

**Operations Committee
November 25th, 2024**

Present: Heather Gleason, Sara Carrigan, Margy Hendrickson, Christine Hendrickson, Karla Tauer, LeRoy Kiecker, Mary Shumski, and Sarah Longtin

MOU/IFA

Heather reported that partners are still in discussions about Career Lab and receptionist services at CareerForce locations.

A discussion regarding the status of the CareerForce phone line in the New Ulm office will need to be addressed during MOU/IFA meeting.

Staffing Updates

MVAC will host an intern from Minnesota State University, Mankato to support all departments.

Nancy Karkoska has retired from VRS, and there are currently two vacancies, with a hiring freeze in place. Her caseload has been distributed across current counselors. Amanda Anderson is returning from maternity leave.

New DEED Positions

LeRoy and Mary shared about their meeting with DEED Leadership including Rebecca Zoubek, the new Workforce Strategy Consultant for Southeast and South Central MN, and Justin Olson, the new Employer Engagement team member for Southern MN. Discussions are ongoing about handoff points between managers and the new positions and hoped to be addressed at the managers meeting in St. Paul. Both Rebecca and Justin are seeking contacts and open to outreach efforts.

Monitoring

Senior Program - Margy shared that federal and state monitoring of the senior program went well. A visit took place to the Mayo Clinic and staff interviewed a participant. Monitors expressed how MVAC is a “shining example of how the senior program should be run.” A report is expected soon.

Youth Onsite - Sara shared that the youth program services based at Mankato will be monitored in December.

Onsite Monitoring - Sara stated that Onsite Monitoring reports from the CareerForce Mankato visit were requested to be returned by today. She will be following up with MVAC and CareerForce for their reports.

Outreach to Schools

Sarah Longtin shared that Construct Tomorrow was a success with 878 students from 35 different schools exploring 15 union trades and two related organizations. Thank you to VRS and MVAC staff that volunteered that day. Skills for Success sessions have continued in Mankato East, Waseca, and New Ulm. MVAC staff and Sarah Longtin have collaborated many times due to large classroom sizes.

Sara Carrigan invited CareerForce partners to attend the virtual Financial Aid training presented by South Central College intended for PICE interns.

Sara Carrigan mentioned that Youth Directories are still accepting updates and edits per county. Please send corrections to Sarah Longtin. Order forms will be sent in the new year.

MFIP Budget

Margy reports that MFIP budgets have not been finalized. Heather is in contact with counties and will share information when it is available.

Annual Report and Success Stories

Sara Carrigan shared that the annual report for program year 2023 is being compiled. Success stories for adult programs were requested.

New Curriculum with VRS

Christine shared that her VRS team is exploring the new software, “Bring Your ‘A’ Game” that helps youth develop workplace readiness skills. Worthington is currently using it, and Christine’s team is piloting the software on a shared license.

CareerForce Administrative Updates

LeRoy reported that if a key fob has been lost and disconnected, replacements are available upon request. A new building-wide bathroom code has been established, CareerForce break room will remain the same.

Adult Career Pathways (ACP) Networking Day

The ACP Networking Day will occur this spring. The planning team is considering both March and April at South Central College. Please communicate potential scheduling conflicts with Sara or Heather.

Career Force at South Central College

LeRoy brought attention to an agreement signed to allow CareerForce to host classes at South Central College until the end of the academic year, with plans to align the next agreement with the P2P program year dates.

Internships at CareerForce

CareerForce is interested in hosting internships at the Mankato CareerLab. LeRoy will be continuing to explore the opportunity to allow program participants interested in social work to also serve as support staff.

Electronic Document Storage

LeRoy is working with MN-IT to increase efficiency in uploading documents into EDS using the MFD.

Discussion was held regarding cancelling the December meeting due to the holidays or rescheduling the meeting. The Operations committee decided to cancel the December meeting.

Next Meeting: January 27th, 2025