

CAREER SOLUTIONS WORKFORCE DEVELOPMENT BOARD PROGRAM COMMITTEE MEETING AGENDA

Monday, January 8, 2024 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** Borgert
2. **Approve Agenda** ACTION: Borgert
3. **Consent Agenda** ACTION: Borgert
 - A. Program Committee Minutes from 09/11/2023 (Attachment 3.A.)
 - B. Program Committee Minutes from 10/09/2023 (Attachment 3.B.)
4. **Xcel Energy PowerUp Grant Presentation – Career Solutions** Career Solutions
5. **Committee Work** Biery
ACTION: Borgert
 - A. 2024 Program Committee Chair & Vice-Chair – **ACTION**
 - B. WIOA Authorization
 - C. 2022-2023 Financial Audit Update
 - D. Local and Regional Plans
 - E. Career Solutions Program Overview Spreadsheet (Attachment 5.E.)
 - F. Grant Update
 - G. Direct Appropriation with CMCEO
 - H. Upcoming Employment & Training Events (Attachments 5.H.):
 - CDL (Truck Driving) Discovery Day: 01/10/24 & 02/07/24
 - Open House: 01/11/2024
6. **Other** Borgert
 - A. From the Floor/Announcements
 - B. Next Meeting: February 12, 2024 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) 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 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: September 11, 2023, at 3:30pm
Attendance: David Borgert, Tanya Adair, Brent Bultema, Ken Huling, Ann Kennedy,
Sarah Lampert, Steve Nusbaum and Ranone Thompson.
Staff: Tammy Biery and Kari Court.
Absent: Don Hickman, Karen Pundsack, and Brandon Schauer.
Guest: Allison Orgaard

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: Kennedy
Second: Bultema
Ayes: Borgert, Adair, Huling, Lampert, Nusbaum and Thompson.
Nays: NA

Presentation from Resource Training and Solutions – Allison Orgaard, Career and Technical Education Manager

- Orgaard introduced herself and gave an overview of the services provided by their organization. She further explained the various Education Teams that Resource Training and Solutions offers school districts. Orgaard focused on four main programs including:
 - Teacher Externships
 - Mini/Innovation Grants
 - Counselor/Teacher Network
 - SPARK STEM Event
- Resource Training is one of seven Service Cooperatives in the state of MN and serves 60 school districts and Resource has awarded 16 CTE Teaching licenses this summer in just our region.
- Mini Grants were awarded for \$31,691 to 13 applicant School Districts to obtain licensed teachers. Innovation Grants are funded through the Legislative CTE Consortium Grants. MN Legislature awarded Service Cooperatives five million dollars to invest in career and tech-ed in schools to partner with industry. Both Healthcare and Manufacturing are in great demand now.

- CTE Networks provides professional development for Career Counselors in learning what opportunities for students are available in business and industry in our region.
- SPARK STEM event with SCSU and served 700 students in the past years. They are looking to expand to 1,000 this year. Our goal is to expose students to STEM, careers, and hands-on learning opportunities.

Committee Work

- **Open House Events:** Biery shared that Career Solutions won a Promising Practice Award for Career Solutions Open Houses at the Association Summer Conference. The next Open House will be October 12.
- **2023 CareerONE Video:** All can watch our 2023 CareerONE Video at this link: <https://youtu.be/W1Nb4eQrT9s> This has also been shared with donors, youth participants, and their parents.
- **Discovery Day Events:** Biery explained the programs and dates being offered:
 - CDL is August 16 or October 25
 - Welding December 7
 - XCEL Power-Up Grant September 28
- **Grant Updates:** Biery shared the following:
 - Pathways for Prosperity (P2P) in Welding was completed and goals were achieved thanks to Felling Trailers. Felling is equipped after the grant to continue to hire from the Hispanic Population in the area.
 - The next P2P Grant will be for Maintenance Technician's that are in demand by many industries. Training includes a boiler license to help participants achieve a credential through the program. Our proposal has been submitted and we should be notified in late November. This proposal involves working with SCTCC and Customized Training.
 - Youth Skills Training Grant was approved for our full request for one hundred thousand dollars to support the Healthcare Track for CareerONE from the Department of Labor. Students will need a work experience component for the training.
 - Xcel Energy Power-Up Grant has been slow to get off the ground, as we were waiting for questions to be answered by DEED and the Part 2 training provider. We are now recruiting for the grant.
- **Performance Outcomes – SFY23/PY22 Quarter 3:** Biery presented on the Performance for Dislocated Worker Program, WIOA, and the Adult Population Program. We have either met or exceeded in all areas. Most of the colored coded numbers on the chart reflect the numbers from Covid period so they may be lower than in the past.
- **2024 Drafted Calendar:** Once all boards approve, we will get meeting announcements out to everyone. We usually meet on the second Monday of the month with a few exceptions. We will bring it to the consent agenda at our next meeting.

From the Floor/Announcements – Borgert asked that the video of CareerONE to be shared with the college. Biery shared that SCTCC will be putting together a Time

Capsule. Career Solutions working with SCTCC to provide data on the number of CareerONE Students who may come back to complete a degree after high school.

Next meeting is scheduled for October 9, 2023, at 3:30pm.

Borgert adjourned the Program Committee meeting at 4:22pm.

