

**Program Year 2010
Local Youth Plan
WIA Youth Formula Grant and the Minnesota Youth Program**

Form 1 - Cover Sheet/Signature Page

APPLICANT AGENCY - Use the legal name and full address of the fiscal agency with whom the grant will be executed.	Contact Name and Address
Southwest Minnesota Private Industry Council, Inc. Lyon County Government Center 607 W. Main Street Marshall MN 56258 Telephone Number: 507-537-6987	Eriann Faris Southwest Minnesota Private Industry Council, Inc. Lyon County Government Center 607 W. Main Street Marshall MN 56258
Director Name: Juanita Lauritsen Telephone Number: 507-537-6987 FAX: 507-537-6997 E-Mail: JLauritsen@swmnpic.org	Contact Name: Eriann Faris Telephone Number: 507-537-6236 FAX: 507-537-6362 E-Mail: EFaris@swmnpic.org

MN Tax ID #: **3012698**

Federal Employer ID #: **411487964**

Local Website Address (if applicable): www.swmnpic.org
www.swmncareers.org

I certify that the information contained herein is true and accurate to the best of my knowledge and that I submit this application on behalf of the applicant agency.

Signature: _____

Title: Executive Director

Date: April 13, 2010

Checklist of Items to be Submitted With Regular WIA/MYP Plan Prior to DEED Approval

Form 1:	Signed Cover Page	__√__
	List of Youth Council Members	__√__
	List of All CURRENT Youth Service Providers	__√__
	Current Youth Council Mission Statement and Work Plan	__√__
	Current Request For Proposal (RFP) Used to Select Youth Service Providers	__√__
	Copies of Best Practices Supporting Shared Vision For Youth	__√__
Form 2:	Completed 2010 Budget For Regular WIA Youth	__√__
Form 2a:	Completed 2010 Budget Backup For Regular WIA Youth	__√__
Form 3:	Completed SFY 2011 Budget for Minnesota Youth Program	__√__
Form 4:	Completed WIA Youth Performance Measures Chart	__√__
Form 5:	Completed WIA Common Youth Performance Measures Chart	__√__

1. **Attach a Current Youth Council Membership List (see below for sample format).**

YOUTH COUNCIL MEMBER NAME	ORGANIZATION/REPRESENTING (examples: business, education, community-based organizations, youth, parent, etc.)
Chair: Tom Hoff Phone Number: (507) 537-2271 E-Mail: Tom.Hoff@swsc.org	Education
Deb Carrow	TRIO Upward Bound – Education – SMSU
Brad Chapulis	Economic Development/Municipalities
Judith Conway	University of MN Extension – Youth Services
Linda DeGriselles	Minnesota West CTC – Education
John Fitzgerald	Western Community Action Council – CBO
Tom Hoff	SW/WC Service Cooperative – Education
Karen Jacobsen	MN River Valley ALC – Education
Kelli Johnson	The Schwan Food Company, Inc. – Business
Bobbi Jo Kimpe	SW MN Housing – Foster Parent
Tim Kortsmit	Students in Free Enterprise – SMSU – Student/Youth
Pam Martinson	Customer Elations – Business
Richard Maurer	Rehabilitation Services
Linda Pesch	MN West CTC – Education
Tom Ries	Hy-Vee – Business
Karen Sabinske	Lincoln, Lyon & Murray Human Services – Public Assistance
Maureen Sullivan	Consultant – Parents
Pat Thomas	SW MN ABE Consortium – ABE/GED
Glenn Thuringer	Worthington Regional Economic Development Corporation – Business & BioScience
Kati Birhanzl	Youth Program Coordinator – SW MN PIC
Eriann Faris	Youth Program Coordinator – SW MN PIC
Hope Torma	Special Youth Projects Coordinator – SW MN PIC
Juanita Lauritsen	SW MN PIC – Director

2. Please provide an updated list of all current youth service providers (see below for sample format). The information provided in this chart will be posted on the DEED website. Please be sure that the contact person's name, phone number and e-mail address are entered correctly.

Youth Service Provider/Contact	WIA	MYP
Southwest Minnesota Private Industry Council, Inc. 607 W. Main Street Marshall MN 56258 Juanita Lauritsen, Executive Director 507-537-6987 JLauritsen@swmnpic.org	X	X

3. Attach a current Mission Statement and Work Plan for the Youth Council. Attach a current copy of the Request for Proposal (RFP) issued by the WSA/LWIB/Youth Council to select youth service providers.

- How does the WSA procure youth services under regular WIA and MYP?

The SW MN Workforce Council has elected to do self-delivery of services utilizing staff of SW MN Private Industry Council, Inc.

In addition, career exploration services are coordinated through and provided in conjunction with local school districts, area learning centers and Minnesota West CTC.

A DRAFT RFP is attached, should the SW MN Workforce Council elect to use the RFP process to select Youth Services Providers.

- Describe your WSA's program design for younger, in-school youth.

The Younger In-School Youth Program provided by SW MN PIC is designed to provide career awareness, career exploration, work experience opportunities, job seeking and keeping skills (one-to-one or in groups either as a class or elective workshop to attend either during the summer or after-school), career-exploration activities (one-to-one or in groups either as a class or elective workshop to attend either during the summer or after-school) such as career assessments, skills assessments, interest assessments, labor market information, etc., to ensure a successful pathway from high-school to post-secondary/workforce. Additional services may include driver's license obtainment, certificate obtainment (i.e. - Certified Nursing Assistant), or any other support service necessary for the young person to achieve their post-high school plans.

The program works in coordination with the local school districts in recruiting, identifying and serving this population.

Once youth have been identified for potential services, youth staff conducts a formal interview with each student. The interview process allows staff to

determine the level of assistance needed, the type of skills the youth has and identification of any barriers that may need to be addressed. Following this initial interview process youth are then selected for work experience opportunities and interviews are arranged with local worksite supervisors. Support services may be provided to assist with successful outcomes. Youth Staff continues to follow each student throughout their enrollment in the program (meeting at a minimum every 30 days) to assure that there are no issues and progress is being made. Most importantly, and in conjunction with the above services, staff works with the in-school youth to ensure that high-school completion occurs by either receiving a diploma or a GED.

- Describe your program design for older, out-of-school youth.

