

MINUTES
SOUTHWEST MINNESOTA WORKFORCE DEVELOPMENT BOARD
OCTOBER 3, 2019
LYON COUNTY GOVERNMENT CENTER
2nd FLOOR – COMMISSIONER’S ROOM
MARSHALL, MN
4:00 P.M.

Members Present: Len Bakken, Anne Johnson, Tim Paulson, Dave Rogers, John Roiger, Dawn Schnell, Melissa McGinty-Thompson, Brad Vaughn, Diana Anderson, Rhonda Brandt, Terry Gaalswyk, Tim Jones, See Moua-Leske, Dawn Regnier, Chuck Swanson, Beth Wilms, Reggie Worlds

Members Excused: Andy Easley, Carla Goedtke, Rahn Larson, Robyn Leese, Eric Austin, Kirby Kruse, Mimi Schafer

Members Absent: Jeffrey Varcoe

Staff Present: Carrie Bendix, Eriann Faris, Wanda Hebrank, Cami Raymond

Guests Present: Jerald Mulhern, MN DEED – UI Division; Jim Hegman, MN DEED – UI Division; Cameron Macht – Labor Market Analyst; Curtis Rethwisch – Lincoln County Private Sector

Chair Roiger called the meeting to order at 4:02 p.m.

Welcome & Introductions

Chair Roiger welcomed all members, staff and guests including Curtis Rethwisch, Owner & Operator of NAPA Store and Rethwisch & Son LLC, Lake Benton, MN – Lincoln County

Approve Agenda & Additions

Chair Roiger asked for any additional agenda items. No additional items were added to the agenda. A motion was made by Reggie Worlds to approve the agenda as presented. The motion was seconded by Tim Paulson and passed.

Jim Hegman and Jerry Mulhern, Minnesota Department of Employment & Economic Development

Jim Hagman and Jerry Mulhern, from the Minnesota Department of Employment & Economic Development presented information on the services provided by the Unemployment Insurance Division. Jim noted that the Minnesota Unemployment Insurance Program provides a temporary partial wage replacement to workers who become unemployed through no fault of their own.

Cameron Macht, Labor Market Information Presentation

Cameron Macht provided demographic information on the people that live in Southwest Minnesota. He discussed the different generations; racial diversity; demographic trends, the inflow and outflow of population; information on affordable housing; and the cost of living in Southwest Minnesota.

Consent Agenda Items

A motion was made by Reggie Worlds to approve the consent agenda, including the Minutes of the June 6, 2019 SW MN Workforce Development Board Meeting; the Minutes of the June 6, 2019 Executive Committee Meeting; and the Southwest Minnesota Private Industry Council Report. The motion was seconded by Tim Paulson and passed.

Member Updates – Open forum for members to share best practices within their business and or activities occurring within their communities.

Dawn Schnell reported that Sanford has secured a grant for LPN training.

Dave Rogers reported that Senator Tina Smith would be in Ortonville on October 9.

Partner Updates

Reggie Worlds – Job Service

Reggie Worlds reported that a new lease has been signed for the Marshall location. Reggie thanked Len Bakken for his leadership in making the CareerForce Open House in Worthington a success. He also noted that he is working on having a representative from DEED's Leadership/Management Team attend an upcoming meeting.

Cami Raymond – Rehabilitation Services

Cami Raymond reported that Rehabilitation Services just completed a federal audit and initial feedback indicated it was successful. She also reported that October 1 marks the beginning of their Fiscal Year and partner contracts are currently being renewed.

Committee Reports

Executive Committee – Len Bakken

Chair Roiger reported that the Committee reviewed items that will be addressed later on the agenda.

Youth Committee – Eriann Faris

Eriann Faris updated the Board on the activities of the Youth Committee. She noted that Kirby Kruse has been approved as a Youth Committee Member. The Youth Committee discussed the survey sent out to School Counselors – noting that there was a 52% response rate.

Eriann also reported that the Infographics have been translated to Spanish. The Youth Committee also plans to host a Disability Employment Awareness event on December 5, 2019 in Marshall.

Career Pathways Committee – Dawn Regnier

Dawn Regnier provided an update for the Career Pathways Committee, which meets monthly along with representatives from ABE, Youth, Minnesota West and High Schools. She noted the current Career Pathways classes being offered include: CNA and Welding Classes in Marshall, Granite Falls and Worthington. Dawn also updated the Board on the Pipeline Project Dual Training Grant.

