
Rural Minnesota CEP, Inc.
WORKFORCE DEVELOPMENT BOARD MEETING
803 Roosevelt Avenue, Detroit Lakes, MN
February 25, 2025

Members present: Carol Anderson, Jerry Arneson, Jeff Bjornson, Terry Blake, Ed Bolas, Kathy Cottew, Nick Heisserer, Amy Johnson, Darrell Lende, Julie Sachs, and Tammy Schatz, Leigh Shebeck, and Sandy Voigt

Members excused: Amanda Hanson and Troy Haugen

Members unexcused: Duane Johanning

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

Guests: Robin Larson and Laura Carleton, MI2

MINUTES

Business Committee Meeting – David Smith/Arlyce Cucich

Mr. Smtih reviewed the reports for the month ending January 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

- MFIP:
 - Entered Employment: 9 counties are exceeding and 2 are meeting goal.
 - Successful Placements: 10 counties are exceeding goal.
 - Wage at Placement: 11 counties are exceeding goal.
- DWP: Enrollments are at 116.

WIOA Performance Standards

The preliminary reports for PY24 were reviewed.

Adult:

- Employment Q2: 92% of goal
- Median Earnings: 121% of goal
- Employment Q4: 98% of goal
- Credential: 85% of goal
- Measurable Skill Gain: 26% of goal

Dislocated Worker:

- Employment Q2: 105% of goal
- Median Earnings: 110% of goal
- Employment Q4: 99% of goal
- Credential: 100% of goal
- Measurable Skill Gain: 60% of goal

Youth:

- Employment Q2: 110% of goal
- Median Earnings: 123% of goal
- Employment Q4: 117% of goal
- Credential: 117% of goal
- Measurable Skill Gain: 10% of goal

SNAP Slots

- Region IV is at 3 of 41 slots enrolled.
- Region V is at 1 of 29 slots enrolled.

Ticket to Work

There are currently 18 active enrollments with 66 cumulative enrollments. Revenue to date (DEED and ADEN) is \$402,758.43. Remaining Ticket to Work funds are \$151,455.64.

Call to Order – Carol Anderson, Chair

Ms. Anderson called the meeting to order at 10:01 a.m.

Agenda Additions: None

January 21, 2025, Minutes – Ms. Anderson

Moved by Terry Blake and seconded by Ed Bolas to approve the minutes from January 21, 2025, meeting as presented. Motion carried.

Youth Key Priorities for 2025 – Arlyce Cucich

The Youth Council approved the 2025 Youth Key Priorities at its January 13, 2025, meeting and is recommending approval by the Workforce Development Board.

Youth Key Priorities for 2025:

- 1) Trauma-informed support: Professional development opportunities will be provided for staff gain knowledge and an understanding of how trauma or adverse experiences can affect participant's lives, their needs and the service they receive through participation in our programs. Staff will then use this information to provide resources and referrals that can make a difference for a participant who are struggling because of these experiences.
- 2) Financial Literacy practices will be embedded within the Individual Employment Plan and the services each participant is provided. Staff will help participants to understand and effectively use various financial skills, including personal financial management, budgeting and investing. This will increase the knowledge, skills, and behaviors that allow that participant to make informed decisions regarding money.
- 3) Staff will prioritize personal advocacy skills with each participant. Each participant needs the skills to make decisions about what they want and ask for help when they need it. This can help them feel confident in what they are learning and doing.
- 4) Participants will improve their employability skills to enhance success in their entry into the workforce. This will include discussion, promotion, and work with the youth to identify one caring adult relationship which models responsibility and success in meaningful and relevant

activities and roles. Staff will also provide information on responsible social media etiquette to participants and resources for parents to parents.

- 5) Participants will engage in Career Planning Activities to include conversations on Local Labor Market Information (LMI) and post-secondary employment and training options.

Moved by Kathy Cottew, seconded by Tammy Schatz, to approve the Youth Key Priorities for 2025 as recommended by the Youth Council. Motion carried. It will now be brought to the Board of Directors for approval.

Youth at Work Grant Summary – Tina Jaster

Ms. Jaster presented the Youth at Work PY25/26 Grant Summary.

Planned Participants:	23
Budget:	\$300,000
Operating Period:	July 1, 2025 – June 30, 2025
Funding Source:	Minnesota Statute 116L.562

Moved by Leigh Shebeck and seconded by Julie Sachs to approve the Youth at Work Grant. Motion carried.

Youth at Work Partnership Request – Ms. Jaster

Robin Larson and Laura Carleton from MI2 The Idea Circle provided an overview of their organization and requested Partnership Support from the Workforce Development Board for the Youth at Work Grant. MI2 is a Non-profit organization whose goal is to strengthen the workforce by providing manufacturing and technical trade training for 1) full-time employed persons in order to upskill; 2) persons looking to re-enter the workforce; and 3) local area high school students.

Moved by Kathy Cottew and seconded by Leigh Shebeck to approve the Youth at Work Partnership Request. Motion carried.

County Outcomes – Ms. Cucich

Ms. Cucich provided an overview of MFIP services for 2024. A sampling of participants that left the MFIP program to Unsubsidized Employment was reviewed.

Monitoring Report Review – Ms. Jaster

On January 23, 2025, the WIOA Youth, MN Youth, and Youth at Work grants were reviewed by DEED. The monitoring went very well and there were no findings or corrective actions reported.

WIOA Updates – David Smith

Mr. Smith provided an update on the WIOA Adult, Dislocated Worker, In-School-Youth, and Out-of-School Youth WIOA programs. Topics included: Enrollments 2024 vs 2025; Funding Percentage for 2025; and CareerForce Visits from January 2, 2025 – February 21, 2025.

Director's Report – Ms. Jaster

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

Regional Planning/Career Advising – Chrys Kirschbaum

Career Advising

- A survey will be sent to school representatives to gain feedback on this year's Career Advising services.
- Contracts for the next school year will be sent soon.
- Waubun School District has been non-responsive to its contracted services, so their hours may be transferred to the Freshwater Education District.

Regional Planning

- DEIA references were removed from the Regional Planning grant submission as per the Presidential Directive.
 - Ms. Kirschbaum has begun an Ethics Career Development training module.
 - A group of staff has been working on the Youth at Work grant RFP.
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Member Updates – Roundtable Contribution

Leigh Shebeck

- Spurred discussion on the removal of DEI verbiage and how the agency plans to provide services to that population.

Ed Bolas

- DyCast Specialties is back to four days a week with three shifts.

Kathy Cottew

- Essentia is launching Youth Internships, partnering with Sourcewell.

Jerry Arneson

- Working through year-end analysis and watching commodities prices.

Tammy Schatz

- Job Fair Planning has begun.
 - Moorhead ABE had a record enrollment in October 2024.
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Celebrate Wins – Ms. Jaster

A Success Story was shared in the packet.

Adjourn – Ms. Anderson

Ms. Anderson adjourned the meeting at 12:03 p.m.

Respectfully submitted,



**Terry Blake, Secretary
Workforce Development Board**