

**NORTHEAST MINNESOTA OFFICE OF JOB TRAINING  
ELECTED OFFICIAL BOARD**

Thursday, October 8, 2015  
Virginia Workforce Center

Board Secretary Napstad called a regularly scheduled meeting of the Local Elected Official Board to order at 1:00 p.m. with the following in attendance:

Garry Gamble                      Brian Napstad                      Pete Walsh                      Tom Proulx

Excused:                      Rusty Eichorn, Kevin Adee, Tom Rukavina  
Staff:                              Michelle Ufford, Randy Lampton, Renee' Marconett

**Motion made by Gamble, supported by Walsh to approve the revised October 8, 2015 agenda with the addition of "Northforce" discussion. Motion carried unanimously.**

**Motion was made by Walsh, supported by Proulx to approve the minutes of the June 11, 2015 meeting with no additions or corrections, motion carried unanimously.**

Handout #1 – Funding Summary August 2015 was reviewed. All current grants and expenditures are in place. Board members requested an annual breakout of expenditures for the Job Training Development Fund. Lampton will provide this information at the next meeting.

The PY'14 fiscal audit has been completed by McGladrey LLP. The audit contained no disallowed costs, no questioned costs, and no areas of non-compliance. Board members will receive a copy of the fiscal audit report at the December meeting.

The Northeast Minnesota Office of Job Training has received a \$750,000 State Dislocated Worker grant to serve workers dislocated from local mining operations. Ufford distributed a handout outlining the key service delivery strategies for the mining grant. The target enrollment is 425, with 390 individuals current enrolled. Group informational meetings and initial service overviews; partnered with Department of Employment and Economic Development, MN Sure and Rapids Response about services and enrollment have taken place, along with mail notifications and outreach calls to those considering training and additional services. Nearly 900 surveys were sent to affected workers coordinated with Advanced Minnesota (customized training branch of the NE Higher Education District) to identify training themes and curriculum for short-term training program for laid off workers. There is ongoing individual counseling appointments and outreach to affected workers who haven't enrolled yet.

Ufford updated board members on the Workforce Innovation and Opportunity Act (WIOA). Youth services under WIOA place a greater priority on out-school youth, requiring that 75% of funding is spent on out-of-school youth and work-based learning activities. A handout was distributed outlining the PY 2015 WIOA Out-of-School Expenditure Analysis. The Northeast Minnesota Office of Job Training is at 85% of the year to date expenditures. Ufford commended staff in the tremendous job they have done in engaging this hard to serve group of individuals.

Under the new Workforce Innovation and Opportunity Act (WIOA) federal funding stream, workforce service areas must complete a regional plan in conjunction with contiguous workforce service areas where there are important commonalities, such as a shared labor pool, interdependent industries, or economic dependencies. The Northeast region will be paired with the Duluth Workforce Council to ensure both service areas develop a regional workforce strategy that coordinates the efforts of both workforce service areas. Ufford has met with the Duluth WIB Chair and City of Duluth Workforce Development Manager Paula Reed to discuss the process of collaborative regional planning.

A handout was distributed summarizing the regional planning under WIOA. The purpose is to develop, align, and integrate service delivery strategies; support the state's vision and strategic and operational goals; and direct investments in economic, education, and workforce training programs to provide relevant education and training to ensure that individuals, including youth and those with barriers to employment, have skills to compete in the job market.

Ufford updated the board on the Career EdVenture project and sharing materials with other Workforce Service Areas. Ufford and other staff have put an extreme amount of time and effort into organizing materials. The manual includes a Table of Contents, Introduction/Description and Menu of Career EdVenture services used for marketing. Each unit includes an informational/marketing sheet for schools and teachers explaining available resources on specific topics: Career and Job Fairs; Career Assessments; Career Exploration; CEO's in the Classroom, eMentors; Financial Literacy and Money Management; Job Searching; Navigating Business Culture; Post-secondary Planning; and Social Networking. Twenty manuals have been requested at \$165 each.

Career Counselor John Haugen in the Virginia office plans to retire in March 2016. Ufford is considering replacing his position with a full time or part time staff person. She would like this person in place two months prior to Haugen's retirement for training purposes.

The Minnesota Department of Employment and Economic Development (DEED) Workforce Development Division is soliciting applications for grant funding for Rural Career Counseling Coordinator positions to serve within the geographic local workforce development areas. As Minnesota continues to implement the Workforce Innovation and Opportunity Act, the individuals filling these positions will play an integral role in regional planning. Entities may apply for up to \$95,000 per year, for a total amount of \$190,000 over two years. A career counseling coordinator is responsible for understanding the needs of existing, new, and prospective service area businesses in regard to workforce development programs, resources, and other services; connecting job seekers, secondary and higher education institutions, employers and other stakeholders and partners. Ufford has been in contact with the Northeast Higher Education District (NHED) and would like to make it a joint venture in applying for the RFP. Both NHED and the Northeast Minnesota Office of Job Training understand the responsibilities for improving coordination and communication of workforce development programs and services within the workforce service area and administering agencies. Board members recommended the Office of Job Training be the administrator of the project, and supported the collaboration between the two partnerships. The RFP is due October 16<sup>th</sup>. Ufford will update the board when additional information is received.

Napstad had received an email from a Northforce staff person. Northforce is a membership-based website where individuals can set up a career profile, attach resumes, and list their talents to form a comprehensive talent community that goes beyond traditional job banks. Member employers can then query the database to search for potential employees. The site includes an event calendar, latest news, job fair listings, and pages dedicated to specific communities through the region. Discussion included how the site relates to Minnesotaworks.net.

The meeting concluded with board members reporting on relevant county and workforce related activities occurring in each county.

Meeting was adjourned at 3:10 p.m.