

SE MN Workforce Development Board

October 6, 2016, 1:00 PM

Workforce Development, Inc.
Rochester, Minnesota

Minutes

Members Present: Guy Finne (Chair), Randy Johnson (Executive Director), Jeff Custer, Brandon Dansie, Dorothy Duran, Cheryl Gustason, Sarah Gutzman, Mike Haney, Jean Larson, Julie Nigon, Lonnie Otterson, Kris Pierce, Michelle Pyfferoen, Diane Simon, Wayne Stenberg, Andy Toft, Marcia Ward, Nikki Weber-Knutson, Jill Miller (Note Taker)

Others Present: Susan Boehm, Beth Christiansen, Sonji Davis, Ed Duda, Sammie Eckerson, Nathan Greco Jennifer Hamilton, Wanda Jensen, Likheang Moeurn, Zukiswa Mpande, Monica Pech, Jinny Rietmann, Jeremy Thompson, Jim Wendorff, Jennifer Wilson, Mike Weaver

Randy Johnson called the meeting to order. He briefly reminded those in attendance today of the August 4th meeting on diversity and inclusion. Randy commented on the work groups that were formed and met that day. He noted that the work we do is very complex and happens in the work groups that were created. Randy provided the group with a handout of the Workforce Development Board (WDB) Committee Structure chart. He noted that the Equity Taskforces will meet every other month before the regular WDB business meeting. On the opposite months, Sector Committees will meet. Randy commented that we need to pay deliberate attention to the equity issues that we face in the State. It is a direct assignment through the WIOA Act and our Regional Plan to ensure that we are expanding these work groups beyond our Board. Going forward, four break-out groups will meet before the WDB meeting. MaxAbility Employment and Salute Southern MN Veterans Network meet at other times during the month. Randy discussed that the four Taskforce groups that will meet during the regular 1:00 pm timeslot on WDB meeting days are Emerging Workforce/Out-of-School Youth Taskforce and the three Work Groups of the Diversity and Inclusion Taskforce (Racial Equity, Ex-offenders, and Women in Non-Traditional Employment). These committees will be populated by both our WDB members and others outside of our Board. WDI will staff the groups, but the groups will be driven by Workforce Development Board (WDB) members. Prior to breaking out in work groups, Randy challenged the groups to think creatively.

The WDB reconvened. A quorum was present and Guy Finne called the WDB business meeting to order.

Mike Haney moved to approve the October agenda and the September meeting minutes, Diane Simon seconded, and the motion passed.

Introductions

Introductions of all in attendance were made. Randy Johnson introduced new WDB Member, Dr. Dorothy Duran, President of Minnesota State College – Southeast Technical. She will be representing the interests of Minnesota State Colleges and Universities (MNSCU) and higher education.

Brandon Dansie, who serves as Vice President on the WDB, has accepted a new position with Choboni Yogurt and will be moving to Twin Falls, Idaho, at the end of October. Jim Wendorff from Viracon will step in and temporarily fill the Private Steele seat on the WDB. Brandon's departure will leave the First Vice President seat open on the WDB. Randy discussed that the open First Vice President position will need to be filled by a WDB member in private industry. He will be talking with Board members in the upcoming weeks in an effort to fill the open Vice President role.

Program Reports

Management Committee – Brandon Dansie

- **Fiscal Report (Attachment A)** – Brandon reported that there are no real changes to report since the last reporting period. **Budget:** We are 25% of the way through the Fiscal year; 19% expended. Staff Development and Training is over the 25%, though this is just a timing issue. Randy Johnson noted that it is high due to the upcoming Global Career Development Facilitator (GCDF) certification, a course that all Workforce Development Inc. (WDI) career counselors are required to take. **Audit:** Brandon reports that everything seems to be on track with the audit. He discussed that the audit should be ready by the

November to December timeframe, with a formal report in January 2017. **Mike Haney moved to approve the Fiscal Report, Julie Nigon seconded, and the motion passed.**

