

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

Thursday, September 18, 2025, at 3:00pm

Career Solutions Guest Wi-Fi: Welcome2CareerSolutions!

Physical Location: CareerForce St. Cloud  
1542 Northway Drive, St. Cloud, MN 56303 – Door #2  
No parking permit required for this event. Please park in Lot B.

## 1. Call the Meeting to Order

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

## 2. Approval of the Agenda

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

## 3. Consent Agenda: JPB & LWDB-Exec

Action: JPB & LWDB-Exec

- A. 05/08/2025 JPB & LWDB-Exec Minutes (Attachment 3.A.)
- B. 06/12/2025 JPB & LWDB Minutes (Attachment 3.B.)
- C. Document Retention and Destruction Policy ~ Second Reading (Attachment 3.C.)
- D. 2025-2026 Approve Client Waiver Overages – as of 09/11/2025 (Attachment 3.D.)
- E. 2025-2026 Regional Planning (ONA Funds) Grant Agreement (Attachment 3.E.)
- F. MN State/St. Cloud Technical and Community College MFG Core Skills & Welding Foundations Training Contract – Starting 9/29/25 (Attachment 3.F.)
- G. MN State/St. Cloud Technical and Community College Forklift Training Contract – Starting 9/29/25 (Attachment 3.G.)

## 4. Business Items/Updates

- A. 06/2025 Statement of Rev. & Exp. (Attachment 4.A.) – **ACTION** Action: JPB & LWDB-Exec
- B. Mass Layoffs & Hiring Needs (Attachment 4.B.) – **ACTION** Action: JPB & LWDB-Exec
  - CentraCare
  - Bluestem Brands
  - SCSU
- C. Subcontract with Central Minnesota Jobs & Training Services, Inc. to Serve CentraCare Clients – **ACTION** Action: JPB & LWDB-Exec
- D. 2026 Insurance Renewals (Handout): – **ACTION** Action: JPB & LWDB-Exec
  - Medical
  - HSA/VEBA
  - Dental
  - Vision
  - Life, AD&D, STD, & LTD

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

- Employer Contribution Amounts
- E. Annual Meeting/Celebration & Staff Recognition (Attachment 4.E.) –  
**ACTION**
- F. CareerForce Updates
  - Invoicing Issue
  - 2024 & 2025 CareerForce Activity Trend Reports (Attachment 4.F.)
- G. 2024-2025 Financial Audit
  - Fieldwork started 9/10/25
  - Board Presenting 11/13/25 (Tentative)
- H. Workforce and State Funding
- I. Inclusive Workplace Employer (I-WE) Update
- J. Funding Request from Outside Organization Process Discussion
- K. Recap of MAWB Summer Conference
- L. Grant Updates:
  - Project Grant Updates – Drive for 5, Pathways to Prosperity, Office of New Americans, Youth Support Services (YSS), & Youth at Work
- M. Upcoming Events / Recap (Attachment 4.M.):
  - Open House Recap – 9/11/2025
  - CareerONE Celebration Video: [https://youtu.be/r\\_3Z2BuqaCA](https://youtu.be/r_3Z2BuqaCA)
  - CDL Discovery Day – 10/22/2025
  - Employer Summit – 10/29/2025

Action: JPB & LWDB-Exec

## 5. Other

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

Bertram  
Magelssen

## 6. Adjourn

**Note:** If you are unable to attend this meeting, please contact Kari Court at 320.380.4938 or email at [Kari.Court@CSJobs.org](mailto: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 May 8, 2025, at 3:00pm

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

**Local Workforce Development Board-Executive Committee:** \*Jill Magelssen, \*David Borgert, \*Les Engel, and \*Ken Matthews.

**Career Solutions:** \*Tammy Stark, \*Scott Loesch, and \*Kari Court.

(\* = *In Person*)

Absent: Jeff Bloss

Guest: N/A.

