
Rural Minnesota CEP, Inc.
WORKFORCE DEVELOPMENT BOARD MEETING
803 Roosevelt Avenue, Detroit Lakes, MN
January 23, 2024

Members present: Carol Anderson, Terry Blake, Ed Bolas, Amanda Hanson, Troy Haugen, Darrell Lende, Tammy Schatz, Leigh Shebeck and Sandy Voigt

Members excused: Jerry Arneson, Jeff Bjornson, and Julie Sachs

Members unexcused: Duane Johanning

Staff present: Heather Bergseid, Arlyce Cucich, Mike Fisher, and Tina Jaster

Guests: Curtis Anderson (Workforce Impact), Kathy Cottew (Essentia Health), and Angele Hartell (DEED)

MINUTES

Business Committee Meeting – Arlyce Cucich

Ms. Cucich reviewed the reports for the month ending December 31, 2023. This included the Program Progress, MFIP County Performance Standards, WIOA Performance Standards, SNAP, and Ticket to Work reports.

Program Progress

The current programs were reviewed, including those at Mid-Year and Year-End. Overall, there are no concerns.

MFIP/DWP County Performance Standards

- MFIP: Exceeding in all measures as an agency.
- DWP: Enrollments are at 397.

WIOA Performance Standards

Updated data for State Dislocated Worker, WIOA Dislocated Worker, and WIOA Adult programs is not available at this time.

- WIOA Youth Performance
Exceeding in all measures with the exception of Measurable Skills Gain. This percentage will increase when staff receives and enters school data during January and February; there are no concerns.

SNAP Slots

- Region IV is at 2 of 37 slots enrolled.
- Region V is at 11 of 28 slots enrolled.

Ticket to Work

There are currently 19 active enrollments with 58 cumulative enrollments. Revenue to date (DEED and ADEN) is \$348,910.68.18. Remaining Ticket to Work funds are \$145,827.54.

Call to Order – Carol Anderson, Chair

Ms. Anderson called the meeting to order at 10:01 a.m.

Angele Hartell (DEED), Curtis Anderson (Workforce Impact), and Kathy Cottew (Essential Health) were welcomed to the meeting.

Agenda Additions: None

November 21, 2023, Minutes – Ms. Anderson

Moved by Terry Blake and seconded by Ed Bolas to approve the minutes from the November 21, 2023, meeting as presented. Motion carried.

Workforce Development Board Membership – Tina Jaster

Resignations

Rebekah Kent Ehlebracht and Brian Perleberg have resigned from the Workforce Development Board.

A motion was made by Amanda Hanson, seconded by Darrell Lende, to regretfully accept Rebekah Kent Ehlebracht's resignation from the Workforce Development Board. Motion carried.

A motion was made by Amanda Hanson, seconded by Ed Bolas, to accept Brian Perleberg's resignation from the Workforce Development Board. Motion carried.

New Member Applications

- Nick Heisserer, Central Lakes College

Nick Heisserer was recommended by Rebekah Kent Ehlebracht upon her registration from Central Lakes College to fill her vacancy in the Higher Education representation. Mr. Heisserer's application and resume were reviewed. Discussion ensued.

Moved by Amanda Hanson, seconded by Leigh Shebeck, to approve Workforce Development Board membership for Nick Heisserer. Motion carried. It will now be brought to the Board of Directors for appointment.

- Kathy Cottew, Essential Health

Ms. Jaster recently met with Kathy Cottew as she had expressed interest in becoming a Workforce Development Board member. Her membership would fill Brian Perleberg's vacancy in the Private Sector area of representation. Ms. Cottew attended in person and spoke about her background.

Moved by Amanda Hanson, seconded by Tammy Schatz, to approve Workforce Development Board membership for Kathy Cottew. Motion carried. It will now be brought to the Board of Directors for appointment.

Grants – Ms. Jaster

PY21 Reallocated Adult and Dislocated Worker Funds

WIOA Adult Program

Planned Participants: 5

Budget: \$31,015
Operating Period: 01/05/24 – 06/30/24
Funding Source: DOL – WIOA

WIOA Dislocated Worker Program

Planned Participants: 8
Budget: \$53,560
Operating Period: 01/05/24 – 06/30/24
Funding Source: DOL – WIOA

Moved by Ed Bolas, seconded by Amanda Hanson, to approve the PY21 Reallocated Adult and Dislocated Worker Funds. Motion carried.

