

SE MN Workforce Development Board

November 2, 2017, 2:00 PM

Workforce Development, Inc.
Rochester, Minnesota

Minutes

Members Present: Guy Finne (Chair), Randy Johnson (Executive Director), Aaron Benike, Julie Brock, Jeff Custer, Dorothy Duran, Cheryl Gustason, Russell Hess, Nadine Holthaus, Erin Main, Kris Pierce, Wayne Stenberg, Nikki Weber-Knutson, Jim Wendorff, Jill Miller (Note Taker)

Others Present: Betsy Andrews, Susan Boehm, Beth Christensen, Sonji Davis, Jennifer Hamilton, Wanda Jensen, Savita Katarya, David LeGarde, Marleen Lundberg, Jeff McCabe, Jinny Rietmann, Jody Schaber, Dee Slinde, Jakki Trihey, David Wheeler

Guy Finne called the meeting to order. **A quorum was not present. The November agenda and September meeting minutes were reviewed, but no action vote was taken.**

Taskforce and Work Group Reports

Emerging Workforce (Youth) Taskforce – Jeff Custer

- Jeff stated that there was a quorum. Jim Althoff from Workforce Development, Inc. (WDI) gave a presentation on the YouthBuild Program at the Rochester Alternative Learning Center (ALC). Members also reviewed Youth Advisory Council goals for 2017-2019.

MaxAbility Employment Taskforce – Guy Finne

- Guy stated that the next MaxAbility meeting will take place in December. He reports that the October 5th Career Connections event went well. There was good employer participation and around 70 participants attending. Guy shared that the MaxAbility Taskforce is also partnering with other organizations throughout the region to celebrate UN Enable Day on December 4th. The event will take place at the Rochester Civic Theater. Guy noted that he is excited about the Olmstead Plan, a Federal lawsuit that took place in the late 1990s. He stated that the court system is now calling on the states to enforce this. The Minnesota governor is moving things forward. The State of MN will be working with counties and cities to enforce the Olmstead plan, and the MaxAbility Taskforce feels that they are in a position to provide solutions for competitive employment for those with disabilities in SE MN.

Salute Southern MN – Veterans Network – Guy Finne

- Guy reported that the taskforce is now focusing on mentorship. They are piloting a program guidebook with veterans. A luncheon with County Veterans' Services Officers (CVSO) was held on October 2nd. The taskforce plans to work closely with CVSO's, with the goal of becoming a mentoring resource for veterans. In 2018, the Salute Southern MN Taskforce plans to be at all the key county job fairs throughout WDI's ten-county Workforce Service Area (WSA).

Formerly Incarcerated (Diversity and Inclusion) Work Group – Susan Boehm

- Susan stated that the work group met on Tuesday, September 26th. Sue Kastensen from Fair Shake spoke on educating and building relationships with employers. WDI is now on the www.fairshake.net website as a re-entry resource. Orlando Smith spoke about his Re-Entry Training Specialist/AmeriCorps VISTA position at WDI. He shared highlights of what he has learned thus far, as well as outlined his plan going forward. The next meeting will be held on November 28th from 3:00-4:30pm at WDI. Dodge Fillmore Olmsted (DFO) Community Corrections is scheduled to give a presentation during that meeting.

Racial Equity (Diversity and Inclusion) Work Group – Sonji Davis

- Sonji discussed that Gordon Liu from Two Thousand Hours (2KH) was a guest speaker at today's meeting. He is currently working with the Faribault Diversity Coalition on EL classes and cultural orientation for the immigrant/refugee population. He has open enrollment for students, who are basically the parents of our younger students, with a skills gap. Many of the students barely speak English, so these classes help to prepare them for employment. Sonji shared that the Racial Equity Work Group plans to focus on some of the best practices 2KH uses. 2KH is willing to partner with experts in the community to find out what employers want and their expectations of employees. 2KH has also asked WDI to assist with some classes.

