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

Members present: Carol Anderson, Jerry Arneson, Terry Blake, Amanda Hanson, Troy Haugen, Teresa Johnson, Rebekah Kent, Darrell Lende, Don Martodam, Julie Sachs, Tammy Schatz, Durant Thoen Sr., Sandy Voigt, and Eric Wittbrodt

Members excused: Lori Meader

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

Staff present: Heather Bergseid, Tina Jaster, Vicki Leaderbrand, and Dan Wenner

MINUTES

Business Committee Meeting – Tina Jaster

Ms. Jaster reviewed the reports for the month ending September 31, 2021. This included the Program Progress, MFIP County Performance Standards, WIOA Performance Standards, SNAP, and Ticket to Work reports. Overall, the Agency is doing well!

Program Progress:

- Crow Wing County EA: The Brainerd Team has been coordinating with other resource agencies. This has been going well and we are getting close to meeting our goals.
- Bernick Family Foundation : This program is getting back on track since school has begun. We are still working on getting a designated staff person to take the lead.
- Minnesota Youth Program (MYP) PY21: We are at 79% of plan. The program ends June 2022.
- State Dislocated Worker PY21: Spending from the new plan has just begun.
- Equipped to Work: This grant is funded by the United Way and serves those who do not qualify for other programs. We are just getting started with the new funds.
- Initiative Foundation: This is a special grant to support the Agency's startup costs associated with the Little Falls IWCO closing.
- Youth at Work PY21: We are just getting started and already have enrollments.
- WIOA Adult PY21: We are just getting started with PY21 funds.
- WIOA Dislocated Worker: We are just getting started with PY21 funds.
- Region 5 SNAP: We are just getting started with PY21 funds and will continue to do what we can.

County Performance Standards:

- DWP was re-opened Statewide on September 1st.
- Entered Employment Rate: Twelve out of 16 counties meets or exceeds
- Successful Placements: Nine out of 16 counties meets or exceeds
- Wage at Placement: Fifteen out of 16 counties meets or exceeds
- Star Counties exceeding in all three categories: Becker, Douglas, Grant, Otter Tail, Pope, and Todd

WIOA Performance Standards:

The Agency continues to do well in its Credential Rate percentages and Average Wage at Placement. We are just beginning to gather data for PY22

SNAP Slots:

- Region IV is at 14 out of 60 slots enrolled
- Region V is at 11 out of 20 slots enrolled
- SNAP will continue to be a waived program until the end of June 2022.

Ticket to Work:

We currently have 18 active enrollments with 37 cumulative enrollments. Revenue to date (DEED and ADEN) is \$211,798.68. Enrollments are down by one this month because one participant moved to self-sufficiency. Char Hirte is also working with two new possible participants.

Call to Order – Carol Anderson

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

Agenda Additions:

- Item 6.B. under Grants
- DEED Update by Julie Sachs

September 21, 2021, Minutes – Ms. Anderson

Moved by Terry Blake and seconded by Darrell Lende to approve the minutes from the September 21, 2021, meeting. Motion carried.

Youth Narrative Report – Ms. Jaster

Ms. Jaster summarized the Youth Narrative Report. This report is created with information received from our Teams' Youth Counselors and gets reviewed with the Youth Council before submission.

Report highlights:

- Overview of our Youth Programs
 - Best Practices Used
 - How we connected during the pandemic using virtual technology
 - Counselors assisted youth participants with depression and feelings of isolation
 - Collaborative Partnerships
 - Relationships were kept with our partners; just connected differently
 - Serving Youth of Color/Youth Under-Represented
 - Outreach to Schools/Career Advisor Component
 - Customer Comments
 - Joanne P. Success Story
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Moorhead Youthbuild Monitor Report – Ms. Jaster

The Moorhead Youthbuild program was monitored last month. No corrective actions were found, meaning we have passed our Statewide audit. Ms. Leaderbrand recognized staff for their hard work.

Grants – Vicki Leaderbrand

Detroit Lakes Youthbuild Program:

The Youthbuild Program has run its course in Moorhead and Staff is requesting approval to move Youthbuild from Moorhead to Detroit Lakes.

Discussions with the Detroit Lakes ALC began early last year. They were very excited about the program and approved launching it in the Fall. An instructor is looking into possible projects, and we will also coordinate with the United way. There are currently six applications and students can earn credits while they work.

Moved by Don Martodam and seconded by Durant Thoen to approve moving the Youthbuild Program to Detroit Lakes. Motion carried.

Transfer of Funds from WIOA Dislocated Worker Program to WIOA Adult Program PY21/22:

- Summary of Transfer: To transfer funds to be utilized in the federal programs where client demand is indicated.
- Total transfer amount: \$335,190

Moved by Mr. Martodam and seconded by Amanda Hanson to approve the Transfer of Funds from WIOA Dislocated Worker Program to WIOA Adult Program PY21/22. Motion carried.

