
Rural Minnesota CEP, Inc.
WORKFORCE DEVELOPMENT BOARD MEETING
803 Roosevelt Avenue, Detroit Lakes, MN
November 21, 2023

Members present: Carol Anderson, Jerry Arneson, Jeff Bjornson, Terry Blake, Ed Bolas, Amanda Hanson, Troy Haugen, Rebekah Kent Ehlebracht, Darrell Lende, Tammy Schatz, Julie Sachs, and Sandy Voigt

Members excused: Duane Johannning and Leigh Shebeck

Members unexcused: Brian Perleberg

Staff present: Heather Bergseid, Mike Fisher, and Tina Jaster

Guests: Anthony Schaffhauser (DEED) and Curtis Anderson (Workforce Impact)

MINUTES

Business Committee Meeting – Tina Jaster

Ms. Jaster reviewed the reports for the month ending October 31, 2023. This included the Program Progress, MFIP County Performance Standards, WIOA Performance Standards, SNAP, Ticket to Work and Social Security Advocacy reports.

Program Progress

Ms. Jaster reviewed the current programs highlighting the following:

- MFIP and DWP: No concerns; currently 91% spent in MFIP and 78% spent in DWP.
- Youthbuild (Title 24): This program coincides with the school year. The Detroit Lakes youth participants will be constructing a shed for the HRA.
- MYP (Title 28): The agency is doing well in client services; 80% of plan, year-to-date. An additional Youth Services Coordinator position in Little Falls remains unfilled.
- State DW (Title 38): Most teams have an IWT planned. No concerns.
- Re-Entry Grant: The grant has been extended to 2025 and will be replanned.
- WIOA Adult (Title 68): Expenditures will increase in January due to Winter semester costs.

MFIP/DWP County Performance Standards

- MFIP
 - Exceeding in all measures as an agency.
- DWP
 - Enrollments: 337
 - Entered Employment Rate and Wage at Placement: Exceeding as an agency.

WIOA Performance Standards

Updated data is not available at this time.

SNAP Slots

- Region IV is at 1 of 37 slots enrolled.
- Region V is at 6 of 28 slots enrolled.

Ticket to Work

There are currently 18 active enrollments with 57 cumulative enrollments. Revenue to date (DEED and ADEN) is \$332,179.68. Remaining Ticket to Work funds are \$155,099.34.

Social Security Advocacy Services

SOCIAL SECURITY DISABILITY APPLICATIONS 11/01/2023

Claims submitted	15
Claims approved at initial application	5
Claims approved on reconsideration	1
Claims referred to other agencies for * ALJ hearing	4
Claims still pending decisions	3
Total income received	\$ 12,469.89

*Administrative Law Judge

Call to Order – Carol Anderson, Chair

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

Anthony Schaffhauser, DEED Research Analyst, and Curtis Anderson, Workforce Impact, were welcomed to the meeting.

Agenda Additions: None

October 24, 2023, Minutes – Ms. Anderson

Moved by Amanda Hanson and seconded by Rebekah Kent Ehlebracht to approve the minutes from the October 24, 2023, meeting as presented. Motion carried.

Guest Speaker – Anthony Schaffhauser

Mr. Schaffhauser, DEED Research Analyst, provided information on the current area labor market. Highlights of the WDB Area 2 Labor Force Trends presentation included:

- Labor Market has Loosened
- Labor Force Growth
 - o Force has grown after two years of stalling
- Labor Force Growth Slowing in the Long View
 - o Only 40% is a result of the pandemic
- Labor Force Growth in the Future
 - o Aging of the workforce
- Tight Labor Markets to Continue
 - o Not enough workers to meet demands into the future
- Employment by Industry
 - o Recovered from the pandemic overall, but many industries have not
 - o Goods Producing all higher

- Largest services have not grown employment, except accommodation and food
 - Public Admin, Health Care, Arts, Entertainment and Recreation, and Education are down the most
 - Change by Industry vs. 2022 Job Vacancies
 - Large services industries are trying to regain employment levels
 - Lack of workers, not a lack of jobs
 - Job Vacancy trends of Industries with Most 2022 Job Vacancies
 - Median Wages and Wage Growth
 - Employment by Age and Sex, WDB Area 2
 - Females increased for youngest and oldest workers
 - Caregiving still holding back female employment in 2022
 - Part of declines in 25-34 and 55-64 due to Millennials and Boomers aging into next older age group
 - Employment by Race or Ethnicity, WDB Area 2
 - Workforce diversity bolstered the employment recovery
 - BIPOC workers held 11% of jobs, but contributed 58% of the employment increase from 2020 to 2022
 - Summary and Conclusions
 - Q&A Session
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Grants – Ms. Jaster

County Consolidated Funding Contracts MFIP/DWP CY2024

Proposed Budget: \$4,374,407
 Operating Period: 01/01/24 – 12/31/24
 Funding Source: MN Department of Human Services

Moved by Ed Bolas, seconded by Terry Blake, to approve the CY2024 County Consolidated Funding Contracts for MFIP/DWP. Motion carried.

