

CAREER SOLUTIONS JOINT POWERS BOARD & WORKFORCE DEVELOPMENT-EXECUTIVE COMMITTEE BOARD MEETING

Thursday, December 14, 2023 at 3:00pm

Career Solutions Guest Wi-Fi: 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.

1. Call the Meeting to Order

- A. Joint Powers Board (JPB) Heinen
- B. Local Workforce Development Board-Executive Committee (LWDB-Exec) Magelssen

2. Approval of the Agenda

- A. JPB Action: JPB & LWDB-Exec
- B. LWDB-Exec

3. Consent Agenda: JPB & LWDB-Exec

Action: JPB & LWDB-Exec

- A. 10/12/2023 JPB & LWDB Minutes (Attachment 3.A.)
- B. 11/09/2023 LWDB Minutes (Attachment 3.B.)
- C. 10/2023 Board Financials (Attachment 3.C.)
- D. LWDB Resignation from Heidi Peper, Sr. Funder Leader with Stantec (Attachment 3.D.)
- E. LWDB Application from Shirwa Adan, CEO of Credent Care LLC – *Replacement for Heidi Peper* (Attachment 3.E.)
- F. Disposal of the Konica Printer, Equipment & Technology Purchased 6+ Years Ago (Attachment 3.F.)
- G. The Village Business Institute EAP Full-Service Contract for Services Employee Assistance Program (Attachment 3.G.)
- H. Direct Appropriations Grant: 7/1/2023-6/30/2025 Rural Career Counseling Coordinators Agreement with Central Minnesota Jobs and Training Services, Inc. (Attachment 3.H.)
- I. Minnesota Association of Workforce Boards Grant Agreement: Regional Planning 2023-2024 (Attachment 3.I.)

4. Business Items/Updates

Biery

- A. August 2024 Board Meeting – **ACTION** Action: JPB & LWDB-Exec
- B. MN State/SCTCC Power Up Grant (Handout) – **ACTION** Action: JPB & LWDB-Exec
- C. Subcontract Agreement (Handout) – **ACTION** Action: JPB & LWDB-Exec
- D. Bipartisan WIOA Bill
- E. ISD742 Awarded Grant from U.S. Dept of Education
- F. Local and Regional Plan Updates/Timelines (Attachment 4.F.)
- G. 2023-2024 Budget Form WIOA Set Aside Funds (Attachment 4.G.)
- H. 2022-2023 Financial Audit Update
- I. Grant Updates:
 - Career Solutions Grant/Program Spreadsheet (Attachment 4.I.)
 - Drive for 5 & Other Open Grants
 - Friends of Career Solutions Morgan Family Foundation Grant

Note: If you are unable to attend this meeting, please contact Kari Court at 320.380.4938 or email at Kari.Court@CSJobs.org. Upon request, this material can be made available in alternate formats.

- J. Technology Transfer:
 - Transition from Marco to NetVPro
 - Discontinue Marco Printers Services
- K. CareerForce Updates
 - Seeker Resource Flyer (Attachment 4.K.1.)
 - Updated Code of Conduct (Attachment 4.K.2.)

5. Other

- A. Executive Director Updates
- B. From the Floor/Announcements

6. Adjourn

Heinen
Magelssen

REASONABLE ACCOMMODATIONS: ALL CAREER SOLUTIONS 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) 266-5060 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 Court at 320.380.4938 or email at Kari.Court@CSJobs.org. Upon request, this material can be made available in alternate formats.

CAREER SOLUTIONS JOINT POWERS BOARD & LOCAL WORKFORCE DEVELOPMENT BOARD MINUTES

Date: October 12, 2023 at 3:00pm

Attendance: **Joint Powers Board:** Steve Heinen, Beth Schlangen, and Jeff Bertram.
Local Workforce Development Board: Jill Magelssen, Brent Bultema, David Borgert, Shirwa Adan, Rachel Anyu-Lainjo, Melissa Ball-Warriner, Jeff Bloss, Andrea Chirhart, Gail Cruikshank, Les Engel, Jennifer Erickson, Mohamed Farah, Janet Goligowski, Brent Marshik, Georgia McCann, Caroline Nerhus, Bernie Perryman, Brandon Schauer, and Meghan Woods Lehrer.
Career Solutions: Tammy Biery & Jacob Kaduk.
Guests: Della Ludwig and Katherina Pattit.

Absent: Leigh Lenzmeier, Ken Huling, Julie Lunning, Heidi Peper, Tohow Siyad, and Mary Swingle.

Call the Meeting to Order:

- Heinen called the Joint Powers Board (JPB) meeting to order at 3:00pm and roll call was performed.
- Magelssen called the Local Workforce Development Board (LWDB) meeting to order at 3:00pm and roll call was performed.

Approval of the Modified Agenda:

- Addition: Adding 'November 9th Board Meeting' to the agenda.

JPB Motion:

Results: Approved the modified agenda.
Mover: Bertram
Second: Schlangen
Ayes: Heinen, Bertram, and Schlangen.
Nayes: NA

LWDB Motion:

Results: Approved the modified agenda.
Mover: Borgert
Second: Engel
Ayes: Magelssen, Bultema, Borgert, Adan, Anyu-Lainjo, Ball-Warriner, Bloss, Chirhart, Cruikshank, Engel, Erickson, Farah, Goligowski, Marshik, McCann, Nerhus, Perryman, Schauer, and Woods Lehrer.
Nayes: NA

Approval of the Consent Agenda:

- 08/10/2023 LWDB Minutes
- 08/11/2023 JPB Minutes
- 09/18/2023 JPB & LWDB-Exec Minutes
- 08/2023 Board Financials
- LWDB Resignation from Shirwa Adan, Executive Director for Central MN Community Employment Organization

- LWDB Application from Mohamed Goni, Executive Director for Central MN Community Employment Organization
- Xcel Power-Up Support Services and Incentive Policies ~ Second Reading
- Dispose of or Donate Outdated Equipment
- State of MN Grant Contract Agreement for the Youth Skills Training Grant
- State of MN/St. Cloud Technical and Community College Customized Training Contract for CNA Test Preparation and Testing for September 22 & 23, 2023
- MN State/St. Cloud Technical and Community College Contract for the Power Up Program Discovery Day Event Scheduled 10/5/2023
- Department of Administration/State Procurement Cooperative Purchasing Agreement

JPB Motion:

Results: Approved the consent agenda.
Mover: Bertram
Second: Schlangen
Ayes: Heinen, Bertram, and Schlangen.
Nayes: NA

LWDB Motion:

Results: Approved the consent agenda.
Mover: Engel
Second: Erickson
Ayes: Magelssen, Bultema, Borgert, Adan, Anyu-Lainjo, Ball-Warriner, Bloss, Chirhart, Cruikshank, Engel, Erickson, Farah, Goligowski, Marshik, McCann, Nerhus, Perryman, Schauer, and Woods Lehrer.
Nayes: NA

Herberger Business School Updates from St. Cloud State University (SCSU) – Katherina Pattit, Dean of the Herberger Business School (HBS) at SCSU

- Pattit shared a little about herself and how she ended up as the dean of HBS. Then goes on to state that SCSU has been in the press for some of the wrong reasons, but lately that has started to change into better news. Going more in depth, she brings up the ongoing struggle with convincing people that college is worth the time and money, in terms of the modern generation. She refers to as “value proposition,” this being coupled with a national decrease in college attendees has affected HBS and SCSU drastically. The bad press has also affected staff members’ general morale. However, HBS specifically has shown great resilience. Changes made over the past 15 months are starting to show signs of bright future. 350% enrollment growth for graduate programs from a year ago, slight growth in UG enrollment, innovation around new offerings, higher focus on student experience and process innovation, as well as embracing the future of work/work of the future. She also states that the view of success has been altered, not only have they been giving students the knowledge necessary for a job, but also helping students visualize a successful career in the field. Really getting students ready for the ever-changing world, especially when it comes to technology. Being computer literate is becoming more and more important. After the pandemic, HBS has noticed that students are struggling to connect with people on a personal level. So, that has become another focus for HBS in terms of getting students ready for the workforce. Going as far as to repurpose some of the rooms within SCSU, to better accommodate meeting places for college clubs.

- Looking ahead, the plan is to incorporate deeper engagement with the business community, as well as seek re-accreditation by AACSB. This would include incorporating the business side of things into every major, and having a curriculum that teaches all students what to expect from the business's/companies they are applying for.
- Borgert then gives props to Pettit for taking on such a momentous task, while also asking if plans of HBS could possibly impede on traditional liberal arts studies, because of the implementation of business sentiments into all majors. Pettit responds by saying that arguments between liberal arts and trade school are the typical divisors between 2- and 4-year institutions. Although, she believes that the business side of schooling can help students reach curriculum goals for all liberal arts. Especially when it comes to things like critical thinking. These things take time, the plan set in place is a 5-year plan.
- Another question arises about plans set in place for foreign students, and how much of the 5-year plan includes help for foreign students' engagement. Pettit responds to this question by saying that foreign students have definitely been a topic of discussion. Saying that there HBS may implement a higher focus on first-generation college students. Also making sure the faculty and student support services are ready to help foreign students in all ways. Diversity is on the rise when it comes to enrollment and while no specific programs are set place, it is always on forefront of HBS's mind.

