

CAREER SOLUTIONS JOINT POWERS BOARD & WORKFORCE DEVELOPMENT BOARD MEETING

Monday, August 11, 2025, at 11:00am

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)
- B. Local Workforce Development Board (LWDB)

Heinen
Magelssen

2. Approval of the Agenda

- A. JPB
- B. LWDB-Exec

Action: JPB & LWDB

3. Consent Agenda: JPB & LWDB

- A. 03/13/2025 JPB & LWDB-Executive Committee Meeting Minutes (Attachment 3.A.)
- B. 04/16/2025 JPB & LWDB Meeting Minutes (Attachment 3.B.)
- C. 2025 MAWB Summer Conference ~ Additional Board Member (Attachment 3.C.)
- D. 7/1/2024-6/30/2025 Approve Waiver Overages as of 06/30/2025 (Attachment 3.D.)
- E. 7/1/2025-6/30/2026 Approve Waiver Overages as of 08/4/2025 (Attachment 3.E.)
- F. PY25/SFY26 Unified Local Youth Plan WIOA/MYP (Attachment 3.F.)
- G. Removal of Asset from Inventory List (Attachment 3.G.)
- H. Coordinated Business Systems, Ltd – Purchase of a Printer for the 2nd Floor Computer Lab (Attachment 3.H.)
- I. MN State/St. Cloud Technical and Community College Forklift Training Contract (Attachment 3.I.)
- J. City of Sauk Rapids Riverside Terrace Rental Agreement to Host Trauma Informed Care Training Event (Attachment 3.J.)
- K. PY25/SFY26 DEED EO ADA Annual Assessment (Attachment 3.K.)
- L. PY25/SFY26 DEED Fiscal Monitoring Guide (Attachment 3.L.)
- M. 05/2025 Statement of Revenue and Expenditures (Attachment 3.M.)
- N. 06/2025 Statement of Revenue and Expenditures ~ Preliminary (Attachment 3.N.)

Action: JPB & LWDB

4. 2025 CareerONE Recap – Holly Hansen, CareerONE Assistant Supervisor

Hansen

5. Business Items/Updates

- A. 2025-2026 Estimates for Preliminary Budget (Attachment 5.A.) – **ACTION**

Action: JPB & LWDB

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.

- B. LWDB Resignation from Caroline Nerhus with Adult Basic Education (Attachment 5.B.) – **ACTION** Recommendation: LWDB /
Action: JPB &
- Discuss Board Vacancies
 - Recruitment Flyer
- C. 7/1/25-6/30/27 Central Minnesota Jobs and Training Service, Inc. Contract for Services for Rural Career Counseling Coordinators (RC3) Funds (Attachment 5.C.) – **ACTION** Action: JPB & LWDB
- RC3 Grant Summary
 - RC3 Events Overview
 - R3LPB Goals and Expectations Flyer
- D. Inclusive Workforce Employer (I-WE) Designation Discussion ~ Possible **ACTION** Action: JPB & LWDB
- E. Annual Meeting Schedule
- F. Records & Retention Schedule & Process ~ First Readings (Attachment 5.F.)
- G. Project/Grant Updates – Drive for 5 & Pathways to Prosperity
- H. Local Employer Layoffs
- I. Upcoming Events/Recap (Attachment 5.I.):
- Benton County Fair (Vendor Booth) – 07/29-08/03/2025
 - CDL Discovery Day – 08/13/2025
 - Welding Discovery Day – 08/28/2025
 - Trauma Informed Care Training – 08/20/2025
 - 2024-2025 Financial Audit – Fieldwork starts 09/10/2025

6. Other

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

7. Adjourn

Heinen
Magelssen

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 EXECUTIVE COMMITTEE BOARD MEETING MINUTES

Date March 13, 2025, at 3:00pm

Attendance: **Joint Powers Board:** *Jeff Bertram, *Pam Benoit, and *Joe Perske.

Local Workforce Development Board-Executive Committee: *Jill Magelssen, *Jeff Bloss, *David Borgert, and *Les Engel.

Career Solutions: *Tammy Stark, *Scott Loesch, and *Kari Court.
(* = *In Person*)

Absent: Steve Heinen and Ken Matthews.

Guest: N/A.

Call the Meeting to Order:

- Bertram called the Joint Powers Board (JPB) meeting to order at 3:00pm and roll call was performed.
- Magelssen called the Local Workforce Development Board-Executive Committee (LWDB-Exec) meeting to order at 3:00pm once quorum was met.

Approval of the Modified Agenda

- Changed 'calling the meeting to order' and 'adjournment' from Heinen to Bertram
- Removed the action on 4.D.
- Added 4.E.2. PY25/SFY26 CareerONE and Youthbuild Contract with ISD742 (Handout) – ACTION

JPB Motion:

Results: Approved the revised agenda.

Mover: Perske

Second: Benoit

Ayes: Bertram, Benoit, & Perske.

Nays: NA

LWDB-Exec Motion:

Results: Approved the revised agenda.

Mover: Bloss

Second: Engel

Ayes: Magelssen, Bloss, Engel, & Borgert.

Nays: NA

Approval of the Consent Agenda

- 09/25/2024 JPB & LWDB-Exec Board Minutes
- 10/10/2024 JPB Board Minutes
- 11/14/2024 JPB & LWDB Board Minutes
- 12/18/2024 JPB & LWDB-Exec Board Minutes
- 12/2024 Board Financials
- 01/2025 Board Financials

CAREER SOLUTIONS JOINT POWERS BOARD & LOCAL WORKFORCE DEVELOPMENT EXECUTIVE COMMITTEE BOARD MEETING MINUTES

- 7/1/2024-6/30/2025 Approve Waiver Overages as of 03/10/2025
- State of Minnesota / St. Cloud Technical and Community College Contract for Food Handling Manager Certificate Course and Exam Contract ~ 03/10/2025
- State of Minnesota / St. Cloud Technical and Community College Contract for Forklift Training Contract ~ Starts 02/17/2025
- State of Minnesota / St. Cloud Technical and Community College Contract for OSHA 10 General Contract ~ Starts 02/25/2025
- State of Minnesota / St. Cloud Technical and Community College Contract for Welding Discovery Day Contract for 07/01/2025-06/30/2026
- Milwaukee Forward: Cream City Rising Registration ~ Staff Training Request

JPB Motion:

Results: Approved the consent agenda.

Mover: Bertram

Second: Perske

Ayes: Bertram, Benoit, & Perske.

Nays: NA

Notes of discussion: Benoit was not present for board minutes from 2024.

LWDB-Exec Motion:

Results: Approved the consent agenda.

Mover: Borgert

Second: Engel

Ayes: Magelssen, Bloss, Engel, & Borgert.

Nays: NA

Business Items/Updates:

- **01/2025 Statement of Rev. & Exp.** – Shown on the screen presented was the January 2025 Statement of Revenue and Expenditures. At a previous board meeting, it was requested to showcase previous years to compare the prior year budgets which Stark provided. In addition, she provided a summary of changes to the board members. Bertram would like to see the budget under business items so we can discuss this further when it's a JPB & LWDB-Exec Meeting. If it is a large meeting (JPB & LWDB), then it can be listed on the consent agenda.

JPB Motion:

Results: Approved the 01/2025 Statement of Revenue and Expenditures.

Mover: Benoit

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Seconded: Perske
Ayes: Bertram, Benoit, & Perske.
Nayes: NA

LWDB-Exec Motion:

Results: Approved the 01/2025 Statement of Revenue and Expenditures.
Mover: Bloss
Seconded: Engel
Ayes: Magelssen, Bloss, Engel, & Borgert.
Nayes: NA

- **Update Bank Signature Cards** – Stark stated its time to update our bank signature cards by the outlined summary below. Perske asked if they needed to sign checks and Stark stated our checks are electronic and signed by Heinen. Once the checks are issued, our accounting specialist then sends Heinen an email of the check register along with some context for each check printed to ensure transparency and knowledge of what he is ‘signing’.
 - Remove Leigh Lenzmeier & Beth Schlangen
 - Add Pam Benoit & Joseph Perske
 - Update Executive Director’s Last Name (from Biery to Stark)

JPB Motion:

Results: Approved updating the Falcon National Bank Account Signature Cards by (1) removing Lenzmeier and Schlangen, (2) adding Benoit and Perske, and (3) updating the Executive Directors last name from Biery to Stark.
Mover: Benoit
Seconded: Perske
Ayes: Bertram, Benoit, & Perske.
Nayes: NA

LWDB-Exec Motion:

Results: Approved updating the Falcon National Bank Account Signature Cards by (1) removing Lenzmeier and Schlangen, (2) adding Benoit and Perske, and (3) updating the Executive Directors last name from Biery to Stark.
Mover: Engel
Seconded: Borgert
Ayes: Magelssen, Bloss, Engel, & Borgert.
Nayes: NA

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- **CareerONE Program:**
 - **Expansion of Tracks & Number of Youth Served** – We have expanded the CareerONE Program by planning to serve 160 youth in St. Cloud location. Out of the 160 youth, we plan to offer the following tracks:
 - Healthcare – we plan to double the amount in this track from 20 to 40 this summer.
 - Manufacturing and Construction
 - Public Safety
 - Early Childhood Education
 - At the moment, we have 164 applications completed by youth.
 - **Hiring Staff** – started hiring/rehiring the 20 staff needed to run the CareerONE Program. About ½ of the employees from last year are returning this year.
 - **RFPs for Site, Teambuilding, and Transportation** – Include in your agenda packet was the RFP templates submitted to a minimum of three vendors for the site location, teambuilding activities and transportation providers.

JPB Motion:

Results: Approved the CareerONE Site, Transportation, and Teambuilding RFP's .
Mover: Perske
Seconders: Benoit
Ayes: Bertram, Benoit, & Perske.
Nays: NA

LWDB-Exec Motion:

Results: Approved the CareerONE Site, Transportation, and Teambuilding RFP's .
Mover: Borgert
Seconders: Engel
Ayes: Magelssen, Bloss, Engel, & Borgert.
Nays: NA

- **Stearns County Payroll Services Reimbursement Agreement** – In the Joint Powers Board Agreement, there is an Article VI Administration section which outlines that the board can contract for payroll and other services as needed from Stearns County and Benton County will provide services for a nominal reimbursement. Over the years, Benton County has provided this nominal reimbursement. Due to Career Solutions moving to Creative Planning to administer our payroll, during the January board meeting, the question was

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brought up and discussed - Benton County is contracted to pay, what is Stearns County's contribution?. Career Solutions would like to continue to discuss this at the May board meeting.

- Benoit asked what changed that Stearns County no longer processing payroll? Bertram said Stearns County reevaluated the fee structure (with the new future payroll software being implemented) and was higher than Career Solutions wanted to pay and moved to a different vendor. He said this needs to be a conversation with Mike and Randy at Stearns County.
- Benoit shared that she believes Benton County would still like to contribute to help pay for costs incurred under Career Solutions, similar to a donation.
- Borgert stated this goes further back than 10 years as Career Solutions employees were originally Stearns County employees and that is why the county performed the payroll services. Then it evolved and split off from Stearns County employees becoming Career Solutions employees, but the county still managed the HR and payroll, then eventually due to additional changes of the law, it became even more clear of its own entity. It's a long history and is trying to work through the details. Stark stated on the flip side, if Benton County were to conduct our payroll, then Stearns County should have a contract in place to pay a nominal reimbursement.
- Stark stated it doesn't feel fair that Benton County is being charged and not Stearns is not contributing at this point, so a further conversation is needed.
- **Minnesota Association of Workforce Boards Grant Agreement: Regional Planning 01/01/2025-03/31/2026** – In our original submission of our Regional Plan, we had added language to support I-WE Designations / DEI initiatives, but it was removed due to the federal conversations surrounding DEI so then it was removed, and now DEED is stating we can add it back in. As a result, included in your agenda packet was the Regional Plan and highlighted the section regarding DEI and is earmarked as tentative funding. We would like permission to sign the agreement and receive funding once the document is ready by DEED for signature.

JPB Motion:

Results: Approved the Minnesota Association of Workforce Boards Grant Agreement: Regional Planning 01/01/2025-03/31/2026 with the permission of the Executive Director to sign and follow the state requirements.

Mover: Perske

Second: Benoit

Ayes: Bertram, Benoit, & Perske.

Nays: NA

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LWDB-Exec Motion:

Results: Approved the Minnesota Association of Workforce Boards Grant Agreement: Regional Planning 01/01/2025-03/31/2026 with the permission of the Executive Director to sign and follow the state requirements.

Mover: Borgert

Second: Bloss

Ayes: Magelssen, Bloss, Engel, & Borgert.

Nays: NA

- **PY25/SFY26 CareerONE and Youthbuild Contract with ISD 742** – We obtain school records for the CareerONE Program and Youthbuild Program to determine eligibility of the students. This is a renewal contract between ISD742 assigning a primary contact from the school district and pay them a portion of their salary to receive these records within a timely manner.

JPB Motion:

Results: Approved PY25/SFY26 CareerONE and Youthbuild Contract with ISD 742.

Mover: Benoit

Second: Perske

Ayes: Bertram, Benoit, & Perske.

Nays: NA

LWDB-Exec Motion:

Results: Approved PY25/SFY26 CareerONE and Youthbuild Contract with ISD 742.

Mover: Engel

Second: Bloss

Ayes: Magelssen, Bloss, Engel, & Borgert.

Nays: NA

- **Updates on CMCEO** – At the last meeting, we discussed ending our sub-contract with Central Minnesota Community Empowerment Organization (CMCEO). The drafted letter was in the agenda packet and now nearing the end of the terminated agreement. This grant still has not been monitored by DEED. The team is working to wrap up all client communications.
- **Schedule Summer Staff Appreciation** – staff shared the budget for the upcoming Staff Appreciation to board members. We are looking at hosting this

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event the same day as our board meeting – June 12, 2025, at 11:30am and then board meeting to follow.

- **2026-2028 LWDB Review of the Integrated English Literacy and Civics Education (IELCE) Grant Applications Update** – We discussed at the last meeting that we needed volunteers to review the IELCE grant applications and volunteered staff to complete this. No applications were submitted for our area so no staff time will be spent on this review. We just wanted to update the board.
- **Next Region 3 Leadership & Planning Board Meeting ~ 4/15 at 2:30pm** – The next regional board meeting is scheduled for April 14th and the board chairs and vice-chairs from the JPB and LWDB are members of this regional board.
- **Grant Updates** – Stark provided an overview of the employer closures listed below along with grant updates.
 - Arctic Cat Closure, FDC, Party City, Hallmark Shop, JoAnn Fabric Craft Store, Athlos, and Bluestem – TBD
 - Project Grant Updates – Drive for 5, Pathways to Prosperity, & Xcel Power Up
 - Potential Impacts of Federal Funding – included in your agenda packet was a notice from the federal government and then it was rescinded. Bloss asked if there is a risk of losing federal funding. Stark stated it is possible if there is a shutdown.
- **Upcoming Events / Recap** – Stark provided an update on the following events:
 - Open House: 01/14/25
 - Annual Meeting 02/13/25
 - Welding Discovery Day – 03/20/25
 - CDL Discovery – 04/09/25
 - Reverse Job Fair – 05/07/25

Executive Director Updates – Congratulations to Magelssen for her new transition from owner of Express Employment Professionals to owner of Brookline Consulting.

From the Floor/Announcements – N/A.

Adjournment:

- Bertram adjourned the Joint Powers Board meeting at 4:16pm.
- Magelssen adjourned the Local Workforce Development Board-Executive Committee meeting at 4:16pm.
- Thanks for attending our board meeting!

JPB & LWDB Meeting – 08/11/2025
Attachment 3.B.
CAREER SOLUTIONS JOINT POWERS BOARD &
LOCAL WORKFORCE DEVELOPMENT BOARD MEETING MINUTES

Date April 16, 2025, at 3:00pm
Attendance: **Joint Powers Board:** *Steve Heinen, *Jeff Bertram, and *Beth Schlangen.
Local Workforce Development Board: *Jill Magelssen, Jeffrey Bloss, *Shirwa Adan, *Melissa Ball-Warriner, *David Borgert, Gail Cruikshank, *Les Engel, Mohamed Farah, Mohamed Goni, *Ken Huling, Ken Matthews, Georgia McCann, Bernie Perryman, Janel Sczublewski, *Carrie Stang, Mary Swingle, & Meghan Woods Lehrer.
Career Solutions: *Tammy Biery, *Kari Court and *Jacob Kaduk.
Absent: Joe Perske, Rachel Anyu Lainjo, Adam Genereux, Janet Goligowski, Julie Lunning, Caroline Nerhus, Brandon Schauer, Tohow Siyad, & Elizabeth Valencia-Borgert.
Guest: *Della Ludwig, *Sang Maxwell, and Adrienne Amell.
(* = In Person)

Call the Meeting to Order:

- Heinen called the Joint Powers Board (JPB) meeting to order at 3:01pm and roll call was performed.
- Magelssen called the Local Workforce Development Board (LWDB) meeting to order at 3:04pm and roll call was performed.

Approval of the Agenda:

JPB Motion:

Results: Approved the agenda.
Mover: Bertram
Second: Benoit
Ayes: Heinen, Bertram, & Benoit.
Nays: NA

LWDB Motion:

Results: Approved the agenda.
Mover: Engel
Second: Borgert
Ayes: Magelssen, Bloss, Adan, Ball-Warriner, Borgert, Cruikshank, Engel, Farah, Huling, Matthews, McCann, Perryman, Sczublewski, Stang, Swingle, & Woods Lehrer.
Nays: NA

Approval of the Consent Agenda:

- 01/09/2025 JPB & LWDB-Exec Board Minutes
- 02/2025 Board Financials
- 7/1/2024-6/30/2025 Approve Waiver Overages as of 04/10/2025

CAREER SOLUTIONS JOINT POWERS BOARD &
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- Big Ideas Road Show Agreement for the CareerONE Program
- State of Minnesota / St. Cloud Technical and Community College Contract for P2P Discovery Day Event held 4/7/25
- Hire/Rehire CareerONE Team Leaders for Summer 2025
- Sole-Service Provider for Youth and Adult Services
- Professional Services Agreement with Friends of Career Solutions
- Certificate of Deposit Renewal

JPB Motion:

Results: Approved the consent agenda.
Mover: Benoit
Second: Bertram
Ayes: Heinen, Bertram, & Benoit.
Nays: NA

LWDB Motion:

Results: Approved the consent agenda.
Mover: Engel
Second: Huling
Ayes: Magelssen, Bloss, Adan, Ball-Warriner, Borgert, Cruikshank, Engel, Farah, Huling, Matthews, McCann, Perryman, Sczublewski, Stang, Swingle, & Woods Lehrer.
Nays: NA

Full-Service Community School Presentation – Sang Maxwell with ISD742

- Full-Service Community Schools (FSCS) provide holistic support wrapped around academic, health, and social services to improve student learning and engage the community. Maxwell started off with sharing about the historical roots of full-service community schools.
- Over 5,000 full-service community schools are operational across the United States which are funded through sources like federal grants, state and local fundings, etc. FSCS key components include expanded and enriched learning, integrated support, community partnerships, and collaborative leadership. FSCS schools under district 742 are Discovery Community School and North Junior High School.
- Results of the needs-based assessments conducted at both schools were shared showing that the staff are aware of the needs of the students and community. Discussion made among the board on the sustainability of this program.

Goni Mohamed joined the board meeting.

Business Items/Updates

- **Infrastructure Funding Agreement (IFA) & Memorandum of Understanding (MOU)** – Stark stated the Infrastructure Funding Agreement and MOU are ready and out for signatures of the partners. Stark shared the total costs of utilizing the office space for Career Solutions and other agencies working in this space. Stark shared the total cost of running Career Force. Explained the purpose of the MOU and other details.

JPB Motion:

Results: Approved the Infrastructure Funding Agreement (IFA) & Memorandum of Understanding (MOU) with two signer modifications for Benton County Human Services.

Mover: Bertram

Second: Benoit

Ayes: Heinen, Bertram, & Benoit.

Nays: NA

LWDB Motion:

Results: Approved the Infrastructure Funding Agreement (IFA) & Memorandum of Understanding (MOU) with two signer modifications for Benton County Human Services.

Mover: Engel

Second: Cruikshank

Ayes: Magelssen, Bloss, Adan, Ball-Warriner, Borgert, Cruikshank, Engel, Farah, Goni, Huling, Matthews, McCann, Perryman, Sczublewski, Stang, Swingle, & Woods Lehrer.

Nays: NA

- **CareerONE Program:**
 - **Expansion of Tracks & Number of Youth Served:** Health care track is expanding from 20 to 40 youth this summer. There have been issues with accommodating the increased youth numbers in the commons, so a new lunch site is being developed at the Health Science building. Space for total 160 youth for the program this summer.
 - **Hiring Staff:** Career Solution tabled at a Career Fair in St. Cloud State University and this helped get the word out for CareerONE Team Lead positions. We have a large number of applicants for these positions – many from the event at SCSU.
 - **RFP Results for Site, Teambuilding, and Transportation:** Jacob has worked with Spanier Bus Service to arrange transportation for the youth during the CareerONE program within the price range of Voigt's Bus

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Service. The details are still in the process of finalization and then Tammy Stark will sign those documents.

JPB Motion:

Results: Approved the RFP responses and proceed with contracts with SCTCC, YMCA, and Spanier for CareerONE services. Permission granted for Stark to sign these agreements.

Mover: Bertram

Second: Benoit

Ayes: Heinen, Bertram, & Benoit.

Nays: NA

LWDB Motion:

Results: Approved the RFP responses and proceed with contracts with SCTCC, YMCA, and Spanier for CareerONE services. Permission granted for Stark to sign these agreements.

Mover: Borgert

Second: Engel

Ayes: Magelssen, Bloss, Adan, Ball-Warriner, Borgert, Cruikshank, Engel, Farah, Goni Huling, Matthews, McCann, Perryman, Sczublewski, Stang, Swingle, & Woods Lehrer.

Nays: NA

- **Washington D.C. Trip Recap / WIOA Impacts** –Key workforce concerns discussed with federal representatives included:
 - Training needs
 - Workforce housing
 - Childcare access
- The trip was especially timely with the Workforce Innovation and Opportunity Act (WIOA) currently up for reauthorization. Stark shared performance data to highlight the local and state impact of WIOA:
 - Statewide: 18,160 individuals served, 64.6% employment success rate, average wage: \$46,056
 - Local area (Career Solutions): 754 individuals served, 68.7% success rate, average wage: \$41,210
- Stark emphasized that these figures cover only the WIOA Adult and Dislocated Worker programs, which serve some of the most challenging populations. A board member asked if this data is shared publicly; Stark noted efforts are made to promote the information. There is media coverage and public awareness are limited, and the organization does not pay for advertising.

