

CAREER SOLUTIONS JOINT POWERS BOARD & WORKFORCE DEVELOPMENT BOARD MEETING

Thursday, November 13, 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)
- 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. 06/23/2025 JPB & LWDB-Executive Committee Special Meeting Minutes (Attachment 3.A.)
- B. 08/14/2025 JPB & LWDB Meeting Minutes (Attachment 3.B.)
- C. 2026 Meeting Calendar (Attachment 3.C.)
- D. 07/2025 Statement of Revenue and Expenditures (Attachment 3.D.)
- E. 08/2025 Statement of Revenue and Expenditures (Attachment 3.E.)
- F. 09/2025 Statement of Revenue and Expenditures (Attachment 3.F.)
- G. MN State/St. Cloud Technical and Community College Boiler License Prep Training Contract (Attachment 3.G.)
- H. MN State/St. Cloud Technical and Community College Boiler Test Prep Discovery Day Contract (Attachment 3.H.)
- I. Removal of Asset from Inventory List (Attachment 3.I.)
- J. Predictive Index Renewal (Attachment 3.J.)
- K. 2025-2026 Client Waiver Overages – as of 11/05/2025 (Attachment 3.K.)

Action: JPB & LWDB

4. Labor Market Information (LMI) Presentation – Luke Greiner, Regional Analyst for DEED

Greiner

5. Business Items/Updates

- A. LWDB Applications from (Attachment 5.A.) – **ACTION:**
 - Brittany Haycraft, VP of HR for Falcon National Bank
 - Danelle Montury, Supervisor of Central MN ABE
- B. Paid Family Medical Leave Payroll Tax Percentage and Employee Acknowledgement Form (Handout) – **ACTION**
- C. 2024-2025 Financial Audit Update
- D. Infrastructure Funding Agreement (IFA) Update
- E. DEED/CareerForce Rent Invoices Update (Attachment 5.E.)
- F. PY24 Annual WIOA Performance Outcome (Attachment 5.F.)

Stark

Recommendation: LWDB /
Action: JPB

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.

G. Project/Grant Updates

H. Local Employer Layoffs & Career Seeking Resources (Attachment 5.H.)

- <https://www.sctimes.com/story/news/local/2025/10/30/st-cloud-agency-helps-amid-target-centracare-bluestem-layoffs-in-minnesota/86985908007/>

I. Upcoming Events/Recap (Attachment 5.I.):

- Reverse Job Fair Promising Practices CareerForce Article:
<https://careerforce.mn.gov/careerforce-blog/leading-careerforce-partner-flips-script-standard-job-fair>
- GSDC Innovation Award – 11/06/2025
- GWDB/MAWB Joint Winter Meeting – 11/12/2025
- CDL Discovery Day – 12/10/2025

6. Other

A. Executive Director Updates

B. From the Floor/Announcements

7. Adjourn

Heinen
Magelssen

REASONABLE ACCOMMODATIONS: ALL CAREER SOLUTIONS WORKFORCE DEVELOPMENT BOARD ARE ACCESSIBLE TO THE HANDICAPPED. ATTEMPTS WILL BE MADE TO ACCOMMODATE ANY OTHER INDIVIDUAL NEED FOR SPECIAL SERVICES. PLEASE CONTACT ADA/AA COORDINATOR TAMMY STARK AT (320) 266-5060 AS EARLY AS POSSIBLE SO NECESSARY ARRANGEMENTS CAN BE MADE. INDIVIDUALS WITH HEARING OR SPEECH DISABILITIES MAY CONTACT US VIA THEIR PREFERRED TELECOMMUNICATIONS RELAY SERVICE. CAREERFORCE DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, CREED, RELIGION, NATIONAL ORIGIN, GENDER, MARITAL STATUS, STATUS WITH REGARD TO PUBLIC ASSISTANCE, SEXUAL ORIENTATION, DISABILITY, OR AGE.

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

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

Date June 23, 2025, at 11:00am

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

Local Workforce Development Board-Executive Committee: *Jill
Magelssen, Jeff Bloss, *Les Engel, and Ken Matthews

Career Solutions: *Tammy Biery and *Kari Court.

(* = *In Person*)

Absent: David Borgert

Call the Special Meeting to Order:

- Heinen called the Joint Powers Board (JPB) meeting to order at 11:01am and roll call was performed.
- Magelssen called the Local Workforce Development Board-Executive Committee (LWDB-Exec) meeting to order at 11:01am once quorum was met.

Business Items/Updates:

- **2025-2026 Preliminary Budget** – Stark shared the PY25 Preliminary Budget via email to board members and reviewed it on the screen of the estimated revenue and expenditures. There was a lengthy discussion about DEED reducing our funding and are taking much longer to process grants in order to obtain the funding.

JPB Motion:

Results: Approved the 2025-2026 (PY25) Preliminary Budget.

Mover: Bertram

Second: Perske

Ayes: Heinen, Bertram, Perske, & Benoit.

Nays: NA

LWDB-Exec Motion:

Results: Approved the 2025-2026 (PY25) Preliminary Budget.

Mover: Engel

Second: Bloss

Ayes: Magelssen, Bloss, Engel, & Matthews.

Nays: NA

- **Staff Performance Reviews/Increases:** - Provided on the screen was an employee survey conducted and one of those questions was 'My salary at Career Solutions is fair considering my duties and responsibilities'. 35% of staff disagreed or chose neutral. This is a good piece to note as we review compensation and performance increases.

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

- **Performance Increase Matrix Proposal** – Career Solutions looked at comparable positions against both Stearns County and Benton County positions over the past year. Overall, Stearns County average increase was 7.0% and Benton County's was 2.4% for the comparable roles within Career Solutions. It is the boards goal to be as competitive as possible with the counties but know there will also be a lag due to timing. Stark outlined this years proposed performance increase matrix.
- **Effective 7/1/2025** – The proposed increases would become effective 7/1/2025.
- **Review Executive Directors Goals** – Stark reviewed her 2025-2026 goals during her performance review with the two board chairs. She then shared her goals with the board today.

JPB Motion:

Results: Approved the Performance Increase Matrix with increases effective 7/1/2025.
Mover: Bertram
Second: Heinen
Ayes: Heinen, Bertram, Perske, & Benoit.
Nays: NA

LWDB-Exec Motion:

Results: Approved the Performance Increase Matrix with increases effective 7/1/2025.
Mover: Matthews
Second: Engel
Ayes: Magelssen, Bloss, Engel, & Matthews.
Nays: NA

- **Rental Agreement with ISD743 Public Schools Facilities Renewal Contract for Rural CareerONE Program** – This is a renewal with ISD743 to rent space from Sauk Centre Public Schools to host youth onsite one of the rural sides of the CareerONE Program.

JPB Motion:

Results: Approved the Rental Agreement with ISD743 Public Schools Facility Renewal Agreement.
Mover: Bertram
Second: Benoit
Ayes: Heinen, Bertram, Perske, & Benoit.
Nays: NA

LWDB-Exec Motion:

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

Results: Approved the Rental Agreement with ISD743 Public Schools
Facility Renewal Agreement.

Mover: Engel

Seconded: Bloss

Ayes: Magelssen, Bloss, Engel, & Matthews.

Nays: NA

Adjournment:

- Heinen adjourned the Joint Powers Board meeting at 12:08pm.
- Magelssen adjourned the Local Workforce Development Board-Executive Committee meeting at 12:08pm.
- Thanks for attending our board meeting!

Career Solutions Joint Powers Board & Local Workforce Development Board Minutes

Date August 11, 2025, at 11:00am

Attendance: **Joint Powers Board:** *Steve Heinen, Joe Perske, & *Pam Benoit.
Local Workforce Development Board: *Jill Magelssen, *Melissa Ball-Warriner, *David Borgert, Les Engel, Ken Huling, *Ken Matthews, *Caroline Nerhus, *Bernie Perryman, *Brandon Schauer, Mary Swingle, & Meghan Woods Lehrer.
Career Solutions: *Tammy Stark, *Kari Court, *Jacob Kaduk, *Phil Ruegemer, Holly Hansen, & *Scott Loesch.

Absent: Jeff Bertram, Jeffrey Bloss, Shirwa Adan, Gail Cruikshank, Adam Genereux, Janet Goligowski, Mohamed Goni, Julie Lunning, Georgia McCann, Janel Sczublewski, Carrie Stang, & Elizabeth Valencia-Borgert.

Guest: Della Ludwig,
 (* = *In Person*)

Call the Meeting to Order:

- Heinen called the Joint Powers Board (JPB) meeting to order at 11:07am and roll call was performed.
- Magelssen called the Local Workforce Development Board (LWDB) meeting to order at 11:07am and roll call was performed.

Approval of the Agenda:

JPB Motion:

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

LWDB Motion:

Results: Approved the agenda.
Mover: Borgert
Second: Engel
Ayes: Magelssen, Ball-Warriner, Borgert, Engel, Huling, Matthews, Nerhus, Perryman, Schauer, Swingle, & Woods Lehrer.
Nays: NA

Approval of the Consent Agenda:

- 03/13/2025 JPB & LWDB-Executive Committee Meeting Minutes
- 04/16/2025 JPB & LWDB Meeting Minutes
- 2025 MAWB Summer Conference ~ Additional Board Member
- 7/1/2024-6/30/2025 Approve Waiver Overages as of 06/30/2025
- 7/1/2025-6/30/2026 Approve Waiver Overages as of 08/4/2025

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- PY25/SFY26 Unified Local Youth Plan WIOA/MYP
- Removal of Asset from Inventory List
- Coordinated Business Systems, Ltd – Purchase of a Printer for the 2nd Floor Computer Lab
- MN State/St. Cloud Technical and Community College Forklift Training Contract
- City of Sauk Rapids Riverside Terrace Rental Agreement to Host Trauma Informed Care Training Event
- PY25/SFY26 DEED EO ADA Annual Assessment
- PY25/SFY26 DEED Fiscal Monitoring Guide
- 05/2025 Statement of Revenue and Expenditures
- 06/2025 Statement of Revenue and Expenditures ~ Preliminary

JPB Motion:

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

LWDB Motion:

Results: Approved the consent agenda.
Mover: Perryman
Second: Matthews
Ayes: Magelssen, Ball-Warriner, Borgert, Engel, Huling, Matthews, Nerhus, Perryman, Schauer, Swingle, & Woods Lehrer.
Nays: NA

2025 CareerONE Recap – Holly Hansen, Assistant Supervisor CareerONE

- Hansen introduced herself and gave a recap of the summer program. They had a record number of students this year. For successful completion of CareerONE, they needed to demonstrate completion of 94% accuracy on skills attainment and 100% attendance last week to receive their stipend.
- The youth needed to be 94% or higher in the following categories:
 - Attendance
 - Punctuality and Dress Code
 - Cooperation
 - Safety and Teamwork
 - Work Quality and Work Quantity
- Ages 14-17 youth residing in Stearns County, Benton County, and Surrounding areas. There are requirements to enroll so the students can learn while they

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earn. The program is designed to have work experience and academic experience in the summer.

- Students have a lot of teambuilding as well as classroom activities that may have included college credits. There are four tracts:
 - HealthCare
 - Childcare
 - Safety
 - Construction/Manufacturing.
- This year there were more males than females in the program. The goal of the program is to give back to the community. 165 youth completed the program and 157 youth with 95% accuracy and 40 had perfect scores. The students increased their reading and math skills over one year during this program.
- Sauk Centre, Paynesville, & Melrose sites had a similar program including a 10-day intensive program with many tours of area businesses. They also select youth mentors do a "job shadowing" upon completion of the program as a paid position. Centracare provides great sites for students. Survey Responses were shared with the group. For copies of this presentation, please contact Holly.