Business Items/Updates:

- **Coordinated Lease Agreement** – Biery stated that the new lease agreement will be cutting costs by two thirds. The new lease agreement was shared for approval. The lease is for a new copier.

JPB Motion:

Results: Approved the Copier Lease with Coordinated Business Systems, Ltd.
Mover: Bertram
Seconders: Heinen
Ayes: Heinen, Bertram, and Schlangen.
Nayes: NA

LWDB Motion:

Results: Approved the Copier Lease with Coordinated Business Systems, Ltd.
Mover: Bultema
Seconders: Perryman
Ayes: Magelssen, Bultema, Borgert, Adan, Anyu-Lainjo, Ball-Warriner, Bloss, Chirhart, Cruikshank, Engel, Erickson, Farah, Goligowski, Marshik, McCann, Nerhus, Perryman, Schauer, and Woods Lehrer.
Nayes: NA

- **Felling Trailer Article** – Biery stated that Career Solutions was working with Felling Trailers through the Pathways to Prosperities grant that was focused on welding. DEED featured this is one of its publications. The team was able to translate all their materials, through this grant, into Spanish. They were able to hire a Spanish trainer to follow Career Solution's English Trainer. An interpreter was acquired as well. All in all, Felling Trailers has been able to hire and stay in the job pool for the Spanish speaking community. Another Pathways to Prosperities has been applied for, it is focused on maintenance technicians to assist many industry sectors – not just one.

- **WARN Notice – Kent Precision Food Group** – Biery stated that KENT Food Group recently had to layoff 62 people between their Foley and Sauk Rapids locations. DEED has met with them to receive information on the employees that have been laid off, through surveys. If there are more than 50 surveys received, it will become a project. In which case Career Solutions would handle help of the process. Career Solutions is willing to help in any way possible. There are already plans set in motion to have a job fair for the recently laid-off. More updates are impending.
- **Upcoming Employment & Training Events:**
 - 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
- Biery states that Career Solutions works in conjunction with SCTCC with many of these Discovery Days. The Discovery Days serve as a sort of pipeline for diving deeper into trade services in the future. CDL is not specifically meant for youth, however, the other events are held in evenings just in case youth want to show up to learn about it. 21 is still the age requirement for the CDL program. Staff from Career Solutions that are English and Somali speaking visit local centers to reach a wider range of people. Quarryview and the Islamic Center specifically. At the time of this meeting 10/12/23 there was an Open House happening. Open Houses have served as a important way to get people inside CareerForce doors for the first time and Career Solutions networks with potential clients during the event. The Open Houses have also earned Career Solutions an award at the MAWB Summer Conference.
- **Audit Update** – Biery stated that they are caught-up on minutes and are submitting required documents. Hoping to have everything done and ready by the end of the week when this meeting took place, so that the auditors may start their audit by the end of October-2023.
- **Re-Entry Collaboration with the Initiative Foundation, Benton Economic Partnership, & Central Minnesota Re-Entry Project** – Biery stated that Career Solutions is working with the Initiative Foundation, Benton Economic Partnership, and Central Minnesota Re-Entry Project by trying to help individuals that are entering the workforce again after incarceration, getting back on track and finding employment. The formerly incarcerated population isn't having trouble finding jobs, as much as they are having trouble finding jobs that pay a sustainable wage/jobs that could lead to a career. How can businesses in our area partner together to encourage retraining as well as work to share success stories that could propel the larger populous of formerly incarcerated into sustainable betterment. The Dislocated Worker Program could help with some of these needs, however there are requirements to join the program. Once a strategic plan is in place, it will open a wide range of grants that would be able to help.
- **November 9th Board Meeting** – Biery stated the rescheduling for the Nov. 9th meeting is in progress, and notification will be given in sufficient time. A special meeting may occur prior to the date as well.

Executive Director Updates – Biery adds that there is a new grant in the process, it is called Drive for 5. It is presented by DEED and has a unique model. Resources will be pooled to make the application happen, it requires a conjunction of services and may even allow non-workforce development companies to participate.

From the Floor/Announcements – Biery states the McKinley ALC is having a job fair in the coming days. Including up to 40 employers. EPIC would also be taking place shortly after this meeting, expectation is 4700 youth from 32 school districts coming to SCTCC to explore different career paths.

Adjournment:

- Heinen adjourned the Joint Powers Board meeting at 3:54pm.
- Magelssen adjourned the Local Workforce Development Board Meeting at 3:54pm.
- Thanks for attending our board meeting!

CAREER SOLUTIONS

LOCAL WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

Date: November 9, 2023 at 3:00pm

Attendance: **Local Workforce Development Board:** Jill Magelssen, Brent Bultema, Rachel Anyu-Lainjo, Melissa Ball-Warriner, Jeff Bloss, David Borgert, Les Engel, Jennifer Erickson, Mohamed Goni, Ken Huling, Brent Marshik, Georgia McCann, Caroline Nerhus, Brandon Schauer, and Meghan Woods Lehrer.
Career Solutions: Tammy Biery and Kari Court.
Guests: Luke Greiner and Della Ludwig.

Absent: Andrea Chirhart, Gail Cruikshank, Janet Goligowski, Julie Lunning, Heidi Peper, Bernie Perryman, Tohow Siyad, and Mary Swingle.

Call the Meeting to Order:

- Magelssen called the Local Workforce Development Board (LWDB) meeting to order at 3:00pm and roll call was performed.

Approval of the Agenda:

LWDB Motion:

Results: Approved the agenda.

Mover: Borgert

Second: Engel

Ayes: Magelssen, Bultema, Anyu-Lainjo, Ball-Warriner, Bloss, Borgert, Engel, Erickson, Goni, Huling, Marshik, McCann, Nerhus, Schauer, and Woods Lehrer.

Nayes: NA

Labor Market Information (LMI) Presentation – Luke Greiner, Regional Analyst, Central & Southwest Minnesota, Department of Employment & Economic Development (DEED)

- Greiner stated DEED is seeking Competitive Grants to conduct outreach, provide education & training and job placement in the following:
 1. Technology
 2. Labor (construction trades)
 3. The Caring Professions
 4. Manufacturing
 5. Educational and Professional Services
- This initiative is focused on those five occupational groupings because they are in high demand, are projected to be high-growth and provide family-sustainable wages for populations that face barriers to employment. Programs funded under Drive for 5 will be providing a direct path to job opportunities with family-sustaining wages using DEED's Cost of Living and Occupational Employment & Wage Statistics data as a guideline for wage quality. The benchmark median wage for RFP's is \$25/hour or \$50k/year. Continuing conversations about the grant will be ongoing.
- Greiner stated the Minnesota September Employment Situation is:
 1. Current Unemployment rate is holding steady at 3.1%
 2. The labor force participation rate stayed the same at 68.5%

3. MN labor force is still 14k workers smaller than in Feb. 2020
 4. Avg hourly wages for private sector workers are up 3.3%
- Lastly, Greiner shared the Stearns and Benton Employments Trends:
 - Benton County has fully recovered employment in the second quarter of 2022
 - Stearns County had 1,766 fewer jobs in the 2nd quarter of this year
 - Labor force is projected to grow by 4% from 2025 -2035 if we get back to the 2019 levels
 - This would require +3,660 workers or +3.3% by end of 2025

Business Items/Updates:

- **Kent Precision Food Group Survey Results** – Biery said that the company is closing and DEED conducted a survey with employees, but the number of survey responses did not meet DEED's qualification for their own grant project. This group will be served out of the State Dislocated Worker annual allocation. We are doing intakes on site, and we will be providing resume class skills and other training opportunities.
- **2022-2023 Financial Audit: Fieldwork Scheduled Nov. 28th & 29th** – Biery said this is the first year working with this auditor and they seem helpful and engaged in the process.
- **10/27/2023 EPIC Recap** – Biery shared that we had 4,500 high school sophomores from over 30 districts attended the EPIC event on October 27th. Ninety-three percent of the students surveyed said that they learned something from this event. The event has a great foundation and will continue in the future.
- **Grant Updates** – Biery stated that Career Solutions submitted a Pathways to Prosperity (P2P) Grant for Manufacturing Technician but are still waiting to hear who are the award recipients of this grant.
- **Discovery Day Events** – Biery presented a new event that will be working with Early Childhood Development. Career Solutions is partnering with SCTCC to provide more childcare workers. The first event will be the evening of November 30. SCTCC will be offering a pilot project in January as a Somali Language Study Group that is funded by the Initiative Foundation. This Study Group will help Somali students who are interested in taking their first class in this certificate to build their confidence in the education process. This class will be all online in English.
- **Welding Discovery Day** – the next Welding Discovery Day event is scheduled for November 7, 2023.
- **Excel Energy Grant** will be offered every two weeks as a tool to build recruitment and will be all hands-on. The training will be with SCTCC in January and then turned over to Building Stronger Communities. The student will then choose one of the union trades and continue the training.

