CAREER SOLUTIONS WORKFORCE DEVELOPMENT BOARD PROGRAM COMMITTEE MEETING AGENDA

Monday, October 9, 2023 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: Zoom details are listed within your calendar invite or contact Kari Court 320.380.4938.

1. Call the Meeting to Order/Introductions

2. Approve Agenda

ACTION: Borgert

Borgert

Biery

3. Consent Agenda ACTION: Borgert

A. Program Committee Minutes from 08/14/2023 (Attachment 3.A.)

B. 2024 Meeting Calendar (Attachment 3.B.)

4. Hire a Husky Academy – Tammison Smith, Associate Director of Career Smith Development and Outreach Career Center, St. Cloud State University

5. Committee Work

A. Felling Trailer Article (Attachment 5.A.)

- B. WARN Notice Kent Precision Food Group (Attachment 5.B.)
- C. Upcoming Employment & Training Events (Attachments 5.C.):
 - Xcel Energy Power Up Program Free Construction/Energy Training Late Fall
 - Construction Trades Discovery Day Oct 5
 - Fall Job Seekers Open House Oct 12
 - CDL (Truck Driving) Discovery Day Oct 25
 - Community Career Labs see English/Somali Fall Schedules
 - Welding Discovery Day Dec 7

6. Other Borgert

- A. From the Floor/Announcements
- B. Next Meeting: November 13, 2023 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 320.380.4938 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 14, 2023, at 3:30pm

Attendance: David Borgert, Tanya Adair, Jennifer Erickson, Don Hickman, Ann

Kennedy, Karen Pundsack, & Brandon Schauer.

Staff: Tammy Biery & Kari Court.

Absent: Brent Bultema, Ken Huling, Sarah Lampert, & Ranone Thompson.

Guest: Jacob Kaduk

Call the Meeting to Order:

 Borgert called the Program Committee Meeting to order at 3:30pm when quorum was met.

Approval of the Agenda

Motion:

Results: Approved the agenda.

Mover: Schauer Seconder: Hickman

Ayes: Borgert, Adair, Erickson, Kennedy, & Pundsack.

Nayes: NA

Approval of the Consent Agenda

- Minutes from 03/13/2023
- Minutes from 04/10/2023
- Resignation from Jennifer Erickson, Interim Dean, Business, IT & Education with St. Cloud Technical and Community College
- Application from Steve Nusbaum, Area Manufacturing Project Manager with St. Cloud Technical and Community College

Motion:

Results: Approved the consent agenda.

Mover: Kennedy Seconder: Hickman

Ayes: Borgert, Adair, Erickson, Pundsack, & Schauer.

Nayes: NA

2023 CareerONE Recap Presentation – Jacob Kaduk, Client Services Manager for Career Solutions

 Kaduk begins the meeting with a CareerONE recap, stating that this year's CareerONE was successful and both programs are now concluded. Participation from the kids was graded in 3 major categories. 1. Attendance/Punctuation/Dress Code. 2. Cooperation, Safety, and Teamwork. 3. Work quality and work quantity. Meeting with counselor's twice a day to learn what they could be doing better. Components of the program include a money smart curriculum, skill development, community work projects, team building at the YMCA, College/Military/Work exploration, safety training, and employment skills (resume building/mock interviews). All part of getting the kids to form good habits, when it comes to shaping their own future.

- The CareerONE program comes with a wreath of rewards upon completion, including an employability skills certificate, safety certificate, youth @ work talking safety certificate, money smart certificate, resume and master application, OSHA 10 certificate (if in construction), first/CPR training (if in the healthcare track), and a debit card upon successful completion. 136/145 youth able to successfully complete the program. Melrose, Paynesville, and Sauk Centre have more trouble in terms of recruitment, with 25/27 combined youth completing the program.
- Demographics of the program: 41% were 14 years of age, 36% were 15, 16% were 16, and 9% were 17 years of age. 84 participants were female, whereas 52 were male. The gender split has been closer to 50%/50% in previous years. The CareerONE goals are to provide a realistic and positive work readiness and allowed kids to keep up with their academics over the summer. Kaduk then reviewed the certificates statistics of completion with committee members along with their combined hours at worksites.
- Kaduk also adds that this year's CareerTWO was a success, although results were still pending at the time of this meeting.