Business Items/Updates

- **2025-2026 Estimates for Preliminary Budget** – Stark presented the preliminary budget with estimated revenue projections. They will ask the board for additional funding for Dislocated Workers. (see slide for details)
- New money for next year we need to apply competitively. Career Solutions has a number of grants that have been applied for but have not received information at this time. See Career Solutions spreadsheet for a list of grants and projected income & discretionary spending for the new year. Career Solutions is still waiting for the announcement as to when Blue Stem will be closing.

JPB Motion:

Results: Approved the 2025-2026 Preliminary Budget.
Mover: Benoit
Second: Perske
Ayes: Heinen, Perske, & Benoit.
Nays: NA

LWDB Motion:

Results: Approved the 2025-2026 Preliminary Budget.
Mover: Schauer
Second: Swingle
Ayes: Magelssen, Ball-Warriner, Borgert, Engel, Huling, Matthews, Nerhus, Perryman, Schauer, Swingle, & Woods Lehrer.
Nays: NA

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- **LWDB Resignation from Caroline Nerhus with Adult Basic Education** – The Board was asked to accept her resignation and thanked her for being a great partner. Shannon Avenson (Executive Director of Community Education) will be serving in the interim.

LWDB Motion:

Results: Recommended approving the resignation of Caroline Nerhus with Adult Basic Education to the Joint Powers Board.

Mover: Borgert

Second: Swingle

Ayes: Magelssen, Ball-Warriner, Borgert, Engel, Huling, Matthews, Nerhus, Perryman, Schauer, Swingle, & Woods Lehrer.

Nays: NA

JPB Motion:

Results: Approved the resignation of Caroline Nerhus with Adult Basic Education.

Mover: Benoit

Second: Perske

Ayes: Heinen, Perske, & Benoit.

Nays: NA

- **Discuss Board Vacancies** – Please contact Stark with any questions or recommendations for filling any of the board vacancies. She would especially like people in the following sectors: Transportation, Healthcare or Manufacturing.
- **Recruitment Flyer** –Kari Court provided the flier with a description of the vacancies.
- **7/1/25-6/30/27 Central Minnesota Jobs and Training Service, Inc. Contract for Services for Rural Career Counseling Coordinators (RC3) Funds** – Stark provided an overview of the following items outlined below and explained the RC3 Contract.
 - RC3 Grant Summary
 - RC3 Events Overview
 - R3LPB Goals and Expectations Flyer

JPB Motion:

Results: Approved the 7/1/25-6/30/27 Central Minnesota Jobs and Training Service, Inc. Contract for Services for Rural Career Counseling Coordinators (RC3) Funds.

Mover: Benoit

Second: Perske

Ayes: Heinen, Perske, & Benoit.

Nays: NA

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LWDB Motion:

Results: Approved the 7/1/25-6/30/27 Central Minnesota Jobs and Training Service, Inc. Contract for Services for Rural Career Counseling Coordinators (RC3) Funds.

Mover: Perryman

Second: Matthews

Ayes: Magelssen, Ball-Warriner, Borgert, Engel, Huling, Matthews, Nerhus, Perryman, Schauer, Swingle, & Woods Lehrer.

Nays: NA

- **Inclusive Workforce Employer (I-WE) Designation Discussion** – Stark shared that Career Solutions and CMJTS have partnered to promote I-WE. Board Members were asked to give input on accepting the designation for I-WE for Career Solutions. Discussion was held and it was decided to pause that decision until a later date.
- **Annual Celebration/Meeting Schedule** – Stark informed the board that the new date will be October 9th rather than February 12th for various reasons. All agreed that this is a better choice of dates.
- **Records & Retention Schedule & Process ~ First Readings** – Stark reported the Document Retention and Destruction Policy was sent to Career Solutions attorney for review and their recommendations were included in the packets. Second reading/request for approval will take place at the next board meeting.
- **Project/Grant Updates** – Stark provided updates on the Drive for 5 and Pathways to Prosperity.
- **Local Employer Layoffs**
 - **Centracare** has laid off 40 people thus far and Career Solutions has been in contact with Centracare to connect with those individuals impacted.
 - **Park Industries** laid off under 50 employees so that would not be considered a project.
 - **Bluestem** plans to close their facility but has been given a layoff date to employees yet.
- **Events:** Stark recapped the following events:
 - Benton County Fair was used as a recruitment tool for our programs and services.
 - Welding Discovery Day – 08/28/2025
 - CDL Discovery Day, Oct.22, or Dec. 10, 2025
 - Trauma Informed Care Training – 08/20/2025
 - Youthbuild
- **2024-2025 Financial Audit** – the financial audit begins onsite for fieldwork on September 10, 2025.

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Executive Director Updates:

- **Legislative Exchange:** Perryman explained a program called “Citizens League” that Senators do an exchange in visiting opposite political parties in Washington D.C. Minnesota is replicating that program to show partnerships and build relationships in the MN Legislature. Perryman’s tour included:
 - St Cloud Technical and Community College new Delta Mechanic training program in conjunction with St. Cloud Airport.
 - Centracare Medical School in St. Cloud that will begin the new program Sept. 24, with 24 new students.
 - Additional tours included Cop House, Grede Foundation, the Hydro Power Plant and a Tour of Downtown St. Cloud.
- **MN Association of Workforce Boards Conference** will be meeting this week. Steve Heinen, Jeff Bertram, Jill Magelssen, and Bernie Perryman, will be attending this year. Jacob Kudak will be on a panel with SCTCC Customized Training to discuss local partnerships.
- **New Grant Application:** Stark mentioned that CS applied for Social Services Hub of New American Grant. This would be a new funding source outside of DEED.
- **Career One Mock Interview feedback:** Stark shared some follow up notes from Career One Host from Centracare who applauded the program.
- **Rotary Involvement:** Stark mentioned the Rotary participation and donation to the Career One Program.
- **Stark shared her visit with DEED’s Commissioner Varilek.**
- **Tom Emmer Visit:** Della Ludwig will be hosting a visit with a private group
- On September 21, that Stark will be attending.

Adjournment:

- Heinen adjourned the Joint Powers Board meeting at 12:12pm.
- Magelssen adjourned the Local Workforce Development Board meeting at 12:12pm.
- Thanks for attending our board meeting!

CAREER SOLUTIONS 2026 MEETING CALENDAR

Career Solutions Meeting Schedule for:

Joint Powers Board (JPB), Local Workforce Development Board (LWDB) / Executive Committee (Exec.), Youth Council,
Program Committee, & Memorandum of Understanding (Mou) Meetings

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Joint Powers Board/Local Workforce Development Board/Executive Committee 2 nd Thursday at 3:00pm Location: CareerForce St. Cloud 1542 Northway Drive, Conf. Rm 1-482 (unless otherwise noted)	JPB/ Exec. 8	JPB/ LWDB 12	JPB/ Exec. 12	JPB/ LWDB 9	JPB/ Exec. 21 3 rd Thur	JPB/ LWDB 11	JPB/ Exec. 16 3 rd Thur	JPB/ LWDB 20 3 rd Thur	JPB/ Exec. 10	JPB/ LWDB 8	JPB/ LWDB Annual Mgt. 12	JPB/ Exec. 10
Youth Council 2 nd Tuesday at 3:00pm Location: CareerForce St. Cloud 1542 Northway Drive, Conf. Rm 1-482 (unless otherwise noted)	13	10	10	14	19 3 rd Tue		Career ONE Awards (Date TBD)		8	13	10	
Program Committee 2 nd Monday at 3:30pm Location: CareerForce St. Cloud 1542 Northway Drive, Conf. Rm 1-482 (unless otherwise noted)	12	9	9	13	18 3 rd Mon	8		10	14	12	9	
Memorandum of Understanding (MOU) 3 rd Thursday at 11am – Quarterly basis. Location: CareerForce St. Cloud 1542 Northway Drive, Conf. Rm 1-482 (unless otherwise noted)	15			16			16			15		

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

Description	Year To Date 07/31/25				Prior Year Actual 7/31/2025	FY26 Year Ending Original
	Actual	Budget	Budget Diff	Budget % Var	Actual	Fiscal Budget
Revenues over Expenditures						
Revenues						
Contributions	\$ -	\$ -	\$ -	0%	\$ -	\$ -
Grant Revenues	\$ 231,288	\$ 309,115	\$ (77,826)	-25%	\$ 257,235	\$ 3,709,375
Program Service Revenue	\$ -	\$ -	\$ -	0%	\$ 38,500	\$ -
Investment Income	\$ 1,094	\$ -	\$ 1,094	0%	\$ 1,003	\$ -
Other Revenue	\$ 2,962	\$ 7,063	\$ (4,101)	0%	\$ 2,962	\$ 84,755
Total Revenues	\$ 235,344	\$ 316,177	\$ (80,833)	-26%	\$ 299,700	\$ 3,794,130
Expenditures						
Direct	\$ 90,128	\$ 98,955	\$ (8,827)	-9%	\$ 98,549	\$ 1,187,456
Personnel	\$ 160,835	\$ 169,948	\$ (9,113)	-5%	\$ 195,134	\$ 2,039,375
Occupancy - Rent / Lease Expense	\$ 4,277	\$ 7,919	\$ (3,642)	-46%	\$ 6,148	\$ 95,026
Professional Fees	\$ 8,282	\$ 10,767	\$ (2,484)	-23%	\$ 11,939	\$ 129,200
General and Administrative Expenses						
Advertising, Marketing & Website	\$ 891	\$ 1,275	\$ (384)	-30%	\$ 390	\$ 15,300
Conferences, Conventions, and Meetings	\$ 1,321	\$ 708	\$ 612	86%	\$ -	\$ 8,500
Depreciation	\$ -	\$ 6,083	\$ (6,083)	-100%	\$ -	\$ 73,000
Dues, Subscriptions & Memberships	\$ 601	\$ 750	\$ (149)	-20%	\$ 150	\$ 9,000
Furniture, Computer, & Equipment	\$ 381	\$ 1,250	\$ (869)	-70%	\$ -	\$ 15,000
Bank Fees & Service Charges	\$ 117	\$ 63	\$ 55	88%	\$ -	\$ 750
Insurance	\$ 1,265	\$ 1,458	\$ (194)	-13%	\$ 1,159	\$ 17,500
Miscellaneous	\$ -	\$ 67	\$ (67)	-100%	\$ -	\$ 800
Office, Janitorial, & Other Supplies	\$ 1,779	\$ 1,333	\$ 446	33%	\$ 863	\$ 16,000
Printing, Publications & Copier	\$ 403	\$ 458	\$ (56)	-12%	\$ 493	\$ 5,500
Postage and Delivery	\$ -	\$ 63	\$ (63)	-100%	\$ -	\$ 750
Telephone	\$ 949	\$ 1,167	\$ (218)	-19%	\$ 1,213	\$ 14,000
Staff Travel	\$ -	\$ 583	\$ (583)	-100%	\$ 79	\$ 7,000
Staff Training	\$ 744	\$ 1,250	\$ (506)	-40%	\$ 2,760	\$ 15,000
Total General and Administrative Expenses	\$ 8,451	\$ 16,508	\$ (8,058)	-49%	\$ 7,108	\$ 183,100
Total Expenditures	\$ 271,973	\$ 304,096	\$ (32,124)	-11%	\$ 318,878	\$ 3,649,157
Total Revenues over Expenditures	\$ (36,628)	\$ 12,081	\$ (48,709)	-403%	\$ (19,178)	\$ 144,973