Executive Director Updates – Biery noted the following Job Fairs:

- **Kent Food Job Fair:** Thirty-five attended with 14 of them from Kent Foods.
- **Job Fair at McKinley ALC:** 150 students and 25 employers attended.
- **Health Care Discovery Day:** at Adult Basic Education with 34 students in attendance.

From the Floor/Announcements – none

Adjournment:

- Magelssen adjourned the Local Workforce Development Board Meeting at 3:59pm.
- Thanks for attending our board meeting!

JPB & LWDB-Exec Meeting – 12.14.2023
Attachment 3.C.

Career Solutions
Statements of Revenues and Expenditures
Current Fiscal Year to Date Periods Ended October 31, 2023 and
Prior Fiscal Year
Reporting Book:
As of Date:
Location:

ACCRUAL
10/31/2023
E100--Career Solutions

	Year To Date 10/31/2023	Fiscal Budget			Prior Year Actual 10/31/2022	Year Ending 10/31/2022
	Actual		Budget Diff	Budget % Var	Actual	Fiscal Budget
Revenues over Expenditures						
Revenues						
Contributions	\$ 100.00	\$ -	\$ -	0%	\$ -	
Grant Revenues	\$ 1,222,885.26	\$ 1,267,268.00	\$ (44,382.74)	-4%	\$ 1,306,018.71	\$ 3,801,804.00
Program Service Revenue	\$ (160.38)	\$ -	\$ -	0%	\$ 1,146.67	\$ -
Investment Income	\$ 1,028.73	\$ -	\$ -	0%	\$ 174.44	\$ -
Other Revenue	\$ 4,971.31	\$ -	\$ -	0%	\$ 63,689.95	\$ -
Total Revenues	\$ 1,228,824.92	\$ 1,267,268.00	\$ (44,382.74)	-4%	\$ 1,371,029.77	\$ 3,801,804.00
Expenditures						
Direct	\$ 459,553.51	\$ 500,000.00	\$ (40,446.49)	-8%	\$ 587,624.98	\$ 1,500,000.00
Personnel	\$ 558,401.56	\$ 658,610.33	\$ (100,208.77)	-15%	\$ 622,816.84	\$ 1,975,831.00
Occupancy	\$ 27,343.98	\$ 24,400.00	\$ 2,943.98	12%	\$ 30,669.38	\$ 73,200.00
Professional Fees	\$ 33,502.24	\$ 33,333.33	\$ 168.91	1%	\$ 57,424.53	\$ 100,000.00
General and Administrative Expenses		\$ -				
Advertising and Promotion	\$ 1,435.58	\$ 3,666.67	\$ (2,231.09)	-61%	\$ 2,746.37	\$ 11,000.00
Conferences, Conventions, and Meetings	\$ 2,088.78	\$ 833.33	\$ 1,255.45	151%	\$ 2,009.51	\$ 2,500.00
Due and Subscriptions	\$ 2,116.80	\$ 2,666.67	\$ (549.87)	-21%	\$ 5,370.00	\$ 8,000.00
Equipment Rental	\$ 12,335.58	\$ 1,666.67	\$ 10,668.91	640%	\$ 913.50	\$ 5,000.00
Finance Charges	\$ 144.80	\$ 166.67	\$ (21.87)	-13%	\$ 34.51	\$ 500.00
Insurance	\$ 4,592.68	\$ 5,666.67	\$ (1,073.99)	-19%	\$ 5,568.00	\$ 17,000.00
Miscellaneous Expense	\$ 229.47	\$ 166.67	\$ 62.80	38%	\$ 332.50	\$ 500.00
Office Supplies	\$ 4,168.81	\$ 3,666.67	\$ 502.14	14%	\$ 1,382.42	\$ 11,000.00
Printing and Publications	\$ 3,648.96	\$ 3,000.00	\$ 648.96	22%	\$ 3,343.21	\$ 9,000.00
Postage and Delivery	\$ 19.10	\$ 333.33	\$ (314.23)	-94%	\$ 127.85	\$ 1,000.00
Telephone	\$ 4,498.13	\$ 4,000.00	\$ 498.13	12%	\$ 3,930.62	\$ 12,000.00
Travel Expenses	\$ 2,413.77	\$ 7,333.33	\$ (4,919.56)	-67%	\$ 9,431.98	\$ 22,000.00
Total General and Administrative Expenses	\$ 37,692.46	\$ 33,166.67	\$ 4,525.79	14%	\$ 35,190.47	\$ 99,500.00
Total Expenditures	\$ 1,116,493.75	\$ 1,216,343.67	\$ (137,542.38)	-11%	\$ 1,333,726.20	\$ 3,748,531.00
Total Revenues over Expenditures	\$ 112,331.17	\$ 50,924.33	\$ 93,159.64	183%	\$ 37,303.57	\$ 53,273.00

Management has elected to omit disclosures. No CPA provides any assurance on the financial statements.

November 20, 2023

Tammy Biery
Executive Director
Career Solutions
1542 Northway Dr - Door #2
St. Cloud, Minnesota 56303

Dear Tammy,

I am writing to inform you about my decision to leave my position as board member of Career Solution's Local Workforce Development Board (LWDB) effective immediately.

Thank you for the opportunity to serve on the board. I have enjoyed working with you and the other members of the board, the Career Solutions team, and I am proud of the work you have accomplished and grateful to have been a small part of that work.

Please let me know if there is anything I can do to help with the transition. I wish you and the board all the best in the future.

Sincerely,

A handwritten signature in cursive script that reads "Heidi Peper".

Heidi Peper

Application for Nomination to the Career Solutions Local Workforce Development Board

Name: _____ Title: _____

Business/Agency Name: _____

Business/Agency Address: _____

Street Address/Box Number

City State Zip County

Business Phone: _____ Fax: _____ E-Mail: _____

Description of Business: _____

Home Address: _____

County

Home Phone: _____

Please Check One: () Owner () Senior Management (x) Chief Executive Officer

CONSTITUENCY

Private Sector: (Check One)

_____ Large Business (500+ Employees)

_____ Small Business (Under 500)

_____ Minority Business

Public Interest Group: (Check One)

_____ Economic Development

_____ Community-Based Organizations

_____ Organized Labor

_____ Post-Secondary Education

_____ Secondary Education

_____ Public Assistance Agencies

_____ Vocational Rehabilitation Agency

Targeted Industries :

(Check One)

_____ Health Services (Health Care & Social Assistance)

_____ Business Services (Admin. Support Services)

_____ Engineering & Management Services (Professional,

Scientific & Technical Services)

_____ Manufacturing (including Printing & Publishing)

_____ Wholesale Trade

_____ Transportation & Material Moving

Targeted Occupations :

(Check One)

_____ Healthcare Practitioners and Technical Occupations

_____ Computer and Mathematical Occupations

_____ Architecture and Engineering Occupations

_____ Legal Occupations

_____ Business & Financial Operations Occupations

_____ Management Occupations

_____ Other

Qualifications:

Please list any information which you feel would be helpful in determining your qualification for this position.

_____ (Add pages if needed)

Signatures:

The individual being nominated and the authorized representative of the nominating agency must sign the application below. Nominees must represent the constituency identified above. Nominees acknowledge and agree that information on this form may be shared with the public.

Applicant:



Signature

Date

Nominating Agency Representative:

I nominate the above candidate for Career Solutions LWDB membership.

Signature

Date

Agency

Title

The primary responsibilities of the Workforce Development Board are long-range policy planning, policy guidance, joint planning for collaboration, providing on-site review and oversight of program performance, selecting local priorities for service and target populations for supplemental programming, assuring non-duplication of services and a unified delivery within the service area, determining the most effective designation of administrative entities, grant recipients, and program operators, and oversight under a mission of comprehensive workforce development. All nominations must be made by general purpose business organizations in the case of private sector positions or representative organizations in the case of public sector positions. Definitions of the positions are listed below.

DEFINITIONS:

Private Sector

Persons who are owners, chief executives or chief operating officers of private for-profit employers and major non-governmental employers. Individuals to be nominated by general purpose business organizations, organizations which admit to membership any for-profit business operating with the 2-County area.

Large Business: 500 employees or more.

Small Business: Under 500 employees.

Minority Business: A business operated by a person or persons from racial minority group.

Public Interest Groups

Economic Development Agencies: Local planning and zoning commissions or boards, community development agencies, and other local agencies and institutions responsible for regulating, promoting or assisting in local economic development.

Community-Based Organizations: Private non-profit organizations which are representative of communities or significant segments of communities within Stearns and Benton Counties (including organizations representing individuals with disabilities and veterans.)

Organized Labor: Recognized by State and Local labor federations and recommended/nominated by same.

Post-Secondary Education: Any public or private educational institution providing training beyond high school. Nominated by regional or local educational agencies, vocational educational institutions, institutions of higher education, including entities offering adult education, or general organizations of such institutions within the Counties.

