

SE MN Workforce Development Board

May 4, 2017, 2:00 PM

Workforce Development, Inc.
Rochester, Minnesota

Minutes

Members Present: Guy Finne (Chair), Randy Johnson (Executive Director), Aaron Benike, Jeff Custer, Cheryl Gustason, Sarah Gutzman, Russell Hess, Nancy Hoffman, Jean Larson, Dave Niermann, Julie Nigon, Kris Pierce, Michelle Pyfferoen, Jerry Reinartz, Dee Sabol, Diane Simon, Wayne Stenberg, Andy Toft, Tami Walker, Marcia Ward, Holly Zuck, Jill Miller (Note Taker)

Others Present: Betsy Andrews, Mark Baas, Susan Boehm, Vicky Carrillo, Beth Christensen, Sonji Davis, Ed Duda, Jennifer Hamilton, Wanda Jensen, Mike Postma, Jinny Rietmann, Jakki Trihey, Project SEARCH Interns, Dawn Kirchner, Nancy Joyce, Chris DePagter, Marin Howe

A quorum was present, and Guy Finne called the meeting to order. Introductions were made. **Diane Simon moved to approve the May agenda and April meeting minutes, Michelle Pyfferoen seconded, and the motion passed.**

Project SEARCH Presentation

Eight interns from Project SEARCH were introduced. Each shared information about the employment skills they learned and their hands-on work experiences at Mayo Clinic.

Program Reports

Management Committee – Cheryl Gustason

- **Fiscal Report: (Attachment A)** Cheryl reported that there have been no changes since the last reporting period. We are on track, however the budget is tight. **Diane Simon moved to approve the Fiscal Report, Nancy Hoffman seconded, and the motion was approved.**

Personnel Committee – Cheryl Gustason

- The Personnel Committee will continue their discussion of the proposed 2017 Employee Salary and Benefit Requests at their June 1st meeting.
- The 2017 Wellness Request totaled \$6,775 for personal health assessments & incentives, program supplies & incentives, and a Wellness Council of America (WELCOA) membership. The Personnel and Management Committees took action and voted to bring forward the 2017 Wellness Request to the Workforce Development Board (WDB) for approval. **Jeff Custer moved to approve the 2017 Wellness Request of \$6,775; Aaron Benike seconded, and the motion was approved.**

Mike Postma, on behalf of the Mower County WDI Office in Austin, received the Mower County Refreshed Award. The Mower County Refreshed Award is a wellness movement that engages, equips, and empowers community members of all ages to make healthy living easier in Mower County.

One Stop Operating Partners – Nancy Hoffman

- Nancy reported that there was a quorum. We responded as a consortium to the Request for Proposal (RFP) to be the One Stop Operator. Our auditor collected bids, and a community committee was formed to review the submissions. The Joint Powers Board (JPB) will make a final decision at their May 11th meeting. Once the new Job Service and Vocational Rehabilitation Services (VRS) managers are hired; they, along with Wanda Jensen from WDI, will address our WDB and provide information on how the consortium is doing as the One Stop Operator. The One Stop Partners plan to create a dashboard with up-to-date measures for each organization that can be presented to the Workforce Development Board (WDB) members. Wanda Jensen is working on the dashboard, and Julie plans to pass on an example to the One Stop Partners by the next meeting. The group talked about the impact of the recent layoffs, specifically with the Department of Employment and Economic Development's (DEED) Business Services Representatives. Dave Niermann discussed the reduction in the number of computers there will be in each WorkForce Center. He stated that the warranties are up, and the current computers will be replaced with new ones. The allotment of computers that we will receive in the Resource Room of each WorkForce Center is about half.

Taskforce and Work Group Reports

Emerging Workforce (Youth) Taskforce – Wayne Stenberg

- Wayne discussed that the taskforce is working on editing the Youth Workforce Innovation and Opportunity Act (WIOA) Incentive Payments to Eligible Enrolled Youth Policy Letter. The group is waiting on some state regulations before finalizing the local Minnesota Youth Program (MYP)/WIOA Plan. The taskforce plans to bring the youth plan to the full WDB for approval once it is finalized. Jinny Rietmann reported that two youth and several WDI staff attended the Youth Intervention Day at the State Capital in April. Jeff Custer and Jinny put together a flow chart on how to keep Out-of-School (OOS) Youth engaged beyond high school.

