

2009

**Local Unified Plan
UPDATE**

For Minnesota's

**INTEGRATED LOCAL
WORKFORCE INVESTMENT SYSTEM**

Program Year 2009

**– Submitted by –
Workforce Investment Board**

Name: Southwest MN Workforce Council – WSA 6

Instructions

In accordance with WIA Law §118, this document provides directions to Minnesota's Local Workforce Investment Boards (WIBs) for preparing the *PY-2009 Local Unified Plan (LUP) UPDATE for an Integrated Workforce Investment System*. The PY-2009 LUP UPDATE covers the time period of July 1, 2009 to June 30, 2010. WIBs are required to submit an annual LUP to the Minnesota Department of Employment and Economic Development (DEED) in order for their Workforce Service Area (WSA) to receive funding under the Workforce Investment Act (WIA) and the State Dislocated Worker program.

The PY-2009 LUP UPDATE guidance is composed of three sections:

- **Section A: “Regional Strategies.”** DEED will use this section to benchmark the WIB's engagement in regional economic development strategies, as well as how the WIB conducts business beyond the narrow focus of WIA programs.
- **Section B: “Program Operations.”** This section collects information required by law in order for WIBs to receive their base funding.
- **Section C: “System Operations and Attachments.”** This section includes information needed to ensure that the local workforce delivery systems meets certain legal requirements as well as complies with agreements between DEED and Workforce Service Areas (WSAs). This section also asks for information needed to respond to requests from legislative leaders, local leaders, DEED's executive management, and other interested parties.

Please note: While a provision for 'no change from last year' was not provided as an option for responses, if there are truly no changes from last year for a particular response, feel free to 'cut and paste' your response from the PY-2008 LUP. Sections of your PY-2009 response may be used for other purposes and your local plans will be posted on the web as is, so any responses with 'no change from last year' may not provide appropriate information or confuse readers.

2009 LUP UPDATE Requirements

- **LUP UPDATE Due Date:** May 15, 2009 (1)
- **Deliverables:**
 1. Electronically submit, via e-mail, LUP UPDATE Sections A, B, and C, including all attachments to: Kyle.Temme@state.mn.us and;
 2. Mail one (1) hard copy of the Certification and Assurances which includes a signature page with original signatures to:

*Kyle Temme
Minnesota Department of Employment and Economic Development
Workforce Development Division – Location #036
1st National Bank Building
332 Minnesota Street – Suite E200
St. Paul, MN 55101-1351*

¹ If you cannot make the May 15, 2009 deadline, provide information on why an extension is needed and the duration of the requested extension to Peggie Hicks at Peggie.Hicks@state.mn.us or 651-259-7577. PY-2009 LUP UPDATE extension requests must be received by May 15, 2009 to be considered for approval.

Planning Timetable Estimates

February 4, 2009:	Draft Update Guidelines Sent to Workforce Service Areas for review and comment.
February 11, 2009:	Deadline for receipt of comments.
February 18, 2009:	Issuance of final LUP Guidelines.
April, 2009:	WIA and Wagner-Peyser Allocations issued to States.
April, 2009:	WSA WIA Allocations issued (including forms for Budget, Participant Information, and Activity Summaries).
May 15, 2009:	2009 LUP UPDATES are due at DEED, along with submittal of original signature page. Beginning of Public Comment Period.
June 15, 2009:	End of 30 Day Public Comment Period.
Week of June 15-19, 2009:	Approval of Local Plans.
July 1, 2009:	Beginning of PY-2009.

List of Acronyms used:

DW – Dislocated Worker Program
DVOP – Disabled Veterans Outreach Program
FSET – Food Support Employment & Training Program
ISP – Independent Service Provider
LUP – Local Unified Plan
LVER – Local Veterans Employment Representative
MFIP/TANF – Minnesota Family Investment Program/ Temporary Assistance for Needy Families
MYP – Minnesota Youth Program
RS – Rehabilitation Services
SCSEP – Senior Community Service Employment Program
SSB – State Services for the Blind
WIA – Workforce Investment Act
WIB – Workforce Investment Board
WP – Wagner-Peyser
WSA – Workforce Service Area

Section A: Regional Strategies

One of the state’s strategies for 2007-2010 is to invest in WIBs who perform at a strategic level and who are leading or participating in innovative approaches to a wide range of regional challenges and opportunities. This section will be used to describe the WIB’s engagement in regional development strategies, as well as how the WIB conducts business beyond the narrow focus of employment programs. DEED will use this information for guidance on allocating special grants and discretionary and incentive funds.

The response to questions A.-1. thru A.-4. must be limited to no more than 9 pages, not including attachments.

1. How does the WIB identify and analyze regional economies?

The Southwest Minnesota WorkForce Council works closely with DEED’s regional labor market analyst to identify and analyze the status of the economy in the 14-county workforce service area (WSA 6). Through on-going reports and presentations from DEED, members of the WIB are apprised of and connected to labor market information reflecting past trends, current conditions, and future projections.

1. The *Business/Economic Development Committee* started an industry sector targeting project in fall of 2008 to study important industries in the region and better understand their workforce needs. The committee used industry employment statistics to choose two major employing industries in the region to focus on: manufacturing and wholesale trade. The industry sector reports consist of detailed labor market information ranging from industry employment statistics, employment projections, workforce age demographics, turnover rates, occupations in demand, salary survey data, lists of major employers, and anecdotal data gained from business visits by DEED’s business service specialists (BSS). The BSS reps provide reports on their interactions with these businesses at every meeting. (See Table 1.)
2. The *Workforce Readiness/ Life-long Learning Committee* worked with DEED’s regional labor market analyst to create a regional career exploration website, titled www.swmncareers.org, in the fall of 2007 with on-going improvements in 2008 and 2009. The site has been shared with every school district in the 14-county region, as well as all WorkForce Center staff, and currently averages more than 1,000 unique visitors each month. The site relies on a list of “hot jobs” for the Southwest Minnesota region, which is based on data from DEED’s Occupations in Demand (OID) tool. The OID list for a region is the group of occupations that rank highest on a Current Demand Indicator which measures local short-term demand conditions. The hot job list is further refined with local knowledge, and expanded to include occupations in renewable energy, which is an emerging industry in Southwest Minnesota. The 100 hot jobs on the website were selected because they are currently in high demand in the region and are projected to stay that way into the future. The site contains links to in-depth occupational descriptions – including information on required skills, knowledge, and abilities; common sources of education or training; and wage and employment information.
3. The *Workforce Development System/Community Relations Committee* is focusing on industry needs within the region and has identified the healthcare sector as the target industry. The committee is working with the DEED Healthcare Industry Specialist and AHEC to determine the best methods of identifying industry needs.

The WIB also brings in other subject matter experts on demographic, workforce, and economic development issues in for presentations to the board meetings, including Cameron Macht – DEED LMI Analyst, Ben Winchester - Center for Small Towns (rural in-migration), Jacki Anderson - Upper Minnesota Valley Regional Development the Commission (Comprehensive Economic Development Strategy),

Lisa Graphenteen – SW MN Housing Partnership (regional housing projects), Susan Speetzen (DEED Healthcare Industry Specialist), Debra Bultnick (DEED Manufacturing Industry Specialist) and others. The information provided by the experts guides the activities of the WIB and local workforce/economic development partners.

How is this information used to identify the key industries and demand occupations within your WSA?

Through the information provided by DEED LMI staff, and gathered from other resources identified, the SW MN Workforce Council and WSA staff has identified a list of key industries in the region. Demand occupations in those industries are regularly identified based on both quantitative and qualitative data, including feedback from the business and private sector input, face-to-face meetings with business, industry roundtables, the Business Service Specialists, LMI data, and other information from Workforce Council members and WorkForce Center partners. The Workforce Council, along with key partners – including MNSCU institutions - is focusing on identifying and supporting key industry clusters in the region. Examples of this include establishing priorities for training programs, and identifying industry training opportunities (e.g., welding) that can be offered to groups of businesses with similar needs. Some examples include the CNA/ELL training that was conducted through ETC funds and the Walnut Grove Welding Project – targeted for the Hmong population and funded through MJSP.

How is this information incorporated into your service delivery strategies?

The key industries identified have been targeted by staff to promote for business development and training services. As part of the demand-driven strategies being implemented throughout the region, different key industries are highlighted on a regular basis in the regional WorkForce Centers. A component of the strategy is to recruit business and industry to participate and invest in educating youth, incumbent workers, dislocated workers on occupations and careers in key industries in the region. One of the key deliverables is the development and roll-out of the Southwest Minnesota career website: www.swmncareers.org

Workforce development staff educates customers about demand occupations and training needed in the key industries, and assist customers in developing an appropriate employment plan with those factors in mind. Customers are directed to educational opportunities limited WIA funds, is given to customers who pursue training in those areas. Priority for training is given to customers who are pursuing training opportunities in occupations which provide self sufficient employment opportunities and are occupations that are supported by the local labor market.

