
Rural Minnesota CEP, Inc.
WORKFORCE DEVELOPMENT BOARD MEETING
803 Roosevelt Avenue, Detroit Lakes, MN
February 21, 2023

Members present: Carol Anderson, Jeff Bjornson, Terry Blake, Ed Bolas, Troy Haugen, Duane Johanning, Darrell Lende, Julie Sachs, and John Tormanen

Members excused: Jerry Arneson, Amanda Hanson, Rebekah Kent, Tammy Schatz, and Sandy Voigt

Members unexcused: Teresa Johnson

Staff present: Heather Bergseid, Mike Fisher, Brian Gapinski, Tina Jaster, and Vicki Leaderbrand

MINUTES

Business Committee Meeting – Tina Jaster

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

Program Progress

Overall, the Programs are doing well.

- Social Security Advocacy Services (Title 4): This title has been created to assist participants with expenses to obtain medical records, if needed.
- SNAP (Title 12): Have seen some movement.
- Crow Wing Co EAP (Title 13), MFIP (Title 14), and DWP (Title 15): Negative numbers on the report are due to titles still being in the planning phase.
- Youthbuild (Title 20): This title is being split primarily between Detroit Lakes and Moorhead and will see the most movement in the Spring.
- TANF Youth (Title 27): No concerns. One team has already met its goal.
- State DW (Title 35): Incumbent Worker Trainings (IWT) have been acquired and will begin soon.
- IWCO Direct (Title 36): Have recently had one additional enrollment.
- WIOA Adult (Title 64): Looking good; currently at 74% of plan.
- WIOA DW (Title 65): Teams are concentrating on IWTs.
- Reallocated Adult PY20 (Title 66): Funds are anticipated.
- Reallocated DW PY20 (Title 67): Funds are anticipated.
- Regional Planning PY21 (Title 78): Program ends March 2023. Remaining funds will be used for staff training and travel expenses to attend the National Association of Workforce Boards Forum.

County Performance Standards

- No concerns
- MFIP: 46.8% of clients closed to employment
- DWP: Currently at 102 enrollments

WIOA Performance Standards

- No concerns
- The agency will be using the new proxy report provided in the packet as we move away from using the AS400 to track performance measures. The data is acquired from FutureWorks.
- The agency is doing well in all areas. Measurable Skills percentage is gaining as report cards are being received from Fall semester.

SNAP

- Region IV is at 4 of 37 participants
- Region V is at 2 of 28 participants

Ticket to Work

- 50 cumulative participants and 22 active participants
 - Revenue to date (DEED and ADEN): \$284,057.43
 - Remaining Ticket to Work funds: \$142,150.41
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Call to Order – Carol Anderson

Ms. Anderson called the meeting to order at 10:06 a.m.

Agenda Additions: None

November 22, 2022, and January 24, 2023, Minutes – Ms. Anderson

The November 2022 minutes were unable to be approved at the January 2023 meeting due to quorum not being met. Ms. Anderson requested a motion to approve both the November 22, 2022, and January 24, 2023, minutes.

Moved by Terry Blake, seconded by Ed Bolas, to approve the minutes from the November 22, 2022, and January 24, 2023, meetings as presented. Motion carried.

Youth Key Priorities for 2023 – Tina Jaster

The Youth Council approved the 2023 Youth Key Priorities at its January 23, 2023, meeting and is recommending approval by the Workforce Development Board.

Youth Key Priorities for 2023

- 1) 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.
 - a) Staff will discuss, promote, and work with the youth to identify one trusted adult that models responsibility and success in meaningful and relevant activities and roles.
- 2) Financial Literacy Practices will be embedded within Individual Youth Plans.
- 3) Expand Leadership and Community Involvement Opportunities in Individual Youth Plans.

- 4) Participants will engage in Career Planning Activities to include conversations on Local Job Market Information (LMI) and post-secondary employment and training options.
- 5) Prioritize training for Youth Counselors in Equity, Access, and Inclusion outreach and guidance.

Moved by Ed Bolas, seconded by Jeff Bjornson, to approve the Youth Key Priorities for 2023 as recommended by the Youth Council. Motion carried.

PY20 Reallocated Adult and DW Funds – Ms. Jaster

Ms. Jaster reviewed the PY20 Reallocated WIOA Adult and Dislocated Worker Funds Summary. The funds were unspent and returned to the State, thus making them available to be utilized.

WIOA Adult

Planned Participants: 15

Budget: \$71,459

Operating Period: 02/01/23 – 06/30/23

Funding Source: DOL - WIOA

WIOA Dislocated Worker

Planned Participants: 35

Budget: \$71,389

Operating Period: 02/01/23 – 06/30/23

Funding Source: DOL - WIOA

Moved by Julie Sachs, seconded by Ed Bolas, to approve the PY20 Reallocated WIOA Adult and Dislocated Worker Funds. Motion carried.

Recommendation for Workforce Development Board – Vicki Leaderbrand

Ms. Leaderbrand and Ms. Jaster recently met with Leigh Shebeck, Director of the Perham Area Community Center (PACC), and owner of the Dairy Queen in Battle Lake. Mr. Shebeck has expressed interest in becoming a member of the Workforce Development Board (WDB). The WDB currently has two Private Sector vacancies.