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- **Summer Staff Appreciation: June 12th at 11:30am** – The Career Solutions upcoming staff appreciation scheduled for June 12th. Please RSVP to Kari if you are able to attend.
- **Company Closures & Layoffs Updates:**
 - BlueStem: Awaiting confirmed closure date; estimated 100 employees impacted.
 - Arctic Cat: 28 employees impacted. Career Solutions has introduced the Dislocated Worker Program and begun intake.
 - Back Shed Brewing: Monitoring status.
 - Athlos: Charter authorization not renewed. They're seeking a new authorizer but currently face:
 - Low enrollment (target: 800; actual: 240 students)
 - Financial and operational instability
 - VA (Veterans Affairs): Anticipated federal layoffs. Angie is coordinating with HR contacts.
 - Vocational Rehabilitation Services (VRS): 41 statewide layoffs.
- **Upcoming Events / Recap** – Stark stated
 - Drive for Five (Maintenance Technician): starts late April and includes credentials: Boiler Operator, Forklift Certification.
 - Pathways to Prosperity (Welding): starts mid-May and includes MIG and TIG welding skills for stainless and steel.
 - Xcel Power Up: has its final cohort which training began in Dec–Jan; online training in Feb. They are in their final phase with Building Strong Communities and North Community College. Graduation event upcoming in the Twin Cities. Partnership praised for exceeding enrollment goals, despite not being in the metro.
 - Construct Tomorrow (Trades Career Exploration Event): Hosted April 9 at River's Edge Convention Center, St. Cloud. Focused on union trades with hands-on activities (e.g., building cement walls).
 - Career Solutions Open House: Held April 10 and we have 65 participants. We plan to continue this on a quarterly basis.
 - Welding Discovery Day – May 1: Recruiting for Pathways to Prosperity grant program.
 - Reverse Job Fair – May 7: which is an innovative format where the job seekers present at tables, HR professionals walk around. This date was strategically timed after HR Networking meeting (53 HR pros attended last month).
 - CDL Discovery Day – June 11: Event to promote Commercial Driver's License career paths.

JPB & LWDB Meeting – 08/11/2025
Attachment 3.B.
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- Della Ludwig added Central MN Tour of Manufacturing: October 1–4. This is a partnership with the Central Minnesota Manufacturers Association (CMMA). Part of a statewide event, focused locally in Central MN. CMMA funds will provide bus transportation for student participants. Participation in 2024 is expected to match or exceed last year's thousands of students. CMMA also:
 - Publishes a virtual magazine for schools and job seekers.
 - Offers advertising and exposure to businesses (\$500 one-page ad includes bus reimbursement).
 - Reinvests all earnings into scholarships, grants, and programming to promote manufacturing.

Executive Director Updates:

- New Workforce Development Board members received invitations for orientation on April 28 at 3:00 PM.
- The Joint Powers Board will have separate orientation on May 7.

From the Floor/Announcements – N/A.

Adjournment:

- Heinen adjourned the Joint Powers Board meeting at 4:06pm.
- Magelssen adjourned the Local Workforce Development Board meeting at 4:06pm.
- Thanks for attending our board meeting!

Minnesota Association of Workforce Boards (MAWB) 2025 Annual Summer Conference

Estimate of Budgeted Expense:

2025 MAWB Conference is scheduled August 13 – 15, 2025 at the Inn on Lake Superior. On May 8, 2025, the board approved 3 board members attending (Heinen, Bertram, and Magelssen) to attend the MAWB Conference along with 3 staff (Stark, Dahle, and Kaduk).

In addition, one additional board member (Mary Swingle) would like to attend. She will pay for her own lodging, however, asks that Career Solutions cover registration and mileage:

Conference Registration for Mary Swingle: **\$250.00**

Mileage: **\$210.00** (estimated 300+/- miles roundtrip)

Est. meals, etc. Approx.: **\$100.00**

Total Estimate: \$560.00

Funds will be deducted from the Staff Travel Expense budget.

Action Requested:

Request the boards to approve the 2025 MAWB Summer Conference Meeting and use the funds from the Staff Travel Expense budget with outlined details above.

Career Solutions CLIENT WAIVER LIST

Period:

7/1/2024

to

6/30/2025

#	CLIENT WF1 ID#	CAREER PLANNER	PROGRAM NAME	DATE	DESCRIPTION	CODE *	\$ OVER LIMIT	BOARD APPROVAL DATE
19	202250695	Hassan Omar	Targeted Populatio	6/16/2025	Car Repair	05	\$401.95 over limit	
20	202250786	Kim Randall	Drive for 5/ACP	6/24/2025	nd Combined Support Se	05	nth additional with \$200 over policy	
21	202203131	Salma Hassan	Targeted Populatio	6/30/2025	Rent	07	\$72 over limit	
22	101631425	Malena Cordell	Targeted Populatio	6/26/2025	Rent	07	\$1,200 over limit	
23								
							\$ -	

CAREER SOLUTIONS CLIENT WAIVER LIST		Period:	7/1/2017	to	6/30/2025
CODE	DESCRIPTION	COUNT	AMOUNT		
00	Other Credential Training	0	\$	-	
01	Classroom Training	0	\$	-	
02	Short-Term Training	0	\$	-	
03	Non-Cred Training	0	\$	-	
04	Other Training	0	\$	-	
05	Transportation	2	\$	-	
06	Tools/ Work Clothing	0	\$	-	
07	Housing/ Rent	2	\$	-	
08	Counseling	0	\$	-	
09	Health Care	0	\$	-	
10	Child/ Dependent Care	0	\$	-	
11	Non-Targeted Training	0	\$	-	
		4	\$	-	

Career Solutions CLIENT WAIVER LIST

Period:

7/1/2025

to

6/30/2026

#	CLIENT WF1 ID#	CAREER PLANNER	PROGRAM NAME	DATE	DESCRIPTION	CODE *	\$ OVER LIMIT	BOARD APPROVAL DATE
1	202249317	Kim Randall	P2P Bridge	7/18/2025	Car Repair	05	\$416.32 over limit	
							\$ -	

CAREER SOLUTIONS CLIENT WAIVER LIST				Period:	7/1/2017	to	6/30/2026
CODE	DESCRIPTION	COUNT	AMOUNT				
00	Other Credential Training	0	\$ -				
01	Classroom Training	0	\$ -				
02	Short-Term Training	0	\$ -				
03	Non-Cred Training	0	\$ -				
04	Other Training	0	\$ -				
05	Transportation	1	\$ -				
06	Tools/ Work Clothing	0	\$ -				
07	Housing/ Rent	0	\$ -				
08	Counseling	0	\$ -				
09	Health Care	0	\$ -				
10	Child/ Dependent Care	0	\$ -				
11	Non-Targeted Training	0	\$ -				
		1	\$ -				

STATE OF MINNESOTA

PROJECT SPECIFIC PLAN (PSP)

ORIGINAL

Master Contract Number: CARSOL2024M

Term of Master Contract: 09/29/2023-06/30/2028

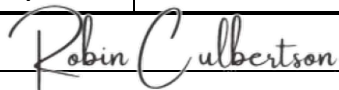
Master SWIFT Contract
Number: 234170

Grant ID Number: 5173600

GRANTOR / STATE	GRANTEE
Employment and Training Programs Division MN Department of Employment and Economic Development 180 E. 5 th Street, Suite 1200 St. Paul, MN 55101	Career Solutions 1542 Northway Drive, #2 St. Cloud, MN 56303
GRANT MANAGER CONTACT	GRANTEE CONTACT
Name and Title: Lynn Douma, Program Coordinator Phone: 651-259-7536 Email: Lynn.Douma@state.mn.us	Name and Title: Tammy Stark, Executive Director Phone: 320.308.5702 Email: Tammy.Stark@CSJobs.org

Required Attachments: Attachment 1: Work Plan
Attachment 2: Budget
Attachment 3: Terms and Conditions

COMPLETED BY DEED:

Program Name: PY 2025 WIOA Youth Formula Grant			
Start Date ¹ :	04/01/2025	SWIFT Contract Number:	273826
Execution Date ² :		SWIFT PO Number:	3000611768
End Date:	03/31/2027	SWIFT Vendor Number + Location:	0000214093.001
Amount:	\$ 531,919.00	Procure-It Number:	95387
Match / Leverage Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	NGA Number:	
AFS Signature: 	Encumbrance Date: 07/23/25		

SUBMITTED BY GRANTEE:

I certify that the information contained in the attached Work Plan and Budget, labeled Attachment 1 and Attachment 2, respectively, is true and accurate to the best of my knowledge and I agree that this PSP is subject to all provisions of the Master Grant Contract Agreement which is incorporated by reference. I further certify that I am authorized to submit this PSP on behalf of the Grantee.

Signature:**Date:****Printed Name and Title of Grantee's Authorized Representative:** Tammy Stark, Executive Director**APPROVED BY (GRANTOR / STATE)**

I have reviewed and approved the attached PSP which is referenced in and incorporated as an amendment to the Master Grant Contract Agreement indicated herein.

Signature:**Date:****Printed Name and Title of State's Authorized Representative:** Ama E. Akakpo, Director, Employment and Training Programs Division

¹ [Dept. of Administration and Minnesota Management and Budget Policy 21-01](#): contract and grant encumbrance exception for "A grant which is a pass-through of federal funds, and the federal program authorizes reimbursement of expenses incurred prior to the authorized start of work." Start date is determined by Notice of Award (NOA) Effective Date.

² Execution date is the date the State obtains all required signatures under [Minn. Stat. §16B.98](#), Subd. 5.

ATTACHMENT 1

WORK PLAN

Youth Service Provider Information For PY 2025/SFY 2026

Provide an updated list of all current youth service providers (see below for sample format). The information provided in this chart will be posted on the DEED website. Please be sure that the contact person's name, phone number and e-mail address are entered correctly for each service provider. Add additional rows for additional providers as needed.

Youth Service Provider/Contact	WIOA	MYP																					
Name of Service Provider: Career Solutions Address: 1542 Northway Dr. City, State, ZIP St Cloud, MN 56303 Contact Person: Angela Schmitz Contact Person Phone: 320.260.4219 Contact Person E-Mail: Angela.schmitz@csjobs.org Service Provider Website: Careersolutionsjobs.org	<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>ISY:</td> <td>X</td> <td></td> </tr> <tr> <td>OSY:</td> <td>X</td> <td></td> </tr> </tbody> </table>		Yes	No	ISY:	X		OSY:	X		<table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>Summer ONLY:</td> <td></td> <td>X</td> </tr> <tr> <td>Year-Round (incl. summer):</td> <td>X</td> <td></td> </tr> <tr> <td>Outreach to Schools:</td> <td>X</td> <td></td> </tr> </tbody> </table>		Yes	No	Summer ONLY:		X	Year-Round (incl. summer):	X		Outreach to Schools:	X	
	Yes	No																					
ISY:	X																						
OSY:	X																						
	Yes	No																					
Summer ONLY:		X																					
Year-Round (incl. summer):	X																						
Outreach to Schools:	X																						

Attachment 1

Workplan: Youth Program Service Delivery Design (Includes WIOA Young Adult and MYP)

IMPORTANT NOTE: The narrative section covers PY 2025 WIOA Young Adult and SFY 2026 for MYP. Please provide an answer after each question. This information becomes a part of both grant agreements with DEED.

1. Attach a copy of the most recent Request for Proposal(s) (RFP) issued by the WDA for WIOA Young Adult and the Minnesota Youth Program, as appropriate. If the LWDB has determined there is an insufficient number of eligible youth service providers based on Section 123(b) of WIOA law, please include a copy of appropriate board minutes and/or resolution stating as such. ATTACHMENTS A

2. Describe outreach and recruitment of:
 - Out-of-School Youth (“OSY”)
Career Solution’s Eligibility & Outreach Specialist and Youth Career Planners are in regular contact with area High Schools and Adult Basic Education staff for identification of youth who could benefit from WIOA services. Stearns and Benton County Community Corrections and Human Services are contacted regularly along with other youth serving agencies. Communication occurs with Career Solution’s Memorandum of Understanding (MOU) partners and the St. Cloud Area Human Services Council. Marketing materials are made available at local schools, public libraries, and partner agencies. Career Solution’s staff will meet one-on-one or connect by phone with interested youth to answer questions about the WIOA program, provide information regarding ability to benefit, and determine if the youth meet eligibility criteria. If so, the youth is referred for an eligibility screening. Career Solutions adheres to the 75% expenditure requirement under WIOA.
 - For MYP/CareerONE, marketing materials are distributed to promote the summer program to those that meet the eligible criteria. Career solutions staff are also on-site at local schools to meet with students to discuss the offering as well as meeting with school counselors and Principals to help recruit the students. Marketing materials are also distributed to all youth and family servicing agencies and local community partners.

 - In-School Youth (“ISY”)
Career Solution’s Eligibility & Outreach Specialist and Youth Career Planners are in regular contact with area High Schools and Adult Basic Education staff for identification of youth who could benefit from WIOA services. Stearns and Benton County Community Corrections and Human Services are contacted regularly along with other youth-serving agencies.
Communication occurs with Career Solution’s Memorandum of Understanding (MOU) partners and the St. Cloud Area Human Services Council. Marketing materials

are made available at local schools, public libraries, and partner agencies. Career Solution's staff will meet one-on-one or connect by phone with interested youth to answer questions about the WIOA program, provide information regarding ability to benefit, and determine if the youth meet eligibility criteria. If so, they are referred for an eligibility screening. Career Solutions adheres to the 75% expenditure requirement under WIOA. For MYP/CareerONE, marketing materials are distributed to promote the summer program to those that meet the eligible criteria. Career solutions staff are also on-site at local schools to meet with students to discuss the offering as well as meeting with school counselors and Principals to help recruit the students. Marketing materials are also distributed to all youth and family servicing agencies and local community partners.

3. Describe eligibility determination process, including the WDA's strategy for use of the "5% window" for all ISY and affected OSY participants whose income exceeds limits (reminder: up to 5% of ISY and OSY participants (who require income eligibility) served by WIOA Young Adult program may be individuals who do not meet the income eligibility requirements, provided they fall within one or more of the categories described in WIOA Sec. 129 (C). See Chapter 2 of the WIOA Youth Administrative Policy.

Career Solutions provides intake services for eligible youth. Youth who express interest in services through the CareerForce system are encouraged to speak one-on-one with Youth Career Planners. A pre-screen of eligibility is determined and information regarding services is given to youth. Youth are scheduled for an intake session with a Youth Career Planner to complete an initial assessment and submit eligibility documentation; the Eligibility & Outreach Specialist determines formal eligibility.

The 5% window will be used on a discretionary basis to serve youth who are within the categories described in Section 129(C) of WIOA or are within the defined sixth criteria.

4. Identify the WDA's definition of "An individual who requires additional assistance to complete an education program or to secure and hold employment." The definition must be reasonable, quantifiable, and based on evidence that the specific characteristic of the participant identified objectively requires additional assistance. See Chapter 2 of the WIOA Youth Administrative Policy.

The LWDB has defined the sixth criteria for youth eligibility under WIOA as "an individual who requires additional assistance to complete an education program or to secure and hold employment and meets one of the following risk factors: performing below peers or needs remedial classes for post-secondary generals; child of a single parent; chemically dependent; child of a drug or alcohol abuser; no parents and /or siblings have successfully completed a post-secondary education; referred to or attends an alternative learning environment; a victim of physical or sexual abuse, homeless in the past 12 months; participated in a diversion program; adopted or non-supported current/former foster child; experienced voluntary or court ordered out-of-home placement; no longer able to reside in the family

household due to age, conflict or family decision; previously attempted and was not successful at post-secondary education or referral received from an educator or school counselor or area non-profit or MOU partner.

Career Solutions follows the WIOA law for these guidelines.

5. Per WIOA Law, Section 3(5) and WIOA Final Rules at 20 CFR 681.290, the U.S. Department of Labor defines an individual as “basic skills deficient” if he or she—
 - a. has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or
 - b. is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.

All Minnesota WDAs are required to include the definition of “basic skills deficient” in their local youth plans. Please provide any additional local policy that defines “basic skills deficient” differently from existing federal policy, or indicate if your local policy will mirror existing federal policy as shown above.

Career Solutions definition of “basic skills deficient” is locally defined as an individual that computes or solves problems, reads, writes, or speaks English at or below the eighth-grade level, or is unable to perform these tasks at a level necessary to function on the job, in the person's family, or in society.

6. Describe the objective assessment process used to identify appropriate services and potential career pathways for young adults. Identify the assessment tools used by the WDA for all in-school and out-of-school participants.

Each participant meets one-on-one with a Youth Career Planner who explores with them their educational background, prior work experience, employability, motivation, family situation, budget, etc. Basic skills testing results are either obtained from Adult Basic Education partners or administered by Eligibility Specialist or Youth Career Planner Youth is scheduled for a career assessment, when appropriate, to determine general educational development, aptitudes, and interests in twelve (12) areas. Objective assessment is ongoing, and information is gathered and evaluated at each meeting. Basic skills testing (in partnership with ABE) will be given throughout participation for those youth who are basic skills deficient at pre-test.

CASAS is administered as needed to determine literacy/numeracy levels. If it is determined that the Youth is basic skills deficient, we will evaluate further through our ABE partners. Youth who demonstrate a need for tutoring may be referred to ABE services, use online learning sites, referrals to academic achievement centers. Additional resources are provided as needed.

With CareerONE (MYP), The WorkKeys® Assessment is given at the beginning of CareerONE to determine what math and reading curriculum in KeyTrain should be used for skills gain. Participants complete an assessment packet reviewing their current household, basic needs, educational needs, etc. This information is again reviewed along with their ability to benefit. Objective assessment is ongoing and team leaders will case note weekly on the youth's accomplishments, etc.

-
7. Describe process for developing the Individual Service Strategy (ISS) and use of the Individualized Education Plan (IEP), including provision of wraparound support services. If your WDA/service provider(s) incorporate “Guideposts For Success” with some (or all) of your participants, please discuss when and how it is used.

An Individual Service Strategy (ISS) is developed in cooperation with youth. The ISS focuses on individual skill development toward a career pathway or a specific career/employment goal, including both short-term and long-term goal. The plan is updated as skill attainment goals are met. The youth’s file includes information on budget needs and referrals to local resources are documented through case noting. If a need for additional support is indicated in the ISS, the Career Planner will discuss and contact the appropriate agency to provide those supports. Incentives are earned upon the attainment of a benchmark: i.e., good grades, remaining in school, and completing assigned tasks. When Career Planners learn of housing, medical, food or additional needs of youth, referrals are made to Community Based Organizations (CBO) for assistance. Youth are asked to sign a consent so that information can be shared between CBO and Career Planner to address the specific need.

In the MYP Program, the ISS is developed around the youth’s need for obtaining skills and how the services provided through CareerONE can assist youth in attaining those skills. The youth work toward obtaining employability skills certificates. Examples of these certificates are Youth@Work, Talking Safety, and Money Smart.

8. Describe your strategy for providing integrated experiential learning, work-based learning, and work experience for participants. Discuss to what extent your WDA is adapting these activities due to changes resulting from the pandemic.

Career Solutions will continue to provide opportunities for youth to participate in paid and unpaid on-site work-based experiences. The unpaid work experiences may include job shadowing, internships, business tours, and volunteer opportunities. The paid work experiences may include a youth service team model, individual placement, and workforce preparation. The workforce preparation may include financial literacy, entrepreneurial skills, labor market and employment information about in-demand industry sectors or occupations, and leadership development. The experiences may be coordinated with the participant’s secondary or post-secondary school. Work experiences may be in the private or public sector. The placement tends to be in an industry, which is indicated on the youth’s career assessment. Career Solutions is aware of the 20% expenditure requirement under WIOA.

The experiential learning component in CareerONE is performed in person in a youth service team model. The team is comprised of 8 to 10 youth and an adult team leader. The team is assigned work projects for community organizations and completes them under the supervision of the team leader. These teams are appropriately sized to allow for maximum program effectiveness. Following CareerONE, 14 youth mentors are provided the opportunity to complete 40 hours of mentorship and employability experiences with local employers.

Career Solutions continues to coordinate efforts to provide all area youth with experiential learning opportunities through Outreach to Schools (OTS), Youth-at-Work (YAW), Pre-ETS, Youthbuild, and TANF, as well as out-of-school youth opportunities. Collaborative partners in this effort include Career Solutions, YES Network, Islamic Center, CMCEO, District 742 (St. Cloud), District 47 (Sauk Rapids/Rice), and nine rural school districts in Stearns and Benton Counties. We also have a list of agencies and companies that are willing to be work experience sites, in hopes of accommodating a youth's preference.

9. Describe your strategy for introducing Career Pathways for young adults and process for providing current labor market information on high-growth, in-demand occupations in the region.

Accessing current labor market information for career planning along with teaching youth how to access this independently is the foundation of youth programming. Data from multiple sources are used to ensure youth's employment plan and career paths are using current and projected employer/employment trends including the strategic industries and occupations defined by the LWDB for the workforce service area. Information from community assessments, industry forums, Job Service, and DEED's Regional Labor Market Analyst on locally and regionally targeted economic and employment trends is used to introduce career pathways to youth.

YAW, Youthbuild, Pre-ETS, Career Trek, Discovery Days and Outreach to Schools activities provide additional opportunities for youth to have access to career, targeted industry, and labor market information. Career Solutions collaborates with the school districts and employers in the community to offer job and career fairs, mock interviews, work experience/internships tours, etc.

Youth Career Planners collaborate one-on-one with participants to locate and explore information on different career choices based on the youth's interests and assessment results. Assessment results are reviewed with the LWDB's identified strategic industries, occupations, and labor market information. It focuses on high-growth, in-demand, and career laddering occupations. Occupational information is available in different formats including computer internet sites (MCIS, ONET, and DEED), career videos, and hard copy.

In preparation for employment, LWDB and Career Solutions promote and provide opportunities to develop pre-employment, work maturity, occupational, and retention skills. As part of the process, youth work with a Youth Career Planner to identify and resolve barriers to employment. During CareerONE, youth are exposed to high-growth, in-demand occupations, along with the LWDB's identified strategic industries through a career exploration curriculum.

10. If applicable, attach a copy of the WDA's policy for developing Individual Training Accounts (ITAs) and indicate the date approved by the LWDB/Youth Committee. Indicate if your WDA will be using Minnesota's waiver to allow use of ITAs for In-School Youth, ages 16-21. *Not applicable*

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11. Describe follow-up strategies (including provision of supportive services) for the WIOA Young Adult program and discuss any policy relating to extending beyond the statutory requirement of offering follow-up for at least 12 months after exit.

Career Solutions provides follow-up services for at least 12 months after the youth complete the objectives listed on their individual ISS. The strategy for an intensive follow-up is to assist the youth with the transition from their training program, successfully monitor work success and help them with strategies for remaining successful. A Career Planner will assist with job challenges, and labor market information, and make available appropriate support services as needed. Incentives may be used to reinforce and reward keeping a job, providing information at follow-up, and job promotions.

