



AGENDA

June 14, 2024

10:50 am–Noon

HYBRID

In-person attendance at CMJTS' Monticello office in conference room 127.

To join virtually, a Microsoft Teams meeting invitation was emailed to you on May 31, 2024. (If viewing this agenda online, click on the link on page 3.)
Unable to locate the invite? Please email vhosch@cmjts.org.

The Board's Basic Responsibilities

- Determine the WDB's mission and purpose.
- Support the CEO.
- Provide proper financial oversight.
- Ensure adequate resources.
- Ensure legal and ethical integrity and maintain accountability.
- Ensure effective organizational planning.
- Recruit and orient new board members.
- Assess board performance.
- Enhance the WDB's public standing.
- Monitor and strengthen the CareerForce systems, programs, and service.

MEMBERS:

- | | |
|--|---|
| <input type="checkbox"/> Brian O'Donnell, Chair | <input type="checkbox"/> Paul Bukovich |
| <input type="checkbox"/> Rob Stark, Vice Chair | <input type="checkbox"/> Dr. Craig Johnson |
| <input type="checkbox"/> Bob Voss, Treasurer | <input type="checkbox"/> Dr. Alex Kangas |
| <input type="checkbox"/> Becky Lourey, Secretary | <input type="checkbox"/> Kimberly Hanson Lint |
| <input type="checkbox"/> Commissioner Lisa Fobbe, JPB Chair | <input type="checkbox"/> Rebecca Nelson |
| <input type="checkbox"/> Commissioner Jeanne Holland, JPB Vice Chair | <input type="checkbox"/> Mark Netzing |
| <input type="checkbox"/> Commissioner Terry Lovgren, JPB Secretary | <input type="checkbox"/> Sherry Smith |
| <input type="checkbox"/> Derrick Atkins | <input type="checkbox"/> Brent Thompson |
| <input type="checkbox"/> Melissa Ball-Warriner | <input type="checkbox"/> Tim Truebenbach |
| <input type="checkbox"/> Craig Beaulieu | <input type="checkbox"/> Lori Vrolson |
| <input type="checkbox"/> Joy Beise | <input type="checkbox"/> Lisa Zwart |

1. **Call to order**
2. **Welcome/Introduction of Members and Guests**

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.

3. **Approval of the Consent Agenda**
 - a. Meeting Agenda*
 - b. Previous Board and Committee Meeting Minutes*
 - c. Financial Report
 - d. CareerForce Partner Manager Reports (by Submission Only)
 - e. Key Legislative Issues
 - f. Region 3 Leadership & Planning Board*
 - g. CMJTS Grant Report*
 - h. CareerForce Customer Usage Data Report*

Note: If you are unable to attend this meeting, please contact Victoria Hosch at vhosch@cmjts.org or 612-750-3559 (cell).

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.

REGULAR AGENDA

4. **CMJTS Success Stories: Business**
5. **Workforce Development Board Committee Chair Reports**
Chairs of the Workforce Development and Community & Government Relations committees to provide an update on committee goals and accomplishments.
5. **Governor’s Workforce Development Board Update** – Stark
6. **CMJTS Financial Update** – Yeager
7. **Old Business**
 - a. 2023-2024 Annual Fiscal Audit Update – Wuornos
 - b. Compliance Shop/DEED Audit Update – Wuornos
8. **New Business**
 - a. PY2024–2025 WDB Officer Elections – Fobbe
 - b. Request to Solicit Bids from Qualified CPAs to Conduct Financial Audit for FY2023 (motion to approve) – Voss
 - c. Line of Credit (June 1, 2024, Promissory Note) (motion to approve) – Wuornos
 - Update on the line of credit renewal process – Wuornos
 - d. Local and Regional Plans Submitted to DEED – Wuornos
 - e. I-WE Designation for Sherburne County* (motion to approve) – Wojtowicz
 - f. Office of Legislative Audit (OLA) Auditing DEED Financial Department – Wuornos
 - g. Establishment of Six Annual WDB Meetings for the Program Year (PY) of July 2024–June 2025 (motion to approve) – Wuornos
 - h. PY2024-2025 WDB Code of Ethics and Conflict of Interest Forms* – O’Donnell
 - These forms need to be completed and submitted annually to be in compliance.
 - i. WIOA Reauthorization Hot Topics – Wuornos
 - j. WDB Years of Services Recognition Awards – O’Donnell, Fobbe
 - k. REMINDER: The July 12, 2024, committee and board meetings will all be held virtually.
9. **Future Meeting Agenda Items**
 - July 12, 2024: PY2024-2025 Committee Officer Elections (motion to approve)
 - Aug. 9, 2024: No Board or Committee Meetings
10. **Adjournment**

