

CAREER SOLUTIONS JOINT POWERS BOARD & WORKFORCE DEVELOPMENT BOARD MEETING

Monday, September 21, 2017 at 3:00pm

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 (LWDB)

J. McMahon
H. Peper

2. Approval of Agenda

- A. JPB
- B. LWDB-Exec

Action: J. McMahon
Action: H. Peper

3. Consent Agenda – JPB & LWDB

- A. 2017 TANF Innovation Plan (Attachment 3.A.)
- B. PY16/FY17 Dislocated Worker Merrill Project Modification (Attachment 3.B.)
- C. Update Signature Cards for Stearns Bank (Stearns-Benton Employment & Training Council **dba** Career Solutions-Cover Sheet (Attachment 3.C.)

Action: J. McMahon
Action: H. Peper

4. Governor's Workforce Development Board (GWDB) Presentation – Connie Ireland, Executive Director for GWDB

5. Business Items/Updates

- A. Coleman Project – St. Cloud Times Article:
<http://www.sctimes.com/story/news/local/immigration/2017/08/16/program-gives-students-who-age-out-high-school-path-diploma-work/460627001/>
- B. Promise Practices Award
- C. AAM Project
- D. FY17 Financial Audit – Scheduled September 18 & 19, 2017
- E. Asset Disposal
- F. Immigrant Employment Connection Group – Upcoming Events (Flyers Attached):
 - Latino Cultural Training Event – 10.2.17
 - Understanding Somali Culture: Geared Towards Human Service Professionals – 10.26.17
 - New American Job Fair – 11.08.17
 - Understanding Somali Culture: Geared Towards Employers – 11.22.17

6. Executive Director Updates

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

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.

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.

THE WORKFORCE CENTER DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, CREED, RELIGION, NATIONAL ORIGIN, GENDER, MARITAL STATUS, STATUS WITH REGARD TO PUBLIC ASSISTANCE, SEXUAL ORIENTATION, DISABILITY, OR AGE.

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.



EMPLOYMENT AND ECONOMIC DEVELOPMENT

JPB/LWDB Meeting - 09.21.17
Attachment 3.A.

July 27, 2017

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: | <u>4/1/2017</u> | Total Grant Amount: | <u>\$70,000</u> |
| Original Contract End Date: | <u>12/31/2017</u> | Original Grant Amount: | <u>\$10,000</u> |
| Proposed Grant End Date: | <u>n/a</u> | Previous Modification Amount: | <u>n/a</u> |
| Match/Leverage Required? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Current Modification Amount: | <u>\$60,000</u> |
| | SWIFT Contract ID | SWIFT PO Number # | |
| | <u>122181</u> | <u>9000288823</u> | |
| Program Coordinator | NGA Number | SWIFT Vendor Number + Location | Procure-It # |
| <u>Lynn Douma</u> | <u>16-15</u> | <u>0000214093001</u> | <u>32648</u> |

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 MIFIP. (*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: <ul style="list-style-type: none"> • 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 |
| | <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> 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 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 |
| Work Experience/Community Service | Gain work experience; successfully complete work tasks | 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 |
| <p>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).</p> | |



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)

Now doing business as Career Solutions.

Merrill Corporation Project

Modification #2

Grant Number: 6178601

Enter Grant Number 6178601 Mod 2

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 (MASS-LAYOFF)

Enter Grant Number 6178601 Mod 2

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: 2

Authorized Signature:



Date: September 6, 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 2

| Check all that apply | Cost Category Modification | Previous Contract | Proposed Contract | Difference (Indicate + or -) |
|-------------------------------------|--|----------------------|----------------------|------------------------------------|
| <input checked="" type="checkbox"/> | | | | |
| <input checked="" type="checkbox"/> | Administrative/Subgrant Admin <i>(Not > 10% of total dollars expended)</i> | \$ 14,700.00 | \$ 12,000.00 | \$ -2,700.00 |
| <input checked="" type="checkbox"/> | Career Services | \$ 50,800.00 | \$ 54,000.00 | \$ +3,200.00 |
| <input checked="" type="checkbox"/> | Direct Customer Training <i>(Not < 30% of total dollars expended, unless TAA certified)</i> | \$ 73,500.00 | \$ 42,000.00 | \$ -31,500.00 |
| <input checked="" type="checkbox"/> | Support Services <i>(Not > 20% of total dollars expended)</i> | \$ 8,000.00 | \$ 12,000.00 | \$ +4,000.00 |
| <input type="checkbox"/> | Type Other Category Name Here | \$ | \$ | \$ |
| <input checked="" type="checkbox"/> | Number of Participant's Served | 32 | 20 | -12 |

Enter Grant Number 6178601 Mod 2

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. Once 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 14 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 services from a Career Planner. We would like to transfer a portion of the 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 ☒

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 over a year now. 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. These are also older employees with outdated skills therefore they have more barriers.