Older, out-of-school youth are provided services including, but not limited to: Career/skill Assessments, On-the-Job Training, work experience, classroom training assistance, labor market information and support services.

The program design for older, out-of-school youth consists of similar services identified for young, in-school youth. There is a stronger emphasis/focus placed on locating participants stable, high-pay, high-demand employment, whereas, young, in-school youth's focus is more on helping the students to understand their options and how to proceed with accessing those options. Job seeking and keeping skills (one on one or in groups either as a class or elective workshop to attend either during the summer or after-school), career-exploration activities (one on one or in groups either as a class or elective workshop to attend either during the summer or after-school) such as career assessments, skills assessments, interest assessments, labor market information, work experiences, and job placement.

- Describe the WSA's process for monitoring youth services under WIA and MYP.

WSA 6 monitoring is conducted on an on-going basis by the youth program team. Youth staff, at a minimum, checks in every 30 days with each program participant, or more frequently if needed. Staff also contacts the worksite supervisor if an individual is in a work placement experience, or with other appropriate contacts (i.e. –school personnel, corrections, human service social workers, etc) as needed. The contact may be by phone, email, or in person. During the monitoring visits staff checks to assure that all child labor laws, equal opportunity, and working conditions are in compliance. The Youth Staff also check with the youth and supervisor to determine the progress of the youth in meeting identified goals as outlined in their individual training plan and worksite agreement.

The on-going workshops offered by Youth Staff provide an opportunity for direct contact and discussion with participating students. This allows staff to view the individual's interpersonal skills, communication skills, and attitude and determine the impact that program services are having on each individual.

4. Describe the service delivery design for each of the following youth activities:

- Outreach and recruitment of participants:

Outreach and recruitment is conducted throughout the 14 county service by a multitude of methods, including but not limited to:

- SW MN PIC website – www.swmnpic.org
- Applications/materials left at local schools (middle-schools, high-schools, and Community and Technical Colleges, human service offices, local Community Action Offices, and correction/probation offices.
- Direct/personal contact by Youth Staff with each of the locations noted above;
- Newspaper/media releases – public interest stories, paid advertisements

- Eligibility determination:

Eligibility is determined based on criteria established by the Workforce Investment Act and the Minnesota Youth Program and outlined in the Youth Administrative Manual provided by the Department of Employment and Economic Development.

Youth staff provides all applicants with detailed information on materials required to process their application. Information to confirm eligibility must be documented and include: social security card or birth certificate; INS documentation (if applicable); driver's license or permit or school record; and family income documentation.

- Assessment strategy:

The Literacy/Numeracy Assessment tool that will be used to assess basic skills deficiencies for out-of-school youth participants will be the TABE. Each individual participating in the program is assessed both informally and formally during the initial intake process. The informal assessment process involves one-to-one review and discussion of the application and identification of barriers. The formal assessment includes the TABE and as needed other interest/aptitude assessments.

- Development of an individual service strategy:

Youth program staff develops the individual service strategy in concert with the youth participant and other key partners as appropriate, such as probation, social worker and/or school personnel. The ISS outlines the individuals strengths & interests; barriers; support services needed; identifies referrals for additional services; detailed information on work experience activity.

- Follow-up services:

Information gathered using informal and formal assessments such as surveys and the TABE, CareerScope, MCIS, MN Careers, etc. during enrollment and in

the course of the 12 month period following enrollment will be used to determine what follow up services are needed. Program follow-up services are available for up to 12 months after the participant completes their planned objectives.

5. Describe the WSA/LWIB/Youth Council's strategy to serve youth who have significant barriers to employment, including:

- out-of-school youth (including high school dropouts)

If the youth are enrolled in an alternative school, youth staff can provide needed services such as job placement and job keeping skills, career assessment and counseling. Additionally, special events are planned for ALC youth, including hands-on career exploration sessions at technical colleges, and workshops addressing self-sufficiency.

For out-of-school youth who are pursuing post-secondary training, career assessment is conducted as appropriate to determine whether the career path selected matches the aptitude and skill level of the individual. Labor market information is also provided to the individual to provide them detail as to employment opportunities and salary ranges. A financial review of the individual's case is conducted and if there appears to be an unmet financial need then financial resources are provided as appropriate to support tuition and book costs if an educational plan is developed and/or support services are required.

- youth with language or cultural barriers

Southwest MN PIC collaborates closely with the Southwest MN ABE/GED Consortium. When it is determined that language or cultural barriers to education or employment exist a referral to ESL classes is made. In addition, interpreters are available to work with individuals with language and cultural barriers. The SW MN PIC has in-house staff available to provide interpreter services to Spanish speaking participants. When necessary the language line may be used or interpreters hired to assist. Youth staff also works with the Minority Advocates located in the local schools.

- youth who have been adjudicated, or children of incarcerated parents

Youth who have been referred before release from a treatment facility may meet with youth staff and a facility discharge planner to discuss possible employment and career development options upon release. Youth who are not in a treatment facility, but are on probation are offered employment and job keeping opportunities, along with career exploration activities. SW MN PIC utilizes resources through the Youth Intervention Program, Juvenile Justice Program and Step Up for Youth Program to offer these services, along with MYP and WIA.

- youth with disabilities

Staff works closely with special needs teachers in high schools and alternative schools to address the employment needs of students with disabilities. Staff routinely attend IEP staffing and consult with Rehabilitative Services counselors to assist with future planning. Staff participates on the local CTIC's thereby having direct involvement in discussions and services directly impacting the Youth clients. In addition SW MN PIC is an active partner in the Competitive Employment Grant for Disabled Youth administered by the SW/SC Service Cooperative. This involvement provides direct communication and linkage to Region-wide Special Education personnel and other partnering agencies.

- homeless youth

Support services along with employment opportunities are provided to youth who are homeless. Referrals typically come through schools, community action agencies and family service agencies. Youth staff coordinates closely with county human services staff to assure that appropriate services and resources are available to assist the homeless youth in their transition.

The local community action agencies have ARRA resources to assist homeless individuals and provide work related assistance.

- youth in foster care (and aging out of foster care)

PIC youth staff is in direct communication with county social workers, school counselors, and private agencies dealing with foster care to provide employment services to youth being served through the foster care system. In addition to the WIA and MYP resources, SW MN PIC has resources from the Youth Intervention Program grant which are used to serve this population.

