



Regional and Local Plans

Minnesota's Workforce Development System under WIOA

Program Years 2016 & 2017

Submitted by

RWDA:

Regional Workforce Development Area 1

LWDA:

**Rural Minnesota CEP, Inc. Local Workforce
Development Area 2**

Department of Employment and Economic Development

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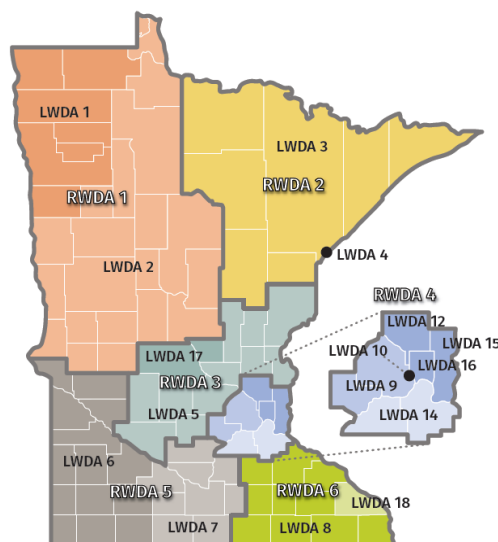
INTRODUCTION

The purposes of the WIOA are the following:

- (1) To increase, for individuals in the United States, particularly those individuals with barriers to employment, access to and opportunities for the employment, education, training and support services they need to succeed in the labor market.
- (2) To support the alignment of workforce investment, education and economic development systems in support of a comprehensive, accessible and high-quality workforce development system in the United States.
- (3) To improve the quality and labor market relevance of workforce investment, education and economic development efforts to provide America's workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide America's employers with the skilled workers the employers need to succeed in a global economy.
- (4) To promote improvement in the structure of and delivery of services through the United States workforce development system to better address the employment and skill needs of workers, jobseekers and employers.
- (5) To increase the prosperity of workers and employers in the United States, the economic growth of communities, regions and states and the global competitiveness of the United States.
- (6) For purposes of subtitle A and B of title I, to provide workforce investment activities, through statewide and local workforce development systems, that increase the employment, retention and earnings of participants, and increase attainment of recognized post-secondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers and enhance the productivity and competitiveness of the Nation.

Workforce Development Areas

Minnesota has designated six Regional Workforce Development Areas (RWDAs) in the state that represent a combination of Local Areas, as defined in WIOA, and Economic Development Regions, as defined in other federal law. These Workforce Development Areas have been approved and adopted by the Governor and the chief local elected officials of the Local Areas.



Each Regional Workforce Development Area is responsible for submitting a Regional Plan, inclusive of the Local Plans of the Local Workforce Development Areas. The Regional and Local Plans will align with the strategic vision set by the Governor, address the regional needs of the workforce and business communities and comply with the planning requirements as determined by the State of Minnesota's Department of Employment and Economic Development and the U.S. Department of Labor and applicable federal and state statutes.

Minnesota's Vision for the Workforce Development System

Vision Statement:

A healthy economy, where all Minnesotans have or are on a path to meaningful employment and a family sustaining wage, and all employers are able to fill jobs in demand.

This vision statement was developed through Minnesota's participation in the National Governor's Association's Policy Academy on Career Pathway Models. Minnesota's effort engaged seven state agencies and has influenced workforce development thinking at the system level. It is fitting to continue to move forward with pursuing the implementation of WIOA under this inclusive effort.

Mission:

The creation of a Career Pathway System that aligns local, state and federal resources, policies and services to meet the workforce needs of business and industry and improves access to employment, education and training services for Minnesota's current and future workforce.

Rationale:

The economic conditions of the 21st century require a more responsive approach to meeting the needs of business and industry; and the growing diversity of the workforce population. As economies become more global, competition will continue to increase and pressures on the inputs of production, specifically the timing, availability and skill base of the workforce. Rediscovering the value proposition of the Workforce Development System is critical to responding to the 21st century economy.

A Career Pathway System approach will position the needs of a skilled workforce at the center of the system, recognizing the important role of a "dual customer" approach – businesses and workers. Businesses will lead sector strategies that address the most critical growth needs in occupations that support family sustaining wages. The diverse needs of workers will impact the design and delivery of employment and training programs and services to fulfill these employment needs and their career goals.

SECTION A: REGIONAL PLAN

REGIONAL LEADERSHIP APPROACH

The regional leadership approach describes how the local area boards within each regional workforce development area will define and coordinate the strategic priorities established by the Governor under WIOA.

1. Describe the selection process for the membership who will provide the leadership to oversee the development and coordination of the regional plan.

2. Describe how the selected organizations from the region will provide oversight to development and implementation of the regional plan. Complete **Attachment A – Regional Oversight Committee**.

3. Describe how the approach used will ensure that partner engagement includes diverse representation, specifically among populations experiencing barriers to employment.

4. Describe how performance negotiations will be managed among the local workforce development areas within the region.

5. Describe any additional goals being set by the regional leadership or individual local area boards.

6. Describe how the local area boards will direct system alignment within the region through shared policies and practices.

7. Describe any cooperative service arrangements being planned for the region and how they will promote consistency within the regional workforce development area and with state policy.

REGIONAL STRATEGIC PLANNING

The strategic planning component of the Regional Plan addresses three elements: strategic analytics, strategic approach and strategic operations. The overarching theme is to engage regional stakeholders in the process of establishing the strategic plan and to ensure that decisions are data driven and that the data can be used to measure gains and identify needs for improvement.

Strategic Analytics: *The assessment of the regional workforce development area focuses on key conditions. These conditions are detailed in the following response needs.*

- 8. Describe the condition of the regional economy and cite the sources of data and analysis.

- 9. Describe the condition of the regional workforce and cite the sources of data and analysis.

- 10. Describe the condition of the regional workforce development system and cite the sources of data and analysis (SWOT analysis).

- 11. Describe the regional workforce development area’s vision for a skilled workforce.

Strategic Approach: *The core areas of the strategic design focus on priorities of the Governor and the system of service delivery.*

Area 1 – Sector Partnerships

- 12. Describe how the region will use the labor market information and conduct outreach to business and industry to select the targeted sectors for developing career pathways for occupations in demand that provide family sustaining wages. If sectors and occupations have been already selected, describe them within this response. Complete **Attachment G – Local Workforce Development Area Key Industries in Regional Economy.**

- 13. Describe how the make-up of the sector partnerships will be determined and the expertise and resources they bring to the partnership.

- 14. Describe how the partnership(s) will work toward developing and implementing a career pathway sector strategy during the two years of this plan. If sectors and occupations have not been selected, address the process for these decisions within this response.

Area 2 – Stakeholder Engagement

15. Describe the process for identifying the characteristics, size and scope of populations not fully benefiting from the economic recovery, experiencing factors such as high unemployment, lack of credentialed skills and other barriers to employment.

16. Describe who will be included in the broad stakeholder engagement to address a targeted number of socio-economic issues faced by diverse populations.

17. Describe how this engagement will impact the development and implementation of the selected sector strategies during the first two years of this plan.

Area 3 – Employment & Training Program Design

18. Based on the regional/local assessment of workforce development system services, describe how strategies will be created to pursue a more responsive alignment of employment and training services, based on career pathway thinking.

19. Describe how the entities responsible for participating in this process will be selected, including their expected roles and responsibilities.

20. Describe how the outcomes will be determined in terms of employment and training services modeling career pathway thinking by the end of the two year plan.

SECTION B: LOCAL PLAN

Strategic Operations: *The core elements of strategic operations focuses on operating policies and procedures related to the one-stop system and physical locations of service delivery.*

1. Describe how local area boards will work with each other, core title providers and available data to designate at least one WorkForce Center per local workforce development area and make recommendations on recognizing affiliate and standalone partner sites.

The Workforce Development Board (WDB) meets monthly and includes the core title providers in membership. Additionally, the Workforce Area Managers (WAM) have formed a small group several years ago that meet on a regular basis to discuss issues, initiatives and other business affecting all partners at any one of the 8 Workforce Centers in our service area.

The WDB used data gathered from community support, the WAM, the WDC membership and local labor market information data to determine Workforce Center locales and in recognizing affiliate and standalone partner sites.

2. Describe the strategies to ensure proper connectivity and coordination among the **physical sites** within the local workforce development area.

The Workforce Centers in LWDA 2 are primarily staffed by Rural Minnesota CEP, Inc (RMCEP). Connectivity and coordination with other partners is achieved through communications with the Workforce Development Board and the WAM.

3. Describe the strategies to ensure proper connectivity and coordination among the **service providers** within the local workforce development area.

RMCEP is the service provider partner for WIOA Adult, WIOA Dislocated Worker, WIOA Youth, State Dislocated Worker, Minnesota Youth Program, and the Minnesota Family Investment Program (MFIP). Through the WAM, and MOUs with partner agencies, services are coordinated by the local team. Wherever possible, service providers are co-located.

4. Describe other strategies that will be used to maximize services and access to services, such as non-traditional hours or using partner facilities.

RMCEP conducts outreach in the communities in which we serve through the use of technology that we call the Mobile Office. We provide services on an itinerant basis in county facilities, college campuses or K-12 facilities. Non-traditional hours are available to accommodate specific events. Additionally, we maximize services through relationship development and cross-referral with other external agencies and entities.

5. Describe the strategic approaches to ensure all elements of Career Services are available at service locations or online, including services for youth and individuals with barriers to employment or service access.

All Career Services are available at service locations and can also be accessed online. We have assistive technologies and trained personnel on staff in their use to serve individuals with disabilities as needed. Access for youth and individuals with barriers to employment are designed as appropriate based on individual need.

6. Describe strategies that will be used to leverage technology for services and ensure compliance with accessibility standards.

RMCEP is well-versed in the use of technology for services and to ensure compliance with accessibility standards. We utilize assistive technology devices for persons with disabilities and have been certified as ADA compliant at all sites through DEED. Additionally we have established strong relationships with agencies such as PACER as external resources. We use Mobile Office technology to ensure accessibility to outlying areas.

7. Describe how supportive services, such as transportation and other needs, will be coordinated to better serve individuals with specific barriers to training, education and employment.

Supportive Services are provided in support of the Individual Service Strategy Plan (Employment Plan) and are based on individual need. We use a team approach to approve supportive services and the type of service and the need rationale are cased noted.

8. Describe how local area boards will ensure state policies on infrastructure funding requirements are adhered to and the process for addressing any discrepancies or disagreements.

The Workforce Development Board ensures that all partners adhere to state policy. Discussions on discrepancies or disagreements are resolved through the WAM, who then make recommendations to the WDB. Ultimate resolutions are decided by the WDB.

