
Rural Minnesota CEP, Inc.
WORKFORCE DEVELOPMENT BOARD MEETING
803 Roosevelt Avenue, Detroit Lakes, MN
January 24, 2023

Members present: Terry Blake, Ed Bolas, Amanda Hanson, Troy Haugen, Duane Johanning, Rebekah Kent, Darrell Lende, and Tammy Schatz

Members excused: Carol Anderson, Jerry Arneson, Jeff Bjornson, Teresa Johnson, Julie Sachs, and John Tormanen

Members unexcused: Sandy Voigt

Staff present: Mike Fisher, Tina Jaster, and Vicki Leaderbrand

MINUTES

Business Committee Meeting – Tina Jaster

Ms. Jaster reviewed the reports for the month ending December 31, 2022. This included the Program Progress, MFIP County Performance Standards, WIOA Performance Standards, SNAP, and Ticket to Work.

Call to Order – Ed Bolas

Mr. Bolas called the meeting to order at 10:00 a.m.

Agenda Additions: None

November 22, 2022, Minutes – Mr. Bolas

The minutes were unable to be approved due to quorum not being met.

Youth Council Report – Troy Haugen

Mr. Haugen summarized the Monday, January 23, 2023, Youth Council meeting.

Agenda items included:

- Determine Youth Plan Priorities for 2023
 - o Will seek approval from the Workforce Development Board and Board of Directors
 - Youth Performance
 - TANF Youth Annual Report
 - Youth Surveys
 - Career Advising Update
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MOU/IFA Progress Update – Vicki Leaderbrand

Ms. Leaderbrand gave an update on the MOU/IFA negotiations process.

Programs at Mid-Year – Ms. Jaster

Ms. Jaster reported on the programs that are at mid-year:

- Senior Americans (009): Program is on track; no concerns.
- Region IV SNAP SS (012): Program sees more needs in Winter. Anticipated to spend out.
- PY22 Youthbuild (020): Program is a little behind because participants only meet on Fridays during the school year. A majority of the funds will be used in May/June on a large project.
- MYP PY22 (029): Program is on track; no concerns.
- State Dislocated Worker PY22 (035): A little behind on enrollments but anticipate more. Some funds were used to assist with the Dislocated Worker project in Little Falls. Seeing interest in Incumbent Worker Trainings by employers.
- Equipped to Work PY22 (048): Funds provided by United Way of Pope and Douglas Counties to assist those not eligible for other programs. No concerns.
- WIOA Dislocated Worker PY22 (065): A little behind on spending. Teams are concentrating on Incumbent Worker Trainings (IWT). The IWT in this program must result in a credential. A possible large IWT is anticipated.
- Youth at Work PY22 (070): Program is on track; no concerns.
- Region V SNAP SS (083): Struggling to obtain referrals in this region. No concerns; anticipating time limits being removed and seeing increased need.

Programs at Year-End – Ms. Jaster

Ms. Jaster reported on the programs that are at year-end.

- Youthbuild PY21 (024): The program was moved to Detroit Lakes. Spent out at 100% and exceeded enrollment goals.
- P2P PY21 (045): Came in at 100% of unobligated balance.
- WIOA Adult PY21 (068): Came in at 100% spent and saw a great wage at placement.
- Crow Wing County EAP (113): The RMCEP Brainerd Team administers the county Emergency Assistance Program. Came in at 91% spent, which was great as it was a large budget.
- MFIP (114): Came in at 95% spent. Got back on track with services in 2022. Anticipate seeing numbers continuing to grow.
- DWP (115): Had 397 enrolled in 2022. Came in at 90% spent.

Regional Planning/Career Advising – Mike Fisher

Regional Workforce Alliance (RWA) and Community Workforce Inclusion Council (CWIC)

Mr. Fisher gave an update on recent RWA and CWIC activities.

Regional Planning

The Regional Planning grant was slated to expire in December 2022 but has been extended until March 2023. A preliminary plan has been submitted and the agency intends to request additional funding.

Career Advising

The agency has contracted for Career Advising services with Moorhead, Rothsay, Barnesville, and Mahnomen school districts.

WIOA Youth Performance - Preliminary – Ms. Jaster

The Agency is exceeding its goals for Youth Employability/Education/Training Rate, Credential Attainment Rate, and Median Earnings. The Measurable Skills Gain percentage will rise after the first semester report cards are available for submission.

Joint Governor’s Workforce Development Board (GWDB) and Minnesota Association of Workforce Boards (MAWB) Winter Meeting – Ms. Leaderbrand

The Joint Winter Meeting between the Governor’s Workforce Development Board and the Minnesota Association of Workforce Boards was held in December. Due to inclement weather, Ms. Leaderbrand and Ms. Anderson were not able to attend. There was not a virtual option offered.

Ms. Leaderbrand shared the following presentations from that meeting that were posted on the MAWB website: Introduction to Registered Apprenticeships; and WIOA and the Workforce System in 2023.

Director’s Report – Ms. Leaderbrand

Ms. Leaderbrand reported on the following topics:

- MAWB Policy and Issues Committee Meeting
 - Dislocated Worker referral process
 - Agency Technology Updates
 - Conference room hardware upgrades
 - HR and accounting software upgrade
 - One Minnesota Budget
 - Agency Reports Review
 - The agency executive staff will hold monthly meetings to review program reports
 - Agency Job Fairs
 - Wadena is scheduled for April 12, 2023
 - Bemidji is scheduled for May 8, 2023
 - New Little Falls Chamber Director
 - Partnership with Fargo-Moorhead-West Fargo Chamber
 - Rebekah Kent has indicated a desire to apply for the DOL Workforce Information Advisory Council (WIAC)
 - Ed Bolas has been asked to sit on a Minnesota Chamber of Commerce panel discussion to speak about DEI efforts implemented in his business
 - Retirement Announcement
 - Ms. Leaderbrand will be retiring from the agency at the end of May 2023. The Board Members offered their well wishes.
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Business Committee Report – Ms. Jaster

Tabled.

Golden Shovel Quarterly Report – Ms. Leaderbrand

Ms. Leaderbrand encouraged the Board to review the Golden Shovel quarterly report included in their packet.

Celebrate Wins – Ms. Leaderbrand

Ms. Leaderbrand encouraged the Board to review the Success Stories included in their packet.

Member Comments on Local Activities – All

Topics discussed include:

- The Union Construction Job Fair being held in Bemidji on May 9, 2023
 - Meat Cutting program to possibly be offered in the White Earth area
 - Large dairy farm west of Mahnommen
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Adjourn – Mr. Bolas

Mr. Bolas adjourned the meeting at 11:45 a.m.

Respectfully submitted,



**Terry Blake, Secretary
Workforce Development Board**