

SE MN Workforce Development Board

June 25, 2018, 10:00 a.m.

Go To Meeting – Conference Call

Workforce Development, Inc.
Rochester, Minnesota

MINUTES

Purpose: Special meeting to vote on 2018 Employee Compensation Recommendations and the closing of the Owatonna/Steele County WorkForce Center.

Attendees Present on the Conference Call: Guy Finne (Chair), Randy Johnson (Executive Director), Aaron Benike, Tony Bennett, Brian Cashman, Jeff Custer, John Devlin, Cheryl Gustason, Laura Link, Mandi Morrissey, Kris Pierce, Jim Wendorff, Jill Miller (Note Taker)

Guy Finne called the meeting to order. A roll call was made to confirm those who were on the conference call. Randy Johnson made a request to amend the agenda to include approval of an amendment to a training programs policy and approval of two youth grant subcontracts. **Cheryl Gustason moved to amend the June agenda as presented by Randy Johnson; Jim Wendorff seconded, and the motion passed.**

Personnel Committee Report – Randy Johnson

- Randy reports that the Personnel Committee met in May and then again in June to hear the Employee Benefits proposals. Randy stated that the Management Committee voted to approve the following 2018 employee benefits requests; however, there was not a quorum (14 members) at the full Workforce Development Board (WDB) meeting on June 7, 2018. There were just 11 votes from WDB members to approve the requests.
 - \$117,300, which includes a \$97,300 equity adjustment (3%) and \$20,000 in merit. **Cheryl Gustason moved to approve the 3% wage increase pool and the \$20,000 in merit, Mandi Morrissey seconded. There were 11 votes by roll-call in favor. The motion was approved.**
 - Gradifi Student Loan Repayment Program Request, as detailed below.
 - It was estimated that 15-18 employees would use the benefit, based on 60-70% of staff who responded to a survey. The Employee Benefits Committee negotiated with Gradifi for a reduction in some program fees, as Workforce Development, Inc. (WDI) is a non-profit organization. The annual maintenance fee for the program would be waived entirely for the lifetime of the program. The initiation fee of \$500 would also be waived. Starting year two, WDI would pay an annual administrative fee of \$600/annually, reduced from \$2,200/annually, for enrolling twenty employees. The cost of the program would be \$2.50 per person, down from \$5.00 per person. The Employee Benefits Committee proposed a \$100/month WDI contribution for each employee taking advantage of the benefit. The employee would make their regular student loan payment, and the \$100 would be an additional amount. The student loan can be a private or public loan. The contribution would be a taxable benefit to WDI employees. There would be a probationary waiting period of at least three months for new employees to take advantage of the program. The employee would be able to use the Student Loan Repayment Program benefit or the College Tuition Reimbursement benefit, but not both; one or the other. To take advantage of this pricing, WDI would need to sign an agreement with Gradifi by September 30, 2018, and make the first contribution by January 31, 2019.
Cheryl Gustason moved to approve the Gradifi Student Loan Repayment Program, Jim Wendorff seconded. There were 11 votes by roll-call in favor. The motion was approved.
 - \$7,160 Wellness Request, which includes Personal Health Assessments (PHA) & incentives, program supplies & incentives, a Wellness Council of America (WELCOA) membership, and an annual Hy-Vee dietician demonstration. **Brian Cashman moved to approve the 2018 Wellness Request of \$7,160, John Devlin seconded. There were 11 votes by roll-call in favor. The motion was approved.**

Closing of Owatonna WorkForce Center – Randy Johnson

- The Owatonna WorkForce Center closed in April. The office closed to Adult, Dislocated Worker, and walk-in traffic. Youth services are still at this office. Randy is trying to find funding to reopen the office. **Jim Wendorff motioned for the temporary closing of the Owatonna WorkForce Center, Tony Bennett seconded. There were 11 votes by roll-call in favor. The motion was approved.**

WDI Policy Letter for WIOA Adult, Dislocated Worker, and Youth Training Programs/Amendment –

Randy Johnson

- Randy requested an amendment in the WDI policy for eligibility for training programs that are not included in the targeted priority jobs list to a maximum voucher of \$2,500 per year/\$1,250 per semester (limited to actual costs of tuition and fees) for one year. **Aaron Benike motioned to approve the amendment in the policy; John Devlin seconded. There were 11 votes by roll-call in favor. The motion was approved.**

Youth Grant Subcontracts – Randy Johnson

- The Management Committee recommended approval of a subcontract with Red Wing Youth Outreach Program, Inc. within the Emerging Leaders Grant. The subcontract will be used to provide Mentoring and Independent Living Skills Programs, totaling \$20,235.
- The Management Committee recommended approval of a subcontract with Project FINE within the Southeast Asian Economic Disparities and Relief Grant. The subcontract will be used for regional capacity building, staff training, outreach, and facilitation of community events, totaling \$15,000.

Aaron Benike motioned for approval of the grant subcontracts within the Emerging Leaders Grant and within the Southeast Asian Economic Disparities and Relief Grant; John Devlin seconded. There were 11 votes by roll-call in favor. The motion was approved.

The meeting was adjourned.

Respectfully submitted,
Jill Miller
Workforce Development, Inc.