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**Rural Minnesota CEP, Inc.**  
**WORKFORCE DEVELOPMENT BOARD MEETING**  
**803 Roosevelt Avenue, Detroit Lakes, MN**  
**October 25, 2022**

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**Members present:** Carol Anderson, Jerry Arneson, Jeff Bjornson, Terry Blake, Amanda Hanson, Troy Haugen, Teresa Johnson, Darrell Lende, Julie Sachs, Tammy Schatz, John Tormanen and Sandy Voigt

**Members excused:** Duane Johanning and Rebekah Kent

**Members unexcused:** None

**Staff present:** Heather Bergseid, Mike Fisher, Tina Jaster, and Vicki Leaderbrand

**Guest:** Anthony Schaffhauser (DEED)

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**MINUTES**

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**Business Committee Meeting – Tina Jaster**

Ms. Jaster reviewed the reports for the month ending September 30, 2022. This included the Program Progress, MFIP County Performance Standards, WIOA Performance Standards, SNAP, and Ticket to Work reports.

**Program Progress**

- Youthbuild: Currently have 16 enrollments and are recruiting additional. M-state will be providing a welding course at the Detroit Lakes Area Learning Center.
- State Dislocated Worker: A little behind but will catch up – No concerns.
- P2P: Second year of this program and will be utilizing the new funds soon.
- WIOA Adult: Will be transferring some funds to this title from the first year.

**MFIP/DWP County Performance Standards**

- Entered Employment Rate: 13 out of 16 counties meets or exceeds
- Successful Placements: 10 out of 16 counties meets or exceeds
- Wage at Placement: 15 counties are exceeding
- DWP enrollments: 316
- Star Counties: Clearwater, Hubbard, Becker, Grant, Pope, Morrison, Todd and Wadena

**WIOA Performance Standards**

- PY21 is complete and a majority of the measurements were exceeded
- PY22 is just beginning and there are no concerns

**SNAP Slots**

- Region IV is at 22 out of 47 slots enrolled
- Region V is unchanged at 6 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 \$264,774.18. Remaining Ticket to Work fund are \$141,724.67.

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## Call to Order – Carol Anderson, Chair

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

Agenda Additions: None

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### September 27, 2022, Minutes – Ms. Anderson

**Moved by Terry Blake, seconded by Darrell Lende, to approve the minutes from the September 27, 2022, meeting as presented. Motion carried.**

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### Labor Market Information – Anthony Schaffhauser (DEED)

Ms. Leaderbrand welcomed Anthony Schaffhauser, DEED Labor Market Analyst. Mr. Schaffhauser shared a PowerPoint presentation providing Labor Market Information to the group.

Highlights from presentation include:

- Record Low Unemployment
- Job Vacancies and Unemployment
- Where did all the workers go?
  - o COVID-Related Impacts – Acute
    - Increased Retirement
      - Driven by fewer “unretirements” than early retirements
    - Caregiving Decline
      - Childcare
      - Nursing and residential care
    - Slowed Immigration
    - Long COVID
  - o Demographic Trends – Chronic
    - Aging population
- Minnesota Labor Force Participation Trend
  - o Trend is down due to demographics
  - o Below trend 1%, same as February 2020
- Labor Force Changes in the Long-Term and Short-Term
- Employment Changes by Age and Sex
- Covered Employment to Resident Population Ratio Change by Age and Sex
- Employment Changes by Race and Ethnicity
  - o White alone had average decline
  - o American Indian greatly impacted by casino closure
  - o All other ethnicities saw an increase in employment
- Summary and Conclusions
  - o Both shorter-term COVID-related and longer-term demographics trends are impacting WSA2 labor force
  - o Successful strategies or innovations developed to increase the workforce will have benefits well beyond COVID pandemic impacts

Discussion ensued on:

- Unretirements: Retirees that return to the workforce in some capacity (lack of)

- Should the agency consider holding part-time worker Job Fairs in order to encourage the return to the workforce?
- Automation:
  - Need for technical trainings will increase
- Immigrants
- Childcare
  - Little Falls is constructing a childcare center, slated to open in 2024
    - The school district is partnering with the city to share costs

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

Ms. Jaster reviewed the Youth Narrative Report that was recently submitted to the State. The information is incorporated into the State’s legislative report.

Highlights included:

- Outreach
- Best practices
  - Meeting with the youth where they are located
  - Braiding funding resources to assist youth
  - Identifying the platform that works best for the youth, i.e., text, email, etc.
- Outreach to Schools
  - Have seen huge success this year
  - Bussing youth to events
  - Virtual opportunities
- Collaborative Partners
  - Probation officers
  - VRS
  - Schools
  - School counselors
  - Foster care
  - County workers
- Serving under-represented youth
- Career Advising services
- Customer comments
- Success Story

### **Programs at Mid-Year – Ms. Jaster**

#### IWCO Direct

Program is a special project assisting with the IWCO Direct mass layoff in Little Falls and is anticipated to spend out.

- 177 enrolled
- 149 placements
- 36 remaining on the program
- Numerous On-the-Job Trainings (OJTs) have occurred

## **Programs at Year-End – Ms. Jaster**

### State Dislocated Worker PY21

Program ended September 30 and will be closed out soon. We are awaiting classroom training invoicing from the colleges. The program saw a significant number of OJTs and Classroom Trainings. Ms. Leaderbrand congratulated staff on their successful efforts.