Committee Work

CareerForce Updates:

- O Career Services Data Entry Report/ Job Service Activity Report Biery starts off CareerForce updates with the career services data entry
 report. This details the number of outbound calls by Job Service staff,
 ranging between 50 and 100. This report also included information on
 referrals as well as a breakdown on where calls were being referred to.
 Highlighting that referrals to Career Solutions programs and services are
 down considerably from what is expected, the goal being 100%. Borgert
 than says that Job Service and CareerForce being at the same place was
 a good idea, resulting in better service. Also asking how people that are
 new to the community start the process. Biery answers that people can
 come in physically to our CareerForce center, or they can set up a
 meeting virtually on the CareerForce website. Adding that some people
 are referred to the services by previous clients.
- 2023 Call/Visitor Logs- Biery shows a graph highlighting the amount visitors that visit the CareerForce labs in Cambridge, Hutchinson, Litchfield, Monticello, Mora, St. Cloud, and Willmar. St. Cloud having the highest volume of people coming in (around 40-80), followed closely by

Monticello. The other locations hovering around 0-20 per month, the committee speculates on if some of the locations have been closed or been partially closed. Biery states that the St. Cloud CareerForce leads the charge in many different categories relating to people served. 2,705 people served in the Career Lab so far in 2023. Next up is a table detailing the phone calls made by CareerForce lab since the beginning of 2023, 944 calls had been received at the time of this meeting. Comment Cards are left on the keyboards for people willing to share feedback. With an average rating of 9.8/10, the feedback from clients has been very positive toward Career Lab operations.

- Deputy Commissioner Major's Visit to St. Cloud CareerForce August 22nd from 10:30-11:30am- Commissioner Major will be providing a legislative recap in terms of workforce development, adding that this would be a perfect time to connect with him. He was originally supposed to come in May but was postponed due to the legislative meeting.
- Limits for Support Services Policy

 Career Solutions has noticed an increase in the number of waivers needed so the agency reviewed the Limits on Support Services Policy. Normally, Career Solutions does not run out of Support Service funds so raising these limits shouldn't be an issue and raised the limit from \$2,000 to \$3,000.
- Classroom Training Limitations Policy Career Solutions reviewed our two
 most common local colleges (SCSU & SCTCC) and MN State Colleges, and the
 rates have increased and so we have increased the Classroom Training
 Limitations Policy.
- Reimagining SCSU: Campus Budget Update- SCSU holds meetings that allow other companies to come in and share their feedback on how the school could improve.
- MAWB Monitoring Policy- DEED is revising the monitoring policy, all workforce boards provided feedback to DEED during a review/comment period. Some of the feedback topics include Frequency of Monitoring Review Section, Monitoring Visit Section, Monitoring Procedure Section/Notification and Document Request, and Monitoring Report and Follow Up Section. Biery's main ask is for consistency within DEED's monitoring team.
- Full-Service Community School Programs MOU with ISD742- Career Solutions has been working with ISD742 on an MOU, that is to implement a Full-Service Community Schools Program. This program will be used to help entire families, rather than just the children. Career Solutions will ask the board to sign the MOU and will continue to forge through the process with the school district. Career Solutions will be compensated for their help.
- **Discovery Days-** CDL Discovery Days are August 16th and October 25th from 1-4pm. There was a welding Discovery Day the week before this meeting, 11 people showed up. Discovery Days consist of a hands-on activity for participants, as well as they get to meet with a panel of employers in the field. These public events are perfect for everyone; people who don't know what they are interested in get to come and see if that specific profession could suit them, and people that already kind of know what they want to get into, get some experience. These

- events also provide Career Solutions with the ability to reach new clients, and clients the ability to network with one another, the events are held quarterly.
- Grant/Program Updates- Career Solutions did apply for a Federal Reentry
 Grant, to help convicts who are being released back into the workforce. The
 grant was not received (this time). Feedback was given, and next attempt will be
 better. A P2P grant is also in the works, it has been for welding in previous years,
 but this year Career Solutions is looking to go into the maintenance technician
 field. There is a team working to write the grant, and the deadline is approaching
 quickly. Career Solutions is also keeping an eye out for new competitive grants
 coming out from DEED.

From the Floor/Announcements – Hickman then switches focus towards the subject of helping convicts that are released with their mental health as well as workforce credentials. Finding a good balance between the two is key; without one the other is useless. Hickman also adds that early next year they will have an open grant round, around about \$100,000. The grant is for local solutions to mental health and social isolation. 14 counties, 5-15 grand per county, and looking toward pilot projects not general operating support; Something new and creative. It could be quite targeted if companies want it to be, although the grant is still in its infancy. They are still trying to figure out what a good proposal may even look like.

Next meeting is scheduled for September 11, 2023, at 3:30pm.

Borgert adjourned the Program Committee meeting at 4:15pm.