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

	Year To Date 07/31/25	Year Ending 06/30/25
	Current Year Balance	Prior Year
Assets		
Current Assets		
Cash and Cash Equivalents		
Checking Account	61,727.83	(115,021.98)
Reserve Account	40,085.43	40,067.44
Certificate of Deposit	84,702.59	83,848.97
Falcon N. Bank - IntraFi - ICS - Career Solutions	35,541.01	278,370.47
Total Cash and Cash Equivalents	222,056.86	287,264.90
Accounts Receivable		
Accounts Receivable	398,170.49	196,579.41
Accounts Receivable - Other	2,338.05	0.00
Grants Receivable - State	0.00	95,269.73
Grants Receivable - Federal	0.00	64,805.25
Total Accounts Receivable	400,508.54	356,654.39
Total Current Assets	622,565.40	643,919.29
Other Assets		
Deposits & Other Assets		
Prepaid Expense	100.00	0.00
Prepaid Insurance	6,843.10	7,989.21
Prepaid Insurance - Health, Dental & Vision	11,364.02	12,050.64
Prepaid Bus Passes	50.00	50.00
PrePaid Gas Cards	4,642.32	4,042.32
Prepaid US Bank Debit Cards	2,550.00	0.00
Deferred Outflows of Resources	245,053.00	245,053.00
Due To/From Other Grants	0.00	695.00
Right of Use Asset	317,772.00	317,772.00
Furniture & Fixtures	224,124.28	224,124.28
Accumulated Depreciation	(202,057.43)	(202,057.43)
Accumulated Depreciation - Right of Use Asset	(296,586.00)	(296,586.00)
Total Deposits & Other Assets	313,855.29	313,133.02
Total Other Assets	313,855.29	313,133.02
Total Assets	936,420.69	957,052.31
Liabilities and Net Assets		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable - Vendors	35,744.55	26,993.66
Accounts Payable - Other	78,990.00	76,996.94
Divvy Credit Card - CS	1,673.76	6,947.97
Total Accounts Payable	116,408.31	110,938.57
Accrued Payroll		
Accrued Wages, Taxes, Fringe Benefits & Fees	123,953.27	105,459.68
PTO Payable	127,212.64	135,179.36
Net Pension Liability	995,356.00	995,356.00
Total Accrued Payroll	1,246,521.91	1,235,995.04
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	66.35
Lease Liability-Due in One Year	24,350.00	24,350.00
Total Other Current Liabilities	24,416.35	24,416.35
Total Current Liabilities	1,763,269.40	1,747,272.79
Total Liabilities	1,763,269.40	1,747,272.79
Net Assets	(826,848.71)	(790,220.48)
Total Liabilities and Net Assets	936,420.69	957,052.31

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

Description	Year To Date 08/31/25				Prior Year Actual 8/31/2024	FY26 Year Ending Original
	Actual	Budget	Budget Diff	Budget % Var	Actual	Fiscal Budget
Revenues over Expenditures						
Revenues						
Contributions	\$ -	\$ -	\$ -	0%	\$ -	\$ -
Grant Revenues	\$ 469,935	\$ 618,229	\$ (148,294)	-24%	\$ 756,649	\$ 3,709,375
Program Service Revenue	\$ -	\$ -	\$ -	0%	\$ 38,500	\$ -
Investment Income	\$ 1,289	\$ -	\$ 1,289	0%	\$ 1,018	\$ -
Other Revenue	\$ 6,664	\$ 14,126	\$ (7,462)	0%	\$ 13,544	\$ 84,755
Total Revenues	\$ 477,888	\$ 632,355	\$ (154,467)	-24%	\$ 809,711	\$ 3,794,130
Expenditures						
Direct	\$ 160,340	\$ 197,909	\$ (37,569)	-19%	\$ 257,031	\$ 1,187,456
Personnel	\$ 299,636	\$ 339,896	\$ (40,260)	-12%	\$ 375,978	\$ 2,039,375
Occupancy - Rent / Lease Expense	\$ 8,175	\$ 15,838	\$ (7,662)	-48%	\$ 12,296	\$ 95,026
Professional Fees	\$ 16,857	\$ 21,533	\$ (4,677)	-22%	\$ 19,003	\$ 129,200
General and Administrative Expenses						
Advertising, Marketing & Website	\$ 1,052	\$ 2,550	\$ (1,498)	-59%	\$ 2,608	\$ 15,300
Conferences, Conventions, and Meetings	\$ 7,069	\$ 1,417	\$ 5,653	399%	\$ 5,696	\$ 8,500
Depreciation	\$ -	\$ 12,167	\$ (12,167)	-100%	\$ -	\$ 73,000
Dues, Subscriptions & Memberships	\$ 1,149	\$ 1,500	\$ (351)	-23%	\$ 1,950	\$ 9,000
Furniture, Computer, & Equipment	\$ (54,042)	\$ 2,500	\$ (56,542)	-2262%	\$ 1,656	\$ 15,000
Bank Fees & Service Charges	\$ 238	\$ 125	\$ 113	90%	\$ -	\$ 750
Insurance	\$ 2,432	\$ 2,917	\$ (484)	-17%	\$ 2,317	\$ 17,500
Miscellaneous	\$ 423	\$ 133	\$ 290	217%	\$ -	\$ 800
Office, Janitorial, & Other Supplies	\$ 4,729	\$ 2,667	\$ 2,062	77%	\$ 2,749	\$ 16,000
Printing, Publications & Copier	\$ 837	\$ 917	\$ (80)	-9%	\$ 1,038	\$ 5,500
Postage and Delivery	\$ -	\$ 125	\$ (125)	-100%	\$ -	\$ 750
Telephone	\$ 1,898	\$ 2,333	\$ (436)	-19%	\$ 2,186	\$ 14,000
Staff Travel	\$ 291	\$ 1,167	\$ (875)	-75%	\$ 428	\$ 7,000
Staff Training	\$ 744	\$ 2,500	\$ (1,756)	-70%	\$ 2,760	\$ 15,000
Total General and Administrative Expenses	\$ (33,181)	\$ 33,017	\$ (66,197)	-200%	\$ 23,388	\$ 183,100
Total Expenditures	\$ 451,827	\$ 608,193	\$ (156,365)	-26%	\$ 687,696	\$ 3,649,157
Total Revenues over Expenditures	\$ 26,061	\$ 24,162	\$ 1,899	8%	\$ 122,015	\$ 144,973

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

	Year To Date 08/31/25	Year Ending 06/30/25
	Current Year Balance	Prior Year
Assets		
Current Assets		
Cash and Cash Equivalents		
Checking Account	48,449.45	(115,021.98)
Reserve Account	40,103.43	40,067.44
Certificate of Deposit	84,702.59	83,848.97
Falcon N. Bank - IntraFi - ICS - Career Solutions	75,567.74	278,370.47
Total Cash and Cash Equivalents	248,823.21	287,264.90
Accounts Receivable		
Accounts Receivable	336,437.83	196,579.41
Accounts Receivable - Other	2,338.05	0.00
Grants Receivable - State	0.00	95,269.73
Grants Receivable - Federal	0.00	64,805.25
Total Accounts Receivable	338,775.88	356,654.39
Total Current Assets	587,599.09	643,919.29
Other Assets		
Deposits & Other Assets		
Prepaid Expense	4,645.84	0.00
Prepaid Insurance	12,443.04	7,989.21
Prepaid Insurance - Health, Dental & Vision	50.00	12,050.64
Prepaid Bus Passes	350.00	50.00
PrePaid Gas Cards	5,742.32	4,042.32
Prepaid US Bank Debit Cards	2,039.66	0.00
Deferred Outflows of Resources	245,053.00	245,053.00
Due To/From Other Grants	0.00	695.00
Right of Use Asset	317,772.00	317,772.00
Furniture & Fixtures	224,124.28	224,124.28
Accumulated Depreciation	(202,057.43)	(202,057.43)
Accumulated Depreciation - Right of Use Asset	(296,586.00)	(296,586.00)
Total Deposits & Other Assets	313,576.71	313,133.02
Total Other Assets	313,576.71	313,133.02
Total Assets	901,175.80	957,052.31
Liabilities and Net Assets		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable - Vendors	38,421.99	26,993.66
Accounts Payable - Other	4,768.06	76,996.94
Divvy Credit Card - CS	1,604.38	6,947.97
Total Accounts Payable	44,794.43	110,938.57
Accrued Payroll		
Accrued Wages, Taxes, Fringe Benefits & Fees	97,633.24	105,459.68
PTO Payable	127,212.64	135,179.36
Net Pension Liability	995,356.00	995,356.00
Total Accrued Payroll	1,220,201.88	1,235,995.04
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	66.35
Lease Liability-Due in One Year	24,350.00	24,350.00
Total Other Current Liabilities	24,416.35	24,416.35
Total Current Liabilities	1,665,335.49	1,747,272.79
Total Liabilities	1,665,335.49	1,747,272.79
Net Assets	(764,159.69)	(790,220.48)
Total Liabilities and Net Assets	901,175.80	957,052.31

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

Description	Year To Date 09/30/25				Prior Year Actual 9/30/2024	FY26 Year Ending Original
	Actual	Budget	Budget Diff	Budget % Var	Actual	Fiscal Budget
Revenues over Expenditures						
Revenues						
Contributions	\$ -	\$ -	\$ -	0%	\$ -	\$ -
Grant Revenues	\$ 631,926	\$ 927,344	\$ (295,418)	-32%	\$ 988,861	\$ 3,709,375
Program Service Revenue	\$ -	\$ -	\$ -	0%	\$ 38,500	\$ -
Investment Income	\$ 1,528	\$ -	\$ 1,528	0%	\$ 1,031	\$ -
Other Revenue	\$ 7,469	\$ 21,189	\$ (13,720)	0%	\$ 9,565	\$ 84,755
Total Revenues	\$ 640,923	\$ 948,532	\$ (307,610)	-32%	\$ 1,037,957	\$ 3,794,130
Expenditures						
Direct	\$ 232,125	\$ 296,864	\$ (64,739)	-22%	\$ 391,090	\$ 1,187,456
Personnel	\$ 441,376	\$ 509,844	\$ (68,468)	-13%	\$ 579,673	\$ 2,039,375
Occupancy - Rent / Lease Expense	\$ 12,382	\$ 23,757	\$ (11,375)	-48%	\$ 18,444	\$ 95,026
Professional Fees	\$ 30,733	\$ 32,300	\$ (1,567)	-5%	\$ 37,016	\$ 129,200
General and Administrative Expenses						
Advertising, Marketing & Website	\$ 2,269	\$ 3,825	\$ (1,556)	-41%	\$ 4,429	\$ 15,300
Conferences, Conventions, and Meetings	\$ 8,819	\$ 2,125	\$ 6,694	315%	\$ 6,138	\$ 8,500
Depreciation	\$ -	\$ 18,250	\$ (18,250)	-100%	\$ -	\$ 73,000
Dues, Subscriptions & Memberships	\$ 1,149	\$ 2,250	\$ (1,101)	-49%	\$ 1,950	\$ 9,000
Furniture, Computer, & Equipment	\$ (54,042)	\$ 3,750	\$ (57,792)	-1541%	\$ 1,656	\$ 15,000
Bank Fees & Service Charges	\$ 353	\$ 188	\$ 166	88%	\$ -	\$ 750
Insurance	\$ 3,643	\$ 4,375	\$ (732)	-17%	\$ 3,476	\$ 17,500
Miscellaneous	\$ 439	\$ 200	\$ 239	120%	\$ 568	\$ 800
Office, Janitorial, & Other Supplies	\$ 6,632	\$ 4,000	\$ 2,632	66%	\$ 11,528	\$ 16,000
Printing, Publications & Copier	\$ 1,315	\$ 1,375	\$ (60)	-4%	\$ 1,655	\$ 5,500
Postage and Delivery	\$ -	\$ 188	\$ (188)	-100%	\$ 168	\$ 750
Telephone	\$ 4,048	\$ 3,500	\$ 548	16%	\$ 3,716	\$ 14,000
Staff Travel	\$ 412	\$ 1,750	\$ (1,338)	-76%	\$ 1,720	\$ 7,000
Staff Training	\$ 2,170	\$ 3,750	\$ (1,580)	-42%	\$ 17,110	\$ 15,000
Total General and Administrative Expenses	\$ (22,793)	\$ 49,525	\$ (72,318)	-146%	\$ 54,115	\$ 183,100
Total Expenditures	\$ 693,823	\$ 912,289	\$ (218,467)	-24%	\$ 1,080,338	\$ 3,649,157
Total Revenues over Expenditures	\$ (52,900)	\$ 36,243	\$ (89,143)	-246%	\$ (42,381)	\$ 144,973