### **Call the Meeting to Order:**

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

### **Approval of the Agenda**

#### JPB Motion:

**Results:** Approved the agenda.

**Mover:** Bertram

**Second:** Benoit

**Ayes:** Heinen, Bertram, Benoit, & Perske.

**Nays:** NA

#### LWDB-Exec Motion:

**Results:** Approved the agenda.

**Mover:** Engel

**Second:** Borgert

**Ayes:** Magelssen, Engel, Borgert, & Matthews.

**Nays:** NA

### **Approval of the Consent Agenda**

- MN State/Alexandria Technical College Public Safety Track Contract for the CareerONE Program
- MN State/St. Cloud Technical and Community College P2P Facilities Maintenance Training Contract
- 2025 LWDB Calendar Year Budget
- Direct Appropriations Grant: 01/01/2025-03/31/2026 Rural Career Counseling Coordinators Agreement with Central Minnesota Jobs and Training Services, Inc.
- 2025 MAWB Summer Conference
- Minnesota State Customized Training Contract for 2025 CareerONE Tracks

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

- Minnesota State Customized Training Contract for 2025 CareerTWO Tracks

### JPB Motion:

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

### LWDB-Exec Motion:

**Results:** Approved the consent agenda.  
**Mover:** Engel  
**Second:** Matthews  
**Ayes:** Magelssen, Engel, Borgert, & Matthews.  
**Nays:** NA

### **Business Items/Updates:**

- **03/2025 Statement of Rev & Exp** – Included in your agenda packet was the March 2025 Statement of Revenue and Expenditures. The board reviewed the budget together.

### JPB Motion:

**Results:** Approved March 2025 Statement of Revenue and Expenditures.  
**Mover:** Benoit  
**Second:** Perske  
**Ayes:** Heinen, Bertram, Benoit, & Perske.  
**Nays:** NA

### LWDB-Exec Motion:

**Results:** Approved March 2025 Statement of Revenue and Expenditures.  
**Mover:** Engel  
**Second:** Matthews  
**Ayes:** Magelssen, Engel, Borgert, & Matthews.  
**Nays:** NA

- **Permission for Finance Manager to Process Encumbrances through Sage Intacct** – Stark explained the Encumbrances Work process which is a multi-step approval process. Currently, Stark approves Incumbent Worker training agreements via email, then again when the funds are encumbered into Sage and then re-approves them when the invoice is paid. Career Solutions is



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

recommending the Finance Manager be allowed to approve encumbrances when they are entered into the system and then when the invoice is paid, it still needs to be approved by the Executive Director.

### JPB Motion:

**Results:** Approved the Finance Manager to process encumbrances through Sage Intacct.  
**Mover:** Bertram  
**Second:** Benoit  
**Ayes:** Heinen, Bertram, Benoit, & Perske.  
**Nays:** NA

### LWDB-Exec Motion:

**Results:** Approved the Finance Manager to process encumbrances through Sage Intacct.  
**Mover:** Borgert  
**Second:** Engel  
**Ayes:** Magelssen, Engel, Borgert, & Matthews.  
**Nays:** NA

- **Benton and Stearns Contribution** – We started this conversation initially in February 2025 since Stearns County is no longer producing our payroll and Benton County was helping offset those costs, and Career Solutions drafted a letter to show on the screen and proposed an administrative support from both counties and based upon our clients served, 20% of our clients reside in Benton County and 80% reside in Stearns County. After discussion, the consensus was to request a contribution amount \$2,500 from Benton County and \$10,000 from Stearns County for calendar year 2026. Stark will share this letter with the County Administrators, and we may need to update our Joint Powers Board Agreement, particularly some language located on page 7.
- **Letter of Support Process Discussion** – The recent Youth at Work proposal through DEED stated anyone can compete for this opportunity (not just Workforce Service Areas) and other organizations are reaching out to us asking for Career Solutions to write a letter of support for their proposal. Often times, we are also writing for the same grant and maybe competing against each other for funding and have limited time to submit proposals.
- Career Solutions would like to follow these processes prior to writing a letter of support to other organizations. Letters of Support need to be approved by both boards.

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

### JPB Motion:

**Results:** Approved that letters of support need to be reviewed by both boards for final approval before one can be written.  
**Mover:** Benoit  
**Second:** Perske  
**Ayes:** Heinen, Bertram, Benoit, & Perske.  
**Nays:** NA

### LWDB-Exec Motion:

**Results:** Approved that letters of support need to be reviewed by both boards for final approval before one can be written.  
**Mover:** Borgert  
**Second:** Engel  
**Ayes:** Magelssen, Engel, Borgert, & Matthews.  
**Nays:** NA

- **LWDB Membership Changes** – When reviewing the bylaws, if board members miss three consecutive meetings or frequently are absent from meetings, it is cause for removal on our board. Stark showed a spreadsheet of board members attendance and the following members have poor attendance:
  - Rachel Anyu Lainjo (CentraCare)
  - Mohamed Farah (Real Estate Property & Transportation)
  - Tohow Siyad (National Healthcare Transportation)
- In addition, these individuals have not signed their required Conflict of Interest Acknowledgement Form which we have made four attempts to remind them to submit this form. As a result, we are asking the board to address the board members above.

