

# SE MN Workforce Development Board

January 4, 2018, 2:00 PM

Workforce Development, Inc.

Rochester, Minnesota

## Minutes

**Members Present:** Guy Finne (Chair), Randy Johnson (Executive Director), Aaron Benike, Julie Brock, Brian Cashman, Jeff Custer, Russell Hess, Jean Larson, Kris Pierce, Michelle Pyfferoen, Jim Root, Wayne Stenberg, Andy Toft, Rob Van Craenenbroeck, Tami Walker, Joy Watson, Nikki Weber-Knutson, Holly Zuck, Jill Miller (Note Taker)

**Others Present:** Susan Boehm, Beth Christensen, Jennifer Hamilton, Jen Keller, Laura Link, Marleen Lundberg, Jeff McCabe, Jinny Rietmann, Orlando Smith, Jakki Trihey

A quorum was present, and Guy Finne called the meeting to order. Introductions were made. Jean Larson, from Bergquist, a Henkel Company, introduced Laura Link. Bergquist, a Henkel Company will retain their seat on the Workforce Development Board (WDB); however, Laura will be their new WDB representative going forward. **Jean Larson moved for consent of the January agenda; Julie Brock seconded, and the motion passed. Joy Watson moved for consent of the December meeting minutes; Michelle Pyfferoen seconded, and the motion passed.**

Randy Johnson gave a WDB member update. There are currently three open seats on the Board. Public-Higher Education seat: Dorothy Duran has resigned her position as President of Minnesota State College Southeast. Both Rochester Community and Technical College (RCTC) and MN State College Southeast will be selecting new presidents in the next several months. After a discussion with the other two college presidents within our Workforce Development, Inc. (WDI) service area, they elected to wait until the new presidents are in place and then proceed with a vote. Public CBO-Older Workers seat: This seat was previously held by Nancy Hoffman from Experience Works. Randy discussed that a new contact is in the works. Private – Rice County: Randy is currently meeting with a few businesses in that county.

### **Program Reports**

#### **Management Committee – Jeff Custer**

- **Fiscal Report: (Attachment A)** Jeff reported that we are on budget for the fiscal year. He indicated that we are 50% of the way through the year. The budget is a little lower than last year. **Wayne Stenberg moved to approve the Fiscal Report; Holly Zuck seconded, and the motion was approved.**
- **Audit:** He stated WDI had two sets of audits going on simultaneously; a financial audit of funds and a governmental audit of programs. In both instances, we had clean, unmodified opinions. Guy Finne commented that it is comforting to have an organization that is well-managed and fiscally sound. He recognized Brian Ashton and staff for their excellent work. Randy Johnson informed the Board that the entire audit will be available to view on the WDI website later this afternoon. He indicated that the financial audit showed a reduction in both revenue and expenses for this fiscal year, as compared to last year. WDI used \$130,000 in unrestricted funds this year. Randy noted that we are busy writing grants, and he is very hopeful that we will be awarded money from several grants in the next couple of months. **Wayne Stenberg moved to accept the final audit report as presented, Tami Walker seconded, and the motion passed.**

#### **One Stop Operating Partners – Julie Brock**

- Julie reported that there was a quorum. She indicated that the partners reviewed the WorkForce Center (WFC) Self-Certification Checklist. There was an action item to approve an addendum to the Memorandum of Understanding (MOU) partner List. Julie stated that a motion was brought forward to replace Experience Works with Senior Service America, Inc. (SSAI), a national grantee for the Senior Community Service Employment Program (SCSEP). Randy Johnson explained that Experience Works and SSAI may both be subgrantees of SCSEP, one of the required partner programs under the Workforce Innovation and Opportunity Act (WIOA). He stated that the motion should be to add SSAI to the MOU as a program authority, which would include both SSAI and Experience Works as partners. Julie indicated that the motion should be tabled for clarity until the next One Stop Operating Partners meeting; thus, the full WDB did not vote on the motion.
- Partner updates were given. Beth Christensen reported that the Southeast Asian (SEA) Grant has been submitted. Jakki Trihey and Beth are working on the Women's Economic Security Act (WESA) Grant. Jen Keller was introduced as the new WDI Social Worker intern. WDI staff are waiting to bid on several Pathways to Prosperity (P2P) Grants as soon as the Request for Proposals (RFPs) are published. Jeff McCabe from South Central reported that the customized training for Operational Safety and Health (OSHA), in addition to electrical and mechanical training are starting to ramp up. Marleen Lundberg shared that Job Services has a Career Services Booklet that

we may be able to utilize regionally. Brian Cashman shared details of his involvement with the Carl Perkins grant, the Southeast Consortium and the Goodhue County Education District. Wayne Stenberg shared SEMCAC outcomes. Jakki Trihey will be sending out information in the next two to three weeks regarding Best Places to Work in Southeast Minnesota. WDI has partnered with Personnel Dynamics in Florida to bring the Best Places to Work survey to regional employers. Top employers will be recognized at a banquet on April 26<sup>th</sup>, 2018.