*Attachment

NEXT MEETING SCHEDULE

July 12, 2024 – ALL MEETINGS ON THIS DATE ARE VIRTUAL ONLY

8:15 am – 8:50 am	JPB/WDB Chairs and CMJTS Exec. Director Pre-Meeting
9:00 am – 9:30 am	LMI Presentation
9:40 am – 10:50 am	Youth Committee
9:40 am – 10:50 am	Workforce Development Committee
9:40 am – 10:50 am	Community & Government Relations Committee
11:00 am – 12:15 pm	Workforce Development Board
12:30 pm – 1:00 pm	Executive-Operations Committee

An up-to-date meeting schedule is available on CMJTS’ website at:
www.cmjts.org > About > Board > 2024 Board Meeting Schedule

How to Join the WDB meeting virtually via Microsoft Teams

If you already have the Teams app, click on the link below or select **Click here to join the meeting** in your meeting invites and the meeting will open automatically. If viewing this agenda electronically, you can also click the link below to join these meetings.

[Click here to join the WDB meeting](#)

Meeting ID: 291 618 527 017

Passcode: ntTQRB

If you don't have the desktop version of Teams, you can use the Teams Web App to join a Teams meeting from a Windows or Mac computer with a supported browser installed. You don't have to download anything, just follow these steps:

1. Go to **Outlook > Calendar**, open the Teams meeting request, and select **Join Microsoft Teams Meeting**.
2. Enter your name and select **Join the meeting**. (Or choose **Open in Browser** if it appears.)

Or call in (audio only)

WDB Meeting

[+1 612-470-3012](tel:+16124703012), [191732981](tel:+191732981) United States, Minneapolis

Phone Conference ID: 191 732 981#

Information to access a committee meeting is included at the bottom of its agenda.

**WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES**

May 10, 2024

HYBRID

MEMBERS PRESENT: Rob Stark (vice chair), Bob Voss (treasurer), Becky Lourey (secretary), Melissa Ball-Warriner, Paul Bukovich, Commissioner Lisa Fobbe, Commissioner Jeanne Holland, Alex Kangas, Kimberly Hanson Lint, Commissioner Terry Lovgren, Rebecca Nelson, Mark Netzinger, Sherry Smith, Tim Truebenbach, Lori Vrolson, Lisa Zwart

MEMBERS ABSENT: Brian O'Donnell (chair), Craig Beaulieu, Craig Johnson, Derrick Atkins, Joy Beise

STAFF PRESENT: Dina Wuornos, Victoria Hosch, Kristin Yeager, Diana Ristamaki, Leslie Wojtowicz, Troy Gilbertson, Rebecca Perrotti, Tim Zipoy, Bridget Paulson

GUESTS PRESENT: Commissioners Beth Oberg and Duane Anderson

The meeting was called to order at 11:03 a.m.

WELCOME/INTRODUCTIONS

Troy Gilbertson, new CMJTS Adult Program and Central Region manager

APPROVAL OF THE CONSENT AGENDA

- Approval of the Agenda

Motion: Netzinger made the motion to approve the amended agenda. Seconded by: Lovgren. Motion carried.