Career Solutions
Statements of Financial Position
As of September 30, 2025 and Prior Fiscal Year

	Year To Date 09/30/25	Year Ending 06/30/25
	Current Year Balance	Prior Year
Assets		
Current Assets		
Cash and Cash Equivalents		
Checking Account	73,070.62	(115,021.98)
Reserve Account	40,118.67	40,067.44
Certificate of Deposit	84,702.59	83,848.97
Falcon N. Bank - IntraFi - ICS - Career Solutions	214,999.03	278,370.47
Total Cash and Cash Equivalents	412,890.91	287,264.90
Accounts Receivable		
Accounts Receivable	154,249.94	196,579.41
Accounts Receivable - Other	2,338.05	0.00
Grants Receivable - State	0.00	95,269.73
Grants Receivable - Federal	0.00	64,805.25
Total Accounts Receivable	156,587.99	356,654.39
Total Current Assets	569,478.90	643,919.29
Other Assets		
Deposits & Other Assets		
Prepaid Expense	3,366.12	0.00
Prepaid Insurance	12,673.26	7,989.21
Prepaid Insurance - Health, Dental & Vision	50.00	12,050.64
Prepaid Bus Passes	350.00	50.00
PrePaid Gas Cards	6,942.32	4,042.32
Prepaid US Bank Debit Cards	1,614.66	0.00
Deferred Outflows of Resources	245,053.00	245,053.00
Due To/From Other Grants	0.00	695.00
Right of Use Asset	317,772.00	317,772.00
Furniture & Fixtures	224,124.28	224,124.28
Accumulated Depreciation	(202,057.43)	(202,057.43)
Accumulated Depreciation - Right of Use Asset	(296,586.00)	(296,586.00)
Total Deposits & Other Assets	313,302.21	313,133.02
Total Other Assets	313,302.21	313,133.02
Total Assets	882,781.11	957,052.31
Liabilities and Net Assets		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable - Vendors	82,659.57	26,993.66
Accounts Payable - Other	3,808.35	76,996.94
Divvy Credit Card - CS	7,845.33	6,947.97
Total Accounts Payable	94,313.25	110,938.57
Accrued Payroll		
Accrued Wages, Taxes, Fringe Benefits & Fees	108,746.47	105,459.68
PTO Payable	127,212.64	135,179.36
Net Pension Liability	995,356.00	995,356.00
Total Accrued Payroll	1,231,315.11	1,235,995.04
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	0.00	66.35
Lease Liability-Due in One Year	24,350.00	24,350.00
Total Other Current Liabilities	24,350.00	24,416.35
Total Current Liabilities	1,725,901.19	1,747,272.79
Total Liabilities	1,725,901.19	1,747,272.79
Net Assets	(843,120.08)	(790,220.48)
Total Liabilities and Net Assets	882,781.11	957,052.31

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:

- iPhones (older models. Will trade into store if promotion is occurring. Will factory reset phone, if applicable)
 - CS-000-211
 - CS-000-059
 - CS-000-210
 - CS-000-62
 - CS-000-101
 - All outdated phones (upgraded for staff) – Quantity: 12
- CS-000-280 (Dell Laptop)
- CS-000-199 (HP Laptop)
- CS-000-256 (Chromebook)
- CS-000-026 (HP ProDesk PC)
- CS-000-022 (Printer)
- CS-000-083 (HP Monitor)
- CS-000-059 (iPhone)

Action Requested:

A motion to approve Career Solutions removes asset tag numbers listed above from our inventory listing.

to 6/30/2026[illegible]

Application for Nomination to the Career Solutions Local Workforce Development Board

Name: Brittany Haycraft **Title:** VP, HR

Business/Agency Name: Falcon National Bank

Business/Agency Address: 1010 W St Germain STE 100

<u>Saint Cloud</u>	<u>Street Address/Box Number</u>	<u>MN</u>	<u>56301</u>
City	State	Zip	County

Business Phone: 3209682025 **Fax:** _____ **E-Mail:** bhaycraft@falconnational.com

Description of Business: Financial Institution

Home Address: [REDACTED]

Home Phone: [REDACTED] County

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

CONSTITUENCY

Private Sector: (Check One)

- ☐ Large Business (500+ Employees)
☒ Small Business (Under 500)
☐ Minority Business

Public Interest Group: (Check One)

- ☐ Economic Development
☒ Community-Based Organizations
☐ Organized Labor
☐ Post-Secondary Education
☐ Secondary Education
☐ Public Assistance Agencies
☐ Vocational Rehabilitation Agency

Targeted Industries :

(Check One)

- ☐ Health Services (Health Care & Social Assistance)
☒ Business Services (Admin. Support Services)
☐ Engineering & Management Services (Professional, Scientific & Technical Services)
☐ Manufacturing (including Printing & Publishing)
☐ Wholesale Trade
☐ Transportation & Material Moving

Targeted Occupations :

(Check One)

- ☐ Healthcare Practitioners and Technical Occupations
☐ Computer and Mathematical Occupations
☐ Architecture and Engineering Occupations
☐ Legal Occupations
☒ Business & Financial Operations Occupations
☐ Management Occupations
☐ Other

Qualifications:

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

My role at FNB directly involves the hiring and development of staff across our organization as well as our vested interest in community and workforce development. I serve on the BGCMN HR committee

and the YMCA HR Committee as well as involvement in the GSDC HR Strategic affinity and so I feel as though i can add value to this group as an active participant.

(Add pages if needed)

Signatures:

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

Applicant:

Brittany Haycraft

Digitally signed by Brittany Haycraft
Date: 2025.09.22 09:41:01 -05'00'

Signature

9-22-2025

Date

Nominating Agency Representative:

I nominate the above candidate for Career Solutions LWDB membership.

Signature

Date

Agency

Title

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

DEFINITIONS:

Private Sector

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

Large Business: 500 employees or more.

Small Business: Under 500 employees.

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

Public Interest Groups

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

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

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

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

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

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

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

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

**Application for Nomination to the Career Solutions
Local Workforce Development Board**

Name: Danelle Montury Title: Supervisor
Business/Agency Name: Central MN ABE
Business/Agency Address: 800 7th St. S.
Waite Park Street Address/Box Number MN 56387 Stearns
City State Zip County
Business Phone: 320-370-8226 Fax: _____ E-Mail: danelle.montury@isd742.org
Description of Business: Adult Education program
Home Address: _____
Home Phone: _____

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

CONSTITUENCY

Private Sector: (Check One)

- ☐ Large Business (500+ Employees)
☐ Small Business (Under 500)
☐ Minority Business

Public Interest Group: (Check One)

- ☒ Economic Development
☐ Community-Based Organizations
☐ Organized Labor
☐ Post-Secondary Education
☐ Secondary Education
☐ Public Assistance Agencies
☐ Vocational Rehabilitation Agency

Targeted Industries :

(Check One)

- ☒ Health Services (Health Care & Social Assistance)
☐ Business Services (Admin. Support Services)
☐ Engineering & Management Services (Professional, Scientific & Technical Services)
☐ Manufacturing (including Printing & Publishing)
☐ Wholesale Trade
☐ Transportation & Material Moving

Targeted Occupations :

(Check One)

- ☒ Healthcare Practitioners and Technical Occupations
☐ Computer and Mathematical Occupations
☐ Architecture and Engineering Occupations
☐ Legal Occupations
☐ Business & Financial Operations Occupations
☐ Management Occupations
☐ Other

Qualifications:

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

(Add pages if needed)

Signatures:

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

Applicant:

Danelle Montury
Signature

9/22/25
Date

Nominating Agency Representative:

I nominate the above candidate for Career Solutions LWDB membership.

Signature

Date

Agency

Title

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

DEFINITIONS:

Private Sector

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

Large Business: 500 employees or more.

Small Business: Under 500 employees.

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

Public Interest Groups

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

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

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

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

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

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

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

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



1542 Northway Drive

St. Cloud, MN 56303

320.308.5320

<https://CareerSolutionsJobs.org>

October 30, 2025

Minnesota Department of Employment and Economic Development

Marie Henderson, Chief Financial Officer

Administrative and Financial Services

Great Northern Building

180 E Fifth St., Suite 1200

St. Paul, MN 55101

Dear Marie Henderson,

Thank you for meeting with Commissioner Heinen and me on October 6, 2025, to discuss the CareerForce St. Cloud invoicing issues. I'm writing to follow up on that conversation and to request guidance on how to proceed with the delayed invoicing and its potential implications.

Since early 2023, I have been working diligently to correct the CareerForce rent invoices. Throughout this process, numerous DEED staff members have been involved in related communications, including Commissioner Varilek and Deputy Commissioner Majors. For reference, I've included a copy of an email from Julie Freeman dated February 2, 2024, which indicates the issue was resolved. Then to our surprise, two years worth of invoices for FY23 and FY24 were issued on July 24, 2025.

As discussed during our call, it is challenging for a grant-based organization to process invoices for rent that cover periods outside of our current open grants. Nevertheless, my team is currently processing CareerForce rent invoices for the period of July 2025 through October 2025, which will be issued upon receipt of our recent cash drawdown.

To ensure timely grant closure, we served 10 additional clients in PY23 and PY24 using grant funds in lieu of allocating those funds to CareerForce rent. This approach allowed us to meet program goals despite the invoicing delays. Also, Career Solutions has provided 100% of staffing needed to operate CareerForce St. Cloud during this time as partners were not fulfilling their time according to the IFA.

Before agreeing to process any invoices outside the current fiscal year, we need to understand the potential implications for Career Solutions from both DEED's fiscal monitoring perspective, our annual fiscal audit. As a grant-based organization, it is essential that we handle DEED's invoicing discrepancy in a way that maintains compliance and protects the integrity of our financial reporting.

We respectfully request DEED's guidance on how to proceed in a manner that ensures compliance and supports sound fiscal management.

Sincerely,

Tammy Stark

Executive Director

Commissioner Steve Heinen

Joint Powers Board Chair

Timeline for DEED communications with:

March 28, 2023

Jessica Ly sent rent invoice# 738115 for # \$5,436.53

May 24, 2023

Tammy sent an email to Jessica with the last IFA on file, confirmed by Juanita Borton, CareerForce Operations Coordinator at DEED. Requested revised invoices.

June 6, 2023

Tammy emailed Jessica to follow up due to no response.

June 8, 2023

Tammy tried calling Jessica a number of times to discuss. Provided availability for Jessica to call Tammy.

June 13, 2023

Tammy Emailed due to no response. Provided availability for a meeting.

June 22, 2023

Tammy emailed stating we are nearing the end of the fiscal year. "I really need someone to respond in order for these invoices to be padded before the end of the month".

Jessica responded " I am responding to your request. I will be working with my manger to help me with this request.

July 17, 2023

Tammy requested a status update by the end of the week. The Joint Powers Board and Workforce Development Board need resolution since we have transitioned into a new fiscal year.

July 19, 2023

Tammy received another invoice. Responded with data from the IFA (\$2,036.47/month) and stated that the invoices would not get paid until they are corrected.

August 2, 2023

Tammy reached out to Janyce "I have been emailing the DEED.acct email but I need to escalate my issue because it's been over four months without resolution. Can you provide me with the name of the supervisor, manager or director for this team?"

August 3, 2023

Janyce replied, "The supervisor for the DEED AR recently transferred to another agency within the State. I am over that department. Are you able to provide me with the invoices that are not correct, along with any other documentation that you feel would be relevant, so that I can work to correct the issue."