Resource Center staff post information on jobs in key industries and review the skills and job information with job search customers.

WSA 6 works closely with Minnesota West Community and Technical College, Southwest MN University – Marshall and Adult Basic Education to assure the needed training is available for the demand occupations in the key industries in a timely manner. In addition, the WSA partners and networks with other MnSCU institutions and the University System to assure that needed training are available beyond the geographic boundaries of WSA 6.

One of the challenges that WSA 6 staff faces is identifying the balance between the higher levels of education needed for many of the high-skill jobs in the region, and the needs of entry-level job seekers who often need immediate employment. That challenge is the impetus for the current focus of WSA 6 to identify career ladders within and across the key industries, which can offer workers the opportunity to advance within a chosen field or industry. By continuing to build partnerships and alliances with

other statewide initiatives such as; Energy Consortium, Healthcare Initiatives, Manufacturing groups, AURI roundtables, etc., it is anticipated that the identification and development of the career ladders will directly impact the talent/workforce development needs of business.

2. In a separate attachment, based on your analysis of regional economies, please provide a list of the key industries in your WSA.

Based on industry employment statistics, the Business/Economic Development Committee chose two industry sectors to focus on: manufacturing and wholesale trade. The industry sector reports consist of industry employment statistics, employment projections, workforce age demographics, turnover rates, occupations in demand, salary survey data, lists of major employers, and anecdotal data gained from business visits by DEED’s business service specialists. (See Attachments 1, 2, 3, 4)

3. Provide the following information for each regional development initiative that the WIB is involved in:

- a) Identify and define the mission or objective of the initiative, including the timeframe for implementing the initiative.

I. SOUTHERN MINNESOTA REGIONAL COMPETITIVENESS PROJECT

The Southern MN Regional Competitiveness Project is a partnership of business and local government agencies working together to create a strategic economic development plan, resulting in a strategy bring promising new economic opportunities to the Southern Minnesota region.

Project Goals:

- 1. Strategy – compete in the global economy**
- 2. Partnership – build a better way for the Region to think and act as one region.**
- 3. Investment Priorities – Identify top public investments to be a world-class competitor**
- 4. Increase Innovation Capacity – Enhance capacity to develop entrepreneurs.**

Project Phases:

- **Phase 1— Assess the Region’s economic baseline.**
- **Phase 2—Hold regional roundtables.**
- **Phase 3— Identify the Region’s economic potential.**
- **Phase 4—Craft a 21st century strategy for the Region.**

Project Deliverables:

- **Comprehensive report on the Region’s economic future**
- **Blueprint report on the Region’s economic development strategy**
- **Facilitation of ten local and three regional roundtables throughout the Region.**
- **Facilitation of two economic summits on the future of the Region.**

- b) Identify key players/partners and define their roles, including the role of the WIB.

Key partners include: business, local & regional economic development representatives, regional community development representatives, workforce development representatives, education representatives, elected officials, and other interested parties.

Each partner has invested, at a minimum, human capital into the project. In addition, other partners, including the SW MN Workforce Council have made financial investment. The financial resources contributed by the SW MN Workforce Council were financed through the FIRST project.

c) Summarize the status of the initiative, including the WIB’s level of involvement to date.

Phase 1— Assessed the Region’s economic baseline. Working with key organizations in the Region, the Regional Competitiveness Project (RCP) analytical team completed a baseline assessment of the Region’s economy. This baseline projects the economic course if nothing changes, benchmarks performance against other regions, identifies key economic links to other regions and nations, and identifies key business clusters. Collected information on current development efforts in the Region and synthesized conclusions from other studies of the Region. (Completed).

Phase 2—RCP completed a series of roundtables to assess Regional economic assets through with input from Regional leaders. The roundtables were used to develop a sustaining forum on economic development throughout the Region. This forum will play a critical role in selecting and implementing the region’s new development strategy. (Roundtables conducted during Fall 2008)

Phase 3—Region’s economic potential identified. The RCP’s team of economic experts developed a menu that presents the region’s most promising economic opportunities. The menu was based on in-depth analysis of the Region’s business clusters and economic linkages, including Roundtable results. The menu was the centerpiece of the May 15, 2009 summit on the Region’s economic future. Feedback from summit participants helped RCP refine the list of development options to be evaluated more thoroughly. (Completed)

Phase 4—Craft a 21st century strategy for the Region. RCP conducted a comprehensive analysis of the Region’s identified options, which identified the projected economic impacts of investments in the alternative development options. The results formed the basis for discussion with Regional leaders to finalize the Region’s development strategy. The outcomes were synthesized into an economic strategy blueprint. The strategy blueprint will be revealed the May 15, 2009 Regional Summit meeting. (Scheduled)

Phase 5 – Upon completion of the May 15, 2009 meeting the Regional Leadership Team Will continue to hold regular roundtable/work group sessions to advance the identified strategies in the core areas of: food & agriculture, manufacturing, renewable energy, healthcare, bioscience and high technology.

For additional details on the Southern Competitiveness Project refer to:

www.mnsu.edu/ruralmn/regcompschedule.html

The SW MN Workforce Council has been an active participant in this process and will utilize outcomes to continue to drive their mission.

a) Identify and define the mission or objective of the initiative, including the timeframe for implementing the initiative.

II. ‘RENEWABLE ENERGY MARKETPLACE – ALLIANCE FOR TALENT DEVELOPMENT’ (MNREM) is an industry-led consortium of economic development, workforce development, education and workforce leaders that provide the framework and commitment to transform the 36 county region of South Central, Southwest, and West Central Minnesota from primarily agriculture-dependent to a knowledge and innovation-based economy that capitalizes on the region’s strength in agriculture and renewable energy. Critical emerging industries based in renewable energy and biosciences are revitalizing the inherent know-how and spirit of entrepreneurship in the region, and will form the foundation for the regional transformation. Industry sectors targeted for the focus of the MNREM initiative include: renewable energy, value-added agriculture, agri-bioscience, and the supporting industries.

Mission: To develop regional talent and businesses, boost innovation and support the cultivation of new technologies, in order to achieve a competitive advantage in the global economy.

Key Goal: To achieve long-term sustainable economic vitality and compete in a global economy through the retention, creation, and attraction of an educated and skilled workforce.

The Opportunity: Minnesota's multiple strengths in the renewable energy industry present its South Central, Southwest, and West Central regions with a unique opportunity for renewed economic vitality. The landscape has two defining characteristics: agriculture and supporting manufacturing. Both are challenged to adapt and transform from traditional resource and industrial-based economic models to a more knowledge-based economy. Rooted in the legacies of agriculture stewardship and entrepreneurship, the Alliance seeks new ways to contribute to the region's growth and competitiveness. Critical emerging industries based in renewable energy and biosciences are revitalizing the inherent know-how and spirit of entrepreneurship in this region.

The Challenge: This opportunity could be lost if regional leaders do not cultivate the region's talent pool to take advantage of the valuable resources. To achieve this, there must be a coordinated strategy in which industry and its public allies determine the critical skills and other resources needed, and then develop collaborative initiatives to provide and grow these skills. The MNREM region's momentum, based on a critical mass of industry, natural resources and leadership holds the potential for global competitiveness. However, it lacks the conditions to complete the transformation to a knowledge and innovation-based economy due to a shortage of skilled workers.

Strategies to Address the Skilled Worker Strategy:

- Provide a diverse, skilled workforce for the renewable energy industry
- Improve recruitment, retention, and credentialing of talent by aligning and enhancing education and training resources
- Establish a regional leadership framework to define and support a regional agenda, evaluate its success, and preside over a meaningful change mechanism
- Advise on public policy to support the renewable energy industry cluster,
- Develop a regional culture that supports and attracts new firms and new ideas that can create new products for the emerging renewable energy/bioscience industries and supporting industry sectors
- Build on the opportunity to drive research and development and create additional products that use agricultural inputs and entrepreneurship

b) Identify key players/partners and define their roles, including the role of the WIB.

Key players include renewable energy and manufacturing business leaders, workforce development, education (K12 and postsecondary 2 & 4 year), economic development, and community development representatives. The SW MN Workforce Council serves as fiscal agent and Co-Lead (with DEED), as well as serving on the Executive and Leadership Boards.

The key partners are assigned the responsibility to assure that the WIRED financial resources, obtained through the DOL, are administered and delivered in a manner that provides sustainable and concrete paths to developing regional talent, entrepreneurship and leadership in the renewable energy sector in the 36 county region. The Board elected to meet their mission through a Request for Proposal process.

c) Summarize the status of the initiative, including the WIB's level of involvement to date.

Initial start-up took more time than originally anticipated, but the result was a positive and strong leadership/governance structure. With the Executive Director and Program Management staff in place and the governance structure clearly identified, the initiative released Request for Proposals in late 2008. The first round of RFP's was awarded in January, 2009. The Board meets in May to confirm the strategic categories for the release of the second round of RFP's – with the intent to award the second round in July 2009, or as soon as the next allocation of funds is released from DOL. The SW MN Workforce Council role is noted in response to (b).

