

MEMORANDUM OF UNDERSTANDING (MOU) AGENDA
Thursday, January 21, 2021 from 11:00am-12:00pm
Career Solutions-Guest WiFi: Welcome2CareerSolutions!

PURPOSE: To coordinate resources to prevent duplication and ensure effective and efficient workforce service delivery in Stearns-Benton counties; establish joint processes and procedures that enable partners to integrate the service delivery system for seamless service.

Physical Location: CareerForce St. Cloud
1542 Northway Drive, St. Cloud, MN 56303 – Door #2
Please park in Lot B. No parking pass is needed at this time.

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

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| 1. Introductions of Members | Tammy Biery |
| 2. Approval of the Agenda | ACTION: Tammy Biery |
| 3. Introduction of New Program Director and Partners | |
| 4. Consent Agenda | ACTION: Tammy Biery |
| A. Approve the Minutes from 10/15/2020 (Attachment 4.A.) | |
| 5. Planning Topics | Tammy Biery |
| A. MOU Agreement & IFA | |
| B. Project Updates: | |
| 1. Electrolux (Attachment 5.B.1.) | |
| 2. X-Cel Optical (Attachment 5.B.2.) | |
| C. Outreach Efforts for Dislocated Worker and Other Services | |
| 6. Partner Updates and Trends | All |
| 7. Next MOU Meeting: April 15, 2021 from 11:00am-12:00pm | Tammy Biery |
| 8. Adjournment | Tammy Biery |

This agenda is prepared to furnish information about an upcoming meeting of the Memorandum of Understanding Partners. It does not claim to be complete and is subject to amendment. CAREER SOLUTIONS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, CREED, RELIGION, NATIONAL ORIGIN, GENDER, MARITAL STATUS, STATUS WITH REGARD TO PUBLIC ASSISTANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, DISABILITY, OR AGE. REASONABLE ACCOMMODATIONS: All MOU Partner 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 or at tammy.biery@csjobs.org 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.

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 Local Workforce Development Board Memorandum of Understanding (MOU) Meeting Minutes

Date October 15, 2020 at 11am

Attendance: **MOU Members:** Joan Berning, Patrick Shepard, Tammy Biery, Audrey O'Driscoll, Gail Ruhland, Theresa Flinck, Adam Holm, Louise Reis, and Neil Fortier.

Absent: Jeanne Vogel, Maria Burnham, Julie Danda, Leah Sams, Teresa Voight, Dorothy Erdmann, Julie Kizlik, Luke Greiner, Michael Newman, Kelly Gerads, Michael Pattee, Maureen Gaedy, Colleen Orne, and Skip Wittrock Jennifer Jimenez-Wheatley, Susan Jordahl, and Janel Sczublewski.

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:

- T. Biery called the MOU Meeting to order at 11:02am.
- Introductions made.

Approval of the Agenda:

MOU Motion:

Results: Approved the agenda.

Mover: P. Shepard

Second: N. Fortier

Ayes: J. Berning, T. Biery, G. Ruhland, T. Flinck, A. Holm, and L. Reis.

Nays: NA

Consent Agenda:

- Approval of Minutes from 07/16/2020

MOU Motion:

Results: Approved the consent agenda.

Mover: J. Berning

Second: A. Holm

Ayes: P. Shepard, T. Biery, G. Ruhland, T. Flinck, L. Reis, and N. Fortier.
Nayes: NA

Planning Topics:

- **2021 MOU Meeting Calendar** – T. Biery stated for 2021 we are proposing the same schedule as occurred in 2020 which was meeting on a quarterly basis on the 3rd Thursday at 11am.

MOU Motion:

Results: Approved the 2021 MOU Meeting Calendar.

Mover: G. Ruhland

Second: N. Fortier

Ayes: J. Berning, P. Shepard, T. Biery, T. Flinck, A. Holm, and L. Reis.

