



CENTRAL MINNESOTA Workforce Development Board

CMJTS Operations Committee

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

AGENDA

September 11, 2026

8:00 am–8:50 am

In-person attendance at CMJTS' Monticello office in conference room 124

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:

- | | |
|--|---|
| ☐ Rob Stark WDB Chair | ☐ Commissioner Jeanne Holland, JPB Chair |
| ☐ Trevor Turek, WDB Vice Chair | ☐ Commissioner Dan Whitcomb, JPB Vice Chair |
| ☐ Lisa Zwart WDB Treasurer | ☐ Commissioner Duane Anderson, JPB Secretary |
| ☐ Lori Vrolson, WDB Secretary | ☐ Janelle Sowers, Youth Committee Co-Chair |
| ☐ Ian Weiss, WD Committee Chair | |

STAFF:

- | | |
|--|---|
| ☐ Dina Wuornos, Executive Director | ☐ Diana Ristamaki, Youth Manager |
| ☐ Leslie Wojtowicz, Development Mgr | ☐ Joe Sharpe, Adult Manager |
| ☐ Michelle Johnson, PA Manager | ☐ Kristin Yeager, HR/IT Director |
| ☐ Jake Humphrey, Finance Manager | |

1. Approval of the Consent Agenda

- Meeting Agenda*
- Previous Meeting Minutes*

2. Financial Reports and Bank Reconciliations (Information is available on the Operations Committee Page in review and approve) (Motion to approve) - Humphrey

[CMJTS Operations Committee Meeting Page - CMJTS](#)

3. Old Business

- DEED/DOL Cash Advance Discussion - Wuornos
- Executive Director performance review form and process* – Yeager/Stark

4. New Business

- CMJTS 403(b) Provider Change to TruStage* (Motion to Approve) – Yeager
- 2026-2027 Affirmative Action Plan* - Yeager
- Social Security Monitoring* - Wojtowicz
- CMJTS Donation Campaign* - Wuornos
- MAWB 2026 Promising Practice – SNAP E&T Program* - Wuornos/Sharpe

5. Adjournment

*Attachments

NEXT MEETING SCHEDULE

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

October 9, 2026

8:00 am	–	8:50 am	CMJTS Operations Committee
9:00 am	–	9:50 am	Workforce Development Committee
9:00 am	–	9:50 am	Community & Government Relations Committee
10:00 am	–	10:50 am	Workforce Development Board
11:00 am	–	11:45 am	LMI
11:50 am	--	12:30 pm	Guest Speaker
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/>

CMJTS, INC. OPERATIONS COMMITTEE MEETING MINUTES

June 12, 2026

Hybrid

MEMBERS PRESENT: Rob Stark (WDB Chair), Commissioner Jeanne Holland (JPB Chair), Rebecca Nelson, (WDB Vice Chair), Commissioner Dan Whitcomb (JPB Vice Chair), Lisa Zwart, (WDB Treasurer), Lori Vrolson (WDB Secretary), Commissioner Duane Anderson (JPB Secretary), Mark Netzing, Janelle Sowers

ABSENT:

STAFF: Dina Wuornos, Joe Sharpe, Jake Humphrey, Michelle Johnson, Kristin Yeager

The meeting was called to order at 8:01 am.

APPROVAL OF THE CONSENT AGENDA

Motion: Netzing motion to approve the Consent Agenda. Seconded by: Whitcomb. Roll Call taken. Motion carried.

FINANCIAL REPORTS AND BANK RECONCILIATIONS – Wuornos

- Nothing special to note

Motion: Whitcomb made the motion to accept CMJTS Financial Reports as presented. Seconded by: Anderson. Roll Call taken - Motion carried

OLD BUSINESS

2024-25 Annual Fiscal Audit - Stark

- Creative Planning presentation in May
- Operations did not have a quorum in May to approve.