Workforce Development Board Committee Chair Reports

Workforce Development Committee – Mark Netzinger, Dina Wuornos

- The committee reviewed and unanimously approved the 2024-27 LWDA 5 Local Plan.
 - It is recommended that WDB members who have not reviewed the plan to review the executive summary to know what the CMJTS is doing and is being provided to the state.
- Board Outreach: The committee requested that Wuornos create a process to help board members with outreach and marketing of CMJTS' services. The target audience is business.
 - Focus: What CMJTS' Business Service coordinators (BSCs) can provide and offer to employers in our communities.
 - The intent is to focus on those untapped channel pools (e.g., individuals that are justice involved, older workers, new immigrants, etc.) and also let business owners know there are services available to them.
 - Reviewed the 5-step process of how to market and do outreach of services.
 - The outreach letter is a template for WDB members to personalize to engage their colleagues, networks, teammates, etc., in the work that CMJTS does, as well as directing them to the CMJTS BSCs and their services. It can also be used as an elevator speech.
 - A link to a short board member survey has been developed and that provides 5 or 6 questions for members to track the information they receive and for the BSCs to follow up with those businesses.

Motion: Netzinger made the motion that the full WDB approve the outreach process and implement it as soon as CMJTS is ready. Seconded by: Holland. Motion carried.

Community & Government Relations Committee (CGR) – Voss

- The virtual AI presentation being conducted by Mike Kutzke from Ridgewater College is Friday, May 17, 2024, from 9:00 am–11:00 am. Currently, 118 people have registered to attend.
- CMJTS 40th anniversary celebration is scheduled for October 9, 2024, from 6:00 pm–8:00 pm, at CMJT’s corporate office in Monticello.
 - Suggesting a \$40 contribution from board members to offset the cost of the event.
 - Discussed fundraising activities such as raffle tickets and a silent auction, and possibly some donated items from businesses for prizes, etc.
 - Members are encouraged to invite people from their networks (e.g., committees, external organizations, colleagues, etc.).
- Legislative event – Discussed moving away from a formal event as done before. Considering teaming up with the Minnesota Association of Workforce Boards (MAWB) and going to the capitol on their Legislative Day to visit with our legislators to present CMJTS success stories, etc., as they move their policy agenda forward for MAWB. (Suggestion: Also invite the legislators to the Youth Program’s Operation Exploration summer camps in their area.)
- Board recruitment – Discussed strategies to fill seats.

Governor’s Workforce Development Board (GWDB) Update – Rob Stark

- Still going over the new hierarchy.
 - Trying to streamline board member engagement along with staff and creating liaisons to better work with Commissioner Varilek all the way up to the Governor.
 - Trying to figure out what hierarchy chart looks like how to engage with one another to ensure more cooperation and not the siloed conversations.

CMJTS Financial Update – Kristin Yeager

- Finances continue to move in a positive direction: bills are being paid on time.
- A number of grants are coming to an end on June 30, 2024.
- Waiting on a number of grants to be finalized that CMJTS will receive July 1, 2024.
- Budgets are tight to the end of this fiscal year but foresee making it through.
- Veracity continues to work on finalizing the rest of the bank recs, as well as the income going into it to help prepare financial statements, the business income balance sheet, etc. This is needed to renew the line of credit, for grants being worked on, and commercial insurances that need to be purchased.
- The financial manager position is posted. Veracity Pro’s recruiting department will help with the position if a good, solid candidate isn’t found.
- Prepping the CMJTS Accounting Team for the PY2023 audit.
- Line of credit: Owe \$55,000; paid off \$145,000. (Waiting to pay off until it is renewed to avoid it being closed and losing some of that flexibility.)
- In Yeager’s opinion, CMJTS’ cash position is good.

OLD BUSINESS

2022-2023 Annual Fiscal Audit Update – Dina Wuornos

- CMJTS currently has two fiscal audit occurring: the annual fiscal audit that is the CliftonLarsonAllen (CLA) audit, and the DEED forensic audit that is The Compliance Shop audit.
 - The Compliance Shop stated the two audits are like comparing apples and elephants. They are not looking at the same things. Their audit should not impact the CLA audit.
- Annual fiscal audit:
 - Meeting with CLA next week to see what can be done to complete the audit.
 - Concern is CLA likely will not do the 2023-24 audit if they haven’t completed 2022-23 audit.
 - Considering putting out an RFP or a bid request for other auditing firms.
 - MAWB directors recommended three or four firms.

- The forensic audit has started. DEED indicated it would take 6-8 weeks to complete.
- It was suggested to perhaps talk with CLA about a 2- or 3-year audit.
 - Wuornos believes CMJTS is bound to an annual audit because it receives federal funds, which means CMJTS has to submit audits annually to be in compliance—and CMJTS’ grant funds are large enough to qualify for it.
 - If not having the audits to submit trips up CMJTS’ federal grants, Senator Tina Smith’s office has committed to supporting CMJTS. They will help with navigating that at the federal level.
- The Form 990 is completed and being filed.