12. Describe the Youth Incentive Policy and attach a copy of the most recent version approved by your LWIB/Youth Committee. Refer to 2 CFR 200.438 and [Chapter 18](#) “WIOA Youth Cost Matrix” for additional background.

Gift cards are not provided for entertainment or food venues. This incentive policy may be utilized with WIOA and MYP participants. ATTACHMENT C

13. Discuss your policy and practices relating to providing supportive services to participants. (Attach a copy of your WDA’s Supportive Service Policy for Youth)
- Career Solutions provides support services through various funding sources. This includes such support services as bus passes, gas cards, clothing allowances, rent or mortgage support and insurance payments.*

Support Services are based on the youth’s budget; a budget worksheet is done with all youth requesting a support service. ATTACHMENT B

14. If applicable, describe how stipends will be used for participants and attach a copy of your WDA’s Stipend Policy.

Career Solutions utilizes stipends primarily for our CareerONE/CareerTWO and Youth at Work programming, participants are compensated for training time, even when they are not engaging in a formal paid work experience. ATTACHMENT D

15. Describe how co-enrollments will be facilitated for youth, including a summary of all funds that are “braided or blended” with participants beyond WIOA Youth Formula Grant funds and MYP funds.

The Career Solution’s Youth Career Planner will assist the youth in addressing their immediate and future needs to be career successful. This includes obtaining consent to share and initiating meetings with other providers as needed to coordinate efforts and ensure non-duplication of services.

Youth enrolled in MYP may also be referred to participate in the WIOA Young Adult and any other youth programs. The WIOA Career Planner will coordinate and oversee this co-enrollment. Youth that are co-enrolled may utilize funds from MYP, WIOA young adult, Youth at Work. They may be co-enrolled in adult programs.

16. Describe local partnerships to serve “opportunity youth” who have significant barriers to employment and/or youth who are under-served and under-represented in the workforce, including:

- Dropouts and potential dropouts
- Youth with language and/or cultural barriers to employment
- Youth in foster care and aging out of foster care
- Homeless youth or runaways
- Youth offenders and at-risk of involvement with the juvenile justice system
- Youth with disabilities
- Teen parents
- Youth of color and other under-served, under-represented youth populations
Recruitment of youth for all listed categories is ongoing through area school districts, community corrections, youth serving agencies, post-secondary schools, public libraries, community education programs, county offices, county human services offices, transitional programs, foster placement agencies, treatment programs, CareerForce partners, MOU partners, and St. Cloud Area Human Service Council partners. Career Solution’s Career Planners attend listed agency staff meetings at least once a year. These recruitment efforts build the needed connections with other agency staff to help bring youth to CareerForce where they are encouraged to inquire about WIOA services. A Youth Career Planner will meet with the youth and perform an interview/assessment to identify immediate needs. Depending on the immediate needs, referrals to community and area organizations/agencies may occur. Services to youth may be provided through a collaborative effort.
- *Career Solutions continues to coordinate efforts to provide all area youth with experiential learning opportunities through Outreach to Schools (OTS), Youth-at-Work (YAW), Pre-ETS, TANF, Youthbuild, and other in-school and out-of-school youth opportunities and other regional assets. Collaborative partners in this effort include Career Solutions, YES Network, Islamic Center, District 742 (St. Cloud), District 47 (Sauk Rapids/Rice), and nine rural school districts in Stearns and Benton Counties. Other efforts to connect youth include the following:*
 - **Youthbuild** - Career Solutions has combined our Youthbuild program with our CareerONE program. Youthbuild provides an opportunity for economically disadvantaged and potential high school dropouts to receive hands-on training in Construction/Manufacturing, Public Safety and Health Care careers. They have worked towards OSHA 10/30, and First Aid/CPR and received credits from SCTCC. CareerTWO has been added to Youthbuild for those interested in furthering their careers in Construction, and Health Care. We will continue to work with Habitat for Humanity, Carpenters/Pipefitters/Electrician Unions, and CentraCare Health.

-
- **Outreach to Schools (OTS)** - activities are provided to complement the work of existing school counselors and provide youth and families with career exploration and career counseling, college information and current labor market information. Youth Career Planners strive to recruit and place interns in area high schools to assist in providing career exploration, career fairs, job search assistance, college information and current labor market information to youth and families. Interns share information about other Career Solutions youth programs to include the WIOA youth program, and CareerONE. Career Solutions provides the interns with a stipend. These efforts are assisting schools in attaining college and career readiness under the World's Best Workforce requirements.
 - **Pre-Employment Transition Services-** along with local schools in Stearns and Benton counties and Vocational Rehabilitation Services (VRS) collaborate and develop strategies to recruit and serve students with disabilities, as defined on their IEP or 504 plan. Strategies include collaborating with the counselors and Special Education departments for referral to the program. Career Planners assist with Career Exploration utilizing tools such as the Minnesota Career Inventory System (MCIS) and Recruitment of youth for all listed categories is ongoing through area school districts, community corrections, youth serving agencies, post-secondary schools, public libraries, community education programs, county offices, county human services offices, transitional programs, foster placement agencies, treatment programs, CareerForce partners, MOU partners, and St. Cloud Area Human Service Council partners. Career Solution's Career Planners attend listed agency staff meetings at least once a year. These recruitment efforts build the needed connections with other agency staff to help bring youth to CareerForce where they are encouraged to inquire about WIOA services. A Youth Career Planner will meet with the youth and perform an interview/assessment to identify immediate needs. Depending on the immediate needs, referrals to community and area organizations/agencies may occur. Services to youth may be provided through a collaborative effort.
 - **Youth at Work (YAW)** - Career Solutions recruits students from both Stearns and Benton counties. We coordinate services when needed with area high schools to offer school credit and career/post-secondary guidance. The students are placed at work experience sites with employers in Stearns and Benton Counties, they receive a competitive wage all while receiving a realistic on-the-job experience. Through YAW, Youth Career Planners partner with District Navigators to ensure students receive needed support to accomplish both employment and educational success.
 - **TANF** -Career Solutions collaborates with students from both Stearns and Benton counties. We coordinate services with area high schools and our local MFIP provider AVIVO. The students are placed at work experience sites with employers in Stearns and Benton Counties, to receive a competitive wage all while receiving a realistic on-the-job experience.
 - **Project Lead the Way (PLTW)** - a pre-engineering/engineering technology curriculum, challenges high school students to consider Science, Technology, Engineering, and Math (STEM) careers. CareerONE and WIOA participants may be referred to this program based on their career interests.
 - **SCRUBS Camp** - is a collaborative effort between the business and industries of the St. Cloud region, St. Cloud Technical & Community College. This is an engaging, interactive, and fun day camp open to any student entering grades 7th-12th in the

fall. Students will spend three days exploring a variety of healthcare careers like nursing, laboratory science, social work, alternative therapies, and others. Students experience these careers through field trips and hands-on activities facilitated by healthcare professionals and college faculty. Students will be provided their own set of scrubs to wear, and meals are included. Career Solutions receives referrals from and refers youth to SCRUBS Camp.

- **Community Outreach** – Career Solutions staff members speaking fluent Somali and English visit local community organizations and adult education facilities to assist with job search options, career exploration, financial literacy, and other resource options.
- **Immigrant Employment and Connections Group** - works to educate employers to overcome real or perceived barriers when hiring the immigrant workforce. The IECG has developed training events and a resource guide for businesses seeking to strengthen their workforce by hiring new Americans, and hosts job fairs specifically tailored to hiring immigrant workers. Special training sessions have been designed and held to ensure immigrant job seekers have a better understanding of the job-search process.
- **Partner for Student Success (PFSS)** - is a community initiative begun by St. Cloud Area School District 742. Its mission is to unite schools and the greater community to collectively impact and improve educational achievement, post-secondary/career readiness, and civic engagement of our children. This partnership originated from concerns about huge challenges facing children in the greater St. Cloud area including increasing poverty, immigration status, and increasing expectations for success. Career Solutions participates in this community initiative. Key partners include Career Solutions, United Way of Central Minnesota, Initiative Foundation, Central Minnesota Community Foundation, Readiness Pipeline, Center for Service Learning & Social Change, University of MN Extension, Milestones, St. Cloud Area School District, and the Greater St. Cloud Area Development Corporation. This team meets regularly to share services, and new developments, identify cooperative ventures and added resources, and measure impact through common goals.
- **Exploring Potential Interests and Careers (EPIC)** – the goal is to create high-quality career exploration tools and programs that effectively bridge education and industry for Central Minnesota high school students, contributing to the fulfillment of the economic and workforce needs of the region. Career Solutions refers and staffs this event.
- **Big Brothers Big Sisters of Central Minnesota (BBBS)** - mission is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. Career Solutions staff sit on this agency's Program Committee. Referrals are made to and from this organization.
- **Place of Hope** - is a multi-faceted outreach to the community and Central Minnesota, people need support and services because of homelessness, poverty, drug addiction, alcoholism, and other crisis. Place of Hope provides hope in the form of a Hospitality Center with food, free medical care, clothing, personal care items, and off-site shelter for those who cannot get into the other shelters in town. People are sheltered at various churches that have been trained by Place of Hope to provide this service. Career Solutions recruits and provides training to these individuals.

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- **Catholic Charities (SAIL, SHY)** - Catholic Charities Support and Advocacy for Independent Living Program (SAIL) helps youth, ages 14 to 21, learn and practice essential life skills. This unique program helps teens transition from adolescence to adulthood primarily through group training in a safe, confidential environment. Career Solutions refers and get referrals from these programs.
 - **Pathways for Youth** – provide services and programs for youth experiencing homelessness or at risk of being homeless in one convenient location. The youth resource center provides services including a food pantry, clothing closet, laundry and shower, hot evening meal, and medical help. Caseworkers are available to meet with guests to help them set goals for career employment and housing. The youth resource center offers a variety of programming opportunities. Local agencies such as Career Solutions hold sessions at Pathways to offer help to youth on a variety of topics. Including job search and interviewing skills.
 - **Yes Network** - The Yes Network is dedicated to creating vibrant, loving, prosperous engagement with youth and families in the neighborhoods in which they live. The Yes Network provides a summer food program, neighborhood enrichment activities, arts, and leadership training. Yes Network, provides leadership training to CareerONE mentors and is used as a community worksite for Y@W participants.
 - **The Ultimate Success Organization (USO)-Islamic Center**- The mission of the USO is to promote and empower future youth leaders, equip them with leadership skills, offer economic opportunities, and provide career development and youth counseling to become productive community leaders and global citizens. The center provides homework assistance and team-building activities for youth. In addition, they collaborate with Career Solutions to provide work experience opportunities to youth who are eligible for YAW, TANF, MYP, and WIOA programs.
 - **Central Minnesota Community Empowerment Organization (CMCEO)** - The mission of the CMCEO is to support and empower Central Minnesota Refugee and Immigrant Communities through service and advocacy. Central Minnesota Community Empowerment Center provides Education Training, Housing Support, Career Advancement, Economic Empowerment, Youth Development & Business Development. Our integrated services are a bedrock of economic wellness, health, and social empowerment that impacts our community.
 - **Central MN ABE Consortium** – a partnership between 31 school districts, including St. Cloud Area School District 742 and Sauk Rapids-Rice Public School District 47. Adult learners in these communities are served at numerous learning sites during daytime and evening class hours throughout the year. Central Minnesota ABE welcomes all adults, 17 or over, who are not currently enrolled in a regular school program. The mission of ABE in Minnesota is to provide adults with educational opportunities to acquire and improve the literacy skills needed to become self-sufficient and to participate effectively as productive workers, family members, and citizens. Career Solutions works together with ABE for aging out and OSY students.
 - **Area School Districts:** Albany Public School District / Bertha-Hewitt Public School District / Braham Public School District / Browerville Public School District / Cambridge-Isanti Public School District / Eden Valley-Watkins School District / Holdingford Public School District / Isle Public School District / Kimball Public School District / Little Falls Public School District / Long Prairie-Grey Eagle School District / Menahga Public School District / Milaca Public School District / Mora Public School

District / Ogilvie Public School District / Onamia Public School District / Pierz Public School District / Pillager Public School District / Princeton Public School District / Rocori Public School District / Royalton Public School District / Sartell-St. Stephen School District / Sauk Rapids-Rice Public Schools / St. Cloud Public School District / Sebeka Public School District / Staples-Motley School District / Swanville Public School District / Upsala Public School District / Verndale Public School District / Wadena Public School District.

- **Boys & Girls Club of Central Minnesota** - mission is to do whatever it takes to empower all youth to reach their full potential. Career Solutions receives referrals from the Boys & Girls clubs in Central Minnesota.
- **St. Cloud Area Family YMCA** - believes that everyone deserves a chance to succeed—no matter their background or income—and that can happen only when we unite to nurture the best in all of us. Career Solutions utilizes the YMCA facilities and programming during CareerONE.

17. Describe how the Work Readiness Indicator will be implemented for youth participants and whether this is used for WIOA participants, MYP participants, or both. If the WDA uses a standardized form for measuring and documenting work readiness skills, please attach a copy.

- Approach to assuring work readiness skill attainment for youth participants
- Approach to assuring that the worksite supervisor evaluates work readiness skills of youth participants, including a process for documenting the employer's evaluation of the youth participant's work readiness skills.

WIOA youth and the Worksite Supervisor receive an orientation to the work program expectations, including the use of a Site Supervisor's Evaluation Worksheet. The supervisor evaluates the youth's skills in dress, hygiene, attendance and punctuality, attitude, behavior, listening and following directions, how well they get along with co-workers and supervisor, responsibility, safety practices, quality of work, and quantity of work. In each skill area, the youth are rated as follows: needs development, competent, proficient, or advanced. They are evaluated in the first, sixth, and twelfth week; a final evaluation is also completed. If more ongoing evaluation is needed, the Career Planner and Site Supervisor will meet with the participant individually. The youth will receive a final evaluation at the end of the work program documenting their competency.

MYP/CareerONE participants all go through an orientation before the CareerONE program begins. The orientation reviews expectations for the participants and how they earn their money. Participants get daily evaluations on attendance, punctuality, dress code, cooperation, safety and teamwork, work quality, and work quantity. The daily evaluations that are performed is how the students earn their money. Based on the evaluations, the team leaders will set goals with each participant on improving for the rest of the program. Team leaders keep a daily journal of these evaluations and give each student a final evaluation before the program is complete.

- Approach to assuring work readiness skill attainment for youth participants

At the time of the youth's evaluation of work readiness skills, goals will be set if the youth need additional skill development; if so, they have evaluated again during the next pay period. If there is a goal set by the supervisor, the Youth Career Planner will review this information and inquire as to what coaching has taken place to enable the youth to achieve and demonstrate the needed skills. If required, corrective feedback will be given.

- Approach to assuring that the worksite supervisor evaluates work readiness skills of youth participants, including a process for documenting the employer's evaluation of the youth participant's work readiness skills.

The Site Supervisor submits the evaluation worksheet to the Youth Career Planner. The Youth Career Planner reviews the worksheet. The Site Supervisor's evaluation worksheets are completed in the first week to set a baseline and with the first pay period. Youth are evaluated at six weeks, twelve weeks and at twenty-four weeks or the conclusion of the placement. The Youth Career Planner and/or Site Supervisor may request additional evaluations. The Site Supervisor submits the evaluation to the Youth Career Planner and the evaluations are kept in the youth's file/EDS. The youth and Site Supervisor keep a copy for their reference. ATTACHMENT E

18. If the WDA is planning to provide Outreach to Schools activities as a component of MYP in SFY 2026, please provide an overview and anticipated goals/objectives.

Career Solutions plans to provide Outreach to Schools activities in SFY 2026 to complement the work of existing school counselors and provide youth and families with career exploration and career counseling, college information and current labor market

information. Examples of Outreach to Schools activities Youth Career Planners facilitate include the following:

- Recruit and place interns in rural school districts within Stearns and Benton Counties to assist in meeting the World's Best Workforce legislation through assisting schools in providing the following services:*
- Provide information to individual students and/or groups of students regarding in demand occupations, targeted industries, and current labor market information.*
- Provide individual students and/or groups of students with career exploration activities and counseling including career assessments, interpretation of assessments, looking at appropriate college options, performing career research, resume preparation and job search assistance as needed.*
- Assist with setting up and/or supervising college visits, military recruiter visits, job shadows, etc.*
- Assist students with updating their individual career plans utilizing resources such as MCIS. Provide information to individual students and/or groups of students regarding the college application process, financial aid process, applying for scholarships. Online tools such as MCIS, CAREERwise, onetonline.org, mn.gov/deed/data/, minnesotaworks.net, various college sites, etc. are utilized when working with the students.*
- Build connections to community and private community resources through regional career fairs, career events, and tours of businesses in strategic industries.*
- Provide opportunities to directly observe occupations and to interact with local business and industry through job shadowing, tours, and speaker panels*

19. Describe Youth-Focused Innovations/Best Practices, including (but not limited to):

- Attach the Shared Vision for Youth Blueprint to identify local interagency partnerships which serve the neediest youth and address the “opportunity gap”, “achievement gap”, and disparities in the workforce. (See Attachment 3)
- Private sector internships, on-the-job training, mentoring, job shadowing, pre-apprenticeship or apprenticeship training.
- Pre-Employment Transition Services (Pre-ETS) project, if appropriate.
- Strategies implemented during the Disability Employment Initiative including: Integrated Resource Teams (IRTs); expanded collaboration with local partners, including Vocational Rehabilitation Services (VRS); and activities related to the “Guideposts for Success” such as employability skills/work experience, career preparation, leadership development, family engagement, and connecting activities.
- Strategies for coordinating with after-school and out-of-school time programming.
- Connections with MFIP and SNAP partners to assure policy alignment for youth under age 25.

Career Solutions continues to coordinate efforts to provide all area youth with experiential learning opportunities through Outreach to Schools (OTS), Youth-at-Work (YAW), TANF, as well as WIOA In-School and Out-of-School youth opportunities within the region.

Collaborative partners in this effort include Career Solutions, the St. Cloud Area Chamber of Commerce, District 742 (St. Cloud), District 47 (Sauk Rapids/Rice,) and nine rural school districts in Stearns and Benton Counties. Thanks to our Human Resources Networking Group we have a running list of employers, both private and non-profits who are willing to take on a Work Experience participant.

In addition, Career Solutions continues to work with CentraCare Health and United Way to increase the capacity of the CareerONE program. This effort has been extremely successful in expanding services and reaching more youth that need work readiness/employability skills experience.

Career Solutions has combined our Youthbuild program with our CareerONE/TWO program. Youthbuild provides an opportunity for economically disadvantaged and potential high school dropouts to receive hands-on training in Construction/Manufacturing, Public Safety, and Health Care careers. They have worked towards OSHA 10/30, and First Aid/CPR and received credits from SCTCC.

CareerTWO has been added to Youthbuild for those interested in furthering their careers in Construction and Health Care. We will continue to work with Habitat for Humanity, Carpenters/Pipefitters/Electricians Unions ,and CentraCare Health Centers.

Best Practices:

Open House: *Career Solutions was recognized by the Minnesota Association of Workforce Boards (MAWB) with a Promising Practices award for creating Open House events held at CareerForce St. Cloud. These events showcase the services offered by CareerForce, offer training on job search related topics and LinkedIn profile pictures and act as a recruitment tool for Career Solutions programs.*

Discovery Day: *Career Solutions was recognized by the Minnesota Association of Workforce Boards (MAWB) with a Promising Practices award for their Discovery Days provided to job seekers. Career Solutions has partnered with the St. Cloud Technical & Community College and local businesses to develop four 3-hour, bi-monthly Discovery Day workshops. Discovery days include Health Care, Transportation/CDL, Welding and Construction. Job Seekers can “try a career” for the day and get all their questions answered about their career of interest. Discovery Day workshops are comprised of two parts which include local labor market information from employers and hands-on career activities with program instructors. They have an employer panel so the job seekers can get all their questions answered from those who work in these positions as well as hands-on activities. During these Discovery Day workshops, job seekers can learn about, job openings, great wages, company benefits and advice from these local employee/employers. Discovery days are available to current clients and the public.*

To strengthen school connections, Youth Career Planners are provided space and access to youth in local high schools. Youth Career Planners provide program information, recruitment, and continues with enrollment processes when appropriate. Youth Career Planners meet with currently enrolled youth to monitor progress, assess needs, and provide ongoing support. Youth Career Planner have a dedicated space at 2 Adult Education sites. Career Solutions along with local schools and VRS are collaborating and developing strategies to recruit and affect students with disabilities. Strategies include, collaborating with the counselors and Special Education department utilizing the Minnesota Career Inventory System (MCIS). Career Planners meet with students both in person and by Zoom to discuss Career Exploration strategies. We also include these students in CareerONE and in a special project with SCSU.

As needed, Youth Career Planners will coordinate with local Boys & Girls Clubs, the COP house (Community Outpost), the Islamic Center, YES Network, and other youth serving agencies to connect with interested youth to provide program information, recruitment, and proceed with enrollment processes when appropriate.

Youth Career Planners work with our MFIP/SNAP providers AVIVO to screen applicants and provide services to eligible youth.

20. Describe the WDA's approach to making each of the 14 required youth Program Elements available to participants in WIOA [P.L 113-128, Sec 129(c)(2) and individually defined and discussed in the final rules at 20 CFR 681.460] by completing the WIOA Youth Program Elements Checklist below. Also respond to the following for each of the 14 required elements:
- a. If the element is provided by another agency (or agencies) describe how the WDA ensures participants are receiving appropriate service levels.
 - b. Summarize whether or not WIOA youth funds are used, and/or other funding sources are braided or blended to offset some (or all) of the cost of delivering that particular service.
 - c. Summarize how the required program element is delivered to participants and any "best practices" associated with that element.
 - i. Program Element 1: Tutoring, study skills training, instruction, and dropout prevention services Career Solutions, ABE, CAS, and various other resources provide program elements. A memo of understanding includes the school districts, several post-secondary institutions, ABE, and local nonprofit organizations. WIOA funds are used, or partners offer other services.
 - ii. Program Element 2: Alternative secondary school services or dropout recovery services Services provided Adult Basic Education, GED, Credit Recovery, Adult Diploma, Hybrid Diploma and Area Learning Center. A memo of understanding includes the school districts, several post-secondary institutions, ABE, and local non-profit organizations. WIOA funds are used, or partners offer other services. Career Solutions staff have dedicated office space at ABE.
 - iii. Program Element 3: Paid and unpaid work experience Local business partners (public and private companies) as well as educational institutions and other local non-profits. Work experience sites are recruited based on the need of the client. WIOA funds are used to develop work sites, staff time and wages for participants.
 - iv. Program Element 4: Occupational skill training Local post-secondary institutions (MOU partners) provide occupational skills training. WIOA youth and adult funds are used to provide participants with tuition and supplies.