### **Taskforce and Work Group Reports**

#### Emerging Workforce (Youth) Taskforce – Wayne Stenberg

- Wayne stated that guest speaker, Anisha Zak, gave a presentation on the Steele County Collaborative, Outreach to Schools Program and how it is helping students. The program is a partnership with Steele County High Schools, the Owatonna Chamber of Commerce, United Way, and WDI. Anisha shared successes and challenges of the program, along with the connections she has been able to make with employers. A video highlighting the Youthprise Tri-City initiative was shared. Wayne discussed that Sonji Davis did a great job putting together the video that highlights the program that is serving youth and young adults in Red Wing, Faribault, and Northfield. The taskforce wrapped up the meeting by continuing a discussion on goals for the upcoming two years. The group brainstormed main areas of focus and shared data on the committee, deliverables, and potential focus areas.
  - Randy Johnson discussed that we have serious work to be done with marketing and promoting our organization. He believes we need to meet with area experts to explore potential strategies and costs involved with developing an electronic marketing platform. Randy commented that he wants to have a plan in place so that we can act when funding becomes available for marketing. He asked for volunteers to form a WDB Marketing Committee. Brian Cashman, Joy Watson, Rob Van Craenenbroeck, and Julie Brock volunteered. The first meeting will be held on Thursday, February 1<sup>st</sup>, 2018. Randy will be in contact with those who volunteered.

#### MaxAbility Employment Taskforce – Guy Finne

- Guy gave a brief overview of the MaxAbility Taskforce. He encouraged Board members and employers to attend the Southern Minnesota Disability Employment Network (SMDEN) workshop meetings that take place four times a year. The next SMDEN meeting takes place on February 14<sup>th</sup> and will focus on disability awareness and building an inclusive workplace. Guy shared that the MaxAbility Taskforce partnered with other organizations throughout the region to celebrate UN Enable Day on December 4<sup>th</sup>. The event took place at the Rochester Civic Theater. He announced that the MaxAbility Taskforce, Mayo Clinic's disABILITY MERG team, and the Mayo Clinic Office of Diversity and Inclusion are sponsoring a Universal Design Training Day, which will include a public presentation. A date for the presentation is being finalized, and Guy will share the event information by e-mail soon.

#### Salute Southern MN – Veterans Network – Guy Finne

- Guy reported that the taskforce is now focusing on mentorship. A sub-committee is currently piloting a mentoring program for veterans. The taskforce is also working on creating awareness of Salute Southern MN and its mission. They plan to be at all key job fairs throughout the region in 2018. The taskforce will be at a job fair in Owatonna next week on the 11<sup>th</sup>. The taskforce is also working closely with County Veterans' Services Officers (CVSOs) throughout the eleven-county region, which includes Winona County. The group is having early conversations with the Rochester Area Chamber of Commerce about providing an employer education seminar on translation of skills from military to civilian careers this fall. Prior to this happening, there are plans to survey regional employers on what skills they need.

#### Racial Equity & Women in Non-Traditional Employment (Diversity and Inclusion) Work Groups – Nikki Weber-Knutson

- Nikki discussed that they partnered with the Women in Non-Traditional Employment Work Group to hold a joint meeting today. Nikki shared that the work group split into groups to begin interactive conversations on equity asset mapping. The groups were as follows: 1) Austin, Albert Lea, Owatonna; 2) Rochester, Kasson, Faribault; and 3) Red Wing, Preston, Caledonia. The small groups had conversations on ten specific concerns including housing, training, illiteracy, and cultural integration. The groups also identified existing barriers, consequences of those barriers, and possible solutions. Nikki commented that asset mapping will likely take place during the next few bimonthly meetings. Beth Christensen announced that going forward, the two equity work groups will merge to become one.

#### Previously Incarcerated Individual (Diversity and Inclusion) Work Group – Orlando Smith

- The next work group meeting will take place on January 30<sup>th</sup>. Orlando gave a presentation to the WDB on "Removing Barriers to Employment for Returning Citizens" and the Sector Based Partnership Model. Jinny Rietmann shared that there is a re-entry simulation event coming up on Monday, January 22<sup>nd</sup>. Each participant is given a scenario and assumes the identity of someone who has just been released from prison. The participants experience, first-hand, the barriers and challenges encountered by previously incarcerated individuals on a daily basis. Jill Miller will forward the event details by e-mail to WDB members.

## **Director's Report – Randy Johnson**

### Legislative Update

- **Federal:** Randy indicated that our Federal challenge is WIOA. Legislature will be examining all programs closely to see where cuts can be made. They will be examining numbers. However, he stated that we are missing employer involvement and stories stating how employers have been impacted by programs that have been successful for them. If WDB members have success stories they would like to share, Randy asked the Board to send them to him. He will then forward them to our Federal legislators.
- **State:** They are closer to having a proposal put forward to have the Workforce Development Fund (WDF) controlled by local WDBs. This would mean that the local WDBs would oversee and dispense as much as \$58 million. Randy is unsure what will happen this session, but he stated that this would be a great opportunity. Although local control of the WDF may not occur for another two years, he will continue to work on it.

