
Rural Minnesota CEP, Inc.
WORKFORCE DEVELOPMENT BOARD MEETING
803 Roosevelt Avenue, Detroit Lakes, MN
October 21, 2025

Members present: Jerry Arneson, Terry Blake, Ed Bolas, Kathy Cottew, Amanda Hanson, Troy Haugen, Duane Johanning, Amy Johnson, Brittany Nordick, Darrell Lende, Tammy Schatz, Leigh Shebeck, and Sandy Voigt

Members excused: Carol Anderson, Jeff Bjornson, Lisa Hanson, Justin Holley, and Julie Sachs

Members unexcused:

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

Guests: Curtis Anderson, Beltrami County

MINUTES

Business Committee Meeting – David Smith/Arlyce Cucich

Mr. Smith and Ms. Cucich reviewed reports for the month ending September 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: 11 counties are exceeding, and 1 is meeting.
 - Successful Placements: 10 counties exceeding, and 1 is meeting.
 - Wage at Placement: 15 counties are exceeding, and 1 is meeting.
- ✓ DWP
 - Entered Employment Rate: 9 counties are exceeding.
 - Wage at Placement: 13 counties are exceeding, and 1 is meeting.

WIOA Performance Standards

The final Performance Summary report for PY24 was reviewed. New data for PY25 has not yet been released.

SNAP Slots

Region IV is at 13 of 41 slots enrolled.

Region V is at 9 of 29 slots enrolled.

Ticket to Work

There are currently 17 active enrollments with 71 cumulative enrollments.

Revenue to date (DEED and ADEN) is \$440,868.92.

Remaining Ticket to Work funds are \$149,785.45.

Revenue from 2014-2018 (DEED) is \$104,574.67.
Revenue 2018-present (ADEN) is \$336,294.25.
2025 Revenue to Date is \$40,255.50.

Call to Order – Terry Blake, Secretary

Mr. Blake called the meeting to order at 10:00 a.m.

Introduction of New Members – Tina Jaster

Brittany Nordick introduced herself and the group conducted self-introductions. Lisa Hanson was unable to attend today's meeting.

September 23, 2025, Minutes – Mr. Blake

Moved by Jerry Arneson and seconded by Amanda Hanson to approve the minutes from the September 23, 2025, meeting as presented. Motion carried.

Workforce Development Board Membership – Mr. Blake

Ms. Jaster made a recommendation to approve Workforce Development Board membership to Lori Schwartz to serve a three-year term representing Community-Based Organizations.

A motion was made by Amanda Hanson, seconded by Troy Haugen, to appoint Lori Schwartz to the Workforce Development Board Membership to serve a three-year term. Motion carried. Appointment will now be recommended to the Board of Directors.

Annual Youth Reports – Jaclyn Hicks

MYP Annual Report

Ms. Hicks provided an overview of the Minnesota Youth Program (MYP) Annual Report to the State. Topics included program Best Practices, the MN ETM Grant, Serving Youth Under-Represented in the Workforce, Outreach to Schools/Career Advisor Component, Customer Comments, and a Success Story.

Discussion ensued on homeless youth and bussing barriers.

Youthbuild Annual Report

Ms. Hicks provided an overview of the Youthbuild Annual Report to the State. Topics included RMCEP Team Contact Information, Youth Served At-a-Glance, Collaborative Partnerships, Best Practices, Summaries of the programs in Moorhead and Detroit Lakes, and two Success Stories.

Growing Careers Grant – Ms. Jaster

RMCEP was awarded a \$500,000 Growing Careers Grant. Eighty participants are planned to be assisted with achieving an agriculture-related credential or certificate. Members were asked to contact Ms. Jaster with any employer contacts or potential participants that would fit with this grant.

Career Lab Traffic Report – Mr. Smith

A report on the number of visitors and Unemployment Insurance phone calls to the RMCEP offices was given.

Career Lab Visits/RMCEP Services: January thru September

- 2024: 4,675
- 2025: 4,827
- Note: Includes walk-in or those referred by community partners. Hiring events for businesses, open houses and workshops RMCEP offers are also included.