Motion: Anderson made the motion to accept the 2024-25 Annual Fiscal Audit. Seconded by: Vrolson. Roll Call taken - Motion carried

Cash Advance Application Request Update - Wuornos

- Received notice on Monday that Marc Majors has resigned his position effective immediately.
- Wuornos will reach out to see who she will be working on this request going forward.
- Regarding designation – No other LWDA has received acknowledgement of subsequent designation.
- Chisago County is still on strike. CMJTS will continue to provide MFIP services for Chisago County.

NEW BUSINESS

Retirements

- Mark Netzing
 - Will be retiring from his practice by the end of the year.
 - Thank you to Mark for his impact on the local workforce board and his mentorship.

Motion: Whitcomb Motion to accept the retirement of Mark Netzing Seconded by Holland, Roll Call taken; Motion Carried

Resignations

- Rebecca Nelson
 - Needs to step back
 - Thank you for the value and insight you brought to the board.

Motion: Holland Motion to accept resignation of Rebecca Nelson. Seconded by Zwart, Roll Call taken; Motion Carried

WDB Applications

- Bob Dockendorf
- Gary Foster
- Rebecca Wierschke
- Stephanie Hanson

Motion: Netzing Motion to accept the WDB Applications as presented Seconded by Zwart, Roll Call taken; Motion Carried

August Operations Committee Meeting Discussion - Wuornos

- Is this meeting necessary?
- Concern about going 3 months between meetings
- Find a time sometime between July and August

Executive Director Performance Review form and process

- Preference for full review to just be from the Operations Committee
- WDB and the JPB should have a voice to share concerns
- Yeager to come up with 4-5 questions for WDB and JPB – Will send those to Operations for review
- Operations Committee will use the same review form as last year except to remove the NA score
- Recommendation to make comments on a required field
- Stark requested that Operations Committee not score items a 3
- Continue with CMJTS staff feedback
- Continue with current timeline

WDB Predictive Market Policy

- Prepared for staff policy
- Attached policy is recommendation for the WDB

Motion: Whitcomb Motion to accept the WDB Predictive Market Policy as presented Seconded by Holland, Roll Call taken; Motion Carried

2026-27 CMJTS Merit Increase Matrix and salary scale

- The 2026-27 Salary scale has no changes from 2025-26 except for the addition of the Finance Director position.
- The matrix calculates an overall increase of 4.2%

Motion: Netzing Motion to approve the 2026-27 CMJTS Merit Increase and Salary Scale as presented Seconded by Nelson, Roll Call taken; Motion Carried

Fundraising

- Funds to help operation exploration are most of the donation work
- The donations are included in your report
- Mille Lacs Meats community engagement event – raised \$173 and will be back June 26th.
- Prairie fest in Otsego, consider attending – it is a big event. – connect with Connie at the city.

ADJOURNMENT

Stark Adjourn Meeting at 8:52 am.

Signature of WDB Secretary

Executive Director Performance Review Process

Objective:

To conduct a comprehensive, fair, and transparent annual performance evaluation of the Executive Director, incorporating input from the Workforce Development Board, Operations Committee, self-evaluation, and final oversight by board leadership.

Step 1: Planning & Timeline – September Meeting

- **Lead:** Operations Committee Chair
 - **Action:**
 - Review and establish process and timeline
 - Confirm participation of all committee members
 - Define evaluation criteria aligned with strategic goals and job description
-

Step 2: Executive Director Self-Evaluation - October Meeting

- **Lead:** Executive Director
 - **Action:**
 - Complete a written self-evaluation reflecting on goals, accomplishments, challenges, and areas for development over the past year
 - Operations Meeting will be closed and CMJTS staff and any guests will leave
 - Executive Director to Submit/present to Operations Committee for review
-

Step 3: Gather Feedback from Staff, Board Members – October - November

- **Lead:** HR Director
- **Action:**
 - Send Performance Review form to parties for feedback
 - Gather and summarize feedback
 - Submit to Operations Committee for review

