
Rural Minnesota CEP, Inc.
WORKFORCE DEVELOPMENT BOARD MEETING
803 Roosevelt Avenue, Detroit Lakes, MN
September 26, 2023

Members present: Carol Anderson, Jerry Arneson, Jeff Bjornson, Amanda Hanson, Troy Haugen, Rebekah Kent, Darrell Lende, Julie Sachs, Tammy Schatz, Leigh Shebeck, and Sandy Voigt

Members excused: Terry Blake, Ed Bolas, and Duane Johanning

Members unexcused: Brian Perleberg

Staff present: Heather Bergseid, Arlyce Cucich, Mike Fisher, Tina Jaster, Nichole Norgren, David Smith, and Robbie Stier

MINUTES

Business Committee Meeting – Arlyce Cucich

Ms. Cucich reviewed the reports for the month ending August 31, 2023. This included the Program Progress, MFIP County Performance Standards, WIOA Performance Standards, SNAP, Ticket to Work/Social Security Advocacy, and Program at Year-End reports.

Program Progress

Ms. Cucich highlighted the following programs:

- Region 4 SNAP SS: Additional funds will be received on October 1.
- MFIP: No concerns, currently at 88% of budget.
- Youthbuild PY22: Closed. Teams will begin using the PY23 funding.
- MYP PY22: Will be closed soon. Enrollments will be moved to the new funding title.
- IWCO Direct: Currently 97% spent. Will be closed soon. Very successful program.
- State DW PY23: Two Incumbent Worker Trainings will begin soon.
- Region 4 SNAP ET: No concerns. At 84% of expenditures.
- P2P PY22: 100% spent. Closing soon.
- Re-Entry Grant: Program assists with the Justice-Involved population. Currently have seven enrollments, with several pending.
- RC3: Mike Fisher will provide a Career Advising update later in the meeting.
- Youth at Work PY23: No concerns. With school starting, enrollments will increase.
- WIOA IS Youth PY23: No concerns. With school starting, enrollments will increase.
- Region 5 SNAP ET: Only 16 referrals received for the year.
- Region 5 SNAP SS: New funds will be received on October 1.

MFIP/DWP County Performance Standards

Twelve counties are exceeding in all goals.

- MFIP
 - Entered Employment Rate: Exceeding as an agency.
 - Successful Placements: Exceeding as an agency.
 - Wage at Placement: Exceeding as an agency.
- DWP enrollments: 286

WIOA Performance Standards

- WIOA Adult: Exceeding in all Measures, including Credential Attainment.
- WIOA Dislocated Worker: Exceeding in all measures, including Credential Attainment.
- State Dislocated Worker: Exceeding in all measures, including Credential Attainment.

SNAP Slots

- Region IV is at 32 out of 37 slots enrolled.
- Region V is unchanged at 14 out of 28 slots enrolled.

New slots will be received in October. Referrals are increasing, but not all are eligible.

Ticket to Work/Social Security Advocacy

- Ticket to Work Report
There are currently 19 active enrollments with 56 cumulative enrollments. Revenue to date (DEED and ADEN) is \$324,822.18. Remaining Ticket to Work funds are \$156,038.97.

- Social Security Advocacy Services Report

SOCIAL SECURITY DISABILITY APPLICATIONS 9/1/2023

Claims submitted	13
Claims approved at initial application	4
Claims approved on reconsideration	1
Claims referred to other agencies for * ALJ hearing	4
Claims still pending decisions	3
Total income received	\$ 10,819.89

*Administrative Law Judge

Program at Year-End

- Region 5 SNAP SS (083): No concerns.

Call to Order – Carol Anderson, Chair

Tina Jaster welcomed the Workforce Development Board back after their summer break.

Ms. Anderson called the meeting to order at 10:02 a.m.

Agenda Additions: None

May 23, 2023, Minutes – Ms. Anderson

Moved by Amanda Hanson and seconded by Rebekah Kent to approve the minutes from the May 23, 2023, meeting as presented. Motion carried.

Annual Meeting – Ms. Anderson

- At the request of the Chair, Ms. Jaster opened the floor for officer nominations.
 - Carol Anderson was nominated to continue as Chair. Ms. Anderson accepted the nomination.
 - Julie Sachs was nominated to continue as Vice Chair. Ms. Sachs accepted the nomination.
 - Terry Blake was nominated to continue as Secretary. Mr. Blake was absent, but informed Ms. Jaster he would accept the nomination.

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.
 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 was absent, but informed Ms. Jaster that he would accept the nomination.
 3. Ed Bolas was nominated to be appointed to serve on the Board of Directors. Mr. Bolas was absent, but informed Ms. Jaster that he would accept the nomination.

