

CAREER SOLUTIONS WORKFORCE DEVELOPMENT BOARD PROGRAM COMMITTEE MEETING AGENDA

Monday, September 13, 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 08/09/2021 (Attachment 3.A.)
4. **Good Jobs Now Campaign** – Luke Hartog, Job Service Supervisor with Minnesota Department of Employment and Economic Development (DEED) L. Hartog
T. Biery
5. **Committee Work**
 - A. CareerForce Updates
 - i. St. Cloud Area Fair 09/29/2021 from 12:30-4pm
 - ii. Service Options
 - B. Membership Opening for the Program Committee Vice-Chair (For-Profit)
 - C. Proposed 2022 Board Meeting Scheduled (Attachment 5.C.)
 - D. Discovery Days
 - E. CDL Policy Proposal – 1st Reading (Attachment 5.E.)
 - F. Job Club
 - G. Grant Updates
 - H. Success Story – Katie M.
 - I. CareerONE:
 - i. Reading & Math Statistics
 - ii. 2021 Video: <https://youtu.be/od5JrGWJqbl>
6. **Other** J. Magelssen
 - A. From the Floor/Announcements
 - B. Next Meeting: October 11, 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.
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: August 9, 2021

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

Absent: Janelle Heesch, Ken Huling, Ann Kennedy, & Sarah Lampert.

Guest: Alexis Lutgen

Call the Meeting to Order:

- J. Magelssen called the Program Committee Meeting to order at 3:30pm when quorum was met.
- Introductions made.

Approval of the Agenda

Motion:

Results: Approved the agenda.

Mover: B. Schauer

Second: K. Pundsack

Ayes: J. Magelssen, T. Adair, B. Bultema, J. Erickson, & K. Kirchner.

Nays: NA

Consent Agenda:

- Minutes from 06/14/2021

Motion:

Results: Approved the consent agenda.

Mover: K. Pundsack

Second: T. Adair

Ayes: J. Magelssen, B. Bultema, J. Erickson, K. Kirchner, & B. Schauer

Nays: NA

United Way Addressing Child Care Shortages Presentation – Alexis Lutgen, Director of Financial Stability for United Way of Central Minnesota

- Alexis is taking on the childcare crisis in Minnesota. Prior to Covid outbreak, Central MN was facing 4400 childcare spot deficit. Since Covid-19, the in-home provider group shrank from 80+ to about 30 providers remaining. The Covid-19 Immediate Response is to provide grants to local childcare providers to help meet safety requirements and stay open.

- Donors and Decisions: Central Minnesota Community Child Care Fund have had some generous donor who provided immediately funds to provide Personal Protective Equipment (PPE) and subsidies to families returning to the workforce. United Way has also formed partnerships and sub-committees to provide collaboration and community representation.
- Alexis outlined their projects, prospects, and proposals:
 - Step 1:
 - Grant care provides PPE,
 - Pay for childcare deposit fees,
 - Subsidize care costs for low-income families entering/re-entering the workforce
 - Childcare coordinator staff member
 - Step 2:
 - Pay for provider training fees,
 - No/low-interest loans for new in-home childcare start-ups
 - Fund provider capacity enhancements
 - Subsidize scholarships for future childcare career
 - Step 3:
 - Look at opportunities for new facilities
 - Identify emerging opportunities occurring across the country to emulate
 - Parental support and resources to support early childhood development and invest in quality care for Pre-K Education
- Next Level – grants, federal funds, and legislation
- The Program Committee thanked Alexis for her presentation.

Committee Work

- **CareerForce** – T. Biery stated with CareerForce with reopening and she is the new chair of the MAWB Meeting, we're working with DEED to reopen the remaining hours of the center. Unfortunately, DEED has made decisions without gathering input from the local areas and we are trying to figure out who has the authority to make decisions under WIOA. DEED is focusing their time on making calls to customers who are collecting Unemployment Insurance versus having the center open for all customers.
- **Membership Opening for the Program Committee Vice-Chair (For-Profit)** – T. Biery stated since T. Bohnen has retired, her Vice-Chair position is open. If you're interested, email T. Biery.
- **Outdoor Job Fair Held on 6.15.2021: Outcome & Pictures** – T. Biery stated the outdoor job fair was a success. We had 60 employers attend the job fair and over 140 job seekers attended as well. Very nice day outside and employers were excited to get back to job fairs. Career Solutions also had Somali translators present. DEED may offer the large job fair this fall but to be determined. Job Service (DEED) previously offered employer of the day which was an opportunity for employers to be onsite at CareerForce to meet with job seekers to review their resumes, perform interviews, etc.

