

CAREER SOLUTIONS JOINT POWERS BOARD & WORKFORCE DEVELOPMENT BOARD MEETING

Thursday, October 8, 2020 at 3:00pm

Career Solutions Guest Wi-Fi: Welcome2CareerSolutions!

Physical Location: CareerForce St. Cloud
1542 Northway Drive, St. Cloud, MN 56303 – Door #2
No parking permit required for this event. Please park in Lot B.

Virtual Meeting: Via Zoom during a State of Emergency with the Coronavirus (COVID-19):
Zoom details are listed within your calendar invite or contact Kari Court (320) 308-5749

1. Call the Meeting to Order

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

L. Lenzmeier
T. Bohnen

Introduction of New Program Director and Board Members

2. Approval of Agenda

- A. JPB
- B. LWDB

Action: JPB
Action: LWDB

3. Consent Agenda: JPB & LWDB

- A. 05.14.2020 JPB & LWDB-Exec Minutes (Attachment 3.A.)
- B. 06.11.2020 JPB & LWDB Minutes (Attachment 3.B.)
- C. 06.29.2020 JPB & LWDB-Exec Minutes (Attachment 3.C.)
- D. 08.06.2020 JPB & LWDB Minutes (Attachment 3.D.)
- E. 09.10.2020 JPB & LWDB-Exec Minutes (Attachment 3.E.)
- F. 09.23.2020 JPB Minutes (Attachment 3.F.)
- G. 09.2020 Budget to Actual (Attachment 3.G.)
- H. 2020-2021 Waivers as of 10.01.2020 (Attachment 3.H.)
- I. Transportation of Client Files & Documents Policy – Second Reading (Attachment 4.I.)
- J. Telecommuting Policy – Second Reading (Attachment 3.J.)
- K. Basic Skills Training for Automotive and Medium/Heavy Equipment Programs Contract with Minnesota State/SCTCC (Attachment 3.K.)

Action: JPB
Action: LWDB

4. Open Discussion with Board Members Regarding Pandemic Impact

All

5. Business Items/Updates

- A. Rescind Tool Policy (Attachment 6.A.) – **ACTION**
- B. Proposed 2021 Board Meeting Schedule (Attachment 6.B.) – **ACTION**
- C. Board Membership (Attachment 6.C.)
 - Vocational Rehabilitation Membership Vacancy Extension with DEED (Attachment 6.C.1.) – **Action**
- D. Covid-19 Impact/Reopening of Career Solutions and/or CareerForce
- E. CARES Act Funding (Attachment 6.E.)
- F. Career Solutions Recent News Articles/Video:
 - <https://www.sctimes.com/story/money/business/2020/08/27/business-career-solutions-receives-promising-practices-award/3408101001/>

T. Biery
Action: JPB & LWDB
Action: JPB & LWDB
Action: JPB & LWDB

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.

- <https://www.newsbreak.com/minnesota/sartell/news/2049200072304/in-business-career-solutions-receives-promising-practices-award>
- <https://careersolutionsjobs.org/employers/business-services/>

G. Performance Negotiations for PY20-21 WIOA Dislocated Worker & Adult Program Proposed Performance Standards (Attachment 6.G.)

6. Other

- A. Executive Director Updates
- B. From the Floor/Announcements

7. Adjourn

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.

CAREERFORCE 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.

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

Date: May 14, 2020 at 3:00pm
Attendance: **Joint Powers Board:** Leigh Lenzmeier, Steve Heinen, Jeff Mergen, Spencer Buerkle, and Brent Bultema.
Local Workforce Development Board-Executive Committee: Teresa Bohnen, Kelly Hansen, Jill Magelssen, Maria Burnham, and Brent Bultema.
Career Solutions: Tammy Biery, Ileana Merten, and Kari Court.
Guests: Kristin Yeager
Absent: N/A.

Please note: this meeting was held virtually (via Zoom) as Minnesota is under a State of Emergency with the Coronavirus (COVID-19). Career Solutions followed the Open Meeting Law requirements during a State of Emergency:

- 1. All participating members can hear one another;*
- 2. Members of the public at the physical meeting location can hear all discussion "unless attendance at the regular meeting location is not feasible due to the health pandemic";*
- 3. At least one member of the public body is present at the meeting location, "unless unfeasible due to the health pandemic"; and*
- 4. All votes are taken by roll call.*

Call the Meeting to Order:

- L. Lenzmeier called the Joint Powers Board (JPB) meeting to order at 3:00pm and roll call was performed.
- T. Bohnen called Local Workforce Development Board-Executive Committee (LWDB-Exec) meeting to order at 3:00pm and roll call was performed.

Approval of the Modified Agenda to Include:

- Executive Director Review – June 10, 2020 (Handout)
- S.I. Handout – ACTION (added)
- LWDB Application from Bernadette (Bernie) Perryman (Handout) – ACTION

JPB Motion:

Results: Approved the modified agenda.
Mover: J. Mergen
Second: S. Heinen
Ayes: S. Buerkle, L. Lenzmeier and B. Bultema
Nays: NA

LWDB-Exec Motion:

Results: Approved the modified agenda.
Mover: J. Magelssen
Second: K. Hansen
Ayes: M. Burnham, T. Bohnen and B. Bultema
Nays: NA

Consent Agenda:

- Approval of Minutes from 04/09/2020
- 04.2020 Budget to Actual
- Contract for CareerONE Room Reservations with SCTCC
- Contract for CareerONE Tracks with SCTCC
- Contract for Staff Training Held on April 24, 2020 with SCTCC
- Renewal of the Friends of Career Solutions Contract for CareerONE Program Service Agreement
- Predictive Index Workshop Contract
- The Village Business Institute Contract for Employee Assistance Program (EAP) Services

JPB Motion:

Results: Approved the consent agenda.
Mover: S. Buerkle
Second: B. Bultema
Ayes: S. Heinen, L. Lenzmeier and J. Mergen
Nays: NA

LWDB-Exec Motion:

Results: Approved the consent agenda.
Mover: J. Magelssen
Second: K. Hansen
Ayes: M. Burnham, T. Bohnen and B. Bultema
Nays: NA

2020 Compensation Study – Kristin Yeager, HR/IT Director from Central Minnesota Jobs & Training Services, Inc. (CMJTS)

- Career Solutions utilized CMJTS in 2017 to perform a compensation study and decided every two to three years to perform another compensation study. We were slated to do it this year because our union contract was set to expire at the end of June and it was good to do a compensation study in conjunction with upcoming union negotiations. To our surprise, we don't have to do union negotiations as the union has dropped representation of Career Solutions staff. T. Biery introduced Kristin Yeager, HR/IT Director from Central Minnesota Jobs & Training Services, Inc. (CMJTS) as she has reevaluated all of our positions.
- Kristin explained the process of the compensation study which included:

- o Review and update job descriptions
 - o Gather industry data
 - o Update the market pricing and salary scales
 - o Create a merit matrix
- The goal of the market pricing is to remain competitive with the market and price positions as close to market as possible. The midpoint is the market rate. The data is also aged to July 2020 and if the survey data provided is more than one year old, then Kristin ages the data at a 3% annual rate. She also takes into consideration the geographic difference. Usually, St. Cloud wages are 5-10% lower than the Minnesota average for exempt positions and 5% for non-exempt positions. K. Hansen asked what survey sources you use? MNCNP, Bureau of Labor and Statistics, Stearns and Benton County averages.
- Kristin explained the salary scale and what each category means. This recommendation is based on a balance of market data and agency evaluations. A merit matrix was created to pay for performance. The wage increase is determined by the position in the salary scale and the current level of performance. The agency's overall merit increase goal is 3%. This is a flexible tool and the goals are for:
 - o Top performers with wages below market rate to move quickly to midpoint
 - o Average performers to continue to incentivize to perform better
 - o Retention of top performers and growth
- Kristin provided her recommendations:
 - o Update the salary scale (minor adjustments based upon market pricing)
 - o Update merit matrix (remove COLA and make it purely performance based)
 - o The addition of a Lead Career Planner position
- J. Mergen asked if benefits are taken into account. Kristin stated for the compensation analysis, it is purely salary so no, it does not include benefits. T. Biery stated when Career Solutions discusses the total compensation package during a new hire timeframe and/or yearly during benefits enrollment and renewal process.

Business Items/Updates:

- **Approve the Compensation Study and the Following Handouts**
 - o **Career Solutions Organizational Chart** – T. Biery shared the proposed Career Solutions organizational chart and have the additions/changes highlighted in yellow:
 - Promoting two Adult and one Youth Career Planners to be Lead Career Planners
 - Hiring 2 Career Planners
 - Hiring an Outreach & Eligibility Specialist who can transition to a Career Planner
 - o With increasing caseloads for our Career Planners and with the high unemployment rate, our enrollment numbers will increase drastically so that is why we plan to hire additional staff. Career Solutions is estimating we will have an additional 500+ Dislocated Workers enrolled in our program and with the proposed funding acts (HEROS & RAWA), we could double our budget overnight.

- o Since Development Director has majority of the staff reporting to her (it will be 20 staff), we plan to promote three Lead Career Planners so staff can go to these leads for questions or advice before raising issues with the Development Director. The director will still be there supervisor but this will give added support to staff.
- o We know we need to build capacity by adding these three new positions. With hiring three additional staff, Career Solutions is proposing to promote three Career Planners to Lead Career Planners so the staff have more support which was included in the compensation study. We then reviewed the following documents:
 - 2020 Matrix Working Calculations
 - 2020 Salary Increase Matrix Based Upon Performance Review
 - 2020 Salary Scale
- o **Compensation Study Salary Adjustments** – T. Biery stated a couple of our staff have growth their position into something more. They have gone further than what was expected of them and the Executive Director would like to have permission to make salary adjustments, if she sees fit.
- o **Executive Director Review: June 10, 2020** – T. Bohnen and L. Lenzmeier will be conducting T. Biery's performance review on June 10, 2020 and the board chairs decide what her performance increase is.

JPB Motion:

Results: Approved the following:

- Compensation Study
- 2020 Matrix Working Calculations
- 2020 Salary Increase Matrix Based Upon Performance Review
- 2020 Salary Scale
- T. Biery to make salary adjustments
- Board chairs to decide T. Biery's performance increase based off of her performance evaluation

Mover: S. Buerkle
Seconder: S. Heinen
Ayes: B. Bultema, L. Lenzmeier and J. Mergen
Nayes: NA

LWDB-Exec Motion:

Results: Approved the following:

- Compensation Study
- 2020 Matrix Working Calculations
- 2020 Salary Increase Matrix Based Upon Performance Review
- 2020 Salary Scale
- T. Biery to make salary adjustments
- Board chairs to decide T. Biery's performance increase based off of her performance evaluation

Mover: B. Bultema
Seconders: J. Magelssen
Ayes: M. Burnham, T. Bohnen and K. Hansen
Nays: NA

- **Memorandums of Understanding Regarding Sick Leave Severance & Maximum Sick Leave** – T. Biery stated now that the union has desolved, we have now just successfully changed to pay for performance which is a positive move so thank you for your support in that. With the disbanding of the union, we have some clean-up we should take care of. When the union was in place, there was a policy in place for when someone leaves the organization after 15 years, they received a sick accrual payout of 75% of the sick balance. There were some employees grandfathered into the union contract with Memorandum of Understandings (MOU) for Sick Leave Severance and Maximum Sick Leave. T. Biery explained these MOU's which was outlined in the handouts provided.