Step 4: Committee Deliberation & Draft Evaluation - Virtual Meeting November

- **Lead:** Operations Committee Chair
- **Action:**
 - Convene a meeting of the Operations Committee to:
 - Discuss individual assessments
 - Feedback from the Workforce Development Board evaluations may be taken into consideration, but scoring should be completed solely by the operations committee members.
 - Identify common themes, strengths, and areas for improvement
 - Draft a summary performance review, including ratings and narrative feedback
 - Recommend compensation

Step 5: Prepare finalized review- November - December

- **Lead:** Workforce Development Board Chair
- **Action:**
 - Prepare finale copy of performance review

Step 6: Review & Approval by Operations Committee - December meeting

- **Lead:** Workforce Development Board Chair
 - **Action:**
 - Review the draft evaluation, participant feedback, and recommendations
 - Provide feedback and finalize the performance evaluation
 - Approve or modify compensation
-

Step 7: Performance Review Meeting with Executive Director – after December meeting

- **Lead:** Workforce Development Board Chair
 - **Action:**
 - Meet with Executive Director to present and discuss the final evaluation
 - Provide an opportunity for dialogue, goal setting for the next review period, and mutual expectations
 - Develop a follow-up plan for addressing areas of improvement or new goals
 - Obtain signatures
 - Return to HR Director for processing
-

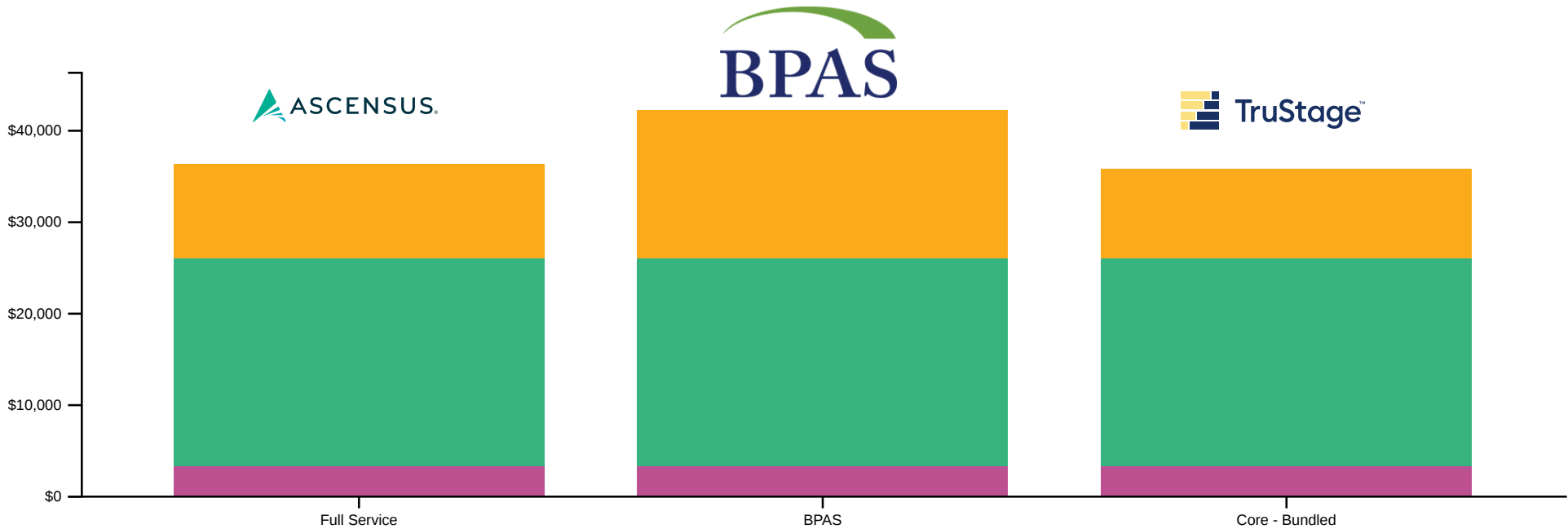
Step 8: Documentation & Follow-Up (Post-Review)