Tammy's reply:

From: Tammy Biery <Tammy.Biery@CSJobs.org>
Sent: Tuesday, August 8, 2023 11:32 AM
To: Lee, Janyce (DEED) <janyce.lee@state.mn.us>
Subject: RE: DEED Accounting - Question?

You don't often get email from tammy.biery@csjobs.org. [Learn why this is important](#)

Hi Janyce,

I have been communicating with Jessica Ly and emailing the DEED.AcctRec@state.mn.us email address. The invoices I have received for Career Solutions portion of CareerForce St Cloud do not match the IFA. See one of the DEED invoices attached for \$5,436.53. I have been asking for corrected invoices for months and have not received any communication besides a note from Jessica on June 22nd stating that "she will be working with her manager to help with this request." Additional invoices have been sent since with no communication or information about the incorrect invoice amounts. As you will see below, Career Solutions should be invoiced \$2,036.45/month per the IFA on file at DEED (see attached).

My board has advised me not to pay these invoices until they have been corrected. Can you assist with this issue? I am available tomorrow and Friday to meet if needed.

Thank you,
Tammy Biery

Total Space Cost Estimate	Title I Adult CS	Title I DW CS
Total Square Feet	4887	449
Percentage of Total Square Feet	28.86%	2.65%
Monthly	\$1,448.83	\$587.64
Annually	\$17,385.91	\$7,051.68

Janyce's reply:

From: Lee, Janyce (DEED) <janyce.lee@state.mn.us>
Sent: Tuesday, August 8, 2023 7:32 PM
To: Biery, Tammy <tammy.biery@csjobs.org>
Cc: Lee, Janyce (DEED) <janyce.lee@state.mn.us>
Subject: RE: DEED Accounting - Question?

Hi Tammy,

Thank you for this documentation. I will review this, and I may have some follow up questions.

I appreciate you taking the time to send these to me, and I will get back to you. I am in required training but have some available time to review and provide you an update by August 14

August 8, 2023

Tammy emailed Janyce with a recap of the past communications. Offered to meet.

August 10, 2023

Janyce requested the IFA and requested a copy of the master sub-lease for review. Plans to meet with other areas within DEED.

Tammy replied with info regarding revising the IFA in the future.

August 11, 2023

Janyce requested documentation.

Tammy responded with emails that support the IFA that is on file after confirming it is the most current with Juanita Borton at DEED.

August 22, 2023

Tammy circled back for updates.

August 28, 2023

Tammy Reached out to Julie Freeman. Did not receive a response.

Hi Julie,

I need your help. I have been trying for months to resolve an invoicing issue with DEED's accounting team and am stuck. Not knowing the reporting structure, I don't know who to contact next. I had been working with Jessica Ly and then moved to Janyce Lee, but now I am not getting a response from Janyce. See email string below.

The short story is Career Solutions is not being billed the correct amount for rent according to the Infrastructure Funding Agreement.

Would you be able to connect me with the appropriate people to get this resolved?

Thank you,

Tammy Biery
Executive Director

September 5, 2023

Janyce sent an update that she" has a meeting on Thursday with one of our employees who is still assisting with partner billing. I will be working with her to get some clarify. I want to apologize again for my lack of knowledge. I am still learning parts of the AR side of my teams.

September 10, 2023

Tammy emailed "I received the July invoice on Friday. Please update me on what you've learned. I have a board meeting on 9/18 and would like to update the board on the status of these invoices."

September 11, 2023

Jaynce replied, referring to an email sent on 9/7.

September 11, 2023

Tammy send a copy of DEED's original Least with SCTCC but knows it was modified by a partner so this isn't the most current copy. Reiterated cost should be \$2,036.47, not \$5,436.53/month.

September 12, 2023

Jaynce replied she will keep me updated as she works to get the invoices verified and corrected.

October 2, 2023

Tammy emailed for an update.

October 16, 2023

Tammy emailed for an update.

November 8 2023

Jaynece replied –“ I want to profusely apologize for dropping the ball on getting back to you. I have not heard anything back from my contact. I will reach out again.”

November 13, 2023 – see CC

RE: DEED Accounting - Question?



Tammy Biery

To: Lee, Jaynce (DEED)

Cc: Freeman, Julie (DEED); Worlds, Reggie (DEED); Ludwig, Della (DEED); Miller, Jessica (DEED); Valencia, Catalina (DEED); Majors, Marc (DEED); McKinnon, Kevin (DEED)

You replied to this message on 11/15/2023 4:30 PM.



Career Solutions Lease.pdf
576 KB

Reply Reply All Forward

Mon 11/13/2023 5:02 PM

- Sublease S-8862 was amended with decrease in space to 3780 square feet and with expiration date of October 2019. I don't see another amendment extending the sublease.
- On the IFA, the total dedicated space is listed as 3780 sq. ft.
- The rate listed per square foot is \$15.70.
- The dedicated space alone would amount to \$59,346 per year or \$4,945.50 per month.
- The IFA also indicates the following allocations for shared spaces:
 - 632 sq. ft. listed as Shared Space
 - 148 sq. ft. listed as Common Space
 - 777 sq. ft. listed as Resource/Reception
 - This makes for a total of 1,557 shared space that is allocated to CS. At \$15.70, this is an additional \$17,395.60 per year or \$1449.63 per month.
- The only amount specified in the sublease is the 3780 dedicated. If you were to use this alone, it would amount to \$4,945 per month.
- If you go by the details in the IFA, the total should be \$6,394.63.
- The Total Space estimate on the IFA indicates CS paying a total of only \$24,437.59, which amounts to a total of only 1557 square feet.

With this information breakdown, the calculations you provided do not include the dedicated space of 3780 Square feet.

Please let me know if you still have questions and I can arrange a meeting and include Careerforce as well.

Thank you

Jaynece Lee

November 13, 2023

Tammy replied:

RE: DEED Accounting - Question?



Tammy Biery

To: Lee, Janyce (DEED)

Cc: Freeman, Julie (DEED); Worlds, Reggie (DEED); Ludwig, Della (DEED); Miller, Jessica (DEED); Valencia, Catalina (DEED); Majors, Marc (DEED); McKinnon, Kevin (DEED)

You replied to this message on 11/15/2023 4:30 PM.



Reply Reply All Forward

Mon 11/13/2023 5:02 PM

Janyce,

The invoices I have received from DEED are for \$5,436.53 which does not match the math you've outlined below.

On September 11th, I sent you a copy of Career Solutions Lease with SCTCC (also attached). In November 2019, Career Solutions separated the lease from DEED's and created its own. Your calculations below include the rent Career Solutions is already paying directly to SCTCC and should not be included in the equation. With that said, Career Solutions is only responsible for paying DEED for the shared space outlined in the IFA - \$2,036.47/month (IFA Screenshot below).

I have been asking for clarification since April of 2023. I don't understand why it has taken so long to get this information. I am frustrated because our fiscal year ended on 6/30 and our audit is about to begin. This is an outstanding item that could cause issue for our agency. I need corrected invoices by Friday, November 17th in order to accrue what is owed to DEED for the CareerForce lease for the previous fiscal year. I would also request that DEED write a letter outlining this issue for the auditors to understand the situation to avoid an audit finding for Career Solutions. Our accounting department was unable to accrue unpaid rent since there was a dispute regarding the amount to accrue.

In addition to shared rent, state and federal grants are paying for 100% of the staff time associated with CareerForce St. Cloud which averages \$10,595/month or \$127,132/year. When combined together with shared rent, Career Solutions grants are paying approximately \$151,552/year for CareerForce St. Cloud when according to the IFA, our costs were to around \$100,000/year.

If you have any questions, please let me know immediately so this situation can be resolved by Friday.

Thank you,

Tammy Biery
Executive Director



Career Solutions
Direct: 320-266-5060

	Title I Adult	Title I DW
	CS	CS

	Title I Adult CS	Title I DW CS
Total Space Cost Estimate		
Total Square Feet	4887	449
Percentage of Total Square Feet	28.86%	2.65%
Monthly	\$1,448.83	\$587.64
Annually	\$17,385.91	\$7,051.68

November 15, 2023

Tammy Asked if there are questions since it had been 2 days since the DEED team met. Asked if a call is needed to move this forward.

November 21, 2023

Janyce's response:

From: Lee, Janyce (DEED) <janyce.lee@state.mn.us>
Sent: Tuesday, November 21, 2023 3:06 PM
To: Tammy Biery <tammy.biery@CSjobs.org>
Cc: Freeman, Julie (DEED) <julie.freeman@state.mn.us>; Worlds, Reggie (DEED) <reggie.worlds@state.mn.us>; Ludwig, Della (DEED) <della.ludwig@state.mn.us>; Miller, Jessica (DEED) <jessica.miller@state.mn.us>; Valencia, Catalina (DEED) <catalina.valencia@state.mn.us>; Majors, Marc (DEED) <marc.majors@state.mn.us>; McKinnon, Kevin (DEED) <kevin.mckinnon@state.mn.us>; Lang, Mike (He/Him/His) (DEED) <mike.lang@state.mn.us>
Subject: RE: DEED Accounting - Question?

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Tammy,

Thank you for the follow-up. I have been working on getting you the numbers for FY23 as you requested.

- I am doing the best that I can to accommodate your request. However, I also need to provide you with accurate information. We are working to on your request and want to provide you with accurate information.
- I have found some areas that require additional investigation. Unfortunately, this will require more time. During our review, we have identified some areas that require additional research, we will update you as soon as this is completed.
- The invoices that were sent to you for rent, were not correct. We will send out corrected invoices for expenditures for your location per the last IFA on file (that we received from you).
- You requested DEED to provide a letter outlining the billing discrepancies and the delay that has occurred as we discussed and to provide this letter to assist you in an audit. I am open to providing a letter outlining DEED's process for your location. We will provide this letter when we have completed our review.

I will do what I can to update you by Monday, November 27th with the data you requested. The corrected invoices will be processed shortly after. We plan on sending an update by Monday, November 27th with the data requested. The corrected invoices will be processed shortly after.

Thank you

November 21, 2023

Tammy asked if there was information needed from her and reminded that the fiscal audit starts on Tuesday, 11/27. Requested a letter and corrected invoices on the 26th in order to adjust our statements prior to the audit being performed.

November 27, 2023

Tammy emailed asking Janyce to confirm that revised invoices and letter will be sent by tomorrow morning as the auditors arrive at 8:30am

Janyce's response:

From: Lee, Janyce (DEED) <janyce.lee@state.mn.us>
Sent: Monday, November 27, 2023 10:03 PM
To: Tammy Biery <tammy.biery@CSjobs.org>
Cc: Freeman, Julie (DEED) <julie.freeman@state.mn.us>; Worlds, Reggie (DEED) <reggie.worlds@state.mn.us>; Ludwig, Della (DEED) <della.ludwig@state.mn.us>; Miller, Jessica (DEED) <jessica.miller@state.mn.us>; Valencia, Catalina (DEED) <catalina.valencia@state.mn.us>; Majors, Marc (DEED) <marc.majors@state.mn.us>; McKinnon, Kevin (DEED) <kevin.mckinnon@state.mn.us>; Lang, Mike (He/Him/His) (DEED) <mike.lang@state.mn.us>
Subject: RE: DEED Accounting - Question?

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Tammy,

You mentioned that your board directed you to stop paying the invoices. When did you stop paying the invoices?

I need to determine what shared costs that were part of IFA that may not have been billed to you. This is important to determine your expenditures accurately.

I am working with the program area you are connected to. We will reprocess the invoices with the correct billing and credit the incorrect billings (primarily rent) and send out the corrected invoices. This process is multistep. I understand your audit is starting and I will provide documentation for that as soon as we are able to.

Janyce Lee
SPA Manager Sr.