JPB Motion:

Results: Approved the Memorandum of Understanding Regarding Sick Leave Severance and Maximum Sick
Mover: J. Mergen
Seconders: S. Buerkle
Ayes: B. Bultema, L. Lenzmeier and S. Heinen
Nays: NA

LWDB-Exec Motion:

Results: Approved the Memorandum of Understanding Regarding Sick Leave Severance and Maximum Sick
Mover: K. Hansen
Seconders: B. Bultema
Ayes: M. Burnham, T. Bohnen and J. Magelssen
Nays: NA

- **One-Time Employee Payouts** – T. Biery stated we provided a one-time payout two years ago. We don't want to keep increasing everyone's hourly wage because that sticks with us forever and during times like this with the pandemic and the foreseen increased workloads, we would like to give our staff a one-time payout based upon their longevity and provided a payout breakout chart.
- J. Magelssen asked if the staff received pay cuts and staff have not. This would be a one-time longevity payout during this difficult time. J. Magelssen has asked if anyone is doing something similar. K. Hansen said no and B. Bultema said they have done something similar in the past but it was very selectively during extreme market pressure. In many cases it would be a sign-on bonus or retention bonus but Career Solutions is unable to offer that according to legal counsel as a local unit of government. The board members respect this request but feel it is not the right time during these uncertain times.

- T. Biery understands that the timing may not be ideal per the board recommendation. Board members mentioned they will table this topic/open to having this conversation again in 6 months from now.

JPB Motion:

Results: Postpone the One-Time Employee Payout discussion for another six months.
Mover: S. Buerkle
Seconders: S. Heinen
Ayes: B. Bultema, L. Lenzmeier and J. Mergen
Nays: NA

LWDB-Exec Motion:

Results: Postpone the One-Time Employee Payout discussion for another six months.
Mover: K. Hansen
Seconders: M. Burnham
Ayes: T. Bohnen, B. Bultema and J. Magelssen
Nays: NA

- **Coronavirus (COVID-19) Impact:**
 - **Federal Funding** – T. Biery stated there is two proposed funding for both adult and youth. Depending on which one is approved will help determine the amount of funding we will receive. There is also a National Emergency Grant (NEG) for Dislocated Worker that is being applied for by the state and they will submit this request within the next few days. No timeline of when these funds could become available but if approved, this may double our budget overnight.
 - **Reopening CareerForce** – Included in your agenda packet was a message we received from DEED in reference to reopening the CareerForce locations. T. Biery has been working on revamping the desks at the front desk to attach glass for added safety precaution. We will limit the number of people in the lobby and may restrict the computer usage by appointment only or have limited walk-in times. We also need to look at logistics of where people can wait, whether that be outside or somewhere else in the meantime. We are waiting for DEEDs response to see how we are going to pay for things that are needed such as masks, hand sanitizer, etc.
- **CareerONE Update** – T. Biery stated the CareerONE Program is moving to a virtual setting and not offering the Sauk Centre or Paynesville camps because CentraCare provided the site location, transportation, food, etc. and they are not allowing visitors at this time due to Covid-19. We also reduced the number of youth in St. Cloud to 9 youth per group with one team leader to be within the groups of 10. Majority of this camp will be offered virtually and some outside community work and will provide some transportation to work activities. T. Biery explained the different tracks offered and stated we will not have a banquet due to Covid-19 so we will be creating video instead

to recap the program. Career Solutions partnered with YES Network to offer food within the community for our youth in the program. Everyone is excited we can still offer the program, even if it will look different this year.

- **Monitoring Report & Checklist** – Career Solutions has subcontracted with Central Minnesota Jobs & Training Services, Inc. (CMJTS) to fulfill the Electrolux Grant. As a sub-grantee, we need to monitor them to ensure they are in compliance and monitor their files. I. Merten monitored their files in April and it went well.
- **Update on Local & Regional Plans** – T. Biery stated because of the change with Covid-19, DEED has given a due date extension on the Local and Regional Plans. The Regional Plan is ready to submit and the Region 3 Leadership & Planning Board meets in early June to approve the plan. Then it will be out for a 30 day comment period. Once finalized, it will be done for two years. Career Solutions will be using the extended deadline as we need to incorporate the changes with Covid-19.
- **Relaunching America's Workforce Act – MAWB** – T. Biery stated there was some information included in your agenda packet about Relaunching America's Workforce Act and the HERO's Act is new. MAWB would like us to send a letter to Senator Smith and Tom Emmer thanking them for their support on Relaunching America's Workforce Act and for it to come from LWDB.

LWDB-Exec Motion:

Results: Approved the Relaunching America's Workforce Act letter and have it be addressed from the Local Workforce Development Board.

Mover: J. Magelssen

Second: M. Burnham

Ayes: T. Bohnen, K. Hansen and B. Bultema

Nays: NA

- **Granting Executive Director Authorization to Sign Contracts: Discussion** – T. Biery stated we needed a contract signed as the training event happened prior to a board meeting. As a result, T. Biery emailed the board members asking if anyone had objections to moving forward with the contract. This instance is happening more often so T. Biery spoke with the attorney and outlined the situation. They reviewed bylaws, financial policies, etc. looking for a way so the Executive Director can sign contracts. T. Biery included in the agenda packet what the attorney said and has this listed as a discussion item. L. Lenzmeier stated during the pandemic, the county gave the department heads an approval to sign contracts with a time limit. S. Buerkle stated Benton County had a similar conversation but the only people who can sign contracts is the County Board but did make a change to allow department heads to sign contracts under \$10,000. Not sure about this board, B. Bultema mentioned maybe having a dollar limit and/or having the Chair member co-sign the contract and bringing the contract forward at the next board meeting on the consent agenda. T. Biery provided an example of some of the contracts that have become a challenge with the timing issue – several contract with SCTCC and many training contracts that we have the training funds for but need to wait to start the program until the contract is approved. T. Biery mentioned it

can be restricted to budgetary line items such as training. J. Mergen recommended authorizing the Executive Director to sign training contracts.

JPB Motion:

Results: Approved the Executive Director has the authority to sign training contracts under \$10,000 over the next six months and bring forth copies of the contracts to the board via consent agenda.

Mover: S. Heinen

Seconders: S. Buerkle

Ayes: B. Bultema, L. Lenzmeier and J. Mergen

Nays: NA

- **LWDB Application from Bernadette (Bernie) Perryman**

LWDB-Exec Motion:

Results: Recommendation to the JPB to approve Bernadette (Bernie) Perryman application to join the LWDB.

Mover: J. Magelssen

Seconders: T. Bohnen

Ayes: M. Burnham, K. Hansen, and B. Bultema

Nays: NA

JPB Motion:

Results: Approve Bernadette (Bernie) Perryman's application to join the LWDB.

Mover: J. Mergen

Seconders: S. Heinen

Ayes: B. Bultema, L. Lenzmeier and S. Buerkle

Nays: NA

Executive Director Updates:

- N/A

From the Floor/Announcements:

Adjournment:

- L. Lenzmeier adjourned the Joint Powers Board meeting at 4:35pm.
- T. Bohnen adjourned the Local Workforce Development Board-Executive Committee meeting at 4:35pm.
- Thanks for attending our virtual board meeting!

CAREER SOLUTIONS JOINT POWERS BOARD & LOCAL WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

Date June 11, 2020 at 3:00pm

Attendance: **Joint Powers Board:** Leigh Lenzmeier, Steve Heinen, Jeff Mergen, & Spencer Buerkle.

Local Workforce Development Board-Executive Committee: Teresa Bohnen, Jill Magelssen, Joan Berning, Maria Burnham, Robert Cornelius, Gail Cruikshank, Les Engel, Janet Goligowski, Jeff Haviland, Adam Holm, Ken Huling, Meghan Woods Lehrer, Sara Lommel, Heidi Peper, Bernie Perryman, Brandon Schauer, Lori Schultz, Chad Staul, & Mary Swingle.

Career Solutions: Tammy Biery, Ileana Merten, and Kari Court.

Guests: Della Ludwig, Angie Dahle & Lorrie Janatopoulos.

Absent: Brent Bultema, Kelly Hansen, Santo Cruz, Don Hickman, Kathy Kirchner, Gail Ruhland, Michelle Sininger, Tohow Siyad, Lisa Stich, & Skip Wittrock.

Please note: this meeting was held virtually (via Zoom) as Minnesota is under a State of Emergency with the Coronavirus (COVID-19). Career Solutions followed the Open Meeting Law requirements during a State of Emergency:

- 1. All participating members can hear one another;*
- 2. Members of the public at the physical meeting location can hear all discussion "unless attendance at the regular meeting location is not feasible due to the health pandemic";*
- 3. At least one member of the public body is present at the meeting location, "unless unfeasible due to the health pandemic"; and*
- 4. All votes are taken by roll call.*

Call the Meeting to Order:

- L. Lenzmeier called the Joint Powers Board (JPB) meeting to order at 3:02pm and roll call was performed.
- T. Bohnen called Local Workforce Development Board (LWDB) meeting to order at 3:02pm and roll call was performed.

Approval of the Agenda:

JPB Motion:

Results: Approved the agenda.
Mover: S. Buerkle
Second: J. Mergen
Ayes: S. Heinen and L. Lenzmeier
Nays: NA

LWDB Motion:

Results: Approved the agenda.
Mover: J. Magelssen
Second: B. Schauer
Ayes: T. Bohnen, J. Berning, M. Burnham, R. Cornelius, G. Cruikshank, L. Engel, J. Goligowski, J. Haviland, A. Holm, K. Huling, M. Woods Lehrer, S. Lommel, H. Peper, B. Perryman, L. Schultz, C. Staul, & M. Swingle.
Nayes: NA

Consent Agenda:

- 05/2020 Budget to Actual
- LWDB 2020 Calendar Year Annual Budget
- Renewal of the Catholic Charities Contract, 2020-2022
- Career Solutions Client Waivers
- Renewal of the Electrolux Subcontract with Central Minnesota Jobs & Training Services, Inc., 2020-2021
- LWDB Resignation – Lisa Stich from St. Cloud Technical & Community College
- LWDB Application – Jennifer Erickson from St. Cloud Technical & Community College
- Training Request Form for a Staff Member of Career Solutions

JPB Motion:

Results: Approved the consent agenda.
Mover: J. Mergen
Second: S. Heinen
Ayes: L. Lenzmeier and S. Buerkle
Nayes: NA

LWDB Motion:

Results: Approved the consent agenda.
Mover: L. Engel
Second: J. Goligowski
Ayes: T. Bohnen, J. Magelssen J. Berning, M. Burnham, R. Cornelius, G. Cruikshank, J. Haviland, A. Holm, K. Huling, M. Woods Lehrer, S. Lommel, H. Peper, B. Perryman, B. Schauer L. Schultz, C. Staul, & M. Swingle.
Nayes: NA

Chamber Diversity Award Presentation – Teresa Bohnen, President of the St. Cloud Chamber of Commerce. Career Solutions received the Chamber of Diversity Award today from the St. Cloud Area Chamber of Commerce. The Chamber received a number of nominations and this was the second nomination received for Career Solutions about how Tammy and her team has been inclusive within their operations and thankful for all you do within the community.

T. Biery thanked the Chamber for this award and shared that it was a team effort as we have hired diverse staff to make some positive changes within the community. This work has been mainly funded through the Otto Bremer Grant but with the Covid-19 pandemic, we are still hoping we can renew this grant to continue our efforts as this work is not funded by federal and state grants. She was honored to receive this award.

