

SE MN Workforce Development Board

April 6, 2017, 2:00 PM

Workforce Development, Inc.
Rochester, Minnesota

Minutes

Members Present: Guy Finne (Chair), Randy Johnson (Executive Director), Neva Beier, Jeff Custer, Dorothy Duran, Sarah Gutzman, Nancy Hoffman, Jean Larson, John McDonald, Julie Nigon, Kris Pierce, Jerry Reinartz, Dee Sabol, Diane Simon, Wayne Stenberg, Andy Toft, Nikki Weber-Knutson, Jim Wendorff, Holly Zuck, Jill Miller (Note Taker)

Others Present: Betsy Andrews, Jen Bauer, Susan Boehm, Beth Christensen, Jennifer Hamilton, Roy Harley, Wanda Jensen, Mike Postma, Jinny Rietmann, Jakki Trihey

A quorum was present, and Guy Finne called the meeting to order. **Julie Nigon moved to approve the April agenda and March meeting minutes, Roy Harley (ex officio) seconded, and the motion passed.** Introductions were made.

Information Sharing

Business Service Specialists

- *Jen Bauer* – Jen stated that the MN Department of Employment and Economic Development (DEED) will be eliminating all 20 Business Service Specialist positions and there will be seven new regional positions created. Jen's last day is Tuesday, April 11th. She discussed that there was a career exploration event in Owatonna yesterday, with ten different school districts and about 700 students attending. There was a healthcare job fair in Rochester today. Jen talked about upcoming job fairs and events that include the Albert Lea Job Fair next week, the Faribault High School life skills/career event for 9th and 10th graders on April 19th, the Mower County Senior Center Job Fair on April 24th, the Rochester Regional Job Fair on April 27th, the Faribault Regional Job Fair on May 11th, the Owatonna High School Job Fair in May, and the Faribault Middle School Job Fair at the end of May.

Program Reports

Management Committee – Jeff Custer

- Fiscal Report: (Attachment A) Jeff stated that the Management Committee recommends approval of the Fiscal Report. **Roy Harley (ex officio) moved to approve the Fiscal Report, Diane Simon seconded, and the motion was approved.**

One Stop Partners – Nancy Hoffman

- Nancy reported that the Request for Proposal (RFP) for the One Stop Operator is currently posted on the DEED website. Our auditor will be collecting bids, and the Joint Powers Board (JPB) will make a final decision at their May 11th meeting. A discussion took place regarding the Workforce Innovation and Opportunity Act (WIOA) measures each partner has to adhere to. The One Stop Partners hope to create a dashboard with up-to-date measures for each organization that can be presented to the Workforce Development Board (WDB) members. WDI has been in communication with DEED regarding the Resource Room computers at the WorkForce Centers; this has been challenging. DEED plans to charge a monthly fee per computer and reduce the number of computers available in the Resource Rooms. Julie Nigon stated that the Bridges to Healthcare Program is one of eleven finalists for the Harvard Innovations in American Government Award. They have a site visit coming up and then will go to Cambridge, Massachusetts, to defend the project to the commission. The winner of the award will receive a \$100,000 prize. Julie also announced that she will be retiring.

Sector Reports

Emerging Technology and Economic Development – Jean Larson

- Jean discussed that Sarah Ness from Southeast Service Cooperative spoke about career pathways. The group reviewed the Rochester Metropolitan Statistical Area (MSA) Growth Analysis handout. Jean indicated that the State WIOA Strategic Plan was reviewed. Wanda Jensen gave a presentation on the customer experience focus and our counselors becoming experts in certain areas. Wanda discussed developing

metrics to measure how we are doing with our customers and the collective impact that is being made. The group discussed current apprenticeships, specifically in construction.

Healthcare – Julie Nigon

- Julie reported that Beth Christensen was introduced to the committee. Beth announced that Workforce Development, Inc. (WDI) will be using the HealthForce Minnesota online curriculum for Healthcare Academies. Beth is being trained to be the facilitator. The taskforce discussed the Healthcare Job Fair at Rochester Community and Technical College (RCTC) this morning and the upcoming Post-Bulletin Job Fair on April 27th. There are 31 students in the CNA Prep Program at Hawthorne, and 51 students who are academically prepared and on the wait list. The group talked about the financial situation of the Bridges to Healthcare Program and finding funding to keep that program running after June 30th. The Nursing Shortage Solutions Subcommittee report is in the editing phase and will be ready to be released soon. Kolloh Nimley spoke about the International Medical Graduate (IMG) Assistance Program. Nine people have applied for residency and seven people matched for residency. The Mayo Phlebotomy Training Program has become very popular, with several Hawthorne students getting accepted into the program.

