
Rural Minnesota CEP, Inc.
WORKFORCE DEVELOPMENT BOARD MEETING
803 Roosevelt Avenue, Detroit Lakes, MN
April 25, 2023

Members present: Carol Anderson, Jerry Arneson, Terry Blake, Ed Bolas, Amanda Hanson, Troy Haugen, Duane Johannung, Rebekah Kent, Julie Sachs, Tammy Schatz, and Leigh Shebeck

Members excused: Jeff Bjornson, Darrell Lende, John Tormanen, and Sandy Voigt

Members unexcused:

Staff present: Heather Bergseid, Mike Fisher, Crystal Jamerson, Tina Jaster, Vicki Leaderbrand, and David Smith

Guests: Curtis Anderson, Workforce Impact

MINUTES

Business Committee Meeting – Tina Jaster

Ms. Jaster reviewed the agency reports for the month ending March 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:

- Region 4 SNAP (Title 12): This title's expenditures are for supportive services. Staff has been encouraged to post information to their Facebook pages regarding time limits.
- Youthbuild (Title 20): Our enrollment goal has been met and the program is catching up after a slow start. It has been expanded to Moorhead as well as Detroit Lakes.
- TANF Youth (Title 27): No concerns. This program will see the most movement during summer.
- State Dislocated Worker (Title 35): No concerns. We will extend the title to the end of Sept.
- IWCO Direct (Title 36): There are remaining client funds to be spent by the end of September. The program will be marketed at the May Little Falls Job Fair.
- Region 4 SNAP (Title 42): On track – no concerns.
- P2P (Title 46): This program will be extended to the end of September.
- Equipped to Work (Title 48): No concerns. When the title reaches 75% spent, additional funds are requested from the United Way of Pope and Douglas Counties.
- RC3 (Title 057): On track – no concerns.
- WIOA Dislocated Worker (Title 65): We are currently at 72% spent and will be requesting to extend the program to the end of September.
- Reallocated Adult PY20 (Title 66): Bemidji's Career Lab will be updated.
- Reallocated DW PY20 (Title 67): Assessment Services tools will be upgraded.
- WIOA In-School-Youth (Title 72): No concerns – currently at 88% spent. We will request to extend the program until the end of September.
- WIOA Out-of-School Youth (Title 73): No concerns. We will request to extend the program until the end of September.

County Performance Standards

- MFIP
 - Entered Employment Rate: Exceeding
 - Successful Placements: Exceeding
 - Wage at Placement: Exceeding
- DWP enrollments: 166

WIOA Performance

- The data for the 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 9 of 37 participants.
- Region V remains at 2 of 28 participants.

Ticket to Work

- 50 cumulative participants and 22 active participants.
- Revenue to date (DEED and ADEN): \$296,265.18.
- Remaining Ticket to Work funds: \$146,313.01.

Program at Year-End

Regional Planning (78): The program funds were spent out.

Call to Order – Carol Anderson

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

Announcements:

- Congratulations to Troy Haugen on his appointment, and to Carol Anderson on her re-appointment, to the Governor's Workforce Development Board.
- Vicki Leaderbrand welcomed guests Curtis Anderson of Workforce Impact, RMCEP Program Manager, David Smith, and Moorhead Job Counselor, Crystal Jamerson.

Agenda Additions:

- Education Fair Presentation will be added following the Director's Report.
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February 21, 2023, Minutes – Ms. Anderson

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

Workforce Development Board New Member – Vicki Leaderbrand

Brian Perleberg of Astera Health has expressed interest in becoming a member of the Workforce Development Board (WDB). Mr. Perleberg was recommended to Ms. Leaderbrand by former WDB Board member, Teresa Johnson.

Mr. Perleberg's application and resume were reviewed. Discussion ensued.

Moved by Ed Bolas, seconded by Terry Blake, to approve the recommendation for Workforce Development Board membership for Brian Perleberg. Motion carried. It will now be brought to the Board of Directors for appointment.

