

**MEMORANDUM OF UNDERSTANDING (MOU) AGENDA**  
**Thursday, July 15, 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

- |   |                            |
|---|----------------------------|
| <b>1. Introductions of Members</b>                                | Tammy Biery                |
| <b>2. Approval of the Agenda</b>                                  | <b>ACTION:</b> Tammy Biery |
| <b>3. Consent Agenda</b>  | <b>ACTION:</b> Tammy Biery |
| A. Approve the Minutes from 04/15/2021 (Attachment 3.A.)          |                            |
| <b>4. Planning Topics</b>   | Tammy Biery                |
| A. 2021-2023 MOU Agreement  |                            |
| B. CareerONE Program Updates                                      |                            |
| C. Project Updates:   |                            |
| i. Electrolux (Attachment 4.C.1.)                                 |                            |
| ii. X-Cel Optical (Attachment 4.C.2.)                             |                            |
| D. OMNI & NEG-DW Grants   |                            |
| <b>5. Partner Updates and Trends</b>                              | All                        |
| <b>6. Next MOU Meeting:</b> October 21, 2021 from 11:00am-12:00pm | Tammy Biery                |
| <b>7. Adjournment</b>   | 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](mailto: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](mailto: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 April 15, 2021 at 11am  
Attendance: **MOU Members:** Patrick Shepard, Janel Sczublewski, Tammy Biery, Joan Berning, Andrea Chirhart, Julie Danda, Louise Reis, Neil Fortier, Leah Sams, Teresa Voight, Gail Ruhland, Susan Jordahl, Dorothy Erdmann, and Theresa Flinck.  
  
Absent: Adam Holm, Maria Burnham, Julie Kizlik, Jennifer Jimenez-Wheatley, Luke Greiner, Kelly Gerads, Sara Kreiling, Maureen Gaedy, Jeanne Vogel, and Colleen Orne.

*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 11:01am.
- Introductions made.

### **Approval of the Agenda:**

#### MOU Motion:

**Results:** Approved the agenda.  
**Mover:** P. Shephard  
**Second:** L. Sams  
**Ayes:** J. Sczublewski, T. Biery, J. Berning, A. Chirhart, J. Danda, L. Reis, N. Fortier, T. Voight, G. Ruhland, S. Jordahl, D. Erdmann, and T. Flinck.  
**Nays:** NA

### **Consent Agenda:**

- Approval of Minutes from 01/21/2021

#### MOU Motion:

**Results:** Approved the consent agenda.

**Mover:** N. Fortier  
**Secunder:** J. Danda  
**Ayes:** P. Shepard, J. Sczublewski, T. Biery, J. Berning, A. Chirhart, L. Reis, L. Sams, T. Voight, G. Ruhland, S. Jordahl, D. Erdmann, and T. Flinck.  
**Nayes:** NA

#### Planning Topics:

- **2021-2023 MOU Agreement** – T. Biery stated the 2021-2023 Memorandum of Understanding (MOU) Agreement it is ready for signatures. Kari will be sending out an email that will alert you to an email coming from Sean Bibus at DEED. We will be using DocuSign through the DEED Office for this procedure. This should speed up the process.
- **2021-2024 Career Solutions Local Plan** – T. Biery stated it was included in the agenda packet that is available for your review. If you have any questions on the document, it is open for a 30-day comment period for any community input.
- **Adult Basic Education Partnership Video:** – T. Biery stated a video from ABE that captures how we work together. Tammy thanked them for creating it and the MOU group watched the following video:
  - <https://www.facebook.com/centralmneastabe/videos/273344624508594>
- **Referral Source** – T. Biery stated that the Dislocated Worker Program with people who were going through unemployment sessions. Those sessions had halted because of Covid-19. Career Solutions put together an outreach campaign starting in October by reaching out to partners in the community in several different ways. Those included having an ad in the Sauk Rapids Community Ed brochure, staff meetings with partner organizations to learn more about our programs and refer their clients for services here, etc. Our staff is working in the library to serve the universal customer from 2:30-4:30pm Monday – Friday but the demand is so high they have asked us to increase hours.
- **Project Updates:**
  - **Electrolux** – T. Biery stated after a year and a half of Electrolux laying their staff off, many of them may see graduation soon with their two-year degrees. Career Solutions has served 520 clients from Electrolux and new clients still enrolling on occasion.
  - **X-Cel Optical** – T. Biery stated X-Cel Optical was supposed to close in June 2020. Now a year later they are still looking at a dozen people still working at X-Cel out of the original 120 staff count. The staff that are remaining still don't know when their end date will be. Both Electrolux and X-Cel Optical groups need basic computer skills and they will continue to work with both groups on their needs to successfully obtain employment.

