
Rural Minnesota CEP, Inc.
WORKFORCE DEVELOPMENT BOARD MEETING
803 Roosevelt Avenue, Detroit Lakes, MN
January 25, 2022

Members present: Carol Anderson, Jerry Arneson, Terry Blake, Amanda Hanson, Troy Haugen, Rebekah Kent, Julie Sachs, Tammy Schatz, Durant Thoen Sr., and Sandy Voigt

Members excused: Teresa Johnson, Darrell Lende, Don Martodam, Lori Meader, and John Tormanen

Members unexcused: Matthew Gordon, Eloise Graves-Jallen, and Eric Wittbrodt

Staff present: Heather Bergseid, Tina Jaster, Vicki Leaderbrand, and Dan Wenner

MINUTES

Business Committee Meeting – Tina Jaster

Ms. Jaster reviewed the reports for the month ending December 31, 2021. This included the Program Progress, MFIP County Performance Standards, WIOA Performance Standards, SNAP, and Ticket to Work reports. Carol Anderson and Sandy Voigt congratulated staff on their work.

Program Progress

- IWCO: The project has been going well. There were 168 enrollments at the end of December. We are 71% spent out and have completed approximately 60 OJTs. The agency has exceeded the enrollment goals and may consider asking the Board of Directors for permission to seek additional funds. Ms. Anderson reported that local businesses sent all possible participants to the CareerForce office.
- State Dislocated Worker: The agency is 74% spent out and is planning on using a portion of the funds towards the IWCO project as well.
- P2P: Funding has been received and the program is currently in the planning phase.
- WIOA OSY: The agency is 82% spent out. More expenditures will be coming in January.
- WIOA adult: The agency is 68% spent out. More expenditures will be coming in January.
- WIOA DW: The agency expects to use a portion of the funding from this program towards IWCO.

MFIP/DWP County Performance Standards

The agency is at year-end for MFIP and DWP.

- Entered Employment Rate: Twelve out of 16 counties meets or exceeds
- Successful Placements: Ten out of 16 counties meets or exceeds
- Wage at Placement: Sixteen out of 16 counties meets or exceeds
- Star Counties exceeding in all three categories: Becker, Grant, Otter Tail, Wilkin and Cass
- DWP enrollments: 92

WIOA Performance Standards

The Agency is doing well in Employment Rates at Exit, Credential Rates, and Median Earnings. Measurable Skills Gain percentage will rise now that first semester report cards are available to submit.

SNAP

SNAP is still fully voluntary until the end of June 2022.

- Region IV is at 4 out of 47 enrolled.
- Region V is at 1 out of 20 enrolled.

Ticket to Work

We currently have 21 active enrollments with 41 cumulative enrollments. Revenue to date (DEED and ADEN) is \$224,244.18. Remaining Ticket to Work funds are \$133,642.96.

Call to Order – Carol Anderson, Chair

Ms. Anderson called the meeting to order at 10:00 a.m.

Agenda Additions:

- 5.C.1 Reallocated Program Year 2019 WIOA Adult Funds
 - 5.C.2 Reallocated Program Year 2019 WIOA Dislocated Worker Funds
 - 10.A. Jenna Fortney Letter
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November 23, 2021, Minutes – Ms. Anderson

Moved by Sandy Voigt and seconded by Terry Blake to approve the minutes from the November 23, 2021, meeting. Motion carried.

Youth Council Report – Troy Haugen

Mr. Haugen summarized the Monday, January 24, 2022, Youth Council meeting.

Agenda items included:

- Determine Plan Priorities for 2022
 - 2022 Key Priorities are as follows:
 - Resiliency: Staff will understand the causes of trauma producing events and its long-term effects on employability. Staff will have the knowledge to respond appropriately.
 - Staff will discuss, promote, and work with the youth to identify one caring adult relationships that models responsibility and success in meaningful and relevant activities and roles.
 - Financial Literacy
 - Expand Leadership and Community Involvement Opportunities in Individual Youth Plans
 - Career Planning and Advising
 - Prioritize Training for Youth Counselors in Equity, Access, and Inclusion outreach and guidance
- Discussion ensued on possible incentives for youth programs. Vicki Leaderbrand asked the Youth Council to consider.

- New Member Applications
 - Brenda Anderson – RMCEP Youth Counselor (Moorhead Team)
 - Caitlin Orgon – Evergreen Youth & Family Services

The Youth Council is a sub-committee of the Workforce Development Board, and thus Workforce Development Board approval is needed to approve new members to the Council.

