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**Rural Minnesota CEP, Inc.**  
**WORKFORCE DEVELOPMENT BOARD MEETING**  
**803 Roosevelt Avenue, Detroit Lakes, MN**  
**October 22, 2024**

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**Members present:** Carol Anderson, Jerry Arneson, Jeff Bjornson, Terry Blake, Ed Bolas, Kathy Cottew, Troy Haugen, Amy Johnson, Darrell Lende, Julie Sachs, and Tammy Schatz, Leigh Shebeck, and Sandy Voigt

**Members excused:** Amanda Hanson and Nick Heisserer

**Members unexcused:** Duane Johanning

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

**Guests:** Don Hickman, Initiative Foundation and John Preuss, Inter-County Community Council

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**MINUTES**

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**Business Committee Meeting – Arlyce Cucich/ David Smith**

Ms. Cucich and Mr. Smith reviewed the reports for the month ending September 2024. This included the Program Progress, MFIP/DWP County Performance Standards, WIOA Performance Standards (youth only), 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: 11 counties are exceeding and 3 are meeting goal.
  - Successful Placements: 9 counties are exceeding and 2 are meeting goal.
  - Wage at Placement: All counties are exceeding goal.
- DWP: Enrollments are at 335.

WIOA Performance Standards

Updated Performance Standards reports were not available at the time of the meeting, with the exception of WIOA Youth.

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 \$383,036.43. Remaining Ticket to Work funds are \$146,492.06.

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

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

Ms. Anderson introduced new Workforce Development Board Member, Amy Johnson. Ms. Johnson introduced herself and the group conducted self-introductions.

Agenda Additions: Item 7.B. SNAP Updates

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**September 24, 2024, Minutes – Ms. Anderson**

**Moved by Leigh Shebeck and seconded by Tammy Schatz to approve the minutes from September 24, 2024, meeting as presented. Motion carried.**

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**Youth Annual Reports – Ms. Cucich**

Youth Annual Report

Ms. Cucich reviewed the Youth Annual Report submitted to the state to provide an overview of the year's youth programs activities. Questions were answered as they arose.

Youthbuild Annual Report

Youthbuild is a hands-on construction-related program ran primarily in the Detroit Lakes and Moorhead areas. A review of this year's program activities was given. Commendations were given to Chip Ammerman, Moorhead Youth Services Coordinator, on the success of the Moorhead program.

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**Land 'O Lakes Community Impact Grant – Ms. Cucich**

The Land 'O Lakes Community Impact Grant is a one-time \$10,000 grant to provide supportive services to non-enrolled persons. Funds will be used agency-wide with the exception of the Alexandria area as Equipped to Work funds are utilized similarly there.

Discussion ensued on local cooperatives having funds available for community assistance/service.

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**Clean Economy Equitable Workforce Grant – Ms. Cucich**

The Initiative Foundation (IF) submitted for and was awarded the Clean Economy Equitable Workforce Grant to be ran in the Leech Lake area. RMCEP will partner to take the administrative roll for the program. Don Hickman provided an update on the grant status and answered questions as they arose.

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**2024 Negotiated State Performance Standards – Tina Jaster**

Ms. Jaster shared and reviewed the final PY2024 State Performance Standards negotiated for the agency.

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**SNAP Updates – Char Hirte**

Ms. Hirte provided an overview of recent SNAP program updates discussed at the Statewide SNAP Training session this month. Topics included:

- Changes in eligibility for Time Limited Recipients (TLRs).
- The extension of Banked Months.

- County Waivers: Cass, Morrison, and Wadena Counties have been added to the waived list in our service area.
  - The Inform, Screen, and Refer waiver will end on October 31. Referrals in RMCEP-waivered areas should begin to see an increase.
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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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### **2024 Annual Report - Draft – Ms. Jaster**

The draft 2024 RMCEP Annual Report was reviewed.

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

#### Career Advising

- Career Advising is progressing well, with nine of the fourteen contracted schools beginning to receive services.
- Ms. Kirschbaum is working on the RC3 quarterly report.

#### Regional Workforce Alliance (RWA)

- Inter-County Community Council (ICCC) will hold a workforce event in Thief River Falls on October 29.
  - A full RWA meeting was held on October 17.
    - o The three existing Community Workforce Inclusion Councils (CWICs) have been combined into one group to increase efficiencies.
    - o Bemidji State and Northwest Technical College each received I-WE Designation, as requested by the CWIC.
  - Global Career Development Facilitator (GCDF) training for RMCEP and ICCC staff is going well.
  - Outreach/promotional materials for I-WE Designation are being created.
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### **Completion of EOE/AA Form – Ms. Jaster**

Members were asked to complete the EOE/AA form and return it to Heather Bergseid.

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### **Member Updates – Roundtable Contribution**

#### **John Preuss**

- ICCC will hold a workforce event at the Legacy Event Center in Thief River Falls on October 29. All are welcome to attend. Contact Ms. Jaster with interest in attending.

#### **Tammy Schatz**

- Jen Hellickson is the new administrative contact for the Detroit Lakes ABE.
- MSUM announced free tuition to Moorhead High School students whose GPA is 3.0+.

#### **Jerry Arneson**

- Patron meetings will be held in October to discuss the pending buyout of West Central Ag by Cenex Harvest States.
- Polaris in Roseau, MN is experiencing layoffs.

- Seeing insurance carriers declining requests for commercial insurance.
- Commodities are 20 – 30% less than a year ago.
- Feds are anticipated to reduce interest rates.
- Seeing a lot of credit card debt.

Carol Anderson

- Attended the ribbon cutting ceremony for the Meat Processing Program at Central Lakes College.
- The new daycare center ran by the school district will open in March.

Darrell Lende

- Provided information on an upcoming OSHA 30 Training Course.

Kathy Cottew

- A Housing Summit will be held on October 23 in Brainerd.

Don Hickman

- There will be a Childcare Summit held on October 24 at Central Lakes College in Brainerd.

Julie Sachs

- Will work with James Whirlwind Soldier on an indigenous I-WE concept.

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### **2025 NAWB Forum – Ms. Jaster**

The 2025 National Association of Workforce Boards (NAWB) Forum will be held this year on March 29 – April 1, 2025, in Washington, DC. Please contact Ms. Jaster with interest in attending.

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### **Celebrate Wins – Ms. Jaster**

Several Success Stories were shared in the packet.

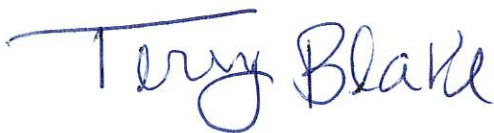
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### **Adjourn – Ms. Anderson**

Ms. Anderson adjourned the meeting at 11:57 a.m.

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**Respectfully submitted,**



**Terry Blake, Secretary  
Workforce Development Board**