- migrant/seasonal farm worker youth

In order to better serve this population, PIC staff will increase awareness among county financial support workers for referrals. This will primarily affect the summer component. Services offered to the migrant/seasonal farm worker youth are the same as other program participants. Interpreters are provided to assist with language barriers if needed.

- Native American youth

The Upper Sioux and the Lower Sioux Native American communities are located within WSA 6. PIC Youth Staff will actively recruit youth from the communities, with the assistance of school personnel, and with the assistance of community youth program staff. Native American Youth who express an interest will be informed of available services and enrolled in the program as appropriate.

- Teen parents

Teen parents are a priority for service. Youth Staff informs the County Human Service Office of services available and seeks referrals. In addition, the PIC MFIP/DWP staff refers teen parents from their caseloads to PIC Youth Staff for services. Teen parents are enrolled in WIA, MYP or the ARRA MFIP Teen Parent Program. Services provided include, but are not limited to: career awareness, career exploration, career assessments, job keeping/seeking skills, life-long learning skills, labor market information, work experience and support services.

- Attach best practices which support the Shared Vision for Youth with an emphasis on services to the neediest youth. (see www.positivelyminnesota.com/youth/syv/syv.htm for sample best practices). **ATTACHED**

6. Describe how the local youth services strategy:

- Assures that WIA Youth and MYP activities are provided not as a standalone activity, but as part of an array of services available in the workforce service area. This response may include reference to Rehabilitation Services, State Services for the Blind, local education providers, health and human service providers, Job Corps, community based organizations, foster care, faith-based organizations, juvenile justice programs, Junior Achievement, Youthbuild, Apprenticeship, Minnesota Conservation Corps, etc.

Youth Services in WSA 6 are viewed as a comprehensive package. The membership of the SW MN Youth Council is comprised of representatives of the above identified organizations, as well as others such as business and economic development. A standing agenda item for the Youth Council meetings is partner updates. This is one way the service delivery design can be assured of complementing and cooperating with other youth programs throughout the service area. Also, PIC youth staff has developed an extensive network of youth-service agencies and often provide support or funding for activities offered in conjunction with another agency function, as well as offering an employment component to enhance other provider programming. Examples of this include working closely with community corrections to provide the employment piece to adjudicated youth; coordinating with Minnesota West Community and Technical Colleges to provide on-campus hands-on Career Exploration sessions to ALC students; assisting with Career Exploration Days sponsored by an area school consortium; and playing an active role in high school work experience programs along with other Workforce Center partners. Currently the Youth Program is working closely with Western Community Action collaborations in regard to green construction training opportunities. Students in Free Enterprise from Southwest Minnesota State University (Marshall) are instrumental in providing collaborative services to the local districts and working with identified youth programs.

- Fits into the overall vision and strategic direction for workforce development established by the LWIB in its most recent plan.

The SW MN Workforce Council's vision and mission follow:

- **Vision**: Provide a diverse and high-quality workforce that best meets the needs and challenges of the citizens and businesses of the Southwest Minnesota region.
- **Mission**: To be the accountable champion for an effective workforce development system that is appropriately integrated with education and economic development.

The youth services strategy, as developed in coordination with the Youth Council and the SW MN Workforce Council, is designed around a system that provides area youth with the resources and opportunities to develop their basic employment skills, explore career options, advance their leadership skills, advance critical thinking skills, address identified barriers (including academic skills deficiencies) to make them more employable and prepare them to be contributing members of their local communities. This strategy is directly in line with the vision and mission outlined by the SW MN Workforce Council and noted above.

7. Describe WSA/LWIB/Youth Council strategies for providing youth and parents with:

- Current labor market information regarding high-growth, in-demand occupations within your service area and/or region. This response can include a synopsis of your Outreach to Schools Initiative (for the WSAs operating the project during PY 2009).

The SW MN Workforce Council/Private Industry Council recognizes the critical need to educate youth, parents, educators and the general public about Labor Market information. Therefore the Council successfully launched the website: www.swmnpic.org/Youth Plan - PY10 - FINAL 4-14-2010.docx which has been successfully linked to the parent portals on the school district websites throughout southwest Minnesota.

The website is promoted throughout the WSA to schools, youth, parents, partnering agencies and the general public. The DEED Labor Market Analyst for the region, Cameron Macht, maintains the site with the latest information, keeping the data current and relevant for career decision making needs.

The SW Minnesota Outreach to Schools Program is another strong initiative which provided LMI information and career exploration to parents and students during the past program year as outlined below:

STUDENTS AND ACTIVITIES	Number of Youth Impacted:	100+	Number of Parents/Adults Impacted (if applicable):		5
	Grades of Youth Impacted: (indicate number in each category – estimate if necessary)	Pre-9 th Grade:	0	11 th Grade:	25
		9 th Grade:	0	12 th Grade:	75
		10 th Grade:	0	Post High School:	0
	Activities Provided: (indicate number of youth involved in the listed activities – estimate if necessary)	Assistance with career exploration tools	54	Job search / interviewing / resume assistance	36
		Group career planning	16	Business tours / job shadowing	30
		Individual career planning	75	WorkForce Center tours / information	30
		Post-secondary information / application assistance	30	Introduction to Regional Career Information Websites	100

The following is the latest SW MN LMI data provided by DEED LMI Analyst:

Based on our on-going analysis of industry employment statistics using DEED’s labor market information, there are many key industries in Southwest Minnesota. A list of the largest industries, with location quotients and recent job change, is included below:

Southwest Minnesota Industry	2009 Qtr. 02				Location Quotient (Minnesota)	Job Change 08-09	Job Change 08-09
	Avg. Weekly Wage	Number of Firms	Number of Jobs	Percent of Regional Jobs			
Total, All Industries	\$571	5,689	73,185	100.0%	1.0	-1,115	-1.5%
Health Care & Social Assistance	\$501	410	12,480	17.1%	1.1	260	2.1%
Manufacturing	\$695	266	12,421	17.0%	1.5	-473	-3.7%
Retail Trade	\$376	783	8,120	11.1%	1.0	11	0.1%
Educational Services	\$705	123	6,699	9.2%	1.1	-67	-1.0%
Accommodation & Food Services	\$206	383	5,342	7.3%	0.9	-144	-2.6%
Public Administration	\$587	386	4,378	6.0%	1.2	53	1.2%
Wholesale Trade	\$793	345	4,179	5.7%	1.2	161	4.0%
Construction	\$690	682	3,347	4.6%	1.1	-425	-11.3%
Finance & Insurance	\$722	383	2,880	3.9%	0.8	-105	-3.5%
Transportation & Warehousing	\$626	409	2,790	3.8%	1.1	-39	-1.4%
Other Services, Ex. Public Admin	\$382	448	2,095	2.9%	0.9	-139	-6.2%
Agriculture, Forestry, Fishing & Hunting	\$564	211	1,652	2.3%	2.1	71	4.5%
Professional & Technical Services	\$687	254	1,437	2.0%	0.4	72	5.3%
Administrative & Waste Services	\$536	167	1,422	1.9%	0.5	-32	-2.2%
Management of Companies & Enterprises	\$986	11	1,058	1.4%	0.5	-277	-20.7%
Arts, Entertainment, & Recreation	\$271	108	1,048	1.4%	0.7	-7	-0.7%
Information	\$590	84	604	0.8%	0.4	-25	-4.0%
Utilities	\$1,097	45	484	0.7%	1.2	31	6.8%
Real Estate & Rental & Leasing	\$339	144	437	0.6%	0.4	-36	-7.6%

Mining	\$735	14	111	0.2%	1.0	-1	-0.9%
Source: DEED Quarterly Census of Employment & Wages (QCEW) program							

After thoughtful analysis, various committees on the WorkForce Investment Board have decided to focus in more depth on three key industries in the region: health care, manufacturing and wholesale trade. Detailed reports were created for each of these sectors, and board members are regularly updated on industry employment changes within the region.

Despite the recent recession and job losses spread across industries in the region, there continues to be demand for many occupations, based on a relative ranking of current labor market information including job vacancy survey results, unemployment insurance claims, and occupational employment statistics. These three datasets form the basis for DEED's Occupations in Demand (OID) tool, which produces a list of the best employment opportunities in the region. While there are more than 275 occupations that are exhibiting some demand based on data from the 4th quarter of 2009, the top 114 occupations are included in the table below:

Southwest Minnesota Occupations in Demand, Spring 2010			
Job Title	Median Annual Wage	Planning Area Growth Rate	Education and Training Requirements
Sales Managers	\$129,065	Average	Bachelor's degree plus work exp.
Medical & Health Services Managers	\$61,661	Well Above Average	Bachelor's degree plus work exp.
Cost Estimators	\$37,215	Above Average	Bachelor's degree
Accountants & Auditors	\$50,445	Above Average	Bachelor's degree
Industrial Engineers	\$63,869	Above Average	Bachelor's degree
Market Research Analysts	\$87,867	Below Average	Bachelor's degree
Social & Human Service Assistants	\$24,535	Well Above Average	Moderate on-the-job training
Teacher Assistants	\$24,410	Well Below Average	Short-term on-the-job training
Registered Nurses	\$59,135	Well Above Average	Associate degree
Emergency Medical Technicians & Paramedics	\$27,873	Above Average	Postsecondary voc. training
Pharmacy Technicians	\$25,768	Well Above Average	Moderate on-the-job training
Licensed Practical & Licensed Vocational Nurses	\$37,006	Average	Postsecondary voc. training
Home Health Aides	\$22,160	Well Above Average	Short-term on-the-job training
Nursing Aides, Orderlies, & Attendants	\$25,449	Above Average	Postsecondary voc. training
Dental Assistants	\$43,674	Well Above Average	Moderate on-the-job training
Medical Assistants	\$24,327	Well Above Average	Moderate on-the-job training
Correctional Officers & Jailers	\$37,122	Above Average	Moderate on-the-job training
Police & Sheriff's Patrol Officers	\$45,331	Average	Long-term on-the-job training
First-Line Supervisors/Managers of Food Prep Workers	\$25,234	Average	Related work experience
Cooks, Restaurant	\$19,152	Average	Long-term on-the-job training
Bartenders	\$17,953	Average	Short-term on-the-job training
Combined Food Preparation & Serving Workers	\$16,519	Above Average	Short-term on-the-job training
Waiters & Waitresses	\$16,232	Average	Short-term on-the-job training
Janitors & Cleaners	\$25,618	Above Average	Short-term on-the-job training
Maids & Housekeeping Cleaners	\$19,754	Above Average	Short-term on-the-job training
First-Line Supervisors/Managers of Retail Sales Workers	\$27,331	Average	Related work experience
Cashiers	\$15,803	Well Below Average	Short-term on-the-job training
Retail Salespersons	\$17,565	Above Average	Short-term on-the-job training
Sales Representatives, Wholesale & Manufacturing	\$45,463	Below Average	Related work experience
Bookkeeping, Accounting, & Auditing Clerks	\$27,818	Average	Moderate on-the-job training
Tellers	\$25,670	Above Average	Short-term on-the-job training
Shipping, Receiving, & Traffic Clerks	\$27,508	Below Average	Short-term on-the-job training
Stock Clerks & Order Fillers	\$23,090	Well Below Average	Short-term on-the-job training
Office Clerks, General	\$24,202	Above Average	Short-term on-the-job training
First-Line Supervisors/Managers of Mechanics, Installers	\$53,654	Below Average	Related work experience
Mobile Heavy Equipment Mechanics, Except Engines	\$45,472	Above Average	Long-term on-the-job training
Industrial Machinery Mechanics	\$39,798	Above Average	Long-term on-the-job training
Electrical Power-Line Installers & Repairers	\$61,243	Well Above Average	Long-term on-the-job training
Slaughterers & Meat Packers	\$27,680	Below Average	Moderate on-the-job training
Laundry & Dry-Cleaning Workers	\$23,269	Average	Moderate on-the-job training