The Youth Council made a recommendation to the Workforce Development Board that Brenda Anderson (RMCEP) and Caitlin Orgon (Evergreen Youth and Family Services) be approved as members of the Youth Council.

Moved by Mr. Haugen and seconded by Julie Sachs to approve the Youth Council recommendation that Brenda Anderson be appointed as a member of the Youth Council. Motion carried.

Moved by Rebekah Kent and seconded by Amanda Hanson to approve the Youth Council recommendation that Caitlin Orgon be appointed as a member of the Youth Council. Motion carried.

Grants – Vicki Leaderbrand

WIOA Set-Aside Funding for Regional Planning Modification PY21

Dan Wenner summarized the WIOA Set-Aside Funding for Regional Planning Modification PY21.

Grant Details:

Planned Participants: N/A

Budget: \$50,467*

(*Note that \$11,502 of the total funding is allocated to Northwest PIC and \$12,000 is designated for I-WE implementation)

Operating Period: December 23, 2021 – December 31, 2022

Funding Source: WIOA Set Aside

DEED has made PY21 WIOA Set-Aside Funding available for Workforce Development Regions to use for Regional Planning. Region I (NWPIC and RMCEP) will use the funding for the following activities:

1. Engagement of stakeholders in the WIOA Regional Planning process through the Regional Workforce Alliance.
2. Develop Regional “Partners for Workforce Solutions” to implement strategies developed in support of career pathways and business-led sector strategies.
3. Develop and/or sponsor training events in sub-regions in support of business-led sector strategies, diversity and inclusion.
4. Outreach to businesses, and BIPOC adults and youth to address skills mismatches.
5. Ensure CareerForce staff are aware of the needs of populations experiencing inequalities in employment and education.
6. Align Local Workforce Development Area efforts through enhancing website capability.
7. Improve stakeholder engagement by improving opportunities for input and access.
8. Advance equity, diversity and inclusion among employers in the region through implementing the Inclusive Workforce Employer (I-WE) designation process.
9. Staff services.

A motion was made by Durant Thoen, seconded by Ms. Kent, to approve the WIOA Set-Aside Funding for Regional Planning Modification PY21. Motion carried.

Pathways to Prosperity (P2P) Individualized Training Pathways

The agency was recently awarded the Pathways to Prosperity (P2P) Individualized Training Pathways grant. The project has been named Great Connections, Great Careers and will be primarily focused in the Moorhead area. Ms. Jaster summarized the grant specifics.

Grant Details:

Planned Participants: 25

Budget: \$200,000

Operating Period: July 1, 2021 to September 30, 2022

Funding Source: Minnesota Statute 116L.562

The “Pathways to Prosperity **Individualized Training Pathways**” program, seeks to serve participants who are low income and/or who are Black, Indigenous, and People of Color, and who have multiple barriers to employment. Individualized Training Pathways will serve those who are ready for training at a post-secondary level and come from one or more of the target population groups.

Training and employment placement must be focused within four primary industry sectors: **Healthcare, Information Technology, Skilled Trades, and/or Advanced Manufacturing.**

Participants will receive navigation services, wraparound support services, training, and an experiential learning opportunity. At this level training will result in a post-secondary degree, diploma, or certificate. From Individualized Training Pathways, participants will either continue their education at the next step in their path or enter employment at a family sustaining wage.

Successful participants within P2P ITP include those who:

- Attain a post-secondary degree, diploma, or certificate in a high-growth, in-demand sector; and
- Exit to employment
- OR increase wages/earnings with current employment due to P2P ITP
- OR continue to four-year post-Secondary education program

PY19 Funds Re-Allocation

Reallocated Program Year 2019 WIOA Adult Funds

WDAs have been given the opportunity to accept un-utilized PY19 funds in the WIOA Adult Program. RMCEP has secured a portion of this amount available for individuals eligible for WIOA Adult.

The additional funds will be used to assist with basic career services, including providing universal services for those seeking assistance through RMCEP activities such as assessment, job readiness, and preparation for successful job fairs.

Budget: \$18,629

Operating Period: 02/01/2022 – 06/30/2022

Funding Source: DEED

A motion was made by Ms. Voigt, seconded by Ms. Kent, to approve the Reallocated Program Year 2019 WIOA Adult Funds. Motion carried.

Reallocated Program Year 2019 WIOA Dislocated Worker Funds

WDAs have been given the opportunity to accept un-utilized PY19 funds in the WIOA Dislocated Worker Program. RMCEP has secured a portion of this amount available for individuals eligible for WIOA Dislocated Worker.

Funds will be used to support On-the-Job Training contracts and associated supportive services to enrolled participants.

