

SE MN Workforce Development Board

April 5, 2018, 2:00 PM

Workforce Development, Inc.
Rochester, Minnesota

Minutes

Members Present: Guy Finne (Chair), Randy Johnson (Executive Director), Dan Belshan, Julie Brock, Brian Cashman, Jeff Custer, Cheryl Gustason, Erin Main, Mandi Morrissey, Kris Pierce, Michelle Pyfferoen, Dee Sabol, Wayne Stenberg, Andy Toft, Rob Van Craenenbroeck, Nikki Weber-Knutson, Jill Miller (Note Taker)

Others Present: Susan Boehm, Michelle Breamer, Marsha Danielson, Sonji Davis, Jennifer Hamilton, Wanda Jensen, Savita Katarya, Marleen Lundberg, Shelly Meyer, Jinny Rietmann, Orlando Smith, Jakki Trihey, David Wheeler

A quorum was present, and Guy Finne called the meeting to order. Introductions were made. **Dee Sabol moved for consent of the April agenda; Julie Brock seconded, and the motion passed. Julie Brock moved for consent of the March meeting minutes; Mandi Morrissey seconded, and the motion passed.**

Program Reports

Management Committee – Cheryl Gustason

- **Fiscal Report: (Attachment A)** Cheryl indicated that overall, the budget is tight, but we are on track. Guy Finne added that WDI submitted applications for \$3.4 million in competitive grants. WDI is hoping to hear the results from the Department of Employment and Economic Development (DEED) in the next two weeks. There is a lot of juggling going on with the budget. The biggest concern at this time is cash flow; however, Brian Ashton and the management team are doing a great job. **Dee Sabol moved to approve the Fiscal Report; Wayne Stenberg seconded, and the motion was approved.**
- **Updated Workforce Innovation and Opportunity Act (WIOA)/Minnesota Youth Plan (MYP) Narrative Sections:** Jinny Rietmann highlighted some sections of the MYP. One of the first sections outlines how the youth programs are laid out throughout the region; including Youth Emerging Workforce Taskforce members and staff. The plan also talks about our assessment and intake processes and what tools and assessments are used to guide youth and write their plans. We are doing new and unique programming throughout the region. WDI substantially expanded services to youth with disabilities this last year; thanks in part to a Pre-Employment and Training Services (Pre-ETS) Grant. We are serving more In-School Youth (ISY) than we were a couple of years ago. The plan gives an overview of the outreach efforts to both ISY and Out-of-School Youth (OSY) populations. There were quite a few co-funded positions this year; several positions at high schools and the Youthprise Program. On page 22, all of services that we are required to offer under the WIOA Plan are highlighted. On page 34, the plan shows the Emerging Leaders Roadmap. This details the different tiers of our youth programming. One of the areas that we thrive in is being connected to other youth-serving organizations, the schools, post-secondary education, and all the different entities that help youth become successful. The Management Committee motioned to recommend approval of the updated WIOA MYP to the full Workforce Development Board (WDB). **Cheryl Gustason moved to approve the updated WIOA Minnesota Youth Plan (MYP); Kris Pierce seconded, and the motion was approved.** Discussion followed.

One Stop Operating Partners – Wanda Jensen

- Wanda reported that the main discussion was on the upcoming One Stop Operator Request for Proposal (RFP). The RFP will need to be redone because a designated dollar amount in the last round application was not identified. Wanda, Marleen Lundberg (Wegner-Peyser/Job Service), and Erin Main (DEED/Vocational Rehabilitation) met to talk the process through earlier and then brought it to the One Stop Partners Committee for discussion today. The process will be the same. The RFP will be posted on the DEED website this afternoon, the responses to the RFP are due on April 20, 2018, and it will be reviewed as it was before through the auditor's office. The information will then be presented to the Joint Powers Board (JPB).
- Wanda discussed that each year a cost allocation plan is done. Through the WIOA law, infrastructure funding agreements are now required. Wanda, Marleen, and Erin have heard a few details about the requirement; it is in discussion at the State level. The One Stop Partners are hoping for further guidance as they learn more information.
- Wanda, Jakki Trihey, and Randy Johnson have been working on revising and updating the WIOA Regional Plan.
- The committee shared partner updates. Updates will be noted in the One Stop Operating Partners meeting minutes.

Wanda updated the Board on the WDI MIS/Data Specialist Registered Apprenticeship. She introduced two of the apprentices, Michelle Breamer and Shelly Meyer; Martha Castaneda was unable to attend today. The apprentices have been in training for a year and are working on completing the final 500 hours of the required 2,000 on-the-job training hours. The goals of the apprenticeship are to increase their MIS knowledge and to build confidence.

