CAREER SOLUTIONS WORKFORCE DEVELOPMENT BOARD PROGRAM COMMITTEE MEETING AGENDA

Wednesday, October 18, 2017 at 8:00am
WiFi: skillsleadtocareers

Location: Minnesota WorkForce Center – St. Cloud

1542 Northway Drive, St. Cloud, MN 56303 - Door #2

A green Parking Permit is required for this event. Please park in Lot B.

1. Call the Meeting to Order/Introductions

J. Magelssen

2. Approve Agenda

ACTION: J. Magelssen

- 3. Consent Agenda
 - A. Minutes from 08/17/2017 (Attachment 3.A.)
 - B. Minutes from 09/21/2017 (Attachment 3.B.)
- 4. Business Development Specialist Presentation Angie Dahle, Business

Development Specialist for Career Solutions

A. Dahle

5. Committee Work

T. Biery

- A. CDL Training Discussion
- B. 2018 Proposed Meeting Calendar (Attachment 5.B.) ACTION
- C. Immigrant Employment Connection Group (IECG) Proceeds Used From the Program Committee Fund (Attachment 5.C.) **ACTION**
- ACTION: J. Magelssen

ACTION: J. Magelssen

- D. IECG Upcoming Events (Flyers Attached):
 - i. Understanding Somali Culture: Geared Towards Human Service Professionals – 10.26.17
 - ii. New American Job Fair 11.08.17 (Employer & Job Seeker Flyers Attached)
 - Understanding Somali Culture: Geared Towards Employers 11.22.17

6. Announcements

J. Magelssen

- A. Next Meeting **11/16/2017 at 8:00am** at the St. Cloud Workforce Center Presentation TBD
- 7. Adjourn J. Magelssen

REASONABLE ACCOMMODATIONS: ALL CAREER SOLUTIONS WORKFORCE DEVELOPMENT BOARD PROGRAM COMMITTEE 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 at 320.308.5749 or email at Kari.Court@CSJobs.org. Upon request, this material can be made available in alternate formats.

CAREER SOLUTIONS LOCAL WORKFORCE DEVELOPMENT BOARD PROGRAM COMMITTEE MEETING MINUTES

Location: Minnesota Workforce Center – St. Cloud

1542 Northway Drive, St. Cloud, MN 56303 – Door #2

Date: August 17, 2017 at 8:00am

Attendance: Teresa Bohnen, Brent Brockman, Michael Eichten & Jake Pettit. SBETC Staff: Tammy Biery, Ileana Merten & Kari Court.

Absent: Janelle Heesch, Kathy Kirchner, Dave Waage & Jill Magelssen.

Guest: Joan Berning.

Agenda Item	Summary	Action			
Called the Meeting to Order	 T. Bohnen, Vice-Chair of the Program Committee, called the meeting to order at 8:07am and introductions were made. 				
Approve Agenda		Motion: B. Brockman made the motion to approve the agenda. Seconded by: J. Pettit. Motion carried.			
Consent Agenda	 Minutes from 1/19/2017 Minutes from 5/18/2017 SFY2017 Youth Competitive Grant – Data Summary Accept Program Committee Application for Scott Wallner, Director of K-12 Initiative of SCTCC YMCA Contract for CareerONE YouthBuild Funds Local Unified Youth Plan Contract with Central Minnesota Community Empowerment Organization 	Motion: J. Pettit made the motion to approve the consent agenda. Seconded by: B. Brockman. Motion carried.			
Committee Work	■ Recap of Youth at Work – T. Biery stated there has been a Career Planner from Career Solutions who was traveling to the different school districts to provide career exploration to the students during the school year. These students can participant in a Work Experience and volunteer/internship opportunity. Once the students completes the 40 hour work experience and				

