

CAREER SOLUTIONS JOINT POWERS BOARD & WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING

Monday, September 11, 2017 at 1:00pm

WiFi: skillsleadto careers

Location: Minnesota Workforce Center – St. Cloud
1542 Northway Drive, St. Cloud, MN 56303 – Door #2
Green parking permit required for this event. Please park in Lot B.

1. Call the Meeting to Order

- A. Joint Powers Board (JPB)
- B. Local Workforce Development Board-Executive Committee (LWDB-Exec)

J. McMahon
H. Peper

2. Approval of Agenda

- A. JPB
- B. LWDB-Exec

Action: J. McMahon
Action: H. Peper

3. Consent Agenda – JPB

- A. Approval of Minutes from 06/15/2017 (Attachment 3.A.)
- B. Approval of Minutes from 08/04/2017 (Attachment 3.B.)
- C. Youth at Work: Work plan (Attachment 3.C)
- D. Youth at Work Modified Subcontract (Attachment 3.D.)

Action: J. McMahon

4. Consent Agenda – Exec

- A. Approval of Minutes from 06/15/2017 (Attachment 3.A.)
- B. Approval of Minutes from 08/04/2017 (Attachment 3.B.)
- C. 05/2017 SBETC Budget vs Actual (Attachment 4.C.)
- D. Acceptance of Scott Wallner's Resignation as Adult Basic Education Representative on the LWDB (Attachment 4.D.)
- E. Acceptance of Adam Holm's Application as Adult Basic Education Representative on the LWDB (Attachment 4.E.)
- F. Accept funds for:
 - YouthBuild (Attachment 4.F.1.)
 - Youth at Work (Attachment 4.F.2.)
 - WIOA Youth (Attachment 4.F.3.)
 - WIOA Adult (Attachment 4.F.4.)
 - WIOA Dislocated Worker (Attachment 4.F.5.)
 - State Dislocated Worker (Attachment 4.F.6)
- G. Dislocated Worker Merrill Project Modification & Cover Sheet (Attachment 4.G.)
- H. TANF Innovations Plan, \$70,000 (Attachment 4.H.)
- I. Central Minnesota Community Empowerment Organization (CMCEO) Contract to provide services for the Coleman Project (Attachment 4.I.)
- J. Minnesota Workforce Council Association (MWCA) Summer Meeting (Attachment 4.J.)
- K. Youth at Work: Work plan (Attachment 3.C)
- L. Youth at Work Modified Subcontract (Attachment 3.D.)

Action: H. Peper

Note: If you are unable to attend this meeting, please contact Kari Court at 320.308.5749 or email at Kari.Court@CSJobs.org. Upon request, this material can be made available in alternate formats.

5. Business Items/Updates

- A. Budget – **ACTION** (Handout)
- B. Health Insurance Update w/ Cover Sheet – **ACTION** (Attachment 5.B.)
- C. Union Contract – **ACTION** (Attachment 5.C.)
- D. Vacation Payouts & Cover Sheet – **ACTION** (Attachment 5.D.)
 - Chris Perrier (Handout)
 - Tammy Kraemer (Handout)
- E. Compensation Study – **ACTION** (Handouts)

Action: J. McMahon & H. Peper

Action: J. McMahon & H. Peper

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Action: J. McMahon & H. Peper

Action: J. McMahon & H. Peper

6. Executive Director Updates

- A. 501C3
- B. Lease Extension
- C. Other

Mission: We exist to provide comprehensive workforce development, helping community members acquire the skills, training, and experience to achieve economic security while meeting the human resource needs of local business and industry.

REASONABLE ACCOMMODATIONS: ALL CAREER SOLUTIONS MEETINGS ARE ACCESSIBLE TO THE HANDICAPPED. ATTEMPTS WILL BE MADE TO ACCOMMODATE ANY OTHER INDIVIDUAL NEED FOR SPECIAL SERVICES. PLEASE CONTACT ADA/AA COORDINATOR TAMMY BIERY AT (320)308-5702 AS EARLY AS POSSIBLE SO NECESSARY ARRANGEMENTS CAN BE MADE. INDIVIDUALS WITH HEARING OR SPEECH DISABILITIES MAY CONTACT US VIA THEIR PREFERRED TELECOMMUNICATIONS RELAY SERVICE.

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JOINT POWERS BOARD & LOCAL WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING MINUTES

Date: June 15th, 2017 at 3:00pm

Attendance: **Joint Powers Board Members Present:** Jim McMahon, DeWayne Mareck & Spencer Buerkle
Workforce Development Board-Executive Committee Members Present: Jim Wagner, Jill Magelssen & David Borgert
SBETC Staff: Tammy Biery, Joan Bloemendaal-Gruett & Kari Court

Absent: Heidi Peper & Leigh Lenzmeier

Guest(s):

Agenda Item	Summary	Action
Call the meeting to order	J. McMahon called the Joint Powers Board (JPB) meeting to order at 3:00pm. J. Magelssen called the Local Workforce Development Board Executive Committee (LWDB-Exec) meeting to order at 3:00pm.	
Approval of Agenda	Added action item to 4.A. – Youth at Work.	<u>JPB Motion:</u> D. Mareck made the motion to approve the agenda with modification. <u>Seconded by:</u> S. Buerkle. Motion carried. <u>LWDB – Exec Motion:</u> D. Borgert made the motion to approve the agenda with modification. <u>Seconded by:</u> J. Wagner. Motion carried.
Consent Agenda – JPB & Exec	- Approval of the Minutes from 05/18/2017 04/2017 SBETC Budget vs Actual - Re-designation of Marco Representative from Jeff Gau to Sara Lommel - LWDB Application – Sara Lommel, Director of Human Resources from Marco - Accept funding for the Pre-Employment Transitions Services (Pre-ETS) Grant - SFY 2018 Minnesota Youth Program Funds	<u>JPB Motion:</u> S. Buerkle made the motion to approve the agenda. <u>Seconded by:</u> D. Mareck. Motion carried. <u>LWDB – Exec Motion:</u> J. Wagner made the motion to approve the agenda.

Agenda Item	Summary	Action
		<u>Seconded by:</u> D. Borgert. Motion carried.
Business Items/Updates	▪ Youth at Work (YAW) – T. Biery stated School District #742 created a Youth at Work video which explains what the YAW program is. T. Biery showed the boards the YAW video (https://www.youtube.com/watch?v=WuEgHy2o5bQ&feature=youtu.be) and stated SBETC recently received the YAW funds of \$100,000/ year for two years. D. Mareck asked which schools receive this support? T. Biery stated originally, it was for Sartell, Sauk Rapids and St. Cloud schools. Funding decreased and Sartell stated they understand there is a greater need in St. Cloud so they are a silent partner in the YAW grant. About 20% of the YAW funds are going towards Sauk Rapids School. D. Mareck asked about other schools such as Kimball? T. Biery stated SBETC are applying for an additional grant called Pre-ETS which provides career counseling to students who have a diagnosed disability. If this grant is received, additional schools will be added. ▪ Region 3 One-Stop Operator RFP & Letter – T. Biery stated the Region 3 Leadership & Planning Board (R3LPB) met about 1.5 weeks ago to review the One Stop Operator process. Region 3 created an RFP and a Memorandum of Understanding (MOU). The Board received one application from our partners (Job Service, Voc Rehab, Adult Basic Education...) and the R3LPB reviewed the document. Unfortunately, the application did not answer several of the questions and it was incomplete. The R3LPB did not approve the partner's submission as it did not meet the criteria necessary for the One Stop Operator. ▪ There is a one year timeframe for the partners to re-write their application for the RFP. In the meantime, Region 3 continues to perform as status quo. J. McMahon, a member of the R3PLB board, stated each board member rated/scored the applications based off of each questions and no one provided a passing score. T. Biery is asking the JPB/LWDB-Exec Board to approve the letter (included in packet) that was submitted to the partners informing them that their application was declined. ▪ SBETC Insurance Update – T. Biery SBETC received letter form Stearns County stating there have been some changes to the Affordable Care Act (ACA), affecting the arrangement between SBETC and Stearns County. Stearns County is no longer able to provide health insurance to SBETC due to the changes of the ACA. ▪ T. Biery stated she has been requesting insurance quotes for a small agency of 14 employees. She received a quote from a local insurance agency but this is based on each employee's age. This quote is extremely high for the senior staff. She has also requested quotes from PEIP	<u>JPB Motion:</u> D. Mareck made the motion to approve the Youth at Work funds. <u>Seconded by:</u> S. Buerkle. Motion carried. <u>LWDB – Exec Motion:</u> D. Borgert made the motion to approve the Youth at Work funds. <u>Seconded by:</u> J. Wagner. Motion carried. <u>JPB Motion:</u> S. Buerkle made the motion to approve the R3LPB letter sent to the partners rejecting their OSO application. <u>Seconded by:</u> D. Mareck. Motion carried. <u>LWDB – Exec Motion:</u> J. Wagner made the motion to approve the R3LPB letter sent to the partners rejecting their OSO application. <u>Seconded by:</u> D. Borgert. Motion carried.

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	(Public Employee Insurance Program), BCBS (Blue Cross Blue Shield)/Resource Training & Solutions pool. She is hoping these quotes will be comparable to their current plan and keep the same price for all employees. ▪ D. Mareck stated the Waste Management Facility also received the same letter from Stearns County. D. Mareck suggested T. Biery to speak with the cooperatives to have the same communication between all of these groups. T. Biery stated she is in contact with Bob, Stearns HRA and T. Biery stated the other group she used was aware of the one employee. She believes there are a total of three agencies. With so few employees, the group would be providers so there is little to no say in negotiating our insurance plans. ▪ T. Biery stated the SBETC union contract is up for renewal on July 1, 2017. We need to have the preliminary quotes to negotiate the union contract. She stated the staff meet with the union representative today to begin the negotiations process. There has been a lot of time and energy spent to find a new insurance provider. ▪ CareerONE Update – T. Biery stated the CareerONE Team Leads started today and in 1.5 weeks the 100 youth will start. We have secured 93 youth thus far and are continuing paperwork process until we reach 100. Prior to this year, T. Biery explained the CareerONE team building activities were held at the SCSU Challenge Course. When SCSU closed their Challenge Course, the CareerONE youth were transported to Alexandria to perform similar team building activities at Luther Crest. She stated, this year, the youth will be performing these activities at the YMCA which reduces travel costs as the youth are able to walk to the YMCA. A contract was created and asking for approval by the board. ▪ 2017-2018 YouthBuild Contract with School District 742 – J. Bloemendaal-Gruett stated SBETC has a contract with the school district to provide the YouthBuild program on site for students. SBETC did work with the school district to increase the stipends the youth receive but the overall amount of the contract has not changed. The contract included in the packet is for next year and SBETC is requesting approval of the contract. ▪ Once the contract was approved, D. Borgert asked if there has been any studies performed on the impact this program has on these students? He said this would be interesting to learn 10+ years down the road how this has impacted their lives. T. Biery stated SBETC is in the process of hiring a VISTA person to perform a longitudinal study on CareerONE and it may not be difficult to add YouthBuild too. She stated her first year with SBETC/CareerONE experience, out of the 60 kids, two youth moved twice within the 5 week program as they can be a very transient youth. This will be a difficult challenge to track them down as adults to ask their	<u>JPB Motion:</u> D. Mareck made the motion to approve the CareerONE YMCA contract. <u>Seconded by:</u> S. Buerkle. Motion carried. <u>LWDB – Exec Motion:</u> D. Borgert made the motion to approve the CareerONE YMCA contract. <u>Seconded by:</u> J. Wagner. Motion carried. <u>JPB Motion:</u> D. Borgert made the motion to approve the YouthBuild Contract with the School District. <u>Seconded by:</u> S. Buerkle. Motion carried. <u>LWDB – Exec Motion:</u> J. Wagner made the motion

Agenda Item	Summary	Action
	stories and experience. This is why SBETC is seeking a Vista Coordinator so we do not use our funds to create this study. ▪ D. Mareck said SBETC should create a memo to inform the youth that we want to stay in touch and to learn how this program has changed their lives. This may encourage more students to partake in the study. J. McMahon stated there is always grant funds available for public safety – SBETC could advertise to others that SBETC is interested in your story. Blanket it out in the community and asked them to come and share their experience. ▪ Addendum to the 2016-2017 YouthBuild Contract with School District 742– T. Biery stated we need to amend the current YouthBuild contract. If approved, this will allow the school district enough time create the invoice/payment of services. J. Blomendaal-Gruett stated we requested an extension from DEED to August 31st (2 month extension) to finalize the accounting process. This will also allow SBETC to continue to offer the funds from this year’s YouthBuild program during the summer months. ▪ Program Update – T. Biery stated between Tech and Apollo High School, 17 young adults who are new to the country will be aging out of high school (age 21) and have not received their high school diploma. These 17 individuals do not qualify for summer school but in the fall they will qualify for Adult Basic Education (ABE.) T. Biery stated we are creating a program similar to the GNP Academy where Adult Basic Education and SBETC teach curriculum based off of the employers training manual them during the morning and then they will work in the afternoon. Coleman has partnered with SBETC and ABE to make this project happen. At this moment, we have 11 out of the 17 committed to the program. ABE needs 12 students to meet their requirement and if so, ABE will teach the curriculum, staff from SBETC will teach the soft skills and Coleman will provide the training. The funding for this project is from the Otto Bremer grant where the students will receive a stipend after completing this program. ▪ T. Biery stated when the Otto Bremer grant was written in October, SBETC also wrote a few equity grants which included helping Somali youth and adults in our community. SBETC did not receive the equity grants from the State so we included some of those initiatives within the Otto Bremer grant. T. Biery mentioned she has been working closely with Jama Alimad who is with Central Minnesota Community Empowerment Organization (CMCEO). CMCEO can help fulfill the requirements of the grant in order to help with this population. The CMCEO contract was provided to all board members to review and SBETC is requesting approval of this contract for \$9,300.	to approve the YouthBuild Contract with the School District. <u>Seconded by:</u> D. Borgert. Motion carried. <u>JPB Motion:</u> D. Mareck made the motion to approve the amended the 2016-2017 YouthBuild Contract with School District #742. <u>Seconded by:</u> D. Borgert. Motion carried. <u>LWDB – Exec Motion:</u> J. Wagner made the motion to approve the amended the 2016-2017 YouthBuild Contract with School District #742. <u>Seconded by:</u> D. Borgert. Motion carried. <u>JPB Motion:</u> D. Mareck made the motion to approve the CMCEO Contract. <u>Seconded by:</u> S. Buerkle. Motion carried. <u>LWDB – Exec Motion:</u> J. Wagner made the motion to approve the CMCEO Contract. <u>Seconded by:</u> D. Borgert. Motion carried.

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Executive Director Updates	▪ 501C3 – T. Biery stated there was a call scheduled with the attorney today but it was moved to next week. We are working through the last of the paperwork and we are not considered a 501C3 until we receive the official designation. The name change is still in process and is moving along well. Our plan is by August to have the name change reviled along with the website and marketing materials finalized. ▪ Lease Update – T. Biery stated SBETC extended the lease on the 2nd floor to the end of August and is looking to relocate their offices closer to the computer lab. If so, this would reduce our square footage by approximately 20%, equaling a cost savings around \$23,000 per year (if lease rate stays the same.) SBETC is looking to build a wall with two entrances into our new space and SCTCC has hired an architect to create/build this request. This contract states that SBETC will pay architectural fees if we do not resign in August/September. The Workforce Center Partners do not plan to leave this fall and our goal is to renew the lease for another 2-3 years. ▪ Development Director Hiring Update– T. Biery stated she emailed all of the board members stating J. Bloemendaal-Gruett gave her notice and her position has been posted. The deadline for applicants to apply was on Monday and we received about 15 applications. We have narrowed the applicants down to 5 and interviews will occur next week. SBETC is looking for a strong grant writer to complement J. Bloemendaal-Gruett writing thus far. This position will also supervise the majority of the staff so they need to have supervisory experience. ▪ Other – T. Biery in reviewing the 04/2017 SBETC budget to actual (consent agenda item); we are in better shape than we were last year at this timeframe. There is a much smaller hole in the budget. A small concern she has is regarding the Dislocated Worker and Adult funds from the State. T. Biery attended the Governor’s Workforce Development Board meeting yesterday where Jeremy Hansen-Willis spoke about disparities and disabilities but never mentioned Dislocated Workers or the Adult Programs. SBETC has received their Youth funding from the legislature but no word yet about the other programs. ▪ <i>Board members discussed the legislature budget actions and where it impacts the communities.</i> ▪ T. Biery stated we will need to have a JPB and LWDB-Exec Committee meeting in July for union negotiations but a date has not been set yet. During this meeting, T. Biery would like a presentation on the compensation analysis, union contract and more of a solidified budget.	<u>JPB Motion:</u> D. Mareck made the motion to approve the SCTCC/SBETC Design & Architectural Service Contract. <u>Seconded by:</u> S. Buerkle. Motion carried. <u>LWDB – Exec Motion:</u> J. Wagner made the motion to approve the SCTCC/SBETC Design & Architectural Service Contract. <u>Seconded by:</u> D. Borgert. Motion carried.
Adjournment	▪ J. McMahon adjourned the JPB meeting at 3:49pm. ▪ J. Magelssen adjourned the LWDB – Exec meeting at 3:49pm.	

Agenda Item	Summary	Action

Next JPB/LWDB meeting: TBD

JOINT POWERS BOARD & LOCAL WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING MINUTES

Date: August 4, 2017 at 10:00am
Attendance: **Joint Powers Board Members Present:** Leigh Lenzmeier, Jim McMahon & Spencer Buerkle
Workforce Development Board-Executive Committee Members Present: Jill Magelssen & David Borgert
SBETC Staff: Tammy Biery, Joan Bloemendaal-Gruett, Ileana Merten & Kari Court
Absent: DeWayne Mareck, Heidi Peper & Jim Wagner
Guest(s): Kristin Yeager

Agenda Item	Summary	Action
Call the meeting to order	▪ J. McMahon called the Joint Powers Board (JPB) meeting to order at 10:03am. ▪ The Local Workforce Development Board Executive Committee (LWDB-Exec) did not have quorum so this board was unable to call the meeting to order.	
Approval of Agenda	▪ Revision to the agenda – scratched 3.A. Approval of Minutes from 06.15.17	<u>JPB Motion:</u> D. Borgert made the motion to approve the revised agenda. <u>Seconded by:</u> L. Lenzmeier. Motion carried.
Consent Agenda – JPB	▪ 05/2017 SBETC Budget vs Actual ▪ Acceptance of Scott Wallner’s Resignation as Adult Basic Education Representative on the LWDB ▪ Acceptance of Adam Holm’s Application as Adult Basic Education Representative on the LWDB ▪ Accept funds for: - o YouthBuild - o Youth at Work - o WIOA Youth - o WIOA Adult - o WIOA Dislocated Worker - o State Dislocated Worker	<u>JPB Motion:</u> L. Lenzmeier made the motion to approve the consent agenda. <u>Seconded by:</u> D. Borgert. Motion carried.

Agenda Item	Summary	Action
Compensation Analysis Presentation	▪ Presentation provided by Kristin Yeager, HR/IT Director for Central Minnesota Jobs & Training Services, Inc. T. Biery provided a brief history leading up to the Compensation Analysis. About a year ago, the board had discussions regarding the pay of the Program Manager. They have also hired several new employees due to some employees retiring. After 4 consecutive years without pay increases, SBETC has fallen below market pay rate. Some issues were rectified by a title change for the Program Manager to the Development Director and paying the newly hired staff with a higher pay rate but still within the current union contract ranges. ▪ The board approved a compensation study to be performed on all of our current positions and during this study, we promoted the Program Manager to the Interim Deputy Director to increase the pay rate but then he gave his notice shortly after. ▪ In October, the board approved the contract with CMJTS to perform the compensation study. A committee was created (J. Magelssen and H. Peper) to dive deeper into this process. These board members reviewed the progress, provided feedback and advised next steps. T. Biery stated that Kristin from CMJTS is here today to present her findings. ▪ Kristin introduced herself and stated she has been with CMJTS for 13 years. CMJTS performs compensation analysis every 2-3 years to ensure they are competitive with the market. ▪ The compensation analysis consisted of: ○ Reviewing SBETC Job Descriptions ○ Gather Industry Data ○ Establish Market Pricing ○ Create Salary Scales ○ Create Merit Matrix ▪ The goal of market pricing is to remain market competitive, price positions as close to the market as possible so that the midpoint equals the midrange. She also reviewed the aging statistics as well as the geographical differences. Kristin pulled data from different sources such as MNCNP, Bureau of Labor and Statistics and local county pay scales. ▪ With the data collected, Kristin then created the salary scales which include a range from the minimum, midpoint and maximum pay scale.	

Agenda Item	Summary	Action
	▪ SBETC would like to offer their positions at the market rate so Kristin provided a handout of her recommended salary scales for all of the positions at SBETC. Kristin then broke down each break: ○ Midpoint range – market value, fully trained, fully qualified individual ○ Minimum rate – the lowest the organization is willing to pay someone to perform this position ○ Maximum rate – the highest the organization is willing to pay someone to perform this position ○ Spread – the difference between the minimum and maximum rate. The more entry level positions will not have as large of a spread as the executive level positions ▪ The committee then reviewed the scale and modified to best fit for SBETC. ▪ T. Biery directed the board towards attachment B-2 and stated SBETC 's Career Planners range is from \$34K - \$63K and this spread is too large. This proposal helps reduce this concern. If a Career Planner is hitting their max, they can be promoted to a Senior Career Planner or another position requiring increased skills in order to continue to increase their pay. ▪ Kristin directed the board members to attachment C which is the Merit Matrix. This tool allows the agency to pay for performance which provides an incentive to employees. If you have employees below market rate, you may lose them. Kristin stated if you hire an entry level position and they are a top performer and learning quickly, and you do not reward them – then you may lose this employee because they may only be here to gain the experience. Once the experience is gained, they may leave to a different organization because they know they can get paid more for performing the same tasks. ▪ L. Lenzmeier stated if this organization is seen as someone who develops employees, then the organization will still be competitive in the market. Providing career/growth opportunity can be a great thing. ▪ Kristin agrees with L. Lenzmeier statement, however, you may lose an employee who you want to keep. It is about balance and these statistics are factual information. ▪ S. Buerkle asked if Kristin uses the entire compensation/benefit package when evaluating compensation. Kristin stated not at this point, we are strictly looking at compensation.	

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	▪ Kristin stated, as T. Biery mentioned earlier, some of these concerns have already self-corrected with retirements and new hires, but there are still a few areas Kristin recommended the board address. She suggested moving to the updated Salary Scale and Merit Matrix. Also to evaluate the scales and matrix every 2-3 years. She has three positions that have been identified as a concern: ○ Career Planner ○ Administrative Assistant ○ Executive Director ▪ Career Planner – the range is too wide - \$34,055.30 to \$63,069.13. The bottom of the scale is too low to competitively recruit employees and too high as it is well above market value. You can also lose the incentive for employees to succeed and performance may drop. Even if a Career Planner wants to leave the organization, they may not be able to as they are making too much money and cannot afford to change jobs. You want your employees to be able to move to the next position with a promotion. Kristin’s recommendation is to update the Salary Scale from \$39,642 - \$57,482. ▪ Administrative Assistant / Executive Assistant – based on the current job duties of the Administrative Assistant, this employee is performing more duties as an Executive Assistant. These duties include working with the board, performing high level activities and working closely with T. Biery. The current scale for the Administrative Assistant is \$27,190.75 - \$50,355.80. Kristin’s recommendation would be to create a job description (handout provided) and new pay scale to \$39,877 - \$55,827 for the Executive Assistant. This way, you be able to retain skilled staff and offer competitive market pay. ▪ Executive Director – Kristin stated the current scale of the Executive Director is \$57,464.31 - \$106,420.78 and recommended increasing this scale to \$89,888 - \$143,822 with a yearly salary of \$115,000. The midpoint being \$116,855 and in looking at the surveyed data, the two county average is higher than the proposed midpoint. Kristin explained that if we do not pay this position more competitively, we could quickly lose the employee to the other counties. ▪ L. Lenzmeier asked Kristin how someone would compare the overall benefits package with compensation included. Kristin stated she would breakdown the salary data and try to create a cost analysis based on those data points.	