- In response to Julie Brock's request, Wanda stated that applying for a registered apprenticeship with the Department of Labor (DLI) is uncomplicated. As a starting point, Wanda and Jakki Trihey created a competency list. They then used the list as the framework for the internal and external training for the apprentices.

Taskforce and Work Group Reports

Emerging Workforce (Youth) Taskforce – Wayne Stenberg

- Eric Shoars from Mission 21 was the guest speaker. He spent a majority of his time speaking about the Millennial population. Wayne shared that 75% of Millennials will be in the workforce by the year 2025. Eric also spent time talking about his organization and sex trafficking in the SE Minnesota area. The presentation was very informative.

MaxAbility Employment Taskforce – Guy Finne

- Guy shared that the MaxAbility Taskforce met this morning. The taskforce is focusing on consistent employer engagement. He encouraged Board members and employers to attend the Southern Minnesota Disability Employment Network (SMDEN) networking meeting on April 25th. The meeting will focus on best practices for interviewing people with disabilities. This will be followed by a Reverse Job Fair. Guy indicated that he will be stepping down as Chair of the MaxAbility Taskforce on June 30th, 2018. Four people have already volunteered to step in as the new Chair. The taskforce will have a new Chair in place by early May.

Salute Southern MN – Veterans Network – Guy Finne

- Guy reported that the taskforce has had excellent employer engagement, but has struggled to connect with Veterans; especially younger Veterans. The taskforce is continuing to work on creating awareness of Salute Southern MN and its mission. A key focus of the taskforce is social media and marketing. The taskforce is focusing on growing their relationship with several National Guard Units in the area. On August 5th, there is a barbeque planned with the National Guard Units. The taskforce will be at a job fair in Owatonna next week on the April 11th. They plan to be at key job fairs throughout the region this spring and summer. The taskforce has a mentorship program and is currently working with 12 Veterans; two have completed the mentorship program and one of the two is an applicant for a job position at Mayo Clinic. Guy also indicated that he will be stepping down as Chair of the Salute Southern MN Taskforce on June 30th, 2018. There is a potential candidate for the Chair position, and that individual is a Veteran.

Women and Minorities (Diversity and Inclusion) Work Group – Sonji Davis

- The Work Group joined the Emerging Workforce Taskforce today for the Mission 21 presentation.

Previously Incarcerated Individual (Diversity and Inclusion) Work Group – Susan Boehm

- The work group met a couple of weeks ago. The group meets the last Tuesday of every other month. There are currently 54 members on the work group roster. The members have been working on changing the structure of work group and have established subcommittees focusing on employer engagement, the needs of the formerly incarcerated individual, and communication. The full work group will meet again on Tuesday, May 29th. The three subcommittees will meet separately before the May 29th meeting. Margene Gunderson from Olmsted County will lead the Employer Engagement subcommittee. Orlando Smith with WDI and Matt Bevis from the Father Project will be co-facilitating the Previously Incarcerated-Focus subcommittee. The Communications subcommittee is led by Mary Eichten. Susan encouraged WDB members to join the work group or one of the subcommittees.

Susan shared that the Carpentry Program started with 18 individuals. Sixteen graduated from the program; of those 16, one became ill and had to drop out of the program. Of the remaining 15 individuals who went through the graduation, 4 were women, 6 were minority men, and 5 were white men. WDI hopes to replicate the Carpentry Program, but a date has not been set to do this. WDI has started to recruit for a Laborers Training Program, starting on May 7th. Jim Althoff and Ed Duda from WDI will be providing participants with essential skills training during the first two weeks, followed by two weeks of training at the Laborers Union. The Laborers Union training will include a tour of the training center in Lino Lakes, tours of local work sites, interviews with local employers for open positions, an OSHA 30 certification, and a flagger certification card.

Director's Report – Randy Johnson

Congressional Budget Update

- Randy indicated that Congress signed the bill. For the first time in a couple of years, there was a slight increase in funding. Minnesota received their allocations; our Adult and Youth Programs funding increased by 12% State and 10% Dislocated Worker (DW). The State Youth allocation has increased by 5%.

Legislative Update

- State: Randy stated that he serves on a State legislative committee that proposed a bill to move money out of the State Workforce Development Fund (WDF) and allow local WDBs to make more decisions on how the money is spent. The committee presented the proposed bill to the Senate. Some entities, with previous direct appropriations from the fund, and DEED had questions about the bill. The bill got remanded back to the committee. Randy indicated that the bill would not have been acted on immediately, as money would not be available until 15 months from now. He is unsure if the bill will come out of committee, but stated that we do have a plan on how to retool the WDF and will continue to work on it.
- At both the Federal and State levels, there have been conversations about more work requirements for people on public assistance programs. Randy is unsure if this is going to be acted on anytime soon.

