

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

Thursday, March 12, 2026, 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) Heinen
- B. Local Workforce Development Board-Executive Committee (LWDB-Exec) Magelssen

2. Approval of the Agenda

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

3. Consent Agenda: JPB & LWDB-Exec

Action: JPB & LWDB-Exec

- A. 01/08/2026 JPB & LWDB-Exec Meeting Minutes (Attachment 3.A.)
- B. 2025-2026 Client Waiver Overages – as of 03/05/2026 (Attachment 3.B.)
- C. 2025-2026 Revised Grant Agreement with Dates Extended – Office of New Americans (ONA) Funds (Attachment 3.C.)
- D. 2025-2026 Grant Agreement – Regional Planning (Attachment 3.D.)
- E. Student Data Privacy Agreement with St. Cloud Area School District ISD742 (Attachment 3.E.)
- F. 02/19/2026-05/08/2026 Grant Agreement – 2026 RETAIN Funding Agreement (Attachment 3.F.)

4. Business Items/Updates

- A. Update Bank Signature Cards – **ACTION** Action: JPB & LWDB-Exec
- B. 01/2026 Board Financials (Attachment 4.B.) – **ACTION** Action: JPB & LWDB-Exec
- C. Magtyne Website Agreement (Handout) – **ACTION** Action: JPB & LWDB-Exec
- D. Background Screen Vendor Proposals (Handout) – **ACTION** Action: JPB & LWDB-Exec
- E. 2026-2028 Financial Auditors Request for Proposals Received (Handout) – **ACTION** Action: JPB & LWDB-Exec
- F. 2026 MAWB Legislative Priorities (Attachment 4.F.)
- G. DEED Updates:
 - Rent Re-Payment Plan Agreement & Payment Plan (Handout) – **ACTION** Action: JPB & LWDB-Exec
 - Infrastructure Funding Agreement (IFA) & Memorandum of Understanding (MOU) Agreement
 - CareerForce Center Trends for St. Cloud
 - VRS Pre-ETS (Employment Transition Services) RFP
- H. 2026 WIOA Funds for Regional Plan Implementation Budget Plan & Grant Allocations (Attachment 4.H.) – **ACTION** Action: JPB & LWDB-Exec
- I. CareerONE/CareerTWO Program (Attachment 4.I.) – **ACTION** Action: JPB & LWDB-Exec
 - Tracks & Est. of Youth Serving
 - Recalling/Hiring Staff

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.

- CareerONE Fundraiser – 04/09/2026
- J. Schedule for Summer Staff Appreciation
- K. Upcoming Events / Recap:
 - Open House: 03/10/2026
 - January – March: Target Circle Voting

5. Other

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

6. Adjourn

Heinen
Magelssen

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

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

Date January 8, 2026, at 3:00pm

Attendance: **Joint Powers Board:** *Steve Heinen, *Jeff Bertram, *Pam Benoit, and *Bob Johnson.

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

Career Solutions: *Tammy Stark and *Kari Court.

(* = *In Person*)

Absent: David Borgert.

Call the Meeting to Order:

- Heinen called the Joint Powers Board (JPB) meeting to order at 3:07pm as Heinen had not arrived yet.
- Magelssen called the Local Workforce Development Board-Executive Committee (LWDB-Exec) meeting to order at 3:07pm.

Approval of the Modified Agenda

- Added: J.2. Website Migration & Management (Handout) – **ACTION**

JPB Motion:

Results: Approved the modified agenda.

Mover: Bertram

Second: Benoit

Ayes: Heinen, Bertram, & Benoit.

Nays: NA

LWDB-Exec Motion:

Results: Approved the modified agenda.

Mover: Engel

Second: Bloss

Ayes: Magelssen, Bloss, Engel, & Matthews.

Nays: NA

Approval of the Consent Agenda

- 10/09/2025 Special JPB & LWDB-Exec Meeting Minutes
- 2025-2026 Client Waiver Overages – as of 01/02/2026
- Laptop Policy ~ Second Reading

JPB Motion:

Results: Approved the consent agenda items 3.A. & 3.B.

Mover: Benoit

Second: Bertram

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Ayes: Heinen, Bertram, & Benoit.

Nayes: NA

- Heinen pulled item 3.C. Laptop Policy ~ Second Reading to see if any board members had any questions.

JPB Motion:

Results: Approved the consent agenda items 3.C

Mover: Heinen

Secunder: Bertram

Ayes: Heinen, Bertram, & Benoit.

Nayes: NA

LWDB-Exec Motion:

Results: Approved the consent agenda.

Mover: Engel

Secunder: Matthews

Ayes: Magelssen, Bloss, Engel, & Matthews.

Nayes: NA

Business Items/Updates:

- **2026 JPB Commissioners Appointed from Stearns & Benton County's** – Stearns County has appointed Commissioner Bob Johnson to the Career Solutions Joint Powers Board (replacement for Commissioner Joe Perske).

JPB Motion:

Results: Approved Stearns County Commissioner Bob Johnson to the Joint Powers Board (replacement for Joe Perske).

Mover: Bertram

Secunder: Benoit

Ayes: Heinen, Bertram, & Benoit.

Nayes: NA

Note: Johnson will now be included in the motions as a voting JPB member. Welcome to the board!

- **2026 JPB Chair & Vice-Chair Positions** – Heinen nominated Bertram to be Chair of the JPB and Benoit nominated Heinen to be Vice-Chair for 2026.

JPB Motion:

Results: Approved Jeff Bertram as the 2026 Joint Powers Board Chair.

Mover: Heinen

Secunder: Benoit

Ayes: Heinen, Bertram, Johnson, & Benoit.

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Nayes: NA

JPB Motion:

Results: Approved Steve Heinen as the 2026 Joint Powers Board Vice-Chair.

Mover: Benoit

Seconders: Johnson

Ayes: Heinen, Bertram, Johnson, & Benoit.

Nayes: NA

Note: Heinen will continue to lead this meeting today but Bertram will lead the next meeting in February and the remainder of the 2026 board meetings.