NEW BUSINESS

2024-27 LWDA 5 Local Plan – Dina Wuornos

Motion: Netzinger made the motion to approve the 2024-27 LWDA 5 Local Plan as completed by Dina Wuornos. Seconded by: Stark. Motion carried.

WDB Officer of Nomination Process – Commissioner Lisa Fobbe

- Officer nominations received:
 - Chair: Brian O’Donnell, Rob Stark
 - Vice chair: Rob Stark, Lisa Zwart
 - Treasurer: Bob Voss
 - Secretary: Lori Vrolson, Lisa Zwart
- Rob Stark removed himself as a vice chair nominee.
- Lisa Zwart declined the vice chair and secretary nominations.
- There is a vacancy for the vice chair position.
- Going forward, Fobbe will be reviewing the officer nomination process and perhaps suggest something different in the future.

WDB Officer Nominee Presentations – Commissioner Lisa Fobbe

WDB Membership: Craig Beaulieu – Rob Stark

- Beaulieu has missed meetings for multiple months in a row.
- He is no longer in Band leadership.
- Send thank you note for his contributions while on the WDB.

Motion: Netzinger made the motion to approve removal of WDB membership of Craig Beaulieu due to lack of attendance. Seconded by: Holland. Motion carried.

WDB Membership – Rob Stark

- Brent Thompson, owner/president of MINPAK, Inc., representing Pine County/Private Business.

Motion: Lourey made the motion to approve WDB membership of Brent Thompson for the two-year term of May 10, 2024–June 30, 2026. Seconded by: Lovgren. Motion carried.

The Compliance Shop/DEED Audit Update – Dina Wuornos

- Met with DEED Compliance Shop, had intake meetings, presented themselves as third party with unbiased view.
- The Compliance Shop’s goal is to look at CMJTS’ processes, what we are doing, and see where things may be missed, and give feedback. They made a point to say they are not looking for gotcha moments. They are just trying to look back and report back. Also stated, CMJTS has been in business for 40 years, is a solid nonprofit, and is doing some things right and will point those things out as well. Once

the audit is done, they will have a closing meeting with CMJTS and will let CMJTS know what they are going to report DEED.

- They will not give a timeline as it depends on what they find out on the first layer and how deep they need to go.
- Will be auditing all seven grants that received corrective actions, so requiring all 24 FSRs from those grants, all cash request forms submitted to DEED for two years, employee and vendor lists, plan documents, plan modifications, and financial statements. From there they may dig into full journal entry transactions and different general ledger reports, etc.
- Will be scheduling weekly meetings with CMJTS.
- One-on-one meeting with Wuornos: The intent of the meeting was to get the background on how CMJTS got to this point. (DEED was very careful not to give them any information upfront.) Wuornos provided information on issues and what she saw were some that were forthcoming to give them a clear picture of why CMJTS is being audited. She shared the corrective actions as they had not seen them, as well as the board's letter to DEED in response to the corrective actions so they could see the boards were informed and will to work with DEED in any way.
- The Compliance Shop will be doing more of an in-depth financial audit; they will not be removing computers, etc.

FUTURE MEETING AGENDA ITEMS

- June 14, 2024: WDB Officer Elections
Years of Service Recognition Awards
CMJTS Success Stories (Business)
- Clarification on How Grants Work (Wuornos)

Contact Dina Wuornos or Victoria Hosch with agenda items.

ADJOURNMENT

Motion: Stark adjourned the meeting at 12:28 pm.

WDB Secretary Signature



REGION 3 LEADERSHIP & PLANNING BOARD

Minutes

April 23, 2024

Hybrid (in person at Central Minnesota Jobs and Training Services, Inc. or via Teams)

Present: Commissioner Steve Heinen (chair), Commissioner Lisa Fobbe (vice chair), Jeff Bertram, Jill Magelssen, Brian O'Donnell, Rob Stark, Tamy Biery, Dina Wuornos

Absent: Commissioner Jeanne Holland

Staff: Angie Dahle, Leslie Wojtowicz, Victoria Hosch

The meeting was called to order at 9:02 am.