- a) Identify and define the mission or objective of the initiative, including the timeframe for implementing the initiative.

III. SW MN REGIONAL COLLABORATIVE (FIRST)

Southwest Minnesota Alliance for Regional Teamwork is a resource network, charged with the following mission and purpose:

Mission: The mission of the Southwest Minnesota Alliance for Regional Teamwork (SMART) is to enhance the regional economy of southwest Minnesota.

Purpose: The purpose of SMART is to build collaboration between public-private sectors to organize a sustainable communication and coordination system that allows community and economic development, workforce development, educational organizations and other interested parties to function collaboratively and efficiently to advance the region.

Strategies for achieving the mission of FIRST:

- Create a regional development plan that makes sense from a geographic, economic, and competitive perspective
- Build an integrated framework that truly serves the entire Southwest MN Region
- Establish and accomplish development outcomes valued by regional businesses, industry, education, non-profits and other organizations

Through the efforts of FIRST, the southwest region of Minnesota has developed a plan that aligns, collaborates, and provides leadership to support the Renewable Energy Marketplace/Talent Development Alliance (WIRED) initiative. One of the goals of the FIRST initiative is to develop a regional core leadership team and a partnership that will commit to the sustainability of the initiative.

The SW MN FIRST Collaborative recognized that their mission had to focus on the development and framework for a strong social network in southwest Minnesota that supports and enhances the future and sustainability of regional efforts, including but not limited to the Renewable Energy Marketplace/Alliance for Talent Development initiative.

- b) Identify key players/partners and define their roles, including the role of the WIB.

Key members partners: SW MN Workforce Council, representatives from private businesses, Small Business Development Center, regional and local economic development organizations, SW Initiative Foundation, K-12, Adult Basic Education, post-secondary education, community-based organizations, DEED and SW MN Private Industry Council. The partners developed an MOU outlining their individual and team roles in the collaborative with the ultimate outcome being to develop an overall regional plan that builds and strengthens the southwest Minnesota region. The collaborative recognizes the need to have business and industry as an integral member and the plan needs to be driven by business identified needs. The WIB's role is to: serve as a strong voice for the business sector by having WIB members actively involved on the collaborative; provide oversight and serve as fiscal agent.

- c) Summarize the status of the initiative, including the WIB's level of involvement to date.

The WIB's served as initial convener, provides oversight and fiscal management. The WIB recognizes that it is critical to assure that the FIRST Collaborative provides a conduit to support the broader regional geography & mission of MNREM.

The FIRST/SMART Collaborative has accomplished the following:

1. New Identity
2. Collaborative development of Regional Projects
3. Collaborative Awareness – Grow the network

1. **Identity:** In January 2009, FIRST created a new identity for the regional network. The Collaborative now operates as **Southwest Minnesota Alliance for Regional Teamwork (SMART)**. The collaborative has secured the url www.thesmartlink.net which is an open link into the online wiki. The website contains information on the FIRST/SMART projects, online space to store documents and interact with network members.

2. Regional Projects:

- **Career Awareness for Renewable Energy: *Minnesota’s Outreach Program for Renewable Energy.*** A \$200,000 WIRED grant submitted to MnREM (WIRED). Partner agencies include: MnSCU, MNWest CTC, Marshall High School, BH Electronics, Central MN Jobs & Training, SC Workforce Council, Workforce Development Inc., SW/WC Service Cooperative and SW MN Private Industry Council/Workforce Council.
- **Project Gate II: State awarded Entrepreneurship grant for individuals 50+ years of age interested in self-employment.** FIRST/SMART members directly involved in the initiative are: SW SBDC and SW MN PIC.
- **Southern Regional Competitiveness Project is a partnership of organizations, businesses and government agencies working together to create a strategic economic development plan for Southern MN.** The SW MN FIRST group members have helped to promote, fund and have been active participants in the process.

Measurement of success: The above noted regional projects have been the success of coordinating private/public sectors to encourage economic growth. Return on Investment (ROI) associated with the collaborative efforts: Original FIRST Grant: \$45,000; **Coordination of Regional Project Grants funded: \$505,000**

Build Awareness – Grow the Network: On May 21, 2009 SW MN FIRST/SMART Collaborative will hold their first Annual SMART Update meeting. Meeting goals: Network, Understand the importance of Collaboration, Regional Vision, Regional Project Updates, Resource and Information Sharing. The target audience includes workforce, education, economic development and business).

Measurement of Success: 50 – 75 people attend this meeting.

- a) Identify and define the mission or objective of the initiative, including the timeframe for implementing the initiative.

IV. CAREER AWARENESS IN RENEWABLE ENERGY (CARE) PROJECT.

The Career Awareness for Renewable Energy (CARE) project is a regional initiative designed to address the workforce challenge of career awareness regarding the renewable energy industry. The initiative will develop and disseminate career information and career pathways in renewable energy and expand access to college-level programs in energy production. The (CARE) outreach project will enhance and expand the economic and talent development strategies envisioned by Minnesota’s WIRED grant project.

Project Goals:

- **Build and sustain a state-wide outreach program that will cultivate renewable and sustainable energy industry productivity and growth**
- **Create awareness, excitement and interest in renewable and sustainable energy careers available throughout Minnesota.**

Project Objectives:

Identify and disseminate career information

- **Coordinate activities with established regional and state collaborations including the private sector, educational and workforce development organizations.**
- **Expand access to college-level education and training programs that prepare workers for a career in energy production.**

Strategies and outcome:

- **Develop and maintain website content.**
- **Expand the development and dissemination of career pathways**
- **Expand current career development opportunities and engage students in STEM (science, technology, engineering, and math) activities.**

Outcomes/Partnership Structures:

- **Energy Careers Websites** - The grant will support enhancement of web-based information regarding renewable energy careers and educational options. An *electronic magazine* will be developed that will focus on renewable energy careers. The magazine, along with other sources of energy careers information will be used to enhance a planned *Energy Channel* website on the www.ISEEK.org site.
- **Electronic Renewable Energy Magazine** - MN West CTC, other MnSCU institutions and WSA partners will collaborate to develop an Electronic Magazine focusing on career & skills training and renewable & energy industry and career opportunities.
- **Enriched Content for Energy Channel website on ISEEK** – CARE will work with iSEEK (www.iseek.org), and DEED to expand content for the new Energy Channel website that will be part iSEEK website. The project will leverage resources from MnSCU's \$1 million U.S. DOL High Growth Job Training Initiative grant and matching support from iSEEK to develop the Energy Channel. The Energy Channel will be enriched with information specific to energy related career opportunities in the region. The Energy Channel will tap new audiences, exponentially increasing the number of individuals exposed to career information about the MnREM region. The Energy Channel will link to the Electronic Magazine and other sites related to the WIRED region, such as www.swmncareers.org, www.iseek.org/central, www.workforcecouncil.org, and www.workforcedevelopment.ws.
- **Career Pathway Literature**- A career pathway brochure for the wind industry in southern and western Minnesota will be developed to identify the core workplace skills needed by the current and emerging wind industry businesses. This portion of the project is modeled after the Ethanol Career Pathways material developed through a Minnesota Sector Partnership grant. Data to identify the pathways will be gathered through a variety of methods: e.g. the Wind Energy Cluster Team Report (2008 Michael Porter Microeconomics of Competition project), the Energy Industry Core Skills Study commissioned by the Minnesota Energy Consortium in 2008, a review of research conducted by Minnesota educational systems, and by conducting interviews with wind energy businesses in southern and western Minnesota. This knowledge base will be used to educate students, job seekers, and incumbent workers to develop and ensure a pipeline of future qualified, skilled employees. Career Pathway data will be disseminated and shared with business and industry, Energy Careers Websites, Electronic Magazine for Renewable Energy, Workforce Development Centers and High Schools for student career development;
- **Tuition Reimbursement**: To address increasing tuition costs and economic down turn, the CARE proposal will provide funding for 66% tuition waivers for students participating in the distance-based energy-related degree and certificate programs being developed with MnSCU's High Growth Job Training Initiative grant. The programs include an Energy Technical Specialist associate degree and four certificate programs. The Energy Technical Specialist degree, offered collaboratively by the six college partners, will provide students with the foundational skills necessary to work as a technician in any of the following industries: coal-fired electrical power generation, natural gasfired electrical power generation, wind power electrical generation, solar power, ethanol production, biodiesel production, or natural gas distribution. Online certificates will prepare students for work in biofuels production (Minnesota West Community & Technical College), wind turbine maintenance (Minnesota West Community & Technical College), solar thermal installation and maintenance (Century College) and solar photovoltaic installation and maintenance (Century College). The High Growth Job Training Initiative grant supports the

development of these programs, but does not include funding for student support. It is expected that the tuition waivers will significantly increase enrollments in these energy-related programs, expanding the pipeline of people prepared for work in these high-demand industries;

- **STEM Student Engagement** - The project will support the MnREM goal to increase student participation in STEM programs through: Career Expo, Technical Challenge and FIRST Robotics program, all which engage students in science, technology, engineering & math. The Career Expo will add 4 renewable energy hands-on exhibits to the career expo including: Solar, Geothermal, Ethanol, and Wind. The FIRST Robotics Program at Marshall High School (MHS) will continue to demonstrate to students the importance that upper level science, math, and technology classes have in future technology applications. MHS is developing a robotics program tied to the competitive development of a “For Inspiration and Recognition of Science and Technology” (FIRST) Robotics Program. By being part of the FIRST program (see www.usfirst.org) the school has access to some of the highest technology available and at an affordable price. Mentoring partners: BH Electronics, Minnesota West Robotics Department.