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- v. v. Program Element 5: Education offered concurrently with workforce preparation and training for a specific occupation Career Solutions and other partners provide the services. Sources of funding are WIOA and other private foundational support. Best Practice: Learn & Earn, (although sidelined this year due the pandemic) program goals are to prepare individuals who face English language barriers and have “aged out” of high school and are unemployed or underemployed, with the skills needed to fill positions in the state’s manufacturing/construction industries. This program has four components including literacy/adult diploma program, job preparation & training, mentoring, and work-based learning. Their day consisted of literacy education and on the job training at the worksite.
 - vi. vi. Program Element 6: Leadership development opportunities Leadership Development services are provided by the St. Cloud YMCA after a “Request for Proposals” was issued. Each of the fourteen activities required under WIOA are available to all eligible youth participants served through Career Solutions. After the assessment phase is completed at enrollment, the participant will be placed into at least one of the fourteen required WIOA activities, based on the Individualized Service Strategy (ISS). Partner agencies include the YMCA, local Military personnel, consultants, and MOU partners.
 - vii. vii. Program Element 7: Supportive services Career Solutions provides support services through various funding sources. This includes such support services as bus passes, gas, clothing allowances, rent or mortgage support and insurance payments.
 - viii. viii. Program Element 8: Adult mentoring Mentoring is received from Career Planners, Summer Staff for CareerONE, Work site supervisor, ABE instructors, school counselors, TRIO staff and the staff at the YMCA.
 - ix. ix. Program Element 9: Follow-up services Career Solutions provides follow-up services for 12 months after the youth complete the objectives listed on their individual ISS. The strategy for an intensive follow-up is to assist the youth with the transition from their training program, successfully monitor work success and help them with strategies for remaining successful. A Career Planner will assist with job challenges, labor market information, and make available appropriate support services as needed. Incentives may be used to reinforce and reward keeping a job, returning survey information, and job promotions. Funding sources used are from WIOA from support services and incentives.
 - x. x. Program Element 10: Comprehensive guidance and counseling Career Solutions Career Planners refer clients to local service providers and agencies. WIOA funds will be provided if necessary, however, most of these services would be provided under health insurance.

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- xi. xi. Program Element 11: Financial literacy education Career Solutions utilizes FDIC Money Smart curriculum with MYP participants and Catholic Charities provides financial literacy education for other youth participants. ATTACHMENT G
WIOA funding is used to provide these services.
 - xii. Program Element 12: Entrepreneurial skills training Referrals to clients include the following providers: The Small Business Development Center, Small Business Administration, and the book “How to Start a Business in Minnesota.”
 - xiii. xiii. Program Element 13: Services that provide labor market information
Accessing current labor market information for career planning along with teaching youth how to access this independently is the foundation of youth programming. Data from multiple sources are used to ensure youth’s employment plan and career paths are using current and projected employer/employment trends including the strategic industries and occupations defined by the LWDB for the workforce service area. Information from community assessments, industry forums, Job Service, and DEED’s Regional Labor Market Analyst on locally and regionally targeted economic and employment trends is used to introduce career pathways to youth. Youth Career Planners work one-on-one with participants to locate and explore information on different career choices based on the youth’s interests and assessment results. Assessment results are reviewed in conjunction with the LWDB’s identified strategic industries, occupations, and labor market information focusing on high-growth, in-demand, and career ladder occupations. Occupational information is available in different formats including computer internet sites (MCIS, ONET, and DEED), career videos, and hard copy. In preparation for employment, LWDB and Career Solutions promote and provide opportunities to develop pre-employment, work maturity, occupational, and retention skills. As part of the process, youth work with a Youth Career Planner to identify and resolve barriers to employment. During CareerONE, youth are exposed to high-growth, in-demand occupations, along with the LWDB’s identified strategic industries through a career exploration curriculum. Best Practice: Career Solutions provides Career Trek and Career Trek for Teens. This is a 3-day, 9-hour (the hours were reduced due to the pandemic) program designed to help participants identify strengths and skills, explore careers, and begin setting goals for their employment future. Best Practice: Career Solutions was recognized by the Minnesota Association of Workforce Boards (MAWB) with a Promising Practices award for their Discovery Days provided to job seekers. Career Solutions has partnered with the St. Cloud Technical & Community College and local businesses to develop

four 3-hour, bi-monthly Discovery Day workshops. Discovery days include Health Care, Transportation/CDL, Welding and Construction. Job Seekers can “try a career” for the day and get all their questions answered about their career of interest. Discovery Day workshops are comprised of two parts which include local labor market information from employers and hands-on career activities with program instructors. They have an employer panel so the job seekers can get all their questions answered from those who work in these positions as well as hands-on activities. During these Discovery Day workshops, job seekers can learn about, job openings, great wages, company benefits and advice from these local employee/employers. Discovery days are available to current clients and the public.

- xiv. . Program Element 14: Postsecondary preparation and transition activities Best Practice: Career Solutions provides Career Trek and Career Trek for Teens. This is a 3-day, 9-hour (the hours were reduced due to the pandemic) program designed to help participants identify strengths and skills, explore careers, and begin setting goals for their employment future. Best Practice: Discovery Days: Career Solutions was recognized by the Minnesota Association of Workforce Boards (MAWB) with a Promising Practices award for their Discovery Days provided to job seekers. Career Solutions has partnered with the St. Cloud Technical & Community College and local businesses to develop four 3-hour, bi-monthly Discovery Day workshops. Discovery days include Health Care, Transportation/CDL, Welding and Construction. Job Seekers can “try a career” for the day and get all their questions answered about their career of interest. Discovery Day workshops are comprised of two parts which include local labor market information from employers and hands-on career activities with program instructors. They have an employer panel so the job seekers can get all their questions answered from those who work in these positions as well as hands-on activities. During these Discovery Day workshops, job seekers can learn about, job openings, great wages, company benefits and advice from these local employee/employers. Discovery days are available to current clients and the public. Best practice: Career Quest (Pre-ETS): a program, funded by the Minnesota Department of Vocational Rehabilitation Services, designed to help high school students prepare for life after graduation. This provides students with career exploration and training options, obtain work skills, and learn how to be successful after high school. Career Solutions collaborates with multiple school districts in Stearns and Benton counties.

WIOA Youth Program Elements Checklist

Program Element	How Each Program Element is Offered							How program element is coded and entered in MIS
	In House	Partner Agreement			Provider Name(s)	Supporting Documentation	Notes	
		Contract	MOU	Other				
1. Tutoring, study skills training, instruction, and dropout prevention	X				Career Solutions, ABE, Center for Academic Success, Districts 742,	Case notes, Career Trek, ISS		Training counseling & Guidance
2. Alternative secondary school services or dropout recovery services			X		ABE, Area Learning Center,	Case notes, Document Summary, MOU		ABE/Alternative Secondary School Services/GED, diploma counseling
3. Paid and unpaid work experiences	X				CMCEO, Yes Network, Career Solutions	Case notes, ISS, Work Experience paperwork		Work Experiences
4. Occupational skill training			X		SCTCC, SCSU, Rasmussen, CLC,	MSG, credential document summary, ISS, MOU		Occupational Skills Training
5. Education offered concurrently with workforce preparation for a specific occupation	X				Career Solutions-Career One/Two, Discovery Days,	Case notes, ISS, Training Authorization		Training Activity, Work Readiness
6. Leadership development opportunities	X				YMCA, local military, Career Solutions	Case notes, ISS		Career Trek, Leadership, Community
7. Supportive services	X				Career Solutions, CMCEO, TriCap, MFIP,	Case notes, Vouchers, SS tab in WF1, ISS		Support Services and Case notes
8. Adult mentoring	X				Career Solutions staff,	Case notes		Mentoring, Guidance

					Career One staff, District 742,			
9. Follow-up services	X				Career Solutions	Case notes, Follow up tab in WF1		Follow Up and Case notes
10. Comprehensive guidance and counseling	X				Career Solutions, Catholic Charities, Tri Cap	Case notes, referral, consent, document summary		Counseling & Guidance
11. Financial literacy education	X				Career Solutions/Career One using FDIC Money Smart curriculum	Case notes		Financial Literacy, Money Smart
12. Entrepreneurial skills training				X	Small Business Development Center, Small Business Administration,	Case notes, document summary		Small Business training
13. Services that provide labor market information	X				Career Solutions through Career Trek, Job Service, DEED,	Case notes, Job Guidance worksheet using DEED, ISS		LMI from DEED
14. Post-secondary preparation and transition activities	X		X		Career Solutions through Career Trek, SCTCC, ABE	Case notes, certificates, MOU		Transition, Career Counseling & Guidance

WIOA Youth Program Element Section 129 (c)(2)	Is the element further described in Final Rule? If so, application citations	Relates to or overlaps with other program element?	Applicable PIRL Data Element Number(s)
1. Tutoring, study skills training, instruction and dropout prevention	No	Program elements 2 and 4	1402
2. Alternative secondary school services or dropout recovery services	No	Program element 1	1403
3. Paid and unpaid work experiences	Yes, 681.600, 681.590, 681.480		
4. Occupational skills training	Yes, 681.540, 681.550	Program element 1	1300, 1302, 1303, 1306, 1307, 1308

5. Education offered concurrently with workforce preparation and training for a specific occupation	Yes, 681.630	Program elements 2, 3, and 4	1407
6. Leadership development opportunities	Yes, 681.520, 681.530		1408
7. Supportive services	Yes, 681.570		1409
8. Adult mentoring	Yes, 681.490		1410
9. Follow-up services	Yes, 681.580	Program elements 7, 8, 11, 13, and 14	1412
10. Comprehensive guidance and counseling	Yes, 681.580		1411
11. Financial literacy education	Yes, 681.500		1206
12. Entrepreneurial skills training	Yes, 681.560		1413
13. Services that provide labor market information	Yes, 651.10		1414
14. Postsecondary preparation and transition activities	No		1415

ATTACHMENT 2

BUDGET

PY 2025 Budget Information Summary: WIOA Youth Formula Grant Program

WDA Number and Contact:	Angela Schmitz/ angela.schmitz@csjobs.org/ 320-260-4219
E-Mail Address/Phone No:	Jacob Kaduk/jacob.kaduk@csjobs.org/320-250-5964
Date Submitted (or Modified):	6/23/2025

Planned Percentage of NEW WIOA Funds Expended on Out-of-School Youth (Must be at least 75 percent):	94.9%
Planned Percentage of NEW WIOA Funds Expended on Work Experience (Must be at least 20 percent):	20.0%
Planned Percentage of NEW WIOA Funds Expended on Administration (Cannot Exceed 10 percent of total):	10.0%
Estimated number of youth served with PY25 WIOA funds:	80

Definitions of Cost Categories

(WIOA and MYP) Administration – Costs are defined by federal Uniform Guidance (2 CFR, Section 200) and are generally associated with the expenditures related to the overall operation of the employment and training system. Administrative costs are associated with functions not related to the direct provision of services to program participants. These costs can be both personnel and non-personnel and both direct and indirect.

Specifically, the following functions are considered “administrative”:

- Accounting, budgeting, financial and cash management functions;
- Procurement and purchasing functions;
- Property management functions;
- Personnel management functions;
- Payroll functions;
- Audit functions
- Incident reports response functions;
- General legal service functions;
- Costs of goods and services required for the administrative functions of the program including such items as rental/purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
- Systems and procedures required to carry out the above administrative functions including necessary monitoring and oversight; and,
- Travel costs incurred for official business related to the above administrative functions.

(WIOA and MYP) Youth Participant Wages and Fringe Benefits – Wages and benefits paid directly to youth participants while engaged in program activities. **Fringe benefits should include expenses related to participants' use of Earned Sick and Safe Time (ESST) for which they may be eligible.** For WIOA Youth budgeting and reporting only, these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

(WIOA Youth ONLY) Youth Work Experience Staff/Support Services Costs – Costs associated with staff recruiting, training and/or monitoring worksites where WIOA Youth work experience participants are placed. Staff wages and fringe should be allocated on a pro-rated basis (as appropriate), with the remaining portion of staff wages and fringe allocated to “Direct Services to Youth” category. **Also include in this category support services costs that are necessary for the participant to take part in work experience activities.** This category applies to WIOA Youth funds ONLY; these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

(WIOA and MYP) Direct Services to Youth – Costs associated with providing direct service to youth, EXCLUDING costs of youth participant wages and fringe benefits, support services and (WIOA Youth funds only) Individual Training Accounts for OSY or ISY. Wages and fringe benefits for staff who provide direct services to youth participants should be included in this cost category. Stipends provided to participants for educational activities should be included in this cost category. For WIOA Youth budgeting and reporting only, these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

IMPORTANT NOTE: The definition of Direct Services to Youth also applies for those WDAs choosing to operate an “Outreach to Schools (OTS) Initiative” under MYP. At the discretion of the WDA, up to 20 percent of the MYP allocation may be used for Outreach to Schools activities. (See below for further discussion of OTS.)

(WIOA and MYP) Support Services – Items that are necessary for a youth to participate in WIOA or MYP, such as transportation, clothing, tools, child care, housing/rental assistance, school-related expenses, etc. These expenses may be paid directly to the youth or to a third-party vendor. For WIOA Youth budgeting and reporting only, these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY). **For WIOA Youth only, do not include in this category support services that are necessary for a youth to participate in work experience or training. Those support services should be included in the Work Experience Staff/Support Services or Training and Training-Related Support Services categories as appropriate.**

(WIOA Youth ONLY) Other Services – This category should be used only for reporting program expenditures that otherwise do not necessarily fit in one of the other categories. WDAs using this category should be prepared to summarize and explain how these funds are being used. This category applies to WIOA Youth funds ONLY; these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for In-School Youth (ISY) and Out-of-School Youth (OSY).

(WIOA Youth ONLY) Training and Training-Related Support Services – This line item should consider all costs for training, including, but not limited to tuition, fees, books, tools, transportation, other supportive services to enable participation in training, etc., as applicable. All forms of training, as defined in guidance, must be accounted for, **with the exception of Youth On-the-Job training (OJT), as OJT is considered a work experience and not considered training in the WIOA Youth program. In addition, please note that entrepreneurial skills training, job readiness training, and Adult Basic Education/English as a Second Language are not considered training services for the WIOA Youth program and expenditures associated with such services must not be included.** Pre-apprenticeship is reported as both work experience and training; therefore, costs associated with the training portion of pre-apprenticeship should be included in training expenditures. Stipends provided to participants for training activities should be included in this cost category. **Funds used for Individual Training Accounts (ITAs) by those WDAs using ITAs for youth should also be included.** This category applies to WIOA Youth funds ONLY; these expenses are itemized separately on the monthly Reimbursement Payment Request (RPR) form/Financial Status Report (FSR) form for Out-of-School Youth (OSY).

(MYP ONLY) Outreach to Schools Activities – Outreach to Schools (OTS) activities complement the work of existing school counselors and provide youth and families with career exploration and career counseling, college information and current labor market information. Examples of Outreach to Schools activities that have been implemented include (but are not limited to):

- Providing information to individuals and groups regarding occupations and industries in demand and with the highest growth throughout the region using current labor market information, including providing opportunities for students to directly experience occupations through job shadowing, mentoring and business tours.
- Providing workshops to classes on planning for post-secondary training, including accessing financial aid and selecting an appropriate program, as well as other career planning topics such as goal setting and navigating business culture. Providing opportunities to interact with local business and industry including tours, organizing business and industry speaker panels, job shadowing, and mentoring.
- Providing individual counseling and career exploration including career assessments, resume preparation and job search assistance, and mock interviews.
- Tours of CareerForce locations and information about the resources available and how to access and utilize the resources.
- Connections to community and private sector resources through a local career fair, career event, and tours of businesses in strategic industries.
- Group and individual counseling including instruction and presentations on ISEEK, labor market information and strategic industries and demand occupations.
- Individualized counseling including career exploration and career assessments, resume preparation, mock interviews, and job search assistance.

TERMS & CONDITIONS

DEPARTMENT OF EMPLOYMENT & ECONOMIC DEVELOPMENT (DEED) – EMPLOYMENT & TRAINING PROGRAMS (ETP) DIVISION PY25 WIOA YOUTH FORMULA GRANT

This attachment provides the 1) Contacts, 2) Funding Information and Limitations, 3) Items Required During the Grant Period, 4) Special Administrative Provision Required, and 5) Annual Items, sent on first award of fiscal year as known at the time the contract is issued.

1) CONTACTS:

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Lynn.Douma@state.mn.us

Ahmed Mohidin
Ahmed.Mohidin@state.mn.us

Workforce One website for submitting service desk ticket:

[Workforce One \(mnworkforceone.com\)](https://mnworkforceone.com) (click on link for WF1 help desk ticket at the bottom of the page)

2) FUNDING INFORMATION AND LIMITATIONS:

Research and Development (R & D): Not applicable

Federal Award ID Number (FAIN): 25A55AY000132

Federal Funding Accountability and Transparency Act (FFATA) Description: Not applicable

Notice of Award (NOA) Federal Award Signed Date (the date when the federal NOA was signed by the authorizing official of the federal awarding agency): 7/22/2025

Catalog of Federal Domestic Assistance (CFDA) Number: 17.259

Unique Entity ID (UEI): Grantee must be registered and current with <https://sam.gov/content/duns-uei>

Uniform Guidance §200.331 - Requirements for grantees:

- (1) A requirement that the grantee permit the state agency and auditors to have access to the grantee's records and financial statements as necessary for the pass-through entity to meet the requirements of this part; and
- (2) Appropriate terms and conditions concerning closeout of the subaward.

Cost Category Definitions: See Planning Instructions

Administrative Cost Limit: No more than ten percent (10%) may be expended for administration. Grantee administrative costs must be necessary and reasonable.

Federal Appropriations Conditions - Requirement to Provide Certain Information in Public Communications:

Pursuant to P.L. 116-260, Division H, Title V, Section 505, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all non-Federal entities receiving Federal funds shall clearly state:

1. The percentage of the total costs of the program or project which will be financed with Federal money;
2. The dollar amount of Federal funds for the project or program; and
3. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Example acknowledgement for a program funded only with Federal dollars:

"This program is supported by the US Department of Labor's Employment and Training Administration (DOL/ETA) as part of an award totaling \$XXX,XXX with 0% financed with non-governmental sources."
(where the amount is the fiscal year allocation for the local area)

In addition, the following language must be on all workforce products developed in whole or in part with grant funds:

"This workforce product was funded by a grant awarded by the U.S. Department of Labor (DOL)'s Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of DOL. DOL makes no guarantees, warranties, or assurances of

any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it."

3) ITEMS REQUIRED DURING THE GRANT PERIOD:

Grant Program Monitoring Guide – Complete and return to program monitor when instructed to do so.

As applicable, Monthly Financial Status Report (FSR) or Reimbursement Payment Request (RPR) – Template (for completion) – Due no later than the 20th of the month following the preceding month end (i.e. October, 2025 FSR or RPR is due November 20, 2025). Report accrued monthly expenditures. Source documentation, including detailed receipts or invoices; payroll records and general ledger records must be provided to DEED upon request.

Cash Advance Payment Request (CAPR) for grantees submitting FSRs – see attached Grant/Subgrant Cash Management and Cash Request policy.

Progress Report – as requested by the Department.

4) SPECIAL ADMINISTRATIVE PROVISIONS REQUIRED:

Monitoring - Grantees must conduct at least one monitoring visit and complete a financial reconciliation of expenditures for their subrecipients receiving over \$50,000 in State funds. The monitoring and financial reconciliation must be completed before final payment is made ([Policy Number: 08-10, Policy on Grant Monitoring, rev. 2016](#)). The Code of Federal Regulations (CFR) outlines monitoring and auditing requirements for subrecipients of Federal awards ([2CFR 200.331](#)). Grantees are responsible for review, interpretation, and application of these regulations.

Grantee Contact Information – As required by [MN Statutes 16B.98 subd. 5\(d\)](#), grantees must clearly post on the grantee's website the names of and contact information for the organization's leadership and the employee or other person who directly manages and oversees this grant on behalf of the grantee.

Termination for Insufficient Funding - In the event of temporary lack of funding or appropriation, the State may pause its obligations under this Project Specific Plan without terminating it. This pause will be for the duration of the lack of funding or appropriation and shall not be considered a termination of the Project Specific Plan. The Grantee will be notified in writing of the temporary pause, and the Grantee's ability to provide services may be temporarily suspended during this period. The State will provide reasonable notice to the Grantee of the lack of funding or appropriation and shall notify the Grantee once funding is restored or appropriated, at which point the provision of services under the Project Specific Plan may resume.

5) ANNUAL ITEMS, SENT ON FIRST AWARD OF FISCAL YEAR:

If you have multiple grants with DEED Employment and Training, these items are only required to be submitted by the organization once per fiscal year, regardless of the number of grants. You will be notified in the email with your grant package if these items must be completed.

ATTACHMENT 3

Fiscal Monitoring Guide – Complete and return to WSCD.Notifications@state.mn.us within 30 days from receipt of grant package.

EO ADA Annual Assessment - Complete and return to WSCD.Notifications@state.mn.us within 30 days from receipt of grant package.

Agenda Cover Sheet:

Request Removal of Asset from Inventory List

Agenda Item:

Career Solutions has outdated property that no longer works or is starting to malfunction. As a result, we would like to properly dispose of the following assets:

- CS-000-180 iPhone
- CS-00070 iPhone
- CS-000-280 Dell Laptop

Action Requested:

A motion to approve Career Solutions removes asset tag numbers CS-000-180, 70, & 280 from our inventory listing.

Agenda Cover Sheet:

Purchase of a Printer/Copier Contract

Agenda Item:

Career Solutions purchased an industrial office printer (TASKalfa 3554ci) for the 2nd floor computer lab through its business account with Coordinated Business Systems. Included in the agenda packet is the contract. Friends of Career Solutions reimbursed Career Solutions for this copier purchase as it was purchased with funds from one of the FOCS grants.

Note: this purchase was under \$5,000 so there was no need to obtain three quotes. Coordinated Business Systems provides the lowest cost due to its state wide cooperative purchasing venture/state contract pricing.

Action Requested:

A motion to approve the contract with Coordinated Business Systems to purchase printer for 2nd floor computer lab.



ANNUAL EQUAL OPPORTUNITY AND AMERICANS WITH DISABILITIES (ADA) ASSESSMENT

To Be Completed by DEED Employment and Training Program Grantees
State Fiscal Year (FY) 2026
Program Year (PY) 2025

When completed return to WSCD.Notifications@state.mn.us

*This assessment is available in alternative formats by contacting the Office of Diversity & Equal Opportunity (ODEO) at
651- 259-7094 or DEED.ODEO@state.mn.us.*

Minnesota Department of Employment and Economic Development
Office of Diversity and Equal Opportunity
150 E 5th Street, Suite 1200, St. Paul, MN 55101 Phone 651-259-7089
or 1-800-657-3858
mn.gov/deed

Introduction

This assessment is used to determine whether the Minnesota Department of Employment and Economic Development (DEED) providers/grantees have developed and implemented strategies, policies, and procedures to ensure the provider/grantee has the administrative and operational capacity to carry out activities required to serve grant participants. Providers/grantees have legal obligations under various equal opportunity and nondiscrimination laws. Providers/grantees must complete this guide on an annual basis. Providers/grantees are responsible for ensuring their sub-recipients also follow the obligations outlined in this assessment.

