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**Rural Minnesota CEP, Inc.**  
**WORKFORCE DEVELOPMENT BOARD MEETING**  
**803 Roosevelt Avenue, Detroit Lakes, MN**  
**October 24, 2023**

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**Members present:** Carol Anderson, Jerry Arneson, Terry Blake, Jeff Bjornson, Amanda Hanson, Troy Haugen, Duane Johannung, Rebekah Kent, Julie Sachs, Leigh Shebeck, and Sandy Voigt

**Members excused:** Ed Bolas, Darrell Lende, and Tammy Schatz

**Members unexcused:** Brian Perleberg

**Staff present:** Heather Bergseid, Arlyce Cucich, Mike Fisher, Char Hirte, and Tina Jaster

**Guests:** Amy Hochgraber (M-State) and Curtis Anderson (Workforce Impact)

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**MINUTES**

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**Business Committee Meeting – Arlyce Cucich**

Ms. Cucich reviewed the reports for the month ending September 30, 2023. This included the Program Progress, Programs at Mid-Year and Year-End, MFIP County Performance Standards, WIOA Performance Standards, SNAP, and Ticket to Work reports.

**Program Progress**

Ms. Cucich reviewed the current programs reporting that there are no concerns.

**Programs at Mid-Year**

-Restoring Connections Re-Entry Grant (047): No concerns

**Programs at Year-End**

- MYP PY22 (029) : No concerns
- State Dislocated Worker PY22 (035): No concerns
- IWCO Direct (036): No concerns
- P2P PY22 (046): No concerns
- WIOA Adult PY22 (064): No concerns
- WIOA Dislocated Worker PY22 (065): No concerns
- Youth at Work PY22 (070): No concerns
- WIOA In-School Youth PY22 (072): No concerns
- WIOA Out-of-School Youth PY22 (073): No concerns

**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: 310
  - Entered Employment Rate: Exceeding as an agency.
  - Wage at Placement: Exceeding as an agency.

### **WIOA Performance Standards**

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

### **SNAP Slots**

- Region IV is at 32 of 37 slots enrolled.
- Region V is at 24 of 28 slots enrolled.

### **Ticket to Work**

There are currently 19 active enrollments with 56 cumulative enrollments. Revenue to date (DEED and ADEN) is \$327,742.68. Remaining Ticket to Work funds are \$156,216.10.

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

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

Amy Hochgraber, M-State Director of Business and Industry, and Curtis Anderson, Workforce Impact, were welcomed to the meeting.

Agenda Additions: None

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### **September 26, 2023, Minutes – Ms. Anderson**

**Moved by Jerry Arneson and seconded by Amada Hanson to approve the minutes from the September 26, 2023, meeting as presented. Motion carried.**

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### **Subsequent Designation – Tina Jaster**

**A motion was made by Amanda Hanson, seconded by Terry Blake, to approve the Workforce Development Board Chair to sign and submit a letter jointly with the Board of Directors' Chair requesting continued Subsequent Designation. Motion carried. It will now be brought to the Board of Directors for approval and Board Chair signature.**

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### **Grants – Ms. Jaster**

#### Perkins Innovation and Modernization Grant

Planned Participants: 50

Budget: \$300,000

Operating Period: 5-year grant

Funding Source: Perkins Innovation and Modernization Fund

**Moved by Rebekah Kent and seconded by Troy Haugen to approve the Perkins Innovation and Modernization Grant. Motion carried.**

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## **MN Drive for 5 Initiative - Grant Opportunity – Ms. Jaster**

Ms. Jaster explained the new Drive for 5 Initiative competitive grant opportunity. RFP submissions are due in the first week of December 2023. Input on community needs from the Workforce Development Board and our eight teams will be sought prior to grant submission. The five workforce sectors of concentration are: Technology, Trades, Caring Professions, Manufacturing, and Education. Discussion ensued.

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## **Youth Narrative Report – Ms. Cucich**

Ms. Cucich reviewed the Youth Outreach to Schools summary recently submitted to the State. The agency served over 2,500 area youth. Outreach activities included Career Advising, use of the Big Ideas Mobile Trailer, transporting youth to events, FAFSA assistance sessions, Labor Market presentations, manufacturing tours, and use of CareerViewXR virtual reality goggles.

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## **Program Highlight**

### SNAP – Char Hirte

Ms. Hirte provided a SNAP year-end review, as well as outlining upcoming changes to the SNAP program. The agency currently has 32 of 37 slots enrolled in Region IV and 24 out of 28 slots enrolled in Region V.

### IWCO Direct – Arlyce Cucich

Ms. Cucich reviewed the details and outcomes of the very successful IWCO Direct program. The project was in response to a mass layoff in Little Falls.

- ~300 workers were laid off
  - Staff worked with the DEED Rapid Response team
  - Planned for 110 participants; ended with 178 actually served
  - 169 participants exited to employment
  - 104 placements were re-employed with seven area businesses
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## **Director's Report – Ms. Jaster**

- Ms. Anderson and Ms. Jaster presented to the MN Association of Professional Economic Developers.
  - Migrant Seasonal Farmworkers training was held by DEED staff.
  - The P2P grant was recently monitored; a report is anticipated soon.
  - Staff training on the new Federal I-9 form was held.
  - Reviewed upcoming grant opportunities.
  - The agency Internal Audit is underway with BerganKDV.
  - Possible Federal shutdown concerns.
  - Staffing updates.
  - Outreach activities:
    - MFIP County contracts update
    - IFA negotiations update
    - Upcoming Rural Directors meeting
  - September/October Team News
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## **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. The agency has now contracted with nine schools: Moorhead, Rothsay, Barnesville, Mahnomon, Frazee, Pelican Rapids, Park Rapids, Staples-Motley, and Pequot Lakes.

### Regional Planning

Once the State Plan is released to provide direction, work will begin on completion of our Local Plan and collaboration will begin with NW PIC on the Regional Plan.

### Re-Entry Grant

The State has now extended the Re-Entry Restoring Connections program to June 30, 2025. Mr. Fisher recently attended a Workforce Summit held by the F5 Project (Moorhead). Debbie Grant, Lead Restoring Connections Navigator, presented at the summit and took part in the panel discussion.

### Region 5 Development Commission

Mr. Fisher will now sit on the Region 5 Development Commission Board.

### Regional Workforce Alliance (RWA)

The full RWA in-person meeting will be held in Mahnomon on November 17.

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### **Completion of EEO/AA Form – Ms. Jaster**

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

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

Curtis Anderson

- Has been busy with the Consolidated Funding plan.

Terry Blake

- Experienced the use of robotics in restaurants.
- Discussed employees and the use of sick leave.

Jerry Arneson

- There are 27 FSA internships available state-wide.
  - Hard to find Agriculture instructors in schools.
  - Struggling to fill three positions in the Ag Department at Bell Bank.
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### **Celebrate Wins – Ms. Jaster**

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

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**Adjourn – Ms. Anderson**

Ms. Anderson adjourned the meeting at 11:45 a.m.

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**Respectfully submitted,**

**Terry Blake, Secretary  
Workforce Development Board**

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