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 need 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 a year and this summer has been a distraction for them. In addition, they are older employees with outdated skills and were accustomed to a higher rate of pay. Finally, they required more time to work with them as they were not engaged with our organization right away due to the transition from to our organization.

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 1 year, 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: 06-30-2017

| 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% | \$54,000.00 | 45% |
| Direct Customer Training | \$73,500.00 | 50% | \$42,000.00 | 35% |
| Support Services | \$8,000.00 | 5% | \$12,000.00 | 10% |
| Total | \$147,000.00 | 100% | \$120,000.00 | 100% |
| | | | | |

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> | <i>9/1/2017</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 |

Note: There were 34 non-credentialed trainings in order to up-skill the workers skills. Two additional individuals have just received employment offers in September and one is starting a business. Finally, one individual just enrolled in a health care management course and another is in an “attempt to hire” program.

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 | 18 | -10 | | |
| Entered Enrollment Rate | 88% | 90% | 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 | \$14.98 | \$0.48 | | |
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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 | 7 | 10 | 15 | 20 | |
| Entered Employment | 2 | 5 | 8 | 12 | 17 | |
| Other Terminations | | 2 | 2 | 3 | 3 | |
| Current Enrollment | 16 | 12 | 10 | 5 | 0 | |
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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 | 18 | 38 | 40 | 40 | 40 |
| Training | Credentialed Training | 5 | 6 | 7 | 8 | 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 | \$0.00 | \$3,000.00 | \$6,000.00 | \$9,000.00 | \$12,000.00 |
| II. Career Service | \$4,233.74 | \$17,424.00 | \$30,615.00 | \$43,806.00 | \$54,000.00 |
| III. Direct Customer Training Costs (50% Minimum) | \$6,882.21 | \$14,162.00 | \$21,441.00 | \$28,720.00 | \$42,000.00 |
| IV. Support Servi | \$2,310.20 | \$5,483.00 | \$8,655.00 | \$11,827.00 | \$12,000.00 |
| V. TOTAL | \$13,426.15 | \$40,069.00 | \$66,711.00 | \$93,353.00 | \$120,000.00 |

Detailed Budget Information

| | | | | | |
|--|--------------------|--------------------|--------------------|--------------------|---------------------|
| Staff Salaries/ Fringe Benefits | \$10,400.00 | \$0.00 | \$44,850.00 | \$0.00 | \$55,250.00 |
| Staff Travel | \$120.00 | | \$550.00 | \$0.00 | \$670.00 |
| Other Direct/ Indirect Costs | \$1,480.00 | | \$8,600.00 | \$0.00 | \$10,080.00 |
| Direct Client Costs | \$0.00 | | \$0.00 | \$0.00 | \$0.00 |
| - OJT | | \$16,500.00 | | | \$16,500.00 |
| - Tuition Pay | | \$13,500.00 | | | \$13,500.00 |
| TJO | | \$10,000.00 | | | \$10,000.00 |
| - Entrepreneur Training | | \$2,000.00 | | | \$2,000.00 |
| Support Services | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Transportation | | | | \$2,200.00 | \$2,200.00 |
| Family Care | | | | \$500.00 | \$500.00 |
| Health Care | | | | \$3,300.00 | \$3,300.00 |
| Housing or Rental Assistance | | | | \$3,300.00 | \$3,300.00 |
| Counseling: Personal, Financial, Legal | | | | \$900.00 | \$900.00 |
| Emergency Financial Assistance | | | | | \$0.00 |
| Tools & Clothing | | | | \$1,800.00 | \$1,800.00 |
| 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 | \$42,000.00 | \$54,000.00 | \$12,000.00 | \$120,000.00 |
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Support Services Plan

| Support Services Category | Project Totals | | |
|--|--------------------|-------------------|-------------------------|
| | Funds | Number of Clients | Average Cost per Client |
| Transportation | \$2,200.00 | 20 | \$110.00 |
| Family Care | \$500.00 | 5 | \$100.00 |
| Health Care | \$3,300.00 | 5 | \$660.00 |
| Housing or Rental Assistance | \$3,300.00 | 5 | \$660.00 |
| Counseling: Personal, Financial, Legal | \$900.00 | 6 | \$150.00 |
| Emergency Financial Assistance | \$0.00 | 0 | |
| Tools & Clothing | \$1,800.00 | 8 | \$225.00 |
| Relocation | \$0.00 | 0 | |
| Out of Area Job Search | \$0.00 | 0 | |
| Other | \$0.00 | 0 | |
| TOTAL | \$12,000.00 | 49 | \$244.90 |
| | | | |