Introduction of Lorrie Janatopoulos, Director of CareerForce with DEED. Lorrie introduced herself and she has been with DEED for about a year and she oversees the operations of the 50 CareerForce locations as well as overseeing the website (www.careerforcemn.com). There is approximately about 150 employees statewide under different programs such as Job Service, Veterans Service, etc. Unfortunately, Covid-19 drastically changed the services provided and offering our services virtually and she is proud of her team for handling this transition. They are also offering virtual career fairs and some sector specific job fairs.

In regards to opening back to the public, DEED site manages 18 of the 50 locations and one of their primary guidelines/principles is that they won't be opening any CareerForce locations before they are confident it is safe for employees and the public. We know opening is very important as technology does not work for everyone and we are not reaching some people in the virtual world as we would like to. We know it is something we need to do sooner rather than later.

Lorrie also mentioned that Minnesota has some work to do in the equity and education outcomes and we also need to focus on this area for those who have traditionally been under represented in the workforce.

S. Buerkle asked when board meetings will be held in our conference rooms again in person as he is becoming "zoomed out." He asked if we are going to be able to do that next month? T. Biery stated there is a document from DEED that needs to be finalized and Career Solutions has done what they can and are working on installing glass at the front desk for added safety precautions. Since DEED holds the lease at the St. Cloud location, DEED is responsible for finalizing that plan so T. Biery asked J. Berning to talk about DEED's portion. J. Berning stated a template has been created in order to return to work in the office. There is a drafted copy and the comment period ended today and reviewing it early next week to finalize the copy and start phases of reopening within a week or so. Guidelines are also given by DEED's Commissioner.

S. Buerkle asked that there is no activity in the workforce then until this happens. Is that correct? T. Biery stated that is correct, she is not allowed to bring anyone new into the environment until this document has been completed. This makes it challenging as you cannot access our space without going through CareerForce so we are very restricted on what Career Solutions can be doing at this point.

T. Bohnen stated we need to be able to accommodate people and their needs.

J. Berning stated she is continuing to work with DEED and MMB to get guidance on this. We are doing what they can to make sure that staff are safe as well as customers. Lorrie stated it has been difficult as MMB has not provided a definitive answer on things. Lorrie has asked the question of when the CareerForce locations will be open and she will continue to ask. S. Buerkle said that most of the courthouses and county offices have figured out a way to be open and so should DEED.

J. Magelssen said there are many job seekers who rely heavily on the CareerForce locations to apply for jobs and knowing these are closed, what kind of resources is DEED providing to job seekers so they can apply for jobs during these difficult times. This is hindering a large population within the surrounding area. J. Berning said the Job Service Staff were called back and are reaching out via email and phone. They are helping with job matching, virtual job fairs and about 20-25 people are attending. They can have access to some services but it is difficult if they do not have computers. J. Magelssen asked if the Job Service Staff apply for jobs on behalf of the job seeker. No, Job Services does not assist with that. They give them suggestions on how to connect with the employer. J. Magelssen said unfortunately, for a lot of businesses have moved to an only online platform for the application process and we are experiencing a gap. Lorrie said we are reaching out as best as we can and it is imperative that we open sooner rather than later but in a safe manner. They are open to suggestions on how to make outreach more effective.

Thanked Lorrie for attending and she appreciated the invite.

Business Items/Updates:

- **Coronavirus Impact:**
 - Reopening of CareerForce (Handout) – No action is needed because the document is not completed from DEED.
 - Funding – T. Biery mentioned from a funding perspective there has been conversations from the federal level that funding will be headed our way to support the Dislocated Workers that we will have post shutdown. There is a grant being written called the National Emergency Grant (NEG) and DEED is helping write that to get additional funding from the feds. 7 million has been requested and 1 million of that is to purchase PPE and other Covid-19 related expenses. There is also some acts proposed to support WIOA – HEROS Act and Americas Return to Work Act.
 - Staffing – we are all still working from home except for one staff member who is our runner in the office. Periodically some staff will come in to access things they don't have at home. Staff is eager to come back to the office but they know they won't all be here at the same time. We are waiting and hoping that once that document is approved, that we can start to have staff come into the office but following the additional safety protocols.
- **CareerForce Career Seeker Services Satisfaction Survey** – T. Biery stated in your agenda packet, there was a survey on CareerForce Career Seeker Services Satisfaction for

Statewide as well as Stearns and Benton Counties. You can review the comments within the survey.

- **CareerONE Update** – T. Biery stated the CareerONE Team Leaders started training and plan to have 9 youth per team with a total of 14 teams, serving 126 youth. Career Solutions has received about 250 youth applications and are finalizing enrollment process. The YouthBuild program was unable to finish during the school year because of Covid-19. As a result, the YouthBuild funds were applied to the CareerONE construction/manufacturing and healthcare tracks. We partnered with Vocational Rehabilitation Services as they have a Pre-Employment & Training Services (Pre-ETS) program which serves youth who have less than three diagnosed disabilities and can fund some of the youth in the CareerONE Program which also helps the budget. Any additional funds needed to run the program are covered by CentraCare which Career Solutions greatly appreciates!
- The CareerONE Program is offered in a hybrid model where the mornings are virtual and some afternoons will be in person doing community work or teambuilding activities. The food is provided through the YES Network which utilizes the MDE summer food program, which reduces their costs. We are thankful to still be able to offer this program, even if it is in a different capacity. We had to place a pause on the Sauk Centre and Paynesville camps this year because they were held on CentraCare Campuses in those areas.
- **Project Updates:**
 - Electrolux: as of May 18, 2020, Career Solutions has served 511 clients from Electrolux and 128 of them have exited the program.
 - X-Cel Optical: the original layoff was scheduled in June 2020 and planning to lay off 120 individuals. The plant currently has 89 staff still remaining. As of May 18, 2020, Career Solutions has served 53 clients from X-Cel Optical and 5 of them have exited the program. With Covid-19 happening, they don't know if they will close the plant now.
- **Regional & Local Plans** – The Regional Plan is out for a 30 day comment period. T. Biery is working on the Local Plan but her time has been consumed by Covid-19 at the moment. There is an extension on these plans and she will bring it to the board once it is completed.
- **Reschedule August's JPB/LWDB Board Meeting** – Career Solutions is proposing we reschedule August's board meeting date to August 6, 2020 at 3:00pm instead. If there is no objections, Kari will send out a Meeting Doodle to confirm with others who were unable to attend today's board meeting.

Executive Director Updates:

- T. Biery stated that Minnesota Association of Workforce Board (MAWB) put a letter out to Deputy Commissioner Warfa in regards to be able to support diversity and equity in our community. Share that we are in full support and contributing to whatever plans we can but as you can see in the bullet items in the letter address some of the inequities. T. Biery provided some examples.

From the Floor/Announcements:

- T. Bohnen stated the special session starts tomorrow and she thinks it is going to be interesting and worth watching. T. Biery stated there are waivers in there to allow us more flexibility with funding along with extending deadlines. More to come.
- R. Cornelius said they could use some extensions in the Human Services Department at the County too.

Adjournment:

- L. Lenzmeier adjourned the Joint Powers Board meeting at 4:01pm.
- T. Bohnen adjourned the Local Workforce Development Board meeting at 4:01pm.
- Thanks for attending our first virtual board meeting!

DRAFT

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

Date June 29, 2020 at 3:00pm

Attendance: **Joint Powers Board:** Leigh Lenzmeier, Steve Heinen, Spencer Buerkle, and Brent Bultema.

Local Workforce Development Board-Executive Committee: Teresa Bohnen, Kelly Hansen, Jill Magelssen, and Brent Bultema.

Career Solutions: Tammy Biery and Kari Court.

Absent: Jeff Mergen and Maria Burnham

Please note: this meeting was held virtually (via Zoom) as Minnesota is under a State of Emergency with the Coronavirus (COVID-19). Career Solutions followed the Open Meeting Law requirements during a State of Emergency:

- 1. All participating members can hear one another;*
- 2. Members of the public at the physical meeting location can hear all discussion "unless attendance at the regular meeting location is not feasible due to the health pandemic";*
- 3. At least one member of the public body is present at the meeting location, "unless unfeasible due to the health pandemic"; and*
- 4. All votes are taken by roll call.*

Call the Meeting to Order:

- L. Lenzmeier called the Joint Powers Board (JPB) meeting to order at 3:00pm and roll call was performed.
- T. Bohnen called Local Workforce Development Board-Executive Committee (LWDB-Exec) meeting to order at 3:00pm and roll call was performed.

Approval of the Agenda to Include:

JPB Motion:

Results: Approved the agenda.
Mover: S. Heinen
Second: S. Buerkle
Ayes: L. Lenzmeier and B. Bultema
Nays: NA

LWDB-Exec Motion:

Results: Approved the agenda.
Mover: B. Bultema
Second: J. Magelssen
Ayes: T. Bohnen and K. Hansen

Nayes: NA

Consent Agenda:

- Request to Donate/Disposal of PC's and Laptops
- SCTCC Accelerated Welding Contract with Added Blueprint Date

JPB Motion:

Results: Approved the consent agenda.
Mover: S. Heinen
Seconders: B. Bultema
Ayes: L. Lenzmeier and S. Buerkle
Nayes: NA

LWDB-Exec Motion:

Results: Approved the consent agenda.
Mover: J. Magelssen
Seconders: K. Hansen
Ayes: T. Bohnen and B. Bultema
Nayes: NA

Business Items/Updates:

- **2020-2021 Preliminary Budget** – T. Biery stated the 2020/2021 preliminary budget does not include the Pathways to Prosperity (P2P) Grant and we are starting the year with a positive number.
- L. Lenzmeier asked how the leased space/cost sharing is determined with DEED. T. Biery stated it is based upon the IFA and the calculations are based upon the number of staff. L. Lenzmeier would like clarification since we are paying for space we cannot use. S. Buerkle agrees and L. Lenzmeier stated we should not pay for space we cannot use.

JPB Motion:

Results: Approved the 2020-2021 Preliminary budget but not to pay the rent to DEED until further clarification is provided on accessing space that Career Solutions pays for but is unable to use.
Mover: S. Buerkle
Seconders: S. Heinen
Ayes: L. Lenzmeier and B. Bultema
Nayes: NA

- **MAWB Funding Letter** – T. Biery stated we asked for \$150,000 in additional funding at the MJSP board in December and will be receiving another \$150,000 in June. At that same meeting, DEED asked for an additional 3 million from Workforce Service Areas for State Dislocated Worker Funds. It sounds like this is just the start of additional funding being available. The additional 3 million will be distributed to the local boards via an allocation methodology used to calculate annual funds.

- **CMJTS Contract to Provide Services** – T. Biery stated the Development Director is out unexpectedly on a leave of absence for 30-60 days and with her being Career Solutions second in command its left a gap in coverage and work capacity. With it being the end of the fiscal year, many DEED reports are due and so T. Biery is asking for assistance from CMJTS during this leave of absence. A Consulting Agreement has been created to provide access to assistance with grant management, guidance and support in HR related topics and other requests from Career Solutions. We don't have specific plans to use this agreement but want to be prepared in case something were to arise. T. Bohnen stated we need to support T. Biery and particularly with Covid-19, we need to provide fewer restrictions as possible in this contract.