The CARE project covers twenty-six (26) counties in SW, SC and SE MN, including the counties of: Big Stone, Blue Earth, Brown, Chippewa, Cottonwood, Faribault, Jackson, Kandiyohi, Lac qui Parle, Lincoln, Lyon, Martin, McLeod, Meeker, Murray, Nicollet, Nobles, Pipestone, Redwood, Renville, Rock, Sibley, Stevens, Swift, Waseca, Watonwan and Yellow Medicine.

The CARE initiative was funded through the RFP process initiated by MNREM. The FIRST Collaborative partnered together to submit the proposal which was funded for \$202,500. The grant period is 2/2009 through 1/2010.

- b) Identify key players/partners and define their roles, including the role of the WIB.

Industry Partners include: Xcel Energy, BH Electronics, Outland Renewable Energy, SMI & Hydraulics, Inc.

In addition to the industry partners, other key partners involved in the initiative include: SW MN Private Industry Council (serving as fiscal agent), MNSCU, MNWest CTC, iSeek Solutions, DEED, Workforce Development, Inc., Central MN Jobs & Training, SW/WC Service Coop, Canby Public Schools, AURI, SMSU - Marshall, SW MN Initiative Foundation, MN Energy Consortium, Marshall High School, SC Workforce Council and SW MN Workforce Council.

- c) Summarize the status of the initiative, including the WIB’s level of involvement to date.

The CARE Project began in February 2009 and will continue through January 2010.

The project is in initial development stages -no specific outcomes to date.

The Workforce Council/PIC serves as a project partner & fiscal agent.

- a) Identify and define the mission or objective of the initiative, including the timeframe for implementing the initiative.

V. ELL-CNA HEALTHCARE

The ELL-CAN Healthcare initiative is designed to help non-native English speakers with the first step on a healthcare career ladder.

The initiative began in 2006 with funding from the Bremer Foundation and MJSP.

b) Identify key players/partners and define their roles, including the role of the WIB.

Key regional partners are: Stearns-Benton Employment & Training Council, Central Minnesota Jobs & Training, SW MN Workforce Council, and Workforce Development, Inc. Key partners in southwest Minnesota include: ABE, MNWest CTC, SW MN Workforce Council, and healthcare businesses. Partner roles include: needs identification, student outreach and recruitment, education and training, providing training sites, and employment of successful participants. The WIB's role, in addition, includes initiative oversight and fiscal management.

c) Summarize the status of the initiative, including the WIB's level of involvement to date.

This initiative is well-developed and on-going in the region. Nineteen (19) classes have been held. Students have been successful at completing the training and obtaining employment. In addition, some of the project students are entering or preparing to enter higher education programs to move up the healthcare career ladder. Preliminary Outcome Results: (Numbers may change as final data is reported)

- **Final participant numbers – 130 enrolled**
- **Completed training - 100**
- **Terminations – 50 placements related to training**
- **Terminations - 38 waiting for placement**
- **Dropped prior to completion - 22**

The WIB's level of involvement has included identifying the need for the initiative, convening partners, initiative oversight and fiscal management.

a) Identify and define the mission or objective of the initiative, including the timeframe for implementing the initiative.

VI. WSA5/WSA6/WSA17 REGIONAL MOU GROUP
The MOU partnership is an established collaborative between Central MN Jobs & Training, SW MN Workforce Council and Stearns/Benton Employment & Training. The mission of the initiative is to share information, resources, and knowledge; and work together for the enhancement of the region. The partnership is well-established and ongoing.

b) Identify key players/partners and define their roles, including the role of the WIB.

Key partners include the LEO & WIB Chairs and WSA Directors. The MOU members meet on a quarterly basis to review federal and state legislative initiatives, coordination of program services, sharing of human capital to leverage and maximize resources, and discussions beneficial to strengthening the region and identification of collaboration opportunities.

c) Summarize the status of the initiative, including the WIB's level of involvement to date.

The MOU initiative is well-established and ongoing. The WIB's level of involvement includes active participation, regular attendance at meetings, joint planning and development of shared projects, initiatives and procedures, identification of ways to maximize resources and human capital, maximizing the voice of the locals with legislators and overall commitment of strengthening the regional initiatives.

a) Identify and define the mission or objective of the initiative, including the timeframe for implementing the initiative.

In addition to project specific regional initiatives noted above, Workforce Service Area 6 staff participate in numerous regional partnerships including: Northern and Southern

Economic Development Professionals Networks, Southern MN Housing Partnerships, serve on the Upper Minnesota Valley RDC and SW MN RDC, serve on Prairie 5 CAC, and regional MSSA collaboratives. The involvement in these regional efforts provides extensive networking opportunities.

In addition, the SW MN Workforce Council co-sponsored the first “LEADING BY EXAMPLE” Summit in SW MN with SW MN Initiative Foundation in Fall 2008. The summit brought together business and other regional leaders to continue to educate and challenge regional leadership to address areas such as cultural diversity and economic challenges facing the region.

- b) Identify key players/partners and define their roles, including the role of the WIB.

Noted above

- c) Summarize the status of the initiative, including the WIB’s level of involvement to date.

On-Going

- 4. If applicable, Complete Attachment C, “Workforce Investment Board Subcommittee List”.**

Section B: Program Operations

This section collects information required by “WIA Law, Section §118: Local Plan” in order for WIBs to receive their base funding.

WIA Law reference: (Section §118)

(a) IN GENERAL. – Each local board shall develop and submit to the Governor a comprehensive 5-year local plan (referred to this title as the “local plan”), in partnership with the appropriate chief elected official. The plan shall be consistent with the State plan.

(b) CONTENTS. – The local plan shall include –

(b)(1) an identification of –

(A) the workforce investment needs of businesses, job-seekers, and workers in the local area;

(B) the current and projected employment opportunities in the local area; and

(C) the job skills necessary to obtain such employment opportunities;

The response to questions B.-1. thru B.-3. must be limited to no more than 5 pages.

1. Keeping the changing economy in mind, describe the workforce investment needs of your local:

a) Businesses.

Businesses needs include: education in areas such as Human Resources, legal issues, employment law, etc. There are continual law changes and small business operators aren’t always able to keep up on the continual changes. The quarterly WorkForce Wisdom newsletter is a great vehicle to relay information to the regional businesses but that depends on individuals taking time to read it. BSS staff continues to build the businesses data base to assure that the newsletter is distributed as broadly as possible. Business needs to recognize the value of investing training dollars in their employees to grow the regional workforce. Incumbent worker training dollars would be helpful for business to have resources to strengthen the skills and knowledge base of their incumbent workers. Soft skills development for incumbent and incoming workers continues to be identified as an area of need by employers.

In addition, there is a current shortage of trained, skilled, and dependable employees throughout the area. Many small businesses are in need of training or upgrading the skills of their employees to be more competitive. Small companies lack the funds or staff to provide needed training. The SW MN Workforce Council has found Incumbent Worker training to be very beneficial to business.

Businesses need to focus on career laddering opportunities for their employees which can lead to advancement opportunities and assist business with retention of critical labor force.

The needs of business vary to some degree across the 14 county area. The WorkForce Center staff, particularly the Business Service Staff, have long standing working relationships with local employers and are aware of employer needs and work closely together to assist the employers with barriers they encounter that hinder their ability to be successful. Employers in the high growth/high demand area are in need of employees with very specific skills. In the renewable energy field there is a large demand for high pressure boiler operators to work at ethanol plants, wind power industry and there is a large need for repair technicians for wind turbines. WSA #6 continues to work in coordination with education to obtain the training needed for these jobs. Health care professionals, LPNs, RNs, CNAs and Lab Techs continue to be in high demand. Minnesota West Community and Technical College and

Ridgewater CTC have various options for students to complete their education in any of the demand fields.

b) Job-seekers.