Truck Drivers, Heavy & Tractor-Trailer	\$32,531	Below Average	Short-term on-the-job training
Education Administrators, Elementary & Secondary	\$79,341	Well Below Average	Bachelor's degree plus work exp.
Compensation, Benefits, Job Analysis Specialists	\$54,760	Above Average	Bachelor's degree
Training & Development Specialists	\$40,858	Average	Bachelor's degree
Computer Software Engineers, Applications	\$87,694	Well Above Average	Bachelor's degree
Network & Computer Systems Administrators	\$60,030	Above Average	Bachelor's degree
Industrial Engineering Technicians	\$42,009	Average	Associate degree
Clinical, Counseling, & School Psychologists	\$58,642	Above Average	Doctor's degree
Adult Literacy, Remedial Education, & GED Teachers	\$47,078	Well Below Average	Bachelor's degree
Occupational Therapists	\$60,933	Well Above Average	Master's degree
Physical Therapists	\$71,685	Well Above Average	Master's degree
Speech-Language Pathologists	\$50,538	Well Below Average	Master's degree
Radiologic Technologists & Technicians	\$55,139	Well Above Average	Associate degree
Medical Records & Health Information Technicians	\$30,990	Above Average	Associate degree
Physical Therapist Assistants	\$43,712	Well Above Average	Associate degree
Bill & Account Collectors	\$28,887	Average	Short-term on-the-job training
Police, Fire, & Ambulance Dispatchers	\$43,267	Above Average	Moderate on-the-job training
Executive Secretaries & Administrative Assistants	\$38,150	Above Average	Related work experience
Farm Equipment Mechanics	\$39,058	Average	Long-term on-the-job training
Control & Valve Installers & Repairers	\$51,570	Well Below Average	Moderate on-the-job training
Computer-Controlled Machine Tool Operators, Metal	\$58,422	Below Average	Moderate on-the-job training
Sewing Machine Operators	\$24,973	Well Below Average	Moderate on-the-job training
Refuse & Recyclable Material Collectors	\$31,441	Well Above Average	Short-term on-the-job training
Marketing Managers	\$116,899	Below Average	Bachelor's degree plus work exp.
Financial Managers	\$87,002	Average	Bachelor's degree plus work exp.
Education Administrators, Preschool & Child Care	\$49,799	Well Below Average	Bachelor's degree plus work exp.
Engineering Managers	\$97,242	Well Below Average	Bachelor's degree plus work exp.
Social & Community Service Managers	\$64,302	Well Above Average	Bachelor's degree
Purchasing Agents & Buyers, Farm Products	\$54,404	Well Below Average	Long-term on-the-job training
Purchasing Agents, Exc Wholesale, Retail & Farm	\$50,251	Well Below Average	Long-term on-the-job training
Claims Adjusters, Examiners, & Investigators	\$48,173	Average	Long-term on-the-job training
Appraisers & Assessors of Real Estate	\$49,608	Average	Associate degree
Loan Officers	\$57,166	Above Average	Moderate on-the-job training
Cartographers & Photogrammetrists	\$49,222	Below Average	Bachelor's degree
Mechanical Engineers	\$64,296	Below Average	Bachelor's degree
Civil Engineering Technicians	\$51,385	Below Average	Associate degree
Substance Abuse & Behavioral Disorder Counselors	\$44,328	Well Above Average	Bachelor's degree
Rehabilitation Counselors	\$38,831	Well Above Average	Master's degree
Child, Family, & School Social Workers	\$47,498	Average	Bachelor's degree
Health Educators	\$48,282	Below Average	Bachelor's degree
Probation Officers & Correctional Treatment Spec.	\$62,909	Average	Bachelor's degree
Title Examiners, Abstractors, & Searchers	\$39,885	Well Below Average	Moderate on-the-job training
Instructional Coordinators	\$62,172	Above Average	Master's degree
Pharmacists	\$96,080	Well Above Average	First professional degree
Physician Assistants	\$96,608	Well Above Average	Master's degree
Surgical Technologists	\$38,185	Well Above Average	Postsecondary voc. training
Opticians, Dispensing	\$36,630	Well Above Average	Long-term on-the-job training
Occupational Therapist Assistants	\$40,564	Well Above Average	Associate degree
Medical Transcriptionists	\$30,951	Above Average	Postsecondary voc. training
First-Line Supervisors/Managers of Police & Detectives	\$68,685	Average	Related work experience
Cooks, Fast Food	\$16,858	Below Average	Short-term on-the-job training
Cooks, Institution & Cafeteria	\$26,218	Average	Moderate on-the-job training
First-Line Supervisors/Managers, Personal Service Workers	\$35,595	Well Above Average	Related work experience
Hairdressers, Hairstylists, & Cosmetologists	\$26,888	Average	Postsecondary voc. training
Securities, Commodities, & Financial Svcs. Sales Representatives	\$66,081	Above Average	Bachelor's degree
Customer Service Representatives	\$29,904	Above Average	Moderate on-the-job training
Loan Interviewers & Clerks	\$35,972	Well Below Average	Short-term on-the-job training
New Accounts Clerks	\$31,688	Well Below Average	Related work experience
Order Clerks	\$28,713	Well Below Average	Short-term on-the-job training
Legal Secretaries	\$38,562	Average	Associate degree
Telecommunications Line Installers & Repairers	\$40,749	Average	Long-term on-the-job training
Cabinetmakers & Bench Carpenters	\$34,865	Below Average	Long-term on-the-job training
Separating, Filtering, Clarifying, Precipitating Machine Operators	\$33,858	Well Above Average	Moderate on-the-job training
Mixing & Blending Machine Setters, Operators	\$34,634	Average	Moderate on-the-job training

Cutting & Slicing Machine Setters, Operators	\$32,307	Average	Moderate on-the-job training
Extruding, Forming, Pressing, & Compacting Machine Operators	\$36,468	Below Average	Moderate on-the-job training
Dental Laboratory Technicians	\$44,573	Well Above Average	Moderate on-the-job training
Bus Drivers, Transit & Intercity	\$32,425	Below Average	Moderate on-the-job training
Driver/Sales Workers	\$25,191	Well Below Average	Short-term on-the-job training
Conveyor Operators & Tenders	\$29,456	Well Below Average	Short-term on-the-job training
Cleaners of Vehicles & Equipment	\$19,416	Below Average	Short-term on-the-job training
Laborers & Freight, Stock & Material Movers, Hand	\$27,007	Below Average	Short-term on-the-job training
Tank Car, Truck, & Ship Loaders	\$38,873	Well Above Average	Moderate on-the-job training
<i>Source: DEED Occupations in Demand (OID) program, Spring 2010</i>			

Job counselors and job seekers can use the OID tool online to see more specific results for their geographic location, as the data is broken down in to economic development regions. (<http://www.positivelyminnesota.com/apps/lmi/oid/Default.aspx>) In addition, the online tool includes links to related programs at local post-secondary institutions for occupations that require additional training. WorkForce Center staff have been trained in how to navigate and use OID information.