- **2026 LWDB Chair & Vice-Chair Positions** – Proposed the following:
 - Chair: Jill Magelssen
 - Vice-Chair: David Borgert
 - Program Committee Chair: Ken Matthews
 - Youth Council Chair: Les Engel
 - ‘Other’ Category: Jeff Bloss

LWDB-Exec Recommended Motion:

Results: Recommended motion to the JPB of the proposed position structure of the LWDB-Exec Members.

Mover: Engel

Seconders: Bloss

Ayes: Magelssen, Bloss, Engel, & Matthews.

Nayes: NA

JPB Motion:

Results: Approved the position structure of the LWDB-Exec Members listed above.

Mover: Benoit

Seconders: Bertram

Ayes: Heinen, Bertram, Johnson, & Benoit.

Nayes: NA

- **Review Board Attendance Records** – On an annual basis, Career Solutions reviews the board attendance records and in 2025, attendance improved. No recommended membership changes at this time.
- **County Board Contribution Update** – Career Solutions will revised the JPB Agreement where it mentions contributions and asks the county’s to contribute to Career Solutions. This could include funding, marketing, attorney reviews, etc.

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- **11/2025 Board Financials** – Included on the screen was November 2025 Board Financials. Last month, there was a question about banking fees so Career Solutions showcased a banking fee analysis which had a positive net earnings.

JPB Motion:

Results: Approved the 11/2025 Board Financials.
Mover: Benoit
Secunder: Johnson
Ayes: Heinen, Bertram, Johnson, & Benoit.
Nayes: NA

LWDB-Exec Motion:

Results: Approved the 11/2025 Board Financials.
Mover: Matthews
Secunder: Engel
Ayes: Magelssen, Bloss, Engel, & Matthews.
Nayes: NA

- **2024-2025 Career Solutions Audit Update** – The 2025-2026 Financial Audit was submitted on time with no adjustments made. The board asked that the auditors update the letter to be addressed to our board (vs. honorable mayor).
- **2026 Chamber DC Trip** – Stark mentioned that she has attended the Chamber Trip to Washington DC for several years and proposed budgeted expenses if the board approves her attending. Dates have not been released yet so it would also need to fit within Starks schedule as well as the WIOA reauthorization and legislative needs.

JPB Motion:

Results: Approved the 2026 Chamber Trip to Washington DC with the approved budget expense up to \$5,200.
Mover: Bertram
Secunder: Heinen
Ayes: Heinen, Bertram, Johnson, & Benoit.
Nayes: NA

LWDB-Exec Motion:

Results: Approved the 2026 Chamber Trip to Washington DC with the approved budget expense up to \$5,200.
Mover: Engel
Secunder: Bloss

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Ayes: Magelssen, Bloss, Engel, & Matthews.
Nays: NA

- **Staffing Update** – With the layoffs from CentraCare and Bluestem, Career Solutions received permission from the board to hire up to 4 additional Career Planners. We hired two new staff, one former Career Planner returned, but then we had one announce their retirement and one move out of state. As a result, staffing has only increased by one. We have posted for another Career Planner, but the number of new staff hired is unknown yet due to the capacity of staff with caseloads fluxuating.
- **Employee Handbook Updates** – Changes are needed to our employee handbook. Work is being done on the entire handbook, but are prioritizing the Paid Family Leave section as there are some drastic changes needed with the new law.
 - **MN Paid Family Medical Leave / Leave Policies** – Included on the screen is the proposed language for this policy. This language was produced from the HR consulting contract with Creative Planning, and their legal team has reviewed it too. Stark has a meeting next week with our attorney to review the drafted policy. Career Solutions is asking to approve this policy pending any significant changes from our attorney.
 - **Vacation & Sick Accruals** – With the upcoming modifications to the Employee Handbook, there will be a future discussion with the board about how to address vacation and sick accruals. We are looking at different scenarios where if some were to be on PFML for 12 weeks and then returns; how can we prevent them from using additional time accruals and be out for an even longer extended time off. Trying to mitigate the agency risk and liability.

JPB Motion:

Results: Approved the modified Employee Handbook Paid Family Medical Leave & Earned Sick and Safe Time Policy. Due to time constraints, Career Solutions will run this with our attorney as well. If there are drastic changes, Career Solutions will email changes to the board members and ask for them to vote electronically by replying individually (not reply all).

Mover: Benoit
Second: Bertram
Ayes: Heinen, Bertram, Johnson, & Benoit.
Nays: NA

LWDB-Exec Motion:

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Results: Approved the modified Employee Handbook Paid Family Medical Leave & Earned Sick and Safe Time Policy. Due to time constraints, Career Solutions will run this with our attorney as well. If there are drastic changes, Career Solutions will email changes to the board members and ask for them to vote electronically by replying individually (not reply all).

Mover: Matthews

Secunder: Engel

Ayes: Magelssen, Bloss, Engel, & Matthews.

Nayes: NA

- **Website Migration & Management** – During the last board meeting, Stark mentioned that the agency managing our website is closing. We met with a few website developers/hosting services and Career Solutions proposes moving forward with Magtyne. Included on the screen is a Phased Website Migration and Modernization proposal. Seeking board approval to move forward with Phase 1, which is the website migration. If approved, after the migration is complete, then looking at ways to enhance and further secure the agency’s website but will ask for approval, if additional phases are needed.

JPB Motion:

Results: Approved the Magtyne proposal of phase 1 along with their agreement of Terms and Conditions.

Mover: Bertram

Secunder: Benoit

Ayes: Heinen, Bertram, Johnson, & Benoit.

Nayes: NA

LWDB-Exec Motion:

Results: Approved the Magtyne proposal of phase 1 along with their agreement of Terms and Conditions.

Mover: Engel

Secunder: Bloss

Ayes: Magelssen, Bloss, Engel, & Matthews.