Secondary Education: Any public or private educational agency which serves grades 9-12. Nominated by regional or local educational agencies, vocational educational institutions, including entities offering adult education, or general organizations of such institutions within the Counties.

Public Assistance Agencies: Agencies that determine eligibility by a needs or income test for Federal, State or Local Government cash payments.

Vocational Rehabilitation Agency: Agencies whose mission is vocational training and employment of individuals with disabilities.

Return to: Tammy Biery, Executive Director
Career Solutions
CareerForce St. Cloud
1542 Northway Drive (Door 2)
St. Cloud, MN 56303
Tammy.Biery@CSJobs.org
(320) 308-5702

Agenda Cover Sheet:

Disposal of the Konica Printer & Equipment

Agenda Item:

Career Solutions purchased a Konica Printer, Model C654, back in May 2012 (asset tag CS-000-229) and this printer has not been working properly for a few years. We had a technician come onsite several years ago and mentioned parts are becoming difficult to find because of its age. Due to this, we are asking the board to approve disposing of this asset.

Our functioning office printer, Kyocera, had a new model available (which has already been delivered) with a new contract signed by the board in October. They plan on picking up the former Kyocera (former leased printer) prior to the next board meeting and have offered to dispose of the old Konica printer too at no charge. However, if we were to delay pick-up, then this would cost the agency an additional \$150+.

Due to this, we are asking the board to approve disposing this asset – the Konica printer asset tag CS-000-229

In addition, the following machines are no longer working properly, and Career Solutions would like to properly dispose of the machines listed below:

- CS-000-181 HP Laptop
- CS-000-177 HP Laptop
- CS-000-084 HP PC

Lastly, life expectancy for PC's and laptops has been averaging 4-6 years. As a result, we are asking the board to approve disposal of any technology purchased 6+ years ago when the devices fails.

Action Requested:

A motion to approve the disposal of the Konica Printer (# 229), HP Laptops (# 181 & 177), HP PC (# 84), along with any technology purchased 6+ years ago after devices fail and needs decommissioning.



EAP Full Service Contract For Services
Employee Assistance Program

The following is a contract between CAREER SOLUTIONS and THE VILLAGE BUSINESS INSTITUTE, a division of the The Village Family Service Center (“The Village”).

WHEREAS, The Village Business Institute is engaged in offering personal assistance to employees of business, industry and agencies and their families, and WHEREAS, Career Solutions desires to participate in this program:

THEREFORE, The Village Business Institute and Career Solutions agree to the following:

1. The Village Business Institute agrees to provide the following:
 - a. A Household Aggregate Model Employee Assistance Program (EAP). The Village Business Institute shall make available to each covered current full or part time employee, a quantity of sessions equal to the number of household members times (x) 4. (Example: 5 household members times (x) 4 sessions per household member equals 20 available sessions for the household.) No household will have less than 8 available sessions. A household member may be a spouse, child, parent, partner, stepchild, child outside the home going to school, and individual not related but living in the home. We do provide coverage in some unique cases where an individual is outside of the home, but still maintains the same permanent address as the individual primarily covered by The Village Business Institute’s EAP. These sessions include access to the full range of short term counseling and programs available at The Village Business Institute EAP. If referred outside of The Village Business Institute EAP for medical reasons, it is the responsibility of the household member to arrange payment for the service. (Service may be covered by personal health insurance.) Sessions may be applied towards face to face mental health counseling, financial counseling, legal counseling, wellness/education, 24/7 crisis counseling, and Chemical Dependency Assessments/education.
 - b. Formal referral process is available for:
 - 1) Job performance issues
 - 2) Violation of Companies' Drug Free Workplace policy
 - 3) For employees falling under DOT (Department of Transportation) regulations, The Village Business Institute will locate and provide referrals to SAP (Substance Abuse Professional) that meets the requirements of federal regulations.
 - c. 2 hours of tailored on-site or web-based employee or management training and /or crisis management services to meet the needs of Career Solutions.

- d. Training hours available in the Career Solutions contract may also be used to have an EAP professional assist your organization(s) in integrating EAP services with work-life, wellness, human capital, and healthcare programs in order to provide a linked, comprehensive delivery of services. The Village Business Institute EAP professionals, upon request, will attend in person, via teleconference or web-based, department or committee meetings and provide input and coordination of EAP services. Training programs are the work production of The Village Business Institute and are not to be considered to be a product of any other agency.
 - e. The Village Business Institute's consulting services are at a reduced rate to Career Solutions.
 - f. Orientation sessions for management/supervisory staff in how to deal with troubled employees and how to use The Village Business Institute's EAP.
 - g. Orientation sessions for employees to explain The Village Business Institute's EAP program, how it is used, and the services it offers. Sessions are scheduled to encourage 100% participation.
 - h. Travel expenses for covered orientation and/or training within ND, SD, and MN are the sole responsibility of The Village Business Institute. Travel expenses for covered orientations/trainings outside of ND, SD, and MN shall be shared by the parties as follows: lodging and food will be the responsibility of The Village Business Institute; transportation costs shall be paid by Career Solutions.
 - i. Toll-free Supervisor Helpline providing phone consultation to supervisors/managers in dealing with troubled employees. Supervisor Helpline services will be provided by EAP counseling and management specialists.
 - j. Monthly employee newsletters focused on work-related issues, personal wellness and family dynamics.
 - k. Quarterly newsletters focused on helping supervisors lead, teach and guide employees.
 - l. Semi-annual statistical reports on program utilization.
 - m. Services to an employee for ninety (90) days following termination/disability from Career Solutions.
 - n. Promotional materials or other appropriate information to encourage use of the program.
2. Career Solutions agrees to provide the following:
- a. Endorse The Village Business Institute EAP program and incorporate it into existing personnel policies and procedures.
 - b. Provide space in the workplace for brochures, posters or other appropriate information supplied by The Village Business Institute to encourage program use.
 - c. Ensure employees receive monthly newsletters, quarterly supervisor newsletters and EAP program updates.

- d. Designate one or more contact persons to serve as liaison with The Village Business Institute and to assist in implementing the program.
 - e. Provide an opportunity for all management, supervisory personnel, and employees to participate in training programs.
- 3. The terms of the contract shall be from April 27, 2023 to April 26, 2026 at a cost of \$30.00 per year per full-time equivalent employee (FTE). This is a minimum contract for 1 to 50 FTE's. Total first year contract cost is \$1,500.00 and will be paid annually at the beginning of the contract year or as determined. FTE's will be confirmed annually.
 - 4. This contract automatically renews annually after the dates listed in #3 or until a new contract is executed, except that either party may terminate this agreement upon thirty (30) days written notice to the other party.
 - 5. Both The Village Business Institute and Career Solutions shall maintain confidentiality of privileged information in accordance with applicable state and federal law. Identifying information about Career Solutions employees or household members using the program shall not be given out by The Village Business Institute under any circumstances unless the client signs an agreement authorizing The Village Business Institute permission to disclose such information, except in instances of risk/safety concerns. The Village Business Institute will use and disclose only the minimum necessary protected client information to accomplish the purpose for which the information is being used or disclosed. The Village Business Institute will maintain physical, electronic, and procedural safeguards that comply with federal regulation to guard protected client information.

Both The Village Business Institute and Career Solutions shall maintain the highest ethical and legal standards in all phases of the program.

- 6. Career Solutions understands that The Village Business Institute does not provide counseling services through its own employees or employees of The Village outside North Dakota and Minnesota. The Village Business Institute contracts with licensed and insured affiliate providers "Affiliates" located in states and countries outside of North Dakota and Minnesota. Career Solutions hereby consents to Affiliates providing counseling services to its employees and agrees to indemnify and hold harmless for any services, losses, expenses, damages, or injuries resulting from or arising out of services provided to Career Solutions or its employees by an Affiliate.
- 7. Career Solutions represents that it has been apprised of all states and countries in which EAP counseling services are presently provided outside of its regional offices of North Dakota and Minnesota. While The Village Business Institute strives to provide services where Career Solutions employees are located, The Village Business Institute does not represent, warrant, or guarantee that it will provide in all states or countries when Career Solutions employees are located outside of its regional offices of North Dakota and Minnesota. These service areas are subject to change without notice to Career Solutions, and The Village Business Institute is under no obligation to expand to states or countries outside its current service areas.

8. Career Solutions agrees to indemnify and hold harmless The Village for actions, causes of action, suits, claims, judgments, settlements, liabilities, damages, penalties, losses, expenses, including without limitation, extra-contractual damages, court costs, attorney's fees, punitive and exemplary damages resulting from or arising out of any function under this Agreement, including but not limited to any services provided by an Affiliate, if the liability was the direct consequence of the action of the Career Solutions or Affiliate.