#### Partner Updates and Trends:

- **Avivo** – P. Shepard stated employment services for MFIP along with the Career Institute continue to operate. The Career Institute is offering in-person classes. The MFIP services are operating remotely as much as possible. They are testing a new phone app for MFIP and they are getting close to the launching of the new Workforce One Connect.

- P. Shephard will be a regional trainer and will be contacting many agencies to set up training to start using that app with clients. Avivo has been in the news recently for launching “The Avivo Village” which is a tiny house village for homeless in Minneapolis. They have created 100 homes with common bathrooms kitchens, rec rooms. This pilot project has received inquiries from around the state as to how they can replicate this initiative. Stearns County and St. Cloud would be great places do so. For more information go to “The Avivo Village” or “Avivo Tiny Homes”.
- **DEED: Job Service** – J. Berning stated that once the pandemic started and their in-person reemployment sessions were stopped, the number of people coming in for programs decreased dramatically. They are now contacting individuals via phone who are collecting unemployment, in a campaign called “Good Jobs Now”. All Deed staff across the state are making 14 calls per day for four days a week to discuss services provided by CareerForce. Everyone they call will be getting a letter two weeks prior to the phone call to discuss how to enroll in UI, DW and other options. They have been doing this for five weeks now and will continue this process for some time. To date they have contacted 18,800 individuals on UI. They are starting with the hospitality industry and then branching out to other industries soon.
- **Goodwill/Easter Seals** – J. Danda stated she is with the employment and training program. Staff work both remotely and, in the office, and help individuals look for work and keep their jobs. Recently, they are working with youth for in-person work to help them get experience before the school year is over. They are using tight protocol and health screenings and it has been going smoothly. St. Cloud and one metro location are pilot programs to see how this would roll out. They would like to expand that to other programs and other communities when they are able to do so safely. All other programming with placement, adults, and youth are being done via appointments but primarily virtually.
- **HRA: St. Cloud** – L. Reis stated checking out the website [RentHelpMN.org](http://RentHelpMN.org) to get the word out. Under the American rescue plan, they are receiving 2 different kinds of vouchers. One is the Homeless stability voucher and the other is an Emergency voucher, but they don’t know how many. The process will be done by using a formula. Some of these vouchers may sunset and some will not but they are waiting to hear further details. They are still open by appointment only and continue to hold office hours in their building as well as inspections. They are also working with the Department of Health to see if they have enough residents within an individual complex that will sign up for the vaccine and if that meets the minimum number, they may utilize a mobile unit.
- **HRA: Stearns County** – N. Fortier stated MN housing is rolling out the housing program available today at [RentHelpMN.org](http://RentHelpMN.org) website and will be opening the application process soon. This will help tenants with rent back 12 months and forward 3 months. Cap of 15 months and can help with rent or utilities. HRA will be opening their Section 8 housing waiting list on May 3<sup>rd</sup> 12:01am and closing on May 12<sup>th</sup> at 11:59pm. They will be selecting 200 applications to come onto the waiting list. Public notice will be posted next week, and they will notify all agencies a week prior to the application being open.