Agenda Item	Summary	
Agenda Item	 Summary 10 hours of volunteering time, they receive a stipends and a certification of completion. The Youth at Work Program is funded through a competitive grant that Career Solutions had received. Two years ago, \$125,000/year was granted. This year, the new application was awarded for \$100,000/year for two years. A video describing the program was created by District 742 which was shared with the Program Committee Members. It may be viewed at the link below:	Action Attachment 3.A
	and no other staff from the school district is certified to place students into work experiences. It will now be the Career Planners responsibility to place students in the YAW program which can be challenging as they do not work directly with the students each day. The Career Planners will be working closely with the guidance counselor office to connect with students. T. Biery stated Career Solutions surveyed the 100 CareerONE youth to see any would be interested in the Youth at Work program and 50 stating they are interested. This is a great start to the recruiting effort as we only have 30 spots available.	
	 Recap on the CareerONE Program – T. Biery stated there was 99 out of 100 youth who graduated from the CareerONE Program in the St. Cloud location. 32 out of the 99 had received the full stipend which entailed 100% attendance during the 5 week program, followed the dress code, on-time every day and completed tasks based on both quality and quantity. This year, CareerONE was held at St. Cloud Technical & Community College (SCTCC) versus St. Cloud State University (SCSU). The CareerONE Supervisor stated this was the best move possible as this save on transportation cost (walking to CentraCare & YMCA), the ease of co-workers & technology readily available along with the comfortable atmosphere for the students to embrace the college experience. SCTCC also provided a mini career fair to the youth in different career paths they may not have ordinarily thought about, such as, EMT (provided an ambulance to explore), paint booth and a variety of different career paths. This opened their eyes to different opportunities they may have not been exposed to in the traditional school setting. 	

Agenda Item	Summary	Action
Agenda Item	mentioned that the number of students aging out every year is going to grow exponentially. ABE & Career Solutions took action! Within three weeks, Career Solutions connected with Jama Alimad from LaCruz and Central MN Community Empowerment Organization and partnered with Coleman Company to offer a specialized CareerONE program to these students. ABE was able to offer an instructor and one of the Career Solutions staff taught employability skills during the morning hours and then provided training at Coleman during the afternoon. Jama Alimad also helped mentor these students through this 5 week program. 14 youth graduated from the CareerONE Coleman Project and majority of them filed out a Coleman application to continue working there. T. Biery estimates 2-4 students being hired fulltime at Coleman. These students also received a stipend at the end of the program and Career Solutions provided bus passes to help with transportation and Walmart gift cards to purchase food to use to pack lunches during the program. T. Biery also stated the students' math scores increased, on average, 4 months' worth of learning in just a 5 week timeframe. She also mentioned that Laurie from ABE stated there are a few students (based on test scores) are diploma ready after completing this program. T. Biery stated there was a news article written by the St. Cloud Times about this initiative and T. Biery has received several phone calls from other businesses who would be interested in taking on a similar project. This article may be viewed at the link below. http://www.sctimes.com/story/news/local/immigration/2017/08/16/program-gives-students-who-age-out-high-school-path-diploma-work/460627001/ T. Biery stated this program was funded from the Otto Bremer Foundation along with the Initiative Foundation. It was a fun, exciting and fast program! She stated that funding may become an issue in the future and are hoping to receive some additional funds from DEED. Costs for the program include training, staff time, stipends and other expe	Action Action
	 training, staff time, stipends and other expenses. Outreach to Schools/Career Advisor Pre-Employment Transitions (Pre-ETS) – T. Biery stated that Career Solutions received a grant from the State to provide career planning/exploration to students who have a disability but who are 	

Agenda Item	Summary	Action
Agenda Item	high functioning students. Currently, Vocation Rehab has a client waiting list and is only serving clients who have 3 or more disabilities. One of the Career Planners will travel to the different school districts to provide these services and the majority of these funds are for staff time. • HECAP – I. Merten stated this grant allows one of our Career Planners to work with the students on career assessment tools with the MCIS System. Currently, the Career Planner only works within District 742 and I. Merten is requesting from the State an additional \$40,000 to expand the services to other school districts. She stated this will work very well with the individuals who are receiving assistance with the Pre-ETS grant. • Immigrant Employment Connection Group (IECG) – T. Biery stated that we have several upcoming events including cultural trainings for the Somali & Latino communities. The IECG is also hosting a job fair for New Americans and the IECG is currently seeking employers who are currently hiring the immigrant population at an entry level to attend the job fair. Flyers are attached for more information. • Other –T. Bohnen mentioned the Chamber is offering the White Privilege training and she strongly recommends businesses attending this training. Very unique and very practical training. T. Biery stated that once the flyer is created, the IECG can advertise the flyer to all of their marketing distribution lists. • J. Berning stated Job Service recently offered their first ESL Workshop but no one attended so Job Service will need to work on other ways to advertise this event to immigrant job seekers. She shared that Job Services Annual Job Fair will be hosted at the Civic Center on September 26 th and Job Service will provide a few job fair preparation workshops prior to the event. • T. Bohnen stated Governor Tim Pawlenty will be presenting on the Future of Work in the 4 th Industrial Revolution at the Chamber on October 13 th . This presentation will discuss changes in the workplace and workforce evol	Action
Announcements	■ Next Meeting 08/21/2017 at 8:00am	

Attachment 3.A.