A number of job seekers continue to lack the basic soft skills that employers are seeking from employees, so they can be successful on the job. This applies to both youth and adult job seekers. They need to be able to do a quality job at filling out applications and writing resumes, interviewing skills, skills identification, and most importantly being successful on the job - coming to work every day, on time, drug free. As one employer told the local BSS representative the other day: “the job seekers he (employer) sees feel that it is a perk to have a driver’s license where he (employer) sees it as a necessity”. (The statistic for Minnesota - 1 in 4 individuals has had a least 1 DUI).

Job Seekers need to be continually educations about the jobs that are in demand within the Region and beyond.

In addition to the items noted above, job seeker needs include areas such as: Career guidance, budgeting, day care options and specialized training – both short and long term.

c) Workers.

Similar to Job-Seeker Needs. A large number of incumbent workers need life skills!!! They need to learn how to be successful in their job. Things that would be important include: financial management, problem solving, decision making, communication, getting along with others including conflict resolution, maybe creating a local support group for individuals that don't have anyone to help when issues come up such as need for transportation assistance or childcare backup. Incumbent worker training for hands on skills is important too. The ability to assist a business financially to upgrade the employees to higher paying jobs which increases morale and decreases retention issues.

Specialized training that can be provided via services such as incumbent worker training, on-the-job training and work experience scenarios. Training may be provided on-site at business or in coordination with business and education. Career laddering is a critical option that businesses need to consider in an effort to maintain and advance their current workforce.

2. Describe the current and projected employment opportunities in your local area.

Despite the national recession, there are still many occupations currently in demand in the Southwest Minnesota region, though the number of jobs available has declined. The region also has projected job growth in many occupations to look forward to. To give job-seekers an idea of the job opportunities in the region, the Southwest Minnesota WorkForce Council developed a regional career exploration website titled www.swmncareers.org, which has been in operation since August of 2007, and is continually updated. The site has been shared with staff in the local WorkForce Centers in several training sessions, as well as local schools, and currently averages more than 1,000 unique visitors each month.

The site relies on a list of “hot jobs” for the Southwest Minnesota region, which is based on data from DEED’s Occupations in Demand (OID) tool. The OID list for a region is the group of occupations that rank highest on a Current Demand Indicator which measures local short-term demand conditions. The OID Current Demand Indicator is calculated on the basis of the following data sources:

- Job Vacancy Survey (JVS)**

- <http://www.deed.state.mn.us/lmi/publications/jobvacancy.htm>
- Occupational Employment Statistics (OES)
<http://www.deed.state.mn.us/lmi/tools/oes/about.htm>
- Unemployment Insurance (UI) claims
<http://www.deed.state.mn.us/lmi/publications/ui/about.htm>

The www.swmncareers.org hot job list is further refined with local knowledge, and expanded to include occupations in renewable energy, which is an emerging industry in Southwest Minnesota. The 100 hot jobs on the website were selected because they are currently in high demand in the region and are projected to stay that way into the future. The site contains links to in-depth occupational descriptions from ISEEK – including information on required skills, knowledge, and abilities; common sources of education or training; and wage and employment information. (See Table 2.)

3. Describe the job skills necessary to obtain such employment opportunities.

Each job requires different skills specific to the activities of the job, but in general, job-seekers need to focus on the following skills: Math and computation skills; reading and writing; speaking ability; science skills; critical thinking; management skills; technical skills; repair, maintenance, and troubleshooting skills; computer and technical skills; and communication, persuasion, or coordination skills.

To find information on the specific skills needed by each job on the hot job list included on the www.swmncareers.org website, click on the occupation title links (i.e. [Home Health Aides](#), [Agricultural & Food Science Technicians](#), etc.). Each occupational description on ISEEK includes a list of skills, knowledge, and interests. For example, computer engineers need to be able to, among a list of 25 required skills:

- Read and understand technical specifications and manuals.
- Analyze ideas and use logic to determine their strengths and weaknesses.
- Write computer programs.

While electrical equipment assemblers need to, among a list of 22 required skills:

- Test and inspect products or equipment. Evaluate quality or performance.
- Determine the tools and equipment needed to do a job.
- Install equipment, machines, wiring, or programs to meet specifications.

Further detail is available for every occupation on the list, but would be too long to list here.

Attachment: Industry Employment Statistics for Southwest Minnesota

Law reference:

(b)(2) a description of the one-stop delivery system to be established or designated in the local area, including –

(A) a description of how the local board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers and participants;

(B) a copy of each memorandum of understanding described in section 121(c) (between the local board and each of the one-stop partners) concerning the operation of the one-stop delivery system in the local area;

The response to questions B.-4. thru B.-7. must be limited to no more than 1 page per question.

4. How does the WIB ensure the continuous improvement of its providers of WIA Title I-B?

The SW MN Workforce Council has assigned the responsibility of evaluating the performance of the WIA Title IB providers to the Workforce Development Committee. The committee reviews state monitoring reports, reviews program data provided by the Program Management staff and meets with the staff on a regular basis to discuss the program strengths and areas for improvement.

The committee reviews data provided by DEED, such as the customer satisfaction reports and compares the local performance to providers throughout the state to establish a baseline performance.

Management continually monitors the plan against actual performance for the WIA programs and addresses variances from the plan with WIA Title I-B personnel.

The Return on Investment Report is also utilized as a tool to compare the programs on a historical basis.

The WSA Management Team is charged with the responsibility of assuring that the highest quality customer service is provided throughout the WSA 6 regions. This is managed by monthly meetings of the management team, review of local office issues, and review of on-going procedures to assure that customer needs are constantly at the forefront of service.

The review of the MWCA/DEED Secret Shopper reports are reviewed by management and shared with the Workforce Council and local staff. Management is responsible for assuring that any areas of deficiency are corrected. In addition, management assures that staff is recognized for outstanding service to customers.

5. List the continuous improvement activities in which your local providers participated in PY 2007-2008. (i.e., Demand Driven Training, Microeconomics of Competitiveness Training, Sector Academies, Resource Area Advisory Team, etc.)

WSA 6 staff participated in:

- a. Demand Driven Training continues to be a focal point of service within each of the three (3) Workforce Centers in WSA 6. Each of the three local Workforce Centers have a Demand Driven Teams that continue to meet and advance activities with the Demand Driven concept;**
- b. Two WSA staff actively participated in the Microeconomics of Competitiveness Training;**
- c. Sector & WIRED Academies – specific to WIRED**
- d. Active membership on RAAT Team**
- e. Participation in Federal, State, MWCA and local sponsored sessions, including, but not limited to: DEED Youth Practitioner Network; MWCA Adult/DW Ad Hoc; MWCA Sustainability committee; MWCA WIB Development committee; MWCA Business Services Committee; MWCA Operations Committee; and NAWB**
- f. Local Quarterly Staff Training Sessions that focus on professional development needs identified by WSA 6 staff.**

6. Provide a list of planned continuous improvement activities for PY 2009 in which your local providers will participate.

- Quarterly Staff Meetings**
- Continuation of Program Specific Training Opportunities**
- Representation on RAAT Team**
- RAAT Certification Training**
- WIRED Academies**

- MFIP Conference
- MSSA Conference
- DEED Program Trainings – i.e. – Adult/DW Quarterly Meetings; Youth sponsored trainings
- MWCA sponsored trainings and conferences
- Employer Conferences – sponsored by Job Service/DEED
- Regional Partner Summits – such as Leading by Example and RUPRI
- Locally sponsored sessions conducted by local MnSCU and Chamber initiatives

7. How has the WIB's role changed to ensure that the local workforce system meets the needs of employers and participants?

The three subcommittees of the SW MN Workforce Council are specifically designed to ensure that the local workforce system is addressing the needs of business, job seekers, and program participants.

1. Business/Economic Development Committee:

- Business Survey - The survey was designed to gather insights from businesses as they relate to need and based on that feedback the committee, along with staff are developing strategies to meet business needs;
- Piloted an employee survey designed to gain insights into incumbent worker needs;
- Reviews the monthly Business Service Specialists reports. Provide recommendations to BSS staff regarding follow up with business to assure the employer's questions were answered and proper referrals were made.

2. Workforce Readiness/Life-Long Learning Committee:

- Advancing the www.swmncareers.org website and media marketing.
- Networking with the school counselor network to continue to educate and share information on issues, trends, and updates, in order to help youth develop a realistic perception of career paths based on interests, values, skills and local labor market;
- Developing a presentation to be delivered to schools and counselors on industries in demand and local career opportunities;
- Continue to educate parents on local labor market and career opportunities by use of website and mini-informational sessions throughout the region – possibly align with parent/teacher conference days;
- Develop Job Shadowing opportunities in demand occupations for 8th and 9th graders;
- Plans to host industry fairs for parents and students;
- Collaborate with SW/West Central Service Coop Tech Prep to promote partnership projects in school districts;
- Assist with promotion and involvement of business with Junior Achievement

3. Workforce Development Systems/Community Relations Committee:

- Development of PowerPoint promoting resources and services available through the workforce system;
- Development of a career booklet focusing on demand-driven careers in concert with LifeLong Learning Committee;
- Work with MnSCU to develop customized training programs to meet needs of employers

8. Refer to *Section C* of this document for MOU requirement.

Law reference:

(b)(3) a description of the local levels of performance negotiated with the Governor and chief elected official pursuant to section 136(c), to be used to measure the performance of the local area and to be used by the local board for measuring the performance of the local fiscal agent (where appropriate), eligible providers, and the one-stop delivery system, in the local area;

9. **(PENDING – TBD)** Refer to **Attachment A**, “Performance Standards” for state and local figures.
10. What percentage of the participants will be in training (not pre-vocational services) programs that lead to targeted high-growth and high-wage industries, demand driven occupations, and/or career laddering occupations as identified in Section A? (Note: There is a recommended state benchmark level of 60 percent.)