Nayes: NA

- **DEED Updates:**
 - **Rent Issue** – Stark provided a summary of what has taken place over the last few years of communicating with DEED regarding the rent issues. DEED will not waive the back rent due even after their former CEO stated no money was due (2024) and has agreed on a 12-18 month re-payment

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plan with no interest due. Heinen was also included in these conversations with DEED. Career Solutions voiced concerns with DEED about this negatively impacting future monitoring reports and using new grant funds to pay old rent and DEED (Marie Henderson, Chief Financial Officer, & Deputy Marc Majors) assured Stark and Heinen that it will not. Stark set up a meeting with Mike Lang at DEED to discuss this further.

- Stark is asking DEED to outline the payment agreement in writing noting this not impact current grants or future funding. This should be finalized for the next board meeting.
- **Infrastructure Funding Agreement (IFA) & Memorandum of Understanding (MOU) Agreement** – There has been many items changed through the process and almost ready for signatures. We will bring it last to the Career Solutions board for approval/signatures once ready. It will impact our monthly CareerForce rent which will go up however we will be billing some hours to DEED to work their share of hours in the Career Lab.
- **DEED Audit** – Career Solutions partnered with Central Minnesota Community Empowerment Organization (CMCEO) because they received a direct appropriation. Fast forward, we found out that CMCEO received a letter from the attorney general about some governance issues and the Career Solutions board decided to end the agreement with CMCEO as a sub-contractor in March 2025. Recently, CMCEO has been placed on the suspended/debarred vendor list and going through a financial audit with DEED (not a routine monitoring audit). As a partner of the grant, DEED has asked Career Solutions for financial documents which we produced with no concern on our end for our record keeping.
- Unfortunately, CMCEO still owes Career Solutions over \$30,000 of work performed under the grant. Stark continues to ask CMCEO for these funds and has now engaged the DEED Grant Manager to see if DEED will pay Career Solutions directly as all funds to CMCEO have been halted by DEED while this Financial Audit is being conducted.
- The board suggested DEED apply the funds owed to Career Solutions by CMCEO and re-apply it against the back-rent due to DEED.
- **Upcoming Events / Recap:**
 - **Career Trek & Job Club Attendance Record for 2025** – Stark provided a summary of:
 - **Career Trek:**
 - 2022: 86 attendees
 - 2023: 83 attendees
 - 2024: 96 attendees
 - 2025: 152 attendees (58% increase from 2024)

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- **Job Club:** over 500 participants attend Job Club in 2025. This is a 24% increase from calendar year 2024.
- **Open House: 01/08/2026** – Career Solutions had an Open House today and we had 115 attended today and had to ask the college for additional parking spots as Lot B was full. Showcased pictures on the screen of the packed conference rooms.
- **Drive for 5: Thank you Note** – Shared a thank you note from New Flyer.
- **January – March: Target Circle Voting Campaign** – Friends of Career Solutions is participating in the Target Circle Voting Campaign and will send out instructions to send your points to vote for the FOCS non-profit.

Executive Director Updates:

- Every three years, Career Solutions must do a pay equity report. Due January 31st.
- February 5th board meeting – Bertram is unable to attend so Heinen to lead the meeting as vice-chair. Stark clarified that the meeting time still works for the remaining three JPB members as quorum is needed.
- Youth Monitoring Report: just received the results back for four of the youth grants and there is no findings or correction actions. Accolades were given to the agency by the monitor – high performing agency!

From the Floor/Announcements – N/A.

Adjournment:

- Heinen adjourned the Joint Powers Board meeting at 4:32pm.
- Magelssen adjourned the Local Workforce Development Board-Executive Committee meeting at 4:32pm.
- Thanks for attending our board meeting!

Career Solutions CLIENT WAIVER LIST

Period: 7/1/2025 to 6/30/2026

#	CLIENT WF1 ID#	CAREER PLANNER	PROGRAM NAME	DATE	DESCRIPTION	CODE *	\$ OVER LIMIT	BOARD APPROVAL DATE
9	101844420	Malena Cordell	WIOA AD	2/5/2026	Utilites/Phone	11	2 months over limit	



Grant Agreement – Regional Planning 2025-2026 – ONA Funds

This agreement is made and entered into by and between the Minnesota Association of Workforce Boards (MAWB) and **Career Solutions** to utilize funding available from the Office of New Americans at DEED. This document includes the amended agreement incorporating all grant modifications, together with the previously executed agreement.

Scope of Work and Timeline

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

Timeline: This agreement will be in force from August 1, 2025 – June 30, 2026.

Budget and Reimbursement

Funding available: MAWB will reimburse **Career Solutions** up to \$156,750.00 for services provided through June 30, 2026.

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

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

Additional Terms

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

Signatures:

Cate Duin
Director, MAWB

JPB Commissioner



MINNESOTA ASSOCIATION
OF WORKFORCE BOARDS

Grant Agreement – Regional Planning 2025-2026 – ONA Funds

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

Scope of Work and Timeline

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

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

Budget and Reimbursement

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

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

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

Additional Terms

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

Signatures:

Cate Duin
Director, MAWB

JPB Commissioner

STUDENT DATA PRIVACY AGREEMENT

ST. CLOUD AREA SCHOOL DISTRICT ISD742

and

Career Solutions

FEBRUARY 27, 2026

This Student Data Privacy Agreement (“**DPA**”) is entered into on the date of full execution (the “**Effective Date**”) and is entered into by and between the Saint Cloud Public School District ISD 742 (the “**Local Education Agency**” or “**LEA**”) and Career Solutions (the “**Provider**”).

WHEREAS, the Provider is providing educational or digital services to LEA.

WHEREAS, the Provider and LEA recognize the need to protect personally identifiable student information and other regulated data exchanged between them as required by applicable laws and regulations, such as the Family Educational Rights and Privacy Act (“**FERPA**”) at 20 U.S.C. § 1232g (34 CFR Part 99); the Children’s Online Privacy Protection Act (“**COPPA**”) at 15 U.S.C. § 6501-6506 (16 CFR Part 312), applicable state privacy laws and regulations

and

WHEREAS, the Provider and LEA desire to enter into this DPA for the purpose of establishing their respective obligations and duties in order to comply with applicable laws and regulations.

