



Workforce Development Board

402 West First Street
Duluth, Minnesota 55802



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Meeting Minutes

Monday, November 18, 2024

Duluth Public Library, Green Room, 520 W. Superior St., Duluth, MN 55802

Present:

Jack Carlson, President, Duluth Building and Construction Trades
Andrea Chirhart, Rehab Manager, DEED Vocational Rehabilitation Services
Nicole Christiansen, Human Resources Manager, Aspirus/St. Luke's
Corey Cusick, Community Services Director, United Way
Kayla Dietzmann, Director of HR & Marketing, SCS Interiors
Chiamaka Enemuoh, President, Lifestone Health Care
Claire Farmer-Lies, Marketing & Communications Specialist, Residential Services Inc.
Angie Frank, Manager, Duluth Adult Education
Susie Gilbertson, Sr. Recruiter, Maurices Corporation
Monica Haynes, Director, UMD Bureau of Business & Economic Research
Duane Hill, District Engineer, Minnesota Department of Transportation
Julie Johnson Atkinson, Vice President of Sales, Visit Duluth
Kathy Koch, Manager of Human Resources, Allete
Jennifer Oakes, DEED Job Service Site Supervisor, Duluth CareerForce
Paul Pedersen, Director of Outreach, MAC-V
Amanda Yates, Assistant Director Economic Services and Supports, St. Louis County
Elena Foshay, Director, Duluth Workforce Development
Art Larsen, Job Service Program Coordinator, DEED
Carol Turner, Operations Manager, Duluth Workforce Development

Meeting called to order at 2:05 p.m. The Workforce Development Board successfully established a quorum.

Welcome: Anna Greshowak, new DEED Employer Services staff

Public Comment: None

Action Items:

- September 2024 DWD board meeting minutes were approved by all members in attendance
- 2025 meeting schedule approved by all members in attendance
- 2025 Chair/Vice Chair nominations

- Kayla and Claire have expressed interest in continuing to serve, however you have two weeks to submit nominations
- Vote at January 2025 meeting

Updates & Announcements

- DEED apprenticeship technical assistance program
 - DEED applied to DOL for some funding to support expansion of apprenticeships across the state and doing so by supporting and empowering workforce boards to help advance apprenticeship.
 - They are creating a technical assistance cohort for any workforce boards that want to get involved. Delivered in multiple stages, funding can be applied for at later stages.
 - Elena will be attending webinars to complete the first stages of the program. In-person meetings will follow.
 - Does this seem like something the board would like to pursue?
 - An apprenticeship can be sponsored by an employer or by another sponsorship entity.
 - It would possibly require a staff person to manage this program
 - If you're interested, reach out to Elena
- Governance committee openings
 - Reach out to Kayla, Monica, or Elena if interested
- Tour of Manufacturing and CTE tour recap
 - Over 600 students, and around 35 employers from region
 - On-site tours of manufacturing companies
 - Career tech tours at schools
- School district/college/workforce CTE conversation
 - Group that includes Duluth superintendent, UMD chancellor, St. Scholastica president, LSC president, APEX, the Chamber, and Elena Foshay representing the City
 - They have been meeting, looking at the big picture of how we take what we already have in the world of career pathways and connect the dots to really launch people in careers in our community.
 - The Duluth superintendent's vision is that every student graduates high school with 15 college credits in some career field.
 - Stronger articulation between colleges, as well as conversations with employers
 - Branded vision/initiative
 - Legislative advocacy, funding to hire coordinator to develop and implement a work plan
 - More to come as this rolls out
- Inclusive Higher Ed grant
 - Linda Kingston and Lake Superior College applied for a grant to create a program for individuals with disabilities
 - This program is designed to provide a college experience and teach skills individualized at the level students are at
 - Will be hiring full time project director and seeking employer input regarding career pathway opportunities
- Ask for career talk speakers/mentors

- Danette Seboe is looking for as many employers as possible to talk to ISD 709 career tech ed students about job opportunities, a day in a life, why you might choose a particular career pathway, mentorships, etc.
- Paid leave
 - Passed in last legislative session
 - Paid work experience, interns, are included
 - Would contributing to paid leave be a disincentive to hosting paid internships/short term work experience?
 - Would not be an issue for trades
 - Students taking an extended leave may not be able to complete their internship
 - Added administrative work, but not a disincentive for MnDOT
 - Aspirus Health sees it as an issue and disruption to their programs

Equity Lens: Diversity, Equity, and Inclusion Action Guide Update-Cassy Burr, Equity Committee Co-Chair

- An updated version is on track to be released to the public by early 2025
- Why is this needed?
 - To help employers address disparities in the workforce system, especially on a state and local level
 - At the local, state, and national level, we are becoming more diverse
- Sections of the guide
 - Recruitment, hiring, onboarding, retention, advancement (new section)
 - Advancement end result: to create diversity at all levels of an organization, including in leadership roles
- Launch plan
 - Currently in the hands of a graphic designer
 - Launch timeline/details will be announced soon
 - Launch ideas? Let Elena know
 - Receiving state and national attention

Age-friendly Workplace Survey Results-Monica Haynes, Lacey Loomer

- 16 businesses participated, 308 respondents
- Older worker ages were not listed, it was up to respondent to determine
- Areas of Strength
 - Regardless of age, all employees have opportunities within firm, training, and opportunities to develop their career
- Areas of Improvement
 - Phased retirement and transition solutions, counseling for retirement
- How do these domains relate to turnover and retention?
- How do these domains relate to turnover among employees ages 60 years or older?

Measuring the Impact of Our Work

- Equity Dashboard-Elena Foshay and Equity Committee
- Setting Strategic Plan Metrics/KPI's
 - Is our equity work making an impact?
 - Equity Dashboard created and will be rolled out soon

- Goals, benchmarks, metrics
- Elena to send out board diversity survey, new board photo needed
- Local/Regional plan
 - Small group work to brainstorm metrics to track progress/goals of strategic priorities

Meeting adjourned at 3:54 p.m.

Next meeting: Monday, January 27, 2025; 2:00-4:00 p.m., City Hall, Conference Room 330, 411 West First Street, Duluth, MN 55802