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	▪ D. Borgert stated these employees receive PERA in addition, which is a benefits. For some employees, this is an added benefit and for some, they wish they could have those funds now versus in a pension plan. It depends on the employee and how they personally value these additional benefits. ▪ L. Lenzmeier stated there are some things you cannot measure either. J. Magelssen stated it seems like companies are now focusing on the compensation package (PTO, health insurance...) versus just the compensation. ▪ T. Biery stated the organization is at a pivotal time where a large amounts of changes are forthcoming to the benefit package. To compare benefits right now would be challenging. There is some strong comparisons to Stearns County, such as health insurance, PERA, PTO/vacation etc. ▪ S. Buerkle mentioned, once a year, Benton County sends out information to each employee stating what the employer pays per year for each individual employee (PERA, Social Security...). D. Borgert stated it is on every paystub from CentraCare Health. Kristin stated CMJTS provides this overall pay once a year during their review to help understand the full benefits package. ▪ T. Biery stated since we do not have both boards present, this was information provided and we will ask for input at the next meeting. If you have thoughts, suggestions or comments, please email them directly to H. Peper. ▪ The board members thanked Kristin for her presentation.	
Business Items/Updates	▪ Dislocated Worker Merrill Project Modification & Cover Sheet – T. Biery stated the board may recall that this project went out for bid and CMS won the project but then went out of business. DEED called SBETC to take over the project. The board agreed to accept the project with some stipulations on the budget and performance standards. DEED stated there would be 32 clients from the project but only received 20 clients and we need to revise the budget. When developing the budget for this modification, more funds were planned for direct client services verses training. ▪ TANF Innovations Plan, \$70,000 – T. Biery stated TANF is something SBETC has not utilized before. TANF partners well with MFIP which Resource Inc. is the local provider. DEED sent an email stating they have a large amount of TANF funds available. SBETC has several summer youth whose family participates in the MFIP program, so these youth stipends can be paid out through the TANF funds. SBETC	<u>JPB Motion:</u> S. Buerkle made the motion to approve the Dislocated Worker Merrill Project Modification. <u>Seconded by:</u> L. Lenzmeier. Motion carried. <u>JPB Motion:</u> D. Borgert made the motion to approve the TANF Innovations Plan and accept

Agenda Item	Summary	Action
	applied/received \$70,000 which will help support some of the CareerONE participants. Looking for a motion to accept the funds. ▪ Central Minnesota Community Empowerment Organization (CMCEO) Contract to provide services for the Coleman Project – T. Biery stated in late May, Adult Basic Education (ABE) approached SBETC by stating there are 17 students who are aging out of high school and they will not be receiving a high school diploma. These students are 21 years of age and have been in the country for 1-5 years but do not have the skills to graduate. This is a problem that according to ABE will continue to grow exponentially year after year. If we did not do something with these students there is the possibility that they would become disconnected and may not enroll in ABE classes in the fall. ABE also has a waiting list so they are not guaranteed to even get into the program. ▪ SBETC looked for an employer to model the CareerONE program/GNP Academy with these students and partnered with ABE to continue their education. Our Career Planner taught soft skills, an ABE instructor taught math and reading in the morning and then the employer would train them at their facility in the afternoon. With Jama's help (works for CMCEO), SBETC was able to connect with Coleman as the employer. Jama also provides mentorship to these students during the 5 week program. These students will be provided a stipend for their time and work. The attached contract is to support/mentoring these students with the help of CMCEO. SBETC applied for a \$5,000 grant from the Initiative Foundation to help support these efforts for the Coleman Project. SBETC has already had two other organizations reach out to see if they can duplicate the project at their company. ▪ Minnesota Workforce Council Association (MWCA) Summer Meeting – T. Biery stated to cover ourselves from a budget standpoint, we are requesting approval of the MWCA Summer Conference expenses.	funding. <u>Seconded by:</u> L. Lenzmeier. Motion carried. <u>JPB Motion:</u> L. Lenzmeier made the motion to approve the Central MN Community Empowerment Organization Contract. <u>Seconded by:</u> S. Buerkle Motion carried. <u>JPB Motion:</u> D. Borgert made the motion to approve the MWCA Summer Meeting Expenses. <u>Seconded by:</u> S. Buerkle. Motion carried.
Executive Director Updates	▪ 501C3 – T. Biery stated we had our first Friends of Career Solutions board meeting this morning were we approved the Articles of Incorporation, Bylaws, Conflict of Interest and other documents needed for the attorney before they can send to the IRS. Career Solutions is considered a non-profit organization but we are not “officially” considered a 501C3 until we receive the designation letter from the IRS. We can accept funds from organizations but they will not receive a tax credit until we receive that letter. Once received the funds will be retroactive to the giving	

Agenda Item	Summary	Action
	organization. D. Borgert stated the documents were very thorough and professional from Gray Plant Mooty. Very happy to see this was also pro-bono work. ▪ Lease Update – T. Biery stated the floor plans have been created to move to the West end of the building on the 2nd floor. We are waiting for the college to come back with a proposed lease rate. Once they receive the bills for the build-out, they will incorporate those costs into the lease. We are requesting the lease to be for a three year duration as we will continue to look for space on the east side and possibly partner with other organizations to provide a one-stop center. Moving to an existing location is not feasible as the current options do not have the space needed for the Workforce Center partners. ▪ Other – T. Biery stated they are meeting on a biweekly basis to update the union contract. The plan is to have the attorney review the contract, then union staff approve it and then the final step is to bring it to the board at the end of the month for final approval.	
Adjournment	▪ J. McMahon adjourned the JPB meeting at 11:15am.	

Next JPB/LWDB meeting: TBD

Attachment 1. Work Plan Updated August 22, 2017

Use as many additional pages as needed.

AGENCY:	CONTACT:
<i>Career Solutions (formerly known as Stearns-Benton Employment & Training Council)</i>	<i>Ileana Merten, 320-308-5712 ileana.merten@csjobs.org</i>

PROJECT GOAL:
<i>Over the two-year grant period, through extensive partnerships, provide 50 youth (25 per year) age 14-20 who are economically disadvantaged and/or at-risk with extensive career services; goal 75% from communities of color and 25% with identified disability:</i> <i>• Provide youth with intensive services through teams of connected adults and connected systems</i> <i>• Actively engage youth in career exploration, counseling, and planning around career pathways that include STEM Careers, high wage/high skill opportunities, and non-traditional employment through integrated learning</i> <i>• Provide youth with the opportunity to build, demonstrate and document work readiness skills</i> <i>• Provide youth with experiential learning opportunities that relate to their personalize learning plan as required by the World's Best Workforce legislation and graduation requirements</i> <i>• Facilitate the process for youth who are interested to earn academic credit for their learning and skill acquisition</i>

STRATEGIES (activities, steps, tasks to achieve goal):	EXPECTED MEASURABLE OUTCOMES	START DATE	END DATE
Train staff, secure vendors, supply purchase (Career Solutions)	Staff in place and prepared to increase services provided (expanding from two to three school districts)	07/01/2017	09/15/2017
Outreach and Recruitment: Utilize existing materials, increase communications to recruit additional youth, outreach to families and youth, travel, coordination with partners (Career Solutions)	Interested youth and guardians attend orientation; applications jointly reviewed and forwarded for enrollment; referrals received (this process is ongoing throughout the project)	07/01/2017	06/30/19

Enrollment and initial assessment/plan development (Career Solutions)	(these processes are ongoing) Assessment, review, and plan development to coincide with class registration mid-year Completion of the forms, input into WF1, completion of initial plan in WF1, activities documented in WF1 Input into MCIS Coordination with class registration/schedule	07/01/2017	06/30/2019
Career assessment, exploration and career planning using labor market information, assessments, programs of study including career pathway work (aligning education with career choices) (Career Solutions and District)	Assessment of activities in which students have participated in and out of school, documented in Career Solution files and in MCIS Identification of appropriate activities to ensure completion of current plan, goal setting to include experiential learning Connection to school curriculum and project-based learning	09/05/2017	06/30/2017
Service learning (District)	District will offer monthly group service learning opportunities. Youth will participate in a minimum of three group service learning activities earning a stipend for meeting this goal Work Readiness skills documentation completed	09/05/2017	06/30/2019
Experiential learning (Experiential learning is the process of learning through experience, and is more specifically defined as "learning through reflection on doing")	A minimum of 50% of the youth will participate in at least one experiential learning activity Work Readiness Skills documentation completed	09/05/2017	06/30/2019
Work experience/Placement (Career Solutions)	Career Solutions staff begin setting up quality work sites. 25 youth per year (total of 50 for two-year grant cycle) will participate in paid work experience Work Readiness Skills documentation completed	07/01/2017	06/30/2019
Credit (District)	Students who are interested in receiving academic credit complete the required documentation and receive credit	07/01/2017	06/30/2018

Journaling and reflection paper (District)	Youth journal and complete a reflection paper on their experiences and what they have learned from the experiences	07/01/2017	6/30/19
Portfolio development (District and Career Solutions)	Youth develop career portfolio documenting certificates earned, resume, career pathway plan in MCIS	09/05/2017	06/19/2019
Support services (Career Solutions)	Transportation, work clothing, childcare, tools for approximately 15 youth per year (total of 30 for two-year grant cycle)	07/01/2017	06/19/2019
Stipends (Career Solutions)	Stipend policy development and implementation Youth may earn a stipend for participating in group service learning opportunities, demonstration of work readiness skills and behaviors (some activities may result in "extra credit" in lieu of stipends)	07/01/2017	06/19/2019
Evaluation (District and Career Solutions)	Quarterly Partner Leadership Team review of MCIS, WF1, and file data to report on attainment of work plan outcomes, stipends earned, completion of career plan and project/grant plan, and budget report As part of program evaluation, staff surveyed; results included in year-end Annual Report provided to DEED and Partner Boards	07/01/2017	06/19/2019

AGENDA COVER SHEET

Date: September 11, 2017

Agenda Item: Contract with District 742 to provide SFY17-18 Youth at Work Legislative Competitive Grant “Partnership Pathways for Youth” Program services from 1 July 2017 through 30 June 2018 pending Career Solutions receipt of DEED contract.

Background Information: Career Solutions is starting year two of a State competitive grant to provide career planner services (Career Solutions) and case management services to the St. Cloud School District. Career Solutions will contract with District 742 for personnel to provide the case management services in St. Cloud ISD 742 to 25 youth per year. Enrollees will explore careers, receive career counseling, plan around career pathways to include high wage and STEM careers, explore learning options to include Post-Secondary Enrollment Options; will complete and update personal learning plans, identify areas of competency and growth; will participate in experiential learning; have the opportunity earn academic credit as well as stipends.

Fiscal Impact:

A grant of \$100,000 by the state to provide Program Services from 1 July 2017 through 30 June 2018. Career Solutions will pay District 742 \$20,000 for Case Manager services.

Attorney review or boilerplate contract format used: Yes

Recommended Action: Request the board approve a contract with School District 742 from 1 July 2017 through 30 June 2018 to provide SFY17-18 Youth at Work Legislative Competitive Grant “Partnership Pathways for Youth” Program Case Manager Program Services as outlined in the Proposal, Modified Work Plan for a total contract amount of \$20,000 (\$10,000 at Apollo and Tech High School) for Case Manager Services as outlined in the work plan.

**Agreement for the Provision of SFY17-18 Youth at Work Legislative
Competitive Grant “Partnership Pathways for Youth” Services Between
Stearns-Benton Employment & Training Council DBA Career Solutions and
the Independent School District No. 742**

This Agreement is by and between the Stearns-Benton Employment & Training Council (“Career Solutions”), and St. Cloud Independent School District 742 (“School District”), for the provision of SFY17-18 Youth at Work Legislative Competitive Grant “Partnership Pathways for Youth” services to eligible students of St. Cloud Independent School District 742 per the attached proposal (Attachment 1) and modified work plan.

Effective Dates: This Agreement shall be effective 1 July 2017 and terminate upon the expiration date of 30 June 2018. Unless otherwise noted herein, all contractual responsibilities, of either party, created by this Agreement are terminated upon the above mentioned expiration date.

If any portion of this Agreement is found to be unenforceable, unconscionable, invalid or illegal, or is in any other way vacated, all other portions of this Agreement shall remain in full force and effect.

The School District agrees to the following terms in this Agreement:

- 1. Choice of Law and Venue:** This Agreement shall be governed by the laws of the State of Minnesota. The parties agree that all actions or proceedings arising in connection with this Agreement shall be tried and litigated exclusively in the State and Federal courts located in the County of Stearns, State of Minnesota.
- 2. Independent Contractor.** The School District and Career Solutions agree that no employer-employee relationship shall arise from this Agreement, and that all School District employees and agents involved in providing services under this Agreement shall at all times be independent contractors of Career Solutions with the right to control the method of providing the services identified within this Agreement.
- 3. Personnel:** The School District will provide and supervise all personnel necessary for it to carry out this Agreement, which may or may not include instructional, clerical, legal, accounting, custodial and managerial personnel. The School District will assume all labor and other contractual obligation incidental thereto.

The School District shall also indemnify Career Solutions against all liability and loss in connection with, and shall assume full responsibility for, payment of all federal, state, and local taxes or contributions imposed or required under reemployment insurance, social security, and income tax laws, with respect to School District employees or agents engaged in the performance of this Agreement. This obligation to indemnify survives the termination of this Agreement. In the event the Internal Revenue Service would deem School

District to be an employee for tax purposes, the School District agrees to reimburse Career Solutions for any and all tax refunds of self-employment taxes Career Solutions may be entitled to as a result of Contractor being classified as an employee of Career Solutions.

The School District, its officers, directors, employees and agents shall abide by all federal, state and local laws with respect to its employees, and will not discriminate against any employee, applicant for employment, student or member of the public because of race, creed, color, religion, sex, age, disability or national origin.

If any personnel or employees of the School District necessary to its provision of the services under this Agreement are required by the United States government, the State of Minnesota, any political subdivision thereof or Career Solutions, to hold any license related to the services they provide under this Agreement, or to pass criminal background check, the School District shall verify that the personnel or employee holds the required license and has passed the criminal background check prior to the first date on which that employee provides any services under this Agreement.

- 4. Data Privacy:** The School District hereby recognizes that during the course of performance of its duties under this Agreement, it may receive, acquire, have access to, or be exposed to "Government Data" as that term is used in the Governmental Data Practices Act, Minnesota Statutes Chapter 13 ("GDPA"). The School District hereby agrees that it must meet the requirements of the GDPA under Minnesota Statute 13.05, subdivision 6. The School District agrees that it will collect, distribute, publish, maintain and store any Government Data only in accordance with the provisions of the GDPA. The School District's obligation under this paragraph survives the termination of this Agreement.
- 5. School District Compliance Requirement.** The School District will provide such certifications, disclosures, and assurances to Career Solutions as are required by law.
- 6. Insurance.** The School District further agrees to maintain general liability insurance, workers' compensation insurance as required by state law, and comprehensive insurance coverage on any motor vehicle used in the rendering of services under this Agreement deemed to be adequate, in form and amounts of coverage in the opinion of legal counsel for Career Solutions, and to provide Career Solutions adequate evidence of such coverage.
- 7. Liability; Hold Harmless.** Career Solutions and The School District mutually agree that each party will be responsible for its own acts and the results thereof taken under this Agreement to the extent authorized by law, shall hold harmless the other party for such acts and the results thereof, and shall not be responsible for the acts of any other or the results thereof. The School District specifically agrees to defend, hold harmless, and indemnify Career Solutions for actions of The School District's employees and agents taken under this Agreement.

- 8. Equipment & Materials.** The School District shall provide all equipment and materials necessary for the performance of the above-described services at its own expense, except reasonable and necessary expenses incurred by the School District in the furtherance of the services to be provided hereunder, as approved by Career Solutions. All property, tools, equipment, and supplies purchased with funding under this grant will be the property of Career Solutions unless specifically assigned to the School District with the approval of Career Solutions.

Program Service Recitals:

Whereas, the SFY17-18 Youth at Work Legislative Competitive Grant “Partnership Pathways for Youth” Program is a state-funded program providing:

- Services to a minimum of 25 youth ages 14 – 20 100% of whom are economically disadvantaged or at-risk, 50% of whom are from communities of color and 25% of whom have disabilities;
- Intensive services in career exploration, counseling and planning around career pathways that include STEM careers, high wage/high skill opportunities, and non-traditional employment to include academic credit and integrated learning;
- The opportunity to build, demonstrate and document work readiness skills;
- Experiential learning opportunities that relate to their personalized learning plan as required by the World’s Best Workforce legislation and graduation requirements.

Whereas, the SFY17-18 Youth at Work Legislative Competitive Grant “Partnership Pathways for Youth” Program serves economically disadvantaged youth defined as an individual who received an income, OR is a member of a family that received a total family income that in relation to family size, does not exceed the higher of the official poverty level for an equivalent period; OR 70% of the lower living standard income level or is eligible to receive free school lunch

AND

Have at least one at-risk characteristic defined as:

- Pregnant or parenting youth;
- Youth with Limited English Proficiency;
- Potential or actual dropouts;
- Juvenile offenders/diversion program youth;
- Youth receiving public assistant and/or group home services;
- Homeless or runaway youth;
- Chemically dependent or children of drug or alcohol abusers/dependents;
- Youth with basic skills deficiency;
- Youth with educational attainment one or more levels below grade level appropriate to age; and,
- Foster children.

Now, therefore, The School District accepts the following responsibilities in the delivery of the Youth at Work Program Services:

The School District hereby agrees to provide services for the SFY17-18 Youth at Work Legislative Competitive Grant “Partnership Pathways for Youth” Program Case Manager services pursuant to the planned activities and services described in the proposal submitted to the Minnesota Department of Employment and Economic Development (DEED) and the modified work plan submitted which are incorporated herein by reference as if fully rewritten herein. The School District’s services shall also conform to the following guidelines:

1. Reporting on Program Outcomes

Jointly, with Career Solutions Staff, submitting to Career Solutions a report monthly by the 8th day of the following month, separating student count by St. Cloud to include:

- Number of orientation attendees;
- Number of applications jointly reviewed and forwarded for enrollment;
- Number of referrals made and to where;
- Number of enrollments;
- Number of students receiving career assessment;
- Number of students developing initial plans;
- Number of student participating in career assessments;
- Number of students participating in Career Exploration
- Number of students participating in Career Planning
- Number of students participating in service learning activities;
- Number of students participating in paid and/or unpaid work experience
- Number of students receiving academic credit for paid and/or unpaid work experience;
- Number of students participating in paid internships;
- Number of students participating in paid internships for which the student is receiving academic credit;
- Number of students developing career portfolio;
- Number of students receiving support services;
- Number of students receiving stipends.
- Any other data as requested by the State of Minnesota Department of Employment and Economic Development or Career Solutions.

2. Program Reporting

- Client Tracking
 - o Each participant must have a completed Intake, Assessment and Transition to Employment Plan (ITEP) completed if required by Career Solutions.
 - o Participant characteristic (at-risk indicator, age, race/ethnicity).

- o Monthly Activity Report
- o Support Service and Stipend tracking.

3. Program Evaluation

- Participant evaluation.
- Monthly meeting with Career Solutions and community partners to review program and participant outcomes.

4. Contract Budget (Attachments 2 and section 7. Of this Agreement)

- Provide accounting process to track and report program expenses consisting of staff expenses for Case Manager, delineating costs of services to students of St. Cloud from services to students.
- Bill Career Solutions monthly for all expenditures per Contract Budget. Submit to Career Solutions a monthly descriptive billing reflecting actual expenditures and estimated in-kind support by school district and partner agencies. Monthly expenditures should align with the modified work plan and budget.

5. Career Solutions Responsibilities: Career Solutions will provide the following oversight of and administration of SFY17-18 Youth at Work Legislative Competitive Grant “Partnership Pathways for Youth” Program services under this Agreement as follows:

- **Program Administration and Oversight**
 - o Fiscal management and oversight.
 - o Review budget summary and revisions.
 - o Reporting to Minnesota Department of Employment and Economic Development.
- **Program Eligibility**
 - o Determine eligibility and approve participant enrollment and program activities to include service learning, experiential learning, work experience, paid internships, support services and stipends based federal and state law and on the grant criteria/
- **Program Monitoring**
 - o Review Program progress.
 - o Review Program and participant outcomes.
- **Program Technical Assistance and Guidance**
 - o Career Solutions Career Planner will participate with the District Case Manager as a Pathways Team to ensure coordination and communication; Career Solutions management and leadership staff will participate in the project leadership team with the Career Planner and Case Manager to review performance, make adjustments as needed and allowable, ensure reporting and communication, provide ideas and suggestions to increase program performance and outcomes.

- **Compliance with State and Federal Laws**

- o Adhere to all Federal and State laws, rules and regulations governing child labor laws and right-to-know laws.

6. Joint Responsibilities: The Parties are jointly responsible implementing the program work plan.

7. Payment for Services:

As consideration for the services to be performed by The School District described in this Agreement, Career Solutions hereby agrees to pay The School District a total of \$20,000 (\$10,000 per school) for Case Manager to include wages and fringe benefits. The Case Manager will provide services to verify eligibility, coordination, assist with academic credit and other responsibilities as described in Attachment 1.

Invoices are to be submitted by the 15th of the month for the previous month expenses. All expenses will be identified by coding provided by Career Solutions Financial Manager. Invoices are to be sent to the attention of the Career Solutions Financial Manager, Career Solutions, Minnesota Workforce Center – St. Cloud, 1542 Northway Drive, St. Cloud, MN 56303. Payments will be made within 30 days upon receipt of the invoice.

8. Non-Assignment. Neither party may assign any rights nor delegate any duties hereunder without the express written prior written consent of the other. This Agreement may be amended by mutual written consent of the parties. This Agreement may also be terminated prior to the above-written termination date by either party upon thirty (30) days' prior written notice to the other.

9. Complete Understanding. This Agreement contains the entire understanding between the parties. No representations were made or relied upon by either party, other than those expressly set forth herein. The validity, interpretation, and performance of this Agreement shall be controlled by and construed under the laws of the State of Minnesota.

IN WITNESS WHEREOF, the parties to this Agreement have affixed their signatures on the dates written below:

CAREER SOLUTIONS

By: _____
James McMahon, Senior
CAREER SOLUTIONS Joint Powers Board

Date: _____

ST. CLOUD INDEPENDENT SCHOOL DISTRICT NO. 742

By: _____

Date: _____

SBETC Budget vs. Actual Spending as of 31 May 2017

At 31 May 2017 there should be approximately 91.7% of budget spent (11 months) with 8.3% of the budget remaining
(Cash Basis)

Description	Fiscal Budget	YTD at 5/31/17	% Expended	Amount Remaining	% of Budget Remaining	% Over (Under) Year-to-Date
Revenues	\$ 2,511,200	\$ 2,053,004	81.8%	\$ 458,196	18.2%	-9.9%
Expenses:						
Staff Wages/Benefits/HR	\$ 1,098,979	\$ 978,977	89.1%	\$ 120,002	10.9%	-2.6%
Accounting Contracted Services	\$ 16,666	12,500	75.0%	4,166	25.0%	-16.7%
Advertising & Recruiting	500	373	74.6%	127	25.4%	-17.1%
Audit	10,350	10,350	100.0%	-	0.0%	8.3%
Consultants/Contracts	310,493	192,317	61.9%	118,176	38.1%	-29.8%
Consumables (Supplies)	26,350	23,111	87.7%	3,239	12.3%	-4.0%
Copiers/Printers	6,500	6,427	98.9%	73	1.1%	7.2%
Dues & Subscriptions	4,025	1,505	37.4%	2,520	62.6%	-54.3%
Equipment/Capital Improvements	4,550	4,532	99.6%	18	0.4%	7.9%
Equipment Service & Repair	1,000	681	68.1%	319	31.9%	-23.6%
Facilities/Rent	104,359	96,323	92.3%	8,036	7.7%	0.6%
Insurance	7,455	7,396	99.2%	59	0.8%	7.5%
Intern Stipends/VISTA	1,500	1,538	102.5%	(38)	-2.5%	10.8%
Interpreters	70	70	100.0%	-	0.0%	8.3%
Legal	3,000	-	0.0%	3,000	100.0%	-91.7%
Meetings/Meals (Corp Expense)	500	162	32.4%	338	67.6%	-59.3%
Miscellaneous	-	-	0.0%	-	0.0%	0.0%
Postage	3,000	1,931	64.4%	1,069	35.6%	-27.3%
Printing/Brochures	2,000	1,312	65.6%	688	34.4%	-26.1%
Software & Support	23,139	26,660	115.2%	(3,521)	-15.2%	23.5%
Staff Training	12,250	11,349	92.6%	901	7.4%	0.9%
Staff Travel & Mileage	10,000	7,715	77.2%	2,285	22.9%	-14.6%
Telephone	8,000	5,733	71.7%	2,267	28.3%	-20.0%
Temporary Staffing	400	-	0.0%	400	100.0%	-91.7%
Direct Client Costs						
Client Paid Work Experience/Stipends	203,392	149,377	73.4%	54,016	26.6%	-18.3%
Client Training	548,620	449,714	82.0%	98,907	18.0%	-9.7%
Client Direct Support	104,102	59,195	56.9%	44,907	43.1%	-34.8%
Total Expenses	\$ 2,511,200	\$ 2,049,247	81.6%	\$ 461,953	18.4%	-10.1%
Revenues Over (Under) Expenses	\$ -	\$ 3,757		\$ (3,757)		

Notes: Above Budget Board approved on 18 May 2017

See page 2 for comments on variances >25% from year-to-date budget.

Cash Balances	4/30/2017	Change	5/31/2017
Checking Account	\$ 130,606	\$ 46,632	\$ 177,238
Benefits Reserve Account	\$ 124,297	\$ 33	\$ 124,330
Certificate of Deposit	\$ 70,218	\$ -	\$ 70,218

SBETC Budget vs. Actual Spending as of 31 May 2017

Comments:

Please note amounts show are on a modified cash basis before non-cash adjustments for depreciation and accrued client training/support costs.

Contracts/Consultants	The portion of grants budgeted for external contracted services and facilities for CareerONE summer program which take place in June and July. Also for contracted services with District 742 for YouthBuild and Youth At Work grants (which typically are billed a month in arrears), and the Rural Career Counselor Coordinator (RC3) regional grant with CMJTS (billed one month in arrears) as well as other miscellaneous services.
Dues & Subscriptions	MWCA dues to be paid in June 2017 (prior year dues were \$1,964.).
Equipment Service & Repair.	Minimal service calls required in current fiscal year.
Legal	Minimal legal assistance needed to date in the current fiscal year. Majority of budget is for union negotiations in May and June 2017.
Meetings/Meals & Misc. (Corporate Expense)	Budgeted funds for staff and board meetings as well as meetings for the Immigrant Employment Connection.
Temporary Staffing	Amount budgeted is for labor to move files from on-site storage to long-term off-site storage.
Direct Client Support	Amounts listed are on a cash basis and include amounts obligated in the prior fiscal year and paid in the current fiscal year. The SDW PY16 grant modification was recently approved in May and moved \$9,300 in support services to training which is not included in the current board approved budget.

Note: Include comments for any variance >25% from year-to-date budget per request from JPB.

Kari Court

From: Tammy Biery
Sent: Monday, July 10, 2017 9:21 PM
To: Kari Court
Subject: FW: Good morning

From: Wallner, Scott D [mailto:Scott.Wallner@sctcc.edu]
Sent: Monday, July 10, 2017 2:09 PM
To: Tammy Biery <Tammy.Biery@sbetc.org>
Subject: Re: Good morning

Dear Tammy --

I am officially resigning from the Stearns Benton Employment & Training Council, effective June 30th. I am no longer working for District 742.

I have thoroughly enjoyed my service with SBETC, and hope to be connected again soon.

Scott Wallner

Application for Nomination to the Stearns-Benton Local Workforce Development Board

Name: Adam Holm Title: Community Ed. Dir.
Business/Agency Name: ISD 742
Business/Agency Address: 3333 West Division Street
Suite 216 St. Cloud MN 56301
City State Zip
Business Phone: 320 257 3810 Fax: _____ E-Mail: Aholm@ISD742.org
Description of Business: Community Education
Home Address: 3522 21st Ave S County _____
Home Phone: 320 535 0232

Please Check One: () Owner () Senior Management (X) Chief Executive Officer

CONSTITUENCY

Private Sector: (Check One)

- ☐ Large Business (500+ Employees)
☐ Small Business (Under 500)
☐ Minority Business

Public Interest Group: (Check One)

- ☐ Economic Development
☐ Community-Based Organizations
☐ Organized Labor
☒ Post-Secondary Education
☐ Secondary Education
☐ Public Assistance Agencies
☐ Vocational Rehabilitation Agency

Targeted Industries :

(Check One)

- ☐ Health Services (Health Care & Social Assistance)
☐ Business Services (Admin. Support Services)
☐ Engineering & Management Services (Professional, Scientific & Technical Services)
☐ Manufacturing (including Printing & Publishing)
☐ Wholesale Trade
☐ Transportation & Material Moving

Targeted Occupations :

(Check One)

- ☐ Healthcare Practitioners and Technical Occupations
☐ Computer and Mathematical Occupations
☐ Architecture and Engineering Occupations
☐ Legal Occupations
☐ Business & Financial Operations Occupations
☐ Management Occupations
☐ Other

Qualifications:

Please list any information which you feel would be helpful in determining your qualification for this position.

pre K - Life Educational Programming
(Add pages if needed)

Signatures:

The individual being nominated and the authorized representative of the nominating agency must sign the application below. Nominees must represent the constituency identified above. Nominees acknowledge and agree that information on this form may be shared with the public.