- Dislocated Worker – Brandon stated that the committee was given updates on a couple of companies we are working with.
- Youth – Randy Johnson discussed that WDI was awarded a Federal Youthprise Grant in the Faribault, Northfield, and Red Wing areas this past spring. There is an intermediary agency administering it. He discussed that the grant called for us to hire two bilingual outreach staff, one Latino and one Somali, to target minority youth. He reported that part of the criteria for receiving that funding was to have a matching component of 50%. Unfortunately, the intermediary agency did not get the correct instructions from the Department of Employment and Economic Development (DEED). Randy stated that DEED advised us that this was not going to qualify for a match; the rules state that they actually have to have cash or it would be treated as an in-kind donation. Randy reported that we worked with DEED, and the best option was for us to issue a Request for Proposal (RFP) to a group in that area. WDI would receive applications back with the hope that only that group will apply. He discussed that WDI would put the money out for one of the staff with Minnesota Youth Program (MYP) funds. The result would be that we would have one full-time outreach staff on our payroll and one employed through that group, on their payroll. This is a three year grant, but the contract is through June 30, 2017. It is for the same amount of money that we would have paid if the staff member was on our payroll. Randy indicated that we have received the group's RFP, and they were the only one that answered. Therefore, we are recommending that the WDB approve the contract with the Northfield Healthy Community Initiative (HCI) in the amount of \$38,500. The Management Committee has reviewed the contract and approved the action item. **Mike Haney moved to approve the contract with Northfield Healthy Community Initiative for the amount of \$38,500 to pay for the above mentioned services, Diane Simon seconded, and the motion was approved.**

One-Stop Consortium – Julie Nigon

- Julie reports that there was a quorum. The majority of the time was spent talking about the Workforce Innovation and Opportunity Act (WIOA). She commented that the discussion centered around the Memorandum of Understanding (MOU), which needs to be modified and involve shared infrastructure costs by the end of June. In addition, the WIOA Plan requires the procurement of a One Stop Operator. Partner updates – All Adult Basic Education (ABE) Programs will have to reapply this year to be approved. Julie and all other ABE managers have a meeting on December 8, 2016, to find out what this process will be.

Equity Taskforce Reports

MaxAbility Employment – Guy Finne

- Guy recognized with WDB members who are involved with the taskforce. They include Sarah Gutzman, Julie Nigon, and Nikki Weber-Knutson. The taskforce met this morning. Guy commented that the group had their second annual career fair at Canadian Honker Events at Apache a week ago. The career fair had an education component as well as a job fair. He noted that there were 17 businesses and 50 applicants in attendance. Guy noted that they have already heard of a documented hires from that career fair. Mayo Clinic has scheduled interviews with applicants from the job fair. He discussed that MaxAbility is going to put a lot of attention on employer engagement in the next few months. Currently, there are only 10-12 businesses that are engaged. Guy states that the MaxAbility group really needs about 30 businesses involved to be successful at what they do. He and the Employer Engagement Subgroup are going to be going out and talking to employers about MaxAbility Employment, with the hope of getting more businesses engaged.

Salute Southern MN Veterans Network – Guy Finne

- Guy discussed that the taskforce meets the first Wednesday of the month at 7:00 a.m. The network is for veterans and their families. He noted that the network hopes to become a one-stop shop that focuses on underemployment versus unemployment. He discussed that the taskforce is planning to have four evening meetings, one education event, and one career fair to network with veterans and get them the resources they need. There is an upcoming Employer Engagement event on November 16, 2016. The event flyer was shared with the WDB.
 - Comment: Mike Haney stated that the Winona Workforce Development Board meets the first Wednesday of the month in the morning. Those Winona Board members and the Job Service would not be able to attend. Mike commented that he will discuss this with Guy after the WDB meeting.

- Comment: Marcia Ward asked if Salute Southern MN has tied in with any of the Beyond the Yellow Ribbon groups. Answer: Guy confirmed that the group has. He mentioned that Kenn Roehl is one of the leading contacts in Southeast MN. Kenn was one of the founders of Salute Southern MN.

Out-of-School Youth/Emerging Workforce – Jeff Custer

- Jeff noted that they reviewed the August 4th work that the group did. Jinny Rietmann and Jeff led the group to discuss action items the taskforce is going to start to develop. There was a good discussion about putting together the concept of an employer playbook for the school year internships.

Diversity and Inclusion (Racial Equity Work Group) – Nikki Weber-Knutson

- Nikki reported that the work group started out by reviewing the action items from the August 4th event and how they can begin to solve some of them. The group agreed that they need to meet more often than every other month. She reported that they started to discuss the questions, “Who are we missing?” and “Who can we ask these questions to?” about what barriers people have. The work group is going to invite some community leaders and diverse organizations from the area to the table at an event on October 26th at 9:00 a.m. at the United Way Building in Rochester. Going forward, Nikki discussed that the work group is looking at ways to engage employers as early in the process as possible to try and engage them.