MaxAbility Employment Taskforce – Guy Finne

- Guy gave an overview of the Southern Minnesota Disability Employment Network (SMDEN) meeting that took place on Wednesday, April 26th at Woodlake Meeting Center. The session focused on disclosure, accommodation, and employee retention. He reported that 80+ people attended. Guy stated that we need more employers engaged in this conversation. There is a SMDEN employer education session on June 28th geared at educating employers about mental illness in the workplace. On August 30th, there is another SMDEN networking meeting that will focus on employers sharing success stories. Registration for these events is on the Rochester Chamber of Commerce website.

Salute Southern MN – Veterans Network – Guy Finne

- Guy reported that the group held their first veteran engagement event last Thursday, April 27th. There was low turnout. However, on a positive note, Guy visited with ten veterans. He received feedback from several veterans at the event that our taskforce is needed in Southern MN. The taskforce also added four more employers to the steering committee. There are currently 35 people on the taskforce.

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

- Sonji discussed that members of the work group are realizing that the people who are needed and are invited to attend the work group meetings are not showing up. The group would like more community involvement. On behalf of the work group, Sonji is planning to create an invitation to send out to employers inviting them to become involved in the work group. Dee Sabol will proof the letter to ensure that the language is culturally sensitive. The group plans to have meetings in different communities. They want to take on the concerns of champion employers they have met.

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

- Susan stated that the goal of the work group is to increase employment of previously incarcerated individuals. The two main objectives are to educate more employers each year about the risk reduction and advantages when hiring formerly incarcerated individuals and to establish a sustainable and systematic process within the community to help support successful employment. Work group members set out to learn more about the educational options available at each Minnesota Department of Corrections (DOC) location, to learn about the release process at each site, and to start building relationships with the contacts at each assigned DOC facility. At the last work group meeting, they invited two guests: Theresa Luther-Dolan, the Transition to Post Secondary and Career Coordination for the DOC and Ruth Stadheim, the Director of Career Technical Education, MN DOC. Theresa's number one goal is to make sure that every incarcerated individual who leaves has at least their GED or diploma. She reports that 30% of the incoming individuals do not have them. Ruth works with individuals to get their post-secondary. There are 15 different Career and Technical Programs that the DOC offers. Susan shared those with the WDB members. At the next work group meeting, two guests from the Minnesota DOC Transitions Department will talk about what it is that the DOC is doing in the last 90 days of incarceration to get individuals ready for employment.

Women in Non-Traditional Employment (Diversity and Inclusion) Work Group – Cheryl Gustason

- Cheryl noted that there was a quorum. Cheryl reported that there were three discussion topics that the work group looked at. The work group discussed coming up with a definition of non-traditional employment for women. They chose to adopt the same definition that is used by Minnesota State Colleges and Universities (MnSCU). The second topic was to determine what jobs are considered non-traditional and to do more research on the wages for each position. This topic will be carried to the next meeting. The third topic was to determine what non-traditional occupations are in the Southeast MN area. The work group is going to research the DEED website for information. They plan to start a list of the top ten non-traditional careers. Their objectives are to find out what the pay is, the demand, and the projection for the position in ten years. The group looked at a Healthcare Career Pathways handout as an example. They intend to recreate the handout with some of the top non-traditional careers for women.

Director's Report – Randy Johnson

Review the Carpenter's Pre-Apprenticeship Training and Approval of Local WIA Credential for It

- Randy stated that WIOA is about building systems and building the capacity for our workforce, not just programs. He noted that the Department of Labor regulations, under WIOA Law, give local WDB's the authority to decide if a pre-apprenticeship training is credentialed or not. Randy discussed that Workforce Development, Inc. (WDI) partnered with the Carpenters Union in Rochester and Comuidades Latinas Unidas en Servicio (CLUES), a non-profit organization from the Metro area that focuses on the Hispanic and other refugee communities, to offer a six-week carpentry training. The goal was to have 20 people to start the program. WDI held a carpentry training orientation, and ended up with 12 people who met the criteria for WIOA. Randy noted that CLUES did not come through on their end. The organization's leadership left, and they did not get a navigator in place to recruit people. Randy asked for feedback from the WDB members regarding the carpentry training. Aaron Benike commented that from an employer perspective, this concept would not have happened if not for the hard work of WDI staff. Russell Hess stressed that the best programs are built by recruiting local people for the training. He believes that the WDI carpentry program may need to grow slowly over time, but can be successful with local community ties. Despite the setback with CLUES, Randy and WDI would like to continue to move forward with the carpentry training concept.