9. Describe how local area boards, who contract out for provider services, will ensure that providers fully participate in infrastructure funding requirements and the alignment of service delivery within the local workforce development area.

RMCEP does not sub-contract for provider services.

10. Describe how the Memorandum of Understanding will be developed and used to ensure commitment of resources from service providers and required partners.

RMCEP follows state policy regarding Memorandums of Understanding (MOU). Core

partners use state policy as a guideline when negotiating commitment of resources that lead to the development of the MOU.

11. A. Describe the local area board's strategic vision and how it aligns with the designated state priorities under WIOA.

The WDB and RMCEP Board of Directors are currently in process of developing a new strategic vision for LWDA 2. Good jobs, serving persons with disabilities and other employment barriers, employer engagement, and developing and maintaining effective partnerships have always been focus areas in the Board's strategic vision. The completed vision statement will be in place by July 1, 2016.

- B. Describe the local area board's goals for preparing an educated and skilled workforce, including youth and individuals with barriers to employment.

Partners in LWDA 2 believe that the key to a successful life is employment and the key to a successful business is trained employees. Successful businesses, in turn, results in vibrant local economies. The mission in LWDA 2 is to provide employers with the skilled workers that they need to succeed. Through development of extensive partnerships; the creation of innovative strategies, projects and delivery systems; the strong administration of WIOA, State, and grant programming; and working together with System and Community Partners, we are able to provide services and programming that meet the needs of today's consumers and businesses, as well as strengthen our local economies.

We constantly work with employers, institutions of higher education, Adult Basic Education, and other partners to ensure we are able to leverage the strengths of each entity in order to provide our customers with the skills needed to meet the demands of employers and enter into career pathways in demand. Through our regional Occupations in Demand sessions in each of our Economic Development Regions, we are able to identify specific skill shortages and employment trends that affect our region. This information is used throughout our system and partnerships to provide career planning and counseling services designed to meet the employment needs of this region.

Using a client-centered, strengths-based approach, we address any barriers to employment on an individual basis and need.

- C. Describe how these goals relate to the performance accountability measures based on the primary indicators in order to support regional economic growth and economic self-sufficiency.

As described in Question "B" above, by focusing on employer and individual needs, local and regional occupations and career pathways in demand, developing strong partnerships and delivery systems, and using a client-centered approach, RMCEP has consistently met or exceeded performance measures. By maintain the resiliency to change to meet new needs and continually to improve our services and delivery, we will support individual self-sufficiency, regional economic strength and growth.

- D. Describe the strategy to work with the entities that carry out the core programs to align resources available to the local workforce development area, to achieve the strategic vision and goals of the local area board.

As stated earlier in this document, we have developed and maintained strong, positive relationships with our partners. Each partner is represented on the WDB. All partners participate in the development of the strategic vision and goals.

12. Describe how the local workforce development system will work with entities carrying out core programs to align and support services with programs of study authorized under Carl D. Perkins Career and Technical Education Act.

The primary training providers in our service area are MnSCU institutions, each of which have programs of study authorized under the Carl D. Perkins Career and Technical Education Act. Additionally, many RMCEP staff serve on various local college campus advisory boards. We have developed and maintained strong relationships with our colleges over the years on many initiatives and projects.

13. A. Describe how the local area board, working with the entities carrying out core programs, will expand access to employment opportunities for eligible individuals, particularly eligible individuals with barriers to employment.

As stated elsewhere, RMCEP is the provider of core programs in our area. We use community outreach, a client-centered approach, technology, and assistive technology to expand access to employment opportunities for all eligible individuals, including those with barriers to employment. We also focus on continuous improvement and always look for new ways or strategies to increase access or enhance access to employment opportunities. Some of these continuous improvement initiatives have resulted in the successful implementation of the Disability Employment Initiative, the development of Hireable, and the implementation of the Guideposts for Success in our program delivery system.

- B. Describe how the local area board, working with the entities carrying out core programs, will expand access to supportive services for eligible individuals, particularly eligible individuals with barriers to employment.

Access to supportive services has been expanded through outreach to various partners to leverage the availability of supportive services based on individual need. Examples include providing SSI and SSDI Benefits Analysis to VRS clients, access to PACER resources, or implementation of the Pre-Employment Transition services. Additionally, we provide SNAP and Emergency Assistance services. We have strong partnerships with other entities that provide needed services that are not within our realm to provide in order to cross-refer, such as housing assistance programs, community action partners and others.

- C. Describe how the local area board will facilitate the development of career pathways, co-enrollments (as appropriate) and activities that lead to industry recognized post-secondary credentials that are portable and stackable.

RMCEP has led the way in development of career pathways over the years through our involvement with sector work, identification of local Occupations in Demand, development of FastTRAC programming and other initiatives involving the input of both industry and MnSCU partners. We plan to continue these partnerships in the development of career pathways, co-enrollments, and other activities that lead to industry-recognized credentials that can be built upon.

14. A. Describe how the local area board will facilitate engagement of employers, including small employers, and employers in in-demand industry sectors and occupations, in workforce development programs.

Our WDB is comprised a majority of private sector employers. Workforce Area staff are involved in local boards, sector partnerships and Trade Associations, which create a catalyst for influence to foster workforce development initiatives. We will participate in at least 3 business-led sector initiatives over the next biennium. The WDB sponsors listening sessions every two years at which we engage businesses in discussion with Labor Market analysts to provide accurate data about the sectors in demand in our region. Healthcare, Manufacturing, and one other sector will be identified and career pathway partnerships will continue to strengthen our ability to increase the number of qualified applicants for those jobs in demand.

Additionally, RMCEP staff host job fairs, including occupationally specific job fairs and industry specific job fairs on site. Employers are invited on site through such activities as Jobs n Java to discuss their needs and openings with job seekers. RMCEP work one-on-one with individual employers to develop job sites and OJT opportunities.

- B. Describe how the local area board will support a local workforce development system that meets the needs of businesses in the local workforce development area.

The WDB will continue to support MinnesotaWorks.net, the state's labor exchange in which employers can post job openings and find employees. Business Service Representatives (BSR) help companies tackle some of their most difficult workforce problems, offering solutions that are tailor-made to meet specific business needs. Resources and referrals are provided to address every issue. The state has a priority to address the disparities gap which would include assisting minorities and persons with disabilities enter, advance and retain employment. RMCEP addresses this particular issue through its new initiative Hireable.

The activities of the BSR and RMCEP staff, as well as other partners, are coordinated within the LWDA. The Wagner Peyser program also provides services to businesses with the focus of contacting businesses in the key industry sectors identified in the local and state plans, help the business solve their workforce issues, and promote job openings to job seeking customers in the Workforce Centers.

RMCEP have been involved with sector work, helping industries identify root causes of workforce issues, are involved with industry associations, and have developed local employer committees. We are active in Chambers of Commerce, attend Business after Hours events and other activities that allow us to understand the needs of businesses in the local workforce development area, and work with our partners to address those needs.

- C. Describe how the local area board will better coordinate programs and services with regional economic development providers.

RMCEP is actively engaged with our regional economic development providers. One of our key staff is on the Region 5 Economic Development Board and we have representation from our regional economic development providers on our WDB. Additionally, we maintain strong partnerships with local economic developers and share in initiatives and strategies on the local level. We are also on the Board of Impact 2020. Through these connections and partnerships, we continually to develop new initiatives and strengthen ones in place that are effective.

- D. Describe how the local area board will strengthen linkages between the one-stop delivery system and unemployment insurance programs by offering services to laid-off workers and possible lay-off preventative services for businesses, such as incumbent worker training that up-skills the workers and meets the needs of employers (can include but not be limited to, on-the-job training, apprenticeships, etc.).

The WDB intends to reserve and use not more than 20% , if needed, of the funds allocated to the local area under section 133(b) to pay for the Federal share of the cost of providing training for incumbent workers for the purpose of upskilling to retain employment or avert a layoff. RMCEP and Job Service staff work closely together to ensure services are provided to businesses to help avert lay-offs and to dislocated workers. RMCEP operates the WIOA and the State Dislocated Worker program and provides On the Job Training for dislocated workers. RMCEP and Job Service also worker closely to engage the state's Rapid Response if necessary.

The UI staff present UI re-employment sessions and orientation at the Workforce Centers, and then immediately refer these dislocated workers to RMCEP for potential Dislocated Worker Program enrollment. This process may also include an orientation to the Resource Room.

15. Describe how the local area board will coordinate workforce investment activities with economic development activities, including the promotion of entrepreneurial skills training and microenterprise services.

RMCEP and Job Service have strong relationships with the Economic Development Regions in its service area (EDRs 2, 4 and 5). One of our key staff is on the board of Region 5 Economic Development. One of our WDB members is a member of a regional Economic Development board as well. We meet with our Economic Development Representatives on a regular basis and work in conjunction on various initiatives, including promotion of entrepreneurial training and assistance for small businesses.

RMCEP also operates the CLIMB program, which is designed to assist aspiring entrepreneurs in the state-funded Dislocated Worker program with training and consulting to assist in a successful business launch or growth.

16. A. Describe how the local area board will ensure continuous improvement of eligible providers of services through the system.

As stated elsewhere in this plan, RMCEP and the WDB have a focus on continuous improvement in all its operations. Most recently, RMCEP has been engaged in an initiative to increase efficiencies in our internal processes, to include cost savings, to improve our service delivery in light of continuous reductions in funding. Staff training on a continual basis also promotes service delivery improvement. Many RMCEP staff are on the state WIOA committees and staff are actively engaged with DEED personnel in terms of developing and clarifying DEED policies and procedures. RMCEP is also an active member in the Minnesota Workforce Council Association (MWCA) and the National Association of Workforce Development Boards (NAWDAP).

Over the last two years, for example, we have concentrated our staff training efforts on serving persons with disabilities, including the use of assistive technology, and in career pathways.

The WDB and Local Elected Officials of LWDA 2 are currently developing and updating the Vision Statement and Strategic Plan for the agency.

Performance measures are key in determining the success of program outcomes. The Board of RMCEP have developed a proxy measure system in which RMCEP can monitor the progress of performance measures long before official results are published. This allows us to identify and correct any performance issues in a more timely fashion. Additionally, the Board has set higher internal expectations in terms of performance measures than those required of the state, thereby enhancing the ability of the agency to meet or exceed the measures.

- B. Describe how the local area board will ensure that eligible providers meet the employment needs of local employers, workers and job seekers.

The WDB sets the direction of the local workforce system and provides valuable input and feedback into the activities designed to meet the needs of employers and participants. They review performance measures and results, are active in environmental scanning, and enable us to structure program components, plan service levels and prioritize services to participants. The WDB also serves as oversight for the local workforce system and approves various measures, budgets and initiatives. All providers provide regular reports to the WDB on data, activities, and initiatives.