NOW THEREFORE, for good and valuable consideration, LEA and Provider agree as follows:

1. A description of the Services to be provided, the categories of Student Data that may be provided by LEA to Provider, and other information specific to this DPA are contained in the Standard Clauses hereto.

2. **Special Provisions.** Check if Required

If checked, the Supplemental Terms and attached hereto as Exhibit “G” are hereby incorporated by reference into this DPA in their entirety.

If checked, the Provider, has signed Exhibit “E” to the Standard Clauses, otherwise known as General Offer of Privacy Terms

3. In the event of a conflict between the SDPC Standard Clauses, the State or Special Provisions will control. In the event there is conflict between the terms of the DPA and any other writing, including, but not limited to the Service Agreement and Provider Terms of Service or Privacy Policy the terms of this DPA shall control.
4. This DPA shall stay in effect for 3 years. **Exhibit E** will expire 3 years from the date the original DPA was signed.
5. The services to be provided by Provider to LEA pursuant to this DPA are detailed in **Exhibit “A”** (the “**Services**”).

6. **Notices.** All notices or other communication required or permitted to be given hereunder may be given via e-mail transmission, or first-class mail, sent to the designated representatives below.

The designated representative for the LEA for this DPA is:

Name: Kathryn Herrboldt
Title: Director of Innovation and Technology Services
Phone: (320) 370 - 8125
Email: kathryn.herrboldt@isd742.org

The designated representative for the Provider for this Agreement is:

Name:
Title:
Phone:
E-mail:

IN WITNESS WHEREOF, LEA and Provider execute this DPA as of the Effective Date.

Local Education Agency: The Saint Cloud Public School District ISD 742

BY: _____ Date: _____

Printed Name: Amy Skaalerud Title/Position: Executive Director of Finance & Business

Provider:

BY: _____ Date: _____

Printed Name: _____ Title/Position: _____

ARTICLE I: PURPOSE AND SCOPE

1. **Purpose of DPA.** The purpose of this DPA is to describe the duties and responsibilities to protect Student Data including compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time. In performing these services, the Provider shall be considered a School Official with a legitimate educational interest, and performing services otherwise provided by the LEA. Provider shall be under the direct control and supervision of the LEA, with respect to its use of Student Data.
2. **Student Data to Be Provided.** In order to perform the Services described above, LEA shall provide Student Data as identified in the Schedule of Data, attached hereto as **Exhibit “B”**.
3. **DPA Definitions.** The definition of terms used in this DPA is found in **Exhibit “C”**. In the event of a conflict, definitions used in this DPA shall prevail over terms used in any other writing, including, but not limited to the Service Agreement, Terms of Service, Privacy Policies etc.

ARTICLE II: DATA OWNERSHIP AND AUTHORIZED ACCESS

1. **Student Data Property of LEA.** All Student Data transmitted to the Provider pursuant to the Service Agreement is and will continue to be the property of and under the control of the LEA. The Provider further acknowledges and agrees that all copies of such Student Data transmitted to the Provider, including any modifications or additions or any portion thereof from any source, are subject to the provisions of this DPA in the same manner as the original Student Data. The Parties agree that as between them, all rights, including all intellectual property rights in and to Student Data contemplated per the Service Agreement, shall remain the exclusive property of the LEA. For the purposes of FERPA, the Provider shall be considered a School Official, under the control and direction of the LEA as it pertains to the use of Student Data, notwithstanding the above.
2. **Parent Access.** To the extent required by law the LEA shall establish reasonable procedures by which a parent, legal guardian, or eligible student may review Education Records and/or Student Data correct erroneous information, and procedures for the transfer of student-generated content to a personal account, consistent with the functionality of services. Provider shall respond in a reasonably timely manner (and no later than forty five (45) days from the date of the request or pursuant to the time frame required under state law for an LEA to respond to a parent or student, whichever is sooner) to the LEA’s request for Student Data in a student’s records held by the Provider to view or correct as necessary. In the event that a parent of a student or other individual contacts the Provider to review any of the Student Data accessed pursuant to the Services, the Provider shall refer the parent or individual to the LEA, who will follow the necessary and proper procedures regarding

the requested information.

3. **Separate Account.** If Student-Generated Content is stored or maintained by the Provider, Provider shall, at the request of the LEA, transfer, or provide a mechanism for the LEA to transfer, said Student- Generated Content to a separate account created by the student.
4. **Law Enforcement Requests.** Should law enforcement or other government entities (“Requesting Party(ies)”) contact Provider with a request for Student Data held by the Provider pursuant to the Services, the Provider shall notify the LEA in advance of a compelled disclosure to the Requesting Party, unless lawfully directed by the Requesting Party not to inform the LEA of the request.
5. **Subprocessors.** Provider shall enter into written agreements with all Subprocessors performing functions for the Provider in order for the Provider to provide the Services pursuant to the Service Agreement, whereby the Subprocessors agree to protect Student Data in a manner no less stringent than the terms of this DPA.

ARTICLE III: DUTIES OF LEA

1. **Provide Data in Compliance with Applicable Laws.** LEA shall provide Student Data for the purposes of obtaining the Services in compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time.
2. **Annual Notification of Rights.** If the LEA has a policy of disclosing Education Records and/or Student Data under FERPA (34 CFR § 99.31(a)(1)), LEA shall include a specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest in its annual notification of rights.
3. **Reasonable Precautions.** LEA shall take reasonable precautions to secure usernames, passwords, and any other means of gaining access to the services and hosted Student Data.
4. **Unauthorized Access Notification.** LEA shall notify Provider promptly of any known unauthorized access. LEA will assist Provider in any efforts by Provider to investigate and respond to any unauthorized access.

