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**Rural Minnesota CEP, Inc.**  
**WORKFORCE DEVELOPMENT BOARD MEETING**  
**803 Roosevelt Avenue, Detroit Lakes, MN**  
**Tuesday, September 24, 2019**

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**Members present:** Carol Anderson, Jerry Arneson, Terry Blake, Sue Boehland, Ed Bolas, Amanda Hanson, Rebekah Kent, Sandy King, Darrell Lende, Don Martodam, Julie Sachs, Tammy Schatz, Durant Thoen Sr. and John Tormanen

**Members excused** Kathy Guess and Eric Wittbrodt

**Members unexcused:** Eloise Graves-Jallen, James Ravnikar and Sandy Voigt

**Staff present:** Dana Gulson, Craig Nathan and Vicki Leaderbrand

**Guest:** Lorrie Janatopoulos and Janelle Wold-Kovar

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**MINUTES**

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**BUSINESS COMMITTEE MEETING – Vicki Leaderbrand**

Ms. Leaderbrand reviewed reports for the month ending August 31, 2019. This included the Month-End Program Progress Report, County Performance Standards Report, WIOA Proxy Performance Measures, SNAP and Ticket to Work. Also reviewed Program at Year-End: NJPA Career Advising and Program at Mid-Year: TANF Innovation.

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**CALL TO ORDER – Carol Anderson**

Ms. Anderson called the Workforce Development Board (WDB) meeting to order at 10:01 a.m. Ms. Leaderbrand explained the transitions of employees at RMCEP. Ms. Leaderbrand - Executive Director, Tina Jaster - Director of Operations, Brian Gapinski - Program Manager for the East, Samantha Froelich - Team Leader in Little Falls and Char Hirte - Ticket to Work Coordinator. Ms. Anderson introduced the new WDB members Amanda Hanson and Tammy Schatz; guest speaker is Lorri Janatopoulos, CareerForce Director; and visitor Janelle Wold-Kovar, Executive Director, NWPIC.

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**MAY 21, 2019 MINUTES – Ms. Anderson**

**Moved by Ed Bolas and seconded by Sandy King to approve the minutes from the May 21, 2019 meeting with a correction from Mr. to Ms. on page 3. Motion carried.**

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**ANNUAL MEETING – Ms. Anderson**

At the request of the Chair, Ms. Leaderbrand opened the floor for officer nominations.

**Casted a unanimous ballot to re-elect the current slate of officers as Ms. Anderson as Chair, Don Martodam as Vice Chair and Terry Blake as Secretary. Motion carried.**

**Moved by Durant Thoen Sr. to re-elect the current representatives to the Board of Directors and seconded by Ms. Bolas that nominations seize. Motion carried.**

Ms. Anderson asked the Board if they had anymore addition or corrections to the changes in the Bylaws.

**Moved by Mr. Martodam and seconded by Rebekah Kent to approve the changes to the Bylaws. Motion Carried.**

Ms. Anderson requested that all the members complete the EEO/AA for submission to the State for the WorkForce Development Board to be certified and turn them into Dana Gulson.

Ms. Anderson asked the Workforce Development Board Members if there were any additions or corrections to the MOU between the Workforce Development Board and the Board of Directors of Rural Minnesota CEP, Inc.

**Moved by Ms. Kent and seconded by Amanda Hanson to approve the MOU with the changes. Motion carried.**

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#### **PY19 MEETING SCHEDULE – Ms. Leaderbrand**

**Moved by Mr. Thoen Sr. and seconded by Mr. Blake to approve the PY 19 Meeting Schedule. Motion carried.**

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#### **YOUTH COUNCIL REPORT – Sue Boehland**

Ms. Boehland summarized the highlights from the Youth Council meeting that was held on Monday, September 23, 2019.