As the WDB is largely composed of employers, they are well-positioned to help the local workforce system with employer linkages, apprise the WorkForce Center partners of local business trends, and bring innovative ideas to the system. One of our members also serves on the Governor's Workforce Development Council. The WDB members participate in Minnesota Workforce Council Association and National Workforce Development Conferences.

Employers are again experiencing labor shortages in specific occupations as the economy begins to strengthen. While more disenfranchised job seekers are beginning to re-enter the labor market, they do not possess the skills needed by employers. Aging baby boomers continue to leave the workforce, creating a vacuum of expertise and institutional knowledge.

Employers continue to remark on the lack of basic soft skills and work readiness skills found in entry-level employees. Additionally, employers are seeking additional resources to provide training for their workers to meet the continual advances in technology and to promote workers to fill the gaps in skill sets lost to attrition or retirements. Employers also remark on the lack of a transportation infrastructure in the rural communities and affordable housing/child care. These issues make it difficult to attract and retain workers.

Job seekers continue to need assistance with setting career goals, focusing their job search or choosing appropriate training. Job-seekers are not necessarily aware of the occupations in the region that can offer a living wage and economic stability. It is for this reason that LWDA 2 remains focused on providing occupation information for high-growth, high-pay jobs in the region.

Job-seekers request assistance with the job search process and preparing for job search, such as resume writing, job search strategies, finding job leads, and interviewing techniques. Older workers are also seeking assistance with job search and retraining as well as dealing with unemployment issues unique to the older worker.

In sum, job-seekers need assistance with career exploration and guidance, occupational information, access to resources, information about and access to training options, job search assistance, work experience, and education in soft skills and workplace behaviors. Supports that remove barriers to employment success and identify strengths will continue to be a strong need.

The Workforce Development Board has determined that funds are not limited and therefore a priority in the WIOA Adult Program eligibility for intensive and training services will continue to include those whose income does not exceed the Lower Living Standard Income Level (LLSIL). This action to expand eligibility beyond 70% of the LLSIL is allowed at WIA section 134(d) (4) (E).

Older workers participating in SCSEP will be eligible for WIOA Adult services.

The WDB has stated that individuals participating in a Minnesota Jobs Skills Partnership (MJSP) OR a FastTRAC program will be eligible for WIOA adult services. Those who are employed but require intensive services to achieve self-sufficiency are also appropriate for these components.

Workers: Many workers cannot expect to work for the same employer over their career or that an employer will necessarily take a vested interest in their professional development and future. Because of this, workers will need to become increasingly responsible for their own employability. As noted above, the need to master new technologies in the performance of one's job will become increasingly important. For this reason, workers will require incumbent worker training or accessible and affordable training tied to their workforce needs.

Increasingly, workers and their employers are requesting additional training in both soft skills and specific occupational skills. Workers need applied occupational training specific to their jobs. Request for additional training is the primary request from both groups.

Workers are also expressing a concern over competitive wages in the region and lack of affordable health care benefits as these issues become increasingly difficult for area employers to provide.

LWDA 2 will make available up to 20% of the formula WIOA Title I-B Adult and Dislocated Worker available allocations for training incumbent workers or as allowed by WIOA and DEED regulations.

The above labor market picture outlines the major issues on which the LWDB has placed focus. Through initiatives, service delivery, partnerships, developments of career pathways and other activities, LWDA2 will continue to work to address these issues in our workforce development strategies.

- C. Describe how the local area board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means.

RMCEP has implemented the use of “Mobile Offices” to provide services in remote areas. Counselors have access to a laptop computer, a portable printer, a jet pack (or WI-FI hotspot) and a portable scanner. Counselors are able to use this technology to connect with the RMCEP network to assist clients at remote sites.

In a few selected community sites, we have installed a computer that allows customers to access job seeking sites, Win-Way resume builder, and similar job seeking software. Staff travel to remote communities to meet with clients as necessary. This is in addition to the technology resources available on site in the Resource Rooms, as well as assistive technology devices designed to facilitate access for persons with disabilities.

- D. Describe how entities within the one-stop delivery system will comply with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990, regarding the physical and programmatic accessibility of facilities, programs and services, technology and materials for individuals with disabilities including providing staff training and support for addressing the needs of individuals with disabilities.

All of the Workforce Centers in LWDA 2 have been certified as ADA compliant by DEED. The RMCEP Director of Human Resources and Susan Tulashie of DEED’s Workforce Development Division have worked closely over several years to ensure RMCEP is in compliance with section 188, and applicable provisions of the ADA of 1990 in terms of physical access, program access and training through policy. Over the last two years, RMCEP staff have been trained by PACER and other experts in the use of assistive technology to assist persons with disabilities access needed services and resources.

Through RMCEP’s tenure in implementing the Disability Employment Initiative, we have integrated the Guideposts for Success model to provide a holistic approach to serving all customers, including those with disabilities. This has also allowed

us to develop and maintain a stronger relationship and collaboration with our Vocational Rehabilitation Partners as well.

E. Describe the roles and resource contributions of the one-stop partners.

There are four main one-stop partners within LWDA 2. They include Job Service, whose primary role is to work with businesses to identify and address workforce development needs, Vocational Rehabilitation Services, whose primary role is to assist consumers with disabilities, State Services for the Blind, whose primary role is to assist consumers with sight-impairments, and RMCEP, whose primary role is to operate the Employment and Training Programs such as WIOA Adult, State and WIOA Youth programs, State Dislocated Worker Programs, MFIP, SNAP and similar programs, as well as serve as the WIOA administrative entity. All partners have a strong role in workforce development.

The resource contributions will be determined through the MOU and cost allocations that will be development under state policy.

17. Describe and assess the type and availability of adult and dislocated worker employment and training activities in the local workforce development area.

18. Describe and assess the type and availability of youth workforce investment activities in the local workforce development area, including youth with disabilities, which description and assessment shall include an identification of successful models of such youth workforce development activities.

19. Describe how the local area board will coordinate education and workforce investment activities carried out under this title with relevant secondary and post-secondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services.

20. Describe how the local area board will coordinate education and workforce investment activities carried out under this title with public transportation and other appropriate supportive services.

RMCEP provides supportive services necessary to enable an individual to participate in employment and training activities. Supportive services are based on individual need. The participants' needs are assessed, community resources are utilized, assistance is provided equitably and accountability of funds are maintained.

DEFINITIONS:

Financial Supportive Services: Payments to provide services such as transportation,

health care, special services and materials for individuals with disabilities, job coaches, child care and dependent care, temporary shelter, assessment or counseling services not covered by other means, and other reasonable expenses required for participation in program services and to continue employment. Other examples of supportive services include:

- Personal grooming items;
- Household goods such as towels and cooking utensils;
- Translator services;
- Relocation expenses when necessary for employment;
- Car payments when the automobile is owned by the participant.

Please note that individual program policies may allow or prohibit specific supportive services.

It is imperative to note that there is little to no public transportation infrastructure in the rural areas that lend well to the job seeker or the worker. In some of the larger towns, there are public bus systems. Some of the smaller towns have a “Friendly-Rider” bus service, but this service runs on limited hours and not during non-traditional hours to assist with those on shift work. Therefore, car repair and maintenance is the primary transportation related support service need in this region. Also of note is the lack of adequate child care, again especially for those on shift-work.

Working with Economic Development Agencies, Chambers of Commerce and other entities, RMCEP has been involved in discussions regarding innovative practices and solutions to the transportation issue. Although no solution has been implemented, these discussions are on-going and promising.

21. Describe the plans and strategies for, and assurances concerning, maximizing coordination of service provided by the state employment service under Wagner-Peyser Act, and services provided in the local workforce development area through the one-stop delivery system, to improve service delivery and avoid duplication of services.

As provided by Mr. Dave Niermann:

Minnesota’s WIOA State Plan describes the state’s strategy for providing reemployment assistance to Wagner Peyser’s targeted population of UI claimants. The strategy (details currently under development with an implementation date of July 2016) will be as follows:

- A Wagner Peyser staff person will attend every Reemployment Services and Eligibility Assessment (REA) session that the UI program offers across the state. The UI program typically offers REA sessions to approximately 40,000 applicants per year to those who are at risk of exhausting their benefits.
- The REA and Wagner Peyser staff will conduct a quick assessment of every participant to determine who will most likely need additional services from the WorkForce Center.
- The Wagner Peyser staff person will conduct an overview of WFC services either 1:1 or in a group setting (depending on the size of the group) that includes information on how to register for the state's labor exchange system [MinnesotaWorks](#), and information about programs such as the Dislocated Worker program that they may be eligible for.
- The Wagner Peyser staff person will assist the REA customer with creating an initial registration and enrolling in the [Creative Job Search](#) workshop. Creative Job Search is typically the first job finding/job placement service that is offered to UI

applicants. The workshop consists of training on how to find a job that includes career planning, preparing for the job hunt, skills identification, resumes and cover letters, applications and references, social media, interviewing skills, and more.

- Wagner Peyser will follow up with REA participants who are not enrolled in a program to ensure that they have a complete registration and resume in MinnesotaWorks, and that they are taking advantage of job placement services.

These activities will be coordinated with the programs and partners within the LWDA.

The Wagner Peyser program also provides services to businesses with three Business Services Representative(s) assigned to LWDA 2, 4 & 5. The goal of the BSR(s) is to contact businesses in the key industry sectors identified in state and local plans, help the business solve their workforce issues, and promote job openings to job seeking customers in the WorkForce Centers.

The activities of the BSRs will be coordinated with other providers in the LWDA to work on regional initiatives and partner on common goals.

WAGNER-PEYSER ASSURANCES

The State assures the following:

1. The Wagner-Peyser Employment Service is co-located with one-stop centers or a plan and timeline has been developed to comply with this requirement within a reasonable amount of time.
2. The State agency is complying with the requirements under 20 CFR 653.111 (State agency staffing requirements) if the State has significant Migrant Seasonal Farm Worker one-stop centers;
3. If a State Workforce Development Board, department or agency administers State laws for vocational rehabilitation of individuals with disabilities, that board, department, or agency cooperates with the agency that administers Wagner-Peyser services, Adult and Dislocated Worker programs and Youth Programs under Title I; and
4. State agency merit-based public employees provide Wagner-Peyser Act-funded labor exchange activities in accordance with Department of Labor regulations.

22. Describe how the local area board will coordinate workforce investment activities carried out under this title in the local workforce development area with the provision of adult education and literacy activities under title II, including a description of how the local area board will carry out, consistent with subparagraphs (A) and (B)(i) of section 107(d)(11) and section 232, the review of local applications submitted under title II.

