
Rural Minnesota CEP, Inc.
WORKFORCE DEVELOPMENT BOARD MEETING
803 Roosevelt Avenue, Detroit Lakes, MN
February 22, 2022

Members present: Carol Anderson, Jerry Arneson, Troy Haugen, Teresa Johnson, Darrell Lende, Don Martodam, Julie Sachs, Tammy Schatz, Durant Thoen Sr., John Tormanen, and Sandy Voigt

Members excused: Terry Blake, Amanda Hanson, Rebekah Kent, and Lori Meader

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

Staff present: Tina Jaster, Vicki Leaderbrand, and Dave Schumacher

MINUTES

Business Committee Meeting – Tina Jaster

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

Program Progress

- Youthbuild Project: We are 58% spent. The project was recently moved to Detroit Lakes and will be primarily run as a summer project. Discussions have been held with a possible trainer.
- TANF Youth: All teams will focus on this program in the spring. The goal is one enrollment per team.
- MN Youth Project (MYP): We are doing well at 75% spent.
- IWCO Project: Currently at 166 participants and 55 OJTs.
- State Dislocated Worker: We are a little behind but have time to catch up.
- P2P – Great Careers: Currently have one participant enrolled and two potentials.
- Youth at Work: We are doing well on enrollments and are at 63% spent.
- WIOA Youth: On track to spend out.
- WIOA Dislocated Worker: Working to reach our goal of 85% spent by the end of June. Funds can also be used towards Incumbent Worker Trainings or the IWCO Project.

MFIP/DWP County Performance Standards

- Entered Employment Rate: The agency came in a little under our meets standard.
- Successful Placements: The agency came in a little under our meets standard.
- Wage at Placement: Looking really good.
- Star Counties exceeding in all three categories: Becker, Clay, Grant, Otter Tail, Pope, and Wadena
- DWP enrollments are at 100.

WIOA Performance Standards

The Agency is doing well in Employment Rates at Exit, Credential Rates, Median Earnings. And Measurable Skills Gain. There are no concerns.

SNAP

SNAP is still fully voluntary until the end of June 2022. In January, we had two additional enrollments. The Agency now has a total of seven; six in Region 4 and one in Region 5.

Call to Order – Carol Anderson, Chair

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

Agenda Additions: None

January 25, 2022, Minutes – Ms. Anderson

Moved by Tammy Schatz and seconded by Julie Sachs to approve the minutes from the January 25, 2022, meeting. Motion carried.

Youth Key Priorities – Ms. Jaster

The Youth Council approved the 2022 Youth Key Priorities at its January 24, 2022, meeting and is recommending approval by the Workforce Development Board.

Youth Key Priorities for 2022

- 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 caring adult relationships that models responsibility and success in meaningful and relevant activities and roles.
- 2) Financial Literacy
- 3) Expand Leadership and Community Involvement Opportunities in Individual Youth Plans
- 4) Career Planning and Advising
- 5) Prioritize training for Youth Counselors in Equity, Access, and Inclusion outreach and guidance.

Moved by Don Martodam and seconded by Troy Haugen to approve the 2022 Youth Key Priorities as recommended by the Youth Council. Motion carried. It will now go to the Board of Directors for approval.

Earnings to Exit MFIP – Ms. Jaster

This is the time of year the agency updates its MFIP Orientation materials with new financial information released by the MN DHS. This is a great tool that allows our counselors to assist clients in making plans to earn enough money to exit MFIP. Ms. Jaster reviewed the information which includes the following:

- Household Size
- Family Wage Level
- Monthly Income

- Annual Income
 - Hourly Wage
 - Child Care Bi-weekly Copay when Exit MFIP
 - Annual 2021 Federal Poverty Guidelines (FPG)
 - Percentage of FPG when Exit MFIP
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Programs at Year-End – Ms. Jaster

Bernick Family Foundation (025): The agency exceeded the planned enrollments. Unused funds were returned to the Bernick Family Foundation.

Webpage Update – Vicki Leaderbrand/Dave Schumacher

Ms. Leaderbrand and Mr. Schumacher gave a tutorial of the newly updated RMCEP webpage.

- Webpage look is new
 - Replaced cartoons with real person pictures
- The accessibility of the site has been made easier
 - Mr. Schumacher and Ms. Leaderbrand browsed the menu items, highlighting the following:
 - Workforce Development Board Agendas and Minutes
 - RMCEP Newsfeed and associated articles
 - Retained permission to share/exchange information with careerforcemn.org
 - RMCEP Agency-wide Facebook page
 - RMCEP Office Locations
 - Success Stories
 - Testimonials
 - Annual Reports
 - Who We Are information
 - Board Rosters
 - The Board was asked to send in a picture if they want one included
 - RMCEP Job Openings (for our agency)
 - Employment and Training Services
 - Career Pathway Informational Graphics
 - College and Career Readiness
 - Ticket to Work
 - Regional LMI information

Regional Planning – Ms. Leaderbrand

Dan Wenner officially retired again on February 15, and the agency is actively seeking a replacement for his position. In the interim, Ms. Leaderbrand will be covering the Regional Planning duties.