Welcome and Introductions

Additions/Deletions to the Agenda

Motion: O'Donnell made the motion to approve the agenda. Seconded by: Magelssen. Motion carried.

2024-2027 Region 3 Regional Plan Review

Wojtowicz and Dahle walked the board through the plan explaining the areas.

- Section A.6: Investing in America initiatives
 - 70% of funding is going to rural areas. Would need to be a partnership as CMJTS and Career Solutions cannot do it alone.
 - Add how CMJTS and Career Solutions can support North Star Promise. (Wojtowicz to contact Wuornos.)
 - Local projects in central Minnesota: Will add more as hear of them. (CHIPS funding?)
- Section B.1: SWOT analysis of the regional workforce system – need to complete Attachment 2
- Section B.4: Add the need to keep focus of all groups across the counties/across all societies. “Diversity” includes all spectrums.
- Section C: Will insert information when received by Luke Greiner (LMI information) and Della Ludwig (CMMA connections with manufacturers, health care connections).

Motion: Bertram made the motion to approve the 2024-2027 Regional Plan and post for 30-day comment. Add potential additions from Luke Greiner and Della Ludwig after posting. Seconded by: Stark. Motion carried.

Next Meeting Date

- Date to be determined (tentative in July 2024)
- Career Solutions (Tammy Biery) hosting

Next Meeting Agenda Items

- Elevator Speech (Leslie Wojtowicz and Angie Dahle)