Applicant:

[Signature]
Signature

7-11-17
Date

Nominating Agency Representative:

I nominate the above candidate for Stearns-Benton Workforce Council membership.

Signature

Date

Agency

Title

Attachment

STATE OF MINNESOTA
PROJECT SPECIFIC PLAN
ORIGINAL CONTRACT

Master Contract #: SBETC2013M
 Master Supplier Contract #: 72061
 Contract ID #: 8176500

GRANTOR / STATE	GRANTEE
MN Department of Employment and Economic Development Employment and Training Services Division 1st National Bank Building 332 Minnesota Street – Suite E200 Saint Paul, MN 55101-1351	Stearns-Benton Employment & Training Council 1542 Northway Drive St. Cloud, MN 56303
AUTHORIZED REPRESENTATIVE	AUTHORIZED REPRESENTATIVE
Name: Nancy Waisanen Title: Youthbuild Coordinator Telephone Number: 651-259-7556 Email: Nancy.Waisanen@state.mn.us	Name: Tammy Biery Title: Executive Director Telephone Number: 320-308-5702 Email: TBiery@sbetc.org

Required Attachments: Attachment 1: Work Plan
 Attachment 2: Budget
 Attachment 3: Terms and Conditions

SUBMITTED BY GRANTEE:

I certify that the information contained in the attached Work Plan and Budget, labeled attachment 1 and Attachment 2 respectively, is true and accurate to the best of my knowledge and that I submit this Project Specific Plan on behalf of the Grantee.

(Signature)

Date: 6/27/17

Printed Name: Tammy Biery

Title: Executive Director of Stearns-Benton Employment & Training Council

APPROVED BY (GRANTOR / STATE)

I have reviewed and approved the attached Project Specific Plan which is referenced in and incorporated as an amendment to the Master Grant Contract indicated herein.

(Signature)

Date:

Printed Name: May Thao-Schuck

Title: Director, Employment and Training Services

Agency: Minnesota Department of Employment and Economic Development

FOR DEED OFFICE USE ONLY

Program Name: Minnesota Youthbuild Program

Contract Start Date:	<u>7/1/2017</u>	Original Contract Amount: <u>\$73,000</u>
Contract End Date:	<u>6/30/2018</u>	
Match/Leverage Required?	☒ Yes ☐ No	
Encumbrance Date	SWIFT Contract ID	SWIFT PO Number #
<u>6-6-17</u>	<u>126003</u>	<u>3-298144</u>
Program Coordinator	NGA Number	SWIFT Vendor Number + Location
Nancy Waisanen		0000214093.001

AFS Signature: Godwin Urbani Encumbrance Date: 6-6-17

Master Contract #: SBETC2016MTerm of Master Contract: 7/1/16 TO 6/30/21Master Supplier Contract#: 109746

Contract ID #: 8178801

STATE OF MINNESOTA
PROJECT SPECIFIC PLAN
ORIGINAL CONTRACT

GRANTOR / STATE	GRANTEE
MN Department of Employment and Economic Development Employment & Training Programs Division 1 st National Bank Building 332 Minnesota Street -- Suite E200 Saint Paul, MN 55101-1351	Stearns-Benton Employment and Training Council 1542 Northway Drive St. Cloud, MN 56303
AUTHORIZED REPRESENTATIVE	AUTHORIZED REPRESENTATIVE
Name: John Olson Title: Program Coordinator Telephone Number: 651-259-7547 Email: John.R.Olson@state.mn.us	Name: Tammy Biery Title: Director Telephone Number: 320-308-5702 Email: Tammy.Biery@sbetc.org

Required Attachments: Attachment 1: Work Plan
Attachment 2: Budget
Attachment 3: Terms and Conditions

SUBMITTED BY GRANTEE:

I certify that the information contained in the attached Work Plan and Budget, labeled attachment 1 and Attachment 2 respectively, is true and accurate to the best of my knowledge and that I submit this Project Specific Plan on behalf of the Grantee.

(Signature)

Date: 7/20/17

Printed Name: Tammy Biery
Title: Director

APPROVED BY (GRANTOR / STATE)

I have reviewed and approved the attached Project Specific Plan which is referenced in and incorporated as an amendment to the Master Grant Contract Indicated herein.

(Signature)

Date: 7/19/17

Printed Name: May Thao Schuck
Title: Director, Employment & Training Programs Division
Agency: Minnesota Department of Employment and Economic Development

FOR DEED OFFICE USE ONLY

Program Name: SFY 2018-19 Youth at Work Competitive Grant

Contract Start Date:	7/1/2017	Original Contract Amount: \$ 100,000	
Contract End Date:	9/30/2018		
Match/Leverage Required?	☒ Yes ☐ No		
SWIFT Contract ID		SWIFT PO Number #	
128691		304360	
Program Coordinator	NGA Number	SWIFT Vendor Number + Location	Procure-It #
John Olson		0000214093	32276

AFS Signature: Godwin ubaniEncumbrance Date: 7/17/2017

Master Contract #: SBETC2013M
Term of Master Contract: 6/20/13-3/31/18
Master Supplier Contract #: 72061
Contract ID #: 7178801
Modification #: 1

**STATE OF MINNESOTA
PROJECT SPECIFIC PLAN
AMENDMENT**

GRANTOR / STATE	GRANTEE
MN Department of Employment and Economic Development Workforce Development Division 1 st National Bank Building 332 Minnesota Street – Suite E200 Saint Paul, MN 55101-1351	Stearns-Benton Employment & Training Council – WSA 17 1542 Northway Drive St. Cloud, MN 56303
AUTHORIZED REPRESENTATIVE	AUTHORIZED REPRESENTATIVE
Name: John Olson Title: Program Coordinator Telephone Number: 651-259-7547 Email: John.R.Olson@state.mn.us	Name: Tammy Biery Title: Director Telephone Number: 320-308-5702 Email: Tammy.Biery@sbetc.org

For expired contracts:

☐ The Original Contract and any previous amendments are incorporated into this amendment by reference.

OR ☒ Standard amendment language

☒ Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

If Applicable

☐ Attachment 1, "Work Plan" is deleted in its entirety and replaced with the following Attachment 1- Work Plan Mod 1.
☒ Attachment 2, "Budget" is deleted in its entirety and replaced with the following Attachment 2- Budget Mod 1.

SUBMITTED BY GRANTEE:

I certify that the information contained in the attached Work Plan and Budget, labeled attachment 1 and Attachment 2 respectively, is true and accurate to the best of my knowledge and that I submit this Project Specific Plan on behalf of the Grantee.
(Signature) [Signature] Date: 4/3/17

Printed Name: Tammy Biery
Title: Director

APPROVED BY (GRANTOR / STATE)

I have reviewed and approved the attached Project Specific Plan which is referenced in and incorporated as an amendment to the Master Grant Contract indicated herein.
(Signature) _____ Date: _____

Printed Name: May Thao Schuck
Title: Director, Workforce Development Division
Agency: Minnesota Department of Employment and Economic Development

FOR DEED OFFICE USE ONLY

Program Name: WIOA YOUTH

Contract Start Date:	7/1/2016	Total Grant Amount:	125,000
Original Contract End Date:	6/30/2017	Original Grant Amount:	125,000
Proposed Grant End Date:	9/30/2017	Previous Modification Amount:	0
Match/Leverage Required?	☐ Yes ☐ No	Current Modification Amount:	Date Extension

	SWIFT Contract ID	SWIFT PO Number #	
	110443	3000254174	
Program Coordinator	NGA Number	SWIFT Vendor Number + Location	Procure-It #
John Olson		000214093	27133

AFS Signature: [Signature] Encumbrance Date: 3/30/2017

Master Contract #: SBETC2016M

Term of Master Contract: 7/1/2016-6/30/2021

Master Supplier Contract #: 109746

Contract ID #: 7173100

STATE OF MINNESOTA
PROJECT SPECIFIC PLAN
ORIGINAL CONTRACT

GRANTOR / STATE	GRANTEE
MN Department of Employment and Economic Development Employment and Training Programs Division 1 st National Bank Building 332 Minnesota Street – Suite E200 Saint Paul, MN 55101-1351	Stearns-Benton Employment & Training Council 1542 Northway Drive St. Cloud, MN 56303
AUTHORIZED REPRESENTATIVE	AUTHORIZED REPRESENTATIVE
Name: Monica Weber Title: Senior Grants Specialist Telephone Number: 651-259-7560 Email: monica.weber@state.mn.us	Name: Tammy Biery Title: Director Telephone Number: 320-308-5702 Email: tammy.biery@sbeet.org

Required Attachments: Attachment 1: Work Plan
Attachment 2: Budget
Attachment 3: Terms and Conditions

SUBMITTED BY GRANTEE:

I certify that the information contained in the attached Work Plan and Budget, labeled attachment 1 and Attachment 2 respectively, is true and accurate to the best of my knowledge and that I submit this Project Specific Plan on behalf of the Grantee.

(Signature)

Date:

Printed Name: Tammy Biery
Title: Director

APPROVED BY (GRANTOR / STATE)

I have reviewed and approved the attached Project Specific Plan which is referenced in and incorporated as an amendment to the Master Grant Contract indicated herein.

(Signature)

Date:

Printed Name: May Thao Schuck
Title: Director, Employment and Training
Agency: Minnesota Department of Employment and Economic Development

FOR DEED OFFICE USE ONLY

Program Name: PY17/FY18 WIOA Adult

Contract Start Date:	7/1/2017	Total Contract Amount:	\$180,982
Contract End Date:	6/30/2019	1 st Allotment:	\$23,046
Match/Leverage Required?	☐ Yes ☒ No	2 nd Allotment:	\$157,936
DUNS #	SWIFT Contract ID	SWIFT PO Number #	
	129184	3000305267	
Program Coordinator	NGA Number	SWIFT Vendor Number + Location	Procure-It #
Monica Weber		0000214093 001	31223

AFS Signature: Encumbrance Date: 7/26/17

WIOA – Title I-B Adult Program**Participant Plan Information Summary – Program Year 2017****Workforce Development Area: 17**

Complete the Participant Plan below indicating in cumulative fashion the number of people to be enrolled by quarter in each category. Numbers in all categories should increase or remain the same in each subsequent quarter.

(Please note: The individuals included here must be registered in Workforce One. Please include carry-in participants into the new year cumulative participant plan.)

<u>Category</u>	<u>Carry-in</u>	<u>Qtr. 1</u>	<u>Qtr. 2</u>	<u>Qtr. 3</u>	<u>Qtr. 4</u>
Quarter End Date	PY16	9/30/2017	12/31/2017	3/31/2018	6/30/2018
A. Total Enrollments	20	25	28	30	36
B. Total Terminations		2	4	7	13
1. Entered Employment		2	4	6	11
2. Other Terminations		0	0	1	2
CURRENT Enrollments	20	23	24	23	23

<u>Category</u>	<u>Qtr. 5</u>	<u>Qtr. 6</u>	<u>Qtr. 7</u>	<u>Qtr. 8</u>
Quarter End Date	9/30/2018	12/31/2018	3/31/2019	6/30/2019
A. Total Enrollments	38	39	40	40
B. Total Terminations	14	15	16	16
1. Entered Employment	12	13	14	14
2. Other Terminations	2	2	2	2
CURRENT Enrollments	24	24	24	24

WIOA – Title I-B Adult Program

Activities and Services Summary Chart – Program Year 2017

WDA

17

Career Services: Are defined in WIOA Law, Section §134(b)(3)(2). Services provided under this cost category may include eligibility determination, outreach and intake, initial skill assessments, job search and placement assistance, career counseling, recruitment, coordination of activities with other programs, and job vacancy listings.

Definition for Training: Training services are defined in WIOA Law, Section §134(d)(4) and are designed to provide assistance to individuals who need more formalized, intensive training in order to become employed. Generally, training consists of classroom training, on-the-job training, and customized training and, upon successful completion, results in a recognized credential. OJTs and non-credentialed training do not need to result in credential attainment.

Complete this chart for WIOA Title I-B Adult activities. This chart is to be a comprehensive listing of all activities and services planned. (Please note: Only include those individuals who will be receiving the listed services. The individuals included here must be registered in Workforce One.)

Activity / Service (Must match Workforce One Terminology):	List all activities and services organized by Career Service Type and Training Type in accordance with WIOA Title I-B Adult Program.
Total Funds:	Indicate the estimated funds to be allocated to this activity/service or the percent (%) of total funds available.
Number of Participants:	Indicate the number of participants to be enrolled.
Major Components:	List the major components of this activity or service.
Duration:	Indicate the expected average time per participant to be spent in this activity.
Cost Per Participant:	Indicate the expected average cost per participant for the activity/service.

Activity / Service (Include dollar amount or % of total funds available)\$114,600		Total Funds	Number of Participants	Major Components	Duration	Cost Per Participant
Career						
Staff Assisted Job Placement	Basic Career Service	\$20,998.00	40	Job skills placement directly related	1-2 months	\$ 525
Staff Assisted Job Search In Area	Basic Career Service	\$24,000.00	40	Job development contact	3-6 months	\$600
Career Counseling	Individualized Career Service	\$30,000.00	40	Career guidance; Career exploration	1-13 months	\$ 750
ESL Training	Individualized Career Service	\$5,000.00	5	Literacy training; Functional work literacy	3-12 months	\$ 500
Individual Plan Development	Individualized Career Service	\$20,997.00	40	Individual Plan Development; Objective development	1-2 months	\$ 524
Staff Assisted Assessment	Individualized Career Service	\$5,000.00	10	Initial assessment; Assessment/testing	1-2 months	\$ 500
Staff Assisted Job Search Out of Area	Individualized Career Service	\$605.00	1	Job development contact	3-6 months	\$ 605
Work Experience (including Transitional)	Individualized Career Service	\$8,000.00	2	Transitional Job Opportunity	2-4 months	\$ 4,000
TOTAL CAREER SERVICES		\$114,600	178			
Training						
Classroom Training	Training	\$24,700.00	20	Academic; Occupational skills	6 months-2 years	\$1,235.00
Credential Attained without Training	Training	\$800.00	1	Occupational skills	1-4 months	\$800.00
Customized Training	Training	\$2,500.00	5	Occupational skills	1-16 weeks	\$500.00
Entrepreneurial/CLIMB Training	Training					
GED Training	Training	\$300.00	2	Adult diploma training; GED; High school completion	4-12 months	\$150.00
Non-Credentialed Training	Training	\$1,700.00	10	Occupational Skills	1-3 weeks	\$170.00
OJT Public or Private	Training	\$10,000.00	2	OJT Public; OJT Private	3-6 months	\$5,000.00
Apprenticeship	Training					
Incumbent Worker Training	Training					
TOTAL TRAINING ENROLLMENTS:		\$40,000.00	40			

WIOA – Title I-B Adult Program

Budget Information Summary – Program Year 2017

Workforce Development Area: 17

Total Funds Available: \$ 180,982

WIOA Title I-B Adult Program Cumulative

(List PY2016 carry-in funds separately, but do not add them into the new cumulative budget.)

Grantee must spend or obligate 80% of funds by the end of Quarter 4.

Cost Category	Carry-In	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
Quarter End Date	PY2016	9/30/2017	12/31/2017	3/31/2018	6/30/2018
I. (833) Administrative (10% maximum)	\$3,163.00	\$2,107.00	\$8,388.00	\$10,856.00	\$14,475.00
II. (857) Career Services	\$19,611.00	\$14,277.00	\$51,665.00	\$66,238.00	\$88,318.00
III. (838) Direct Customer Training Costs	\$13,275.00	\$5,852.00	\$21,183.00	\$27,147.00	\$35,000.00
IV. (828) Support Services	\$1,581.00	\$1,170.00	\$3,474.00	\$4,971.00	\$6,628.00
CUMULATIVE TOTAL	\$ 37,630.00	\$23,406.00	\$84,730.00	\$ 109,212	\$ 144,421

Cost Category	Qtr. 5	Qtr. 6	Qtr. 7	Qtr. 8
Quarter End Date	9/30/2018	12/31/2018	3/31/2019	6/30/2019
I. (833) Administrative (10% maximum)	\$18,098.00	\$18,098.00	\$18,098.00	\$18,098.00
II. (857) Career Services	\$112,354.00	\$112,354.00	\$112,354.00	\$112,354.00
III. (838) Direct Customer Training Costs	\$42,246.00	\$42,246.00	\$42,246.00	\$42,246.00
IV. (828) Support Services	\$8,284.00	\$8,284.00	\$8,284.00	\$8,284.00
CUMULATIVE TOTAL	\$ 180,982	\$ 180,982	\$ 180,982	\$ 180,982

Sub-Contracting: Indicate any sub-contracts for this grant.

Sub-Grantee	Reason For Sub-Contracting	Amount to Sub-Grantee
Mike Burzette Consulting	Care Trek	\$30/hour

(please add additional rows as necessary)

Title I-B Adult Program**Detailed Budget Information – Program Year 2017**

Workforce Development Area:

17

\$180,982

Total Funds Available:

Cost Category	Admin (10% Max.)	Direct Customer Training Costs (50% Min.)	Career Services Costs	Support Services (15% Max.)	Category TOTALS
Staff Salaries / Fringe Benefits	\$ 14,098		\$ 102,812		\$ 116,910
Staff Travel	\$ 500		\$ 1,892		\$ 2,392
Other Direct / Indirect Staff Costs	\$ 3,500		\$ 7,650		\$ 11,150
Direct Client Costs					
OJT		\$ 10,000			\$ 10,000
Incumbent Worker					\$ -
Tuition Pay		\$ 32,246			\$ 32,246
Training Materials					\$ -
Entrepreneur Training					\$ -
Support Services					
Books, Fees, and Supplies for Post-Secondary Students				\$ 2,000	\$ 2,000
Child and Dependent Care				\$ 500	\$ 500
Counseling: Personal, Financial, Legal				\$ 284	\$ 284
Dental					\$ -
Drug and Alcohol Counseling					\$ -
Educational Testing					\$ -
Emergency Financial Assistance					\$ -
Emergency Health Insurance					\$ -
Employment and Training-Related Fees					\$ -
Health Care				\$ 1,000	\$ 1,000
Housing or Rental Assistance				\$ 2,000	\$ 2,000
Linkages to Community Services					\$ -
Out of Area Job Search					\$ -
Professional Membership					\$ -
Relocation					\$ -
Tools and Clothing				\$ 500	\$ 500
Transportation				\$ 2,000	\$ 2,000
Miscellaneous					
• Contractual					\$ -
• Other					\$ -
• State Admin					\$ -
GRAND TOTALS	\$ 18,098	\$ 42,246	\$ 112,354	\$ 8,284	\$ 180,982

Project Narrative:

WDA17

1. Describe how your work plan and budget support the objectives of your local WIOA plan, particularly if you plan to employ work-based training models. If using OJTs, please upload your contract template.

Our local WIOA and Regional plans focus on building bridges between employers and employees, particularly for our New Americans. In addition, we focus on assisting clients find employment that leads to fiscal stability in targeted, high demand areas. The work-based training models have been effective in assisting clients who have been unemployed for a length of time and those individuals who have been laid off after significant time in one position, needing upskilling. Each of these focus areas take significant time from high quality staff--building relationships with both businesses and clients. Our work plan and budget ensure we are able to provide training, support, and effective/high quality career services.

Adult and Dislocated Worker Formula Waiver Request Form

Instructions:

State and Federal statute and policy requires a written request when a provider anticipates carrying-forward more than 20% of the previous year's allocation. DEED will evaluate these requests on a case-by-case basis, and reserves the right to deny or modify the request based on required state obligation requirements for federal dollars.

State and Federal statute requires that Dislocated Worker funds be spent according to the following cost categories:

Administration: No more than 10 percent of the total budget

Core Services: No more than 40 percent of the total budget

Direct Customer Training Costs: At least 50 percent of the total budget

Support Services: No more than 15 percent of the budget

Providers may request a waiver to vary from these requirements in any cost category **except** administration. The total administrative costs for any grant cannot exceed 10% of expenditures. Similarly, support services cannot exceed 20% of expenditures.

If you are requisition a waiver for carry-in funds or cost categories, please fill out the information below.

Workforce Development Area: 17

Funding Stream (WIOA Adult, WIOA DW, State DW): WIOA Adult, WIOA DW, State DW

Type of Waiver Requested: Percentage limits; request higher percentages in Career Services and lower percentage in training. In addition, we are requesting to carry forward more than 20% in WIOA Adult training.

Percentage of Carry-Forward Requested per Funding Stream (if applicable):

WIOA Adult=Career Services 63%; Training Services 22% WIOA DW=Career Services 45%;
Training Services 40% State DW= Training Services 45%

Narrative: WIOA Adult: During PY 16 SBETC focused on identifying additional strategies to assist clients in their employment and re-employment efforts, including strengthening our connections with businesses. Transitional Job Opportunities have been found to be effective but time intensive. During PY 16, we associated the TJOs cost under training. Direction has been provided that for PY17 associated costs fall under career services. With the intensive staff time and work experience costs associated with TJOs under career services along with staff salary and benefit costs for performing all career services, we need to make these adjustments in order to provide high quality services. The significant adjustment in percentages under WIOA Adult are also in order to perform our partner responsibilities in the Workforce Center, assisting with the universal customers. We are asking to carry in an additional \$6,000 in training funds in WIOA Adult; we had a staff person go out on parent leave who identified a need for \$6,000 in training funds for this PY year; however, these funds will not be utilized in PY 16.

WIOA DW and State DW: With the reduction in our State DW allocation, we need to make these adjustments in order to provide high quality services.

TERMS & CONDITIONS**DEPARTMENT OF EMPLOYMENT & ECONOMIC DEVELOPMENT (DEED) –
EMPLOYMENT & TRAINING PROGRAMS (ETP) DIVISION****CONTACT INFORMATION**

This attachment provides the 1) Contacts and the 2) Terms and Conditions known at this time of issuance. Following the list of Contacts below, the Terms and Conditions includes:

1) CONTACTS:

Program Contact	Program
Phone & E-Mail	
Lynn Douma (651) 259-7536 Lynn.Douma@state.mn.us	TANF Youth
John Olson (651) 259-7547 John.r.olson@state.mn.us	MN Youth Program (MYP), WIOA Youth, Boys and Girls Club, MN Youth at Work Competitive Grants
Nancy Waisanen (651) 259-7556 Nancy.Waisanen@state.mn.us	Youthbuild General Fund, Little Earth, Youthbuild Workforce Development Funds (WDF)
Cory Schroeder (651) 259-7541 Cory.Schroeder@state.mn.us	Youth Disability Employment Initiative (DEI),
Dana Dumbacher (651) 259-7638 Dana.Dumbacher@state.mn.us	Adult Workforce Development Competitive Grants, Pathways to Prosperity Grants, Customized Training Pilot Program
Holly Folkers (651) 259-7530 Holly.folkers@state.mn.us	Adult Disability Employment Initiative (DEI), Pathways to Prosperity Grants,
Taryn Galehdari (651) 259-7540 Taryn.galehdari@state.mn.us	Displaced Homemakers Program (DHP), Senior Community Employment Program (SCSEP), WESA High Demand Jobs, YWCA Direct Appropriation
Monica Weber (651) 259-7560 Monica.Weber@state.mn.us	WIOA DW & Adult, State DW, Small Layoff Independent Grants (SLIG's), Early Readjustment Assistance Grants (ERAG's), MN Diversified Industries, OIC WDF, RESOURCE, Inc., STEM High Tech Association, Twin Cities Rise, Job Driven National Emergency Grant (NEG), Sector Partnership NEG, Rural Career Counseling Coordinators
JoAnne Beaudry (651) 259-7577 Joanne.beaudry@state.mn.us	I 35W/Lake Street Reconstruction Project

ATTACHMENT 3

Monitor Contact	WDA/Grantee
Phone & E-Mail	
Karen Backlund (651) 259-7559 Karen.Backlund@state.mn.us	NE MN Office of Job Training (WDA #3), Central Minnesota Jobs & Training Services (WDA #5), Hennepin County (WDA #9), Arrowhead Economic Opportunity Agency (AEOA), Pine Tech College, City Academy, Karen of MN, Itasca County, American Indian OIC, Summit OIC, LEDC OIC, MN High Tech, Central Lakes College, MN West Community College, South Central College, META/Brainerd, Tri CAP
Steve Barker (651) 259-7515 Steve.barker@state.mn.us	Southeastern Minnesota Private Industry Council Inc. (WDA # 8), Winona Workforce Council (WDA #18), CAPI, Minnesota Teamsters Service Bureau, Jewish Family Children Services/JFCS, Rochester Community and Technical College, International Institute, Hiawatha Valley, Northfield Community Action Center
Maria Cantu (651) 259-7574 Maria.Cantu@state.mn.us	Ramsey County Workforce Solutions (WDA #15), CLUES, Resource, Inc., Hmong American Partnership (HAP), Twin Cities Rise, Experience Works, YWCA Minneapolis, YWCA Saint Paul, Neighborhood House, Guadalupe Alternative Programs, Minnesota Diversified, East Side Neighborhood Services
Steve Erbes (651) 259-7537 Steve.erbes@state.mn.us	Northwest MN Private Industry Council (WDA #1) Rural Minnesota CEP (WDA #2), White Earth Reservation, Red Lake Band of Chippewa Tribe, Southwest MN Opportunity Council, MN Chippewa Tribe, NW American Indian OIC, Greater Bemidji Inc., NW Technical College, Itasca County, SOAR Careers, Inter -County CAP, SOAR, Itasca County, Red Lake Band of Chippewa Indians, Greater Bemidji, Inc., NW Tech College, MN Chippewa Tribe, Southwest MN Opportunity Council, Central Lakes College, MN West Community and Technical College, South Central College, NW American Indian, Annual Assessment, 2nd year required reviews, desk reviews, etc.
Amy Miller (651) 259-7575 Amy.e.miller@state.mn.us	Southwest MN Private Industry Council (PIC)/(WDA #6) South Central MN Workforce Council (WDA #7), Minnesota Valley Action Council (MVAC), City of Minneapolis, (WDA #10), Anoka County Job Training Center (WDA #12), Washington County (WDA #16), Goodwill Easter Seals (GWES), Life Work Planning Center, Big Brothers/Big Sisters, Boys & Girls Club, Lifetrack Resources
Claire Nelligan (651) 259-7573 Claire.nelligan@state.mn.us	City of Duluth (WDA #4), Dakota - Scott Counties (WDA #14), HIRED, Anoka County (WDA #12) - DEI Adult, SW MN Private Industry Council (WDA #6) - DEI Adult, Central MN Jobs & Training Services (WDA #5) - DEI Adult, Emerge Community Development, Accessibility, Inc., Minneapolis Technical College, Project for Pride and Living, (PPL), Little Earth, Scott County, Dunwoody College of Technology
Larry Eisenstadt (651) 259-7538 Larry.eisenstadt@state.mn.us	Pacer Center Youth Disability Employment Initiative (DEI)
John Vo (651) 259-7571 John.Vo@state.mn.us	Stearns/Benton Employment & Training Council (WDA #17), St. Paul College, Asian Media Access, Renewable Energy, Hennepin County Human Resources, Annual Fiscal Monitoring

WF1 Contact	Specifically
Phone & E-Mail	
Amy Carlson (651) 259-7542 Amy.carlson@state.mn.us	All other Employment & Training Programs over than SCSEP
Taryn Galehdari (651) 259-7540 Taryn.Galehdari@state.mn.us	SCSEP
SPARQ Home Page help@scsep-help.com http://www.sparq.doleta.gov	SCSEP SPARQ Contact SCSEP Help SPARQ Home Page
Web site: http://mn.gov/deed/programs-services/workforceone/index.jsp	Non-program related

Finance Contact	Program	Email	
FSR/RPR Submittal Address:	See Program Contacts	DEED.FSR@State.mn.us	
CAPR Submittal Address	See Program Contacts	DEED.GrantPayments@state.mn.us	
JoAnne Beaudry	Financial Technical	Joanne.beaudry@state.mn.us	(651) 259-7577

2) ADDITIONAL TERMS AND CONDITIONS:

Research and Development (R&D):	Only applicable to Federal Funds
Federal Award Notification (FAIN) Number:	Only applicable to Federal Funds
Federal Funding Accountability and Transparency Act (FFATA) Description:	Only applicable to Federal Funds
Notice of Award (NOA) Federal Award Signed Date (the date when the federal NOA was signed by the authorized official of the federal awarding agency).	Only applicable to Federal Funds
DUNs Number: WDA/Grantee must be registered and current with https://www.sam.gov/portal/SAM/#1	
§200.331 Requirements for pass-through entities All pass-through entities must: (5) A requirement that the subrecipient permit the pass-through entity and auditors to have access to the subrecipient's records and financial statements as necessary for the pass-through entity to meet the requirements of this part; and (6) Appropriate terms and conditions concerning closeout of the subaward.	
Cost Category Definitions: See Annual Application/Request for Proposal (RFP)	
WIOA Adult, WIOA Dislocated Worker, WIOA Youth, State Dislocated Worker, Small Layoff Independent Grants (SLIGs), MN Youth Program (MYP), Adult Competitive, Displaced Homemakers Program (DHP), Youth Disability Employment Initiative (DEI) - Administration Limit: No more than ten percent (10%) may be expended for administration.	
SCSEP Administration Limit: No more than 9.4% may be expended for administration.	