Stearns Bank Signature Card (Updated) – Cover Sheet

Agenda Item:

The Joint Powers Board & Local Workforce Development Board – Executive Committee meeting scheduled September 11, 2017 approved the Stearns Bank Signature Cards. However, the bank recently contacted Career Solutions to inform us the paperwork needs to be updated to reflect *Stearns-Benton Employment & Training Council dba Career Solutions*. With the current paperwork, Stearns Bank will not be able to deposit any checks paid to with Stearns-Benton Employment & Training Council moving forward unless the paperwork is updated.

Financial Impact:

No additional financial impact.

Action Requested:

Request approval to modified Stearns Bank Signature Cards to state *Stearns-Benton Employment & Training Council dba Career Solutions*.

LATINO CULTURAL TRAINING

Hosted by the St. Cloud Area Immigrant Employment Connection Group

October 2, 2017 ■ 8:00 a.m.–Noon

Resource Training & Solutions

137 23rd Street South, Sartell, MN 56377

Training cost \$25.00 (includes 4 hours of training and light breakfast)

During this training, the speaker will discuss topics on

- Language
- Communication style
- Religion
- Assess levels of integration
- Examine cultural values
- Health disparities
- Immigrants/asylum
- Work ethics
- Laws and values

Presenter: Elizabeth Valencia-Borgert

Community Outreach Director at St. Cloud State University.

More information about the Immigrant Employment Connection Group may be found at

<https://careersolutionsjobs.org/employers/immigrant-employment-connection-group/>

Certificate of Attendance for 4 hours of training will be available

St. Cloud Area Immigrant Employment Connection Group

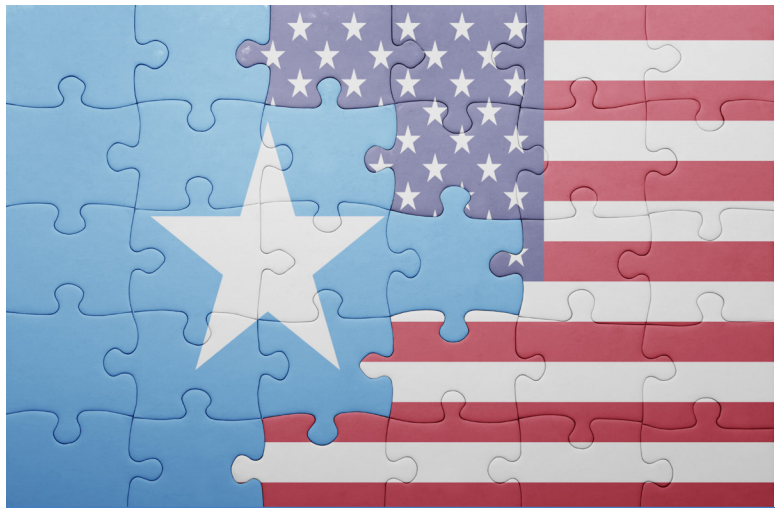
Career Solutions ▪ Central Minnesota Community Empowerment Organization
Central Minnesota Jobs and Training Services, Inc. (CMJTS) ▪ DEED-St. Cloud Workforce Center
Greater St. Cloud Development Corporation ▪ Hands Across the World ▪ Initiative Foundation
Morgan Family Foundation ▪ Resource, Inc. ▪ St. Cloud State University
St. Cloud Technical & Community College ▪ United Way of Central Minnesota ▪ Viking Coca Cola

To register go to <http://www.resourcetraining.com/Event/12583>

For more information contact

Kari.Court@csjobs.org

320-308-5749



Understanding Somali Culture at the Workplace

Hosted by the St. Cloud Area Immigrant Employment Connection Group

October 26, 2017 ▪ 8 a.m.–Noon

Geared toward human services professionals

Resource Training & Solutions

137 23rd Street South ▪ Sartell, MN 56377

Training cost \$25.00 (includes 4 hours of training and light breakfast)

During this training, the speaker will discuss topics on

- Language
- Communication style
- Religion
- Spirituality
- Islamic dietary laws
- Health benefits
- Levels of integration and assimilation
- Work ethics
- Laws and values

