

2011

Local Unified Plan UPDATE

For Minnesota's

INTEGRATED LOCAL WORKFORCE INVESTMENT SYSTEM

Program Year 2011

**– Submitted by –
Workforce Investment Board**

Name: Workforce Development, Inc. – SE MN WIB

Instructions

In accordance with [Workforce Investment Act \(WIA\) Law §118](#), this document provides directions to Minnesota's local Workforce Investment Boards (WIBs) for preparing the *PY 2011 Local Unified Plan (LUP) UPDATE for an Integrated Workforce Investment System*. The PY 2011 LUP UPDATE covers the time period of July 1, 2011 to June 30, 2012. WIBs are required to submit an annual LUP to the Minnesota Department of Employment and Economic Development (DEED) in order for their Workforce Service Area (WSA) to receive funding under WIA and the State Dislocated Worker (DW) program.

The PY 2011 LUP UPDATE guidance is composed of three sections:

- **Section A: "Integration and Strategies."** DEED will use this section to benchmark the WIB's engagement in regional economic development strategies, as well as how the WIB conducts business beyond the narrow focus of WIA programs.
- **Section B: "Program Operations."** This section collects information required by law in order for WIBs to receive their base funding.
- **Section C: "System Operations and Attachments."** This section includes information needed to ensure that the local workforce delivery systems meets certain legal requirements as well as complies with agreements between DEED and WSAs. This section also asks for information needed to respond to requests from legislative leaders, local leaders, DEED's executive management, and other interested parties.

NOTE: While a provision for 'no change from last year' was not provided as an option for responses, if there are truly no changes from last year for a particular response, feel free to 'cut and paste' your response from the PY 2010 LUP. Sections of your PY 2011 response may be used for other purposes and your local plans will be posted on the web as is, so any responses with 'no change from last year' may not provide appropriate information or confuse readers.

2011 LUP UPDATE Requirements

- **LUP UPDATE Due Date:** May 13, 2011 ⁽¹⁾
- **Deliverables:**
 1. Electronically submit, via e-mail, LUP UPDATE Sections A, B, and C, including all attachments to deanne.white@state.mn.us and;
 2. Mail one (1) hard copy of the Certification and Assurances which includes a signature page with original signatures to:

*Deanne White
Minnesota Department of Employment and Economic Development
Workforce Development Division – Location #097
1st National Bank Building
332 Minnesota Street – Suite E200
St. Paul, MN 55101-1351*

¹ If you cannot make the May 13, 2011 deadline, provide information on why an extension is needed and the duration of the requested extension to Maria Cantu at Maria.Cantu@state.mn.us or 651-259-7574. PY 2011 LUP UPDATE extension requests must be received by May 13, 2011 to be considered for approval.

Planning Timetable Estimates

| | |
|-----------------------|---|
| February 10, 2011 | Draft Update Guidelines Sent to WSAs for review and comment |
| February 17, 2011 | Deadline for receipt of comments |
| February 23, 2011 | Issuance of final LUP Guidelines |
| April 2011 | WIA and Wagner-Peyser Allocations issued to States |
| April 2011 | WSA WIA Allocations issued (including forms for Budget, Participant Information, and Activity Summaries) |
| May 13, 2011 | 2011 LUP UPDATES are due at DEED, along with submittal of original signature page. Beginning of Public Comment Period. Beginning of DEED review comment and clarification period. |
| June 13, 2011 | End of 30 Day Public Comment Period |
| Week of June 13, 2011 | Approval of Local Plan Updates begins |
| July 1, 2011 | Beginning of PY 2011 |

Section A: Integration and Strategies

One of the state's strategies is to invest in WIBs who perform at a strategic level and who are leading or participating in innovative approaches to a wide range of regional challenges and opportunities. This section will be used to describe the WIB's engagement in regional development strategies, as well as how the WIB conducts business beyond the narrow focus of employment programs. DEED will use this information for guidance on allocating special grants and discretionary and incentive funds.

1. How does the WIB identify and analyze regional economies?

The WIB has recently been involved in multiple studies of our regional assets and opportunities for economic competitiveness. Three separate studies were done simultaneously. The Southern Minnesota Regional Competitiveness project was funded in part by private companies led by AgStar Financial Services and covered 38-counties of Southern Minnesota. A second regional study by the Regional Innovation Grant project included the 27-county AIM2WIN regions of Southeast Minnesota (including Winona County), Western Wisconsin and Northeast Iowa. The third study was lead by WDI for the 11-counties of Southeast Minnesota under DEED's FIRST project. These studies reinforced the regional make-up of Southeast Minnesota and the similar resources and assets that define us, and created a plan of actionable next steps to move our economy forward.

In addition, the WIB regularly requests and analyzes current Labor Market Information (LMI) from our regional DEED LMI analyst, Brent Pearson.

Finally, the WIB gets monthly updates about the regional economy from staff "on the ground". Regional Business Service Specialists and WDI Placement staff provide information on economic activity at each WIB meeting.

How is this information used to identify the key industries and demand occupations within this economy?

WDI staff analyzes current LMI information to analyze data and identify trends for our regional economy. Every two years we identify the fastest growing/demand occupations (by living wage) using both projected and historical growth statistics.

These occupations are organized by sector, and then verified/validated within the business-led sector subcommittees, before being approved by the full board as the "Hot Jobs" list for SE MN.

This process is also used to identify declining regional occupations.

The Hot Jobs list is posted to the SE MN WIB's web site (www.workforcedevelopmentinc.org), with links to iSeek for many of the careers. This linkage allows job seekers to immediately learn more about the educational requirements, career pathways and opportunities within each of the regional Hot Jobs.

How is this information incorporated into your service delivery strategies?

The SE MN WIB uses the Hot Jobs list to target funding at multiple levels. Eligible students pursuing Hot Jobs careers may receive up to \$5,000 per year in training vouchers with the approval of their Career Counselor. Eligible students pursuing careers not found on the Hot Jobs list may receive up to \$2,500 per year in training vouchers after conducting their own Labor Market study and with the approval of their Career Counselor. Students pursuing occupations which have been identified as “declining” are not eligible for training vouchers.

In addition, the SE MN WIB sponsors annual scholarships for adults and youth. Career choice (demand occupations from the Hot Jobs list) is one of the criteria reviewed by WIB members in the ranking of scholarship applications and the awarding of scholarships.

The Hot Jobs list is the basis for the development of the region’s FastTRAC programming in conjunction with area Adult Basic Education (ABE) and Community College partners. The initial FastTRAC programming targets Production Technician training, because of the demand for higher skills in the manufacturing industry within the region.

Also, Pre-Employment Academies have been developed to transition people into the key regional industries of healthcare and manufacturing. Academies are made available and/or suspended based upon the entry-level employment demands within those key industries as another method to incorporate demand occupation information into the WIB’s service strategies.

2. In a separate attachment, based on your most recent analysis of regional economies, provide a list of the key industries in your regional economy.

See attachment: Hot Jobs by Sector

3. Provide the following information for current and upcoming regional development initiative that the WIB is involved in. If you are not involved in any initiatives during PY 2010, you may answer "N/A".

a) Identify and define the mission or objective of the initiative, including the timeframe for implementing the initiative.

The development of the AIM2WIN Action Plan identified and focused on a set of strategies that support the region’s transition to a knowledge-based economy. The action plan also supports innovative industry clusters where entrepreneurship and highly skilled workers will be the driving forces in the economy. The plan identifies five key goals and fifteen underlying strategies as shown in the table below. This work plan moves forward with specific activities and a dashboard to measure progress on those activities. This plan provides the region with a strategic workforce development framework to implement during the next 3-5 years.

| GOALS | STRATEGIES |
|--|--|
| Expand resources to foster entrepreneurship | <ul style="list-style-type: none"> ▪Develop a regional entrepreneurship resource portal and training initiative ▪Establish regional financing consortia for Stage 1 and Stage 2 businesses ▪Expand existing incubation/acceleration efforts and focus on target industries ▪Expand Inventors & Entrepreneurs Club model into the whole region ▪Encourage entrepreneurship from a young age through regional K-12 programs |
| Close the near term skills gap | <ul style="list-style-type: none"> ▪Leverage postsecondary assets through the development of a Higher Education Coordinating Council ▪Align job training programs with regional target industries by building a more holistic response through new and enhanced programs ▪Develop a regional “career readiness” certification initiative |
| Enhance the pipeline of young talent | <ul style="list-style-type: none"> ▪Increase the number of students who pursue STEM studies through the formation of a regional STEM consortium and innovative networking programs ▪Develop/refine career pathways for life science and renewable energy sectors ▪Increase experiential learning and career awareness opportunities of K-12 students through career academies |
| Spur innovation through the connection of existing businesses | <ul style="list-style-type: none"> ▪Develop a regional “smart” supplier initiative ▪Enhance connection between regional companies and innovative life science technologies emanating from Mayo and University of Minnesota. |
| Build and integrate leadership | <ul style="list-style-type: none"> ▪Develop a RIG implementation governance structure ▪Enhance integration of economic and workforce development entities |

Recently, southeast Minnesota economic development players came together to begin another strategic planning process. The Southern Minnesota Initiative Foundation has received a grant from EDA to develop a Comprehensive Economic Development Strategy (CEDS) plan which is "required to qualify for EDA assistance and a prerequisite for designation by the EDA as an economic development district". At the initial meeting of the group, it was decided that, since the region has so recently undergone extensive analysis under three different projects, Workforce Development, Inc. will serve as the lead organization. This group will adopt the WDI plan for developing the workforce to meet economic development needs as the region transitions to its knowledge-based economy.

b) Identify key players/partners and define their roles, including the role of the WIB.

The AIM2WIN region is served by four workforce investment boards: Iowa Workforce Development, Region 1, SE MN Workforce Investment Board,

Winona County Workforce Investment Board; and Western Wisconsin Workforce Investment Board. Over the last several years, this group has formed a network and, together, has laid a strong regional foundation, defining common issues and setting priorities.

All partners in the above projects work together to improve regional economic competitiveness and quality of life. The key partners in our regional development include: workforce development, economic development, education and business.

Workforce development partners (WIBs) are responsible for developing and advancing the workforce across the region. WIBs serve as the champions for workers, the convening agents bringing partners together to solve workforce problems, the change agents to promote and facilitate innovation and creative solutions, and the agencies accountable to the individuals, businesses and communities they serve, providing measureable change.

Economic development partners nurture and develop business opportunities to ensure regional and global competitiveness, as well as invest in projects and partnerships that enhance skills so people can contribute to the region's economic success.

Education partners (K-12, ABE and Colleges/Universities) provide education and training opportunities that will ensure employers have access to a skilled labor pool.

Business partners communicate their current and future workforce needs, identify gaps in education/training and provide advocacy for the development of the region.

c) Summarize the status of the initiative, including the WIB's level of involvement to date.

The SE MN WIB has been central in all of the regional efforts described above. Work began on the AIM2WIN implementation plan on November 29, 2010. A two-year contract for project leadership was initiated at that time; work is ongoing. SE MN WIB officers and members have played an active role in attending planning meetings and providing input to the action plan. Most recently, WIB members have been actively advocating for workforce development funding with state and federal elected officials.

The most recent AIM2WIN Dashboard indicator is attached.

Background

U.S. Department of Labor, Employment and Training Administration (ETA) is focused on connecting unemployment insurance (UI) claimants with reemployment and training services delivered through the workforce system and specifically the one-stops. [Unemployment Insurance Program Letter \(UIPL\) 5-10](#) requires Reemployment Assistance Staff to develop a reemployment plan that includes connecting them to the one-stop and services of the one-stop. One-stop partners (WIA Title I-B and/or Wagner-Peyser) are required to develop a comprehensive integrated service delivery model to ensure these UI applicants receive some level of enhanced services.