JPB Motion:

Results: Approved the Consulting Agreement with Central Minnesota Jobs & Training Services, Inc. (CMJTS) to assist with management of grants, guidance and support of HR related topics and other requests.
Mover: S. Heinen
Second: B. Bultema
Ayes: L. Lenzmeier and S. Buerkle
Nays: NA

LWDB-Exec Motion:

Results: Approved the Consulting Agreement with Central Minnesota Jobs & Training Services, Inc. (CMJTS) to assist with management of grants, guidance and support of HR related topics and other requests.
Mover: J. Magelssen
Second: K. Hansen
Ayes: T. Bohnen and B. Bultema
Nays: NA

- **United Way Grant** – T. Biery stated the 2020-2021 United Way Contract Agency Agreement and Tax Exemption and Anti-Terrorism Compliance Certification is included in the agenda packet.

JPB Motion:

Results: Approved the 2020-2021 United Way Contract Agency Agreement and Tax Exemption and Anti-Terrorism Compliance Certification
Mover: S. Buerkle
Second: S. Heinen
Ayes: L. Lenzmeier and B. Bultema
Nays: NA

LWDB-Exec Motion:

Results: Approved the 2020-2021 United Way Contract Agency Agreement and Tax Exemption and Anti-Terrorism Compliance Certification

Mover: B. Bultema
Seconded: K. Hansen
Ayes: T. Bohnen and J. Magelssen
Nayes: NA

- **2020-2021 Executive Directors Goals** – included within the attachment was the Executive Directors goals established in 2019-2020 as well as her future goals in 2020-2021.

Executive Director Updates:

- N/A.

From the Floor/Announcements:

- T. Bohnen stated T. Biery received glowing reviews on during her performance review. The board thanked T. Biery for all of her efforts, commitment and leadership to keep us going.

Adjournment:

- L. Lenzmeier adjourned the Joint Powers Board meeting at 3:40pm.
- T. Bohnen adjourned the Local Workforce Development Board-Executive Committee meeting at 3:40pm.
- Thanks for attending our virtual board meeting!

CAREER SOLUTIONS JOINT POWERS BOARD & LOCAL WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

Date August 6, 2020 at 3:00pm

Attendance: **Joint Powers Board:** Leigh Lenzmeier, Steve Heinen, Jeff Mergen, Spencer Buerkle, and Brent Bultema.
Local Workforce Development Board: Teresa Bohnen, Kelly Hansen, Jill Magelssen, Brent Bultema, Joan Berning, Maria Burnham, Robert Cornelius, Les Engel, Jennifer Erickson, Janet Goligowski, Jeff Haviland, Don Hickman, Ken Huling, Meghan Woods Lehrer, Heidi Peper, Bernie Perryman, Brandon Schauer, and Chad Staul.
Career Solutions: Tammy Biery and Kari Court.

Guests: Luke Greiner, Holly Hansen, and Della Ludwig.

Absent: Gail Cruikshank, Santo Cruz, Adam Holm, Kathy Kirchner, Sara Lommel, Gail Ruhland, Lori Schultz, Michelle Sininger, Tohow Siyad, Mary Swingle, and Skip Wittrock.

Please note: this meeting was held virtually (via Zoom) as Minnesota is under a State of Emergency with the Coronavirus (COVID-19). Career Solutions followed the Open Meeting Law requirements during a State of Emergency:

- 1. All participating members can hear one another;*
- 2. Members of the public at the physical meeting location can hear all discussion "unless attendance at the regular meeting location is not feasible due to the health pandemic";*
- 3. At least one member of the public body is present at the meeting location, "unless unfeasible due to the health pandemic"; and*
- 4. All votes are taken by roll call.*

Call the Meeting to Order:

- L. Lenzmeier called the Joint Powers Board (JPB) meeting to order at 3:01pm and roll call was performed.
- T. Bohnen called Local Workforce Development Board (LWDB) meeting to order at 3:01pm and roll call was performed.

Approval of the Agenda:

JPB Motion:

Results: Approved the agenda.
Mover: J. Mergen
Second: S. Buerkle
Ayes: S. Heinen, L. Lenzmeier, and B. Bultema
Nayes: NA

LWDB Motion:

Results: Approved the agenda.
Mover: J. Goligowski
Second: K. Hansen
Ayes: T. Bohnen, J. Magelssen, B. Bultema, J. Berning, M. Burnham, R. Cornelius, L. Engel, J. Haviland, D. Hickman, K. Huling, M. Woods Lehrer, H. Peper, B. Perryman, B. Schauer, and C. Staul.
Nays: NA

Consent Agenda:

- 06.2020 Budget to Actual (Attachment 3.A.)
- Remaining 2019-2020 Waivers (Attachment 3.B.)
- 2020-2021 Waivers as of 7.30.2020 (Attachment 3.C.)
- Donate/Dispose of Outdated Laptops (Attachment 3.D.)

JPB Motion:

Results: Approved the consent agenda items for 3.A., 3.C., & 3.D. *(3.B. pulled for discussion).*
Mover: S. Buerkle
Second: B. Bultema
Ayes: S. Heinen, J. Mergen, and L. Lenzmeier
Nays: NA

A Joint Powers Board member pulled consent agenda item 3.B. – Remaining waivers 2019-2020 to discuss line item #22 – a car repair for \$4,292.67. T. Biery explained this should not have been approved and systems have been implemented to ensure this amount will not be approved again. This error has been addressed with staff involved as well.

Results: Approved the consent agenda item 3.B.
Mover: S. Heinen
Second: S. Buerkle
Ayes: J. Mergen, B. Bultema, and L. Lenzmeier
Nays: NA

LWDB Motion:

Results: Approved the consent agenda.
Mover: D. Hickman
Second: K. Hansen
Ayes: T. Bohnen, J. Magelssen, B. Bultema, J. Berning, M. Burnham, R. Cornelius, L. Engel, J. Goligowski, J. Haviland, K. Huling, M. Woods Lehrer, H. Peper, B. Perryman, B. Schauer, and C. Staul.
Nays: NA

COVID-19 Economic Impact – Luke Greiner, Regional Labor Market Analyst for Department of Employment & Economic Development (DEED). Luke presented on the regional and statewide impacts of the Coronavirus pandemic. He stated that overall, Minnesota's private sector has bounced more than the nation's in June, with over the year job declines of 9.0% in Minnesota compared to 9.6% nationwide. These job losses, largely the result of the pandemic containment measures are unprecedented in the history of the data series. Minnesota's Unemployment Insurance (UI) rate climbed to 9.4% in May before dropping to 8.5% in June. Luke then showed several bar graphs outlining which sectors were impacted and the daily UI claims. He also showed demographics of people who claim UI and broke the information down by county. He found that there is a racial implication that 72% of the black labor force has applied for UI in the region and 24% of white labor force applied for UI. This is very valuable information and Kari will share Luke's PowerPoint presentation with board members. The board thanked Luke for presenting.

2020 CareerONE Recap – Holly Hansen, CareerONE Assistant Supervisor for CareerONE. Holly provided a recap of the 2020 CareerONE Program to board members. She provided a brief overview of what the CareerONE Program is along with the components and what the youth will receive once they have successfully complete the program. Afterwards, Holly explained the impact the Coronavirus has had on the program by the:

- Majority of the classroom content was an online platform
- Reduced team sizes to meet appropriate guidelines
- Could not meet in person to work on team building skills (soft skills)
- Hands-on/in person work experience was very limited. Youth were also trained to wear masks, gloves and sanitize equipment
- Developed hands-on work from home experiences
- Could not offer Sauk Centre and Paynesville programs
- Mock interviews were conducted in an online platform

Holly also provide the St. Cloud camps demographics as seen below as well as an ethnicity pie chart:

- Age breakdown:
 - 40% were 14 years of age
 - 23% were 15 years of age
 - 23% were 16 years of age
 - 11% were 17 years of age
 - Less than 1% were 18 years of age or older
- 63 females / 46 males

Accomplishments included:

- 109 youth served in 2020 in CareerONE
- 109 Safety Certificates earned
- 96 youth earned Employability Skills Certificate (for greater than 95% competency) 46 were perfect!

- 14/15 youth earned OSHA 10 Certification
- 18/18 youth earned 3 credits at SCTCC and First Aid/CPR Certification
- 15/15 youth earned 1 Business Tech credit at SCTCC
- 120 blankets were tied and shared between Coborn's Cancer Center, Anna Marie's Alliance, Place of Hope, Salvation Army, and Eden Valley Fire & Rescue
- 400 bracelets assembled and donated to Coborn's Cancer Center & Place of Hope
- 586 person hours were spent working at a work site
- 2,352 person hours were spent working from home
- Reading Gain/Loss: -0.1
- Math Gain/Loss: +0.4

T. Biery mentioned we have created a video so the youth could share with their family and friends since we were unable to have the banquet due to the Coronavirus. As soon as it is finalized, we will send it out. Some of the challenges we faced was technology based. The school districts did not let the youth borrow the computers over the summer like we originally had planned so many of the youth did not have access to technology. Career Solutions had to find devices for them to use. Some donations, reallocation of equipment we had and loaner laptops from United Way, SCTCC, SCSU, etc. This year's model taught youth what jobs of today really look like, especially with business being conducted on Zoom calls on a daily basis now.

We partnered with YES Network to provide food to the CareerONE participants within the community. The very last day, we brought all of the youth onsite at SCTCC, following social distancing guidelines. They participated in team building activities and played games. The youth really enjoyed being with kids their own age.

Career Solutions thanks program sponsors – CentraCare, PCI and KJohnson. We also thanked Holly for presenting.

Business Items/Updates:

- **Recap of the MAWB (Virtual) Annual Summer Meeting** – T. Biery attended the Minnesota Association of Workforce Board (MAWB) virtually and majority of the topics were about diversity and equity. Some of the Career Solutions staff attended the MAWB meeting and presented on the work they are doing within the immigrant community to strengthen the equity and connecting the immigrant population with jobs, resources, etc. Lots of good information to share on this virtual meeting. They also do Promising Practices Awards each year and Career Solutions won that award this year. This is our second virtual award the agency has received.
- **Career Solutions COVID-19 Business Plan** – The Covid-19 Business Plan was included in the agenda packet for Career Solutions. This primarily covers the second floor.
- **DEED's COVID-19 Business Plan** – The Covid-19 Business Plan was included in your agenda packet for DEED. This primarily covers the first floor and DEED partner space.
- **Dislocated Worker Project Updates:**

- Electrolux – Career Solutions has served 511 Electrolux clients and 132 successful exits as of July 29, 2020.
- X-Cel Optical – The announcement was made last June that there would be layoffs occurring until plant closure with 122 employee. At the end of 1st quarter of this year, they were down to about 85 employees. Career Solutions has served 55 X-Cel Optical clients and 8 successful exits as of July 29, 2020. They have changed their layoff date and plant closure date many of times which can make it very challenging if they want to go back to school because not having an end date which is very hard to enroll in school if you are still working full time because the layoff date has been extended.
- Pending Closure – HealthPartners announced they are closing their St. Cloud facility with 130 staff. DEED has contacted Career Solutions to see if we are interested in serving these people if it becomes a project. Career Solutions has filed a one page document to show our interest in the project, as we want to serve those clients. Now it is up to DEED to survey the 130 staff members and if 50+ respond, then DEED will proceed with the competitive process.
- **PY2019 Quarter Four (Q4) Performance Outcomes Compared to Negotiated Goals –** Attached in your agenda packet are the following programs performance outcomes for PY 2019 Quarter Four.
 - Adult Program
 - Dislocated Worker Program
 - Youth Program
- **New Performance Measures Negotiations** – Career Solutions entered into performance negotiations with DEED. We have asked for more flexibility with performance measures during the pandemic but we are not seeing that as of yet. The DOL has denied DEED's request.
- **Career Solutions Staffing Updates**
 - Program Director Position – Career Solutions had a departure of the Development Director and T. Biery emailed that to board members a few weeks ago when it occurred. The job duties of this position has changed slightly over time. We no longer need to focus as heavily on grant writing since we have hired the Development & Program Manager who writes majority of the foundation grants. This position manages the state and federal grants and staff so Career Solutions has changed the title to Program Director as the title seemed more appropriate. The job description has been posted in many different locations and has produced several promising applications thus far. The posting closes August 17, 2020.
 - Organizational Chart – shared the Career Solutions organizational structure.