If DEED doesn't plan to open soon, Career Solutions will offer this opportunity for employers.

- **CareerONE:** – T. Biery stated we have concluded the 5-week CareerONE St. Cloud as well as the 2-week remote sites at Sauk Centre and Paynesville. This year, we offered three track options for the St. Cloud camp – Healthcare, Manufacturing and Business. Something new this year was offering CareerTWO which is a three-week course to expand upon their skills gained in the Tracks through CareerONE for Healthcare and Manufacturing. Career Solutions plans to provide a more in-depth recap at our board meeting on Thursday. Shown below are news articles from WJON and St. Cloud Times describing the CareerONE Program:
 - News Articles:
 - <https://wjon.com/employment-readiness-camp-prepares-students-for-the-workforce/>
 - <https://www.sctimes.com/story/news/2021/07/13/careerone-youth-employment-program-sees-renewed-interest-2020/7938053002/>
 - **Success Story** – T. Biery showed a picture of Safi who was a CareerONE participant who originally felt that college was not in her future. After completing the MoneySmart curriculum where it teaches you the basics of managing money, she feels she is college is a future possibility now.

From the Floor/Announcements – N/A.

Next meeting is scheduled for September 13, 2021 at 3:30pm.

J. Magelssen adjourned the Program Committee meeting at 4:09pm.

2022 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. 13	JPB/ LWDB Annual Meeting 10	JPB/ Exec. Comm. 10	JPB/ LWDB 14	JPB/ Exec. Comm. 12	JPB/ LWDB 9	JPB/ Exec. Comm. 14	JPB/ LWDB 11	JPB/ Exec. Comm. 8	JPB/ LWDB 13	JPB/ LWDB 10	JPB/ Exec. Comm. 8
Youth Council 2 nd Tuesday at 3:00pm Location: CareerForce St. Cloud 1542 Northway Drive, Conf. Rm 1-482 <i>(unless otherwise noted)</i>	11	8	15 (3 rd Tues.)	12	10		(Career One Awards) Date TBD		13	11	8	
Program Committee 2 nd Monday at 3:30pm Location: CareerForce St. Cloud 1542 Northway Drive, Conf. Rm 1-482 <i>(unless otherwise noted)</i>	10	14	14	11	9	13		8	12	10	14	
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>	20			21			21			20		

09/02/2021

Training Policy for Truck Driving / CDL

SUBJECT:

Policies (Expectations) & Limits for CDL Training

CITES:

This policy amends and appends to existing policy Part II: Program Administration; 6.01 Training Policies; 6.1C Classroom Training Limitations; 08 February 2018.

WAIVER REQUEST:

A request to waive this local policy with supporting documentation may be submitted to the supervisor for consideration and action.

POLICY AND PROCEDURE:

- A. Client attends and completes assessment (E.g. Career Trek, Discovery Day) requirements and meets basic criteria requirements. All requirements must be met before a final determination for training will be approved or denied.
- B. Pursuant to Part II, 6.01, 6.1C, 4D, which states “Clients must agree to attend job search activities, if not employed in their target occupation at graduation, and work with the school placement office until employed in their target occupation. At this point, support services for job seeking are available only to those who follow through. A contract outlining responsibilities of payback options is required if program is not completed.”
- C. If the CDL training program is not completed, or if for any reason client voluntarily withdraws or abandons training, payback is required. Prior to training authorization by Program Director, execution of this contingency contract is required by client.
- D. Pursuant to Part II, 6.01, 6.1C, 4D, clients must maintain contact with Career Solutions staff for one year for purposes of job retention and program performance:
 - Contact frequency for the first 90 days will be monthly (every 30 days), and
 - Contact frequency and duration will be, at a minimum, quarterly (every 90 days) for one year.
- E. Career Solutions cannot fund any training that does not advance the educational attainment level of the trainee Pub.L. 113–128 [128 STAT 1440 TITLE I, Subtitle A, Chapter 1, Sec 101(d)(5)(C)]. A student with any progress toward an Associate’s or Baccalaureate Degree is not eligible for Career Solutions-funded CDL training if their training program is a) incomplete and eligible for WIOA Title I funding or b) completed in a field with favorable LMI indicators.

BACKGROUND:

In order to offer consistent and equitable services to clients, the policy on use of training funds is being appended to.

INQUIRIES:

Questions should be directed to Program Director of Career Solutions at (320) 308-5712.

EFFECTIVE DATE:

TBD

EXPIRATION DATE:

Ongoing