4. **(New Question)** Describe the process in which partners (i.e., Wagner-Peyser) will ensure some level of enhanced services to this group of UI applicants. Describe what services will be offered such as job placement activities, resume writing or interviewing workshops, etc.

Southeast Minnesota does not have Reemployment Assistance Staff (Wagner-Peyser staff) in every office throughout the region. All available office staff assist Unemployment Insurance (UI) Claimants with some level of enhanced service. In the offices where Wagner-Peyser staff hold regular orientations for UI claimants, comprehensive information is provided regarding the enhanced services available from each of the WorkForce Center partners.

Background

In PY 2010, 77,453 employers out of 123,000 firms in Minnesota were registered in MinnesotaWorks.net. Minnesota employers posted 411,879 job openings, a 59% increase from PY 2009. Sixty-six percent of employers who posted job orders on MinnesotaWorks filled their position with an applicant from MinnesotaWorks.

5. **(New Question)** 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?

WSA staff have been trained on the use of Minnesotaworks.net and regularly hold resume-writing classes within the WorkForce Centers and WDI offices. Customer Service Specialists encourage all job seekers (including non-program Universal Customers) to register with Minnesotaworks.net, and assist these job seekers with writing and posting their resumes.

Section B: Program Operations

This section collects information required by "WIA Law, Section §118: Local Plan" in order for WIBs to receive their base funding.

WIA Law reference: (Section §118)

(a) IN GENERAL. – Each local board shall develop and submit to the Governor a comprehensive 5-year local plan (referred to this title as the "local plan"), in partnership with the appropriate chief elected official. The plan shall be consistent with the State plan.

(b) CONTENTS. – The local plan shall include –

(b)(1) an identification of –

(A) the workforce investment needs of businesses, job-seekers, and workers in the local area;

(B) the current and projected employment opportunities in the local area; and

(C) the job skills necessary to obtain such employment opportunities;

1. Keeping the changing economy in mind, describe the workforce investment needs of your local:

a) Businesses

The SE MN WIB has been organized to target the four key regional industries: Manufacturing, Healthcare, Services & Trades and High-Tech/Bioscience. The business needs vary somewhat between the industries. Each industry's workforce investment needs are detailed below.

Manufacturing: The recent economy has resulted in a restructuring of the region's manufacturing industry. Entry-level food production workers have enjoyed relatively stable employment opportunities for several years. However, other manufacturing jobs which were lost during the recession are starting to return but require higher-skilled workers with industrial certifications. Manufacturing businesses need workers with computer literacy, willingness to continue their education/skill development and the ability to work as part of a team.

Healthcare: As a whole, healthcare has experienced an approximate 5% growth during the recession, largely related to the presence of the Mayo Clinic and Mayo Health Systems across the region. This growth is primarily divided between high-skilled and entry-level workers. The SE MN WIB targets resources to support and grow the entry-level worker pipeline through a Pre-Employment Healthcare Academy program. Healthcare employers need workers to increase their education and skills to move along the healthcare worker pipeline. This constant movement up the pipeline results in a need for a pool of entry-level workers who understand the culture and requirements of the healthcare industry.

Services & Trades: Trades industries were hit particularly hard by the recent recession, though the service industry as a whole remains fairly constant. As the economy recovers, green jobs and renewable energy employment will provide opportunities for growth across the region. In order to realize this growth, business needs a labor pool with strong science and math skills.

High-Tech/Bioscience: Technology companies within the region are starting to transition from hardware to software development. This change requires workers with a different skill set, and drives the need for a systemic approach to STEM education within area high schools.

b) Job seekers

The transition to a knowledge-based economy, coupled with a rapidly aging population, requires participation in the workforce from every segment of the region's population. Job seekers must have competitive language and basic skills to develop the higher-level skills being required by the region's employers. One example of higher-skill development is the Minnesota Intelligent Rural Communities (MIRC) program which partners ABE and local WFC resources to provide computer training in rural communities. Additional learning opportunities such as this are needed to help job seekers develop their skills.

c) Workers

The large number of lay-offs experienced by manufacturing workers highlights the need for workers to continually upgrade their skills to remain competitive in the workplace. Workers will need to find a way to upgrade their skills while balancing work and family. Online learning opportunities (which require increased computer skills), On-the-Job Training opportunities, and other flexible training options will be necessary.

Stackable credentials are another workforce investment need at the worker level. Educational programs must be "chunked" in order to allow working students to attain industry-recognized credentials that lead to higher wages in smaller, more easily-attainable layers. The achievement of stackable credentials encourages students to continue their education through flexible coursework supported by their employer.

One needed part of the stackable credential system is providing increased structure and a standardized process to the awarding of credit for prior learning (most frequently from military and/or previous work experience). Research has shown that students who receive credit for prior learning increase the number of credits they take at their learning institution, have increased graduation rates, and shorter completion times.

2. Describe the current and projected employment opportunities in your local area.

Because of its traditional manufacturing base, the region has occupational strengths within machine operation and production, which are mostly lower on the value chain. Meanwhile, engineering talent (industrial, electrical, mechanical and civil) will continue to be in demand across targeted industries but is greatly underrepresented in the RIG region's workforce.

The region must meet immediate demand for higher-wage jobs found most prominently in the healthcare (e.g. medical assistants, registered nurses, and dentists) and manufacturing fields, and begin to better position itself to tap into the growing and emerging specialized science and engineering occupations expected in the long term.

Please refer to the regional “Hot Jobs” list (Attachment E) for the specific growth employment opportunities.

3. Describe the job skills necessary to obtain such employment opportunities.

Science, Technology, Engineering and Math (STEM) skills are of primary importance to meet the current and projected employment opportunities within this region, as are the skills measured by the National Career Readiness Assessment.

The SE MN WIB uses the National Career Readiness Assessment to measure our customers’ skill levels in Reading for Information, Locating Information and Applied Mathematics. The “Hot Jobs” list has been cross-referenced with National Career Readiness Credential levels to provide current, relevant correlation between skill levels and potential jobs/careers (see attached).

Law reference:

(b)(2) a description of the one-stop delivery system to be established or designated in the local area, including –

(A) a description of how the local board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers and participants;

(B) a copy of each memorandum of understanding described in section 121(c) (between the local board and each of the one-stop partners) concerning the operation of the one-stop delivery system in the local area;

4. How does the WIB ensure the continuous improvement of its providers?

The SE MN WIB requires the use of Return on Investment (ROI) measures for all programs and providers. This business measurement, originally introduced by board members from IBM, has been the benchmark for evaluation for over twenty years. ROI is coupled with various national, state and local program standards, as well as our internal Merit Measure system to measure and track results.

In 2010, WDI engaged in a Professional Development day for staff, in partnership with the Winona County Workforce Board, Southwest Private Industry Council and the South Central Workforce Council. The highlight of the day was the roll-out of the Southern Minnesota Professional Network social networking site. The site is an opportunity for staff to share ideas, successes and events with their counterparts across the region. This professional development event will be repeated during 2011, and will again include all WorkForce Center partners.

Also in 2010, the SE MN WIB required all career counselors to become Global Certified Development Facilitator (GCDF) certified as another method to ensure that our staff is well-trained.

5. List the continuous improvement activities in which your local providers and partners participated in PY 2010.

All WorkForce Center staff were involved in a recent evaluation by the Minnesota Council for Quality. WDI led the application and site visit by

evaluators, but all WFC staff were involved in the process, and both contributed to and learned from, the evaluation.

In addition, WDI staff are measured and rewarded for their work as it aligns to the WIB strategic plan through a Merit System. Merit pay is distributed quarterly based on objective progress toward the strategic plan's work plan and specific measures.

Another continuous improvement activity implemented in 2010 was a Kaizan process. Staff members contributed continuous improvement ideas, which were reviewed, distributed to appropriate teams/committees/people, and analyzed. Over 100 ideas were submitted and a vast majority was implemented as appropriate throughout the year. The kaizen process has been continued on an ongoing basis in 2011.

6. Provide a list of planned continuous improvement activities for PY 2011 in which your local providers and partners will participate.

All partners share their outcome data during the One Stop Meeting of the WIB which is held during selected months. Over the upcoming year, efforts will be made to share that information in a way that will allow for comparisons and trend analysis.

WorkForce Center staff share job leads and openings through face-to-face employer contacts by Business Service Staff and Placement Specialists.

As noted above, all partners will be invited to the Professional Development Day in September, 2011.

7. How has the WIB's role changed to ensure that the local workforce system meets the needs of employers and participants?

The SE MN WIB has placed a renewed focus on Job Placement to help meet the needs of both employers and participants. Placement staff are coordinating a quarterly employer-focused newsletter to highlight services offered through the WorkForce Centers, including information on the National Career Readiness Certificate (NCRC) assessments. Upcoming newsletters will highlight recently recognized "Best Places to Work", as identified through a detailed survey process sponsored by the SE MN WIB.

In addition, Career Counselors complete the Job Goal field within WorkForce One (WF1) for each of their customers. Each counselor can list up to five job goals per customer. Placement staff then uses this information to match employer needs with existing customers. Placement staff also use this information to identify pools of potential workers based on specific industry sectors and needs.

This renewed focus on placement has helped bring about a strengthened partnership between DEED Business Service Specialists, Vocational Rehab Placement Coordinators, Veteran's Reps and SE MN WIB staff. Multiple job fairs have been held recently with coordination and assistance from each of the partners, including one Healthcare-specific job fair which attracted thirteen

employers and over 100 job seekers.

8. Refer to *Section C* of this document for Memorandum of Understanding (MOU) requirement.

Law reference:

(b)(3) a description of the local levels of performance negotiated with the Governor and chief elected official pursuant to section 136(c), to be used to measure the performance of the local area and to be used by the local board for measuring the performance of the local fiscal agent (where appropriate), eligible providers, and the one-stop delivery system, in the local area;

9. **(Pending – TBD)** Refer to **Attachment A**, "Performance Standards" for state and local figures.

Law reference:

(b)(4) a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area;

10. What percentage of the participants will be in training (not pre-vocational services) programs that lead to targeted high-growth and high-wage industries, demand driven occupations, and/or career laddering occupations as identified in Section A?

60% This is based on last year's recommended state benchmark level.

Reference:

[Training and Employment Guidance Letter 15-10](#) - Increasing Credential, Degree, and Certificate Attainment by Participants of the Public Workforce System

11. **(New Question)** What is the WIB plan to help Minnesota increase by 10 percent the number of people who receive training and attain a degree or certificate through the following programs by June of 2012: WIA Title I-B programs, National Emergency Grants, Trade Adjustment Assistance, and Career Pathways? *Note: This rate of attainment is not the same as the employment and credential performance measure.*

The SE MN WIB provides Career Counseling, plan development, assessments, and, before Healthcare Academy participation, background checks in order to help job seekers receive the most appropriate training and increase their degree/certificate attainment.

In addition, the SE MN WIB is embracing the concept of Stackable Credentials as a way to increase the number of people who receive training, skill development and degree or certifications. One key piece of the Stackable Credential work is the uniform development of a process for workers and job seekers to document their prior learning. WDI has been working with the Center for Academic and Experiential Learning (CAEL) to encourage colleges to adopt uniform policies and procedures for awarding credit for prior learning.

Research has shown that learners who receive credit for prior learning take additional coursework, are more successful in degree attainment and shorten their time to completion. CAEL defines effective prior learning assessment (PLA) processes to include multiple tools and methodologies. Findings from CAEL's Fueling the Race to Post-Secondary Success report that: more than twice as many of PLA learners earned an associate degree versus non-PLA (13% vs. 6%); PLA learners earned more credits over time than non-PLA

learners; and PLA learners saved an average of between 2.5 and 10.1 months of time in earning their degrees (over non-PLA learners).

