

CAREER SOLUTIONS WORKFORCE DEVELOPMENT BOARD

YOUTH COUNCIL AGENDA

Tuesday, February 9, 2021 at 3:00pm

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 Karen Schlangen
(320) 308-5818

1. **Introduction/Roll Call** M. Burnham
2. **Approve Agenda** **ACTION:** M. Burnham
3. **Approve Consent Agenda** **ACTION:** M. Burnham
 - A. Minutes of 1.12.21 (Attachment 3.A.)
 - B. Approve the Application of Sarah Covelli, Parent Representative (Attachment 3.B.)
 - C. Approve the Application of Dustin Zablocki, Youth Representative (Attachment 3.C.)
 - D. Electronic Document Storage Policy – Second Reading (Attachment 3. D.)
 - E. Stipends for Youth Policy – Second Reading (Attachment 3.E.)
4. **ISD #47, Sauk Rapids/Rice, ABE in Central Minnesota, Margaret (Mag) Patridge** M. Patridge
5. **Discussion** T. Biery
 - A. Annual Meeting Scheduled February 11, 2021
 - B. Update on CareerONE
 - C. Update on CareerTWO – Youth Build
6. **Information/Other** M. Burnham
 - A. Next Youth Council Meeting – March 9, 2021 @ 3:00 pm
 - B. From the Floor
 - C. Upcoming Presenters, TBD
 - D. Announcements
 - E. Other
7. **Adjourn** M. Burnham

REASONABLE ACCOMMODATIONS: ALL CAREER SOLUTIONS WORKFORCE DEVELOPMENT BOARD/COMMITTEE MEETINGS ARE ACCESSIBLE TO THE HANDICAPPED. ATTEMPTS WILL BE MADE TO ACCOMMODATE ANY OTHER INDIVIDUAL NEED FOR SPECIAL SERVICES. PLEASE CONTACT ADA/AA COORDINATOR TAMMY BIERY AT (320)308-5702 AS EARLY AS POSSIBLE SO NECESSARY ARRANGEMENTS CAN BE MADE. INDIVIDUALS WITH HEARING OR SPEECH DISABILITIES MAY CONTACT US VIA THEIR PREFERRED TELECOMMUNICATIONS RELAY SERVICE. THE WORKFORCE CENTER DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, CREED, RELIGION, NATIONAL ORIGIN, GENDER, MARITAL STATUS, STATUS WITH REGARD TO PUBLIC ASSISTANCE, SEXUAL ORIENTATION, DISABILITY, OR AGE.

**CAREER SOLUTIONS WORKFORCE DEVELOPMENT BOARD
YOUTH COUNCIL MINUTES**

Location: CareerForce – St. Cloud, 1542 Northway Drive, St. Cloud, MN 56303/Conference Room # 1-482
 Date: Tuesday, January 12, 2021 at 3:00 pm meeting held via Zoom Conference due to Covid-19.
 Attendance: Maria Burnham, Les Engel, Greg Boelter, Jacob Kaduk, Jeff Haviland, Ken Huling, Cindy Belmont, Susan Jordahl, Melanie Legatt, Gail Ruhland, Dave Norling, Leah Sams, Brandon Schauer, Gail Cruikshank and Mary Swingle.
Career Solutions Staff: Tammy Biery, Audrey O’Driscoll and Karen Schlangen.
 Members Absent: Roseann Stang.
 Guests: Deb Nebosis, Geri Bechtold and Nancy Vossen, Boys and Girls Club.

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.*

Agenda Item	Summary	Action
Introductions/Roll Call	<ul style="list-style-type: none"> ▪ M. Burnham, Youth Council Chair, called the meeting to order at 3:01 pm and roll call was performed. 	
Approve Agenda		<u>Motion:</u> G. Boelter made the motion to approve the agenda. <u>Seconded by:</u> J. Haviland. Motion carried.
Approve Consent Agenda	<ul style="list-style-type: none"> ▪ Minutes from 11/10/2020 	<u>Motion:</u> M. Swingle made the motion to approve the consent agenda. <u>Seconded by:</u> J. Haviland. Motion carried.