THE VILLAGE BUSINESS INSTITUTE

PO Box 9859
1201 25th St. S.
Fargo, ND 58106-9859

CAREER SOLUTIONS

1542 Northway Dr
St. Cloud, MN 56303

BY: _____

Title:

Date:

BY: _____

Title:

Date:

**CENTRAL MINNESOTA JOBS AND TRAINING SERVICES, INC.
CONTRACT FOR SERVICES WITH
STEARNS-BENTON EMPLOYMENT & TRAINING COUNCIL –
DBA CAREER SOLUTIONS
July 1, 2023 – June 30, 2025**

THIS AGREEMENT, made and effective on July 1, 2023, by Central Minnesota Jobs and Training Services, Inc., 406 East 7th Street, P.O. Box 720, Monticello, MN, hereinafter referred to as “the Agency,” and Stearns-Benton Employment & Training Council DBA Career Solutions, 1542 Northway Drive, St. Cloud, MN 56303, hereinafter referred to as “the Provider.”

WITNESSETH:

WHEREAS, Central Minnesota Jobs and Training Services, Inc. enters into an Agreement with Career Solutions to provide the responsibilities outlined in the Direct Appropriation grant – Rural Career Counseling Coordinators.

WHEREAS, Central Minnesota Jobs and Training Services, Inc. and Joint Powers Board for Local Workforce Development Area #5 are desirous of fulfilling the requirements of the legislation 116L.667 Rural Career Counseling Coordinators as outlined below:

Each workforce development area located outside of the metropolitan area, as defined in section 473.121, subdivision 2, except for a service area that serves a single city outside of the metropolitan area, must have a career counseling coordinator who is responsible for improving coordination and communication of workforce development programs and services within the workforce development area, with other workforce development areas and career counseling coordinators, and with administering agencies

WHEREAS, Central Minnesota Jobs and Training Services, Inc. desires to engage the Provider to serve Central Minnesota Jobs and Training Services, Inc. as a subcontractor by carrying out the below-described activities relating to the Rural Career Counseling Coordinator – direct appropriation grant.

NOW THEREFORE, the Agency and the Provider, in consideration of the mutual promises contained herein, agree as follows:

1. That the Provider will provide professional services as set forth in Attachment “A” to this Agreement, which is attached hereto and made a part hereof and which may be amended from time to time by the parties.
2. That the Agency will compensate the Provider for services rendered for which compensation is claimed, up to but not to exceed \$190,000.00.

3. That in accordance with Minnesota Statutes Sec. 16C.05, subd. 5, the Provider agrees that its books, records, documents, and accounting procedures and practices relevant to this Agreement, will be subject to examination by the Agency and the State Auditor of the State of Minnesota.
4. That the Provider, in the discharge of services rendered, will be accountable to the Agency and/or such person as the Agency may designate. The Provider will control the manner of performance of the work and the details of the services it provides, in accordance with generally accepted standards and practices and in conformance with the terms of this Agreement including, but not limited to, Attachment "A."
5. That the Agency and the Provider understand and intend that the relationship of the Provider to the Agency is that of an independent contractor.
6. That the duration of this Agreement will be from July 1, 2023 – June 30, 2025 (if legislation continues funding – the end date will be extended).
7. That, to the extent they are applicable, the Provider agrees to be bound by the provisions set forth in the General Assurances, Conditions, and Additional Financial Assurances in Attachments "B," "C," and "D," which is attached hereto and expressly incorporated herein.
8. That this Agreement may be terminated by either party upon written notice to the other given at least thirty (30) days prior to the date of such termination.
9. "Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants, or employees, in the execution or performance or failure to adequately perform its obligations pursuant to this Agreement. It is understood and agreed that the County's liability shall be limited by the provisions of Minn.Stat.Chap.466 and/or other applicable law."
10. The Provider understands and agrees that it will be bound by the Minnesota Government Data Practices Act (M.S. Sections 12.01-13.90), with respect to "data on individuals" as defined by M.S. 13.01, subd. 5, which it collects, receives, stores, uses, creates, or disseminates pursuant to this Agreement.
11. All payments for services rendered under this Agreement will be paid to the Provider within 30 days following receipt of invoices.

12. Provider will comply with provisions of the Plain Language Law (M.S. Section 268.0124) requiring written material intended to be read by participants and program applicants to be written in a form which is easily understood and not higher than a seventh-grade reading level.
13. Provider will provide nonpartisan voter registration services and assistance to employees of the Provider, program participants, and the public as required by M.S. Section 201.162.

In accordance with M.S. 270.66, the Provider provides the following Minnesota Tax Identification Number issued by the Minnesota Department of Revenue: 1718001. The Federal Identification Number is: 41-1724832.

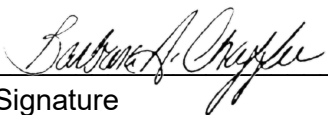
IN WITNESS WHEREOF, the parties have signed this Agreement on the date first above written.

STEARNS-BENTON EMPLOYMENT & TRAINING COUNCIL DBA CAREER SOLUTIONS

By: _____
Signature Date

Title: _____

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES, INC.

By:  11/29/2023
Signature Date

Title: Chief Executive Officer

ATTACHMENT A

Fulfilling the requirements of the legislation 116L.667 Rural Career Counseling Coordinators includes checking the service model tab at intake of individuals referred to Adult Career Pathways programs. Intake services are defined as the collection and verification of necessary data to ensure eligibility.

Eligible Participants. Individuals eligible to receive services through Adult Career Pathways grants. Eligibility varies by program - refer to ACP guidelines on

<https://mn.gov/deed/programs-services/adult-career-pathways/grants/>

ATTACHMENT B:
GENERAL ASSURANCES

1. The Provider assures that it will fully comply with the requirements of the Direct Appropriation Program and all state and federal regulations issued pursuant to the Program.
2. The Provider agrees to comply with the Civil Rights Act of 1964, (Public Law 88-354) and to comply with Title VI and VII of said Act which provides that no person in the U.S. will, on the grounds of race, color, sex or nation origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received Federal financial assistance.
3. The Provider further agrees to comply with Title VI of the Civil Rights Act of 1964, which prohibits employment discrimination where: (1) the primary purpose of a grant is to provide employment, or (2) discriminatory employment practices will result in unequal treatment of persons who are, or should be, benefiting from the grant-aided activity.
4. The Provider agrees to comply with Section 504 of the Rehabilitation Act of 1973 and the regulations promulgated there under concerning nondiscrimination with respect to disabled persons in any program or activity receiving Federal financial assistance.
5. If applicable, the Provider certifies that it has received or applied for a certificate of compliance from the Commissioner of Human Rights pursuant to Minnesota Statutes Section 363A.36.
6. In accordance with the provisions of Minnesota Statutes, Section 176.182, the Provider affirms that it has provided acceptable evidence of compliance with the Worker's Compensation Insurance coverage requirement of Minnesota Statutes Section 176.181, sub. 2.
7. The Provider agrees to comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (Public Law 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal or Federally assisted programs.
8. The Provider further understands and agrees that it will be bound by the Minnesota Government Data Practices Act, (Minnesota Statutes Section 13.01 – 13.90), with respect to "data on individuals," (as defined in Section 13.02, subd. 5 of that statute), which collects, receives, stores, uses, creates, or disseminates pursuant to this Agreement.

9. The Provider agrees to comply with Minnesota Statutes Chapter 268 (Department of Economic Security) and the rules adopted thereunder to the extent such statutes and rules apply to the provision of services under this Agreement.
10. The Provider agrees to comply with the provisions of Minnesota Statutes Sec. 182.65 et A seq. (Employee Right to Know Act) and all other laws and rules with respect to employee/participant occupational health and safety.
11. The Provider agrees to comply with all provisions of the Americans with Disabilities Act of 1990 (ADA) and all other laws and rules with respect to employee/participant accessibility issues.

ATTACHMENT C:
CONDITIONS

1. All services provided by the Provider pursuant to this Agreement will be performed in accord with all applicable Federal, State, and local laws, ordinances, rules, and regulations. Any or all costs incurred by the Provider may be disallowed if reasonably determined by the Agency that such costs are unauthorized and not in compliance with applicable statutes, regulations, and this Agreement.
2. No funds granted by the Act may be expended by the Provider except in accordance with the Direct Appropriation - Rural Career Counseling Coordinator plan. Cost category percentages will be followed per the grant outline. Any proposed modifications will be subject to review and adoption in accordance with DEED.
3. The effective date of this Agreement will be the beginning date identified on page 2 of the contract, item 6 and will remain in effect until the funding period end date specified in the same or funds allocated for these programs have been expended or accrued.
4. If, at any time, state funds in support of this Agreement become unavailable, this Agreement will be terminated immediately upon written notice of such fact by the Agency to the Provider. In the event of such termination, the Provider will be entitled to payment, determined on a pro rate basis, for services satisfactorily performed until the date of termination.
5. The Provider will neither assign nor transfer any rights or obligations under this agreement without the prior written consent of the Agency.
6. The Agency reserves the right to offset any overpayment or disallowance by requiring adjustment to future invoices. This clause will not be constructed to bar any other legal remedies the Agency may have to recover funds expended by the Provider for disallowed costs.
7. The Provider will submit such reports as are required by the Agency and will maintain records and provide access to them as necessary for the Agency's review to assure that funds are being expended in accordance with the purposes and provisions of the Act. The Agency will also make such reports available to the Governor, the Secretary of Labor, and the Comptroller General of the United States as any of them may require.
8. Performance as set forth in the Direct Appropriation - Rural Career Counseling Coordinator is essential to the continuance of the Agreement. The Provider agrees to permit monitoring by the Agency to determine grant performance and compliance. The Provider further agrees to cooperate with the Agency in performing and completing such monitoring

activities, and the Provider agrees to implement and comply with such remedial action as is reasonably proposed by the Agency.

