
Rural Minnesota CEP, Inc.
WORKFORCE DEVELOPMENT BOARD MEETING
803 Roosevelt Avenue, Detroit Lakes, MN
March 15, 2022

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

Members excused: Eloise Graves-Jallen, Teresa Johnson, Don Martodam, Sandy Voigt, and Eric Wittbrodt

Members unexcused: Matthew Gordon, Lori Meader, and John Tormanen

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

MINUTES

Business Committee Meeting – Tina Jaster

Ms. Jaster reviewed the reports for the month ending February 28, 2022. This included the Program Progress, MFIP County Performance Standards, WIOA Performance Standards, and SNAP reports.

Program Progress

- Crow Wing Co EAP – Currently 50% spent out. Most expenditures go out in the winter.
- MFIP and DWP – Waivers will be removed this year.
- Youthbuild – The program has been moved to Detroit Lakes. We are currently at six enrollments and have secured an instructor for summer. We will extend the program to November 30, 2022, since most of the hours will be used in the summer.
- TANF Youth – We will be running the program like a summer youth program.
- MYP – Currently 73% spent out. No concerns.
- State Dislocated Worker – Currently at 81% spent out. No concerns.
- P2P-Great Careers – This program is just beginning, and we are working on recruitment. There are currently two enrollments.
- Youth at Work – Currently at 11 out of 15 enrollments. No concerns.
- Title 62 and 63 – No concerns.
- PY19 Re-allocated Adult – Funds will use to outfit the Alexandria and Little Falls Career Labs.
- PY19 Re-allocated DW – Funds will be used in Alexandria and Little Falls for OJTs.
- SNAP – Enrollments went up slightly.

MFIP/DWP County Performance Standards

- Entered Employment Rate: 9 out of 16 counties meets or exceeds
- Successful Placements: 8 out of 16 counties meets or exceeds
- Wage at Placement: Agency exceeded at \$14.71/hour
- Star Counties exceeding in all three categories: Clay, Grant, Otter Tail, Pope, and Wadena
- DWP enrollments are at 130

WIOA Performance Standards

- Q2 Employment Rate: Is one of the higher unemployment quarters during COVID
- Q4 Employment Rate: Improving
- Credential Rates are on track
- MSGs saw an increase because report cards were submitted
- Median Earnings: Looking good – No concerns
- WIOA DW – Meeting all standards
- State DW – Meeting all standards
- ISY and OSY – Second Quarter after placement was a challenging time to place youth at worksites due to COVID

SNAP

The Agency has a total of ten; eight in Region 4 and two in Region 5.

Ticket to Work

We currently have 22 active enrollments with 42 cumulative enrollments. Revenue to date (DEED and ADEN) is \$229,000.68. Remaining Ticket to Work fund are \$132,551.69.

Call to Order – Carol Anderson, Chair

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

Agenda Additions: None

February 22, 2022, Minutes – Ms. Anderson

Moved by Terry Blake and seconded by Troy Haugen to approve the minutes from the February 22, 2022, meeting. Motion carried.

Youth Council Report – Troy Haugen

Mr. Haugen reported on the Monday, March 14, Youth Council meeting.

Agenda items included:

- Review and Approval of the WDA 2 Local Youth Plan
 - Budget Review
 - TANF Youth Project Final Report
 - Grant Summaries: Youth at Work and Youthbuild
 - Local Activities and Conditions
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Local Youth Plan 2022 – Ms. Jaster

Ms. Jaster reviewed the Workforce Development Area 2 Local Youth Plan for 2022 that is created with input/direction from the Youth Council. Once approved, this report becomes part of the Youth Plan that gets submitted to the State.

The Youth Council approved the Plan at its March 14, 2022, meeting and is recommending approval by the Workforce Development Board.

Moved by Amanda Hanson and seconded by Darrell Lende to approve the Workforce Development Area 2 Local Youth Plan as approved by the Youth Council. Motion carried. It will now be brought to the Board of Directors for approval.

MOU Update – Vicki Leaderbrand

The Memorandum of Understanding (MOU) between the Board of Directors and the Workforce Development Board was updated to replace Nathan Fetting with Lori Schwartz as Chair of the Board of Directors. Ms. Leaderbrand reviewed the MOU.

Moved by Durant Thoen and seconded by Ms. Hanson to approve Memorandum of Understanding between the Board of Directors and the Workforce Development Board. Motion carried.

Grants – Ms. Jaster

Youth at Work Grant PY22-23

Planned Participants: 16
Budget: \$100,000
Operating Period: July 1, 2022 – June 30, 2023
Funding Source: Minnesota Statute 116L.562

The primary goal in this initiative will be to provide a recognized credential in one of the identified career pathways and pair the training with a related work-based learning experience. Each youth participant who is placed in work-based learning will be mentored for development of employability skills.

The focus for participants in this program will be youth aged 16-24 with the priority of service to youth from a community of color, a youth with a disability, or a youth who meets the priority for enrollment into WIOA OSY/ISY or Minnesota Youth Program. Additionally, all participants, work site supervisors, and staff involved in the project will receive training on Racial Equity and Inclusion.

Moved by Mr. Thoen and seconded by Rebekah Kent to approve the Youth at Work Grant PY22-23. Motion carried.