Equitable Transition Models Demonstration ETM Grant

Planned Participants: 90
 Budget: \$3,872,968
 Operating Period: 01/01/24 – 12/31/28
 Funding Source: US Department of Labor Office of Disability Employment Policy (ODEP)

Moved by Rebekah Kent Ehlebracht, seconded by Troy Haugen, to approve the Equitable Transition Models Demonstration ETM Grant. Motion carried.

Drive for 5 Initiative Competitive Grant

Planned Participants: 50
 Budget: \$1,000,000
 Operating Period: 03/01/2024 – 06/30/2025
 Funding Source: MN DEED

Moved by Amanda Hanson, seconded by Terry Blake, to approve the Drive for 5 Initiative Competitive Grant. Motion carried.

Youth Council Report – Troy Haugen

Highlights from the November 20, 2023, meeting include:

- Program and Career Advising Updates
 - Brainstorming 2024 Key Priorities
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Program Updates – Ms. Jaster

Earned Sick and Safe Time

Earned Sick and Safe Time is a new Minnesota requirement taking effect on January 1, 2024. The new mandate will affect our Work Experience clients as RMCEP is the employer of record. Staff is working on a method of tracking participant work hours. The current RMCEP PTO policy covers the new requirements in regard to Agency staff.

Amanda Hanson provided additional information on Earned Sick and Safe Time.

Director's Report – Ms. Jaster

- Summary of Recent Accomplishments and Current Activities
 - Open enrollment is complete
 - Meeting with Great River Energy to discuss a possible youth career advising services partnership
 - November 7: IFA/MOU session was held
 - November 3: Rural Directors fall meeting was held in Brainerd
 - November 8: Attended the GWDB/MAWB joint meeting
 - Working on the Drive for 5 Grant application
 - November 15: Met with ABE to discuss IFA contributions
 - Open House Events were held by all eight teams
 - November 20: A meeting with Wisconsin CEP and Kentucky CEP was held
 - Presented to the MN Association of Professional County Economic Developers
 - Staffing Updates
 - Recruiting for three positions
 - Outreach
 - Teams are developing concepts to increase recognition of RMCEP and services through MN Youth Outreach events
 - Many new contacts are made with employers, working towards increasing WDB members, through the open house events
 - October/November 2023 Team News Updates
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Regional Planning/Career Advising – Mike Fisher

Career Advising

RMCEP is now contracted with twelve area schools to provide Career Advising services.

Regional Planning

The Regional Plan is due for submission to the State on May 6, 2024. A timeline for completion is currently being formulated. The Regional Plan is a collaboration between RMCEP and NW PIC.

National Association of Workforce Boards Form 2024 – Ms. Jaster

The National Association of Workforce Boards (NAWB) Forum will be held in Washington, D.C., on March 23-26, 2024. Representing Rural Minnesota CEP and the LWDA2 Workforce Development Board will be Tina Jaster, Carol Anderson, and Arlyce Cucich.

Meeting Schedule Revision – Ms. Jaster

The March 2024 Workforce Development Board meeting will be moved up one week to March 19, 2024, due to the timing of the NAWB Forum.

Member Updates – Roundtable Contribution

Ed Bolas:

- Announced his February 15, 2024, retirement from DyCast Specialties. He plans to continue on the Board.

Darrell Lende:

- A Construct Tomorrow event will be held at the Armory in Bemidji on April 10, 2024.
 - o Julie Sachs offered to send out a Gov Delivery notice.
 - o Ms. Jaster will connect Mr. Lende with our Program Manager, Brian Gapinski, to discuss how RMCEP can assist.

Tammy Schatz:

- MN Legislature put funding in place for free GED testing.
- Free online ROCC classes are being offered to ABE participants.
- Seeing an increase in attendance in ABE classes.

Jeff Bjornson:

- Fully staffed.
 - Applications for VRS services are increasing.
 - Michelle Basham has been replaced by Jeri Werner representing VRS in the MOU/IFA discussions.
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Celebrate Wins – Ms. Jaster

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

Adjourn – Mr. Bolas

Mr. Bolas adjourned the meeting at 12:00 p.m.

Respectfully submitted,

**Terry Blake, Secretary
Workforce Development Board**