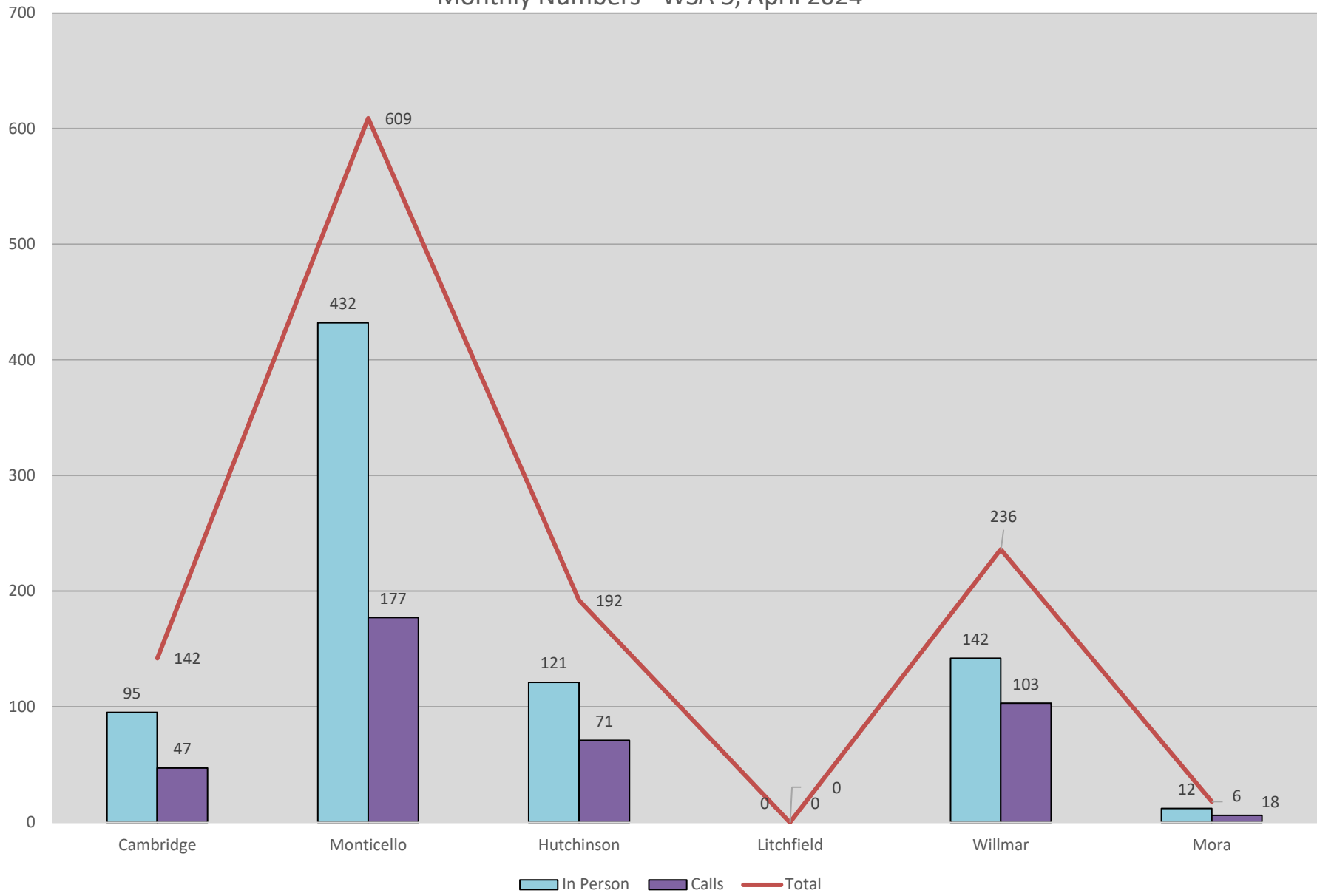
Adjournment

Heinen adjourned the meeting at 10:12 am.

CMJTS Grant Report

GRANT	Requested Amount	Grant Duration	Due Date	Submitted	Received Yes or No and Amount	Grant Summary
Xcel Power Up grant	\$525,500	2.5 years	11/1/2022	✓	Funded - \$350,000	The Power Up Central MN project will expand diversity in energy-related and trades careers through focused outreach to people of color, women, and veterans to participate in navigation services, work-readiness and skilled training, access supportive services, and enter apprenticeship training or employment in the energy-related construction and building trades. 40 people
Re-entry grant	\$207,075	18 months	11/22/2022	✓	funded - \$200,000	to provide re-entry services to 40 individuals across the 11-county area
Youth Skills Training Grant (round 6)	\$100,000	2 year	12/2/2022	✓	not funded	to create YST sites in a few key area across the LWDA - engage employers and schools
Youth at Work	\$376,000	2 year	3/31/2023	✓	funded - \$376,000	to fund Career Exploration summer camps - 160 youth total
Youth Support Services	\$200,000	2 year	4/21/2023	✓	Not Funded	to support the MNYou Youth Garden project and provide work experience to homeless youth - 25
Lyft grant	\$15,000	1 year	5/31/2023	✓	funded - \$15,000	to provide CTE to Willmar area youth - Somali specific
Lyft grant	\$15,000	1 year	5/31/2023	✓	Not funded	to provide CTE to Willmar area youth
Lyft grant	\$15,000	1 year	5/31/2023	✓	Not funded	to provide CTE to Hutchinson area youth
Wright County Opioid grant	\$100,000	1-year	5/31/2023	✓	Funded - \$97,000	to work with individuals impacted by the opioid crisis in Wright County
LEAP grant	50,000	1.5 years	9/1/2023	✓	Funded - \$50,000	to engage diverse populations into registered apprenticeships - supplement Power Up grant
Mille Lacs County Opioid grant	150,000	1 year (annual request)	9/12/2023	✓	not funded	to work with individuals to become peer recovery specialists and facilitate prevention curriculum in local schools
Drive for Five	\$759,800	18 months	12/11/2023	✓	not funded	To serve 40 eligible participants, assisting them with training in Carpentry, Low Voltage Technician, HVAC, or Advanced Manufacturing. Earn industry-recognized credentials, receive paid work-based learning and assistance into unsubsidized employment.
Otto Bremer	74000	1 year	2/8/2024	✓	not funded	operating expenses
Willmar Area Foundation grant	13300	1 year	1/15/2024	✓	funded - \$13,400	support the YOUnite program - swag, food, transportation
Purpose Driven paychecks	70,000	11 months	2/9/2024	✓	Funded - \$70,000	support the expansion of the Youthbuild program
ODEP	700,000	5 years	✓	✓	Funded	Part of a statewide grant to improve services to youth with disabilities
SW Initiative Foundation	32,020	1 year	4/19/2024	✓		Support south youth Operation Exploration camps
Chick-fil-A	64,793	1 year	5/3/2024	✓		Support and expand Youthbuild program
Meat processing and train and retain grant	\$10,000 per participant	1 year	4/30/2024	✓		part of the SW EDA proposal to help with training of people for meat processing industry
direct appropriation requests - Klobuchar and Smith	\$400,000	1 year	4/30/2024	✓		submit to support operational expenses for expanding programming
Chisago Opioid grant	\$60,000		6/8/2024			replicate the Wright county program
First Citizens charitable foundation	\$43,000	1 year`	6/1/2024	✓		support OE camps and w/ex - service learning, training
Community spotlight radia ad	\$0	1 month	5/17/2024	✓		free advertising on radio for a month to promote programming
FOA - women in RA		2 years	6/10/2024			to support women in pre-apprentices or RA in non-traditional occupations - Federal grant
Refugee career pathways program		3 years	6/28/2024			to assist refugees into employment - similar to ITP grant
Greater Twin Cities united way - career Academies	\$5,000	1 year	6/13/2024			to develop a strtegic plan and implement to increase youth voice in programming
Resettlement network services: employment and career supports - DHS		2 years	6/28/2024			to assist refugees in employment and careers - similar to ITP

