



## AGENDA

APWA-MN Education and Training Committee Meeting

Thursday, September 16, 2021

11:00 a.m. to 12:30 p.m.

[Microsoft Teams Meeting](#)

- 1) Welcome/Introductions
- 2) Approval of minutes of the June 2, 2021 E & T meeting (*attached*)
- 3) Updates (if applicable)
  - a) UUCIS (Chris, Anna)
    - 2021-2022 Offering
  - b) Public Works Certificate Program (Tim, Dave)
    - 2021-2022 Offering
  - c) Leadership Academy (Tim)
    - 2021-2022 Offering
  - d) Executive Fellowship Program (Tim)
  - e) Fall Expo (Rick, Mindy)
  - f) Roadway Maintenance and Demo Day (Mindy, Rick)
  - g) LTAP Updates/Opportunities (Mindy)
- 4) Old Business (if applicable)
  - a) Residency Requirement for APWA-MN Chapter Scholarship
  - b) Updates to Education and Training Matrix (*attached*)
  - c) Fall Conference Workshop (Tim, Chris)
    - Winter Maintenance Supervisor Certificate
    - Alternate Delivery Plan (*attached*)
- 5) New Business
- 6) Next Meeting – February 2022. Format and location TBD.
- 7) Adjourn 12:30 p.m.

### **Future Events:**

November 17-November 19, 2021 (APWA-MN Fall Workshop and Conference)



## Education & Training Committee

Meeting Minutes June 2, 2021

### 1. Welcome/Introductions

**2. Committee Attendees:** Tim Plath, Mindy Carlson, Dan Fick, Dave Hutton, Chris McKenzie, David Hutton, Sue Polka, Jeanine Reardon, Rick Shomion, Steve Love, Anna Breland, Rena Weis, Mary Hurliman

### 3. Review/consider approval of March 3, 2021 Meeting Minutes

MOTION: Motion made by Rick Shomion, seconded by Mindy Carlson, approving the minutes of the March 3, 2021 Education & Training Committee meeting. Motion carried.

### 4. Updates (if applicable)

#### a) UUCIS (Anna and Chris)

- This school year went well. The virtual environment was successful. Chris McKenzie is now the chair of the UUCIS. Starting to think about next years school year. Meeting to be scheduled soon. Hybrid with in-person and virtual options will be discussed. Once training model is decided an email will be going out sometime in July/August. Program to start in October.

#### b) Public Works Certificate Program (Tim)

- New flyer produced by University of Minnesota – a revised copy will go out soon with correct title for instructor Chad Millner who is the Engineering Director for the City of Edina. Once we have an updated copy it will be sent to all. Please use and post/promote in your areas.
- Planning meeting for 2021-2022 year
- Registration status (as of June 1, 2021)

Dates	Course	Enrollment
Sept. 7-Nov. 9, 2021	Public Works Management and Communication	14
Sept. 9-Nov. 11, 2021	Office and Professional Skills for Public Works	20
Sept. 8-Nov. 10, 2021	Public Works Operations and Maintenance	18
Feb. 15-Apr. 19, 2022	Public Works Organization and Administration	4
Feb. 17-Apr. 21, 2022	Technical Aspects of Public Works	8

#### c) Leadership Academy (Tim)

- Graduation on April 9, 2021 – 13 students
- Offering again in 2021-2022 year – communication to come out in July.

Please continue to post/promote in your areas.

- d) Roadway Maintenance (Mindy and Rick)
  - o Demo day – over 400 in the virtual attendance – great turn out. Hopefully in person next May. Committee to decide location and plan at next meeting.
- e) LTAP Updates/Opportunities (Mindy)
  - o Great attendance with the virtual environment. In person also needed. Next time they will use a hybrid model with two in person workshops and a virtual option. There are still be some classes that will need to be in-person.
- f) Fall Expo (Rick)
  - o October 6-7 in the City of St. Cloud at the Public Works facility – anticipating a light crowd this year due to Covid. Vendor registration opens next Thursday. Participant registration to open soon. Still planning on having the rodeo.

## 5. Old Business

- a) Fall Conference Workshop (Tim)
  - o Trying to do an in-person conference this fall. Waiting for the National APWA to review their travel restrictions. Meeting with the conference coordinator this afternoon. If they cannot travel, we will need a back-up plan. More information to follow next week.