- **Lead:** HR Director
 - **Action:**
 - File the signed performance evaluation securely
 - Set date for next year's review process
 - Bring to Operation Committee Meeting – in January – discussion about any recommended changes to this process.
-

FEE COMPARISON

Plan Assets: \$6,494,092 Participants w/ Balance: 97

Service Categories	Ascensus Full Service		BPAS BPAS		TruStage Core - Bundled	
● Recordkeeper Fee % / \$	0.159%	\$10,325	0.249%	\$16,148	0.15%	\$9,741
● Advisor Compensation % / \$	0.35%	\$22,729	0.35%	\$22,729	0.35%	\$22,729
● 3(38) % / \$	0.05%	\$3,247	0.05%	\$3,247	0.05%	\$3,247
Total Cost % / \$	0.559%	\$36,301	0.649%	\$42,124	0.55%	\$35,717
Total Cost Per Participant \$		\$374		\$434		\$368



The pricing reflected above is not guaranteed and is subject to change. Fees for services rendered are defined in the plan provider's contractual provisions and should be reviewed before moving forward. Average fees exclude the incumbent's current or proposed re-bid fees.

Your Empower Select options at a glance

PLAN ASSETS \$1,600,000	ANNUAL CONTRIBUTIONS \$242,500	PARTICIPANTS WITH BALANCE 97
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Annual services fees	Required Revenue
Empower Select recordkeeping fee	0.51%
Financial Professional compensation*	0.35%
Other services included in the Plan Expense Account	0.05%
Total Annual Plan Cost:	0.91%

Illustration prepared for:
Central MN Jobs & Training 403(b) Plan
Katherine Williams
Prepared on May 29, 2026

Investment Fiduciary: Envestnet 3(38) - Select
Administration services provided by:
Empower

Plan Count: 1

** The value represented above is the average and may differ between year 1 and 2+*

The Empower Fixed Account selection is GIF 65. Other Empower fixed account options are available and you can contact your Empower Representative for more information. Changing the Empower Fixed Account option will impact pricing and a new proposal will be provided.



Availability and Underutilization Analysis

The Availability and Underutilization Analysis compares your current workforce to the available percentage of employees in applicable job groups and labor markets.

Instructions

A	For each Job Group, type in the total number of employees indicated in the Annual Compliance Report on the last day of the reporting period.
B	Type in the total number of women employed in each Job Group.
C	Insert the Availability Percentage for Women for each Job Group. You can find this information in the 2018 census data affirmative action statistics for the county(ies) in which your company is located, or in the Availability Percentages that resulted from your Two-Factor Analysis or Composite Availability Analysis found in your Workforce Certificate application Data Analysis section. NOTE: If you use Availability Percentages that resulted from a Two-Factor or Composite Availability Analysis, you must submit the updated Two-Factor or Composite Availability Analysis along with the Annual Compliance Report. These forms can be found on our website at mn.gov/mdhr/certificates/forms-worksheets/.
D	Type in the total number of People of Color & Indigenous peoples in each Job Group.
E	Insert the Availability Percentage for People of Color and Indigenous people for each Job Group. You can find this information in the 2018 census data affirmative action statistics for the county(ies) in which your company is located, or the Availability Percentages that resulted from your Two-Factor Analysis or Composite Availability Analysis found in your Workforce Certificate application Data Analysis section. Your company must use the 100% Availability Percentage with the whole person rule to determine underutilizations. This form has this methodology built into the calculation. NOTE: If you use Availability Percentages that resulted from a Two-Factor or Composite Availability Analysis, you must submit the updated Two-Factor or Composite Availability Analysis along with the Annual Compliance Report. These forms can be found on our website at mn.gov/mdhr/certificates/forms-worksheets/.
F	Insert the the Census Occupation Code (COC) or Standard Occupational Code (SOC) used for each Job Group listed in the AUA above, and the geographic source of the availability percentages used. Example, "2018 MSP/MSA" and the COC or SOC number.