Monthly Numbers - WSA 5, April 2024



Company Name: Sherburne County

Criterion	Total Points Available	Company Score
Criterion 1: Expressing a commitment to an inclusive and equitable workplace in their organization's stated mission, values or policies.	12	10.4
Criterion 2: Assessing how diversity, equity & inclusion influence their work / culture.	12	11.7
Criterion 3: Providing diversity, equity & inclusion education for staff & leadership	12	10
Criterion 4: Allocating resources to support and sustain an inclusive and equitable workplace and/or community	12	10.7
Company Highlights	<ul style="list-style-type: none"> • The committee talking points shared communication and DEIB messaging on their monitors throughout the building • DEIB philosophy shared on page 3 of committee document • Currently adding another assessment DIA with CultureBrokers • HHS has regular check-in meetings with our DEI vendor, CultureBrokers regarding progress on the various initiatives of that two-year consultancy • Check-ins occur with HHS department leadership and Co. Admin, every 2 weeks 	
Community Inclusion Committee (CIC) Recommendations to Company	<ul style="list-style-type: none"> • Could add additional inclusive language to the mission/value statements • Ensure that the results of the assessments and surveys are effectively communicated and acted upon • Continue promoting and encouraging active participation in the employee support groups and ensure that the planned lunch and learn sessions cover a diverse range of topics to cater to the varying needs and interests of the employees 	
CIC makes the recommendation to award the I-WE designation to Sherburne County	42.8 Total Score	

The Inclusive Workforce Employer Designation recognizes employers who prioritize inclusive workforce practices and policies and aim to reduce economic inequities. This initiative, developed by the Northwest Regional Alliance, is offered in 50 of Minnesota's 87 counties.

To earn the designation, companies must demonstrate certain criteria. They need to score at least 10 points per criterion and a total of 40 points for designation approval. The application is reviewed by members of the Community Inclusion Committee (a group of volunteers representing community organizations, employers, and education – with expertise in diversity, equity, inclusion, and belonging) using a scoring rubric developed by the University of Minnesota Extension Office, removing subjectivity from the review process. The scores from all reviewers are averaged to determine the final score.



2024–2025 Conflict of Interest Disclosure Form

To support the Central Minnesota Jobs and Training Service, Inc. (CMJTS) Code of Ethics and Conflict of Interest Policy, it is the procedure of the organization to request a statement from each Central Minnesota Joint Powers Board and Workforce Development Board member and CMJTS employee disclosing, in writing, any potential conflict of interest on the part of the board member or employee and/or their immediate family, partner or an organization which employs, or is about to employ, any of the above, which may exist in connection with any transactions or proposed transactions with the board where involvement of financial interest may occur.

Organization

Position/Nature of Involvement

In conjunction with our Form 990 reporting and Uniform Grant Guidance requirements, CMJTS, hereafter referred to as the organization, is required to disclose business and family relationships between key individuals in the organization. Through this questionnaire, CMJTS is performing its due diligence to secure the necessary information.

