

# CAREER SOLUTIONS WORKFORCE DEVELOPMENT BOARD PROGRAM COMMITTEE MEETING AGENDA

Monday, February 8, 2021 at 3:30pm

Career Solutions-Guest WiFi: 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/Introductions** J. Magelssen
2. **Approve Agenda** ACTION: J. Magelssen
3. **Consent Agenda** ACTION: J. Magelssen
  - A. Minutes from 01/11/2021 (Attachment 3.A.)
  - B. Electronic Document Storage Policy – Second Reading (Attachment 3.B.)
4. **St. Cloud Housing and Redevelopment Authority Presentation** – Louise Reis, Executive Director for St. Cloud Housing and Redevelopment Authority L. Reis
5. **Committee Work** T. Biery
  - A. Friends of Career Solutions Receives Racial Equity Grant from Target Foundation (Attachment 5.A.)
  - B. 2019-2020 Career Solutions Annual Meeting Scheduled 02/11/2021
  - C. Immigrant Service
  - D. Project with BCI
6. **Other** J. Magelssen
  - A. From the Floor/Announcements
  - B. Next Meeting: March 8, 2021 at 3:30pm
7. **Adjourn**

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

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 at 320.308.5749 or email at [Kari.Court@CSJobs.org](mailto:Kari.Court@CSJobs.org).  
Upon request, this material can be made available in alternate formats.

## CAREER SOLUTIONS LOCAL WORKFORCE DEVELOPMENT BOARD PROGRAM COMMITTEE MEETING MINUTES

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

Date: January 11, 2021

Attendance: Jill Magelssen, Teresa Bohnen, Brent Bultema, Jennifer Erickson, Ken Huling, Karen Pundsack, Kathy Kirchner, Tanya Adair, Sarah Lampert, & Brandon Schauer.  
Career Solutions Staff: Tammy Biery, Audrey O’Driscoll, & Kari Court.

Absent: Janelle Heesch & Ann Kennedy.

Guest: 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:**

- J. Magelssen called the Program Committee Meeting to order at 3:31pm when quorum was met.
- Introductions made.

### **Approval of the Agenda**

#### Motion:

**Results:** Approved the agenda.  
**Mover:** B. Schauer  
**Secunder:** B. Bultema  
**Ayes:** J. Magelssen, T. Bohnen, J. Erickson, K. Huling, K. Pundsack, K. Kirchner, T. Adair, & S. Lampert.  
**Nays:** NA

### **Consent Agenda:**

- Minutes from 11/09/2020

Motion:

**Results:** Approved the consent agenda.  
**Mover:** B. Bultema  
**Second:** K. Huling  
**Ayes:** J. Magelssen, T. Bohnen, J. Erickson, K. Pundsack, K. Kirchner, T. Adair, S. Lampert, & B. Schauer.  
**Nays:** NA

**Discover Day Presentation** – Audrey O’Driscoll, Program Director for Career Solutions and Jennifer Erickson, Director of Customized Training for St. Cloud Technical & Community College

- A. O’Driscoll stated we have been having an issue with clients successfully obtaining their Commercial Driver’s License (CDL) as they didn’t understand the full scope of the job/industry. In addition, there is high demand, tempting sign on bonuses, attractive salary starting points and many clients wanting to enter this career path; Career Solutions created a CDL Discovery Day where we partnered with St. Cloud Technical & Community College to have a session onsite at the college. This was a socially distant, masked environment where the clients would attend a three hour session and it would entail:
  - An overview of the industry
  - Watch a video created by Phil Schroeder
  - Receive an overview of the truck
  - Perform a mock pre-trip inspection
  - Have the opportunity to climb into the truck
  - Employer panel
  - Employer meet and greet
  - Q & A
- The CDL Discovery Day was a great success! We received positive feedback from the clients as well as the employers who participated. Career Solutions is looking to rollout other Discovery Days to the following industries:
  - Healthcare
    - CNA
    - Pharmacy Tech
    - Phlebotomy
  - Welding
  - Automotive
  - Others – TBD
- J. Erickson said the goal is to help the Career Solutions clients understand what other opportunities are available. These other industry discovery days would have a similar model as described above and making it a hands on experience. She stated formalizing what we know works. Packaging up what clients need to understand before embarking on a costly training program is critical. Also, the Career Planners can refer interested clients to these Discovery Days and this ensures complete and consistent information.

This is sort of like EPIC but for adults with more of a specific hands-on experience/opportunity. For the future, we are looking to advertise this more with our clients and looking for other employer partnerships.