Executive Director Updates:

- T. Biery shared some of the following updates and November's board meeting is the day after Veteran's Day. We know it is common after school MEA to take some time off from work so we were just wondering if we should reschedule that board meeting. Kari

will send out a Meeting Doodle to confirm which date/time works best for everyone to meet quorum.

From the Floor/Announcements:

Adjournment:

- L. Lenzmeier adjourned the Joint Powers Board meeting at 4:05pm.
- T. Bohnen adjourned the Local Workforce Development Board meeting at 4:05pm.
- Thanks for attending our first virtual board meeting!

DRAFT

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

Date September 10, 2020 at 3:00pm

Attendance: **Joint Powers Board:** Leigh Lenzmeier, Jeff Mergen, Spencer Buerkle, and Brent Bultema.

Local Workforce Development Board-Executive Committee: Teresa Bohnen, Kelly Hansen, Jill Magelssen, Maria Burnham, and Brent Bultema.

Career Solutions: Tammy Biery and Kari Court.

Absent: Steve Heinen

Please note: this meeting was held virtually (via Zoom) as Minnesota is under a State of Emergency with the Coronavirus (COVID-19). Career Solutions followed the Open Meeting Law requirements during a State of Emergency:

- 1. All participating members can hear one another;*
- 2. Members of the public at the physical meeting location can hear all discussion "unless attendance at the regular meeting location is not feasible due to the health pandemic";*
- 3. At least one member of the public body is present at the meeting location, "unless unfeasible due to the health pandemic"; and*
- 4. All votes are taken by roll call.*

Call the Meeting to Order:

- L. Lenzmeier called the Joint Powers Board (JPB) meeting to order at 3:00pm and roll call was performed.
- T. Bohnen called Local Workforce Development Board-Executive Committee (LWDB-Exec) meeting to order at 3:00pm and roll call was performed.

Approval of the Agenda to Include:

JPB Motion:

Results: Approved the agenda.
Mover: S. Buerkle
Second: L. Lenzmeier
Ayes: J. Mergen and B. Bultema
Nays: NA

LWDB-Exec Motion:

Results: Approved the agenda.
Mover: K. Hansen
Second: M. Burnham
Ayes: J. Magelssen, T. Bohnen, and B. Bultema

Nayes: NA

Approval of the Consent Agenda:

- 07/2020 Budget to Actual
- 08/2020 Budget to Actual
- 08/31/2020 Client Waiver List

JPB Motion:

Results: Approved the consent agenda.

Mover: J. Mergen

Seconders: S. Buerkle

Ayes: L. Lenzmeier and B. Bultema

Nayes: NA

LWDB-Exec Motion:

Results: Approved the consent agenda.

Mover: K. Hansen

Seconders: M. Burnham

Ayes: J. Magelssen, T. Bohnen, and B. Bultema

Nayes: NA

Business Items/Updates:

- **Coronavirus Impacts** – T. Biery stated we have hired additional staff which means we needed to expand our space
 - **Career Solutions Lease Amendment with Minnesota State** – T. Biery stated we have hired additional staff which means we needed to expand our space so the action needed under 4.A. is to approve an additional 394 square feet to our lease.

JPB Motion:

Results: Approved the Amended Lease with Minnesota State to add 394 additional square feet to the Career Solutions lease.

Mover: S. Buerkle

Seconders: J. Mergen

Ayes: L. Lenzmeier and B. Bultema

Nayes: NA

LWDB-Exec Motion:

Results: Approved the Amended Lease with Minnesota State to add 394 additional square feet to the Career Solutions lease.

Mover: K. Hansen

Seconders: M. Burnham

Ayes: J. Magelssen, T. Bohnen, and B. Bultema

Nayes: NA

- **Reopening of CareerForce/Career Solutions** – T. Biery stated we still do not have a date on this for when we can reopen CareerForce to the public as DEED holds the lease. A while back, the JPB approved a motion to not pay for our space if we could not access it and needed clarity from DEED. T. Biery pushed the issue with DEED and DEED said yes, you can have board meetings and bring people in, but the people they were referencing, were not clients. Only board members and business people. We don't understand the difference as we follow the same protocol.
- T. Biery is continuing to push for a decision and sent an email to Deputy Commissioner Hamse Warfa that the space from the door to the elevator is common space which DEED does not pay for that in their lease but they are restricting Career Solutions from using it. As a result, we should be able to use that space. We cannot continue to keep people out now that the College is open for fall classes. Anyone can access CareerForce from the second floor.
- T. Bohnen mentioned she can send a note to Steve Grove if Career Solutions wishes. T. Biery said yes, she will follow up with T. Bohnen. L. Lenzmeier said people's futures are at risk - there is a job to do so let them do it. B. Bultema said with the joblessness and extra safety precautions, other businesses are able to conduct business as needed, especially during this critical time for our community.
- **CARES Act Funding** – Tammy stated Stearns County has asked Career Solutions to connect with individuals who are impacted with Covid-19 and to provide financial assistance with the CARES Act funding. Career Solutions will be receiving \$200,000 to disperse with clients and non-clients within the community (Stearns County residents).
- **Staffing Update:** – T. Biery
 - **Program Director Update** – Career Solutions has concluded interviews for the Program Director position –there were 30 applications received. An offer was made to someone who comes from CentraCare and plans to start October 1, 2020.
 - **Position Working out of Class** – Once the 2020 Compensation Study was approved, Career Solutions promoted three Career Planners to a Lead Career Planner position effective June 6, 2020. The Lead Career Planners are responsible for being the coach/mentor to their team of Career Planners. In the absence of the Development Director, the Lead Career Planners have accepted additional responsibility and are currently working out of class. They will continue to work out of class until the new Program Director is acclimated with their new position. The leads will be involved in staff reviews in May/June 2021 as the new director will not have been in the position long enough to have made

clear assessments of each staff member or know what their training needs or growth opportunities are.

- o Supervisory training opportunities will be provided for the Lead Career Planners and the Program Director. All will participate in Supervisory 1 training and the Program Director will attend Supervisory 2. At a later date, based on feedback from the Director, the Leads may also attend Supervisory 2. Training schedules will be alternated to ensure coverage in the office.
- o As a result, Career Solutions would like to recognize the Lead Career Planners who are working out of class by proposing the following temporary compensation adjustment as outlined in the handout.
- o T. Bohnen said this seems to be a reasonable accommodation.

JPB Motion:

Results: Approved the Position out of Class for the Lead Career Planners for a temporary compensation adjustment to be paid out in the amount of \$2,750 each for the months of September 2020 and June 2021.

Mover: S. Buerkle

Second: J. Mergen

Ayes: L. Lenzmeier and B. Bultema

Nays: NA

LWDB-Exec Motion:

Results: Approved the Position out of Class for the Lead Career Planners for a temporary compensation adjustment in the amount of \$2,750 each for the months of September 2020 and June 2021.

Mover: B. Bultema

Second: M. Burnham

Ayes: J. Magelssen, T. Bohnen, and K. Hansen

Nays: NA

- **2019-2020 Financial Audit Scheduled 09/28/2020-10/02/2020** – T. Biery stated the fiscal year 2019-2020 financial audit is scheduled September 28 – October 2, 2020. Schlenner Wenner is scheduled to present at our November board meeting.
- **Investment Summary** – T. Biery provided a handout explaining the investment summary.
- **Recap of the Friends of Career Solutions Board Meeting Scheduled 09/09/2020** – T. Biery gave a brief recap of the Friends of Career Solutions board meeting.
- **Proposed 2021 Board Meeting Schedule – Draft** – The proposed 2021 board meeting scheduled was included in your agenda packet as a draft. We will bring it forth to the next board meeting for approval.
- **Transportation of Client Files & Documents Policy – First Reading** – T. Biery stated reviewed the Transportation of Client Files and Documents Policy about 6 months ago and have some revisions since then. Attached is the first reading which we will bring forth for a second reading/request board approval at the next meeting.

- **Telecommuting Policy – First Reading** – T. Biery stated reviewed the Telecommuting Policy about 6 months ago as well and have some revisions since then. Attached is the first reading which we will bring forth for a second reading/request board approval at the next meeting.

Executive Director Updates:

- T. Biery shared some updates on:
 - o Performance negotiations with the state
 - o Career Solutions has placed an ad on Facebook to advertise the Dislocated Workers Program
 - o Informed the board about a client issue and may need to get the attorney involved if needed

From the Floor/Announcements:

- T. Bohnen mentioned the virtual fly in will be held September 16th.

Adjournment:

- L. Lenzmeier adjourned the Joint Powers Board meeting at 3:30pm.
- T. Bohnen adjourned the Local Workforce Development Board-Executive Committee meeting at 3:30pm.
- Thanks for attending our virtual board meeting!

CAREER SOLUTIONS JOINT POWERS BOARD MEETING MINUTES

Date September 15, 2020 at 10:00am
Attendance: **Joint Powers Board:** Leigh Lenzmeier, Spencer Buerkle, Steve Heinen, and Jeff Mergen.
Career Solutions: Tammy Biery and Karen Schlangen.
Absent: Brent Bultema.

Please note: this meeting was held virtually (via Zoom) as Minnesota is under a State of Emergency with the Coronavirus (COVID-19). Career Solutions followed the Open Meeting Law requirements during a State of Emergency:

- 1. All participating members can hear one another;*
- 2. Members of the public at the physical meeting location can hear all discussion "unless attendance at the regular meeting location is not feasible due to the health pandemic";*
- 3. At least one member of the public body is present at the meeting location, "unless unfeasible due to the health pandemic"; and*
- 4. All votes are taken by roll call.*

Call the Meeting to Order:

- L. Lenzmeier called the Joint Powers Board (JPB) meeting to order at 10:00am and roll call was performed.

Approval of the Agenda to Include:

JPB Motion:

Results: Approved the agenda.
Mover: S. Heinen
Second: J. Mergen
Ayes: L. Lenzmeier and S. Buerkle
Nays: NA

Business Items/Updates:

- **CARES Act Funding Contract with Stearns County** – T. Biery stated Stearns County presented Career Solutions with a Grant Agreement in the amount of \$200,000 to distribute to the community to Stearns County residents who were financially affected by COVID-19. The purpose of the special meeting is to get the contract approved and signed.
- Career Solutions has a plan in place as to how this money will be distributed to the community. We are targeting specific groups which will include our current clients, the Somali Community, the Hispanic Community, Youth, the African American Community, Ex-Offenders, Pathways for Youth, Veterans, etc. Career Solutions has created a flyer to

help communicate this offer to the community of people who are not our current clients.