A motion was made by Amanda Hanson, seconded by Rebekah Kent, 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.
 - John Tormanen: Mr. Tormanen has chosen not to seek reappointment.
 - Sandy Voigt: Ms. Voigt accepted the reappointment made by the Board of Directors at its June 28, 2023, meeting.

Moved by Amanda Hanson and seconded by Julie Sachs to reappoint Sandy Voigt to the Workforce Development Board to serve a three-year term. Motion carried.

- Conflict of Interest Statement
The members were asked to review, sign and return the statements to Heather Bergseid.
 - Workforce Development Board Recruitment
There are two vacancies 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
 - An understanding of non-profits
 - An understanding of workforce needs and economic development
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PY23 Meeting Schedule – Ms. Jaster

Moved by Leigh Shebeck and seconded by Amanda Hanson to approve the PY23 Meeting Schedule as presented. Motion carried.

Youth Council Report – Troy Haugen

Mr. Haugen summarized the Monday, September 25, 2023, Youth Council meeting.

Agenda items included:

Election of Officers

- Chair – Troy Haugen
- Vice Chair – Terry Blake

Council Membership Changes Recommendation

Youth Year-End Report

- Summary of the youth programs

Youth Funding Summaries

Career Advising and Outreach Overview: Mike Fisher, Regional Coordinator

Council Membership Changes Recommendation

Arlyce Cucich was recently promoted to the Director of Operations and will now conduct the Youth Council meetings. A recommendation was made to the Youth Council requesting that Jaelyn Hicks, the new Operations Specialist, replace Ms. Cucich representing WIOA on the Council. The Youth Council approved the recommendation at its September 25, 2023, meeting and is recommending appointment by the Workforce Development Board.

Moved by Julie Sachs and seconded by Sandy Voigt to appoint Jaelyn Hicks to the Youth Council representing WIOA. Motion carried.

Grants – Ms. Jaster

Senior Community Service Employment Program (SCSEP) PY23

Planned Participants: 15

Budget: \$137,914

Operating Period: July 1, 2023 – June 30, 2023

Funding Source: DEED

Moved by Jerry Arneson and seconded by Amanda Hanson to approve the Senior Community Service Employment Program (SCSEP) PY23 Grant. Motion carried.

SNAP (Region 4 and 5) PY23

- EDR 4

Planned Participants: 37

Budget: \$18,732 E&T Services - \$2,636 Support Services – Total Funding: \$21,368

Operating Period: October 1, 2023 – September 30, 2024

Funding Source: Minnesota Statute 256D.051 – Food Stamp Act of 1977

- EDR 5
 - Planned Participants: 28
 - Budget: \$14,108 E&T Services - \$1,832 Support Services – Total Funding: \$15,940
 - Operating Period: October 1, 2023 – September 30, 2024
 - Funding Source: Minnesota Statute 256D.051 – Food Stamp Act of 1977

Moved by Rebekah Kent and seconded by Darrell Lende to approve the SNAP (Region 4 and Region 5) PY23 Grant. Motion carried.

SCSEP Monitoring – Ms. Jaster

The PY22 Senior Community Service Employment Program (SCSEP) program was monitored in July. The monitoring went well, and no corrective actions were identified.

JobFest Overview – Nichole Norgren/Robbie Stier

Fergus Falls JobFest

Nichole Norgren, Fergus Fall Team Leader, provided an overview of the successful JobFest event that was held on September 20th at M-State. In attendance were 36 job seekers and 20 vendors.

Virtual Learning Experience and Informational Job Fair

Robbie Stier, Alexandria Team Leader, provided an overview of the September 13th Virtual Learning Experience and Informational Job Fair that was held at Alexandria Technical and Community College. The event went well and featured the Big Ideas trailer. There were 50 attendees and 21 businesses on site.

Director's Report – Ms. Jaster

- Journey Updates
 - The agency has adopted a new Performance Appraisal system.
 - All Staff Training Picnic was held in July.
- Biennial Service Agreements for 16 county contracts are out for public review and will be completed by October 15.
- Information is being shared with staff regarding WIOA reauthorization.
- Legislative Open Houses are being planned at all RMCEP offices this Fall.
- Agency staffing additions:
 - Two additional Youth Services Coordinator positions.
 - One additional Dislocated Worker Counselor position.
 - One new IT Trainer position.
- IFA update.
- A Rural Directors meeting will be held this November in Brainerd.
- Possible Federal shutdown discussion.
- The annual MFIP/DWP Conference is being held September 26 - 28.

