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

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**Members present:** Carol Anderson, Jerry Arneson, Jeff Bjornson, Terry Blake, Ed Bolas, Amanda Hanson, Duane Johanning, Darrell Lende, Julie Sachs, Tammy Schatz, Leigh Shebeck, and Sandy Voigt

**Members excused:** Troy Haugen, Rebekah Kent, and John Tormanen

**Members unexcused:**

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

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**MINUTES**

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**Business Committee Meeting – Tina Jaster**

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

Program Progress

Ms. Jaster highlighted the following programs:

- Social Security Advocacy Services (Title 4): This title has been created to assist participants with expenses such as obtaining medical records.
- SNAP (Title 12): Have seen some movement.
- Youthbuild (Title 20): This title is being split primarily between Detroit Lakes and Moorhead and will see the most movement in the summer.
- TANF Youth (Title 27): No concerns. This program will see the most movement during summer.
- State Dislocated Worker (Title 35): No concerns. There are several Incumbent Worker Trainings (IWT) contracted and they take time for payments to come out of the funding. A portion is also used for job fair advertising and tool kits.
- IWCO Direct (Title 36): This program is near its end; there are only a few customers left enrolled.
- WIOA Dislocated Worker (Title 65): Teams are concentrating on IWTs.
- Reallocated Adult PY20 (Title 66): Funds (\$42,000) will be shown in the report next month. Bemidji's Career Lab will be updated.
- Reallocated DW PY20 (Title 67): Funds (\$45,000) will be shown in the report next month. Upgrades will be made to assessment tools and prevocational items.
- Regional Planning PY21 (Title 78): Program ends March 31, 2023. The remaining funds will be used for staff training.

County Performance Standards

- MFIP:
  - 50% entered employment
  - \$17.08 is the wage at placement

- DWP:
  - Currently at 136 enrollments
  - 50% entered employment
  - \$16.68 is the wage at placement

#### WIOA Performance

- The data for the new report is acquired from FutureWorks.
- No concerns. The agency is doing well in all areas.
- Measurable Skills percentage is gaining as report cards are being entered from Fall semester.

#### SNAP

- Region IV is at 5 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): \$293,454.18
- Remaining Ticket to Work funds: \$147,274.50

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### **Call to Order – Carol Anderson**

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

Agenda Additions: None

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### **Member Updates – Vicki Leaderbrand**

#### Welcome of New Member, Leigh Shebeck

Mr. Shebeck was appointed to the Workforce Development Board by the Board of Directors in February. He owns the Battle Lake Dairy Queen and is the Executive Director of the Perham Area Community Center. The group conducted self-introductions. Welcome, Leigh!

#### Resignation of Teresa Johnson

Due to time constraints, Ms. Johnson has submitted her resignation from the Workforce Development Board. She has provided Ms. Leaderbrand with a recommendation for a replacement.

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### **February 21, 2023, Minutes – Ms. Anderson**

**Moved by Ed Bolas, seconded by Jerry Arneson, to approve the minutes from the February 21, 2023, meeting as presented. Motion carried.**

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### **Youth Council Report – Terry Blake**

Mr. Blake summarized the Monday, March 20, 2023, Youth Council meeting.

Agenda items highlighted included:

- Approval of the WDA 2 Local Youth Plan 2023
- WIOA Youth Performance

- Youth at Work and Youthbuild Grants
  - Sue Zurn, M-State, offered to have an admissions representative speak to the Youth Council at its May meeting.
    - o The topic will also be added to the Workforce Development Board May agenda, pending speaker availability.
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### **Local Youth Plan 2023 – Ms. Jaster**

Ms. Jaster reviewed the Workforce Development Area 2 Local Youth Plan for 2023 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 20, 2023, meeting and is recommending approval by the Workforce Development Board.

**Moved by Julie Sachs and seconded by Terry Blake to approve the Workforce Development Area 2 Local Youth Plan for 2023 as approved by the Youth Council. Motion carried. It will now be brought to the Board of Directors for approval.**

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### **Grants – Ms. Jaster**

Ms. Jaster reviewed the summaries for the Youth at Work, Youthbuild, and TANF Innovation Project grants. Questions were answered as they arose.