Diversity and Inclusion (Ex-Offenders Work Group) – Ed Duda

- Ed reported that the group came together to discuss individuals who were previously incarcerated that are returning to our communities. He discussed that there is a local group that has been meeting at the United Way to discuss this topic. The group is led by Margene Gunderson from Olmsted County Public Health and Chad Campbell from the United Way. The United Way group has a very strong interest in merging with our Ex-Offenders Work Group and the efforts of the WDB. There will be a meeting on October 25th at the United Way Building to talk about merging the groups. Ed noted that there was also a discussion about interventions for these previously incarcerated individuals. He commented that the group would like to educate employers on the advantages and disadvantages of hiring individuals who were previously incarcerated. There will be a Re-entry Employment Specialist (RES) Training on November 14th and 15th where 25 individuals from our community are going to be trained as a RES. The training is led by Jinny Rietmann, WDI staff, and Michael Weaver from the Federal Medical Center. There is also an afternoon during the training where all area employers are invited to attend and participate with a panel of employers who have been successful in putting previously incarcerated individuals to work. Jill Miller will send the flyer out to WDB members. Ed discussed that the work group also had a discussion about the video, “We are all Criminals,” by Emily Baxter. The group established the following action items: to continue outreach in the community, encouraging employers to get more information so they can make good decisions; to invite as many employers as possible to the Re-entry Employment Luncheon on November 15th; to develop more information on this topic that can be delivered to area employers in smaller communities.

Diversity and Inclusion (Women in Non-Traditional Employment Work Group) – Michelle Pyfferoen

- Michelle discussed that the group continued to build on their discussion from August. She mentioned that they talked about how it would be beneficial to have additional employers in the work group who are in non-traditional fields. Michelle reported that several grants were discussed. Specifically, the Women’s Economic Security Grant is finishing up and focused primarily on welding, manufacturing, and computer-aided drafting. Two additional new grants were also just submitted. The Women in High Demand, Non-Traditional High-wage Careers is a \$350,000 regional grant that was submitted to serve up to 70 students. Michelle stated that awareness is needed to reduce the stigma of women working in a male-dominated field. The group discussed various ways of creating opportunities to educate employers on barriers women may have. The group developed several action items which include reaching out to high schools, having females who have completed non-traditional programs speak at future Science, Technology, Engineering, and Mathematics (S.T.E.M.) events, and creating ways to market these non-traditional fields.
 - Comments: Randy discussed the Healthcare Summit he attended yesterday. He noted that Cheryl Gustason was on the employer panel at the event. Cheryl added that the event was a good starting point for getting colleges, providers, employers such as Mayo Clinic, and WDI in the room to talk about the nursing shortage issue in Southeast Minnesota.

Director's Report – Randy Johnson

Grants Update

- Randy expressed that WDI has an excellent team of people who write grant applications. He discussed that the team just finished writing a number of grants for WDI, in addition to several equity grants in collaboration with other regional agencies. Randy reported that there were six grant categories. We had at least one grant application submitted in each category for a total of \$3 million in individual grants.

WIOA Local Plan Update

- Randy discussed that WDI submitted a Local Plan to DEED in May 2016. Our Local Plan was approved, although DEED requested a little more information. He reported that final version of the Local Plan is being submitted next week.

WIOA Regional Plan Update

- Randy reviewed that our Region was defined as the 11-county area that makes up Southeast Minnesota, connecting the 10 counties that make up WDI and Winona County. The Regional Plan we submitted was not approved. Officers from both our WDB and the Winona County Workforce Board, along with DEED Commissioners, met at WDI last month for a discussion on the modifications DEED had requested to the Regional Plan. Randy stated that DEED is due to send us a revised correction letter in the next couple of weeks. He discussed that he does not foresee any issues. We have until January 2017 to submit the final version of our Regional Plan for approval. The next Regional Workforce Development meeting will take place on Friday, October 21st in Winona.

Southern MN Professional Development Day

- Randy discussed that we just recently had a great Professional Development Meeting in Mankato. The four Workforce Boards of Southern Minnesota, including WDI, Winona County, South Central, and Southwest came together for a day-long session focused on equity. He commented on the keynote speaker, Deon Clark, and indicated that he would highly recommend having the WDB and other area employers hear Deon's message on economic equity. Randy remarked that Deon gave a powerful message on eliminating some of the equity issues by empowering people through training and success. Randy encouraged the Racial Equity Work Group to consider inviting him to speak at a future event as a way to engage and educate employers.

Legislative Update

- **Congressional** – Randy reported that they passed a continuing resolution, yet did not settle the budget. He noted that they will revisit the budget in December with a new administration coming in. The new congress will not be seated by December, so Randy assumes that the issue will be postponed for a short period of time. He commented that if we want to make any progress that helps our area, we will need to blend and repurpose existing dollars from other programs. Randy believes it is all about creating partnerships to get things accomplished.
- **Legislative** – Randy discussed that he has concerns about the department at DEED that governs our work. He feels that things are seemingly taking a strong Twin Cities Metro "flavor". He notes that he has been noticing a lot of exclusions to the existing system, particularly with who is getting funded. Randy remarked that we may need to get legislature involved at some point in the future to ensure that we can get funding in out-state Minnesota.
- Randy acknowledged Brandon Dansie for his work as a WDB officer and as part of the organization. Brandon will be greatly missed.

