

SE MN Workforce Development Board

December 7, 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, John Devlin, Russell Hess, Nadine Holthaus, Jean Larson, Kris Pierce, Dee Sabol, Diane Simon, Andy Toft, Rob Van Craenenbroeck, Tami Walker, Joy Watson, Nikki Weber-Knutson, Jim Wendorff, Jill Miller (Note Taker)

Others Present: Susan Boehm, Jennifer Hamilton, Mike Postma, Jinny Rietmann, Orlando Smith, Jakki Trihey, Lori Wollschlager, Anisha Zak

A quorum was present and Guy Finne called the meeting to order. As there was not a quorum at the November meeting, approval of the November agenda and September meeting minutes was needed. **Jeff Custer moved for consent of the November agenda and September meeting minutes; Jim Wendorff seconded, and the motion passed. Diane Simon moved for consent of the December agenda and November meeting minutes; Dee Sabol seconded, and the motion passed.**

Program Reports

Management Committee – Guy Finne

- **Fiscal Report: (Attachment A)** Guy reported that a quorum was present. Overall, there were no surprises. Workforce Development, Inc. (WDI) is projecting an annual budget of \$6.9 million, but is staffed for and operating at a budget of \$7.1 million. Randy Johnson and staff are working on the Pathways to Prosperity (P2P) Grants, and he anticipates receiving \$150,000 from those grants. WDI may also need to request a mid-year “bump” of \$100,000 to \$150,000 in State Dislocated Worker (DW) Program money. They are also hoping to gain an additional \$100,000 that they are short. Guy indicated that WDI may need to come forward with other strategies in late January/February, if the anticipated money is not secured. **Jim Wendorff moved to approve the December Fiscal Report, Jean Larson seconded, and the motion was approved.** As there was not a quorum at the November meeting, approval of the November Fiscal Report was needed. **Dee Sabol moved to approve the November Fiscal Report, John Devlin seconded, and the motion was approved.**
- Guy stated that the audit has concluded. The auditor was very pleased, and we anticipate a good report. The audit will be presented at the January meeting. Bill Hahn is currently working on a couple of DW Program projects, including Woodstream and Quad/Graphics. Jim Wendorff shared that 85 employers were present at the recent Quad/Graphics Job Fair. Youth Report: Jinny Rietmann shared the vision and goals of the Houston County Experiential Learning Collaborative. She has a meeting tomorrow in Fillmore County to discuss the possibility of a similar collaborative model in that county.
- Legislatively, Randy Johnson indicated that if a Federal shutdown would occur, it should not have an immediate impact on our organization until July 2018; we are forward funded.

One Stop Operating Partners – Julie Brock

- Julie indicated that partner updates were given. Sonji Davis talked about the new relationships she is making with partners in Faribault. Nadine Holthaus advised that Adult Basic Education (ABE) is finishing up two cohorts of CNA testing this week. Next week is graduation for Bridges to Healthcare (B2H). ABE is working with WDI and other organizations on possibly writing P2P Grants; two in healthcare and three in manufacturing. Beth Christensen reported on the Southeast Asian (SEA) Grant. Driver’s Education started on Tuesday with 25 students. The first round of forklift training started with nine students. Four students took ServSafe with an interpreter. Jakki Trihey gave an update on the recent WDI All-Staff Training. Best practices from each office were shared during that training. Julie attended the WDI Career Planner Training. WDI has changed the Career Counselor title to Career Planner. WDI is changing from having a program-based approach to having a sector based-approach. WorkForce Center (WFC) staff will be attending Active Killer Response Training in December and early January, taught by Rochester Community and Technical College (RCTC) Security. Jakki and Beth Christensen are working on the Women’s Economic Security Act (WESA) Grant. They are narrowing down an industry. Jennifer Hamilton reported that there are numerous United States Department of Agriculture (USDA) grants available in the Waseca area.

Sector Reports

Emerging Technology and Economic Development – Jeff Custer

- Jeff reported that there was a quorum. The committee reviewed the Top Jobs List. They had a lengthy discussion on rebooting jobs and the Information Technology (IT) Pathway concept.

Healthcare – Julie Brock

- Julie shared that the committee reviewed the Top Jobs List. They reviewed the healthcare sector work plan and identified some gaps including the need to have more healthcare employers at the table and the need for outreach to youth and parents. The committee worked on identifying tasks for 2018 and the need for creating career pathways. Kolloh Nimley gave an update on the International Medical Graduate (IMG) Assistance Program. Enrollment is at 65. Eight participants are in residency programs; 18 people applied for residency. Savita Katarya reported on the Mayo Phlebotomy Training Program. Seven students applied to the program; two were accepted into Mayo. Three students applied for the Hemodialysis Program; three were accepted into Mayo. Five others either applied for the Advanced Certified Nursing Assistant (CNA) Program or are preparing to reapply to the Hemodialysis Program.