November 28, 2023

Tammy's response:

DEED started invoicing Career Solutions 2022. I received July, August and September's invoices in late October 2022. I had started inquiring on the process and the amount after receiving the first batch of invoices. Since the issue dragged on through the end of the fiscal year, I made the board aware of the

discrepancy since this creates an issue for our audit – not knowing what amount to accrue. The board debated paying the amount stated on the IFA or the invoice amounts DEED sent expecting a credit at a later date, etc. They talked through the options and determined not to pay the invoices until they were corrected.

To my knowledge, all other copier and phone invoices that Career Solutions has been billed for have been paid.

Thanks,
Tammy

November 29, 2023

Janyce responded – ‘Working with the careerforce team to determine what invoices may be missing so we can correct the billings with only the services you should be billed for’

November 29, 2023

Tammy Responded – “Please know that time is of the essence. These invoices for the past fiscal year need to be paid with grant funds from the past fiscal year. We have limited funds remaining and continue to spend grant funds on a daily basis. Can you please at least send the revised rent invoices that you previously stated I would have by Tuesday (yesterday)?”

November 29, 2023

Janyce responded: “The invoices that had rent on them will be crediting that rent that was billed in error. However, the corrected invoices will need to reflect the items that should be billed to your portion. This is the part I am working with the Career force team. As I mentioned previously, it is a multi- function process to create invoices, and more so the corrected invoices. I expect the process may have been less involved if we were just crediting back to you the invoice that you had paid that were billed incorrectly.

I appreciate your updating me on the timeline you are working with and I am working on this as much as I can.”

December 7, 2023

Tammy emailed Janyce asking for updates and noted that the board meeting is one week away and she would like to provide the board with an update.

December 12, 2023

From: Tammy Biery <Tammy.Biery@CSJobs.org>
Sent: Tuesday, December 12, 2023 1:07 PM
To: Worlds, Reggie (DEED) <reggie.worlds@state.mn.us>; Lang, Mike (He/Him/His) (DEED) <mike.lang@state.mn.us>
Cc: Majors, Marc (DEED) <marc.majors@state.mn.us>
Subject: FW: DEED Accounting - Question?

Mike and Reggie,

It's been two weeks since I have received any updates from Janyce. Can you two please assist me in getting this resolved? As you can see, this conversation with Janyce has been going on since July and I was corresponding with one of her staff for many months prior to that to get this resolved. I have provided all documentation I have, offered to help answer questions, or meet to discuss... not sure what else I can do.

Please, as a partner, can you help me understand what is taking place? Are there open questions that I can help with? Your assistance is greatly appreciated.

Thank you,

Tammy Biery
Executive Director

December 12, 2023

From: Lang, Mike (He/Him/His) (DEED)
Sent: Tuesday, December 12, 2023 3:37 PM
To: Tammy Biery <Tammy.Biery@CSJobs.org>; Worlds, Reggie (DEED) <reggie.worlds@state.mn.us>
Cc: Majors, Marc (DEED) <marc.majors@state.mn.us>
Subject: RE: DEED Accounting - Question?

Good afternoon Tammy,
We'll look into this and see if there is any support we can offer in this situation. We'll be in touch with you if we hear any updates on our end.

Mike Lang | Interim Director

December 13, 2023

Mike's response – "I just heard that a meeting is being setup for Friday. My team and I did offer to help streamline the process in whatever way we can. In the meantime, feel free to reach out if there is anything we can do to help in the future."

December 13, 2023

Tammy's response: Thank you for the update. If you are sitting in the meeting on Friday and wish I was there to answer any questions, please reach out. My cell is 320-266-5060.

December 13, 2023

Janyce's response:

From: Lee, Janyce (DEED) <janyce.lee@state.mn.us>
Sent: Wednesday, December 13, 2023 2:48 PM
To: Tammy Biery <Tammy.Biery@CSJobs.org>
Cc: Freeman, Julie (DEED) <julie.freeman@state.mn.us>; Worlds, Reggie (DEED) <reggie.worlds@state.mn.us>; Ludwig, Della (DEED) <della.ludwig@state.mn.us>; Miller, Jessica (DEED) <jessica.miller@state.mn.us>
Subject: RE: DEED Accounting - Question?
Importance: High

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Tammy,

I am still working on this request. I just discovered that some of the shared services may no longer be with the State's MNIT agency that we would use for billing you. I have a meeting with the careerforce team including one of the regional managers to work to find a solution as to what the billing should be. Once we get that resolved we can credit and rebill with the open invoices with the correct amount.

I know this has been frustrating for you. I apologize again that I have not been with the state long enough to have all the experience I need to resolve this one my own. But I am confident that the CareerForce team and I will get this resolved with accurate billing for you.

I would be remiss if I did not mention that the IFA for your location expired some time ago. Having a current signed IFA will help minimize these types of issues.

Thank you

December 13, 2023

Tammy's response:

From: Tammy Biery
Sent: Wednesday, December 13, 2023 5:12 PM
To: Lee, Janyce (DEED) <janyce.lee@state.mn.us>
Cc: Freeman, Julie (DEED) <julie.freeman@state.mn.us>; Worlds, Reggie (DEED) <reggie.worlds@state.mn.us>; Ludwig, Della (DEED) <della.ludwig@state.mn.us>; Miller, Jessica (DEED) <jessica.miller@state.mn.us>
Subject: RE: DEED Accounting - Question?

Hi Janyce,

As the current leader of CareerForce St. Cloud, I am familiar with what services are being provided and utilized. To my point earlier in our emails, I most likely have an answer to what you've been trying to research and resolve on your end which is the long, time-consuming route. For example, there used to be phone charges until SCTCC (landlord) switched to Zoom phones, eliminating a bill for CareerForce St. Cloud. If I were asked why the phone bills stopped, I could have answered it in a quick fashion – faster than researching things like that from DEED headquarters. I appreciate that you are new to your position – which is one of the reasons why I have offered to help, share history, etc. to ease the burden.

I am fully aware that a new IFA is needed. This issue needs to be resolved so we can move forward.

Is it fair to ask for weekly updates on the status of this issue? Or a timeline for when it will be resolved? We are at a point where I need to submit modifications to the grants that are responsible for contributing to the costs of CareerForce operations from the past fiscal year. Not having this resolved is challenging for the agency financially and has been a topic of conversation during our fiscal audit. I truly hope leadership understands the magnitude of these items.

I look forward to a resolution soon. Thank you,

December 18, 2023

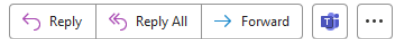
Follow up



Worlds, Reggie (DEED) <reggie.worlds@state.mn.us>

To: Tammy Biery

Cc: Lee, Janyce (DEED); Churchill, Emily (DEED); Legatt, Christine (DEED); Freeman, Julie (DEED);
 Ly, Jessica (DEED); Power, Janie (DEED)



Mon 12/18/2023 2:21 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Tammy,

I hope you are well. Just wanted to communicate with you and provide an update of where we are with assembling the data you have requested. Janyce and I met with our accounting team members. There are a few things that we have identified that require additional work and analysis.

We need to determine which phones are billed through St. Cloud technical college and which are soft phones that are billed through MNIT.

TAA has agreed to pay for WAN costs, but they are not on the current IFA, so the WAN services cannot be paid by them until the new one is in place. This will need to continue to be billed as a shared service.

AFS determined that Career Solutions was billed in error for rent and will be crediting back the rent charges. They will be sending out corrected billing once they have determined what shared services need to be billed.

We understand the need to get this information to you as quickly as possible and will do all that we can to do so.

We will keep you updated as the process moves along.

Thank you,

Reggie

Reggie D. Worlds | Job Service Senior Operations Director
Minnesota Department of Employment and Economic Development | CareerForce

January 30, 2024

Email from Juanita:

January 2025

There were issues with the copier invoices. Tammy and Richard corresponded about these and on 1/16, Tammy asked Richard to confirm that this is the only outstanding invoice for Career Solutions.

On 1/16, Richard said “I will check and get back to you pls”

St Cloud rent payment update and IFA question



Borton, Juanita (DEED) <juanita.borton@state.mn.us>
To: Tammy Biery

Reply Reply All Forward

Tue 1/30/2024 12:00 PM

You replied to this message on 1/31/2024 1:21 PM.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Tammy,

I just wanted to check in with you. I provided the accounting team with information regarding how much Career Solutions should have been charged for the shared space (based on the old IFA) at close of business on Friday and I know they are working this week to clear it up. I don't have any information about what was paid in the past, but I can tell you what the monthly invoices should have been over the past couple of years. I'm including that information below since you had indicated you would like some idea of what to put aside. Again, I don't know what payments you would have made that would off-set the totals, so I'm just giving you the monthly amounts.

FY23

7/1/2022 – 10/31/2022 - \$2,098.06/month

11/1/2022 – 6/30/2023 - \$2,118.82/month

FY24

7/1/2023 – 10/31/2023 - \$2,118.82/month

11/2023 – 10/31/2023 - \$2,139.58/month

If you don't hear from DEED accounting in the next day or two, please let me know and I'll be happy to follow up with them for you.

I also hope to have a draft IFA ready for you by the end of the week. I'm struggling a bit with the phones, which you indicated were all now free via Zoom, but I found something indicating service is provided through the university. The list I found was for both DEED and non-DEED partners so if DEED is receiving a bill for additional partners, we'll want to include phones in the budget and IFA so it's clear who should be billed.

Were the phones previously through the university and now all are Zoom or are some of the partners still using the university phones? When was the switch over to Zoom? Do you recall if everyone made the change at the same time? If you're not sure of the answer, I'll add a note to the budget page and you can raise the question at the initial negotiation meeting.

Please let me know if I can help with anything else!

Board Chair Commissioner Steve Heinen contacted Commissioner Matt Varilek

February 8, 2024

Email from Julie Freeman (Attached)

February 16, 2004

From: Tammy Biery
Sent: Friday, February 16, 2024 4:23 PM
To: Freeman, Julie (DEED) <julie.freeman@state.mn.us>; Steve Heinen <SHeinen@co.benton.mn.us>
Cc: Varilek, Matt (He/Him/His) (DEED) <matt.varilek@state.mn.us>; Borton, Juanita (DEED) <juanita.borton@state.mn.us>; Majors, Marc (DEED) <marc.majors@state.mn.us>; Lee, Janyce (DEED) <janyce.lee@state.mn.us>; Frosch, Elizabeth (She/Her/Hers) (DEED) <Elizabeth.Frosch@state.mn.us>; Fortney, Jeanna (She/Her/Hers) (DEED) <Jeanna.Fortney@state.mn.us>; Lang, Mike (He/Him/His) (DEED) <mike.lang@state.mn.us>
Subject: RE: Career Solutions - CareerForce Location St. Cloud

Dear Julie,

Thank you for your attention to this matter. I am relieved that there's finally a resolution so we can move forward. I recognize the challenge this was to sort through and appreciate that the errors have been addressed/fixd the in process. My team and I have reviewed the documents provided and will be processing payment soon.

Again, thank you.

Tammy Biery
Executive Director
320.266.5060
Tammy.Biery@CSJobs.org
www.careersolutionsjobs.org



March 4, 2024

From: Tammy Biery
Sent: Monday, March 4, 2024 10:54 AM
To: Freeman, Julie (DEED) <julie.freeman@state.mn.us>
Cc: Lee, Janyce (DEED) <janyce.lee@state.mn.us>; Frosch, Elizabeth (She/Her/Hers) (DEED) <Elizabeth.Frosch@state.mn.us>; Fortney, Jeanna (She/Her/Hers) (DEED) <Jeanna.Fortney@state.mn.us>
Subject: RE: Career Solutions - CareerForce Location St. Cloud

Hi Julie and team,

My team has processed the invoices and will issue payment soon.

To avoid a repeat issue with invoicing, does DEED send statements on any past due amounts? If so, is this a feature that can be turned on for Stearns-Benton Employment & Training Council/Career Solutions (DBA)?