9. The Provider agrees to use such fiscal, audit, and accounting procedures as may be necessary to assure proper accounting for payments received by it and proper disbursement of such payments. The Secretary of Labor, and Comptroller General of the United States, and the Agency, or a designated representative, will have access to and the right to examine for audit purposes or otherwise, any books, documents, papers or records of the Provider. The books, records, documents, and accounting procedures and practices of the Provider relevant to the Agreement are also subject to examination by the Agency or its designee and the State Auditor of the State of Minnesota. The Provider agrees to fully cooperate in any such examination and/or audit.
10. All records pertaining to this Agreement will be retained by the Provider for a period of at least three (3) years after the expiration of this Agreement. However, if any audit, claim, litigation, negotiation or other action involving this contract has been started before the expiration of the three (3) year period, the records shall be retained until completion of the action and resolution of all issues that arise from it, or until the end of the regular three (3) year period, whichever is later.
11. The Provider agrees to comply with OMB Circular Numbers A-87, A-110, A-122 and OASC-10 as those circulars relate to utilization of funds, the operation of programs, and the maintenance of records, books, accounts, and other documents under the Act, as amended.
12. The Agency and the Provider mutually agree that they will cooperate in an orderly transition in the event of a phase-out of the program or the contractual relationship so as to maximize program effectiveness and participant benefits.
13. No funds granted under this Agreement will be expended to provide financial assistance for any program which involves political activities, nor will participants be employed on the construction, operation, or maintenance of any facility used on or to be used for sectarian instruction or as place for religious worship.
14. The Provider will provide assurances that no funds received from or through the agency will be used to assist, promote, or encourage union organizing.
15. If the Provider is subject to the Single Audit Act of 1984, the Provider will be responsible for the conduct of an audit of the program funded by this Agreement in accordance with and as a part of their annual Single Audit. A copy of the Audit will be provided the Agency upon its completion, but in no event later than 12 months after the end of the Provider's fiscal year.

16. If the Provider is a nonprofit organization, Provider agrees to have an audit performed of the program funded by this Agreement in accordance with OMB Circular A-128. Such audits will be performed within 120 days of the close of Provider's fiscal year and a copy of it will be submitted to the Agency.
17. If the Provider is not subject to the Single Audit Act of 1984 or to OMB 110, Provider will permit the Agency to have an audit conducted of the program operated by the Provider.

ATTACHMENT D:
ADDITIONAL ASSURANCES

1. Direct costs will be charged in accordance with approved plan.
2. Indirect costs will be charged in accordance with approved plan. Rates charged will be consistent with rates charged to other state programs.
3. Facilities/services available in the area duplicated only if the plan has established that alternative services or facilities would be more effective or more likely to achieve performance goals.
4. No program will impair existing contracts for services or collective bargaining agreements and no program under this Act will be inconsistent with the terms of a collective bargaining agreement nor will be undertaken without the written concurrence of the labor organization and employer concerned.
5. Funds will be used only for activities which are in addition to those which would otherwise be available in the area in the absence of such funds.
6. Procurement will be accordance with applicable state or local law, rules, and regulations as determined by the Governor. (20 CFR 629.34).
7. Conflict of interest: The Provider agrees that it will neither contract for nor accept employment for the performance of any work or services with any individual, business, partnership, corporation government, governmental unit, or any other organization that would create a conflict in interest in the performance of its obligations under this contract.
8. Code of Conduct: The Provider understands and will comply with WIOA Dislocated Worker program requirements as they pertain to criminal provisions and sanctions against theft or embezzlement of employment and training funds, improper inducement, and obstruction of investigation.
9. Debt Repayment: The Agency reserves the right to offset any overpayment or disallowance by requiring adjustments to future invoices. This clause will not be construed to bar any other legal remedies the Agency may have to recover funds expended by the Provider for disallowed costs.
10. Anti-Lobbying: Providers will comply with Interim Final Rule, New Restrictions on Lobbying, found in Federal Register Volume 55, Number 38, February 26, 1990, and any permanent Rules that are adopted in place in the Interim Rule. The interim rule requires the Grantee to certify as to its lobbying activity. The interim rule implements Section 319 of Public Law 101-

121. Section 319 generally prohibits recipients of Federal contracts, grants and loans from using appropriated funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a specific contract, grant or loan.

11. Program Income: Providers agree to comply with program requirements for tracking, reporting, and use of program income. Reimbursement in excess of the actual cost of performing the service is considered to be program income. Income generated under any program will be used to further the program objectives of the funding source the income was generated from or returned to the Agency at the end of the contract period. Program income is subject to cost category limitations when expended.



Grant Agreement – Regional Planning 2023-2024

This agreement is made and entered into by and between the Minnesota Association of Workforce Boards (MAWB) and the Career Solutions Joint Powers Board to utilize funding available for implementation of the WIOA Regional Plan and relevant activities. Funding for this project has been made available through the Department of Employment and Economic Development (DEED).

Scope of Work and Timeline

Scope of work: MAWB acknowledges the receipt of project plan and budget submitted by this region.

Timeline: This agreement will be in force from October 1, 2023-December 31, 2024.

Budget and Reimbursement

Funding available: MAWB will reimburse Career Solutions up to \$19,008.78 for services provided through December 31, 2024.

Invoices will be processed monthly for services provided in the grant timeframe. A final invoice for services must be submitted to the MAWB by January 25, 2025.

Additional Terms

1. This agreement may be terminated for any reason, at any time by either party by giving 30 days advance written notice to the other party.
2. This agreement may be materially amended or extended if allowed by the funding sources.
3. The laws of the State of Minnesota shall govern this agreement.

Signatures:

Jeanna Fortney
Director, MAWB

Steve Heinen
Career Solutions Joint Powers Board Chair

Local/Regional Plan Update - Timeline:

- September 20, 2023: “Ideas to Action” sessions the afternoon of the Workforce Summit for local planning
- Mid-September: Guidance issued for State, Regional and Local Plans
- January 15, 2024: State Plan submitted for Governor’s Review and posted for 30-Day Public Comment
- March 1, 2024: Draft plan sent to Board for review and edits
- March 6, 2024: GWDB Meeting to Approve State Plan
- March 14, 2024 Board Meeting: Overview presentation of plan draft
- March 15, 2024: WIOA 2024-2027 State Plan submitted to US DOL
- March 15, 2024: Local plan final draft posted for 30-day public comment
- April 15, 2024: Public comment period ends, final plan edits
- April 2024: Final plan draft to Board for approval to submit
- May 6, 2024: Local Plans due
- May 6 – August 1: GWDB Regional and Local Plan Special Committee review and provide feedback or suggested modifications
- August 2, 2024: All Local Plans receive final determinations

Accounting, Fiscal Reporting (MAWB/MVAC) @ 5%

\$17,500

	Half Equal Share	Total by local area	DEI Allocation (70k)	Total	Total w/ Rounding
Northwest PIC	7,734.38	\$10,554.12	\$4,375.00	\$14,929.12	\$14,929.11
RMNCEP	7,734.38	\$24,811.46	\$4,375.00	\$29,186.46	\$29,186.45
Northeast	7,734.38	\$17,940.22	\$4,375.00	\$22,315.22	\$22,315.21
Duluth	7,734.38	\$10,820.75	\$4,375.00	\$15,195.75	\$15,195.75
CMJTS	7,734.38	\$16,897.42	\$4,375.00	\$21,272.42	\$21,272.42
Southwest MN	7,734.38	\$10,314.88	\$4,375.00	\$14,689.88	\$14,689.87
South Central	7,734.38	\$11,647.69	\$4,375.00	\$16,022.69	\$16,022.68
Southeast/WDI	7,734.38	\$15,309.81	\$4,375.00	\$19,684.81	\$19,684.80
Hennepin/Carver	7,734.38	\$19,658.36	\$4,375.00	\$24,033.36	\$24,033.36
Minneapolis	7,734.38	\$25,531.42	\$4,375.00	\$29,906.42	\$29,906.42
Anoka County	7,734.38	\$13,747.01	\$4,375.00	\$18,122.01	\$18,122.00
Dakota/Scott County	7,734.38	\$16,457.23	\$4,375.00	\$20,832.23	\$20,832.23
Ramsey County	7,734.38	\$19,599.08	\$4,375.00	\$23,974.08	\$23,974.08
Washington	7,734.38	\$10,832.60	\$4,375.00	\$15,207.60	\$15,207.60
Stearns/Benton	7,734.38	\$14,633.79	\$4,375.00	\$19,008.79	\$19,008.78
Winona County	7,734.38	\$8,744.24	\$4,375.00	\$13,119.24	\$13,119.24
TOTAL:	123,750.08	\$247,500.08	\$70,000.00	\$317,500.08	\$317,500.00