The Workforce Readiness/Lifelong Learning Committee, of the SW MN WorkForce Council has been instrumental in creating and updating the Southwest Minnesota Careers website (www.swmncareers.org), which is a comprehensive online resource for regional career exploration and job searching.

- The WSA’s approach to assuring work readiness skill attainment for youth participants through WIA or MYP. Are work readiness certificates/credentials available to youth?

WSA 6 Youth Programs focus on Work Readiness Skill attainment as a core performance measure that is tracked on an on-going basis for youth participating in the work experience component of the programs. The process used to track work readiness is to have the worksite supervisor evaluate/rate the youth on the key categories of:

- Attendance/Punctuality (Dependability)
- Positive Attitude/Behaviors
- Interpersonal Skills (Communication, Relations)
- Decision Making/Stability
- Communication Skills – Written & Verbal
- Appearance

The rating system is located on the students’ timecards and is evaluated bi-weekly in accordance with the pay periods. The supervisors’ of each student complete the evaluation using a likert scale of 1-4; 1 being “unacceptable” and 4 being “exceeds requirements”. Youth program staff review the results of the bi-weekly evaluations and follow-up with youth worker and supervisor to discuss the positive reports and outline a plan of action for any of the areas needing improvement.

Formal work readiness certificate/credentials are not provided at this time. WSA staff is in the process of reviewing more formal certification tools and may incorporate a nationally recognized certification/credential process in the future.

- Work experience, on-the-job training, and/or internships in high-growth, in-demand occupations (public and private sector).

Youth are provided information in high-growth, high-pay occupations as part of the career exploration component of the program. Youth staff focuses worksite recruitment and project opportunities that are related to these occupations. When youth are placed in work experience, OJT and/or internships staff make an effort to provide opportunities which will expose youth to the high-growth, high-paying occupations in the region.

Work experience, internships or training which focuses on “green” jobs and Minnesota’s “green economy.”

‘Green’ Jobs are strongly identified opportunities for youth in WSA 6. Staff works with local businesses to identify opportunities in these areas. During PY09 opportunities were developed with Clean-Up the River Environment (CURE) in Montevideo and also with Western Community Action Agency’s weatherization program. Other ‘green’ focused opportunities that youth were involved with included: positions at recycling centers, landscaping with green materials, county parks, city workers, and construction workers utilizing green housing materials.

The Southwest Minnesota Private Industry Council and the Western Community Action Council have teamed up to put youth to work in projects such as “Community Gardens” and “Natural Playground”. Regarding the “Community Gardens” project youth will work with Western Community Action Council employees to start from scratch creating a garden which will include educating the students on “green” landscaping not only to beautify but also to create an effective means of irrigation, drainage, etc. The students will then begin growing the garden while learning about how to take food to market, preparing extra food for community food shelves, among many other environmental, entrepreneurship, community involvement and work development skills which will be developed. The “Natural Playground” project will entail youth working alongside of Western Community Action Council employees to create a playground using the land to create slides, teeter totters, tricycle paths. The youth will learn some construction skills, landscaping skills, community development, as well as developing their work skills.

- Youth safety training information and/or curriculum.

SW MN PIC Staff provide safety training during orientation sessions at each worksite. The information is part of the orientation packet and provided to both the supervisor and the youth worker.

In addition to the SW MN PIC’s safety orientation the employer will also offer safety training as if they were an employee of their own.

8. Describe the WSA's method(s) for recruiting and retaining a sufficient number of age-appropriate worksites for youth, including steps taken to assure that workplace supervisors receive training as appropriate.

At the beginning of both the summer and year-round youth employment programs a letter thanking the current worksites as well as an appreciation award certificate is sent to the worksite supervisors. In addition, a letter stating the impact employers have had on the youth employment programs in the past is sent to other worksites who are not currently participating in order to gauge possible future participation with the SW MN PIC's youth employment program. A follow-up/acknowledgement letter is then sent back to those new worksites who returned a "worksite request form "which demonstrates their willingness to participate in future youth employment programs." Steps taken to assure that workplace supervisors receive appropriate training includes a monthly newsletter mailed to each current worksite with tips on working with youth, safety tips, child labor laws and mentoring

9. Describe the role that private sector employers play in developing/providing services for youth. Include information on the type and number of private sector employers providing internships, on-the-job training, tours, mentors, job shadowing opportunities, etc.

In addition to the activities which have been in place for the past program year, an extensive outreach and marketing campaign to gain new work experience sites was implemented. Youth staff provided information and presented to various organizations and Boards including County Commissioner meetings, Workforce Council and civic groups to share information about services for youth. Private sector is also represented on the youth council as well as non-profit organizations, community action agencies, education districts, City and County departments, and retail, all of which assist with the marketing effort. The Youth Staff have recruited and placed more youth in private sector placements.

10. Describe the WSA's plans to provide financial literacy training, youth entrepreneurship training, and/or life skills training to participants.

Financial literacy training will be incorporated into the life skills training and workshop opportunities that youth participate in. In addition to information provided by the Youth staff, Students in Free Enterprise (SMSU) will be conducting "Money Smart" sessions encompassing 8 topic areas: banking basics; understanding checking accounts; budgeting; saving money; borrowing basics; credit cards; paying for college and cars; and renting an apartment.

Budge-It is another curriculum that SIFE has developed, which teaches students about debt management through a short curriculum followed by an interactive board game. This curriculum will also be incorporated into workshops.

Let's Get to Business is another curriculum that SIFE developed and is a project that teaches high-school students the steps in starting their own business and this curriculum will also be incorporated into the workshop series.

11. Describe plans to refer youth to apprenticeship opportunities as follow-up to services offered under WIA and MYP.

Staff will become more familiar with apprenticeship opportunities in an effort to provide information to youth during the follow-up phase of program services. In working with Minnesota West CTC and the Department of Labor & Industry, youth staff will familiarize themselves with opportunities that exist and then provide that information to participants.

