

**CAREER SOLUTIONS WORKFORCE DEVELOPMENT BOARD  
YOUTH COUNCIL AGENDA**

**Tuesday, January 9, 2024 at 3:00 pm**

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 Karen Schlangen (320) 308-5818.

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| <b>1. Introduction/Roll Call</b>  | L. Engel                |
| <b>2. Approve Agenda</b>  | <b>ACTION:</b> L. Engel |
| <b>3. Approve Consent Agenda</b><br>A. Meeting Minutes from 11.14.23 (Attachment 3.A.)  | <b>ACTION:</b> L. Engel |
| <b>4. Explorer Posts – Sarah Dean, Career Exploring Coordinator, Boy Scouts of America</b>  | Sarah Dean              |
| <b>5. Discussion – Tammy Biery, Career Solutions</b><br>A. 2024 Board Chair and Vice Chair Positions<br>B. Local and Regional Plans<br>C. WIOA Reauthorization Law<br>D. Programs Offered by Career Solutions (Attachment 5.D.) | <b>ACTION:</b> L. Engel |
| <b>6. Information/ Other</b><br>A. Next Youth Council Meeting – February 13, 2024 @ 3:00 pm<br>B. From the Floor<br>C. Upcoming Presentation – TBD<br>D. Announcements<br>E. Other  | L. Engel                |
| <b>7. Adjourn</b>   | L. Engel                |

REASONABLE ACCOMMODATIONS: ALL CAREER SOLUTIONS WORKFORCE DEVELOPMENT BOARD/COMMITTEE MEETINGS ARE ACCESSIBLE TO THE HANDICAPPED. ATTEMPTS WILL BE MADE TO ACCOMMODATE ANY OTHER INDIVIDUAL NEED FOR SPECIAL SERVICES. PLEASE CONTACT ADA/AA COORDINATOR TAMMY BIERY AT (320)308-5702 AS EARLY AS POSSIBLE SO NECESSARY ARRANGEMENTS CAN BE MADE. INDIVIDUALS WITH HEARING OR SPEECH DISABILITIES MAY CONTACT US VIA THEIR PREFERRED TELECOMMUNICATIONS RELAY SERVICE. THE WORKFORCE CENTER 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.

**CAREER SOLUTIONS WORKFORCE DEVELOPMENT BOARD  
YOUTH COUNCIL MINUTES**

Location: CareerForce – St. Cloud, 1542 Northway Drive, St. Cloud, MN 56303/Conference Room # 1-482

Date: Tuesday, November 14, 2023, at 3:00 pm meeting held in person and via Zoom.

Attendance: Caroline Nerhus, Greg Boelter, Ann Matvick, Dave Norling, Karl Nohner via zoom  
Les Engel, Ken Huling, Susan Jordahl, Brandon Schauer, and Dylan Lindgren in person.

Career Solutions: Tammy Biery, Jacob Kaduk, Kari Court, and Trisha Welle in person

Members Absent: Anna-Maija Lee, Cindy Bellmont, Mary Swingle, Gail Cruikshank, and Melanie Legatt

Guests: Emily Davis, EPIC Coordinator

Agenda Item	Summary	Action
Introductions/Roll Call	<ul style="list-style-type: none"><li>The meeting is called to order at 3:03 pm.</li></ul>	
Approve Modified Agenda	<ul style="list-style-type: none"><li>Caroline Nerhus asked for approval in Les Engel's absence.</li></ul>	<u>Motion</u> : Brandon S. made the motion to approve the agenda. <u>Seconded by</u> : Ken H. Motion carried.
Approve Consent Agenda	<ul style="list-style-type: none"><li>Minutes of 11.14.23</li></ul>	<u>Motion</u> : Brandon S. made the motion to approve the consent agenda. <u>Seconded by</u> : Ken H. Motion carried.
Presentation	<p><b>EPIC Recap, Emily Davis, EPIC Coordinator</b></p> <ul style="list-style-type: none"><li>It's been about 2 weeks since the EPIC event. About 4500 students, 30 different schools, 27 districts and about 200 employers attended. The level of excitement that day was fun to see. Being new to the district, Emily made a map of the MN School Districts and drew out all the districts we served. It is a vast area of MN that is covered in this event. They surveyed all groups and over 95% of those indicated it is a wonderful opportunity to explore potential careers. Looking</li></ul>	