What is underutilization? This number is not a quota. Based on Census data, underutilization is the number of additional employees that may be available for employment in this demographic in this job group. This number is one indicator that your company may review as part of implementing its anti-discrimination policies.

Complete the Availability and Underutilization Analysis

Enter the information in the highlighted cells only. The other cells will fill automatically.

A		B		C		D		E			
Job Group	Total Employees in Job Group	Women					People of Color & Indigenous people				
		Current Workforce		Census Availability		Underutilization	Current Workforce		Census Availability		Underutilization
		Number	%	Number	%		Number	%	Number	%	
Officials and Managers	7	5	71.4	4	69.10	0	0	0.0	0	11.50	0
Professionals	33	27	81.8	25	76.00	0	4	12.1	5	15.40	1
Technicians				0					0		
Sales				0					0		
Office/Clerical	8	7	87.5	5	67.40	0		0.0	0	12.10	0
Skilled Craft				0					0		
Operatives				0					0		
Laborers				0					0		
Service Workers				0					0		
Totals	48	39		34		0	4		5.00		1

Job Group	Source of Availability Percentages
	MSA/Geographic Area Used:
Officials and Managers	2018 Census - Minnesota - 0420: 11-9151
Professionals	2018 Census - Minnesota - 2001: 21-10XX
Technicians	
Sales	
Office/Clerical	2018 Census - Minnesota - 5000-5810
Skilled Craft	
Operatives	
Laborers	
Service Workers	

Review Month/Year: June 2026

PID	EN Name	Overall Compliance Rating	Analyst
034383344	Central Minnesota Jobs Training Services	Compliant	Zoe Kwitek

A compliant rating indicates your EN has satisfactorily met the requirements as outlined within the Ticket Program Agreement (TPA), Part 3, Section 4 with no or minimal issues. The IWP and/or case notes reviewed suggest your EN group understands the importance of tailoring the IWP, support, services, and follow-up to the Ticketholders. Please see your summary below.

Please reach out to Program Integrity at TTWProgramIntegrity@ssa.gov if you have any questions.

SSN	First Name	Last Name	Type of Review	SSN Compliance Rating	Review Comments
[REDACTED]	[REDACTED]	[REDACTED]	IWP/COS	Compliant	
[REDACTED]	[REDACTED]	[REDACTED]	COS	Needs Improvement	Two-way communication was not maintained.
[REDACTED]	[REDACTED]	[REDACTED]	COS	Compliant	
[REDACTED]	[REDACTED]	[REDACTED]	COS	Compliant	
[REDACTED]	[REDACTED]	[REDACTED]	COS	Needs Improvement	Two-way communication was not maintained.

Invest in Local Lives Join as a Sponsor!

- Online at <https://cmjts.org/donate/>
- By mail—Send this completed form and check payable to CMJTS.

Sponsor Name: _____

Contact: _____

Address: _____

Phone: _____

Email: _____

Sponsorship Level: _____

Mail completed form to:

CMJTS—Attn: Executive Director
406 E. 7th St.
PO Box 720
Monticello, MN 55362

Why Your Sponsorship Matters:

Central Minnesota Jobs and Training Services, Inc. (CMJTS) is a nonprofit workforce and training organization serving 11 counties in Central Minnesota. We connect businesses with skilled employees and help jobseekers—including youth and young adults, career-changers, and underemployed workers develop the skills needed to compete in today's market.

Follow the
QR code to
see how you
can donate
today!



CENTRAL MINNESOTA
Jobs & Training Services

Where Workforce Skills Meet Opportunity!

Choose the sponsorship level that aligns with your company's goals and brand values. All sponsors will receive the benefits associated with their chosen level.