Journey Playbook – Ms. Leaderbrand

RMCEP's work with Sagency, our consultant, is complete. A plan to move the agency forward into the future has been created. The Journey of Transformation playbook was reviewed with the Board.

ABE Regional Meeting – Ms. Leaderbrand

The ABE Consortia meets every quarter and, as a partner, RMCEP is invited. Ms. Leaderbrand attended the April meeting to review and seek input on the Memorandum of Understanding (MOU) language and to provide an update on the MOU/IFA negotiations.

MOU/IFA Negotiations Update – Vicki Leaderbrand

Negotiations are currently on hold.

Norman County MFIP Proposal – Ms. Leaderbrand

Norman County has again approached the agency to provide MFIP services on a part-time basis. A proposal has been submitted and we await a response.

Ms. Jaster reviewed the proposal and answered questions as they arose.

Moved by Julie Sachs, seconded by Rebekah Kent, to approve providing MFIP services to Norman County. Motion carried. It will now be brought to the Board of Directors for approval.

Regional Planning/Career Advising – Mike Fisher

Regional Planning

- Community Workforce Inclusion Council (CWIC) Updates: West Central, Northern, and Region 5.
- Regional Workforce Alliance (RWA) Executive Committee Meeting Update: Planning for the full RWA meeting in May.
- The Forum on Workplace Inclusion Overview: The event was attended by Mike Fisher, Brian Gapinski, and Bill Burnside.

Career Advising

- A Career Advisors update was given.
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NAWB Forum Overview – Attendees

Ms. Anderson, Ms. Leaderbrand, Ms. Jaster and Mr. Ed Bolas attended the National Association of Workforce Development Boards (NAWB) which was held in Washington, D.C., on March 25-28. An overview was provided, and they all agreed that it was an informative conference.

Director's Report – Ms. Leaderbrand

Ms. Leaderbrand reported on the following topics:

Minnesota Association of Workforce Boards (MAWB)

- DEED Updates from Deputy Commissioner Marc Majors
 - o Commissioner Kevin McKenna is the Temporary Acting Commissioner of DEED
 - o Lorrie Janatopoulos has retired
 - o Mike Lang is serving as Acting Director of CareerForce
 - o Katie McClelland has been named the new Director of the Governor's Workforce Development Board (GWDB)
 - o Sonji Davis has been named new Policy Coordinator for the GWDB
- Lidibette Guzman is the State Monitor Advocate for Migrant Seasonal Farmworkers
- Annual presentation of Area of Substantial Unemployment formula
 - o Based on census data and unemployment rates

Ticket to Work

An update on Ticket to Work activities was given.

Local and Regional Plans

Local and Regional plans are not required this year.

Regional Planning

- An update on Regional Planning funding was given.
- The Executive Director of Northwest PIC has resigned. Ms. Leaderbrand will meet with their Board Chair and Executive Committee.

MAWB MYP Bill

The bill was heard in the House and Senate and has been laid over for possible inclusion in the omnibus bill.

Agency News

Spring Job Fair planning and events are in full swing.

Education Fair Presentation – Crystal Jamerson

The Moorhead RMCEP office held an Education Fair on April 12. The event aimed to provide students, clients, and adults with information about academic programs and institutions. Crystal Jamerson provided a presentation detailing the successful event.

Business Committee Report – Ms. Jaster

Tabled due to time constraints.

Incumbent Worker Trainings – Ms. Jaster

Tabled due to time constraints.

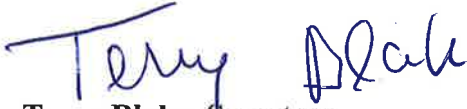
Celebrate Wins – Ms. Leaderbrand

The Board was encouraged to review the articles and Job Fair flyers included in their packet.

Adjourn – Carol Anderson

Ms. Anderson adjourned the meeting at 12:04 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Terry Blake". The signature is written in a cursive style with a large initial "T" and "B".

**Terry Blake, Secretary
Workforce Development Board**