

<b>Location:</b>	Workforce Development, Inc., 2070 College View Rd E, Rochester, MN 55904 Conference Room: H1403
<b>Date:</b>	Thursday, March 7th, 2024
<b>Time:</b>	1:30 PM – 3:00 PM

**ATTENDEES**

Jinny Rietmann (Executive Director), Samantha Draisey (Note Taker), Kortney Wobbe, Beth Christensen, Mike Postma, Kyle Mullen, Megan Horton, Jenna Overland, Jakki Trihey, Brian Ashton, Jim Kingsley, Rick Gnemi, Jim Root, Lane Powell, Phil Sayles, Michelle Pyfferoen, David Senjem, Dewey Severson, Geoff Smith, Laurie Brownell, Carrie Heimer, Barb Rechtzigel, Randi Callahan, Autumn Herber, Aaron Benike, Chris Hanson, Armin Budlimic, Dalila Amaya, Cheryl Glaser

**CALL TO ORDER**

Jim Kingsley called the meeting to order; a quorum was determined present, and introductions were made.

**APPROVAL OF AGENDA + MEETING MINUTES**

Rick Gnemi made a motion to approve the March 2024 Workforce Development Board agenda and the January 2024 Workforce Development Board meeting minutes, as presented. Gnemi moved, Armin Budlimic seconded, and the motion passed.

**APPROVAL OF NEW WORKFORCE DEVELOPMENT BOARD MEMBERS**

Autumn Herber with the MN Department of Employment and Economic Development (DEED) is requesting approval to join the Workforce Development Board as representation for Job Service in our area. Her new role as the Job Service Supervisor for SE MN is due to Marleen Lundberg transitioning out of the role. Randi Callahan, Three Rivers Community Action is requesting approval to join the Workforce Development Board as representation in the CBO-CAP seat for our area. Randi is the Director of Community Supports at Three Rivers, and is wishing to take over on the board for Vicki McKay, who has transitioned out of her role at Three Rivers being the Director of Human Resources.

Rick Gnemi made a motion to approve Autumn Herber and Randi Callahan as new board members. Gnemi moved, Aaron Benike seconded, and the motion passed.

**EXECUTIVE COMMITTEE UPDATE**

Brian Ashton provided a brief overview of the FY22 Audit presentation that was shared with the Executive Committee. It was noted that for thirty-four (34) years, there have again been no adjustments required and no findings; the financial statements presented fairly for the FY22 Audit.

Rick Gnemi made a motion to approve the Executive Committee's acceptance of the FY22 Audit, as presented. Gnemi moved, Jim Root seconded, and the motion passed.

**WIOA PLAN UPDATES**

Cheryl Glaser, President of Achieve Consulting, shared the results of the ongoing WIOA planning sessions and survey results with the board, presenting the emerging themes for goals and strategies in the SE MN region. Group discussions were held surrounding additional input with the specific goal statements, and additional information was provided on the plan timeline and next steps. Board members will have a draft to review at the April 2024 board meeting.

## **INCUMBENT WORKER TRAINING PROGRAM (IWTP)**

Kortney Wobbe presented information on the Incumbent Worker Training (IWTP) explaining how this business-driven program is designed to provide direct financial assistance to train current employees, to avert a layoff, and/or improve the economic competitiveness of regional businesses. The program has ample funds to be spent by June 30, 2024 and the funds are intended to offset a portion, via reimbursement, of the businesses' costs to train and upgrade the skills of its incumbent workers. Handouts were provided with further details and board members have been encouraged to consider the available resources and to share the information with peers.

## **DIRECTOR'S REPORT**

Jinny Rietmann provided a brief director's report. The 2024 Workforce Forum planning is well underway. Board members are encouraged to attend, and registration is free for all board members. The National Association of Workforce Boards Forum is coming up on March 23-26<sup>th</sup> in Washington D.C. and we're looking forward to gaining valuable takeaways to bring back to SE MN, as well as be present in DC to advocate for the current WIOA Reauthorization in session. We hope to have constructive meetings on the hill with staff about this topic especially, and are excited to have board members attending the NAWB Forum this year.

## **OTHER AREA ACTIVITIES / UPCOMING MEETINGS**

- April Workforce Development Board Meeting
  - Thursday, April 4th, 2024 - 1:30 PM (VIRTUAL)
- 2024 Workforce Development Forum
  - Thursday, April 25th, 2024

There was no public comment. **The meeting adjourned.**

Respectfully submitted,  
Samantha Draissey, Workforce Development, Inc.