- A. O’Driscoll stated this program was less than \$70/person who attended the Discovery Day. When you combine the information provided, networking opportunity, and hands-on experience, it is a reasonable cost. T. Biery stated we would love to open the Discovery Days up to the public and publicize it widely but we can only pay for people who are enrolled in our programs. If they are not enrolled in a program, then those costs cannot be billed towards a grant and unable to pay for the costs. However, it could be a huge reverse recruitment for our agency. We need to find ways to cover those costs.
- J. Magelssen asked what the major costs are associated with putting this on. A. O’Driscoll stated the majority of the costs are renting the space from SCTCC and pay for the instructor’s time. B. Bultema stated being in the career field, he is wondering about the space costs. That might be an opportunity through an employer to host these events onsite versus paying the college to rent space. He also suggested for the CNA course to potentially have it at the Tech High School as they recently built a lab there too. How can we utilize existing space, if possible, then introduce it to the public if there is no cost. B. Bultema stated he loves this idea and other employers would be too. This would give them a job preview and help with turnover. T. Biery stated for the healthcare industry, it could be just a starting point and they could advance their career as well.

#### **Committee Work**

- **Minnesota Association of Workforce Boards (MAWB) 2021 Platform** – T. Biery stated every year, the association put together a legislative platform which was included in your agenda packet. With new leadership with DEED, we are at a tenuous place right now. Employers contribute to the Workforce Development Fund and whatever it is spent on, it needs to be dispersed across the state, not just the metro. In addition, when there is a large layoff, we reach out to the Workforce Development Fund to request additional dollars to support those additional clients. Our programs such as the Dislocated Workers Program, Minnesota Youth Programs (the CareerONE Program), and others are funded through this account. With the current employment situation, now is not the time to spend down those funds or change the way we do business. The good thing is that legislature would need to be involved in order to make changes. In December, T. Biery invited the board members to attend a listening session that DEED had.
- **Electronic Document Storage Policy: First Reading** – T. Biery stated Career Solutions needs to have a policy in place for electronic document storage to cover all programs. The drafted policy was attached in your packet as the first reading. If there are no changes, we will bring forth at the next meeting for second reading and request approval.
- **Project Updates:**

1. **Electrolux** – T. Biery stated explained the caseload history summary for Electrolux Project.
  2. **X-Cel Optical** – T. Biery stated explained the caseload history summary and stated there is about 20 staff remaining at X-Cel Optical. No new end date at this time.
- **Laptop Checkout** – T. Biery stated we are taking some of our older laptops and checking them out to clients and non-clients. They can do so by meeting us at the library since they are unable to come into the CareerForce Lab. If they need a hotspot, the library has check-out hotspots. Help get some technology out into the community through this program.
  - **Work at the Library** – T. Biery stated we have our staff onsite at the Great River Regional Library Monday through Friday from 2:30-4:30pm to assist customers with job search or other related assistance. This is during their peak time with average 3-5 customers each day. We are continuing to promote it and Career Solutions is purchasing a banner stating we are offering this service to drive more traffic.
  - **Outreach Update** – T. Biery stated we continue to try to get the word out about the Dislocated Workers (DW) Program. The normal referral process was presenting at the Re-Employment Sessions that Unemployment Insurance hosts but that has since halted because of Covid-19. We have created an outreach program together within our agency and shared weekly enrollment numbers for calendar year 2020. With this outreach effort, we are seeing an increase in enrollment numbers again and are hoping this continues. We may need to transfer funds from our WIOA DW Fund to our WIOA Adult Fund because through this outreach effort, if they don't qualify for DW, they may qualify for Adult and these funds are running low. If we cannot transfer funds to WIOA Adult, then we may need to stop bringing people into our Adult Program. It needs to be approved by DEED but we will start the conversation soon and have a proper reasoning for doing so. We do have a Community Ed event where it was advertised in the Sartell and Sauk Rapids brochures of a free session to attract job seekers and inform them of the services provided at CareerForce.
  - **Immigrant Job Fair** – T. Biery stated she has been working with her team internally on the immigrant work done. There is an immigrant services video being developed to share with employers to show what services we can provide. We are also looking for a way to have an immigrant job fair in the spring.
  - **Healthcare Month** – T. Biery stated this month is Healthcare Month and DEED put together an effort to promote the healthcare fields. We have promoting it as well. B. Bultema said Angie Dahle is doing a great job promoting this within social media so “extend my kudos to her and my thanks”.
  - **Curbside Job Fair 12/02/2020** – T. Biery stated this Curbside Job Fair was held December 2, 2020 and 57 employer provided information from the packets that were handed out. 112 people attend this Curbside Job Fair. Thought these were good results

for a two hour session as that was about a person a minute they were able to connect with.

**From the Floor/Announcements** – J. Magelssen asked the other Program Committee Members as to how is their organizations going.

**Next meeting is scheduled for February 8, 2021 at 3:30pm.**

J. Magelssen adjourned the Program Committee meeting at 4:18pm.



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St. Cloud, MN 56303  
320.308.5320

<https://CareerSolutionsJobs.org>

Program Committee Meeting – 02.08.2021  
Attachment 3.B.