### LWDB-Exec Motion:

**Results:** Recommends removing the following LWDB members to the JPB for approval: Rachel Anyu Lainjo, Mohamed Farah, and Tohow Siyad.  
**Mover:** Borgert  
**Second:** Engel  
**Ayes:** Magelssen, Engel, Borgert, & Matthews.  
**Nays:** NA

### JPB Motion:

**Results:** Approve removing the following LWDB members: Rachel Anyu Lainjo, Mohamed Farah, and Tohow Siyad.  
**Mover:** Bertram

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

**Seconded:** Heinen

**Ayes:** Heinen, Bertram, Benoit, & Perske.

**Nayes:** NA

- **Performance Reviews Conducted in May/June:** - Career Solutions conducts Performance Reviews during the months of May and June and their increases become effective July 1<sup>st</sup> if performance is satisfactory and budget allows.
  - **Executive Director Performance Review: 360-Degree Approach**
  - **Schedule Review** – Starks review is scheduled in a few weeks with chairs of both boards. Again this year, we are also conducting a 360-degree feedback request of Stark's performance with board members, direct staff, and community partners.
- **Incentives for Youth Programs Policy ~ First Reading** – Included in your agenda packet was the Incentives for Youth Programs Policy for first reading. We provided the red lined version to show proof of updates as reference. We will request board approval at the next meeting if there are no drastic changes.
- **Grant Updates** – Stark provided an update on the following project grants: Drive for 5, Pathways to Prosperity, and Xcel Power Up Grants.
- **Upcoming Events / Recap** – list of upcoming events:
  - Welding Discovery Day – 05/01//25
  - Reverse Job Fair – 05/07/25
  - CDL Discovery – 06/11/25

### **Executive Director Updates**

- Stark provided an overview of how the Areas of Substantial Unemployment (ASU's) are determined. We have had a census track for many years which deems us as an ASU. These ASU tracks effects funding and as of today, we still do not know our allotments for July 1<sup>st</sup>.
- Shared a thank you message from the Paramount as we paid for incumbent worker training for their staff to obtain some additional training to upskill their employees.
- We continue to help FDC clients but while the plant was still active, we worked closely with their Human Resource Manager. She shared this thank you note, and Stark shared it with the board members.
- Reminder: the MAWB Summer Conference held in Duluth in August. If you would like to attend, please notify us ASAP.

### **From the Floor/Announcements**

### **Adjournment:**

- Heinen adjourned the Joint Powers Board meeting at 3:36pm.

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

- Magelssen adjourned the Local Workforce Development Board-Executive Committee meeting at 3:36pm.
- Thanks for attending our board meeting!

## **CAREER SOLUTIONS JOINT POWERS BOARD & LOCAL WORKFORCE DEVELOPMENT BOARD MEETING MINUTES**

Date June 12, 2025, at 1:00pm

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 Goni, Ken Matthews, Adam Genereux, Julie Lunning, Georgia McCann, \*Bernie Perryman, \*Janel Sczublewski, Mary Swingle, & \*Elizabeth Valencia-Borgert.

**Career Solutions:** \*Tammy Biery, & \*Kari Court.

Absent: Joe Perske, Ken Huling, Janet Goligowski, Caroline Nerhus, Carrie Stang, Brandon Schauer, & Meghan Woods Lehrer.

### **Call the Meeting to Order:**

- Heinen called the Joint Powers Board (JPB) meeting to order at 1:01pm and roll call was performed.
- Magelssen called the Local Workforce Development Board (LWDB) meeting to order at 1:01pm 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:** Bloss  
**Second:** Engel  
**Ayes:** Magelssen, Bloss, Ball-Warriner, Borgert, Cruikshank, Engel, Matthews, Genereux, Lunning, McCann, Perryman, Sczublewski, Swingle, & Valencia-Borgert.  
**Nays:** NA

### **Approval of the Consent Agenda:**

- 04/2025 Statement of Revenue and Expenditures
- 7/1/2024-6/30/2025 Approve Waiver Overages as of 06/04/2025
- 02/13/2025 Annual Meeting / JPB & LWDB Meeting Minutes
- 02/14/2025 JPB & LWDB-Executive Committee Meeting Minutes
- SFY25 ACT WorkKeys Curriculum Renewal for the CareerONE Program