WSA6 will have a minimum of 65% of the participants in programs that lead to jobs in high growth industries or high wage occupations. WSA 6’s goal will be to make every effort to have participants in self sufficient employment, therefore, program staff will work toward achieving a higher percent then the minimum. With the current economic situation employers that have job openings and pay a livable wage are the in-demand choices at this time. With the current conditions training of participants is a must to gain almost any viable employment. Training to assure that participants are targeted for high-growth and high-wage placements may include On-the-Job Training as well as formal training.

Law reference:

(b)(4) a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area;

11. No response will be needed at this time. Forms required for Budget, Participant Information, and Activity Summaries for WIA Title I-B Adult and Dislocated Worker, and State Dislocated Worker programs will be forwarded when the final allocations are released. The applicable approved grant application and budgets will be attached to the Notice of Funds Available (NFA), which then becomes part of the Master Agreement with DEED.

Law reference:

(b)(5) a description of how the local board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities, as appropriate;

The response to questions B.-12. thru B.-14. must be limited to no more than 2 pages.

12. How does the WIB coordinate its workforce investment activities with the state’s Rapid Response office?

The WIB has appointed SW MN Private Industry Council as it’s point of contact for the Rapid Response office. When the WIA Adult/Dislocated Worker Program Manager receives information regarding a layoff immediate contact is made with the DEED Rapid Response representative. This may be State DEED Rapid Response and/or the local BSS representative (should one be assigned this duty in WSA 6)

The first step in the process for large layoffs is the establishment of an Employee-Management Committee (EMC). The EMC becomes the

voice for evaluation of services. The EMC is formed by the DEED Rapid Response Team prior to selection of the service provider. The EMC selects the service provider and regular meetings are held between the EMC, the WSA staff and the service provider to examine needs, evaluate services and make recommendations. At the first meeting with the affected employees, the EMC surveys are reviewed and options for services are discussed. Orientation meetings are then scheduled for the affected workers. At the orientation meetings, WSA staff provides an oversight of services and schedule individual meetings with the participants.

Upon notice of a mass lay off, (large numbers), all partners are notified and coordination efforts are implemented which will assure a full menu of services will be made available to assist the workers with their unmet needs. The menu of services will include information

Post-secondary Education;

- Customized Training;
- ABE/ESL Provider;
- Human Services;
- Community Based Agencies assisting with support needs such as: financial, budgeting, housing, child care, and counseling services;
- Dislocated Worker Program Services;
- TRA/TAA when appropriate;
- Information on Unemployment Insurance.

When a layoff involves labor unions, WSA 6 staff, along with Rapid Response staff contact the union representatives to gain communication access to laid off workers and to partner with unions.

If the WSA does not have adequate formula funds to work with the affected workers, a proposal is submitted for potential funding. Once the grant is approved, a notice of funds available is issued to the WSA and services may begin.

In the case of small layoffs, the affected workers are normally served through the WIA DLW or SDW funds. All projects conducted in WSA 6 area will incorporate approved performance standards and common measures. The Executive Committee of the SW MN Workforce Council is charged with on-going review of performance standards and common measures. In addition, the performance data is reviewed regularly and informs management as to any potential difficulties.

13. (New Question) How will your local area work with DEED in calling in and conducting orientation sessions to people who are permanently unemployed?

When WSA #6 receives notification or hears of a mass lay off, the SW MN PIC WIA Adult/Dislocated Worker Program Manager will email and/or call a Rapid Response member with the information they have gathered. When WSA 6 receives notice that they will be the service provider for the project, WSA 6 staff work in coordination of the Rapid Response team to schedule and hold orientations for the workers with Rapid Response taking the lead.

For workers that do not require a project, a group orientation is held when appropriate. When group meetings are not an option, individual meetings are then scheduled with the workers to inform them of the services available.

In response to the current economic conditions and the addition of the Reemployment Services Specialist in WSA 6, the local Dislocated Worker staff will work closely with the RSS Specialist to assure that DW clients are identified and expanded services are provided, including expanded CJS, specialty workshops identified by job seeker needs and one-on-one assistance. The RSS staff will contact UI individuals, inviting them to orientation of WorkForce Center services. DW staff will participate in the orientations to share dislocated worker information and schedule them for appointments and enrollment as appropriate.

14. Who is the WIB's rapid response liaison for mass layoffs?

Name: Linda McCorquodale
 Title: WIA Adult/Dislocated Worker Program Manager
 Phone: 507-825-6858
 TTY: 507-537-6987
 E-mail: linda.mccorquodale@mnwest.edu

Law reference:

(b)(6) a description and assessment of the type and availability of youth activities in the local area, including an identification of successful providers of such activities;

15. Youth planning is a separate process and is not required with this submittal process.

Law reference:

(b)(7) a description of the process used by the local board, consistent with subsection (c), to provide an opportunity for public comment, including comment by representatives of businesses and comment by representatives of labor organizations, and input into the development of the local plan, prior to submission of the plan;

The response to question B.-16. must be limited to no more than 1 page.

16. Provide a description of the process used by the local board to provide an opportunity for public comment, including comment/input by representatives of business and labor organizations, prior to submission of the plan.

Public Input is obtained by posting notice in the fourteen (14) legal newspapers within the WSA. In addition, the Plan development was discussed with the Workforce Council membership at their meeting on April 2, 2009. The membership of the Council includes members of business and labor organizations – thereby their input is a part of the development. The Executive Committee met again on April 30, 2009 to review the development of the document. The plan was also submitted by email to committee members on May 13, 2009 for final review and approval. Due to scheduling official approval of the Local Plan will be obtained at the June 4, 2009 full SW MN Workforce Council meeting.

Copies of the affidavits of publication will be mailed under separate cover.

Law reference:

(b)(8) an identification of the entity responsible for the disbursement of grant funds described in section 117(d)(3)(B)(i)(III), as determined by the chief elected official or the Governor under section 117(d)(3)(B)(9);

17. Who is the entity responsible for the disbursement of grant funds?

Name: Southwest MN Private Industry Council, Inc
607 W Main
Lyon County Government Center
Address: Marshall, MN 56258
Phone: 507-537-6987
TTY: 507-537-6987

18. Within the entity, who has authority to sign local plans, and who has authority to sign WIA Master Agreements?

Name: Juanita Lauritsen
Title: Executive Director
Phone: 507-537-6987
TTY: 507-537-6987
E-mail: Juanita.Lauritsen@state.mn.us

Law reference:

(b)(9) a description of the competitive process to be used to award the grants and contracts in the local area for activities carried out under this subtitle;

The response to question B.-19. must be limited to no more than 2 pages.

19. Describe the competitive process to be used for awarding the grants and contracts in your local area for WIA activities.

WSA 6 is the direct provider of WIA services in WSA 6. Should the Council decide to implement a competitive process for services, they will comply with the procurement procedures as outlined in the financial management manual, which is based on OMB and DOL requirements.

Section C: System Operations and Attachments

Law reference:

(b)(10) such other information as the Governor may require.

In this section, WIBs must provide information needed to ensure that the local workforce delivery system meets certain legal requirements as well as complies with agreements between DEED and WSAs. This section also asks for information needed to respond to requests from legislative leaders, local leaders, DEED's executive management, and other interested parties.

1. List contact information for the designated Workforce Center Site Manager(s) in each of your WorkForce Center (WFC) locations. (For Site Manager Position Description, please refer to:

<http://www.deed.state.mn.us/wia/policy/title-one/sitemanager.htm>)

(Highlight, copy and paste additional contact information fields as needed for each WFC.)

WFC Location: Marshall Workforce Center

Name: Marshall Workforce Center

Title: Program Manager – SW MN PIC

Phone: 507-537-6236

TTY: 507-537-6237

E-mail: Mary.Mulder@state.mn.us

WFC Location: Montevideo Workforce Center

Name: Juanita Lauritsen

Title: Executive Director – SW MN PIC

Phone: 320-269-5561

TTY: 320-269-8819

E-mail: Juanita.Lauritsen@state.mn.us

WFC Location: Worthington Workforce Center

Name: Richard Mauer

Rehabilitation Counseling Supervisor

Title: _____

Phone: 507-376-3116

TTY: 507-376-3116

E-mail: Richard.Mauer@state.mn.us

2. List contact information for one Americans with Disabilities Act (ADA) coordinator for all partner programs in your local area.

