
Rural Minnesota CEP, Inc.
WORKFORCE DEVELOPMENT BOARD MEETING
803 Roosevelt Avenue, Detroit Lakes, MN
September 22, 2026

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

Members excused: Jeff Bjornson and Ed Bolas

Members unexcused:

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

Guests: Curtis Anderson, Beltrami County

MINUTES

Business Committee Meeting – David Smith/Arlyce Cucich

Mr. Smtih and Ms. Cucich reviewed reports for the month ending August 2026. This included the Program Progress, MFIP 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.

MFIP County Performance Standards

MFIP

- Entered Employment Rate: 8 counties are exceeding, and 3 are meeting.
- Successful Placements: 7 counties exceeding, and 2 are meeting.
- Wage at Placement: All 14 counties are exceeding.

WIOA Performance Standards

PY25 Final Report

Adult:

- | | |
|------------------------------------|--|
| ▪ Employment Q2: 92.72% of goal | ▪ Credential: 92.44% of goal |
| ▪ Median Earnings: 116.38% of goal | ▪ Measurable Skill Gain: 100.94% of goal |
| ▪ Employment Q4: 97.33% of goal | |

Dislocated Worker:

- | | |
|------------------------------------|--|
| ▪ Employment Q2: 102.76% of goal | ▪ Credential: 94.26% of goal |
| ▪ Median Earnings: 133.73% of goal | ▪ Measurable Skill Gain: 114.21% of goal |
| ▪ Employment Q4: 98.22% of goal | |

Youth:

- | | |
|------------------------------------|--|
| ▪ Employment Q2: 117.27% of goal | ▪ Credential: 110.74% of goal |
| ▪ Median Earnings: 115.12% of goal | ▪ Measurable Skill Gain: 135.66% of goal |
| ▪ Employment Q4: 117.33% of goal | |

SNAP Slots

Region IV is at 8 out of 17 slots enrolled.

Region V is at 50 out of 42 slots enrolled.

Ticket to Work

There are currently 16 active enrollments with 76 cumulative enrollments.

Revenue from 2014-2018 (DEED)	\$104,574.67
Revenue 2018-present (ADEN)	\$384,040.75
Total Revenue	\$488,615.42
Remaining Ticket to Work funds	\$178,912.39
2026 Revenue to Date	\$39,417.75

Call to Order – Carol Anderson, Chair

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

May 26, 2026, Minutes – Ms. Anderson

Moved by Jerry Arneson and seconded by Terry Blake to approve the minutes from the May 26, 2026, meeting as presented. Motion carried.

Annual Meeting – Ms. Anderson

- At the request of the Chair, Ms. Jaster opened the floor for officer nominations. Ms. Jaster opened the floor for nominations. After discussion, it was decided to cast a unanimous ballot to re-elect the current slate of officers.

A motion was made by Jerry Arneson, seconded by Sandy Voigt, to cast a unanimous ballot to re-elect Ms. Anderson as Chair, Ms. Sachs as Vice Chair, and Mr. Blake as Secretary. Motion carried.

- Representatives to the Board of Directors
Three representatives from the Workforce Development Board are required to serve on the Board of Directors.
 - Ms. Anderson, as Chair, automatically serves on the Board of Directors.
 - Terry Blake was nominated to be reappointed to serve on the Board of Directors. Mr. Blake accepted the nomination.
 - Ed Bolas was nominated to be appointed to serve on the Board of Directors. Mr. Bolas accepted the nomination.

A motion was made by Amanda Hanson, seconded by Justin Holley, to approve Ms. Anderson, Mr. Bolas, and Mr. Blake to serve on the Board of Directors representing the Workforce Development Board. Motion carried.

- Reappointments
Workforce Development Board members are appointed by the Board of Directors and serve three-year terms. There are no term limits.

- Leigh Shebeck: Mr. Shebeck accepted the reappointment made by the Board of Directors at its June 24, 2026, meeting.
- Kathy Cottew: Ms. Cottew accepted the reappointment made by the Board of Directors at its June 24, 2026, meeting.
- Sandy Voigt: Ms. Voigt accepted the reappointment made by the Board of Directors at its June 24, 2026, meeting, meeting.

Moved by Amanda Hanson and seconded by Terry Blake to reappoint Leigh Shebeck, Kathy Cottew, and Sandy Voigt to the Workforce Development Board to serve a three-year term. Motion carried.

- Conflict of Interest Statement
Members were asked to review, sign and return the statements to Heather Bergseid.
- Workforce Development Board Recruitment
Ms. Jaster asked the members to inform her of any potential Workforce Development Board candidates.

Upcoming changes to the Workforce Development Board:

- Jerry Arneson has retired; this meeting will be his final.
- Darrell Lende has retired. May 2026 was his final meeting
- Lori Schwartz will be moving back to the Board of Directors; this meeting will be her final.

PY26 Meeting Schedule – Tina Jaster

Moved by Terry Blake and seconded by Julie Sachs to approve the PY26 Meeting Schedule as presented. Motion carried.

Grants – Ms. Cucich

WIOA Youth PY26

Planned Participants: 229 OSY: 170 ISY: 59
 Budget: \$1,114,501 OSY: \$891,600 ISY: 222,901
 Operating Period: 04/01/2026 – 09/30/2027
 Funding Source: DEED

Moved by Terry Blake and seconded by Amanda Hanson to approve the WIOA Youth grant. Motion carried.