Agenda Item	Summary	Action
<p>Presentation</p>	<p>Boys & Girls Clubs of Central Minnesota, Mary Swingle, President/CEO</p> <ul style="list-style-type: none"> ▪ Mary Swingle introduced Deb Nebosis, Geri Bechtold & Nancy Vossen of the Boys & Girls Clubs of Central Minnesota. ▪ Geri Bechtold began by presenting a PowerPoint outlining the Boys & Girls Clubs’ response to the community during Covid-19. ▪ Geri gave a recap on the care provided for all essential workers beginning March 16. This includes: <ul style="list-style-type: none"> ▪ Free emergency child care for over 485 registered youth with an average daily attendance of 125-150, Monday through Friday, 6:00 am to 6:00 pm from March 16-May 31, 2020 ▪ Meal Distribution from March 30, 2020 to present providing over 5,000 meals each week, Monday through Thursday which includes Grab and Go pre-packed, well balanced meals. ▪ Virtual Programming from March 30, 2020 to present including a full virtual club including arts, education, physical fitness and more. Career Start live sessions, career virtual field trips, career development, financial literacy and college preparation sessions. Weekly fun education and engaging challenges. They hosted over 20 live Zoom meetings each week and offered a homework help hotline and individual outreach calls for academic and social emotional checks. ▪ They expanded Kidstop sites throughout the community to offer educational support. ▪ Nancy Vossen shared information about the partnership between Career Solutions and the Boys and Girls Club with Cares Act funding. This information includes: <ul style="list-style-type: none"> ▪ 38 Benton County families received \$15,704. ▪ 30 Stearns County families received \$11,890. ▪ A total of 68 families from Holdingford, Rice, Sartell, Sauk Rapids, St. Cloud, St. Joseph and Waite Park received assistance through the Cares Act. ▪ Geri Bechtold gave information regarding the CareerSTART Workforce Development and the Academic Success/Education clubs with virtual programming training. 	
<p>Discussion</p>	<p>Tammy Biery, Career Solutions, gave updates on the following:</p>	

Agenda Item	Summary	Action
	<ul style="list-style-type: none"> ▪ Electronic Document Storage Policy – First Reading – The WIOA Youth program is requiring that we have an Electronic Document Storage (EDS) policy. All our documents will be required to be uploaded electronically into Workforce One. We are making it a policy in all our programs. This is the first reading this month and we will bring it back next month for approval. <p>Audrey O’Driscoll, Career Solutions, gave an update on:</p> <ul style="list-style-type: none"> ▪ Stipends for Youth Policy – First Reading – A grant renewal called for a more formalized stipend policy. This is a routine business matter for us to stay contractually compliant in order for us to give stipends to youth, mainly in CareerONE. This is the first reading this month and we will bring it back next month for approval. ▪ Youth Programs Comparisons – we stand out as a leader in the state in our performance and the impact to the youth in our community. This report demonstrates our outstanding performance in terms of Return on Investment (ROI) and our outcomes are being met or succeeded. 	
<p>Information/Other</p>	<p>From the Floor: N/A</p> <p>Next Youth Council Meeting: Youth Council Meeting on February 9, 2021 at 3:00 pm at CareerForce.</p> <p>Upcoming Presenters: TBD</p> <p>Announcements/Other:</p>	
<p>Adjourn</p>	<ul style="list-style-type: none"> ▪ M. Burnham adjourned the meeting at 3:37pm. 	

Application for Nomination to the Career Solutions Workforce Development Board's Youth Council

Name: _____

Home Address: _____
Street Address/Box Number

City

State

Zip

County

Phone: _____ **Fax:** _____ **E-Mail:** _____

Youth Organization(s) You Are Active With: _____

Address: _____

County

Phone: _____ **Fax:** _____ **E-Mail:** _____

Please describe your involvement (participant, staff, board member): _____

CATEGORY OF REPRESENTATION:

The Youth Council must include representatives from the following:

- _____ Youth Current or Former Participant
- _____ Parent of Eligible Youth
- _____ Educator
- _____ Employer
- _____ Human Service Agency
- _____ Special Interest Expertise With Youth
- _____ Representing Public Housing Authority
- _____ Representing Youth Service Agencies
- _____ Juvenile Justice
- _____ Foster Parent
- _____ Alternative Education
- _____ Child Protection Services
- _____ United Way

Additional Qualifications:

Please describe your skills, abilities, and experiences that will serve the needs of youth.

(Add pages if needed)

Signatures:

The individual being nominated and, if representing a specific organization, the signature of the authorizing representative from that organization, must sign below. Nominees acknowledge and agree that information on this form may be shared with the public.