ARTICLE IV: DUTIES OF PROVIDER

1. **Privacy Compliance.** The Provider shall comply with all applicable federal, state, and local laws, rules, and regulations pertaining to Student Data privacy and security, all as may be amended from time to time.
2. **Authorized Use.** The Student Data shared pursuant to the Service Agreement, including persistent unique identifiers, shall be used for no purpose other than the Services outlined in Exhibit A or stated in the Service Agreement and/or otherwise authorized under the statutes referred to herein this DPA.

3. **Provider Employee Obligation.** Provider shall require all of Provider’s employees and agents who have access to Student Data to comply with all applicable provisions of this DPA with respect to the Student Data shared under the Service Agreement. Provider agrees to require and maintain an appropriate confidentiality agreement from each employee or agent with access to Student Data pursuant to the Service Agreement.
4. **No Disclosure.** Provider acknowledges and agrees that it shall not make any re-disclosure of any Student Data or any portion thereof, including without limitation, user content or other non-public information and/or personally identifiable information contained in the Student Data other than as directed or permitted by the LEA or this DPA. This prohibition against disclosure shall not apply to aggregate summaries of De-Identified information, Student Data disclosed pursuant to a lawfully issued subpoena or other legal process, or to subprocessors performing services on behalf of the Provider pursuant to this DPA. Provider will not Sell Student Data to any third party.
5. **De-Identified Data:** Provider agrees not to attempt to re-identify de-identified Student Data. De-Identified Data may be used by the Provider for those purposes allowed under FERPA and the following purposes: (1) assisting the LEA or other governmental agencies in conducting research and other studies; and (2) research and development of the Provider's educational sites, services, or applications, and to demonstrate the effectiveness of the Services; and (3) for adaptive learning purpose and for customized student learning. Provider's use of De-Identified Data shall survive termination of this DPA or any request by LEA to return or destroy Student Data. Except for Subprocessors, Provider agrees not to transfer de- identified Student Data to any party unless (a) that party agrees in writing not to attempt re-identification, and (b) prior written notice has been given to the LEA who has provided prior written consent for such transfer. Prior to publishing any document that names the LEA explicitly or indirectly, the Provider shall obtain the LEA’s written approval of the manner in which de-identified data is presented.
6. **Disposition of Data. Upon written request from the LEA.** Provider shall dispose of or provide a mechanism for the LEA to transfer Student Data obtained under the Service Agreement, within sixty (60) days of the date of said request and according to a schedule and procedure as the Parties may reasonably agree. Upon termination of this DPA, if no written request from the LEA is received, Provider shall dispose of all Student Data after providing the LEA with reasonable prior notice. The duty to dispose of Student Data shall not extend to Student Data that had been De-Identified or placed in a separate student account pursuant to section II 3. The LEA may employ a “Directive for Disposition of Data” form, a copy of which is attached hereto as **Exhibit “D”**. If the LEA and Provider employ **Exhibit “D”**, no further written request or notice is required on the part of either party prior to the disposition of Student Data described in **Exhibit “D”**.
7. **Advertising Limitations.** Provider is prohibited from using, disclosing, or selling Student Data to (a) inform, influence, or enable Targeted Advertising; or (b) develop a profile of a student, family member/guardian or group, for any purpose other than providing the Service to LEA. This section does not prohibit Provider from using Student Data (i) for adaptive learning or customized student learning (including generating personalized

learning recommendations); or (ii) to make product recommendations to teachers or LEA employees; or (iii) to notify account holders about new education product updates, features, or services or from otherwise using Student Data as permitted in this DPA and its accompanying exhibits.

ARTICLE V: DATA PROVISIONS

1. **Data Storage.** Where required by applicable law, Student Data shall be stored within the United States. Upon request of the LEA, Provider will provide a list of the locations where Student Data is stored.
2. **Audits.** No more than once a year, or following unauthorized access, upon receipt of a written request from the LEA with at least ten (10) business days' notice and upon the execution of an appropriate confidentiality agreement, the Provider will allow the LEA to audit the security and privacy measures that are in place to ensure protection of Student Data or any portion thereof as it pertains to the delivery of services to the LEA . The Provider will cooperate reasonably with the LEA and any local, state, or federal agency with oversight authority or jurisdiction in connection with any audit or investigation of the Provider and/or delivery of Services to students and/or LEA, and shall provide reasonable access to the Provider's facilities, staff, agents and LEA's Student Data and all records pertaining to the Provider, LEA and delivery of Services to the LEA. Failure to reasonably cooperate shall be deemed a material breach of the DPA.
3. **Data Security.** The Provider agrees to utilize administrative, physical, and technical safeguards designed to protect Student Data from unauthorized access, disclosure, acquisition, destruction, use, or modification. The Provider shall adhere to any applicable law relating to data security. The provider shall implement an adequate Cybersecurity Framework based on one of the nationally recognized standards set forth set forth in **Exhibit "F"**. Exclusions, variations, or exemptions to the identified Cybersecurity Framework must be detailed in an attachment to **Exhibit "H"**. Additionally, Provider may choose to further detail its security programs and measures that augment or are in addition to the Cybersecurity Framework in **Exhibit "F"**. Provider shall provide, in the Standard Schedule to the DPA, contact information of an employee who LEA may contact if there are any data security concerns or questions.
4. **Data Breach.** In the event of an unauthorized release, disclosure or acquisition of Student Data that compromises the security, confidentiality or integrity of the Student Data maintained by the Provider the Provider shall provide notification to LEA within seventy-two (72) hours of confirmation of the incident, unless notification within this time limit would disrupt investigation of the incident by law enforcement. In such an event, notification shall be made within a reasonable time after the incident. Provider shall follow the following process:
 1. The security breach notification described above shall include, at a minimum, the following information to the extent known by the Provider and as it becomes available:

- i. The name and contact information of the reporting LEA subject to this section.
 - ii. A list of the types of personal information that were or are reasonably believed to have been the subject of a breach.
 - iii. If the information is possible to determine at the time the notice is provided, then either (1) the date of the breach, (2) the estimated date of the breach, or (3) the date range within which the breach occurred. The notification shall also include the date of the notice.
 - iv. Whether the notification was delayed as a result of a law enforcement investigation, if that information is possible to determine at the time the notice is provided; and
 - v. A general description of the breach incident, if that information is possible to determine at the time the notice is provided.
2. Provider agrees to adhere to all federal and state requirements with respect to a data breach related to the Student Data, including, when appropriate or required, the required responsibilities and procedures for notification and mitigation of any such data breach.
3. Provider further acknowledges and agrees to have a written incident response plan that reflects best practices and is consistent with industry standards and federal and state law for responding to a data breach, breach of security, privacy incident or unauthorized acquisition or use of Student Data or any portion thereof, including personally identifiable information and agrees to provide LEA, upon request, with a summary of said written incident response plan.
4. LEA shall provide notice and facts surrounding the breach to the affected students, parents or guardians.
5. In the event of a breach originating from LEA's use of the Service, Provider shall cooperate with LEA to the extent necessary to expeditiously secure Student Data.

