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**Rural Minnesota CEP, Inc.**  
**WORKFORCE DEVELOPMENT BOARD MEETING**  
**803 Roosevelt Avenue, Detroit Lakes, MN**  
**September 24, 2024**

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**Members present:** Carol Anderson, Jerry Arneson, Jeff Bjornson, Ed Bolas, Kathy Cottew, Amanda Hanson, Nick Heisserer, Darrell Lende, Julie Sachs, and Tammy Schatz, and Leigh Shebeck

**Members excused:** Terry Blake, Troy Haugen, Duane Johanning, and Sandy Voigt

**Members unexcused:**

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

**Guests:** Don Hickman, Initiative Foundation and Martin Jennings, Northwest Indian Community Development Center

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**MINUTES**

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**Business Committee Meeting – Arlyce Cucich**

Ms. Cucich reviewed the reports for the month ending August 2024. This included the Program Progress, MFIP/DWP County Performance Standards, WIOA Performance Standards, SNAP and Ticket to Work reports.

Program Progress

All current programs were reviewed. Overall, there are no concerns.

MFIP/DWP County Performance Standards

- MFIP:
  - Entered Employment: 11 counties are exceeding and 2 are meeting goal.
  - Successful Placements: 8 counties are exceeding and 4 are meeting goal.
  - Wage at Placement: All counties are exceeding goal.
- DWP: Enrollments are at 295.

WIOA Performance Standards

- WIOA Adult
  - Meeting goals in all measures with the exception of Measurable Skills Gain, which is slightly under.
- State Dislocated Worker
  - 2<sup>nd</sup> qtr after Exit: goal met
  - 4<sup>th</sup> qtr after Exit: under goal by 6%
  - Median Earnings: goal met
  - Credential Attainment: under goal by 3%
- WIOA Dislocated Worker
  - 2<sup>nd</sup> qtr after Exit: goal met
  - 4<sup>th</sup> qtr after Exit: goal met

- Median Earnings: goal met
- Credential Attainment: slightly under goal
- Measurable Skills Gain: under goal
- WIOA Youth
  - Exceeding in all performance goals.

#### SNAP Slots

- Region IV is at 11 of 37 slots enrolled.
- Region V is at 36 of 57 slots enrolled.

#### Ticket to Work

There are currently 18 active enrollments with 63 cumulative enrollments. Revenue to date (DEED and ADEN) is \$374,363.43. Remaining Ticket to Work funds are \$140,449.68.

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

Ms. Anderson called the meeting to order at 10:01 a.m.

Agenda Additions: None

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#### **May 21, 2024, Minutes – Ms. Anderson**

**Moved by Ed Bolas and seconded by Leigh Shebeck to approve the minutes from May 21, 2024, 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 Ed Bolas, seconded by Darrel Lende, 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 Amanda Hanson, seconded by Kathy Cottew, 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. Terms end on June 30, 2023, for Sandy Voigt and John Tormanen.

- Terry Blake: Mr. Blake accepted the reappointment made by the Board of Directors at its June 26, 2024, meeting.
- Jerry Arneson: Mr. Arneson accepted the reappointment made by the Board of Directors at its June 26, 2024, meeting.
- Carol Anderson: Ms. Anderson accepted the reappointment made by the Board of Directors at its June 26, 2024, meeting.
- Troy Haugen: Mr. Haugen accepted the reappointment made by the Board of Directors at its June 26, 2024, meeting.

**Moved by Amanda Hanson and seconded by Ed Bolas to reappoint Terry Blake, Jarry Arneson, Carol Anderson, and Troy Haugen to the Workforce Development Board to serve a three-year term. Motion carried.**

- New Appointments

**Moved by Amanda Hanson and seconded by Leigh Shebeck to appoint Amy Johnson to the Workforce Development Board to serve a three-year term. Motion carried. It will now be brought to the Board of Directors.**

- Conflict of Interest Statement

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

- Workforce Development Board Recruitment

There is one vacancy in Private Sector representation. Please contact Ms. Jaster with any potential candidates.

Candidates should possess the following:

- Must be in a position of decision making within their company.
- Commitment to meetings.
- An understanding of workforce needs and economic development.

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### **PY24 Meeting Schedule – Tina Jaster**

**Moved by Amanda Hanson and seconded by Tammy Schatz to approve the PY24 Meeting Schedule as presented. Motion carried.**

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### **Youth Council Report – Jaclyn Hicks**

Due to Troy Haugen’s absence, Ms. Hicks reported on the September 23, 2024, Youth Council meeting. Highlighted agenda items included:

- The meeting was held at the West Central Regional Juvenile Center and an informational tour was provided.
- Annual Meeting – Election of Officers
- Youth Funding Summaries Report
- ODEP – Equitable Transition Model (ETM) Grant Update
- Career Advising Update

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## WIOA Youth Performance PY24-25 – Ms. Jaster

Arlyce reviewed the final PY24 and PY25 Youth negotiated Performance Measures.