Presenter

Hudda Ibrahim, Founder & President of Filsan Consulting LLC and faculty member of St. Cloud Technical & Community College

More information about the Immigrant Employment Connection Group may be found at <https://careersolutionsjobs.org/employers/immigrant-employment-connection-group/>

Certificate of Attendance for 4 hours of training will be available

For more information or to register, go to: <http://www.resourcetraining.com/Event/12584>

Questions: Contact Kari Court ▪ kari.court@csjobs.org ▪ 320-308-5749

St. Cloud Area Immigrant Employment Connection Group

Career Solutions ▪ Central Minnesota Community Empowerment Organization
Central Minnesota Jobs and Training Services, Inc. (CMJTS) ▪ DEED-St. Cloud Workforce Center
Greater St. Cloud Development Corporation ▪ Hands Across the World ▪ Initiative Foundation
Morgan Family Foundation ▪ Resource, Inc. ▪ St. Cloud State University
St. Cloud Technical & Community College ▪ United Way of Central Minnesota ▪ Viking Coca Cola



NEW AMERICAN JOB FAIR

Wednesday, November 8, 2017

8:30–11:30 a.m.

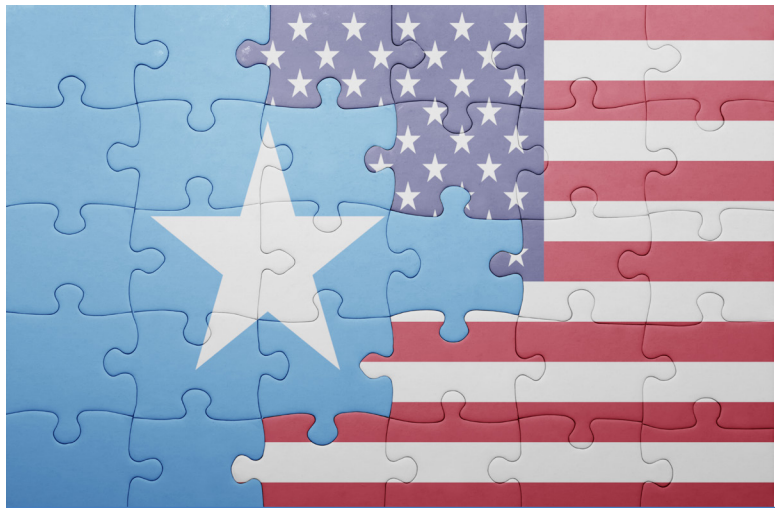
St. Cloud WorkForce Center
1542 Northway Drive, Door 2
St. Cloud, MN 56303

We are looking for employers who have entry level positions
and are hiring New Americans to expand your workforce.

Space is limited!

If your company is interested in participating in the Job Fair,
please contact, Angie Dahle ■ 320-308-5334 ■ Angie.Dahle@sbetc.org
or Kelly Gerads ■ 320-308-5814 ■ Kelly.Gerads@state.mn.us

Hosted by the Immigrant Employment Connection Group (IECG)



Understanding Somali Culture at the Workplace

Hosted by the St. Cloud Area Immigrant Employment Connection Group

November 22, 2017 ▪ 8 a.m.–Noon
Cultural training for employers

Resource Training & Solutions

137 23rd Street South ▪ Sartell, MN 56377

Training cost \$25.00 (includes 4 hours of training and light breakfast)

During this training, the speaker will discuss topics on

- Reasonable accommodations
- Religious beliefs
- Practices
- Values
- Conflict management at the workplace
- Bridging the connections between employers and employees

Presenter

Hudda Ibrahim, Founder & President of Filsan Consulting LLC and faculty member of St. Cloud Technical & Community College

More information about the Immigrant Employment Connection Group may be found at <https://careersolutionsjobs.org/employers/immigrant-employment-connection-group/>

Certificate of Attendance for 4 hours of training will be available

For more information or to register, go to: <http://www.resourcetraining.com/Event/12586>

Questions: Contact Kari Court ▪ kari.court@csjobs.org ▪ 320-308-5749

St. Cloud Area Immigrant Employment Connection Group

Career Solutions ▪ Central Minnesota Community Empowerment Organization
Central Minnesota Jobs and Training Services, Inc. (CMJTS) ▪ DEED-St. Cloud Workforce Center
Greater St. Cloud Development Corporation ▪ Hands Across the World ▪ Initiative Foundation
Morgan Family Foundation ▪ Resource, Inc. ▪ St. Cloud State University
St. Cloud Technical & Community College ▪ United Way of Central Minnesota ▪ Viking Coca Cola