Marketing Committee – Brad Vaughn

Brad Vaughn provided an update on the August 15, 2019 Marketing Committee Meeting. He noted this was the first meeting of the new Committee. The Committee discussed the history of the previous Committee's activities and how to promote the Southwest Minnesota Careers website and Facebook page. The Committee also discussed their strengths, weaknesses, opportunities and threats. He noted that the Committee will be working on a new board logo and once finalized would bring it to the full Board for approval.

Action Items

Annual Meeting Action Items

Workforce Development Board Operating Budget Approval

The Board reviewed the proposed Workforce Development Board Operating Budget. It was noted that the County's contributions would remain the same as last year. A motion was made by David Rogers to approve the proposed Operating Budget. The motion was seconded by Dawn Schnell and passed.

2019/2020 Meeting Schedule Approval – Bi-Monthly

The proposed meeting schedule for Program Year 2019 is the first Thursday of selected months from 4:00 p.m. to 6:00 p.m. The proposed meeting dates are:

- October 3, 2019
- December 5, 2019
- February 6, 2020
- April 2, 2020
- June 4, 2020
- August 6, 2020

Terry Gaalswyk moved to approve the proposed Meeting Schedule for Program Year 2019/2020. The motion was seconded by Chuck Swanson and passed.

Member's Confidentiality and Conflict of Interest Policy Documents

Members were asked to review and sign off on the Confidentiality and Conflict of Interest Policy.

Election of Officers – Nominating Committee – Dawn Regnier, Chair

Dawn Regnier, Chair of the Nominating Committee, along with Rahn Larson presented the following slate of candidates for the positions of: Chair, Vice-Chair, Secretary, and two At-Large Representatives. She also noted that nominations would also be accepted from the floor for the positions.

The Nominating/Executive Committee presented the following slate of candidates:

John Roiger – Chair
Len Bakken – Vice Chair
Robyn Leese – Secretary
Jeff Varcoe – At Large Representative
Dawn Regnier - At Large Representative

Non-Elected Officers Positions – Past Chair and one Representative appointed by the Chair.

Chair Roiger called for additional nominations for the Chair Position. A Motion was made by Diana Anderson to close nominations and cast a unanimous ballot for the slate of candidates presented by the Nominating Committee. The motion was seconded by Rhonda Brandt and passed.

Action Items

Southwest Minnesota Workforce Development Board Certification

Carrie Bendix reported that the Workforce Innovation Opportunity Act (WIOA) requires the board to be certified by DEED. This is to ensure we have the proper representation on the board as required by the WIOA law. DEED is also asking for information on the diversity of the board as it relates to gender, age, race/ethnicity and disability. Carrie asked that members complete the anonymous demographic survey to report on the board diversity in an aggregate fashion.

Youth Intervention Program (YIP) Proposal – \$150,000

Carrie Bendix reported on the Youth Intervention Program Proposal designed to encourage youth to consider high demand careers and occupations in high growth industries in the local region and to get involved in career pathway training and work experiences. The funding also supports PIC's Breaking Traditions and LifeSkills events. The PIC has received this funding for 12+ years. In 2018 & 2019, the PIC received \$92,029. The Southwest Minnesota Private Industry Council is requesting approval to submit a proposal to the Minnesota Department of Public Safety Juvenile Justice Programs for up to \$150,000 for 2 years.

A motion was made by Terry Gaalswyk to approve the SW MN PIC submitting a proposal to the Minnesota Department of Public Safety's Juvenile Justice Programs requesting up to \$150,000 for two years. The motion was seconded by Rhonda Brandt and passed.

Pre-Employment Transition Services (Pre-ETS)

Carrie Bendix reported that our current Pre-ETS contract funds us through a reimbursement of expenses and ends September 30, 2019. The new contract will require services for each individual to be pre-authorized by DEED-VRS staff and funded on a fee-for-service basis. The initial funding limits will be up to \$300,000 every two years.

A motion was made by Tim Paulson to approve the submittal of an application for a DEED-VRS "Limited Use Vendor" Professional and Technical Services Master Contract in order to provide Pre-Employment Transition Services (Pre-ETS) to students with disabilities who are either eligible or potentially eligible for Vocational Rehabilitation Services starting October 1, 2019 for up to \$300,000 every two years. The motion was seconded by Dawn Schnell and passed.