Programs at Mid-Year

- WIOA In-School Youth PY21
We are at 90% of goal. There are no concerns.
 - WIOA Out-of-School Youth
We are at 95% of goal. There are no concerns.
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Programs at Year-End – Ms. Jaster

Moorhead PY20 Youthbuild

- Finished at 100% of goal
- Staff did a great job
- Had a great monitoring report

State Dislocated Worker PY20

- Finished at 99% of budget
 - Will be at 100% of budget after final invoices are received
- Staff concentrated on Incumbent Worker Trainings to assist employers

Region IV SNAP ET

- 20 enrolled participants
- Waivers are still on until the end of June 2022

RC3 WDF PY20 and RC3 GF PY20

- Funds are used to assist with Career Counseling Services, I-WE, and CWIC
- Finished at 99% of budget

WIOA Adult PY20

- Finished at 101% of budget
- 134% of enrollments
- 149 NCRC Certificates Issued

WIOA Dislocated Worker PY20

- Finished at 100% of budget
- 193% of enrollments
- 51 NCRC Certificates were issued

Youth at Work PY20

- Special grant to work with young people
- Participant gains a credential and then is placed in training
- Finished at 99% of budget
- Finding is secured for next year as well

Region V SNAP ET

- 12 enrolled participants
- Finished at 55% of budget
- Waivers are still on until the end of June 2022

MAWB WIOA Reauthorization Draft – Ms. Leaderbrand

In 2014, President Obama signed WIOA into law. It is now time for it to be reauthorized by the Federal government. The Minnesota Association of Workforce Boards (MAWB) recommends updates to the reauthorization of WIOA that reflect the priorities of the Local Workforce Development Boards in Minnesota.

Ms. Leaderbrand reviewed the Draft MAWB WIOA Reauthorization Recommendation Summary.

Topics included:

- Locally Driven and Flexible Solutions
 - Mandatory Partners and Infrastructure Funding Agreements (IFA)
 - One Stop Operator
 - Incumbent Worker Training
 - Out-of-School Youth
 - Two-Generation Approaches
- One-Stop System
 - Professional Development

- Human-Centered Design
- Diversity, Equity and Inclusion
- Personal Effectiveness Skills
- Program Integration/Alignment
 - Integration Across Other Federal Programs
 - Addressing the Benefits Cliff
- Managing Performance
- Funding
 - Governor's Reserve
 - Funding Tied to the Unemployment Rate
 - Business Services

Please send any comments to Ms. Leaderbrand before December.

Regional Planning – Dan Wenner

ABE NW Consortium

- Online Courses Options
 - TEAS Prep through Alexandria ABE
 - Driver's License Prep through Lakes Area Adult Education
 - Math for Manufacturing through Moorhead ABE
 - Citizenship Prep through the Northwest Service Cooperative
 - Northwest Service Cooperative ABE Consortium will also host two cohorts of regional online career focused courses focused on developing soft skills necessary for employment, integrating an online platform called SoftSkillsPro

Community Workforce Inclusion Council (CWIC)

- The CWIC's primary function is to review I-WE applications and work with other businesses who are interested in improving their diversity and equity implementation.
- Employers the CWIC have been working with include:
 - Lakeland Health
 - Tri-County Health Care
 - Long Prairie Packing
 - Brunswick
 - Several will be bringing I-WE applications to the RWA meeting on October 29
- A Region 4 CWIC meeting is hoped to be scheduled for mid-November

Career Advising

- Working on connecting our Youth Coordinators with Sourcewell Career Consultants
 - A joint meeting will be arranged to ensure the referrals between RMCEP, Sourcewell and the schools continue

Regional Workforce Alliance

- A full meeting of the RWA is scheduled for October 29
- Agenda topics include:
 - New American Integration Center Presentation
 - I-WE Designations

MAWB Business Services Economic Development Committee

- There are 121,524 jobs posted online through Minnesotaworks.net
- Online Job Fair events have received little traffic – in-person have had more success
- Employer Navigator Group
 - Will be holding a seminar regarding hiring the Justice-Involved
 - May bring in employers or experts to speak on the subject

Work-Based Learning Conference

Dan Wenner, Ed Bolas, Chet Bodin and Laura Marsolek gave a presentation on I-WE

DEED Activities Update – Julie Sachs

- Job seekers feel they can get a job on their own, without assistance
 - DEED is looking at continuing the Good Jobs Now Campaign
 - Employers are not responding to applicants
 - Julie will attend the RWA meeting on October 29
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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.

Director's Report – Ms. Leaderbrand

Annual Report

- Publication will go out to stakeholders
- Report includes:
 - Message from the Executive Director
 - ROI Summary
 - Performance Outcomes
 - Self-Support Index
 - I-WE Designation Information
 - Success Story: Jose's Story

WIOA Dislocated Worker Adult

- The second funding allotment has been received.

Diversionary Work Program (DWP)

- The Department of Human Services had put a hold on the DWP program, but it has been now re-instated statewide. The program works with those at risk of going on MFIP and provides services to help them find work.

Benefits Committee

- The Benefits Committee approved the 2022 Benefits for the Agency at its September 29, 2021, meeting. The Board of Directors authorized the Committee to make the final approval.