Youthbuild Grant SFY23

Planned Participants: 16
Budget: \$75,000
Operating Period: July 1, 2022 – June 30, 2023
Funding Source: Minnesota Laws, Section 116.L.364

This program will provide specialized training, work experience and education for youth, 16 through 24 years of age, who are at risk of not completing their high school education and who are economically disadvantaged, or eligible for the High School Graduation Incentives Program. Construction and grounds maintenance related projects will be based on local need, suitability of the site, safety, costs, the work needed and the skills to be learned.

The Youthbuild project location will be based out of the Detroit Lakes Area Learning Center.

**Moved by Ms. Hanson and seconded by Mr. Blake to approve the Youthbuild Grant SFY23.
Motion carried.**

IWCO Project Update – Ms. Jaster

IWCO Direct in Little Falls closed last year, laying off approximately 330 people. Ms. Jaster gave an update on the progress of the IWCO project. Topics included:

Enrolled participants: 169

Closed participants: 24

Current Case Load: 146

Number of OJTs Written: 72

- Barrett Petfood Innovations
- CHI/St. Gabriel's Hospital
- Direct Fulfillment
- ECP Noodle Co.
- Fall Fabrication
- ICHOR
- Lakeshirts
- MN Fresh
- Nahan Printing
- Pine Country Bank
- Range Printing
- Rich's
- Subway
- Virnig Manufacturing
- Wabash
- Wiman
- Central MN Electric

Dollars Allocated/Spent in OJT: \$291,231

Dollars Spent in CRT/Short-term Training: \$4,350

Basic Career Services Provided:

- NCRC
- Basic Computer Class
- Resume Writing
- Interview Skills
- Creative Job Search
- Career Planning

Thank you to Carol Anderson, and Sam Froelich (Little Falls Team Leader) and her Team on the success of this project!

Regional Planning/Career Advising – Ms. Leaderbrand/Mike Fisher

Mike Fisher has been promoted to replace Dan Wenner as the Regional Coordinator. Mr. Fisher introduced himself to the group. Welcome, Mike!

Regional Planning Updates:

- The RWA Executive Committee will meet this week (03/18) to discuss the next full RWA meeting
 - Vicki is part of a group formed to work with the U of M to develop a rubric to score I-WE applications
 - The end of year report will be due soon
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Introduce Updates to the State Plan – Ms. Leaderbrand

Ms. Leaderbrand summarized the updates to the State Plan that are out for public comment; the full plan is 500+ pages. A document was included in the Board packet containing those updates.

Our Local Unified Plan needs to outline how we can reflect the goals of the State Plan. The updated Local Unified Plan is due to the State in 2022 but the submission deadline may be delayed until 2023.

Director's Report – Ms. Leaderbrand

MAWB Operations

Additional details regarding the Career Corners that will be located in local libraries were discussed. It was clarified that the Career Corners are meant to provide additional resources and awareness to the community, not to replace the CareerForce offices. Meetings will be held with the parties involved to coordinate (Job Service, RMCEP, and MN Dept. of Education). Ms. Leaderbrand has met with the library in Pelican Rapids and will meet with Park Rapids and Bemidji soon.

MOUs and IFAs

- The DOL has held trainings with DEED staff on MOUs and IFAs. DEED has agreed to share the training information with RMCEP.
- MOUs and IFAs negotiations will now be held with Samantha Shalda

CareerForce Site Tours

Lorrie Janatopoulos and Mike Lang of DEED have begun their tours of CareerForce locations. There is no information on when the RMCEP offices will be toured.

Park Rapids

Mary Thompson, Park Rapids Economic Developer, has offered RMCEP staff free space in their building to provide services to the community.

Workforce Funding Bill Draft

Representative Kresha has authored a bill (House Bill 4134) to request \$20 million to support CareerForce offices. It would be a one-time appropriation with funds going to DEED and then supplied as a grant to MAWB to distribute. If passed, \$2.7 million is estimated to go to RMCEP.

Funds could be used for:

- Infrastructure costs
- Technology
- Marketing
- Innovative local strategies

A huge thank you to Ms. Anderson for her assistance with moving this bill forward.

State Performance Standards

Ms. Leaderbrand (representing rural Minnesota) has been asked to serve on the team to negotiate the Performance Standards between the State of Minnesota and the Federal Government.

Leases

The Little Falls office lease negotiations are close to being completed.

MAWB Legislative

- The group met Matt Hilgart, Association of Minnesota Counties Government Relations Manager
- Speaker: Commissioner Schulte, MAWB Chair
- Discussed language to House Bill 4134

Agency Reorganization Consultant

Agency has been retained to assist with the agency reorganization. A kickoff meeting will be held with the Leadership Team on Monday, March 21.

Job Fairs

The Teams have been planning their Spring Job Fairs. Little Falls plans to bus students from area schools to their Job Fair.

Local Unified Plan (LUP)

The 2022 submission deadline for the updated LUP may be delayed until 2023.

COVID-19

The masking requirement has been rescinded for the agency. Although masking is not required, it is still encouraged and welcomed. Vicki invited the Workforce Development Board to return to in person meetings, with the understanding that social distancing cannot be guaranteed. Virtual attendance will continue to be an option.

Business Committee Report – Ms. Jaster

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

Celebrate Wins – Ms. Leaderbrand

Ms. Leaderbrand encouraged the Board members to review the Success Stories and Job Fair advertisements 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**