#### Youth at Work SFY24-25

Planned Participants: 32

Budget: \$220,000

Operating Period: 07/01/23 – 06/30/25

Funding Source: Minnesota Statute 116L.562

**Moved by Amanda Hanson, seconded by Ed Bolas, to approve the Youth at Work SFY24-25 Grant. Motion carried.**

#### Youthbuild SFY24

Planned Participants: 16

Budget: \$75,000

Operating Period: 07/01/23 – 06/30/24

Funding Source: Minnesota Laws, Section 116.L.362 – 116.L.364

**Moved by Amanda Hanson, seconded by Terry Blake, to approve the Youthbuild SFY24 Grant. Motion carried.**

#### TANF Innovation Project

Planned Participants: 8

Budget: \$20,000

Operating Period: 01/01/23 – 12/31/23

Funding Source: MN Dept of Human Services through DEED

**Moved by Ed Bolas, seconded by Terry Blake, to approve the TANF Innovation Project. Motion carried.**

### Pilot Re-Entry Grant

RMCEP was awarded \$300,000 for the Pilot Re-Entry Grant. A Lead Navigator will be hired to run the program for the agency.

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### **MOU/IFA Negotiations Update – Vicki Leaderbrand**

The Memorandum of Understanding (MOU) language and attachments have been tentatively agreed to by the involved partners, pending review of the final version. Cost sharing will be the next focus of discussion.

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### **Federal Probation Partnership Update – Ms. Jaster**

RMCEP will collaborate with other agencies to assist the Federal Probation program with employment services. Ms. Jaster shared a flowchart showing how services can be blended between Probation, New Leaf (DEED), and Rural Minnesota CEP. Julie Sachs also reported that a New Leaf workshop is planned to be held monthly in Bemidji and Fergus Falls. Probation representatives have identified 20-30 individuals for assistance.

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### **Ticket to Work/SSAS Update – Char Hirte**

Ms. Hirte provided an update on the Ticket to Work and Social Security Advocacy Services (SSAS) program activities.

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### **Regional Planning/Career Advising – Mike Fisher**

#### Regional Planning

- Mr. Fisher has been working with DEED staff to promote the untapped labor market.
  - Mr. Fisher and two additional RMCEP staff will attend a conference in order to gain information on how to better support the BIPOC population.
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### **Director's Report – Ms. Leaderbrand**

Ms. Leaderbrand reported on the following topics:

- MAWB legislation has been introduced for Youth funding: HF 2127 and SF 2473
- MAWB Operations Committee
  - o Commissioner Grove joined the March meeting to offer his thanks and say his goodbyes. His last day with DEED was March 2<sup>nd</sup>. Kevin McKinnon will serve as the Interim Commissioner.
- Abdiwahab Mohamed has been appointed as the Assistant Commissioner of Immigrant and Refugee Affairs.
- Katie McClelland has been named the new Director of the Governor's Workforce Development Board.
- MAWB Policy and Issues Committee (March meeting)
  - o Discussed MOU/IFA progress.
- Agency News
  - o A one-year amendment has been signed for the Little Falls office.
  - o A Ticket to Work payment has been received.

- Mr. Fisher will report on Career Advising activities at the next meeting.
  - RMCEP staff have been working on Spring job fairs and community outreach activities.
  - CEPs in the U.S.
    - Kentucky, Wisconsin, and RMCEP
      - Jeff Muse, Wisconsin CEP, indicated he would like to pay a visit to Ms. Leaderbrand.
      - The Kentucky CEP Executive Director has retired, and Ms. Leaderbrand intends to reach out to the replacement for introductions.
  - National Association of Workforce Development Boards (NAWB)
    - The Forum in Washington, D.C., begins this weekend and will be attended by Vicki Leaderbrand, Carol Anderson, Ed Bolas, and Tina Jaster.
  - Carol Anderson has been reappointed and Troy Haugen has been appointed to the Governor's Workforce Development Board.
  - Journey Pillars
    - A plan for tracking and implementing changes has been created.
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#### **Business Committee Report – Ms. Jaster**

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

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#### **Celebrate Wins – Ms. Leaderbrand**

Ms. Leaderbrand encouraged the Board to review the Success Stories and Job Fair flyers included in their packet.


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#### **Adjourn – Ed Bolas**

Ms. Anderson left the meeting at 11:50 a.m. Ed Bolas adjourned the meeting at 12:03 p.m. in her absence.

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**Respectfully submitted,**

  
**Terry Blake, Secretary**  
**Workforce Development Board**