Thank you,

Tammy Biery
Executive Director
320.266.5060
Tammy.Biery@CSJobs.org
www.careersolutionsjobs.org



July 24, 2025

From: Ly, Jessica (DEED) <Jessica.Ly@state.mn.us>
Sent: Thursday, July 24, 2025 2:13 PM
To: Tammy Stark <Tammy.Stark@csjobs.org>
Subject: Correction to Rent Billing

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I am writing to sincerely apologize for a recent error we identified in your rent billing invoice.

Upon review, we discovered an issue that inadvertently affected your invoices, and I deeply regret any inconvenience or confusion this may have caused. Please rest assured that we have taken prompt corrective action, and a revised invoice for Fiscal Year 2025 will be issued shortly.

As part of our commitment to providing accurate billing, we will be transitioning to a monthly invoicing moving forward. The updated format will commence on August 1, 2025, and we appreciate your patience as we implement this enhancement.

Should you have any questions, concerns, or require further clarification, please do not hesitate to reach out. We are here to assist you.

Please see the attached corrected invoice for Fiscal Year 2025.

Thank you for your understanding and patience.

Jessica Ly
Accounting Officer
Minnesota Department of Employment and Economic Development
1st National Bank Building, 332 Minnesota St., St. Paul MN 55101

STATEWIDE PERFORMANCE REPORT - Local Area Report

PROGRAM: WIOA Adult		PROGRAM/TITLE			
STATE: Minnesota	Title I Local Area:	Title I Adult	<input checked="" type="checkbox"/>	Title II Adult Education	<input type="checkbox"/>
WIB Code: 27110 - Stearns-Benton Employment & Training Council, MN ..		Title I Dislocated Worker	<input type="checkbox"/>	Title III Wagner-Peyser	<input type="checkbox"/>
REPORTING PERIOD COVERED		Title I Youth	<input type="checkbox"/>	Title IV Vocational Rehabilitation	<input type="checkbox"/>
From : 7/1/2024		To : 6/30/2025			

SUMMARY INFORMATION

Grant Summary Item	Career Services	Training Services	Additional Information
Participants Served	145	105	N/A
Participants Exited	95	72	N/A
Funds Expended			N/A
Cost Per Participant Served			N/A
Percent Training Related Employment	N/A	5.0%	N/A
Percent enrolled in more than one core program	N/A	N/A	3.4%
Percent Admin Expended	N/A	N/A	

BY PARTICIPANT CHARACTERISTICS - Total Statewide

Performance Item	Total Participants Served - Cohort Period: 7/1/2024-6/30/2025	Total Participants Exited - Cohort Period: 4/1/2024-3/31/2025	Employment Rate (Q2) Num	Employment Rate (Q2) Denom	Employment Rate (Q2) Rate	Employment Rate (Q4) Num	Employment Rate (Q4) Denom	Employment Rate (Q4) Rate
Total Statewide - Negotiated Target	N/A	N/A	N/A	N/A		N/A	N/A	
Total Statewide - Actual	145	95	30	38	78.9%	29	38	76.3%

BY PARTICIPANT CHARACTERISTICS - Total Statewide

Performance Item	Median Earnings	Credential Rate Num	Credential Rate Denom	Credential Rate	Measurable Skill Gains Num	Measurable Skill Gains Denom	Measurable Skill Gains Rate
Total Statewide - Negotiated Target		N/A	N/A		N/A	N/A	
Total Statewide - Actual	\$10,114	20	21	95.2%	90	99	90.9%

BYPARTICIPANTCHARACTERISTICS - Sex								
Performance Item	Total Participants Served - Cohort Period: 7/1/2024-6/30/2025	Total Participants Exited - Cohort Period: 4/1/2024-3/31/2025	Employment Rate (Q2) Num	Employment Rate (Q2) Denom	Employment Rate (Q2) Rate	Employment Rate (Q4) Num	Employment Rate (Q4) Denom	Employment Rate (Q4) Rate
Female	77	46	16	17	94.1%	14	16	87.5%
Male	68	49	14	21	66.7%	15	22	68.2%
Did Not Self Identify								

BYPARTICIPANTCHARACTERISTICS - Sex							
Performance Item	Median Earnings	Credential Rate Num	Credential Rate Denom	Credential Rate	Measurable Skill Gains Num	Measurable Skill Gains Denom	Measurable Skill Gains Rate
Female	\$9,098	6	7	85.7%	47	53	88.7%
Male	\$10,827	14	14	100.0%	43	46	93.5%
Did Not Self Identify							

BYPARTICIPANTCHARACTERISTICS - Age								
Performance Item	Total Participants Served - Cohort Period: 7/1/2024-6/30/2025	Total Participants Exited - Cohort Period: 4/1/2024-3/31/2025	Employment Rate (Q2) Num	Employment Rate (Q2) Denom	Employment Rate (Q2) Rate	Employment Rate (Q4) Num	Employment Rate (Q4) Denom	Employment Rate (Q4) Rate
< 16								
16 -18								
19 - 24	17	12	6	6	100.0%	3	3	100.0%
25 - 44	83	51	19	25	76.0%	23	29	79.3%
45 - 54	30	22	5	6	83.3%	1	2	50.0%
55 -59	6	4				1	2	50.0%
60 +	9	6		1		1	2	50.0%

BYPARTICIPANTCHARACTERISTICS - Age								
Performance Item	Median Earnings	Credential Rate Num	Credential Rate Denom	Credential Rate	Measurable Skill Gains Num	Measurable Skill Gains Denom	Measurable Skill Gains Rate	
< 16								
16 -18								
19 - 24	\$10,114	1	1	100.0%	13	14	92.9%	
25 - 44	\$10,651	18	19	94.7%	47	53	88.7%	
45 - 54	\$7,756	1	1	100.0%	19	21	90.5%	
55 -59					5	5	100.0%	
60 +					6	6	100.0%	
BYPARTICIPANTCHARACTERISTICS - Ethnicity/Race								
Performance Item	Total Participants Served - Cohort Period: 7/1/2024-6/30/2025	Total Participants Exited - Cohort Period: 4/1/2024-3/31/2025	Employment Rate (Q2) Num	Employment Rate (Q2) Denom	Employment Rate (Q2) Rate	Employment Rate (Q4) Num	Employment Rate (Q4) Denom	Employment Rate (Q4) Rate
American Indian / Alaska Native	1	1					1	
Asian	5	2				1	1	100.0%
Black / African American	33	19	9	15	60.0%	15	19	78.9%
Hispanic / Latino	2	2	1	1	100.0%			
Native Hawaiian / Pacific Islander								
White	107	73	21	22	95.5%	14	18	77.8%
More Than One Race	1					1	2	50.0%

BYPARTICIPANTCHARACTERISTICS - Ethnicity/Race								
Performance Item	Median Earnings	Credential Rate Num	Credential Rate Denom	Credential Rate	Measurable Skill Gains Num	Measurable Skill Gains Denom	Measurable Skill Gains Rate	
American Indian / Alaska Native					1	1	100.0%	
Asian					1	1	100.0%	
Black / African American	\$10,651	14	15	93.3%	9	11	81.8%	
Hispanic / Latino	\$13,050				1	1	100.0%	
Native Hawaiian / Pacific Islander								
White	\$8,781	6	6	100.0%	79	86	91.9%	
More Than One Race								
BY EMPLOYMENT BARRIER								
Performance Item	Total Participants Served - Cohort Period: 7/1/2024-6/30/2025	Total Participants Exited - Cohort Period: 4/1/2024-3/31/2025	Employment Rate (Q2) Num	Employment Rate (Q2) Denom	Employment Rate (Q2) Rate	Employment Rate (Q4) Num	Employment Rate (Q4) Denom	Employment Rate (Q4) Rate
Displaced Homemakers								
English Language Learners, Low Levels of Literacy, Cultural Barriers	23	12	9	13	69.2%	15	19	78.9%
Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)								
Ex-offenders	9	5	7	9	77.8%	5	8	62.5%
Homeless Individuals / runaway youth	1							
Long-term Unemployed (27 or more consecutive weeks)	7	4		2			5	
Low-Income Individuals	43	26	21	28	75.0%	21	28	75.0%
Migrant and Seasonal Farmworkers								
Individuals with Disabilities (incl. youth)	8	1	2	2	100.0%	1	2	50.0%
Single Parents (Incl. single pregnant women)	19	11	9	10	90.0%	8	8	100.0%
Youth in foster care or aged out of system								

BY EMPLOYMENT BARRIER							
Performance Item	Median Earnings	Credential Rate Num	Credential Rate Denom	Credential Rate	Measurable Skill Gains Num	Measurable Skill Gains Denom	Measurable Skill Gains Rate
Displaced Homemakers							
Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)	\$10,651	13	14	92.9%	7	9	77.8%
Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)							
Ex-offenders	\$7,756	5	5	100.0%	1	1	100.0%
Homeless Individuals / runaway youth							
Long-term Unemployed (27 or more consecutive weeks)		1	1	100.0%		1	
Low-Income Individuals	\$10,092	13	14	92.9%	8	9	88.9%
Migrant and Seasonal Farmworkers							
Individuals with Disabilities (incl. youth)	\$8,473	2	2	100.0%	3	4	75.0%
Single Parents (Incl. single pregnant women)	\$9,415	5	5	100.0%	8	8	100.0%
Youth in foster care or aged out of system							

1. Applies to Title I only. Individuals for whom it is unknown whether their employment in the 2nd quarter after exit was related to the training they received are included in this measure and are considered to be a negative outcome for the purposes of this calculation.

2. This indicator also includes those who entered into a training or education program for the Youth program.

3. Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

4. Barriers to Employment are determined at the point of entry into the program.

* Cells are populated based on the combination of the corresponding specifications for that row and column. For example, the cell in the row Sex: Female and the column Employment Rate (Q2) Num will be the count of female participants in the Employment Rate (Q2) Numerator for that report period.

Public Burden Statement (1205-0526)

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's reply to these reporting requirements is required to obtain or retain benefits (Workforce Innovation and Opportunity Act, Section 185(a)(2)). Public reporting burden for this collection of information is estimated to range between 240 and 360 minutes which averages 300 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate to the Office of Policy Development and Research • U.S. Department of Labor • Room N-5641 • 200 Constitution Ave., NW, • Washington, DC • 20210. Do NOT send the completed 9169 application to this address.

Do NOT send the completed application to this address.