Transfer of Funds: WIOA Adult/WIOA Dislocated Worker PY26

WIOA Adult Program

Planned Participants: 145
 Budget: \$816,272 With transfer from WIOA DW of \$253,506 TOTAL: \$1,069,778
 Operating Period: 07/01/26 – 09/30/27
 Funding Source: DOL – WIOA

WIOA Dislocated Worker Program

Planned Participants: 99

Budget: \$507,012 With transfer to WIOA Adult of \$253,506 TOTAL: \$253,506
Operating Period: 07/01/26 – 09/30/27
Funding Source: DOL – WIOA

Moved by Terry Blake and seconded by Amanda Hanson to approve the Transfer of Funds between WIOA Adult and WIOA Dislocated Worker. Motion carried.

State Dislocated Worker PY26

Planned Participants: 345
Budget: \$1,398,747
Operating Period: 07-01-2026 – 06-30-2027
Funding Source: DEED

Moved by Jerry Arneson and seconded by Terry Blake to approve the State Dislocated Worker grant. Motion carried.

SCSEP

Planned Participants: 17 authorized positions - 10 modified positions to serve 23 individuals
Budget: \$157,047
Operating Period: 07-01-2026 – 06-30-2027
Funding Source: DEED

Moved by Terry Blake and seconded by Justin Holley to approve the SCSEP grant. Motion carried.

PY24 Reallocated Youth

Planned Participants: 1 OSY: 1 ISY: 0
Budget: \$1,581.69 OSY: \$1,581.69 ISY: \$0
Operating Period: 10/01/26 – 03/31/27
Funding Source: DEED

Moved by Kathy Cottew and seconded by Julie Sachs to approve the PY24 Reallocated Youth grant. Motion carried.

CanTrain

Planned Participants: 41
Budget: \$275,000
Operating Period: 06/24/26 – 06/30/27
Funding Source: DEED

Moved by Terry Blake and seconded by Amanda Hanson to approve the CanTrain grant. Motion carried.

Youth Council Report – Terry Blake

Mr. Blake reported on the September 21, 2026, Youth Council meeting. Highlighted topics:

- Election of Officers
- Youth PY26 Performance Outcomes
- Year End Youth Report
- Youth Survey Results
- MN WAY Grant Update
- Career Advising and Outreach Update
- Annual Report Review

PY26 Youth Funding Update – Ms. Cucich

Ms. Cucich provided a PY26 Youth Funding update. The programs discussed included MYP, WIOA Youth, Youth at Work, and MN WAY.

Funding Source	PY25	PY26	% Difference
MYP	\$640,140	\$640,140	0%
WIOA Youth	\$1,016,159	\$1,114,501	+ 9.68%
	ISY - \$203,232	ISY - \$222,901	+ 9.68%
	OSY - \$ 812,927	OSY - \$891,600	+ 9.68%
Youth at Work	\$100,000	\$100,000	0%
MN WAY (ODEP ETM)	Yr. 2 – \$796,411	Yr. 3 – \$928,300	+ 16.56%

Monitoring Reports – Ms. Cucich

Growing Careers

The Growing Careers program was monitored on July 29, 2026, with 22 staff in attendance. Overall, the monitoring went well and there were no Findings or Corrective Actions.

RC3

The RC3 grant was monitored on July 29, 2026, with 22 staff in attendance. Overall, the monitoring went well and there were no Findings or Corrective Actions. A discussion on enrollments took place.

Joint Board Meeting – Ms. Jaster

A Joint Meeting of the RMCEP Board of Directors and Workforce Development Board will be held on Thursday, October 29, 2026, at the Lodge on Lake Detroit.

Director's Report – Ms. Jaster

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

Regional Planning/Career Advising – Chrys Kirschbaum

Review of Regional Plan Changes

A summary of updates to the Regional and Local Plan (Plan) was shared and reviewed. It will be submitted to the state following approval of the Plan by the Workforce Development Board and Board of Directors and the public 30-day review period. A mid-November submission date is anticipated.

A motion was made by Julie Sachs, seconded by Amanda Hanson, to approve the Regional and Local Plan subject to any additions or corrections. Motion carried.

Member Updates – Roundtable Contribution

Carol Anderson

- The unemployment rate of Minnesota is higher than the national.
- International migration to the state has virtually stopped.

Jerry Arneson

- Two restaurants in the Moorhead area have closed.
- The sugar beet harvest is nearing, and drivers are needed.
- North of Moorhead there are 20-25,000 acres of corn being destroyed due to dry conditions and poor growth.

Lisa Hanson

- Fewer international students are applying to U.S. schools, which will affect the economy.

Terry Blake

- There is an increase in people coming into the local food shelf.

Leigh Shebeck

- Charitable giving has increased.
- A fraud discussion ensued.

Amanda Hanson

- MMCDC will be building a 24-unit townhome in Mahanomen.

Celebrate Wins – Ms. Jaster

Several Success Stories were shared in the packet.

Adjourn – Ms. Anderson

Ms. Anderson adjourned the meeting at 11:57 a.m.

Respectfully submitted,

**Terry Blake, Secretary
Workforce Development Board**