- PY24	- PY25
2 <sup>nd</sup> qtr after Exit: 74.5%	2 <sup>nd</sup> qtr after Exit: 76%
4 <sup>th</sup> qtr after Exit: 74.9%	4 <sup>th</sup> qtr after Exit: 76%
Credential Attainment: 62%	Credential Attainment: 63%
Median Earnings: \$5,800	Median Earnings: \$5,900
Measurable Skills Gain: 55%	Measurable Skills Gain: 60%

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## Manufacturing Month Events – David Smith/Becky Costner

David Smith, Program Administration Manager, provided an overview of the agency Manufacturing Month events.

### Moorhead

- Partnering with the FM/WF Chamber on a Job Fair highlighting the Ignite online platform.
- Having local “Employer of Day” representatives visit the RMCEP office.

### Alexandria

- Highlighting local manufacturers online.
- Partnering with JobsHQ on a Fall Job Fair.
- Promoting local manufacturers on the godelivery.gov site.
- Promoting manufacturing at an Alexandria High School event.
- Highlighting local manufacturers at a Someplace Safe event.

### Fergus Falls

- Will feature an “Employer of the Week” along with “meet-and-greets.”

### Detroit Lakes

- Partnering with local manufacturing companies on a Feed My Starving Children event to pack meals.
- Creating “Employer Spotlight” videos.

### Bemidji

- Posting a Manufacturing Month flyer to Facebook.
- Holding a Fall Job Fair on October 3.

### Little Falls

- Coordinating local Manufacturing Tours.

### Wadena

- Team Leader, Becky Costner, joined the meeting to provide an overview of the Wadena Team’s Manufacturing Month events. Planned projects will be partnered with Wadena County, Hubbard County, and Todd County and include key manufacturing businesses in each county.
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## Director’s Report – Ms. Jaster

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

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## Grants Approved by the Board - June, July, August 2024 – Ms. Jaster

Ms. Jaster summarized the grants reviewed and approved by the Board of Directors at its June, July and August 2024 meetings while the Workforce Development Board was on break:

- Land O'Lakes Community Impact Grant
  - Transfer of Funds from WIOA DW to WIOA Adult PY24-25
  - State Dislocated Worker Program PY24
  - WIOA Youth (In-School and Out-of-School) PY24
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## DEED Updates – Julie Sachs

- Workforce Development Month: September was designated as Workforce Development Month. Ms. Sachs thanked the Board for their commitment. [September is Workforce Development Month | CareerForce \(careerforcemn.com\)](#)
  - Manufacturing Month: October is designated as Manufacturing Month. Ms. Sachs presented a Certificate of Commendation to Ed Bolas, recognizing DyCast Specialties. [www.CareerForcemn.com/Manufacturing](http://www.CareerForcemn.com/Manufacturing)
  - Ms. Sachs has been working with the RMCEP Accounting Department to clean up the phone listing.
  - Jaclyn Wizner is the new Workforce Development Specialist, replacing Angele Hartell who recently retired.
  - The DEED Workforce Development team won an Equity Award for their efforts.
  - Leech Lake Tribal Community representatives have requested a meeting with DEED to discuss opportunities.
  - Career Lab computers have been replaced and upgraded in the CareerForce offices.
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## Member Updates – Roundtable Contribution

Tammy Schatz

- Free Regional Online Career Collaborative sessions continue.
- Jennifer Hellickson will be the ABE administrative contact in Detroit Lakes.

Jerry Arneson

- Seeing agriculture clients looking for truck drivers. Check the Red River Valley Sugar Beet Growers Association website for listings: <https://rrvsga.com/sugarbeet-harvest-jobs/>
- Commodity prices are down 30 – 35%.
- Wheat harvest was a challenge for many farmers in the area.

Ed Bolas

- DyCast Specialties continues on the Workshare Program as orders remain slow.

Leigh Shebeck

- Small area communities have been discussing Pod Daycare possibilities.

Carol Anderson

- The Farm Bill may have funding added to support daycares.

Amanda Hanson

- First generation homebuyers funding began to be distributed in April and is going very well. Visit <https://www.firstgendpa.org/> for more information.
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## **Regional Planning/Career Advising – Chrys Kirschbaum**

- Career Advising activities will begin in October.
  - Thirty staff took Career Development Competency training through the University of Wisconsin, utilizing Regional Planning funds.
  - Three staff will take Global Career Development Facilitator (GCDF) certification classes.
  - Four staff attended the MN Workforce Summit in Duluth and found it very informative.
  - Community Workforce Inclusion Council (CWIC) Group:
    - o Working on I-WE applications.
    - o Working on a marketing campaign.
  - A full Regional Workforce Alliance (RWA) meeting will be held on October 17. A second event will be hosted by Inter-County Community Council (ICCC) on October 29 in Thief River Falls.
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### **Celebrate Wins – Ms. Jaster**

Several Success Stories were shared in the packet.

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### **Adjourn – Ms. Anderson**

Ms. Anderson adjourned the meeting at 12:06 p.m.

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**Respectfully submitted,**

**Terry Blake, Secretary  
Workforce Development Board**