

February 2013 Minutes

NORTHEAST MINNESOTA OFFICE OF JOB TRAINING ELECTED OFFICIAL BOARD

Virginia Workforce Center
Thursday, February 14, 2013

Chair Eichorn called a regularly scheduled meeting of the Elected Official Board of the Northeast Minnesota Office of Job Training to order at 10:07 a.m. with the following in attendance:

Rusty Eichorn Brain Napstad Tom Proulx Kevin Adee Garry Gamble

Excused: Paul Bergman, Mike Forsman
Guests: Bill Whiteside, Bart Rodberg
Staff: Michelle Ufford, Robert Marconett, Renee' Marconett

Motion was made by Napstad, supported by Proulx to accept the minutes of the November 8, 2012 meeting as written; with no additions or corrections, motion carried unanimously.

Chair Eichorn requested nominations for the election of officers. **Napstad nominated Eichorn, supported by Proulx, for the Chairperson. Following no responses to three calls for further nominations, a unanimous ballot was cast for Eichorn. Napstad nominated Adee, supported by Proulx, for Vice-Chair. Following no responses to three calls for further nominations, a unanimous ballot was cast for Adee. Proulx nominated Napstad, supported by Eichorn, for Secretary. Following no responses to three calls for further nominations, unanimous ballot was cast for Napstad.**

Financial Director Marconett reviewed the January 2013 Funding Summary. A \$260,000 grant was received to serve approximately 65 dislocated workers from Cliff's Northshore Mining in Silver Bay and Two Harbors. The Northeast Minnesota Office of Job Training has also applied for a grant to assist dislocated workers from the Forum Printing facility in Hibbing. Board members will be updated at the next meeting on the progress of that grant. Participant data for January 2013 was available for review at meeting.

Board members were given copies of the quarterly progress report for the Northeast Career EdVenture Project. This is a new pilot project to bring free career planning and guidance resources to students throughout the region. The program is funded by a grant from the state of Minnesota in recognition of the dire need for these services and the natural intersection between the Workforce Center system and public education. Because this is such a major undertaking, much time has been spent in development and outreach, including presentations to teachers, administrators, and guidance counselors, business and trade groups. Director Ufford gave a presentation to the Governor's Workforce Development Council to showcase this as a regional best practice. Year to date progress includes: 1,606 students have received services through the project: 625 individuals and 981 through group activities; 16% of students receiving individual services are a minority; 54% of all students have been male and 46% female. Thirty percent of students have received a career assessment, 22% job search assistance, 10% financial aid/scholarship information, 10% transition from high school planning, and 21% information on college/postsecondary training. Twenty two businesses have committed to participate, including MN Power, US Steel, American Bank, Blandin Foundation, Essentia Health, MN Discovery Center, and a host of small businesses. Ufford will update Board members as the project progresses.

Certified Public Accountants' Bart Rodberg and Bill Whiteside from McGladrey LLP gave a presentation on their audit of the Northeast Minnesota Office of Job Training for the year ended June 30, 2012. Board members received a report outlining audit adjustments, financial statements, and an assessment of the accounting principles used and significant estimates made by management. Audit results included the following: financial statement are fairly presented in all material respects, all required disclosures made, no significant accounting estimates, no changes in accounting policies, no disagreements with management, no consultation with other accountants, no major difficulties encountered in performing the audit, and no limitations imposed on scope of audit. The presentation concluded with general questions from Board members. **Motion made by Adee, supported by Gamble to approve the Northeast Minnesota Office of Job Training audit completed by McGladrey LLP for the year ended June 30, 2012 as presented; motion carried unanimously.**

The meeting concluded with board members hearing relevant activities occurring in each county, including updates on local economic development projects.

Next meeting scheduled for Thursday, April 11, 2013 at 10:00 a.m.

Motion made by Napstad, supported by Adee to adjourn meeting at 12:13 p.m.; motion carried unanimously.

Posted: Jun 10th, 2013 1:00 PM