

SE MN Workforce Development Board

March 3rd, 2016, 2:00 PM
Workforce Development, Inc.
Rochester, Minnesota

Minutes

Members Present: Jeff Custer (Chair), Randy Johnson (Executive Director), Aaron Benike, Brandon Dansie, John Devlin, Tim Gabrielson, Cheryl Gustason, Mike Haney, Roy Harley, Russell Hess, Nancy Hoffman, Jean Larson, John McDonald, Lonnie Otterson, Kris Pierce, Wayne Stenberg, Dawn Thompson, Andy Toft, Tami Walker, Nikki Weber-Knutson, Jill Miller (Note Taker)

Others Present: Sonji Davis, Brian Ashton, Mark Baas, Mark Schultz

A quorum was present and Jeff Custer called meeting to order. Introductions of all in attendance were made. **Mike Haney moved to approve the agenda and the January meeting minutes, John McDonald seconded, and the motion passed.**

One-Stop Consortium – Wayne Stenberg

A quorum was not present. The One-Stop Consortium continues to work on WIOA regional plan. The current Memorandum of Understanding for the SE WorkForce Center System was reviewed and changes as required by WIOA law were made to the document. The final version is due on April 7th.

Management Committee – Dawn Thompson

Audit – The audit is complete for 2014. A summary of the final report was presented to WDB members by Dawn Thompson. She reported that the auditor, Anne Wiekamp Leth, from Hawkins Ash CPAs, LLP, is very pleased with the audit. The audit findings indicate an unqualified opinion with no material weakness, no internal control findings, and no questioned costs. Kudos to the WDI field staff and Brian Ashton for their outstanding work! A copy of the final audit report will be posted on the WDI website, and a link to the report will be sent to WDB members. **Mike Haney moved to approve the final Audit Report, Roy Harley seconded, and the motion passed.**

Fiscal Report (Attachment A) – Approved. We have received six new grants since the last report for a total change of \$511,845. The WDB members were provided with the monthly Fiscal Report at today's meeting. Going forward, copies of the Fiscal Report will be forwarded to WDB members in advance of each monthly Board meeting. **Mike Haney moved to approve the Fiscal Report, Jean Larson seconded, and the motion passed.**

Dislocated Workers Report – A WDI Team is meeting with employees at Bard Medical in Stewartville today to present information about Dislocated Worker Program services. The first round of job cuts will take place in April. There is a Job Fair planned on site at Bard Medical for April 13th. IBM announced today that there will be more layoffs at the Rochester IBM plant, as well as other facilities throughout the United States.

Welfare Reform – All contracts are in place for 2016. We have additional resources for the SNAP Program.

Youth Report – A new YouthBuild cohort starts on Monday, March 7th, with seven youth currently registered to attend. The HireUP summer youth program applications are now available on the WDI website. The goal is to have 50 youth involved in summer paid work experience this year. WDI is able to offer six adult and six out-of-school youth WIOA Scholarships again this spring. Randy Johnson reminded WDB members that we are recruiting a subcommittee of the Board to review scholarships in April.

WIOA Adult – Randy Johnson reviewed the WIOA Planning Meetings schedule for Spring 2016 (Attachment B). A tentative draft of the local WIOA Plan will be e-mailed by March 31st to WDB members for their review, with approval of the final draft at the WDB meeting on April 7th. Randy also gave an overview of the DEED Regional WIOA Listening Session that took place in Rochester on March 2nd. The DEED Commissioner, Katie Clark Sieben, lead the public forum and discussion.

Taskforce Reports

Emerging Workforce – Taskforce members joined the Access, Assessment, and Re-Entry Taskforce subcommittee to listen to guest speaker, Mark Schultz, from DEED.

MaxAbility – Randy Johnson – Randy explained that the taskforce is focused on maximizing career success for people with disabilities. The taskforce and subgroups meet every other month and will meet again on April 7th. The Southern Minnesota Disability Employment Network, a subgroup of the MaxAbility Taskforce, held an educational session on “The Full Employment Cycle: Interview/Hiring/Orientation/Termination” in Rochester on February 24th.

Career Pathways – Randy Johnson – A Career Pathways event was held yesterday in Rochester. Approximately 60 people including K-12, Higher Education, and Adult Basic Education educators, along with WDI staff came together to meet. Guest speakers from HealthForce MN and the Minnesota Center for Engineering and Manufacturing Excellence shared overviews of the work their organization does, in addition to specific initiatives they are working on. We have identified a national company that offers a Career Pathways Leadership Certification. A two-day training is being planned for May 5th and May 6th. We will plan to have the Career Pathways trainer speak to the Board at the WDB meeting on May 5th.