Review of Critical Timeline for WIOA Plan Updates

- The WIOA Youth Plan is completed. The WIOA Adult and Regional Plan is circulating amongst regional partners; our target deadline is to have it posted by April 15th. The Plan will need to be posted for a 30-day public comment period and then has to be back up to DEED by May 30th.

New Grant Developments

- WDI submitted applications for \$3.4 million in Department of Employment and Economic Development (DEED) Pathways to Prosperity (P2P) Grants. WDI is due to hear the results in the next two weeks.

National Association of Workforce Boards (NAWB) Conference Highlights

- Cheryl Gustason and Jeff Custer attended the NAWB meeting, along with Randy Johnson. Cheryl shared that she found the information sharing to be most beneficial. Jeff indicated that several breakout sessions were enjoyable and of value to him.

Information Sharing

Monthly Topic: "Automation and Required Future Workforce Skills"

- Randy shared a presentation on automation and required future workforce skills. Discussion followed.

Upcoming Meetings

- The next WDB meeting is scheduled for Thursdays, May 3rd and June 7th. No meeting in July.

Motion to adjourn the meeting by Julie Brock; Dee Sabol seconded, and the motion passed.

Respectfully submitted,
Jill Miller
Workforce Development, Inc.

ATTACHMENT A**Workforce Development, Inc.****REVENUES by fund source**

From: 1-Jul-17 Thru: 31-Mar-18	Y-T-D Actual	% of Budget	Annual Budget
Grants:			
Adult Employment & Training	1,009,227	57.6%	1,752,857
Youth Employment & Training	737,333	62.7%	1,175,068
Dislocated Workers	988,977	72.0%	1,374,362
	<u>2,735,536</u>	63.6%	4,302,287
Fees for Service/Other:			
Welfare Reform	1,732,243	64.6%	2,681,000
Custom Training	625	12.5%	5,000
Donations	27,543	550.9%	5,000
	<u>1,760,410</u>	65.4%	2,691,000
Total Recognized Revenues	<u>4,495,946</u>	64.3%	6,993,287
Unrecognized Revenues:			
Unbilled Welfare Reform	83,281	0.0%	0
Unallocated Indirect Costs	67,812	0.0%	0
	<u>151,092</u>	0.0%	0
TOTAL REVENUES	<u>4,647,039</u>	66.4%	6,993,287

Changes Since Last Report:

State Disl Wrk - Supplemental	-200,000
Youth Support Services	19,600
LEAP Grant	10,000
MJSP Regional Coord.	27,000
MWCA Regional Coord.	5,000
Total Change	<u>-138,400</u>

ATTACHMENT A**Workforce Development, Inc.****BUDGET to ACTUAL by programs/function**

From: 1-Jul-17 Thru: 31-Mar-18	Y-T-D Actual	Percent of Budget	Annual Budget
Salaries and wages	2,188,862	69.8%	3,136,554
Payroll taxes & benefits	700,437	69.8%	1,002,913
Subcontracted services	101,349	29.3%	346,318
Staff development/conferences	36,550	97.5%	37,500
Travel	58,822	71.5%	82,300
Board expenses	7,664	51.1%	15,000
Telephone	41,798	82.0%	51,000
Postage	8,051	67.1%	12,000
Utilities	36,955	82.1%	45,000
Marketing	4,115	48.4%	8,500
Dues and subscriptions	14,783	89.6%	16,500
Auditing & legal fees	18,268	87.0%	21,000
Maintenance	50,157	68.7%	73,000
Rent and occupancy	305,513	74.5%	410,000
Insurance	13,682	72.0%	19,000
Supplies and other	72,873	79.3%	91,848
Equipment	6,594	65.9%	10,000
Equipment rental	69,035	74.4%	92,800
Classroom training	625,504	63.2%	989,791
Participant support	178,175	53.3%	334,059
OJT contracts/wage subsidy	12,892	21.7%	59,453
Participant Wages	78,686	63.5%	123,862
Participant Fringe	11,181	59.2%	18,889
Other training expenses	10,221	127.8%	8,000
Workforce Center Partner Billing	-5,128	42.73%	-12,000
	<u>4,647,039</u>	<u>66.45%</u>	<u>6,993,287</u>