## 6. New Business

- a) Form Sub-committee for 2022-2023 Executive Fellowship Program (Tim)
  - o Reevaluate the program (1 year commitment) – Volunteers: Sue Polka, David Hutton, and Mary Hurliman. If there are any others interested reach out to Tim.
- b) Scholarships (Dan)
  - o One (1) \$2,500 Dewey Kasma Family APWA Minnesota Scholarship for a university student - 10 applicants for this scholarship (7 strong candidates and 3 that were not MN residents).
  - o Two (2) \$1,250 APWA Minnesota Scholarships for technical school students – 1 applicant for this scholarship.
    - Since there was only 1 applicant for the technical scholarship the other one will be awarded to the second-place applicant for the university scholarship.
    - Discussion occurred regarding the scholarship residency requirements. Questioning if it should be live or work in Minnesota. Some suggestions from the group included adding the work in MN as an option. Have the applicants address their intentions to work/serve in MN after graduation. Adding check boxes to indicate if MN Resident, attending a MN school, member of APWA-MN, etc. After further discussion it was recommended that this be brought to the attention of the Executive Committee to give direction to this committee on how they would like to proceed. Tim to discuss at the next Executive Committee meeting and report back to this committee at the September meeting.

**MOTION:** Motion made by Chris McKenzie, seconded by Mary Hurliman, to awards the 3 scholarships as follows: 1 - \$2,500 award to Morgan Fritz (university scholarship), 2 - \$1,250 – award to Genvieve Tester (university scholarship) and 3 - \$1,250 award to Wayne DuHoux (technical

scholarship). Tim to forward this motion to the Executive committee for formal approval.

- APWA membership verbiage (Mindy)
  - Review the verbiage on how to become a member – updated matrix to be provide by Tim and added as a discussion item at the September meeting.

**7. Next Meeting** – Thursday, September 16, 2021 (Remote and Eagan City Hall, 3830 Pilot Knob Rd, Eagan)  
– *options to have both – virtual and in person – evaluate forward from there.*

**8. MOTION:** Motion made by Mindy Carlson, seconded by Sue Polka to adjourn meeting.  
**Meeting adjourned at 12:09 p.m.**

**Future Events:**

August 29–September 1, 2021 (PWX 2021 St. Louis, MO)

November 17–November 19, 2021 (APWA-MN Fall Workshop and Conference)


Dated: 6/2/2021

By: Tim Plath

## APWA-MN Education and Training Opportunities

The APWA-MN Chapter Education & Training Committee will identify, develop and support the implementation of quality and timely educational opportunities. The APWA-MN Chapter sponsors and offers several training and educational opportunities for managers, superintendents, supervisors, and those who work on the front line. The following is a quick overview of these activities.

### Education and Training Opportunities Target Audience Matrix

	Front Line	Supervisors	Superintendents	Managers/Directors
Leadership Academy		●●●	●●●	●●
Human Resources for Public Works		●●●	●●●	●●●
MN-AWWA Water Utility Management Institute	●●●	●●●	●●	
Public Works Certificate Program	●●●	●●	●	
Hennepin Tech Public Works Technician Program	●			
Underground Utilities Construction Inspector School	●●●	●		
Spring Conference		●	●●	●●●
Fall Workshop	●●	●●●	●●●	●
Fall Conference		●●●	●●●	●●●
Public Works Writing Seminar		●●●	●●●	●●●
LTAP Roadway Maintenance Training and Demo Day (Spring)	●●●	●●	●	
Technical Tours			●●●	●●●


- Target Audience – Best Fit
- Target Audience - Good Fit
- Possible Target Audience

For more information about education and training opportunities offered through the APWA-MN Chapter, please visit our website at [www.apwa-mn.org](http://www.apwa-mn.org).

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MN-AWWA Water Utility Management Institute	●●●	●●●	●●	
Public Works Certificate Program	●●●	●●	●	
Hennepin Tech Public Works Technician Program	●			
Dakota County Tech College Civil Engineering Technology	●			
Underground Utilities Construction Inspector School	●●●	●		
Spring Conference		●	●●	●●●
Fall Workshop	●●	●●●	●●●	●
Fall Conference		●●●	●●●	●●●
Public Works Writing Seminar		●●●	●●●	●●●
LTAP Roadway Maintenance Training and Demo Day (Spring)	●●●	●●	●	
Minnesota Fall Maintenance Expo	●●●	●●	●	
Technical Tours			●●●	●●●

- Target Audience – Best Fit
- Target Audience - Good Fit
- Possible Target Audience

For more information about becoming a member of the APWA-MN Chapter or the education and training opportunities offered by the Chapter, please visit our website at [www.apwa-mn.org](http://www.apwa-mn.org).



