ATTENDANCE
Present: Corinne Shepherd, Chair; Mark Lofthus, Vice Chair; Cathy Weik; Steve Ditschler; Jenni Faulkner; Mike Yanda; Rich Wagner; Jack Phillips; John Christiansen; Pam Oeffler; Vance Boelter; Claire Giancola-Belmares; Gloria Fatze; Barb Dahl; Doug Suchanek; Steve Buck; Marcus Thomas; Leah Gajria; Eric Lind; Glenn Starfield; Tim Grimm; Jennifer Harmening; Chad Sheets; Jesse Nergard; Commissioner Gerlach; Commissioner Beer.

Audience: Mark Jacobs, Amber Higgins, Jill Pittelkow, Kari Ouimette, Robyn Bernandy, Julie Kizlik

Call to Order – Corinne Shepherd called the meeting to order at 7:31 a.m.

Approval of the April 20, 2018 BOARD MINUTES; MOTION to approve the Minutes made by John Christiansen; SECOND; Mark Lofthus (M/S/P).

Spotlight Speaker—Chad Sheets
- Currently the Dean of Customized Training and Continuing Education at Dakota County Technical College and Inver Hills Community College. Formerly the Dean of Transportation and Industry programs.
- Previously, spent 8 years working as an automotive technician instructor/trainer for Chrysler.
- Developed the Minnesota Transportation Center of Excellence.
- Graduated with a B.A from St. Mary’s University.
- Focused on creating unique solutions for recruiting workers into the industry.

Executive Committee – Mark Lofthus
- Membership
  - Potential members from Thompson Reuters, Mystic Lake, and/or the labor industry.
- The Workforce Development Board presented to the Dakota County Board of Commissioners.
- All committees should review their Plans of Work.
- MOTION to submit a request to the Department of Employment and Economic Development (DEED) for “designation” as a local area. Motion made by Mark Lofthus; SECOND John Christiansen; (M/S/P). Background: DEED issued the "subsequent designation policy” which notes that local boards "must submit a letter requesting either subsequent designation or the intent to no longer be designated as a local area” by May 30th.” DEED noted that to be approved, local areas must have: “performed successfully” on performance standards; “sustained fiscal integrity” and met "regional planning” requirements.
- Greater Metro Workforce Board – Jacobs
  - A new non-profit will focus on diversity and inclusion.
  - Heard from RealTime Talent.
  - Hiring an Executive Director. Position and job description will soon be posted.
  - Bylaws will be updated.
Evaluation Committee – Pam Oeffler

- Reviewed and updated the local plan. Updates were minimal. The plan will be submitted to DEED and then posted for public review/comment as required.
  - **MOTION** to approve the local plan as revised. Motion made by Pam Oeffler; **SECOND** Vance Boelter; **(M/S/P)**. **Abstaining:** Barb Dahl. **Background:** The local plan is required to be sent to DEED each year. This year’s version is an update to the previous plan. The overall plan will include updated regional plan information.
- Reviewed results from the customer satisfaction survey. Overall, comments were positive and provided constructive feedback for staff.
- Jill Pittelkow presented on the Dislocated Worker Program projects

Program Spotlight – Jill Pittelkow

- The Dislocated Worker Program provides training, job search, and other assistance to workers who have been or will be laid off. Employers who lay off 50+ employees must notify the state. DEED’s Rapid Response team then contacts the employer to go over available services and survey the employees to determine needs. Independent service providers and workforce services areas can then bid on the project to provide services. The employee selection committee then chooses the provider.
  - A local example is Seagate. The Seagate Technology Dislocated Worker Project began last March. Approximately 150 employees were laid off, many of which were highly educated/compensated. Affected employees could choose whether or not they wanted to receive services. Several retired. To date, 87 clients have been served. Past projects include Smead, Delta, and others. Looking ahead, Herbergers is closing all store locations across the state.
- Smead participated in the Dislocated Worker Program. Many of the employees started working at Smead straight out of high school and as a result lacked a number of skills (resume, computer, etc.). The program helped build the skills they needed. Almost everyone participated and all found jobs. – Oeffler

Community Relations Committee – Jack Phillips

- **Eye on the Future**
  - April survey responses were positive and provided good feedback.
  - The June WDB meeting will be held at CHS in Savage.
  - In August, Barb Dahl will present the Scott County Business Survey.
  - Looking for future topics/ideas. Trade war?
- **Federal legislative update**
  - Presidential executive order focused on workforce.
  - **MOTION** to allow up to $500 for Chamber of Commerce Coffee breaks at the three sites. Motion made by Jack Phillips; **SECOND** Pam Oeffler; **(M/S/P)**. **Background:** Chamber coffee breaks will be held in partnership with neighboring chambers when/where possible to increase employer awareness of WorkForce Centers. The events may also serve as an opportunity to promote the WorkForce Summit and Employers of Excellence.

Business Services –

- **WorkForce Summit and Employers of Excellence**
  - September 27th at the Burnsville Best Western.
  - Working on agenda and keynote speakers.
  - Seeking event contributions and corporate sponsorships.
  - Focus on tapping into the untapped workforce.
- Scott County surveyed approximately 400 businesses. Responses indicated that business websites were the number one place people find employees/jobs.

