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**Rural Minnesota CEP, Inc.**  
**WORKFORCE DEVELOPMENT BOARD MEETING**  
**803 Roosevelt Avenue, Detroit Lakes, MN**  
**Tuesday, January 26, 2021**

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

**Members excused:** Eloise Graves-Jallen, John Tormanen, Sandy Voigt, and Eric Wittbrodt

**Members unexcused:** Matthew Gordon

**Staff present:** Dana Gulson, Tina Jaster, Vicki Leaderbrand, Dave Schumacher, and Dan Wenner

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**MINUTES**

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**Business Committee Meeting – Tina Jaster**

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

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**Call to Order – Carol Anderson**

Ms. Anderson called the meeting to order at 10:08 a.m.

Added to the agenda: MAWB Legislative Committee WDF and DW Recommendations

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**November 24, 2020 Minutes – Ms. Anderson**

**Moved by Don Martodam and seconded by Rebekah Kent to approve the minutes from the November 24, 2020 meeting. Vote –** Ms. Anderson - yes, Jerry Arneson – yes, Terry Blake - yes, Sue Boehland - yes, Kathy Guess - yes, Amanda Hanson - yes, Teresa Johnson – yes, Ms. Kent - yes, Darrell Lende - yes, Mr. Martodam - yes, Lori Meader - yes, Julie Sachs - yes, Tammy Schatz - yes, and Durant Thoen Sr. – yes. **Motion carried.**

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**Youth Council Report – Ms. Boehland**

- ✓ Youth Coordinator Presentation by Angie Schmitz
  - ✓ Determine Plan Priorities for 2021
  - ✓ TANF Youth Annual Report
  - ✓ Discussion on Local Activities and Conditions
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## **Grant – Dan Wenner**

RMCEP was awarded Building Trades Career Pathway Program Grant. Mr. Wenner explained that this program would be for the Brainerd area and with a budget of \$25,000 from 01/01/21 – 12/31/21. Students will be provided with hands-on experience within the building trades industry. Upon successful completion, students will earn industry-recognized credentials and be ready to apply for an apprenticeship. RMCEP would be the employer of record for students working ten hours a week.

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

Ms. Jaster discussed the Programs at Mid-Year: Senior Americans (009), Region IV SNAP Supportive Services (012), Moorhead PY20 Youthbuild (020), MYP PY20 (029), Equipped to Work (048), Youth at Work PY20 (070) and Region V SNAP Supportive Services (083).

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

Ms. Jaster reviewed the Programs at Year End reports on the following titles: State Dislocated Worker PY19 (038), WIOA Adult PY19 (068), WIOA Dislocated Worker PY19 (069), Crow Wing County EAP (113), MFIP (114), DWP (115) and Traverse County EAP (116).

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## **Regional Planning – Mr. Wenner**

### **Sourcewell-Funded Career Advising Transition Action Plan**

An action plan is in motion to transition Sourcewell-funded for career advising.

- ✓ Notification to school and CA's
- ✓ Continuation of Sourcewell funded services
- ✓ RMCEP Board approval
- ✓ Partnership with Sourcewell
- ✓ Communication with schools/transition of students
- ✓ Opportunities for CA's
- ✓ Continuation of Career Advising Services

### **I-WE Certificate Presentation**

Mr. Wenner presented Ms. Kent an I-WE Certificate for Central Lakes College from the Regional Workforce Alliance.

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## **WIOA Youth Performance – Preliminary – Tina**

- ✓ Youth Employment/Training Rate Second Quarter after Exit (7/1/19 to 6/30/20)
  - PY20 WIOA Plan – 75%
  - Actual – 84.9%

- Percent – 113.2%
- ✓ Youth Employment/Training Rate Fourth Quarter after Exit (1/1/19 to 12/31/20)
  - PY20 WIOA Plan – 73%
  - Actual – 83.5%
  - Percent – 114.4%
- ✓ Credential Attainment Rate (1/1/19 to 12/31/19)
  - PY20 WIOA Plan – 62%
  - Actual – 78.3%
  - Percent – 126.3%
- ✓ Measurable Skills Gain (7/1/20 to 6/30/21)
  - PY20 WIOA Plan – 49.0%
  - Actual – 18.7%
  - Percent – 38.2%
- ✓ Median Earnings Second Quarter After Exit (7/1/19 to 6/30/20)
  - PY20 WIAO Plan - \$3,700
  - Actual – \$4,768
  - Percent – 128.9%

**MAWB Legislative Committee WDF and DW Recommendations -  
Ms. Anderson/Ms. Leaderbrand**

There have been some statewide conversations about changing how state dislocated dollars are allocated. This has brought about some concerns. The attached document represents MAWBs response. All workforce development areas in the state support this. Governor Walz has responded that workforce development funds is a priority. Discussion ensued.

