



**Southwest Minnesota Workforce Council**  
**Lyon County Courthouse - Third Floor**  
**607 West Main Street**  
**Marshall, MN 56258**  
**507-476-4060**

**Vision Statement:** To be the accountable champion for an effective workforce development system that is appropriately integrated with education, business, and economic development.

**Mission Statement:** To provide a diverse and quality workforce that best meets the needs and challenges of the Southwest Minnesota Region.

To: Southwest Minnesota Workforce Council Members  
From: John Roiger, Chair  
Date: November 23, 2016  
Subject: **December, 2016 Workforce Council Meeting**

The Southwest Minnesota Workforce Council is scheduled to meet as follows:

**THE EXECUTIVE COMMITTEE WILL BE MEETING AT 3:00 P.M.**

**FULL COUNCIL MEETING**  
**THURSDAY, DECEMBER 1, 2016 - 4:00 P.M. – 6:00 P.M.**

**MARSHALL MERIT CENTER**  
**1001 West Erie Road (County Rd. 33)**  
**Marshall, MN 56258**

From North - Hwy 59 South: Turn right onto 290th St/W Erie Rd (County Rd 33)– Merit Center will be on your left side.

From South – Hwy 59 North: Turn left onto 290<sup>th</sup> St/W Erie Rd (Country Rd 33)

**Please email [JLauritsen@swmnpic.org](mailto:JLauritsen@swmnpic.org) if you are unable to attend the meeting.**

If special accommodations are needed (such as an interpreter, assistive listening device, material in alternate format or other needs), please call 507-476-4060 at least five days prior to meeting.

An Equal Opportunity Employer/Provider  
Upon request, this information is available in alternate format.

**AGENDA**  
**SOUTHWEST MINNESOTA WORKFORCE COUNCIL**  
**DECEMBER 1, 2016**  
**MERIT CENTER**  
**1001 Erie Road (County Road 33)**  
**MARSHALL, MN**  
**4:00 P.M.**

**I. Call to Order – John Roiger, Chair**

**II. Introductions/New Members**

- Tyler LeBrun, Rock County Private Sector Representative
- Kimberly Phillips, Jackson County Private Sector Representative
- Stacey Karels, Labor Representative

**III. Approve Agenda & Additions**

**IV. Consent Agenda Items**

(Items listed under consent agenda will be enacted by one motion. Board members may request items be removed from consent agenda to be considered separately).

- Workforce Council Meeting Minutes - August 4, 2016
- Executive Committee Minutes - September 1, 2016; October 12, 2016; and November 3, 2016; (**Note:** October 12, 2016 Minutes reflect approval of the following items that were scheduled for review and discussion at the October 7, 2016 meeting which was cancelled: 1) WIOA Local Letter Responses; 2) Marshall & Worthington Cost Allocation Plans; 3) WIOA PY15 Transfer of Funds Request from WIOA Adult to WIOA Dislocated Workers; 4) Pioneer TV Underwriting Proposal for Regional Awareness Initiatives; and 5) Workforce Council Director & Officer's Insurance)
- SW MN Youth Council Minutes - August 4, 2016
- SW MN PIC Report

**Action Requested:** Motion to approve Consent Agenda

**V. Reports**

- Executive Committee – John Roiger
- WIOA Region 5 – November 4, 2016 Regional Leadership Meeting – Robyn Leese/Juanita Lauritsen
- Job Service – Reggie Worlds
- Vocational Rehabilitation Services – Mimi Shafer

**VI. Ron Skjong – Program Manager of Karen Organization of MN, Marshall Office**

Ron will provide an overview of the Karen Organization of MN and their work in the Southwest area.

**VII. Luke Greiner, DEED LMI Analyst – Disparities in SW MN**

Luke will provide LMI data regarding disparities in SW Minnesota.

**VIII. Carrie Bendix, Rural Career Counseling Coordinator**

Carrie will provide an overview of the asset mapping project as required by the RC3 legislative funding.

**IX. Business Items**

**A. WIOA Region 5 (SC & SW) Memorandum of Understanding (MOU)**

The WIOA Region 5 Leadership Team met on November 4, 2016 in New Ulm. At the meeting, they reviewed and approved the WIOA Workforce Development Planning Region 5 Memorandum of Understanding (MOU) and recommended that the MOU be moved forward to the two (SC & SW) Local Elected Official Boards and the Local Workforce Development Boards for ratification and signatures.

**Action Requested:** Board should take action on approval of the MOU as attached.

**B. PY15 Financial & Compliance Audit – SW MN Private Industry Council**

The SW MN PIC's annual financial audit was conducted by CliftonLarsonAllen the week of October 3, 2016. The draft audit was presented to the SW MN PIC at their November 21, 2016 meeting. PIC, as designated by the Local Elected Official Board is the fiscal agent for the Title I WIOA funds in Local Workforce Development Area 6. The audit was classified as a clean audit with no significant findings.

**Action Requested:** The Workforce Council should go on record as confirming review and approval of audit as presented.

**X. SW MN Workforce Council Committees**

Staff will review the approved Workforce Council Committees as outlined in the WIOA Plan. Members will be encouraged to sign up for a committee of interest. Attached is the approved committee structure.

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

**XII. Other Business**

**XIII. Upcoming Meetings**

- Executive Committee – January 5, 2016 – 4:00 p.m.
- Workforce Council – February 2, 2016 – 4:00 p.m.

**XIV. Adjourn**