
Rural Minnesota CEP, Inc.
WORKFORCE DEVELOPMENT BOARD MEETING
803 Roosevelt Avenue, Detroit Lakes, MN
September 27, 2022

Members present: Carol Anderson, Jeff Bjornson, Terry Blake, Duane Johanning, Darrell Lende, Julie Sachs, Tammy Schatz, John Tormanen and Sandy Voigt

Members excused: Jerry Arneson, Amanda Hanson, Troy Haugen, Teresa Johnson, Rebekah Kent, and Lori Meader

Members unexcused:

Staff present: Heather Bergseid, Tina Jaster, and Vicki Leaderbrand

AMENDED MINUTES

Business Committee Meeting – Tina Jaster

Ms. Jaster reviewed the reports for the month ending August 31, 2022. This included the Program Progress, MFIP County Performance Standards, WIOA Performance Standards, SNAP, and Ticket to Work reports.

Program Progress

- Youthbuild: Getting off to a slow start as this program was recently moved to Detroit Lakes.
- TANF Youth: Pushed the end date to 10/31/22. No concerns.
- State Dislocated Worker: Getting off to a slow start. Still spending last year's funds.
- IWCO Direct: Out of 177 enrollees, only 40 are still on the program. Some staffing funds may be brought down into client dollars.
- Equipped to Work: Finishing out last year's funding. This program will see an increase in the next few months.
- Youth at Work: Program is almost complete and will be spent out.
- WIOA Adult PY21: Program is complete and is spent out. Teams will begin using the new year's funding.

MFIP/DWP County Performance Standards

- Entered Employment Rate: 14 out of 16 counties meets or exceeds. We are exceeding as an agency
- Successful Placements: 12 out of 16 counties meets or exceeds
- Wage at Placement: Agency exceeded at \$15.21/hour
- DWP enrollments: 291

WIOA Performance Standards

- PY21 is complete and a majority of the measurements were exceeded
- PY22 is just beginning

SNAP Slots

- Region IV is at 19 out of 47 slots enrolled
- Region V is unchanged at 5 out of 20 slots enrolled

Ticket to Work

We currently have 24 active enrollments with 46 cumulative enrollments. Revenue to date (DEED and ADEN) is \$264,233.43. Remaining Ticket to Work fund are \$145,010.95.

Call to Order – Carol Anderson, Chair

Vicki Leaderbrand welcomed the Workforce Development Board back after their summer break.

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

Agenda Additions: None

Introduction of New Members – Ms. Anderson

Ms. Anderson welcomed the new Workforce Development Board members, Duane Johanning and Jeff Bjornson. The group conducted self-introductions.

- Mr. Johanning replaces Durant Thoen as a Labor representative. Duane is a Business Representative with Plumbers and Pipefitter, UA Local 11, Zone 2.
 - Mr. Bjornson replaces Eric Wittbrodt as the Rehabilitation representative. Jeff is the Area Manger with the MN Department of Employment and Economic Development (DEED).
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May 24, 2022, Minutes – Ms. Anderson

Moved by Terry Blake and seconded by Darrell Lende to approve the minutes from the May 24, 2022, meeting as presented. Motion carried.

Annual Meeting – Ms. Anderson

- At the request of the Chair, Ms. Leaderbrand opened the floor for officer nominations.

Ms. Leaderbrand open nominations for Chair. Sandy Voigt nominated Carol Anderson. Ms. Anderson accepted the nomination.

Casted a unanimous ballot to re-elect the current officer Ms. Anderson as Chair. Motion carried.

Ms. Leaderbrand open nominations for Vice Chair. Ms. Anderson nominated Julie Sachs. Ms. Sachs accepted the nomination.

Casted a unanimous ballot to re-elect Ms. Sachs as Vice Chair. Motion carried.

Ms. Leaderbrand open nominations for Secretary. Ms. Sachs nominated Terry Blake. Mr. Blake accepted the nomination.

Casted a unanimous ballot to re-elect the current officer Mr. Blake as Secretary. Motion carried.

- Representatives to the Board of Directors
Three representatives from the Workforce Development Board are required 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.
Moved by Sandy Voigt and seconded by Carol Anderson to re-elect the current representative, Mr. Blake, the Board of Directors. Motion carried.

Ms. Voigt motioned to approve, seconded by Ms. Sachs, to approve Mr. Blake and Ms. Anderson to serve on the Board of Directors representing the Workforce Development Board. Motion carried.

 - 3. Nominations were opened to elect a third representative to the Board of Directors, replacing Don Martodam following his retirement. Discussion ensued amongst the group to assess interest. **Being no nominations made, the discussion will be tabled until next month's meeting.**
- Reappointments
Moved by Mr. Blake and seconded by Duane Johanning to reappoint Amanda Hanson, Tammy Schatz, Rebekah Kent, Darrell Lende, and Julie Sachs the Workforce Development Board to serve a three-year term. Motion carried.
 - New Appointments
Moved by Darrell Lende and seconded by Ms. Schatz to appoint Duane Johanning and Jeff Bjornson 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
Don Martodam's retirement has left a vacancy in Private Sector representation. Please contact Ms. Leaderbrand 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

2022-2023 Performance Negotiations Results – Ms. Jaster

Ms. Jaster reviewed the results of the performance negotiations that took place with the State on September 23, 2022. The negotiations went well, and the agency is in a good position to meet or exceed the new goals. Ms. Jaster answered questions as they arose.