A member of the local Adult Basic Education Consortia is a member of the LWDB. Additionally, RMCEP has entered into an MOU with each entity in the ABE Consortia. The purpose of this collaboration is to enable both entities to have a seamless partnership in which referrals for adult education and literacy activities can be coordinated through a client-centered approach. We have worked together on several initiatives and projects such as FastTRAC, Pathways to Prosperity, the introduction and implementation of Career Ready 101, and the local provision of literacy activities. We will continue this partnership and coordination that has been well-established in this region.

23. Describe the replicated cooperative agreements (as defined in section 107(d)(11)) between the local area board or other local entities described in section 101(a)(11)(B) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)(B)) and the local office of a designated state agency or designated state unit administering programs carried out under title I of such Act (29 U.S.C. 720 et seq.) (other than section 112 or part C of that title (29 U.S.C. 732, 741) and subject to section 121(f)) in accordance with section 101(a)(11) of such Act (29 U.S.C. 721(a)(11)) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.

24. Describe and identify the entity responsible for the disbursement of grant funds described in section 107(d)(12)(B)(i).

The Local Elected Officials of RMCEP is the entity responsible for the disbursement of grant funds. This entity is locally known as the RMCEP Board of Directors. The Board of Directors membership is as follows:

- A. The Board of Directors membership shall consist of a maximum of fifteen (15) members.
- B. The Board of Directors shall include as members:
 - Nine (9) individuals representing the public at large;
 - An individual from each of the Leech Lake, Red Lake and White Earth Reservation Bands. The Chair of each Band shall be asked in writing to recommend an enrolled tribal member for consideration by the Nominating Committee.
 - Three (3) members from the Rural Minnesota CEP Workforce Development Board, one (1) of whom shall be the Chairperson of that Workforce Development Board.
- C. Each member listed above shall be entitled to one (1) vote, to be cast only when present at scheduled meetings.
- D. Members of the Board of Directors shall not be represented by a proxy or substitute in any Board function or activity.
- E. Employees of Rural Minnesota CEP shall not concurrently serve as members of the Board of Directors and are not bound by these Bylaws except as indicated herein.

25. Describe the competitive process to be used to award the sub-grants and contracts in the local workforce development area for activities carried out under this title.

All services are provided by RMCEP according to the MOU developed with the LWDB and RMCEP.

26. Describe how the local levels of performance negotiated with the Governor and chief elected official will be used to measure the performance of the local workforce development area and to be used by the local area board for measuring the performance of the local fiscal agent, eligible providers under subtitle B and the One-stop delivery system.

As mentioned elsewhere, RMCEP has developed an internal system using proxy measures to enable the agency to monitor performance progress in real time. This system is used to identify areas of concern and allows enough time to conduct follow-up activities to ensure performance. Additionally, the RMCEP Board of Directors has implemented higher internal expectations to ensure the agency meets or exceeds the negotiated measures.

Performance measures and fiscal accountability are compared against the goals via a monthly report. Results are reported to the WDB and the Board of Directors (ELO). Staff are held accountable for meeting performance measures.

Monitoring is also done by DEED for both performance measures and fiscal accountability. Additionally, RMCEP has an annual audit conducted by an independent auditor.

27. Describe the actions the local area board will take toward becoming or remaining a high-performing board, consistent with the factors developed by the state board.

RMCEP will follow the factors outlined by the state board. We will remain a high-performing agency through our internal monitoring, constant staff training, and taking advantage of appropriate educational opportunities in all aspects of workforce development.

28. Describe how training services under chapter 3 of subtitle B will be provided in accordance with section 134(c)(3)(G), including, if contracts for training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts under that chapter and how the local area board will ensure informed customer choice in the selection of training programs, regardless of how the training services are to be provided.

Through our Career Planning and Exploration activities, clients are informed about local occupations in demand and explore the various educational options that align with their career pathway. In this manner, the client is able to make an informed choice in the selection of both their career pathway, as well as their training program.

The purpose of Classroom Training is to assist those individuals with the greatest need for vocational training or retraining for employment and who are least likely to obtain it without RMCEP intervention. While the participant's financial and training needs will be the primary determination of selection, the participant's chances of successfully completing the training objective will be taken into consideration in the selection process.

WIOA authorizes Individual Training Accounts (ITAs) for adults and dislocated workers to support their training in demand occupations. ITAs allow eligible adults and dislocated workers to choose a certified training program that best meets their needs. This choice is to be made after full consultation and agreement with the training counselor at the local WorkForce Center.

The WDB and DEED Regional Labor Market Analyst identify Occupations in Demand in the three economic development regions of the RMCEP Workforce Service Area to inform the workforce development system.

Training services must be linked to occupations in demand.

Selection for training is a decision based on the participant's need for occupational skills, financial need, and ability to benefit from vocational instruction methods, as assessed during the customer's interaction with RMCEP staff. The NCRC is used as a tool for determining ability to benefit.

The need for training must be justified and documented in the individual's Employment Plan (EP) on Workforce One.

ITAs can only be used for eligible adults and dislocated workers in accordance with adult and dislocated worker eligibility policies. Individuals who are eligible for WIOA services must meet additional requirements to be eligible for an ITA:

- a. The goals in the individual's employment plan can only be met with the proposed training; and
- b. Based on available labor market information, there is a reasonable expectation that there is a demand for full-time employees where the participant will (or is willing to) reside upon completion of the program; and
- c. The average wage for employees with this training can lead toward self-sufficiency; and
- d. The participant is unable to obtain grant assistance from other sources to fully cover the comprehensive cost of such training; and
- e. The participant can meet the requirements for admission into the program; and
- f. There is a reasonable expectation that the participant will complete the training program based on current assessment information.

The ITA is signed off by both the customer and the RMCEP classroom training counselor. The signed copy is given to the customer.

On-the-Job Training (OJT) is another method of training provided to RMCEP clients. Through assessment, an OJT may be determined by the Counselor and the client to best fit the training needs and is documented and justified in the Employment Plan. OJT must be provided through a written contractual arrangement. OJT contracts may be written with employers in the private sector, the private non-profit sector, and public employers. The OJT contract must identify the occupation, the skills and competencies to be learned, and the length of time the training will be provided. The OJT contract is a training alternative suitable for participants who may benefit from, or prefer, a "hands-on" learning environment over a classroom situation.

The reimbursement to the employer is compensation for the extraordinary costs associated with the training of participants. Some of these costs include more intense supervision, above average material wastage, abnormal wear on tools, down time, and a lower rate of production. Extraordinary costs need not be documented. The OJT participant/employee is considered to be an employee on a "hire-first and train-later" basis. The participant/employee must receive wages and fringe benefits equal to those similarly employed by the employer. The reimbursement is not a wage subsidy. It is a reimbursement of the extraordinary costs of training incurred by the employer in preparing the employee for successful entry level employment. It is expected that the participant/employee will be retained on a full time basis after successful completion of contract. It is also expected that the participant/employee will continue to receive

compensation and benefits commensurate with his/her job performance.

29. Describe the process used by the local area board to provide opportunity for public comment, including comment by representatives from businesses and comment by representatives of labor organizations; and input into the development of the local plan, prior to submission of the plan.

The Board provides an opportunity for public comment by publishing the below announcement and a copy of the DRAFT plan on the agency's website. In addition, comments are solicited through the WDB membership, which includes representatives of business and labor organizations.

PUBLIC NOTICE ANNOUNCEMENT PUBLIC NOTICE to submit the 2016-2017 Workforce Annual Plan for the utilization of State and Federal Employment and Training Funds in Local Workforce Development Area 2 (LWDA2).

LWDA 2 encompasses the following counties: Becker, Beltrami, Cass, Clay, Clearwater, Crow Wing, Douglas, Grant, Hubbard, Lake of the Woods, Mahnomon, Morrison, Otter Tail, Pope, Stevens, Todd, Traverse, Wadena and Wilkin. Services will be provided to employers, job seekers and workers through one-stop shopping at local WorkForce Centers. The operator of the centers is a partnership consisting of the Minnesota Department of Employment and Economic Development (DEED), Rural Minnesota CEP (RMCEP), Rehabilitation Services and State Services for the Blind. The WorkForce Development Board will ensure that the workforce investment system meets the labor market needs of its customers. RMCEP will provide Workforce Innovation and Opportunity Act (WIOA), State Dislocated Worker Program, Minnesota Youth Program (MYP) and Senior Community Service Employment Program (SCSEP) services. WIOA is a federal funded program designed to increase the occupational skills attainment, employment, job retention and earnings of participants in order to improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the nation. The State Dislocated Worker Program assists workers who lose their jobs because of layoff or plant closing. MYP provides summer jobs and basic work skills training for youth age 14-21. SCSEP provides part-time jobs for individuals age 55 and older. DEED utilizes Wagner-Peyser funds to provide a labor exchange, connecting job seekers with potential employers. Unemployment Insurance (UI), Veterans, Work Opportunities Tax Credit and Trade Adjustment Act programs are also accessed through DEED. DEED's Business Services efforts are meant to complement local efforts. The local plan is incorporated with economic development, education and local entities identified by the Workforce Development Board Council. RMCEP fully endorses the promotion of equal opportunity and non-discrimination in all aspects of employment and training including recruitment, selection, appointment, promotion, compensation and any other personal or programmatic action for RMCEP staff, participants or subcontractors. Comments should be submitted by May 13, 2016, to: Dan Wenner, Director Rural Minnesota CEP, Inc. 803 Roosevelt Avenue P.O. Box 1108 Detroit Lakes, MN 56502-1108.

30. Describe how the one-stop centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under this Act and programs carried out by one-stop partners.

RMCEP is fully engaged in the Workforce One (WF1) system and uses this system as an integrated intake and casement management information system. Additionally, several of

our staff members were on the WF1 re-write team and remain active as field staff advisory to DEED in WF1 updates.

SECTION C: PROGRAM OPERATIONS

1. A. How does the local workforce development area ensure staff comply with the policies and procedures for Rapid Response as communicated on DEED's website?

As described below, RMCEP has identified one Rapid Response liaison to work with the Rapid Response office. This person is tasked with knowing the relevant policies and procedures well and ensuring staff and partners follow the processes outlined in DEED's Dislocated Worker Policies, which include communicating with Rapid Response and participating in the competitive process as appropriate.

- B. How does the local workforce development area inform the state Rapid Response team within 24 hours about an actual or potential dislocation event when there is possibility of a mass layoff (50 or more dislocations)?

RMCEP has identified one Rapid Response liaison to work with the Rapid Response office. This system has allowed for greater efficiencies in service coordination. When a mass dislocation occurs in LWDA 2, RMCEP or partner staff inform the RMCEP Rapid Response liaison. The liaison immediately contacts the State Rapid Response office to inform them of the event and to provide the company's contact information.