- S. Buerkle expressed concern that this is a Joint Powers Board and most of the programs serve both Stearns and Benton Counties and this contract only serves Stearns County. He expressed concern regarding the big issues on the east side of St. Cloud and this program excludes them.
- S. Heinen shares the same feelings as S. Buerkle and his concern is how Benton County would act on a Stearns County agreement with no Benton County to put money into it.
- T. Biery stated Career Solutions has a contract in place with Stearns County for payroll services, so a situation already exists where there's a contract with only one of the counties.
- L. Lenzmeier stated the actions taken are as board members of Career Solutions. Therefore, they are wearing a different hat than at a county board meeting. Even though they are Benton County Commissioners, they represent a spot on the board in the interest of Career Solutions as a Joint Powers Board member.
- S. Heinen stated Stearns County put the \$200,000 into it and Benton County voted on it but didn't put any money into it.
- T. Biery stated this CARES Act money is happening around the state and we will run into this no matter where we go because every county decided what is best for their county.
- S. Buerkle stated that either county could, at any time, allocate money to a specific program in their county with the exclusion of the other county. S. Buerkle sees the urgency to get the money out quick and has no problem with the good it will do.
- L. Lenzmeier suggested to agree to execute the agreement today and get clarification of the board member's regulations and bring forward to the next meeting. L. Lenzmeier urges members to establish their comfort level as this situation may come up again in the future.
- S. Buerkle informed the group that emergency powers are granted to a lot different entities because of this Coronavirus. This virus situation could fall under emergency powers category.
- T. Biery stated this contract gives us an opportunity to market our services, to reach out to people and inform them there are employment services available.
- S. Heinen stated this will be brought back at the next county meeting for further clarification.
- S. Buerkle informed the group that the government will not be extending any CARES Act deadlines on the state level.

JPB Motion:

Results:	Approved the CARES Act Agreement with Stearns County.
Mover:	J. Mergen
Second:	S. Buerkle
Ayes:	L. Lenzmeier and S. Heinen
Nayes:	NA

Executive Director Updates:

- N/A.

From the Floor/Announcements:

- N/A.

Adjournment:

- L. Lenzmeier adjourned the Joint Powers Board meeting at 10:17am.

CAREER SOLUTIONS
Statement of Activities
Effective 9.30.2020 25% of Fiscal Year Complete

	Budget PY20	Budget Revisions	Updated Budget	Actual Expenditures	% of Budget	Comments:
REVENUE						
Revenue	3,675,407	200,000	3,875,407	773,518		
Other Revenue (Unrestricted)	39,027		39,027			
TOTAL REVENUE	\$ 3,714,434	\$ 200,000	\$ 3,914,434	\$ 773,518	20%	
EXPENSES						
Salaries & Fringe	1,994,380	-	1,994,380	463,741	23%	
Subtotal Salary & Fringe	1,994,380	-	1,994,380	463,741	23%	
Client Paid Work Experience	116,171		116,171	18,296	16%	
Client Training	787,081		787,081	182,496	23%	
Client Support	209,947	50,000	259,947	27,638	11%	
Subtotal Direct Client Services	1,113,198	50,000	1,163,198	228,430	20%	
Advertising & Recruiting	8,000		8,000	500	6%	
Audit	13,650		13,650	-	0%	
Consultants/Contracts	202,500		202,500	-	0%	
Consumables	51,000		51,000	11,963	23%	
Copiers/Printers	11,500		11,500	1,379	12%	
Dues & Subscriptions	11,500		11,500	5,961	52%	
Equipment/Capital Improvements	10,000	150,000	160,000	20,408	13%	Includes PPE Supplies that will be billed to partners
Equipment Service & Repair	100	-	100	324	324%	
Facilities/Rent	94,239		94,239	17,208	18%	
Insurance	10,000		10,000	-	0%	
Intern Stipends/VISTA	2,500		2,500	-	0%	
Interpreters	4,000		4,000	-	0%	
Legal	5,000		5,000	384	8%	
Meetings/Meals (Corp Expense)	100		100	-	0%	
Miscellaneous	100		100	-	0%	
Postage	2,500		2,500	876	35%	
Printing/Brochures	2,200		2,200	-	0%	
Service Charges	500		500	-	0%	
Software & Support	9,000		9,000	6,452	72%	
Staff Training	20,000		20,000	8,752	44%	
Staff Training - Client (DEED Required)	-		-	-	0%	Grant specific
Staff Travel & Mileage	12,500		12,500	2,119	17%	
Telephone	8,500		8,500	5,021	59%	
Temporary Staffing	5,000		5,000		0%	
Subtotal Other Expenses	484,389	150,000	634,389	81,347	13%	
TOTAL EXPENSES	\$ 3,591,967	\$ 200,000	\$ 3,791,967	\$ 773,518	20%	
EXCESS (DEFICIT)	\$ 122,467	\$ -	\$ 122,467			

Period: 7/1/2020 to 6/30/2021

#	CLIENT WF1 ID#	PROGRAM NAME	DATE	DESCRIPTION	CODE *	\$ OVER LIMIT	BOARD APPROVAL DATE
8	101137812	Electrolux	9/21/2020	Training	01	\$ 1,385.42	
9	101457220	WDW	9/29/2020	Housing/Rent	07	\$ 0.13	
10							
11							
12							
13							
14							
15							
16							
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30							
31							
32							
33							
34							
35							
						\$ 4,264.05	

CAREER SOLUTIONS CLIENT WAIVER LIST				Period:	7/1/2017	to	6/30/2021
CODE	DESCRIPTION	COUNT	AMOUNT				
00	Other Credential Training	0	\$ -				
01	Classroom Training	2	\$ 3,290				
02	Short-Term Training	0	\$ -				
03	Non-Cred Training	0	\$ -				
04	Other Training	0	\$ -				
05	Transportation	4	\$ 753				
06	Tools/ Work Clothing	0	\$ -				
07	Housing/ Rent	3	\$ 222				
08	Counseling	0	\$ -				
09	Health Care	0	\$ -				
10	Child/ Dependent Care	0	\$ -				
11	Non-Targeted Training	0	\$ -				
		9	\$ 4,264				



1542 Northway Drive
St. Cloud, MN 56303
320.308.5320

<https://CareerSolutionsJobs.org>

JPB/LWDB Meeting – 10.08.2020
Attachment 3.I.

Career Solutions

Transportation of Client Files and Documents Policy (*Second Reading*)

Date Updated: July 30, 2020

I. Purpose

The purpose of this policy is to address the transportation of client files in a fashion that safeguards all private and confidential data being transported and to ensure that private and confidential data are only accessible by persons who are authorized to do so.

Career Solutions maintains client files for program participants. Information contained in the client files can be private or confidential. Physical copies of client files and the documents contained in a client file should rarely leave the office in which the file originated. However, there are times when physical copies of client files or documents need to be transported to another location. This policy sets the guidelines for transporting physical copies of client files and documents.

II. Transportation of Client Files and Documents

Physical copies of client files and documents contained in a client file may only be taken out of the office in a situation when it is needed, as defined below, and only the client files or documents that are needed may be taken. Physical copies include paper copies and mobile storage devices, such as laptops and thumb drives, that contain client files and documents. The situations when physical copies of client files or documents may need to leave the originating office are:

- Staff member is meeting with a client at a different office;
- The client file or document needs to be reviewed by staff at another office;
- Staff member is telecommuting;
- Staff member is either temporary or regularly co-located in two or more offices; or
- Other situation where the transportation of physical copies of client files or documents is needed and the staff member receives prior written permission from their supervisor.

Staff must follow all applicable provisions of the Minnesota Government Data Practices Act ("MGDPA") and Career Solutions' data privacy policies when transporting physical copies of client files or documents. Staff must transport the physical copies of client files or documents in an appropriate container which conceals and ensures data privacy of the information. If you are unsure of appropriate container, please consult your supervisor. The container shall be placed in the vehicle trunk during transport. If a trunk is not available, the container shall be placed where it is not easily seen by others. The container shall be transported without stops that involve

Individuals with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

leaving the vehicle unattended if possible. The container shall not be left in the vehicle unattended.

To the extent the files are electronic, the mobile device used to access the files must be password protected with a strong password. A strong password must be at least 4 characters long. For non-mobile devices, a strong password must be at least 8 characters long containing characters from the four primary categories, including: uppercase letters, lowercase letters, numbers, and characters. To the extent possible, the data should be encrypted.

Physical copies of client files and documents shall remain in the container unless the staff member is using the client file or the documents for work. When staff is working on documents, care should be taken to ensure that others do not have access to the file or documents.

If at any time, the file or any of the documents being transported is lost, stolen, damaged, or confidentiality is compromised, the staff member shall notify their supervisor immediately after the occurrence.

III. Discipline

Staff Members who violate the provisions of this policy may be subject to discipline. If there are any questions, the Staff Member should consult with the Executive Director. When in doubt, error on the side of caution.

Effective Date: *Once second reading is approved.*

Contact Person: Program Director and/or Executive Director



1542 Northway Drive
St. Cloud, MN 56303
320.308.5320

<https://CareerSolutionsJobs.org>

JPB/LWDB Meeting – 10.08.2020
Attachment 3.J.

Career Solutions

Telecommuting Policy (*Second Reading*)

Date Updated: July 30, 2020

I. Purpose

Telecommuting is an arrangement where an employee works from a location other than the standard place of work (office). Typically, employees in such an arrangement work from their homes.

The purpose of this policy is to allow for telecommuting arrangements on a case-by-case basis at the discretion of Career Solutions and only in situations where the employee can demonstrate a benefit to Career Solutions. Telecommuting is not appropriate for all situations or employees. However, telecommuting can provide business-related benefits to Career Solutions, including:

- Allowing employees flexibility in performing work while delivering quality services to customers;
- Increasing productivity as a result of fewer interruptions and distractions; and
- Supporting continuity of operations.

This policy in no way changes the terms and conditions of employment with Career Solutions, including the employee's salary and benefits. This policy is not meant to provide a substitute for dependent care. Further, employees should not request to telecommute when sick time or vacation time should be used instead.

II. Participation

All Career Solutions employees may make a request to telecommute for work purposes.

III. Job Expectations

A. Job Responsibilities

An employee's job responsibilities will not be affected by participating in telecommuting.

B. Performance Standards

Performance standards for telecommuters are the same as those of employees in the office doing the same work. A remote work site is considered a Career Solutions work space and the employee, therefore, continue to be governed by applicable Career Solutions policies, procedures, and practices.

Individuals with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

C. Accessibility

Telecommuters will be as accessible as their on-site counterparts during their agreed upon regular business hours, regardless of location. The employee will respond to telephone calls, e-mails, and other communications in a timely manner. Telecommuters who work at home will manage dependent care and personal responsibilities in the same way that such responsibilities are managed while working at the usual work site and in a way that allows them to successfully meet job responsibilities.

Other potential distractions to the telecommuter should be considered and conflicting demands resolved in advance of telecommuting.

The employee must be willing and able to return to the primary work place or other location, at the request of their supervisor for any business reason with minimal notice. Travel time from the telecommuting location to the regular workplace is not compensatory, even if the employee reports to the regular workplace on a day scheduled for telecommuting at the direction of his or her supervisor.

Employees are not permitted to see clients in their homes.

D. Workspace

When working off-site, the employee's home will be the designated location during the agreed upon telecommuting period. Work will not be done anywhere else unless agreed to by the supervisor. Telecommuters working at home will have a designated space maintained by the employee. The telecommuter is responsible for maintaining the space so that it is safe and adequate. With advance notice, the employer may visit the work site to ensure that safe work conditions exist.

E. Overtime

Overtime must have prior approval.

IV. Data and Security

Employees must follow all applicable provisions of the Minnesota Government Data Practices Act ("MGDPA") and Career Solutions' data privacy policies when performing work at the telecommuting location. Telecommuters will take all necessary precautions to secure information and to prevent unauthorized access to any Career Solutions system or information from the telecommuting location. The employee must have a secure location for all private or confidential files or documents. Because of the nature of telecommuting, employees have greater responsibility for keeping all private data secure and confidential than employees have at their office.