## **CAREER SOLUTIONS JOINT POWERS BOARD & LOCAL WORKFORCE DEVELOPMENT BOARD MEETING MINUTES**

- Designate Depositories to Falcon National Bank for Fiscal Year 2025-2026
- Request Removal of Asset from Inventory List
- MN State/St. Cloud Technical and Community College 2025 CareerONE Facilities/Site Contract
- MN State/St. Cloud Technical and Community College P2P MFG Core Skills & Welding Foundations Training Contract
- Incentives for Youth Programs Policy ~ Second Reading

### 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:** Bloss  
**Ayes:** Magelssen, Bloss, Ball-Warriner, Borgert, Cruikshank, Engel, Matthews, Genereux, Lunning, McCann, Perryman, Sczublewski, Swingle, & Valencia-Borgert.  
**Nays:** NA

*Adan and Goni joined the meeting.*

### **CareerForce Updates**

- Customer Tracking and Comment Cards – Stark reviewed a spreadsheet of the customer calls and visitors for the St. Cloud CareerForce location tracked by the receptionist. In addition, throughout the lobby, there are blank comment cards for visitors to complete, and those positive results were shared with board members.
- Testimonial Option via Website and/or Tip Card – this is now available on our website as well as business cards sizes to handout during events.
- Job Service/Partner Update: Melissa Ball-Warriner begins by giving a presentation about CareerForce updates, saying that there is a new CareerForce website. The website will remain largely the same as before, it's just that the website address has been changed from .com to .gov. In addition to the new CareerForce website, there will also be a new Minnesota Labor exchange (Minnesotaworks.net) website in the works. As of June 16<sup>th</sup>, 2025, a new website has been created and will be worked on over the course of the next year to get all the bugs worked out. Minnesotaworks.net and the new website will run

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concurrently over the next year, but employers will be able to experiment with the new website before its official launch, alongside training that will occur monthly.

- Ball-Warriner continues by saying that CareerForce St. Cloud is consistently the third busiest location in terms of job service. Saint Cloud RESEA calls are from people who are unemployed, an unemployment representative contacts everyone that is receiving unemployment, and those representatives refer clients to Job Service staff for assistance. In total there have been 798 RESEA calls since the start of 2025, and 138 of those calls have led clients to receive CareerForce services. There are two Veterans Representatives that cover the St. Cloud area, one of which is Mark Mann who works with veterans that are employment ready. Tony Poff is the other Vet Rep in the area; however, he mostly works with disabled veterans.
- CareerForce is highlighting “Caring Careers” again, which they started during Covid. Caring Careers is a program that highlights the importance and need for health care/social assistance jobs. Assistance from these veteran representatives used to occur in-house, but during Covid it was switched to over-the-phone and hasn’t switched back. The hardest part about getting clients to use CareerForce’s services is that people on unemployment aren’t required to answer Job Service’s calls. As soon as people realize that they can collect unemployment without talking to Job Service, they cut communication and miss out on a ton of opportunities, like the Dislocated Worker Program.

### **Business Items/Updates**

- **Thank you for the Staff Appreciation!** Stark thanked board members for the staff appreciation event, noting that the weather didn’t quite agree with the plans, but it ended up a good day, nonetheless. At the time of this meeting, CareerONE staff had just started, so they were able to participate in the staff appreciation day as well.
- **2025-2026 Estimates for Preliminary Budget** – Stark continues by saying that the last legislative session has ended and that they now have their final records. Prior to the legislative session ending, Stark says she did receive the federal numbers for WIOA Youth. To which there was a 15.5% decrease in funding. The WIOA adult program was also cut which is a 21% decrease. Lastly, in terms of WIOA, WIOA Dislocated Worker was cut by 8.81%.
- Stark continues discussing the cuts by saying the one that hurts the most is the cut to State Dislocated Worker, which totals a 52.6% decrease in funding. Stark’s plan with this is to ask for additional funding. The State Dislocated Worker program has over 240 clients enrolled right now, and the decrease in funding makes the allotted amount of \$250,000 challenging to bring in new clients. Stark also has plans to look for funding outside of DEED, just to supplement the lack of funding overall. The Department of Labor and Federal Grants both offer

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opportunities for further funding. Stark continues by saying that Vocational Rehabilitation Services in the Saint Cloud surrounding area has also received more funding this last legislative session, which adds to Career Solutions allocation troubles as their additional funding came from the Workforce Development fund, reducing what could be allocated to WSA's for the State DW program.