By strengthening these connections, we build stronger local communities and a more resilient regional economy.

*You can be someone's opportunity
to change their life.*

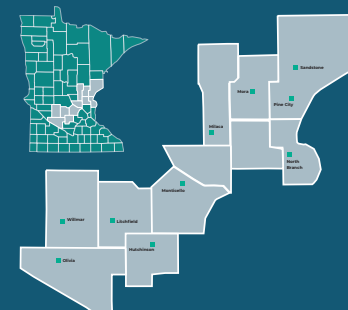
Visit our website at www.cmjts.org

When your company participates in annual corporate sponsorships, it:

- directly supports initiatives that expand workforce opportunities and help jobseekers succeed,
- enables CMJTS to provide tailored services to businesses and individuals who need them most,
- strengthens our local economy by filling critical job gaps, and
- positions your business as a leader in the movement to build a stronger, more resilient **Central Minnesota**.

Mission:

To strengthen our communities by providing workforce development services that enhance skills, increase employability, and meet the needs of local employers for a thriving job market.



Sponsorship Levels

CHAMPION \$5,000

- Personalized job fair hiring events at the business location
- Prescreening services of applicants/ vetting
- Facilitate StrengthFinder, DISC assessment, or Personality Traits training onsite for up to 20 individuals
- Assist with one-on-one soft skills coaching for up to five staff annually
- Custom industry reports twice/ year + business service coordinator consultation + labor market insights tailored to high-demand roles
- Match CMJTS staff number to your business number of team volunteer member activities
- Prominent signage at CMJTS public events
- Speaking opportunities at events



VISIONARY \$1,000

- Lunch and Learn on topic of your choice for your staff hosted by CMJTS knowledgeable team members
- Business consultation, resources, and support
- Guidance + support navigating business grants and resources
- Business spotlight invitation to present at a Local Workforce Development Board meeting
- Personalized handoff between your hiring/vacancy needs and CMJTS Talent Portal jobseekers
- Highlight business on CMJTS website
- Banners on CMJTS website

ARCHITECT \$500

- Promotion of business job posting on CMJTS website
- Guest appearance on Work Wright Radio
- Guest appearance on Willmar Chamber Chat Radio
- Quarterly regional workforce e-newsletter business name inclusion
- Sponsor listing in CMJTS annual report

ADVOCATE \$250

- Free tickets for upcoming event
- General business resources and access to CMJTS staff supports
- Recognition in CMJTS communication channels as a supporting partner





CMJTS accepts the 2nd Place Promising Practice Award at the MAWB Annual Summer Meeting



Trust first, then services: relationship-building slows intake but drives stronger outcomes.



Co-enrollment multiplies impact: pairing funding streams avoids bottlenecks.



Finance capacity is a program risk: cross-train staff to protect cash flow.



Outreach must be active: proactive visits expand reach beyond county referrals alone.

CMJTS Takes Home 2nd Place Promising Practice Award at MAWB Summer Meeting

The Promising Practices Awards, a tradition at the MAWB Summer Meeting, recognize the top three local workforce projects each year. Winners are selected by a panel.

CMJTS's award-winning practice replaces a transactional, compliance-driven SNAP E&T model with an integrated, whole-person approach, addressing food insecurity, housing, transportation, and language barriers alongside employment goals. In FFY26–27, CMJTS enrolled 58 participants, 193% of the target.

Participation also helps SNAP TLR recipients meet the 80-hour work rule, keep benefits, and prepares CMJTS for Medicaid job search changes in 2027.

Focus on co-enrollments in non-federal funded programs:

1

Provider spends eligible non-federal funds up front.

2

FNS reimburses 50% of eligible costs.

3

Reimbursed funds become unrestricted revenue.

CMJTS

CENTRAL MINNESOTA
Jobs & Training Services

763-271-3700 | info@cmjts.org | www.cmjts.org