The SE MN WIB is working through state committees to investigate the CAEL model, as well as including requests for resources to pursue additional discussions with area community colleges. We believe this model will be especially effective with encouraging working adults to return to college to finish certifications and credentials already begun.

Reference:

Budget, Participant and Activity Summaries

- 12.** No response will be needed at this time. Forms required for Budget, Participant Information, and Activity Summaries for WIA Title I-B Adult and Dislocated Worker, and State Dislocated Worker programs will be forwarded when the final allocations are released. The applicable approved grant application and budgets will be attached to the Notice of Grant Action (NGA) (*formerly known as Notice of Funds Available (NFA)*), which then becomes part of the separate process for Master Agreements with DEED.

Law reference:

(b)(5) a description of how the local board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities, as appropriate;

- 13.A.** How does the local WSA inform the State Rapid Response team within 24 hours about a actual or potential dislocation event when there is possibility of a mass layoff (50 or more dislocations)?

The notification to DEED staff of an impending layoff in WSA #8 may be done in several ways. In many cases the WSA#8's Dislocated Worker Program Coordinator is given a "heads up" by local WSA staff about a layoff or impending layoff. The Dislocated Worker Program Coordinator will immediately pass that information on to the Rapid Response Team (RRT). This notification to the RRT is done via email, or by phone. In addition to the notification, the Program Coordinator will pass along to the RRT any local company contacts or news articles about the layoff that may be available. DEED will then contact the business and inform them of the possible services available to them and their workers.

In the event that there is not competition for the project, WDI staff will be involved with orientation meetings with the Rapid Response Team and the local Business Service Specialists. The WSA's role at these meetings would be to give an overview of program services, the locations where these services are available and a timeline of when things may begin to happen. The Employee Management Committee (EMC) is utilized to provide input to the WSA about the workforce, submit any TAA applications and serve as a communication tool between the WSA and the workers. EMC meetings are held prior to the grant submittal to provide input for the grant; the EMC continues to meet after grant funding to assure the project is proceeding as expected.

WDI will conduct orientations and skill/interest assessments on-site, if allowed, immediately following provider selections. Career Counselors will also meet with employees on-site and on-the-clock, if allowed, to review assessments and develop plans.

Informational postings are placed throughout the plant to keep employees “up to speed” on happenings. Once the layoffs begin, a project newsletter is developed to keep workers informed and involved.

Special age-related seminars and job search classes are held to assist workers addressing age-related issues in obtaining meaningful employment. Age and length of tenure sometimes results in people needing to update basic skills, such as computer literacy.

Those interested in starting their own businesses will be enrolled in short-term business management classes, which will help them develop a business plan and determine the plan’s viability.

Literacy assessments are available for those with English language issues. Those needing English language assistance will be assisted with workplace literacy to help them find meaningful employment.

- B.** How does the local WSA cooperate with the State Rapid Response team in securing information when there is a possibility of a mass layoff?

The SE MN WIB has a Dislocated Worker Program Coordinator, who serves as our Rapid Response Liaison. This person cooperates with the State RRT to secure and share information anytime there is a possibility of a mass layoff.

- 14.A. (New Question)** How does the local WSA inform the State Trade Act staff of companies that are potentially TAA certifiable?

The SE MN WIB typically notifies the State TAA staff of an impending layoff via email. Included in the email would be any public announcement of the layoff, the type of work done by the business, and information regarding whether the plant was closing, or if the jobs are being moved elsewhere, particularly if the jobs are being moved out of the country.

Any local contact information available to the WIB would also be included in the email to the State TAA staff, to assist in putting together the information necessary for the TAA petition on behalf of the workers.

- B.** How does the local WSA cooperate with the State Trade Act staff where the layoff involves a company that the DOL Trade-certified?

The SE MN WIB uses its’ Dislocated Worker Program Coordinator/Rapid Response Liaison to coordinate service with Trade Act staff and other Dislocated Worker staff in the region. This person is involved with any/all layoffs within the WSA. Our Dislocated Worker Program Coordinator works

with local-office Dislocated Worker counselors and State TAA staff to set up informational meetings at WSA WorkForce Centers for TAA-certified eligible participants. The Dislocated Worker Program Coordinator and local staff also provide TAA with all local company contacts related to layoffs in which they are involved.

15. How will your local area work with DEED in calling in and conducting orientation sessions to people who are permanently unemployed?

The SE MN WIB meets during selected months to discuss all layoffs in the region through its One-Stop Consortium of core partners. Individual WFC's schedule orientations for their respective customers, and determine who can best provide services based upon staffing levels, timelines and available space. This shared approach helps greatly with the reduced funding faced by all partners.

16. Who is the WIB's rapid response liaison for mass layoffs?

Name: Bill Hahn
Dislocated Worker Program
Title: Coordinator
Phone: 507.529.2712
TTY: MN Relay 711
E-mail: bhahn@wfdi.ws

Law reference:

(b)(6) a description and assessment of the type and availability of youth activities in the local area, including an identification of successful providers of such activities;

17. Youth planning is a separate process and is not required with this submittal process.

Law reference:

(b)(7) a description of the process used by the local board, consistent with subsection (c), to provide an opportunity for public comment, including comment by representatives of businesses and comment by representatives of labor organizations, and input into the development of the local plan, prior to submission of the plan;

18. Provide a description of the process used by the local board to provide an opportunity for public comment, including comment/input by representatives of business and labor organizations, prior to submission of the plan.

Notice of the plan is published in each of the ten legal county newspapers. The plan is also published on the WDI internet site (www.workforcedevelopmentinc.org) for a 30-day Public Comment period. The plan is reviewed by the SE MN One-Stop Consortium and the SE MN WIB, which represents all WIA partners, including business and local labor organizations.

Law reference:

(b)(8) an identification of the entity responsible for the disbursement of grant funds described in section 117(d)(3)(B)(i)(III), as determined by the chief elected official or the Governor under section

117(d)(3)(B)(9);

- 19.** In previous years, questions regarding responsibility for the disbursement of grant funds, and signature authority for local plans and WIA Master Agreements were included. These questions have now become a part of the separate process for compliance documents with DEED, and will be addressed in that submittal.

Law reference:

(b)(9) a description of the competitive process to be used to award the grants and contracts in the local area for activities carried out under this subtitle;

- 20.** Describe the competitive process to be used for awarding the grants and contracts in your local area for WIA activities.

The SE MN WIB has opted to forego the Request for Proposal process this year. Based on the uncertain possibilities of funding, it seems counter-productive to solicit contractors of service until next year (2012), or until such time as the funds are available and secure. As a result, the SE MN WIB will again self-deliver programs this year as funds are available. In the meantime, WDI is researching RFP's and the RFP process in order to be prepared to meet this requirement next year.

The RFP process used by the SE MN WIB consists of posting notices in the local newspapers for the ten counties we serve, requesting submissions from service providers through an RFP. In the past, we have not received responses to those requests, and therefore have continued to self-deliver programs and services.

Section C: System Operations and Attachments

Law reference:
 (b)(10) such other information as the Governor may require.

In this section, WIBs must provide information needed to ensure that the local workforce delivery system meets certain legal requirements as well as complies with agreements between DEED and WSAs. This section also asks for information needed to respond to requests from legislative leaders, local leaders, DEED's executive management, and other interested parties.

- 1. (Revised Question)** List contact information for the designated WorkForce Center Site Representative(s) in each of your WFC locations. *(Highlight, copy and paste additional contact information fields as needed for each WFC.)* See [WorkForce Center Site Representative policy](#).

WFC Location: Albert Lea

| | |
|---------|----------------------|
| Name: | <u>Bob Haas</u> |
| Title: | <u>Area Manager</u> |
| Phone: | <u>507.379.3409</u> |
| TTY: | <u>MN Relay 711</u> |
| E-mail: | <u>rhaas@wfdi.ws</u> |

| | |
|---------------|----------------------|
| WFC Location: | <u>Austin</u> |
| Name: | <u>Bob Haas</u> |
| Title: | <u>Area Manager</u> |
| Phone: | <u>507.433.0555</u> |
| TTY: | <u>MN Relay 711</u> |
| E-mail: | <u>rhaas@wfdi.ws</u> |

| | |
|---------------|------------------------------------|
| WFC Location: | <u>Faribault</u> |
| Name: | <u>Jay Hancock, M.S.,</u> |
| Title: | <u>Rehabilitation Area Manager</u> |
| Phone: | <u>507.332.5471</u> |
| TTY: | <u>MN Relay 711</u> |
| E-mail: | <u>jay.hancock@state.mn.us</u> |

| | |
|---------------|-------------------------|
| WFC Location: | <u>Owatonna</u> |
| Name: | <u>Brian Coleman</u> |
| Title: | <u>Area Manager</u> |
| Phone: | <u>507.446.1488</u> |
| TTY: | <u>MN Relay 711</u> |
| E-mail: | <u>bcoleman@wfdi.ws</u> |

| | |
|---------------|-------------------------|
| WFC Location: | <u>Red Wing</u> |
| Name: | <u>John Knippen</u> |
| Title: | <u>Area Manager</u> |
| Phone: | <u>651.385.6402</u> |
| TTY: | <u>MN Relay 711</u> |
| E-mail: | <u>jknippen@wfdi.ws</u> |

| | |
|---------------|----------------|
| WFC Location: | Rochester |
| Name: | Jinny Moore |
| Title: | Area Manager |
| Phone: | 507.282.5152 |
| TTY: | MN Relay 711 |
| E-mail: | jmoore@wfdi.ws |

2. List contact information for one Americans with Disabilities Act (ADA) coordinator for all partner programs in your local area.

Name: Brian Schulz
 Title: HR Generalist
 Phone: 507.280.3580
 TTY: MN relay 711
 E-mail: bschulz@wfdi.ws
 Reports To: Wanda Jensen

Law Reference

[29 CFR 37.25](#) – Responsibility of Equal Opportunity Officer: Responsibilities are identified in subgrantee policies, [DEED policies](#) and 29 CFR 37.25

Law Reference

[29 CFR 37.23](#) – Designation of Equal Opportunity Officer.

3. List contact information for the local Equal Opportunity Officer.

Name: Lynda Hyberger
 Title: WIA Adult & Professional Development Coordinator
 Phone: 507.292.5188
 TTY: MN relay 711
 E-mail: lhyberger@wfdi.ws
 Reports To: Bruce Bungum, Field Operations Director

4. List contact information for one English as a Second Language (ESL) coordinator for all partner programs in the local area.

Name: Jakki Trihey
 Title: Special Projects Coordinator
 Phone: 507.529.2701
 TTY: MN Relay 711
 E-mail: jtrihey@wfdi.ws
 Reports To: Randy Johnson, Executive Director

5. List contact information for the local program complaint officer.

Name: Lynda Hyberger
 Title: WIA Adult & Professional Development Coordinator
 Phone: 507.292.5188

TTY: MN Relay 711
E-mail: lhyberger@wfdi.ws
Reports To: Bruce Bungum, Field Operations Director

List the programs this individual is responsible for taking complaints:

WIA Adult, Youth, Older Worker Dislocated Worker

6. If the individual is NOT the complaint officer for any of the core partner programs, list the contact information for the complaint officer for each of the other programs. (Highlight, copy and paste additional contact information fields as needed.)