- **Areas of Substantial Unemployment (ASU) for Workforce Services Areas –** Stark begins the next session by bringing up ASU, Areas of Substantial Unemployment, which ties into how funds are allocated to different areas within Minnesota. Stearns and Benton counties have a few high ASU related areas, which allows Career Solutions to receive a greater allocation of funding due to an ASU in the service area.
- **CareerONE Updates:**
  - **Dates, Enrollment #'s, Tracks, etc. –** Stark continues by saying that the CareerONE staff started the day of this meeting, 6/12/25. 178 students had been through the intake for CareerONE and Career Solutions hoping that at least 160 students will show up on the first day. One surprising aspect of CareerONE this year is the sheer number of applications that came in, totaling 511 applications. CareerONE has become such a big name in the St. Cloud area that applications were coming in well before any flyers or brochures were made and handed out. Not all the kids that applied were eligible to attend the program; Stark uses the possible example of a student with an IP or a 504 at school that requires them to have a para. Students that require a paraprofessional can't attend simply because Career Solutions doesn't have the funding to hire Paras in addition to the regular CareerONE staff for the summer.
  - Beyond funding through grant means, CentraCare has been a massive supporter for CareerONE as well as Stearns Bank. The average cost per student is \$3,500 dollars, with \$1,020 of that going back to the student by the end of CareerONE as a stipend. Partnerships offer Career Solutions the ability to keep growing the program and managing the budget (i.e. CentraCare donates the food for the program).
  - **CareerONE VIP Day –** You are invited to attend the CareerONE VIP Day on July 8<sup>th</sup>. Please RSVP to Kari if you are able to attend.
- **Grant Updates:**
  - **Project Grant Updates:**
    - Drive for 5: There are 11 students in the welding cohort, through SCTCC's customized training, which allows them to work with employers. They are in their 5<sup>th</sup> week of a 7-week program and have all already received their OSHA 10 certification.



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- Pathways to Prosperity has 14 students in a Maintenance Technician cohort. This program started April 28<sup>th</sup> of 2025 and has about one and a half weeks left at the time of this meeting. This cohort has a boilers license as the main credential, which 6 of the 14 already had passed their boilers license at the time of this meeting.
- Xcel Power Up grant had 14 participants who graduated from the program on Friday, May 2<sup>nd</sup>, 2025, each of them receiving program credentials and an OSHA 10 certificate. 7 of those 14 were then placed into an apprenticeship program, most of which were through the IVEU electricians.
- Lastly, Stark gave an update on FDC, saying that 109 past employees from FDC are enrolled in the Dislocated Worker program and many of them need basic computer skills classes as there weren't to many positions within FDC that required computer skills.
- **Upcoming Events** (Flyers included in agenda packet):
  - **CDL Discovery Day – 08/13/2025**
  - **Welding Discovery Day – 08/28/2025**
  - **Benton County Fair (Vendor Booth) – 07/29-08/03/2025**

**Executive Director Updates – N/A.**

**From the Floor/Announcements – N/A.**

### **Adjournment:**

- Heinen adjourned the Joint Powers Board meeting at 2:04pm.
- Magelssen adjourned the Local Workforce Development Board meeting at 2:04pm.
- Thanks for attending our board meeting!

## 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

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**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	<del>Minn. Stat. Section 13D.05, subd. 1(d)</del>
	<del>Electronic recordings of closed meetings – Labor negotiations</del>	<del>3 years after contract is signed</del>	<del>Minn. Stat. Section 13D.05, subd. 2(b)</del>
	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)

## Attachment 3.C.

			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, fund accounting by month, payouts allocation, securities lending, single fund allocation, trust statements)	7 years	
	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	

## Attachment 3.C.

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	<del>5</del> 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	<del>5-7</del> years after employee's termination	
	Benefits Plan: Includes insurance, health care, deferred compensation, etc.	Until superseded or <del>67</del> 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 <del>47</del> 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	<a href="#"><u>49 C.F.R. § 382.401</u></a>

		test, calibration documentation, driver evaluations and referrals are kept for <u>57</u> years after employee's termination	
	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.	<u>57</u> 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	
	Medical Records/FMLA  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.  Should not be kept in employee's personnel file.	<u>57</u> years after employee's termination	<u>29 C.F.R. § 825.500</u>
	Pay Equity Implementation Report: State-mandated report filed with Department of Employee Relations consisting of pay and job class information	Until Superseded	
	Personnel Files, including: Applications, references, performance evaluations, job performance appeals, job	10 years after employee's termination. Destruction	