ATTACHMENT 3

HECAP, TANF Youth, Big Brothers – Big Sisters, CLUES Youth Direct Appropriation, Boys and Girls Club Youth Project, and Youth Competitive Administration Limit: No more than 5% may be expended for administration.
VRS PETS Project – See approved Budget for Administration Limit.
Youthbuild Administration Limit: No more than 6% may be expended for administration.

CHECK ALL THAT APPLY:

ADDITIONAL ATTACHMENTS TO EMAIL AS PART OF TERMS AND CONDITIONS	
☐	Federal award to DEED copy - If Applicable
☐	Master Grant Agreement - Provided with 1 st issuance of SFY18 Paper Work
☐	Local Unified Plan for Workforce Areas current (annual)– link/WIA plans: See Link below http://mn.gov/deed/about/what-we-do/objectives-plans/
☐	Fiscal Monitoring Guide Provided with 1 st issuance of SFY17 Paper Work
☐	Annual Assessment & Instructions (Non WSAs/WDAs – Only: Complete and return to WSCO Notifications WSCD.Notifications@state.mn.us 45 days from receipt of Grant Paper Work.
☐	EO ADA Annual Assessment – Complete and return to WSCO Notifications WSCO.Notifications@state.mn.us 45 days from receipt of Grant Paper Work.
☐	Minnesota Employment Law Posters (for Printing): http://www.doli.state.mn.us/Is/Posters.asp
☐	Federal Employment Law Posters (For Printing): http://www.dol.gov/compliance/topics/posters.htm
☐	Americans with Disabilities Act – Notice to the Public
☐	Program Monitoring Guide (No action needed at this time)
☐	Monthly Financial Status Reports (FSR), Monthly Reimbursement Payment Requests (RPR) – Templates (for completion) – Due no later than the 20 th of the month following the preceding month end (i.e. July, 2017 FSR/RPR is due August 20, 2017). Report accrued monthly expenditures.
☐	Cash Advance Payment Request (CAPR) for grantees submitting FSRs (if applicable) – See attached Grant/Subgrant Cash Management and Cash Request
☐	Program Reports as required (if applicable)

Acronyms

CCR – Central Contractor Registration	FFATA – Federal Funding Accountability and Transparency Act
CFDA – Catalog of Federal Domestic Assistance	FPO – Federal Project Operator
COFAR – Council on Financial Assistance Reform	GAAP – Generally Accepted Accounting Principles
COSO – Committee of Sponsoring Organizations	NGA – Notice of Grant Action (DEED)
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ETA – Employment & Training Administration	R & D – Research and Development
FAIN – Federal Award Identification Number	TEGL – Training & Employment Guidance Letter
WDA – Workforce Development Area	WIOA – Workforce Innovation & Opportunity Act

Master Contract #: SBETC2016M

Term of Master Contract: 7/1/2016-6/30/2021

Master Supplier Contract #: 109746

Contract ID #: 7178000

STATE OF MINNESOTA
PROJECT SPECIFIC PLAN
ORIGINAL CONTRACT

GRANTOR / STATE	GRANTEE
MN Department of Employment and Economic Development Employment and Training Programs Division 1 st National Bank Building 332 Minnesota Street -- Suite E200 Saint Paul, MN 55101-1351	Stearns-Benton Employment & Training Council 1542 Northway Drive St. Cloud, MN 56303
AUTHORIZED REPRESENTATIVE	AUTHORIZED REPRESENTATIVE
Name: Monica Weber Title: Senior Grants Specialist Telephone Number: 651-259-7560 Email: monica.weber@state.mn.us	Name: Tammy Biery Title: Director Telephone Number: 320-308-5702 Email: tammy.biery@sbert.org

Required Attachments: Attachment 1: Work Plan
Attachment 2: Budget
Attachment 3: Terms and Conditions

SUBMITTED BY GRANTEE:

I certify that the information contained in the attached Work Plan and Budget, labeled attachment 1 and Attachment 2 respectively, is true and accurate to the best of my knowledge and that I submit this Project Specific Plan on behalf of the Grantee.

(Signature)

Date:

Printed Name: Tammy Biery
Title: Director

APPROVED BY (GRANTOR / STATE)

I have reviewed and approved the attached Project Specific Plan which is referenced in and incorporated as an amendment to the Master Grant Contract indicated herein.

(Signature)

Date:

Printed Name: May Thao Schuck
Title: Director, Employment and Training
Agency: Minnesota Department of Employment and Economic Development

FOR DEED OFFICE USE ONLY

Program Name: PY17/FY18 WIOA Dislocated Worker

Contract Start Date:	7/1/2017	Total Contract Amount:	\$200,160
Contract End Date:	6/30/2019	1 st Allotment:	\$31,630
Match/Leverage Required?	☐ Yes ☒ No	2 nd Allotment:	\$168,530
DUNS #	SWIFT Contract ID	SWIFT PO Number #	
	12917	3000305259	
Program Coordinator	NGA Number	SWIFT Vendor Number + Location	Procure-It #
Monica Weber		0000214093 001	29753

AFS Signature: 

Encumbrance Date: 7/26/17

WIOA – Title I-B Dislocated Worker Program

Participant Plan Information Summary – Program Year 2017

Workforce Development Area:

17

Complete the Participant Plan below indicating in cumulative fashion the number of people to be enrolled by quarter in each category. Numbers in all categories should increase or remain the same in each subsequent quarter. Total Terminations and CURRENT Enrollments are automatically calculated using an embedded formula.

(Please note: The individuals included here must be registered in Workforce One. Please include carry-in participants into the new year cumulative participant plan.)

<u>Category</u>	<u>Carry-In</u>	<u>Qtr. 1</u>	<u>Qtr. 2</u>	<u>Qtr. 3</u>	<u>Qtr. 4</u>
Quarter End Date	PY16	9/30/2017	12/31/2017	3/31/2018	6/30/2018
A. Total Enrollments	56	65	72	80	85
B. Total Terminations	0	6	12	20	33
1. Entered Employment		6	10	17	29
2. Other Terminations		0	2	3	4
CURRENT Enrollments	56	59	60	60	52

<u>Category</u>	<u>Qtr. 5</u>	<u>Qtr. 6</u>	<u>Qtr. 7</u>	<u>Qtr. 8</u>
Quarter End Date	9/30/2018	12/31/2018	3/31/2019	6/30/2019
A. Total Enrollments	86	86	86	86
B. Total Terminations	35	35	35	35
1. Entered Employment	30	30	30	30
2. Other Terminations	5	5	5	5
CURRENT Enrollments	51	51	51	51

WIOA – Title I-B Dislocated Worker Program

Activities and Services Summary Chart – Program Year 2017

Workforce Development Area: 17

Career Services: Are defined in WIOA Law, Section §134(b)(3)(2). Services provided under this cost category may include eligibility determination, outreach and intake, initial skill assessments, job search and placement assistance, career counseling, recruitment, coordination of activities with other programs, and job vacancy listings.

Definition for Training: Training services are defined in WIOA Law, Section §134(d)(4) and are designed to provide assistance to individuals who need more formalized, intensive training in order to become employed. Generally, training consists of classroom training, on-the-job training, and customized training and, upon successful completion, results in a recognized credential. OJTs and non-credentialed training do not need to result in credential attainment.

Complete this chart for WIOA Title I-B Dislocated Worker activities. This chart is to be a comprehensive listing of all activities and services planned. (Please note: Only include those individuals who will be receiving the listed services. The individuals included here must be registered in Workforce One.)

Activity / Service (Must match Workforce One Terminology):	List all activities and services organized by Career Service Type and Training Type in accordance with WIOA Title I-B Dislocated Worker Program.
Total Funds:	Indicate the estimated funds to be allocated to this activity/service or the percent (%) of total funds available.
Number of Participants:	Indicate the number of participants to be enrolled.
Major Components:	List the major components of this activity or service.
Duration:	Indicate the expected average time per participant to be spent in this activity.
Cost Per Participant:	Indicate the expected average cost per participant for the activity/service.

Activity / Service (Include dollar amount or % of total funds available)		Total Funds	Number of Participants	Major Components	Duration	Cost Per Participant
Career						
Staff Assisted Job Placement	Basic Career Service	\$15,308.00	86	job skills placement directly related	1-2 months	\$178.00
Staff Assisted Job Search In Area	Basic Career Service	\$15,308.00	86	job development contact	3-6 months	\$178.00
Career Counseling	Individualized Career Service	\$17,544.00	86	career guidance; career exploration	1-13 months	\$204.00
ESL Training	Individualized Career Service	\$915.00	5	literacy training; functional work literacy	3-12 months	\$183.00
Individual Plan Development	Individualized Career Service	\$15,394.00	86	individual plan development; objective development	1-2 months	\$179.00
Staff Assisted Assessment	Individualized Career Service	\$15,394.00	86	initial assessment; assessment/testing	1-2 months	\$179.00
Staff Assisted Job Search Out of Area	Individualized Career Service	\$201.00	1	job development contact	3-6 months	\$201.00
Work Experience (Including Transitional Jobs)	Individualized Career Service			transitional job opportunity	2-4 months	
TOTAL CAREER SERVICES ENROLLMENT:			436			
Training						
Classroom Training	Training	\$58,264.00	15	academic; occupational skills	6 months-2 years	\$3,884.00
Credential Attained without Training	Training	\$800.00	1	occupational skills	1-4 months	\$800.00
Customized Training	Training	\$1,000.00	1	occupational skills	1-16 weeks	\$1,000.00
Entrepreneurial/CLIMB Training	Training	\$1,000.00	2	consulting; training	3-6 months	\$500.00
GED Training	Training	\$450.00	3	adult diploma; GED; high school completion	4-12 months	\$150.00
Non-Credentialed Training	Training	\$3,550.00	20	occupational skills	1-3 weeks	\$177.00
OJT Public or Private	Training	\$15,008.00	3	OJT public; OJT private	3-6 months	\$5,002.00
Apprenticeship	Training		0			
Incumbent Worker Training	Training	\$10,000.00	8	occupational skills	1-4 months	\$800.00
TOTAL TRAINING ENROLLMENTS:			53			

WIOA -- Title I-B Dislocated Worker Program**Budget Information Summary -- Program Year 2017**

Workforce Development Area: 17

Total Funds Available: \$200,160

**WIOA Title I-B Dislocated Worker Program
Cumulative**

(Do not include carry-in amount as part of the new year cumulative budget below)

Grantee must spend or obligate 80% of funds by the end of Quarter 4.

<u>Cost Category</u>	<u>Carry-In</u>	<u>Qtr. 1</u>	<u>Qtr. 2</u>	<u>Qtr. 3</u>	<u>Qtr. 4</u>
Quarter End Date	PY16	9/30/2016	12/31/2016	3/31/2017	6/30/2017
I. (833) Administrative (10% maximum)	\$3,248.00	\$3,163.00	\$8,706.00	\$12,010.00	\$16,013.00
II. (857) Career Services	\$13,968.00	\$12,652.00	\$52,275.00	\$54,043.00	\$64,051.00
III. (838) Direct Customer Training Costs (50% minimum)	\$13,643.00	\$14,234.00	\$39,111.00	\$54,043.00	\$72,058.00
IV. (828) Support Services (15% maximum)	\$1,624.00	\$1,581.00	\$4,388.00	\$6,006.00	\$8,007.00
V. CUMULATIVE TOTAL		\$ 31,630	\$ 104,480	\$ 126,102	\$ 160,129

<u>Cost Category</u>	<u>Qtr. 5</u>	<u>Qtr. 6</u>	<u>Qtr. 7</u>	<u>Qtr. 8</u>
Quarter End Date	9/30/2017	12/31/2017	3/31/2018	6/30/2018
I. (833) Administrative (10% maximum)	\$ 20,016	\$ 20,016	\$ 20,016	\$ 20,016
II. (857) Career Services	\$ 80,064	\$ 80,064	\$ 80,064	\$ 80,064
III. (838) Direct Customer Training Costs (50% minimum)	\$ 90,072	\$ 90,072	\$ 90,072	\$ 90,072
IV. (828) Support Services (15% maximum)	\$ 10,008	\$ 10,008	\$ 10,008	\$ 10,008
V. CUMULATIVE TOTAL	\$ 200,160	\$ 200,160	\$ 200,160	\$ 200,160

Sub-Contracting: Indicate any sub-contracts for this grant.

<u>Sub-Grantee</u>	<u>Reason For Sub-Contracting</u>	<u>Amount to Sub-Grantee</u>
Mike Burzette Consulting	Career Trek	\$30/hour
MRC	office and computer training	dependent on service

(please add additional rows as necessary)

WIOA – Title I-B Dislocated Worker Program

Detailed Budget Information – Program Year 2017

Workforce Development Area: 17

Total Funds Available: \$200,160

Cost Category	Admin (10% Max.)	Direct Customer Training Costs (50% Min.)	Career Services Costs	Support Services (15% Max.)	Category TOTALS
Staff Salaries / Fringe Benefits	\$ 16,012		\$ 70,000		\$ 86,012
Staff Travel	\$ 600		\$ 1,500		\$ 2,100
Other Direct / Indirect Staff Costs	\$ 3,404		\$ 8,564		\$ 11,968
Direct Client Costs					
OJT		\$ 15,008			\$ 15,008
Incumbent Worker		\$ 10,000			10,000.00
Tuition Pay		\$ 64,064			\$ 64,064
Training Materials					\$ -
Entrepreneur Training		\$ 1,000			\$ 1,000
Support Services					
Books, Fees, and Supplies for Post Secondary Students				\$ 1,000	\$ 1,000
Child and Dependent Care				\$ 1,000	\$ 1,000
Counseling: Personal, Financial, Legal				\$ 208	\$ 208
Dental					\$ -
Drug and Alcohol Counseling					\$ -
Educational Testing				\$ 500	\$ 500
Emergency Financial Assistance					\$ -
Emergency Health Insurance					\$ -
Employment and Training-Related Fees					\$ -
Health Care				\$ 2,000	\$ 2,000
Housing or Rental Assistance				\$ 2,000	\$ 2,000
Linkages to Community Services					\$ -
Out of Area Job Search					\$ -
Professional Membership					\$ -
Relocation					\$ -
Tools and Clothing				\$ 1,000	\$ 1,000
Transportation				\$ 2,300	\$ 2,300
Miscellaneous					
♦ Contractual					\$ -
♦ Other					\$ -
♦ State Admin					\$ -
GRAND TOTALS	\$ 20,016	\$ 90,072	\$ 80,064	\$ 10,008	\$ 200,160

WIOA – Title I-B Dislocated Worker Program

Support Services Plan – Program Year 2017
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Please ensure that this plan follows the local WDA supportive services plan.

Workforce Development Area: 17

Total Support Services Funds Available: \$10,008

Support Service Category	Project Totals	
	Funds	Clients
Books, Fees, and Supplies for Post-Secondary Students	\$ 1,000	5
Child and Dependent Care	\$ 1,000	3
Counseling: Personal, Financial, Legal	\$ 208	2
Dental		
Drug and Alcohol Counseling		
Educational Testing	\$ 500	2
Emergency Financial Assistance		
Emergency Health Insurance		
Employment and Training-Related Fees		
Health Care	\$ 2,000	4
Housing or Rental Assistance	\$ 2,000	4
Linkages to Community Services		
Out of Area Job Search		
Professional Membership		
Relocation		
Tools and Clothing	\$ 1,000	5
Transportation	\$ 2,300	20
TOTAL	\$ 10,008	20

Project Narrative:

WDA17

1. Describe how your work plan and budget support the objectives of your local WIOA plan, particularly if you plan to employ work-based training models. If using OJTs, please upload your contract template.

Our local WIOA and Regional plans focus on building bridges between employers and employees, particularly for our New Americans. In addition, we focus on assisting clients find employment that leads to fiscal stability in targeted, high demand areas. The work-based training models have been effective in assisting clients who have been unemployed for a length of time and those individuals who have been laid off after significant time in one position, needing upskilling. Each of these focus areas take significant time from high quality staff--building relationships with both businesses and clients. Our work plan and budget ensure we are able to provide training, support, and effective/high quality career services.

Adult and Dislocated Worker Formula Waiver Request Form

Instructions:

State and Federal statute and policy requires a written request when a provider anticipates carrying-forward more than 20% of the previous year's allocation. DEED will evaluate these requests on a case-by-case basis, and reserves the right to deny or modify the request based on required state obligation requirements for federal dollars.

State and Federal statute requires that Dislocated Worker funds be spent according to the following cost categories:

Administration: No more than 10 percent of the total budget

Core Services: No more than 40 percent of the total budget

Direct Customer Training Costs: At least 50 percent of the total budget

Support Services: No more than 15 percent of the budget

Providers may request a waiver to vary from these requirements in any cost category except administration. The total administrative costs for any grant cannot exceed 10% of expenditures. Similarly, support services cannot exceed 20% of expenditures.

If you are requesting a waiver for carry-in funds or cost categories, please fill out the information below.

Workforce Development Area: 17

Funding Stream (WIOA Adult, WIOA DW, State DW): WIOA Adult, WIOA DW, State DW

Type of Waiver Requested: Percentage limits; request higher percentages in Career Services and lower percentage in training. In addition, we are requesting to carry forward more than 20% in WIOA Adult training.

Percentage of Carry-Forward Requested per Funding Stream (if applicable):

WIOA Adult=Career Services 63%; Training Services 22% WIOA DW=Career Services 45%;
Training Services 40% State DW= Training Services 45%

Narrative: WIOA Adult: During PY 16 SBETC focused on identifying additional strategies to assist clients in their employment and re-employment efforts, including strengthening our connections with businesses. Transitional Job Opportunities have been found to be effective but time intensive. During PY 16, we associated the TJOs cost under training. Direction has been provided that for PY17 associated costs fall under career services. With the intensive staff time and work experience costs associated with TJOs under career services along with staff salary and benefit costs for performing all career services, we need to make these adjustments in order to provide high quality services. The significant adjustment in percentages under WIOA Adult are also in order to perform our partner responsibilities in the Workforce Center, assisting with the universal customers. We are asking to carry in an additional \$6,000 in training funds in WIOA Adult; we had a staff person go out on parent leave who identified a need for \$6,000 in training funds for this PY year; however, these funds will not be utilized in PY 16.

WIOA DW and State DW: With the reduction in our State DW allocation, we need to make these adjustments in order to provide high quality services.

TERMS & CONDITIONS

**DEPARTMENT OF EMPLOYMENT & ECONOMIC DEVELOPMENT (DEED) –
EMPLOYMENT & TRAINING PROGRAMS (ETP) DIVISION
CONTACT INFORMATION**

This attachment provides the 1) Contacts and the 2) Terms and Conditions known at this time of issuance. Following the list of Contacts below, the Terms and Conditions includes:

1) CONTACTS:

Program Contact	Program
Phone & E-Mail	
Lynn Douma (651) 259-7536 Lynn.Douma@state.mn.us	TANF Youth
John Olson (651) 259-7547 John.r.olson@state.mn.us	MN Youth Program (MYP), WIOA Youth, Boys and Girls Club, MN Youth at Work Competitive Grants
Nancy Waisanen (651) 259-7556 Nancy.Waisanen@state.mn.us	Youthbuild General Fund, Little Earth, Youthbuild Workforce Development Funds (WDF)
Cory Schroeder (651) 259-7541 Cory.Schroeder@state.mn.us	Youth Disability Employment Initiative (DEI),
Dana Dumbacher (651) 259-7638 Dana.Dumbacher@state.mn.us	Adult Workforce Development Competitive Grants, Pathways to Prosperity Grants, Customized Training Pilot Program
Holly Folkers (651) 259-7530 Holly.folkers@state.mn.us	Adult Disability Employment Initiative (DEI), Pathways to Prosperity Grants,
Taryn Galehdari (651) 259-7540 Taryn.galehdari@state.mn.us	Displaced Homemakers Program (DHP), Senior Community Employment Program (SCSEP), WESA High Demand Jobs, YWCA Direct Appropriation
Monica Weber (651) 259-7560 Monica.Weber@state.mn.us	WIOA DW & Adult, State DW, Small Layoff Independent Grants (SLIG's), Early Readjustment Assistance Grants (ERAG's), MN Diversified Industries, OIC WDF, RESOURCE, Inc., STEM High Tech Association, Twin Cities Rise, Job Driven National Emergency Grant (NEG), Sector Partnership NEG, Rural Career Counseling Coordinators
JoAnne Beaudry (651) 259-7577 Joanne.beaudry@state.mn.us	I 35W/Lake Street Reconstruction Project

Monitor Contact	WDA/Grantee
Phone & E-Mail	
Karen Backlund (651) 259-7559 Karen.Backlund@state.mn.us	NE MN Office of Job Training (WDA #3), Central Minnesota Jobs & Training Services (WDA #5), Hennepin County (WDA #9), Arrowhead Economic Opportunity Agency (AEOA), Pine Tech College, City Academy, Karen of MN, Itasca County, American Indian OIC, Summit OIC, LEDC OIC, MN High Tech, Central Lakes College, MN West Community College, South Central College, META/Brainerd, Tri CAP
Steve Barker (651) 259-7515 Steve.barker@state.mn.us	Southeastern Minnesota Private Industry Council Inc. (WDA # 8), Winona Workforce Council (WDA #18), CAPI, Minnesota Teamsters Service Bureau, Jewish Family Children Services/JFCS, Rochester Community and Technical College, International Institute, Hiawatha Valley, Northfield Community Action Center
Maria Cantu (651) 259-7574 Maria.Cantu@state.mn.us	Ramsey County Workforce Solutions (WDA #15), CLUES, Resource, Inc., Hmong American Partnership (HAP), Twin Cities Rise, Experience Works, YWCA Minneapolis, YWCA Saint Paul, Neighborhood House, Guadalupe Alternative Programs, Minnesota Diversified, East Side Neighborhood Services
Steve Erbes (651) 259-7537 Steve.erbes@state.mn.us	Northwest MN Private Industry Council (WDA #1) Rural Minnesota CEP (WDA #2), White Earth Reservation, Red Lake Band of Chippewa Tribe, Southwest MN Opportunity Council, MN Chippewa Tribe, NW American Indian OIC, Greater Bemidji Inc., NW Technical College, Itasca County, SOAR Careers, Inter-County CAP, SOAR, Itasca County, Red Lake Band of Chippewa Indians, Greater Bemidji, Inc., NW Tech College, MN Chippewa Tribe, Southwest MN Opportunity Council, Central Lakes College, MN West Community and Technical College, South Central College, NW American Indian, Annual Assessment, 2nd year required reviews, desk reviews, etc.
Amy Miller (651) 259-7575 Amy.e.miller@state.mn.us	Southwest MN Private Industry Council (PIC)/(WDA #6) South Central MN Workforce Council (WDA #7), Minnesota Valley Action Council (MVAC), City of Minneapolis, (WDA #10), Anoka County Job Training Center (WDA #12), Washington County (WDA #16), Goodwill Easter Seals (GWES), Life Work Planning Center, Big Brothers/Big Sisters, Boys & Girls Club, Lifetrack Resources
Claire Nelligan (651) 259-7573 Claire.nelligan@state.mn.us	City of Duluth (WDA #4), Dakota – Scott Counties (WDA #14), HIRED, Anoka County (WDA #12) - DEI Adult, SW MN Private Industry Council (WDA #6) – DEI Adult, Central MN Jobs & Training Services (WDA #5) – DEI Adult, Emerge Community Development, Accessibility, Inc., Minneapolis Technical College, Project for Pride and Living, (PPL), Little Earth, Scott County, Dunwoody College of Technology
Larry Eisenstadt (651) 259-7538 Larry.eisenstadt@state.mn.us	Pacer Center Youth Disability Employment Initiative (DEI)
John Vo (651) 259-7571 John.Vo@state.mn.us	Stearns/Benton Employment & Training Council (WDA #17), St. Paul College, Asian Media Access, Renewable Energy, Hennepin County Human Resources, Annual Fiscal Monitoring

WF1 Contact	Specifically
Phone & E-Mail	
Amy Carlson (651) 259-7542 Amy.carlson@state.mn.us	All other Employment & Training Programs over than SCSEP
Taryn Galehdari (651) 259-7540 Taryn.Galehdari@state.mn.us	SCSEP
SPARQ Home Page help@scsep-help.com http://www.sparq.doleta.gov	SCSEP SPARQ Contact SCSEP Help SPARQ Home Page
Web site: http://mn.gov/deed/programs-services/workforceone/index.jsp	Non-program related

Finance Contact	Program	Email	
FSR/RPR Submittal Address:	See Program Contacts	DEED.FSR@State.mn.us	
CAPR Submittal Address	See Program Contacts	DEED.GrantPayments@state.mn.us	
JoAnne Beaudry	Financial Technical	Joanne.beaudry@state.mn.us	(651) 259-7577

2) ADDITIONAL TERMS AND CONDITIONS:

Research and Development (R&D):	Only applicable to Federal Funds
Federal Award Notification (FAIN) Number:	Only applicable to Federal Funds
Federal Funding Accountability and Transparency Act (FFATA) Description:	Only applicable to Federal Funds
Notice of Award (NOA) Federal Award Signed Date (the date when the federal NOA was signed by the authorized official of the federal awarding agency).	Only applicable to Federal Funds
DUNs Number: WDA/Grantee must be registered and current with https://www.sam.gov/portal/SAM/#1	
§200.331 Requirements for pass-through entities All pass-through entities must: (5) A requirement that the subrecipient permit the pass-through entity and auditors to have access to the subrecipient's records and financial statements as necessary for the pass-through entity to meet the requirements of this part; and (6) Appropriate terms and conditions concerning closeout of the subaward.	
Cost Category Definitions: See Annual Application/Request for Proposal (RFP)	
WIOA Adult, WIOA Dislocated Worker, WIOA Youth, State Dislocated Worker, Small Layoff Independent Grants (SLIGs), MIN Youth Program (MYP), Adult Competitive, Displaced Homemakers Program (DHP), Youth Disability Employment Initiative (DEI) - Administration Limit: No more than ten percent (10%) may be expended for administration.	
SCSEP Administration Limit: No more than 9.4% may be expended for administration.	