Moved by Ms. Sachs and seconded by Mr. Blake to approve the PY2022-2023 WIOA Adult and Combined WIOA Dislocated Worker and State Dislocated Worker Performance Measures. Motion carried.

PY22 Meeting Schedule – Ms. Leaderbrand

Ms. Leaderbrand reviewed the PY22 Meeting Schedule.

Moved by Ms. Schatz and seconded by Mr. Bjornson to approve the PY22 Meeting Schedule as presented. Motion carried.

Youth Council Report – Terry Blake

Mr. Blake summarized the Monday, September 26, 2022, Youth Council meeting.

Agenda items included:

Election of Officers

- Chair – Troy Haugen
- Vice Chair – Terry Blake

New Member

- Sue Zurn, M-State-Moorhead

Youthbuild and Outreach to Schools Report

- Summary of the Youthbuild summer program in Detroit Lakes

Youth Funding Summaries

Youth Coordinator Presentation: Brenda Anderson

- Making contacts with schools to discuss career advising

Discussion ensued on youth offenders. Further discussion was recommended on possible educational opportunities to assist these youth.

Grants – Tina Jaster

- Minnesota Youth Employment Program (MYP) PY22
- Senior Community Service Employment Program (SCSEP) PY22
- SNAP PY22
- Youthbuild Program SFY23
- State Dislocated Worker Program PY22
- Transfer of Funds from WIOA Dislocated Worker Program to WIOA Adult Program PY22/23
- Minnesota Rural Career Counseling Coordinator (RC3) PY22-23
- WIOA In-School Youth / WIOA Out-of-School Youth PY22

Moved by Mr. Johanning and seconded by Ms. Schatz to approve the MYP, SCSEP, SNAP, Youthbuild, State Dislocated Worker, RC3, and WIOA In-School/WIOA Out-of-School Youth Program Grants. Motion carried.

Moved by Ms. Sachs and seconded by Mr. Blake to approve the Transfer of Funds from WIOA Dislocated Worker Program to WIOA Adult Program PY22/23. Motion Carried.

Business Committee Report – Ms. Jaster

Ms. Jaster provided a summary of the Business Committee's review of reports earlier this morning.

Grants Approved by the Board – June-August 2022 – Ms. Jaster

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

- A. Alexandria Area Community Foundation Grant
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Director's Report – Ms. Leaderbrand

- **IFA Update**

- Infrastructure Funding Agreement (IFA)

- The Workforce Development Board initiates the IFA process
 - RMCEP is the administrative entity and representative for Local Workforce Development Area 2
 - Data used in the past for IFA negotiations are no longer available

- VRS Partner Agreements

- The agency recently submitted VRS agreements as directed by local DEED managers
 - None have been returned
 - VRS has indicated that they will not be paying anything in the Little Falls, Wadena, and Detroit Lakes offices since they are no longer physically present

- **Career Advising**

- Mike Fisher, Regional Coordinator, has been working on expanding Career Advising services.

- Mahnomen and Pillager schools have indicated an interest
 - We will be providing career counseling services to Rothsay and Moorhead this school year and are awaiting a response from Dilworth-Glyndon-Felton and Barnesville

- **Statewide MFIP Conference**

- Two RMCEP staff have been nominated for MFIP worker awards; Theresa Hazemann and Marie Hoffman. Congratulations!

- **Agency Audit**

- Wipfli is on-site this week conducting our yearly audit.

▪ Journey to Organizational Transformation

This Spring, Sagency was hired to assist with an agency reorganization due to the unprecedented changes in the workforce since the Covid pandemic. Through this process, Pillars, or areas of focus, were identified. Six Pillar groups have been formed that consist of a variety of staff from all areas of the agency. Sagency has provided guidance to the groups and is expected to present their final report to the Board of Directors at the October 26 meeting.

DEED Report – Julie Sachs

Ms. Sachs shared a presentation that provided an update on Job Service activities.

Job Service Employment Service Program

- Staff: Sam Kuehl, Angele Hartell, Amber Kropp, Charlie Romain, Lisa Frydenlund, and Sheila DeMenge
 - Job Service Staff Activities
 - Unduplicated Job Seekers Served by Job Service Data
 - o Detail of Job Seeker Services
 - Career Lab Customer Log Ins Data
 - Minnesotaworks.net Stats
 - Services Received by Employers
 - o New labor exchange system will be rolled out within the next six months
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Celebrate Wins – Ms. Leaderbrand

Ms. Leaderbrand encouraged the members to review the articles included in their packet; highlighting the Rolling Job Fair recently held by the Little Falls CareerForce.

Darrell Lende informed the group that the Construct Tomorrow event will be held in Moorhead in September 29. Construct Tomorrow promotes for apprenticeship trades education as a post-secondary option for high school students.

Adjourn – Ms. Anderson

Ms. Anderson adjourned the meeting at 12:08 p.m.

Respectfully submitted,



**Terry Blake, Secretary
Workforce Development Board**