Agenda Item	Summary	Action
Adjourn	■ T. Bohnen adjourned the meeting at 8:48am.	

Next Program Committee Meeting: 09/21/2017 at 8:00am at the St. Cloud Workforce Center.

PROGRAM COMMITTEE MEETING MINUTES

Location: Minnesota Workforce Center – St. Cloud

1542 Northway Drive, St. Cloud, MN 56303 – Door #2

Date: September 21, 2017 at 8:00am

Attendance: Jill Magelssen, Teresa Bohnen, Michael Eichten, Kathy Kirchner & Scott Wallner. SBETC Staff: Tammy Biery, Ileana Merten & Kari

Court.

Absent: Brent Brockman, Janelle Heesch, Jake Pettit & Dave Waage.

Guest: Joan Berning.

Agenda Item	Summary	Action
Called the Meeting to Order	J. Magelssen called the meeting to order at 8:00am and introductions were made.	
Approve Agenda		Motion: M. Eichten made the motion to approve the agenda. <u>Seconded</u> by: T. Bohnen. Motion carried.
CareerONE Results Presentation	 Sara Dahlquist, Career Planner for Career Solutions presented the CareerONE Results to the Program Committee Members. Sara provided demographics and statistics for the 2017 CareerONE Program. 99 out of 100 youth graduated the St. Cloud program. These youth ranged in age from 14-17 years old. Of these 99 youth, 93% of them qualified for free or reduced lunch. 32 youth received their full stipend of \$1,020. There was also 10 youth mentors this year (who attended CareerONE last year and are returning as youth mentors this year), were able to perform a work experience/internship with local employers after the CareerONE program was completed. There was an additional 2 week CareerONE program held in Sauk Centre and Paynesville. Sara then provided demographics/statistics of these two week programs. 8 out of 8 graduated from Paynesville, with 38% qualified for free or reduced lunch. 7 out of the 8 received their full stipend of \$510 (smaller amount since the program is only two weeks). 19 out of 19 graduated from Sauk Centre, 89% qualified for free or reduced lunch. 16 out of the 19 received their full \$510 stipend. 	

Agenda Item	Summary	Action
	 On average, the students increased their reading scores by one grade level and increased their math by 2.1 grade levels. There was also an unmeasurable amount of soft skills gained and parent feedback was very impactful. T. Biery stated during the graduation ceremony, there were tears shed by some of the CareerONE participants as they will miss the program and the new friendships they made. 	
	■ T. Bohnen stated the Chamber of Commerce has an internship program for youth and it may fit well for these students after the 5 week course is completed. Sara will connect with the Chamber to find out more information and then we can possibly transition these students into our Youth at Work program as well. T. Bohnen stated their struggle is finding students as they have employers lined up to partake in this program and Career Solutions has the opposite problem, finding employers. It may be a great partnership in the works for next year.	
Committee Work	 Coleman Project – T. Biery stated the Coleman Project was highlighted in the St. Cloud Times and will be featured in IQ magazine and at the Community Pillars Event in February. T. Biery provided a brief background about the Coleman Project. Adult Basic Education (ABE) approached Career Solutions stating 17 young adults were aging out of high school. These students reached a maximum age of 21 and are no longer eligible to continue schooling though high school. These young adults would qualify for ABE programs but they currently have a waiting list. 14 students were interested in participating in this program where Career Solutions provided employability skills training and an ABE instructor provided educational training for 3 hours a day. In the afternoon, a Coleman staff member provided on the job training for these young adults. After this 5 week course was completed, 4 students increased their math level by two grade levels and 5 had increases in their reading ability by two grade levels as well. Out of the 14 students, 12 filled out applications to continue to work at Coleman and they anticipate hiring a few candidates. This initiative was paid by the Otto Bremer Grant and the Initiative Foundation grant. Coleman provided space and ABE supplied the instructor. 	