ATTACHMENT 3

HECAP, TANF Youth, Big Brothers – Big Sisters, CLUES Youth Direct Appropriation, Boys and Girls Club Youth Project, and Youth Competitive Administration Limit: No more than 5% may be expended for administration.

VRS PETS Project – See approved Budget for Administration Limit.

Youthbuild Administration Limit: No more than 6% may be expended for administration.

CHECK ALL THAT APPLY:

ADDITIONAL ATTACHMENTS TO EMAIL AS PART OF TERMS AND CONDITIONS	
	Federal award to DEED copy - If Applicable
	Master Grant Agreement - Provided with 1 st issuance of SFY18 Paper Work
	Local Unified Plan for Workforce Areas current (annual)– link/WIA plans: See Link below http://mn.gov/deed/about/what-we-do/objectives-plans/
	Fiscal Monitoring Guide Provided with 1 st issuance of SFY17 Paper Work
	Annual Assessment & Instructions (Non WSAs/WDAs – Only: Complete and return to WSCO Notifications WSCO.Notifications@state.mn.us 45 days from receipt of Grant Paper Work.
	EO ADA Annual Assessment – Complete and return to WSCO Notifications WSCO.Notifications@state.mn.us 45 days from receipt of Grant Paper Work.
	Minnesota Employment Law Posters (for Printing): http://www.doli.state.mn.us/ls/Posters.asp
	Federal Employment Law Posters (For Printing): http://www.dol.gov/compliance/topics/posters.htm
	Americans with Disabilities Act – Notice to the Public
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STATE OF MINNESOTA
PROJECT SPECIFIC PLAN
ORIGINAL CONTRACT

Master Contract #: SBETC2016M

Term of Master Contract: 7/1/2016-6/30/2021

Master Supplier Contract #:

Contract ID #: 7178500

GRANTOR / STATE	GRANTEE
MN Department of Employment and Economic Development Workforce Development Division 1 st National Bank Building 332 Minnesota Street – Suite E200 Saint Paul, MN 55101-1351	Stearns-Benton Employment & Training Council 1542 Northway Drive St. Cloud, MN 56303
AUTHORIZED REPRESENTATIVE	AUTHORIZED REPRESENTATIVE
Name: Monica Weber Title: Senior Grants Specialist Telephone Number: 651-259-7560 Email: monica.weber@state.mn.us	Name: Tammy Biery Title: Director Telephone Number: 320-308-5702 Email: tammy.biery@sbert.org

Required Attachments: Attachment 1: Work Plan
Attachment 2: Budget
Attachment 3: Terms and Conditions

SUBMITTED BY GRANTEE:

I certify that the information contained in the attached Work Plan and Budget, labeled attachment 1 and Attachment 2 respectively, is true and accurate to the best of my knowledge and that I submit this Project Specific Plan on behalf of the Grantee.
(Signature)  Date: 7/26/17

Printed Name: Tammy Biery

Title: Director

APPROVED BY (GRANTOR / STATE)

I have reviewed and approved the attached Project Specific Plan which is referenced in and incorporated as an amendment to the Master Grant Contract indicated herein.
(Signature)

Date:

Printed Name: May Thao Schuck

Title: Director, Employment and Training

Agency: Minnesota Department of Employment and Economic Development

FOR DEED OFFICE USE ONLY

Program Name: PY17/FY18 State Dislocated Worker

Contract Start Date: 7/01/2017

Contract End Date: 6/30/2019

Original Contract Amount: \$ 336,422

Match/Leverage Required? ☐ Yes ☒ No

SWIFT Contract ID

SWIFT PO Number #

129134

305072

Program Coordinator

NGA Number

SWIFT Vendor Number + Location

Procure-It #

Monica Weber

0000214093 001

AFS Signature: Godwin ubani

Encumbrance Date: 7/25/2017

Dislocated Worker Merrill Project – Cover Sheet

Agenda Items:

SBETC received the Dislocated Worker – Merrill Project which originally comprised of 32 clients, we received 20. Because of the transition, these clients were more time intensive. Additional staff time was included in the budget to meet the client needs.

Financial Impact:

Reduced the overall grant from \$147,000 to \$120,000. However, increased Career Services and Support Services and decreased Direct Customer Training. See the Merrill Project Modification chart below:

Check all that apply	Cost Category Modification	Previous Contract	Proposed Contract	Difference (Indicate + or -)
☒	Administrative / Subgrant Admin	\$14,700	\$12,000	\$ - 2,700
☒	Career Services	\$50,800	\$57,000	\$ + 6,200
☒	Direct Customer Training	\$73,500	\$36,000	\$ - 37,500
☒	Support Services	\$8,000	\$15,000	\$ + 7,000
		\$147,000	\$120,000	\$ - 27,000
	Number of Participant's Served	32	20	-12

Action Requested:

Request to approve the Modified Dislocated Worker Merrill Project.



Workforce Development Division

Dislocated Worker Program Mass Layoff Project Grant Modification Application

C O N T E N T S

Contract Modification Information

Narrative

Financials

Performance Goals

Participant Work plans and Budget Information

Program Year 2016/Fiscal Year 2017

Effective July 1, 2016

Stearns-Benton Employment & Training Council (SBETC)

Merrill Corporation Project

Modification #1

Grant Number: 6178601

Effective July 1, 2016

Dislocated Worker Program Project Modifications are accepted and reviewed on a monthly basis. The dates to submit a Dislocated Worker PSP for review and funding consideration are 5:00 p.m. on the last Friday of every month:

Dates for PY 2016/FY 2017:

July 29, 2016	January 27, 2017
August 26, 2016	February 24, 2017
September 30, 2016	March 31, 2017
October 28, 2016	April 28, 2017
November 25, 2016	May 26, 2017
December 30, 2016	June 30, 2017

Project Modifications must be submitted at least one quarter in advance of the end date of the grant. For instance, a modification for a grant ending on December 31 should be submitted no later than September 30, for review in the October grant round.

If the project to be modified is linked to a **Trade Adjustment Assistance (TAA)** petition, please contact Monica Weber (monica.weber@state.mn.us) and Chelsea Georgesen (Chelsea.S.Georgesen@state.mn.us) a month in advance, and **they will provide a modification form that includes current TAA spending on the grant.**

To be considered for funding, submit one electronic copy with a scanned, signed cover page to:

Monica.Weber@state.mn.us

Monica Weber
Dislocated Worker Program Grants Specialist Senior
MN Department of Employment & Economic Development
Workforce Development Division/Dislocated Worker Program

Chelsea.S.Georgesen@state.mn.us

Chelsea Georgesen
Dislocated Worker Coordinator
MN Department of Employment & Economic Development
Workforce Development Division/Dislocated Worker Program

DISLOCATED WORKER PROGRAM

Enter Grant Number 6178601 Mod 1

**(MASS-LAYOFF)
CONTRACT MODIFICATION INFORMATION**

SECTION I. Contract Modification Information

Name of Project: Merrill Corporation

Service Provider: Stearns-Benton Employment & Training Council

Grant Number: 6178601

Current project Dates

Start: 04/01/2017 End: 06/30/2018

(All projects must end on a Quarter End Date, i.e. March 31, June 30, September 30 or December 31. Modification requests must be submitted at least one quarter prior to the project end date.)

Modification Request Number: 1

Authorized Signature:

Date: July 25, 2017

Grant Title: Merrill Corporation

MODIFICATIONS REQUESTED:

Indicate modification(s) requested, including details of planned modification.

A. **Enter new end date of the contract:** no change requested

(Projects must end on a quarter end date.)

B. **Amount of Increase or Decrease in the Total Allocation:**
The original allocation was for \$147,000.00; we are requesting to decrease the total allocation 27,000.00 for a new total allocation amount of \$120,000.00

C. **Number of participants to Add or Delete:** Add: Delete 12
participants; we would like to modify our plan to reflect an enrollment number of 20 individuals.

Enter Grant Number 6178601 Mod 1

Check all that apply	Cost Category Modification	Previous Contract	Proposed Contract	Difference (Indicate + or -)
☒				
☒	Administrative/Subgrant Admin <i>(Not > 10% of total dollars expended)</i>	\$ 14,700.00	\$ 12,000.00	\$ -2,700.00
☒	Career Services	\$ 50,800.00	\$ 57,000.00	\$ +6,200.00
☒	Direct Customer Training <i>(Not < 30% of total dollars expended, unless TAA certified)</i>	\$ 73,500.00	\$ 36,000.00	\$ -37,500.00
☒	Support Services <i>(Not > 20% of total dollars expended)</i>	\$ 8,000.00	\$ 15,000.00	\$ +7,000.00
☐	Type Other Category Name Here	\$	\$	\$
☒	Number of Participant's Served	32	20	-12

Enter Grant Number 6178601 Mod 1

SECTION II. NARRATIVE

PART 1: JUSTIFICATION FOR MODIFICATIONS

What factors are leading to this request for modification?

The project was originally awarded to CMS. When the project was transferred to us, we built the plan and budget on the number of clients that CMS and DEED believed would be transferring to us—32. Prior to the transfer, CMS was able to close additional clients. Initially, there were 32 individuals identified that would be transferring; however, once the transfer occurred, we had less than 20 individuals on the list. We have had individuals who had closed with CMS request their files be reopened, and we have had individuals who chose not to participate in the project previously request to be enrolled. Thus, we would like to modify our plan to reflect an enrollment number of 20 individuals. We are requesting a modification to reflect a reduction in the number of clients that will be served; in addition, we are requesting that we are able to waive the minimum requirement of 50% of the funds must be used for direct customer training costs. The clients that transferred to us had been served for 9 months by CMS and have now been unemployed for a significant amount of time. For a number of the clients, this has resulted in a re-evaluation of the plan they had and redirection, resulting in more intense planning with the Career Planner. We would like to transfer training funds to career services.

Is this modification request a result of a monitoring recommendation?

Yes ☐ No ☒

Provide details:

=

Is this grant TAA certified?

Yes ☐ No ☒

Enter Grant Number 6178601 Mod 1

PART 2: WAIVERS

Are you requesting a Direct Customer training Waiver to modify below 50%? (Unless TAA certified, modification cannot be below 30%).

Yes ☒ No ☐

Provide justification:

The individuals remaining in the Merrill Corporation Project upon transfer from CMS to SBETC have been unemployed for a significant amount of time; to meet their needs, most need to secure employment. Our Career Planner is using a variety of training strategies to assist clients with re-employment—TJOs and OJTs. These short-term work-based activities require significant staff time to set up but, do not require as much training funding as long-term training does.

Are you requesting a Career Services waiver to modify above 40%?

Yes ☒ No ☐

Provide justification:

Please see above.

Are you requesting a Support Services waiver to modify above 15%? (Costs cannot go above 20%).

Yes ☐ No ☒

Provide justification:

We are keeping our support services at or below 15% but raising from our original request since with the extended period of unemployment, many of the clients are beginning to need to address support service needs such as COBRA and rent/mortgage.

Part 3: Project Narrative

1. Describe outreach activities that were performed to enroll workers
In March, CMS sent out a letter to individuals participating in their Merrill Corporation project; the letter included information regarding the transition and identification of the person to contact at SBETC if they had questions. SBETC sent a follow up letter, indicating that individuals may work with either SBETC or CMJTS and identifying next steps. In addition, SBETC sent letters to individuals laid off from Merrill who did not access services. SBETC's Outreach & Eligibility Specialist directly contacted the individuals that were on the list to transfer to SBETC; she asked where they would like to receive services.

At the start of the project, our Career Planner held two group sessions. Then she set up individual meetings with clients. As part of the individual meetings, she reviewed the client's Individual Employment Plan.

2. What English translation services did these workers need?
None of the clients needed English translation services. However, if any of the clients do demonstrate a need, we have two staff that are bilingual.
3. How are monthly contacts with workers with limited English being provided?
At this time, none of the clients have a needed to have information interpreted.
4. What (if any) are the main barriers to employment for these workers?
For many of the current clients, the main barrier to employment is being out of work for over 9 months.
5. Provide a description of the assessment(s) you used to gather more information about the dislocated worker's skills and work history.
For the clients that needed assessments in addition to the ones they completed while working with CMS, we encouraged them to enroll in CareerTrek—20 hour class where they explore interests, aptitudes, targeted industries, labor market information, career sites, etc. As part of the class, clients take Compute-A-Match, Myers-Briggs, Holland Interest Inventories.

6. In consideration of the specific needs of the dislocated workers, describe the customized services you are providing to address skill gaps and re-employment into growing occupations.

Both SBETC and CMJTS provide a range of services to address skill gaps and re-employment into growing occupations.

- Personalized Service: career and interest assessments, one-on-one career counseling, career exploration employment plan development, labor market information (LMI), job search assistance, interview coaching, resume assistance, information regarding job fairs and hiring events, access to computers and assistance in the resource area
- Training: retraining for high growth/in-demand occupations, skill training leading to new credential, computer training, degree completion, on-the-job training, transitional-job opportunities, online tutorials, CareerTrek involving components of all of the customized services
- Workshops presented by Job Services, SBETC, CMJTS: Creative Job Search, Financial Wellness, Interview with confidence, Job Search Over 40, LinkedIn to Networking, Mock Interview, Resume Review, Skills and Resumes, Networking Group
- Financial Support: confidential emergency assistance, community resources, personal and financial

7. Describe the types of non-credentialed training will you/have you offered.

We offer CareerTrek, LearnKey, and other non-credentialed training that align with client needs. In addition, we offer work-based activities, including TJOs, OJTs, apprenticeships, pre-apprenticeships.

8. What types of credentialed training did the workers on this project request?

Degree completion; for example, 12 credits to complete BA

Short-term to enhance employability; for example, project management to enhance marketing degree

AS; for example, two-year accounting program

9. What type of industries/occupations were these credential for?

Business Services—Accounting, Marketing

Art

Corrections and Criminal Justice

10. What type of Support Services have these workers needed, and how will they continue to be informed about that these funds are available.

Since these clients have now been unemployed for over 9 months, they are beginning to need support with COBRA and housing costs as well as continued job search costs.

11. What local controls do you have in place to monitor grant expenditures to assure the grant is within budgeted cost category amounts and statutory percentages? Did these controls work as anticipated?

Our accounting processes assist us in monitoring our expenditures. Monthly, the Leadership Team reviews FSRs and addresses with the team our expenditures. We had been using an accounting system (THO) that closely tracked obligations and funds available; this system provided us with the local controls needed. With our recent contract with another agency (CMJTS) for our financial services, we transitioned to MIPS. This system has worked effectively for CMJTS for their local controls; we are confident it will work for us as well.

12. Did any of these workers enter CLIMB? How many?
(Not available on Federal Mass Layoff grants.)

At this time, our Career Planner is working with one individual who thought the person was entered into CLIMB while working with CMS; however, the person was not. The person is working on the steps for CLIMB currently.

FINANCIALS: EXPENDITURES

The following tables are embedded Excel spreadsheets. Please double-click the tables to edit them. **Rows and columns in gray will automatically calculate.**

CURRENT CONTACT vs ACTUAL SPENDING

Using the most recently completed quarter, please provide your planned budget and actual expenditures (from the financial report that corresponds to that quarter).

Most recently Completed Quarter: [Click here to enter text.](#)

Dislocated Worker Project	Planned Expenditures	Percent	Actual Expenditures
Administration:	\$2,940.00	10%	\$0.00
Career Services	\$10,160.00	35%	\$4,233.74
Direct Customer Training Costs:	\$14,700.00	50%	\$6,882.21
Support Services:	\$1,600.00	5%	\$2,310.20
Total Expenditures Through Last Completed Quarter	\$29,400.00	100%	\$13,426.15

What are you outstanding obligations: [Click here to enter text.](#)

*Explanation:

We have not completed a quarter yet.

CURRENT CONTRACT vs PROPOSED MODIFICATION

Please provide your total planned budget and modification request(s) below. If you are not asking for a modification in funding, please repeat the current plan number.

Cost Categories	Contract	Percent	Modification	Percent
Administration (10% maximum)	\$14,700.00	10%	\$12,000.00	10%
Career Services	\$50,800.00	35%	\$57,000.00	48%
Direct Customer Training	\$73,500.00	50%	\$36,000.00	30%
Support Services	\$8,000.00	5%	\$15,000.00	13%
Total	\$147,000.00	100%	\$120,000.00	100%

Enter Grant Number 6178601 Mod 1

SECTION IV. PERFORMANCE GOALS

Using the most recently completed quarter, please provide your planned performance goals and your actual performance.

Participant Information	Most Recent Quarter Plan	Actual	Variance
<i>Quarter end date</i>	<i>6/30/2017</i>		
Enrollment	32	18	56%
Placement	5	2	40%
Cost per Participant	\$4,100	\$746	18%
Cost per Placement	\$4,600	\$6,713	146%
Entered Employment Rate	88%	11%	13%
Average Wage at Placement	\$14.50	\$14.98	\$0.48

PLANNED vs ACTUAL

CURRENT CONTRACT vs PROPOSED MODIFICATION

Please list your modification request(s) below. If you are not requesting a modification for participation or performance goals, please repeat the current plan number.

	Current Contract	Proposed Modification	Change		
Total Award	\$147,000.00	\$120,000.00	-\$27,000.00		
Enrollment	32	20	-12		
Placement	28	17	-11		
Entered Enrollment Rate	88%	85%	-3%		
Cost Per Participant	\$4,593.75	\$6,000.00	\$1,406.25		
Cost Per Placement	\$4,600.00	\$5,000.00	\$400.00		
Average Wage at Placement	\$14.50	\$14.50	\$0.00		

Enter Grant Number 6178601 Mod 1

Cost Category Definitions

- **ADMINISTRATION COSTS:** Costs are generally associated with the expenditures related to the overall operation of the employment and training system. For non-WIOA programs, include the administrative expenditures in accordance with the appropriate rules and regulations. (*Subject to language modification per WIOA Regulations.*) Administrative costs cannot be more than 10% of the total expended on a grant, not 10% of the funds granted.
- **CAREER SERVICES:** Are defined in WIOA Law, Section §134(b)(3)(2). Career Services combines the Core Services and Service Related categories. Services provided under this cost category include eligibility determination, outreach and intake, initial skill assessments, job search and placement assistance, career counseling, recruitment, coordination of activities with other programs, and job vacancy listings. Expenditures also include provision of useable and understandable performance and program cost information.
- **DIRECT CUSTOMER TRAINING COSTS:** Any tuition, books, fees, OJT reimbursements, participant wages & fringes (SCSEP), and Personal Adjustment/Independent Living Skills Training (Rehabilitation Services), incumbent worker training, customized training, job readiness training, adult education and literacy activities, provided directly on the customer's/consumer's behalf. For non-WIOA programs, include the expenditures in accordance with the appropriate rules and regulations. **DO NOT INCLUDE STAFF COSTS.**
- **SUPPORT SERVICES:** Costs for services and items considered necessary for job seeker participation in the program including, but not limited to: transportation, housing/rental assistance, health and medical costs, needs-based payments, travel assistance, legal aid, personal counseling, clothing, tools, etc. For non-WIOA programs, include the expenditures in accordance with the appropriate rules and regulations.

PARTICIPANT LAYOFF PLANS AND BUDGET INFORMATION

REVISED CONTRACT PARTICIPANT PLAN, ACTIVITY PLAN, BUDGET AND SUPPORT SERVICES PLAN

This section incorporates revisions to contract activity plans and budget pages.

Indicate segments modified and fill out the tables provided with the **revised** information.

If adding additional quarters to the Excel tables, please copy the current quarters, paste in the empty rows below the current table, and re-size the Excel spreadsheet by dragging the borders. The table will automatically move itself to a new page if necessary. These pages can also be changed to landscape format to accommodate more quarters.

1. Participant Plan (*Cumulative by Quarter*)
2. Activity Plan (*Cumulative by Quarter*)
3. Budget Information (*Cumulative Budget Summary*)
4. Detailed Budget Information
5. Support Service Plan

Quarter ending dates are: March 31; June 30; September 30; and December 31.

Complete the Participant plan below indicating in cumulative fashion the number of people to be enrolled by quarter in each activity.

Table 1: Participant Plan (Cumulative)

Category	Qtr . 1	Qtr. 2	Qtr. 3	Qtr. 4	Qtr. 5	
Quarter End Date	6/30/17	9/30/17	12/31/17	3/30/17	6/30/17	
Total Enrollments	18	19	20	20	20	
Total Terminations	2	10	17	20	20	
Entered Employment	2	8	15	17	17	
Other Terminations		2	2	3	3	
Current Enrollment	16	9	3	0	0	

Table 2: Activity Plan (Cumulative)

WIOA Type	Label	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Qtr. 5
	Quarter End Date					
Intensive	Individual Plan Development	18	19	20	20	20
Intensive	Career Counseling	18	19	20	20	20
Training	Non-Credentialed Training	34	34	34	34	34
Training	Credentialed Training	5	6	8	10	10
Training	Customized Training	0	0	0	0	0
Training	Entrepreneurial Training	0	0	0	0	0
Training	ESL Training	0	0	0	0	0
Training	GED Training	0	0	0	0	0
Training	Literacy Training	0	0	0	0	0
Training	OJT Public or Private	0	2	3	3	3
Training	Transitional Jobs	2	3	3	4	4

Table 3: Budget Information

Table I: Dislocated Worker Program (Cumulative Budget Summary)

Standard budget quarters are July through September, October through December, January through March, and April through June. Projects starting "mid-quarter" will need to complete a fifth quarter plan to include a full 12 months of operation. Quarterly ending dates are: March 31; June 30; September 30; and December 31.

If your grant runs more than 4 quarters, please add in additional quarters to get to the final quarter of the grant.

Cost Category	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Qtr.5
Quarter End Date	6/30/2017	9/30/2017	12/31/2017	3/31/2017	6/30/2018
I. Administrative (10% Maximum)	\$0.00	\$3,000.00	\$6,000.00	\$9,000.00	\$12,000.00
II. Career Services (40% Maximum)	\$4,233.74	\$17,424.00	\$30,615.00	\$43,806.00	\$57,000.00
III. Direct Customer Training Costs (50% Minimum)	\$6,882.21	\$14,162.00	\$21,441.00	\$28,720.00	\$36,000.00
IV. Support Services (15% Maximum)	\$2,310.20	\$5,483.00	\$8,655.00	\$11,827.00	\$15,000.00
V. TOTAL	\$13,426.15	\$40,069.00	\$66,711.00	\$93,353.00	\$120,000.00

Detailed Budget Information

Cost Category		Costs (i.e. tuition, books) (50% Min.)	(40% Max)		TOTALS	
Staff Salaries/ Fringe Benefits	\$10,400.00	\$0.00	\$47,225.00	\$0.00	\$57,625.00	
Staff Travel	\$120.00		\$600.00	\$0.00	\$720.00	
Other Direct/ Indirect Costs	\$1,480.00		\$9,175.00	\$0.00	\$10,655.00	
Direct Client Costs	\$0.00		\$0.00	\$0.00	\$0.00	
- OJT		\$15,000.00			\$15,000.00	
- Tuition Pay		\$12,000.00			\$12,000.00	
TJO		\$9,000.00			\$9,000.00	
- Entrepreneur Training					\$0.00	
Support Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Transportation				\$3,000.00	\$3,000.00	
Family Care				\$600.00	\$600.00	
Health Care				\$4,000.00	\$4,000.00	
Housing or Rental Assistance				\$4,000.00	\$4,000.00	
Counseling: Personal, Financial, Legal				\$1,000.00	\$1,000.00	
Emergency Financial Assistance					\$0.00	
Tools & Clothing				\$2,400.00	\$2,400.00	
Relocation					\$0.00	
Out of Area Job Search					\$0.00	
Other					\$0.00	
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
- Contractual					\$0.00	
- Other					\$0.00	
- State Admin					\$0.00	
GRAND TOTALS	\$12,000.00	\$36,000.00	\$57,000.00	\$15,000.00	\$120,000.00	

Support Services Plan

Support Services Category	Project Totals		
	Funds	Number of Clients	Average Cost per Client
Transportation	\$3,000.00	20	\$150.00
Family Care	\$600.00	5	\$120.00
Health Care	\$4,000.00	5	\$800.00
Housing or Rental Assistance	\$4,000.00	5	\$800.00
Counseling: Personal, Financial, Legal	\$1,000.00	6	\$166.67
Emergency Financial Assistance	\$0.00	0	
Tools & Clothing	\$2,400.00	8	\$300.00
Relocation	\$0.00	0	
Out of Area Job Search	\$0.00	0	
Other	\$0.00	0	
TOTAL	\$15,000.00	49	\$306.12



EMPLOYMENT AND ECONOMIC DEVELOPMENT

July 27, 2017

JPB/LWDB Exec Meeting - 09.11.17
Attachment 4.H.

