
Rural Minnesota CEP, Inc.
WORKFORCE DEVELOPMENT BOARD MEETING
803 Roosevelt Avenue, Detroit Lakes, MN
Tuesday, February 23, 2021

Members present: Carol Anderson, Jerry Arneson, Terry Blake, Sue Boehland, Kathy Guess, Teresa Johnson, Rebekah Kent, Darrell Lende, Don Martodam, Julie Sachs, Tammy Schatz, Durant Thoen Sr., and Sandy Voigt (Microsoft Teams)

Members excused: Eloise Graves-Jallen, Amanda Hanson, Lori Meader, and John Tormanen

Members unexcused: Matthew Gordon and Eric Wittbrodt

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

MINUTES

Business Committee Meeting – Tina Jaster

Ms. Jaster reviewed the reports for the month ending January 31, 2021. 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.

January 26, 2021 Minutes – Ms. Anderson

Moved by Terry Blake and seconded by Rebekah Kent to approve the minutes from the January 26, 2021 meeting. Vote – Ms. Anderson - yes, Jerry Arneson - yes, Mr. Blake - yes, Kathy Guess - yes, Teresa Johnson - yes, Ms. Kent - yes, Darrell Lende - yes, Don Martodam - yes, Julie Sachs - yes, Tammy Schatz - yes, Durant Thoen Sr. - yes, and Sandy Voigt – yes. Motion carried.

Youth Key Priorities – Ms. Jaster

- 1) Resiliency: Staff will understand the causes of trauma producing events and its long-term effects on employability. Staff will have the knowledge to respond appropriately.
 - a) Staff will discuss, promote, and work with the youth to identify one caring adult relationships that models responsibility and success in meaningful and relevant activities and roles.
- 2) Financial Literacy
- 3) Leadership
- 4) Employability skills
- 5) Career Planning

Moved by Mr. Martodam and seconded by Ms. Schatz to approve the Youth Priorities. Vote – Ms. Anderson - yes, Mr. Arneson - yes, Mr. Blake - yes, Ms. Guess - yes, Ms. Johnson - yes, Ms. Kent - yes, Mr. Lende - yes, Mr. Martodam - yes, Ms. Sachs - yes, Ms. Schatz - yes, Mr. Thoen Sr. - yes, and Ms. Voigt - yes Motion carried.

Beltrami County/Workforce Impact IFA – Ms. Sachs

RMCEP works with CareerForce clientele through both Bemidji CareerForce locations. RMCEP is onsite at the downtown location to provide program information 2x each month. Staffing costs for this service equal \$423.00.

Moved by Ms. Guess and seconded by Mr. Blake to approve the Beltrami County/Workforce Impact IFA. Vote – Ms. Anderson - yes, Mr. Arneson - yes, Mr. Blake - yes, Ms. Boehland - yes, Ms. Guess - yes, Ms. Johnson - yes, Ms. Kent - yes, Mr. Lende - yes, Mr. Martodam - yes, Ms. Sachs - abstained, Ms. Schatz - yes, Mr. Thoen Sr. - yes, and Ms. Voigt - yes **Motion carried.**

MFIP Wage at Placement – Ms. Jaster

RMCEP goals currently meets \$10.50 and exceeds \$13.00. Tina would like to recommend to the Board for meets \$11.13, this amount would take a family of 2 off MFIP and exceeds \$13.78, this amount would be at 150% of Poverty Guidelines and stop the clock for MFIP.

Moved by Mr. Martodam and seconded by Ms. Voigt to approve MFIP Wage at Placement. Vote – Ms. Anderson - yes, Mr. Arneson - yes, Mr. Blake - yes, Ms. Boehland - yes, Ms. Guess - yes, Ms. Johnson - yes, Ms. Kent - yes, Mr. Lende - yes, Mr. Martodam - yes, Ms. Sachs - yes, Ms. Schatz - yes, Mr. Thoen Sr. - yes, and Ms. Voigt – yes. **Motion carried.**

Sourcewell Three Year Innovative Plan – Vicki Leaderbrand

Programming Goals

- ✓ To create equitable access to quality career programs for the students in our region
 - ✓ To create greater efficiencies with program funding
 - ✓ To provide consistency and enhance rigor for program offerings
 - ✓ To provide alignment of program oversight
 - ✓ To create sustainability for the program and program staff
 - ✓ To strengthen relationships between programs and our local higher education institutions
 - ✓ To support program growth of school/business connections
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MAWB/DEED Advocacy Meeting – Ms. Anderson/Ms. Leaderbrand

Pandemic Recovery – Tammy Biery, Director Career Solutions Workforce Board

- A. Reskilling Strategy
- B. Connections to UI Recipient
- C. Reopening of CareerForce Locations

Role of Local Boards – Carol Anderson, Executive Director, Community Development of Morrison County

- A. Flexibility of the local boards
- B. ROI of Workforce Programs
- C. Connectivity between Workforce Partners

Invocation at the Local Level - Mayor Jacob Frey, City of Minneapolis

MAWB and DEED Legislative Priorities Alignment – Nicole Swanson, Director Anoka County Workforce Board/Anne Kilzer, Director Hennepin-Carver Workforce Board

- A. Workforce Development Fund Changes
- B. MAWB Recommendations for State DW Modernization

Regional Planning/Career Advising – Dan Wenner

Finished a policy/guide for providing services to businesses through CareerForce locations in our region.