September 7, 2021

APWA-MN Conference Planning Committee:

Regarding a plan to offer the APWA-MN Fall 2021 Conference, the following are my recommendations for the committee to consider. Note similar considerations will need to be reviewed by the APWA-MN Education & Training Committee in regard to the workshop(s) on November 17, 2021.

During September 2021:

- Proceed with planning for an in-person conference November 18-19, 2021.
- Continue to monitor the situation. This includes not only medical community recommendations (seeking data from a variety of sources) but also organization attendance policies and likelihood of attendees participating in an in-person event.
- Committee members to contact presenters they have secured to review the virtual conference “plan B” and confirm each presenter is on board with presenting virtually and, if relevant, on a different date or time than the in-person conference.
- Set a go/no-go date of October 6 and/or a “red line” that, should conditions reach the red line, the conference will be transitioned from in-person to virtual.

As a point of information, the two-day conference consists of:

- 5 - All-conference sessions (keynote, ethics, legislative infrastructure panel, sustainability, civil unrest)
- 10 - concurrent sessions
- 7 - Updates and APWA-MN-focused presentations (anniversary recognition, business meeting, officer installation, MN2050 update, scholarship presentation, certificate recognition, awards)

Should it become necessary to transition the in-person conference to a virtual one, I recommend:

- Record all 10 concurrent sessions via Zoom outside of the conference dates (ideally before) and made available to all conference registrants for a six-month period. Registrants can access conference recordings and session materials (handouts, slide decks, etc.) to watch at a time of their choosing.
- The five all-conference sessions will be offered live on Zoom November 18-19 so attendees can participate in real-time. These sessions will also be recorded as they happen and made available to conference registrants for a six-month period.
- The updates, awards presentations and the like can be offered live on Zoom to the extent it is feasible and practical (i.e., the officer installation may or may not be practical to do virtually).

Two proposed virtual conference schedules are as follows:

### **SCHEDULE A**

November 18 – Live on Zoom

- 8:30 am – Welcome
- 8:45 – 10:00 am – Keynote: Recognizing and Responding to Bias
- 10:15 am – Break
- 10:15 – 11:15 – Building an Ethical Culture from the Inside Out
- 11:15 – 12:10 – Anniversary recognition, business meeting, officer installation and MN2050 update (to the extent possible)

November 19 - Live on Zoom

- 8:10 am – Welcome
- 8:15 – 9:30 am – Infrastructure Funding Legislative Panel
- 9:30 – Break
- 9:40 – 11:00 – Sustainability: Policies, Partnerships & People
- 11:00 – 12:00 – Scholarship Presentation, Certificate Recognition and Awards (this may or may not need this much time if done virtually)
- 12:00 – 1:00 – Lunch break
- 1:00 – 3:00 – Civil Unrest Leads to a Redefined “First Response”

## **SCHEDULE B**

November 18 – Live on Zoom

- 8:30 am – Welcome
- 8:45 – 10:00 am – Keynote: Recognizing and Responding to Bias
- 10:15 am – Break
- 10:15 – 11:15 – Building an Ethical Culture from the Inside Out
- 11:15 – 12:10 – Anniversary recognition, business meeting, officer installation and MN2050 update (to the extent possible)
- 12:10 – 1:00 – Lunch break
- 1:00 – 2:20 – Sustainability: Policies, Partnerships & People

November 19 - Live on Zoom

- 8:10 am – Welcome
- 8:15 – 9:30 am – Infrastructure Funding Legislative Panel
- 9:30 – 10:30 – Scholarship Presentation, Certificate Recognition and Awards (this may or may not need this much time if done virtually)
- 10:30 – Break
- 10:45 – 12:45 – Civil Unrest Leads to a Redefined “First Response”

Respectfully submitted,

Mary Detloff, CAE  
Crescendo Consulting Solutions  
APWA-MN Conference Planning Consultant