Access, Assessment, and Re-Entry – Mike Haney

Guest speaker, Mark Schultz, the DEED Regional Labor Market Analyst spoke to the group about labor market information and resources available to compile data to implement Taskforce strategies. The group discussed changing the taskforce name to the Diversity and Outreach Taskforce.

Director’s Report – Randy Johnson

WIOA Planning Report

Randy Johnson reviewed the WIOA Planning Meetings schedule for Spring 2016 (Attachment B). A tentative draft of the local WIOA Plan will be e-mailed by March 31st to WDB members for their review. WDB members will have the opportunity to suggest any corrections, with approval of the final draft at the WDB meeting on April 7th.

Legislative Update

Randy Johnson provided WDB members with the revised MN State Statute 116L.666 Workforce Service Areas document for their review and comment (Attachment C). Our legislative advisor will take care of presenting the revised document to the legislature.

Regional Activities

The next WSA Joint Officers meeting is scheduled for April 1st in Winona. The MOU on how the meetings will be run was established at the meeting in January. The two WSA areas are coming together to hire a Regional Career Pathways Coordinator. The position is currently posted.

Information Sharing

Mike Haney – Updated WDB members on STEM hands-on career exploration events that are being held in the Austin and Faribault areas. 500 middle schoolers are already enrolled in the Austin area, with 300 already enrolled in the Faribault area.

Randy Johnson - Announced that Dawn Thompson, who currently fills the Freeborn County seat on the WDB, has offered her resignation. Randy thanked Dawn for her outstanding leadership and service and presented her with a plaque.

Dates

Next Workforce Development Board/Sector Meetings & Approval of final draft of local WIOA Plan – April 7th.
Best Places to Work Banquet – April 28th.

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-15 Thru: 29-Feb-16	Y-T-D Actual	% of Budget	Annual Budget
Grants:			
Adult Employment & Training	596,455	38.3%	1,557,852
Youth Employment & Training	779,828	63.5%	1,228,027
Dislocated Workers	1,324,947	56.2%	2,359,625
Reading Recognition	39,663	74.6%	53,200
	<u>2,740,893</u>	<u>52.7%</u>	<u>5,198,703</u>
Fees for Service/Other:			
Welfare Reform	1,633,044	55.7%	2,934,396
Custom Training	0	0.0%	10,000
Donations	3,946	24.7%	16,000
	<u>1,633,044</u>	<u>55.2%</u>	<u>2,960,396</u>
Total Recognized Revenues	<u><u>4,373,937</u></u>	<u><u>53.6%</u></u>	<u><u>8,159,099</u></u>
Unrecognized Revenues:			
Unbilled Welfare Reform	11,184	0.0%	0
Unallocated Indirect Costs	72,458	0.0%	0
	<u>83,642</u>	<u>0.0%</u>	<u>0</u>
TOTAL REVENUES	<u><u>4,457,579</u></u>	<u><u>54.6%</u></u>	<u><u>8,159,099</u></u>

Changes Since Last Report:

Welfare Reform Contracts	103,901
Olmsted - Teen Parent	43,600
Innovations GED	35,957
State Dislocated Worker	300,000
WIA Incentive PY15	14,450
Sector Partnership Planning NEG	13,937
Total Change	<u><u>511,845</u></u>

Workforce Development, Inc.

BUDGET to ACTUAL by programs/function

From: 1-Jul-15 Thru: 29-Feb-16	Y-T-D Actual	Percent of Budget	Annual Budget
Salaries and wages	2,131,570	58.1%	3,665,668
Payroll taxes & benefits	650,550	55.5%	1,172,028
Subcontracted services	76,342	23.7%	322,375
Staff development/conferences	20,455	58.4%	35,000
Travel	70,277	62.0%	113,327
Board expenses	7,984	43.2%	18,500
Telephone	39,671	59.7%	66,500
Postage	9,116	49.3%	18,500
Utilities	30,376	60.8%	50,000
Marketing	6,234	48.0%	13,000
Dues and subscriptions	14,364	71.8%	20,000
Auditing & legal fees	2,643	14.7%	18,000
Maintenance	51,746	49.3%	105,000
Rent and occupancy	256,427	62.4%	411,000
Insurance	10,038	57.4%	17,500
Supplies and other	76,412	45.6%	167,543
Equipment	17,540	58.5%	30,000
Equipment rental	66,978	60.4%	110,900
Classroom training	583,839	57.6%	1,014,043
Participant support	164,061	33.9%	483,841
OJT contracts/wage subsidy	38,417	47.6%	80,650
Participant Wages	118,339	57.3%	206,577
Participant Fringe	15,885	54.6%	29,109
Other training expenses	8,101	80.7%	10,040
Workforce Center Partner Billing	-9,785	48.9%	-20,000
	<u>4,457,579</u>	<u>54.6%</u>	<u>8,159,099</u>

