the workforce system is responsive, accountable, and aligned with regional needs.



### What You'll Do

- Play a meaningful role in shaping the future of the local workforce without a heavy time commitment
- Participate in just 6-8 meetings per year
- Engage with local employers to align training with industry needs
- Help ensure workforce efforts meet employer needs and support regional economic growth



### Why Participate?

- Help shape hiring, workforce challenges, and talent development
- Influence programs that impact your business
- Align education with business needs
- Stay ahead of labor trends and build strong partnerships



### Members

- Business owners, executives, HR leaders, and employers in high-demand or diverse sectors
- Experience addressing workforce and training needs
- Authority to make or influence policy decisions within their organization
- Experience collaborating across agencies



Hi [Name],

Your name came up recently in a conversation with [Referral Name], we were discussing how to ensure our local Workforce Development Board truly reflects the needs of employers in our region, and yours was one of the first names mentioned.

I'd love to invite you to consider serving as an Employer Member-at-Large on the Workforce Development Committee.

This is a flexible advisory role, no full board seat required. You'd bring your industry perspective to the table, help us stay aligned with what's happening in the [industry] labor market, and ensure our workforce initiatives are shaped by people who know the field firsthand.

What it looks like in practice:

- 6–8 meetings per year
- Advisory input without the full commitment of a WDB seat
- A meaningful way to influence hiring pipelines, training programs, and workforce policy in our region

If you're open to learning more, I can send over a short nomination form, it takes just a few minutes to complete, and we'll take it from there.

And if the timing isn't right for you personally, I'd genuinely appreciate a referral to someone in your company or network who might be a strong fit.

Thank you for the work you do, and for considering this.

Sincerely,



## Membership Application for the Central Minnesota Workforce Development Committee

**PLEASE PRINT**

### APPLICANT INFORMATION

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Job Title		
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Are you an employee of the above listed agency or organization? <input type="checkbox"/> Yes <input type="checkbox"/> No		
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Where do you prefer to receive correspondence via regular mail? <input type="checkbox"/> At work <input type="checkbox"/> At home
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### EXPERIENCE

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# Central Minnesota Workforce Development Board 2025-2026 Workforce Development Committee Strategic Plan

## FOUNDATIONAL

<b>Guiding Principle</b>	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.			
<b>Mission</b>	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.			
<b>Strategic Direction</b>	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.			
<b>Targeted Occupations</b>	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.			
<b>Targeted Industries</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"><b>Region 6E</b> Manufacturing, Healthcare, Agriculture</td> <td style="width: 33%; padding: 5px;"><b>Region 7W</b> Manufacturing, Ground Transportation, Energy, Healthcare, Construction</td> <td style="width: 33%; padding: 5px;"><b>Region 7E</b> Manufacturing, Healthcare, Leisure and Hospitality</td> </tr> </table>	<b>Region 6E</b> Manufacturing, Healthcare, Agriculture	<b>Region 7W</b> Manufacturing, Ground Transportation, Energy, Healthcare, Construction	<b>Region 7E</b> Manufacturing, Healthcare, Leisure and Hospitality
<b>Region 6E</b> Manufacturing, Healthcare, Agriculture	<b>Region 7W</b> Manufacturing, Ground Transportation, Energy, Healthcare, Construction	<b>Region 7E</b> Manufacturing, Healthcare, Leisure and Hospitality		

## OPERATIONAL

PRINCIPLES	SKILLED WORKFORCE				INDUSTRY-DRIVEN STRATEGIES			STRONG COLLABORATIONS			RESOURCES ALIGNMENT		CONTINUOUS IMPROVEMENT		
	Basic Skills	Work-Readiness Skills	Occupational Skills	IT Fundamentals	Labor Market Information	Drivers of Region Economy	Connections to Industry	Business	Community	Economic Development	Education (Build Capacity)	Workforce Development	Measurable Outcomes	Evaluation	Improvement Strategies
FOCUS	<p style="text-align: center;"><b>Youth</b></p> <ul style="list-style-type: none"> <li>▪ Support career exploration opportunities:                             <ul style="list-style-type: none"> <li>- Job shadow</li> <li>- Pre-apprenticeship</li> <li>- Internship</li> </ul> </li> <li>▪ Support work experience opportunities.</li> <li>▪ Support the WDB Youth Committee initiatives to address the employment, training, education, and support service needs of young and emerging adults.</li> </ul>				<p style="text-align: center;"><b>Jobseekers</b></p> <ul style="list-style-type: none"> <li>▪ Support training that prepares to compete for demand occupations:                             <ul style="list-style-type: none"> <li>- Basic Skills</li> <li>- Pre-vocational and Adult Career Pathways training</li> <li>- Occupational (credentialed)</li> <li>- On-the-job training</li> <li>- Grants for training</li> </ul> </li> <li>▪ Provide job search services and connection to area employers (further clarification).</li> <li>▪ Support strength-based approach to case management that helps jobseekers effect change and overcome challenges or barriers to employment.</li> </ul>			<p style="text-align: center;"><b>Industry</b></p> <ul style="list-style-type: none"> <li>▪ Offer honest dialog on current and future worker needs for the variety of occupations each employer represents.</li> <li>▪ Support and provide critiques of programs of the CareerForce Center.</li> <li>▪ Connect employers with resources of the CareerForce Center outside of the targeted industries in Local Workforce Development Area 5 (LWDA 5).</li> <li>▪ Employer resources, training, and support</li> <li>▪ Incumbent Workers                             <ul style="list-style-type: none"> <li>- Assessment</li> <li>- Ongoing training</li> </ul> </li> <li>▪ Educate employers and encourage commitment to diversity, equity, and inclusion in hiring and workplace practices.</li> </ul>			<p style="text-align: center;"><b>Influencers</b></p> <p>Develop, distribute, and present LWDA 5 targeted-industry and workforce-needs educational materials, using the following LWDA 5 networks:</p> <ul style="list-style-type: none"> <li>▪ Economic Development Authorities</li> <li>▪ Chambers of Commerce</li> <li>▪ Civic organizations</li> <li>▪ Regional industry alliances/association</li> <li>▪ Job fairs/business expos</li> <li>▪ CareerForce Center system</li> <li>▪ Family members</li> <li>▪ Educators</li> <li>▪ Policy                             <ul style="list-style-type: none"> <li>- Department of Employment and Economic Development (DEED)</li> <li>- Workforce Development Board</li> <li>- Elected officials</li> </ul> </li> </ul>				