Ms. Tammy Biery, Director
Stearns Benton Employment and Training Council
1542 Northway Drive
St. Cloud, MN 56303

RE: SFY 2018 TANF Youth Grant (#8177400) – Modification 1

Dear Ms. Biery:

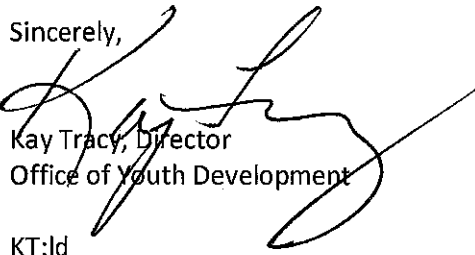
We are providing you with the attached Notice of Grant Action (NGA), increasing the TANF Youth grant referenced above to \$70,000. The following documents are attached for your SFY 2018 TANF Youth Grant funding for the period of April 1, 2017 through December 31, 2017:

- Notice of Grant Action (NGA 16-15)
- Project Specific Plan (PSP) Contract Cover Sheet and Attachments

Please adjust the fiscal reporting templates for this grant to reflect the new approved budget.

If you have questions regarding the TANF Youth project, please contact me at 651-259-7555 or Lynn Douma at 651-259-7536. We ask that you share this information and documentation with appropriate local staff as needed. Thank you for your cooperation.

Sincerely,


Kay Tracy, Director
Office of Youth Development

KT:ld

Attachments

c: Joan Bloemendaal-Gruett
Nancy Kircher
Financial Services
Lynn Douma
Sou Thao
JoAnne Beaudry

**STATE OF MINNESOTA
PROJECT SPECIFIC PLAN
AMENDMENT**

Master Contract #: SBETC2016M
Term of Master Contract: 7/01/2016-6/30/2021
Master Supplier Contract #: 109746
Contract ID #: 8177400
Modification #: 1

GRANTOR / STATE	GRANTEE
MN Department of Employment and Economic Development Employment & Training Programs (ETP) Division 1 st National Bank Building 332 Minnesota Street - Suite E200 Saint Paul, MN 55101-1351	Stearns-Benton Employment & Training Council 1542 Northway Drive St. Cloud, MN 56303
AUTHORIZED REPRESENTATIVE	AUTHORIZED REPRESENTATIVE
Name: Lynn Douma Title: Program Coordinator Telephone Number: 651-259-7536 Email: Lynn.Douma@state.mn.us	Name: Tammy Biery Title: Director Telephone Number: 320-308-5702 Email: Tammy.Biery@sbetc.org

For expired contracts:

☐ The Original Contract and any previous amendments are incorporated into this amendment by reference.

OR Standard amendment language

☒ Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

If Applicable

☒ Attachment 1, "Work Plan" is deleted in its entirety and replaced with the following Attachment 1- Work Plan Mod 1.

☒ Attachment 2, "Budget" is deleted in its entirety and replaced with the following Attachment 2- Budget Mod 1.

SUBMITTED BY GRANTEE:

I certify that the information contained in the attached Work Plan and Budget, labeled attachment 1 and Attachment 2 respectively, is true and accurate to the best of my knowledge and that I submit this Project Specific Plan on behalf of the Grantee.

(Signature) 

Date: 7/26/17

Printed Name: Tammy Biery

Title: Director

APPROVED BY (GRANTOR / STATE)

I have reviewed and approved the attached Project Specific Plan which is referenced in and incorporated as an amendment to the Master Grant Contract indicated herein.

(Signature) 

Date: 7/26/17

Printed Name: May Thao Schuck

Title: Director, Employment & Training Programs (ETP) Division

Agency: Minnesota Department of Employment and Economic Development

FOR DEED OFFICE USE ONLY

Program Name: 2017 TANF Youth

Contract Start Date: 4/1/2017

Total Grant Amount: \$70,000

Original Contract End Date: 12/31/2017

Original Grant Amount: \$10,000

Proposed Grant End Date: n/a

Previous Modification Amount: n/a

Match/Leverage Required? ☐ Yes ☒ No

Current Modification Amount: \$60,000

SWIFT Contract ID

SWIFT PO Number #

122181

9000288823

Program Coordinator

NGA Number

SWIFT Vendor Number + Location

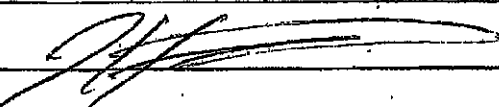
Procure-It #

Lynn Douma

16-15

0000214093001

32648

AFS Signature: 

Encumbrance Date: 7/26/17

Indirect Cost Rate
FSR/CAPR

(Not Applicable at this time)

NGA # 16-15

Notice of Grant Action (NGA)

Minnesota Department of Employment and Economic Development

Master Grant Agreement #SBETC2013M

SC #72061

Effective Master Grant Agreement Date: June 20, 2013 - March 31, 2018

Master Grant Agreement #SBETC2016M

SC #109746

Effective Master Grant Agreement Date: July 1, 2016 - June 30, 2021

DUNS #: 008604746

GRANTEE:

Stearns-Benton Employment & Training Council
WDA #17
1542 Northway Drive
St. Cloud, MN 56303

GRANTOR-STATE: MN Dept of Employment and Economic Development
Employment & Training Programs (ETP) Division
1st National Bank Building
332 Minnesota Street, Suite E200
Saint Paul, MN 55101-1351

FUNDING SUMMARY

Title ID/Name FEDERAL	Performance Period	Grant ID #	Prior Level	Obligation with this Action	New Level	Award/Amount	CFDA #	CFDA Name	NGA #	DEED USE	
										SWIFT P.O. #	SWIFT Contract ID
WIOA Youth	04/01/16 - 03/31/18	6173600	\$264,104.00	\$0.00	\$264,104.00	\$264,104.00	17.259	WIOA Youth	1,10	3-248345	108291
WIOA Adult Formula	07/01/16 - 06/30/18	6173100	\$175,732.00	\$0.00	\$175,732.00	\$175,732.00	17.258	WIOA Adult	4,6	3-256330	111309
WIOA DW Formula	07/01/16 - 06/30/18	6178000	\$180,446.00	\$0.00	\$180,446.00	\$180,446.00	17.278	WIOA DW	4,6	3-256302	111145
2017 TANF Youth	04/01/17 - 12/31/17	8177400	\$10,000.00	\$60,000.00	\$70,000.00	\$70,000.00	93.558	1502MNTANF*	9,15	3-288823	122181
OTHER											
MN Youth Program	07/01/16 - 06/30/17	7176400	\$184,620.00	\$0.00	\$184,620.00	\$184,620.00	N/A	N/A	2	3-254341	110553
HECAP	07/01/16 - 06/30/17	7176301	\$25,000.00	\$0.00	\$25,000.00	\$25,000.00	N/A	N/A	2	3-253749	110183
MN Youthbuild Program	07/01/16 - 09/30/17	7176500	\$73,000.00	\$0.00	\$73,000.00	\$73,000.00	N/A	N/A	2,11	3-254016	110393
Youth Competitive Grant	07/01/16 - 09/30/17	7178801	\$125,000.00	\$0.00	\$125,000.00	\$125,000.00	N/A	N/A	2,12	3-254174	110443
State Dislocated Worker	07/01/16 - 06/30/18	6178500	\$583,928.00	\$0.00	\$583,928.00	\$583,928.00	N/A	N/A	3,7,14	3-256453	111384
Program (DWP)	07/01/16 - 03/31/18	7174800	\$200,000.00	\$0.00	\$200,000.00	\$200,000.00	N/A	N/A	5,8	3-267121	114644
Rural Career Counseling	04/01/17 - 06/30/18	6178601	\$147,000.00	\$0.00	\$147,000.00	\$147,000.00	N/A	N/A	13	3-290634	122954
Merrill Corporation											
TOTAL			\$1,968,830.00	\$60,000.00	\$2,028,830.00	\$2,028,830.00					

APPROVED BY:

Shelley Landgraf
Shelley Landgraf, Director
Employment and Training Programs (ETP) Division, Fiscal Grants/Monitoring Activities

DATE ISSUED:

7-27-2017

The approved Project Specific Plan, along with this NGA, and attached workplan and budget is releasing funding under the SBETC2013M and SBETC2016M State/Federal Master Grant Agreement with DEED.

See Attachment 3 for DEED's Contacts and Additional Terms and Conditions.

FSR = Financial Status Report/ CAPR = Cash Advance Payment Request

*CFDA Name: Temporary Assistance for Needy Families (TANF)

For questions, contact Shelley Landgraf at 651-259-7580 or shelley.landgraf@state.mn.us

ATTACHMENT 1, MOD 1

2017 TANF INNOVATION PROJECT

Agency	Contact Person Phone/E-mail
Stearns-Benton Employment & Training Council	Joan Bloemendaal-Gruett, EdD 320-308-5712 Joan.bloemendaal.gruett@sbetc.org
Amount Requested: \$70,000	
Estimated Number to be Served: 30	

Questions:

- 1. Describe how the youth service provider will reach out to eligible youth (working with the county and Employment Service Providers, as appropriate) to recruit them for the project.**

For this project, we would recruit eligible youth as identified above to participate in CareerONE: an intensive summer day camp, providing at risk youth with work readiness skills training in a safe, nurturing, and learning-rich environment. Through the various components of CareerONE, youth will increase their life skills-increase academic skills; develop employability skills including safety, team work; identify career goals; enhance financial knowledge; assist the community through performance of community work projects.

In addition to reaching out to school counselors and other youth-serving agencies, SBETC Youth Career Planners will reach out to Resource, Inc. staff (local MFIP provider for Stearns and Benton counties), providing them with an overview of our CareerONE program and enrollment information. Eligible youth who express interest will be contacted by SBETC. SBETC will identify students during the enrollment process who are from MFIP households.

This summer we have several different sessions/programs for CareerONE:

- CareerONE – St. Cloud: 5 week program
- CareerONE – two sites; Paynesville and Sauk Centre: 2 week program
- Step Up – follow up 40 hour enhanced work experience
- *CareerONE Youth Aging Out* – 5 week program; additional work literacy component

A majority of our youth for the TANF Innovation Project will be recruited for the St. Cloud session; however, if other sessions better align with their needs, we will also enroll in those sessions.

- 2. Describe the youth service provider's plans to assure collaboration with participants' MFIP Employment Service Providers regarding their Employment Service Plans, to provide high-quality, meaningful work experiences which will lead**

to youth meeting work readiness goals for careers within the industry in which they are placed.

SBETC Youth Career Planner(s) will connect with the MFIP Employment Service Provider(s) to ensure plans are coordinated and to establish additional programming available after youth participate in CareerONE such as In School Youth, Youth at Work, YouthBuild. As part of CareerONE, youth will participate in a range of activities--employability skills development, career exploration, team building, financial literacy, academic skill building, safety awareness, community service, and work experience.

3. **Describe how individualized goals for youth participants will be developed and youth-specific barriers will be addressed, including plans to provide structured work experience for targeted youth in professional environments with sufficient adult mentoring and oversight. Include referral and co-enrollment strategies, as appropriate.**

As part of CareerONE, team leads complete ongoing evaluation of the youth's skill development. One of the major focuses of CareerONE is to address youth-specific barriers. Youth identify career interests, explore career pathways, and set individualized goals. After participating in CareerONE, some youth are eligible for additional services through SBETC. Referrals and co-enrollment strategies will be reviewed for the youth enrolled in the TANF Innovation Project.

4. **What percentage of participants do you expect to be from communities of color? Describe the youth service provider's plans to incorporate culturally responsive programming approaches when applicable.**

Last year, 69% of the youth that participated in CareerONE were youth of color. For the youth recruited to participate as part of the TANF Innovation Project, we would expect at least 33% would be youth of color. As part of SBETC's continued efforts to be culturally responsive, we incorporate team building activities, work to recruit team leads that reflect the demographics of our youth participating, work with food service providers to provide meals that are culturally appropriate, plan for cultural events that impact youth such as youth that fast during Ramadan. Last summer over 27% of the students identified another language other than English as their first language; to address potential barriers, we ensure translation/interpretation are available; staff provide continual outreach and connection to resources. In addition, we have three of the team leaders that are bi-lingual and one team leader that is an EL Teacher.

5. **Describe the youth service provider's plans to introduce career pathways, prepare targeted youth for post-secondary education and provide information on high-growth, in-demand occupations in the region. Describe how individual youth will be matched with employment opportunities.**

The components of our CareerONE program include:

- Contextual Academics - Contextual learning provided by teachers. Achievement is documented with pre- and post-test level increases certification exams.
- Employability Skills Training

ATTACHMENT 1, MOD 1

- Attendance, Punctuality & Dress Code - Demonstrate regular daily attendance, be on time, return from breaks on time, attend the entire day, follow dress code and practice good hygiene.
- Safety, Cooperation & Teamwork - Demonstrate understanding, friendliness, respect, adaptability toward others; contribute to the group; participate in all activities and events; demonstrate a positive attitude and honesty; work toward goal attainment; monitor self-progress; exhibit self-control; use appropriate verbal and written language; demonstrate ability to work safely; assist co-workers to be safe; identify safety concerns.
- Work Quality & Work Quantity - Demonstrate the ability to understand and follow directions; be prepared for assignments; complete tasks on time with neatness, accuracy, speed and consistency; demonstrate pride in your work; finish each project; meet customer expectations.
- Workforce Readiness - Learn labor market information tools; complete career exploration activities; set education and employment interest goals; complete a general application and resume; secure references.
- Financial Education - Complete Money Smart Curriculum enhancing financial skills.
- Work Experience/Community Service—participate in work experience and community service.

As part of the Workforce Readiness component of CareerONE, targeted youth would be introduced to career pathways and required post-secondary education; as part of utilizing the labor market tools, youth are introduced to high-growth, in-demand occupations in the region.

6. Describe the youth service provider's plans to measure Work Readiness Indicators for targeted youth. Also identify other LOCAL benchmarks/performance indicators for youth served under the 2017 TANF Innovation Project.

As part of CareerONE, St. Cloud session, youth have the opportunity to earn up to \$1,020.00 stipend for successful completion of the various components of the program and demonstration of employability skills. Each day youth are evaluated and earn a portion of their stipend based on set criteria. Team leaders track students' progress on each component. This information will be used to measure Work Readiness Indicators.

Youth enrolled in other CareerONE sessions will also earn a stipend.

ATTACHMENT 1: WORK PLAN 2017 TANF INNOVATION PROJECT

Provide a brief summary of planned services/activities provided in the project. Make additional copies of this form as needed.

Agency: Stearns-Benton Employment & Training Council	Contact: Joan Bloemendaal-Gruett, EdD 320.308.5712 joan.bloemendaal.gruett@sbetc.org			
Project Goal: To provide direct services in the form of work experiences, introduction to career pathways, and related support services to youth on MFIP. (*Number Served—through these funds we will serve 30 youth; our CareerONE program serves over 100 youth who meet the criteria of at risk)				
Strategies (activities, steps, and tasks to achieve the goal):	Expected Outcomes	Number Served	Start Date	End Date
Contextual Academics Employability Skills Training: • Safety Training • Team work activities • Work quality and work quantity	Overall expected outcome is that youth will successfully complete all components of CareerONE, receiving the maximum stipend. Increase reading and math skills as measured by pre and post-test	30	06/27/2017	08/31/2017
	• Demonstrate regular daily attendance, punctuality, return from breaks on time, attend all day • Demonstrate ability to work safely, assist co-workers to be safe; identify safety concern • Demonstrate understanding, friendliness, respect, adaptability toward others, contribute to the group; participate in all work activities and events; demonstrate a positive attitude and honesty; work toward	30	06/27/2017	08/31/2017

Agency: Stearns-Benton Employment & Training Council	Contact: Joan Bloemendaal-Gruett, EdD 320.308.5712 Joan.bloemendaal.gruett@sbetc.org			
Project Goal: To provide direct services in the form of work experiences, introduction to career pathways, and related support services to youth on MFIP.				
(*Number Served—through these funds we will serve 30 youth; our CareerONE program serves over 100 youth who meet the criteria of at risk)				
Strategies (activities, steps, and tasks to achieve the goal):	Expected Outcomes	Number Served	Start Date	End Date
Work Readiness	goal attainment; monitor self-progress; exhibit self-control; use appropriate verbal and written language Demonstrate the ability to understand and follow directions; prepared for assignments; complete tasks on time with neatness, accuracy, speed and consistency; demonstrate pride in work; finish each project; meet customer expectations	30	06/27/2017	08/30/2017
Work Experience/Community Service	Gain knowledge of and utilize labor market information tools to identify high-growth, high demand occupations; identify a career pathway of interest; set education and employment interest goals; complete a general application and resume; secure references	30	06/27/2017	08/30/2017

ATTACHMENT 2: BUDGET 2017 TANF INNOVATION PROJECT

BUDGET PERIOD: April 1, 2017 **TO** December 31, 2017

Agency	Contact Person Phone/ E-mail
Stearns-Benton Employment & Training Council	Joan Bloemendaal-Gruett 320.308.5712 Joan.bloemendaal.gruett@sbetc.org

Budget Category	TANF Innovation Funds
833 - Administration (5% maximum)	\$3,500.00
881 - Youth Wages and Fringe Benefits	\$30,600.00
885 - Direct Services to Youth	\$27,190.00
891 - Support Services --transportation, team building activities, academic work, work uniform (3 shirts, water bottle) as part of the experience paid to third party vendor	\$8,710.00
TOTAL	\$70,000.00
For the summer of 2016, the average cost per participant in CareeONE St. Cloud was \$3,300 (programming, site, transportation, food, stipend, salary and benefits for staff; the funds requested through the TANF Innovation Plan will cover 70% of the costs for 30 youth; additional funding sources will be used to cover the rest of the costs).	

**Contract between
Stearns-Benton Employment & Training Council and
Central Minnesota Community Empowerment Organization Project
(Coleman Project)**

This Contract between Stearns-Benton Employment & Training Council, hereinafter referred to as "SBETC" and Central Minnesota Community Empowerment Organization (CMCEO), hereinafter referred to as "Provider", specifies the rights and obligations of the parties with respect to the subject matter herein. SBETC and the Provider are hereinafter collectively referred to as the "Parties".

The Conditions of this Contract are as follows:

I. GENERAL CONTRACT CONDITIONS

- A. Duration:** This Contract shall be effective June 15, 2017 – September 1, 2017. This agreement shall terminate upon the expiration date of September 1, 2017. Unless otherwise noted herein, all contractual responsibilities, of either party, created by this Agreement are terminated on the above mentioned expiration date.
- B. Termination:** SBETC may terminate this Contract at any time, for any reason upon 30 days notice to the Provider.
- C. Assignment:** Provider may not assign any duties or obligations incurred, or benefits to which it is entitled, under this Contract without the prior written consent of SBETC. SBETC shall, at all times, have the right to transfer or assign any of its duties and responsibilities under this Contract to any third party.
- D. Independent Contractor:** Provider shall, at all times, be considered an independent Contractor of SBETC. SBETC assumes no liability for actions or omissions of Provider, its officers or employees. No officer, employee, or agent of Provider shall be considered an officer, employee or agent of SBETC for any purpose.
- E. Choice of Law and Venue:** This Contract shall be governed by the laws of the State of Minnesota. The parties agree that all actions or proceedings arising in connection with this Contract shall be tried and litigated exclusively in the State and Federal courts located in the County of Stearns, State of Minnesota.
- F. Severability:** If any portion of this Contract is found to be unenforceable, unconscionable, invalid or illegal, or is in any other way vacated, all other portions of this Agreement shall remain in full force and effect.
- G. Successors in Interest:** This Contract shall bind all successors in interest to Provider.
- H. Data Privacy:** Provider hereby recognizes that during the course of performance of its duties under this Contract, it may receive, acquire, have access to, or be exposed to "Government Data" as that term is used in the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 ("GDPA"). Provider hereby agrees that it must meet the requirements of the GDPA as a contracting party under Minn. Stat. § 13.05, subdivision 6. Provider agrees that it will collect, distribute, publish, maintain and store

any Government Data only in accordance with the provisions of the GDPR. Provider's obligation under this paragraph survives the termination of this agreement.

- I. **Hold Harmless:** Provider agrees to hold harmless, defend and indemnify SBETC and its agents and employees from and against all claims, damage, including actual damages, future damages, and punitive damages, losses and expenses including attorney's fees to the extent caused by its negligence, gross negligence, recklessness or intentional acts, or omissions or willful misconduct or breach of this Agreement.

II. SERVICES TO BE PROVIDED BY THE PROVIDER

- A. Provider agrees to provide the services described in **Attachment A** to this contract.

- B. Personnel:

1. Provider agrees to provide and supervise all personnel necessary for it to carry out said services, which may or may not include instructional, clerical, legal, accounting, custodial and managerial personnel, and Provider will assume all labor and other contractual obligations incidental thereto, including the acquisition of workers compensation insurance, payment of wages, fringe benefits, social security taxes, worker's compensation and unemployment compensation or other contributions as required by law.
2. Provider, its officers, directors, employees and agents, shall abide by all federal, state and local laws with respect to its employees.
3. Provider, its officers, employees and agents will not discriminate against any employee, applicant for employment, student or member of the public because of race, creed, color, religion, sex, age, disability, national origin, marital status, sexual orientation, political affiliation or beliefs, citizenship or status with regard to public assistance.
4. If any personnel or employees of Provider necessary to its provision of the services under this Contract are required by the United States government, the State of Minnesota, and political subdivision thereof or SBETC, to hold any license related to the services they provide under this Contract, or to pass a criminal background check, Provider shall verify that the personnel or employee holds the required license and has passed the criminal background check prior to the first date on which that employee provides any services under this Contract.

III. COST OF CONTRACTED SERVICES AND BILLING PROCEDURE::

The Contract Price for the services identified in Attachment A is **\$16,694.**

Throughout the duration of this Contract, Provider shall bill SBETC on a monthly basis. Invoices will be sent by the 20th of the month for the previous month's services. Invoices shall be sent to SBETC to the attention of SBETC Development Director.

In the event of a dispute over payment, regardless of whether that dispute is mediated, arbitrated, settled, litigated, or otherwise resolved, SBETC shall not be liable for any interest accruing during the period of dispute.

SBETC reserves the right to refuse payment for services which it, in its sole discretion, deems to be untimely, performed in an unprofessional manner, or otherwise unacceptable.

IV. FINAL AGREEMENT

This Contract contains the entire agreement between the parties. No representations were made or relied upon by either party, other than those expressly set forth herein. This Contract preempts any other representations or communications to or from either party with respect to the subject matter contained herein.

Any alterations, variations, modifications or waivers of the provisions of the Contract shall only be valid when reduced to writing, and signed by authorized representatives of Provider and SBETC.

Central Minnesota Community Empowerment Organization

By:_____

Date:_____

Stearns-Benton Employment & Training Council

By:_____

Date:_____

James J. McMahon, Chair
SBETC Joint Powers Board

K: Files: Admin: Contracts-Grants-Agreements: \$Out

ATTACHMENT A

Contract Services to be provided by Adult Basic Education for the G'n Plump FastTrac Project

Assess basic skills of potential project participants to determine eligibility:

- Administer CASAS (a minimum score of 235 is desirable)
- Assess computer skills

Coordinate with St. Cloud Technical & Community College (SCTCC) and GNP mentor in order to integrate the curriculum content to in-plant applications and projects.

Attend meetings with grant partner as requested.

Provide on-site bridge coursework 4 hours per week for the duration of the two SCTCC manufacturing courses; CMAE 1540 Safety Awareness (during the semester beginning 2014) and CMAE 1518 Manufacturing Processes and Production (during fall semester 2014). Instruction will integrate basic skill/education development with career and technical skill requirements and will be supported by the opportunity to apply learning in the student's current employment.

Contract Budget:

ABE Teaching Staff	\$13,665
ABE Para Staff	\$ 1,579
Other (mileage, books, materials)	\$ 1,450
Total Contract Budget	\$16,694

**Minnesota Workforce Council Association (MWCA) Summer Meeting
August 8-10, 2017 at the Inn on Lake Superior – Duluth, MN**

Estimate of Budgeted Expense:

Conference Registration for Tammy Biery, Angie Dahle, Jim McMahon & Heidi Peper:
\$320.00 (\$80 each)

Mileage: **\$620.60** (Staff driving together and board members driving separate: 290+/- miles roundtrip)

Lodging: SBETC Staff: (\$192 x 2 staff x 2 nights) **\$768.00**
Jim McMahon: (\$192 x 2 nights) **\$384.00**
Heidi Peper (\$192 x 1 night) **\$192.00**

Est. meals, parking, etc. Approx.: **\$600.00**

Total: \$2,884.60 + taxes

Funds will be deducted from the Staff Travel Expense budget.

Action Requested:

Request the boards to approve the MWCA Summer Conference Meeting and use the funds from the Staff Travel Expense budget.

Health Insurance Update – Cover Sheet

Agenda Item:

Career Solution's Union Contract has been updated and requests approval by the Joint Powers Board & Local Workforce Development Board – Executive Committee. If approved, the 2017-2018 Union Contract language states:

“17.2 The Employer shall contribute up to Nine Hundred Dollars (\$900) per month towards single or family coverage for employee group healthcare coverage for all fulltime employees. All full-time employees will be required to enroll in a minimum health insurance plan approved by the Employer.”

