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**Rural Minnesota CEP, Inc.**  
**WORKFORCE DEVELOPMENT BOARD MEETING**  
**803 Roosevelt Avenue, Detroit Lakes, MN**  
**March 19, 2024**

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**Members present:** Carol Anderson, Jerry Arneson, Terry Blake, Ed Bolas, Kathy Cottew, Nick Heisserer, Darrell Lende, Julie Sachs, Tammy Schatz, and Leigh Shebeck

**Members excused:** Jeff Bjornson, Amanda Hanson, Troy Haugen, Duane Johanning, and Sandy Voigt

**Members unexcused:**

**Staff present:** Heather Bergseid, Arlyce Cucich, and Tina Jaster

**Guests:** Martin Jennings (Northwest Indian Community Development Center)

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**MINUTES**

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**Business Committee Meeting – Arlyce Cucich**

Ms. Cucich reviewed the reports for the month ending February 2024. This included the Program Progress, MFIP County Performance Standards, and SNAP reports. Updated information for the WIOA Performance Standards report was not available.

Program Progress

All current programs were reviewed. Overall, there are no concerns.

MFIP/DWP County Performance Standards

- MFIP:
  - Entered Employment: 1 county is meeting and 8 are exceeding goal.
  - Successful Placements: 9 counties are exceeding goal.
  - Wage at Placement: 12 counties are exceeding goal.
- DWP: Enrollments are at 136.

WIOA Performance Standards

Updated information is not available at this time.

SNAP Slots

- Region IV is at 3 of 37 slots enrolled.
- Region V is at 28 of 28 slots enrolled.

Ticket to Work

The Ticket to Work report will be covered later in the meeting by Char Hirte; agenda Item 9.

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**Call to Order – Carol Anderson, Chair**

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

Agenda Additions: None

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**February 27, 2024, Minutes – Ms. Anderson**

**Moved by Terry Blake and seconded by Nick Heisserer to approve the minutes from February 27, 2024, meeting as presented. Motion carried.**

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**Youth Council Report – Terry Blake**

Mr. Blake reported on the March 18, 2024, Youth Council meeting. Highlighted agenda items included:

- Guest speaker: Chris Johnson of M-State presented on Credit for Prior Learning
  - Career Advising Update
  - Approval of the 2024 Local Youth Plan
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**Local Youth Plan 2024 – Ms. Cucich**

The Youth Council approved the 2024 Local Youth Plan at its March 18, 2024, meeting and is recommending approval by the Workforce Development Board.

**A motion was made by Leigh Shebeck, seconded by Kathy Cottew, to approve the Local Youth Plan for 2024 as recommended by the Youth Council. Motion carried. It will now be brought to the Board of Directors for approval.**

Discussion ensued on a U of M Extension “At Your Service” workshop.

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**Grants – Tina Jaster**

Clean Economy Jobs for Leech Lake PY24 – PY25

Planned Participants: 20  
Budget: \$30,000  
Operating Period: July 1, 2024 – June 30, 2025  
Funding Source: DEED/MN Clean Energy Resources Team Organized by the Initiative Foundation

**A motion was made by Ed Bolas, seconded by Julie Sachs, to approve the Clean Economy Jobs for Leech Lake PY24-PY25 Grant. Motion carried.**

Youth at Work-Earn and Learn SFY2025

Planned Participants: ~~32~~ \*Modification: 16  
Budget: ~~\$220,000~~ \*Modification: \$110,000  
Operating Period: July 1, 2024 – June 30, 2025  
Funding Source: Minnesota Statute 116L.562

\*Modification: The Board was informed that the summary reflected the full two-year grant award and should have only been the second-year allotment, or half the amount listed. See modified amounts above.

**A motion was made by Terry Blake, seconded by Leigh Shebeck, to approve the modified Youth at Work-Earn and Learn SFY2025 Grant. Motion carried.**

Youthbuild Program 2024 (SFY2025)

Planned Participants: 16  
Budget: \$114,350  
Operating Period: July 1, 2024 – June 30, 2025  
Funding Source: Minnesota Laws, Section 116.L.362 - 116.L.364

**A motion was made by Tammy Schatz, seconded by Ed Bolas, to approve the Youthbuild Program 2024 (SFY2025) Grant. Motion carried.**

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**Review of Regional/Local Plan – Ms. Jaster**

Ms. Jaster reviewed the draft Regional/Local Plan. Following approval by the WDB, RMCEP Board of Directors, and the NW PIC Board, the draft plan will be posted for a 30-day public comment period. The final report is due to the State May 31, 2024.

**A motion was made by Leigh Shebeck, seconded by Kathy Cottew, to approve the draft 2024 Regional/Local Plan. Motion carried. It will now be brought to the Board of Directors for approval.**

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**IFA/MOU Update – Ms. Jaster**

Infrastructure Funding Agreement (IFA) negotiations are progressing. Signatures by all partners are anticipated soon.

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**Ticket to Work/Social Security Advocacy Services Update – Char Hirte**

The Ticket to Work and Social Security Advocacy Services Reports were reviewed. Ms. Hirte, RMCEP Ticket to Work Coordinator, provided an update on recent activities for the programs.

Ticket to Work

There are currently 20 active enrollments with 60 cumulative enrollments. Revenue to date (DEED and ADEN) is \$354,797.43. Remaining Ticket to Work funds are \$144,498.50. A three-hundred-person telephone campaign providing Ticket to Work information has begun.

Social Security Advocacy Services

Claims submitted: 15  
Claims approved at initial application: 5  
Claims approved on reconsideration: 1  
Claims referred to other agencies for ALJ hearing: 5  
Claims still pending decisions: 2

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**Regional Planning/Career Advising – Ms. Jaster**

Regional Planning

Interviews for the Regional Coordinator position will be held in the first week of April.

### Rural Career Counseling Coordinator (RC3) Program

The RC3 program will be monitored soon. Chrys Kirschbaum, Detroit Lakes Youth Services Coordinator, assisted with data collection.

### Career Advising

A Youth Services/Career Advisor Coordinator position will be created to assist with the Regional Coordinator with Career Advising services.

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### **Director's Report – Ms. Jaster**

Ms. Jaster provided an update on Recent Accomplishments and Current Activities, Staffing, Outreach Activities, and upcoming Job Fairs.

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### **Member Updates – Roundtable Contribution**

#### Jerry Arneson

- ✓ Provided a “2024 FSA – District 2 Farm Planning Prices” handout for discussion.
- ✓ Advised the group to be careful of fraud scams.

#### Ed Bolas

- ✓ DyCast Specialties has had to cut shifts and will begin the Work Share program soon. Congress has not approved the budget, leading to a delay of DyCast's defense contracts.

#### Nick Heisserer

- ✓ Higher Education trends:
  - Reducing the length of some programs.
  - Removal of liberal arts requirements.
  - North Star Promise scholarship program will begin Fall of 2024.
  - M-State has a HyFlex Program offering in-person courses with additional flexible learning opportunities.

#### Julie Sachs

- ✓ A careerforcemn.com presentation will be provided at next month's WDB meeting.
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### **Celebrate Wins – Ms. Jaster**

Several Success Stories were shared in the packet.

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### **Adjourn – Ms. Anderson**

Ms. Anderson adjourned the meeting at 12:01 p.m.

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**Respectfully submitted,**

**Terry Blake, Secretary  
Workforce Development Board**