Youth Council Report – Troy Haugen

Highlights from the January 22, 2024, meeting included brainstorming and approving the 2024 Youth Key Priorities. The priorities will be brought to the Workforce Development Board for approval at its February 27, 2024, meeting.

A Stronger Workforce for American Act – Ms. Jaster

Ms. Jaster has been following legislation regarding the Workforce Innovation and Opportunity Act (WIOA) reauthorization and reported to the group on the status of CEPs in the new language and changes that would affect the agency. When WIOA is reauthorized, it will be named A Stronger Workforce for American Act.

RMCEP Annual Report – Ms. Jaster

The Rural Minnesota CEP Annual Report for PY23 was reviewed.

Director's Report – Ms. Jaster

Summary of Recent Accomplishments and Current Activities

- The Drive for Five grant RFP was submitted on December 8, 2023.
- OMB Training was attended by Ms. Jaster and Bill MacFarlane.
- Earned Sick and Safe Time training with staff took place in mid-January.
- Coordinating with M-State and Central Lakes College on a Federal grant.
- Connecting with Wisconsin and Kentucky CEP Directors to discuss WIOA reauthorization.
- Drafted and sent letters to legislators regarding the A Stronger Workforce for America Act.
- Met with DEED staff to discuss changes to the directions around cost category expenditures.
- The agency was awarded the Pathways to Prosperity grant.
- Planning an All-Staff training on Equity and Diversity with Atana virtual workshops.

Staffing Updates

- Recruitment will begin for a Dislocated Worker Specialist position.
- There have been two recent new hires, one retirement, and one resignation.

Outreach

- A movie theater advertisement has been created to promote RMCEP services.
- Center 2 is planning a Youth Outreach speaker event to be held in multiple schools.

Team News Updates

Regional Planning/Career Advising – Mike Fisher

Career Advising

RMCEP is now contracted with thirteen area schools to provide Career Advising services.

Regional Planning

The Regional Plan is due for submission to the State on May 6, 2024. The Regional Plan for Region 1 is a collaboration between RMCEP and Northwest PIC. A Workforce Strategy Survey has been created and will be sent to stakeholders to capture data for the Plan. Staff is recommending the Workforce Development Board review and approve the survey prior to it being sent to local stakeholders. Discussion ensued on survey content and recipients.

A motion was made by Ed Bolas, seconded by Amanda Hanson, to approve the Region 1 Workforce Strategy Survey as presented. Motion carried.

Angele Hartell offered the govDelivery online tool to assist with survey disbursement.

Member Updates – Roundtable Contribution

Amanda Hanson

- MMCDC has received a hundred-million-dollar grant for first generation homebuyers.
- Free tax preparation is being offered in White Earth under the VITA program for qualifying taxpayers.
- Ms. Hanson is on the Laker Prep Childcare Center Board. The center is experiencing a staffing shortage and early closures are affecting families.

Ed Bolas

- Requested referrals for potential board members for a non-profit social service agency located in the metro area.
 - o Ms. Hartell informed Mr. Bolas that mnworks.net is a good tool for non-profit postings.

Carol Anderson

- Morrison County area resource agencies are collaborating on a Mental Health event.
- Discussed challenges childcare centers are facing.

Tina Jaster

- Recruitment for Workforce Development Board Private Sector representation continues. Please send referrals to Ms. Jaster.

Tammy Schatz

- Ms. Schatz recently met with the Moorhead RMCEP staff.
- Regional Online Career Classes (ROCC) classes have begun.
- Please send ideas for additional ABE courses to Ms. Schatz.

Leigh Shebeck

- Has been conducting presentations for community groups in the metro area.
- Discussion ensued on training/informing youth on entrepreneurship.

Kathy Cottew

- A youth Career Exploration event will be held at Central Lakes College (Brainerd) on March 8.

Celebrate Wins – Ms. Jaster

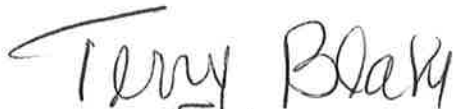
A Success Story was shared in the packet.

Adjourn – Ms. Anderson

A motion was made by Ed Bolas, seconded by Terry Blake, to adjourn the meeting. Motion carried.

Ms. Anderson adjourned the meeting at 11:45 a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Terry Blake". The signature is written in a cursive style with a large, sweeping initial "T".

**Terry Blake, Secretary
Workforce Development Board**