In 2017, Career Solutions provided \$855 monthly cafeteria plan contribution for employees who had single coverage and \$900 for family coverage. Currently we have 10 employees who have single coverage and 4 who have family coverage.

Our 2018 rates will increase since Career Solutions will no longer be part of Stearns County insurance program due to based off of the Affordable Care Act (ACA) regulations. With the proposed 2017-2018 Union Contract, Career Solutions is suggesting a monthly cafeteria plan contribution of \$900 for all employees, whether they choose single or family coverage.

	Current 2017 Rates			Proposed 2018 Rates	
Plans:	2750	2250	750	2500	1850
Single Coverage	578	598	699	597	571
Monthly ER Cont.	855	855	855	900	900
Family Coverage	1205	1259	1452	1492.5	1427.5
Monthly ER Cont.	900	900	N/A	900	900

In order to maintain costs, there are variations in coverage. While prices seem to be similar to 2017 rates, it is not a fair comparison. With that said, the insurance contribution is proposed to \$900. The additional funds for family coverage has been eliminated.

Financial Impact:

If all 10 employees continue single coverage, then the financial impact is shown below:

\$45 x 10 employees = \$450.

With this change, the Agency would be paying an additional \$450 towards employee health insurance coverage.

Action Requested:

Note: request for approval of the Union Contract will be next under agenda item 5.C.



MINNESOTA TEAMSTERS PUBLIC & LAW ENFORCEMENT EMPLOYEES' UNION, LOCAL NO. 320, STATE OF MINNESOTA



AFFILIATED WITH
International Brotherhood of Teamsters

Brian Aldes
Secretary-Treasurer

Sami Gabriel
President

Curt Swenson
Vice President

Craig Johnson
Recording Secretary

Marty Lamb
Trustee

Richard Wheeler
Trustee

Alston Dutchin
Trustee

August 22, 2017

JPB/LWDB-Exec Meeting - 09.11.17
Attachment 5.C.

STEARNS-BENTON EMPLOYMENT & TRAINING COUNCIL

Dear Member,

I am happy to announce that we have reached a tentative agreement (TA) with your employer that comes with the full recommendation of your negotiating committee. As you will see, there are numerous changes that impact both the employer and you as a member. First and foremost, this agreement was reached in the hopes to secure a more stable future for the agency and one that provides a better financial opportunity to each and every Teamster member.

The most significant changes revolve around the sick leave bank pay-outs and the switch to a new pay matrix. As proposed, members wanted an opportunity to earn more money through their performance. As your union representative, I am opposed to pay for performance which is why we secured a significant foundational general wage increase in lieu of steps.

Please take the time to review this agreement and make every effort to attend the ratification vote - see below. Should you have any questions, please feel free to call me on my cell phone at 612-581-9873 or you can always speak with Jean G. or Sara D.

Thank you and I look forward to seeing you on August 31.

Date: Thursday, August 31
Time: 4:45 pm
Location: SBETC conference room TBD

In solidarity,
TEAMSTERS LOCAL NO. 320

ERIK SKOOG
Business Agent

ES/kzopeiu#12
Enc.

Stearns-bentonjobstrain/MtgNot2017augVote

3001 University Avenue S.E.
Suite 500
Minneapolis, Minnesota 55414

United To Protect
www.teamsterslocal320.org



Phone (612) 378-8700
Fax (612) 331-8948
Toll Free (800) 637-5430

LABOR AGREEMENT

Between

CAREER SOLUTIONS

~~STEARNS-BENTON EMPLOYMENT & TRAINING COUNCIL~~

And

**MINNESOTA TEAMSTERS PUBLIC AND LAW ENFORCEMENT
EMPLOYEES' UNION,
LOCAL NO. 320**



Representing Employment and Training Employees

EFFECTIVE JULY 1, 2016 **2017** THROUGH JUNE 30, 2017**2020**

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~~STEARNS-BENTON~~ CAREER SOLUTIONS

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**LABOR AGREEMENT
BETWEEN
~~STEARNS-BENTON EMPLOYMENT & TRAINING COUNCIL~~ **CAREER SOLUTIONS**
AND
MINNESOTA TEAMSTERS PUBLIC AND LAW ENFORCEMENT
EMPLOYEES' UNION, LOCAL #320**

ARTICLE I. PURPOSE OF AGREEMENT

This Agreement is entered into as of 1 July ~~2016~~ 2017 between the ~~Stearns-Benton Employment & Training Council~~ **Career Solutions** (hereinafter called the "Employer") and the Minnesota Teamsters Public and Law Enforcement Employees' Union, Local #320 as exclusive representative for the employees covered by this Agreement (hereinafter called the "Union").

It is the intent and purpose of this Agreement to:

- 1.1 Assure sound and mutually beneficial working and economic relationships between the parties hereto;
- 1.2 Establish procedures for the resolution of disputes concerning this Agreement's interpretation and/or application; and
- 1.3 Place in written form the parties' agreement upon terms and conditions of employment for the duration of this Agreement.

The Employer and the Union, through this Agreement, shall continue their dedication to the highest quality service to the ~~Stearns-Benton Employment & Training Council~~ **Career Solutions**. Both parties recognize this Agreement as a pledge of this dedication.

ARTICLE II. RECOGNITION

- 2.1 The Employer recognizes the Union as the exclusive representative under the Public Employment Labor Relations Act of 1971, as amended, for all personnel in the following bargaining unit: All employees of the ~~Stearns-Benton Employment & Training Council~~, **Career Solutions**, St. Cloud, Minnesota, whose employment service exceeds the lesser of fourteen (14) hours per work week or thirty-five percent (35%) of the normal work week and more than sixty-seven (67) work days per year, excluding supervisory, confidential, and essential employees. Positions not covered by this Agreement, which cannot be resolved between the parties, shall be submitted to the BMS for certification.
- 2.1 In the event the Employer and the Union are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.
- 2.2 The Employer shall not enter into any agreements covering terms and conditions of employment with employees of the bargaining unit under the jurisdiction of this Agreement, either individually or collectively, which in any way conflicts with the terms and conditions of this Agreement, except through the certified representative.

- 23 The Employer and the Union agree that there shall be no discrimination by the Employer or the Union against employees because of race, color, creed, religion, national origin, sex, age, marital status, familial status, sexual orientation, receipt of public assistance, disability or other protected classes under state or federal law.

ARTICLE III. DEFINITIONS

The words defined in this Article shall have the meaning indicated herein for purposes of this Agreement, unless the context clearly indicates otherwise.

- 3.1 BOARD: Joint Powers Agreement Board and Work Force Development ~~Council~~Board.
- 3.2 EMPLOYEE: A member of the exclusively recognized bargaining unit.
- 3.3 EMPLOYER: ~~Stearns-Benton Employment & Training Council~~ Career Solutions.
- 3.4 REGULAR EMPLOYEE: Any employee hired to fill a position in the bargaining unit who has satisfactorily served the probationary period of one thousand forty (1,040) hours in that position.
- 3.5 UNION: Minnesota Teamsters Public and Law Enforcement Employees' Union, Local #320.
- 3.6 UNION MEMBER: A member of the Minnesota Teamsters Public and Law Enforcement Employees' Union, Local #320.
- 3.7 REHIRE: Re-employment of a prior employee after termination of employment--this term does not include persons recalled from layoff or returning from unpaid leave status.
- 3.8 FULL-TIME EMPLOYEE: An employee regularly hired to work forty (40) hours per week on a regular, continuing basis.
- 3.9 PART-TIME EMPLOYEE: An employee hired to work less than forty (40) hours per week on a regular basis.

ARTICLE IV. NO STRIKE CLAUSE

- 4.1 The Union, its officers and the covered employees agree that they will not engage in, encourage, sanction, support or suggest any strike and they agree they will not withhold in whole or in part the full performance of their duties during the life of this Agreement, except as specifically allowed by the Public Employment Labor Relations Act of 1971, as amended. In the event of a violation of this Article, the Union shall join with the Employer to warn employees of the consequences of their action and shall instruct them to immediately return to their normal duties.

ARTICLE V. EMPLOYER AUTHORITY

- 5.1 The Employer retains the full and unrestricted right to operate and manage all manpower, facilities and equipment, to establish functions and programs; to set and amend budgets; to

determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules, and to perform any inherent managerial function not specifically limited by this Agreement.

- 52 Any term and condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish or eliminate.
- 53 The Union recognizes that all employees by this Agreement shall perform the services and duties prescribed by the Employer and shall be governed by Employer rules, regulations, directive and orders issued by the Employer, providing that such rules, regulations, directives and orders are not inconsistent with the provisions of this Agreement and applicable State and Federal Statutes, Laws, Rules and Regulations having the force and effect of law.

ARTICLE VI. UNION SECURITY

- 6.1 The Employer shall deduct from the wages of employees who authorize such a deduction in writing an amount necessary to cover monthly Union dues. The Employer shall also, at the written request of the Union, deduct a fair share fee as provided by M.S. § 179.65., Subdivision 2, from the wages due any member of the bargaining unit that elects not to be a member of the Union. Such monies shall be remitted as directed by the Union.
- 6.2 The Union may designate one (1) employee from the bargaining unit to act as steward and one (1) employee to act as an alternate steward. The Union shall inform the Employer in writing of the employees designated and of any changes in such designation.
- 6.3 The Employer shall make space available on the employee bulletin board for the posting of official Union notices and announcements.
- 6.4 The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.
- 6.5 The Employer agrees that on the Employer's premises and without loss of pay, the Union steward shall be allowed to post official Union notices; transmit communications authorized by the Union or its officers under the terms of this Agreement; to consult with the Employer, its representative, Union officers or the Union representative concerning the enforcement of any provision of this Agreement, so long as such action does not unduly interfere with regular employee duties. The Union shall not take employees from the performance of their assigned responsibilities without prior approval of the Employer's designated representatives.
- 6.6 The steward is authorized to perform and discharge the duties and responsibilities which are assigned to them under the terms of this Agreement and any supplementary agreements. The Employer agrees that there shall be no restraint interference, coercion or discrimination against any steward because of the performance of such duties.

ARTICLE VII. EMPLOYEE RIGHTS - GRIEVANCE PROCEDURE

- 71 Definition of Grievance. A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.
- 72 Union Representatives. The Employer will recognize representatives designated by the Union as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The Union shall notify the Employer in writing of the names of such Union representatives and of their successors when so designated as provided by Section 6.2 of this Agreement.
- 73 Processing of a Grievance. It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and a Union representative shall be allowed a reasonable amount of time without loss of pay when a grievance is investigated and presented to the Employer during normal working hours, provided that the employee and Union representative have notified and received the approval of the designated supervisor, who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer.
- 74 Procedure. Grievances, as defined by Section 7.1, shall be resolved in conformance with the following procedure:

STEP 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall, within fifteen (15) calendar days after such alleged violation has occurred, present such grievance to the employee's supervisor as designated by the Employer. The employee's supervisor will discuss and give an answer to such Step 1 grievance within ten (10) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, the remedy requested and shall be appealed in writing to Step 2 within ten (10) calendar days after the employee's supervisor's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the Union within ten (10) calendar days shall be considered waived.

STEP 2. If appealed, the written grievance shall be presented by the Union, and discussed with the Executive Director--the Employer designated Step 2 representative. The Executive Director shall give the Union the Employer's Step 2 answer in writing within ten (10) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the Executive Director's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within ten (10) calendar days shall be considered waived.

STEP 3. If appealed, the written grievance shall be presented by the Union and discussed with a designee of the Board--the Employer designated Step 3 representative. The Designee of the Board shall give the Union the Employer's answer in writing within ten (10) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step

3 may be appealed to Step 4 within ten (10) calendar days following the Designee of the Board's final answer to Step 3. Any grievance not appealed to Step 4 by the Union within ten (10) calendar days shall be considered waived.

STEP 4. A grievance unresolved in Step 3 and appealed to Step 4 by the Union shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971, as amended. The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Public Employment Relations Board. At the option of the Union, the selection may be made from the arbitrator list available from the Bureau of Mediation Services. The Union shall request action to strike names within thirty (30) days of receipt of the list of arbitrators.

75 Arbitrator's Authority.

- A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union, and shall have no authority to make a decision on any other issue not so submitted.
- B. The arbitrator shall be without power to make decisions contrary to, or with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decisions shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of This Agreement and to the facts of the grievance presented.
- C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

7.6 Waiver. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limits or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Union in each step.

7.7 Choice of Remedy. If as a result of the written Employer response in Step 3, the grievance remains unresolved and if the grievance involves the suspension, demotion or discharge of an employee who has completed the required probationary period, the grievance may be

appealed either to Step 4 of Article VII or a procedure such as Veteran's Preference. If appealed to any procedure other than Step 4 of Article VII, the grievance is not subject to the arbitration procedure as provided in Step 4 of this Article VII. The aggrieved employee shall indicate in writing which procedure is to be utilized, Step 4 of Article VII or another appeal procedure and shall sign a statement to the effect that the choice of any other hearing precludes the aggrieved employee from making a subsequent appeal through Step 4 of this Article VII.

ARTICLE VIII. SENIORITY

- 8.1 The Employer shall establish seniority lists, current as of the effective date of this Agreement and updated each six (6) months thereafter as follows:

Separate seniority lists shall be established for each classification or classification series which includes employees covered by this Agreement. Each such list shall rank employees in order of highest to lowest seniority within the classification. Seniority shall be the length of continuous employment with the Employer. The Employer shall concurrently post the seniority lists and deliver them to the Union steward. Any employee or the Union shall be obligated to notify the Employer of any error in the lists within thirty (30) calendar days of such posting. If no error is reported within this thirty (30) calendar day period, the list will stand correct as posted.

Classification Series:

- A. Account Tech I
 - Agency Assistant
 - Financial Assistant
 - Information Systems Specialist
 - Purchasing/Maintenance Technician
 - Secretary II
 - Technical Support Specialist
 - Program Assistant
 - Employment & Training Technician
 - Community Program Specialist
- B. Career Planner
 - Senior Career Planner
 - MIS/Network Administrator

- 8.2 For seniority purposes, length of service shall be based on compensated time, exclusive of overtime, computed on the basis of two thousand eighty (2,080) hours starting from the most recent date of employment or re-employment, including limited term. Any employee who takes an Employer-approved, noncompensated leave of absence or who is on layoff status and returns to active employment pursuant to the terms of this Agreement shall be entitled to credit for all seniority accrued as of the time the leave or layoff commenced.
- 8.3 Any employee who is covered by this Agreement and who is subsequently promoted or transferred to any position within a department shall retain seniority in his/her prior classification. A reduction of work force will be accomplished on the basis of classification series as established above. *Example: An employee who is upgraded or promoted to a higher classification series holds bumping rights in that classification.*

- 8.4 a Except in those instances where senior employees are not qualified to perform remaining duties, seniority shall determine the order of layoff and recall from layoff. Layoff shall be in inverse order of class seniority, provided that any employee who is laid off has previously served in the position or is determined by management to be qualified to serve in a lower or equal pay grade may request to exercise seniority rights in such classification series. Employees cannot bump up to a higher classification. An employee who has not successfully completed the probationary period in the lower classification must do so upon bumping into the classification. An employee bumping into a position must have the skills to perform the job as soon as the employee takes over with a minimal amount of training. The bumping employee must also accept the work schedule of the employee being bumped.
- 8.4 B Prior to any lay-off pursuant to 8.4(a), senior employees will be given two working days notice of any proposed lay-off and shall have the right during those two days to volunteer before the lay-off takes place. Such voluntary lay-off shall be for a minimum of 60 days, unless the lay-off is only necessary for less than 60 days, and for a minimum of 90 days. Employees wishing to return to work after the minimum lay-off period shall provide the employer with 10 working days notice of intent to return.
- 8.5 The Employer shall notify affected employees of a pending layoff and the reasons for the layoff thirty (30) days prior to said layoff whenever possible.
- 8.6 Recall from layoff shall be in order of seniority, provided that a recalled employee must indicate his/her intention to return to work within fourteen (14) calendar days of notification; failure to respond to recall as herein provided shall result in automatic termination of seniority and employment. Notice of recall shall be by certified mail with a return receipt requested. An employee shall remain on the recall roster for two (2) years, unless he/she fails to respond to a recall notification. At the end of said two years, all employment and seniority rights shall terminate.
- If any vacancy exists in any department for which a person on a layoff is qualified, the person on layoff shall be offered the vacant position. Any employee on layoff status who is offered employment in a substantially equal position in another department is required to accept such employment in order to retain status on the layoff list.
- 8.7 All newly hired or rehired employees shall be required to serve a period of job probation. Additionally, any employee moving to a different position likewise shall be subject to a new probationary period. Probationary periods shall be for one thousand forty (1,040) hours worked.
- 8.8 Upon completion of the probationary period, new or rehired employees shall become regular employees within the meaning of this Agreement and shall be credited with seniority dating from the first date of continuous employment in that position with the Employer.
- 8.9 During the new or rehire probationary period, employees shall earn vacation, sick leave, and personal day benefits, but vacation benefits shall not vest until regular status has been attained, but no later than after one thousand forty (1,040) hours of continuous satisfactory employment. Funeral leave days and earned sick leave benefits shall vest immediately and probationary employees shall be able to use any funeral leave days or earned sick leave. Use of funeral leave days shall be governed by section 14.5. Personal days are governed

by section 13.6.

- 8.10 Failure to obtain regular status upon promotion shall not be grievable, but the employee shall be given reasons in writing therefore. An employee shall be assigned to his/her previous job upon failure to attain regular status or promotion.
- 8.11 Benefits shall accrue based on the latter of the anniversary date of hire or rehire.
- 8.12 The Employer is committed to hiring the most qualified candidate ~~for at Council service~~ **Career Solutions**. If all other job relevant qualifications are equal, the most senior **Council Agency** employee shall receive a promotion. Job vacancies shall be posted in the department and on the Union bulletin board for at least seven (7) calendar days. Reasonable effort shall be made to notify any eligible employee who is on compensated leave status at the time of the posting.

ARTICLE IX. LEGAL PROTECTION

- 9.1 The Employer and the Union agree that nothing in this Agreement shall limit or impair the rights of covered employees under the laws of the United States or of the State of Minnesota.

ARTICLE X. DISCIPLINE

- 10.1 The Employer will discipline employees for just cause only. Discipline will be in one or more of the following forms:
 - A. Oral reprimand
 - B. Written reprimand
 - C. Suspension
 - D. Demotion
 - E. Discharge

Both the Employer and the Union agree that the above list of types of discipline is not meant to imply a sequence of events. Oral reprimands are not grievable. All oral reprimands will be removed from the file after one (1) year and written reprimands will be removed after two (2) years. Both of these time frames are contingent upon the fact that disciplinary action is not related to an ongoing problem. The employee must request such removal in writing to Human Resources.

- 10.2 Suspensions, demotions and discharge will be in written form.
- 10.3 Written reprimands, to become part of the employee's personnel file, shall be read and acknowledged by signature of the employee. The affected employee and Union will receive a copy of such written reprimands and notices of suspension, demotion and discharge.
- 10.4 Employees may examine their own individual personnel files at reasonable times under the direct supervision of the Employer.
- 10.5 Discharges will be preceded by a five (5) day suspension without pay.

- 10.6 The Union shall have the right to be present at any questioning of an employee concerning investigation for disciplinary action against any employee.
- 10.7 Grievances relating to a suspension, demotion or discharge shall be initiated by the Union at Step 3 of the Grievance Procedure, under Article VII of this Agreement.
- 10.8 Nothing in this Agreement shall limit the Employer's right to terminate a non-regular employee.
- 10.9 Nothing in this Agreement shall provide a non-regular employee with a right to binding arbitration with regard to a disciplinary action.

ARTICLE XI NORMAL WORKING HOURS AND OVERTIME

- 11.1 The normal work week for full-time employees shall consist of forty (40) hours.
- 11.2 Employees who are required by the Employer to remain at their work location throughout their entire full-time work shift shall have a normal work day and a normal work shift which includes a paid lunch break.
- 11.3 All employees shall be granted a fifteen (15) minute coffee or rest period during each full one-half (½) shift.
- 11.4 If it is necessary to implement a continued change in work schedules (other than for reasons beyond the Employer's control), the Employer shall notify the affected employees at least ten (10) calendar days prior to implementation.
- 11.5 Employees will be compensated at a rate of one and one-half (1½) times the base rate (the employee's normal straight time Range-Step rate) for hours worked in excess of the normal work week. Changes of shifts shall not qualify employees for overtime under this Article.
- 11.6 Overtime work will be distributed as equally as practicable, consistent with the functions of the department. Overtime must be approved as assigned prior to its occurrence.
- 11.7 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded or paid twice for the same hours worked.
- 11.8 Overtime will be calculated to the nearest fifteen (15) minutes.
- ~~11.9 Overtime accumulation may be taken as compensatory time off if mutually agreeable to the employee and the Employer. Maximum accumulation of compensatory time is limited to forty (40) hours. A supervisor may deny a request for the use of compensatory time in lieu of overtime pay.~~
- 11.9 For purposes of overtime calculation, holidays, vacation leave, sick leave, or funeral leave time taken shall be counted as time worked.
- 11.10 Flex time scheduling for more than a normal work day may occur by the mutual agreement of the Executive Director or designee and the employee. The following will also apply:

- A. no increase in the length of or additional breaks,
- B. sick leave, ~~comp time usage~~ and vacation requests must match the number of hours of work scheduled (i.e. an individual working a ten (10) hour shift would need to request ten (10) hours of sick leave, comp time or vacation),
- C. holidays which occur during extended work days would need to be supplemented by a request for vacation ~~or comp~~ time or those hours beyond eight (8) will be considered time without pay.
- D. Flex time and overtime must take place within the facilities hours of operations.

11.11 For emergency situations beyond the Employer or the employee's control, the employee, with the agreement of the Employer, shall be allowed to use flex scheduling for the time lost. This time must be made up within the work week. In the event there is no available time within the work week, the employee shall be allowed to use vacation leave. Situations may include, but are not limited to, employees unable to report to the work site or leave the work site, or the Employer deciding to close the facility due to weather conditions.

ARTICLE XII. CALL BACK TIME

- 12.1 An employee who is called to duty during his/her scheduled off-duty time shall receive a minimum of two (2) hours pay at one and one-half (1½) times the employee's base pay rate. An extension or early report to a ~~planned and regularly~~ scheduled shift ~~regularly scheduled shift~~ for duty does not qualify the employee for the (2) hours minimum.
- 12.2 In those areas where written policies, approved by the Employer, are in effect as of the date of execution of this Agreement relating to standby, off-duty telephone call allowances, ~~compensatory flex~~ time relating to night meetings or other arrangements providing compensation for work outside the normal schedule, such policies shall be continued during the term of this Agreement and Section 12.1 of this Article XII shall not supersede or provide additional benefits where other provisions are provided by such written policies.

ARTICLE XIII. HOLIDAYS

- 13.1 Any regular full-time employee who is required to work on a legal holiday shall be paid at one and one-half (1½) his/her regular rate of pay for work performed on the legal holiday and shall be granted equal time off at a mutually agreed upon time or shall be paid an equal number of hours at straight time rates. For purposes of this sub-article, "employee" shall exclude persons designated as regular part-time employees.

- 13.2 Holidays are defined as: -

New Year's Day	January 1 -
*Martin Luther King Day	3 rd Monday in January
*President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4

Labor Day	1 st Monday in September
*Veteran's Day	November 11
Thanksgiving Day	4 th Thursday in
November Day after Thanksgiving	4 th Friday in
November Christmas Eve	December 24
Christmas Day	December
25 2 Personal Days	

**If work permits, and by mutual agreement of the supervisor/director, staff may flex Veterans Day, Martin Luther King Day, and President's Day. Flex time must be accomplished within the same week.*

- 13.3 In addition to the holidays defined in 13.2, Good Friday afternoon shall be a holiday. For Good Friday afternoon, the Employer may require personnel to work in order to maintain minimum staffing. Employees thus required to work shall be allowed equal straight time off on a day mutually agreeable to the Employer and the employee.
- 13.4 When New Year's Day, Independence Day, Veteran's Day or Christmas Day fall on Sunday, the following day shall be a holiday, Employees shall have a total of two work days off for Christmas and Christmas Eve. The work day prior to the day off for the Christmas holiday shall be off for Christmas Eve. When New Year's Day, Independence Day, Veteran's Day or Christmas Day falls on a Saturday, the preceding day shall be a holiday. For purposes of determining work on a holiday in the circumstances set forth in this sub-article, the calendar day of the holiday shall prevail.
- 13.5 Regular part-time employees shall receive their regular rate of pay for any work performed on any holiday which would normally be a scheduled work day for such employees.
- 13.6 Three (3) Personal Day holidays must be used within the calendar year to which it applies and may not be carried forward to the following year. This day will be governed by the same rules as those for vacation except that a Personal Day may be used by a probationary employee. A Personal Day may not be segmented, but must be used as either four (4) or eight (8) hour block of time.

ARTICLE XIV. SICK LEAVE

- 14.1 Sick leave shall be earned by regular employees at the rate of one working day for each full month of service.
- 14.2 Sick leave may be accumulated to a maximum of ~~one hundred (100)~~ fifty (50) days.
- 14.3 Sick leave may be used for actual illness or injury of the employee, his/her legal quarantine, dental or medical treatment necessitating his/her absence. Sick leave may be used in minimum increments of one-quarter (¼) hour. Each employee may use sick leave when absent from work due to bona fide illness in the immediate family or of employee's parents, adult children, mother-in-law, father-in-law, or grandchildren. An employee may use accrued sick leave to the full extent of the accrual during approved leave for a serious health condition even if the employee is not the one who has the condition for which the leave was granted with the approval of the Executive Director of ~~SBETC~~ Career Solutions,

which will only be approved in the circumstances involving the serious health condition of an immediate family member or employee's parents, adult children, mother-in-law, father-in-law, son-in-law, daughter-in-law or grandchildren. Under the same provisions for which an employee may use it, sick leave may be used for an employee's child as provided in Minnesota Statute § 181.9413. For this purpose, "immediate family" shall be limited to persons living in the employee's household and dependent upon the employee.