In the event where the State Rapid Response office is the first point of knowledge, a representative from that office contacts the RMCEP liaison either directly or through announcements. The manner of communication may depend on whether or not a competitive process will be required.

At that point, the RMCEP liaison and the State Rapid Response staff work together to provide information to the company and the dislocated workers. As the Rapid Response administers and tabulates the dislocated worker needs assessment and develops the Employee Planning Committee, this information is provided to the RMCEP liaison. Service delivery strategies are then developed with the Planning Committee and RMCEP.

- C. Describe how the local area board will coordinate workforce investment activities carried out in the local workforce development area with statewide rapid response activities.

The RMCEP Rapid Response liaison works with each site supervisor, manager and the State Rapid Response team very closely to ensure information is gathered and disseminated to the appropriate parties. Because the site supervisor is most closely connected to their local businesses, this person is involved early in the process and works directly with the company, the Rapid Response Team, and the LWDA Rapid Response liaison. We are fortunate in that the LWDA has developed and maintains a positive and close working relationship with the State Rapid Response Team that allows all of us to collaborate together in securing and disseminating information at the earliest possibility and begin planning the next steps.

D. Complete **Attachment B – Local Workforce Development Area Contacts.**

2. A. How does the local workforce development area inform the state Trade Act staff of companies that are potentially TAA certifiable?

The RMCEP staff and State Rapid Response Team begin working with the affected companies and their dislocated workers early in the process. The potential of a TAA certifying event is discussed and explored. The RMCEP staff and/or the State Rapid Response Team provide the State Trade Act contact information and also informs the State Trade Act contact as soon as possible. Many times the BSR's are in the communities learn that a closure will occur either from the local economic development partner or from the business itself. The BSR's also communicate directly with the TAA staff to update them as local events occur.

- B. How does the local workforce development area cooperate with the state Trade Act staff where the layoff involves a company that the DOL trade-certified?

The Team Leader (Site Supervisor) at each WorkForce Center is identified as the local contact person. TAA works with the Team Leader whenever possible to arrange for meetings with the affected dislocated workers to explain the TAA program and benefits. The Team Leader and/or local staff also attend these meetings to begin the coordination of services. To maximize the efficiency of funding under dislocated worker programs and TAA, RMCEP will assist clients to access TAA for classroom training, TRA income support, job search cost, and relocation. DEED will provide benefit administration from their main office in St. Paul. RMCEP case management services will be funded through dislocated worker program funding. RMCEP staff attend training by the TAA staff to better understand expectations and increase communications.

- C. Is the local workforce development area willing to participate in TAA Counselor Training and TAA Participant Training when a trade-certification occurs?

Yes

3. A. The local workforce development area has developed and implemented local Supportive Service policies that are consistently applied for all participants.

Yes

- B. Describe the steps taken to ensure consistent compliance with the policy.

Support Services are provided based on individual need and is consistently applied throughout the agency for all participants. RMCEP has a comprehensive policy to ensure allowable costs and describes a detailed internal process. A part of this process which ensures consistent application is the venue of the team approach. The team reviews each request for a support service and approves or denies with explanation. Additionally, if approved, the request goes to the Operations Services Department who is tasked with quality assurance and checks each request against policy requirements.

SECTION D: SYSTEM OPERATIONS AND ATTACHMENTS

1. The local workforce development area has processes in place to assure non-duplicative services, and avoid duplicate administrative costs.

Yes

2. The local workforce development area is aware of and staff participate in the Reception and Resource Area Certification Program (RRACP) to better serve all customers?

Yes

3. A. The local workforce development area and their partners are aware of the responsibilities of the Equal Opportunity Officer, including attending DEED sponsored EO Training?

Yes

B. Complete **Attachment B – Local Workforce Development Area Contacts**.

- C. The local workforce development area is aware and conducts annually a physical and program accessibility review?

Yes

4. Does the local workforce development area have in place an agreed upon WIOA Discrimination complaint process per the regulations?

Yes

5. A. Does the local workforce development area have in place an agreed upon WIOA Program Complaint Policy per the regulations?

Yes

B. Complete **Attachment B – Local Workforce Development Area Contacts**.

6. How do you identify current or former Military Service Members coming into your WorkForce Center?

LWDA 2 complies with Policy Guidance from DEED on Veterans and Dislocated Workers. All staff understands appropriate service delivery and priority of service to veterans. Veterans have priority of service in all employment and training programs in accordance with the Job for Veterans Act (P.L. 107-288, November 7, 2002), and all succeeding appropriate laws, rules and regulations. Priority service to veterans is also outlined in internal policies.

RMCEP has established that veterans and their eligible spouses (hereafter, together referred to as “veterans”) who meet program eligibility requirements have the first priority for all services. WorkForce Center Resource Rooms are the primary entry point into employment and training services. Resource Room personnel are specifically trained to assist all customers to include assessing customers’ needs and confirm expectations as a part of the initial greeting. During this process, veterans are

identified either through self-identification or staff inquiry.

All veterans coming to the reception desk have the option of self-identifying and asking for specific services such as referral directly to a veterans' staff representative. They may also receive initial assessment or services and be referred to RMCEP staff to pursue eligibility for programs and services as needed.

Resource Room resources and services are readily visible and available to veterans. Staff serve veterans one-on-one for core services so veterans are aware of resources designed specifically to meet their needs. For example, many on-line and hard copy resources are available specifically targeted to assisting veterans. Community resource brochures are readily available. Another example is a link on the resource area organizer, <http://www.careeronestop.org/militarytransition>, designed to assist veterans' transition back to civilian life. RMCEP has taken proactive measures to provide training for staff with the issues faced by many veterans returning from active duty. We work closely with Veterans Services partners. Staff has attended Veteran Reintegration Training to better assist veterans and their families return to normal life after combat.

DEED Job Services works with the REA staff to identify veterans who are currently UI Applicants. DVOP's are scheduled to attend all UI Orientations that have veterans on the invitee list.

7. How do you inform current or former Military Service Members coming into your WorkForce Center about "Veteran Priority of Service?"

LWDA 2 complies with Policy Guidance from DEED on Veterans and Dislocated Workers. All staff understand appropriate service delivery and priority of service to veterans. Veterans have priority of service in all employment and training programs in accordance with the Job for Veterans Act (P.L. 107-288, November 7, 2002), and all succeeding appropriate laws, rules and regulations. Priority service to veterans is also outlined in internal policies. Veterans are identified through staff inquiry or self-identification. Staff inform current or former Military Service Members of priority of service as soon as the veteran or current service member is identified.

8. If your WorkForce Center has a presence on the Internet (outside of your local DEED WorkForce Center site) how do you promote Public Law 107-288, "Veterans Priority of Service" to veterans on that website?

RMCEP will update its website to include a message about veterans having priority of service.

9. How do you identify current or former Military Service Members with "significant barriers to employment?"

Through program eligibility determinations, an Initial Assessment is conducted through a formal guided interview. Staff present the assessment information to the RMCEP client services team. The team recommends veterans for additional core services, referral to other agencies, or intake for intensive services based on eligibility, need, and availability of resources. As stated above, this policy also covers those spouses of

veterans identified by law as having priority for services.

Veterans also receive services from Wagner-Peyser and WIOA funded staff. Staff are trained by veteran's staff on veterans' preference and priority of service. Veterans' staff may either provide or work with other partners to provide assistance with registration, referrals to jobs, counseling, referrals to supportive services, job development, Creative Job Search workshops, resume preparation assistance, and other services. Veterans are given maximum exposure to suitable jobs and priority assistance in competing for those jobs.

Individuals leaving active duty from the regular armed forces, National Guard or Armed Forces Reserves, for reasons other than dishonorable discharge, are eligible for Dislocated Worker Services.

Dislocated Worker services eligibility for veterans will consider the following:

- a). The individual no longer has a civilian job upon his or her return; or
- b). The civilian job still exists but is no longer appropriate because of the individual's increased skills obtained in the military, leaving the individual essentially underemployed given his or her skills; or
- c). The civilian job still exists but it pays significantly less than the military paid during the time of active service.

Job Services will provide all veterans that attend the REA Orientation with the opportunity to take the National Career Readiness Certificate and to receive advice and training on how to use the NCRC in their job seeking efforts.

10. When a current or former Military Service Member with a significant barrier to employment is identified, how do you refer them to an appropriate intensive service provider when there is no Disabled Veteran Outreach Program (DVOP) specialist in your WorkForce Centers?

The guided interview Initial Assessment is the key that allows us to appropriately refer a veteran to program staff or, as appropriate, to a Local Veteran Employment Representative and/or to Disabled Veterans Outreach Personnel. A referral may also be included in the development of an employment plan.

WorkForce Center staff work closely together as a team to provide customer service. Communication is both formal, at established WorkForce Center partner meetings, and informal through staff-to-staff discussion.

The team approach of the partners at our WorkForce Centers is illustrated as follows: The local DEED Business Service Reps learns of a hiring need of a local employer. This information is shared with the WorkForce Center staff. The local Veteran's Representative knows of a veteran who would be a likely candidate. RMCEP staff then writes an On-the-Job Training contract with the employer to get the veteran on the job. This illustration is based on actual experiences.

Priority services to veterans and spouses of certain veterans are provided by SrVERs and DVOPs. SrVERs oversee the provision of all services and actively promote integration with all WorkForce Center services. By doing so, they ensure preference to eligible veterans in the provision of workforce development services. They will also actively participate in employer marketing and public relations, coordinating with other

staff involved in employer services, and job development. DVOPs promote recruitment of disabled vets and provide individual case management services. All WorkForce Centers in LWDA 2 are served at least weekly by veteran's staff from within the region, either through permanent assignment or on an itinerant basis.

11. How are DVOP and/or Local Veterans Employment Representatives (LVER) staff integrated into the overall service delivery strategy in your WorkForce Centers?

RMCEP provides all services through the WorkForce Centers at which the DEED Veterans Service Representatives are also located. This partnership is ideal to ensure coordination and collaboration of services. Services include the full range of WIA adult and dislocated worker services, in addition to the specific veterans services provided by the Veterans Reps. In some areas, the Veterans Representatives come to the Workforce Center on a regularly scheduled itinerant basis. RMCEP staff maintain regular contact with them to ensure that veterans are informed of services available at the WorkForce Centers and this allows for a seamless referral process.

The DVOPs are working in partnership with our local UI/REA representatives to identify all veterans. The DVOP will attend the REA events along with the Job Service staff in order to provide customized veteran's services. Veterans are given priority service for Creative Job Search as well as the National Career Readiness Certificate.