## Career Solutions

### Electronic Document Storage Policy (*Second Reading*)

Local Program Policy and Procedures for all  
Programs (Funded Under Title I)  
New Policy Date: XXXXXX

#### Background:

A local policy is required for Electronic Document Storage (EDS) under the WIOA Youth programs funded under Title 1. Our goal is to ensure all hard-copy documents, and documents submitted electronically by participants to Career Solutions staff, are scanned or uploaded into electronic case file system known as Workforce One (WF1) EDS.

*The scope of this policy memo is limited to WIOA youth programs funded under Title I but for consistency will be applied to other youth and adult programs in the agency, especially due to co-enrollments, remote work assignments and integrated service models.*

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#### Process:

Career Solutions will continue to maintain a hard copy file which will continue to be stored securely at desks or in storage. Required documents will be scanned into WF1 EDS by both Outreach and Eligibility Specialist and Career Planners. Hard copies will be maintained in the client file until they are able to be legally destroyed.

Upon *formal enrollment into WF1*, the hard-copy documents are scanned, and uploaded into WF1 EDS.

As another safeguard to ensure file contents have been correctly scanned and saved into WF1 EDS, Career Planners will perform a document search in each WF1 EDS participant records within 15 business days of enrollment.

#### Documents identified by DEED requiring storage in WF1 EDS:

- For all new enrollments on/after XX/XX/XXXX the following eligibility documents should be uploaded:
  - Completed, signed enrollments generated from WF1
  - Any completed, self-attestation forms signed and dated by the participant and case manager (and parent/guardian where required)
  - Date of Birth documentation
  - Social Security card/letter

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

- Proof of Selective Service registration for all males 18 and older
- Copies of assessment(s) used to determine basic skills deficiencies
- Any IEP and/or paper-based Individual Service Strategy.
- For **existing participants enrolled** the following documents should be uploaded:
  - Copies of any valid, WIOA-recognized diplomas or other credentials received by the participant during (or after) program participation
  - Copies of report cards or transcripts (secondary or post-secondary)
  - Copies of subsequent basic skills test results used for meeting the Educational Functioning Levels (EFL) gain portion of the Measurable Skills Gain
  - Copies of any correspondence relating to the participant being EXCLUDED from WIOA Performance by the Workforce Development Area.
- Employment counselors may, at their discretion, scan and upload other relevant documentation or correspondence. This may include (but is not limited to) the following:
  - Documentation relating to any support services provided to the participant
  - Documentation relating to a participant's Individualized Training Account (ITA)
  - Correspondence between the WDA/youth serving agency and the participant
  - Other correspondence as warranted.

Clients, with digital skills and access, may send information through a WF1 Connect – a phone or mobile app, directly to a secure network.

Note: Career Solutions staff and Career Planners should obtain copies of relevant documents electronically whenever possible and upload them in a timely manner. This may require the applicant to send a digital photograph of a requested item or document via a cell phone.

If the Career Planner/Staff are working remotely, the rules of data privacy will be applied.

Maintenance:

1. A local report will be used to check for missing information related to credentials and related milestones.
2. Supervisors and/or Lead Career Planners will monitor files for accuracy and for timeliness in data entry.
3. MIS will provide training as updates to the system occur, if needed.
4. Career Solutions abides by the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR 200.334-338), and maintains files accordingly.
5. The local area will monitor DEED's policies and resources such as the WIOA Young Adult Program policy Chapter 14 for changes that may impact our local policy.

If you have questions please contact Career Solutions at 320-308-5320.

**Effective Date:** *Once second reading is approved.*

**Contact Person:** Program Director and/or Executive Director



1542 Northway Drive • St. Cloud, MN • 56303

For Immediate Release: January 12, 2021

### **Friends of Career Solutions Receives Racial Equity Grant from Target Foundation**

St. Cloud, Minn. - Friends of Career Solutions would like to thank the Target Foundation for the Racial Equity Grant awarded to CareerONE 2021.

The Target Foundation's mission is to enable systems that empower people and communities to pursue joy in everyday life. Since 1946, Target has given 5 percent of its profit to the communities they serve.

CareerONE is a five-week summer experience that prepares historically underserved youth, ages 14 - 17, to enter the workforce. CareerONE's lasting effects are recognized as participants return to school and ready to enter the workforce. In this non-traditional setting, bright young people learn life skills, work essential skills preparation for the upcoming school year, work on community projects, and earn a pay check. College credentials and credits in health care, manufacturing, construction, and business can be achieved. It's free to all participants, thanks to foundations and donors like Target. Every dollar raised goes directly to support the program.

*Friends of Career Solutions is a Stearns/Benton County nonprofit supporting programs for youth placed at-risk, and Immigrant Services of Career Solutions. Friends of Career Solutions promotes economic vitality in Central Minnesota through flexible, innovative, and effective workforce development.*

For more information, contact: Tammy Biery, [Tammy.Biery@csjobs.org](mailto:Tammy.Biery@csjobs.org) 320.308.5702 or Ann Meline [Ann.Meline@csjobs.org](mailto:Ann.Meline@csjobs.org) Visit: <https://careersolutionsjobs.org/donate/friends-of-careersolutions>