
Rural Minnesota CEP, Inc.
WORKFORCE DEVELOPMENT BOARD MEETING
803 Roosevelt Avenue, Detroit Lakes, MN
November 22, 2022

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

Members excused: Jerry Arneson, Troy Haugen, Duane Johanning, Teresa Johnson, John Tormanen

Members unexcused: None

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

Guest: Todd Glander, Becker County Sheriff, and Scott Kotaska, Becker County Jail Program Coordinator

MINUTES

Business Committee Meeting – Tina Jaster

Ms. Jaster reviewed the reports for the month ending October 31, 2022. This included the Program Progress, MFIP County Performance Standards, WIOA Performance Standards, SNAP, Ticket to Work, and Program at Year-End reports.

Call to Order – Carol Anderson, Chair

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

Agenda Additions:

- Regions IV and V Social Services Directors Meetings
 - County MFIP Contracts Update
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October 25, 2022, Minutes – Ms. Anderson

Moved by Terry Blake, seconded by Rebekah Kent, to approve the minutes from the October 25, 2022, meeting as presented. Motion carried.

Corrections to September 27, 2022, Minutes – Ms. Anderson

Moved by Julie Sachs, seconded by Ms. Kent, to approve the amended minutes from the September 27, 2022, meeting. Motion carried.

Youth Council Report – Terry Blake

Mr. Blake reported on the November 21, 2022, Youth Council meeting. Agenda topics included:

- Overview of 2022 Young Adult Programs Survey
 - 2023 Youth Program Key Priorities Discussion
 - 2023 Work Plan and Meeting Schedule
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County MFIP Contracts Update – Ms. Jaster

The Biennial MFIP Agreements have been updated and sent for review to the 16 counties we contract with. Overall, negotiations are going well.

Regions IV and V Social Services Directors Meetings – Ms. Jaster

Ms. Jaster and the agency Program Managers have completed their yearly meetings with the County Social Services Directors in Regions IV and V. The meetings went well.

2023 NAWB Forum – Vicki Leaderbrand

The 2023 National Association of Workforce Boards (NAWB) Forum will be held in Washington, D.C., on March 25-28, 2023. Attendees will include Ms. Leaderbrand, Ms. Anderson, Ms. Jaster, and Mr. Bolas.

Pilot Re-Entry Grant – Ms. Leaderbrand

Staff is requesting approval to submit a proposal for the Pilot Re-Entry Program, a competitive grant being offered by DEED that would serve Justice Involved individuals.

Moved by Amanda Hanson, seconded by Ed Bolas, to approve submitting a proposal for the Pilot Re-Entry Grant. Motion carried.

Regional Planning/Career Advising – Mike Fisher

Regional Planning

- Community Workforce Inclusion Councils (CWIC)
 - o A CWIC Charter is being formed
 - o A Northern CWIC meeting will be held on December 8, 2022
- Regional Workforce Alliance (RWA)
 - o A full RWA Meeting will be held on December 6, 2022, at the Shooting Star Casino and Event Center
 - o Scoring Rubric training will be held
- Mr. Fisher attended the Enterprise Minnesota event in Fergus Falls

Career Advising

- The agency is contracting with Moorhead, Rothsay, Mahnomon, and Barnesville schools to provide Career Advising services this school year
 - Dilworth-Glyndon-Felton school district has expressed interest in contracting for Career Advising services in the 2023-2024 school year
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Director's Report – Ms. Leaderbrand

Ms. Leaderbrand reported on the following topics:

- MAWB Operation Meeting update
- Workforce Impact partnership
- IFA and MOU negotiations update
- Agency apprenticeships research

- MN Association of County Social Services Administrators (MACSSA) Meeting update
 - Char Hirte, Ticket to Work Coordinator, radio interview
 - Information regarding Unite Us, a national referral network platform
 - Dave Sayler, Wilkin County Human Services Director, retirement announcement
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Journey Pillar Progress Report – Ms. Leaderbrand

Culture Transformation Pillar

- Expansion of Team Leader Meetings to include combining both Centers 1 and 2
- Open Leadership Team meetings to staff

Leadership Pillar

- A Philosophy Statement was selected and approved

Technology Pillar

- A new Payroll, HR and Accounting package has been selected and will be purchased/implemented in modules
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Business Committee Report – Ms. Jaster

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

Celebrate Wins – Ms. Leaderbrand

Ms. Leaderbrand encouraged the members to review the articles included in their packet. She also announced that the agency draft audit is complete and there were no findings.

Guest Speaker – Todd Glander, Becker County Sheriff

Ms. Leaderbrand introduced Todd Glander, Becker County Sheriff, and Scott Kotaska, Program Coordinator. Mr. Glander and Mr. Kotaska presented on the statistics of the Becker County jail population and the employment barriers inmates face upon release. Mr. Glander and Mr. Kotaska answered questions as they arose.

Adjourn – Ms. Anderson

Ms. Anderson adjourned the meeting at 12:05 p.m.

Respectfully submitted,



**Terry Blake, Secretary
Workforce Development Board**