
Rural Minnesota CEP, Inc.
WORKFORCE DEVELOPMENT BOARD MEETING
803 Roosevelt Avenue, Detroit Lakes, MN
May 26, 2026

Members present: Jerry Arneson, Carol Anderson, Terry Blake, Lisa Hanson, Troy Haugen, Justin Holley, Amy Johnson, Julie Sachs, Tammy Schatz, Lori Schwartz, Leigh Shebeck, and Sandy Voigt

Members excused: Jeff Bjornson, Ed Bolas, Kathy Cottew, Amanda Hanson, Duane Johanning, Darrell Lende, and Brittany Nordick

Members unexcused:

Staff present: Heather Bergseid, Arlyce Cucich, Tina Jaster, David Smith and Chrys Kirschbaum

Staff present: Bryce Brittain, Beltrami Works

MINUTES

Business Committee Meeting – Arlyce Cucich/David Smith

Ms. Cucich reviewed reports for the month ending April 2026. This included the Program Progress, MFIP/DWP County Performance Standards, WIOA Performance Standards, SNAP, and Ticket to Work reports.

Program Progress

Mr. Smtih reviewed all current programs. Overall, there are no concerns. The Senior American program will not be spent out. Teams continue to recruit in slotted counties.

MFIP/DWP County Performance Standards

- ✓ MFIP
 - Entered Employment Rate: 8 counties are exceeding, and 1 is meeting.
 - Successful Placements: 8 counties exceeding, and 2 are meeting.
 - Wage at Placement: 12 counties are exceeding.

- ✓ DWP
 - Entered Employment Rate: 7 counties are exceeding.
 - Wage at Placement: 9 counties are exceeding, and 1 is meeting.

WIOA Performance Standards

Adult:

- | | |
|------------------------------------|---|
| ▪ Employment Q2: 84.71% of goal | ▪ Credential: 92.44% of goal |
| ▪ Median Earnings: 118.24% of goal | ▪ Measurable Skill Gain: 66.67% of goal |
| ▪ Employment Q4: 94.98% of goal | |

Dislocated Worker:

- | | |
|------------------------------------|---|
| ▪ Employment Q2: 100.36% of goal | ▪ Credential: 94.26% of goal |
| ▪ Median Earnings: 134.05% of goal | ▪ Measurable Skill Gain: 85.24% of goal |
| ▪ Employment Q4: 96.65% of goal | |

Youth:

- Employment Q2: 108.80% of goal
- Median Earnings: 115.12% of goal
- Employment Q4: 115.98% of goal
- Credential: 110.74% of goal
- Measurable Skill Gain: 119.55% of goal

SNAP Slots

- ✓ Region IV is at 4 of 17 slots enrolled.
- ✓ Region V is at 26 of 42 slots enrolled.

Ticket to Work

There are currently 21 active enrollments with 76 cumulative enrollments.
 Revenue to date (DEED and ADEN) is \$462,372.17
 Remaining Ticket to Work funds are \$157,406.57
 Revenue from 2014-2018 (DEED) is \$104,574.67
 Revenue 2018-present (ADEN) is \$357,797.50
 2026 Revenue to Date is \$13,174.50

Call to Order – Carol Anderson, Chair

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

April 21, 2026, Minutes – Ms. Anderson

Moved by Terry Blake and seconded by Justin Holley to approve the minutes from the April 21, 2026, meeting as presented. Motion carried.

MN RETAIN Employer Champion Opportunity – Margaret Odanga (DEED)

Ms. Odanga with DEED was unable to attend the meeting.

Youth Council Report – Troy Haugen

Mr. Haugen reported on the March 23, 2026, Youth Council meeting. The meeting was held at the M-State facility in Detroit Lakes. Topics included a PathVan presentation, grants update, Youth Coordinator training overview, Youth Forum Questionnaire, and a WIOA Performance Review.

Grants – Ms. Cucich

PY26 Minnesota Youth Program (MYP)

Planned Participants	265
Budget	\$640,140
Operating Period	07/01/2026 – 06/30/2027
Funding Source	DEED

A motion was made by Terry Blake, seconded by Julie Sachs, to approve the PY26 Minnesota Youth Program. Motion carried.

Youth at Work (Yr 2)

Planned Participants 25
Budget \$100,000
Operating Period 07/01/2026 – 06/30/2027
Funding Source Minnesota Statute 116L.562

A motion was made by Terry Blake, seconded by Tammy Schatz, to approve the Youth at Work (Yr 2) grant. Motion carried.

Equitable Transition Models Demonstration Grants Project (Yr 3)

Planned Participants 50
Budget \$898,243.05
Operating Period 04/01/2026 – 03/31/2027
Funding Source U.S. Dept. of Labor Office of Disability Employment Policy (ODEP)

A motion was made by Terry Blake, seconded by Leigh Shebeck, to approve the Equitable Transition Models Demonstration Grants Project (Yr 3) grant. Motion carried.