Authority

[Section 188 of the Workforce Innovation and Opportunity Act \(WIOA\)](#)
[Americans with Disabilities Act, as amended \(ADA\), Title I and Title II, as amended](#)
[Minnesota Human Rights Act \(MHRA\)](#)

Organization Information

Name of Organization: _____

Location(s) _____

Hours of Operation _____

Name of Equal Opportunity Officer _____

Name of Person Completing the Review _____

Date _____

Equal Opportunity Assessment

Does the EO Officer or designee:

1. Develop, publish, and ensure that an equal opportunity/nondiscrimination policy and complaint procedure is in place for employees and customers. Yes ☐ No ☐
2. Provide notice to employees and customers on how to file a complaint. Yes ☐ No ☐

3. Process program and discrimination complaints from employees and customers? Yes ☐ No ☐
4. Maintain the program and discrimination complaint log. Yes ☐ No ☐
5. Review organizational policies to make sure they are nondiscriminatory. Yes ☐ No ☐
6. Ensure the required equal opportunity languages are contained in any contracts with sub-recipients of WIOA funds. Yes ☐ No ☐
7. Post the WIOA Notice to the Public and other required posters in areas easily visible to employees and customers. Yes ☐ No ☐
8. Ensure there is a signed EO Notice and Tennessean in every participant file. Yes ☐ No ☐
9. Ensure that when asking for disability information on applications the application states that the disability disclosure is voluntary and that refusal to provide the disability information will not subject the individual to adverse treatment. Yes ☐ No ☐ Note: Disability information may be required when having a disability is a requirement for a program.
10. Ensure that required taglines are included in all publications available to the public, including brochures, pamphlets, flyers, and the website. Yes ☐ No ☐
11. Ensure effective communication by providing auxiliary aids and services; qualified interpreters; and develop, procure, maintain, or use electronic and information technology that is accessible to and usable by individuals with disabilities. Yes ☐ No ☐
12. Provide reasonable accommodations and reasonable modifications of policies, practices, and procedures for individuals with disabilities. Yes ☐ No ☐
13. Monitor the website to ensure it is ADA accessible. Yes ☐ No ☐

Service to People with Limited English Proficiency

14. Does the organization have a Language Access Plan or policies and procedures in place for the organization? Yes ☐ No ☐

Affirmative Outreach

15. Have strategies in place to target individuals in your community to use your resources? Yes ☐
No ☐

ADA Assessment

Site accessibility involves arriving at the site, parking a vehicle, or being dropped off, and getting to a building. It also includes the ability to move freely in the building. People with mobility issues who arrive by vehicle need to be able to enter buildings on their own, without assistance from others. Direct and safe walkways from these areas as well as from street and transportation stops are essential for people with mobility and sight impairments.

This checklist details some of the requirements found in the [ADA Standards for Accessible Design](#). Please refer to the checklist for more specific information.

Priority One: Accessible Approach and Entrance

Accessible Route

- 16. Is there at least one route from site arrival points (parking, passenger loading zones, public sidewalks, and public transportation stops) that does not require the use of stairs?
- 17. Yes ☐ No ☐
- 18. Is the route stable, firm, and slip-resistant? Yes ☐ No ☐
- 19. Is the route at least 36 inches wide? Yes ☐ No ☐

Curb Ramps

- 20. If the accessible route crosses a curb, is there a curb ramp at least 36 inches wide? Yes ☐ No ☐
- 21. Is the running slope of the curb ramp no steeper than 1:12? (For every inch of height change there are at least 12 inches of curb ramp run?) Yes ☐ No ☐

Parking

- 22. If parking is provided for the public, are there an adequate number of accessible spaces provided? Yes ☐ No ☐ N/A ☐
- 23. Is at least one of the accessible spaces van-accessible? Yes ☐ No ☐
- 24. Are the accessible spaces at least 8 ft. wide with an access aisle of at least 5 ft. wide? Yes ☐ No ☐
- 25. Is the van accessible space at least 11 ft. wide with an access aisle of at least 5 ft. wide? Yes ☐ No ☐
- 26. Are the access aisles marked so discourage parking in them? Yes ☐ No ☐
- 27. Are the accessible spaces marked with the international symbol of accessibility? Yes ☐ No ☐
- 28. Is the bottom of the sign at least 60 inches above the ground? Yes ☐ No ☐
- 29. Of the total parking spaces, are the accessible spaces located on the closest accessible route to the accessible entrance(s)? Yes ☐ No ☐

Entrance

- 30. Is the main entrance accessible? Yes ☐ No ☐
- 31. If the main entrance is not accessible, is there an alternative accessible entrance that can be used independently and during the same hours as the main entrance?
Yes ☐ No ☐

32. Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance? Yes ☐ No ☐ N/A - X
33. Is the clear opening width of the accessible entrance at least 32 inches, between the face of the door and the stop when the door is open 90 degrees? Yes ☐ No ☐
34. Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching, or twisting of the wrist, OR is it an automatic door?
Yes ☐ No ☐
35. Are the operable parts of the door hardware no less than 34 inches and no greater than 48 inches above the floor or ground surface? Yes ☐ No ☐
36. If the door has an automatic closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch? Yes ☐ No ☐
37. If provided at the entrance, are carpets or mats no higher than ½ inches thick and securely attached to minimize tripping hazards? Yes ☐ No ☐

Priority 2 - Access to Goods and Services

Interior Accessible Route

38. Are all public spaces on at least one accessible route? Yes ☐ No ☐
39. Are the aisles and pathways to services at least 36 inches wide? Yes ☐ No ☐
40. Do all objects on circulation paths through public areas, such as fire extinguishers, drinking fountains, signs, etc., protrude no more than 4 inches into the path? Yes ☐ No ☐
41. If an object protrudes more than 4 inches, is the bottom leading edge 27 inches or lower above the floor, or is the bottom leading edge 80 inches or higher above the floor? Yes ☐ No ☐
42. Are there elevators for all public stories? Yes ☐ No ☐
43. Are doormats or carpets 1/2 inches or less and secured at all edges? Yes ☐ No ☐

Interior Doors

44. Are the door openings width at least 32 inches between the face of the door and the step, when the doors are open 90 degrees? Yes ☐ No ☐
45. Are the doors equipped with hardware that is operable with one hand and does not require tight grasping, pinching, or twisting of the wrist? Yes ☐ No ☐
46. Are the operable parts of the hardware no less than 34 inches and no greater than 48 inches above the floor? Yes ☐ No ☐
47. Can the doors be opened easily? (Five lbs. maximum force) Yes ☐ No ☐
- Note: You may use a fish scale to measure the force required to open a door. Attach the hook of the scale to the doorknob or handle. Pull on the ring end of the scale until the door opens and read off the weight listed on the scale. If you do not have a fish scale, you will need to judge subjectively whether the door is easy enough to open.

48. If there is carpet, is it no higher than ½ inches and securely attached along the edges?
Yes ☐ No ☐

Signage

49. Do permanent rooms and spaces have signage, with contrasting text characters and backgrounds, designating the room and space? Yes ☐ No ☐
50. Is the signage mounted 48 to 60 inches above the floor? Yes ☐ No ☐
51. Is the sign mounted on the wall on the latch side of the door? Yes ☐ No ☐
52. Are the signs in Braille? Yes ☐ No ☐

Seats, Tables, and Counters – In the reception area and/or Career Lab

53. Is there at least one space at least 36 inches wide by at least 48 inches long for a person in a wheelchair to sit? Yes ☐ No ☐
54. Is there a portion of at least one of each type of counter that is no higher than 36 inches above the floor and at least 36 inches long? Yes ☐ No ☐
55. Does the accessible portion of the counter extend the same depth as the countertop? Yes ☐ No ☐
56. Is the lower portion of the counter kept clear of brochures or other papers? Yes ☐ No ☐

Priority 3 – Toilet Rooms

57. If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex or one unisex?) Yes ☐ No ☐

Signage

58. Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms? Yes ☐ No ☐
59. Is there an accessible route (36 inches) to the accessible toilet room? Yes ☐ No ☐
60. Do signs at toilet rooms have raised text characters, with Braille that contrast with their backgrounds? Yes ☐ No ☐
61. Is the baseline of the lowest character at least 48 inches above the floor and the baseline of the highest character no more than 60" above the floor? Yes ☐ No ☐
62. Is the sign posted on the latch side of the door? Yes ☐ No ☐

Entrance

63. Are the door openings width at least 32 inches between the face of the door and the step, when the doors are open 90 degrees? Yes ☐ No ☐
64. Is the door hardware, including locks, operable with one hand and does not require tight grasping pinching, or twisting of the wrist? Yes ☐ No ☐

Toilet Room

65. Is there a clear path to at least one of each type of toilet, hand dryer, or sink that is at least 36 inches? Yes ☐ No ☐
66. Is there clear floor space for a person in a wheelchair to turn around? Required is either a circle at least 60 inches in diameter or a T-shaped space within a 60 inches square. Yes ☐
No ☐
67. Is the height of the toilet between 17 inches and 19 inches above the floor measured to the top of the seat? Yes ☐ No ☐
68. In the disability stall is there a grab bar at least 42 inches long on the sidewall, extending at least 54 inches from the rear wall? Yes ☐ No ☐
69. Is the rear grab bar at least 36 inches long, mounted between 33 inches and 36 inches from the floor, extending at least 12 inches from the centerline of the toilet on the sidewall, and at least 24 inches on the other side? Yes ☐ No ☐

Sinks (Lavatories)

70. Does at least one sink have clear floor space for a forward approach at least 30 inches wide and 48 inches in length? Yes ☐ No ☐
71. Are pipes below the lavatory insulated or otherwise configured to protect against contact? Yes ☐
No ☐
72. Can the faucet be operated without tight grasping, pinching, or twisting of the wrist? Yes ☐ No ☐
73. Are soap dispensers no higher than 48 inches? Yes ☐ No ☐

Other

Elevators N/A ☐

74. Are there both visible and audible opening/closing and floor indicators? Yes ☐ No ☐
75. Are the call buttons in the hallway no higher than 54 inches? Yes ☐ No ☐
76. Do the elevator controls have raised and Braille lettering? Yes ☐ No ☐
77. Is the emergency intercom usable without voice communication? Yes ☐ No ☐

Drinking Fountains N/A ☐

78. Is there at least one fountain with a clear floor space of at least 30 by 48 inches in front? If installed before 3/15/2012, a parallel approach is permitted, and the clear floor space is not required to be centered. Yes ☐ No ☐
79. Is the spout at least 15 inches from the rear of the drinking fountain? Yes ☐ No ☐
80. Is the spout outlet between 38 inches and 43 inches above the floor? Yes ☐ No ☐

Fire Alarm Systems

81. If there are fire alarm systems, do they have both flashing lights and audible signals? Yes ☐ No ☐
82. Does the organization maintain an organizational-wide evacuation plan? Yes ☐ No ☐



Annual

Administrative and Fiscal Monitoring Guide

To be completed by Employment and Training Program Providers/Grantees

Returned to the WSCD.Notifications@state.mn.us e-mail account.

State Fiscal Year (SFY) 2026

Program Year (PY) 2025

Minnesota Department of
Employment and Economic Development
Employment and Training Programs Division
Fiscal/Monitoring Unit

Updated June 28, 2021

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APPLICANT/GRANTEE INFORMATION

Name of person submitting the form: Tammy Stark

E-mail address: Tammy.Stark@csjobs.org

Agency: Career Solutions

Date Guide Completed: Enter the date the guide was completed.

ALTERNATIVE FORMATS

This guide is available in alternative format(s) upon request. To arrange to receive this guide in an alternative format, please contact:

Name of Contact: Karen Lilledahl

E-mail: Karen.lilledahl@state.mn.us

Phone Number: 651-259-7089 **TTY:** 651-296-3900

INTRODUCTION

This guide is one of the tools used to determine whether the Minnesota Department of Employment and Economic Development's (DEED) providers/grantees (referred to as grantee, moving forward) have developed and implemented sound administrative, financial and accounting strategies, policies, procedures, and systems to ensure the grantee (itself as an entity) and any subgrantees have the administrative and fiscal capacity, and financial health to carry out the activities of the grant, serve grant participants, manage the grant funds, and segregate the multiple funding sources to ensure optimal use of the grant funds. Monitoring is not only to be carried out by DEED at the grantee level, but also by the grantee at the subgrantee level.

The Annual Assessments/Local Unified Plan (as applicable), Equal Opportunity (EO) and Americans with Disabilities Act (ADA) Annual Assessment, and program monitoring reports, etc. will be reviewed as they relate to the various sections of this Guide.

INSTRUCTIONS

Employment and Training Program (ETP) grantees are required to submit an Annual Administrative Fiscal Monitoring Guide to the Minnesota Department of Employment and Economic Development (DEED) to receive and continue to receive federal, state, and other funding.

The character field to key your answer in is depicted with instructions written in dark blue font, and a gray background will show when you hover over it.

Return this populated guide to: WSCD.Notifications@state.mn.us, with the following attachments, which are written in red font:

- **Liability Insurance Certificate**
- **Most recent audit report, if not on file with DEED.**
- **Inventory list of equipment and other purchases made with DEED grant funds (over \$5,000 per item).**
- **Organizational chart for the agency.**
- **Chart of accounts related to DEED's grants.**

All sections of this guide must be completed by the grantee.

STAFF, COMMENTS, QUESTIONS

To be completed by the grantee.

Grantee staff completing this guide:

1. Name: Tammy Stark
Title: Executive Director
E-mail Address: Tammy.Stark@csjobs.org
2. Name:
Title:
E-mail Address:
3. Name:
Title:
E-mail Address:

Comments from the provider/grantee:

Questions for DEED staff:

If you have any questions, comments, or concerns related to this guide, please contact your monitor (as indicated in the grant Terms and Conditions), or Jill Roberts at jill.roberts@state.mn.us.

REFERENCES

Uniform Guidance 2CFR 200

Subpart D:

- Standards for Financial and Program Management (200.302 to 200.303)
- Payment (200.305)
- Procurement Standards (200.318 to 200.321)
- Performance & Financial Monitoring and Reporting (200.327 to 200.328)
- Uniform Guidance 2 CFR 200 (200.33)

Subpart F:

- Management Decision Letters (200.66)
- Sanctions (200.505)
- Audit Findings Follow-up (200.511)
- Audit Reporting (200.515)
- Criteria for a low-risk auditee (200.520)

Single Audit Act of 1996

Minnesota Office of Grants Management Policies and Statutes

- Policy 08-01: Grants Conflict of Interest (01.01.2022)
- Policy 08-03: Publicizing Grants Notices and Requests for Proposal (rev. 9-2017)
- Policy 08-06: Financial Review of Nongovernmental Organizations (rev.12-2016)
- Policy 08-08: Grant Payments (rev. FY21)
- Policy 08-10: Grant Monitoring (rev. 12-2016)

Conflict of Interest Minnesota Statute 10A.07

Minnesota Data Privacy Practices (rev 7-2010)

Salary and Bonus Limitations (if applicable)

WIOA Part 683-Administrative Provisions Under Title 1 of the Workforce Innovation and Opportunity Act

INTERNAL CONTROLS

Per Uniform Guidance, below is a list of required written policies and procedures. Please check the box if you have these policies and enter the most recent policy date.

☒ Payments - (2 CFR 200.302(b)(6) and 2 CFR 200.305, **Dated: 2018**

☒ Allowable Costs - 2 CFR 200.302(b)(7), **Dated: 2018**

☒ Procurement - 2 CFR 200.318, **Dated: 2018**

☐ Competition - 2 CFR 200.319, **Dated:**

☐ Method of Evaluation and Selection - 2 CFR 200.320, **Dated:**

☒ Compensation-Personal Services - 2 CFR 200.430, **Dated:** 2018

☒ Compensation-Fringe Benefits - 2 CFR 431, **Dated:** 2018

☐ Employee Relocation Costs - 2 CFR 200.464, **Dated:**

☒ Travel Costs - 2 CFR 200.474, **Dated:** 2018

1. Does the grantee have the following internal controls in place to provide reasonable assurance that grant operations will achieve the following objectives?

Effectiveness and efficiency of operations? ☒ Yes ☐ No

Reliability of reporting for internal and external use? ☒ Yes ☐ No

Compliance with applicable laws and regulations? ☒ Yes ☐ No

Do the policies and procedures above reflect proper segregation of duties?

☒ Yes ☐ No

2. Are duties for the following tasks segregated?

Recording ☒ Yes ☐ No

Custodian ☒ Yes ☐ No

Authorizing ☒ Yes ☐ No

Reconciliation ☒ Yes ☐ No

If not, do you have compensating controls in place to mitigate the internal control risk?

☒ Yes ☐ No

Note: A compensating control is an alternative control that if the primary control fails, there are other controls in place to mitigate any risk.

ACCOUNTING SYSTEMS

1. Is a chart of accounts or accounting structure maintained?

☒ Yes ☐ No

2. Are funds adequately segregated for grant fund reporting?

☒ Yes ☐ No

3. Is an accrual accounting system used?

☒ Yes ☐ No

If not, do you report on an accrual basis?

☐ Yes ☐ No

Definition of accrual: method under which revenues are recognized in the period they become available and measurable, and expenditures are recognized in the period the liability is incurred. Most government accounting follows this method.

PETTY CASH SYSTEM

1. Does your organization have petty cash?

☐ Yes ☒ No ☐ N/A

If yes, please answer the following:

- a. Are the replenishments appropriately allocated to DEED's funds?

☐ Yes ☐ No

- b. How much money is kept in petty cash?

- c. How is petty cash safeguarded?

- d. How often is petty cash reconciled or replenished?

CASH RECEIPT AND DISBURSEMENT SYSTEM

1. Is there adequate segregation of duties between cash receipts and disbursements?

☒ Yes ☐ No

2. Is there adequate documentation to support all expenses reported on the general ledger?

☒ Yes ☐ No

3. Are there policies and procedures in place to identify and recapture improper payments?

☒ Yes ☐ No

If no, what process is in place to identify and recapture improper payments?

4. Are vendor invoices compared and reconciled to purchase orders?

☒ Yes ☐ No

If no, why not?

5. Are invoices authorized for payment?

☒ Yes ☐ No

If no, why not?

6. Are vendor account balances reviewed?

☒ Yes ☐ No

If no, why not?

7. Are your bank account(s) covered by FDIC or FSLIC?

☒ Yes ☐ No

If yes, for what amount?

Up to \$250,000

8. Does the amount kept in any account exceed the FDIC or FSLIC coverage?

☒ Yes ☐ No

If yes, how are the funds in excess insured from loss?

Our bank pledges out funds over \$250,000 to other financial institutions.

9. Are receipts deposited immediately?

☒ Yes ☐ No

REPORTING

1. Which monthly fiscal request is submitted to DEED?

☒ Financial Status Report (FSR)/Cash Advance Payment Request (CAPR)

☐ Reimbursement Payment Request (RPR)

2. Are there policies and procedures in place to ensure accurate financial reporting?

☒ Yes ☐ No

3. Are there policies and procedures in place to ensure that the reporting system is safeguarded, and security is limited to the appropriate staff?

☒ Yes ☐ No

PROGRAM INCOME

(REFERENCE 2 CFR200.80 OF THE OMB UNIFORM GUIDANCE)

Program Income – The grant recipient’s written program income policy and procedures describe the allowability of costs in accordance with [Subpart E – Cost Principles](#) and have been issued to key personnel and, if applicable, subgrantees. (U.S. DOL Employment and Training Administration, Core Monitoring Guide).

1. Do you have program income?

☐ Yes ☒ No

If yes, please answer the following questions:

- a. Do you have policies and procedures for program income requirements?
☐Yes ☐No
- b. Do you have a system in place to record and expend program income?
☐Yes ☐No
- c. Do you expend program income before expending grant funds?
☐Yes ☐No

COST CLASSIFICATION/PRINCIPALS

Cost Principals - There is written evidence that costs being allocated to the grant are allowable, being treated consistently over time and within the accounting system, are necessary, reasonable, and allocated to the grant based on benefit received.

1. Have written and uniform cost classifications for each cost category been developed?
☒Yes ☐No
 - a. If yes, do you verify that these classifications are properly adhered to by subgrantee(s), if applicable?
☒Yes ☐No ☐N/A
 - b. If no, then please explain why the cost classifications haven't been developed.
2. Do you have written policies and procedures for distributing costs, staff time and administrative costs among funding streams, programs, etc.?
☒Yes ☐No
3. How do you allocate shared costs?
☒Cost Allocation Plan ☐Approved Indirect Rate
4. How do you allocate staff's time among the various grant programs they work on?
Following cost allocations determined by manager directing workload to staff.
5. Is there written evidence, such as timesheets, used to allocate personnel time and costs?
☒Yes ☐No
If no, how is time allocated?
6. How do you ensure that the grant is not charged unallowable costs based on the cost principles and the provisions of the grant agreement?
Each expenditure is reviewed by preparer, signed off by supervisor level or higher, and monthly reports are reviewed to ensure costs are correctly allocated and allowed.
Periodic quality control audits are also performed.
7. Are you aware that DEED's grant funds cannot pay the cost of other programs?
☒Yes ☐No

ON-THE-JOB TRAINING (OJT)

1. Do you utilize OJT's?

☒ Yes ☐ No

If yes:

- a. Do you have an OJT monitoring process?

☒ Yes ☐ No

- b. Does monitoring include identifying the participant's progress and/or skill attainment during the training period?

☒ Yes ☐ No

- c. Are you aware of the new WIOA regulations when determining the amount of OJT reimbursement to the employer? ([WIOA 680.730](#))

☒ Yes ☐ No ☐ N/A

- d. Do you have a contract with the required assurances?

☒ Yes ☐ No

AUDIT

1. Does DEED have a copy of your most recent audit report?

☒ Yes ☐ No

2. Has the audit report identified your agency as high risk?

☐ Yes ☒ No

3. Do you review your subgrantee's audit reports?

☒ Yes ☐ No ☐ We don't have subgrantees

EQUIPMENT PURCHASES/INVENTORY

Equipment is defined by the federal government in [Uniform Guidance 2 CFR 200](#) (200.313) as *".....tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000."* Purchasing equipment with DEED funds cannot occur within the second year of the grant period (if applicable). The grantee must submit a property/equipment inventory list of items purchased with DEED funds annually.