	<p>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>	approval is contingent upon retention of master copy of payroll register or record.	
	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	<a href="#">29 C.F.R. § 1910.1020</a>
	<p>OSHA Citations of Penalty/OSHA Reports</p> <p>Notifications of Violations by the entity; incident reports and annual summary</p>	<del>5</del> 7 years	<a href="#">29 C.F.R. § 1904.33</a>
	<p>OSHA Employee Exposure Records and Worker's Compensation:</p> <p>Any information concerning employee exposure to toxic substances or harmful physical agents and other workers compensation documents including first reports of injury</p>	30 years after employee's termination	<a href="#">29 C.F.R. § 1910.1020</a>
	Safety Committee Agenda and Minutes	10 years	
	Safety Manual	Until superseded	
	Training Sign-Up Sheets	<del>5</del> 7 years from the date of completed training or <del>5</del> 7 years after	

		termination [Entities' Choice]	
	Training Materials, including reference and class materials including articles, presentation, manuals, handouts used in each training session	<del>5</del> 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.	<del>5</del> 7 years after employee's termination	<a href="#">MN Rules 5206.0700</a>
	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); <a href="#">29 C.F.R. § 801.30</a>
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 departments, administration and other agencies	3 years	
	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.

## 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
2	202179381	Angela Schmitz	OSY WIOA	8/11/2025	Classroom Training	01	,579.99 and 12 months over limit	



## Grant Agreement – Regional Planning 2025-2026 – ONA Funds

This agreement is made and entered into by and between the Minnesota Association of Workforce Boards (MAWB) and **Career Solutions** to utilize funding available from the Office of New Americans at DEED.

### Scope of Work and Timeline

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

Timeline: This agreement will be in force from January 1, 2025 - March 31, 2026.

### Budget and Reimbursement

Funding available: MAWB will reimburse **Career Solutions** up to \$156,750.00 for services provided through March 31, 2026.

A Request for Reimbursement (RPR) form must be submitted to MAWB by the 18th of each month, even if no reimbursement is being requested. The form should be accompanied by a written description and/or receipts that explain the expenditures.

Invoices will be processed monthly for services provided in the grant timeframe. A final invoice for services must be submitted to the MAWB by May 8, 2026.

### Additional Terms

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

Signatures:

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Cate Duin  
Director, MAWB

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JPB Commissioner

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

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
<b>Revenues over Expenditures</b>									
<b>Revenues</b>									
Contributions	\$ -	\$ -	\$ -	0%	\$ 100	\$ -	\$ -		
Grant Revenues	\$ 3,708,171	\$ 3,964,895	\$ (256,724)	-6%	\$ 3,183,968	\$ 3,964,895	\$ 3,964,895	\$ -	0%
Program Service Revenue	\$ 38,763	\$ -	\$ 38,763	0%	\$ 2,750	\$ -	\$ -		
Investment Income	\$ 5,419	\$ -	\$ 5,419	0%	\$ 3,109	\$ -	\$ -		
Other Revenue	\$ 56,888	\$ -	\$ 56,888	0%	\$ 23,359	\$ -	\$ -		
<b>Total Revenues</b>	<b>\$ 3,809,240</b>	<b>\$ 3,964,895</b>	<b>\$ (155,655)</b>	<b>-4%</b>	<b>\$ 3,213,286</b>	<b>\$ 3,964,895</b>	<b>\$ 3,964,895</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>									
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%
<b>General and Administrative Expenses</b>									
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	\$ 5,583	\$ 73,000	\$ (67,417)	-92%	\$ 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	\$ 771	\$ 700	\$ 71	10%	\$ 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	\$ 6,748	\$ 6,172	\$ 576	9%	\$ 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%
<b>Total General and Administrative Expenses</b>	<b>\$ 257,562</b>	<b>\$ 265,675</b>	<b>\$ (8,113)</b>	<b>-3%</b>	<b>\$ 184,646</b>	<b>\$ 265,675</b>	<b>\$ 177,922</b>	<b>\$ 59,500</b>	<b>33%</b>
<b>Total Expenditures</b>	<b>\$ 3,745,888</b>	<b>\$ 3,610,174</b>	<b>\$ 135,713</b>	<b>4%</b>	<b>\$ 3,292,958</b>	<b>\$ 3,610,175</b>	<b>\$ 3,361,750</b>	<b>\$ 248,425</b>	<b>7%</b>
<b>Total Revenues over Expenditures</b>	<b>\$ 63,352</b>	<b>\$ 354,721</b>	<b>\$ (291,368)</b>	<b>-82%</b>	<b>\$ (79,673)</b>	<b>\$ 354,720</b>	<b>\$ 603,145</b>	<b>\$ (248,425)</b>	