2024 CALENDAR

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 (unless otherwise noted)	JPB/ Exec. Comm.	JPB/ LWDB Annual Meeting	JPB/ Exec. Comm.	JPB/ LWDB	JPB/ Exec. Comm.	JPB/ LWDB	JPB/ Exec. Comm.	JPB/ LWDB 15 3 rd Thur.	JPB/ Exec. Comm. 19 3 rd Thur.	JPB/ LWDB	JPB/ LWDB	JPB/ Exec. Comm.
Youth Council 2nd Tuesday at 3:00pm Location: CareerForce St. Cloud 1542 Northway Drive, Conf. Rm 1-482 (unless otherwise noted)	9	13	12	9	14		Career ONE Awards (Date TBD)		10	8	12	
Program Committee 2nd Monday at 3:30pm Location: CareerForce St. Cloud 1542 Northway Drive, Conf. Rm 1-482 (unless otherwise noted)	8	12	11	8	13	10		12	9	14	18 <i>3rd Mon</i> .	
Memorandum of Understanding (MOU) 3rd Thursday at 11am – Quarterly basis. Location: CareerForce St. Cloud 1542 Northway Drive, Conf. Rm 1-482 (unless otherwise noted)	18			18			18			17		







Career Solutions Pathways to Prosperity grant helps upskill workers in a local Stearns County manufacturing plant.

Career Solutions a partner of CareerForce – St. Cloud partnered with Minnesota State Community and Technical College to provide a 48-hour welding training for two cohorts of Spanish speaking entry level workers at Felling Trailers at their Litchfield and Sauk Centre locations. The training took place in the winter and spring of 2023 and a total of 23 workers earned their welding certificates.

The training provided workers with skills-training programs resulting in certificates and credentials to meet the manufacturing needs of their employer, provide increased income opportunities for the workers as well as increased long-term career growth and future opportunities for these employees.

"By collaborating with Felling Trailers on this project, we also helped their management team translate all their training materials into Spanish and hire a translator to support the training. Felling Trailers hired a trainer during this time who was able to job shadow during the welding training. So, through Career Solutions work with this employer, Felling is now set to continue to hire and offer trainings for their Spanish speaking community going forward. It is a win-win, and we are proud of this partnership and project!" Said Career Solutions Executive Director Tammy Biery



Tammy Biery, Executive Director, Career Solutions

To learn more about Career Solutions visit www.CareerSolutionsJobs.org





From: Wadell, Jason (DEED) < jason.wadell@state.mn.us>

Sent: Tuesday, September 26, 2023 9:45 AM

Cc: Beaty, Marla (DEED) < marla.beaty@state.mn.us >

Subject: WARN - Kent Precision Food Group, Inc - Foley & Sauk Rapids

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

The State Rapid Response Team (SRRT) received the attached WARN letters from **Kent Precision Food Group, Inc (KPFG)** informing us of the **permanent closure** and **layoff** of approximately **62 employees** from its facilities located at **347 Glen St.**

Foley, MN 56329 and 10 Industrial Blvd, Sauk Rapids, MN 56379.

On September 25, 2023, KPFG informed the State Rapid Response Team that employee layoffs and the subsequent facility closures will take place on **November 30, 2023**.

Employees are not represented by a union and bumping rights do not exist. There are no trade implications at this time.

Positions affected in this layoff/closure are, but are not limited to:

Accounting Clerk, Accounting Manager, Administrative Assistant, Batching Picker, Batching Assembler, Batching Lead, Blender Operator, Bookkeeper, Buyer, Data Entry Specialist, ERP Administrator, Forklift Driver, Human Resources Generalist, Inventory Control Specialist, Lead Mixer, Machine Operator, Maintenance Lead, Maintenance Technician, Packaging Associate, Plant Manager, Production Lead, Production Manager, Production Planner, Production Supervisor, Quality Control Manager, Quality Control Supervisor, Quality Control Support Specialist, Quality Control Technician, Quality Control Technician Lead, Raw Material Specialist, Shipping and Receiving Clerk, Warehouse Lead, and Warehouse Supervisor.

Rapid Response Sr. Specialist Marla Beaty will lead the assessment of this event. If you have any questions or concerns regarding this mass layoff with **Kent Precision Food Group, Inc (KPFG)**, please contact Marla.