Program(s): MFIP/DWP/FSET
Name: Wanda Jensen
Title: Admin & Welfare Reform Program Coordinator
Phone: 507.292.5166
TTY: MN Relay 711
E-mail: wjensen@wfdi.ws
Reports To: Randy Johnson, Executive Director

Law reference:

29 CFR Part 37.77 'Who is responsible for developing and publishing complaint processing procedures for service providers?'

Answer: The Governor or the LWIA grant recipient, as provided in the State's Methods of Administration, must develop and publish, on behalf of its service providers, the complaint processing procedures required in 37.76. The service providers must then follow those procedures.

WIA service providers must have an agreed upon WIA Discrimination complaint procedure in place for the WIA Programs including Dislocated Workers (state and/or federally funded); WIA Adult and Youth WIA Programs; and for the SCSEP. A template for use at the local level is located as an attachment on the [Discrimination Complaint policy](#). Go to the end of the policy and click on the link Template of this policy for use by Local Level WIA Title I-B Providers/Independent Providers. You will be able to drop in the information for your use at the local level.

7. **(New Question)** Does the local area have in place an agreed upon WIA Discrimination complaint process per the regulations stated above? (This is different than posting the required complaint procedure for the customer - is there an agreed upon policy stating the process to be followed by a local service area in order to serve the complainant, which may include notifying the EO officer, completing the complaint log, etc.)

Yes No

If no, is there a plan in process to develop a discrimination complaint procedure?

Yes No

Law Reference:

Section 667.600

What local area, State and direct recipient grievance procedures must be established?

Section 667.610

What processes does the Secretary use to review State and local grievances and complaints?

- (a) The Secretary investigates the allegations arising through the grievance procedures described in 667.600 when:...

A template of this policy for use by local level WIA Title I-B Providers/Independent Providers can be found in the [Program Complaint policy](#). Go to the end of the document and click on the link Template of the Policy for Use by Local WIA Title I-B Providers/Independent Providers.

20 CFR., Subpart F

Grievance Procedures, Complaints, and State Appeals Processes Section 667.600, What local area, State and direct recipient grievance procedures must be established? Section 667.610

A template of this policy for use by local level WIA Title I-B Providers/Independent Providers can be found in the [Program Complaint policy](#). Go to the end of the document and click on the link Template of the Policy for Use by Local WIA Title I-B Providers/Independent Providers.

Field Monitoring staff will be monitoring this element within the next 12 months to ensure that you are in compliance with these requirements

- 8. (New Question)** Does the local area have in place an agreed upon WIA Program Complaint Policy per the 20 CFR and WIA regulations listed above? (This is different than posting the required complaint procedure for the customer - is there an agreed upon policy stating the process to be followed by a local service area in order to serve the complainant, which may include completing the complaint log, etc.)

Yes No

If no, is there a plan in process to develop a program complaint procedure?

Yes No

- 9.** List contact information for the local WFC data practices coordinator.

Name: John Schaber
 Title: MIS Coordinator
 Phone: 507.292.5163
 TTY: MN Relay 711
 E-mail: jschaber@wfdi.ws
 Reports To: Wanda Jensen, Admin & Welfare Reform Program Coordinator

- 10.** Complete **Attachment D-1**, "Workforce Service Area Sub-Grantee List" and provide a current listing for each of the WSA Sub-Grantee names, services provided, funding source, city and state of Sub-Grantee, and whether the Sub-Grantee/Provider is located in a WorkForce Center.

Complete **Attachment D-2**, "Workforce Service Area Non-WFC Program Service Delivery Location List." Provide a current listing of each non-WFC location where DEED-funded programs and services are delivered by WSAs.

- 11.** Complete **Attachment B**, "Workforce Investment Board/Council Membership List" and provide current contact information for the members of the local workforce investment board, **including any vacancies**, and the organizations that are represented on the board. Indicate whether the business representatives come from "targeted high-growth/high wage"

industries, and/or provide demand driven occupations. (See either Minnesota Statute. §116L.666, Subdivision 3 or the Workforce Investment Act, Section §117 for required composition.)

- A. Briefly describe the WIB'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 6-30-2011.

The terms of office for SE MN WIB members shall be fixed at three years from the time of election, but staggered for continuity. Upon expiration of the term, a successor shall be selected in the manner prescribed by the Memorandum of Agreement between the corporation and the Workforce Investment Joint Powers Board of County Governments. The secretary or executive director of the Corporation shall be responsible for notifying the Joint Powers Board when Council members' terms expire. All members shall serve until their successors are selected and quality.

- B. If applicable, complete Attachment C, "Workforce Investment Board Subcommittee List."

See Attached

NOTE: Question 12 – Agreements such as Memorandum of Understanding, joint powers agreements, etc. were requested earlier this program year. Further information/action will be requested at a later date.

12. In previous years, questions regarding MOUs and joint powers agreements were included. These questions have now become a part of the separate process for compliance documents with DEED, and will be addressed in that submittal.

References:

According to [DOL Training and Employment Guidance Letter \(TEGL\) 10-09](#) program operators/service providers are required to provide Veterans Priority of Service in twenty (20) DOL-funded programs. These programs include WIA Adult and Dislocated Worker formula funded programs, Wagner-Peyser Employment services, Trade Act programs, National Emergency Grants, Senior Community Service Employment Programs (SCSEP), Migrant/Seasonal Farmworker Programs, H-1B Technical Skills Training Grants, Job Corps, WIA Demonstration Projects, Youth Opportunity Grants, WIA Youth Formula Grants, pilots, and Research and Development.

[Final rules \(dated December 19, 2008\) for Veterans Priority of Service](#) as it relates to DOL programs

[Veterans' Program Letter \(VPL\) 07-09](#) (dated November 10, 2009) Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in Whole or in Part by the U.S. DOL

[Executive Order 06-02](#) requires state agencies and institutions of higher education to seek out and correct barriers to the employment and training of Veterans. Programs covered by this Executive Order include state-funded Dislocated Worker programs.

Considering the Public Law and Executive Order cited here, answer the following questions pertaining to your local process and procedures that ensure that Veterans receive priority for service.

13. What is the process you use to identify Veterans coming into your WorkForce Center?

WorkForce Center staff provides multiple opportunities to identify Veterans. Receptionists greet all customers, and complete a brief series of oral questions

to determine the best way to meet each customer's needs. One of those questions is "Are you a veteran?" Career Counselors also ask each of their customers if they are a veteran, and the application for services asks customers to confirm whether or not they are a veteran.

Often, veterans identify themselves immediately as Veterans and ask to meet with the local Veterans' Representative. Since most of the offices are not regularly staffed by a Veterans Representative, contact information is provided and the veteran is referred to a WDI Career Counselor for more immediate assistance.

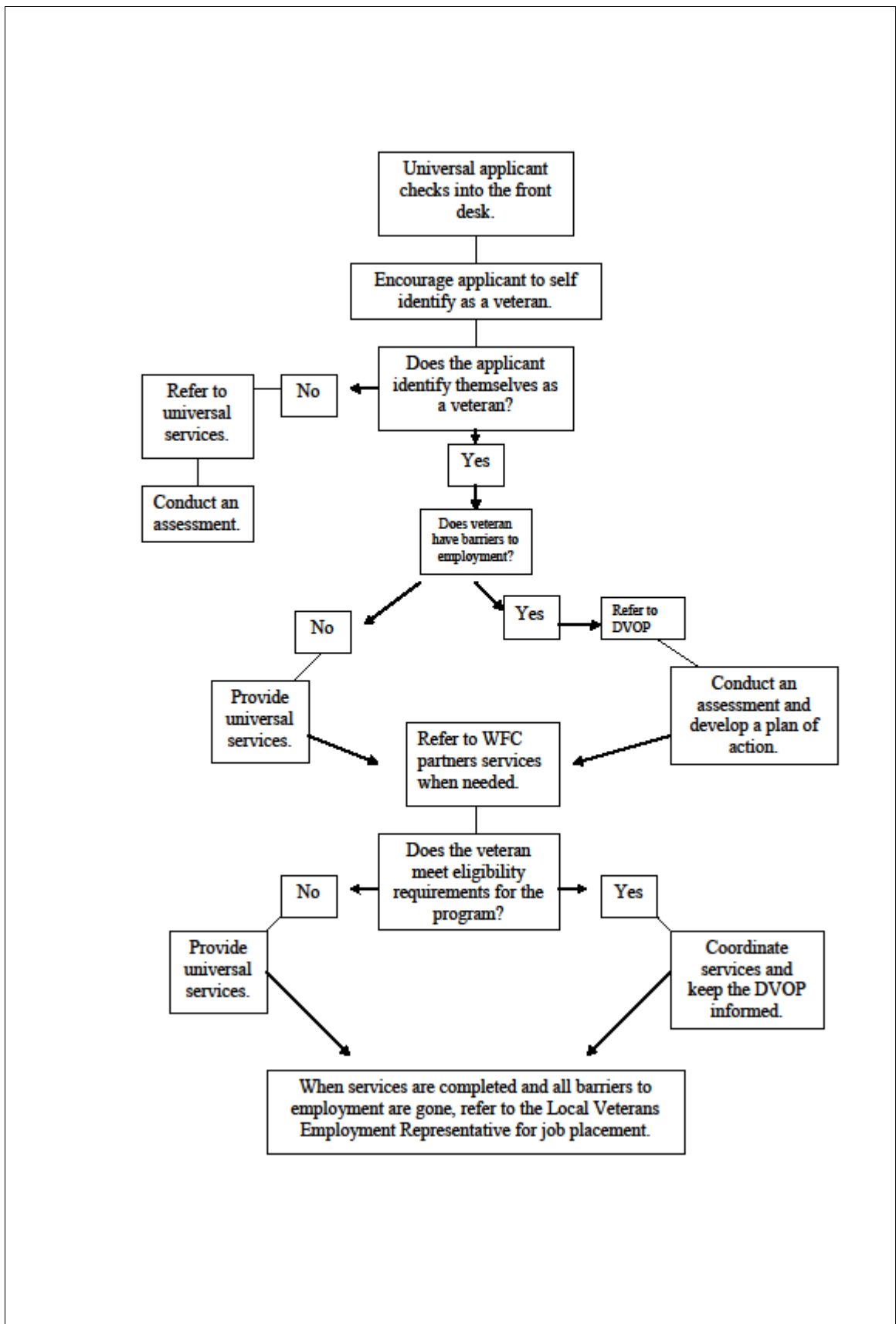
14. What is the process you use to assess the needs of Veterans seeking service in your WFC, and how do you identify Veterans with a barrier to employment?

Veterans follow the same assessment process that is available to all job seekers within the WFCs. Veterans who are identified as having barriers to employment are given the opportunity to meet one-on-one with a WDI Career Counselor. WDI Career Counselors provide information on Veterans' Priority of Service for any programming through the WFC.

15. What is your process for referral to appropriate program staff, or in the case of a Veteran with an employment barrier, to the local Veterans Employment Representative?

Veterans who ask to meet with the local Veterans Employment Representative are provided with their contact information. During meetings with WDI Career Counselors, direct contact information is again provided for the regional Veterans' Representatives. For Veterans with an employment barrier, counselors strongly encourage and/or facilitate contact with the regional Veterans Employment Representatives.

See flow-chart below:



16. (New Question) DEED must adhere to [2010 Minnesota Statutes 138.17 Government Records: Administration](#) and are currently working toward that end. This statute includes those entities that receive funding from DEED.

- a) Indicate below that the WSA provider is aware of the above statute

Yes, we are aware of the statute above.

- b) Indicate the WSA Records Management/Retention Coordinator

Name: Michelle Breamer
 Title: Regional Specialist
 Phone: 507.280.5180
 TTY: MN Relay 711
 E-mail: mbreamer@wfdi.ws

- c) Does the WSA have a policy or protocol or schedule in place regarding the retention and management of your records?