ARTICLE VI: GENERAL OFFER OF TERMS

Provider may, by signing the attached form of "General Offer of Privacy Terms" (General Offer, attached hereto as **Exhibit "E"**), be bound by the terms of **Exhibit "E"** to any other LEA who signs the acceptance on said Exhibit. The form is limited by the terms and conditions described therein.

ARTICLE VII: MISCELLANEOUS

1. **Termination.** In the event that either Party seeks to terminate this DPA, they may do so by mutual written consent so long as the Service Agreement has lapsed or has been terminated. Either party may terminate this DPA and any service agreement or contract if the other party breaches any terms of this DPA.
2. **Effect of Termination Survival.** If the Service Agreement is terminated, the Provider shall destroy all of LEA's Student Data pursuant to Article IV, section 6.
3. **Priority of Agreements.** This DPA shall govern the treatment of Student Data in order to

comply with the privacy protections, including those found in FERPA and all applicable privacy statutes identified in this DPA. In the event there is conflict between the terms of the DPA and the Service Agreement, Terms of Service, Privacy Policies, or with any other bid/RFP, license agreement, or writing, the terms of this DPA shall apply and take precedence. In the event of a conflict between the SDPC Standard Clauses and/or the Supplemental State Terms, the Supplemental State Terms will control. Except as described in this paragraph herein, all other provisions of the Service Agreement shall remain in effect.

4. **Entire Agreement.** This DPA and the Service Agreement constitute the entire agreement of the Parties relating to the subject matter hereof and supersedes all prior communications, representations, or agreements, oral or written, by the Parties relating thereto. This DPA may be amended and the observance of any provision of this DPA may be waived (either generally or in any particular instance and either retroactively or prospectively) only with the signed written consent of both Parties. Neither failure nor delay on the part of any Party in exercising any right, power, or privilege hereunder shall operate as a waiver of such right, nor shall any single or partial exercise of any such right, power, or privilege preclude any further exercise thereof or the exercise of any other right, power, or privilege.
5. **Severability.** Any provision of this DPA that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this DPA, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction. Notwithstanding the foregoing, if such provision could be more narrowly drawn so as not to be prohibited or unenforceable in such jurisdiction while, at the same time, maintaining the intent of the Parties, it shall, as to such jurisdiction, be so narrowly drawn without invalidating the remaining provisions of this DPA or affecting the validity or enforceability of such provision in any other jurisdiction.
6. **Governing Law. Venue and Jurisdiction.** THIS DPA WILL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF THE LEA, WITHOUT REGARD TO CONFLICTS OF LAW PRINCIPLES. EACH PARTY CONSENTS AND SUBMITS TO THE SOLE AND EXCLUSIVE JURISDICTION TO THE STATE AND FEDERAL COURTS FOR THE COUNTY OF THE LEA FOR ANY DISPUTE ARISING OUT OF OR RELATING TO THIS DPA OR THE TRANSACTIONS CONTEMPLATED HEREBY.
7. **Successors Bound:** This DPA is and shall be binding upon the respective successors in interest to Provider in the event of a merger, acquisition, consolidation or other business reorganization or sale of all or substantially all of the assets of such business. In the event that the Provider sells, merges, or otherwise disposes of its business to a successor during the term of this DPA, the Provider shall provide written notice to the LEA no later than sixty (60) days after the closing date of sale, merger, or disposal. Such notice shall include a written, signed assurance that the successor will assume the obligations of the DPA and any obligations with respect to Student Data within the Service Agreement. The LEA has

the authority to terminate the DPA if it disapproves of the successor to whom the Provider is selling, merging, or otherwise disposing of its business.

8. **Authority.** Each party represents that it is authorized to bind to the terms of this DPA, including confidentiality and destruction of Student Data and any portion thereof contained therein, all related or associated institutions, individuals, employees or contractors who may have access to the Student Data and/or any portion thereof.
9. **Waiver.** No delay or omission by either party to exercise any right hereunder shall be construed as a waiver of any such right and both parties reserve the right to exercise any such right from time to time, as often as may be deemed expedient.

**EXHIBIT “B”
SCHEDULE OF DATA**

Category of Data	Elements	Check if used by your system
Application Technology Metadata	IP Addresses of users, Use of cookies etc.	
	Other application technology metadata- Please specify: browser type	
Application Use Statistics	Metadata on user interactions with application	
Assessment	Standardized test scores	
	Observation data	
	Other assessment data- Please specify:	
Attendance	Student school (daily) attendance data	
	Student class attendance data	
	Employee work attendance	
Communication	Online Communications that are captured (emails, blog entries, phone calls etc.)	
Parent/ Guardian ID	Parent ID number (created to link parents to students)	
Individual Names	First and/ or Last	
Schedule	Student scheduled courses	
	Teacher names	
	Employee work schedule	
Special Indicator	English language learner information	
	Low income status	
	Medical alerts/ health data	