12. Are all WIOA-funded partners complying with the guidance provided in the TEGE regarding Selective Service?

Yes _____

13. What is your strategy to ensure that job-ready job seekers enrolled in your programs (including non-program universal customers) are registering in MinnesotaWorks.net and are making their resumes viewable to employers?

All job-ready customers utilizing the Resource Room are assisted with registration in the Minnesotaworks.net system and are encouraged to complete a resume and have it uploaded into the system.

All job-ready enrolled customers participate in job seeking activities which include a component in which they register in Minnesotaworks.net and upload their resume.

14. **Conflict of Interest and Integrity:** Local area boards must make decisions in keeping with several laws and regulations. Indicate below that your local area board is aware of DOL Training and Employment Guidance Letter 35-10 and Minnesota OGM 08-01 and its relevant federal laws and regulations.

Yes _____

15. The local workforce development area's conflict of interest policies are in compliance with the above two references?

Yes _____

16. A. The local workforce development area is aware of the referenced statute on Government Records.

Yes X

- B. The local workforce development area is aware of the requirement to retain documentation for six years.

Yes X

- C. Complete **Attachment B – Local Workforce Development Area Contacts**.

17. **Handling and Protection of Personally Identifiable Information:** The local workforce development area is complying with the guidance provided in TEGL 39-11.

Yes X

18. **Human Trafficking:** The local workforce development area is aware of TEGL 09-12 and will follow the procedures for working with trafficked persons.

Yes X

19. **Gender Identification:** The local workforce development area is aware of TEGL 37-14 and will follow the procedures for developing a similar policy including key terminology, and have in place regarding working with customers who may be lesbian, gay, bisexual and transgender. Local workforce development areas will also participate in any related training.

Yes X

20. **Uniform Guidance:** The local workforce development area is aware of TEGL 15-14 regarding Uniform Guidance.

Yes X

21. A. Briefly describe the local area board's policy and timetable for filling vacancies, replacing/reappointing individuals whose terms have come to an end. Include in your description any plans to fill the terms that will be expiring as of June 30, 2016.

According to the bylaws of the local Workforce Development Board:

Members of the Workforce Development Board shall be appointed by the Board of Directors of RMCEP.

1. Membership terms shall be fixed and staggered. Members shall be appointed to serve a term of three (3) years. Membership years shall run from July 1 to June 30.
2. Should a vacancy occur during the member's term, the Board of Directors shall appoint a new member to complete the term.
3. Any member may be reappointed.

The Executive Director leads the recruitment process when terms have ended and new members are sought. Various recruitment venues are used including: local Chambers of Commerce, current or former members, and agencies or companies in

a representative area (such as business, education, or labor). Persons who hold membership with terms expiring as of June 2016 may be reappointed. If they are not reappointed or decline to continue to serve, the recruitment process will begin for their respective representative area.

B. Is your local area board currently in compliance with WIOA?

Yes _____ No X

If No, what steps will be taken to bring your local area board into compliance by June 30, 2016?

Through attrition and the addition of one higher education member (currently being recruited), RMCEP will be WIOA compliant with local area board requirements by June 30, 2016.

C. Complete **Attachment C – Local Area Board Membership List**.

D. Complete **Attachment D – Local Area Board Committee List**.

22. Complete remaining portions of **Attachment B – Local Workforce Development Area Contacts**.
23. If applicable, complete **Attachment E - Local Workforce Development Area Sub-Grantee List**.
24. If applicable, complete **Attachment F - Local Workforce Development Area Non-WFC Program Service Delivery Location List**.

ASSURANCES AND CERTIFICATIONS

ASSURANCES

As a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Investment Act of 1998 (WIA) and the Workforce Innovation and Opportunity Act and any other DEED/Workforce Development Employment and Training funds, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions and other assurances of the following laws:

- **Accessibility** - [Section 508 of the Rehabilitation Act of 1973, as amended](#) - Requires that federally funded program providers make their electronic information and technology accessible to people with disabilities;
- **ACORN** – [Funds may not be provided](#) to the Association of Community Organizations for Reform Now, or any of its affiliates, subsidiaries, allied organizations or successors;
- **Audits** – [2 CFR 200.501](#) and [Single Audit Act Amendments of 1996](#) - organization-wide or program-specific audits shall be performed;
- **Buy American**- Buy American Act – award may not be expended unless the funds comply with [USC 41, Section 8301-8303](#);
- **Data Sharing** – [MN Access to Government Data](#), [MN Duties of Responsible Authority](#); [MN Access to Information](#); [MN Administrative Rules Data Practices](#); [DEED Policy – Data Practices](#);
- **Disability** - that there will be compliance with the [Architectural Barriers Act of 1968](#), [Sections 503 and 504 of the Rehabilitation Act of 1973](#), as amended, and the [Americans with Disabilities Act of 1990](#);
- **Drug-Free Workplace** – [Drug-Free Workplace Act of 1988](#) – requires all organizations to maintain a drug-free workplace;
- **Equipment** – [2 CFR 200. 313](#), [200.439](#) – must receive prior approval for the purchase of any equipment with a per unit acquisition cost of \$5,000 or more, and a useful life of more than one year;
- **Fire Safety** – [15 USC 2225a](#) – ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act ([Public Law 101-391](#));
- **Fraud/Abuse** - that the provider has policies on fraud and abuse and will contact DEED for potential fraud and abuse issues; [20 CFR 667.630](#); [DEED Policy – Fraud Prevention and Abuse](#);
- **Health Benefits** – [Public Law 113-235, Division G, Sections 506 and 507](#) – ensure use of funds for health benefits coverage complies with the [Consolidated and Further Continuing Appropriations Act, 2015](#);
- **Insurance** - that insurance coverage be provided for injuries suffered by participants in work-related activities where Minnesota's workers' compensation law is not applicable as required under Regulations [20 CFR 667.274](#);
- **Insurance** – [Flood Disaster Protection Act of 1973](#) – provides that no Federal financial assistance to acquire, modernize or construct property may be provided in identified flood-prone communities in the United States, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of the identification;
- **Limited English** - [Executive Order 13166](#) - Improving access to services for persons with limited English proficiency;
- **Nondiscrimination** - [Section 188 of the Workforce Innovation and Opportunity Act](#) (WIOA) - Requires applying nondiscrimination provisions in the administration of programs and activities for all eligible individuals, including individuals with disabilities;

- **Nondiscrimination** - [Section 188 of the Workforce Investment Act of 1998](#) (WIA) - Requires applying nondiscrimination provisions in the administration of programs and activities for all eligible individuals, including individuals with disabilities;
- **Nondiscrimination** - [Title VI of the Civil Rights Act of 1964, as amended](#) – Prohibits discrimination on the bases of race, color, and national origin under any program receiving federal financial assistance;
- **Nondiscrimination** - [Title VII of the Civil Rights Act of 1964, as amended](#) - Prohibits discrimination on the basis of race, color, religion, sex or national origin in employment;
- **Nondiscrimination** - [Title II of the Genetic Information Nondiscrimination Act of 2008](#) - Prohibits discrimination in employment on the basis of genetic information;
- **Nondiscrimination** - [Title V of the Older Americans Act of 1965](#) - Prohibits discrimination based on race, color, religion, sex, national original, age disability or political affiliation or beliefs in any program funded in part with Senior Community Services Employment Program funds;
- **Nondiscrimination** - [Title IX of the Education Amendments of 1972, as amended](#) - Requires applying nondiscrimination provisions, based on sex, in educational programs;
- **Nondiscrimination** - [Title I \(Employment\) Americans with Disabilities Act \(ADA\)](#) - Prohibits state and local governments, from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment;
- **Nondiscrimination** - [Title II \(State and Local Governments\) Americans with Disabilities Act \(ADA\)](#) - Prohibits qualified individuals with disabilities from discrimination in services, programs, and activities;
- **Nondiscrimination** - [Section 504 of the Rehabilitation Act of 1973, as amended](#) - Prohibits discrimination against qualified individuals with disabilities;
- **Nondiscrimination** - [Age Discrimination Act of 1975, as amended](#) - Prohibits discrimination on the basis of age;
- **Nondiscrimination** - [Title 29 CFR Part 31](#) Nondiscrimination in federally-assisted programs of the Department of Labor, effectuation of Title VI of the Civil Rights Act of 1964;
- **Nondiscrimination** - [Title 29 CFR Part 32](#) Nondiscrimination on the basis of disability in programs and activities receiving or benefiting from federal assistance;
- **Nondiscrimination** - [Title 29 CFR Part 33](#) Enforcement of nondiscrimination on the basis of disability in programs or activities conducted by the Department of Labor;
- **Nondiscrimination** - [Title 29 CFR Part 35](#) Nondiscrimination on the basis of age in programs or activities receiving federal financial assistance from the Department of Labor;
- **Nondiscrimination** - [Title 29 CFR Part 37](#) Implementation of the Nondiscrimination and Equal Opportunity provisions of the Workforce Investment Act of 1998;
- **Nondiscrimination** - [Title 29 CFR Part 38](#) Implementation of the Nondiscrimination and Equal Opportunity provisions of the Workforce Innovation and Opportunity Act;
- **Nondiscrimination** - [Executive Order 13160](#) Nondiscrimination on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, and status as a parent in federally conducted education and training Programs;
- **Nondiscrimination** - [Executive Order 13279](#) - Nondiscrimination against grant seeking organizations on the basis of religion in the administration or distribution of federal financial assistance under social service programs, including grants, contracts, and loans;
- **Nondiscrimination** - [The Minnesota Human Rights Act of 1973, Minnesota Statutes, Chapter 363A](#) - Prohibits discrimination in employment and providing public services on the basis of race, color, creed, religion, natural origin, sex, marital status (employment only), disability, status with regard to public assistance, sexual orientation, familial status

(employment only), citizenship, or age (employment only), and local human rights commission activity (employment only);