### Region IV SNAP ET

Participation is still voluntary until the waivers are rescinded.

- 34 enrollments total

### RC3 PY21

Program spent out.

### Youth at Work PY21

- 21 enrollments
- \$17.13 average wage

### WIOA Dislocated Worker PY21

- Dual enrolled participants
- 132 enrollments total
- \$22.66 average wage

### Region V SNAP ET

Participation is still voluntary until the waivers are rescinded.

- 7 enrollments total
  - \$12.88 average wage
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## **Nominations for WDB Representation on the BOD – Ms. Anderson**

A special electronic Board of Directors vote was held on October 13, 2022, and Ed Bolas was unanimously appointed to the Workforce Development Board.

Three representatives from the Workforce Development Board are required to sit on the Board of Directors representing the Workforce Development Board. Mr. Bolas was nominated to fill the vacancy in this representation created by Don Martodam's retirement.

**Moved by Sandy Voigt, seconded by Julie Sachs, to approve appointing Ed Bolas to represent the Workforce Development Board on the Board of Directors. Mr. Bolas abstained. Motion carried.**

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## **Regional Planning/Career Advising – Mike Fisher**

### Regional Planning

- Community Workforce Inclusion Council (CWIC) Updates
  - o Northern CWIC has been established
    - Second meeting will be held in November
    - Marvin Windows has applied for I-WE designation
  - o Mr. Fisher will attend the U of M Scoring Rubric training

- West Central CWIC has reestablished regular meetings
- Regional Workforce Alliance (RWA)
  - A full RWA Meeting will be held on December 6, 2022, at the Shooting Star Casino and Event Center
  - Anthony Schaffhauser, DEED Labor Market Analyst, will present on Labor Market Information
  - A “save-the-date” will be sent out in the beginning of November

### Career Advising

- Will be contracting this school year with:
  - Moorhead
  - Rothsay
  - Mahnomon
  - Barnesville
- In negotiations with:
  - Perham Area Learning Center
  - Dilworth-Glyndon-Felton
- Virtual Reality Opportunity  
 Mr. Fisher and the agency west side Program Manager, David Smith, will attend a meeting with a Moorhead company that provides virtual reality career exploration via virtual reality goggles. This technology could potentially be used with youth within the schools.

### **Business Committee Report – Ms. Jaster**

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

### **Director’s Report – Vicki Leaderbrand**

#### Rural Directors Meeting

A Rural Directors meeting was held on October 7 in Brainerd. Topics from that meeting included:

- IFA and MOU issues
  - Impacts of partner withdrawal from centers
  - Statewide, negotiations have been delayed as MAWB works with a consultant
- Work-based learning in schools
- Partnering with other non-profits on competitive grants

#### MAWB Operations Meeting

September 30 meeting topics included:

- Leading with Equity
- Apprenticeships
  - DOL representative spoke
- UI Updates
  - Dislocated Worker referrals have declined
    - MAWB will go to DEED leadership to request improvements on referrals
- Met with Marc Majors, Deputy Commissioner, regarding:
  - Flexible funding
  - Youth funding
- IFA datapoints used in the past:
  - Square footage

- Number of visitors to the centers
  - The centers have been manually counting visitors and the services being requested
  - DEED has indicated this tally method may not be acceptable in the IFA negotiations
- MAWB has retained a consultant to provide expert advice
  - A meeting was held on October 10
  - Consultant reiterated that the Workforce Development Boards are in charge of the IFA process
  - Discussed cost allocation methodology
  - Another meeting will be held again soon
  - IFA negotiation will most likely be pushed out to June 2023

#### Justice-Involved Grant Opportunity

DEED is requesting RFPs for a Pilot Re-Entry Program competitive grant. The program seeks to serve justice involved individuals who are Minnesota residents, have not worked or had employment for 15 weeks in the last year, and are within 3-6 months of release or have been released in the last 3-6 months from various correctional facilities in the state.

- The agency is currently looking into the feasibility of submitting a proposal
  - Julie Sachs will also work with Ms. Leaderbrand
- Ms. Leaderbrand spoke with Matt Koppes, the new Federal Probation Officer in Northern Minnesota
- Sandy Voigt offered a connection with a Women's Business Alliance representative who has experience in this area

#### SNAP Conference

Several staff attended a statewide conference which provided SNAP updates.

- Waivers are still in place
- Time limits will return in March of 2023

#### Journey Update

The Pillar Groups have been meeting amongst themselves and progress is being made. The final report from Sagency is anticipated soon.

#### IFA Negotiations Workgroup

Ms. Leaderbrand is seeking at least two Board members to join the IFA negotiation workgroup.

#### Workforce Development Board Resignation

Lori Meader has resigned from the Workforce Development Board due to time constraints. We are currently seeking two private industry representatives.

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

Please sign the EEO/AA form included in the packet and return to Heather Bergseid. The information is required in some grant submissions. Completion is voluntary and will remain confidential.

**Area Trends – All**

Tabled due to time constraints.

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**Celebrate Wins – Ms. Leaderbrand**

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

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**Adjourn – Ms. Anderson**

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

**A motion was made by Amanda Hanson, seconded by Mr. Blake, to adjourn the meeting.  
Motion carried.**

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**Respectfully submitted,**



**Terry Blake, Secretary  
Workforce Development Board**