Women in Non-Traditional Employment (Diversity and Inclusion) Work Group – Dorothy Duran

- Jeremy Thompson from the Local Plumbers and Pipefitters Union spoke. He is the training coordinator for a 5-year Journeyworker apprenticeship program. Jeremy presented information about the program and would like to partner with the Women in Non-Traditional Employment Work Group to help get the word out to women who may be interested in this apprenticeship program. The work group also worked on defining the nontraditional employee. They found that the MN State System defines a non-traditional job for females as those where 70% of

employees are male. The group reviewed the Top 10 non-traditional jobs, in terms of education, ability, demand, wage, flexibility, marketing, work experience, and role modeling. They considered mapping out a career path using this criteria and providing guidance to the workforce. Their goal for 2018 is to identify a focus group, looking at women who are unemployed and creating a pathway for them. Some suggestions were pathways in construction and information technology (IT).

Program Reports

Management Committee – Randy Johnson

- Fiscal Report: (Attachment A) Randy reported we are operating at an annual budget of \$6.9 million. There have been no additions or deletions since the last reporting period. The equipment expense line item is a little high due to a one-time purchase of equipment earlier in the year. He indicated that we are engaged in the audit. The audit will be presented at the January meeting. Randy also noted that Dislocated Worker Program findings show that our enrollments have been as planned, but training is decreasing. **As a quorum was not present, the Fiscal Report was reviewed, but no action vote was taken.**

One Stop Operating Partners – Jeff McCabe

- Jeff indicated that the group discussed the One Stop Operator Request for Proposal (RFP). The RFP will need to be redone because a designated dollar amount in the last round application was not identified. He reported that this will need to be redone again in the spring. Partner updates were given.

Director's Report – Randy Johnson

Presentations: "Meet the Out-of-Work" and IMPAQ International, LLC: Summary of Employer and Job Seeker Survey Results

- Randy shared two PowerPoint presentations with the Workforce Development Board (WDB). The "Meet the Out-of-Work" presentation described local profiles of jobless adults and strategies to connect them to employment. The second presentation summarized both employer and job seeker survey results, as conducted by IMPAQ International, LLC. The purpose of the survey was to describe both employer and job seeker satisfaction with Minnesota's WorkForce System.

Legislative Update

- Federal: Randy reported that the Federal budget was due on October 1st, 2017. There is a continuing resolution through December 6th, 2017. We received a 2 to 5 percent reduction. Randy stated that it appears that an agreement has been formed between the House and the Senate so that when December rolls around, there should not be any surprises. The U.S. House bill proposes to eliminate funding for Wagner-Peyser, which is awarded to the Department of Employment and Economic Development (DEED) Job Service. If Wagner-Peyser is eliminated, DEED will lose \$11 million in annual funding. Randy emphasized that this is very concerning.
- State: Randy stated that big programs most likely will not be dealt with. He stated that he spoke with Senator Jeremy Miller again regarding reevaluating our Workforce Development Fund and finding a better way to operate that come July 1, 2019. Senator Miller was very reassuring and indicated that he wants local control of the funds, which would allow local WDBs to make more decisions on how the money is spent.

Update on Staff/Budget:

- Randy noted that our budget is at \$6.9 million; although we are operating as though we have \$7.3 million. Pathways to Prosperity (P2P) Grant work is going on. We expect those grant applications to come out in the next couple of weeks. Randy is very hopeful that we will receive grant funding and it will be available in early to mid-2018. Randy spoke about the upcoming permanent closing of Quad/Graphics in Waseca. WDI will be subcontracting with South Central College and receiving dislocated worker funding to serve those who live or may obtain future employment in our WSA. Randy believes that additional funding may allow us to resume regular office hours at the WDI Owatonna and Kasson offices.

CareerForce Handout:

- Randy shared that Minnesota WorkForce Centers will likely have a new name by this time next year. The name is changing to CareerForce. The State of Minnesota has appropriated money to fund this. The State is considering putting money towards developing electronic platforms and networking amongst providers. Randy stated that another State concern is that the Job Bank is over 20 years old and was not designed for capacity it is working at; the State is looking to rebuild this over the next year.

Information Sharing

Minnesota State

- Dorothy Duran (Southeast Technical) – Dorothy shared that a number of regional job positions have been advertised. She shared that the Minnesota State Leadership Council will be meeting on Monday.

WDI Area Managers/ Staff

- Beth Christensen – Beth has been working on grant applications.

- Susan Boehm – WDI is planning a Carpentry Training from January 29 – March 16, 2018. A training session for WDI Career Planners is planned for tomorrow. The training will run for seven weeks. Soft skills training will take place during the first two weeks, followed by five weeks of carpentry training at the Carpenter’s Union. We are focusing on recruiting minorities and women to participate in this training.