Nayes: NA

- **Project Updates** – T. Biery mentioned that included in the agenda packet was Workforce One Caseload History Summary for both the Electrolux and X-Cel Optical Projects currently being served by Career Solutions.
 - **Electrolux** – As provided on the report, 512 total served (as of 10.07.2020) and 149 successful exits thus far. Majority of this group is enrolled in a training program.
 - **X-Cel Optical** – As provided on the report, 55 total served (as of 10.07.2020) and 8 successful exits thus far. This is a challenging group as their plant closure date keeps changing which makes it difficult for the client and the Career Planner to plan ahead or enroll in a training program.
- **CareerONE 2020 Recap** – T. Biery stated provided a recap of the 2020 CareerONE Program. Overall, the program went well as we transitioned to the virtual world with the Covid-19 pandemic. We served a total of 109 youth and they were still able to perform some work experiences onsite at locations such as CentraCare, United Way, Express Employment Professionals, etc. and we are hoping to continue growing the program next year but would prefer it not be held in the virtual world. Their biggest struggles were with technology issues and recruitment.
- **MOU Agreement – expires June 30, 2021** – This is just a reminder that our MOU does not expire until June 30, 2021 and we will start the process at our next meeting.
- **Marketing Dislocated Worker and Other Services** – T. Biery stated our normal referral process comes from the Re-Employment Sessions (REA) most applicants must attend and they are told about our services. Due to the high Unemployment claims and the pandemic, these REA sessions have stopped. As a result, our enrollment numbers are down so we have a marketing campaign on Facebook to get the word out as well as educating Human Service industries about our services. If you or someone you know would like education about our services, please feel free to reach out to us to get some more information and we can present to your staff. During the pandemic, on average, we had 4 new clients enrolling into our programs on a weekly basis. With the extra

marketing push, we are steadily at 6-9 clients per week. We hope this trend continues as we are here to help.

- **Coronavirus (COVID-19) Impact** – T. Biery stated the St. Cloud CareerForce location is managed by DEED and we are not able to bring people into the building so that means the public is unable to use our computers. As a result, the Career Solutions staff have been meeting with their clients outside on picnic tables but the weather is turning colder. We have continued to ask DEED to allow us to have access to the shared space to bring our clients upstairs to conduct meetings which is still to be determined. This closure is making it more difficult for the universal customer to access services so we have been encouraging them to make an appointment with the library for computer time. T. Biery has received communication that the library is at capacity. She is working with the library to see if we can expand the number of computers at the library and help serve the universal customer onsite at the library. We also refurbished several old laptops in which we needed for the youth during the CareerONE Program. We have received those back and now are looking to check them out at the library so the universal customer can job search from home even though if they are not qualified for one of our programs.
- **Cares Act Funding** – T. Biery stated Career Solutions will be receiving funds from Stearns County to assist clients with Covid-19 relief. These funds can pay for things like rent/mortgage, vehicle expenses, daycare, etc. as long as the individual has been impacted by Covid-19. There may be a possibility with Benton County funding as well but that won't be confirmed until next week when they have their board meeting.

Partner Updates and Trends:

- **HRA: Stearns County** – N. Fortier stating the HRA is assisting Stearns County in the Cares Act Small Business Relief Grant. The deadline was September 18th but still have some cities out there that are processing applications. As of this morning, of the 5 million was awarded to Stearns County, they have allocated 3.3 million thus far but that number will continue to change. This is a short timeframe. On the housing side, N. Fortier said they have been fortunate that they have 78 units that they own and manage and only three tenants who have failed to pay rent since April 2020. He anticipates towards the end of the year they could see more delinquency on paying rent. The State of Minnesota reported 11% of renters are delinquent on their rent and also anticipates that number to increase as well as we approach the end of the year.
- **St. Cloud State University (SCSU)** – G. Ruhland stated SCSU is holding course work virtually, in-person and a hybrid model. They are really trying to make an effort on having a “normal” year as possible, especially for the freshman. They have changed dorm room policy from two to one person per dorm room. It is not as busy on campus but there is still some life on their site and tours are still happening. Masks are required at all times except for then they are in their office and they need to take the assessment and follow CDC regulations at all times.
- **Avivo** – P. Shepard said Avivo has good cause with noncompliance with services so everyone in the state has good cause who offer the MFIP program. No end date on that. We have a mandatory orientation and offer that online to watch a video. About a year