Region 1	\$44,115.56
Region 2	\$37,510.96
Region 3	\$40,281.20
Region 4	\$132,075.69
Region 5	\$30,712.55
Region 6	\$32,804.04
Leadership Development	\$15,000.00
Admin (MAWB/MVAC)	\$17,500.00
TOTAL	\$350,000.00

Career Solutions Program/ Grant	Age	Description/ Purpose	Eligibility Criteria	Services Available	Contact/ Getting Started	Funding	Webpage
YOUTH: Workforce Innovation & Opportunity Act (WIOA) Young Adult in-school	14-21	Year round assistance to young adults who want to obtain a skills credential and self-supportive employment. Staff work with schools, nonprofits, private businesses, and other agencies to assist young people by connecting them with career pathways and increasing their employability and earning potential.	Young adults in high school or post secondary who are economically disadvantaged and have at least one barrier to success factor.	1:1 career planning, assistance with identifying a career pathway and looking at courses related to their pathway, remaining in high school, graduating and job search techniques.	Angela Schmitz Lead Career Planner 320.260.4219 Angela.Schmitz@csjobs.org	Federal WIOA	WIOA Young Adult
YOUTH: WIOA Young Adult out-of-school	16-24	Year round assistance to young adults who want to obtain a skills credential and self-supportive employment. Staff work with schools, nonprofits, private businesses, and other agencies to assist young people by connecting them with career pathways and increasing their employability and earning potential.	Young adults not enrolled in school. Need to be either school drop out or economically disadvantaged.	1:1 career planning, assistance with obtaining skill credentialing, and job search techniques.	Angela Schmitz Lead Career Planner 320.260.4219 Angela.Schmitz@csjobs.org	Federal WIOA	WIOA Young Adult
YOUTH: Minnesota Youth Program (MYP)- CareerONE	14-17	Intensive summer offering providing youth work readiness skills training in a safe, nurturing and learning rich environment- while keeping them from regressing academically during the summer months. Youth earn a stipend.	Live in Stearns or Benton counties, min. 5th grade reading /math level, able to work safely in team setting and meet 1 barrier to success factor from eligibility list. A common barrier factor for many is receiving free or reduced school lunch.	Team work, contextual academic enrichment, career exploration, work readiness skills, workplace safety, financial literacy, reflections and journaling, work projects for community based organizations and agencies.	Complete request form on CS website. Jacob.Kaduk@CSJobs.org	State, United Way, CentraCare, other businesses	CareerONE
YOUTH: Youthbuild	16-24	Youth who have dropped out of high school or at-risk of dropping out have an opportunity to learn construction trades while contributing to their community.	Meet income guidelines by receiving free or reduced school lunch.	Students learn basic safety and construction skills while improving the availability of low-income housing in the community.	Nour Mohamed Career Planner 320.761.3648 Nour.Mohamed@csjobs.org	State	Youthbuild
YOUTH: Youth at Work (YAW)	14-16	30 youth with barriers to success in St. Cloud and Sauk Rapids-Rice school districts are placed at work experience sites with employers in Stearns and Benton counties to complete a 30-hour internship.	District 742 or 47 youth. Min. 5th grade reading/ math level. Meet 1 risk factor from eligibility list. A common risk factor for many is receiving free or reduced school lunch.	Students can explore careers, develop soft and employability skills, discover the world of work, earn \$9.50/ hour, receive school credit, receive realistic on-the-job experience while getting support from career planners.	Chris Perrier, Career Planner 320.308.5715 Chris.Perrier@CSJobs.org	State	Youth at Work
YOUTH: CareerQuest (Pre-ETS)	Grades 9-12	This program helps high school students prepare for life after graduation. It's a chance for youth to explore career and training options, gain work skills, and learn how to be successful after high school.	Students attending school in Stearns or Benton County, who have any type of disability and want to prepare for a bright future	Career Planners assist students with MCIS career assessments with students and complete Skills Verification Assessments, Skills Sort, Post-Secondary Ed Choices and Fin. Aid Options as well as cost of Living Estimator after high school.	Chris Perrier, Career Planner 320.308.5715 Chris.Perrier@CSJobs.org	MN Dept of Voc Rehab Services	CareerQuest
YOUTH: Work Experience (service within WIOA Young Adult Program)	18-24	Work Experience is a short-term, structured employment experience (up to 28 hours/ week) that takes place at a private, public, or nonprofit business. The purpose of a Work Experience is to enable individuals with a limited work history or industry experience the opportunity to gain meaningful work skills that lead to gainful employment.		Training, Supervision, Mentoring	Angela Schmitz Lead Career Planner 320.260.4219 Angela.Schmitz@csjobs.org	WIOA Young Adult	WE
ADULT: WIOA Adult	18+	This program provides employment and training assistance to adults to increase their employment retention, earnings, and occupational skill attainment. Services are linked directly to a locally in-demand industry or occupation.	Unemployed, under-employed, or meet family low income guidelines	Career assessment, career counseling, job seeking and resume writing skills, work- readiness skills, training, OJT, support services.	April Shaffer 320.308.0976 april.shaffer@csjobs.org	Federal WIOA	WIOA Adult
ADULT: Dislocated Worker	18+	The program mitigates the negative impact of layoffs on employees, businesses and communities. It assists laid off workers in returning to work with comparable wages and benefits, and connects employers with skilled staff.	Permanently laid off or lost job through no fault of their own	Career assessment, career counseling, help with resumes/ cover letters, interviewing coaching, tuition assistance, OJT, support services, personal/ financial counseling. Veterans and their spouses receive priority in the scope of services for which they qualify.	April Shaffer 320.308.0976 april.shaffer@csjobs.org	State and Federal WIOA	Dislocated Worker
ADULT: MN Displaced Homemaker (MN Family Resiliency Partnership)	18+	This program helps people who have worked mainly in the home develop the marketable skills they need to find and maintain a job.	Participants must have provided unpaid household services for at least two years, have lost your primary source of income, and now find that they must support themselves and family. Need to meet income guidelines based on a federal formula.	Career assessment, career counseling, help with resumes/ cover letters, interviewing coaching, tuition assistance, OJT, support services, personal/ financial counseling.	April Shaffer 320.308.0976 april.shaffer@csjobs.org	State	Displaced Homemaker Program
ADULT: On-the-Job Training (OJT)	18+	A contract between CS & the business that documents the training they will provide for a new employee. Hands-on training designed to address the gap between the new employee's existing skills and the job skill requirements. Training reimbursement funded through state and federal employment and training programs.	Need to be enrolled in CS program and offered a job that requires some type of training	Hands on training.	Any Career Planners or Angie	DW, Adult	OJT

ADULT: Incumbent Worker Training (IWT)	18+ for employees	The IWT program is designed to provide direct financial assistance to train current employees to avert a layoff and/or improve the economic competitiveness of local business. The program provides reimbursement to eligible businesses for specific training costs accrued during the course of training. The purpose is to improve the skills of businesses' workforce and to improve the company's business process and competitiveness.	IWT	Funding for employers to upskills workers	Angie Dahle, Business Services Manager: angie.dahle@csjobs.org	DW, Adult	IWT
ADULT: Xcel Energy Power Up	18+	The Xcel Energy Power Up training program will provide a workforce training pipeline for a variety of energy-related construction occupations. Xcel Energy is investing \$4 million in the initiative, \$3.6 million of which will go toward two \$1.8 million grants to provide apprenticeship readiness and basic construction skills training over four years.	MN resident, not in high school, have a driver's license or ability to obtain one, pass drug testing	Construction related training	Kim Randall 320.761.1860 kim.randall@CSJobs.org	Xcel Energy	Xcel Energy Power Up
ADULT: Career Trek		This 9-hour in-person course is designed to help individuals identify their strengths and interests, explore careers and begin setting goals for their employment future.	Enrollment into a CS program.	Myers-Briggs personality assessment, CareerScope career assessment, skills ID exercises	Caroline Ruegamer, Lead Career Planner 320.339.3445 caroline.ruegamer@csjobs.org		
ADULT: Inclusive Workforce Employer (I-WE) Designation	for employers	Why become designated? Maybe you are struggling to find employees. Maybe you need help putting the pieces together to diversify your organization. Let us help you recruit and retain employees with a variety of backgrounds, abilities, skills, and experiences with the Inclusive Workforce Designation.	Central MN employers must: Express a commitment to an inclusive workplace in their stated values, mission or policies. Assess how diversity, equity and inclusion influence their work and culture. Provide diversity, equity and inclusion education for staff and leadership. Allocate resources to support and sustain an inclusive and equitable workplace.	DEI resources, etc.	Complete Interest form https://www.cmjts.org/business-services/i-we-program/ Contact: Angie Dahle, Business Services Manager: angie.dahle@csjobs.org		I-WE
ADULT: CDL Discovery Day		3 hour CDL workshop open to public with employer panel	Interest in CDL	Talk with local employers about job opportunities and learn what it takes to be a CDL driver	Tom Hickey, Career Planner 320.761.3370	Employer sponsors	CDL DD
ADULT: Welding Discovery Day		3 hour Welding workshop with employer panel and hands on welding activity	Interest in Welding	Talk with local employers about job opportunities and learn what it takes to be a welder. Hands on welding activities provided.	Kim Randall 320.761.1860 kim.randall@CSJobs.org	Employer sponsors	Welding DD
ADULT: Job Club		Relaxed weekly networking group that connects other job seekers in the community while teaching job search skills	Job seekers	Networking, exchange job leads, guest speakers, local employers, community resources, ongoing motivational job search support	Tom Hickey, Career Planner 320.761.3370		Job Club
ADULT: Job Seeker Spotlight		Job Seekers showcase their skills and talent at Career Solutions monthly HR Networking Group meeting.	Job seekers	Network with many local employers.	Angie Dahle, Business Services Manager: angie.dahle@csjobs.org		Spotlight