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

	Year To Date 06/30/25	Year Ending 06/30/24
	Current Year Balance	Prior Year
<b>Assets</b>		
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	278,370.47	0.00
Total Cash and Cash Equivalents	287,264.90	257,618.39
Accounts Receivable		
Accounts Receivable	196,579.41	86,670.41
Grants Receivable - State	95,269.73	95,412.53
Grants Receivable - Federal	64,805.25	78,800.77
Total Accounts Receivable	356,654.39	260,883.71
Total Current Assets	643,919.29	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	0.00	375.00
Deferred Outflows of Resources	245,053.00	245,053.00
Due To/From Other Grants	695.00	0.00
Right of Use Asset	317,772.00	317,772.00
Furniture & Fixtures	224,124.28	224,124.28
Accumulated Depreciation	(202,057.43)	(196,474.06)
Accumulated Depreciation - Right of Use Asset	(296,586.00)	(296,586.00)
Total Deposits & Other Assets	313,133.02	326,597.93
Total Other Assets	313,133.02	326,597.93
<b>Total Assets</b>	<b>957,052.31</b>	<b>845,100.03</b>
<b>Liabilities and Net Assets</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable - Vendors	26,993.66	45,866.46
Accounts Payable - Other	76,996.94	21,514.51
Divvy Credit Card - CS	6,947.97	1,588.80
Total Accounts Payable	110,938.57	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		
Entity 100 due to Entity 200	66.35	0.00
Lease Liability-Due in One Year	24,350.00	24,350.00
Total Other Current Liabilities	24,416.35	24,350.00
Total Current Liabilities	1,747,272.79	1,698,672.83
Total Liabilities	1,747,272.79	1,698,672.83
Net Assets	(790,220.48)	(853,572.80)
<b>Total Liabilities and Net Assets</b>	<b>957,052.31</b>	<b>845,100.03</b>

## **AGENDA COVER SHEET – STAFFING UPDATES**

### **Agenda Items:**

Career Solutions is expected to have a significant number of clients needing services and we are reaching capacity with our current staff. The Executive Director reached out to the Joint Powers Board and Local Workforce Development Board – Executive Committee via email on 8/22/2025 requesting we post the Career Planner position to start obtaining candidate submissions.

- Mass Layoff Notices:
  - CentraCare (535 employees)
    - Have been awarded the project
  - Bluestem Brands (118 employees)
    - Submitted interest in being awarded the project – TBD when this will take place
  - St. Cloud State University (recently 54 employees)
  - = 707 employees impacted. Estimate serving 250-350 participants from these local employers
- In addition, we are seeing a significant number of other clients attending intake and our current Career Planners are close to or at capacity.
- Pending Retirement

In order to serve up to an additional 350+ clients, we are seeking to hire up to an additional four Career Planners.

### **Financial Impact:**

These proposed new hires would be funded by the awarded projects.

### **Action Requested:**

Request approving to hire up to an additional four Career Planners.



## **Agenda Cover Sheet: Years of Service Recognition**

**Agenda Items:**

The Career Solutions Annual Celebration is scheduled for October 9, 2025, where we will be celebrating a staff member who has been with our organization for 5, 10, and 25 years and we would like to recognize them at our Annual Celebration. With this recognition, Career Solutions is asking the board to approve a budget to purchase recognition awards.

**Fiscal Impact:**

Spending up to the amounts listed below per staff member recognition:

- 5-year recognition: \$50 (3 staff)
- 10-year recognition: \$75 (2 staff)
- 25-year recognition: \$125 (1 staff)

These funds will be spent out of the unrestricted account.