- **Nondiscrimination** - that collection and maintenance of data necessary to show compliance with the nondiscrimination provisions of WIA and [WIOA Section 188](#), as provided in the regulations implementing that section, will be completed;
- **Opportunity** – [Executive Order 12928](#) – encouraged to provide subcontracting/subgranting opportunities to Historically Black Colleges and Universities and other Minority Institutions and to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals;
- **Personally Identifiable Information (PII)** – [Training and Guidance Letter 39-11](#) – must recognize and safeguard PII except where disclosure is allowed by prior written approval of the Grant Officer or by court order;
- **Procurement** – Uniform Administrative Requirements – [2 CFR 200-317-36](#) – all procurement transactions to be conducted in a manner to provide, to the maximum extent practical, open and free competition;
- **Publicity** – no funds shall be used for publicity or propaganda purposes, preparation or distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress or any state/local legislature or legislative body, except in presentation to the Congress or any state/local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any state or local government. Nor shall grant funds be used to pay the salary or expenses of any recipient or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations regulation, administrative action, or Executive Order proposed or pending before the Congress, or any state government, state legislature or local legislature body other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a state, local or tribal government in policymaking and administrative processes within the executive branch of that government;
- **Salary/Bonus** – [Public Law 113-235, Division G, Title I, Section 105](#) – none of the funds appropriated under the heading “Employment and Training” shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of [Executive Level II](#). Further clarification can be found in [TEGL 5-06](#);
- **Seat Belts** - [Executive Order 13043](#) – Increasing Seat Belt Use in the United States;
- **Text Messaging** – [Executive Order 13513](#) – encouraged to adopt and enforce policies that ban text messaging while driving company-owned or –rented vehicles or GOV or while driving POV when on official Government business or when performing any work for or on behalf of the Government;
- **Trafficking of Persons** – [2 CFR 180](#) – OMB Guidelines to Agencies on Governmentwide Debarment and Suspension – may not engage in severe forms of trafficking, procure a commercial sex act or use forced labor in the performance;
- **Veteran Priority of Service** - [Public Law 107-288: Jobs for Veterans Act](#) - Priority of service for veterans (including veterans, eligible spouses, widows and widowers of service members) in qualified job training programs;
- **Veterans** - [Public Law 112-56: Vow to Hire Heroes Act of 2011](#) - Establishes guidelines for service providers who are providing employment, training, academic or rehabilitation services for military veterans;
- **Veterans** - that veterans will be afforded employment and training activities authorized in WIA and WIOA Section 134, and the activities authorized in Chapters 41 and 42 of Title 38 US code, and in compliance with the veterans' priority established in the Jobs for Veterans Act. ([38 USC 4215](#)), U.S. Department of Labor, [Training and Employment Guidance Letter 5-03](#) and Minnesota's Executive Order 06-02;

- **Voter Registration** - that the required voter registration procedures described in [Minnesota Statutes 201.162](#) are enacted without the use of federal funds;
- **Voter Registration** – [52 USC 20501 – 20511](#) – National Voter Registration Act of 1993.

CERTIFICATIONS

By signing and submitting this plan, the local area board is certifying on behalf of itself and the subgrantee, where applicable:

- A. That this **Regional and Local Workforce Development Area Plan** was prepared and is in accordance with all applicable titles of the WIOA Act of 2014, Title V of the Older Americans Act, applicable Minnesota state statutes and that it is consistent with Minnesota's current and future state plans;
- B. that it has provided at least a thirty day period for public comment and input into the development of plan by members of the local area board and the public (including persons with disabilities) and has provided information regarding the plan and the planning process, including the plan and supporting documentation, in alternative formats when requested and that any comments representing disagreement with the plan are included with the local plan forwarded to DEED (as the Governor's representative) Section 118(c); Section 108 (d)
- C. that the public (including individuals with disabilities) have access to all of the local area board's and its components' meetings and information regarding the local area board's and its components' activities;
- D. that fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds paid through the allotments funded through the contract/master agreement issued by DEED have been established;
- E. that it is, and will maintain a certifiable local area board;
- F. that it will comply with the confidentiality requirements of WIA Section 136 (f)(3) and WIOA Section 116 (i)(3)
- G. that the respective contract/master agreement and all assurances will be followed;
- H. that it will ensure that no funds covered under the contract/master agreement are used to assist, promote, or deter union organizing;
- I. that this plan was developed in consultation with the local area board;
- J. that it acknowledges the specific performance standards for each of its programs and will strive to meet them;
- K. that the local area board members will not act in a manner that would create a conflict of interest as identified in 20 CFR 667.200(a)(4), including voting on any matter regarding the provision of service by that member or the entity that s/he represents and any matter that would provide a financial benefit to that member or to his or her immediate family;
- L. that local area board and staff are aware of local WorkForce Center services, and are working with and referring to the WorkForce Center services as appropriate;
- M. that all staff are provided the opportunity to participate in appropriate staff training;
- N. that, if applicable, the local area board must maintain the currency of its information in the System Award Management until submission of the final financial report or receive the final payment, whichever is later;
- O. that sponsored (in whole or in part) conferences are charged to the grantee as appropriate and allowable; and
- P. that funds are not used for the purpose of defraying costs of a conference unless it is directly and programmatically related to the purpose of the award.
- Q. that the local area board and its sub-grantees must also adhere to the same certifications and assurances that DEED must assure.

SIGNATURE PAGE

Local Workforce Development
Area Name WSA #2 Rural Minnesota CEP, Inc.

Local Area Board Name WSA #2 Workforce Development Board

Name and Contact Information for the Local Area Board Chair:

Name Ms. Carol Anderson
Title Owner/Operator
Organization Anderson Farms
Address 1 316 E. Broadway PO Box 356
Address 2 _____
City, State, _____
ZIP Code Little Falls, MN 56345
Phone 320-632-5466
E-mail mcdc@fallsnet.com

Name and Contact Information for the Chief Local Elected Official(s):

Name Ms. Janet Green, Chair
Title Administrator
Organization Emmanuel Community
Address 1 1415 Madison Avenue
Address 2 _____
City, State, ZIP _____
Code Detroit Lakes, MN 56501
Phone 218-844-7112
E-mail janetgreen@ecumen.org

We, the undersigned, attest that this submittal is the Program Year 2016-2017 Local Plan for our Workforce Development Board and Local Workforce Development Area and hereby certify that this Local Plan has been prepared as required, and is in accordance with all applicable state and federal laws, rules and regulations.

Local Area Board Chair**Chief Local Elected Official**

Name Carol Anderson

Name Janet Green

Title Workforce Development Board
Chair

Title RMCEP Board of Directors Chair

Signature _____

Signature _____

Date _____

Date _____

REGIONAL OVERSIGHT COMMITTEE

Regional Workforce Development Area

 Regional Workforce Development Area 1

Local Workforce Development Area

 Local Workforce Development Area 2 (Rural Minnesota CEP, Inc)

MEMBER	ORGANIZATION
Carol Anderson	Owner – Anderson Farm
Kristine “Kiki” Anderson	Executive Director – NWPIC
Terry Blake	Owner – Ada-Felton Country Store
Sue Boehland	Freshwater Education District
Kirsten Fugelseth	ABE Regional Coordinator
Janet Green	Executive Director, Ecumen-Detroit Lakes
Kathy Guess	Owner – Guess Enterprises
Catherine Johnson	Inter-County Community Council
Sue Johnson	Sanford Health Foundation
Sandy King	West Central Initiative
Vicki Leaderbrand	Operations Director/HR – RMCEP
Michael Moore	Polk County Private Business

Craig Nathan	Director of Field Operations – RMCEP
Julie Sachs	Minnesota DEED
Bonny Stechmann	Minnesota DEED
Dan Wenner	Executive Director – RMCEP

LOCAL WORKFORCE DEVELOPMENT AREA CONTACTS

ROLE	Contact Name	Phone	Email	Reports to (name only)
Rapid Response Liaison for Mass Layoffs (see section C.2.D.)	Vicki Leaderbrand	218-847-0718	vickil@rmcep.com	Daniel J. Wenner
Equal Opportunity Officer (see section D.3.B.)	Vicki Leaderbrand	218-847-0718	vickil@rmcep.com	Daniel J. Wenner
Program Complaint Officer (see section D.5.B.)	Vicki Leaderbrand	218-847-0718	vickil@rmcep.com	Daniel J. Wenner
Records Management/Records Retention Coordinator (see section D.16.C.)	Nancy Bisek	218-847-0732	nancyb@rmcep.com	Daniel J. Wenner
ADA Coordinator (see section D.22.)	Vicki Leaderbrand	218-847-0718	vickil@rmcep.com	Daniel J. Wenner
Data Practices Coordinator (see section D.22.)	Nancy Bisek	218-847-0732	nancyb@rmcep.com	Daniel J. Wenner
English as Second Language (ESL) Coordinator (see section D.22.)	Vicki Leaderbrand	218-847-0718	vickil@rmcep.com	Daniel J. Wenner

Official Name of WorkForce Center Alexandria Workforce Center

ROLE	Contact Name	Phone	Email	Reports to (name only)
Site Representative	Char Hirte	320-762-7800	charh@rmcep.com	Greg Kaiser
Job Service Manager	Julie Sachs	218-847-0722	Julie.sachs@state.mn.us	Dave Niermann
Vocational Rehabilitation Services Manager	Eric Wittbrodt	218-739-7565	eric.wittbrodt@state.mn.us	Roland Root
State Services for the Blind Manager	Steve Larson	218-825-2185	Stephen.d.larson@state.mn.us	Michael Newman
Local Workforce Development Area Director	Daniel J. Wenner	218-847-0717	danw@rmcep.com	Board of Directors
Adult Basic Education (ABE)	Sylvia Galbraith	320-762-3312	sgalbrai@alexandria.k12.mn.us	
Carl Perkins Post-Secondary Manager	Judi Anderson	320-762-4422	judia@alextech.edu	VP of Student Services

Adult	Same as Site Representative
Dislocated Worker	
Youth	

Official Name of WorkForce Center Bemidji Workforce Center

ROLE	Contact Name	Phone	Email	Reports to (name only)
Site Representative	Caroline Rogers	218-333-8200	caroliner@rmcep.com	Sue Hilgart
Job Service Manager	Julie Sachs	218-847-0722	Julie.sachs@state.mn.us	Dave Niermann
Vocational Rehabilitation Services Manager	Randa Lundmark	218-333-8205	Randa.lundmark@state.mn.us	Roland Root
State Services for the Blind Manager	Steve Larson	218-825-2185	Stephen.d.larson@state.mn.us	Michael Newman
Local Workforce Development Area Director	Daniel J. Wenner	218-847-0717	danw@rmcep.com	Board of Directors
Adult Basic Education (ABE)	Kirsten Fuglseth	218-894-2497	kfuglseth@nw.service.k12.mn.us	Bruce Jenson
Carl Perkins Post-Secondary Manager	Robert Griggs	218-755-2068	rgriggs@bemidjistate.edu	Dr. Richard Hanson
Adult	Same as Site Representative			
Dislocated Worker				
Youth				