Agenda Item	Summary	Action
Discussion	<p>forward to next year, but nothing has been decided yet. She would like to continue to grow the event.</p> <p><b>Jacob Kaduk, Client Services Manager, Career Solutions</b></p> <ul style="list-style-type: none"> <li>▪ <b>Work Experience Update:</b> Jacob introduced Dylan Lindgren as a Work Experience client at CareerForce and is the newest member of the Youth Council. Jacob asked Dylan to explain how he got involved with Career Solutions. Dylan explained his first introduction with CareerForce was when he met Career Solutions employee, Denise Hooper, at Hillside Adult Education while studying to get his GED. Because he was one of our clients, Denise offered him a job helping people in the Career Lab. Denise motivated him to get into college at SCTCC. He is going to school at SCTCC studying biology while working here.</li> <li>▪ <b>Kent Precision Food Group</b> is a local business that recently closed. Approximately 40 employees from Kent Foods completed a survey DEED put together. The survey collected a broad range of topics when it comes to employment history and finding a new job. Employees surveyed by DEED, because KPFG is unfortunately closing their Foley and Sauk Rapids locations. The survey produced results of zip codes for current laid off employees. Many of the services requested can be provided at a local CareerForce center. The most common need being searching for and finding available jobs, followed by development of resumes/cover letters, and health insurance information. Many of the recently laid off employees are weary of seeking out job help. The highest level of education for most employees was a high school diploma. Many of the employees want to obtain a trade/vocational certification. Almost all of them lean towards a certification rather than a degree. All the recently laid off individuals are above the age of 20 and had been working for the company for anywhere from 6 month to 10+ years. Tammy Biery indicated some won't join the program until their severance is out. Some are contemplating retirement. Hopefully with our help we can entice them to find another job.</li> </ul> <p><i>Engel joined the Youth Council Meeting in person.</i></p> <ul style="list-style-type: none"> <li>▪ <b>Financial Audit:</b> The audit is scheduled for November 28<sup>th</sup> and 29<sup>th</sup>, 2023. A final audit should be done at the beginning of January.</li> </ul>	

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	<p><b>Grante Update:</b> In the grant MYP a bigger percentage of the budget goes to outreach for schools. Trisha attends Sauk Rapids every Wednesday and serves a class. We can pay for some of her time because she is reaching out the schools. We also do mock interviews in outreach to schools and this time is covered in the grant as well.</p> <p><b>Tammy Biery, Executive Director, Career Solutions</b></p> <ul style="list-style-type: none"> <li>▪ <b>Upcoming Events:</b> Tammy Biery stated we have bilingual staff that goes out into the community at Central Minnesota Community Empowerment Organization and Quarryview Education Center and the Islamic Center to share our services. It helps those with transportation issues to still receive our services. One of our Career Planners is starting to offer resume classes at one of the sites.</li> <li>▪ <b>X-Cel Energy Power Up Grant Update:</b> We are looking to recruit students into the trades by doing some pre-work with SCTCC's math and blueprint reading classes. After they finish with us, they will move on to Building Stronger Communities for the month of April, where they will be working on line. After that, they can go to a handful of union trades construction facilities.</li> <li>▪ <b>On-Site Hiring Event</b> – will be held at CareerForce on Tuesday, November 14. It was this morning and well attended. There is another one in Monticello on November 16.</li> <li>▪ <b>Early Childhood Education Discovery Day:</b> We are introducing a new Discovery Day and partnering with SCTCC to help draw the community in to learn more about this certificate. This will be held on November 30. It is done online and SCTCC added a special study group for those that their native language is Somali to help them through the reading materials to achieve that certificate.</li> <li>▪ <b>Welding Discovery Day</b> – is scheduled for December 7<sup>th</sup>. If not 18 years old we ask they come with an adult.</li> </ul>	
Information/Other	<p><b>From the Floor:</b> N/A</p> <p><b>Next Youth Council Meeting:</b> February 13, 2023, at 3:00 pm at CareerForce, it can be in-person or via zoom.</p> <p><b>Announcements:</b> N/A</p> <p><b>Upcoming Presenters:</b> TBD</p>	

Agenda Item	Summary	Action
Adjourn:	<ul style="list-style-type: none"><li>▪ L. Engel adjourned the meeting at 3:29 pm.</li></ul>	

Career Solutions Program/ Grant	Age	Description/ Purpose	Eligibility Criteria	Services Available
<b>YOUTH: Workforce Innovation &amp; Opportunity Act (WIOA) Young Adult in-school</b>	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.
<b>YOUTH: WIOA Young Adult out-of-school</b>	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.
<b>YOUTH: Minnesota Youth Program (MYP)- CareerONE</b>	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.
<b>YOUTH: Youthbuild</b>	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.
<b>YOUTH: Youth at Work (YAW)</b>	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.
<b>YOUTH: CareerQuest (Pre-ETS)</b>	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 IVICIS 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.

<b>YOUTH: Work Experience (service within WIOA Young Adult Program)</b>	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
<b>ADULT: WIOA Adult</b>	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.
<b>ADULT: Dislocated Worker</b>	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.
<b>ADULT: MN Displaced Homemaker (MN Family Resiliency Partnership)</b>	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.
<b>ADULT: On-the-Job Training (OJT)</b>	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.
<b>ADULT: Incumbent Worker Training (IWT)</b>	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.	<a href="#">IWT</a>	Funding for employers to upskills workers

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
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
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.
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
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.
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
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.



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