- **St. Cloud State University** – G. Ruhland stated that they are wrapping up Spring Semester. They will be offering in-person commencement for those who want to walk and be recognized but the graduations will be spread apart throughout the day. The campus is still quiet, but they look forward to getting back to normal. They have a limited number of vaccines on campus and the nursing students are helping with the vaccine process. They have many events and camps scheduled but need to be adjusted to the necessary protocol. Many of the workshops and conferences are limited and adjusted to covid but will do as much as they can to provide opportunity. Their priority is to keep the staff and participants safe.
- **St. Cloud Technical and Community College** – S. Jordahl stated that they had a career fair for students that was held at the Civic Center. They had some in-person and some online employers. No final numbers yet but it was well attended by both students and employers. They are moving toward having the majority of classes in-person this Fall as well as some online classes. Commencement will be online versus in-person. They are also opening a food pantry for students who do not have enough financial resources for the Fall semester.
- **Stearns County Human Services** – D. Erdman stated that most staff continue to work remotely, and most programs continue to be facilitated remotely. A date for reopening has not been determined. They continue to contact everyone through email, fax, phone and have drop boxes at both the St. Cloud and Waite Park locations. Applicants can apply online using [ApplyOnlineMN.gov](https://www.applyonline.mn.gov). Family emergency funds are still available for those who have an eviction notice, those who are disconnected, or homeless and many waivers are in place. One big change with renewal for SNAP and cash programs and those will resume for June benefits. Those forms will be sent out soon and some will require interviews, and some will not. Any questions, have them call their agency. There are big changes, but they will try to keep people open and active. The peacetime emergency has just been extended another thirty days, so waivers remain in place.
- **Benton County Human Services** – J. Sczublewski stated that D. Erdmann covered many aspects of the programs. Healthcare does not have any renewals yet. Benton County is still closed to the public and many are working from home. They are looking at reopening this summer. There is emergency funding still available.
- **Tri-CAP** – T. Flinck stated that energy assistance has been extended by the MN Department of Commerce and applications for this program year may be received up until September 1<sup>st</sup>. Usually the application process is from October -May. Another change is in the income guidelines have increased. You can find updated application on their website at [TriCap.org](https://www.tricap.org). They continue to request referrals on “Rebuilding Lives Program” formerly known as the “MN Displaced Homemaker Program. They are looking for households that are experiencing transition through the loss of a spouse, divorce, separation, disability of a spouse, or if they are leaving a relationship. Marital status does not matter. They want to make sure that the individual take advantage of all the programs out there including WIOA Programs. They are seeking referrals so please call their general line. They can get all the information about eligibility by calling the main number and speaking with a counselor. Application assistance around SNAP for seniors and the public. Department of Human Services that is generating a lot of support

including new student eligibility. Tri- CAP is not open to the public yet but hope to be open soon.

- **Milestones** – T. Flinck stated that the focus at Milestones has shifted to sustaining childcare providers this past year. They have opened extra virtual meetings, consultation, and support so that providers have an accurate source of information and feel heard. They have done a lot of distribution of PPE supplies to thousands of childcare providers. Professional development during the pandemic has been a struggle but the in-person trainings have been limited. In April they started a slow rollout of in-person training. Office is ½ and ½ in-home and working in office. They are offering some appointments in-office. Scholarship funding is available and working with United Way on capacity issues with childcare options.
- **St. Cloud ISD 742** – L. Sams stated that the district as a whole back in person. Employees including teachers and those who deal with children have chosen to get vaccinated. They have a high number who did that and the buildings deal with contract tracing on a daily basis. CTE is in the middle of staffing for next year but are open to change as things come along. They are planning for a normal year next year. They have started Career and College Centers in both of their locations that started virtually and now is growing in physical environment. It is a place for students to seek out information as to next steps for students. Many students are stopping in to ask about jobs for Summer. If anyone has resources that you would like available for high school students they would appreciate you letting her know. The centers are all about future planning, so the colleges have offered virtual learning sessions for their students. They are also lining up speakers for Industry professionals to meet virtually with students to provide resources. If anyone has brochures/handouts about general careers in your area, we would be happy to receive those.
- **DEED: Vocational Rehabilitation Services** – A. Chirhart stated they are using telework. They hired a new rehabilitation rep for service a Pre-ETS named Tera Brooks. Started on the 28<sup>th</sup> of April.

T. Biery adjourned the MOU Meeting at 11:50pm.

Thanks again for attending!

**Next MOU Meeting: Thursday, July 15, 2021 at 11:00-12:00pm at CareerForce St. Cloud.**

<b>Program</b>	<b>Total Served</b>	<b>Pending</b>	<b>Eligible, not Enrolled</b>	<b>Denied</b>	<b>Closed from Application</b>	<b>Enrolled</b>	<b>Exited</b>	<b>Successful Exits</b>	<b>Received Wage Detail Consent</b>
DW	519	0	0	0	0	205	314	218	518
Total Cases	519	0	0	0	0	205	314	218	518
Total Unique Persons	503	0	0	0	0	205	308	214	502

<b>Program</b>	<b>Total Served</b>	<b>Pending</b>	<b>Eligible, not Enrolled</b>	<b>Denied</b>	<b>Closed from Application</b>	<b>Enrolled</b>	<b>Exited</b>	<b>Successful Exits</b>	<b>Received Wage Detail Consent</b>
DW	55	0	0	0	0	30	25	21	55
Total Cases	55	0	0	0	0	30	25	21	55
Total Unique Persons	55	0	0	0	0	30	25	21	55