Nominee:

Signature

Date

Nominating Organization Representative:

I nominate the above candidate to serve on the Career Solutions Workforce Development Board's Youth Council membership.

Signature

Date

Agency

Title

Instructions:

The requested information is necessary to ensure that the Youth Council as part of the larger WorkForce Development Board meets that requirements as set forth in the Workforce Development Act.

Please complete all information.

The “**Categories of Representation**” are areas either required under the law or identified by the Workforce Development Board.

Under “**Additional Qualifications**”, please list any specific skills, abilities and experiences that you bring to assisting young people.

“**Signature/Date**”, please sign and date the application. If you are a representative from a particular organization, please have the authorizing organizational representative, i.e., Director or Board Chair, sign your application.

Thank you for your willingness to be a nominee to the Career Solutions Youth Council.

Return to: Tammy Biery, Executive Director
Career Solutions
CareerForce St. Cloud
1542 Northway Drive
St. Cloud, MN 56303
Tammy.biery@csjobs.org
(320) 308-5702

Application for Nomination to the Career Solutions Workforce Development Board's Youth Council

Name: Dustin Zablocki
Home Address: [Redacted] Street Address/Box Number [Redacted] [Redacted]
[Redacted] City MN State [Redacted] Zip [Redacted] County [Redacted]
Phone: [Redacted] Fax: N/A E-Mail: [Redacted]

Youth Organization(s) You Are Active With: Career Solutions
Address: N/A City [Redacted]
Phone: N/A Fax: N/A E-Mail: N/A

Please describe your involvement (participant, staff, board member): I am an active member in the youth program through the careerforce center.

CATEGORY OF REPRESENTATION:

The Youth Council must include representatives from the following:

- Youth Current or Former Participant
- Parent of Eligible Youth
- Educator
- Employer
- Human Service Agency
- Special Interest Expertise With Youth
- Representing Public Housing Authority
- Representing Youth Service Agencies
- Juvenile Justice
- Foster Parent
- Alternative Education
- Child Protection Services
- United Way

Additional Qualifications:

Please describe your skills, abilities, and experiences that will serve the needs of youth.

I am an open-minded person, who easily can listen to criticism and access problems. Furthermore I have experienced many diverse experiences. Both should aid me in discussion.
(Add pages if needed)

Signatures:

The individual being nominated and, if representing a specific organization, the signature of the authorizing representative from that organization, must sign below. Nominees acknowledge and agree that information on this form may be shared with the public.

Nominee:

[Signature]
Signature

2/1/2021
Date

Nominating Organization Representative:

I nominate the above candidate to serve on the Career Solutions Workforce Development Board's Youth Council membership.

Signature

Date

Agency

Title



1542 Northway Drive
St. Cloud, MN 56303
320.308.5320
<https://CareerSolutionsJobs.org>

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.

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 XXXX/XX/XX 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

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

- Social Security card/letter
 - 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



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<https://CareerSolutionsJobs.org>

Career Solutions Stipends for Youth Policy (*Second Reading*)

Date Updated: December 16, 2020

Subject:

There are programs in which it may be appropriate for Career Solutions participants to be compensated for training time, even when they are not engaging in a formal paid work experience that further develops their occupational or educational skills. In these programs, participants would be compensated for their time with a stipend.

Purpose:

The purpose of this policy is to provide guidance to program staff on how to administer stipends to Career Solutions participants. Notable programs include, but are not limited to, CareerONE.

Policy:

- Stipend payments will result from completion of activities that are tied to goals in the participant's Individual Service Strategy (ISS) along with the overall programming goals of the program in which the client is enrolled and participating.
- The amount of the stipend a client may receive will be reasonable.
- The amount of the stipend will be in relation to the difficulty of achievement of the goal.

Career Planners will:

- Ensure that the use of stipend is detailed in the participant's employment/support plan (IEP, ISS, etc.)
- Track participant's attendance at programming through attendance records, time sheets, certificate of completion, etc. and save documents in participant file
- Ensure that participant meets program requirement to qualify for stipend (hours completed, milestones met, etc.)
- Inform participants that stipends are income and they will need to consider this in regard to their personal income taxes
- Submit necessary paperwork to Accounting Department for processing.

Effective Date: *Once second reading is approved.*

Contact Person: Program Director and/or Youth Lead Career Planner.