- ✓ Each location has an Employer Navigator who serves as a key staff person for employer services in each location.
- ✓ Employer Navigator serves as a resource for other staff providing employer services.
- ✓ Employer Navigator ensures that all employers have a positive, professional, engaging experience.
- ✓ The policy identifies employer services which staff are expected to provide.
- ✓ Basic services include assistance with recruitment and on-line recruitment platforms.
- ✓ Employer Navigators have the lead in scheduling, promoting, and coordinating local events such as job fairs.
- ✓ Employer Navigators serve as the resource for RMCEP services such as OJT, Incumbent Worker Training, and NCRC.
- ✓ Employer Navigators also maintain updated contract information state, regional, local and industry association resources.

RWA is at 9:00 Friday, February 26th.

- ✓ Agenda is still in draft.
- ✓ Ben Winchester, Rural Sociologist from U of M Extension is speaking on Resident Recruitment in Rural America to provide insight on COVID in rural areas.
- ✓ Approval of I-WE Designations applicant.
- ✓ Recognition of I-WE Designees from last RWS Business Committee meeting.
- ✓ Regional Plan input.

Employability Skills Certificate

- ✓ Implementing a pilot with Kristen Fuglseth, ABE Coordinator with NW Services Cooperative.
- ✓ Identified curriculum from Soft Skills USA (they provide Award Certificates).
- ✓ NW Services Cooperative purchased individual courses. They will provide to universal customers. RMCEP will purchase for our clients.

Involved in Leech Lake Reservation project to develop a facility to manufacture building panels and develop construction course at the Tribal College.

Career Advising

- ✓ Implement Bernick Pre-Apprenticeship Project in Pillager and Pequot Lakes.
- ✓ Already have met goal to serve eight youth. Most internships are paid by employer. As a result, able to expand supportive services.
- ✓ In addition to internships, this project provides career exploration, on-line courses on how to get an apprenticeship, introduction to the trades, basic work skills, basic math, tools safety, construction drawings and introduction to CAD.
- ✓ Clay County supports Career Advising at the West Central Juvenile Center and Red River ALC.
- ✓ HECAP in Blackduck, Brainerd AEC and talking with Park Rapids about starting effort there but need to be finished by June 30th.
- ✓ HECAP Plus in Barnesville, Dilworth/Glyndon/Felton, Mahnomen, Moorhead and Rothsay.

Directors Report – Ms. Leaderbrand

Announcement of the death of former Youth Council Member Doug Carlson in late January.

IFAs

- ✓ Are still being negotiated. ABE, Perkins are new to IFA process but are now completed. Good discussion with UI, agreed to proposal with a look at next year.
- ✓ Good discussions with UI and SSB.
- ✓ Still negotiating with VRS and Job Service. Back and forth, cybrarian numbers finally in agreement but no agreement yet on universal customer cost share.

MAWB Operations 1/28/21

- ✓ DEED has been working on designating certain months as Industry Months. A calendar has been sent to the Commissioner for approval. January focused on Healthcare, February is focusing on Reskilling, March will be Small Business Month and April will be Veterans month.
- ✓ Rapid Response has been meeting with a small group of Executive Directors and DEED Leadership to adjust in service methodology.
- ✓ The NEG for COVID-19 will be awarded on an RFP basis. We provided additional suggestions for types of jobs that directly tie to preventing the spread of COVID-19 as there will be some job restrictions.
- ✓ IFAs are continuing. We hope to have ours done by the end of the month. Continuing to negotiation with VRS, Job Service, ABE, and Perkins.
- ✓ Hoping to receive guidance on the OSO RFPs soon. DOL denied our waiver. We will most likely use the same process as last time, using a 3rd party (NWPIC).
- ✓ Regional and Local Plans are due to the state on April 30th. With a required 30-day Public Comment Notice, we need to have ours done by the end of March.
- ✓ Local areas are sharing our reports on Equity Successes and Challenges, we presented the I-WE.
- ✓ Hot Topics: A document was sent to DEED Leadership outlining MAWB's position on modifying the Workforce Development Fund. OSO. IFA. Regional, Local and Youth plans due to state.