Official Name of WorkForce Center Brainerd Workforce Center

ROLE	Contact Name	Phone	Email	Reports to (name only)
Site Representative	Sue Hilgart	218-828-2450	sueh@rmcep.com	Craig Nathan
Job Service Manager	Julie Sachs	218-847-0722	Julie.sachs@state.mn.us	Dave Niermann
Vocational Rehabilitation Services Manager	Eric Wittbrodt	218-739-7565	eric.wittbrodt@state.mn.us	Roland Root
State Services for the Blind Manager	Steve Larson	218-825-2185	Stephen.d.larson@state.mn.us	Michael Newman
Local Workforce Development Area Director	Daniel J. Wenner	218-847-0717	danw@rmcep.com	Board of Directors
Adult Basic Education (ABE)	Orla Kenton	218-855-8165	orla.kenton@isd181.org	Cori Reynolds
Carl Perkins Post-Secondary Manager	Paul Preimesberger	218-855-8163	ppreimesberger@clcmn.edu	Dave Hietala
Adult	Same as Site Representative			
Dislocated Worker				
Youth				

Official Name of WorkForce Center Detroit Lakes Workforce Center

ROLE	Contact Name	Phone	Email	Reports to (name only)
Site Representative	Kelley Nowell	218-847-0700	kelleyn@rmcep.com	Greg Kaiser
Job Service Manager	Julie Sachs	218-847-0722	Julie.sachs@state.mn.us	Dave Niermann
Vocational Rehabilitation Services Manager	Randa Lundmark	218-333-8205	Randa.lundmark@state.mn.us	Roland Root
State Services for the Blind Manager	Steve Larson	218-825-2185	Stephen.d.larson@state.mn.us	Michael Newman

Local Workforce Development Area Director	Daniel J. Wenner	218-847-0717	danw@rmcep.com	Board of Directors
Adult Basic Education (ABE)	Amy Fish	218-844-5760	afish@detlakes.k12.mn.us	
Carl Perkins Post-Secondary Manager	Jill Abbott	218-846-3796	jill.abbott@minnesota.edu	Carrie Brimhall
Adult	Same as Site Representative			
Dislocated Worker				
Youth				

Official Name of WorkForce Center Fergus Falls Workforce Center

ROLE	Contact Name	Phone	Email	Reports to (name only)
Site Representative	Kelley Nowell	218-739-7675	kelley@rmcep.com	Greg Kaiser
Job Service Manager	Julie Sachs	218-847-0722	Julie.sachs@state.mn.us	Dave Niermann
Vocational Rehabilitation Services Manager	Eric Wittbrodt	218-739-7565	eric.wittbrodt@state.mn.us	Roland Root
State Services for the Blind Manager	Steve Larson	218-825-2185	Stephen.d.larson@state.mn.us	Michael Newman
Local Workforce Development Area Director	Daniel J. Wenner	218-847-0717	danw@rmcep.com	Board of Directors
Adult Basic Education (ABE)	Sara Sundberg	218-988-0544	ssundberg@fergus.otters.org	
Carl Perkins Post-Secondary Manager	Jill Abbott	218-846-3796	jill.abbott@minnesota.edu	Carrie Brimhall
Adult	Same as Site Representative			
Dislocated Worker				

Youth	
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Official Name of WorkForce Center Little Falls Workforce Center

ROLE	Contact Name	Phone	Email	Reports to (name only)
Site Representative	Brian Gapinski	320-232-200	briang@rmcep.com	Sue Hilgart
Job Service Manager	Julie Sachs	218-847-0722	Julie.sachs@state.mn.us	Dave Niermann
Vocational Rehabilitation Services Manager	Eric Wittbrodt	218-739-7565	eric.wittbrodt@state.mn.us	Roland Root
State Services for the Blind Manager	Steve Larson	218-825-2185	Stephen.d.larson@state.mn.us	Michael Newman
Local Workforce Development Area Director	Daniel J. Wenner	218-847-0717	danw@rmcep.com	Board of Directors
Adult Basic Education (ABE)	Linda Oman	218-894-5400	loman@isd2170.k12.mn.us	Mag Patridge
Carl Perkins Post-Secondary Manager	Norma Konschak	320-308-5382	nkonschak@sctcc.edu	Bruce Peterson
Adult	Same as Site Representative			
Dislocated Worker				
Youth				

Official Name of WorkForce Center Moorhead Workforce Center

ROLE	Contact Name	Phone	Email	Reports to (name only)
Site Representative	Theresa Hazemann	218-287-5060	theresah@rmcep.com	Greg Kaiser
Job Service Manager	Julie Sachs	218-847-0722	Julie.sachs@state.mn.us	Dave Niermann
Vocational Rehabilitation Services Manager	Randa Lundmark	218-333-8205	Randa.lundmark@state.mn.us	Roland Root

State Services for the Blind Manager	Steve Larson	218-825-2185	Stephen.d.larson@state.mn.us	Michael Newman
Local Workforce Development Area Director	Daniel J. Wenner	218-847-0717	danw@rmcep.com	Board of Directors
Adult Basic Education (ABE)	Tammy Schatz	218-284-3460	tschatz@moorheadschoools.org	
Carl Perkins Post-Secondary Manager	Jill Abbott	218-846-3796	jill.abbott@minnesota.edu	Carrie Brimhall
Adult	Same as Site Representative			
Dislocated Worker				
Youth				

Official Name of WorkForce Center Wadena Workforce Center

ROLE	Contact Name	Phone	Email	Reports to (name only)
Site Representative	Darla Hoemberg	218-631-7660	darlah@rmcep.com	Sue Hilgart
Job Service Manager	Julie Sachs	218-847-0722	Julie.sachs@state.mn.us	Dave Niermann
Vocational Rehabilitation Services Manager	Eric Wittbrodt	218-739-7565	eric.wittbrodt@state.mn.us	Roland Root
State Services for the Blind Manager	Steve Larson	218-825-2185	Stephen.d.larson@state.mn.us	Michael Newman
Local Workforce Development Area Director	Daniel J. Wenner	218-847-0717	danw@rmcep.com	Board of Directors
Adult Basic Education (ABE)	Stephanie Drange	218-632-2450	sdrange@wdc2155.k12.mn.us	Sandie Rentz
Carl Perkins Post-Secondary Manager	Paul Preimesberger	218-855-8163	ppreimesberger@clcmn.edu	Dave Hietala
Adult				

Dislocated Worker	Same as Site Representative
Youth	

LOCAL AREA BOARD MEMBERSHIP LIST

MEMBER	POSITION/ORGANIZATION	TERM ENDS
Regional Workforce Development Area	Regional Workforce Development Area 1	
Local Workforce Development Area	Local Workforce Development Area 2 (Rural Minnesota CEP, Inc.)	
REPRESENTATIVES OF BUSINESS IN LOCAL WORKFORCE DEVELOPMENT AREA (must be majority)	Terry Blake (Owner, Ada-Felton Country Store)	6-30-18
	Michelle Colvert (Employment Representative, CCRI)	6-30-17
	Eloise Graves-Jallen (Controller, Red Lake Builders)	6-30-17
	Stephen Lackner (HR Manager, Avantech)	6-30-16
	Kathleen Guess (Owner, Guess Enterprises)	6-30-18
	Don Martodam (Owner, Martodam Holdings)	6-30-16
	Jerry Arneson (Ag/Business Banker, Bell State Bank & Trust)	6-30-18
	Ed Bolas (CFO, DyCast Specialties)	6-30-18
	John Tormanen (Director of Mission & HR, CHI St. Joseph's Area Health Services)	6-30-17
	Twyla Flaws (Personnel Manager, Clow Stamping Company)	6-30-16
LABOR & COMMUNITY-BASED ORGANIZATIONS (20% Minimum and 2 or more nominated by state labor federations and one joint labor-management apprenticeship program labor organization or training director)	Carol Anderson (Owner/Operator, Anderson Farm)	6-30-18
	Michael Harrom (Business Representative, North Central Regional Council of Carpenters)	6-30-18
	Darrell Lende (Business Agent, Plasterers & Shophands Local 633)	6-30-16

	Paul Anderson (State Operations Coordinator, Experience Works, Inc.)	6-30-16
	Sandy King (Vice President – Philanthropy & Programs, West Central Initiative)	6-30-17
EDUCATION & TRAINING (Required: ABE; Higher Education)	Sue Boehland (Program Director, Freshwater Education District)	6-30-18
	Stephanie Drange (Director of Adult Basic Education, Lakes and Prairies Adult Basic Education Consortium)	6-30-17
GOVERNMENT (Required: Economic Development; Job Service; Rehabilitation)	Eric Wittbrodt (Area Supervisor, Rehab Services, MN DEED)	6-30-16
	Julie Sachs (Field Operations Area Manager, MN DEED)	6-30-16
	Sandy Voigt (Regional Businesses Specialist, Region Five Development Commission)	6-30-17
	Daryl Bessler (Hubbard County Social Services)	6-30-17

CONTACT INFORMATION

NAME	ADDRESS/PHONE/EMAIL
Chair – Carol Anderson	Community Development of Morrison County 316 East Broadway P.O. Box 356 Little Falls, MN 56345 Cell: (320) 492-1663 Email: mcdc@fallsnet.com
Vice Chair – Sue Boehland	Freshwater Education District 1100 Fifth Street NE, #2 Staples, MN 56479 Cell: (218) 639-1160 Email: sboehland@fed.k12mn.us
Secretary – Terry Blake	Ada-Felton Country Store 615 Sixth Street P.O. Box 595 Felton, MN 56536-0595 Cell: (701) 212-7641 Email: dblake539@feltontel.net

LOCAL AREA BOARD SUBCOMMITTEE LIST

Regional Workforce Development Area

Regional Workforce Development Area 1

Local Workforce Development Area

Local Workforce Development Area 2 (Rural Minnesota CEP, Inc)

Committee Name	Objective/Purpose
<i>Youth Council</i>	Oversee the planning and funding of effective youth programs operated by WSA 2.
<i>WDB Business Committee</i>	Review the funding and performance progress and status for all programs operated by WSA 2.

LOCAL WORKFORCE DEVELOPMENT AREA SUB-GRANTEE LIST

Regional Workforce Development Area	Regional Workforce Development Area 1
Local Workforce Development Area	Local Workforce Development Area 2 (Rural Minnesota CEP, Inc)

Name of Sub-Grantee	Services Provided	Funding Source	Sub-Grantee located in which WFC?	If not in WFC, provide Address, City, State, ZIP Code
Not applicable				

LOCAL WORKFORCE DEVELOPMENT AREA NON-WFC PROGRAM SERVICE DELIVERY LOCATION LIST

Regional Workforce Development Area

Regional Workforce Development Area 1

Local Workforce Development Area

Local Workforce Development Area 2 (Rural Minnesota CEP, Inc)

Name and Location (City)	Program Service Delivered
Not applicable	

LOCAL WORKFORCE DEVELOPMENT AREA KEY INDUSTRIES IN REGIONAL ECONOMY