Activities update:

- A contract with the Mid-Minnesota Business Association (MMBA) for deer stand contest construction materials has been signed. The MMBA is holding a deer stand building contest at their March 26th home show in Brainerd. Teams will be made up of high school students.
 - Another Community Workforce Inclusion Council will be started in the Northern part of our region.
 - A Regional Workforce Alliance meeting will be planned for April.
 - A successful job fair was held with Alexandria Technical and Community College. It included 50 employers and was attended by at least 200 job seekers.
 - Job fairs are being planned throughout the area. None will be virtual. Formats will include indoor, drive by and community festival events. Park Rapids is offering to close part of a street for a job fair. Long Prairie has invited RMCEP to host a job fair for the first time in that community.
 - Northwest PIC is hosting “Where’s the Talent.” This event is scheduled in Their River Falls for March 3. The focus is on recruiting and retaining talent in Rural Communities.
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County Outcomes – Ms. Jaster

County-specific employer and wage information was reviewed as well. MFIP participants have been difficult for the agency to attract with the waivers on due to COVID. Later this year, the waivers will be removed and our Program Managers, Brian Gapinski and David Smith, have been concentrating on building relationships with the counties by meeting with them individually.

Priorities identified for 2022:

- Increase Work Experience
 - Reengagement with Family Stabilization Services (FSS)
 - Serves clients that have numerous issues and need modified plans
 - Staff may speak with doctors that provide the notes to clients
 - Increase Outcomes
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Business Committee Report – Ms. Jaster

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

Director’s Report – Ms. Leaderbrand

MAWB Strategic Plan

The Association has been working with the U of M to create a strategic plan for MAWB.

Identified Priorities:

- ✓ Advocate to State and Legislators on our behalf for Workforce Development
- ✓ Communication and Coordination
- ✓ Providing Training and Professional Development to Directors and Boards

Items of Progress:

- ✓ A Marketing Consultant will be hired

- ✓ The MAWB/DEED relationship
 - Will meet with the new Deputy Commissioner
- ✓ MAWB will hold topic-based meetings
- ✓ Internal Equity
- ✓ External Equity
- ✓ Workload and capacity for the MAWB Director and her assistant
- ✓ ROI activity will now occur every three years instead of every year

MAWB Operations

- ✓ The new Director of Finance and Contracts at DEED is Jill Roberts.
- ✓ The DOL had findings on an issue with a flyer that was released for grant recruitment. Apparently, there was an error in the disclaimers.
- ✓ DEED is planning to visit the CareerForce locations
 - Lorrie Janatopoulos will set up pre-meetings to discuss the agenda for the visits, but no dates have been set.
- ✓ Libraries in our area that have requested Career Corner kits: Brainerd, Bemidji, Pelican Rapids, Park Rapids, Fergus Falls and Moorhead.
- ✓ A CNA initiative is underway. There are 500 registered students throughout the state.

Governor's Workforce Development Board

- ✓ The Local and Regional Plans have been approved by DEED
- ✓ Modifications of the State Plan are out for review
 - Annual updates
- ✓ The Coursera Access agreement will end in April

DEED Updates

- ✓ The DOL plans to train DEED staff on IFAs and MOUs and will share those trainings with us
- ✓ Ms. Leaderbrand attended the updated minnesotaworks.net website kickoff event
- ✓ A meeting was held with Evan Rowe, DEED Commissioner of Operations
 - We will now work directly with Samantha Shalda, DEED State Program Admin Director, on IFAs and MOUs

Legislative Budget Priorities

- ✓ Expand a marketing campaign to attract talent and businesses to Minnesota
- ✓ A non-profit COVID recovery and resiliency fund lottery
- ✓ New Americans office expansion in St. Paul
- ✓ Create opportunities for new workers

Investment Committee

Ed Bolas, RMCEP Board of Directors member, has joined the agency Investment Committee.

Alexandria Office Update

The damage caused by the waterpipe burst has been repaired.

Celebrate Wins – Ms. Leaderbrand

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

Adjourn – Ms. Anderson

Ms. Anderson adjourned the meeting at 11:40 a.m.

Respectfully submitted,



**Terry Blake, Secretary
Workforce Development Board**