Yes No

If no, will you be working on policy such as this?

Yes - see [DEED policy](#).

- d) Are the records kept for an appropriate amount of time, as stated in the above DEED policy?

Yes No

Staffing

In previous years, the Local Planning Guidance included a spreadsheet to be completed by partners indicating the number of staff in each WFC. For PY11, DEED will instead use the most recent staffing as indicated on the cost allocation plans submitted for each WFC. If DEED has questions regarding the staffing numbers on your cost allocation plan, DEED will contact you.

By signing and submitting this plan, the local workforce investment board is certifying on behalf of itself and the grant recipient, where applicable:

- A. That this *Program Year 2011 Local Unified Plan (LUP) UPDATE for an Integrated Workforce Investment System* was prepared and is in accordance with all applicable titles of the Workforce Investment Act of 1998 (WIA), Title V of the Older Americans Act, applicable Minnesota state statutes and that it is consistent with the Minnesota Unified State Plan;(2)
- B. that members of the local board and the public including representatives of business and labor organizations have been allowed at least a thirty day period for comment and that any comments representing disagreement with the plan are included with the local plan forwarded to DEED (as the Governor's representative) by the local board and that available copies of a proposed local plan are made available to the public through such means as public hearings and local news media; (WIA, Section §118 (c))

(2) [Minnesota's Unified Plan](#) is available on the DEED website

- C. that the public (including individuals with disabilities) have access to all of the workforce investment board's and its components' meetings and information regarding the 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 master agreement issued by DEED have been established;
- E. that veterans will be afforded employment and training activities authorized in WIA, 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;
- F. that it is, and will maintain a certifiable local Workforce Investment Board (WIB) and it will maintain a certifiable local Youth Council;
- G. that it will comply with the confidentiality requirements of WIA, Section §136 (f)(3);
- H. that the master agreement and all assurances will be followed;
- I. that it will ensure that no funds covered under the master agreement are used to assist, promote, or deter union organizing;
- J. that collection and maintenance of data necessary to show compliance with the nondiscrimination provisions of WIA, Section §188, as provided in the regulations implementing that section, will be completed;
- K. that this plan was developed in consultation with local elected officials, the local business community, labor organizations and appropriate other agencies;
- L. that it acknowledges the specific performance standards for each of its programs and will strive to meet them;

Certifications and Assurances

- M. 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;(3)
- N. that WIB members will not act in a manner that would create a conflict of interest as identified in Regulations 20 CFR, Section §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;
- O. that Memoranda of Understanding that is endorsed and signed by the current WIB Chair and current WorkForce Center partner managers and Cost Allocation Plans are in place and available upon request for each WorkForce Center within the WIB's local workforce service area;

(3) See [Discrimination Complaint Handling Procedures](#)

- P. that the required voter registration procedures described in Minnesota Statutes §201.162 are enacted without the use of federal funds;
- Q. 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, Section §667.274;
- R. that the local policies on fraud and abuse adheres to DEED's Chapter 2.9 of WIA Title I-B and Related Activities Manual as required under Regulations 20 CFR, Section §667.630 (The local policy is to be in accordance with State requirements;(4))
- S. that it has provided an opportunity for public comment and input into the development of plan by 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;
- T. that core services are integrated such that all WorkForce Center partners, as part of the MOU, provide the same high level and quality of core services to job seeking customers;
- U. that all staff are provided the opportunity to participate in appropriate staff training;
- V. that an acceptable WIA program complaint procedure will be established and will be maintained;
- W. that an acceptable WIA discrimination complaint procedure will be established and will be maintained;
- X. that there is an agreement between the WIB and the 'unit of local government' (that represents the local elected official/s) that outlines what powers the unit of local government agrees to give the WIB on their behalf and how they are going to work together;

Certifications and Assurances

- Y. that (if applicable) if there is a joint powers board, that there is a joint powers agreement which outlines who is on the joint powers board and how the local units represented on it are going to work together;
- Z. that it will comply with the nondiscrimination provisions of WIA, Section §188 and it's implementing Regulations at 29 CFR, Part 37. Each grant applicant for financial assistance as defined in Regulations 29 CFR, Part 37.4 must include in the grant application the exact language as is in the following (29 CFR, Part 37.20):

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), the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- *WIA, Section §188, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability,*

(4) See [Chapter 2.9 of WIA Title I-B Related Activities Manual](#)

- political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity;*
- *Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;*
 - *Section §504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;*
 - *The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and*
 - *Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;*
 - *The Minnesota Human Rights Act of 1973, Minnesota Statutes, Chapter 363A, which prohibits discrimination on the bases of race, color, creed, religion, natural origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, citizenship, or age;*
 - *The Americans with Disabilities Act of 1990 (42 USC 12101), as amended, which prohibits discrimination on the basis of physical sensory, or mental disability or impairment, and the ADA Amendments Act of 2008 effective January 1, 2009;*
 - *Each grant applicant and each training provider seeking eligibility must also ensure that they will provide programmatic and architectural accessibility for individuals with disabilities.*

The grant applicant also assures that it will comply with Regulations 29 CFR, Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

Certifications and Assurances

Signature Page

Program Year 2011
Local Unified Plan UPDATE for an Integrated Local Workforce Investment System

Workforce Service Area Name: WSA #8 – Southeast Minnesota

Workforce Investment Board Name: Workforce Development, Inc. – SE MN WIB

Name and Contact Information for the WIB:

Jim Wendorff
800 Park Drive
P.O. Box 990
Owatonna, MN 55060
jwendorff@viracon.com
507-451-9555
fax: 507-444-3575

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

Ray Tucker
PO Box 28
Dexter, MN 55926
507.584.6366
tuckercompany@frontiernet.net

Jane Olive
61437 235th Avenue
Mantorville, MN 55955
janeolive@kmtel.com
507-635-5108

We, the undersigned, attest that this submittal is the Program Year 2011 Local Unified Plan UPDATE for our WIB/WSA and hereby certify that this LUP UPDATE has been prepared as required, and is in accordance with all applicable state and federal laws, rules, and regulations.

For the Workforce Investment Board

For the Local Elected Officials

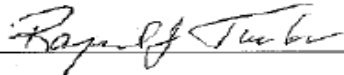
Name: Jim Wendorff

Name: Ray Tucker

Title: Chair, SE MN WIB

Title: Chair, Joint Powers Board

Signature: 

Signature: 

Date: 5/12/11

Date: 5-12-11

Performance Standards

The tables below indicate the local area's target level of performance for the common measures for the core partner programs. **These are the minimum standards for which each locality will be held responsible.** Upon notification to DEED, local areas can set higher standards for which they will be held responsible. Additional information regarding performance standards will be forwarded by the end of April 2011.

| Statewide Performance Measures Program Year 2011 July 1, 2011 to June 30, 2012 | Wagner-Peyser | Senior Community Service Employment Program (SCSEP) | Adult (WIA Title I-B) | | Dislocated Worker (WIA Title I-B and State) | |
|--|----------------------|--|---------------------------------|-----|---|-----|
| Entered Employment Rate: Of those not employed at registration: Number of adults who have entered employment by the end of the first quarter after the exit quarter <i>divided by</i> Number of adults who exit during the quarter. | TBD | TBD | State TBD | | State TBD | |
| Employment Retention Rate: Of those employed in the first quarter after the exit quarter: Number of adults who are employed in the second and third quarter following the exit quarter <i>divided by</i> Number of adults who exit during the quarter. | TBD | TBD | State TBD | | State TBD | |
| Average Earnings: Of those employed in the first, second, and third quarter after the exit quarter: Total post-program earnings (earnings in quarter 2 plus (+) quarter 3 after exit quarter) <i>divided by</i> Number of adults who exit during the quarter. | TBD | TBD | State TBD | | State TBD | |
| | | | WSA 1 | TBD | WSA 1 | TBD |
| | | | WSA 2 | TBD | WSA 2 | TBD |
| | | | WSA 3 | TBD | WSA 3 | TBD |
| | | | WSA 4 | TBD | WSA 4 | TBD |
| | | | WSA 5 | TBD | WSA 5 | TBD |
| | | | WSA 6 | TBD | WSA 6 | TBD |
| | | | WSA 7 | TBD | WSA 7 | TBD |
| | | | WSA 8 | TBD | WSA 8 | TBD |
| | | | WSA 9 | TBD | WSA 9 | TBD |
| | | | WSA 10 | TBD | WSA 10 | TBD |
| | | | WSA 12 | TBD | WSA 12 | TBD |
| | | | WSA 14 | TBD | WSA 14 | TBD |
| | | | WSA 15 | TBD | WSA 15 | TBD |
| | | | WSA 16 | TBD | WSA 16 | TBD |
| | | | WSA 17 | TBD | WSA 17 | TBD |
| | | | WSA 18 | TBD | WSA 18 | TBD |

| | | | | | | |
|--|--|--|--|--|------|-----|
| | | | | | ISPs | TBD |
|--|--|--|--|--|------|-----|

Performance Standards *(continued)*

| | | | | |
|--|----------------------|--|---------------------------------|---|
| Statewide Performance Measures - continued - | Wagner-Peyser | Senior Community Service Employment Program (SCSEP) | Adult (WIA Title I-B) | Dislocated Worker (WIA Title I-B and State) |
| Employment and Credential Rate: Of adults who received training services: Number of adults who were employed in the first quarter after the exit quarter and received a credential by the end of the third quarter after the exit quarter <i>divided by</i> Number of adults who exit during the quarter. | N/A | N/A | State TBD | State TBD |
| Hours of Community Service Employment: Total number of hours of community serviced provided by SCSEP participants <i>divided by</i> Number of hours of community serviced funded by the grant, after adjusting for differences in minimum wage. Paid training hours are excluded from this measure. | N/A | TBD | N/A | N/A |
| Number of Eligible Individuals Served: Total number of adults served <i>divided by</i> Grantee's authorized number of positions, after adjusting for differences in minimum wage. | N/A | TBD | N/A | N/A |
| Number of Most-in-Need Individuals Served: Of those adult participants described in OAA-2006, Subsection §(a)(3)(B)(ii) or (b)(2) of Section §518. Counting the total number of the described characteristics for all adult participants <i>divided by</i> Number of adult participants served. | N/A | TBD | N/A | N/A |

| Customer Satisfaction Standards Program Year 2011 | <u>WIA Title I-B</u> | <u>SCSEP</u> |
|--|----------------------|--------------|
| Participant: | TBD | TBD |
| Employer: | TBD | TBD |
| Host Agency | N/A | TBD |

Performance Standards

(continued)

| RS & SSB Statewide Performance Measures – Federal Fiscal Year 2011 October 1, 2010 to September 30, 2011 | Rehabilitation Services | State Services for the Blind |
|---|--------------------------------|---|
| Employment Outcomes: Performance Indicator 1.1 – Comparison of Employment Outcomes The number of individuals exiting the VR program with an employment outcome during the current program year compared to the number of individuals exiting the VR program with an employment outcome during the preceding program year. | 2,243 | 78 |
| Performance Indicator 1.2 – Entered Employment Rate Of all of the individuals who exited the VR program after receiving services, the percentage of those who achieved an employment outcome. | 58.8% | ≥68.9% |
| Performance Indicator 1.3 – Wage at Placement Of all the individuals determined to have achieved an employment outcome, the percentage who exit the VR program in competitive, self-, or business enterprise program (BEP) employment with earnings equivalent to at least the minimum wage. | 72.6% | ≥35.4% |
| Performance Indicator 1.4 – Wages at Placement for Those with Significant Disabilities Of all individuals who exit the VR program in competitive, self-, or business enterprise program (BEP) employment with earnings equivalent to at least the minimum wage, the percentage who are individuals with significant disabilities. | 72.6% | ≥89% |
| Performance Indicator 1.5 – Comparison of Wages of VR Placements as Compared to the Overall Wage Level The average hourly earnings of all individuals who exit the VR program in competitive, self-, or business enterprise program (BEP) employment with earnings equivalent to at least the minimum wage as a ratio to the State's average hourly earnings for all individuals in the State who are employed. | .52 (Ratio) | ≥.59 (Ratio) |
| Performance Indicator 1.6 – Enhancement of Self-Sufficiency Of all individuals who exit the VR program in competitive self-, or business enterprise program (BEP) employment with earnings equivalent to at least the minimum wage, the difference between the percentage who report their own income as the largest single source of economic support at the time they exit the VR program and the percentage who report their own income as the largest single source at the time they apply for VR services. | 53.0 (Math Difference) | ≥30.4 (Math Difference) |
| Equal Access to Services: Performance Indicator 2.1 The service rate for all individuals with disabilities from minority backgrounds as a ratio to the service rate for all non-minority individuals with disabilities. | .80 (Ratio) | Not calculated if fewer than 100 individuals from minority backgrounds exit the program |

NOTE: These percentages are national standards set by the Rehabilitation Services Administration. There is a formula for the general agency and a different formula for the agency serving the Blind to determine whether the standard was met.