12. Describe any incentive policies which will be used to reward individual participants for excellence in work and academics.

Monetary rewards for youth participants are not a standard component of the SW MN PIC Youth Program. However, it is recognized that there may be circumstances where an incentive may be appropriate. Currently there is no specific policy established. The Youth Staff will review the need for and develop a policy for potential implementation. The policy, if developed, will be reviewed and approved by the Youth Council and the Workforce Council prior to implementation. Review done during PY 09. WSA 6 is considering options of providing incentives such as assisting with tool purchases, which participant could keep if they successfully complete training and obtain employment in field of training, providing a small (\$5) gift certificate for reaching established benchmarks, taking participant to lunch, etc. Youth staff will continue to review and develop a draft policy for the Youth Council to review and potentially adopt during PY 2010.

13. Describe how the WSA/LWIB/Youth Council currently defines the sixth criteria for youth eligibility under WIA: “An individual who requires additional assistance to complete an education program, or to secure and hold employment.”

The sixth criteria for youth eligibility under WIA for WSA 6 will be defined as:

“An individual who requires additional assistance to complete an educational program” will be defined as a youth, 14 – 21 years of age, who is not performing, and/or has a history of not performing, at required grade equivalent level, demonstrates poor attendance, behavioral issues or other at-risk behavior as documented by educational institution. This includes students in mainstream programs, alternative learning centers and/or alternative learning programs.”

In addition, the sixth criteria for SW MN will include “persons 14 – 21 years of age who need additional assistance to hold or obtain employment in who are identified as persons who verify/document a comprehensive job search for the previous six (6) months and are still unemployed at time of application.”

14. Up to five percent of youth participants served by WIA youth programs in a local area may be individuals who do not meet the income criteria for eligible youth, provided that

they fall within one or more of the categories as described in WIA §129(c)(5).

Describe your WSA's use of the "5% window" for non-income eligible youth and any WSA/LWIB/Youth Council policies governing any targeting of specific subgroups that meet local priority of service.

The 5% window in WSA 6 will be utilized for special considerations on a case-by-case basis for an individual who exhibits one or more of the following challenges:

- **Lack of family support confirmed by school official and/or professions (i.e. – counselor, social worker, etc)**
- **Lack of job opportunities within the local community**
- **Ethnicity**

Requests for use of 5% window must be staffed and approved by Director.

15. **If your area (or service providers within your area) intends to use Individual Training Accounts (ITAs) for serving older youth and/or out-of-school youth, please describe the following:**

WSA 6 will not implement ITA's.

- Who will be an appropriate candidate for an ITA?
- Who will be required to sign off on an ITA?
- What will be the pay mechanism (e.g. vouchers, electronic fund transfer, consumer "smart cards," or other methods)?
- What processes or procedures will be used to track ITA payments?
- Will the ITA be for a specific amount or time period?
- Will the ITA include anything other than tuition, books, fees and supplies (such as supportive services)?

**Form 2 – 2010 Budget Information Summary: Regular WIA Youth
(See page 14 for definitions of cost categories)**

WSA:	WSA 6 – Southwest Minnesota Private Industry Council, Inc.
Contact:	Pamela Russell – Fiscal Manager
E-Mail Address:	PRussell@swmpic.org
Phone:	507-537-6987
Date Submitted (or Modified):	4/13/2010
Grant Number:	

Cost Category	Carryover From 2009*	New Funds Under WIA	Total Funds Available	Estimated Cumulative Quarterly Expenditures*			
				4/1/10 to 6/30/10	7/1/10 to 9/30/10	10/1/10 to 12/31/10	1/1/11 to 3/31/11
Administration	6,750	39,483	46,233	8,780	20,340	31,338	46,233
WIA Youth Program Financial Information							
Youth Participant Wages and Fringe Benefits	55,875	213,207	269,032	47,290	109,620	168,697	248,797
Direct Services to Youth	3,375	138,190	141,565	30,730	71,190	109,600	161,800
Support Services	1,500	3,950	5,500	1,000	2,250	3,750	5,500
TOTAL:	67,500	394,830	462,330	87,800	203,400	313,385	462,330

Pct. Of Funds Expended on Out of School Youth:	37%
Pct. Of Funds Expended on Administration Costs:	10%

Estimated Number of Youth Served (4/1/10 – 3/31/11)	
Younger Youth	105
Older Youth	25
TOTAL	130
In-School	90
Out-of-School	40

*No more than 20 percent of local WIA Youth funds may be carried over into the next year.

**Form 2a – 2010 Budget Backup: Regular WIA Youth
(Cost Categories Consistent With DEED Monthly Financial Status Reports)**

WSA:	WSA 6 – Southwest Minnesota Private Industry Council, Inc.
Contact:	Pamela Russell – Fiscal Manager
E-Mail Address:	PRussell@swmnpic.org
Phone:	507-537-6987
Date Submitted (or Modified):	4/13/2010
Grant Number:	

Cost Category	Carryover From 2009*	New Funds Under WIA	Total Funds Available	Estimated Cumulative Quarterly Expenditures*			
				4/1/10 to 6/30/10	7/1/10 to 9/30/10	10/1/10 to 12/31/10	1/1/11 to 3/31/11
Administration	6,750	39,483	46,233	8,780	20,340	31,338	46,233
In-School Youth	17,472	94,167	111,639	13,400	49,125	78,150	111,639
Summer In-School Youth	20,800	115,090	135,890	17,665	59,800	102,000	135,890
Out of School Youth	6,728	51,190	57,918	4,500	24,900	43,450	57,918
Summer Out of School Youth	15,750	94,900	110,650	10,200	60,900	83,850	110,650
TOTAL:	67,500	394,830	462,330	87,800	203,400	313,385	462,330

Pct. Of Funds Expended on Out of School Youth:	37%
Pct. Of Funds Expended on Administration Costs:	10%

*No more than 20 percent of local WIA Youth funds may be carried over into the next year.

