

SE MN Workforce Development Board

November 3rd, 2016, 2:00 PM

Workforce Development, Inc.
Rochester, Minnesota

Minutes

Members Present: Guy Finne (Chair), Randy Johnson (Executive Director), Neva Beier, Aaron Benike, Jeff Custer, John Devlin, Tim Gabrielson, Cheryl Gustason, Sarah Gutzman, Mike Haney, Roy Harley, Nancy Hoffman, Jean Larson, Julie Nigon, Lonnie Otterson, Kris Pierce, Wayne Stenberg, Nikki Weber-Knutson, Holly Zuck, Wanda Jensen (Note Taker)

Others Present: Mark Baas, Susan Boehm, Sonji Davis, Dallas Groten, Jennifer Hamilton, Marc Kalis, Vicky Koehn, Kolloh Nimley, Julie Olson, Jody Schaber, Rebeca Sedarski, Jakki Trihey

A quorum was present and Guy Finne called the meeting to order. **Mike Haney moved to approve the November agenda and October meeting minutes, Wayne Stenberg seconded, and the motion passed.** Introductions of all in attendance were made.

Program Reports

Management Committee – Randy Johnson

- **Fiscal Report (Attachment A)** – Per Brian Ashton’s report at today’s Management Committee meeting, there has been one change since the last report. We received an additional \$25,295 in Minnesota YouthPrise (MYP) Grant dollars from Winona County, as they were not going to use them.
- **Budget:** Brian reported that our budget is just over \$7.9 million. Salary and fringe should be at 25% through the year, all the other line items should be at 33%. Salary and fringe is a little high. We anticipate that as there are additional dollars coming in during the course of the year and we have staff cash out their vacation hours early on in the year. There will be additional expenses under the staff development/ conferences line item for Global Career Development Facilitator (GCDF) training for all of our counselors who have not had the training. The maintenance line item is high, as we have paid six months’ worth of base maintenance. For the classroom training line item, we have about \$82,000 in open vouchers that have not been billed. The majority of outstanding vouchers are from Riverland Community College. Brian reports that we are in good shape.
- **Audit:** Brian reported that the audit team concluded their field work yesterday. He stated that we are on course to have the audit completed by the end of the year.
 - **Comment:** Kris Pierce asked if we are on budget for staff development. **Answer:** Randy stated that we are on budget. New grants will increase the budget.

Mike Haney moved to approve the Fiscal Report, Kris Pierce seconded, and the motion passed.

- **Youth** – Randy Johnson discussed that WDI has a newly hired YouthBuild Instructor, Jim Althoff. Randy noted that career pathways may include some of the YouthBuild activity. YouthBuild participants are usually Out-of-School Youth.
- **Workforce Innovation and Opportunity Act (WIOA)** – Randy Johnson stated that the Regional Plan we submitted was not approved. He discussed that the Department of Employment and Economic Development (DEED) requested modifications to the Plan. We have until January 2017 to submit the final version of our Regional Plan for approval. Randy reviewed 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 was re-submitted in October.

One-Stop Consortium – Julie Nigon

- As a part of the WIOA Law, 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 more information on the competitive selection requirements. WDB has been assigned to review the Requests for Proposals (RFPs). Randy Johnson will be asking for volunteers from the WDB to be on a Review Committee to review those RFPs. The One-Stop Consortium motioned to recognize the positive relationships we have with area ABEs. **Mike Haney moved to approve the motion acknowledging the great relationships we have with our SE Minnesota ABE Providers, Wayne Stenberg seconded, and the motion passed.**

Sector Reports

Emerging Technology and Economic Development & Services and Trades (Joint Meeting) – Aaron Benike

- Leslie Philmon from the Minnesota Department of Labor and Industry (DOLI) joined the meeting via teleconference to discuss the Apprenticeship Expansion Initiative in Trades and the MN Apprenticeship Initiative (MAI). Shirley Lee from the Rochester Area Foundation was also a guest presenter who discussed a potential YouthBuild Housing Project in Rochester through a Minnesota Housing Grant. This would be a prospective partnership with Rochester Career and Technical Education Center (CTECH), Rochester Community and Technical College (RCTC), Southeast Service Cooperative (SSC), Unions, and WDI. Randy gave an update on conversations WDI has been having with representatives from Comuidades Latinas Unidas en Servicio (CLUES) regarding Latino outreach. We have been working with the CLUES people to develop career pathways in the finishing trades, human services, and agriculture/food processing.

Healthcare – Julie Nigon

- There were discussions about Healthcare Academies and Healthcare Job Fairs on October 19th and November 9th. There were also conversations about the Mayo Clinic Career Festival, the upcoming Science, Technology, Engineering, Art, and Math (STEAM) Summit, the new Pathways to Prosperity Grant, and the Minnesota Job Skills Partnership (MJSP) Grant. The Nursing Shortage Solutions Taskforce met. The taskforce should come to a conclusion by June. At which time, the taskforce will present a formal report. Mayo Clinic has initiated a Phlebotomy Loan Program through WDI to assist students who have successfully completed the Bridges to Healthcare Program and have been accepted into the Mayo School of Health Sciences Phlebotomy Technician Program. It is intended to support students with living expenses while they participate in the ten-week program. Eight International Medical Graduates (IMGs) have put in residency applications. There are numerous things happening with healthcare regionally.
- Dallas Groten will be retiring from WDI in January 2017. Guy Finne thanked Dallas the wonderful job he has done throughout his career with WDI.