Name: Kristen Tone

Title: Vocational Rehabilitation Services

Phone: 320-231-5174 Ext. 7543

TTY: 320-231-5175

E-mail: Kristen.Tone@state.mn.us

Reports To: Connie Giles

3. List contact information for the local Equal Opportunity Officer.

Name: **Juanita Lauritsen**
Title: **Executive Director – SW MN Private Industry Council, Inc.**
Phone: **507-537-6987**
TTY: **507-537-6987**
E-mail: Juanita.Lauritsen@state.mn.us
Reports To: **SW MN PIC/Workforce Council Board of Directors**

4. List contact information for one English as a Second Language (ESL) coordinator for all partner programs in the local area.

Name: **Pat Thomas**
Title: **ABE Consortium Director**
Phone: **507-537-7046**
TTY: **507-537-6237**
E-mail: pthomas@starpoinet.net
Harry Weilage – City of Marshall Community Development
Reports To: **Director**

5. List contact information for the local program complaint officer.

Name: **Juanita Lauritsen**
Title: **Executive Director – SW MN Private Industry Council, Inc.**
Phone: **507-537-6987**
TTY: **507-537-6987**
E-mail: Juanita.Lauritsen@state.mn.us
Reports To: **SW MN PIC/Workforce Council Board of Directors**

Please list the programs this individual is responsible for taking complaints:

WIA Title I and MFIP/DWP Programs

If the individual is NOT the complaint officer for any of the core partner programs, please list the contact information for the complaint officer for each of the other programs.
(*Highlight, copy and paste additional contact information fields as needed.*)

Program(s): **Wagner/Peyser; Vets**
Name: **Diane Schulte**
Title: **Job Service Manager**
Phone: **320-231-5174 Ext 7526**
TTY: **320-231-5175**
E-mail: Diane.Schulte@state.mn.us
Reports To: **Jim Korkki**

Program(s): Vocational Rehabilitation Services
 Name: Kristen Tone
 Title: Rehabilitation Area Manager
 Phone: 320-231-5174 Ext. 7543
 TTY: 320-231-5175
 E-mail: Kristen.Tone@state.mn.us
 Reports To: Connie Giles

6. List contact information for the local WFC data practices coordinator.

Name: Juanita Lauritsen
 Title: Executive Director – SW MN Private Industry Council, Inc.
 Phone: 507-537-6987
 TTY: 507-537-6987
 E-mail: Juanita.Lauritsen@state.mn.us
 Reports To: SW MN PIC Board of Directors

7. (New Question) Complete **Attachment D**, “Workforce Service Area Sub-Grantee List” and provide a current listing for each of the WSA Sub-Grantee names, services provided, funding source, city and state of Sub-Grantee, and whether the Sub-Grantee/Provider is located in a WorkForce Center (WFC).

8. Complete **Attachment B**, “Workforce Investment Board/ Council Membership List” and provide current contact information for the members of the local workforce investment board, **including any vacancies**, and the organizations that are represented on the board. Please indicate whether the business representatives come from “targeted high-growth / high wage” industries, and/or provide demand driven occupations, and/or provide career ladder occupations. (See either Minnesota Statute. §116L.666, Subdivision 3 or the Workforce Investment Act, Section §117 for required composition.)

9. Is there a revised joint powers agreement since last year’s plan submittal? If yes, please submit it, along with signature pages, with this plan.

Yes _____ No **X** Not Applicable _____

10. Is there a revised Memoranda of Understanding, as described in the Workforce Investment Act, since last year’s plan submittal? If yes, please submit it, along with signature pages, with this plan.(2)

Yes _____ No **X** Not Applicable _____

According to DOL Training and Employment Guidance Letter (TEGL) 5-03 (<http://wdr.doleta.gov/directives/attach/TEGL5-03.html>) program operators/service providers are required to provide Veterans Priority of Service in twenty (20) DOL-funded programs. These programs include WIA Adult and Dislocated Worker formula funded programs, Wagner-Peyser Employment services, Trade Act programs, National Emergency Grants, Senior Community Service Employment Programs (SCSEP), Migrant/Seasonal Farmworker Programs, H-1B Technical Skills Training Grants, Job Corps, WIA Demonstration Projects, Youth Opportunity Grants, WIA Youth Formula Grants, pilots, and Research and Development.

(2) For more information on Memoranda of Understanding (MOUs), including a MOU template, see: www.deed.state.mn.us/wia/mou.htm .

Additional reference: Final rules (dated December 19, 2008) for Veterans Priority of Service as it relates to DOL programs:
(<http://www.thefederalregister.com/d.p/2008-12-19-E8-30166>)

In addition, Governor Pawlenty's Executive Order 06-02
(<http://www.governor.state.mn.us/priorities/governorsorders/executiveorders/2006/february/PROD005612.html>)
requires state agencies and institutions of higher education to seek out and correct barriers to the employment and training of Veterans. Programs covered by this Executive Order include state-funded Dislocated Worker programs.

Considering the Public Law and Executive Order cited here, please answer the following questions pertaining to your local process and procedures that ensure that Veterans receive priority for service.

The response to questions C.-11. thru C.-13. must be limited to no more than 3 pages.

11. What is the process you use to identify Veterans coming into your WorkForce Center (WFC)?

WorkForce Center staff and management support and actively work toward providing preference to all Veterans coming into the local WorkForce Center. Staff is trained to solicit for and identify Veterans using services in the WorkForce Center. Staff have been provided information on DOD / DOL initiatives, including the Jobs For Veterans Act, and the “Key to Career Success” program.
Upon their initial visit to the WorkForce Center, customers are asked if they served in the United States Armed Forces, either active duty, National Guard or a reserve component. The aim is to make sure the veteran is informed of any resource available to them in the local community. The customer is given information about the local Veteran’s Employment Representative. Local Veteran’s Representatives participate in site meetings and are aware of the programs and services available in the WorkForce Center. They are in a position to make appropriate referrals to these programs. Also, WorkForce Center staff from all partners is cognizant of the community resources available to Veterans through the various community Agencies as well as those specific to Veterans.

12. What is the process you use to assess the needs of Veterans seeking service in your WFC, and how do you identify Veterans with a barrier to employment?

Assessment procedures of a written questionnaire with process guidelines are in place to allow the WorkForce Center staff to determine the level of services required by each applicant and if referral to the Disabled Veterans Outreach Program Specialist (DVOP) is appropriate

13. What is your process for referral to appropriate program staff, or in the case of a Veteran with an employment barrier, to the local Veterans Employment Representative?

WorkForce Center staff from all partners receive on-going training and updates at local WorkForce Center meetings to ensure that referrals to appropriate programs are made and that Veterans with barriers are referred to the DVOP. Upon the initial contact, a preliminary assessment is done either by the DVOP, if available, or by partner staff. This assessment is to determine whether the veteran may have more difficult barriers to overcome. If none exist, assistance is given in registering in MinnesotaWorks.net, and the customer is referred to appropriate program staff if appropriate. The Veteran is also encouraged to attend the universal workshops offered at the WorkForce Center. If there are indications that severe or multiple

barriers may exist, a more intensive assessment is conducted by the DVOP and a plan of action to deal with these barriers is implemented with the help of the veteran. Of course, the final goal is employment in the field chosen by the veteran with the guidance of the DVOP.

Staffing

Workforce Service Area: Southwest Minnesota – WSA 6

A. Please provide the **TOTAL** number staff for each WFC. Each partner is to complete the information. Please indicate your full-time and part-time equivalents* as of April 1, 2009. Do not include vacancies.

A	B	C	D	E	F	G	H	I	J	K	L	M
WorkForce Center	WSA Suprvsr	WSA Staff	WP Suprvsr	WP Staff	RS Suprvsr	RS Staff	SSB Staff	LVER and/or DVOP	Non-Profit Staff	(Non-Profit) Name of Agency	Other Staff	(Other) Name of Agency
Marshall	.85	8	.25	4.8	.80	5.75	1.88	.20				
Worthington	.15	7	.25	1.80	.60	4	0	.80				
Montevideo	.5	8.25				.10						
PIC Adm	.5	4										

*Full-time equivalent is a staff person who works more than 32 hours a week, receives benefits, etc. To separate out part-time from full-time, use the respective fraction of full-time. For instance, if one staff person works 40 hours a week and another works 20 hours a week part-time, the total would be 1.5 FTEs.

Column headings A – M corresponding definitions on the following page.

Column A – WorkForce Center: List each WFC in your WIB’s local WSA.

Column B – WSA Supervisors: Please identify the number of WSA managers located in each WFC. Do not include vacancies. Identify how the manager splits their time between WFCs (i.e., if the majority of a manager’s time is split between two WorkForce Centers, the table would indicate .50 for each of the two sites).