ago, P. Shepard talked about the phone app called MFIP Connect where participants can interact with us through their phone. It is similar to Snap Chat where they can take a pictures of document(s) and send it directly through this app. This app is also merging with Workforce One in 2021 where you can upload documents directly from this app. MFIP is a pilot agency so they will be testing this feature in February and hoping to roll out in mid-2021. Lastly, Stearns County and Avivo applied for SNAP Funding for stand along SNAP households and have implemented a small program starting October 1st. T. Biery asked if the MFIP Connect is going to expand to other programs besides MFIP? Yes, all programs /providers within Workforce One will have access to this app and they plan to rename it to Workforce One Connect. P. Shepard can assist with connections at DEED if anyone one else wants further information.

- **DEED/Job Service** – J. Berning stated all DEED managed CareerForce sites are not open including St. Cloud location until they receive further direction from the commissioner and the governor. No date yet but are hoping soon. Their big draw to customers coming into CareerForce was the Re-employment Sessions as T. Biery mentioned earlier so Job Service is trying to reach those via emails, phone, etc. as we are here to help. Job Service is also offering online workshops and have over 100 customers attend these workshops state wide. They are also promoting programs and sharing how customers can enroll as well as offering virtual job fairs.
- **HRA: St. Cloud** – L. Reis stated while their agency is closed to the public but open for special appointments. It is going okay but it has been a struggle for some families. They have mainstreamed their voucher and have a record number of persons applying for housing. The waiting list has now doubled which means they could be waiting several years before assistance. Within regards to their residents paying rent, about 13% is unpaid rent and majority of those are on rental assistance which their rent is based upon their income.
- **Adult Basic Education (ABE)** – A. Holm stated ABE is offering free GED testing and can register online Monday through Friday. On Monday, ABE classes will start distance learning again as they follow ISD742 School learning platform.
- **Tri-CAP** – T. Flinck stated Tri-CAP is closed to the public due to the State of Emergency but they are operating relatively smoothly. They have been creative in meeting the needs of the community. They have applied for some new grants during this time:
 - Covid-19 housing emergency and distributing those funds.
 - Emergency Hotel/motel funding that they are operating through the Department of Human Services.
 - They received a grant through the National Council on Aging to provide senior SNAP application assistance and was awarded the grant.
- T. Flinck stated as a reminder that Tri-CAP has on their website it contains up-to-date information including the fillable energy assistance application and trying to make applications accessible to people. Tri-CAP is actively enrolling people into the Rebuilding Lives Program which was funded through the Department of Employment and Economic Development and the Family Resilience Partnership (formerly called the Displaced Homemaker Program) as well.

T. Biery adjourned the MOU Meeting at 11:47am.

Thanks again for attending!

Next MOU Meeting: Thursday, January 21, 2021 at 11:00-12:00pm at CareerForce St. Cloud.

Program	Total Served	Pending	Eligible, not Enrolled	Denied	Closed from Application	Enrolled	Exited	Successful Exits	Received Wage Detail Consent
DW	515	0	0	0	0	288	227	166	514
Total Cases	515	0	0	0	0	288	227	166	514
Total Unique Persons	501	0	0	0	0	288	225	164	500

Program	Total Served	Pending	Eligible, not Enrolled	Denied	Closed from Application	Enrolled	Exited	Successful Exits	Received Wage Detail Consent
DW	55	0	0	0	0	41	14	11	55
Total Cases	55	0	0	0	0	41	14	11	55
Total Unique Persons	55	0	0	0	0	41	14	11	55