Manufacturing – Nikki Weber-Knutson

- Nikki reported that Amy Lofquist, a WDI youth career counselor at the high school in Owatonna, spoke about the Steele County School to Work Initiative. They are planning a job fair for the students in Steele County in May. Jim Wendorff reported that area businesses are excited that there is someone in the schools talking about careers in manufacturing. A new grant application was submitted for a part-time counselor to do something similar in the Steele County Detention Center. There was a great discussion on future training opportunities for minority workers, as they assimilate to our culture.

Services and Trades – Dorothy Duran

- Dorothy discussed that Susan Boehm gave an overview of the upcoming carpentry apprenticeship. WDI has partnered with the Carpenters Union in Rochester and Comuidades Latinas Unidas en Servicio (CLUES) for a six-week training. The training begins May 1st and runs through June 9th. The goal is to have 20-25 people participating in the training. CLUES plans to focus on recruiting Hispanic individuals, but anyone can apply. Registration is April 25th-26th at WDI. Semcac was awarded a state grant from the Minnesota Department of Transportation (MnDOT) for \$2.2 million to construct a new building to house six buses, a wash bay, and a dispatch center. The agreement will be signed in June 2017. The American Legion in Austin hosted a day for 140 high school juniors in Mower County to learn about careers in government and corrections.

Taskforce Reports

Emerging Workforce (Youth) – Diane Simon

- Diane discussed that a special meeting was held this month to review the local Minnesota Youth Program (MYP)/ Workforce Innovation and Opportunity Act (WIOA) Plan. The taskforce plans to bring the youth plan to the full WDB for approval at the May meeting. Nicole Olson, a Juvenile Probation Officer in Olmsted County, is the newest member of the taskforce. In addition to youth who are already serving, the taskforce plans to reach out and ask parents to serve on the taskforce as well. Jinny Rietmann is working on youth programs in Northfield.

MaxAbility Employment and Salute Southern MN Taskforces – Guy Finne

- Guy Finne announced two upcoming events. There is a MaxAbility networking event on Wednesday, April 26th. Salute Southern MN is holding a veterans engagement and networking event in the evening on Thursday, April 27th. Guy urged WDB members to attend, as well as to encourage area employers to participate.

Director's Report – Randy Johnson

National Association of Workforce Boards (NAWB) Conference Report

- Randy reported that he and Jeff Custer, along with other WDI staff, attended the NAWB Conference in Washington, DC. There were many informational break-out sessions from experts around the nation. Randy is very motivated about career pathways. Jeff learned about the importance of having key employers who reflect the area as members of the workforce board. Wanda Jensen added that this year's focus was more on sector strategies and career pathways and how they come together. Jinny Rietmann remarked that there are so many opportunities for both employers to connect with youth and youth to connect with employers.

Regional Marnita's Table Engagement Event

- Randy summarized that there were two components to the regional Marnita's Table gathering: the

lecture and learning session and the evening session with “rich conversation.” He reported that 180 people of all generations attended, with two-thirds people of color.

- Randy asked Dee Sabol to discuss a community learning opportunity that she is involved with. Dee indicated that on April 13th, the Human Library of SE Minnesota has an event at the Rochester Public Library. She discussed that the Human Library concept brings the community together to meet people, to break down different biases, and to challenge what you think about others. Those checking out “human books” will have the opportunity to listen and ask questions. Dee notes that this formula started in Denmark. Future events are on May 30th and August 24th.

WIOA Timelines – Spring 2017

- Randy indicated that we have submitted the WIOA Regional Plan. He discussed that we have been working well in partnership with Dave Niermann and the officers from the Winona Workforce Board. Another regional board meeting is planned for April 14th in Winona.
- Randy recapped that our One Stop Partners has to go through an RFP bidding process. Our One Stop Operator (Request for Proposal) RFP is currently posted on the DEED website. Our auditor will be collecting bids, and the Joint Powers Board (JPB) will make a final decision at their May meeting.

Adult Basic Education (ABE) RFP Review Panel

- Randy mentioned that the Adult Basic Education (ABE) RFP Review Panel, consisting of WDB members and the executive director, met this morning to review proposals and make comments. A lot of strengths were noted, and the review panel recommended all three. The three proposals reviewed were 1) Red Wing School District/Hiwatha Valley ABE; 2) Southeast ABE Consortium; and 3) Rochester Public Schools, ISD 535. The deadline to submit the recommendations to the MN Department of Education is April 24th.