Best,

Jason

Jason R. Wadell, MBA, MM, MSC | Supervisor, State Rapid Response Team Employment & Training Programs

Minnesota Department of Employment and Economic Development 1st National Bank Building, 332 Minnesota Street, Suite E200 St. Paul MN 55101

Direct: 651-259-7552 Mobile: 651-425-0714 Fax: 651-296-0288

jason.wadell@state.mn.us http://mn.gov/deed/dw



Power Up Program





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Training late fall of 2023 in St. Cloud

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network

Auxiliary aides and services are available upon request to individuals with disabilities by contacting Angie at 320.308.5334 or angie.dahle@csjobs.org

Eligibility

- **18+**
- Minnesota resident
- Not in high school
- Have a driver's license or ability to obtain one
- Priority given to women, people of color and veterans
- Pass drug testing

Contact Kim:

320-761-1860







CONSTRUCTION TRADES DISCOVERY DAY 2023

October 5, 4:00-7:00 P.M.

Learn about high-demand, booming construction/energy careers in this in FREE 3-hour information session held at SCTCC in St. Cloud. Get all your questions answered!





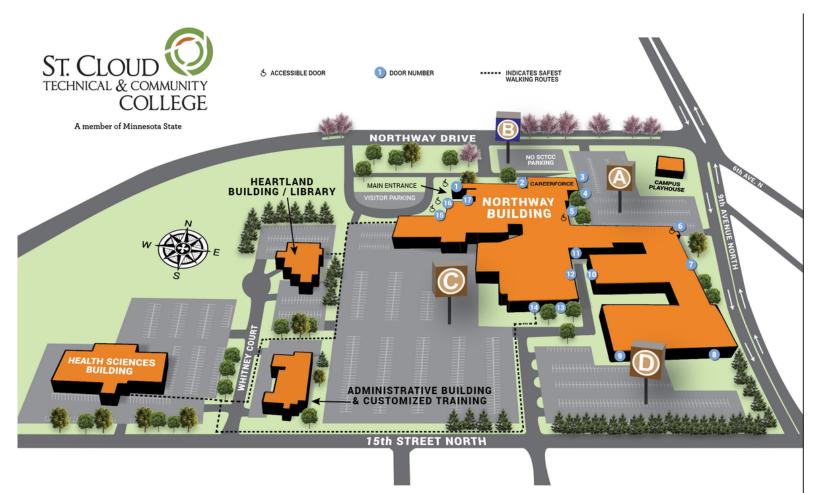


See if Construction is the right career fit for you!

Contact Us

320.761.1860 Register today! Kim.Randall@csjobs.org





Northway (Main) Building 1540 Northway Drive St. Cloud, MN 56303 Health Sciences Building 1245 15th Street North St. Cloud, MN 56303 Heartland Building & Library 1520 Whitney Court St. Cloud, MN 56303 Administrative Building & Customized Training 1215 15th Street North St. Cloud, MN 56303

LOCATION: SCTCC, 1542 Northway Drive, St. Cloud

LEARN ABOUT:

- Job requirements for various construction trade positions career pathways
- Abundant job openings and great wages
- Participating in a hands-on construction project
- SCTCC training and tour of construction labs

Get all your questions answered...see if construction is the right career fit!

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1:30-2pm Interview Prep

2:30-3pm ★ Computer Basics

3:30-4pm LinkedIn

4:30-5pm Resume Review



CDL DISCOVERY DAY 2023

Oct 25, 1:00-4:00 P.M.

Learn what it takes to be a CDL Truck Driver in this FREE 3-hour information session held at SCTCC in St. Cloud. Connect with several local trucking employers, learn about CDL requirements, pre-trip inspections and climb into the actual driver seat!







See if Truck Driving is the right career fit for you!

Contact Us

320.761.3370 Register today! Tom.Hickey@csjobs.org

















www.sctcc.edu | 320-308-5000 | 800-222-1009

SCTCC is a member of Minnesota State and accredited by the Higher Learning Commission. ADA accessible facility. Affirmative action/equal opportunity educator/employer.

LOCATION: SCTCC Customized Training

1215 -15th Street North, St. Cloud (On the corner of 15th St. & Whitney Court)

LEARN ABOUT:

- · CDL training requirements for semi-truck drivers
- Job openings, wages, company perks from local employers.
- · Advice from local drivers
- Pre-trip inspections & equipment
- What it is like to sit in the actual driver seat.
- Get all your questions answered...see if driving is the right career fit!

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Are you looking for a job or need help finding a better job?

Our Community Career Labs are here to help you!