	Free and Reduced Lunch	
	Student/ Employee disability	
	Special education services (IEP or 504)	
	Living Situations (homeless/ foster care)	
	Other indicator information- Please specify: State Programs	
Contact Information	Address	
	Email	
	Phone	
Identifiers	Individual Local (School district) ID	
	Individual State ID number	
	Social security numbers	
	Provider/ App assigned individual ID numbers	
	Student image / Phtograph	
	Individual username	
	Credit Card and/or other payment data	
	Individual passwords	
Transcript	Student course grades	
	Student course data	
	Student performance scores (GPA)	

	Other transcript data- Please specify:	
Transportation	Student bus assignment	
	Student pick up and/ or drop off location	
	Student bus card ID number	
	Other transportation data- Please specify:	
Conduct	Conduct or behavioral data	
Demographics	Data of Birth	
	Place of Birth	
	Gender	
	Ethnicity or race	
	Language information (native, preferred or primary language spoken)	
	Other demographic information- Please specify:	
Enrollment	Student school enrollment	
	Student grade level	
	Homerroom	
	Guidance counselor	
	Specific curriculum programs	
	Year of graduation	
	Other enrollment information- please specify	

User In-App Performance	Program/ application performance (digital assessment and tracking)	
Student program membership	Academic or extracurricular activities a student may belong to or participate in	
Survey Responses	Responses to surveys to questionnaires	
Student/ Employee Artifacts	Student/ Employee generated content; writing; pictures etc.	
	Other student/ employee artifact data- please specify:	
Employee Records	Benefit data	
	Payroll data	
	Bank information	
	Employment status	
	Date of Birth	
	Social Security Number	
	Address	
	Phone	
	E-mail	
	Employee's dependents' identifying information (SSN, DoB, etc.)	
	Previous work history	
Employee performance data		
Other	Please list each additional data element used, stored or collected by your application	

No LEA Data Collected at this time _____

*Provider shall immediately notify LEA if this designation is no longer applicable.

EXHIBIT “C” DEFINITIONS

De-Identified Data and De-Identification: Records and information are considered to be de-identified when all personally identifiable information has been removed or obscured, such that the remaining information does not reasonably identify a specific individual, including, but not limited to, any information that, alone or in combination is linkable to a specific student and provided that the educational agency, or other party, has made a reasonable determination that a student’s identity is not personally identifiable, taking into account reasonable available information.

Educational Records: Educational Records are records, files, documents, and other materials directly related to a student and maintained by the school or local education agency, or by a person acting for such school or local education agency, including but not limited to, records encompassing all the material kept in the student’s cumulative folder, such as general identifying data, records of attendance and of academic work completed, records of achievement, and results of evaluative tests, health data, disciplinary status, test protocols and individualized education programs.

Metadata: means information that provides meaning and context to other data being collected; including, but not limited to: date and time records and purpose of creation Metadata that have been stripped of all direct and indirect identifiers are not considered Personally Identifiable Information.

Operator: means the operator of an internet website, online service, online application, or mobile application with actual knowledge that the site, service, or application is used for K–12 school purposes. Any entity that operates an internet website, online service, online application, or mobile application that has entered into a signed, written agreement with an LEA to provide a service to that LEA shall be considered an “operator” for the purposes of this section.

Originating LEA: An LEA who originally executes the DPA in its entirety with the Provider.

Provider: For purposes of the DPA, the term “Provider” means provider of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of Student Data. Within the DPA the term “Provider” includes the term “Third Party” and the term “Operator” as used in applicable state statutes.

Student Generated Content: The term “student-generated content” means materials or content created by a student in the services including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, photographs, videos, and account information that enables ongoing ownership of student content.

School Official: For the purposes of this DPA and pursuant to 34 CFR § 99.31(b), a School Official is a contractor that: (1) Performs an institutional service or function for which the agency or

institution would otherwise use employees; (2) Is under the direct control of the agency or institution with respect to the use and maintenance of Student Data including Education Records; and (3) Is subject to 34 CFR § 99.33(a) governing the use and re- disclosure of personally identifiable information from Education Records.

Service Agreement: Refers to the Contract, Purchase Order or Terms of Service or Terms of Use.

Student Data: Student Data includes any data, whether gathered by Provider or provided by LEA or its users, students, or students' parents/guardians, that is descriptive of the student including, but not limited to,

information in the student's educational record or email, first and last name, birthdate, home or other physical address, telephone number, email address, or other information allowing physical or online contact, discipline records, videos, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security numbers, biometric information, disabilities, socioeconomic information, individual purchasing behavior or preferences, food purchases, political affiliations, religious information, text messages, documents, student identifiers, search activity, photos, voice recordings, geolocation information, parents' names, or any other information or identification number that would provide information about a specific student. Student Data includes Meta Data. Student Data further includes "personally identifiable information (PII)," as defined in 34 C.F.R. § 99.3 and as defined under any applicable state law. Student Data shall constitute Education Records for the purposes of this DPA, and for the purposes of federal, state, and local laws and regulations. Student Data as specified in Exhibit "B" is confirmed to be collected or processed by the Provider pursuant to the Services. Student Data shall not constitute that information that has been anonymized or de-identified, or anonymous usage data regarding a student's use of Provider's services.

Subprocessor: For the purposes of this DPA, the term "Subprocessor" (sometimes referred to as the "Subcontractor") means a party other than LEA or Provider, who Provider uses for data collection, analytics, storage, or other service to operate and/or improve its service, and who has access to Student Data.

Subscribing LEA: An LEA that was not party to the original Service Agreement and who accepts the Provider's General Offer of Privacy Terms.

Targeted Advertising: means presenting an advertisement to a student where the selection of the advertisement is based on Student Data or inferred over time from the usage of the operator's Internet web site, online service or mobile application by such student or the retention of such student's online activities or requests over time for the purpose of targeting subsequent advertisements. "Targeted advertising" does not include any advertising to a student on an Internet web site based on the content of the web page or in response to a student's response or request for information or feedback.

Third Party: The term "Third Party" means a provider of digital educational software or services, including cloud- based services, for the digital storage, management, and retrieval of Education

Records and/or Student Data, as that term is used in some state statutes. However, for the purpose of this DPA, the term “Third Party” when used to indicate the provider of digital educational software or services is replaced by the term “Provider.”

