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**Rural Minnesota CEP, Inc.**  
**WORKFORCE DEVELOPMENT BOARD MEETING**  
**803 Roosevelt Avenue, Detroit Lakes, MN**  
**September 23, 2025**

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

**Members excused:** Ed Bolas

**Members unexcused:**

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

**Guests:** Martin Jennings, NW Indian Community Development Center

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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 August 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.

MFIP/DWP County Performance Standards

- ✓ MFIP
  - Entered Employment Rate: 9 counties are exceeding, and 5 are meeting.
  - Successful Placements: 9 counties exceeding, and 3 are meeting.
  - Wage at Placement: 15 counties are exceeding, and 1 is meeting.
- ✓ DWP enrollments: 306
  - Entered Employment Rate: 8 counties are exceeding, and 2 are meeting.
  - Wage at Placement: 13 counties are exceeding, and 1 is meeting.

WIOA Performance Standards

**Adult:**

- Employment Q2: 95.44% of goal
- Median Earnings: 119.22% of goal
- Employment Q4: 100.08% of goal
- Credential: 91% of goal
- Measurable Skill Gain: 100.49% of goal

**Dislocated Worker:**

- Employment Q2: 104.18% of goal
- Median Earnings: 111% of goal
- Employment Q4: 101% of goal
- Credential: 105.66% of goal
- Measurable Skill Gain: 103.62% of goal

**Youth:**

- Employment Q2: 109.6% of goal
- Employment Q4: 112.48% of goal
- Credential: 121% of goal
- Measurable Skill Gain: 130.5% of goal
- Median Earnings Q2: 117.4% of goal

### SNAP Slots

Region IV is at 13 of 41 slots enrolled.

Region V is at 8 of 29 slots enrolled.

### Ticket to Work

There are currently 18 active enrollments with 70 cumulative enrollments.

Revenue from 2014-2018 (DEED)	\$104,574.67
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Revenue 2018-present (ADEN)	\$335,645.50
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Total Revenue	\$440,220.17
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Remaining Ticket to Work funds	\$153,954.57
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2025 Revenue to Date	\$39,606.75
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### **Call to Order – Carol Anderson, Chair**

Ms. Anderson called the meeting to order at 10:03 a.m.

Introduction of new member, Justin Holley. Mr. Holley introduced himself and the group conducted self-introductions.

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### **May 27, 2025, Minutes – Ms. Anderson**

**Moved by Amanda Hanson and seconded by Sandy Voigt to approve the minutes from the May 27, 2025, meeting as presented. Motion carried.**

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### **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 Troy Haugen, seconded by Amanda Hanson, 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.
  1. Ms. Anderson, as Chair, automatically serves on the Board of Directors.
  2. Terry Blake was nominated to be reappointed to serve on the Board of Directors. Mr. Blake accepted the nomination.
  3. Ed Bolas was nominated to be appointed to serve on the Board of Directors. Mr. Bolas accepted the nomination.

**A motion was made by Troy Haugen, seconded by Sandy Voigt, 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.

- Ed Bolas: Mr. Bolas accepted the reappointment made by the Board of Directors at its June 25, 2025, meeting.
- Amanda Hanson: Ms. Hanson accepted the reappointment made by the Board of Directors at its June 25, 2025, meeting.
- Tammy Schatz: Ms. Schatz accepted the reappointment made by the Board of Directors at its June 25, 2025, meeting, meeting.
- Julie Sachs: Ms. Sachs accepted the reappointment made by the Board of Directors at its June 25, 2025, meeting, meeting.
- Darrell Lende: Mr. Lende accepted the reappointment made by the Board of Directors at its June 25, 2025, meeting, meeting.
- Duane Johanning: Mr. Johanning accepted the reappointment made by the Board of Directors at its June 25, 2025, meeting, meeting.
- Jeff Bjornson: Mr. Bjornson accepted the reappointment made by the Board of Directors at its June 25, 2025, meeting, meeting.

**Moved by Troy Haugen and seconded by Terry Blake to reappoint Ed Bolas, Amanda Hanson, Tammy Schatz, Julie Sachs, Darrell Lende, Duane Johanning, and Jeff Bjornson to the Workforce Development Board to serve a three-year term. Motion carried.**

■ New Appointments

**Moved by Troy Haugen and seconded by Amanda Hanson to appoint Justin Holley, Lisa Hanson, and Brittany Nordick to the Workforce Development Board to serve a three-year term. Motion carried.** Lisa Hanson and Brittany Nordick will now be recommended to the Board of Directors. Mr. Holley was appointed at the Board of Director's August 27, 2025, meeting.