Workforce Investment Board/Council Membership List

Program Year 2011

WIB: Workforce Development, Inc. – SE MN WIB

Date Submitted: 05/12/11

WSA: 8

Indicate any **vacant** positions or other constituency represented as well.

(To add a row, highlight entire row, copy and paste. To delete a row, highlight entire row, and cut.)

| <u>Name/Address/E-mail/Phone/Fax</u> | <u>Organization</u> | <u>Position</u> | <u>Business/ Industry Represented</u> (Private Sector Only) | Business Representation From Targeted Industry/ Occupation? (Yes / No) | <u>Term Start and Term End</u> |
|---|---------------------|---|--|---|--------------------------------|
| A. Private Sector: | | | | | |
| (Chair): Wendorff, Jim 800 Park Drive P.O. Box 990 Owatonna, MN 55060 jwendorff@viracon.com 507-451-9555 fax: 507-444-3575 | Viracon | Vice President, Human Resources | Manufacturing | Yes | 3/1/2007- 6/30/2012 |
| Chabot, Scott 2125 Fourth Street NW Owatonna, MN 55060 scott.chabto@pearson.com 507-455-4124 No fax number | Pearson | Human Resource Manager, Assessment & Information | Educational Support Services | Yes | 5/8/2008- 6/30/2011 |
| Culhane, Jim 500 NW 12th Street Faribault, MN 55021 pipnjim@charter.net 507-332-7421 fax: 507-332-2344 | Genova Products | Human Resources Director | Manufacturing | Yes | 4/8/2004- 6/30/2012 |
| Custer, Jeff 3930 Pepin Avenue Red Wing, MN 55066 jeffrey.o.custer@xcelenergy.com 651-385-1003 fax: 651-385-1031 | Xcel Energy | Director, Design, Construction and Maintenance | Bioscience & Emerging Technologies | Yes | 3/27/2008- 6/30/2013 |

| | | | | | |
|--|--------------------------------|--|--|-----|--------------------------------------|
| Devlin, John 6258 34th Avenue NW Rochester, MN 55901 johndevlin@miiq.com 507-289-0761 fax: 507-281-9096 | Medical Innovations | CEO | Bioscience Medical Device Manufacturing | Yes | 11/7/2004- 6/30/2013 |
| Eichstadt, Richard 701 Industrial Dr. N. P.O. Box 440 Preston, MN 55965 richard.eichstadt@poetenergy.com 507-765-4548 fax: 507-765-5326 | POET Biorefining | General Manager | Ethanol Production | Yes | 6/5/2008- 6/30/2011 |
| Hauser, Heather 800 W. Jefferson St. Lake City, MN 55041 hauserh@hearthnhome.com 651-345-1885 fax: 651-437-5151 | Hearth & Home Technologies | Member and Community Relations Manager | Manufacturing | Yes | 9/18/2006- 6/30/2012 |
| Monson, John 14800 Galaxy Ave, #205 Apple Valley, MN 55124 john.monson@agstar.com 612-756-3983 No fax number | AgStar Capital Markets Group | VP, Rural Finance | Finance | Yes | 7/26/2007- 6/30/2013 |
| Niemann, Mark 701 West 5th Street Northfield, MN 55057 mark_niemann@malt-o-meal.com 507-645-6681 fax: 507-663-6203 | Malt-O-Meal Company | Northfield HR | Food Processing (Manufacturing) | Yes | 2/3/2005 (3/1/2010)- 6/30/2012 |
| Rauk, Marian 425 North Badger Caledonia, MN 55921 mrauk@acegroup.cc 507-725-3351 fax: 507-725-5142 | Caledonia Care & Rehab | Assistant Administrator/ Director of Nursing | Healthcare | Yes | XX- 6/30/2012 |
| Reveland, Pat 3605 Hwy 52 N, BBF Rochester, MN 55901 prevelan@us.ibm.com 507-253-6047 fax: 507-253-4330 | IBM | Program Director, Manufacturing & Global Customer Solutions Centers | Manufacturing | Yes | 7/1/2004- 6/30/2013 |
| Root, Jim 1200 W Grant Blvd Wabasha, MN 55981 rootj@semcwabasha.org 651-565-5526 | St. Elizabeth's Medical Center | Human Resources Director | Healthcare | Yes | 11/8/2007- 6/30/2012 |

| | | | | | |
|---|----------------------------------|--------------------------------|---------------------------------|-----|----------------------|
| fax: 651-565-2482 | | | | | |
| Simon, Diane 2110 Y.H. Hanson Ave. P.O. Box 1127 Albert Lea, MN 56007 dsimon@mrsgerrys.com 507-373-6384 fax: 507-373-5617 | Mrs. Gerry's Kitchen | Human Resources/Safety Manager | Food Processing (Manufacturing) | Yes | 7/1/2004-6/30/2013 |
| Solberg, Penny 800 Memorial Drive Spring Valley, MN 55975 psolberg@svseniorliving.com 507-346-7202 fax: 507-346-7903 | Spring Valley Care Center | Administrator | Healthcare | Yes | 7/1/2002-6/30/2011 |
| Thompson, Dawn 75507 240th Street Albert Lea, MN 56007 dthomps3@good-sam.com 507-373-0683 fax: 507-379-2772 | Albert Lea Good Samaritan Center | Human Resources Director | Healthcare | Yes | 7/1/2003-6/30/2012 |
| | | | | | |
| <u>B. Public Assistance Agency:</u> | | | | | |
| Shaw, Mark P.O. Box 718 Faribault, MN 55021 mshaw@co.rice.mn.us 507-332-6206 fax: 507-332-6247 | Rice County Social Services | Welfare Director | | | 7/1/20008-6/30/2012 |
| | | | | | |
| <u>C. Organized Labor:</u> | | | | | |
| Hess, Russell 440 5th Street SW Plainview, MN 55964 rhess@mnldc.org 507-261-6546 No fax number | Laborers District Council | Political Coordinator | | | 9/8/2005-6/30/2012 |
| Neilon, Patrick 1407 Highway 13 North Albert Lea, MN 56007 pwneilon@qwestoffice.net | UFCW Local 6 | President | | | 12/20/2007-6/30/2013 |

| | | | | | |
|--|---------------------------------------|---|--|--|---------------------------------------|
| 507-373-0649 fax: 507-373-0640 | | | | | |
| | | | | | |
| <u>D. Rehabilitation Agency:</u> | | | | | |
| Yanda, Jodi 300 11th Avenue NW Rochester, MN 55901 jodi.yanda@state.mn.us 507-285-7306 fax: 507-280-5530 | Voc Rehabilitation Services / DEED | Rehabilitation Area Manager | | | 7/1/2008- 6/30/2011 |
| | | | | | |
| <u>E. Community-Based Organization:</u> | | | | | |
| Baumgartner, Robin 245 West 5th Street, #4 Zumbrota, MN 55992 muffy012663@hotmail.com 507- 358- 4643 No fax number | SEMMCHRA | Representative | | | 7/1/2006- 6/30/2012 |
| Harley, Roy 1319 West 3rd Street Red Wing, MN 55066 rkharley@charter.net 651-388-6605 fax: 651-388-6605 | Lutheran Social Services | Representative | | | 7/1/2003- 6/30/2012 |
| Hoffman, Nancy 119 6 th Street SW Rochester, MN 55902 nancy_hoffman@experienceworks.org 507-289-2652 fax: 507-289-2692 | Experience Works | Employment & Training Coordinator | | | 7/1/2004- 6/30/2013 |
| Stenberg, Wayne 204 S. Elm P.O. Box 549 Rushford, MN 55971 wayne.stenberg@semcac.org 507-864-8201 fax 507-864-2440 | SEMCAC | Executive Director | | | 11/7/2004 (10/7/10) - 6/30/2013 |
| | | | | | |

| <u>F. Economic Development Agency:</u> | | | | | |
|--|-----------------------------------|-------------------|--|--|---------------------|
| Pyfferoen, Michelle University Center 851 30th Avenue SE Rochester, MN 55904 michelle.pyfferoen@roch.edu 507-285-7425 fax: 507-280-5502 | SBDC | Regional Director | | | 7/1/2002-6/30/2011 |
| | | | | | |
| <u>G. Public Employment Service:</u> | | | | | |
| Haney, Mike DEED - Job Service 300 11th Avenue NW Rochester, MN 55901 mike.haney@state.mn.us 507-285-7325 fax: 507-280-5523 | Job Service/DEED | Area Manager | | | 9/2/2004-6/30/2011 |
| | | | | | |
| <u>H. Educational Agency:</u> (Required ABE Representative): | | | | | |
| Bates, Chris 223 1st Avenue SE Pine Island, MN 55963 chrisbates@pineisland.k12.mn.us 507-356-8326 No fax number | Pine Island Public Schools | Superintendent | | | 11/4/2010-6/30/2013 |
| Leas, Terry 1900 8th Ave NW Austin, MN 55912 terry.leas@riverland.edu 507-433-0607 fax: 507-433-0370 | Riverland Community College | President | | | 7/1/2005-6/30/2011 |
| Nigon, Julie Hawthorne Ed. Center 700 4th Avenue SE Rochester, MN 55904 junigon@rochester.k12.mn.us 507-328-4443 fax: 507-287-2643 | Rochester Adult & Family Literacy | Manager | | | 11/7/2004-6/30/2013 |
| | | | | | |

| I. Local Elected Official: (list contact information even if CEO is not a member of the WIB.) | | | | | |
|--|--------------|--------------|--|--|----------------------|
| Olive, Jane 61437 235th Avenue Mantorville, MN 55955 janeolive@kmtel.com 507-635-5108 No fax number | Dodge County | Commissioner | | | 4/14/11-6/30/14 |
| Tucker, Ray P.O. Box 28 Dexter, MN 55926 tuckercompany@frontiernet.net 507-584-6366 fax: 507-584-6316 | Mower County | Commissioner | | | 7/1/2002-6/30/2012 |
| J. Other Category: | | | | | |
| Add or delete as necessary | | | | | |
| | | | | | |
| K. Youth Council Chairperson: (list contact information even if YCC is not a member of the WIB.) | | | | | |
| Neilon, Patrick 1407 Highway 13 North Albert Lea, MN 56007 pwnelon@qwestoffice.net 507-373-0649 fax: 507-373-0640 | UFCW Local 6 | President | | | 12/20/2007-6/30/2013 |

Workforce Investment Board Subcommittee List

Program Year 2011

WIB: Workforce Development, Inc – SE MN WIB

If applicable, provide a current list of the Board's committees and/or task forces along with a summary of the committee's objectives.