ATTACHMENT B

WORKFORCE INNOVATION AND OPPORTUNITIES ACT (WIOA) PLANNING MEETINGS – SPRING 2016

January 27 – State WIOA Combined Plan published for public comment

February 22 – 12pm – Best Places to Work public promotion at Rochester Library
3:30pm – State combined WIOA plan review meeting at DEED, St. Paul

February 23 – 2:00p.m. – Rochester Works! mtg at Roch WFC – review WIOA law

February 25 – 11:30 SE MN Together planning conference at Stewartville
3:00p.m. – Workforce Housing conference at Rochester Foundation

March 1 – 10:00a.m. - GWDC Career Pathways mtg at DEED

March 2 – 8:30a.m. – Regional Career Pathways Taskforce mtg at Honker Events Center
1:00p.m. – roll-out listening session on the State WIOA plan by DEED at Honker Events Ctr

March 3 – 12:00p.m. – Management Cmte (receive the audit) and One-Stop mtg (review CAP/MOU)
1:00p.m. – Emerging Workforce and Outreach/Support Taskforce mtgs
2:00p.m. – SE MN Workforce Development Board mtg

March 9 - Governor’s Workforce Development Board (GWDB) Public Forum on the State WIOA Combined Plan

March 18 - **End of public comment period on the State WIOA Combined Plan – published for review**

March 22 – 2:00p.m. – Rochester Works! mtg at Roch WFC

March 23 – Working session w/Rochelle Daniels in St. Paul on legal details of the local WIOA plan

March 28 – **State WIOA Combined Plan submitted to the Governor for his signature**

March 31 – **Due date to DEED for tentative final WDB roster**
& e-mail tentative draft of local WIOA plan to WDB & JPB for their review

April 1 – 7:30a.m. mtg of Regional Officers in Winona for breakfast mtg

April 7- 8:00a.m. – Maxability taskforce mtg at Rochester WFC
12:00p.m. – Management Cmte and One-Stop mtg (finalize CAP/MOU)
1:00p.m. – Sector Committee mtgs
2:00p.m. – SE MN Workforce Development Board mtg – **Approve final draft of local WIOA plan & Targeted Jobs policies** – **COB post final draft of local WIOA plan w/edits for 30 day public comment**

April 14 – 10:00 a.m. – Joint Powers Board mtg – **approve final roster of WDB; review final WIOA plan**

April 26 - 2:00p.m. – Rochester Works! mtg at Roch WFC

April 28 – 9:00a.m. – Talent Development – 7 Rivers, at Rushford Tri-County Electric
5:00p.m. – Best Place to Work Banquet at the International Events Center, Rochester #

May 5 - 11:00a.m. – Personnel Committee mtg
12:00p.m. – Management Cmte and One-Stop mtg
1:00p.m. – Taskforce mtgs
2:00p.m. – SE MN Workforce Development Board mtg – **Public Comments and Roll-out of final draft of local WIOA plan & Targeted Jobs policies**

May 13 – **Final copy of the local WIOA Plan due at DEED**

ATTACHMENT C

116L.666 WORKFORCE ~~SERVICE-DEVELOPMENT~~ AREAS.

Subdivision 1. ~~Designation of workforce service development~~ areas.

For the purpose of administering federal, state, and local employment and training services, the commissioner shall designate the geographic boundaries for workforce ~~service development~~ areas in Minnesota.

The commissioner shall approve a request to be a workforce ~~service development~~ area from:

(1) a home rule charter or statutory city with a population of 200,000 or more or a county with a population of 200,000 or more; or

(2) a consortium of contiguous home rule charter or statutory cities or counties with an aggregate population of 200,000 or more that serves a substantial part of one or more labor markets.

The commissioner may approve a request to be a workforce ~~service development~~ area from a home rule charter or statutory city or a county or a consortium of contiguous home rule charter or statutory cities or counties, without regard to population, that serves a substantial portion of a labor market area.

The commissioner shall make a final designation of workforce ~~service development~~ areas within the state after consulting with local elected officials and the governor's Workforce Development Council. Existing *workforce service delivery* areas designated under the federal ~~Job Training Partnership-Workforce Investment~~ Act shall be initially designated as workforce ~~service development~~ areas providing that no other petitions are submitted by local elected officials.

The commissioner may redesignate workforce ~~service development~~ areas, upon the advice of the affected local elected officials, no more frequently than every two years. These redesignations must be made not later than four months before the beginning of a program year.

Subd. 2. ~~Creation of local workforce councils development boards.~~

A local workforce ~~council development board~~ must be established in each workforce ~~service development~~ area, designated according to subdivision 1.