IFAs

- IFAs have been completed, but with minor modifications
- DEED may be pulling staff out of CareerForce locations

- RMCEP is implementing agreements with VRS and SSB

Social Security Advocacy Program

- Our Cyber Risk Insurance was required to be increased to 2 million dollars, which is considered the standard
- We have been sending out the request of insurance coverages that DHS needs for us to offer the SSA program. Negotiations with them on a final contract will take place very soon.

Ticket to Work

- RMCEP will acquire the Ticket to Work and SOAR clients from Southwest Minnesota Private Industry Council, as they are discontinuing their program

County Contracts

- Program Managers have been meeting with the County Directors and Finance Managers regarding contract negotiations
- Many Counties are wanting to broaden our relationships

Big Ideas Trailer:

- Traveling trailer that provides virtual experience on several trades
- Was used in Moorhead with Youthbuild participants and was well received
- Other locations we will be utilizing the trailer:
 - Detroit Lakes
 - Little Falls
 - Wadena
 - Brainerd
 - Bagley
 - Park Rapids
- The Agency will be using some of its Adult Program funding in order to include universal services visitors
- For more information visit www.BigIdeasUSA.org

Meat Cutting Program

- Will be offered at Central Lakes College-Staples and Ridgewater College-Willmar
- Carol Anderson and Tina Jaster attended an informational meeting
- The program is growing in interest
- Carol Anderson stated an application will be submitted in November and requested a letter of support from RMCEP
- Students will begin enrolling in the program for next Fall

Job Fairs

- Fergus Falls: Job Fest
 - Was very successful
 - Held at M-State
 - Was well received by Students, Employers, and Job Seekers
 - Char Hirte attended to answer questions regarding the Ticket to Work program
- Little Falls
 - Successful beyond measure!
 - Attended by many employers (64) and job seekers (100+)
 - Char Hirte attended to answer questions regarding the Ticket to Work program

- Carol Anderson's comments:
 - Businesses were enthused
 - The Initiative Foundation Grant allowed for advertising
 - RMCEP staff did a great job
 - Very successful event

Year of the Employer

- RMCEP staff worked hard to serve employers this past year
 - Multiple Incumbent Worker Trainings were arranged

Workforce Development

- Lakeshirts
 - Expanding in Detroit Lakes and Little Falls
 - Ms. Leaderbrand and Ms. Anderson met with company representatives
- Harbor Freight will be opening locations in Alexandria and Bemidji

I-WE

- A meeting was held regarding other entities using the I-WE concept. MOUs will be required of the other WDAs to protect the integrity of the product. Chet Bodin and Dan Wenner will present at the next MAWB Operations meeting on how this can be done.

Career Advising

- A meeting was held with the West Central Regional Juvenile Center in Moorhead to discuss the Agency potentially providing Career Advising services.

Technology Upgrade in Bemidji Location

- Cass County will be paying for technology upgrades in our Bemidji CareerForce office

IT Update

- Multi Factor Authentication (MFA) has been added for Agency cyber security.

DEED Updates

- It is our understanding that DEED will not be bringing Wagner Peyser staff back to the CareerForce offices to assist with the Career Labs or reception duties.
- There may be potential changes to how RMCEP looks in the future. It is difficult to judge because DEED is not being transparent with their plans.
- There will be an emergency MAWB meeting as other WDAs are also concerned.
- Julie Sachs
 - DEED staff has also not been told what their future will look like.
 - Only has her staff in the Alexandria, Bemidji and Brainerd CareerForce offices.
 - Indicated that DEED is not pulling staff out of offices.

Department of Labor Meeting Update

- DEED leadership met with the DOL
 - A joint meeting was scheduled, but Deputy Commissioner Warfa cancelled that meeting
 - DEED will be having their own meeting with the DOL, and we will not be invited
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Completion of EEO/AA Form – Ms. Leaderbrand

It has been found necessary to collect race, gender, and disability status information to use within our grant RFPs. Please complete the EEO/AA Form and forward to Heather Bergseid. All information will remain confidential.

Celebrate Wins – Ms. Leaderbrand

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

Additional Discussions

Terry Blake:

- Mr. Blake reported that a local business in his area had historically had 70 employees and is now down to 35, forcing them to automate.
- A discussion took place regarding participants and drug use; this may be an area we should consider looking at as an Agency.

Don Martodam:

- Asked Ms. Sachs if she had any information regarding what the State plans to do with the 13,000 refugees slated to come to Minnesota
 - Ms. Sachs had no information on the refugee plans, but indicated it could be a good Pathways to Prosperity opportunity
 - Asked Ms. Leaderbrand if it is still a consideration to hold a future Workforce Development Board meeting at the Moorhead Career Academy
 - Troy Haugen recommended waiting to schedule a meeting at the facility until construction is complete and their staff is settled
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Adjourn – Ms. Anderson

The meeting adjourned at 11:57 a.m.

Respectfully submitted,



**Terry Blake, Secretary
Workforce Development Board**