Policies and Issues 2/17/21

- ✓ Most of discussion was around updates to the Dislocated Worker policy. MAWB provided several recommendations of which most were included. Our staff is now looking and will send additional recommendations to MAWB group.
- ✓ OSO RFP guidance was provided. We will need to RFP.

WAMM 1/26/21

- ✓ Local Area Partner Managers in our region meet after every WDB meeting to discuss and coordinate services. VRS, Job Service, sometimes SSB, and Workforce Impact attend. Common concerns include staffing, COVID-19, program waivers, customer traffic and service levels.

MAWB Legislative Advocacy Series

- ✓ MAWB has been presenting a series of ½ hour trainings on legislative advocacy. Well attended. Topics include Overview of MN Legislative Process, Local Government Engagement, Deep Dive on State Workforce Development Funds and MJSPA, Advocacy 101 what is our role? Excellent.

MFIP Contracts

- ✓ Most contracts are complete. Final counties will most likely complete this month as they need to meet with their Board. Outstanding contracts are Clay and Hubbard.

Rural Child Care

- ✓ Was interviewed again by the Center for Rural Policy and Development on the topic of childcare in the rural areas as it pertains to workforce.

Workforce Development Fund Changes Executive Summary

Optimizing resources for Equity

- ✓ Placing emphasis that all grantees have proven record and plan for reaching BIPOC participants.
- ✓ Increasing workforce support services grants to address workforce adjacent issues such as the digital divide, transportation.
- ✓ Development of an Opportunity Response Fund that moves unspent dollars to additional programs that focus on BIPOC workers.
- ✓ Funding will be distributed statewide based on population distribution.
- ✓ Funds capacity-building for small culturally led nonprofits to strengthen their operations so they can provide culturally and linguistically appropriate services.

Focusing on Performance

- ✓ The establishment of three key outcome-driven performance metrics that DEED will use in its adult competitive grant programs:
 - Job placement and retention
 - Wage rate
 - Credentials
- ✓ Additional youth metrics collected for the Uniform Report Card.

Efficiently funding what works

- ✓ Designates 65% of the fund to competitive grant programs that fund organizations in workforce development and support services, with a special track for innovative new ideas and approaches that haven't been tried yet.
 - ✓ 30% of fund will go to Dislocated Worker program, at a rate that matches take up rates.
 - ✓ 5% goes to MJSP grants, to ensure this proven program meets demand.
 - ✓ Money still left in dislocated worker program by Q4 will be transferred to workforce development grants at a rate of up to 70%, so that there are not large carry-forwards every year and we're efficiently using the capital to help workers.
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Open Discussion – Ms. Anderson

Ms. Anderson

- ✓ Worked on 180 business assistance loans in Morrison County last summer. She met a lot of business owners during this process.
- ✓ Barrett Pet Foods opened last spring. They have 250 staff working two shifts & one shift in training. Falls Fabricating changed ownership and are looking for more people. They did get one youth from the Little Falls CareerForce location. They have 75 employees and want to hire 10-12 more. She suggested to contact Stephen Jones from the Little Falls High School to maybe help find some youth to work.
- ✓ Starting to work with another large plant that has 50,000 square feet - \$15,000,000 project.
- ✓ Working with Central Lake College on a Meat Processing Program.

Ms. Sachs

- ✓ DEED has put a focus on reaching out to UI recipients and to give referrals to the CareerForce locations. The goal is 2,500 a week.
- ✓ Calling Campaign, UI will be giving us list of UI recipients.

Mr. Lende

- ✓ Some projects have been shut down and/or put on hold due to COVID.
- ✓ We are one of the smallest locals, we have 105 apprentices, 31% are minority.
- ✓ Our lowest rate of apprentices with no experience starts at \$16.63 with benefits at \$15.83 = \$32.46.
- ✓ Cement mason apprentice in DL start at \$23.40 with benefits of \$18.53 = \$41.93.
- ✓ Looking for apprentices.

Ms. Kent

- ✓ Construction, manufacturing, automotive, power sports and IT have been extremely busy.
- ✓ Higher Education is seeing a decline in enrollment.
- ✓ New programs starting. Culinary program out of the Staples Campus will be starting its 2nd year in the fall. New programs starting EMT, Fire and Emergency Response Certificate, Human Services AAS degree, Marine & Power Sports and Meat cutting program.

Mr. Arneson

- ✓ As of January 19th, he has done 50 PPL loans for businesses of 20 or less employees.
- ✓ Working with Ag renewals. Rates are low.
- ✓ Federalpay.org, click on PPP for farmers.

Discussion on the Trades Center in the old Menards in Moorhead and the new Amazon Distribution Center (1.3M square feet) in Fargo.

ADJOURN – Ms. Anderson

The meeting adjourned at 12:05 p.m.

Respectfully submitted,



**Terry Blake, Secretary
Workforce Development Board**