Mr. Shebeck's application and resume were reviewed. Discussion ensued.

Moved by Terry Blake, seconded by Duane Johanning, to approve the Recommendation for Workforce Development Board membership for Leigh Shebeck. Motion carried. It will now be brought to the Board of Directors for appointment.

New Veterans Facility in Bemidji – Brian Gapinski

Brian Gapinski, RMCEP Program Manager-East, provided information on a new Veterans' Nursing Home being built in Bemidji.

- Facility is anticipated to open in August of 2023

- Located on the Sanford Health campus
 - It will be a 72-unit private living quarter facility
 - Staffing needs: 165 – 170 staff members will need to be hired
 - The Bemidji CareerForce staff has met with representatives to offer assistance with hiring needs
 - o Facility representatives will attend our (Bemidji) Spring Job Fair
 - o RMCEP staff will recruit potential new hires within local schools
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Regional Planning/Career Advising – Mike Fisher

Regional Planning

- A meeting was held with area Regional Planning representatives to discuss RC3 activities. The group would like to meet quarterly.
- Mr. Fisher is working with Anthony Schaffhauser (DEED) to update the regional Infographics used on our website to provide basic career information such as wages.
- Our Regional Plan grant will be expiring in March 2023. The agency submitted a funds usage plan to Jeanna Fortney and is hoping to be refunded.
- Discussion ensued on 218 Trades, an entity out of the Duluth area that assists with entering into a trades career. www.218trades.com

Career Advising

Mr. Fisher provided an update on Career Advising activities.

- Barnesville: Staff has met with 30 youth
- Mahnomen: Staff has met with 18 youth
- Moorhead: Staff has met with 34 youth (19 of those individually)

Regional Workforce Alliance (RWA)

A full RWA meeting is scheduled to be held virtually on February 28 at 10:00 a.m. Contact Mr. Fisher with any questions or to request a meeting invitation.

LMI Update – Mr. Fisher

Mr. Fisher provided Federal Reserve Labor Market Information:

- A recession is not anticipated
 - The inflation rate in northern Minnesota has increased by 2%
 - Minnesota is seeing historically low unemployment numbers and increased job vacancies
 - Identified barriers to employment: Needing new skills or training, credentialing, and the ability to find childcare and/or affordable childcare.
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County Outcomes – Ms. Jaster

Ms. Jaster reviewed the RMCEP MFIP Detail to Unsubsidized Employment data for 2022. The report shows a sampling of county-specific wages obtained by participants allowing them to exit the MFIP program.

Employer Spotlight - RMCEP – Ms. Jaster

The agency was recently the focus of the Employer Spotlight Facebook event posted by the Little Falls team. The spotlight is a variety of Facebook posts to promote a local company. An overview summary of the successful virtual event was shared. The concept will be utilized by the other teams as well.

Any Board member interested in having an Employer Spotlight conducted for their company, please contact Ms. Jaster or Ms. Leaderbrand. Ed Bolas' employer, DyCast, will be featured soon. Mr. Bolas is a member of the Workforce Development Board and the Board of Directors.

Congratulations were given to Brian Gapinski and the Little Falls team for their innovative idea!

Business Committee Report – Ms. Jaster

Ms. Jaster reviewed the Business Committee Report given earlier in the morning.

Director's Report – Ms. Leaderbrand

Ms. Leaderbrand reported on the following topics:

- DEED
 - Commissioner Steve Grove has resigned
 - Kevin McKinnon will serve as the interim Commissioner until a replacement is named
- MAWB Operations Committee
 - DEED is starting an inter-agency agreement with MNDHS regarding SNAP referrals
 - Deputy Commissioner, Marc Majors, will be overseeing the Governor's Workforce Development Board until a new director is hired
 - Governor's Budget discussion
 - MAWB is working on connecting outside Grantees with WDBs prior to RFP submissions
 - Structure changes within Job Service
- MOU/IFA Negotiations Update
 - The MOU process has been moving forward
- Journey Update
 - A meeting was held with the consultant to discuss the draft playbook
 - A sampling of achievements was shared
- Rural Directors' Meeting (February 2023)
 - MOU negotiations discussion
 - Governor's Budget
- Federal Probation Program
 - An introductory meeting was held in Bemidji with Federal Probation Program representatives on a possible collaboration of services
- Apprenticeships
 - The Director of Apprenticeships in Minnesota will supply the agency with posters and information for our staff

- Incumbent Workers Trainings
 - The agency has several training contracts with local employers
- Job Fairs
 - Spring Job Fair planning has begun by the Teams
- Area News
 - A Meat Cutting Program is being planned in the White Earth area
 - A large farming facility is moving into the Mahnomen area
- DWP
 - The MN Association of County Social Services Administrators is moving forward with the possibility of discontinuing the DWP program
- Executive Director Recruitment
 - Our Human Resources Manager, Melissa Kain, will meet with Ms. Leaderbrand and the Board Chairs (Carol Anderson and Lori Schwartz) to begin discussions. Recruitment, screening, and hiring will be conducted by the Board of Directors' Personnel Committee.

Celebrate Wins – Ms. Leaderbrand

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

Adjourn – Ms. Anderson

Ms. Anderson adjourned the meeting at 12:00 p.m.

Respectfully submitted,

**Terry Blake, Secretary
Workforce Development Board**