Form 3 – SFY 2011 Budget Information Summary: Minnesota Youth Program*
(See page 14 for definitions of cost categories)

WSA:	WSA 6 – Southwest Minnesota Private Industry Council, Inc.
Contact:	Pamela Russell – Fiscal Manager
E-Mail Address:	PRussell@swmnpic.org
Phone:	507-537-6987
Date Submitted (or Modified):	4/13/2010
Grant Number:	

Cost Category	Cumulative Quarterly Expenditures for SFY 2011**					Carry Over to SFY12*
	Total Funds Available	7/1/10 to 9/30/10	10/1/10 to 12/31/10	1/1/11 to 3/31/11	4/1/11 to 6/30/11	
Administration	19,590	2,952	7,280	13,382	19,590	
Minnesota Youth Program Financial Information						
Youth Participant Wages and Fringe Benefits	74,107	11,842	23,685	47,392	74,107	
Direct Services to Youth	35,000	4,550	11,198	23,030	35,000	
Support Services	2,500	450	950	1,750	2,500	
TOTAL:	131,197	19,794	43,113	85,554	131,197	

*MYP funds CANNOT be carried over into the next biennium (SFY 2012), beginning on July 1, 2011.

**All quarterly figures must be cumulative.

Estimated Number of Youth Served (7/1/10 - 06/30/11)	
Summer	45
Year-Round	20
TOTAL	65

Definitions of Cost Categories

Administration – Costs are defined by WIA Final Rules and Regulations (20 CFR, Section §667.220) and are generally associated with the expenditures related to the overall operation of the employment and training system.

Youth Participant Wages and Fringe Benefits – Wages and benefits paid directly to youth participants while engaged in program activities. Stipends provided for educational activities should be included in this cost category.

Direct Services to Youth – Costs associated with providing direct service to youth, **EXCLUDING** costs of youth participant wages and fringe benefits and support services. Wages and fringe benefits for staff who provide direct services to youth participants should be included in this cost category.

Support Services – Items that are necessary for a youth to participate in WIA, such as transportation, clothing, tools, child care, housing/rental assistance, school-related expenses, etc. These expenses may be paid directly to the youth or to a third-party vendor.

FORM 4: WIA Youth Performance Measures

WSA:	WSA 6 – Southwest Minnesota Private Industry Council, Inc.
Contact:	Eriann Faris
E-Mail Address:	EFaris@swmnpic.org
Phone:	507-537-6236
Date Submitted (or Modified):	4/13/2010
Grant Number:	

Younger Youth Performance	PY 2007 (ACTUAL)	PY 2008 (ACTUAL)	PY 2009 STATE GOAL	PY 2009 (PLANNED)	PY 2010 (PLANNED)
Basic Skills Attainment Rate	85%	92.7%	90%	90%	90%
Younger Youth Diploma Rate	75%	90.5%	75%	75%	75%
Younger Youth Retention Rate	70%	92.9%	70%	70%	70%

Older Youth Performance	PY 2007 (ACTUAL)	PY 2008 (ACTUAL)	PY 2009 STATE GOAL	PY 2009 (PLANNED)	PY 2010 (PLANNED)
Older Youth Placement Rate	70%	100%	75%	75%	75%
Older Youth Retention Rate	75%	100%	78%	78%	78%
Older Youth Six-Month Wage Gain	\$2,800	\$7495	\$3,800	\$3,800	\$3,800
Older Youth Credential/Diploma Rate	53%	100%	55%	55%	55%

FORM 5: WIA Common Youth Performance Measures (PLANNING ONLY)

WSA:	WSA 6 – Southwest Minnesota Private Industry Council, Inc.
Contact:	Eriann Faris
E-Mail Address:	EFaris@swmnpic.org
Phone:	507-537-6236
Date Submitted (or Modified):	4/13/2010
Grant Number:	

OMB Youth Common Measure	PY 2008 (ACTUAL)	PY 2009 (PLANNED)	PY 2010 (PLANNED)
Placement in Employment or Education	83.3%	58.5%	59.0%
Degree or Certificate Attainment	85.7%	48.8%	49.9%
Literacy/Numeracy Gains	0%	21.2%	22.2%

NOTE: This is a planning document meant to be used to create local baseline data for the Common WIA Youth Measures.

Government Performance Results Act (GPRA) National Performance Goals for Employment and Training Programs (per TEGL 9-08, Change 1)

Common Youth Measure	RESULTS	TARGETS		
	2007	2008	2009	2010
Placement	62%	59.4%	58.5%	59.0%
Attainment	57%	50.9%	48.8%	49.9%
Literacy	30%	23.2%	21.2%	22.2%

PLANNING ESTIMATES

Attachment A

WSA	PY 2010 WIA Planning Estimate	SFY 2011 MYP Planning Estimate
WSA 1 - Northwest	\$435,175	\$78,582
WSA 2 - RMCEP	\$2,001,101	\$388,292
WSA 3 - Northeast	\$923,983	\$200,358
WSA 4 - Duluth	\$392,364	\$87,102
WSA 5 - CMJTS	\$1,283,023	\$283,591
WSA 6 - Southwest	\$423,987	\$131,197
WSA 7 – South Central	\$648,021	\$163,502
WSA 8 - Southeast	\$1,122,988	\$267,793
WSA 9 – Hennepin/Carver	\$474,576	\$332,404
Carver County (MYP)		\$27,718
WSA 10 - Minneapolis	\$1,218,373	\$338,634
WSA 12 - Anoka	\$268,868	\$176,751
WSA 14 – Dakota/Scott	\$422,709	\$180,816
Scott County (MYP)		\$35,684
WSA 15 - Ramsey	\$1,341,752	\$375,943
WSA 16 - Washington	\$214,190	\$89,597
WSA 17 – Stearns/Benton	\$467,990	\$131,891
WSA 18 – Winona	\$122,397	\$35,143

PY 2010 WIA Youth (April 1, 2010 to March 31, 2011):

Final WIA Youth Formula Grant allocations are scheduled to be provided to states and WSAs in March of 2010. The planning estimates provided above are based on each WSA’s PY 2009 Youth Formula Grant allocation. WSAs will not be required to submit a Budget Information Summary for WIA Youth funds until final allocations are released.

SFY 2011 MYP Funds (July 1, 2010 to June 30, 2011):

The MYP estimates are based on the SFY 2010 MYP allocations. Final MYP allocations for SFY 2011 will be issued pending action by the Minnesota Legislature.