
Rural Minnesota CEP, Inc.
WORKFORCE DEVELOPMENT BOARD MEETING
803 Roosevelt Avenue, Detroit Lakes, MN
April 23, 2024

Members present: Carol Anderson, Jerry Arneson, Jeff Bjornson, Terry Blake, Ed Bolas, Kathy Cottew, Amanda Hanson, Troy Haugen, Nick Heisserer, Darrell Lende, Julie Sachs, Leigh Shebeck, and Sandy Voigt

Members excused: Duane Johanning and Tammy Schatz

Members unexcused:

Staff present: Heather Bergseid, Arlyce Cucich, Sam Froelich, Brian Gapinski, and Tina Jaster

Guests: Curtis Anderson (Workforce Impact) and Heather Anderson (DEED/CareerForce)

MINUTES

Business Committee Meeting – Arlyce Cucich

Ms. Cucich reviewed the reports for the month ending March 2024. This included the Program Progress, MFIP County Performance Standards, WIOA Performance Standards, SNAP and Ticket to Work reports.

Program Progress

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

MFIP/DWP County Performance Standards

- MFIP:
 - Entered Employment: 7 counties are exceeding goal.
 - Successful Placements: 7 counties are exceeding goal.
 - Wage at Placement: 14 counties are exceeding goal.
- DWP: Enrollments are at 155.

WIOA Performance Standards

- WIOA Adult (through quarter 2): Exceeding in all Measures.
- WIOA Dislocated (through quarter 2): Exceeding in all Measures with the exception of 2nd qtr Employment and Credential Attainment.
- State Dislocated Worker: The agency came in a little low in all Measures. The data will be validated with the State.
- Youth Performance: Exceeding in all Measures with the exception of Measurable Skills Gain.

SNAP Slots

- Region IV is at 10 of 37 slots enrolled.
- Region V is at 28 of 57 slots enrolled.

Ticket to Work

There are currently 19 active enrollments with 60 cumulative enrollments. Revenue to date (DEED and ADEN) is \$360,234.18. Remaining Ticket to Work funds are \$148,618.17.

Call to Order – Carol Anderson, Chair

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

Agenda Additions: None

March 19, 2024, Minutes – Ms. Anderson

Moved by Ed Bolas and seconded by Terry Blake to approve the minutes from March 19, 2024, meeting as presented. Motion carried.

CareerForcemn.com Presentation – Heather Anderson (DEED/CareerForce)

Heather Anderson, CareerForce Workforce Development Specialist, presented on CareerForcemn.com Employer Services.

On the CareerForcemn.com Employer Resources tab, the following information can be found:

- The Regional Team resources
 - Employment Specialists
 - Regional Data Center Regional-LMI
 - 8 Page County Profiles
 - Labor Market Information
 - Attract Talent
 - HR Resources
 - Tailored Resources: Resources for hiring underserved populations
 - Layoff Resources
 - Additional Resources
 - Recruiting Support: Career Fair Calendar
 - Labor Exchange: MinnesotaWorks.net
 - Profiles Pages: Highlights a registered company's information
 - CareerForce Information Line: CareerForce@state.mn.us
 - Questions/comments: Heather.anderson2@state.mn.us
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Region 5 SNAP Summary – Tina Jaster

Planned Participants:	28
Budget:	\$14,108 E&T Services
Operating Period:	March 26, 2024 – September 30, 2024
Funding Sources:	MN Statute 256D.051 -- Food Stamp Act of 1977

A motion was made by Amanda Hanson, seconded by Sandy Voigt, to approve the additional funding for Region 5 SNAP. Motion carried.

Ben Rudrud Presentations – Sam Froelich/Brian Gapinski

Sam Froelich, Little Falls Team Leader, and Brian Gapinski, Program Manager, presented an overview of the Ben Rudrud youth outreach events recently held across the agency. The events hosted 15 schools in our service area, with 236 faculty involved, and reached 3,425 students.

Mr. Rudrud has offered to present free of charge at the RMCEP All Staff summer event.

MOU/IFA Update – Ms. Jaster

The Memorandum of Understanding (MOU)/Infrastructure Funding Agreement (IFA) negotiations are progressing. The document is out for final review and signatures by all partners are anticipated soon. The official start date of the IFA will be July 1, 2024, the beginning of the Fiscal Year.

Regional Plan Update – Ms. Jaster

The Local/Regional Plan is on the RMCEP website for a public 30-day comment period. A Public Notice announcement was posted in the newspapers of the 19 counties in our service area. The final report is due to the State the end of May.

Monitoring Reports – Ms. Jaster

WIOA Adult, WIOA DW, State DW, Re-Entry Grant

The WIOA Adult PY22, WIOA Dislocated Worker PY22, State Dislocated Worker PY22, and the Pilot Re-Entry-Restoring Connections Grants were monitored on February 14 and March 20, 2024. There were no findings in any of the grants monitored.

IWCO Mass Layoff Project

The PY21/SFY22 IWCO Mass Layoff Project was monitored on September 30, 2023. There were no corrective actions or areas of concern found.

RC3

The RC3 grant was monitored on April 10, 2024. There were no concerns or corrective actions found and the agency was congratulated for its work.

SCSEP Update – Ms. Cucich

SCSEP is the Senior program administered by the agency. Due to recent program changes, discussion ensued on whether the agency should continue to provide services. Following additional conversations with DEED, Ms. Jaster will present a formal recommendation to the Workforce Development Board and Board of Directors.

NAWB Forum Update – Ms. Jaster/Ms. Cucich

The National Association of Workforce Boards (NAWB) Forum was held in Washington, D.C., on March 23-26. Ms. Jaster, Ms. Anderson, and Ms. Cucich attended and found the conference to be very informative.

Director’s Report – Ms. Jaster

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

WDB Recruitment – Ms. Jaster

A feature article is being planned for the RMCEP.com website to assist with recruitment for Private Sector representation to the Workforce Development Board. Please send any candidate suggestions to Ms. Jaster.

Incumbent Worker Trainings – Ms. Cucich

Since the beginning of July 2023, the agency has assisted 17 employers with Incumbent Worker Trainings to train/upskill their current employees.

Celebrate Wins – Ms. Jaster

Several Success Stories were shared in the packet.

Adjourn – Julie Sachs, Vice Chair

A motion was made by Ed Bolas, seconded by Kathy Cottew, to adjourn the meeting. Motion carried.

Vice Chair Sachs adjourned the meeting at 12:00 p.m.

Respectfully submitted,

**Terry Blake, Secretary
Workforce Development Board**