- ✓ Tina Jaster reviewed the Youth Report to the state. It was due prior to the meeting.
  - ✓ Chare Hirte reported on the Ticket to Work Program
  - ✓ Arlyce Cucich reviewed the Performance Measures and we exceeded in all categories.
  - ✓ Discussion on what is happening in our area with the Youth Council Board members.
  - ✓ Staff at RMCEP is lower due to economics and funding.
  - ✓ Equity event in Fergus Falls on January 20<sup>th</sup>.
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#### **BUSINESS COMMITTEE REPORT – Ms. Leaderbrand**

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

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#### **GRANTS APPROVED BY BOARD – JUNE-AUGUST – Ms. Leaderbrand**

Ms. Leaderbrand called attention to grants that had been approved by the Board of Directors between June and August including:

- ✓ MN Support Services Competitive Grant
  - ✓ Minnesota Rural Career Counseling Coordinator (RC3)
  - ✓ Health and Transportation Career Pathway (P2P)
  - ✓ Higher Education and Career Advising Project (HECAP)
  - ✓ Senior Community Services Employment Program (SCSEP)
  - ✓ Youth at Work – Revised 6-2019
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#### **LORRIE JANATOPOULOS, CAREERFORCE DIRECTOR**

Ms. Janatopoulos reviewed her background prior to this new position. CareerForce Rollout was last week.

- ✓ CareerForce is partners with:
  - DEED
  - Minnesota Association of Workforce Boards
  - Governor's Workforce Development Board

- ✓ CareerForce is Minnesota Workforce system:
  - One Brand – less confusion, better served for customer.
  - One Brand – Great collaboration for staff and partners.
- ✓ Raise Awareness
- ✓ Change Perceptions
- ✓ CareerForce is Designed to Deliver Successful Outcomes
  - Employers
  - Career Seekers
  - Communities
- ✓ CareerForce had 50 Locations
- ✓ Four Areas to Focus
  - Equity at the center of all we do
  - Meet customer where they are
  - Prepare for future of work
  - Enhanced employer services
- ✓ Listening to you – Ms. Janatopoulous asked for feedback on the following:
  - The workforce opportunities and challenges in your area of the state and in your industries
    - Struggle to find qualified candidates
    - Retirement
    - Struggle with pay
    - Requests to work from home
    - Large number of applicants for 1 position with only 10% qualified.
    - Internal policies are a hurdle
    - Showing up for work and on time.
    - Don't want to travel
    - Drug free
    - Legalizing marijuana will hurt employers
    - Diversity
    - Language barriers
    - Lack customer service due to being chained to cell phone.
    - Childcare
    - Lacking soft skills
    - Either starting wage or benefits
    - Outsourcing labor
    - Lack of teachers
    - Need farmers
    - Dependability
    - Transportation
    - Lack of training
    - Housing
    - Lack of qualified applicants
    - Shortage of qualified healthcare providers.
    - Local competition for wages
    - Burnout
    - Aware of Rural versus Metro
  - How DEED and other state agencies can help overcome challenges
    - Department of Ag and DEED for farmers
    - New Americans to streamline into qualification of the Americas requirements
    - Push for educations
    - Need more funding
  - How are you responding to changing demographics?
  - What are you doing to tap underutilized labor pool?

- What you see for the future – 5 years out – 10 years out.
    - Career Advising needs funds
    - Community involvement
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#### **GWDB Report – Ms. Leaderbrand**

Ms. Leaderbrand thanked Ms. Janatopoulos for attending the meeting and her presentation

- ✓ Last week was the CareerForce rollout as a brand and platform.
  - ✓ Jarlyn Jargo talked about CTE and Perkins grant.
  - ✓ Round table on what is going on around the regional areas in terms of workforce issues.
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#### **Joint Board Meeting – Ms. Leaderbrand**

Ms. Leaderbrand requested that the registration page for the Joint meeting at Thumper Pond be returned to Ms. Gulson as soon as possible.

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#### **Good News – Ms. Leaderbrand**

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

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#### **ADJOURN – Ms. Anderson**

The meeting adjourned at 12:05 p.m.

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**Respectfully submitted,**



**Terry Blake, Secretary  
Workforce Development Board**

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