1. Do you have minimum insurance coverage for real property and equipment acquired with DEED grant funds?

☒ Yes ☐ No ☐ N/A

2. In the past year, has property and/or equipment (over \$5,000 per item) been purchased with DEED grant funds?

☐ Yes ☒ No

If yes, please answer the following questions:

- a. List items, date of purchase, and costs:
 - b. Was prior approval received from DEED?
☐ Yes ☐ No
 - c. Are you aware that purchasing equipment in the second year of the grant is prohibited?
☐ Yes ☐ No
3. Do you conduct an inventory of equipment and is it reconciled at least once every two years?
☒ Yes ☐ No ☐ N/A
4. Do you have a process/policy in place to identify electronic devices and/or equipment that has been lost, damaged, stolen, or disposed of?
☒ Yes ☐ No
5. Do you have assets such as bus cards, credit cards, gift cards, etc.
☒ Yes ☐ No

If yes, please answer the following questions:

- a. Is inventory conducted on these assets?
☒ Yes ☐ No
If yes, how often is this conducted and by whom?
Reconciled periodically and when new inventory is purchased.
 - b. How are these items safeguarded to prevent unauthorized use?
Policies are in place to sign out gas card/bus token, a support service must be used to take a card.
 - c. How are these items tracked to ensure proper usage?
Whenever possible, we purchase cards that have restricted limited purpose (bus passes, gas cards that can only be used for its intended purpose).
6. Can you attest or confirm that you have made efforts where required or applicable to follow the "Buy American" Act for purchases of products or goods?
☒ Yes ☐ No

LIABILITY INSURANCE

Attach a copy of your liability insurance certificate and answer the following questions.

1. Does your liability insurance include employee dishonesty?
☒ Yes ☐ No

2. Does the coverage include participant work-related and/or training activities?
☒Yes ☐No ☐N/A
3. Has this coverage requirement been included in your subgrantee agreements?
☒Yes ☐No ☐We don't have subgrantees

Note: This is in addition to paid employment activities (work experience, On-the-Job Training (OJT)) covered by workers compensation.

PROCUREMENT SYSTEMS

1. Do you conduct procurement activities in a manner that promotes full and open competition?
☒Yes ☐No
2. Have you correctly identified each third-party as a subgrantee or a contractor?
☒Yes ☐No ☐N/A
3. Do you understand the two roles (subgrantee or contractor) in accordance with the Uniform Guidance?
☒Yes ☐No
4. Do you conduct a risk assessment of your subgrantees?
☐Yes ☐No ☒We don't have subgrantees

REQUEST FOR PROPOSALS (RFP)

1. Do you contract for administrative services, goods, and/or grant program services (Not including audit services)?
☒Yes ☐No
If yes: please answer the following questions.
 - a. For which programs?
Portions of youth contracting, and dislocated worker programming.
 - b. Do you require the same contract provisions of a subgrantee that is similar to DEED's master contract (PSP) or stand-alone contract?
☒Yes ☐No ☐We don't have subgrantees
 - c. Do you have a policy or procedure in place to conduct fiscal and program monitoring of subgrantees?
☒Yes ☐No ☐We don't have subgrantees
 - d. Do you conduct financial reconciliations on all subgrantee agreements over \$50,000?
☒Yes ☐No ☐We don't have subgrantees
 - e. How often is a solicitation or RFP conducted?
Every three years.

- f. When was the last time an RFP was conducted for program services?
CareerONE location site, transportation, and teambuilding activities RFP was performed in 2025. Counseling Services RFP was conducted in 2024.
- g. Is the review criteria similar to the elements in [Office of Grants Management Policy 08-02?](#)
☒ Yes ☐ No
- h. Do you maintain a written code of conduct covering conflicts of interest and governing the actions of your employees or Board members engaged in the selection, award, and administration of contract?
☒ Yes ☐ No
2. Do you contract for audit services?
☒ Yes ☐ No
If yes, please answer the following questions:
- a. How often is an RFP conducted for audit services?
Every three years
- b. When was the last time an RFP was conducted for audit services?
Financial Audit RFP was conducted in 2023.
3. Do you have noncompetitive (sole source) procedures?
☒ Yes ☐ No
4. How do you administer contracts and confirm the terms and conditions of the contracts are being met?
Contracts are maintained and monitored by outcome requirements.
5. Do you have a process for the closeout of contracts?
☒ Yes ☐ No
6. Does the contract closeout policies and procedures address the following issues:
- a. Final Payment?
☒ Yes ☐ No
- b. Final deliverable of goods and/or services?
☒ Yes ☐ No

PERSONNEL

1. Is there a current written personnel policy?
☒ Yes ☐ No
If yes, does the policy include the hiring procedures to fill staff vacancies supported by grant funds?
☒ Yes ☐ No

2. Are there current vacancies showing on the organizational chart?

☐ Yes ☒ No

If yes, do/does the vacancy(ies) affect the implementation of any DEED-funded grants?

☐ Yes ☐ No

3. Are appropriate grant staff properly insured and bonded?
☒ Yes ☐ No
If yes, who is bonded?
Career Solutions has E&O insurance and conducts background screens prior to start date of new staff.

If no, do you conduct background or qualification checks?
☐ Yes ☐ No
4. Has the grantee confirmed and disclosed in a timely manner, in writing, to DEED all violations of criminal law involving fraud, bribery, or gratuity violations potentially affecting the grant award?
☐ Yes ☐ No ☒ N/A
5. Are salary and bonuses reasonable and comparable to the local labor market and within the Executive Level II salary cap? (TEGL 5-06).
☒ Yes ☐ No
6. Are bonuses, raises, and leave practices, covered in the written personnel policies?
☒ Yes ☐ No
7. Is there sufficient documentation to support the salaries and fringe benefits charged to DEED grants?
☒ Yes ☐ No
8. Is payroll certified by management?
☒ Yes ☐ No
9. Are leave requests used and signed by employees/participants/supervisors?
☒ Yes ☐ No
10. Are employees/participants paid only by check or direct deposit?
☒ Yes ☐ No
11. Do you retain payroll withholding forms for employees and participants?
☒ Yes ☐ No
12. Do employees directly time charge to grants based on activities conducted for each grant?
☒ Yes ☐ No
13. Is there a procedure for cross-training or rotation of duties for accounting personnel?
☒ Yes ☐ No

Career Solutions
Statements of Revenues and Expenditures
Current Fiscal Year to Date Periods Ended May 31, 2025 and Prior Fiscal Year

Description	Year To Date				Prior Year Actual	Year Ending			
	05/31/25				05/31/24	Revised Budget	Original	Net Changes	% of Change
	Actual	Revised Budget	Revised Budget Diff	Revised Budget % Var	Actual	Fiscal Budget	Fiscal Budget	Fiscal Budget	Fiscal Budget
Revenues over Expenditures									
Revenues									
Contributions	\$ -	\$ -	\$ -	0%	\$ 100	\$ -	\$ -		
Grant Revenues	\$ 3,171,510	\$ 3,634,487	\$ (462,977)	-13%	\$ 2,753,532	\$ 3,964,895	\$ 3,964,895	\$ -	0%
Program Service Revenue	\$ 38,763	\$ -	\$ 38,763	0%	\$ 2,650	\$ -	\$ -		
Investment Income	\$ 5,132	\$ -	\$ 5,132	0%	\$ 3,094	\$ -	\$ -		
Other Revenue	\$ 53,782	\$ -	\$ 53,782	0%	\$ 18,060	\$ -	\$ -		
Total Revenues	\$ 3,269,186	\$ 3,634,487	\$ (365,301)	-10%	\$ 2,777,436	\$ 3,964,895	\$ 3,964,895	\$ -	\$ -
Expenditures									
Direct	\$ 1,127,638	\$ 980,833	\$ 146,805	15%	\$ 857,064	\$ 1,070,000	\$ 1,070,000	\$ -	0%
Personnel	\$ 1,852,035	\$ 1,886,500	\$ (34,465)	-2%	\$ 1,734,235	\$ 2,058,000	\$ 1,900,000	\$ 158,000	8%
Occupancy - Rent / Lease Expense	\$ 63,245	\$ 73,333	\$ (10,088)	-14%	\$ 76,528	\$ 80,000	\$ 80,000	\$ -	0%
Professional Fees	\$ 120,763	\$ 125,125	\$ (4,362)	-3%	\$ 114,189	\$ 136,500	\$ 120,000	\$ 16,500	14%
General and Administrative Expenses									
Advertising, Marketing & Website	\$ 13,166	\$ 11,917	\$ 1,250	10%	\$ 10,032	\$ 13,000	\$ 13,000	\$ -	0%
Conferences, Conventions, and Meetings	\$ 6,273	\$ 7,333	\$ (1,060)	-14%	\$ 4,291	\$ 8,000	\$ 5,000	\$ 3,000	60%
Depreciation	\$ -	\$ 66,917	\$ (66,917)	-100%	\$ -	\$ 73,000	\$ 73,000	\$ -	0%
Dues, Subscriptions & Memberships	\$ 16,045	\$ 8,250	\$ 7,795	94%	\$ 3,157	\$ 9,000	\$ 4,000	\$ 5,000	125%
Furniture, Computer, & Equipment	\$ 74,048	\$ 56,833	\$ 17,215	30%	\$ 12,336	\$ 62,000	\$ 10,500	\$ 51,500	490%
Bank Fees & Service Charges	\$ 611	\$ 229	\$ 382	167%	\$ 194	\$ 250	\$ 250	\$ -	0%
Insurance	\$ 15,317	\$ 16,042	\$ (724)	-5%	\$ 15,212	\$ 17,500	\$ 17,500	\$ -	0%
Miscellaneous	\$ 727	\$ 642	\$ 85	13%	\$ 545	\$ 700	\$ 700	\$ -	0%
Office, Janitorial, & Other Supplies	\$ 13,241	\$ 22,917	\$ (9,676)	-42%	\$ 22,317	\$ 25,000	\$ 25,000	\$ -	0%
Printing, Publications & Copier	\$ 4,960	\$ 6,875	\$ (1,915)	-28%	\$ 6,269	\$ 7,500	\$ 7,500	\$ -	0%
Postage and Delivery	\$ 615	\$ 275	\$ 340	124%	\$ 223	\$ 300	\$ 300	\$ -	0%
Telephone	\$ 12,179	\$ 13,750	\$ (1,571)	-11%	\$ 13,267	\$ 15,000	\$ 15,000	\$ -	0%
Staff Travel	\$ 6,003	\$ 5,658	\$ 345	6%	\$ 5,221	\$ 6,172	\$ 6,172	\$ -	0%
Staff Training	\$ 23,263	\$ 25,899	\$ (2,635)	-10%	\$ 9,495	\$ 28,253	\$ 13,828	\$ 14,425	104%
Total General and Administrative Expenses	\$ 186,450	\$ 243,535	\$ (57,085)	-23%	\$ 102,560	\$ 265,675	\$ 177,922	\$ 59,500	33%
Total Expenditures	\$ 3,350,131	\$ 3,309,327	\$ 40,804	1%	\$ 2,884,576	\$ 3,610,175	\$ 3,361,750	\$ 248,425	7%
Total Revenues over Expenditures	\$ (80,945)	\$ 325,160	\$ (406,105)	-125%	\$ (107,139)	\$ 354,720	\$ 603,145	\$ (248,425)	

Career Solutions
Statements of Financial Position
As of May 31, 2025 and Prior Fiscal Year

	Year To Date 05/31/25	Year Ending 06/30/24
	Current Year Balance	Prior Year
Assets		
Current Assets		
Cash and Cash Equivalents		
Checking Account	34,735.15	137,663.19
Reserve Account	40,050.04	39,917.22
Certificate of Deposit	83,848.97	80,037.98
Falcon N. Bank - IntraFi - ICS - Career Solutions	32,741.07	0.00
Total Cash and Cash Equivalents	191,375.23	257,618.39
Accounts Receivable		
Accounts Receivable	237,571.36	86,670.41
Accounts Receivable - Other	1,935.38	0.00
Grants Receivable - State	0.00	95,412.53
Grants Receivable - Federal	0.00	78,800.77
Total Accounts Receivable	239,506.74	260,883.71
Total Current Assets	430,881.97	518,502.10
Other Assets		
Deposits & Other Assets		
Prepaid Expense	0.00	3,863.35
Prepaid Insurance	9,154.31	7,763.94
Prepaid Insurance - Health, Dental & Vision	12,887.84	15,564.10
Prepaid Bus Passes	250.00	0.00
PrePaid Gas Cards	4,542.32	5,142.32
Prepaid US Bank Debit Cards	1,600.00	375.00
Deferred Outflows of Resources	245,053.00	245,053.00
Right of Use Asset	317,772.00	317,772.00
Furniture & Fixtures	224,124.28	224,124.28
Accumulated Depreciation	(196,474.06)	(196,474.06)
Accumulated Depreciation - Right of Use Asset	(296,586.00)	(296,586.00)
Total Deposits & Other Assets	322,323.69	326,597.93
Total Other Assets	322,323.69	326,597.93
Total Assets	753,205.66	845,100.03
Liabilities and Net Assets		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable - Vendors	9,849.20	45,866.46
Accounts Payable - Other	91,406.53	21,514.51
Divvy Credit Card - CS	1,097.11	1,588.80
Total Accounts Payable	102,352.84	68,969.77
Accrued Payroll		
Accrued Wages, Taxes, Fringe Benefits & Fees	62,430.60	106,763.15
PTO Payable	127,311.08	127,311.08
Net Pension Liability	995,356.00	995,356.00
Total Accrued Payroll	1,185,097.68	1,229,430.23
Deferred Liabilities		
Deferred Inflows of	375,922.83	375,922.83
Total Deferred Liabilities	375,922.83	375,922.83
Other Current Liabilities		
Lease Liability-Due in One Year	24,350.00	24,350.00
Total Other Current Liabilities	24,350.00	24,350.00
Total Current Liabilities	1,687,723.35	1,698,672.83
Total Liabilities	1,687,723.35	1,698,672.83
Net Assets	(934,517.69)	(853,572.80)
Total Liabilities and Net Assets	753,205.66	845,100.03

Career Solutions
Statements of Revenues and Expenditures
Current Fiscal Year to Date Periods Ended June 30, 2025 and Prior Fiscal Year - Preliminary

Description	Year To Date				Prior Year Actual	Year Ending			
	06/30/25				06/30/24	Revised Budget	Original	Net Changes	% of Change
	Actual	Revised Budget	Revised Budget Diff	Revised Budget % Var	Actual	Fiscal Budget	Fiscal Budget	Fiscal Budget	Fiscal Budget
Revenues over Expenditures									
Revenues									
Contributions	\$ -	\$ -	\$ -	0%	\$ 100	\$ -	\$ -		
Grant Revenues	\$ 3,513,183	\$ 3,964,895	\$ (451,712)	-11%	\$ 3,183,968	\$ 3,964,895	\$ 3,964,895	\$ -	0%
Program Service Revenue	\$ 38,068	\$ -	\$ 38,068	0%	\$ 2,750	\$ -	\$ -		
Investment Income	\$ 5,419	\$ -	\$ 5,419	0%	\$ 3,109	\$ -	\$ -		
Other Revenue	\$ 56,743	\$ -	\$ 56,743	0%	\$ 23,359	\$ -	\$ -		
Total Revenues	\$ 3,613,414	\$ 3,964,895	\$ (351,481)	-9%	\$ 3,213,286	\$ 3,964,895	\$ 3,964,895	\$ -	\$ -
Expenditures									
Direct	\$ 1,272,861	\$ 1,070,000	\$ 202,861	19%	\$ 948,315	\$ 1,070,000	\$ 1,070,000	\$ -	0%
Personnel	\$ 2,016,187	\$ 2,058,000	\$ (41,813)	-2%	\$ 2,035,516	\$ 2,058,000	\$ 1,900,000	\$ 158,000	8%
Occupancy - Rent / Lease Expense	\$ 68,158	\$ 80,000	\$ (11,842)	-15%	\$ 5,979	\$ 80,000	\$ 80,000	\$ -	0%
Professional Fees	\$ 131,119	\$ 136,500	\$ (5,380)	-4%	\$ 118,502	\$ 136,500	\$ 120,000	\$ 16,500	14%
General and Administrative Expenses									
Advertising, Marketing & Website	\$ 14,426	\$ 13,000	\$ 1,426	11%	\$ 13,086	\$ 13,000	\$ 13,000	\$ -	0%
Conferences, Conventions, and Meetings	\$ 6,273	\$ 8,000	\$ (1,727)	-22%	\$ 4,316	\$ 8,000	\$ 5,000	\$ 3,000	60%
Depreciation	\$ -	\$ 73,000	\$ (73,000)	-100%	\$ 70,572	\$ 73,000	\$ 73,000	\$ -	0%
Dues, Subscriptions & Memberships	\$ 21,264	\$ 9,000	\$ 12,264	136%	\$ 8,367	\$ 9,000	\$ 4,000	\$ 5,000	125%
Furniture, Computer, & Equipment	\$ 128,928	\$ 62,000	\$ 66,928	108%	\$ 12,336	\$ 62,000	\$ 10,500	\$ 51,500	490%
Bank Fees & Service Charges	\$ 747	\$ 250	\$ 497	199%	\$ 194	\$ 250	\$ 250	\$ -	0%
Insurance	\$ 16,147	\$ 17,500	\$ (1,353)	-8%	\$ 16,063	\$ 17,500	\$ 17,500	\$ -	0%
Miscellaneous	\$ 727	\$ 700	\$ 27	4%	\$ 553	\$ 700	\$ 700	\$ -	0%
Office, Janitorial, & Other Supplies	\$ 13,571	\$ 25,000	\$ (11,429)	-46%	\$ 23,099	\$ 25,000	\$ 25,000	\$ -	0%
Printing, Publications & Copier	\$ 5,475	\$ 7,500	\$ (2,025)	-27%	\$ 6,731	\$ 7,500	\$ 7,500	\$ -	0%
Postage and Delivery	\$ 615	\$ 300	\$ 315	105%	\$ 223	\$ 300	\$ 300	\$ -	0%
Telephone	\$ 13,085	\$ 15,000	\$ (1,915)	-13%	\$ 14,319	\$ 15,000	\$ 15,000	\$ -	0%
Staff Travel	\$ 6,432	\$ 6,172	\$ 260	4%	\$ 5,291	\$ 6,172	\$ 6,172	\$ -	0%
Staff Training	\$ 23,928	\$ 28,253	\$ (4,325)	-15%	\$ 9,495	\$ 28,253	\$ 13,828	\$ 14,425	104%
Total General and Administrative Expenses	\$ 251,618	\$ 265,675	\$ (14,057)	-5%	\$ 184,646	\$ 265,675	\$ 177,922	\$ 59,500	33%
Total Expenditures	\$ 3,739,944	\$ 3,610,174	\$ 129,770	4%	\$ 3,292,958	\$ 3,610,175	\$ 3,361,750	\$ 248,425	7%
Total Revenues over Expenditures	\$ (126,530)	\$ 354,721	\$ (481,251)	-136%	\$ (79,673)	\$ 354,720	\$ 603,145	\$ (248,425)	

Career Solutions
Statements of Financial Position
As of June 30, 2025 and Prior Fiscal Year - Preliminary

	Year To Date 06/30/25	Year Ending 06/30/24
	Current Year Balance	Prior Year
Assets		
Current Assets		
Cash and Cash Equivalents		
Checking Account	(115,021.98)	137,663.19
Reserve Account	40,067.44	39,917.22
Certificate of Deposit	83,848.97	80,037.98
Falcon N. Bank - IntraFi - ICS - Career Solutions	278,370.26	0.00
Total Cash and Cash Equivalents	287,264.69	257,618.39
Accounts Receivable		
Accounts Receivable	163,973.14	86,670.41
Accounts Receivable - Other	(22.46)	0.00
Grants Receivable - State	0.00	95,412.53
Grants Receivable - Federal	0.00	78,800.77
Total Accounts Receivable	163,950.68	260,883.71
Total Current Assets	451,215.37	518,502.10
Other Assets		
Deposits & Other Assets		
Prepaid Expense	0.00	3,863.35
Prepaid Insurance	7,989.21	7,763.94
Prepaid Insurance - Health, Dental & Vision	12,050.64	15,564.10
Prepaid Bus Passes	50.00	0.00
PrePaid Gas Cards	4,042.32	5,142.32
Prepaid US Bank Debit Cards	5,725.00	375.00
Deferred Outflows of Resources	245,053.00	245,053.00
Right of Use Asset	317,772.00	317,772.00
Furniture & Fixtures	224,124.28	224,124.28
Accumulated Depreciation	(196,474.06)	(196,474.06)
Accumulated Depreciation - Right of Use Asset	(296,586.00)	(296,586.00)
Total Deposits & Other Assets	323,746.39	326,597.93
Total Other Assets	323,746.39	326,597.93
Total Assets	774,961.76	845,100.03
Liabilities and Net Assets		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable - Vendors	20,577.48	45,866.46
Accounts Payable - Other	91,271.68	21,514.51
Divvy Credit Card - CS	6,947.97	1,588.80
Total Accounts Payable	118,797.13	68,969.77
Accrued Payroll		
Accrued Wages, Taxes, Fringe Benefits & Fees	105,459.68	106,763.15
PTO Payable	135,179.36	127,311.08
Net Pension Liability	995,356.00	995,356.00
Total Accrued Payroll	1,235,995.04	1,229,430.23
Deferred Liabilities		
Deferred Inflows of	375,922.83	375,922.83
Total Deferred Liabilities	375,922.83	375,922.83
Other Current Liabilities		
Lease Liability-Due in One Year	24,350.00	24,350.00
Total Other Current Liabilities	24,350.00	24,350.00
Total Current Liabilities	1,755,065.00	1,698,672.83
Total Liabilities	1,755,065.00	1,698,672.83
Net Assets	(980,103.24)	(853,572.80)
Total Liabilities and Net Assets	774,961.76	845,100.03

Career Solutions**Statements of Revenues and Expenditures****Current Fiscal Year July 1, 2025 - June 30, 2026 and****Prior Fiscal Year**

	Projected Actuals 6/30/25	Original Fiscal Budget (FY25)	Proposed Budget (FY26)
Revenues over Expenditures			
Revenues			
Contributions	\$ -		
Grant Revenues	\$ 3,524,558	\$ 3,964,895	\$ 3,794,130
Program Service Revenue	\$ 46,515	\$ -	
Investment Income	\$ 5,813	\$ -	
Other Revenue	\$ 57,430	\$ -	
Total Revenues	\$ 3,634,316	\$ 3,964,895	\$ 3,794,130
Expenditures			
Direct	\$ 1,223,868	\$ 1,070,000	\$ 1,187,456
Personnel	\$ 2,060,360	\$ 2,058,000	\$ 2,039,375
Occupancy	\$ 69,433	\$ 80,000	\$ 66,226
IFA Costs			\$ 28,800
Professional Fees	\$ 139,186	\$ 136,500	\$ 129,200
General and Administrative Expenses			
Advertising and Promotion	\$ 15,574	\$ 13,000	\$ 15,300
Conferences, Conventions, and Meetings	\$ 7,528	\$ 8,000	\$ 8,500
Depreciation	\$ -	\$ 73,000	\$ 73,000
Due and Subscriptions	\$ 19,254	\$ 9,000	\$ 9,000
Equipment Rental	\$ 23,550	\$ 15,000	\$ 15,000
Finance Charges	\$ 600	\$ 250	\$ 750
Insurance	\$ 16,980	\$ 17,500	\$ 17,500
Miscellaneous Expense	\$ 879	\$ 700	\$ 800
Office Supplies	\$ 15,828	\$ 25,000	\$ 16,000
Printing and Publications	\$ 5,456	\$ 7,500	\$ 5,500
Postage and Delivery	\$ 739	\$ 300	\$ 750
Telephone	\$ 13,705	\$ 15,000	\$ 14,000
Staff Travel	\$ 7,078	\$ 6,172	\$ 7,000
Staff Training	\$ 27,916	\$ 28,253	\$ 15,000
Total General and Administrative Expenses	\$ 155,087	\$ 218,675	\$ 198,100
Total Expenditures	\$ 3,647,934	\$ 3,563,175	\$ 3,649,157
Total Revenues over Expenditures	\$ (13,618)	\$ 401,720	\$ 144,973

Good morning,

I would like to let you all know that I have accepted a position as [REDACTED]
[REDACTED] I have immensely enjoyed my
time here as Supervisor for ABE the last three years and want you all to know that it has
been an absolute privilege to collaborate with you all in various ways.