■ Conflict of Interest Statement

Members were asked to review, sign and return the statements to Heather Bergseid.

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**PY25 Meeting Schedule – Tina Jaster**

**Moved by Julie Sachs and seconded by Terry Blake to approve the PY25 Meeting Schedule as presented. Motion carried.**

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**Grants – Ms. Jaster**

MN STEM Ecosystem LOI PY25/26

Planned Participants: 438

Budget: \$50,000

Operating Period: 01-05-2026 through 06-30-2027

Funding Source: MN STEM Ecosystem

**Moved by Julie Sachs and seconded by Terry Blake to approve the MN STEM Ecosystem LOI grant. Motion carried.**

#### Youthbuild Program 2025-2026

Planned Participants: 40

Budget: \$200,000 – PY25: \$100,000 / PY26: \$100,000

Operating Period: 09-01-2025 - 06-30-2027

Funding Source: MN Laws, Section 116.L.362 – 116.L.364

**Moved by Amanda Hanson and seconded by Tammy Schatz to approve the Youthbuild Program grant. Motion carried.**

#### RC3 PY26/27

Planned Participants: 1750

Budget: \$190,000

Operating Period: 07-01-2026 – 06-30-2027

Funding Source: Workforce Development Fund

**Moved by Terry Blake and seconded by Amy Johnson to approve the RC3 PY26/27 grant. Motion carried.**

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#### **Youth Council Report – Terry Blake**

Mr. Blake reported on the September 22, 2025, Youth Council meeting.

Highlighted topics:

- Youth Survey Results
- MN WAY Grant Update
- RMCEP Collaboration Efforts with Sourcewell

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#### **PY25 Youth Funding Update – Ms. Cucich**

Ms. Cucich provided a PY25 Youth Funding update. The programs discussed included MYP, WIOA Youth, Youth at Work, MN WAY, and Youthbuild.

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#### **MN Paid Leave Program – Melissa Kain**

Ms. Kain, RMCEP Human Resources Manager, provided information on the newly mandated Minnesota Paid Leave Program. The program becomes effective January 1, 2026. Discussion ensued and Ms. Kain answered questions as they arose.

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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.

Additional information shared and discussed:

- MN Dual-Training Pipeline Workforce Community Conversations email.
- A Deeper Dive: Resourcing Our Local Workforce System (by Cate Duin, MAWB Director).
- Funding Projections spreadsheet.

### **Grants Approved by the Board - June, July, August – Ms. Jaster**

- Transfer of Funds from WIOA DW to WIOA Adult PY25-26
  - State Dislocated Worker Program PY25
  - WIOA Youth (In-School and Out-of-School) PY25
  - Minnesota Youth Program PY25
  - Growing Careers
  - Enhancing Workforce Services for New Americans
  - Bell Foundation
  - Pathways to Prosperity (P2P)
  - Drive for Five
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### **Member Updates – Roundtable Contribution**

Julie Sachs: Ms. Sachs provided a Wagner Peyser update, highlighting changes to her position.

Tammy Schatz

- ABE now has space in the RMCEP Fergus Falls office.
- ABE is again holding online career collaborative classes.

Duane Johanning: The construction field is busy. Seeing jobs with longevity.

Jerry Arneson

- There is a large need for sugar beet harvest drivers.
- Counties are looking at levy increases.
- Soybeans are needing to be contracted.
- Anticipate farm foreclosures.

Carol Anderson: Ms. Anderson provided additional agriculture information surrounding the Ag Bill, the effects of tariffs on soybeans, and farm foreclosures.

Terry Blake: Fuel prices are coming down, and food prices are going up.

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

Tabled due to time constraints.

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### **Celebrate Wins – Ms. Jaster**

A Career Advisor article from the RMCEP website was shared in the packet.

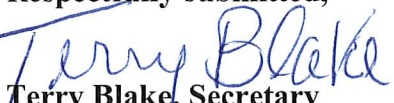
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### **Adjourn – Ms. Anderson**

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

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Respectfully submitted,

  
Terry Blake, Secretary  
Workforce Development Board