Planned Participants: 10

Budget: \$13,391

Operating Period: 02/01/2022 – 06/30/2022

Funding Source: DEED

A motion was made by Ms. Kent, seconded by Mr. Blake, to approve the Reallocated Program Year 2019 WIOA Dislocated Worker Funds. Motion carried.

Programs at Mid-Year – Ms. Jaster

- Senior Americans (009): The agency is exceeding its enrollment goal. The program is 74% spent out.
 - Region IV SNAP SS (012): Project is still voluntary. Staff is actively seeking referrals.
 - PY21 Youthbuild (024): Project has been moved to Detroit Lakes. Six participants are currently enrolled. We are at 58% spent out and are on track.
 - MYP PY21 (028): With 218 enrolled, we are doing well and are at 75% of plan.
 - Equipped to Work (050): This grant is funded by the Alexandria area United Way. No concerns.
 - RC3 WDF/GF PY21 (053): Title is 86% spent out and will also be used in conjunction with the P2P project, as well as staff training.
 - Youth at Work PY21 (060): Title is at 57% of budget. This program is being prioritized by staff.
 - Region V SNAP SS (083): Region 5 providers have been supplying referrals.
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Programs at Year-End – Ms. Jaster

- Crow Wing County EAP (113): Program ended at 87% expenditure.
 - MFIP (114): The agency was able to achieve 96% of enrollments and exceeded our wage at placement goals. The waivers will be removed later this year.
 - DWP (115): Achieved a total of 92 enrollments. The budget was spent out.
 - TANF Innovations (127): The goal was to enroll 11 participants; 26 were achieved. The budget was spent out.
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Regional Planning/Career Advising – Dan Wenner

Career Advising

This year, we made an offer to provide Career Advising services to several schools which had been part of the HECAP Plus program in the past or had been served under contract with Clay County. We offered to provide up to 20 days of career exploration services to be funded under the Minnesota Youth Program Outreach to Schools and/or RC3 program. We required a school match of \$1,000. The following services were made available:

- Orientation to the program for parents/guardians and students
- Career and education/training options
- Interest assessments

- Occupations in demand/labor market information
- College applications
- Financial aid
- Scholarships
- Testing requirements (ACT,SAT, ASUAB, ACCUPLACER)
- Developing/updating personal learning plans
- Interpreting career assessment results
- Job search strategies and assistance
- Workplace readiness skills
- Coordination of work-based learning opportunities
- NCRC as appropriate

Following is the status of schools which we have approached:

Rothsay

We have a contract with Rothsay Schools to provide up to 20 days of career advising services.

Moorhead

We have a contract with Moorhead Schools to provide up to 20 days of career advising services.

Dilworth-Glyndon-Felton

An offer has been made to the Superintendent, High School Principal and Counselor to provide career advising services. We have not received a response.

West Central Regional Juvenile Center (WCRJC)

We met with the WCRJC to discuss provision of services under contract. Subsequently, the Pathways to Prosperity grant request was approved which funds services to the WCRJC.

There are a couple of more schools that could be contacted; however, we lack the staff capacity to serve additional schools. We continue to provide services to schools through our regular funds as part of our youth outreach efforts. These services might include judging interviewing and resume competitions, providing information to classes on job seeking, participating in career fairs and providing information on services to classes.

Regional Planning

Community Workforce Inclusion Council (CWIC) meetings were held in December and January for both Regions 4 and 5.

- Region 5's role is to provide feedback to employers on I-WE applications
- Region 4 will also be added to provide employer feedback as well as working on implementation of the New Americans Plan goals in the Fargo-Moorhead area
- Recent employer meetings include:
 - Dairy queen
 - KLN - Perham
 - Alexandria Community and Technical College
 - Brunswick - New York Mills
- Chet Bodin has been working with the U of M Extension to develop a rubric to score I-WE applications

MAWB Business Engagement Committee

- Unemployment Rate Presentation by Cameron Macht (DEED LMI)
 - Record numbers of job vacancies in MN
 - 3.1% unemployment rate in MN in December; lower than the 3.5% in March 2020
 - 2.4% unemployment rate in November 2021 for the RMCEP area
 - MN labor force has 85,000 less than pre-pandemic; the RMCEP area is down 5,000
 - The MN labor force is expected to permanently decline 1% over the next 10 years
- Committee members noted that job seekers are frustrated with employers due to a lack of communication.
- Committee members noted that people are experiencing “virtual meeting fatigue.”

I-WE

The I-WE process continues to attract interest statewide. Mr. Wenner presented to the Southwest and South Central Workforce Development Boards.