### Grant Submissions

- Randy summarized that we received a \$20,000 grant from the Department of Labor and Industry (DOLI) to help with our Carpentry Training Program and to hire a Carpentry Careers Navigator. The Women's Economic Security Act (WESA) Grant has been submitted, and Randy is very optimistic that we will be awarded that grant. We are working with the Department of Transportation (DOT) to develop Highway Maintenance Trainings this spring and summer. Russell Hess is assisting with this cohort. WDI staff are waiting to bid on several Pathways to Prosperity (P2P) Grants as soon as the Request for Proposals (RFPs) are published.

### New Member Orientation

- Randy stated that the New Member Orientation will be held on Thursday, March 1<sup>st</sup> following the WDB meeting.

Randy thanked Jean Larson for her contributions to the WDB over the years.

### **Information Sharing**

- Julie Brock indicated that through the Department of Employment and Economic Development (DEED), she is collecting success stories to share. They are requesting stories from employers who are engaged in the system in a meaningful way and reaping good results. DEED is also planning several regional meetings; tentatively scheduled for March 6<sup>th</sup>, 8<sup>th</sup>, and 21<sup>st</sup>.

### **Upcoming Meetings**

- There are no meetings in February. The next WDB meeting is scheduled for March 1<sup>st</sup>.

**Motion to adjourn the meeting by Wayne Stenberg, Aaron Benike seconded; and the motion passed.**

Respectfully submitted,  
Jill Miller  
Workforce Development, Inc.

**ATTACHMENT A****Workforce Development, Inc.****REVENUES by fund source**

From: 1-Jul-17 Thru: 31-Dec-17	Y-T-D Actual	% of Budget	Annual Budget
<b>Grants:</b>			
Adult Employment & Training	620,907	39.1%	1,588,835
Youth Employment & Training	468,274	41.4%	1,131,843
Dislocated Workers	648,109	42.4%	1,529,062
	<u>1,737,290</u>	<u>40.9%</u>	<u>4,249,740</u>
<b>Fees for Service/Other:</b>			
Welfare Reform	1,084,362	40.4%	2,681,000
Custom Training	0	0.0%	5,000
Donations	8,086	161.7%	5,000
	<u>1,092,447</u>	<u>40.6%</u>	<u>2,691,000</u>
<b>Total Recognized Revenues</b>	<u><u>2,829,737</u></u>	<u><u>40.8%</u></u>	<u><u>6,940,740</u></u>
<b>Unrecognized Revenues:</b>			
Unbilled Welfare Reform	27,590	0.0%	0
Unallocated Indirect Costs	82,670	0.0%	0
	<u>110,260</u>	<u>0.0%</u>	<u>0</u>
<b>TOTAL REVENUES</b>	<u><u>2,939,997</u></u>	<u><u>42.4%</u></u>	<u><u>6,940,740</u></u>

**Changes Since Last Report:**

<b>Total Change</b>	<u><u>0</u></u>
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**ATTACHMENT A****Workforce Development, Inc.****BUDGET to ACTUAL by programs/function**

From: 1-Jul-17 Thru: 31-Dec-17	Y-T-D Actual	Percent of Budget	Annual Budget
Salaries and wages	1,385,208	44.3%	3,126,993
Payroll taxes & benefits	443,268	44.3%	1,000,342
Subcontracted services	54,104	16.3%	331,318
Staff development/conferences	14,122	47.1%	30,000
Travel	39,569	48.7%	81,300
Board expenses	3,984	26.6%	15,000
Telephone	27,890	55.8%	50,000
Postage	5,360	44.7%	12,000
Utilities	24,176	53.7%	45,000
Marketing	2,436	20.3%	12,000
Dues and subscriptions	10,753	71.7%	15,000
Auditing & legal fees	2,000	9.5%	21,000
Maintenance	33,583	40.5%	83,000
Rent and occupancy	202,634	50.0%	405,000
Insurance	9,132	43.5%	21,000
Supplies and other	48,913	53.5%	91,385
Equipment	6,594	65.9%	10,000
Equipment rental	47,351	34.5%	137,228
Classroom training	357,666	36.7%	974,092
Participant support	135,869	42.3%	321,379
OJT contracts/wage subsidy	10,492	17.6%	59,453
Participant Wages	65,489	52.9%	123,862
Participant Fringe	9,267	49.1%	18,889
Other training expenses	2,575	34.3%	7,500
Workforce Center Partner Billing	-2,436	20.30%	-12,000
	<u>2,939,997</u>	<u>42.12%</u>	<u>6,980,740</u>