(To Add a row, highlight entire row, copy and paste. To delete a row, highlight entire row, and cut.)

| <u>Name of Committee or Task Force</u> | <u>Objective / Purpose of Committee or Task Force</u> |
|---|---|
| All Committees | <p>Act as champion for industry employers and job seekers alike by</p> <ul style="list-style-type: none"> • promoting industry outreach and awareness • stimulating the development of necessary skills • aiding in the identification of career ladders for existing workers <p>Committee-specific tasks are highlighted below.</p> |
| Bioscience & Emerging Technologies Sector | <ul style="list-style-type: none"> • Once a year, the Hi-Tech and BioScience subcommittee will help facilitate a symposium of industry specialists - including local industry practitioners, as well as State and national experts - to identify challenges, bring public awareness to the critical issues, and help set the course for the next year's sub-committee work plan. Such a gathering may be a venue unique to the WIB, or a co-sponsored event managed by another partner agency. • The Hi-Tech and BioScience subcommittee is encouraged to facilitate or sponsor (a) Job Fair(s) that pull together employers and jobseekers with opportunities for southeastern Minnesota. |
| Healthcare Sector | <ul style="list-style-type: none"> • At each meeting of the sub-committee, staff will present statistics representing the most recent and historical level of employment and unemployment within the Healthcare industry. • At each meeting of the subcommittee, staff will review recent outreach efforts for new applicants to the Healthcare industry and the progress of any unique pre-vocational "academies" or "youth camps" offered in the area. • At each meeting of the subcommittee, staff will present fiscal year data on the current number of adult training participants enrolled in, and completion rates for those exiting, preparatory training for high demand Healthcare occupations. The data presented will also list the aggregate placement rate, wage at placement, and return on investment information for all Healthcare industry placements made. • Annually, the subcommittee members will review the comprehensive list of high demand occupations that are approved for training. Based upon industry trends and past enrollments, the subcommittee will recommend any necessary amendments of the list, forwarding their comments to the Management Committee by mid-May. |
| Manufacturing Sector | <ul style="list-style-type: none"> • Staff will help survey basic skills and English literacy needs for the Manufacturing industry and report to the subcommittee, where members may amend and augment the list; the final agreed upon list will be recommended respectively to the Basic Skills and Emerging Workforce taskforce and the Literacy and Diversity in the Workplace taskforce for their compilation. • Study trends and issues within the Manufacturing industry, and help create a series of marketing/promotional pieces that will help serve as an outreach and awareness tool; assist in distributing such information to the general public. • Consider the formation of pre-vocational "academies" and/or summer "camps" that will act as a recruitment, screening, and preparatory training ground for those jobseekers interested in working in the industry. • Assist staff in seeking and supporting grants from State, federal, and foundation sources that will help fund the activities listed here. |

| | |
|--|--|
| <p>Service & Trades Sector</p> | <ul style="list-style-type: none"> • Staff will help survey basic skills and English literacy needs for the Service and Trades industries and report to the subcommittee, where members may amend and augment the list; the final agreed upon list will be recommended respectively to the Basic Skills and Emerging Workforce taskforce and the Literacy and Diversity in the Workplace taskforce for their compilation. • Study trends and issues within the Service and Trades industry, and help create a series of marketing/promotional pieces that will help serve as an outreach and awareness tool; assist in distributing such information to the general public. • Consider the formation of pre-vocational “academies” and/or summer “camps” that will act as a recruitment, screening, and preparatory training ground for those jobseekers interested in working in the industry. Assist staff in seeking and supporting grants from State, federal, and foundation sources that will help fund the activities listed here. |
| <p>Assessment, Access & Re-entry Taskforce</p> | <ul style="list-style-type: none"> • Determine how assessment fits well w/ Access & Re-entry and the need to ensure assessment meets the needs of customers, inclusive. • Understand & recognize what is happening with this population in the workforce and challenges faced. • Increase marketability of targeted groups while increasing employers understanding of these potential employees. |
| <p>Emerging Workforce Taskforce</p> | <ul style="list-style-type: none"> • Replicate “Reality Bites” in additional counties. • Develop regional-employer resource panel to participate in schools. • Identify issues/barriers for those not completing the Career Readiness Credential. Seek and implement solutions to those issues/barriers. |
| <p>Literacy & Diversity Taskforce</p> | <ul style="list-style-type: none"> • Strengthen and expand the relationship between the SE MN WIB and the local Diversity Council to better learn from one another and partner whenever possible • Identify/analyze demographics of MCA Maps for SE MN • Focus on data relating unemployment/employment, CRT, positive terms, Career Readiness Credential completion, etc. |
| <p>Stackable Credentials</p> | <ul style="list-style-type: none"> • Develop a set of common marketing materials that would identify programs available that have a positive effect on encouraging all workers to develop their skills to achieve their employment potential • Put together post-project analyses in order to act as the region’s “collective memory” of what worked and what didn’t work with respect to projects aimed at increasing credentials within the workforce and interventions offered in the area • Work to promote policy changes both statewide and federally that will facilitate skill development for the region’s workers |

Workforce Service Area Sub-Grantee List

Program Year 2011

WIB: Workforce Development, Inc. – SE MN WIB

Date Submitted: 05/12/11

WSA: 8 – Southeast Minnesota

(To Add a row, highlight entire row, copy and paste. To delete a row, highlight entire row, and cut.)

| Name of Sub-Grantee | Services Provided | Funding Source | Provider located in which WFC? | If not in WFC, provide Address, City, State, ZIP Code |
|---------------------|-------------------|----------------|--------------------------------|---|
| | | | | |
| N/A | | | | |
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Workforce Service Area Non-WFC Program Service Delivery Location List Program Year 2011

WIB: Workforce Development, Inc. – SE MN WIB

WSA: 8 – Southeast Minnesota

Date Submitted: 05/12/11

(To Add a row, highlight entire row, copy and paste. To delete a row, highlight entire row, and cut.)

| Name and Location (City) | Program Service Delivered |
|--------------------------|---------------------------|
| | |
| <u>N/A</u> | |
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| <u>Healthcare Sector*</u> | | <u>Manufacturing Sector*</u> | |
|--|-------------------|---|-------------------|
| Job Title (Ranked by Jobs with Most Hires) | SE MN Median Wage | Job Title (Ranked by Jobs with Most Hires) | SE MN Median Wage |
| Registered Nurses | \$35.04 | Welders, Solderers, and Brazers | \$17.88 |
| Home Health Aides | \$11.32 | Bi-lingual 1st Line Supervisors of Production | \$23.04 |
| Licensed Practical Nurses | \$18.95 | Cost Estimators | \$25.36 |
| Medical Secretaries | \$18.13 | Industrial Maintenance Electricians & Technicians | \$18.96 |
| Certified Nursing Assistant, Aids & Orderlies | \$12.42 | Civil Engineering Technicians | \$25.79 |
| Physicians and Surgeons | >80 | CNC Operators, Plastics and Metals | \$15.93 |
| Pharmacy Technicians | \$14.86 | Mechanical Engineering Technicians | \$23.21 |
| Emergency Medical Technicians & Paramedics | \$12.88 | Fiberglass, Plastics & Composites Industry Specialists | \$37.45 |
| Medical Equipment Preparers | \$15.61 | CNC Programmers, Plastics and Metals | \$22.83 |
| Medical & Clinical Lab Technicians | \$19.74 | | |
| Radiological Technicians | \$28.52 | <u>Service & Trades Sector*</u> | |
| Recreation and Fitness Instructors | \$12.50 | Job Title (Ranked by Jobs with Most Hires) | SE MN Median Wage |
| Medical Assistants | \$14.97 | Teacher's Aides/Paraprofessionals | \$14.65 |
| Surgical Technologists & Technicians | \$24.52 | Truck Drivers, Heavy and Industrial | \$17.91 |
| Pharmacists | \$56.02 | Customer Service Representatives | \$15.13 |
| Dental Assistants | \$19.20 | Math Teachers - Secondary Schools | \$21.52 |
| Medical & Health Services Managers | \$43.40 | Social and Human Service Assistants | \$12.74 |
| Medical Records & Health Information Technicians | \$18.37 | Supervisors of Clerical & Administrative Support Workers | \$19.57 |
| Dental Hygienists | \$30.53 | Accountants, Auditors & Financial Analysts | \$25.16 |
| Physical Therapists | \$34.63 | Truck Drivers, Light and Delivery | \$12.83 |
| Medical Diagnostic Sonographers | \$31.54 | Security Guards | \$14.02 |
| Medical Equipment Repairers | \$27.55 | Automotive Service Technicians and Mechanics | \$17.01 |
| Cardiovascular Technicians | \$22.52 | Police and Sheriff Patrol Officers | \$23.74 |
| Respiratory Therapists | \$29.16 | First Line Supervisors of Food Preparation & Serving | \$11.94 |
| Medical & Public Health Social Workers | \$24.66 | Correctional Officers & Jailers | \$20.28 |
| Occupational Therapists | \$30.57 | First Line Supervisors of Mech., Installers & Repairers | \$26.85 |
| Dietitians & Nutritionists | \$26.59 | Social Workers & Family Counselors incl Ed. & Mental Health | \$24.32 |
| Nursing Instructors | \$34.76 | Diesel Technicians and Mechanics | \$18.59 |
| | | Special Education Teachers, incl. Speech & Aud. Clinicians | \$25.43 |
| <u>Hi-Tech & Emerging Technologies Sector*</u> | | Heating, Ventilation & Air Conditioning | \$20.99 |
| Job Title (Ranked by Jobs with Most Hires) | SE MN Median Wage | Training and Development Specialists | \$25.89 |
| Science (all) Teachers – Secondary Schools | \$21.52 | Claims, Adjusters, Examiners and Investigators | \$24.14 |
| Nanotechnology Engineering Technicians | \$14.89 | Paralegals & Legal Assistants | \$18.38 |
| Computer Support Specialists | \$20.11 | Cooks and Bakers, Institutional and Cafeteria | \$12.08 |
| Bio-Science Technicians, incl Life, Physical & Social Sciences | \$28.24 | Kindergarten/Pre-School Teachers | \$22.51 |
| Life Scientists | \$22.84 | Drafters; Architectural & Civil | \$20.32 |
| Computer Network & DB Administrators | \$26.79 | Bill and Account Collectors | \$12.20 |
| | | Personal Financial Advisors | \$26.12 |
| | | Post Secondary Teachers | \$24.99 |
| | | Home Energy Auditors | \$14.91 |
| | | Windmill Technicians | \$17.50 |

* For more information, visit SE MN Hot Jobs at www.workforcedevelopmentinc.org

**MEMORANDUM OF AGREEMENT BETWEEN
THE SOUTHEASTERN MINNESOTA WORKFORCE DEVELOPMENT, INC. AND
THE COUNTIES OF DODGE, STEELE, MOWER, FREEBORN, RICE, GOODHUE, WABASHA,
OLMSTED, FILLMORE AND HOUSTON
KNOWN AS THE SOUTHEASTERN MINNESOTA WORKFORCE INVESTMENT JOINT POWERS
BOARD OF COUNTY GOVERNMENTS**

WHEREAS the Workforce Investment Act of 1998, hereinafter referred to as "The Act" (Public Law 105-220) authorizes the expenditure of Federal funds for job training programs in locally designated Workforce Service Areas (WSAs); and

WHEREAS the ten counties of Dodge, Steele, Mower, Freeborn, Rice, Goodhue, Wabasha, Olmsted, Fillmore and Houston have entered into a joint powers arrangement and have been certified by the Governor of this state as Workforce Service Area 8 (WSA #8); and

WHEREAS the Joint Powers Board has, pursuant to the Act, established the Workforce Development, Inc. as a private non-profit corporation and hold IRS 501, C-3 tax exempt status; and

WHEREAS the Act requires an agreement between the Joint Powers Board and the Workforce Development, Inc. for the purposes of job training programs policy formulation covering, but not limited to, program planning, monitoring and evaluation activities; and

WHEREAS the Act requires the Joint Powers Board and the Workforce Development, Inc. to define the scope of their relationship.