My last day here in the district will be August 15th. I have copied the Executive Director of
Community Education and Community Partnerships, Shannon Avenson, here on this
email. If you have questions about partnerships in the interim before my position is filled,
please reach out to her.

Thank you all,

Caroline

Caroline Nerhus

Adult Basic Education Supervisor

Central MN Consortium

Quarryview Education Center

800 7th St S

Waite Park, MN 56387

#320-370-8226



The Local Workforce Development Board of Stearns & Benton counties

Serving career
seekers and
employers in
Stearns & Benton
counties in
Central Minnesota




STAY CONNECTED

 320-308-5320

 info@csjobs.org

 www.careersolutionsjobs.org

 1542 Northway Drive
St. Cloud, MN 56303

 Career Solutions

 Career Solutions - St. Cloud

OVERVIEW

Mission

Career Solutions exists to provide comprehensive workforce development, helping all community members acquire the skills, training, and experience to achieve economic security while meeting the human resources needs of local businesses and industries

Vision

To be a trusted leader driving economic prosperity in workforce development for everyone in the communities we serve

Values

Building Equity, Innovation, Collaboration & Integrity in all that we do

Purpose

To provide policy guidance for and to oversee Career Solutions' workforce development activities (job training and related services to unemployed or underemployed individuals) under the federal Workforce Innovation and Opportunity Act (WIOA) for the Workforce Development Area.

Who We Are

The LWDB is composed primarily of approximately 30 business professionals who work in a variety of for-profit industries in Stearns and Benton counties.

Member Responsibilities

- Actively participate in meetings and planning sessions
- Coordinate service strategies that support workforce and economic development
- Pursue sector initiatives for local in-demand industries and occupations
- Seek to reduce administrative costs through pooling of funds for admin functions
- Align transportation and other support services
- Negotiate performance accountability measures for local areas
- Create and implement local workforce development plans

Member Benefits

- Be "in the know" on local workforce initiatives and services
- Increase the economic growth of Central MN through developing training opportunities
- Build partnerships to lead innovative workforce pipeline programs that help fill high-demand job positions
- Gain access to talent pools to diversify and increase equity in your talent pipeline
- Leverage resources that can prepare your workforce
- Network with other business professionals and leaders in your community
- Gain experience of serving on a local board and add a great professional experience/ community involvement to your resume

Time & Term Commitment

The LWDB usually meets bi-monthly for one hour in the afternoon, at CareerForce-St. Cloud. The member term is preferably at least 3 years.

To Apply

Contact Kari for the short application. kari.court@csjobs.org 320-380-4938

MEMBER TESTIMONIALS

"As a board member, I enjoy being a part of an organization that has a great impact on our community."
-Brenton M, Member since 2023

"Serving on the board at Career Solutions has been a great volunteer opportunity; their mission supports the importance of helping people connect with good jobs." -Jill M, Member since 2012



**CENTRAL MINNESOTA JOBS AND TRAINING SERVICES, INC.
CONTRACT FOR SERVICES WITH
STEARNS-BENTON EMPLOYMENT & TRAINING COUNCIL –
DBA CAREER SOLUTIONS
July 1, 2025– June 30, 2027**

THIS AGREEMENT, made and effective on July 1, 2025, 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 \$95,000.00.

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, 2025 – June 30, 2027 (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: _____
Signature Date

Title: Chief Executive Officer

ATTACHMENT A

Intake services are defined as the collection and verification of necessary data to ensure eligibility. This information is collected and verified as meeting the eligibility criteria definition of “participant” in Disaster Recovery National Dislocated Worker Grant (DWG) Training and Employment Guidance Letter (TEGL) NO. 4-18 which reads,

Eligible Participants. Individuals eligible to receive services through a Disaster Recovery National DWG must be one of the following:

1. A dislocated worker;
2. An individual temporarily or permanently laid off as a consequence of the disaster or emergency;
3. A long-term unemployed individual; or
4. A self-employed individual who became unemployed or significantly underemployed as a result of the emergency or disaster.

Eligible participants for Disaster Recovery National Dislocated Worker Grant – OMNI are not required to have a history of opioid abuse or otherwise be personally affected by the opioid crisis to participate in grant-funded employment, activities, and services. However, to the extent that eligible participants are impacted by the opioid crisis, grantees must not reject or otherwise negatively treat participants who do have a history of opioid abuse or are otherwise personally affected as described in Section 14 below.

Participants’ disclosure of impact by the crisis must be voluntary. Grantees may ask participants if they have been affected by the crisis as part of the process of determining what supportive services and other needs the participant may have, but these inquiries must comply with the requirements described in Section 14 below. Grantees cannot require participants to disclose whether they have been impacted by the opioid crisis as a condition of their participation in grant-funded employment, activities, and services.

Section 14:

Notice about Disability and Medical Information Protections for Opioid-Crisis Disaster Recovery DWG Participants. ETA intends opioid-crisis Disaster Recovery DWGs to help reintegrate individuals with a history of opioid use into the workforce. Accordingly, grant recipients should be aware of requirements pertaining to the gathering and confidentiality of medical information and their obligations under Department civil rights regulations pertaining to protections for individuals with disabilities.

1. Inquiring about how an individual has been impacted by the opioid crisis
Grantees may only ask the following question to determine that an applicant or eligible participant has been impacted by the opioid crisis:

Your answer to this question is voluntary. Do you, a friend, or any member of your family have a history of opioid use? Please answer “Yes” or “No.”

2. Confidentiality of medical information

Under applicable law, grant recipients must maintain the confidentiality of medical information obtained about an individual. Medical information must be kept confidential even if the individual volunteers the medical information without being asked. Information regarding an individual's disability is included in information that must be kept confidential, but any medical information obtained must be kept confidential (whether or not the individual has a disability).

3. Drug use and protections for individuals with disabilities

When making program decisions about individuals, grant recipients should remember that disability is among the statuses protected from discrimination for participants in and applicants for programs supported by opioid-crisis Disaster Recovery DWGs. Services provided under these grants must comply with 29 C.F.R. 38.5, which sets out antidiscrimination protections for WIOA title I programs. For example, grant recipients will have to make reasonable accommodations for individuals with disabilities, according to 29 C.F.R. 38.14, and they cannot treat a participant or applicant for services less favorably on the basis of the individual's disability, according to 29 C.F.R. 38.12.

Due to the nature of these DWGs, some participants or applicants for participation will be individuals with disabilities based on their drug history and some will not. Disability status, and how it may affect the provision of services under a WIOA grant, is a case-by-case determination, and given the many causes and complicating factors surrounding the opioid crisis, the circumstances of an individual's history with opioids could differ significantly.

Disability status for drug addiction usually depends on whether the individual is currently engaging in the illegal use of drugs, including the illegal use of some prescription drugs.¹³ A recovering addict not currently using drugs illegally may be legally protected as an individual with a disability. The question of “current use” of illegal drugs is made on a case-by-case basis. “Current” means that the illegal drug use occurred “recently enough” to justify the grant recipient's reasonable belief that drug use is an ongoing problem. Grant recipients may treat an individual less favorably because of current illegal use of drugs but may not make adverse decisions on the basis of an individual's disability (even if he or she is currently engaged in the illegal use of drugs).

A potential or enrolled participant in a Disaster Recovery DWG also may have another disability—separate from his or her drug history—that entitles him or her to legal protections.

Case management activities include career services, assessment, training services, work-based training models, and job placement assistance for eligible participants. Support services will be documented in individual case files of participants, including justification for services. Retraining of eligible participants will have available justification for training services in one of two categories:

1. Eligible participants for opioid-crisis Disaster Recovery DWGs are not required to have a history of opioid abuse or otherwise be personally affected by the opioid crisis to participate in grant-funded employment, activities, and services. However, for those who do not disclose personal affect, training MUST be within medical and public health professions on services and techniques within the fields of addiction treatment, mental health treatment, and pain management, with the ultimate goal of preparing medical and public health professionals to help impact the causes of the opioid crisis.
2. Individuals personally affected by the opioid crisis can participate in training services for other professions including, but not limited to, medical and health professions not encompassed in the three categories above.

The provider will enroll and provide services to participants; compensation will be based on expenses incurred while providing services to Disaster Recovery National Dislocated Worker Grant – OMNI participants.

ATTACHMENT B:
GENERAL ASSURANCES

1. The Provider assures that it will fully comply with the requirements of the State Dislocated Worker 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, benefitting 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 Disaster Recovery National Dislocated Worker Grant – OMNI plan. Cost category percentages will be followed per the grant outline. Any proposed modifications will be subject to review and adoption in accordance with the Disaster Recovery National Dislocated Worker Grant – OMNI statute and policies.
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, federal or 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 rata 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 Disaster Recovery National Dislocated Worker Grant – OMNI 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 41 CFR 29-70.102 [20 CFR 629.37 (b)].
2. Indirect costs will be charged in accordance with 41 CFR 29-70.102 [20 CFR 629.37 (b)]. Rates charged will be consistent with rates charged to other federal 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.

Attachment 1: Work Plan

SFY 26-27 Rural Career Counseling Coordinators Grant Summary Sheet

Organization Information			
1. Organization Name:	Central Minnesota Jobs and Training Services, Inc.		
2. Organization Type:	<input checked="" type="checkbox"/> 501(c)3 <input type="checkbox"/> Public/Gov't <input type="checkbox"/> Other _____		
3. Organization Website:	www.cmjts.org		
4. Physical Address:	406 East 7 th Street Monticello, MN 55362		
5. Mailing Address:	PO Box 720, Monticello MN 55362		
6. Executive Director Name:	Dina Wuornos	7. Program Contact Name:	Leslie Wojtowicz
8. Executive Director Title:	Executive Director	9. Program Contact Title:	Development Manager/RC3
10. Executive Director Telephone Number:	763-220-2139	11. Program Contact Telephone Number:	763-647-5486
12. Email:	dwuornos@cmjts.org	13. Email:	lwojtowicz@cmjts.org
14. Federal Tax ID: (required)	41-1484048	15. Minnesota Tax ID: (required)	2073311
16. SWIFT Vendor ID: (required)	0000197394-001	17. Unique Entity Identifier (UEI) Number: (if available)	TXPJB4KSMLS7
Program Information			
18. Program Name:	Region 3 - CMJTS RC3		
19. Program Summary:	The Region 3 RC3 initiative focuses on understanding the workforce development needs of businesses in the service area through various methods, including surveys, one-on-one consultations, and outreach presentations. It aims to enhance employer engagement by providing resources, hosting educational events, and collaborating with local organizations to promote programs like incumbent worker training and on-the-job experiences.		
20. Workforce Development Areas(s) Served by Program:	LWDA 5 – Chisago, Isanti, Kanabec, Kandiyohi, McLeod, Meeker, Mille Lacs, Pine, Renville, Sherburne, and Wright counties. LWDA 17 – Stearns and Benton counties.		
21. Total Amount of DEED Funds Appropriated: <i>This is the amount minus the DEED admin.</i>	\$190,000.00 total <ul style="list-style-type: none"> \$95,000.00 SFY26 \$95,000.00 SFY27 		
22. Number of Participants to be Served:	1,200 employers, youth, and job seekers (Region 3 totals)		
23. Number of Participants to be Enrolled into Career Counseling, Training, and/or Work Experience Opportunities:	40		
24. Compensated Partners:	Career Solutions		

Attachment 1: Work Plan

Narrative

116L.667 Rural Career Counseling Coordinators

Subdivision 1. **Requirements**

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. A career counseling coordinator may serve as the coordinator for up to two service areas.

Please provide a summary of how you will address each of the responsibilities of a Rural Career Counseling Coordinator, as outlined in [Minnesota Statutes, Section 116L.667 Subd. 2](#) and below:

Responsibilities	Provide a summary of how each responsibility will be fulfilled
Understanding the needs of existing, new, and prospective service area businesses in regard to workforce development programs, resources, and other services	<p>Surveys of businesses</p> <ul style="list-style-type: none"> • General business survey • Incumbent Worker survey • On-the-Job training survey <p>One-on-one business consultations</p> <p>HR networking group – participants suggest topics/speakers (i.e., DOLI, Dual Pipeline)</p> <p>Collaboration and participation in regular meetings with the Workforce Strategy Consultant</p> <p>Outreach presentations to local Chambers of Commerce and Community Agencies</p> <p>Employer Engagement work</p> <ul style="list-style-type: none"> • One-on-one consultations • Provide resources • Plan and offer employer education events <p>Ongoing sharing of resources, tools, and information, including incumbent worker programs, on-the-job training, and possible work experience opportunities</p>
Connecting job seekers, secondary and higher education institutions, employers, and other stakeholders and partners	<p>Connections are made through all of the following: regular hiring events, employer of the day, large-scale job fairs, K-12 navigator tool promotion, job fairs within schools, employer panels within schools, coordination assistance with 'Caring Careers campaign' and Manufacturing Month, career-specific discovery days, Career One and Operation Exploration coordination assistance, and job seeker spotlight for HR Networking group. Assist with coordination, connections, and planning of large-scale hands-on career exploration events that offer young job</p>

	<p>seekers exposure to occupations, college campuses, and employers; EPIC, IGNITE, and Construct Tomorrow.</p> <p>Helping connect educators with employers for tours to share during their classes and with students, teacher externships (e.g., 742 tour 100 – 100% of juniors participate in 2 tours to determine career of interest).</p>
Providing services to job seekers including career counseling, training, and work experience opportunities	<p>Promotion of workshops, resume creation and review, mock interviews, assessments, organization open houses where workshops are offered, and opportunities to obtain a professional photo for social media, job search, and networking tools such as LinkedIn.</p> <p>Promote work experience to employers as a viable recruitment tool and means to grow a workforce pipeline.</p> <p>Refer potential job seekers and youth to programs that offer work experience and training assistance.</p>
Assessing and compiling information about all workforce development programs and services offered in the assigned workforce development area, including adult basic education programs and programs and services at higher education institutions and kindergarten through grade 12 schools	<p>Review and update all school contacts annually.</p> <p>Invite schools and home-schooled youth to appropriate events (EPIC, IGNITE, College career exploration days, Construct Tomorrow, Career One, Operation Exploration, Discovery Days).</p> <p>Collect Career and Technical Education offerings in the area and share best practices with other schools.</p> <p>Assist with “Outreach-to-Schools” information to be shared (infographics, and other tools).</p>
Making recommendations to the commissioner regarding ways to improve career counseling coordination, possible program changes, and new workforce programs or initiatives	<p>Will draft and submit recommendations with the annual report to the legislature.</p>
Sharing best practices and collaborating with other career counseling coordinators to promote and enable state-level coordination among workforce development programs and administering agencies including, but not limited to, the Departments of Employment and Economic Development, Education, and Labor and Industry, and the Office of Higher Education	<p>Best practices and collaborative efforts are emphasized through the quarterly RC3 meetings, where team members gather to review progress, discuss challenges, and share insights. During these sessions, RC3 staff are active participants and encourage open dialogue to foster a supportive environment for sharing innovative strategies and solutions.</p> <p>Additionally, RC3 staff play a crucial role in the MAWB job seeker and business services meetings, where they participate regularly to ensure that all relevant information and resources are effectively communicated. Their involvement includes sharing valuable insights into job market trends, available resources, and successful case studies, all aimed at enhancing the services provided to job seekers and businesses alike.</p> <p>RC3 staff are prepared to present and collaborate upon request from other agencies. This includes the distribution of essential materials such as career pathway infographics,</p>

	<p>which visually represent the various paths individuals can take to achieve their career goals. They also provide employer Career Roadmaps, detailing the necessary steps for businesses to support workforce development. The K-12 Navigator tool is another critical resource promoted in Region 3 by RC3, designed to guide students and educators in understanding potential career paths and the education required for different professions.</p> <p>Through these collaborations and the sharing of comprehensive tools and resources, RC3 aims to empower stakeholders, streamline processes, and ultimately enhance the overall effectiveness of workforce development initiatives.</p>
Promoting available workforce development and career counseling programs and resources in the workforce development area	<p>All programs and services are actively promoted through a variety of platforms, particularly during open houses and by participating in community events. This includes setting up informational tables at significant local gatherings such as the Juneteenth celebration, county fairs, and resource fairs like Operation Community Connect and events catered specifically to veterans. By engaging with the community in this way, we aim to foster connections and increase awareness of the services available.</p> <p>In addition to our presence at these events, we are in the process of creating new, targeted marketing materials that highlight our offerings. These materials will be designed to effectively communicate the benefits of our programs, utilizing eye-catching visuals and clear messaging tailored to our diverse audience. By focusing on both in-person engagement and high-quality promotional content, we aim to enhance our outreach efforts and ensure that community members have the information they need to access our services.</p> <p>Both CMJTS and Career Solutions will use social media platforms for engagement as well.</p>

Attachment 1: Work Plan

Table

Complete the workplan table below. Note that some outcomes (i.e., Total Participant Enrollments, Exits to Employment, etc.) are required for all appropriations and will be tracked for every program.

Measurable Outcome	Year 1 Grant Start Date through 06/30/2026	Year 2 07/01/2026 through 06/30/2027	Total Participants (Year 1 + Year 2)
Total Businesses Served	200	200	400
Total Career Seekers Served	400	400	800
Total K-12 Institutions Served	63	63	63
Total Post-Secondary Institutions Served	10	10	10
Total Job Seekers Enrolled <i>(captured in WF1, RC3 service model flag at enrollment)</i>	20	20	40
Exits to Employment <i>(captured in WF1, enrollments with service model flag)</i>	12	18	30

Attachment 2: Budget

Yearly Budget

Please complete budget form. You are not required to use all cost categories. Please see [ACP Cost Category Guidance](#) to determine how to categorize expenditures. SFY 26 (Year 1) total cannot exceed 50% of the appropriated funds and SFY 27 (Year 2) funds will be available on 07/01/2026.

Office Use Only	Cost Category	SFY 26 - Year 1 funds available Grant Start Date through 06/30/2027	SFY 27 - Year 2 funds available 07/01/2026 through 06/30/2027	Budget Total (Year 1 + Year 2)	Total Percent of Budget per Cost Category
833	Administrative Costs¹	\$9,500.00	\$9,500.00	\$19,000.00	10%
885	Direct Services	\$85,500.00	\$85,500.00	\$171,000.00	90%
	Total:	\$95,000.00	\$95,000.00	\$190,000.00	100%

¹ Administrative costs cannot exceed 10% of total funds requested

Attachment 3: Partnership Chart

List all partner organizations that will contribute to the program with compensation. All compensated partners **must** be included in the Partnership Chart or costs associated with any unlisted partners may be disallowed. All compensated training partners/providers must be listed and be MOHE compliant (or compliant with regulatory body with oversight as applicable), regardless if they are vendors or sub-contractors. See the Partnership section of the [ACP Operations Guide](#) to determine if the partner is required to have a contract/MOU on file for services being provided with these funds. All compensated partners must have a [Compensated Partner Information Form](#) on file with DEED.

All grantees are required to comply with [Minnesota Office of Grants Management Policy 08-01](#), with particular attention to “Organizational Conflicts of Interest”. Actual, potential, or perceived conflicts of interest may include but are not limited to: any familial or personal relationship, providing donations to the grantee, former staff of the grantee, sitting on grantee's board of directors, and providing donations to the grantee in exchange for awarding a subcontract.

Type of Organization (e.g., employer, educational institution, non-profit, consultant, financial management services, etc.)	Name and Address of Organization	Type of Commitment (Case Mgmt., Training, Accounting Time, Staff, Resources, Space, Referrals, etc.)	Contact Person Name Email Address Telephone Number	Completed Compensated Partner Information Form	Signed Contract/MOU on file	Approximate Total Amount of Compensation from Grant ²	Responsible for Workforce One Data Entry
Non-profit	Career Solutions 1542 Northway Drive St Cloud MN 56303	Co-facilitation of the grant – all activities identified in workplan will be a joint effort. Service model referrals from RC3 will be tracked in WF1. Assistance in report completion.	Tammy Stark Tammy.stark@csjobs.org 320-266-5060	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$95,000.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

² Subrecipients receiving over \$50,000 must be monitored by your organization. All subrecipient monitoring and contract documents must be made available to DEED upon request.

Unemployment Insurance Account Consent

Before awarding a grant, DEED will need to verify that your organization does not have any outstanding Unemployment Insurance tax liability. If you choose not to provide this consent, DEED staff may determine that you are ineligible for DEED funding.

This authorization to release unemployment insurance data is not valid until the requirements listed below are met.

You need to:

1. Check the appropriate box authorizing what data the MN Unemployment Insurance program can release.
2. Have an active user listed on the MN Unemployment Insurance employer account:
 - a. Sign and date (mm/dd/yyyy) this consent form
 - b. Print their name below their signature.

The consent will expire three months after the signature date (mm/dd/yyyy).

If you have any questions about your private data, how to complete this consent form, or if you want to withdraw your consent, call Aaron Tell (651) 478-2016.

EXPLANATION OF YOUR RIGHTS

Purpose of this form

You must complete, sign, and return this form if you want to authorize a person or organization to receive certain private or nonpublic information that we collect to administer the Unemployment Insurance (UI) Program.

You have the right to choose what data we release. This means you can let us release all of the data, some of the data, or none of the data listed on this consent.

You have the right to allow us to release the data to all, some, or none of the persons or entities listed on this form.

This means you can choose which entities or persons may receive the data and what data they may receive.

You may withdraw your permission at any time. Withdrawing your permission will not affect the data that we have already released because we had your permission to release the data.

