

SE MN Workforce Development Board

March 7, 2019, 2:00 PM

Assisi Heights

Rochester, Minnesota

Minutes

Members Present: Randy Johnson (Executive Director), Shelly Caldwell, Jeff Custer, Guy Finne, Cheryl Gustason, Nadine Holthaus, Jim Kingsley, Marleen Lundberg, Erin Main, John Pugleasa, Dee Sabol, Rob Van Craenenbroeck, Joy Watson, Mike Postma (Note Taker)

Others Present: Susan Boehm, Marsha Danielson, Sonji Davis, Barb Embacher, Jennifer Hamilton, Wanda Jensen, Ken Johnson, Burke Murphy, Jody Schaber, Lori Wright

A quorum was not present & Cheryl Gustason called the meeting to order. Introductions were made.

Program Reports

Management Committee: Randy Johnson

Fiscal Report: We got an extra amount of cash and extension from the Bellisio grant to serve the many clients who are in long term training. APEX is a new grant that is targeting youth for construction programs. The RETAIN Grant is to reinvigorate the process around Workers Compensation. We will work with Mayo & their rehab unit. Expenses: DW classroom training has gone up due to a lot more churn, particularly in the retail sector. WDI received more money from the state to fund Dislocated Worker Program.

Fiscal Audit: The auditor came in and presented the report. No deficiencies or recommended changes. The motion to approve the audit was tabled till April due to lack of a quorum.

One Stop Operating Partners: Marlene Lundberg

CareerForce was the main topic. Becomingcareerforce.com is recommended for partners to visit to see how the transition is going. A CareerForceMN.com brochure was distributed to the Board. April 15-19 is the statewide rollout and celebration for CareerForce. Guy Finne recommended having a Chamber of Commerce ribbon cutting for the office.

Personnel Committee: Cheryl Gustason

46 people applied for the Executive Director Position. The committee narrowed that down to 2 internal finalists and one external finalist. The final interview is next week and the committee will have a recommendation to the WDB and the Joint Powers for the April meeting.

Sector Reports

Emerging Tech & Econ Development: John Pugleasa

A conversation on the IT field and training, with a focus on gender disparity. 97% of IT professionals are male. They reviewed a *60 Minutes* clip focusing on this issue & the segment emphasized on focusing on young girls and keeping their interest in the field past middle school. The sector talked about what we could focus on in SE Minnesota to address this issue. This is crucial because it is a high demand and high wage sector. There are a few Choice schools in the Rochester area focusing on this area as well.

Healthcare: Rob Van Craenenbroeck

Discussion focused on the nursing and CNA shortage in our area. Bridges to Healthcare was discussed as well as a possible PSEO LPN program to start in 2021. The next session will have someone from Winona's REACH program to discuss how they can expose kids to the healthcare field in a positive manner.

Manufacturing: Barb Embacher

The group explored many subgroups in our area that have higher unemployment including minorities, previously incarcerated, and women. The group discussed how to measure outreach to these groups in our area. Roadshow with employers is one opportunity the group is exploring. The key is to focus on employers willing to help group the labor pool through long term activities.

Service & Trades: Mike Postma.

Service & Trades did not meet. Construction training is still going strong, with a future Laborers class happening in Faribault. The current class is over 50% minority so we are meeting our outreach goals. Susan was recognized for her efforts in pulling these trainings together.

Director's Report – Randy Johnson

Congressional Update. Budget has been passed so we are good until next October. Other legislation gets bogged down due to partisan riders. WIOA review is likely to happen before 2020.

Statewide, we have been active talking to our representatives about getting appropriation for Bridges to Healthcare, a lack of an Owatonna CareerForce Center, and a possible Faribault grant. The governor budget also decreases direct appropriations out of the Workforce Development Fund which leaves more for Dislocated Worker and WDB funding.

Housing is still an issue related to the workforce. We have been approached by the HRA to partner on a bill that would allow employer taxes to fund local housing projects. Rice County is hosting a summit in April where they will have an employer panel discussing the various issues related to workforce housing. Randy asked the Board if they would approve WDI advocating for this bill. Due to the lack of a quorum the idea was tabled to next month, and the Director will follow up through email.

Happy Birthday to Guy Finne!

The meeting was adjourned.

Respectfully submitted,
Mike Postma
Workforce Development, Inc.

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

From: 1-Jul-18 Thru: 28-Feb-19	Y-T-D Actual	% of Budget	Annual Budget
Grants:			
Adult Employment & Training	1,048,629	46.2%	2,270,334
Youth Employment & Training	804,623	53.1%	1,515,647
Dislocated Workers	881,885	58.1%	1,519,016
	<u>2,735,137</u>	<u>51.6%</u>	<u>5,304,997</u>
Fees for Service/Other:			
Welfare Reform	1,442,241	52.9%	2,725,400
Custom Training	0	0.0%	5,000
Donations	13,258	265.2%	5,000
	<u>1,455,498</u>	<u>53.2%</u>	<u>2,735,400</u>
Total Recognized Revenues	<u><u>4,190,635</u></u>	<u><u>52.1%</u></u>	<u><u>8,040,397</u></u>
Unrecognized Revenues:			
Unbilled Welfare Reform	14,467	0.0%	0
Unallocated Indirect Costs	69,842	0.0%	0
	<u>84,309</u>	<u>0.0%</u>	<u>0</u>
TOTAL REVENUES	<u><u>4,274,944</u></u>	<u><u>53.2%</u></u>	<u><u>8,040,397</u></u>

Changes Since Last Report:

Bellisio Foods	86,756
APEX	20,000
RETAIN	60,700
Total Change	<u><u>167,456</u></u>

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

From: 1-Jul-18 Thru: 28-Feb-19	Y-T-D Actual	Percent of Budget	Annual Budget
Salaries and wages	2,053,358	54.6%	3,758,797
Payroll taxes & benefits	656,714	54.6%	1,202,267
Subcontracted services	81,769	25.6%	319,621
Staff development/conferences	23,977	52.6%	45,600
Travel	50,701	48.2%	105,120
Board expenses	12,953	58.9%	22,000
Telephone	33,024	45.9%	72,000
Postage	6,132	40.9%	15,000
Utilities	23,546	41.3%	57,000
Marketing	7,409	29.6%	25,000
Dues and subscriptions	13,816	64.8%	21,325
Auditing & legal fees	18,385	87.5%	21,000
Maintenance	36,390	49.8%	73,000
Rent and occupancy	260,151	61.5%	423,000
Insurance	14,055	63.9%	22,000
Supplies and other	74,041	49.2%	150,557
Equipment	5,832	19.4%	30,000
Equipment rental	53,761	56.7%	94,800
Classroom training	622,182	62.6%	993,786
Participant support	155,335	37.9%	409,380
OJT contracts/wage subsidy	14,910	39.8%	37,500
Participant Wages	48,100	40.2%	119,757
Participant Fringe	6,976	40.0%	17,446
Other training expenses	4,294	34.5%	12,440
Workforce Center Partner Billing	-2,865	35.8%	-8,000
	<u>4,274,944</u>	<u>53.2%</u>	<u>8,040,397</u>