Drive for Five (Yr 2)

Planned Participants SFY27: 45 Year 2
Budget \$375,000 Year 2
Operating Period SFY27: 07/01/2026 – 06/30/2027
Funding Source MN DEED

A motion was made by Jerry Arneson, seconded by Amy Johnson, to approve the Drive for Five (Yr 2) grant. Motion carried.

Pathways to Prosperity (P2P) ITP (Yr 2)

Planned Participants 30 Year 2
Budget \$212,500 Year 2
Operating Period SFY27 07/01/2026 – SFY27 06/30/2027
Funding Source DEED. Laws of Minnesota 2025, 1st Spec. Sess. Chapter 6

A motion was made by Leigh Shebeck, seconded by Julie Sachs, to approve the Pathways to Prosperity (P2P) ITP (Yr 2) grant. Motion carried.

PY26 SNAP 50/50 Program

Planned Participants 10 - 20
Budget \$10,000 to \$30,000
Operating Period 10/01/2026 – 09/30/2027
Funding Source DEED

A motion was made by Terry Blake, seconded by Jerry Arneson, to approve the PY26 SNAP 50/50 Program. Motion carried.

WIOA Title I Allotments Update – Ms. Jaster

Ms. Jaster provided an update on the preliminary Minnesota WIOA Title 1 funding for PY26.

PY26 Total Title 1:	\$23.36M
Five-Year Change (PY22-PY26):	-18.9%
Youth PY26:	\$8.75M
Adult PY26:	\$6.75M
Dislocated Worker PY26:	\$7.64M

2025-26 Rural Career Counseling (RC3) Review – Chrys Kirschbaum

Ms. Kirschbaum provided an overview of the Career Advising activities for the 2025-2026 School Year. Data included:

- Contracted schools 2025-2026: 14
 - Contracted schools for 2026-2027: 15 anticipated
 - End-of-year survey: 10 out of 14 sent back
 - Data from quarter 1: 720 students served – 620 individually – 100 in groups
 - Data from quarter 2: 1035 students served – 905 individually – 130 in groups
 - Student engagement snapshot: 1,755 total students served – 1,525 individually – 230 in groups
 - Comments from the end-of-year survey to the schools were positive
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CareerForce.MN.gov – Julie Sachs

Ms. Sachs presented on the transition from MinnesotaWorks.net to CareerForce.MN.gov.

DEED Updates

- 20th Annual Veterans Career Fair was held May 20 in Brookly Center
- CareerForce events are shared on CareerForceMN on social media

CareerForce.MN.gov

- MinnesotaWorks.net retires June 10, 2026.
 - Customers three-week cutover plan
 - Create an account on CareerForce.MN.gov prior to June 10
 - Use a current email address
 - LoginMN is a new seamless way to access multiple state services with one username and password.
 - CareerForce Information and Assistance (CIA) Team
 - Support for Job Seekers
 - Support for Employers
 - Support for Staff
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Director’s Report – Ms. Jaster

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

OKR Discussion – Ms. Jaster

As part of the DEED’s strategic planning work, it is employing an Objectives and Key Results (OKR) goal-setting framework to identify and advance key department priorities. Ms. Jaster is participating in the Workforce System Innovations LWDA subgroup, which consists of three rural Directors and three metro Directors assisting with the Objectives and Key Results. The subgroup is currently addressing the forecasted reduction in funding, how to support the centers, and ways to document employer contacts.

Discussion ensued and good conversation was held.

MAWB Summer Meeting – Ms. Jaster

The 2026 Minnesota Association of Workforce Board’s (MAWB) annual Summer Meeting will be held in Duluth on August 13-14. In the past, the event provided good information addressing current workforce issues. Those interested in attending should contact Ms. Jaster.

Regional Planning/Career Advising – Chrys Kirschbaum

Regional Planning

- Community Workforce Inclusivity Council (CWIC)
Development of the Good Jobs Initiative is near completion. Ms. Kirchbaum shared information on the designation process.
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Member Updates – Roundtable Contribution

Tammy Schatz: The Adult Education program is moving into the Moorhead Career Academy.

Jerry Arneson: Local farmers are now needing rain.

Carol Anderson:

- Troy Haugen and Ms. Anderson will attend the Governors Workforce Development Board meeting on May 27, 2026, in Rochester.
 - A new slaughter/processing facility opened in Staples the week of May 18.
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Celebrate Wins – Ms. Jaster

Severa Success Stories were shared in the packet.

Adjourn – Ms. Anderson

Ms. Anderson adjourned the meeting at 11:59 a.m.

Respectfully submitted,

**Terry Blake, Secretary
Workforce Development Board**