- 14.4 To be eligible for sick leave payment, an employee must notify the department head or his/her designee prior to the starting time for his/her scheduled shift. This notice shall be waived if the employee could not reasonably comply with this requirement because of circumstances beyond his/her control.
- 14.5 An employee may be authorized up to a maximum of three (3) days as funeral leave days, in addition to regular sick leave or vacation leave, on the occasion of death in the employee's immediate family. "Immediate family" for the purpose of this section shall be defined as the employee's spouse, children, stepchildren, grandparents, grandchildren, parents, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother, sister or ward of the employee's household. A maximum of two (2) days of funeral leave per year, in addition to regular sick leave or vacation leave, will be granted in the case of the death of another person not a member of the employee's immediate family as set forth above. Paid funeral leave may be used in increments of one-quarter ($\frac{1}{4}$) hour.
- 14.6 An employee selected to be a pallbearer for a deceased employee of the Stearns-Benton Employment & Training Council Career Solutions shall be allowed one funeral leave day, with pay, not to be deducted from sick leave or vacation.
- ~~14.7 Unused sick leave days accumulated above the 100 fifty (50) day maximum shall be "banked" at the rate of one half ($\frac{1}{2}$) day per month earned and may be used in the case of major illness or disability after the initial one hundred (100) fifty (50) days are exhausted. "Banked" sick leave credit shall be earned only if the accumulated sick leave equals one hundred (100) fifty (50) days. The other one half ($\frac{1}{4}$)($\frac{1}{2}$) day per month of sick leave earned above the one hundred (100) fifty (50) day maximum may be cashed out on the basis of one (1) hour of pay for two (2) hours earned. In no case will an employee be paid for more than three (3) days each year. If the employee elects to use the payment option, the payment will be at the rate earned on December 31 of the previous year and will occur with the second payroll in January of each year. Sick leave may also be donated, at the employee's election, as established by the Labor Management Committee.~~
- 14.7 At any time that there is evidence of sick leave being used for purposes other than as authorized in this Article, the Employer may request medical verification. Such verification may also be required indicating fitness to return to work if sick leave is utilized five (5) or more consecutive days.
- 14.8 Any employee who becomes eligible for Workers' Compensation benefits and who has accumulated sick leave or other compensated time due shall be eligible to use either sick leave or such other compensated time to supplement the amount received from Workers' Compensation to provide for a full, normal paycheck until accrued sick leave and accrued other time has been exhausted.

14.9 Sick leave ~~may not~~ be used during the probationary period for bona fide illness ~~and shall not be vested.~~

14.10 Employees may request, with the approval of the Employer, to flex their regular schedule for medical purposes. The requested time off must be made up within the work week.

ARTICLE XV. VACATIONS

15.1 All regular employees shall be eligible for vacation leave benefits except that vacation benefits shall not vest during the first six (6) months of employment.

15.2 Each employee paid on a monthly basis shall earn vacation with pay for each full month of actual service rendered on the following basis:

0-2 years of service	1 day per month
3-4 years of service	1.25 days per month
5-7 years of service	1.5 days per month
8-9 years of service	1.67 days per month
10-14 years of service	1.83 days per month
15-19 years of service	1.92 days per month
20+ years of service	2 days per month

15.3 Vacation preferences communicated in writing to the Executive Director or Supervisor between ~~November 15 and December 1~~ May 15th – June 1st shall be considered on the basis of seniority for the first two (2) selections. One continuous absence from the work place will be counted as one selection. ~~An e-mail calendar will be available to provide for the process leave request calendar.~~ An Outlook calendar will be available to view approved vacation blocks.

Vacation requests received thereafter shall be granted on a first-come, first-serve basis. Requests that come in on the same day shall be honored by seniority.

For purposes of this provision, seniority shall be determined by continuous service with the Employer.

All vacation requests will be considered by the Employer on a division basis and responded to in a timely fashion.

15.4 Maximum vacation accumulation shall be equal to ~~twice the current earning rate~~ two hundred (200) hours as of June 30th. Hours can be accrued over 200 hours after July 1st, however must be spent down to 200 hours by June 30th to avoid losing any time in excess of 200 hours.

15.5 If an employee submits medical verification of illness during a vacation for two or more consecutive working days, such employee has the option of converting those days to sick leave in lieu of charging them to vacation.

- 15.6 Every regular full-time employee shall be eligible to receive, upon separation from service for any reason, payment for unused vacation accumulated.

ARTICLE XVI. SEVERANCE PAY

- ~~16.1 Any regular full-time employee whose effective date of employment is on or after January 1, 1981, shall be eligible after at least ten (10) years of service for a severance payment equal to seventy-five percent (75%) of accumulated sick leave to a maximum payment of Five Hundred Dollars (\$500) after the tenth year of service, One Thousand Dollars (\$1,000) after the eleventh year of service, Two Thousand Dollars (\$2,000) after the twelfth year of service, Three Thousand Dollars (\$3,000) after the thirteenth year of service, Four Thousand Dollars (\$4,000) after the fourteenth year of service, and Five Thousand Dollars (\$5,000) after fifteen years of service, exclusive of any "banked" sick leave earned pursuant to Section 14.7. Severance pay pursuant to this section shall be provided for separations occurring as a result of disability or resignation in good standing. It shall not apply in the case of separation for cause instituted by the Employer.~~
Any regular full time employee with fifteen (15) years of service shall receive a severance payment equal to seventy-five percent (75%) of accumulated sick leave to a maximum payment of five thousand dollars (\$5,000). Severance shall be provided for separations occurring as a result of disability or resignation in good standing.
- 16.2 A part-time employee shall be eligible for the severance payment in Section 16.1 after ~~ten~~ years ~~ten~~ ~~years~~ fifteen (15) of service. Severance payment will be prorated based upon average FTE during the last ~~ten~~ years ~~ten~~ ~~years~~ fifteen (15) years of service (i.e. if average FTE equals .5 FTE, then employee would be eligible for fifty percent (50%) of payment).
- ~~16.3 An employee who has at least ten years of service and who dies while a covered employee, or who is eligible for retirement through PERA and approved to receive PERA payments/benefits shall be eligible for a severance payment equal to 100% of any accumulated sick leave, exclusive of any "banked" sick leave earned pursuant to Section 14.7. In the instance of death of an employee, the severance payment shall be paid to the employee's estate.~~
- 16.3 In the event an employee has been separated and paid severance pay pursuant to this Article, and is subsequently re-employed, his sick leave and vacation shall be calculated as though he were a new employee. No employee shall receive more than one severance payment from the Employer.
- 16.4 An employee who otherwise qualifies for severance pay as outlined in Section 16.1, but does not have at least ~~ten~~ ~~(10)~~ fifteen (15) years of service, may donate his/her leave to a banked sick leave pool as established by the Labor-Management Committee.

ARTICLE XVII. INSURANCE BENEFITS

- 17.1 The Employer agrees to make available for all full-time employees health insurance and major medical insurance.
- 17.2 The Employer shall contribute up to ~~Eight Hundred Fifty-five Dollars (\$855) per month toward single coverage and up to~~ Nine Hundred Dollars (\$900) per month toward single or family coverage for employee group healthcare coverage for all full time employees.

All full-time employees will be required to enroll in a minimum health insurance plan approved by the Employer.

- 17.3 The Employer will offer a cafeteria benefit package to employees. This will allow employees to select those benefits most appropriate for their individual circumstances. Besides health insurance options, it will also include, but not be limited to, pre-tax dollars for health care and child care needs and deferred compensation.
- 17.4 The Employer agrees to provide group life insurance benefits with term life insurance coverage of Fifty Thousand Dollars (\$50,000) for each full-time employee. New employees shall be provided the option of coverage for dependents in the amount available and with premium payment therefore to be made by the employee.
- 17.5 The Employer shall provide malpractice insurance coverage for employees sued for alleged acts or omissions arising out of or occurring within, the scope of each employee's employment or official duties, in accordance with the terms of the policy presently in existence with the Employer, or the equivalent self-insurance coverage up to the maximum limits established by Chapter 466 of the Minnesota Statutes.
- 17.6 All employees shall be covered with a long-term, lost time policy to provide a monthly benefit based on fifty percent (50%) of current annual salary to a maximum of One Thousand Dollars (\$1,000) a month under the provisions of the contract set forth by the provider. This basic loss of time policy will be paid for by the Employer, with the option of the employee to buy additional like policies at his/her own expense. Under this plan, the employee will also have an opportunity to increase their coverage to sixty percent (60%) of salary to a maximum of Two Thousand Dollars (\$2,000) to age sixty-five (65).
- 17.7 All employees shall be covered with a short-term (up to six (6) months) loss of time insurance policy, to pay One Hundred Dollars (\$100) per month in case of sickness or injury off the job. These monthly benefits shall be reduced by any amounts paid or payable under Workers' Compensation, the primary disability provisions of the Federal Social Security Act and the Public Employee Retirement Act. However, in no event will less than Fifty Dollars (\$50) monthly be payable.

ARTICLE XVIII. MILEAGE

- 18.1 Employees required by the Employer to use their own automobile to perform regular work functions shall receive mileage allowances in amounts as from time to time are set by the Employer as reimbursement for employees, commissioners and other eligible personnel on a per mile basis.

ARTICLE XIX. TRAINING EXPENSES

- 19.1 The Employer agrees to pay necessary and reasonable expenses incurred by covered employees who are directed to attend training sessions or conferences.

ARTICLE XX. LEAVE OF ABSENCE WITHOUT PAY

20.1 It is the policy of the Employer to grant a leave of absence without pay to employees for personal, physical or mental illness, injury, disability, chemical dependency treatment, and family leave treatment.

20.2 Eligibility.

An employee must work an average of twenty (20) hours or more per week and have completed the probationary period for new employees. The employee also must have been employed by ~~Stearns-Benton Employment & Training Council~~ **Career Solutions** for at least six (6) months prior to the leave without pay.

20.3 Authorization:

- A. The employee shall submit a written request for a leave of absence without pay to the Executive Director or designee at the earliest possible date indicating the anticipated dates of the absence and the reasons therefore.
- B. The Executive Director shall be responsible for approving requests for a leave of absence with the exceptions provided under 20.6.
 - 1. Leave of absence without pay shall be granted only if an employee has exhausted all but one (1) week of applicable accumulated sick leave or vacation accruals.
 - 2. If applicable, the Executive Director may require the employee to submit a physician's written statement citing that the employee is unable to work due to a personal physical or mental illness, injury, disability treatment of chemical dependency, and the projected date of return to work.
 - 3. At any time during the leave, the Executive Director may request a physician's statement updating the employee's condition and projected date of return to work.
 - 4. The Executive Director shall consider the importance or necessity of the request.
 - 5. The Executive Director shall consider the workload and staffing of the unit/team/agency prior to approving the request.
 - 6. The Executive Director shall consider the employee's length of employment and attendance record.
- C. Authorized requests shall be filed in the employee's personnel file.
- D. Authorization for a leave of absence without pay is tentative. The Executive Director may contact the employee to return to work within a reasonable amount of time prior to the end of the authorized leave period.

20.4 Length of Leave:

A leave of absence without pay may be granted for a maximum of one (1) year except that family leave may not exceed twelve (12) weeks in any twelve (12) month period.

20.5 Affect on Benefits and Leaves:

- A. With the exceptions provided for in 20.7, health insurance coverage may be continued for the maximum period of time allowed by COBRA if the employee makes full premium payments to the Stearns County Auditor's Office one (1) month in advance of the coverage. Life insurance may be converted.
- B. Pension benefits shall discontinue during an unpaid leave of absence.
- C. Sick leave shall not accrue during an unpaid leave of absence of over twenty (20) days.
- D. Vacation shall not accrue during an unpaid leave of absence of over twenty (20) days.
- E. Holidays shall not be paid during an unpaid leave of absence of over twenty (20) days.
- F. Seniority shall not accrue during an unpaid leave of absence of over twenty (20) days.
- G. The employee's salary review date shall be moved according to the length of unpaid leave of absence which exceeds twenty (20) days.
- H. Group health insurance shall be provided by the Employer for up to ninety (90) calendar days during a short-term medical leave.
- I. The employee on leave without pay for medical reasons must furnish the Employer with a written physician's statement verifying the employee's illness or medical problem and a statement approving the employee's ability to perform his/her work functions before reinstatement.

If an employee enters non-pay status on or before the 15th of the month, the Employer will contribute towards insurance for that month. However, the employee will be totally responsible for the cost of the insurance for the following month(s).

If an employee enters non-pay status after the 15th of the month, the Employer would contribute to the insurance for that month and the following month. The month(s) after that, if the employee were still not able to return to work, the insurance would be totally the employee's responsibility.

If an employee returns to pay status on or before the 15th of the month, the Employer would contribute its share of the insurance contribution provided that the employee worked at least ten (10) days that month or had time on the time sheets for which pay is provided under the personnel policies or Union contract.

If the employee returns to pay status after the 15th of the month, the employee still pays for that month, but the Employer will provide its contribution beginning with the following month.

20.6 Reinstatement and Termination During a Leave of Absence without pay:

- A. An employee returning from a leave of absence shall be entitled to return to employment in the employee's former position or in a position of comparable duties, number of hours, pay and classification.
- B. An employee exceeding the authorized leave period without giving proper notice shall be considered to have voluntarily terminated without the proper notice; however, an employee giving proper termination notice within the authorized leave period shall be eligible for termination benefits.
- C. An employee, by agreement with the Executive Director, may return to work part-time during the leave period without forfeiting the right to return to employment at the end of the leave period.
- D. Family Leave:

An employee may take a family leave for a period not to exceed twelve (12) weeks.

This leave may be requested for maternity, paternity, adoption, or a leave provided for by statute. The Executive Director may require the employee to submit a physician's written statement citing the reason(s) for the leave.

Employees may use their earned accumulated sick leave and vacation during their absence, subject to the sick leave restrictions of Section 14.3. Seniority shall continue to accrue during the twelve (12) week family leave. However, the total combination of paid and unpaid leave may not exceed twelve (12) weeks without specific Executive Director approval.

20.7 Military Leave Without Pay:

It is the policy of the Employer to grant a leave of absence without pay to an employee engaged in active service, in time of war, other emergency, or for required reserve training in the military or naval forces of the United States in accordance with M.S. § 192.261. The employee must present a copy of the orders to the Employer.

20.8 Special Conditions:

When an employee requests time off from work but is not eligible for sick leave or vacation due to:

- A. probationary status employee,
- B. requests for vacation in excess of present accrual,
- C. requests for leave without pay are less than ten (10) consecutive working days, the following conditions apply:
 - 1. requests are required to be in writing, and
 - 2. an employee will not lose seniority or be charged directly for hospitalization or insurance costs.

ARTICLE XXI. PAY PLAN

~~21.1 Employees shall remain frozen at their current step.~~

21.1 Effective July 1, 2017 all employees will receive a \$.50 per hour general wage increase.

Effective July 1, 2018 and July 1, 2019 employees will begin new pay matrix as listed below:

Title	Minimum Rate		Quartile Break		Midpoint		Quartile Break		Maximum Rate		Spread
	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	
Agency Assistant	14.59	30,354	15.69	32,631	16.95	35,256	18.21	37,881	19.47	40,507	0.35
Eligibility & Outreach Specialist	15.61	32,473	17.17	35,721	18.73	38,968	20.30	42,215	21.86	45,463	0.40
Career Planner	19.06	39,642	21.20	44,102	23.35	48,562	25.49	53,022	27.64	57,482	0.45

New Pay Matrix:

Wage Quartile	Minimum	Quartile Break	Midpoint	Quartile Break	Maximum
Below Expectations	\$.25 General wage increase	\$.25 General wage increase	\$.25 General wage increase	\$.25 General wage increase	\$.25 General wage increase
Meets Expectations	\$.50 General wage increase	\$.50 General wage increase	\$.50 General wage increase	\$.50 General wage increase	\$.50 General wage increase
* **	\$.25 Performance	\$.25 Performance	\$.25 Performance	\$.25 Performance	\$.25 Performance
* Exceeds Expectations	\$.50 General wage increase	\$.50 General wage increase	\$.50 General wage increase	\$.50 General wage increase	\$.50 General wage increase
* **	\$.50 Performance	\$.50 Performance	\$.50 Performance	\$.50 Performance	\$.50 Performance

*At the director's discretion an employee may receive additional compensation based on their performance.

**If the agency funding decrease by 10 percent (10%) or more this article may be reopened upon mutual agreement.

The compensation range tables and classification listings (Appendix A) is attached hereto and hereby made part of this Agreement.

Annual employee evaluations will be completed between April 1 and June 30. By July 15th, employees will be notified of their performance review results and pay increases associated with their annual review. Pay changes will be effective July 1.

~~21.2 Under promotion, an employee shall move to the beginning step of the new range or a rate within the new range which is at least four and one half percent (4.5%) above the present salary. The anniversary date for subsequent step movement on the range shall be based on the date of promotion.~~

21.2 Employees holding regular part-time positions with a minimum average of twenty (20) hours per week on an ongoing basis may select one of the following:

- a. Prorated vacations, sick leave, holiday, funeral leave and insurance benefits based upon FTE (i.e. .5 FTE equals fifty percent (50%) of benefits paid to full-time employee); or
- b. eighteen percent (18%) in addition to the applicable base rate range ~~and step~~ in lieu of all benefits except the statutory retirement fund contribution.

Movement of regular part-time employees to the next succeeding higher step on the appropriate classification range shall be based on two thousand eighty (2,080) hours worked for the first increment, and after each two thousand eighty (2,080) hours worked thereafter.

21.3 Wages for crew leaders and seasonal employees will be considered on an individual basis; seasonal refers to the nature of the position being such that the duration cannot exceed the period from April 1 to September 30 in any calendar year; crew leader refers to a part-time position without seniority bumping rights that is a maximum of twenty-three (23) weeks in duration during any calendar year. Salaries will be set to reflect the nature of the position, as well as the market rate for the line of work.

21.4 All employees promoted or transferred to a new classification shall have the right to revert to a position in his/her former classification and to his/her rate of pay immediately previous to transfer or promotion, for the first thirty (30) days of the probationary period.

21.5 Nothing in this agreed upon compensation plan shall restrict the Employer from placing a new employee at any point up to the midpoint of the applicable range except that no person shall be placed above the start in a form which would result in placement above other persons in that classification with substantially equivalent education and experience.

ARTICLE XXII. SAFETY

22.1 The Employer and all employees shall cooperate in the enforcement of all applicable regulations for the enforcement, of job safety. If an employee feels that his/her work duties or responsibilities require such employee to be in a situation that violates Federal and State safety standards, the matter shall be immediately considered by the Employer. If such matter is not satisfactorily adjusted, it may become the subject of a grievance and will be processed in accordance with the grievance procedure set forth in this Agreement.

- 222 First aid kits shall be stocked and placed in designated areas.
- 223 All employees who are injured during the course of their employment shall file an accident report with the designated supervisor, regardless of how slight the injury, on forms furnished by the Employer.
- 224 In the interest of work safety to individuals, co-workers, and others, the Employer may require employees to undergo a medical evaluation that will enable the Employer to determine the employee's fitness for performance of his/her duties.
- 225 Employees required to have a physical examination as part of their employment shall have such examination paid for plus be allowed time off for taking such examination.
- 226 Any changes which pertain to testing in the Alcohol and Drug Policy, set forth in the ~~Stearns-Benton Employment & Training Council~~ **Career Solutions** Personnel Policies shall be negotiated between the Union and the Employer.

ARTICLE XXIII. MISCELLANEOUS PROVISIONS

- 23.1 If the Employer pursues the inclusion of the market's impact on the salary schedule, the Employer agrees to meet and confer with the Union on this issue.

ARTICLE XXIV. SAVINGS CLAUSE

- 24.1 This Agreement is subject to the laws of the United States and of the State of Minnesota. In the event any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provisions shall be voided. All other provisions shall continue in full force and effect. The voided provision may be renegotiated at the written request of either party to this Agreement.

ARTICLE XXV. COMPLETE AGREEMENT AND WAIVER OF BARGAINING

- 25.1 This Agreement shall represent the complete agreement between the Union and the Employer.
- 25.2 The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make requests and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the complete understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

ARTICLE XXVI. TERM OF AGREEMENT

This Agreement shall be in full force and effect from 1 July 2016⁷ through June 30, 2020, and shall automatically be renewed from year to year thereafter, unless either party shall notify the other in writing by 1 March 2017 or March 1 prior to any subsequent anniversary date, that it desires to modify or terminate this Agreement.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be executed this
____ day of _____, ~~2016~~ 2017.

~~STEARNS-BENTON EMPLOYMENT
& TRAINING COUNCIL~~ CAREER
SOLUTIONS

MINNESOTA TEAMSTERS PUBLIC
AND LAW ENFORCEMENT
EMPLOYEES' UNION, LOCAL 320

Chair, Joint Powers Board

Its:

MEMORANDUM OF UNDERSTANDING
(Sick Leave)

This Memorandum of Agreement is entered into between the ~~Stearns-Benton Employment and Training Council~~ (hereafter "SBETC") **Career Solutions** and Teamsters Local No. 320 (hereafter "Union").

WHEREAS, the ~~SBETC~~ **Career Solutions** and the Union are parties to a Labor Agreement in effect from January 1, 2014 to June 30, 2016;

WHEREAS, ~~SBETC~~ **Career Solutions** and the Union wish to clarify the notification procedure for use of sick leave as set forth in Article 14.4;

NOW, THEREFORE, ~~SBETC~~ **Career Solutions** and the Union agree as follows:

1. Notice of the need to use sick leave can be accomplished by calling and leaving a message before 7:00 a.m. on the employee's direct supervisor's work cell phone, but only if, the employee's calendar of the day of the absence is up to date, including all clients' contact information. Otherwise, notice of sick leave must occur through a conversation with the direct supervisor before the start of the work day.

~~STEARNS-BENTON EMPLOYMENT~~
&
~~TRAINING COUNSEL~~
CAREER SOLUTIONS

TEAMSTERS LOCAL NO. 320

Date _____

Date _____

MEMORANDUM OF UNDERSTANDING
(Sick Leave Severance)

This Memorandum of Agreement is entered into between the ~~Stearns-Benton Employment & Training Council~~ (hereafter "SBETC") **Career Solutions** and Teamsters Local No. 320 (hereafter "Union").

WHEREAS, ~~SBETC~~ **Career Solutions** and the Union are parties to a Labor Agreement in effect from July 1, 2017 to June 30, 2020;

WHEREAS, ~~SBETC~~ **Career Solutions** and the Union wish to agree to grant any employee with fifteen (15) years or more of service as of July 1, 2017, who dies while a covered employees, or who is eligible for retirement through PERA and approved to receive PERA payments/benefits shall be eligible for a severance payment equal to 100% of any accumulated sick leave.

As of July 1, 2017, the following employees are grandfathered in and will be the only individuals receiving this benefit going forward:

Denise Hooper
Chris Perrier
Jean Guettler
Linda Fischer

~~STEARNS-BENTON EMPLOYMENT &
TRAINING COUNCIL~~ **CAREER SOLUTIONS**

TEAMSTERS LOCAL NO.320

Date: _____

Date: _____

MEMORANDUM OF UNDERSTANDING
(Maximum Sick Leave)

This Memorandum of Agreement is entered into between the ~~Stearns-Benton Employment & Training Council~~ (hereafter "SBETC") Career Solutions and Teamsters Local No. 320 (hereafter "Union").

WHEREAS, SBETC Career Solutions and the Union are parties to a Labor Agreement in effect from July 1, 2017 to June 30, 2020;

WHEREAS, SBETC Career Solutions and the Union agree to recognize Chris Perrier's current accruals of sick leave that exceed the 100 days and 800 hours.

Therefore, upon complete ratification of said agreement, Mr Perrier's sick bank remains frozen with no new accruals until such time the hours fall below the current Article 14.2 of CBA bank of 400 hours.

~~STEARNS BENTON EMPLOYMENT &
TRAINING COUNCIL~~ CAREER SOLUTIONS

TEAMSTERS LOCAL NO.320

Date: _____

Date: _____

MEMORANDUM OF UNDERSTANDING
(Insurance Re-opener for 2018)

This Memorandum of Agreement is entered into between the Career Solutions and Teamsters Local No. 320 (hereafter "Union").

WHEREAS, Career Solutions and the Union are parties to a Labor Agreement in effect from July 1, 2017 to June 30, 2020;

WHEREAS, by September 1, 2018 both parties agree to reopen the contract for the sole purpose of negotiation of the employer contribution to the health insurance premium, if the premium increase to be paid by the employee is greater than \$20.00 per month.

CAREER SOLUTIONS

TEAMSTERS LOCAL NO.320

Date: _____

Date: _____

MEMORANDUM OF UNDERSTANDING
Jean Guettler

This Memorandum of Agreement is entered into between the Career Solutions and Teamsters Local No. 320 (hereafter "Union").

WHEREAS, Career Solutions and the Union are parties to a Labor Agreement in effect from July 1, 2017 to June 30, 2020;

WHEREAS, Sterns Benton Employment and Training Council previously missed a half (1/2) step for Ms. Guettler on the pay plan.

THEREFORE, Career Solutions and the Union agree to recognize Ms. Guettler's missing half step increase and she will be moved up to the next full step on the pay plan.

CAREER SOLUTIONS

TEAMSTERS LOCAL NO.320

Date: _____

Date: _____

ES:kzopeiu12

Sbtc/contract2017Aug17

Vacation Payout – Cover Sheet

Agenda Item:

Career Solutions Union Contract has been updated and requests approval by the Joint Powers Board & Local Workforce Development Board – Executive Committee. If approved, the 2017-2018 Union Contract language states:

Previously *“15.4 Maximum vacation accumulation shall be equal to twice the current earning rate.”*

Proposed *“15.4 Maximum vacation accumulation shall be equal to two hundred (200) hours as of June 30th. Hours can be accrued over 200 hours after July 1st, however must be spent down to 200 hours by June 30th to avoid losing any time in excess of 200 hours.”*

Career Solutions currently has two employees who have accrued more than 200 hours and we are requesting the board to approve their payout shown below.

Financial Impact:

Chris Perrier payout amount: \$4,805.70

Tammy Kraemer payout amount: \$1,449.86

Total Amount: \$6,255.56

With this change, the Agency would be paying out \$6,255.56 for the next pay period. Funds for these payouts, if approved, would be paid from the reserve account.

This change reduces the burden on the agency when vacation balances were allowed twice the current earning rate (384 hours). Also, the union contract did not articulate what was to happen when hours met/exceeded the maximum amount (i.e. stop accruing, payout, lose time, etc.).

Action Requested:

Request approval to payout Chris Perrier and Tammy Kraemer's vacation hours over the 200 hour limit.