

SE MN Workforce Development Board

October 4, 2018, 2:00 PM

Workforce Development, Inc.

Rochester, Minnesota

Minutes

Members Present: Cheryl Gustason (Chair), Randy Johnson (Executive Director), Jeff Custer, John Devlin, Guy Finne, Michelle Pyfferoen, Diane Simon, Wayne Stenberg, Andy Toft, Rob Van Craenenbroeck, Jim Wendorff, Wanda Jensen (Note Taker)

Others Present: Bryce Bjork, Susan Boehm, Jeffery Boyd, Sonji Davis, Barb Embacher, Jennifer Hamilton, Jim Kingsley, Kelly Kjos, Marleen Lundberg, Vicki McKay, Jinny Rietmann, Kristy Ruble, Jody Schaber, Jodi Skurdahl, Jakki Trihey

A quorum was present, and Cheryl Gustason called the meeting to order. Introductions were made. **Guy Finne moved for consent of the October agenda; Diane Simon seconded, and the motion passed. Jim Wendorff moved for consent of the September meeting minutes; Jeff Custer seconded, and the motion passed.**

Program Reports

Management Committee – Jinny Rietmann

- **PY18 September Fiscal Report: (Attachment A)** Jinny summarized the Management Committee meeting and informed on the Manufacturing Pathways to Prosperity (P2P) Grant, which will be working with those in and coming out of the area jails. Randy Johnson provided a summary of the fiscal report. As of September 30, we are 25% through the fiscal year. Revenues and expenditures reflect expenditures at or under 25%. Two categories, classroom training and participant support, lag behind but will catch up as fall tuition and support expenditures are paid in October. Guy Finne noted that the fiscal report is gone over in depth at the Management Committee meeting, with the summary report-out to the full Workforce Development Board (WDB). **Diane Simon moved to approve the Fiscal Report; Guy Finne seconded, and the motion was approved.**

One Stop Operating Partners – Wanda Jensen

- The One Stop Partners went over the responsibilities of the One Stop Operator, specifically the development of Infrastructure Agreements, Data Sharing, and WorkForce Center (WFC) Operations. WFC and Partner updates were provided. Barb Embacher attended representing Riverland Community College. She shared with the Board the Assurance Scholarship through the Hormel Foundation. Details can be found at www.austinassurance.org

Sector Reports

Emerging Technology and Economic Development – Jeff Custer

- The committee discussed a report that Randy had prepared showing placements and wages and how that data relates to the open jobs in the region. We have people who are underemployed, and we need to figure out how to engage and interest them in the demand jobs that often come with higher wages.

Healthcare – Rob Van Craenenbroeck

- The committee was introduced to Lisa Rustand, who is the new International Medical Graduate (IMG) Assistance Program coordinator. Rob presented on how Gundersen is focusing on Retention and Employment Satisfaction and developing organization Ambassadors versus focusing all the efforts on continuous recruitment. This approach is showing very favorable impact on turnover and employee satisfaction rates.

Manufacturing – Sonji Davis

- Sonji reported that the group completed a strategic planning session with Julie Brock where they worked to develop the mission, vision, and values of the committee.

Services and Trades – Bryce Bjork

- Bryce discussed that the committee talked about improvements being made to the construction pathway curriculum and the addition of financial literacy training.

Randy Johnson summarized the committee work around increasing job seeker awareness, exposure, and sense of inquiry around higher paying occupations via career pathways.

Guy Finne added information from the MaxAbility Taskforce highlighting the Assistive Technology Conference that will be held in November and the International Day for Persons with Disabilities, December 3rd. He will ask Jill Miller to send out information.

Director's Report – Randy Johnson

- Congressional Budget Update
Congress signed a good portion of a spending bill that included level funding for the WIOA program at the 2018 levels; increases to Career and Technical Education (CTECH) and Vocational Rehabilitation Services (VRS). The Farm Bill, which includes Supplemental Nutrition Assistance Program (SNAP), and the Temporary Assistance for Needy Families (TANF) program, were not completed so both are on continuing resolution.
- Legislative Update
Work was done last year presenting a bill to try to stop the fracturing of the State Workforce Development Fund (WDF). Work is being done this year with the approach that the local WDB should have oversight over who gets the dollars from that fund in order to be strategic around targeted jobs and sectors. Currently, a portion of the fund goes toward grants, causing issues with sustainability for programs and initiatives that work.
- Workforce Development System Advocacy
Right now across the expensive workforce development system, it is hard to point at the one united strategy and advocate for that system. We will continue to work with our partners to pull that framework together.
- Follow up Previous Worker's Compensation Discussion
At the September meeting, the Board discussed the varying difficulties around the worker's compensation system. Since that time, Workforce Development, Inc. (WDI), the Department of Employment and Economic Development (DEED), and the Mayo Clinic; along with other partners, have been awarded a \$2.2 million RETAIN Grant. The grant includes planning dollars and work experience funds to help those who have experienced a workplace injury. The grant will allow for career planning and work experience trials for people, as they ready to move back into the workforce.

Information Sharing (Board members)

- Further discussions took place around the questions: "Who is on local K-12 or Higher Ed Advisory Committees? and What are they working on?" Guy Finne reported that he is on the Rochester CTECH Healthcare Pathway Advisory Committee and there is an Umbrella Advisory Committee that has been working out a collaboration with Dover-Eyota High School. They have also added an aviation pathway. Jim Wendorff noted that the Owatonna High School and Steele County Collaborative are looking at how they can expand on the work being done by Anisha Zak, reaching high schoolers to increase interest in a variety of occupations. Michelle Pyfferoen shared that the CTECH and Rochester Community and Technical College (RCTC) advisory group focuses on programs, equipment and facility issues, and experiential learning options. Barb Embacher shared that Riverland is working to increase concurrent enrollment options with the 24 area high schools. Rob Van Craenenbroeck noted that it is important that we reach kids earlier with explanations and answering the "why" questions around jobs and careers to better engage them.

Motion to adjourn the meeting by Jim Wendorff; Guy Finne seconded, and the motion passed.

The meeting was adjourned.

Respectfully submitted,
Wanda Jensen
Workforce Development, Inc.

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

From: 1-Jul-18 Thru: 30-Sep-18	Y-T-D Actual	% of Budget	Annual Budget
Grants:			
Adult Employment & Training	282,953	12.9%	2,198,738
Youth Employment & Training	221,139	14.8%	1,491,811
Dislocated Workers	290,465	20.0%	1,449,707
	<u>794,558</u>	<u>15.5%</u>	<u>5,140,256</u>
Fees for Service/Other:			
Welfare Reform	409,092	15.1%	2,715,000
Custom Training	0	0.0%	5,000
Donations	5,448	109.0%	5,000
	<u>414,540</u>	<u>15.2%</u>	<u>2,725,000</u>
Total Recognized Revenues	<u>1,209,097</u>	<u>15.4%</u>	<u>7,865,256</u>
Unrecognized Revenues:			
Unbilled Welfare Reform	27,909	0.0%	0
Unallocated Indirect Costs	59,300	0.0%	0
	<u>87,209</u>	<u>0.0%</u>	<u>0</u>
TOTAL REVENUES	<u>1,296,307</u>	<u>16.5%</u>	<u>7,865,256</u>

Changes Since Last Report:

Total Change	<u><u>0</u></u>
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ATTACHMENT A

Workforce Development, Inc.
BUDGET to ACTUAL by programs/function

From: 1-Jul-18 Thru: 30-Sep-18	Y-T-D Actual	Percent of Budget	Annual Budget
Salaries and wages	597,122	16.3%	3,664,897
Payroll taxes & benefits	191,079	16.3%	1,172,962
Subcontracted services	23,623	7.6%	312,621
Staff development/conferences	4,359	9.6%	45,600
Travel	13,044	11.8%	110,120
Board expenses	2,597	13.0%	20,000
Telephone	13,535	19.3%	70,000
Postage	2,186	14.6%	15,000
Utilities	10,774	18.9%	57,000
Marketing	1,591	6.4%	25,000
Dues and subscriptions	8,601	40.3%	21,325
Auditing & legal fees	893	4.3%	21,000
Maintenance	14,401	19.7%	73,000
Rent and occupancy	80,484	19.0%	423,000
Insurance	5,510	25.0%	22,000
Supplies and other	26,908	20.1%	133,939
Equipment	5,832	19.4%	30,000
Equipment rental	21,658	22.8%	94,800
Classroom training	202,805	21.8%	930,553
Participant support	48,786	11.0%	443,295
OJT contracts/wage subsidy	7,500	20.0%	37,500
Participant Wages	12,654	10.6%	119,757
Participant Fringe	1,835	10.5%	17,446
Other training expenses	1,395	11.2%	12,440
Workforce Center Partner Billing	-2,865	35.81%	-8,000
	<u>1,296,307</u>	<u>16.48%</u>	<u>7,865,256</u>