Subd. 3. ~~Membership on local workforce councils development boards.~~

In workforce ~~service development~~ areas representing only one home rule charter or statutory city or a county, the chief *local* elected official must appoint members to the council. In workforce ~~service development~~ areas representing two or more home rule charter or statutory cities or counties, the chief elected officials of the home rule charter or statutory cities or counties must appoint members to the council, in accordance with an agreement entered into by such units of general local government.

A ~~council~~ *local workforce development board* shall include as members:

(1) representatives of the private sector, who must constitute a majority of the membership of the *workforce ~~council~~ development board* and who are owners of business concerns, chief executives or chief operating officers of nongovernmental employers, or other private sector executives who have substantial management or policy responsibility;

(2) ~~at least two~~ representatives of organized labor;

(3) representatives of the area workforce and community-based organizations, *who may include labor, veterans, individuals with disabilities, minorities, older workers, housing, secondary career and technical education, or philanthropic organizations*, who shall constitute not less than ~~15~~ 20 percent of the membership of the *~~council~~ workforce development board*; and

(4) representatives of each of the following:

(i) *higher* educational agencies that are representative of all *higher* educational agencies within the workforce ~~service~~-development area, *including community colleges*;

(ii) vocational rehabilitation ~~agencies~~ *programs carried out under title I of the Rehabilitation Act of 1973 within the area*;

~~(iii) public assistance agencies~~;

(iii) *representatives of adult education and literacy under title II in the area*;

(iv) *Director of Area Apprenticeship Training*;

(v) economic development agencies; and

(vi) *Wagner-Peyser funded* public employment service agency.

Individual members of the local Board may represent multiple categories referenced in Subd.3, (1-4). The chair of each local workforce *~~council~~ development board* shall be selected from among the members of the *~~council~~ board* who are representatives of the private sector.

Private sector representatives on the local workforce *~~council~~ development board* shall be selected from among individuals nominated by general purpose business organizations, such as local chambers of commerce, in the workforce ~~service~~-development area.

Education representatives on the local workforce *~~council~~ development board* must include at least one representative from a local adult basic education program approved under section [124D.52](#) *nominated by such programs*, and the ~~remaining~~ *higher* education representatives shall be selected from among individuals nominated by ~~secondary and~~ postsecondary educational institutions within the workforce ~~service~~-development area.

Organized labor representatives on the local workforce *~~council~~ development board* shall be selected from individuals recommended by recognized state and local labor federations, organizations, or councils. If the state or local labor federations, organizations, or councils fail to nominate a sufficient number of individuals to meet the labor representation requirements, individual workers may be included on the local workforce *~~council~~ development board* to complete the labor representation.

The commissioner must certify a local workforce ~~council~~ *development board* if the commissioner determines that its composition and appointments are consistent with this subdivision.

Subd. 4. Purpose; duties of local workforce ~~council~~ *development board*.

The local workforce ~~council~~ *development board* is responsible for providing policy guidance for, and exercising oversight with respect to, activities conducted by local workforce centers in partnership with the local unit or units of general local government within the workforce ~~service-development~~ area and with the commissioner.

A local workforce center is a location where federal, state, and local employment and training services are provided to job seekers and employers.

A local workforce ~~council~~ *development board*, in accordance with an agreement or agreements with the appropriate chief elected official or officials and the commissioner, shall:

(1) determine procedures for the development of the local workforce ~~service-development~~ area plan. The procedures may provide for the preparation of all or any part of the plan:

(i) by the *local workforce ~~council~~ development board*;

(ii) by any unit of general local or state government in the workforce ~~service-development~~ area, or by an agency of that unit; or

(iii) by any other methods or institutions as may be provided in the agreement;

(2) *consult with the State prior to the award of competitive workforce development grants in the local area*;

(3) select the recipients for local grants, and an administrator of the local workforce ~~service-development~~ area plan. These may be the same entity or separate entities and must be chosen from among the following:

(i) the *local workforce ~~council~~ development board*;

(ii) a unit of general local or state government in its workforce ~~service-development~~ area, or an agency of that unit;

(iii) a nonprofit organization or corporation; or

(iv) any other agreed-upon entity;

(4) jointly plan for local collaborative activities including the transition of public assistance recipients to employment in the public or private sectors;

(5) provide on-site review and oversight of program performance;

(6) establish local priorities for service and target populations;

(7) ensure nonduplication of *state and federal workforce development* services and a unified service delivery system within the workforce ~~service-development~~ area;

(8) ensure that local workforce centers provide meeting space, free of charge, for meetings of displaced homemaker programs, established under section 116L.96; and

(9) nominate individuals to the governor to consider for membership on the governor's Workforce Development ~~Council~~ *Board*.