Somali/ English

Monday 12:30 PM - 2:30 PM

CMCEO

Central Minnesota Community Empowerment Organization

2719 W. Division St. St. Cloud

Samira Shire, Career Planner 320,260,8485

Somali/ English

Monday 12:30 PM - 2:30 PM

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Somali/ English

Mondays, 10 AM - 12:30 PM

Quarryview Education Center

800 7th Street Waite Park

Abdul Khasim Outreach & Eligibility Specialist

Abdulkarim.khasim@csjobs.org

Somali/ English

Friday, 10 AM - 12:30 PM

Islamic Center

375 5th Ave S St. Cloud,

Abdul Khasim Outreach & Eligibility Specialist

Abdulkarim.Khasim@csjobs.org

Additional hours at **CareerForce** with Abdul Khasim:

Tuesday 9 AM - 12:30 PM, Wednesday 11:30 AM - 4:30 PM & Thursday 9 AM - 1:30 PM 1542 Northway Drive, St. Cloud • Door #2 SCTCC Campus

All services are FREE! Learn about:

- Resumes & Cover Letters
- Resume Review
- Online & Paper Job Applications
- Employer Research

- Interviewing Techniques & Practice
- Navigate Job Search Websites
- Community Resources & Services

We have bilingual staff who speak English and Somali to assist you.







It's your state of success

Ma raadineysaa shaqo oo ma u baahantahay si lagu caawiyo sida aad shaqo u hesho

Qeybta bulshada ee shaqada looga caawiyo ayaa diyaar kugu ah in ee ku caawiyaan.

Somali/ English

Monday 10 AM - 12 PM

CAIRO

Center for African Immigrants and Refugees Organization

3333 Divisions St. Suite 122A

Samira Shire, Career Planner 320.260.8485

Somali/English

Monday 12:30 PM - 2:30 PM

CMCEO

Central Minnesota Community Empowerment Organization

2719 W. Division St. St. Cloud

Samira Shire, Career Planner 320.260.8485

Somali/ English

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Friday, 1 PM - 4 PM

Islamic Center

375 5th Ave S St. Cloud

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1542 Northway Drive, St. Cloud • Door #2 SCTCC Campus

Adeegyadeena waa bilaash!

- Resume & Cover Letters
- Resume Review
- Online & Paper Job Applications
- Employer Research

- Interviewing Techniques & Practices
- Navigate Job Search Websites
- Community Resources & Services

Waxaad heli ama diyaar kuu ah shaqaale ku hadlo luqadaha englishka iyo soomaaliga.









WELDING DISCOVERY DAY 2023

Dec 7, 4:00-7:00 P.M.

Learn about the high-demand, world of welding in this FREE 3-hour information session held at SCTCC in St. Cloud. Connect with several local welding employers and test out welding tools & equipment!







See if Welding is the right career fit for you!

Contact Us

320.761.1860 Register today! Kim.Randall@csjobs.org







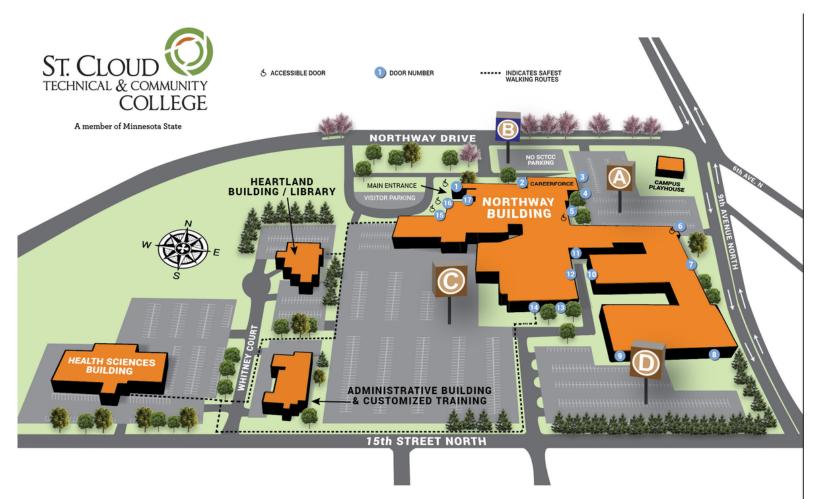












Northway (Main) Building 1540 Northway Drive St. Cloud, MN 56303 Health Sciences Building 1245 15th Street North St. Cloud, MN 56303 Heartland Building & Library 1520 Whitney Court St. Cloud, MN 56303 Administrative Building & Customized Training 1215 15th Street North St. Cloud, MN 56303

LOCATION: SCTCC, 1542 Northway Drive, St. Cloud

PARKING (see map): Lot D

DOOR: #8

CLASSROOM: 1-377

LEARN ABOUT:

- · Welding job requirements for various welding positions
- Abundant job openings, great wages, company perks from local employers.
- Insight and advice from local welders
- Welding tools (test them out), equipment, and safety gear.
 Get all your questions answered...see if welding is the right career fit!

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