**IFAs – Ms. Leaderbrand**

Ms. Leaderbrand reviewed and explained the IFA process. This process is for each of the CareerForce location in our area including the cost allocations for each partner. Hoping to have this process completed by the end of February.

**Workforce Development Board Membership – Ms. Leaderbrand**

Due to Sandy King’s resignation from the Workforce Development Board and leaving a vacancy in the Community-Based Organization category, Ms. Hanson will represent that category on our Board.

**Moved by Ms. Sachs and seconded by Ms. Kent to approve the moving Ms. Hanson to the category Community-based Organization. Vote – Ms. Anderson - yes, Mr. Arneson – yes, Mr. Blake - yes, Ms. Boehland - yes, Ms. Guess - yes, Ms. Hanson - yes, Ms. Johnson – yes, Ms. Kent - yes, Mr. Lende - yes, Mr. Martodam - yes, Ms. Meader - yes, Ms. Sachs - yes, Ms. Schatz - yes, and Ms. Thoen Sr. – yes. Motion carried.**

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## Directors Report – Ms. Leaderbrand

Former Board Member Robert Goodwin passed away last Thursday. Private family service held yesterday.

### MAWB

- ✓ Policies and Issues (formerly Gang of 8) Operations on Thursday.
- ✓ Planning Estimates for WIOA (Minnesota): Youth PY20 was \$8.2M, will be \$10.7M. Adult PY20 was \$6.9M, will be \$9M. DW PY20 was \$8.6M, will be \$10.2M. Overall PY20 was about \$23M and this is increasing to about \$30M. About \$6.2M increase. DEED staff will be working on ASUs, which will cover a 12-month period from July 2019 - June 2020
- ✓ Discussed OSO procurement process. DOL denied our waiver request. Will do like last time, requesting help from NWPIC.
- ✓ Was asked to write Mission Statement for new Policy and Issues committee, was reviewed and adopted.
- ✓ Youth at Work RFP released January 20th, 2021.
- ✓ First MAWB CareerForce-VRS-SSB meeting held on 01/21/21. Mostly introductory.
- ✓ Preparing for a full MAWB Membership to meet with Commissioner Grove and DEED Leadership regarding the legislative session and to identify alignment around our advocacy efforts and ensure mutual understanding between DEED and MAWB on workforce issues.
- ✓ Almost completed the MFIP negotiation and contracting process with our Counties. Going as smooth as possible, many counties were cut back, and we share in that loss. This year and this contracting season have allowed us to strengthen our partnerships as we have worked together to meet challenges to the program brought on by budget cuts, the pandemic, and waivers. Traverse county will revert to providing their own Emergency Assistance program. Pope County has asked us for more service time, and we were able to work that out despite a reduction in their funding through creative job sharing and use of technology.
- ✓ Served as a panelist on a podcast discussion centering on how the pandemic affect the rural workforce through the Center for Rural Policy and Development. Carrie Bendix of SW PIC and Luke Greiner DEED Regional LMI Analyst. (Kelly Asche). On website. Legislators listen to this.
- ✓ Many trainings: IFA/ MOU/ Incumbent Worker, Legislative Advocacy Speaker Series and more.
- ✓ Career advising and Sourcewell. We are continuing to work with Sourcewell and partners on a 3-year innovation provisional plan. Working with their new model. Will provide full plan next month.
- ✓ Additionally, we have spent much quality time restructuring how Career Advising will look in Region 5 and ensured our contracts will be fulfilled.
- ✓ Working on right-sizing Alexandria Team. Able to develop a comprehensive cut back plan causing least amount of harm to employees. No layoffs!
- ✓ Focusing now on outreach and recruitment for dislocated workers. Tina has challenged the teams to develop new ways of outreach. Tina informed the Board of some of the ideas that the teams are doing.
- ✓ Rural WDA Directors met via Zoom in January. Discussion centered around IFA/MOUs, reopening, R3C funding, rural labor markets and trends.
- ✓ Website Redesigned - a work in progress.

- ✓ Worked on and completed the Moorhead lease and sublease to DEED partners.
  - ✓ Focusing on services to business. Employer Navigators, meetings with DEED Employer Navigators, completed internal policy.
  - ✓ Happy to announce reopening via Phase 1 of Pandemic Plan Feb 1. Appointment Only.
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**Joint Governor's Workforce Development Board (GWDB) and MAWB Winter Meeting –  
Ms. Anderson and Ms. Leaderbrand**

Ms. Anderson and Ms. Leaderbrand attended the joint GWDB and MAWB Winter Meeting.

- ✓ Goals
  - ✓ Each group presented their Legislative Platforms were discussed and approved.
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**Golden Shovel Quarterly Report – Dave Schumacher**

Golden Shovel is the gate keeper of our website. Mr. Schumacher reviewed the Analytics Audience Overview Report.

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**ADJOURN – Ms. Anderson**

The meeting adjourned at 11:55 a.m.

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**Respectfully submitted,**



**Terry Blake, Secretary  
Workforce Development Board**