



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

October 9, 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:

- | | |
|---|--|
| ☐ Ian Weiss, Chair | ☐ Merle Bobbitt |
| ☐ Trevor Turek, Vice Chair | ☐ Commissioner Jeanne Holland |
| ☐ Rob Stark | ☐ Lori Vrolson |
| ☐ Melissa Ball-Warriner | ☐ Lezlie Sauter |
| ☐ Stephanie Hanson | ☐ Megan Jarvie |
| ☐ Rebecca Wierschke | |
| ☐ Brian Fleming | |

STAFF:

- | | |
|---|---|
| ☐ Leslie Wojtowicz (CMJTS) | ☐ Joe Sharpe (CMJTS) |
| ☐ Diane Johnson (CMJTS) | ☐ Rebecca Perrotti (CMJTS) |
| ☐ Tim Zipoy (CMJTS) | |
| ☐ Bridget Paulson (CMJTS) | |

GUESTS:

- | | |
|--------------------------|--------------------------|
| ☐ | ☐ |
| ☐ | ☐ |

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 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. Business Engagement Follow Up – Wojtowicz

b. Review Goals and Action Plans – Wojtowicz

c. Brainstorm Presenters for the WFD Committee Meetings – Wojtowicz

6. Business Member Recruitment Update – Wojtowicz

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

December 11, 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 & Gov't Relations Committee
9:00 am – 9:50 am	Community & Gov't Relations Committee
10:00 am – 10:50 am	Workforce Development Board
11:00 am – 11:30 am	LMI Presentation
11:45 am – 12:30 pm	Audit Presentation
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

September 11, 2026

MEMBERS PRESENT	Ian Weiss (chair), Rob Stark, Rebecca Wierschke, Brian Fleming, Merle Bobbitt, Commissioner Jeanne Holland, Lori Vrolson, Lezlie Sauter, Megan Jarvie, Rebecca Wiershke
MEMBERS ABSENT:	Trevor Turek (vice-chair), Melissa Ball-Warriner, Stephanie Hanson
STAFF PRESENT	Joe Sharpe, Leslie Wojtowicz, Rebecca Perrotti, Diane Johnson
GUESTS PRESENT	Della Ludwig

The meeting was called to order at 9:43 am

INTRODUCTIONS/WELCOME

APPROVAL OF THE CONSENT AGENDA

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

OLD BUSINESS

- None

NEW BUSINESS

Approval of the Local Plan – Wojtowicz/Sharpe

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

CMJTS Employer Services Board Training – Wojtowicz/Sharpe

- CMJTS is a free matchmaker and HR partner for employers across 11 Minnesota counties – funded by federal WIOA dollars, state funds, and additional foundation grants.
- CMJTS provides HR resources and employer support through job posting and screening, labor market data, consultation services, hiring events, interview space, and Rapid Response.
- CMJTS provides new hire training support through On-the-job Training (OJT), customized training grants, and work experience/internships. Upskilling existing employees through the Talent Development Program (TDP), sector-based training, and digital skills & certifications.
- Name one or two businesses in your county that struggle to find workers and reach out to them in the next week:
 - Jeanne Holland: machine shop
 - Lori Vrolson: Catholic Charities
 - Megan Jarvie: Refer applicants to CMJTS when no suitable openings are available.
 - Rob Stark: Stellis Health
 - Ian Weiss: Xcel Energy
 - Brian Fleming: Crystal Cabinet Works and Howmet Aerospace
 - Lezlie Sauter: schedule visits with business retention expansion businesses
 - Rebecca Wiershke: Land O' Lakes
- CMJTS will send the committee members the CMJTS business service contact information sheet, email script, and a call script.

Business Member Recruitment Update

- Sharpe mentioned we could use a few more members on the committee.
- Holland mentioned that Commissioner Caswell may be interested in being on the board next year if she does not run for another commissioner term.

BUSINESS SERVICE UPDATE

- Perrotti provided the following updates:
 - East Central Minnesota Career Fair will be held on October 6 at the City of Isanti Community Center.
 - Chisago County will be hosting high school event. Reach out to Rebecca for further information.
 - East Central Development Partnership will be hosting a manufacturing summit at the end of September.
 - Several business expansions in Pine and Chisago Counties.

FUTURE MEETING AGENDA ITEMS

- Follow up on actions from today's meeting.

ADJOURNMENT

Motion: Holland moved to adjourn. Seconded by: Vrolson.

Central Minnesota Workforce Development Board

2025-2026 Workforce Development Committee Strategic Plan

FOUNDATIONAL

Guiding Principle

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

Mission

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

Strategic Direction

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

Targeted Occupations

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

Targeted Industries

Region 6E

Manufacturing, Healthcare, Agriculture

Region 7W

Manufacturing, Ground Transportation, Energy, Healthcare, Construction

Region 7E

Manufacturing, Healthcare, Leisure and Hospitality

OPERATIONAL

PRINCIPLES

SKILLED WORKFORCE

Basic Skills

Work-Readiness Skills

Occupational Skills

IT Fundamentals

INDUSTRY-DRIVEN STRATEGIES

Labor Market Information

Drivers of Region Economy

Connections to Industry

STRONG COLLABORATIONS

Business

Community

Economic Development

RESOURCES ALIGNMENT

Education (Build Capacity)

Workforce Development

CONTINUOUS IMPROVEMENT

Measurable Outcomes

Evaluation

Improvement Strategies

FOCUS

Youth

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

Jobseekers

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

Industry

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

Influencers

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