
Rural Minnesota CEP, Inc.
WORKFORCE DEVELOPMENT BOARD MEETING
803 Roosevelt Avenue, Detroit Lakes, MN
January 27, 2026

Members present: Terry Blake, Kathy Cottew, Amanda Hanson, Troy Haugen, Justin Holley, Brittany Nordick, Julie Sachs, Tammy Schatz, Leigh Shebeck, and Sandy Voigt

Members excused: Jerry Arneson, Carol Anderson, Ed Bolas, Jeff Bjornson, Lisa Hanson, Duane Johannang, Amy Johnson, Darrell Lende, and Lori Schwartz

Members unexcused:

Staff present: Heather Bergseid, Arlyce Cucich, Tina Jaster, Chrys Kirschbaum, and David Smith

Guests: Curtis Anderson, Beltrami County

MINUTES

Business Committee Meeting – Arlyce Cucich/David Smith

Ms. Cucich and Mr. Smtih reviewed reports for the month ending December 2025. This included the Program Progress, MFIP/DWP County Performance Standards, WIOA Performance Standards, SNAP, and Ticket to Work reports.

Program Progress

Mr. Smith reviewed all current programs. Overall, there are no concerns.

MFIP/DWP County Performance Standards

Year-end Report

- ✓ MFIP
 - Entered Employment Rate: 8 counties are exceeding, and 3 are meeting.
 - Successful Placements: 8 counties exceeding, and 3 are meeting.
 - Wage at Placement: 15 counties are exceeding, and 1 is meeting.
- ✓ DWP
 - Entered Employment Rate: 10 counties are exceeding.
 - Wage at Placement: 13 counties are exceeding, and 1 is meeting.
- ✓ All counties are meeting or exceeding the self-support index.

WIOA Performance Standards

Quarter 2 of PY25. There are no concerns.

Adult:

- Employment Q2: 85.63% of goal
- Median Earnings: 106.15% of goal
- Employment Q4: 100.27% of goal
- Credential: 100.22% of goal
- Measurable Skill Gain: 10.60%

Dislocated Worker:

- Employment Q2: 103.94% of goal
- Median Earnings: 135.12% of goal
- Employment Q4: 97.10% of goal
- Credential: 107.44% of goal
- Measurable Skill Gain: 29.51% of goal

Youth:

- Employment Q2: 110.37% of goal
- Median Earnings: 129.75% of goal
- Employment Q4: 121.15% of goal
- Credential: 114.60% of goal
- Measurable Skill Gain: 16.72% of goal

SNAP Slots

Region IV is at 1 of 17 slots enrolled.

Region V is at 10 of 12 slots enrolled.

Ticket to Work

There are currently 17 active enrollments with 71 cumulative enrollments.

Revenue to date (DEED and ADEN) is \$449,197.67.

Remaining Ticket to Work funds are \$148,324.49.

Revenue from 2014-2018 (DEED) is \$104,574.67.

Revenue 2018-present (ADEN) is \$344,623.00.

2025 Revenue to Date is \$48,584.25.

Call to Order – Julie Sachs, Vice Chair

Ms. Sachs called the meeting to order at 10:02 a.m.

November 25, 2025, Minutes – Ms. Sachs

Moved by Terry Blake and seconded by Tammy Schatz to approve the minutes from the November 25, 2025, meeting as presented. Motion carried.

WDB Member Sector Representation Change – Tina Jaster

Amy Johnson began on the Workforce Development Board representing the Private Sector. Due to a change in employment, she will now represent the Board under the Economic Development Sector.

Youth Council Report – Troy Haugen

Mr. Haugen reported on the January 26, 2026, Youth Council meeting. The meeting concentrated primarily on setting the 2026 Youth Priorities. Several of the RMCEP Youth Coordinators attended to provide information and feedback.

RMCEP WDB Toolkit – Ms. Jaster

The Minnesota Association of Workforce Boards (MAWB) Marketing Committee has created a toolkit to assist Workforce Development Board members with explaining the purpose and importance of Workforce Boards statewide. Topics included in the toolkit are 1) What is a Local Workforce Development Board; 2) What do we offer and why do we matter; 3) Guiding Principles; and 4) How to talk about your roll.

Ms. Jaster reviewed each topic and requested feedback. Discussion ensued and the comments were found helpful.

Rural Workforce Discussion - MN's OKR – Ms. Jaster

As part of the DEED's strategic planning work, it is employing an Objectives and Key Results (OKR) goal-setting framework to identify and advance key department priorities. Ms. Jaster is participating in the Workforce System Innovations LWDA subgroup, which consists of two rural Directors and three metro Directors assisting with the Objectives and Key Results.

Objective One, Enhancing Coordination, Service Delivery and Customer Engagement, was reviewed and feedback was requested. Great discussion was held, and member comments were appreciated.

WIOA Updates – Mr. Smith

A report showing the RMCEP summary of WIOA funding and enrollments for 2025 was presented. The federal programs and expected funding for 2026 were also shared.

Director's Report – Ms. Jaster

Ms. Jaster provided an update on Recent Accomplishments and Current Activities, Staffing Changes, and Agency Outreach Efforts.

Regional Planning/Career Advising – Chrys Kirschbaum

MN RETAIN Program

WDAs interested in receiving funds to assist with promoting the MN RETAIN program were asked by MAWB to submit a request. MN RETAIN is a federally funded program that helps workers stay at or return to work as soon as medically possible after an injury or illness. RMCEP has submitted a request for funds and, if awarded, the agency's roll would be to 1) increase employer awareness of the program, 2) connect industry sectors with workforce and retention resources, and 3) refer eligible workers to the program.

Member Updates – Roundtable Contribution

- Terry Blake
 - o Fingerprints and background checks are now required at the C Store for those in-charge.
- Tammy Schatz
 - o ABE continues with online classes.
 - o The transition to the Fergus Falls office went well.
- Amanda Hanson
 - o The White Earth Investment Initiative will again provide tax preparation assistance for those that qualify.
 - o Partnering with local businesses to create a link for persons to file their taxes for free.
 - o MMCDC is also seeing more in-depth audits and monitoring.
 - o MMCDC received a New Markets Tax Credit Award.

- Kathy Cottew
 - o On February 12, the MN Hospital Foundation will hold its 2026 Health Care Virtual Career Day.
 - o Health Care is seeing an increase in cyber-attack risk. Discussion ensued on this topic.
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Adjourn – Ms. Sachs

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

Ms. Sachs adjourned the meeting at 11:50 a.m.

Respectfully submitted,



**Terry Blake, Secretary
Workforce Development Board**