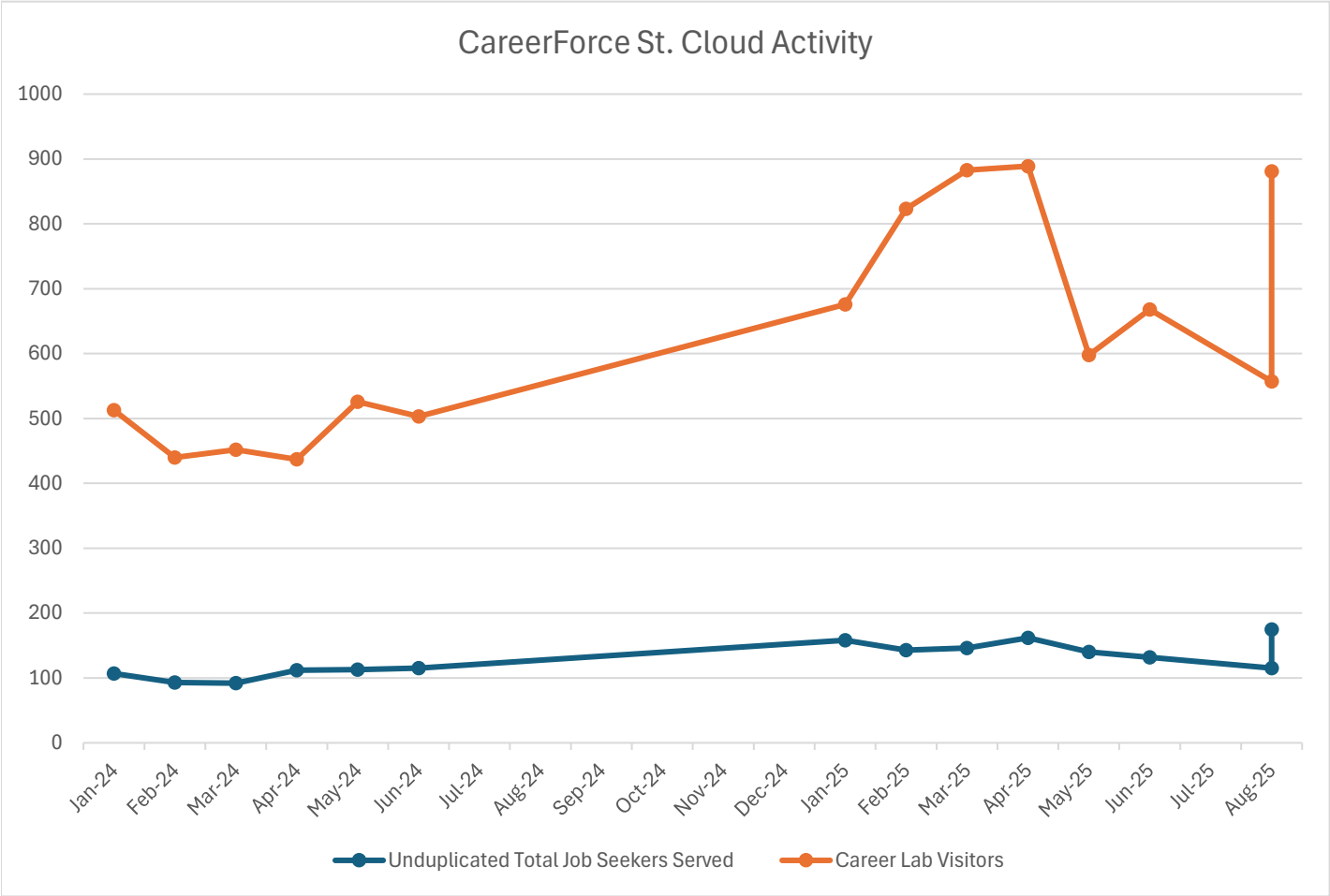
**Action Requested:**

Approve Career Solutions to spend up to the amounts listed above per years of service milestone recognition awards.

2024/2025 Trend Reports		
	Activity Report From Job Service	Career Solutions Visitor Log for CF
	Unduplicated Total Job Seekers Served	Career Lab Visitors
Jan-24	107	513
Feb-24	93	440
Mar-24	92	452
Apr-24	112	437
May-24	113	526
Jun-24	115	503
Aug-25	115	557
Jan-25	158	676
Feb-25	143	823
Mar-25	146	883
Apr-25	162	889
May-25	140	598
Jun-25	132	668
25-Aug	175	881

JPB & LWDB-Exec Meeting - 09.18.2025

Attachment 4.F.





JPB & LWDB-Exec Meeting  
09/18/2025  
Attachment 4.M.

# 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



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**EMPLOYERS  
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CONNECTING EMPLOYERS.  
SHARING SOLUTIONS.  
BUILDING WORKFORCE SUCCESS.

# SUMMIT

**Wed, Oct 29th,  
2025**

**8:30am-  
Noon**

## ABOUT THE SUMMIT

Grow and attract talent!

Join fellow business leaders in Central Minnesota to learn about Wellness at Work & SHIP Grants, the current Labor Market Information, Training Grants, and more! No cost event!

## PRESENTATIONS BY



**Hosted by:** Central Minnesota Jobs & Training Services and Career Solutions

## REGISTRATION

<https://www.eventbrite.com/e/e3-employers-engage-exchange-tickets-1156303056569?aff=oddtcreator>

**Location:** Todd Steinke Auditorium, CentraCare South Point  
3001 Clearwater Road, St. Cloud, MN 56301