The disclosure of conflict of interest is required by law to report potential conflict of interest in respect to transactions of familial, financial, professional, and employment relationships. The details provided within this document will be held in strictest confidence and will only be used to determine reporting requirements.

Key Individuals are individual members of the Central Minnesota Joint Powers Board (JPB) and Workforce Development Board (WDB), and the CMJTS Leadership Team.

1. Are you aware that as an individual (listed above) you must annually disclose any potential conflicts of interest?
 Yes No

2. Are you aware that at any point you become involved in a potential conflict of interest that you must immediately report it to the organization’s chief executive, JPB chair, or WDB chair?
 Yes No

3. Did you (a key individual listed above) serve as an officer, director, board member, or key employee of an entity doing business with the organization?

Yes No

If you answered YES, please provide details: _____

4. Did you (a key individual listed above) at any time during the tax year have a direct business relationship with the organization (other than as an officer, director, board member, or key employee) or an indirect business relationship through ownership of more than 35% in another entity?

Yes No

If you answered YES, please provide details: _____

5. Did the organization provide a grant, program assistance or other financial payments to you (an individual listed above) and/or to any of your family members as outlined above?

Yes No

If you answered YES, please provide details: _____

6. I have read and understand this Conflict of Interest Policy and agree to be bound by it. I will promptly inform the organization's chief executive, JPB chair, or WDB chair of any material change that develops in the information contained in the foregoing statement.

Yes No

In the event that any management or funding decision that involves any matter which I, or a member of my immediate family or partner have any financial interest, or any transaction with any entity in which I act as a director or officer, I will notify the board chair or chief executive of the existence and extent of such interest or capacity and will abide by the Conflict of Interest Policy and direction therein. I will, of course, make available to the board chair or chief executive any pertinent information in my possession with respect to such matters that should be properly disclosed.

Name (please print): _____

Signature: _____ **Date:** _____



WORKFORCE DEVELOPMENT BOARD

DIRECTOR CODE OF ETHICS

As a director of the Central Minnesota Workforce Development Board (WDB), I understand and agree that I am responsible, collectively with my fellow directors, for ensuring effective governance of fiscally sound programs as well as strategic direction of the organization. To that end, I understand my responsibilities require me to

- Support, promote, and protect the Central Minnesota Joint Powers Board Agreement, the board bylaws, the Articles of Incorporation, and all CMJTS governance.
- Understand and ensure that the board reaches its mission, vision, and goals.
- Understand the values of the board and use them in my decision making.
- Attend all regular and special board meetings and actively participate in proceedings.
- Come prepared to meetings. Thoroughly review all WDB and committee meeting materials prior to the meetings.
- Serve on at least one committee. Attend all regular committee meetings and actively participate in the proceedings.
- Be accessible, at least by phone or e-mail, to the chief executive and other directors as needed.
- Participate in director orientation.
- Agree to serve the interests of the organization, not my own personal interests or causes.
- Attend as many organization events as possible.
- Share resources and talents with the organization, including expertise and community contacts.
- Serve as an advocate for the organization within my circles of influence—personal, business, faith, civic, etc.
- Fulfill commitments within agreed-upon deadlines.
- Maintain and promote high ethical standards including good-faith board decision making and avoiding an actual or perceived conflict of interest with other activities, interests, and/or organizations with which I may be involved.
- Maintain the confidentiality of the private information of the organization, staff, clients, and other directors.
- Understand and review the Central Minnesota WDB Policy and Procedure Manual, CMJTS, Inc. Bylaws, and JPB Agreement. Contact the chief executive if I have any questions.
- Be fiscally responsible for the organization by being familiar with and approving CMJTS' and the board's budget.
- Communicate effectively and respect the diverse opinions of others.

- Agree to immediately contact the board chair and chief executive with any board-related concerns.
- Agree that in the event, for whatever reason, you can no longer fulfill your duties and responsibilities as a director of the WDB, you will immediately notify the board chair and chief executive and make arrangements to transfer any outstanding responsibilities to other directors of the board.

On an annual basis, all WDB directors are required to review and sign the Workforce Development Board's Code of Ethics.

Name	(Please Print)	
Signature		Date (mm/dd/yy)