SNAP 50% Reimbursement Contract

Carrie Bendix reported that DHS has granted the PIC the ability to request up to \$42,659.00 in reimbursement of state funded expenses related to providing services to SNAP customers. The funds are to support skill development and training programs leading to career advancement and self-sufficiency.

A motion was made by Dianna Anderson to approve the SNAP 50% Reimbursement Contract. The motion was seconded by Tim Paulson and passed.

Director's & Officers Insurance

Carrie Bendix reported that the D&O insurance policy for the SW MN Workforce Council is due for the period of 11/05/2019 — 11/05/2020. The premium is quoted at \$795, which is the same rate as current year. The policy is through the Nonprofit Insurance Trust and the carrier is Carolina Casualty Insurance Company.

A motion was made by Reggie Worlds to approve the payment \$795 for the D&O Insurance for 2019-2020. A motion was seconded by Anne Johnson and passed.

WIOA Adult and Dislocated Worker Monitoring Visit from DEED

Carrie Bendix reported that DEED staff came to Marshall on July 24-25, 2019 to monitor the WIOA Adult and Dislocated Worker programs. They reviewed expenditures and supporting documentation, customer files and data entered into WorkForce One. The monitor ensured customers were eligible for the services and were receiving quality services. After the review, the report indicated there are no corrective actions needed.

Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) Monitoring Visit from DHS

Next Carrie Bendix reported that DHS staff came to Marshall on August 27, 2019 to monitor the SNAP E&T programs. They reviewed participant referrals/eligibility, work plan, participant tracking, partnerships, staffing, and fiscal records. DHS did share more information about a new “Retention” activity/policy we need to implement. Overall, they “commended the agency for its work on behalf of SNAP E&T participants in the state of Minnesota.” DHS has asked that PIC staff be part of a video on Best Practices.

A motion was made by Dawn Schnell to accept the monitoring reports for the WIOA Adult and Dislocated Worker Monitoring visit and the SNAP E&T Monitoring visit. The motion was seconded by Melissa McGinty-Thompson and passed.

Informational Items

Workforce Development Board Recruitment – Vacancies Include:

- Lincoln County Private Sector Representative – nomination received from Curtis Rethwisch
- Minority-Owned Small Business Representative - Len Bakken suggested contacting the Worthington Chamber for potential recommendations. Diana Anderson noted that she might have a potential individual.

Director Updates

- DEED Proposals Funded.
- CareerForce Open Houses.
- J&B Plant Closing – staff set up six meetings and met with 129 of the 139 employees. A Job Fair will be held.
- MN Association of Workforce Boards (MAWB) Summer Meeting – Received the 2nd Place Promising Practice Award.
- Jeanna Fortney, MAWB’s new Executive Director.
- DEED’s Next Chapter – FY2020 Strategic Plan – Carrie asked members to review the goals and strategies outlined in DEED’s Strategic Plan including: 1) Empower the growth of Minnesota’s labor market to meet the needs of business, now and in the future; 2) Reduce the disparities faced by populations with barriers to employment, and 3) Make Minnesota’s innovation ecosystem a national leader.
- Youth Skills Grant – worksites have been approved for 16 & 17 year olds to work in manufacturing and healthcare positions.
- Comprehensive CareerForce location – the Marshall location went through a monitoring review by DEED and has been approved as a “Comprehensive CareerForce Site.”
- The Career Expo hosted 135 exhibitors and was attended by 1800+ 10th Grade Students, representing 33 schools.

Important Dates

- We Are All Criminals and Fair Chance Hiring: Benefits of Hiring Employees with Criminal Backgrounds, featuring Emily Baxter, of We Are All Criminals, on Tuesday, October 1, 2019 – 8:00 a.m. – 11:30 a.m., in Marshall. – Jessica Miller provided an update on the evaluations from the event.
- Marshall Job Fair – October 10, 2019 – 800 Country Club Drive, Marshall, MN - 10:00 a.m. to 1:00 p.m.
- Hidden Talen Pools – The Benefits of Hiring Employees with a Disability, December 5, 2019, 12:00 Noon – 3:30 p.m., in Marshall.
- Executive Committee – December 5, 2019 – 3:00 p.m.
- Workforce Development Board Meeting – December 5, 2019 – 4:00–6:00 p.m.

Adjourn

Hearing no other business Chairman Roiger adjourned the meeting at 5:46 p.m.

Approved by:

Approved by:

Robyn Leese, Secretary

Wanda Hebrank, Recording Secretary