CAREER SEEKER RESOURCES

Job Search & Career Coaching

Ask our job search experts about resumes, interviewing, networking, or exploring new careers. Call Brittany 320-223-6991 or Kelly 320-493-2048 OR email careerforce.saintcloud@state.mn.us

Resume Reviews

Two easy options:

1. Email resume to brittany.tschida@state.mn.us or kelly.gerads@state.mn.us Staff will review your resume and respond within 2-3 business days. OR
2. Call Brittany 320-223-6991 or Kelly 320-493-2048 for an appointment.

Practice Interviews

Sign up for a practice interview to sharpen your interviewing skills. Our staff will provide you with tips to improve your skills. Call Brittany 320-223-6991 or Kelly 320-493-2048 OR email careerforce.saintcloud@state.mn.us

Job Search Workshops

We offer a variety of live and recorded online workshops including Creative Job Search, Interviewing Skills, Resume Writing, and New Leaf. Website: www.careerforcemn.com/virtual-interactive-services-career-seekers

Job Fairs & Hiring Events

Website: www.careerforcemn.com/events

Job Club

Networking group that connects you with other job seekers in the community while teaching you job search skills. Thursdays, 10:30am-12pm. Contact Tom to register: 320-761-3370 or email tom.hickey@csjobs.org

Career Lab

Computers, a printer, and phones are available to use for your job search. Staff can assist job seekers in developing resumes, completing online job applications, career exploration and employer research. Open M-F, 9am-4pm.

Unemployment Insurance Benefits

Call 651-296-3644 or visit website: www.uimn.org

Job Seeker Spotlight

Showcase your skills and talent at Career Solutions monthly Human Resources (HR) Networking Group meeting! Connect with local HR professionals on the spot. These meetings are held on the first Wednesday of the month at 8:30am. Open to the Public. Email Angie to sign up: angie.dahle@csjobs.org

Discovery Days

Learn more about high demand Welding and CDL Truck Driving careers in these free 3-hour informational sessions! Website: <https://careersolutionsjobs.org/job-seekers/discovery-days/>

Search for Jobs Online

CareerForceMN.com

Search thousands of open positions by topic and location. Explore and set your career goals with online assessments and information about wages, demand, and educational requirements for occupations of interest to you.

MinnesotaWorks.net

Post your resume on MinnesotaWorks.net to reach thousands of employers. Create up to five unique resumes to customize your career search. Search job openings from verified businesses with advanced job search tools. Receive email notifications of new jobs that match your search criteria.

CareerForce - St. Cloud

1542 Northway Drive, Lot B, Door 2, St. Cloud, MN 56303

Phone: 320-308-5320

Email: Careerforce.saintcloud@state.mn.us

Office Hours: Monday-Friday, 8am-4:30pm

Career Lab: Monday-Friday, 9am-4pm



ELIGIBILITY BASED PROGRAMS

Veterans Services

Eligible veterans qualify for services such as personalized resume review, referrals to other services, and help in identifying and overcoming employment barriers. All veterans qualify for priority of service.

www.careerforcemn.com/veterans-resources

Minnesota Assistance Council for Veterans (MACV)

MACV exists to directly help veterans and their families affected by homelessness or those in danger of becoming homeless by assisting with housing and supportive service needs of veterans while maintaining the worth and dignity of all those involved. www.mac-v.org/

Dislocated Worker (DW) Program

If you were laid off or permanently separated, you may qualify to participate in one of our programs, which may provide job search assistance, short-term training, or support services. careersolutionsjobs.org/ or call 320-308-5728 or email: info@csjobs.org

Adult Program

Help offered to individuals who are 18 and older who are unemployed or underemployed find meaningful, self-sustaining work. These individuals must meet eligibility guidelines. Services could include career assessments, career counseling, job seeking and resume writing skills, work-readiness skills, training, on-the job training (OJT) and support services. Careersolutionsjobs.org/job-seeker/adult-programs/wioa-adult-programs/ or email: info@csjobs.org

Minnesota Family Investment Program/ Diversionary Work Programs

Individuals referred from Benton or Stearns County Human Services find customized employment services to achieve their life and career goals. Our career counselors create plans that are unique to everyone – a holistic approach for unemployed and under-employed men and women who are struggling to find work or start their careers.

avivomn.org/

Displaced Homemaker Services

Have you spent much or all your work life caring for your family and home? Are you now returning to the workplace or entering it for the first time? Through the Displaced Homemaker Services, we help people who have worked mainly in the home develop the marketable skills you'll need to find and maintain a job.

careersolutionsjobs.org/job-seekers/adult-programs/displaced-homemaker-program/ or email info@csjobs.org

Youth & Young Adult Services

Career Solutions provides a variety of Youth programs for youth 14-24 years of age. Programs are designed to help youth gain skills and self-supportive employment through a wide variety of techniques including career assessments, skills credentialing, one to one career planning, contextual academic enrichment, work/community service projects, resume writing, scholarship and financial aid assistance, hands on learning experiences to develop employability and assist youth in transitioning to post-secondary schooling. careersolutionsjobs.org/#job-seekers or email: info@csjobs.org

State Services for the Blind (SSB)

SSB facilitates the achievement of vocational and personal independence by Minnesotans who are blind, visually impaired, or Deafblind. Some of the services provided include Radio Talking Book, Braille & Audio Transcription, Assistive Technology Resource Center and Services, Workforce Development, Pre-Employment Transition Services & Senior Services. mn.gov/deed/ssb/

Vocational Rehabilitation Services (VRS)

VRS works with people who have disabilities. VRS provides a variety of services such as helping job seekers prepare for work, giving them employment information, and providing referrals and job seeking assistance. VRS also provides guidance and assistance to help you keep your job. Call 320-308-2224 or visit www.careerforcemn.com/disability-resources



Customer Code of Conduct

Welcome to CareerForce!

We are committed to providing high quality services
designed to meet the needs of our job seekers and employers.

As a customer of CareerForce, **I agree I will:**

- Conduct myself in a manner that is professional, polite, and respectful.
- Use appropriate language.
- Children may not be left unattended, wander, or disrupt other job seekers or customers.
- Turn my cellphone to silent, vibrate, or off while in the Resource Area.

As a customer of the CareerForce, **I agree I will not:**

- Threaten or take part in physical or verbal conflict with staff or other customers.
- Use threatening or abusive language/gestures, yell, or swear.
- Bring illegal weapons into CareerForce.
- Bring pets or animals into CareerForce (Service Animals Welcome).
- Be in possession of or under the influence of alcohol or illegal drugs.
- Smoke or use tobacco products (including e-cigarettes or vapor devices).

Personal use of CareerForce equipment (including computers, printers, copiers, fax machines, telephones, etc.) is not allowed. Equipment may only be used for **Job Search related activities**, including but not limited to the following:

- Writing resumes or cover letters.
- Searching job databases.
- Researching companies, careers, or educational options.
- Conducting career assessments or developing job goals.
- Completing online applications for employment or training programs.
- Registering for job and training programs.
- Finding or using veterans' services (veterans receive priority access).
- Conducting Unemployment Insurance activities.
- Completing financial aid applications.
- Viewing job-related resources including community resources.

Email and social media websites, such as LinkedIn and Facebook, may only be used for **job search related activities**, such as:

- Sending resumes, cover letters, and employment related applications.
- Receiving notice of job openings.
- Receiving applications from employers.
- Getting additional information regarding employment.
- Answering questions from potential employers.
- Connecting with potential employers or job leads.

I understand that staff have a right to monitor my use of resources and equipment in the Resource Area. Threats to staff or other customers will not be tolerated. I understand that if I fail to follow the rules as stated in the Customer Code of Conduct it may result in loss of CareerForce (CF) privileges, including suspension from the CF for up to one year.

This material is available in alternative formats for individuals with disabilities.

Revised January 2019