STATEWIDE PERFORMANCE REPORT - Local Area Report**PROGRAM:** WIOA Dislocated Worker**PROGRAM/TITLE****STATE:** Minnesota

Title I Local Area:

WIB Code: 27110 - Stearns-Benton Employment & Training Council, MN ..**REPORTING PERIOD COVERED**

From : 7/1/2024

To : 6/30/2025

Title I Adult

☐

Title II Adult Education

☐

Title I Dislocated Worker

☒

Title III Wagner-Peyser

☐

Title I Youth

☐

Title IV Vocational Rehabilitation

☐**SUMMARY INFORMATION**

Grant Summary Item	Career Services	Training Services	Additional Information
Participants Served	95	83	N/A
Participants Exited	89	79	N/A
Funds Expended			N/A
Cost Per Participant Served			N/A
Percent Training Related Employment	N/A	53.1%	N/A
Percent enrolled in more than one core program	N/A	N/A	6.3%
Percent Admin Expended	N/A	N/A	

BY PARTICIPANT CHARACTERISTICS - Total Statewide

Performance Item	Total Participants Served - Cohort Period: 7/1/2024-6/30/2025	Total Participants Exited - Cohort Period: 4/1/2024-3/31/2025	Employment Rate (Q2) Num	Employment Rate (Q2) Denom	Employment Rate (Q2) Rate	Employment Rate (Q4) Num	Employment Rate (Q4) Denom	Employment Rate (Q4) Rate
Total Statewide - Negotiated Target	N/A	N/A	N/A	N/A		N/A	N/A	
Total Statewide - Actual	95	89	56	66	84.8%	61	79	77.2%

BY PARTICIPANT CHARACTERISTICS - Total Statewide

Performance Item	Median Earnings	Credential Rate Num	Credential Rate Denom	Credential Rate	Measurable Skill Gains Num	Measurable Skill Gains Denom	Measurable Skill Gains Rate
Total Statewide - Negotiated Target		N/A	N/A		N/A	N/A	
Total Statewide - Actual	\$15,835	33	37	89.2%	69	77	89.6%

BYPARTICIPANTCHARACTERISTICS - Sex								
Performance Item	Total Participants Served - Cohort Period: 7/1/2024-6/30/2025	Total Participants Exited - Cohort Period: 4/1/2024-3/31/2025	Employment Rate (Q2) Num	Employment Rate (Q2) Denom	Employment Rate (Q2) Rate	Employment Rate (Q4) Num	Employment Rate (Q4) Denom	Employment Rate (Q4) Rate
Female	40	33	29	32	90.6%	37	46	80.4%
Male	55	56	27	34	79.4%	24	33	72.7%
Did Not Self Identify								

BYPARTICIPANTCHARACTERISTICS - Sex							
Performance Item	Median Earnings	Credential Rate Num	Credential Rate Denom	Credential Rate	Measurable Skill Gains Num	Measurable Skill Gains Denom	Measurable Skill Gains Rate
Female	\$13,442	20	20	100.0%	32	36	88.9%
Male	\$26,006	13	17	76.5%	37	41	90.2%
Did Not Self Identify							

BYPARTICIPANTCHARACTERISTICS - Age								
Performance Item	Total Participants Served - Cohort Period: 7/1/2024-6/30/2025	Total Participants Exited - Cohort Period: 4/1/2024-3/31/2025	Employment Rate (Q2) Num	Employment Rate (Q2) Denom	Employment Rate (Q2) Rate	Employment Rate (Q4) Num	Employment Rate (Q4) Denom	Employment Rate (Q4) Rate
< 16								
16 -18								
19 - 24	8	9	6	6	100.0%	4	7	57.1%
25 - 44	59	50	25	34	73.5%	25	34	73.5%
45 - 54	18	18	14	14	100.0%	19	22	86.4%
55 -59	9	9	8	9	88.9%	10	13	76.9%
60 +	1	3	3	3	100.0%	3	3	100.0%

BYPARTICIPANTCHARACTERISTICS - Age								
Performance Item	Median Earnings	Credential Rate Num	Credential Rate Denom	Credential Rate	Measurable Skill Gains Num	Measurable Skill Gains Denom	Measurable Skill Gains Rate	
< 16								
16 -18								
19 - 24	\$6,249	2	3	66.7%	5	8	62.5%	
25 - 44	\$24,322	18	21	85.7%	44	47	93.6%	
45 - 54	\$14,078	8	8	100.0%	14	15	93.3%	
55 -59	\$14,560	4	4	100.0%	5	6	83.3%	
60 +	\$57,470	1	1	100.0%	1	1	100.0%	
BYPARTICIPANTCHARACTERISTICS - Ethnicity/Race								
Performance Item	Total Participants Served - Cohort Period: 7/1/2024-6/30/2025	Total Participants Exited - Cohort Period: 4/1/2024-3/31/2025	Employment Rate (Q2) Num	Employment Rate (Q2) Denom	Employment Rate (Q2) Rate	Employment Rate (Q4) Num	Employment Rate (Q4) Denom	Employment Rate (Q4) Rate
American Indian / Alaska Native	2	2		1				
Asian	3	3				3	3	100.0%
Black / African American	3	10	14	18	77.8%	14	23	60.9%
Hispanic / Latino	6	6	1	1	100.0%	2	2	100.0%
Native Hawaiian / Pacific Islander								
White	85	71	40	44	90.9%	43	51	84.3%
More Than One Race				1			1	

BYPARTICIPANTCHARACTERISTICS - Ethnicity/Race								
Performance Item	Median Earnings	Credential Rate Num	Credential Rate Denom	Credential Rate	Measurable Skill Gains Num	Measurable Skill Gains Denom	Measurable Skill Gains Rate	
American Indian / Alaska Native								
Asian		1	1	100.0%	3	3	100.0%	
Black / African American	\$9,271	7	8	87.5%	1	2	50.0%	
Hispanic / Latino	\$39,771	1	1	100.0%	4	4	100.0%	
Native Hawaiian / Pacific Islander								
White	\$26,925	25	28	89.3%	64	71	90.1%	
More Than One Race		1	1	100.0%				
BY EMPLOYMENT BARRIER								
Performance Item	Total Participants Served - Cohort Period: 7/1/2024-6/30/2025	Total Participants Exited - Cohort Period: 4/1/2024-3/31/2025	Employment Rate (Q2) Num	Employment Rate (Q2) Denom	Employment Rate (Q2) Rate	Employment Rate (Q4) Num	Employment Rate (Q4) Denom	Employment Rate (Q4) Rate
Displaced Homemakers								
English Language Learners, Low Levels of Literacy, Cultural Barriers	3	6	13	19	68.4%	19	29	65.5%
Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)								
Ex-offenders	2	4	2	4	50.0%	1	2	50.0%
Homeless Individuals / runaway youth	1	3	2	2	100.0%			
Long-term Unemployed (27 or more consecutive weeks)	6	9	9	13	69.2%	10	17	58.8%
Low-Income Individuals	6	10	12	18	66.7%	14	25	56.0%
Migrant and Seasonal Farmworkers								
Individuals with Disabilities (incl. youth)	3	2				2	3	66.7%
Single Parents (Incl. single pregnant women)	6	7	7	10	70.0%	7	11	63.6%
Youth in foster care or aged out of system								

BY EMPLOYMENT BARRIER							
Performance Item	Median Earnings	Credential Rate Num	Credential Rate Denom	Credential Rate	Measurable Skill Gains Num	Measurable Skill Gains Denom	Measurable Skill Gains Rate
Displaced Homemakers							
Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)	\$9,648	10	11	90.9%	2	3	66.7%
Exhausting TANF within 2 years (Part A Title IV of the Social Security Act)							
Ex-offenders	\$20,522	1	1	100.0%			
Homeless Individuals / runaway youth	\$20,522						
Long-term Unemployed (27 or more consecutive weeks)	\$5,088	4	4	100.0%	1	1	100.0%
Low-Income Individuals	\$6,837	7	7	100.0%	1	2	50.0%
Migrant and Seasonal Farmworkers							
Individuals with Disabilities (incl. youth)		2	2	100.0%			
Single Parents (Incl. single pregnant women)	\$10,598	5	5	100.0%	4	4	100.0%
Youth in foster care or aged out of system							

1. Applies to Title I only. Individuals for whom it is unknown whether their employment in the 2nd quarter after exit was related to the training they received are included in this measure and are considered to be a negative outcome for the purposes of this calculation.

2. This indicator also includes those who entered into a training or education program for the Youth program.

3. Credential Rate and Measurable Skill Gains do not apply to the Wagner-Peyser program.

4. Barriers to Employment are determined at the point of entry into the program.

* Cells are populated based on the combination of the corresponding specifications for that row and column. For example, the cell in the row Sex: Female and the column Employment Rate (Q2) Num will be the count of female participants in the Employment Rate (Q2) Numerator for that report period.

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Do NOT send the completed application to this address.



FREE CAREER SEEKER RESOURCES

Job Search & Career Coaching

FREE online and in-person job search assistance with resumes, interviewing, job applications, networking, occupation demand/wage information, or career exploration. Email careerforce.saintcloud@state.mn.us

Resume Reviews

Two easy options:

1. Email your resume to kelly.gerads@state.mn.us. Staff will review your resume and respond within 2-3 business days. OR 2. Call Kelly 320-441-6567 for an appointment.

Practice Interviews

Sign up for a practice interview to sharpen your interviewing skills. Our staff will provide you with tips to improve your skills. Call Kelly 320-441-6567 or email kelly.gerads@state.mn.us

Job Search Workshops

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

Job Fairs & Hiring Events

Website: www.careerforcemn.com/events

Monthly Hiring Event: at CareerForce - St. Cloud, 2nd Tuesday of the month, 10 am-12 pm, Email Kelly: Kelly.gerads@state.mn.us

Job Club

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

Career Lab

Computers, internet, printers, fax, phone, and an online job bank are available for your job search. Staff can assist with resumes, online job applications, career exploration, and employer research. Open 8 am-4 pm, M-F.

Unemployment Insurance Benefits

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

90-Second Job Seeker Spotlight

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

CDL Discovery Days

Learn more about CDL Truck Driving careers in these free 3-hour informational sessions! Website: <https://careersolutionsjobs.org/job-seekers/discovery-days/> Call: 320-308-5320

Search for Jobs Online

CareerForceMN.com

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

MinnesotaWorks.net

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

Local Labor Market Information

<https://mn.gov/deed/> Research average wages, occupational projections, projected job growth, and education opportunities. Click on Data, Data Tools, Career and Education Explorer, Use the data tool, and input the rest of the info. for your search.

CareerForce - St. Cloud

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

Phone: 320-308-5320

Email: Careerforce.saintcloud@state.mn.us

Career Lab/Reception Hours: 8:00 am-4:00 pm
Monday-Friday



ELIGIBILITY BASED PROGRAMS



Veterans Services

Eligible veterans qualify for personalized resume reviews, referrals to other services, and help in identifying and overcoming employment barriers. All veterans qualify for priority of service. www.careerforcemn.com/veterans-resources

Minnesota Assistance Council for Veterans (MACV)

MACV exists to directly help veterans and their families who are affected by homelessness or those in danger of becoming homeless by assisting with housing and supportive service needs of veterans while maintaining the worth and dignity of all those involved. www.mac-v.org/ or call 1-833-222-6228

Dislocated Worker (DW) Program

If you are laid off or permanently separated from your job, you may qualify to participate in one of our programs, which may provide job search assistance, short-term training, or support services. careersolutionsjobs.org/ or call 320-308-5320 or email: info@csjobs.org

Adult Program

Help is offered to individuals 18 and older who are unemployed or underemployed to find meaningful, self-sustaining work. These individuals must meet eligibility guidelines. Services could include career assessments, career counseling, job-seeking and resume writing skills, work-readiness skills, on-the-job training (OJT), and support services. Careersolutionsjobs.org/job-seeker/adult-programs/wioa-adult-programs/ or email: info@csjobs.org or call 320-308-5320

Minnesota Family Investment Program (MFIP)/ Diversionary Work Programs

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

Displaced Homemaker Services

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

careersolutionsjobs.org/job-seekers/adult-programs/displaced-homemaker-program/ or email info@csjobs.org or call 320-308-5320

Youth & Young Adult Services

Career Solutions provides Youth programs for youth 14-24 years of age. Programs are designed to help youth gain skills and self-supportive employment through a wide variety of techniques, including career assessments, skills credentialing, one-to-one career planning, contextual academic enrichment, work/community service projects, resume writing, scholarship and financial aid assistance, and hands-on learning experiences to develop employability and assist youth in transitioning to post-secondary schooling. careersolutionsjobs.org/ or email: info@csjobs.org or call 320-308-5320

State Services for the Blind (SSB)

SSB facilitates the achievement of vocational and personal independence by Minnesotans who are blind, visually impaired, or Deafblind. Some services include Radio Talking Book, Braille & Audio Transcription, Assistive Technology Resource Center and Services, Workforce Development, Pre-Employment Transition Services & Senior Services. mn.gov/deed/ssb/ or call 320-308-4800

Vocational Rehabilitation Services (VRS)

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



JPB & LWDB Meeting
11.13.2025
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