Adult Basic Education

The ABE Regional Meeting was held in January. Topic of interest includes:

- The formation of the Regional Online Career Collaborative
 - Provides no cost career-oriented online courses as a region, aiming to increase participation by involving students across the area.
 - Courses include:
 - MN driver’s license exam
 - Math for manufacturing
 - Skills for work
 - Test of essential academic skills (nursing admissions requirement)
 - Contact Tammy Schatz for additional information

Labor Market Information

Mr. Wenner recently presented labor market information to the Becker County Joint Governance Group. The meeting went well and a great discussion on childcare ensued.

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.

Director’s Report – Ms. Leaderbrand

Announcement

Mr. Wenner will be retiring on February 15, 2022.

DEED Updates

- Deputy Commissioner Hamse Warfa has left to work under the Biden administration
- MAWB Strategic Planning
 - The group is working on the strategic plan with the goal of determining what MABW will look like in the future
- MAWB Operations Committee

- CareerForce-like stations in local libraries was introduced
 - DEED is planning to have small corners in libraries set up to provide Career Lab services
 - Commissioner Grove believes local libraries should be utilized as a way to save money
- Lorrie Janatopoulos and Mike Lang plan to visit CareerForce locations. No dates have been set yet.
- Leases and IFAs
 - IFAs are due to be renegotiated next year
 - The DOL decision to train DEED leadership in MOUs and IFAs has been postponed
 - DEED staff will not be returning to the CareerForce locations
 - Our lease renewals have been challenging due to DEED staff uncertainty
 - A 6-month extension on the Wadena office lease has been issued

Jeanna Fortney Letter

Recently, VRS wanted to remove a printer from the Career Lab in our Little Falls office. Ms. Leaderbrand sent a letter to Jeanna Fortney, MAWB Executive Director, expressing concerns with the confusion between the IFA agreements vs. office leases. DEED staff is slated to not return to the CareerForce offices at the expiration of the leases. DEED will still be responsible for its share of costs and also cannot remove equipment from the offices while the IFA agreements are still in force, regardless of the lease status.

Regional Job Service Meeting

Ms. Leaderbrand attended a Regional Job Service Meeting. All DEED local leadership was present, and each agency described their services.

Staff Training

RMCEP will be able to send additional staff to the highly-rated Global Career Development Facilitator (GCDF) training with extra RC3 funding.

Redesign of the Agency

Ms. Leaderbrand has spoken with three candidates (Sagency, HueLife, and Rebar Leadership) to provide consulting services to assist with the agency redesign. A meeting between the consultants and the Board of Directors and Workforce Development Board Chairs will be arranged. Consulting proposals will be due to us by February 18, 2022. An ad-hock group will then meet to decide which consultant to recommend for approval by the Board of Directors.

Park Rapids Area

Evie Fowler, Wadena Team Leader, has been making outstanding community connections in the Park Rapids area. The city has offered us a space to use in their building.

MFIP Contracts

All county MFIP contracts have been signed and returned.

Grants

The agency was recently awarded the P2P grant. We are still awaiting notifications on other proposals we submitted.

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

The Joint Winter Meeting between the Governor's Workforce Development Board and the Minnesota Association of Workforce Boards was held in December. Highlights from the meeting include:

- GWDB
 - Approved minutes
 - Will be working on the by-laws
 - Indicated that the Governor has not been calling meetings
- MAWB
 - MAWB's recommendations for WIOA authorization were approved
 - Approved a change in banking
- Commissioner Grove attended briefly
- Guest Speakers
- DEED
 - January is Health Care Month

Business Committee Report – Ms. Jaster

Ms. Jaster provided a summary of the Business Committee's review of reports earlier this morning.

Golden Shovel Quarterly Report – Ms. Leaderbrand

Ms. Leaderbrand encouraged the group to review the report, highlighting the Google Analytics Audience Overview information. The agency has been pleased with the services provided by Golden Shovel.

Cyber security has been raised for the agency by adding a multifactor authentication process and increasing our cyber security insurance.

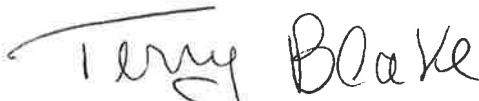
Celebrate Wins – Ms. Leaderbrand

Ms. Leaderbrand encouraged the Board members to review the articles included in their packet.

Adjourn – Ms. Anderson

Ms. Anderson adjourned the meeting at 11:55 a.m.

Respectfully submitted,



**Terry Blake, Secretary
Workforce Development Board**