Agenda Item	Summary	Action
	 With this advertisement, there are several companies contacting T. Biery to perform a similar work at their location such as AAM/Grede Foundries. She stated it comes down to funding and they are hoping the P2P grant that will be released soon will help support this initiatives like this program. T. Bohnen stated this is a phenomenal program and asked if T. Biery has requested any additional funding from Franken office. T. Biery stated she has not and but will connect with T. Bohnen after the meeting to discuss further. Promise Practice Award – T. Biery stated Career Solutions received the Promising Practices award from the MWCA for the Coleman Project. Immigrant Employment Connection Group (IECG) – T. Biery shared the IECG is hosting a Latino Cultural Training Event on October 2, 2017 and all are welcome to attend. There is also several upcoming events as there are two Somali Culture Training Events - one focused to serve Human Service Professionals and the other for employers. The IECG is hosting a New American Job Fair in November and looking for 20+/- employers who are currently hiring the immigrant population. There will be both Somali and Spanish interpreters available. DEED had their St. Cloud Job Fair and each employer received a flyer promoting all of these events. Other – I. Merten stated Career Solutions has hired our new Pre-ETS staff person who is bilingual (English/Somali). 	
Announcements	 Next Meeting 10/19/2017 at 8:00am Future Presentations – Possibly by Scott Wallner – to learn more about his new position at St. Cloud Technical and Community College. SCTCC is also looking at revitalizing the CDL trucking program and this may be another presenter. Any other topics, please forward to T. Biery. 	
Adjourn	J. Magelssen adjourned the meeting at 8:32am.	

Next Program Committee Meeting: 10/19/2017 8:00amat the St. Cloud Workforce Center.

2018 DRAFT CALENDAR PROPOSAL Program Committee Meeting - 10.18.17

Program Committee Meeting – 10.18.17
Attachment 5.B.

MEETING SCHEDULE FOR CAREER SOLUTIONS JOINT POWERS BOARD (JPB), LOCAL WORKFORCE DEVELOPMENT BOARD (LWDB), COUNCIL/COMMITTEE MEETINGS & MEMORANDUM OF UNDERSTANDING (MOU)

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Joint Powers Board/Local Workforce Development Board/Executive Committee 2 nd Thursday at 3:00 p.m. Location: Workforce Center – St. Cloud 1542 Northway Drive, Conf. Rm 1-482 (unless otherwise noted)	JPB/ LWDB Annual Mtg.	JPB/ Exec. Comm.	JPB/ LWDB	JPB/ Exec. Comm.	JPB/ LWDB	JPB/ LWDB	JPB Only	JPB/ Exec. Comm.	JPB/ LWDB	JPB/ Exec. Comm.	JPB/ LWDB	JPB/ Exec. Comm.
Youth Council 2 nd Tuesday at 3:00 p.m. Location: Workforce Center – St. Cloud 1542 Northway Drive, Conf. Rm 1-482	9	13	13	10	8		(Career One Awards) Date TBD		11	9	13	
Program Committee 2nd Wednesday at 8:00 a.m. Location: Workforce Center – St. Cloud 1542 Northway Drive, Conf. Rm 1-482	10	14	14	11	9	13		8	12	10	14	
Memorandum of Understanding (MOU) 3rd Thursday at noon – Quarterly basis. Location: Workforce Center – St. Cloud 1542 Northway Drive, Conf. Rm 1-482	118			19			19			18		



Revised: 10/2017



AGENDA COVER SHEET: PROGRAM COMMITTEE FUNDS USED FOR IMMIGRANT EMPLOYMENT CONNECTION GROUP EVENTS

Agenda Items:

Several years ago, the Program Committee hosted the Breakfast for the Best events and the balance in this account is \$2,128.78. Career Solutions is requesting the Program Committee to be able to use these funds for Immigrant Employment Connection Group (IECG) events.