1. Data Subject

Your Name or Name of Organization: Central Minnesota Jobs and Training Services, Inc.

Minnesota Unemployment Insurance (UEI) Employer Account Number: 02249225

Your Address or Address of organization: 406 7th Street East

City: Monticello State: Minnesota ZIP Code: 55362

Authorized person or organization

I authorize the following person or organization to receive the private and nonpublic data checked below:

Fiscal Program & Monitoring staff
DEED, Employment and Training Programs Division
Great Northern Building
180 East 5th Street, 12th Floor
Saint Paul, MN 55101

2. UI Data

Types of data that you agree to release:

- ☒ Payment - Employer UI account status
- ☒ Other – information about all outstanding UI account debt, including the age, amount owed, and when the debt was incurred. Status of wage detail submission.

3. Signature

I voluntarily authorize DEED to release the selected private data to the above individual/organization. I am aware of the purpose for releasing the private data and I understand that there may be consequences for releasing the data to the individual/organization.



Your signature or signature of corporate officer, partner, or fiduciary

Print your name: Dina Wuornos

Print your title: Executive Director

Phone: 763-220-2139

Date (mm/dd/yyyy): 07/14/2025

Conflict of Interest Disclosure

This form gives applicants and grantees an opportunity to disclose any actual or potential conflicts of interest that may exist when receiving a grant. It is the applicant/grantee's obligation to be familiar with the Office of Grants Management (OGM) [Policy 08-01: Grants Conflict of Interest](#) and to disclose any conflicts of interest accordingly.

All grant applicants must complete and sign a conflict of interest disclosure form.

☒ I or my grant organization do NOT have an ACTUAL or POTENTIAL conflict of interest.

If at any time after submission of this form, I or my grant organization discover any conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

☐ I or my grant organization have an ACTUAL or POTENTIAL conflict of interest. (*Please describe below*):

If at any time after submission of this form, I or my grant organization discover any additional conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

Printed name: Dina Wuornos

Signature:  Date (mm/dd/yyyy): 07/14/2025

Organization: Central Minnesota Jobs and Training Services, Inc.

Date	Events/Activities	CS # Employers Served	CS # Youth served	CS # adult job seekers served
2-Jul	HR Networking Group meeting	17		
19-Jul	I-WE consult: Stearns Bank	1		
2-Aug	HR Networking Group meeting	17		
9-Aug	Welding Discovery Day	5	5	8
10-Aug	Job Club			6
16-Aug	CDL Discovery Day	6		16
17-Aug	Job Club			5
22-Aug	HR Survey on employee benefits	60		
22-Aug	Career Trek for Teens: Career Exploration		12	
24-Aug	Job Club			5
25-Aug	CareerONE Summer Youth Program	5	160	
28-Aug	I-WE consult: Eye Kraft	1		
31-Aug	Job Club			31
5-Sep	I-WE consult: Anna Marie's Alliance	1		
6-Sep	HR Networking Group meeting	17		1
7-Sep	Job Club			5
21-Sep	Job Club			4
28-Sep	Job Club			5
4-Oct	HR Networking Group meeting	17		2
5-Oct	Construction Discovery Day			8
12-Oct	CS Job Seekers Open House			15
13-Oct	McKinley ALC High School Job Fair	26	250	
25-Oct	CDL Discovery Day	6		18
27-Oct	EPIC career exploration event for high schoolers	250	4,500	
1-Nov	HR Networking Group meeting	17		1
1-Nov	Construction Discovery Day			5
2-Nov	Job Club			3
3-Nov	Job fair for Kent Foods workers	20		35
9-Nov	Job Club			5
29-Nov	Construction Discovery Day			4
30-Nov	Job Club			4
1-Dec	SHERCO busines site tour	1		4
7-Dec	Welding Discovery Day	5	6	5
7-Dec	Job Club			5
12-Dec	HR Networking Group meeting	17		2
13-Dec	Construction Discovery Day			7
14-Dec	Job Club			2
21-Dec	Job Club			5
28-Dec	Job Club			8

Date	CS Events/Activities	# CS Employers Served	CS # Youth served	CS # Adult Job Seekers served
Jan-March 2024	HR Networking Groups	35		5
Jan-March 2024	General Business Consultations	60		
Jan-March 2024	new Incumbent Worker Projects	5		
Jan-March 2024	new I-WE Designations	1		
Jan-March 2024	Job Seeker Open Houses	12		107
Jan-March 2024	CDL Discovery Days	5	7	37
April-June 2024	HR Networking Groups	54		
April-June 2024	General Business Consultations	45		
April-June 2024	new Incumbent Worker Projects	10		
April-June 2024	Job Seeker Open Houses	14		55
April-June 2024	CDL Discovery Days	5	1	10
April-June 2024	Welding Discovery Days	6	6	13
April-June 2024	Facilities Maintenance Discovery Days	7		21
April-June 2024	High School Job Fairs (Oct & May)	19	150	
July-Sept 2024	HR Networking Groups	30		
July-Sept 2024	General Business Consultations	35		
July-Sept 2024	new Incumbent Worker Projects	15		
July-Sept 2024	Job Seeker Open Houses	9		60
July-Sept 2024	CDL Discovery Days	5		13
July-Sept 2024	Manufacturing Discovery Day	5		16
July-Sept 2024	CareerONE Summer Youth Program (June-July)	10	180	
Oct-Dec 2024	HR Networking Groups	46		
Oct-Dec 2024	General Business Consultations	45		
Oct-Dec 2024	new Incumbent Worker Projects	4		
Oct-Dec 2024	new I-WE Designations	1		
Oct-Dec 2024	Job Seeker Open Houses			
Oct-Dec 2024	CDL Discovery Days	5		40
Oct-Dec 2024	Welding Discovery Days	5	7	10
Oct-Dec 2024	Construction Discovery Day			14
Oct-Dec 2024	EPIC - Large HS Career Exploration Event (Oct)	4,500		
Oct-Dec 2024	High School Job Fairs (May)			
Oct-Dec 2024	CareerONE Summer Youth Program (June-July)			

Date	CS Events/Activities	# CS Employers Served	CS # Youth served	CS # Adult Job Seekers served
Jan-March 2025	HR Networking Groups	58		
Jan-March 2025	General Business Consultations	40		
Jan-March 2025	new Incumbent Worker Projects	4		
Jan-March 2025	Job Seeker Open Houses	60		9
Jan-March 2025	CDL Discovery Days	3		19
Jan-March 2025	Welding Discovery Days			
Jan-March 2025	Facilities Maintenance Discovery Days			
Jan-March 2025	EPIC - Large HS Career Exploration Event (Oct)			
Jan-March 2025	High School Job Fairs			
Jan-March 2025	CareerONE Summer Youth Program SC (June-July)			
Jan-March 2025	Construct Tomorrow Hands-on event (April)			
April-June 2025	HR Networking Groups	41		
April-June 2025	General Business Consultations	35		
April-June 2025	new Incumbent Worker Projects			
April-June 2025	Job Seeker Open Houses	10		65
April-June 2025	CDL Discovery Days	5		31
April-June 2025	Welding Discovery Days	3		22
April-June 2025	Facilities Maintenance Discovery Days	4		23
April-June 2025	EPIC - Large HS Career Exploration Event (Oct)			
April-June 2025	High School Job Fairs	20	260	
April-June 2025	CareerONE Summer Youth Program SC (June-July)		165	
April-June 2025	Construct Tomorrow Hands-on event (April)	15	500	
April-June 2025	Reverse job fair	30		15



REGION 3 WIOA LEADERSHIP & PLANNING BOARD (R3LPB)

Guidance for Members | Roles | Responsibilities | Regional Focus

Our Vision

To establish progressive, innovative, collaborative, and community-responsive regional workforce strategies.

Our Mission

To improve economic prosperity for both businesses and jobseekers across Region 3 by forging partnerships and delivering strategic workforce, education, and economic development solutions.

Our Shared Values

- Trust, fairness, and integrity in all actions
- Equitable access to employment and talent
- Support for diverse and immigrant populations
- Collaboration as a regional convener
- Data-driven strategies to address workforce challenges

Serving 13 Counties:

Benton | Chisago | Isanti | Kanabec | Kandiyohi | McLeod | Meeker | Mille Lacs | Pine | Renville | Sherburne | Stearns | Wright

Overview

The Workforce Innovation and Opportunity Act (WIOA) requires regional planning areas to align workforce development activities with regional economic needs. This alignment enables efficient, effective service delivery for jobseekers and employers through collaboration, coordination, and strategic planning.

Who We Are

The Region 3 Leadership & Planning Board (R3LPB) is composed of Local Elected Officials (LEOs) and Local Workforce Development Board (LWDB) members across a 13-county region. Together, we lead strategic workforce development efforts that are aligned with federal and state priorities.

Member Responsibilities

Actively participate in meetings and planning sessions
Provide input on regional strategies and service alignment
Coordinate with LWDBs, employers, educators, and partners
Use labor market data to guide planning and decisions
Support innovative workforce program models
Represent your local area's needs in the regional context
Ensure compliance with WIOA and state planning guidance
Promote cross-county and cross-sector collaboration

Focus Areas

- Regional industry trends
- Equitable access to services
- Sector partnerships
- Training & career pathways
- Youth and underserved populations

Strategic Alignment

- Align workforce services with regional economic goals
- Pool and coordinate resources across programs and counties
- Streamline service delivery for jobseekers and employers
- Respond to local labor market needs
- Enhance collaboration among stakeholders

Together, we're building a skilled, diverse, and prosperous regional workforce.

Document Retention and Destruction Policy

This policy will allow finance staff to be aware of the length of time records must be retained and will eliminate accidental or innocent destruction. This policy is intended to supplement OMB Uniform Grant Guidance CFR 200-333.

Documents are stored both on-site and at off-site storage.

All boxes containing documents are marked clearly with a description of the items and the scheduled destruction date outlined in the chart below.

The current fiscal year and most recently completed two fiscal years are stored on-site. Any documents (identified in the chart below) with a retention life extending beyond the on-site life are stored off-site.

All boxes scheduled for destruction are identified and forwarded to the Accounting Supervisor and/or Finance Director for final approval. Approval will also be obtained from Career Solutions Executive Director before any of Career Solutions documents are destroyed.

Upon receipt of final approval, staff will coordinate professional destruction of the documents [appropriately in line with Minnesota law](#).

The following table provides the approved requirements:

Type of Document	Retention Life Cycle
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related Papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently

Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

Career Solutions Record Retention Policy ~~3.5~~

The Following is Career Solutions Records Retention Policy adopted 6/11/2015 and located in Section 3.5 of their policy manual. This policy will be maintained and followed by Career Solutions Management and Staff.

The information listed in the retention schedule below is intended as a guideline and may not contain all the records Career Solutions may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed at the Career Solutions Leadership Team.

Exception for Investigations: In connection with any ongoing or anticipated investigation into allegations of violations of federal laws or regulations, provision of government awards, or violations of Career Solutions' Code of Conduct/Ethics Policy, the following exceptions are made to the scheduled retention and/or destruction of records:

1. All records related to the subject of investigation or allegation shall be exempt from any scheduled record destruction.
2. The term "records" shall also apply to any electronically stored record (e.g., documents stored on computers, email messages, etc.), which shall also be protected from destruction.

All files, both hard copy and electronic shall be labeled with topic, year (if applicable) and destruction date. Electronic copies shall be saved in appropriate folders on the network storage device. Hard copies should be stored in the cabinets or archived in the storage area. Review and purging of files will take place on an ongoing basis, but must follow the minimum retention requirements outlined below. The "retention period" cited is the minimum amount of time a record must be kept. The retention period does not include the year that the record came into Career Solutions' possession. For example, records with a three-year retention period created in 2015 will be disposed of in January 2019.

Type of Record	Records Covered	Retention Period	Relevant Law
Corporate Records	Joint Powers Agreement, Joint Powers/PIC or Workforce Council Agreement, Bylaws	Permanent	
	Board, Council, and Committee resolutions	Permanent	

	Board, Council and Committee meeting agendas and minutes	Permanent	
	Board, Council and Committee Conflict of Interest disclosure forms	4 years	
	Electronic recordings of meetings – open meetings	1 year	Minn. Stat. Section 13D.05, subd. 1(d)
	Electronic recordings of closed meetings – Labor negotiations	3 years after contract is signed	Minn. Stat. Section 13D.05, subd. 2(b)
	Electronic recordings of closed meetings – real estate transactions	8 years	Minn. Stat. Section 13D.05, subd. 3(c)
	Electronic recordings of closed meetings – security information	4 years	Minn. Stat. Section 13D.05, subd. 3(d)
	Electronic recordings of closed meetings – all other closed meetings	3 years	Minn. Stat. Section 13D.05, subd. 1(d)
Finance and Administration	Audits and Audited Financial statements	Permanent	
	Auditor Management Letters	Permanent	
Payroll records and Timesheets	Basic employee data: name, address, social security number, gender, date of birth, occupation and job classification. Compensation records: -Amounts and dates of actual payment. Time and day of week when employee's workweek begins. Total hours worked each day and workweek. Basis and rate which employee's wages are paid. Straight time and overtime hours/pay. All additions to or deductions from the employee's wages. Total wages paid each pay period. Date of payment and the pay period covered by the payment. Records explaining any sex-based pay differences. Annuity and pension payments. Fringe benefits paid.	Permanent	Age Discrimination in Employment Act (20 or more employees) Fair Labor Standards Act (1 or more employees) Equal Pay Act (1 or more employee) Lilly Ledbetter (1 or more employee) Service Contract Act, Davis Bacon Act, Walsh-Healey Act (federal contractors) Family Medical Leave Act (50 or more employees)
	Journal entries	7 years	
	Check register and checks	7 years	
	Bank deposits and statements	7 years	
	Chart of Accounts	Permanent	
	Expense reports	7 years	
	General ledgers and journals (includes bank reconciliations,	7 years	

	fund accounting by month, payouts allocation, securities lending, single fund allocation, trust statements)		
	Accounts payable ledger	7 years	
	Investment performance reports	7 years	
	Investment consultant reports	7 years	
	Investment manager correspondence	7 years	
	Equipment files and maintenance records	7 years after disposition	
	Contracts and agreements	7 years after all obligations end	
	Investment manager contracts	7 years after all obligations end	
	Depreciation schedules	Permanent	
	Garnishments	7 years	
	Inventories of products, materials and supplies	7 years	
	Physical inventory documentation	3 years	
Real Estate	Deeds	Permanent	
	Leases (expired)	7 years after all obligations end	
	Mortgages, security agreements	7 years after all obligations end	
	Purchase agreements	7 years after disposition requirement	
	Property records (including costs, depreciation, reserves, end-of-year trial balances, depreciation schedules, blueprints, and plans)	Permanent	
	Requisitions	1 year	
Tax Records	Fed: -Amounts of wages subject to withholding. Agreements with employee to withhold additional tax. Actual taxes withheld and dates withheld. Reason for any difference between total tax payments and actual tax payments. Withholding form (W-4, W4-E)	Fed: -4 years from date tax is due or paid. Note below – withholding tax statements 7 years	Federal Insurance Contribution Act (all employers) Federal Unemployment Tax Act (all employers) Federal Income Tax Withholding (all employers)
	IRS exemption determination and related correspondence	Permanent	
	Special District Reporting	Permanent	
	Withholding tax statements	7 years	
	Correspondence with legal counsel or accountants, not otherwise listed	7 years after return is filed	

	Timecards	7 years	
Communications	Press releases	Permanent	
	Annual reports	Permanent	
	Other publications	7 years	
	Photos	Permanent	
	Press clippings	7 years	
	Trademark registrations and copyrights	Permanent	
Grant Services	Fund agreements (paper and digital copies)	Permanent	
	Correspondence – acknowledgement of gifts and grant requests	Permanent	
	Donor fund statements	Permanent	
Consulting Services	Consulting contracts/filed	7 years after all obligations end	
Human Resources/Labor	Applications, resumes, letters of recommendation, affirmative action forms, certification of test/examination results, list of qualified applicants, ranking, interview notes, reference checks, records that relate to posting, recruitment, and appointment to each position. If hired, application, etc. becomes part of employee personnel file.	3 years or length of eligibility if longer	
	Applicant Data—Background Checks: Background checks conducted by third party	5-7 years after employee's termination or 6 years after date of background check, whichever is longer	
	Affirmative Action Reports: Copies of reports sent to Human Rights Commission	5 years	
	Benefits Enrollment Forms: Employees' medical, dental, deferred compensation, etc. election forms	5-7 years after employee's termination	
	Benefits Plan: Includes insurance, health care, deferred compensation, etc.	Until superseded or 67 years after coverage lapses	
	Classification Studies: Studies which describe job duties and may rank individual County positions	Until superseded	

	Compensation Plan: Salary tables/ranges, plan documents, pay increase criteria	10 years	
	Employment Eligibility Verification/I-9 Form	3 years after date of hire or 4 7 years after employee's termination, whichever is later. Should not be retained in employee's personnel file	
	Employee Suggestion Form	2 years	
	Drug and Alcohol Testing Results: Includes commercial drivers' license; controlled substance test results, drivers evaluations	1 year for negative test results and results below .02 BAC Alcohol test results greater than .02 BAC, verified positive controlled substance test results, documentation of refusal to test, calibration documentation, driver evaluations and referrals are kept for 5 7 years after employee's termination	<u>49 C.F.R. § 382.401</u>
	Equal Employment Opportunity Reports/Summary Data	3 years	<u>29 CFR § 1602.30</u>
	Grievance Files: Formal written employee grievance or complaint filed under personnel rules, received by entity. Should not be retained in employee personnel file.	5 7 years after employee's termination	
	Arbitration Decisions	Permanent	
	Labor Disputes and Grievances	Permanent	
	Collective Bargaining Agreements, including Memoranda of Understanding	10 years	

	Labor Union Negotiating Data	Permanent	
	<p>Medical Records/FMLA</p> <p>Any information concerning the health status of an employee which is made by a physician, nurse, or other health care personnel, including medical and employment questionnaires or histories, medical exams, medical opinions, descriptions of treatments and prescriptions, and employee medical complaints.</p> <p>Should not be kept in employee's personnel file.</p>	<p>5-7 years after employee's termination</p>	<p><u>29</u> <u>C.F.R. § 825.500</u></p>
	<p>Pay Equity Implementation Report:</p> <p>State-mandated report filed with Department of Employee Relations consisting of pay and job class information</p>	Until Superseded	
	<p>Personnel Files, including: Applications, references, performance evaluations, job performance appeals, job description, reprimands, resignation letters, exit interviews, training records, etc.</p> <p>Items that should NOT be in the personnel file: medical records, health insurance information, 1-9 forms, child support obligation records, investigation, or any other record which, in its presence may raise an inference of discrimination.</p>	<p>10 years after employee's termination.</p> <p>Destruction approval is contingent upon retention of master copy of payroll register or record.</p>	
	Policies and Procedures for HR functions, includes annual leave program, hiring procedures, filing, etc.	Until superseded	
	<p>OSHA—Infectious Disease and Occupations Exposure Files</p> <p>Files on each employee dealing with safety and training on diseases such as hepatitis and AIDS. Should not be kept in personnel file.</p>	30 years after termination	<u>29 C.F.R. § 1910.1020</u>
	OSHA Citations of Penalty/OSHA Reports	5-7 years	<u>29 C.F.R. § 1904.33</u>

	Notifications of Violations by the entity; incident reports and annual summary		
	OSHA Employee Exposure Records and Worker's Compensation: Any information concerning employee exposure to toxic substances or harmful physical agents and other workers compensation documents including first reports of injury	30 years after employee's termination	29 C.F.R. § 1910.1020
	Safety Committee Agenda and Minutes	10 years	
	Safety Manual	Until superseded	
	Training Sign-Up Sheets	5 7 years from the date of completed training or 5 7 years after termination [Entities' Choice]	
	Training Materials, including reference and class materials including articles, presentation, manuals, handouts used in each training session	5 7 years after training program becomes obsolete	
	Training Records: Individual acknowledgment form or other forms that employee signs acknowledging training. Includes Right to Know, Harassment and other trainings. Retain in personnel file.	5 7 years after employee's termination	MN Rules 5206.0700
	Unemployment Claims	8 years	
	Polygraph Test Records (Fed) - Polygraph test result(s) and the reason for administering	3 years	Employee Polygraph Protection Act (1 or more employees); 29 C.F.R. § 801.30
Technology	Software licenses and support agreements	7 years after all obligations end	
General Administration	County Administrator/ Executive Secretary/ County Executive correspondence and subject files of a policy-making nature	3 years, then transfer to State Archives	
	Correspondence – General, routine correspondence between	3 years	

	departments, administration and other agencies		
	Correspondence – Legal and important matters only	Permanently	
	Correspondence – routine with customers and/or vendors	3 years	
	Appointment calendars – chief executive	7 years	
Contracts/Agreements	Copies of contracts and agreements between other agencies and businesses and other pertinent information, i.e. selection process, equipment and bid specifications	10 years after contract has expired	
State and Federal Grants		6 years after grant agreement expires unless grant dictates otherwise	
Inventory	Physical inventory of furnishings and equipment of entity	Until superseded	

The destruction of any documents containing social security numbers or any other “consumer data” as defined under federal laws and regulations shall be done via shredding using an approved shredding service provider. Additional requirements may be included as specified by contract with Career Solutions.



JPB & LWDB Meeting – 08/11/2025
Attachment 5.I.

CDL DISCOVERY DAY 2025

Aug 13, Oct 22 OR Dec 10

1:00-4:00 P.M.

Learn what it takes to be a CDL Driver in this FREE 3-hour information session held at Career Solutions in St. Cloud. Connect with local transportation employers, learn about CDL requirements, pre-trip inspections and more!



See if Driving is the right career fit for you!

Contact Us

320.761.3370 Register today!

Tom.Hickey@csjobs.org

CareerForce
It's your state of success

PERFORMANCE
FOODSERVICE





WELDING

DISCOVERY DAY 2025

August 28th

4:00pm-7:00pm

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



See if Welding is the right career fit for you!

Contact Us

320.761.1860 Register today!

Kim.Randall@csjobs.org

CareerForce
It's your state of success





Trauma-Informed Care Training

Wednesday, August 20
10am-Noon



Benefits

Trauma-informed Care training equips individuals and organizations with the knowledge and skills to understand, recognize, and respond to the impact of trauma on individuals' lives, promoting safety, empowerment, and healing. This approach shifts the focus from "what's wrong with you?" to "what happened to you?". Benefits include improved patient/client engagement, treatment adherence, health outcomes, and staff well-being.

Location: The Clearing event center,
195 River Ave S, Sauk Rapids

Cost: FREE!

Online Registration:

<https://www.eventbrite.com/e/trauma-informed-care-training-tickets-1489401854039?aff=oddtcreator>

Who Should Attend

- Health care workers
- Counselors/mental health practitioners
- First responders
- Teachers



Sponsors:

