
Rural Minnesota CEP, Inc.
WORKFORCE DEVELOPMENT BOARD MEETING
803 Roosevelt Avenue, Detroit Lakes, MN
Tuesday, November 24, 2020

Members present: Carol Anderson, Jerry Arneson, Terry Blake, Kathy Guess, Amanda Hanson, Teresa Johnson, Rebekah Kent, Sandy King, Darrell Lende, Don Martodam, Lori Meader, Julie Sachs, Tammy Schatz, Durant Thoen Sr., and Sandy Voigt

Members excused: Matthew Gordon, Eloise Graves-Jallen and John Tormanen

Members unexcused: Sue Boehland and Eric Wittbrodt

Staff present: Dana Gulson, Tina Jaster, Vicki Leaderbrand and Dan Wenner (Microsoft Teams)

Guest: Angele Hartell

MINUTES

Business Committee Meeting – Tina Jaster

Ms. Jaster reviewed the reports for the month ending October 31, 2020. This included the Program Progress, MFIP/DWP County Performance Standards, WIOA Performance Standards, SNAP, and Ticket to Work reports.

Call to Order – Carol Anderson

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

October 27, 2020 Minutes – Ms. Anderson

Moved by Rebekah Kent and seconded by Amanda Hanson to approve the minutes from the October 27, 2020 meeting. Vote – Ms. Anderson - yes, Jerry Arneson - yes, Terry Blake - yes, Kathy Guess - yes, Ms. Hanson - yes, Teresa Johnson - yes, Ms. Kent - yes, Sandy King - yes, Darrell Lende - yes, Don Martodam - yes, Lori Meader - yes, Julie Sachs - yes, Tammy Schatz - yes, Durant Thoen Sr. - yes, and Sandy Voigt – yes. Motion carried.

Youth Council Report – Mr. Blake

- ✓ Reviewed outcomes of the Youth Program Surveys
 - ✓ Youth Performance Standards PY19
 - ✓ Youth Program Key Priorities 2021 discussion
 - ✓ Meeting schedule
 - ✓ Presentations from Youth Coordinator Danielle Lindner from the Bemidji office
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Provisional Program Certification – Vicki Leaderbrand/Ms. Jaster

In the past, Local WDBs may provisionally certify training programs or courses as long as the process adheres to this policy and the WDB informs DEED within one week so that state partners can make appropriate changes in the state's Eligible Training Provider List (ETPL). We learned that we could no longer do provisional Program certification and that all programs that are funded using WIOA funds must be on the ETPL. Due to this change, a vote is not needed.

WIOA Youth Performance – Ms. Jaster

WIOA Youth Performance PY19

- ✓ Youth Employment/Training Rate Second Quarter after Exit (7/1/18 to 6/30/19)
 - PY19 WIOA Plan – 67%
 - Actual – 81.3%
 - Percent – 121.3%
 - ✓ Youth Employment/Training Rate Fourth Quarter after Exit (1/1/18 to 12/31/18)
 - PY19 WIOA Plan – 62.5%
 - Actual – 81.5%
 - Percent – 130.4%
 - ✓ Credential Attainment Rate (1/1/18 to 12/31/18)
 - PY19 WIOA Plan – 47.4%
 - Actual – 66.7%
 - Percent – 139.8%
 - ✓ Measurable Skills Gain (7/1/19 to 6/30/20)
 - Actual – 70.3%
 - ✓ Median Earnings Second Quarter After Exit (7/1/18 to 6/30/19)
 - Actual – \$4,665
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Virtual Services – Angele Hartell

Ms. Hartell provided a live view and PowerPoint on the use of Minnesotaworks.net and CareerForcemn.com for customers and employers.

Regional Planning – Dan Wenner

ABE Meeting NW Region

- ✓ Fergus Falls Library is using Cares Act funding to give away computers and jetpacks. They are partnering with our CareerForce location.

CWIC Meeting

- ✓ Activity to break into small groups and work on implementing short term and long-term goals for New American's Report.

Employment Skills Committee Meeting

- ✓ Met to review potential software packages.

RWA Meeting

- ✓ Maureen Ramirez Director of Equal Opportunity (DEED) presented on the EMPLOYER GUIDE TO DEVELOPING A DIVERSE, EQUITABLE and INCLUSIVE WORKPLACE.
- ✓ Jennifer Byers, Vice President of Grass Roots and Chamber Relations (Minnesota Chamber) presented on Empowering Minnesota's Economic Future.

- ✓ Employers feedback:
 - Concerns in manufacturing. Orders slowing down.
 - Housing situation in Bemidji is stable.
 - Zero rent collection problems in the Bemidji area.
 - Healthcare is in a workforce crisis.

Region 1 - Intercultural Understanding in the Workplace meeting

Directors Report – Ms. Leaderbrand

Gang of 8 & MAWB Operations

- ✓ MAWB Operations is meeting Wednesday morning.
- ✓ Gang of 8 is now called the Policies and Issues Committee.

DEED Updates:

- ✓ Second allocation has arrived. Commissioner is focusing on DW enrollments, down statewide.
- ✓ Joint MAWB/GWDC will be held as a shorter meeting, virtual, one day only on December 9th from 10-12:30. Please mark the date if you are interested in attending. Details will be sent when they are available.

MOU/IFA update meetings:

- ✓ IFAs still an issue with many questions left unanswered however we did learn that DOL will be somewhat flexible on the Dec 31 deadline. Six-month delay, then new template, plus we need to approach partners that have not contributed in the past to determine a contribution in kind or cash. Our partners are vast, and it is not yet clear if each need to contribute and sign the MOU, or if we can use consortia's. We did receive a partially populated spreadsheet but not complete for us to start working on the MOU.

CareerForce Challenge:

- ✓ Involving all teams, our Little Falls office won special recognition.

Pandemic:

- ✓ RMCEP has pulled back the agency to the Closure Phase of our Pandemic Plan to at least the end of the year. At this time, increased the requirement to work from home if capacity allows. We have been creative in scheduling and our technology needs have increased. We are seeing positive cases among staff and their families. RMCEP had to completely shut down and quarantine the Fergus Falls office. We also have active cases, but not requiring shutdowns in Little Falls, Moorhead, Wadena. Information on testing and where to find testing sites has been distributed to all staff. Watching the statistics daily and weekly. Checking the hospitalizations and ICU admittances, as well as the positivity rates. Dramatic increases in cases, ICU admittances and deaths.

Working from home

- ✓ All staff will see \$250 COVID-19 relief funding on deposited in staff's accounts on Friday.

Career Advising:

- ✓ We remain committed to continue Career Advising services and are working with Sourcewell in transitioning while also looking at how we can redesign our delivery model. Hoping to bring you something more concrete after the holidays.

Department of Human Service

- ✓ Has not sent out next years allocation.

Youth Council are searching for Membership.

Annual Report – Ms. Jaster

Ms. Jaster reviewed the Annual Report including letter from the Executive Director, Return on Investment, Performance Outcomes, and a Success Story.

Business Committee Meeting Report – Ms. Jaster

Ms. Jaster provided a summary of the Business Committee's review of reports earlier this morning. Discussion followed. Mr. Martodam and Ms. Guess talked about the program. Julie provided

Good News – Ms. Leaderbrand

Ms. Leaderbrand encouraged the Board members to review the articles that are in their packet.

ADJOURN – Mr. Blake

The meeting adjourned at 11:57 a.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Terry Blake". The signature is written in a cursive style with a long horizontal line extending from the top of the "T".

**Terry Blake, Secretary
Workforce Development Board**