One Stop Management Committee – Corinne Shepherd

- **Traitify**
  - The goal for number of users in the 15 month contract period is 2,000. There have been 600+ users since the launch.
  - Overall feedback has been positive.
  - The Workforce Development Board presented Traitify to the Dakota County Board of Commissioners.
Dakota County Technical College and Inver Hills Community College will not be renewing their lease at the Burnsville WorkForce Center. Exploring other options for the space.

**MOTION** to approve to pay up to $1,700 to purchase flash drives for the Resource Rooms. Motion made by Corinne Shepherd; **SECOND** Steve Buck; (M/S/P). **Abstaining:** Barb Dahl. 

*Background:* 500 flash drives were purchased in November 2017 and distributed to all three Resource Rooms. These are now gone in two of the three locations. The request is to purchase 500 additional flash drives for universal customers out of the committee budget. They will be used to save resumes so clients can take them home. Exec committee expressed concern about overall cyber-security with this approach. Staff is checking with DEED as the computers are theirs.

**Youth Committee – John Christiansen**
- Committee did not meet.

**Employment for People with Disabilities – Steve Ditschler**
- Reviewed the plan of work.
- Discussed the potential of lunch and learns.
- Need for more business recognition in front of peers for work done with people who have disabilities.
- Businesses need more information on the benefits and the resources available to help support.
  - “Connect 700” provides opportunities for trial basis employment.
- October is Disability Awareness Month and a possible Eye on the Future feature.

**Dakota County Commissioner Report – Commissioner Gerlach**
- The Dakota County Board of Commissioners found the Workforce Development Board presentation informative. Gerlach suggested using the approach of multiple presenters again next year.

**Scott County Commissioner Report – Commissioner Beer**
- Attended a breakfast at the U.S. Global Leadership Coalition at which Senator Amy Klobuchar was also in attendance.
  - The event provided an opportunity to gain exposure and local contacts while discussing state and international affairs.
- At the end of the month, County Commissioners are invited to the White House to meet with representatives. Scott County Board Members will attend.
- Working through secondary education options with his children has made him more aware of scholarship opportunities available for certain sectors. In South Dakota, one can have all their education, materials, and tools paid for if they commit to completing a trades program and working in the state for 3 years.

**Other Updates**
- Upcoming events – Ditschler
  - The next Governor’s Workforce Development Board meeting will be June 13th.
  - The State Rehab Council is sponsoring two public forums focusing on how people with disabilities can receive services. The first will be held on June 11th and the second will be held sometime in September.

**“Eye on the Future” –**

*John Stiffin, Minnesota Department of Labor and Industry*

Jack Phillips introduced John Stiffin. Stiffin is the Sr. Labor Investigator at the Minnesota Department of Labor and Industry. In the past, he worked at both the Burnsville and West St. Paul WorkForce Centers. Stiffin provided information related to MN child labor laws. Information included:

- The mission is to ensure Minnesota’s work and living environments are equitable, healthy and safe.
- Everyone is covered by MN labor laws and should know what to do if violated.
The Minnesota Department of Labor and Industry oversees the state's programs for apprenticeship, construction codes and licensing, occupational safety and health, wage and hour standards, and workers' compensation.

**Apprenticeship**
- Work-based learning
- Guaranteed work
- Option for those not attending college

**OSHA Workplace Safety Consultation** provides workplace safety and health inspections.
- Employers invite them into inspect the workplace.
- OSHA and state laws overlap abiding by wages, safety, and workers comp.

**Labor standards** enforce Minnesota’s child labor laws (wage, hours worked, etc.).
- Minimum working age is 14. Workers in agriculture can be as young as 12.
- There are exemption permits for special situations/jobs.
- Proof of age can be documented with birth certificates, driver's license, etc.
- 14 and 15 year olds
  - Cannot work before 7 a.m. or after 9 p.m.
  - No more than 8 hours a day, 40 hours a week
  - Cannot work during school day
  - Work involving motors is prohibited
  - Able to drive tractors off road with completion of a certification program
  - Cannot operate certain equipment at fast food establishments
  - Hand work or working with people is the best option for this age group
  - No restrictions for selling tobacco products
- 16 and 17 year olds
  - There are no federal restrictions—there are state restrictions
  - May not work before 5 a.m. or after 11 p.m. on school days
  - Able to work where alcohol is served, but cannot sell or serve it
- Under the age of 18
  - Most working violations are on construction sites
  - Handling or working in hazardous environments is prohibited

**Child labor exceptions**
- May work at family owned businesses that are supervised by parents
- Must be non-hazardous work/environments
- Manufacturing pre-apprenticeship programs
  - Credit and wage must be in place
  - Creates exposure to the manufacturing field
- Minnesota Department of Education approved work programs

**Minnesota's minimum wage**
- Small employer, training and youth wage is $7.87
- Large employer is $9.65

**Penalties**
- $250 for each violation with a max of $5,000
- Fines are non-negotiable

**Questions and discussion**
- There is confusion surrounding apprenticeships; registered vs. developed.
- Youth could help with the labor shortage. Labor laws may need to relax/change in order to allow youth more employment opportunities.
- How do we let businesses know about labor law exceptions?
  - Publicize, advertise share by word of mouth, etc.
  - A letter from the WDB could help create stronger connections with employers
- Factors in approving exceptions include the application, workplace history, previous requests, etc. Exception requests should be as detailed as possible including job description, work environment, equipment, and other information.
- Technology has created safer working environments.

*Meeting was adjourned at 9:00 a.m.*