Manufacturing – Sonji Davis and Julie Olson

- Julie noted that the committee discussed minimum wage changes and the impact regionally. The committee discussed ways of skill building through accreditation or certification (such as reading blue prints, drafting, measurement, and fork lift). There was an update on the Manufacturing Academy, becoming an Employer of Choice, and best practices. The committee discussed the benefits to employers in completing the "Best Places to Work" Survey. There was some discussion on how to recruit Millennials who seem to have different values and work expectations than other generational groups. Action steps: How to incorporate "essential skills" back into high school with parental involvement.
- Randy Johnson spoke about the DOLI changes to the overtime regulations, which impact staff earning less than \$47,218 per year. There was discussion among the board members on the impact of this change and some strategies they were employing to address the issue.

Director's Report – Randy Johnson

MIS (Management Information System) Apprenticeship Approval

- Randy stated that WDI's application for the MIS Registered Apprenticeship was approved by the MN DOLI. Applications are being received from current WDI MIS Intake Specialists. The applications will be reviewed in December by an Apprenticeship Committee consisting of the following WDB members: Mike Haney, Jean Larson, Kris Pierce, and Holly Zuck.

Career Pathways Overview

- Randy discussed that many career pathways are coming together. Expansion of the Academy Model with navigators is a possibility for the following: Government Services Academy, Construction Academy, Finishing Trades, and Food Production/Handling (with a focus on incumbent works with technical skills or leadership). We will be depending on WDB Focus Groups to develop the career pathways.

Upcoming Meetings

- Randy commented that he is sensing tension between Out-state (rural) Minnesota and the Twin Cities Metro areas. WDI plans to hold open houses with employers, participants, staff, and legislators.
- Re-entry Employment Specialist (RES) Training will take place on November 14th and 15th, 2016, with an employer panel luncheon planned for November 15th.
- The Salute Southern MN – Veteran's Network will be holding an Employer Engagement Meeting on Wednesday, November 16th. Registration is available on the Rochester Chamber of Commerce website.

- There is an upcoming Agriculture Summit in Austin.
- The Minnesota Workforce Council Association (MWCA) will meet in the Twin Cities on December 14th.
- WDI is holding a GCDF Recertification Training course for career counselors on December 1st.

Information Sharing (Business Service Specialists and WDI Area Managers)

Business Service Specialists

- Vicky Koehn talked about the Employer Tax Seminar. She expressed that there needs to be a change in mindset from hourly/salary to non-exempt/exempt.

Area Managers

- Jakki Trihey – Jakki mentioned the Rochester Job Fair. They are expecting 90 employees on November 9th.

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: 31-Oct-16	Y-T-D Actual	% of Budget	Annual Budget
Grants:			
Adult Employment & Training	469,296	24.2%	1,938,149
Youth Employment & Training	338,715	30.8%	1,098,374
Dislocated Workers	585,881	31.2%	1,877,713
Reading Recognition	1,507	13.2%	11,400
	<u>1,395,399</u>	<u>28.3%</u>	<u>4,925,636</u>
Fees for Service/Other:			
Welfare Reform	728,162	24.4%	2,978,548
Custom Training	0	0.0%	2,000
Donations	1,887	18.9%	10,000
	<u>730,049</u>	<u>24.4%</u>	<u>2,990,548</u>
Total Recognized Revenues	<u>2,125,448</u>	<u>26.8%</u>	<u>7,916,184</u>
Unrecognized Revenues:			
Unbilled Welfare Reform	24,912	0.0%	0
Unallocated Indirect Costs	81,302	0.0%	0
	<u>106,214</u>	<u>0.0%</u>	<u>0</u>
TOTAL REVENUES	<u>2,231,662</u>	<u>28.2%</u>	<u>7,916,184</u>

Changes Since Last Report:

MYP - Supplemental	25,295
Total Change	<u><u>25,295</u></u>

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

From: 1-Jul-16 Thru: 31-Oct-16	Y-T-D Actual	Percent of Budget	Annual Budget
Salaries and wages	1,027,036	29.4%	3,495,833
Payroll taxes & benefits	328,030	29.4%	1,114,557
Subcontracted services	103,669	32.0%	323,645
Staff development/conferences	41,477	83.0%	50,000
Travel	33,862	32.7%	103,440
Board expenses	3,233	17.5%	18,500
Telephone	17,379	31.3%	55,500
Postage	2,569	14.7%	17,500
Utilities	14,443	28.9%	50,000
Marketing	5,005	38.5%	13,000
Dues and subscriptions	5,363	26.8%	20,000
Auditing & legal fees	1,185	5.9%	20,000
Maintenance	32,763	42.5%	77,000
Rent and occupancy	131,003	33.2%	395,000
Insurance	6,156	34.2%	18,000
Supplies and other	24,480	21.1%	116,194
Equipment	5,832	29.2%	20,000
Equipment rental	31,595	32.0%	98,600
Classroom training	273,407	29.2%	935,384
Participant support	97,584	13.6%	716,866
OJT contracts/wage subsidy	10,131	12.8%	79,000
Participant Wages	33,544	21.2%	158,569
Participant Fringe	4,862	21.8%	22,297
Other training expenses	0	0.0%	12,300
Workforce Center Partner Billing	-2,947	19.64%	-15,000
	<u>2,231,662</u>	<u>28.19%</u>	<u>7,916,184</u>