Column C – WSA Staff: Indicate number of WSA staff in the WFC. Do not include vacancies. If staff split their time between several sites, please indicate that in the table (i.e., .33 for each of three WFCs, etc). If staff are part-time, please indicate that also (i.e., .50, etc).

Column D – Wagner-Peyser Supervisor: Indicate the number of Wagner-Peyser manager(s) located in each WFC. Identify how the manager splits their time between WFCs (i.e., if the majority of a manager’s time is split between two WFCs, the tables would indicate .50 for each WFC).

Column E – Wagner-Peyser Staff: Indicate number of Wagner-Peyser staff in the WFC. If staff split their time between several sites, please indicate that in the table (i.e., .33 for each of three WFCs, etc). If staff are part-time, please indicate that also (i.e., .50, etc).

Column F – Rehabilitation Services Supervisor: Indicate the number of Rehabilitation Services manager(s) located in each WFC. Identify how the manager splits their time between WFCs (i.e., if the majority of a manager’s time is split between two WFCs, the tables would indicate .50 for each WFC).

Column G – Rehabilitation Services Staff: Indicate number of Rehabilitation Services staff in the WFC. If staff split their time between several sites, please indicate that in the table (i.e., .33 for each of three WFCs, etc). If staff are part-time, please indicate that also (i.e., .50, etc).

Column H – State Services for the Blind Staff: Indicate number of State Services for the Blind staff in the WFC. If staff split their time between several sites, please indicate that in the table (i.e., .33 for each of three WFCs, etc). If staff are part-time, please indicate that also (i.e., .50, etc).

Columns I – Veterans (LVERs and/or DVOPs): Indicate the number of LVERs and/or DVOPs located in each WFC. Identify how the LVER and/or DVOP splits their time between WFCs (i.e., if the majority of the manager’s time is split between two WFCs, the tables would indicate .50 for each WFC).

Columns J and K – Non-Profit Staff and Agency Name: Identify the number of non-profit staff (who are not WSA staff) in the WFC. Include the name of their agency in Column J.

Columns L and M – Other Staff and Agency Name: Identify the number of full-time or part-time staff who are Field Audit, BCD Reps, non DEED, or non WSA in your WFC. List their agency in Column L.

Certifications and Assurances

By signing and submitting this plan, the local workforce investment board is certifying on behalf of itself and the grant recipient, where applicable:

- A. That this *Program Year 2009 Local Unified Plan (LUP) UPDATE for an Integrated Workforce Investment System* was prepared and is in accordance with all applicable titles of the Workforce Investment Act of 1998 (WIA), Title V of the Older Americans Act, applicable Minnesota state statutes and that it is consistent with the Minnesota Unified State Plan;(3)
- B. that members of the local board and the public including representatives of business and labor organizations have been allowed at least a thirty day period for comment and that any comments representing disagreement with the plan are included with the local plan forwarded to DEED (as the Governor’s representative) by the local board and that available copies of a proposed local plan are made available to the public through such means as public hearings and local news media; (WIA, Section §118 (c))
- C. that the public (including individuals with disabilities) have access to all of the workforce investment board’s and its components’ meetings and information regarding the board’s and its components’ activities;
- D. that fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds paid through the allotments funded through the master agreement issued by DEED have been established;
- E. that veterans will be afforded employment and training activities authorized in WIA, Section §134, and the activities authorized in Chapters 41 and 42 of Title 38 US code, and in compliance with the veterans’ priority established in the Jobs for Veterans Act. (38 USC 4215.), U.S. Department of Labor, Training and Employment Guidance Letter 5-03, and Governor Tim Pawlenty’s Executive Order 6-02;
- F. that it is, and will maintain a certifiable local Workforce Investment Board (WIB) and it will maintain a certifiable local Youth Council;
- G. that it will comply with the confidentiality requirements of WIA, Section §136 (f)(3);
- H. that the master agreement and all assurances will be followed;
- I. that it will ensure that no funds covered under the master agreement are used to assist, promote, or deter union organizing;
- J. that collection and maintenance of data necessary to show compliance with the nondiscrimination provisions of WIA, Section §188, as provided in the regulations implementing that section, will be completed;
- K. that this plan was developed in consultation with local elected officials, the local business community, labor organizations and appropriate other agencies;
- L. that it acknowledges the specific performance standards for each of its programs and will strive to meet them;

(3) The State Unified Plan is available on the DEED website <http://www.deed.state.mn.us/wia/unifiedplan/>.

Certifications and Assurances

- M. that there will be compliance with the Architectural Barriers Act of 1968, Sections §503 and §504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990;(4)
- N. that WIB members will not act in a manner that would create a conflict of interest as identified in Regulations 20 CFR, Section §667.200(a)(4), including voting on any matter regarding the provision of service by that member or the entity that s/he represents and any matter that would provide a financial benefit to that member or to his or her immediate family;
- O. that Memoranda of Understanding and Cost Allocation Plans are in place and available upon request for each WorkForce Center within the WIB’s local workforce service area;
- P. that the required voter registration procedures described in Minnesota Statutes §201.162 are enacted without the use of federal funds;
- Q. that insurance coverage be provided for injuries suffered by participants in work-related activities where Minnesota's workers' compensation law is not applicable as required under Regulations 20 CFR, Section §667.274;
- R. that the local policies on fraud and abuse adheres to DEED’s Chapter 2.9 of WIA Title I-B and Related Activities Manual as required under Regulations 20 CFR, Section §667.630 (The local policy is to be in accordance with State requirements;(5))
- S. that it has provided an opportunity for public comment and input into the development of plan by persons with disabilities and has provided information regarding the plan and the planning process, including the plan and supporting documentation, in alternative formats when requested;
- T. that core services are integrated such that all WorkForce Center partners provide the same high level and quality of core services to job seeking customers;
- U. that all staff are provided the opportunity to participate in appropriate staff training;
- V. that an acceptable WIA program complaint procedure will be established and will be maintained;
- W. that an acceptable WIA discrimination complaint procedure will be established and will be maintained;
- X. that there is an agreement between the WIB and the ‘unit of local government’ (that represents the local elected official/s) that outlines what powers the unit of local government agrees to give the WIB on their behalf and how they are going to work together;

(4) See WIA Title I-B Related Activities Manual at Chapter 5: Complaints and Grievances, Section 5.3: Discrimination Complaint Handling Procedures, http://www.deed.state.mn.us/wpd/policy/titleIB/5.0_complaints/complaints5.3.htm

(5) See Chapter 2.9 of WIA Title I-B Related Activities Manual at: http://www.deed.state.mn.us/wpd/policy/titleIB/2.0_fiscal_mngmnt/fiscal_mngmnt2.9.htm

Certifications and Assurances

- Y. that (if applicable) if there is a joint powers board, that there is a joint powers agreement which outlines who is on the joint powers board and how the local units represented on it are going to work together;
- Z. that it will comply with the nondiscrimination provisions of WIA, Section §188 and it's implementing Regulations at 29 CFR, Part 37. Each grant applicant for financial assistance as defined in Regulations 29 CFR, Part 37.4 must include in the grant application the exact language as is in the following (29 CFR, Part 37.20):

ASSURANCES

As a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Investment Act of 1998 (WIA), the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- *WIA, Section §188, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity;*
- *Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;*
- *Section §504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;*
- *The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and*
- *Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;*
- *The Minnesota Human Rights Act of 1973, Minnesota Statutes, Chapter 363A, which prohibits discrimination on the bases of race, color, creed, religion, natural origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, citizenship, or age;*
- *The Americans with Disabilities Act of 1990 (42 USC 12101), as amended, which prohibits discrimination on the basis of physical sensory, or mental disability or impartment;*
- *Each grant applicant and each training provider seeking eligibility must also ensure that they will provide programmatic and architectural accessibility for individuals with disabilities.*

The grant applicant also assures that it will comply with Regulations 29 CFR, Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

Certifications and Assurances

Signature Page

Program Year 2009
Local Unified Plan UPDATE for an Integrated Local Workforce Investment System

Workforce Service Area Name: Southwest Minnesota – WSA 6

Workforce Investment Board Name: SW MN Workforce Council

Name and Contact Information for the WIB:

Mike Harmon, Chair
829 West Lake Avenue
Worthington, MN 56187

Name and Contact Information for the Local Elected Official(s):

Ron Antony, Chair
2535 – 230th Avenue
Canby, MN 56220

We, the undersigned, attest that this submittal is the Program Year 2009 Local Unified Plan UPDATE for our WIB / WSA and hereby certify that this LUP UPDATE has been prepared as required, and is in accordance with all applicable state and federal laws, rules, and regulations.

For the Workforce Investment Board

For the Local Elected Officials

Name: Mike Harmon

Name: Ron Antony

Title: Chairperson

Title: Chairperson

Signature: _____

Signature: _____

Date: June 4, 2009

Date: June 15, 2009