V. Equipment and Expenses

Career Solutions, at its sole discretion, may choose to provide equipment and related supplies for use by the telecommuter or permit the use of employee-owned equipment. Any equipment supplied by Career Solutions for the use at a remote location may not be used for personal purposes by the employee or non-Career Solutions employees.

Career Solutions may authorize teleworkers to use employee-owned computers, printers or other computer equipment. A teleworker's use of employee-owned technology for work purposes is subject to Career Solutions policies and procedures. If an employee is approved for telecommuting and the project requires the use of a computer, printer or other computer equipment that is not provided by Career Solutions, the cost of the equipment, maintenance repair of the equipment, equipment insurance are the employee's responsibility. Electricity and internet are also the employee's responsibility. The cost of installing and licensing software will be at Career Solutions' expense as long as a software license already exists for that particular user.

Prior to using a personal computer for work, Career Solutions may request a copy of the appropriate documentation from the employee to verify that the software being used is legally licensed and receive virus-detection training from IT. Career Solutions assumes no liability for loss, damage or wear of employee-owned equipment.

Career Solutions will not reimburse the employee for any expenses the employee incurs to participate in telecommuting. This includes equipment, utilities, supplies and furniture.

VI. Worker's Compensation

The employee will be covered by Workers' Compensation while working at the telecommuting location during the hours of work. Career Solutions' liability is limited to injuries resulting directly from the work and only if the injury occurs in the designated work area. Any claims will be handled according to regular Workers Compensation procedures. If injured while telecommuting, the employee should follow the appropriate procedures for reporting the injury. Other family members or visitors to the telecommuting work address are not covered by Career Solutions' Worker's Compensation program. Career Solutions is not liable for any injuries to family members, visitors, or others in the employee's home.

VII. Procedure

1. The employee must request approval by filling out the attached Request to Telecommute and submitting the form to his or her supervisor within a reasonable time prior to the date the employee seeks to begin telecommuting.
2. The employee's request must include:
 - a. The day or hours the employee is requesting to telecommute;
 - b. Any locations other than the home that the employee is requesting to telecommute from and why;
 - c. A summary of the planned activities that the employee will be working on during the telecommuting period; and
 - d. The availability of the equipment necessary to accomplish the planned

activities.

3. The employee's supervisor will evaluate the request to determine whether or not the request will be approved, denied or modified, at the sole discretion of the supervisor. This determination does not create a contract of employment with Career Solutions and all relevant Career Solutions policies continue to apply.

VIII. Discipline

Employees who violate the provisions of this policy may be subject to discipline. If there are any questions, the Staff Member should consult with the Executive Director.

IX. Review and Discontinuation

Career Solutions will evaluate all telecommuting arrangements on an ongoing basis and reserves the right to discontinue a telecommuting arrangement at any time.

X. Reservation of Rights

Career Solutions reserves the right to amend, revise or eliminate this policy, as it sees fit, at any time, without notice to employees.

Effective Date: *Once second reading is approved.*

Contact Person: Program Director and/or Executive Director



Request to Telecommute

_____ (Name) ("Employee") hereby requests permission from Career Solutions to telecommute.

- A. Employee is currently employed by Career Solutions as a _____
(Job title).
- B. Employee hereby requests permission to telecommute pursuant to the attached work schedule. If the Employee believes that he or she must telecommute from any locations other than their home, the employee will also write a summary of what location(s), when, and why.
- C. Employee has the following planned activities that the employee will be working on during the telecommuting period described in the work schedule:
- _____
- _____
- _____
- _____
- D. The following equipment is necessary to accomplish the planned activities and its availability is:
- _____
- _____
- _____
- _____
- E. Employee understands that telecommuting is a privilege not an entitlement and is based on:
- Position functions and tasks;
 - The planned activities during the requested telecommuting period;
 - Positive/negative effects on the rest of Career Solutions;
 - Availability of equipment;
 - Employee's current and past job performance; and

➤ Security and confidentiality of the information the employee accesses.

- F. Employee understands that permission to telecommute may be modified or withdrawn at any time by Career Solutions in its sole discretion.

I have read and understand Career Solutions' Telecommuting Policy and request permission to telecommute pursuant to the terms and conditions of this application, the attached work schedule, and the Telecommuting Policy.

Employee signature: _____ Date: _____

Career Solutions approval of telecommuting request (any modifications set forth below):

Supervisor: _____ Date: _____

F.Y.	Cost Center	Obj. Code	Amount	Vendor #	P.O. #
2021	020200 - Trade and Industry Custom				

STATE OF MINNESOTA

MINNESOTA STATE COLLEGES AND UNIVERSITIES

St. Cloud Technical & Community College

CUSTOMIZED TRAINING INCOME CONTRACT

THIS CONTRACT, and amendments and supplements thereto, is between the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of *St. Cloud Technical & Community College* (hereinafter MnSCU), and *Career Solutions* located at *1542 Northway Dr., Suite 2, Saint Cloud, MN, 56303* hereafter (hereafter "PURCHASER") agree as follows:

1. DUTIES OF MnSCU. MnSCU agrees to provide the following:

Title of Instruction/ Activity/ Service: Basic Skills Training - Transportation

Date(s) of Instruction/ Activity/ Service: September 21 - October 12, 2020

Mondays

8:00 am - 12:00 pm

Instructor/ Trainer/ Consultant: Matt Hoepner

Location: SCTCC

Other Provisions: None

1. DUTIES OF THE PURCHASER. None

2. SITE OF INSTRUCTION/ ACTIVITY/ SERVICE: College shall make all of the arrangements, including any payment, for the location to be used for the Instruction/ Activity/ Service.

3. CONSIDERATION AND TERMS OF PAYMENT.

a. COST.

Cost of Instruction/ Activity/ Service (total or per hour): \$350.00 per participant

Other Fees: None

Notwithstanding the thirty (30) day notice period established in paragraph 7, in the event that the PURCHASER desires to cancel or reschedule the Instruction/ Activity/ Service due to low enrollment, PURCHASER shall give at least 3 days' notice in writing to

MnSCU's authorized agent to cancel or reschedule. If the Instruction/ Activity/ Service is canceled as provided herein, MnSCU shall be entitled to payment calculated according to paragraph 7. If the Instruction/ Activity/ Service is rescheduled as provided herein, payment shall be according to this paragraph 4.

- b. TERMS OF PAYMENT. MnSCU will send an invoice for the Instruction/ Activity/ Service performed. The PURCHASER will pay within 30 days of receiving the invoice. Please send payment to: *St. Cloud Technical & Community College, 1-401 Northway Building, 1540 Northway Dr., St. Cloud, MN 56303 (320) 308-5973*

4. AUTHORIZED AGENTS FOR THE PURPOSES OF THIS CONTRACT.

a. PURCHASER'S authorized agent:

Name: Tammy Biery
Title: Executive Director
Address: 1542 Northway Dr., Suite 2, Saint Cloud, MN, 56303
Telephone: 320-308-5320
E-Mail: tammy.biery@csjobs.org
Fax:

b. MnSCU' S authorized agent:

Name: Jennifer Erickson
Title: Director of Customized Training
Address: 1215 15th Street North, St. Cloud, MN 56303
Telephone: 320-308-5940
E-Mail: jennifer.erickson@sctcc.edu
Fax: 320-308-5568

- 5. TERM OF CONTRACT. This contract is effective on 9/21/2020 or upon the date the final required signature is obtained by MnSCU, whichever occurs later, and shall remain in effect until 10/12/2020 or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The PURCHASER understands that no work should begin under this contract until all required signatures have been obtained.
- 6. CANCELLATION. This contract may be canceled by the PURCHASER or MnSCU at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such cancellation, MnSCU shall be entitled to payment, determined on a pro-rated basis, for work or Instruction/Activity/Service satisfactorily performed.
- 7. ASSIGNMENT. Neither the PURCHASER nor MnSCU shall assign or transfer any rights or obligations under this contract without the prior written approval of the other party.
- 8. LIABILITY. The PURCHASER shall indemnify, save, and hold MnSCU, its representatives and employees harmless from any and all claims or causes of action, including all attorney's fees incurred by MnSCU, arising from the performance of this contract by the PURCHASER or PURCHASER'S agents or employees. This clause shall not be construed to bar any legal remedies the PURCHASER may have for MnSCU' S failure to fulfill its obligations pursuant to this contract.

9. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The PURCHASER agrees that in fulfilling the duties of this contract, the PURCHASER is responsible for complying with the applicable provisions of the Americans with Disabilities Act, 42 U. S. C. 12101, et. seq. and regulations promulgated pursuant to it. MnSCU IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.
10. GOVERNMENT DATA PRACTICES ACT. The requirements of Minnesota Statutes § 13.05, subd. 11 apply to this contract. The PURCHASER and MnSCU must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by MnSCU in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the PURCHASER in accordance with this contract. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the PURCHASER or MnSCU.
11. RIGHTS IN ORIGINAL MATERIALS. The College shall own all rights, including all intellectual property rights, in all original materials, including any curriculum materials, inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentations, computer based training modules, electronically or magnetically recorded materials, and other work in whatever form, developed College/University and its employees individually or jointly with others or any subcontractors in the performance of its obligations under this contract. This provision shall not apply to the following materials:
N/A
12. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach thereof, shall be located only in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.
13. OTHER PROVISIONS. (Attach additional pages(s) if necessary):

The rest of this page intentionally left blank. Signature page to follow.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. MINNESOTA STATE COLLEGES AND UNIVERSITIES

St. Cloud Technical & Community College

By (authorized signature)
Title
Date

2. PURCHASER: Career Solutions

PURCHASER certifies that the appropriate person(s) have executed the contract on behalf of PURCHASER as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature)
Title
Date

By (authorized signature)
Title
Date

3. AS TO FORM AND EXECUTION:

By (authorized college/university/system office initiating agreement)
Title
Date

Agenda Cover Sheet: Rescind Tool Policy

Agenda Items:

Career Solutions is requesting we rescind the SBETC Tool Policy (details below and policy attached) as it is outdated. If approved, Career Solutions will implement the attached procedure when purchasing tools.

SBETC Policy
Part II: Program Administration
2.0 Adult Training Programs
2.1 Client Tool Identification
16 June 2003

Financial Impact:

N/A

Action Requested:

Approval of the rescinded SBETC Tool Policy.

SUBJECT

Client Tool Identification

CITES

Part II: Program Administration
2.0 Adult Training Programs
2.2.9.3C Client Tool Identification

REQUIRED ACTION

Action: Implement policy.
Who: All participants.
When: Ongoing.

POLICY AND PROCEDURE

- A. The Career Planner will obtain an official list of required tools from the school or the employer. The list will be given to the Purchasing/Maintenance Technician to obtain prices from agency-approved vendors.
- B. The Purchasing/Maintenance Technician will review the price bids, taking into consideration the date of delivery, the quality of tools, and the cost of the tools. The recommendation of the Purchasing/Maintenance Technician will be discussed with the Career Planner to ensure selected bid will meet the needs/time lines of the participant.
- C. The Purchasing/Maintenance Technician will order the tools from the designated vendor.
- D. A thirteen-digit "Operation ID" number and label for tool box identification will be obtained from the Police Department. These numbers will be kept on a clipboard with the Purchasing/Maintenance Technician, who will list the client's name next to the Operation ID number used.
- E. The Purchasing/Maintenance Technician will then engrave each tool with the Operation ID. The smaller tools will be engraved with the last four digits of the Operation ID number and the two- to three-digit client number. The tool box or case will also be engraved.
- F. Clients will be required to sign the Tool Release Form before the tools are given to them. A copy of this release is to be kept in their file. An inventory of client tools with identification numbers will be maintained by the Career Planner.
- G. Clients are expected to return the tools to the agency if they are not determined by the agency to be needed for training or employment.
- H. In the event the tools are not returned, every effort will be made to recover the tools through appropriate legal channels.

