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**Rural Minnesota CEP, Inc.**  
**WORKFORCE DEVELOPMENT BOARD MEETING**  
**803 Roosevelt Avenue, Detroit Lakes, MN**  
**May 27, 2025**

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

**Members excused:** Nick Heisserer and Duane Johanning

**Members unexcused:**

**Staff present:** Heather Bergseid, Arlyce Cucich, Char Hirte, Tina Jaster, Chrys Kirschbaum, David Smith, and Nancy Stensgard

**Guests:** Curtis Anderson, Beltrami Workforce Impact; Brandon Grochow, Bremer Bank; and Anthony Schaffhauser, DEED

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**MINUTES**

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**Business Committee Meeting – David Smith/Arlyce Cucich**

Mr. Smtih and Ms. Cucich reviewed reports for the month ending April 2025. This included the Program Progress, MFIP/DWP County Performance Standards, WIOA Performance Standards, SNAP, and Ticket to Work reports.

Program Progress

Mr. Smith reviewed all current programs. Overall, there are no concerns. The Sr. American program was discussed.

MFIP/DWP County Performance Standards

MFIP:

- Entered Employment Rate: 13 counties are exceeding and 1 is meeting.
- Successful Placements: 13 counties are exceeding and 1 is meeting.
- Wage at Placement: All counties are exceeding.

DWP: Enrollments are at 195.

- Entered Employment Rate: 8 counties are exceeding and 1 is meeting.
- Wage at Placement: All counties are exceeding.

WIOA Performance Standards

Adult:

- Employment Q2: 92.59% of goal
- Median Earnings: 115% of goal
- Employment Q4: 98.56% of goal
- Credential: 84.03% of goal
- Measurable Skill Gain: 48.10% of goal

Dislocated Worker:

- Employment Q2: 102.94% of goal
- Median Earnings: 111.21% of goal
- Employment Q4: 100.35% of goal
- Credential: 99.79% of goal
- Measurable Skill Gain: 60.24% of goal

Youth:

- Employment Q2: 108.50% of goal
- Median Earnings: 114.51% of goal
- Employment Q4: 110.46% of goal
- Credential: 115.71% of goal
- Measurable Skill Gain: 71.81% of goal

SNAP Slots

Region IV is at 4 of 41 slots enrolled.

Region V is at 2 of 29 slots enrolled.

Ticket to Work

There are currently 17 active enrollments with 67 cumulative enrollments.

Revenue from 2014-2018 (DEED) \$104,574.67

Revenue 2018-present (ADEN) \$307,332.25

Total Revenue \$411,906.92

Remaining Ticket to Work funds \$146,776.28

2025 Revenue to Date \$11,293.50

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

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

Agenda addition: Approval of the Perkin Federal Grant

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**April 22, 2025, Minutes – Ms. Anderson**

**Moved by Amanda Hanson and seconded by Terry Blake to approve the minutes from the April 22, 2025, meeting as presented. Motion carried.**

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**Youth Council Report – Troy Haugen**

Mr. Haugen reported on the May 19, 2025, Youth Council meeting. The Council met at Moorhead M-State. The majority of the meeting was the campus tour.

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**Grants – Tina Jaster**

Crow Wing County MFIP/DWP Services

Planned Participants: Referral

Budget: \$1,039,808

Operating Period: 01-01-2026 through 12-31-2027

Funding Source: Crow Wing County Health and Human Services

**Moved by Ed Bolas and seconded by Tammy Schatz to approve the Crow Wing County MFIP/DWP Services proposal. Motion carried.**

### Perkins Federal Grant

Planned Participants: 8-10 Employers, 35-45 Individuals will benefit from expanded access to equitable job opportunities

Budget: \$25,000

Operating Period: 09-2025 through 06-30-2026

Funding Source: Perkins Federal Grant-Services to Corrections and Disabilities

**Moved by Troy Haugen and seconded by Julie Sachs to approve the Perkins Federal Grant. Motion carried.**

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### **WIOA Funding Update – Ms. Jaster**

Ms. Jaster provided an SFY2026/2027 preliminary fiscal update.