WDB Members

- Nadine Holthaus – Hawthorne will be hosting legislators next week to highlight the Bridges to Healthcare (B2H) Program.
- Guy Finne – Mayo Clinic held a Diversity, Equity, and Inclusion Conference last week. Guy was chosen to highlight the B2H Program. As an employer partner, Mayo Clinic has hired 128 students from the B2H Program since August of 2013, with a 75 percent diversity rate.
- Cheryl Gustason – Cheryl received a grant to train Hayfield high school students for their Certified Nursing Assistant (CNA) certification. Ten students have already applied. Those completing their CNA and employed by Field Crest can receive up to a \$6,000 scholarship per a semester to continue training to be a Licensed Practical Nurse (LPN), with the requirement that the employee must commit to two years of employment with Field Crest after they receive their LPN license. Field Crest also offers a student loan repayment bonus to newly hired LPNs, with an employee commitment to two years of employment.
- Russell Hess – Russell would encourage WDB members who have input regarding workforce challenges and/or concerns to get in touch with gubernatorial candidates now. WDB members can go to the candidate’s website or Russell can assist members in connecting with the candidate’s campaign.

Randy commented that we will continue to focus on the Regional Plan at December’s meeting. He indicated that one thing WDB members can do is to develop awareness campaigns to inform the public about career fields that are available.

Guy Finne adjourned the meeting.

Respectfully submitted,
Jill Miller
Workforce Development, Inc.

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

From: 1-Jul-17 Thru: 31-Oct-17	Y-T-D Actual	% of Budget	Annual Budget
Grants:			
Adult Employment & Training	378,944	23.9%	1,588,835
Youth Employment & Training	286,202	25.3%	1,131,843
Dislocated Workers	430,563	28.2%	1,529,062
	<u>1,095,708</u>	<u>25.8%</u>	<u>4,249,740</u>
Fees for Service/Other:			
Welfare Reform	651,257	24.3%	2,681,000
Custom Training	0	0.0%	5,000
Donations	7,449	149.0%	5,000
	<u>658,705</u>	<u>24.5%</u>	<u>2,691,000</u>
Total Recognized Revenues	<u>1,754,414</u>	<u>25.3%</u>	<u>6,940,740</u>
Unrecognized Revenues:			
Unbilled Welfare Reform	15,674	0.0%	0
Unallocated Indirect Costs	82,123	0.0%	0
	<u>97,797</u>	<u>0.0%</u>	<u>0</u>
TOTAL REVENUES	<u>1,852,211</u>	<u>26.7%</u>	<u>6,940,740</u>

Changes Since Last Report:

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

From: 1-Jul-17 Thru: 31-Oct-17	Y-T-D Actual	Percent of Budget	Annual Budget
Salaries and wages	831,962	26.6%	3,126,993
Payroll taxes & benefits	266,225	26.6%	1,000,342
Subcontracted services	5,526	1.7%	331,318
Staff development/conferences	10,950	36.5%	30,000
Travel	26,741	32.9%	81,300
Board expenses	2,628	17.5%	15,000
Telephone	19,458	38.9%	50,000
Postage	4,299	35.8%	12,000
Utilities	17,792	39.5%	45,000
Marketing	1,287	10.7%	12,000
Dues and subscriptions	5,694	38.0%	15,000
Auditing & legal fees	1,025	4.9%	21,000
Maintenance	23,450	28.3%	83,000
Rent and occupancy	134,472	33.2%	405,000
Insurance	7,369	35.1%	21,000
Supplies and other	28,486	31.2%	91,385
Equipment	6,594	65.9%	10,000
Equipment rental	30,957	22.6%	137,228
Classroom training	295,109	30.3%	974,092
Participant support	82,422	25.6%	321,379
OJT contracts/wage subsidy	2,992	5.0%	59,453
Participant Wages	42,762	34.5%	123,862
Participant Fringe	5,973	31.6%	18,889
Other training expenses	475	6.3%	7,500
Workforce Center Partner Billing	-2,436	20.30%	-12,000
	<u>1,852,211</u>	<u>26.53%</u>	<u>6,980,740</u>