Update on Best Places to Work (BPTW) and New Member Orientation

- Jakki Trihey reported that we are currently doing site visits. There were approximately 40 applicants that completed the process. Randy commented that this is a way to uplift businesses. The BPTW banquet is on Thursday, April 20th. Randy discussed that there will be a new member orientation on Thursday, April 20th from 3:30 – 5:00 pm, before the BPTW banquet.

Roy Harley Recognition

- Randy recognized Roy Harley for his outstanding service on the WDB. Roy is the longest standing member on the WDB, with close to 30 years of service. Roy will remain on the Management Committee as an ex-officio. Randy thanked Roy and presented him with a plaque.

Information Sharing

MnSCU

- Dorothy Duran – Dorothy shared that MnSCU is anticipating funding from the legislature, as higher education is one of the priorities. The MnSCU focus, as they have conversations with legislators, is to protect their programs and meet the workforce needs across Minnesota. Ongoing fundraising continues to make college affordable for students. Devinder Malhotra was named as the interim Chancellor of MnSCU. He will start on August 1st. The enterprise workforce model is already happening at Rochester Community and Technical College (RCTC), South Central College, and Riverland Community College. The model is being formalized and will provide shared services and instruction.

Area Managers/WDI Staff

- Randy Johnson – Randy noted that there are current openings on the Governor’s Workforce Development Board.
- Beth Christensen – Beth commented that Hormel has implemented online production applications. WDI staff will be available to assist applicants at the Austin WDI office, as there are language barriers and a lot of computer illiteracy. She recapped that WDI received a Karen SE Asian Equity Grant. There are some upcoming events for enrollment, and we will be attending some of their upcoming festivals.
- Jakki Trihey – She introduced Betsy Andrews, our new WDI Youth Counselor in Rochester.

Jim Wendorff moved to adjourn the meeting, Diane Simon seconded, 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-Mar-17	Y-T-D Actual	% of Budget	Annual Budget
Grants:			
Adult Employment & Training	1,250,428	65.4%	1,910,543
Youth Employment & Training	752,209	68.5%	1,098,374
Dislocated Workers	1,181,388	62.9%	1,877,713
Reading Recognition	1,857	16.3%	11,400
	<u>3,185,882</u>	<u>65.0%</u>	<u>4,898,030</u>
Fees for Service/Other:			
Welfare Reform	1,924,055	64.6%	2,978,548
Custom Training	1,726	86.3%	2,000
Donations	3,654	36.5%	10,000
	<u>1,929,435</u>	<u>64.5%</u>	<u>2,990,548</u>
Total Recognized Revenues	<u><u>5,115,317</u></u>	<u><u>64.8%</u></u>	<u><u>7,888,578</u></u>
Unrecognized Revenues:			
Unbilled Welfare Reform	20,454	0.0%	0
Unallocated Indirect Costs	95,939	0.0%	0
	<u>116,393</u>	<u>0.0%</u>	<u>0</u>
TOTAL REVENUES	<u><u>5,231,709</u></u>	<u><u>66.3%</u></u>	<u><u>7,888,578</u></u>

Changes Since Last Report:**Total Change****0**

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

From: 1-Jul-16 Thru: 31-Mar-17	Y-T-D Actual	Percent of Budget	Annual Budget
Salaries and wages	2,567,103	73.2%	3,509,195
Payroll taxes & benefits	820,268	73.3%	1,118,673
Subcontracted services	147,388	44.6%	330,495
Staff development/conferences	60,971	101.6%	60,000
Travel	68,613	69.7%	98,440
Board expenses	9,889	53.5%	18,500
Telephone	43,485	78.4%	55,500
Postage	8,469	56.5%	15,000
Utilities	50,901	78.9%	64,500
Marketing	6,909	53.1%	13,000
Dues and subscriptions	12,005	60.0%	20,000
Auditing & legal fees	4,183	20.9%	20,000
Maintenance	65,905	85.6%	77,000
Rent and occupancy	296,082	75.0%	395,000
Insurance	13,519	75.1%	18,000
Supplies and other	75,123	67.2%	111,839
Equipment	5,832	29.2%	20,000
Equipment rental	75,126	80.3%	93,600
Classroom training	593,094	67.3%	881,411
Participant support	243,088	34.2%	711,260
OJT contracts/wage subsidy	16,651	21.1%	79,000
Participant Wages	59,574	37.6%	158,569
Participant Fringe	8,637	38.7%	22,297
Other training expenses	707	5.7%	12,300
Workforce Center Partner Billing	-9,972	66.48%	-15,000
	<u>5,243,548</u>	<u>66.47%</u>	<u>7,888,578</u>