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**Rural Minnesota CEP, Inc.**  
**WORKFORCE DEVELOPMENT BOARD MEETING**  
**803 Roosevelt Avenue, Detroit Lakes, MN**  
**May 21, 2024**

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**Members present:** Carol Anderson, Jerry Arneson, Terry Blake, Ed Bolas, Kathy Cottew, Troy Haugen, Nick Heisserer, Darrell Lende, Julie Sachs, and Tammy Schatz, Leigh Shebeck

**Members excused:** Jeff Bjornson, Amanda Hanson, Duane Johanning, and Sandy Voigt

**Members unexcused:**

**Staff present:** Heather Bergseid, Arlyce Cucich, Debbie Grant, Tina Jaster, and Chrys Kirschbaum

**Guests:** Curtis Anderson (Workforce Impact) and John Preuss (Inter-County Community Council)

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**MINUTES**

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**Business Committee Meeting – Arlyce Cucich**

Ms. Cucich reviewed the reports for the month ending April 2024. This included the Program Progress, MFIP County Performance Standards, SNAP and Ticket to Work reports. Updated data for the WIOA Performance Standards report was not available.

Program Progress

All current programs were reviewed. Overall, there are no concerns.

MFIP/DWP County Performance Standards

- MFIP:
  - Entered Employment: 9 counties are exceeding and 4 are meeting goal.
  - Successful Placements: 9 counties are exceeding and 1 is meeting goal.
  - Wage at Placement: All counties are exceeding goal.
- DWP: Enrollments are at 174.

WIOA Performance Standards

Updated information was not available at the time of the meeting.

SNAP Slots

- Region IV is at 11 of 37 slots enrolled.
- Region V is at 31 of 57 slots enrolled.

Ticket to Work

There are currently 19 active enrollments with 61 cumulative enrollments. Revenue to date (DEED and ADEN) is \$360,234.18. Remaining Ticket to Work funds are \$148,618.17.

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**Call to Order – Carol Anderson, Chair**

Ms. Anderson called the meeting to order at 10:00 a.m.

Agenda Additions: None

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**April 23, 2024, Minutes – Ms. Anderson**

**Moved by Leigh Shebeck and seconded by Ed Bolas to approve the minutes from April 23, 2024, meeting as presented. Motion carried.**

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**Youth Council Report – Troy Haugen**

Mr. Haugen reported on the May 20, 2024, Youth Council meeting. Highlighted agenda items included:

- A Youthbuild presentation from staff.
  - Performance indicators update.
  - Discussed ways to bring a youth voice into future Council meetings.
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**WIOA Funding – Tina Jaster**

PY24 WIOA Allocations

A table summarizing the PY24 Allotments for all WIOA programs was reviewed (WIOA Youth, WIOA Adult, and WIOA Dislocated Worker). The state saw an overall reduction of 7.8%. The agency is hoping for level funding. Discussion ensued.

ASWF Amendment and Support Letter

Concerns around the pending WIOA Reauthorization (A Stronger Workforce for America) were discussed. A sample letter that may be sent to legislators will be shared.

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**Grants – Ms. Jaster**

Minnesota Youth Program (MYP) PY24

Planned Participants: 385  
Budget: \$1,346,336  
Operating Period: July 1, 2024 – June 30, 2025  
Funding Sources: DEED

**A motion was made by Terry Blake, seconded by Leigh Shebeck, to approve the Minnesota Youth Program grant. Motion carried.**

Initiative Foundation Innovation Grant PY24

Planned Participants: 100  
Budget: \$5,000  
Operating Period: July 10, 2024 (RMCEP All Staff Training)  
Funding Sources: Initiative Foundation Innovation Grant

**A motion was made by Julie Sachs, seconded by Ed Bolas, to approve the Initiative Foundation Innovation grant. Motion carried.**

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## **Local/Regional Plan Update – Ms. Jaster**

The Local/Regional Plan (Plan) has completed its 30-day public comment period. There were no comments. The Plan will now be finalized and submitted to the state.

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## **Director’s Report – Ms. Jaster**

Ms. Jaster provided an update on Recent Accomplishments and Current Activities, Staffing, and Agency Outreach Activities.

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## **Regional Planning/Career Advising – Chrys Kirschbaum**

Chrys Kirschbaum introduced herself and the group conducted self-introductions. Ms. Kirschbaum is the new agency Regional Planner, filling the position vacated by Mike Fisher. An update on Career Advising and Regional Planning activities was given.

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## **Restoring Connections Re-Entry Grant Update – Debbie Grant**

Debbie Grant is the Lead Restoring Connections Navigator heading the agency’s justice-involved grant. Ms. Grant provided an update on the program, highlighting participant successes.

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## **MAWB Summer Conference – Ms. Jaster**

The Minnesota Association of Workforce Board’s summer conference will be held in Duluth on August 14 - 16, 2024. The agency will send three to four attendees to represent RMCEP. Please contact Ms. Jaster if interested in attending.

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## **Member Comments – All**

### Kathy Cottew

- Attending the Mille Lacs Tribal Economy Summit, spotlighting childcare and how it impacts the workforce.
- July 17-18: Partnering with Sourcewell in Brainerd on a Healthcare Career Exploration event.
- Presenting Yourself, a mentoring group in Brainerd, has been working with the drug/DWI court to assist with career readiness. The sessions went well and will be expanded to the MN Adult and Teen Challenge Women’s Center in June.
- The Essentia Workforce Team won a Minnesota Hospital Associations Pipeline Development Award for their Job Shadowing Program.

### Jerry Arneson

- Planting has slowed due to the recent rains.
- Crop prices are 20 – 30% lower than last year.
- Agriculture land rent is increasing.
- Equipment prices have been decreasing.

Ed Bolas

- DyCast Specialties production is increasing to four days a week.

Carol Anderson

- Spurred discussion on the increase in company layoffs.

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**Celebrate Wins – Ms. Jaster**

Several Success Stories were shared in the packet.

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**Adjourn – Ms. Anderson**

Ms. Anderson adjourned the meeting at 12:00 p.m.

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**Respectfully submitted,**

**Terry Blake, Secretary  
Workforce Development Board**

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