THEREFORE, BE IT RESOLVED that this Agreement, pursuant to the Act be made and entered into by the Southeastern Minnesota Workforce Investment Joint Powers Board on behalf of the ten (10) counties and the Southeastern Minnesota Workforce Development, Inc.

IT IS FURTHER RESOLVED that this Agreement fairly and fully describes the authorities and responsibilities of each partner.

I. Authorities and Responsibilities of the Southeastern Minnesota Workforce Development, Inc., Inc.

A. The Workforce Development, Inc., pursuant to the Act, and in agreement with the Joint Powers Board, shall be the administrative entity for the Workforce Investment Act programs in Minnesota WSA #8;

B. The Workforce Development, Inc. shall hire, direct, and evaluate staff to fulfill its role as defined above, and may contract with qualified agencies to deliver appropriate job training and placement services using the procurement procedures as outlined in SDA Policy Letter 49-91;

C. The Workforce Development, Inc. shall develop the WIA Plan in compliance with the Act that delineates the requirements for participant eligibility determination, funds allocation, and fiscal management and other job training programs as become available for the eligible population;

JPB Memo of Agreement 2

D. The Workforce Development, Inc. shall construct its own rules of operation, provide vendor services to the several counties and in agreement with the Joint Powers Board, develop an annual job training plan and budget for job training activities;

E. The Workforce Development, Inc. shall collect data necessary for the WIA program planning, monitoring, evaluating and reporting and shall report on its activities regularly to the Joint Powers Board.

1. The Workforce Development, Inc. will provide monthly participant demographic and activity reports. These reports will include enrollment, termination and placement activities. They will also show activity by program component.

2. Fiscal reports will include planned budgets, obligations and expenditures on a monthly basis. All expenditures will be reported by planned vs. actual.

3. The minutes from all meetings are shared by both boards.

4. All state and federal monitoring reports will be submitted to the Joint Powers Board for their review as they occur.

F. The Workforce Development, Inc. shall develop and manage a system to hear and resolve grievances brought by participants, vendors and other interested parties as required by the Act.

II. Authorities and Responsibilities of the Workforce Investment Joint Powers Board of County Governments:

A. The Joint Powers Board shall select business representatives to be seated as members of the Workforce Investment Board. These representatives of business shall be nominated in consultation with local, general business organizations. Local county boards of commissioners shall develop a list of businesses that reasonably represent the industrial and demographic composition of the business community. The list will have at least one hundred fifty percent (150%) of the number of individuals to be appointed to the Workforce Investment Board. Additionally, the Joint Powers Board shall publicly seek nominations of individuals from educational agencies, organized labor groups, community based organizations, rehabilitation agencies, economic development agencies and the public employment service;

B. Two representatives from the Joint Powers Board will sit on the Workforce Investment Board and the Chair shall be a member of the Management Committee;

C. The Joint Powers Board shall fill any vacancy in the membership of the Workforce Investment Board in the same manner as the original appointment;

JPB Memo of Agreement 3

D. The Joint Powers Board shall retain oversight responsibilities concerning the WIA services. It must approve all WIA job training plans and budgets prior to submission to the Governor as described in the Act.

E. The Joint Powers Board shall maintain the authority to do any or all of the following:

1. Be grant recipient for all WIA funds.
2. Contract for various consultant services to monitor and evaluate the WIA services pursuant to the Act.
3. Contract with a qualified vendor for fiscal services, which includes the receipt and disbursement of all funds related to the WIA Act.
4. Collect fiscal data necessary for the preparation of required and desired reports.
5. Contract with vendors of services described in the WIA plan prepared, submitted and approved by the Workforce Development, Inc.
6. Procure and maintain fixed and non-fixed assets and other inventory necessary for program operators.
7. Collect and deposit program income generated by WIA service activities pursuant to OMB Circular A-102 and A-87.

F. The Joint Powers Board shall receive from the Workforce Development, Inc. an annual audit of its funds and hold the Workforce Development, Inc. responsible for resolving any questions arising from said audit.

III. Authorities and Responsibilities Held Jointly by the Joint Powers Board and the Workforce Development, Inc.

A. It is the joint authority and responsibility of the Joint Powers Board and the Workforce Development, Inc. to ensure effective service delivery that provides the most beneficial mix of program options to the eligible residents of the ten counties. It is further agreed that it is the shared responsibility and authority of the Joint Powers Board and the Workforce Development, Inc. to stimulate the active, effective participation of all sectors of the community in the provision of job training services.

B. As the Act indicates that an equal partnership exists, any disputes between the entities in this Agreement shall be resolved by mutually satisfactory negotiation.

C. The Workforce Development, Inc. and the Joint Powers Board shall reach concurrence on the major issues concerning and relating to the WIA programs in the following manner:

JPB Memo of Agreement 4

1. The Executive Committee of the Joint Powers Board shall, with the officers of the Workforce Investment Board, constitute the WSA Taskforce and must meet to negotiate and concur on major issues.
2. This WSA Taskforce shall meet at the call of either the Joint Powers Board chair or the Workforce Investment Board chair, or shall meet annually.
3. Such meetings shall be called to discuss and concur on any of the following issues:
 - a. The Memorandum of Agreement between the Joint Powers Board and the Workforce Development, Inc.;
 - b. The Cost Reimbursement Service Contract;
 - c. The WIA Plan;
 - d. Special job training programs;
 - e. Development of the service delivery system for the WSA; or
 - f. The selection of an executive director for the Workforce Development, Inc.

IV. Term of Agreement. The term of this Agreement shall be from the date of execution by the Joint Powers Board and the Workforce Investment Board through June 30, 2012. This Agreement may be amended by mutual agreement of both parties at any time during its term.



Career Readiness Credential Levels Needed for SE MN Hot Jobs

| Hot Job | Math | Locat- ing | Read- ing |
|--|-------|---------------|--------------|
| Accountants, Auditors, Financial Analysts | 6 | 5 | 5 |
| Automotive Service Technicians & Mechanics | 4 | 4 | 4 |
| Bi-lingual 1 st Line Supervisor of Production | ? | ? | ? |
| Bill and Account Collectors | 4 | 4 | 3 |
| Bio-Science Technician, incl. Life, Physical & Social | ? | ? | ? |
| Cardiovascular Technician | ? | ? | ? |
| Certified Nursing Assistant, Aides & Orderlies | 3 | 4 | 4 |
| Civil Engineering Technician | 5 | 5 | 6 |
| Claims Adjusters, Examiners and Investigators | 3 | 4 | 4 |
| CNC Operators & Programmers, Metals & Plastics | 3 | 4 | 4 |
| Computer Network & DB Administrators | 6 | 5 | 5 |
| Computer Support Specialists | 5 | 4 | 5 |
| Cooks & Bakers, Institutional & Cafeteria | C3/B4 | C3/B5 | C3/B3 |
| Correctional Officers and Jailers | 3 | 3 | 4 |
| Cost Estimators | 4 | 4 | 5 |
| Customer Service Representatives | 5 | 5 | 4 |
| Dental Assistants | 4 | 4 | 4 |
| Dental Hygienists | ? | ? | ? |
| Diesel Technicians and Mechanics | 4 | 4 | 4 |
| Dieticians & Nutritionists | 4 | 5 | 4 |
| Drafters; Architectural & Civil | 5 | 5 | 4 |
| Emergency Medical Technicians & Paramedics | 4 | 5 | 5 |
| Fiberglass, Plastics & Composites Industry Spec. | 5 | 5 | 4 |
| First Line Supervisor Of Mech, Installers & Repair | 4 | 4 | 4 |
| First Line Supervisors of Food Prep & Serving | 4 | 5 | 4 |
| Heating, Ventilation & Air Conditioning (HVAC) | 5 | 5 | 4 |
| Home Energy Auditors | 4 | 4 | 4 |
| Home Health Aides | 3 | 3 | 3 |
| Industrial Maintenance Electricians & Technicians | 3 | 3 | 4 |
| Kindergarten/Pre-School Teachers | 3 | 3 | 4 |
| Licensed Practical Nurses | 4 | 4 | 4 |
| Life Scientists | 6 | 5 | 7 |
| Math Teacher-Secondary Schools | ? | ? | ? |
| Mechanical Engineering Technician | 4 | 4 | 5 |

| Hot Job | Math | Locat- ing | Read- ing |
|---|------|---------------|--------------|
| Medical Assistants | 4 | 4 | 4 |
| Medical Diagnostic Sonographers | ? | ? | ? |
| Medical Equipment Preparers & Repairers | 3 | 4 | 4 |
| Medical Records & Health Information Techs | 3 | 4 | 4 |
| Medical Secretaries | 3 | 4 | 4 |
| Medical & Clinical Lab Technicians | 5 | 5 | 5 |
| Medical & Health Services Managers | 5 | 4 | 4 |
| Medical & Public Health Social Workers | ? | ? | ? |
| Nanotechnology Engineering Technicians | 4 | 4 | 4 |
| Nursing Instructors | 5 | 4 | 5 |
| Occupational/Physical Therapists | 4 | 4 | 5 |
| Paralegals & Legal Assistants | 5 | 4 | 6 |
| Personal Finance Advisors | 5 | 5 | 6 |
| Pharmacists | 6 | 4 | 6 |
| Pharmacy Techs | 5 | 5 | 5 |
| Physicians & Surgeons | ? | ? | ? |
| Police & Sheriff Patrol Officers | 4 | 4 | 4 |
| Post Secondary Teachers | 5 | 4 | 5 |
| Probation Officers & Correctional Treatment Spec. | 3 | 3 | 5 |
| Radiological Techs | 4 | 4 | 4 |
| Recreational & Fitness Instructors | ? | ? | ? |
| Registered Nurses | 5 | 4 | 5 |
| Respiratory Therapists | 5 | 5 | 5 |
| Science (all) Teachers-Secondary Schools | ? | ? | ? |
| Security Guards | 3 | 3 | 3 |
| Social & Human Service Assistants | 3 | 4 | 3 |
| Social Workers, Family Counselors, incl Ed & MH | 3 | 3 | 5 |
| Sp. Ed Teachers, incl Speech & Aud Clinicians | 4 | 4 | 4 |
| Supervisors of Clerical & Admin Support Workers | 5 | 5 | 5 |
| Surgical Technologists & Technicians | 3 | 4 | 5 |
| Teachers' Aides/Paraprofessionals | 4 | 4 | 4 |
| Training & Development Specialists | 5 | 5 | 5 |
| Truck Drivers, Heavy & Industrial (CDL) | 3 | 4 | 3 |
| Truck Drivers, Light & Delivery | 4 | 4 | 4 |
| Welders, Solderers, and Brazers | 3 | 3 | 3 |
| Windmill Mechanics | 3 | 4 | 3 |

Created by Pamela Erickson 9/3/2010. Information retrieved 9/3/10 from www.workforcedevelopmentinc.org and www.act.org/certificate