WIOA allocations as a State:

- WIOA Adult: 9.99% reduction.
- WIOA Youth: 10.68% reduction.
- Dislocated Worker: 10.2% reduction.

DEED will now determine WDA allocations based on ASU data. The agency is expecting at least a 10% reduction.

State funding allocations:

- Minnesota Youth Program (MYP): 52.5% reduction.
  - RC3: 50% reduction.
  - Drive for Five: Funded at \$12 million for the next 2 years.
  - Youth at Work: Will be funded. RFP proposal has been submitted.
  - Support Services: Will be funded. RFP proposal has been submitted.
  - New grant opportunity focusing on jobs in Agriculture: Carol Anderson provided information on an upcoming grant.
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### **IFA Update – Ms. Jaster**

The Infrastructure Funding Agreement (IFA) is due for renewal on July 1, 2025. A meeting with partners was held on May 20 to discuss any upcoming changes affecting the agreement. The group will meet again on June 3 to review edits and finalize the document for signatures.

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### **Job Seekers Experience Survey Results – Julie Sachs**

DEED conducts a Quarterly Job Seeker Experience Survey. Ms. Sachs shared a presentation and reported on the most recent results. Discussion ensued on recruitment and hiring practices.

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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.

Ms. Jaster urged the Workforce Development Board members to attend a meet-and-greet with Ama Akakpo, DEED Director of Employment and Training. Ms. Akakpo is scheduled to visit the RMCEP Administration office on May 29, 2025, at 2:00 p.m.

Additional information shared:

- DEED April 2025 Employment Analysis newsletter
  - DEED LAUS Map
  - WIOA Funding Flyer
  - RC3 Flyer
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### **NYEC Forum Overview – Arlyce Cucich/Nancy Stensgard/Char Hirte**

The National Youth Employment Coalition (NYEC) Forum was held in Minneapolis on May 12-14. The event was attended by nine staff and found to be very informative. Highlights were shared by Ms. Cucich, Ms. Stensgard and Ms. Hirte. It was suggested that staff attend in the future.

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### **Regional Planning/Career Advising – Chrys Kirschbaum**

#### **Career Advising**

- Career Advising contracts for the 2025-2026 school year have been sent. Nine have been signed and returned.

#### **Regional Planning**

- Ms. Kirschbaum attended the Otter Tail County Housing Summit. Guest speaker, Ben Winchester of the U of M Extension, provided an informative presentation on the rural workforce and the need for housing.
  - The full Regional Workforce Alliance (RWA) meeting will be held on July 17. Ben Winchester will be the guest speaker.
  - Ms. Kirschbaum attended the successful Little Falls Job Fair.
  - Staff met with the Sourcewell Career and College Readiness Director to discuss possible Career Advising collaboration. Ms. Anderson congratulated staff on the relationship being developed.
  - Ms. Kirschbaum has completed the University of Wisconsin training modules.
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### **Member Updates – Roundtable Contribution**

Darrell Lende:

- Mr. Lende provided a Laborers Training Center update.

Ed Bolas:

- DyCast Specialties
  - Customers are hesitant due to tariffs.
  - Company is running shifts 4-5 days a week.
- Albany, MN is raising funds to add a greenhouse at the High School.

Jerry Arneson:

- A marijuana dispensary has opened in Moorhead.

Carol Anderson:

- There will be a groundbreaking held in Staples for the meat processing trailer on June 6, in partnership with the Central Lakes College Meat Cutting program.
- Ms. Anderson gave examples of tariff effects on community members.

Brandon Grochow:

- Bremer is RMCEP's banking facility.
- Bremer merged with Old National Bank on May 1, 2025.
- Mr. Grochow thanked Ms. Jaster for the opportunity to learn about the agency.

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**Celebrate Wins – Ms. Jaster**

Job Fair Summaries were shared in the packet.

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**Adjourn – Ms. Anderson**

**A motion was made by Amanda Hanson, seconded by Terry Blake, to adjourn the meeting. Motion carried.**

Ms. Anderson adjourned the meeting at 12:02 p.m.

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**Respectfully submitted,**



**Terry Blake, Secretary  
Workforce Development Board**