- Staffing updates:
 - Arlyce Cucich was promoted to Director of Operations.
 - Jaclyn Hicks was promoted to Operations Specialist.
 - Tim Swanson is the new Team Leader in Brainerd.
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Grants Approved by the Board – June-August 2023 – Ms. Jaster

Ms. Jaster summarized the grants approved by the Board of Directors between June and August:

- A. State Dislocated Worker Program PY23
 - B. Minnesota Rural Career Counseling Coordinator (RC3) PY23
 - C. Pathways to Prosperity Individual Training Pathways (P2P ITP)
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Member Updates – Roundtable Contribution

Rebekah Kent:

- Central Lakes College (CLC) is working on retention and to increase enrollments.
- North Star Promise program:
 - Persons making under \$80,000/year will qualify for free tuition.
- Preparing for the new Federal financial aid regulations.

Jeff Bjornson:

- A Placement Coordinator for the region has been hired and will be based out of Crookston.
- A new Assistive Technology Lab will allow VR participants to sample a variety of assistive technology equipment.
- Staff has been busy with post-secondary funding.
- Pre-ETs Reps have been going into high school settings to assist students with employment preparation.
- Fully staffed for the first time in a number of years.

Troy Haugen:

- Seeing Growth in Career and Technical Education programs.
- Providing Teacher Preparation training.

Darrell Lende:

- Busy time for the construction field.
- Seeing an increase in apprentices, currently have 150 (50 is average).
 - 6,000 hours are needed before becoming a journeyman.
- Infrastructure funding will increase construction work.
- Supplied information on apprentice training centers.

Jerry Arneson:

- Seeing numerous postings for sugar beet harvest truck drivers.
- Knows someone making \$35.50/hour to operate equipment on the diversion dam.
- Looking for lenders on the Ag and Commercial side.
- Statistics show there is a half person for every one job.
- County Agents are being lost to other fields.
- Does not see a decrease in interest rates coming.

Leigh Shebeck:

- Seeking staff at the Perham Area Community Center (PACC)
- Staffing the Rewind Program is a struggle due to a lack of area housing.
- The Battle Lake Dairy Queen was fully staffed for the season.
- In the next three months, Leigh will be in ten schools conducting “At Your Service” workshops.

Carol Anderson:

- Has been working with the Little Falls team on IWTs.
- Drought in the area is affecting farming.
- The Meat Cutting program at CLC is going well.
- Young farmers are struggling to receive funding for land purchases.
- Little Falls is seeing new and expanding businesses.
- The Little Falls team held a successful Job Fair with approximately 700 attendees.

Amanda Hanson:

- MMCDC is attempting to create workforce housing, but it is progressing slowly.
- Received \$100 million First-Generation Homebuyers housing grant, which provides down payment assistance.
- Seeing a lack of housing stock.
- MMCDC runs the housing voucher program in Becker County and cannot find units for those in need.
- Recruiting for a CFO.

Tammy Schatz:

- Has been connecting with Moorhead CareerForce staff following Theresa Hazemann’s retirement.
- Providing the services in the Clay County jail.
- ABE All Staff will be held on October 2.
- Rolling out the Regional Online Collaborative (ROC) education program.
 - o Sessions are free of charge if enrolled with ABE.
- ABE has been holding Digital Literacy classes.

Workforce Summit Overview – Ms. Jaster, Ms. Anderson, Ms. Cucich, Mr. Fisher

Ms. Anderson gave an overview of the Workforce Summit held September 20th in St. Paul. The event had over 200 attendees and topics included coordinating the State Plan and promoting Drive for 5.

The Governor’s Workforce Development Board meeting was held the following day and attended by Ms. Anderson and Ms. Jaster.

DEED Report – Julie Sachs

Tabled until the October Workforce Development Board meeting.

Regional Planning/Career Advising – Mike Fisher

Career Advising

With the agency's increase in youth funding, Career Advisor services will be offered free of charge to contracted schools for one year. Mahanomen, Barnesville, Rothsay, Moorhead, Staples-Motley and Frazee have contracts in place. Park Rapids and Pillager have indicated an interest

CareerViewXR virtual reality goggles have been provided to all Teams and will be used with the Youth, Justice-Involved, and Adult programs.

Regional Planning

Mr. Fisher is working with John Preuss (representing NW PIC) on the Regional Plan. A rough draft is due to the State at the end of December 2023.

Celebrate Wins – Ms. Jaster

Ms. Jaster encouraged the members to review the articles included in their packet.

Adjourn – Ms. Anderson

Ms. Anderson adjourned the meeting at 12:03 p.m.

Respectfully submitted,



**Terry Blake, Secretary
Workforce Development Board**