Legislative Update

- Randy summarized the impact the MN Workforce Development Fund could have on WDI. The money for the fund is generated from a payroll tax. The fund was originally created for the purpose of dislocated workers. However, currently, the fund is going in dozens of different directions. Randy shared the PY16/PY17 Annual Allocations from the MN Workforce Development Fund (WDF) report. Programming is down about one-third. There seems to be no system and a lot of chaos. Randy believes that employers and businesses owners need to make an impact and ask for accountability. Randy encouraged WDB members to e-mail legislators with their concerns about the fund. He shared that the representative in our area is Senator Jeremy Miller.

WIOA Timelines – Spring 2017

- Randy stated that the WIOA Regional Plan is done and was approved. The next regional board meeting is planned for June 2nd in Rochester.

Information Sharing

- Russell Hess – Russ shared that a \$200,000 grant was awarded to Helmets to Hardhats to hire a full-time person dedicated to making connections between veterans and the building trades in Minnesota. The state's hiring goal for women and minorities on state-funded projects is going up in greater Minnesota soon. The Ironworkers Union just negotiated six months of maternity leave for women ironworkers.
- Sarah Gutzman – Sarah announced that this is her last WDB meeting. She accepted a promotion to a new position in Bloomington, as the VRS Supervisor for Hennepin County. DEED/VRS is working on hiring someone to fill her current position.

Jerry Reinartz moved to adjourn the meeting, Dave Niermann 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: 30-Apr-17	Y-T-D Actual	% of Budget	Annual Budget
Grants:			
Adult Employment & Training	1,435,118	75.1%	1,910,543
Youth Employment & Training	843,735	76.8%	1,098,374
Dislocated Workers	1,267,711	67.5%	1,877,713
Reading Recognition	2,089	18.3%	11,400
	<u>3,548,654</u>	<u>72.5%</u>	<u>4,898,030</u>
Fees for Service/Other:			
Welfare Reform	2,180,662	73.2%	2,978,548
Custom Training	1,726	86.3%	2,000
Donations	4,226	42.3%	10,000
	<u>2,186,614</u>	<u>73.1%</u>	<u>2,990,548</u>
Total Recognized Revenues	<u><u>5,735,267</u></u>	<u><u>72.7%</u></u>	<u><u>7,888,578</u></u>
Unrecognized Revenues:			
Unbilled Welfare Reform	11,432	0.0%	0
Unallocated Indirect Costs	83,526	0.0%	0
	<u>94,958</u>	<u>0.0%</u>	<u>0</u>
TOTAL REVENUES	<u><u>5,830,225</u></u>	<u><u>73.9%</u></u>	<u><u>7,888,578</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-16 Thru: 30-Apr-17	Y-T-D Actual	Percent of Budget	Annual Budget
Salaries and wages	2,878,956	80.8%	3,564,695
Payroll taxes & benefits	919,801	81.0%	1,135,473
Subcontracted services	148,814	45.2%	329,495
Staff development/conferences	64,110	91.6%	70,000
Travel	75,349	78.5%	95,940
Board expenses	10,536	57.0%	18,500
Telephone	47,750	83.8%	57,000
Postage	8,869	59.1%	15,000
Utilities	55,840	86.6%	64,500
Marketing	8,366	76.1%	11,000
Dues and subscriptions	12,509	69.5%	18,000
Auditing & legal fees	18,383	91.9%	20,000
Maintenance	69,804	78.7%	88,700
Rent and occupancy	329,038	83.3%	395,000
Insurance	14,992	83.3%	18,000
Supplies and other	80,373	77.4%	103,839
Equipment	5,832	58.3%	10,000
Equipment rental	79,959	85.4%	93,600
Classroom training	648,322	76.1%	851,411
Participant support	260,475	38.8%	671,260
OJT contracts/wage subsidy	16,651	21.1%	79,000
Participant Wages	73,410	46.3%	158,569
Participant Fringe	10,643	47.7%	22,297
Other training expenses	1,418	11.5%	12,300
Workforce Center Partner Billing	-9,972	66.48%	-15,000
	<u>5,830,225</u>	<u>73.91%</u>	<u>7,888,578</u>