Career Lab Visits Primarily Unemployment: January thru September

- 2024: 1,983
- 2025: 1,760
- Note: Unemployment visits are primarily those that need to fill out an Unemployment Application. A majority of these require staff to guide them on computer operation or help clarify questions if they do not understand.

Calls to CareerForce for Unemployment: January thru September

- 2024: 938
- 2025: 739
- Note: Unemployment calls are from people who will need the number or website. Majority of those are for people that cannot get through on the phone so staff will guide them either to the website or they can come to the Career Lab for help.

Director's Report – Ms. Jaster

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

WIOA Enrollment – Ms. Cucich

Ms. Cucich provided a recap of the Adult Programs run by RMCEP in the previous two years.

Year	Program	Number served	Total exits	Exits to employment/self-employment or remained employed	Average wage per hour
PY23 7/1/23 – 12/31/24	WIOA Adult	267	197	153	\$23.40
PY24 7/1/24 - current	WIOA Adult	212	81	64	\$22.83
PY23 7/1/23 – 12/31/24	WIOA DW	185	161	134	\$27.23
PY24 7/1/24 - current	WIOA DW	144	74	62	\$30.01

PY23 7/1/23 – 12/31/24	State DW	440	387	336	\$28.34
PY24 7/1/24 - current	State DW	423	194	172	\$28.41
PY23/24 3/11/24 - current	P2P	49	18	11	\$24.82
PY24 6/27/24 - current	Drive for Five	35	11	8	\$27.48
PY24 3/26/25 - current	The Shade Store	45	0		

Regional Planning/Career Advising – Chrys Kirschbaum

Career Advising

- Career Advisors have begun providing services in 14 schools.
- Ms. Kirschbaum is reaching out to local banks seeking small grants to help provide additional funds for the Career Advising program.

Regional Planning

- The Community Workforce Inclusion Council (CWIC) met on October 14. The group is brainstorming ideas to revamp the I-WE Designation.
- The Regional Workforce Alliance (RWA) meeting was held on October 15. Agenda topics included MN Paid Leave Program presentation, Employer Spotlight: Terry Blake, owner of the Ada-Felton Country Stores, and an AI discussion.

Second Chances Stronger Futures Grant

- Ms. Kirschbaum is building a network of welcoming employers for justice involved job seekers.

Completion of EOE/AA Form – Ms. Jaster

Please complete the EOE/AA form in the packet and return it to Heather Bergseid.

Member Updates – Roundtable Contribution

Duane Johanning:

- The Union Training Center in Duluth is being expanded.
- Will begin random on-site school visits to promote apprenticeships.

Darrell Lende:

- The Cement Masons and Plasterers Union purchased a new headquarters building in the Minneapolis area.

Leigh Shebeck:

- Tourism in Battle Lake was up this summer.

Jerry Arneson:

- Chrystal Sugar is close to 80% complete with beet harvest.
- Tough financial times are coming for the farming industry.
- All Farm Service Agency (FSA) offices are closed due to the Federal shutdown.

Ed Bolas:

- DyCast Specialties is maintaining, for the time being, with plenty of RFQs coming in.

Sandy Voigt:

- Waiting to see the funding effects of the Federal shutdown.

Brittany Nordick:

- The manufacturing industry is down. Team Industries is now on Shared Work.

Troy Haugen:

- Schools are in a dire financial situation.
- Our region is the most consistent and largest growing in CTE programs.

Amanda Hanson

- MMCDC is looking at supplementary funding due to funding reductions and the Federal shutdown.
- Lending activity is up.
- MMCDC is hiring a Credit and Loan Analyst.

Kathy Cottew:

- Essential Health is partnering with Sourcewell to launch a HOSA (Future Health Professionals) chapter in Brainerd, Crosby, and Pequot Lakes.

Curtis Anderson:

- Concentrating on the changes due to the Federal shutdown. SNAP and MFIP benefit payments will cease on November 1.

Celebrate Wins – Ms. Jaster

A Success Story was shared in the packet.

Adjourn – Mr. Blake

Mr. Blake adjourned the meeting at 12:02 p.m.

Moved by Sandy Voigt and seconded by Ed Bolas to adjourn the meeting. Motion carried.

Respectfully submitted,

**Terry Blake, Secretary
Workforce Development Board**