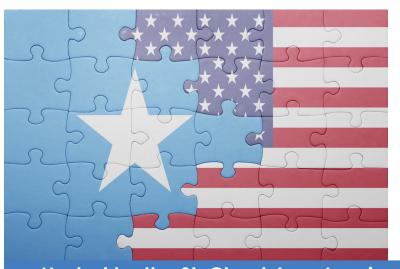
Fiscal Impact:

Budgeted Expense:

Program Committee's Breakfast for the Best funds in the amount of \$2,128.78 to be used for IECG events.

Action Requested:

Approve the transfer of the Program Committee's Breakfast for the Best funds proceeds to the Immigrant Employment Connection Group (IECG) for events.



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)



Wednesday, November 8, 2017 8:30–11:30 a.m.

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

Employers are looking for New Americans to expand their workforce.

All are welcome!

For more information please contact,
Angie Dahle • 320-308-5334 • Angie.Dahle@csjobs.org
or Kelly Gerads • 320-308-5814 • Kelly.Gerads@state.mn.us

Hosted by the Immigrant Employment Connection Group (IECG)











Shaqo xiriiran loo samaynayo dadka cusub

Arbaco, November 8, 2017 8:30-11:30 subaxnimo

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

Kambaniyadu waxa ay rabaan in ay shaqaaleeyaan dadka wadanka ku cusub si ay u kobciyaan shaqaalahooga

Dhamaantiin Gacma furan!

Wixii faahfaahin intaa dheer la xiriir, Angie Dahle • 320-308-5334 • Angie.Dahle@csjobs.org Or Kelly Gerads • 320-308-5814 • Kelly.Gerads@state.mn.us

Hosted by the Immigrant Employment Connection Group (IECG)











Feria laboral: "New American"

Miércoles, 8 de Noviembre, 2017 8:30-11:30 a.m.

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

Empleadores están buscando "New Americans" para expandir su fuerza laboral.

Todos son bienvenidos!

Para más información contactar a, Angie Dahle • 320-308-5334 • Angie.Dahle@csjobs.org O Kelly Gerads • 320-308-5814 • Kelly.Gerads@state.mn.us

Organizado por Immigrant Employment Connection Group (IECG)

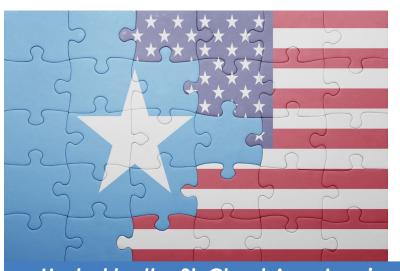








A petición, la información de este documento puede estar en formatos alternativos para personas con discapacidades poniéndose en contacto con angie.dahle@csjobs.org o llamando al 320-308-5334. Un empleador de igualdad de oportunidades y proveedor de progamas.



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

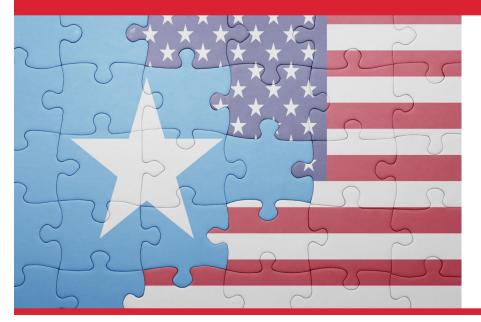
For more information or to register, go to: http://www.resourcetraining.com/Event/12586

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

St. Cloud Area Immigrant Employment Connection Group

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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

Upcoming Events



Understanding Somali Culture at the Workplace

Resource Training & Solutions

137 23rd Street South • Sartell, MN 56377

\$25.00 registration fee per event Space is limited

October 26, 2017 • 8 a.m.—Noon Geared toward human services professionals

Focus is on answering who helps Somalis settle into their new country.

to register go to http://www.resourcetraining.com/Event/12584

November 22, 2017 · 8 a.m.-Noon Continued cultural training for employers

Featuring cultural training for employers, best practices and ways to recruit and retain Somalis/East African immigrant and refugee employees.

to register go to http://www.resourcetraining.com/Event/12586

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.

to register contact,

Kelly Gerads • 320-308-5814 • kelly.gerads@state.mn.us or Angie Dahle • 320-308-5334 • Angie.Dahle@csjobs.org

Space is limited



For more information, please contact Kari Court • 320-308-5749 • Kari.Court@csjobs.org

All Events Hosted by the Immigrant Employment Connection Group (IECG)