CAREER SOLUTIONS LOCAL WORKFORCE DEVELOPMENT BOARD PROGRAM COMMITTEE MEETING MINUTES

Location: CareerForce St. Cloud
1542 Northway Drive, St. Cloud, MN 56303 – Door #2
Date: October 9, 2023, at 3:30pm
Attendance: Brent Bultema, Don Hickman, Ken Huling, Ann Kennedy, Sarah Lampert, & Steve Nusbaum.
Staff: Tammy Biery & Kari Court.
Absent: David Borgert, Tanya Adair, Karen Pundsack, Brandon Schauer, & Ranone Thompson.
Guest: Tammison Smith

Call the Meeting to Order:

- Borgert called the Program Committee Meeting to order at 3:31pm when quorum was met.

Approval of the Agenda

Motion:

Results: Approved the agenda.
Mover: Bultema
Second: Huling
Ayes: Bultema, Hickman, Huling, Kennedy, Lampert, & Nusbaum.
Nays: NA

Approval of the Consent Agenda

- Program Committee Minutes from 08/14/2023
- 2024 Meeting Calendar

Motion:

Results: Approved the consent agenda.
Mover: Kennedy
Second: Bultema
Ayes: Bultema, Hickman, Huling, Kennedy, Lampert, & Nusbaum.
Nays: NA

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

- Smith stated the college is planning on hosting a conference on October 24th, 2023, for recruiters to come and hire students and give advice at Saint Cloud State. There will be about 75 recruiters attending this event. The agenda for the day looks something like this:

- Breakfast in the morning and presentations from different companies covering multiple topics such as Handshake software tips, current trends in recruiting and generations in the workplace.
- In the afternoon they will have lunch and then they will do peer-to-peer sessions with an expert around to give advice.
- Finally at the end of the day, they will head to the hockey arena and have a social hour with the faculty and the deans.

Committee Work

- **Felling Trailer Article** – DEED posted this article on one of their blogs. The article recapped the Pathways to Prosperity (P2P) Grant and it talks about how Career Solutions trained 23 workers for welding certificates in Sauk Centre. With the work that Career Solutions and Felling have done including bringing interpreters and working together, Felling Trailers were able to translate their materials into Spanish and continue to recruit from the Hispanic community after the grant was over.
- **WARN Notice: Kent Precision Food Group** – Announced that their plant will be closing on November 30th, 2023. DEED met with HR and set a date for the 17th of October to do a survey for the employees and if 50 people or more respond, they will turn it into a project. This project will be a separate grant funding for the next 2 years to support those individuals. They are also looking to set up a job fair at the end of the month and assistance to prepare for the job fair like resume review.
- **Upcoming Employment & Training Events:**
 - **Xcel Energy Power Up Program – Free Construction/Energy Training Late Fall** – This is construction training, and it is a 2-year grant. Career Solutions will be doing the recruiting and some of the soft skills training before turning them over to Building Stronger Communities, which is a union facility that teaches them the basic skills and then they go into the specific training afterwards.
 - **Construction Trades Discovery Day Oct 5** – 9 people attended this discovery day.
 - **Fall Job Seekers Open House Oct 12** – The Open House includes a variety of activities and workshops such as Resume Tips, Interview Prep and Computer Basics. This will be the first Open House since June because an Open House wasn't offered in the Summer. Career Solutions won the MAWB Summer Conference Award for their work on the Open Houses.
 - **CDL (Truck Driving) Discovery Day Oct 25** – There is a nice turnout for CDL days so that's why Career Solutions continue to offer these. There is a CDL training provider from Willmar who opened a location in St. Cloud, so Career Solutions sends those people over there to continue the good relationship they have with them.
 - **Community Career Labs: English/Somali Fall Schedules** – The flyer which is written in both English and Somali shows which locations and

what times they will be at those locations. Those locations are CMCEO, Quarryview, and the Islamic Center. Abdul has hours in the career lab so that people from the Somali speaking community can come to the lab in order to get the help that they need.

- **Welding Discovery Day** – Our next Welding Discovery Day event is scheduled for December 7th.

From the Floor/Announcements – N/A.

Next meeting is scheduled for November 13, 2023, at 3:30pm.

Borgert adjourned the Program Committee meeting at 3:52pm.

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



CDL

DISCOVERY DAY 2024

**Jan 10, Feb 7, March 20, May 15, Aug 14, OR Oct 16,
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





St. Cloud Technical &
Community College
1540 Northway Drive
St. Cloud, MN 56303

Health Sciences Building
1245 15th Street North
St. Cloud, MN 56303

Heartland Building
1520 Whitney Court
St. Cloud, MN 56303

President's Office/Training Solutions
1215 15th Street North
St. Cloud, MN 56303

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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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New Year New Career

Job Seekers Open House

Thursday, January 11th

10:30 a.m.-4:30 p.m.

Host:



a partner of
CareerForce™

Location: 1542 Northway Drive, St. Cloud, Lot B, Door 2
320.308.5320 www.careersolutionsjobs.org

FREE ACTIVITIES ALL DAY:

- 10:30am-12pm Job Club:
Planning Your New Year's Career Goals
- 1:1 Job Search Assistance
- Resume Review & Tips
- Interview Coaching
- Learn about FREE Career Training
- LinkedIn headshot photos
- Job Search in the Career Lab
- Refreshments
- FREE Coffee Mug
- FREE *Strengths Finder* Career Book