BACKGROUND

Inability to use confiscated tools as direct evidence of stolen property when theft had occurred made it impossible to prosecute or recover them.

INQUIRIES

Kathy Zavala, Executive Director
(320)229-5702

EFFECTIVE DATE

Immediately.

EXPIRATION DATE

Ongoing

Attachments (2)



1542 Northway Drive
St. Cloud, MN 56303
(320)308-5320
<https://careersolutionsjobs.org>

TOOL RELEASE FORM

I have received the attached list of tools identified by the following numbers:

MN07304J04375

Operation ID Number

Client ID Number

☐ I understand the tools belong to Career Solutions. If Career Solutions determines the tools are no longer needed for training, or if I drop out of my training program, I must return the tools to Career Solutions immediately. If I successfully finish my training program and the tools are needed for employment, I understand the ownership of tools is given to me.

☐ I understand the tools belong to Career Solutions. If Career Solutions determines the tools are no longer needed for my employment and I do not hold my employment for 90 days, I must return the tools to Career Solutions immediately. If I successfully hold the job for 90 days and the tools are needed for my employment, I understand the ownership of tools is given to me.

Client Signature

Date

Print Client Name

Staff Signature

Date

Tool ownership transferred because:

☐ Training Completed

Date

☐ Job Held 90 Days

Date

Staff Signature

Date

Individuals with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.
Affirmative Action/Equal Opportunity Employer/Americans with Disabilities Act

Tool Procedure

- A. Career Planner will obtain an official list of required tools from the school or the employer.
- B. The Career Planner will review the price bids, taking into consideration the date of delivery, the quality of the tools, and the cost of the tools.
- C. The Career Planner will order the tools from the appropriate vendor. (Previous vendors used are Central McGowan, Snap-on, and Cornwell) if not a previously used vendor, the Vendor needs to be set up with Accounting.
- D. The Career Planner will have the tools delivered to the office or pre-arranged location.
- E. The Career Planner will photograph all the tools, and place a property of Career Solutions tag on the tool chest(s) or larger item(s).
- F. Clients will be required to sign the Tool Agreement/Release Form before the tools are given to them. A copy of this agreement/release, photos' and an inventory of the tools will be kept in the client file.
- G. Clients may be required to return the tools to the agency if they are not determined by the agency to be needed for training or employment.

Partners in Employment and Training Services:

Job Service, Vocational Rehabilitation Services, Services for the Blind
Career Solutions Local Workforce Development Board

Individuals with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

One Source For All Your Employment Needs!

Affirmative Action/Equal Opportunity Employer/Americans with Disabilities Act

2021 CALENDAR – DRAFT

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 3:00pm Location: CareerForce St. Cloud 1542 Northway Drive, Conf. Rm 1-482 <i>(unless otherwise noted)</i>	JPB/ Exec. Comm. 14	JPB/ LWDB Annual Meeting 11	JPB/ Exec. Comm. 11	JPB/ LWDB 8	JPB/ Exec. Comm. 13	JPB/ LWDB 10	JPB/ Exec. Comm. 8	JPB/ LWDB 12	JPB/ Exec. Comm. 9	JPB/ LWDB 14	JPB/ LWDB 18 (3 rd Thur.)	JPB/ Exec. Comm. 9
Youth Council 2 nd Tuesday at 3:00pm Location: CareerForce St. Cloud 1542 Northway Drive, Conf. Rm 1-482 <i>(unless otherwise noted)</i>	12	9	9	13	11		(Career One Awards) Date TBD		14	12	9	
Program Committee 2 nd Monday at 3:30pm Location: CareerForce St. Cloud 1542 Northway Drive, Conf. Rm 1-482 <i>(unless otherwise noted)</i>	11	8	8	12	10	14		9	13	11	8	
Memorandum of Understanding (MOU) 3 rd Thursday at 11am – Quarterly basis. Location: CareerForce St. Cloud 1542 Northway Drive, Conf. Rm 1-482 <i>(unless otherwise noted)</i>	21			15			15			21		

LWDB Membership with Term Dates

<u>2021 Term Members</u>	
Kelly Hansen	Park Industries
Tohow Siyad	National Home Healthcare Transportation
Sara Lommel	Marco Inc.
Kathy Kirchner	Sysco
Heidi Peper	Stantec
Brent Bultema	St. Cloud Hospital
Ken Huling	North Central State Regional Council of Carpenter
Brandon Schauer	Pipefitters Local 539
Vacant	DEED - Vocational Rehab
Meghan Woods Lehrer	Falcon National Bank
<u>2022 Term Members</u>	
Santo Cruz	CentraCare Heath System
Les Engel	Engel Metallurgical Ltd.
Maria Burham	ISD #742 / Adult Basic Education
Adam Holm	Adult Basic Education
Gail Ruhland	St. Cloud State University
Janet Goligowski	Stearns County Human Services
Gail Cruikshank	Greater St. Cloud Development Corporation
Lori Schultz	Tri-CAP
Mary Swingle	Boys & Girls Club of Central Minnesota
Michelle Sininger	Simonsons Lumber

<u>2023 Term Members</u>	
Jill Magelssen	Express Employment Professionals
Teresa Bohnen	St. Cloud Area Chamber of Commerce
Jennifer Erickson	St. Cloud Technical and Community College
Robert Cornelius	Benton County Human Services
Jeff Haviland	Seitz Stainless
Joan Berning	DEED - Job Service
Chad Staul	Quinlivan & Hughes, P.A.
Don Hickman	Initiative Foundation
Bernie Perryman	Batteries Plus Bulbs

JPB/LWDB Meeting - 10.08.2020
Attachment 6.C.

Revised 09/2020

Agenda Cover Sheet: Vocational Rehabilitation Membership Vacancy Extension

Agenda Items:

Under WIOA law, Career Solutions Local Workforce Development Board is required to have a representative of Education and Training (WIOA Section 107(b)(2)(C)) must include at least one representative that programs are carried out under title I of the Rehabilitation Act of 1973.

Skip Wittrock, Rehabilitation Area Manager for Vocational Rehabilitation Services (VRS)/DEED has retired as of June 2020. VRS has not hired Skip's replacement which means Career Solutions has a vacancy on the LWDB. As a result, Career Solutions needs to inform DEED of this vacancy and request an extension in order to be in compliance. Career Solutions is asking the board to approve the agency submitting this vacancy extension request to DEED.

Financial Impact:

N/A

Action Requested:

Approval to submit a board member vacancy extension request to DEED for the Vocational Rehabilitation Services vacancy on the Local Workforce Development Board.

**CALL US
TODAY**

ARE YOU STRUGGLING FINANCIALLY DUE TO COVID-19?

Groceries, child care

FOOD/ CHILD CARE



Bus passes, car repairs,
insurance, driver's
training, driver's license

TRANSPORTATION



Mortgage, rent, utilities

HOUSING



Medical expenses,
mental health
counseling

MEDICAL



CAREER SOLUTIONS CAN HELP YOU!

Career Solutions has a special
one-time grant for residents in
Stearns County experiencing
financial hardships due to COVID.
Contact your Career Planner for
the short application!

**1542 Northway Drive, St. Cloud
320.308.5320**

TECHNOLOGY



Cell phone service,
laptop, internet, Wi-Fi

FINANCIAL/ LEGAL



Financial counseling,
legal fees for
bankruptcy

TRAINING



Short-term training,
hotel during training,
school supplies

JOB SEARCH



Clothing for interviews,
hair cuts

WDA 17 STEARNS/BENTON EMPLOYMENT AND TRAINING
Local Area Performance Standard Negotiations: Program Year 2020 and 2021

Employment 2nd Quarter After Exit	State PY20 Standard ACCEPTED	State PY21 Standard ACCEPTED	PY20/21 Local Area Statistical Model Target	Local Area PY19-Q3 Actual Outcome	Local Area PY19 Q3 Actual Numerator	Local Area PY19 Q3 Actual Denominator	Percent of State's PY19-Q3 Numerator	Local Area PY20 PROPOSED STANDARD	Local Area PY21 PROPOSED STANDARD
WIOA Adult	79.4%	79.4%	89.6%	91.3%	21	23	5.0%	80.0%	80.0%
Dislocated Worker	83.7%	83.9%	81.4%	88.2%	30	34	3.8%	86.0%	86.0%
Employment 4th Quarter After Exit	State PY20 Standard ACCEPTED	State PY21 Standard ACCEPTED	PY20/21 Local Area Statistical Model Target	Local Area PY19-Q3 Actual Outcome	Local Area PY19 Q3 Actual Numerator	Local Area PY19 Q3 Actual Denominator	Percent of State's PY19-Q3 Numerator	Local Area PY20 PROPOSED STANDARD	Local Area PY21 PROPOSED STANDARD
WIOA Adult	75.5%	75.5%	81.4%	85.7%	18	21	3.7%	79.0%	79.0%
Dislocated Worker	79.0%	79.5%	84.2%	81.0%	34	42	4.4%	80.0%	0.86%
Median Earning (2nd Quarter After Exit)	State PY20 Standard ACCEPTED	State PY21 Standard ACCEPTED	PY20/21 Local Area Statistical Model Target	Local Area PY19-Q3 Actual Outcome	Local Area PY19 Q3 Actual Numerator	Local Area PY19 Q3 Actual Denominator	Percent of State's PY19-Q3 Numerator	Local Area PY20 PROPOSED STANDARD	Local Area PY21 PROPOSED STANDARD
WIOA Adult	\$7,200	\$7,300	\$7,058	\$7,470				\$6,900	\$7,000
Dislocated Worker	\$10,500	\$11,000	\$8,494	\$8,900				\$9,638	\$9,693
Credential Attainment Rate (4th Quarter After Exit)	State PY20 Standard ACCEPTED	State PY21 Standard ACCEPTED	PY20/21 Local Area Statistical Model Target	Local Area PY19-Q3 Actual Outcome	Local Area PY19 Q3 Actual Numerator	Local Area PY19 Q3 Actual Denominator	Percent of State's PY19-Q3 Numerator	Local Area PY20 PROPOSED STANDARD	Local Area PY21 PROPOSED STANDARD
WIOA Adult	73.0%	74.0%	79.0%	66.7%	4	6	1.7%	63.0%	64.0%
Dislocated Worker	72.0%	72.5%	70.6%	100.0%	9	9	4.3%	83.0%	83.5%
Measurable Skill Gains	State PY20 Standard ACCEPTED	State PY21 Standard ACCEPTED	PY20/21 Local Area Statistical Model Target	Local Area PY18 Actual Outcome	Local Area PY18 Actual Numerator	Local Area PY18 Actual Denominator	Percent of State's PY18 Numerator	Local Area PY20 PROPOSED STANDARD	Local Area PY21 PROPOSED STANDARD
WIOA Adult	57.2%	57.2%	70.3%	41.2%	7	17	1.5%	57.2%	57.2%
Dislocated Worker	53.5%	53.5%	62.8%	77.3%	17	22	2.9%	62.8%	68.0%