Manufacturing – Jim Wendorff

- Jim reported that there was a quorum. Anisha Zak spoke about her position in Steele County working with high school students. The initiative is funded by the Steele County Chamber of Commerce, the United Way of Steele County, and WDI. Typically, she meets with those youth who are not interested in post-secondary education and want to enter the workforce after high school graduation. She indicated that she is encouraging those students to consider careers in manufacturing or the trades. Anisha reported that she has met with 60 high school juniors and seniors in the last three months. In her position, she can continue to work with youth until the age of 24.
- Orlando Smith spoke about his Re-Entry Training Specialist/AmeriCorps VISTA position at WDI. His position is a collaborative for formerly incarcerated individuals. He spent the last four months in the 11-county region, including Winona County, learning about the Minnesota legal and corrections systems and exploring the resources currently available. He is now at a point where he plans to take what he has learned to employers. Orlando shared a PowerPoint presentation called, "Removing Barriers to Employment for Returning Citizens," with the committee. He will share his presentation with the full Workforce Development Board (WDB) at the meeting on January 4. Jakki Trihey indicated that the WESA Grant is due on January 3, 2018, but she plans to submit it by December 22.

Services and Trades – Mike Postma

- Mike stated that there was not a quorum. WDI is planning a Carpentry Training in partnership with the Carpenter's Union on January 29, 2018. The training will run for seven weeks. Jim Althoff from WDI will provide participants with soft skills training during the first two weeks, followed by five weeks of carpentry training at the Carpenter's Union Training Facility. Susan Boehm is coordinating the training with the Carpenter's Union and several contractors. During a recent meeting, they decided to add an extra week of training to the program. Minorities and women are encouraged to apply; however, anyone is welcome to apply. There are very minimal requirements. When this training is successful, we hope to replicate it. Randy Johnson has been in communication with the Department of Transportation (DOT) to develop a Highway Maintenance Training in March 2018. The DOT is interested in working with us and has agreed to issue a Request for Proposal (RFP) using the Carpentry Training model. Russell Hess is meeting with employers in the highway maintenance field next week.

Director's Report – Randy Johnson

- Randy provided each of the sector committees with a report of key job projections for Southeast Minnesota from 2014-2024. He asked the committees to discuss the occupations that pertain to their sectors, to decide what to focus on, and to form strategies. Randy reported that over the next ten years, the occupations on this report are projected to grow by over 14,000 jobs. The net growth of people is approximately 1,200 jobs. He noted that this is over ten times the number of jobs grown that what we currently can see. Randy stated that there are a couple of things that will happen going forward 1) these jobs will not develop because employers cannot find people to fill them or 2) we will have newcomers. Employers will need to have a system in place to train them and to map out career pathways. He indicated that one thing WDB members can do is to develop awareness campaigns to inform the public about career fields that are available. Randy emphasized that we need money for local delivery instead of the State deciding how money for workforce development is spent. Until this happens, we will need to do more with less. There are fewer public dollars, and we will need to work together with corporations that have resources.
- The Department of Employment and Economic Development (DEED) is in the process of changing the brand identity of the Minnesota Workforce System. This will include changing the WFC name to CareerForce.

Motion to adjourn the meeting by Joy Watson, Dee Sabol seconded; and the motion passed.

Respectfully submitted,
Jill Miller
Workforce Development, Inc.

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

From: 1-Jul-17 Thru: 30-Nov-17	Y-T-D Actual	% of Budget	Annual Budget
Grants:			
Adult Employment & Training	536,699	33.8%	1,588,835
Youth Employment & Training	375,677	33.2%	1,131,843
Dislocated Workers	546,424	35.7%	1,529,062
	<u>1,458,800</u>	<u>34.3%</u>	<u>4,249,740</u>
Fees for Service/Other:			
Welfare Reform	863,405	32.2%	2,681,000
Custom Training	0	0.0%	5,000
Donations	8,090	161.8%	5,000
	<u>871,495</u>	<u>32.4%</u>	<u>2,691,000</u>
Total Recognized Revenues	<u><u>2,330,295</u></u>	<u><u>33.6%</u></u>	<u><u>6,940,740</u></u>
Unrecognized Revenues:			
Unbilled Welfare Reform	26,536	0.0%	0
Unallocated Indirect Costs	71,399	0.0%	0
	<u>97,935</u>	<u>0.0%</u>	<u>0</u>
TOTAL REVENUES	<u><u>2,428,230</u></u>	<u><u>35.0%</u></u>	<u><u>6,940,740</u></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-17 Thru: 30-Nov-17	Y-T-D Actual	Percent of Budget	Annual Budget
Salaries and wages	1,107,919	35.4%	3,126,993
Payroll taxes & benefits	354,537	35.4%	1,000,342
Subcontracted services	52,740	15.9%	331,318
Staff development/conferences	11,694	39.0%	30,000
Travel	33,168	40.8%	81,300
Board expenses	3,088	20.6%	15,000
Telephone	23,983	48.0%	50,000
Postage	4,928	41.1%	12,000
Utilities	19,398	43.1%	45,000
Marketing	1,506	12.6%	12,000
Dues and subscriptions	5,916	39.4%	15,000
Auditing & legal fees	2,000	9.5%	21,000
Maintenance	28,464	34.3%	83,000
Rent and occupancy	168,782	41.7%	405,000
Insurance	9,329	44.4%	21,000
Supplies and other	36,759	40.2%	91,385
Equipment	6,594	65.9%	10,000
Equipment rental	39,019	28.4%	137,228
Classroom training	330,768	34.0%	974,092
Participant support	117,074	36.4%	321,379
OJT contracts/wage subsidy	10,492	17.6%	59,453
Participant Wages	54,436	43.9%	123,862
Participant Fringe	7,662	40.6%	18,889
Other training expenses	2,575	34.3%	7,500
Workforce Center Partner Billing	-2,436	20.30%	-12,000
	<u>2,430,395</u>	<u>34.82%</u>	<u>6,980,740</u>