Information Sharing (Business Service Specialists and WDI Area Managers)

Business Service Specialists

- Mike Haney commented that October is manufacturing month. The Business Service Specialists are in Stewartville and Owatonna today delivering manufacturing certificates signed by the governor to employers. He noted that two-thirds of the certificates that are given statewide are given to businesses in Southeast Minnesota because we good connections to those employers.

Area Managers

- **Sonji Davis** – Sonji mentioned that she was at a manufacturing luncheon in Blooming Prairie yesterday where they were giving out manufacturing certificates. She notes that it went very well; the mayor and media were in attendance. Julie Olson gave a wonderful presentation at that event. Sonji mentioned that WDI is continuing to work on grants. She also mentioned that they are concentrating on filling the open intake specialist position in the Faribault office.

- Beth Christensen – Beth announced that about six weeks ago, Nikki Weber-Knutson from Hormel came and gave three wonderful presentations on getting hired at Hormel, specifically in production. Beth commented that they are looking at setting up a second presentation with Hormel, this time focusing on corporate jobs at Hormel. She reported that WDI staff started a jail program at the Freeborn County Jail today. Beth noted that her staff has had a couple of retreats. The WDI Albert Lea staff visited the Karen Organization of Minnesota; there is a large Karen population in Albert Lea. She shared that there were two open houses at the WDI offices in Austin and Albert Lea. In addition, Riverland is having their career day on October 26th. Two WDI staff will present to 1,000 juniors on hot jobs and non-traditional careers.

Mike Haney moved to adjourn the meeting. The motion carries, and the meeting was adjourned.

Respectfully submitted,
Jill Miller
Workforce Development, Inc.

ATTACHMENT A

Workforce Development, Inc.

REVENUES by fund source

From: 1-Jul-16 Thru: 30-Sep-16	Y-T-D Actual	% of Budget	Annual Budget
Grants:			
Adult Employment & Training	360,892	18.6%	1,938,149
Youth Employment & Training	231,100	21.5%	1,073,080
Dislocated Workers	370,531	19.7%	1,877,713
Reading Recognition	1,481	13.0%	11,400
	<u>964,004</u>	<u>19.7%</u>	<u>4,900,342</u>
Fees for Service/Other:			
Welfare Reform	468,296	15.7%	2,978,548
Custom Training	0	0.0%	2,000
Donations	843	8.4%	10,000
	<u>469,139</u>	<u>15.7%</u>	<u>2,990,548</u>
Total Recognized Revenues	<u>1,433,142</u>	<u>18.2%</u>	<u>7,890,889</u>
Unrecognized Revenues:			
Unbilled Welfare Reform	25,165	0.0%	0
Unallocated Indirect Costs	102,781	0.0%	0
	<u>127,946</u>	<u>0.0%</u>	<u>0</u>
TOTAL REVENUES	<u>1,561,089</u>	<u>19.8%</u>	<u>7,890,889</u>

Changes Since Last Report:

Total Change	<u><u>0</u></u>
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ATTACHMENT A**Workforce Development, Inc.****BUDGET to ACTUAL by programs/function**

From: 1-Jul-16	Y-T-D	Percent	Annual
Thru: 30-Sep-16	Actual	of Budget	Budget
Salaries and wages	692,318	19.7%	3,508,833
Payroll taxes & benefits	221,541	19.8%	1,118,717
Subcontracted services	84,919	29.8%	285,145
Staff development/conferences	37,543	75.1%	50,000
Travel	23,895	23.1%	103,440
Board expenses	2,567	13.9%	18,500
Telephone	14,021	25.3%	55,500
Postage	2,569	14.7%	17,500
Utilities	13,634	27.3%	50,000
Marketing	4,788	36.8%	13,000
Dues and subscriptions	4,058	20.3%	20,000
Auditing & legal fees	1,185	5.9%	20,000
Maintenance	21,098	27.4%	77,000
Rent and occupancy	98,132	24.8%	395,000
Insurance	4,710	26.2%	18,000
Supplies and other	16,676	15.1%	110,240
Equipment	5,832	29.2%	20,000
Equipment rental	25,009	25.4%	98,600
Classroom training	184,522	19.7%	937,384
Participant support	64,888	9.1%	716,866
OJT contracts/wage subsidy	10,131	12.8%	79,000
Participant Wages	26,199	16.5%	158,569
Participant Fringe	3,798	17.0%	22,297
Other training expenses	0	0.0%	12,300
Workforce Center Partner Billing	-2,947	19.64%	-15,000
	<u>1,561,089</u>	<u>19.78%</u>	<u>7,890,889</u>