LEA (“Subscribing LEA”) who accepts this General Offer of Privacy Terms (“General Offer”) through its signature below. This General Offer shall extend only to privacy protections, and Provider’s signature shall not necessarily bind Provider to other terms, such as price, term, or schedule of services, or to any other provision not addressed in this DPA. The Provider and the Subscribing LEA may also agree to change the data provided by Subscribing LEA to the Provider to suit the unique needs of the Subscribing LEA. The Provider may withdraw the General Offer in the event of: (1) a material change in the applicable privacy statutes; (2) a material change in the services and products listed in the originating Service Agreement; or three (3) years after the date of Provider’s signature to this Form. Subscribing LEAs should send the signed Exhibit “E” to Provider at the following email address:

Provider:

BY: _____ Date: _____

Printed Name: _____ Title/Position: _____

The designated representative for the Provider for this Agreement is:

Name:
Title:
Phone:
E-mail:

2. Subscribing LEA

A Subscribing LEA, by signing a separate Service Agreement with Provider, and by its signature below, accepts the General Offer of Privacy Terms. The Subscribing LEA and the Provider shall therefore be bound by the same terms of this DPA for the term of the DPA between the Saint Cloud Public School District ISD 742 and the Provider.

****PRIOR TO ITS EFFECTIVENESS, SUBSCRIBING LEA MUST DELIVER NOTICE OF ACCEPTANCE TO PROVIDER PURSUANT TO ARTICLE VII, SECTION 5. ****

Local Education Agency: The Saint Cloud Public School District ISD 742

BY: _____ Date: _____

Printed Name: Amy Skaalerud Title/Position: Executive Director of Finance & Business

DESIGNATED REPRESENTATIVE OF SUBSCRIBING LEA EMAIL

The designated representative for the LEA for this DPA is:

Name: Kathryn Herrboldt
Title: Director of Innovation and Technology Services
Phone: (320) 370 - 8125
Email: kathryn.herrboldt@isd742.org

EXHIBIT “F”
DATA SECURITY REQUIREMENTS

**Adequate Cybersecurity
Frameworks 2/24/2020**

The Education Security and Privacy Exchange (“Edspex”) works in partnership with the Student Data Privacy Consortium and industry leaders to maintain a list of known and credible cybersecurity frameworks which can protect digital learning ecosystems chosen based on a set of guiding cybersecurity principles* (“Cybersecurity Frameworks”) that may be utilized by Provider .

Cybersecurity Frameworks

	MAINTAINING ORGANIZATION/GROUP	FRAMEWORK(S)
<input type="checkbox"/>	National Institute of Standards and Technology	NIST Cybersecurity Framework Version 1.1
<input type="checkbox"/>	National Institute of Standards and Technology	NIST SP 800-53, Cybersecurity Framework for Improving Critical Infrastructure Cybersecurity (CSF), Special Publication 800-171
<input type="checkbox"/>	International Standards Organization	Information technology — Security techniques — Information security management systems (ISO 27000 series)
<input type="checkbox"/>	Secure Controls Framework Council, LLC	Security Controls Framework (SCF)
<input type="checkbox"/>	Center for Internet Security	CIS Critical Security Controls (CSC, CIS Top 20)
<input type="checkbox"/>	Office of the Under Secretary of Defense for Acquisition and Sustainment (OUSD(A&S))	Cybersecurity Maturity Model Certification (CMMC, ~FAR/DFAR)

Please visit <http://www.edspex.org> for further details about the noted frameworks.

*Cybersecurity Principles used to choose the Cybersecurity Frameworks are located here

**EXHIBIT “G”
Supplemental Terms**

INDEMNITY

Provider offers the following indemnification provisions to the Saint Cloud Public School District ISD 742 (“Originating LEA”) as part of the DPA between it and the Originating LEA dated _____, 2026.

1. Indemnification. Subject to any limitations provided in the DPA, Provider shall defend, indemnify and hold harmless the LEA, its officers, directors, employees, agents and assigns (the “Indemnitees”) from and against, and shall reimburse each Indemnitee for, any and all damages, liabilities, deficiencies, actions, judgments, interest, awards, penalties, fines, costs or expenses of whatever kind, including reasonable attorneys’ fees, the cost of enforcing any right to indemnification hereunder and the cost of pursuing any insurance carrier, arising out of or resulting from any third-party claim against the Indemnitees arising out of or resulting from

Provider's failure to comply with any of its obligations under this DPA. Provider's duty to defend and indemnify the Indemnitees includes any and all claims and causes of action whether based in tort, contract, statute, or equity. Provider agrees that it shall be obligated to accept any tender of defense by the Indemnitees pursuant to this DPA and provide a full defense to the Indemnitees so long as any potential exists for Provider to have an obligation to indemnify the Indemnitees for any part of any potential judgment against the Indemnitees.

Provider's defense and indemnity obligations herein are intended to provide for the broadest indemnity rights available under Minnesota law and shall survive the termination of this DPA. To the extent Provider's defense and indemnity obligations as set forth in this DPA conflict with the terms of the Service Agreement, the defense and indemnity provisions set forth herein shall control.

2. Claims. From time to time Indemnitees may deliver to Provider one or more certificates signed by any officer of LEA (i) stating that an Indemnitee has incurred, paid, or reasonably believes that it could reasonably be expected to incur or pay, indemnifiable damages (ii) stating an estimate of such indemnifiable damages if it is reasonable in the circumstances to provide an estimate, and (iii) specifying in reasonable detail the individual items of such indemnifiable damages included in the amount so stated and the nature of the claim to which such identifiable damages are related.

No delay in providing such a certificate within the applicable claim period shall affect an indemnified person's rights hereunder.

3. Claim Procedure – Third-Party Proceedings.

(a) Notice. Promptly after receipt by an Indemnitee of written notice of a third party claim against it or the commencement of a proceeding against it, such Indemnitee will, if a claim for indemnification is to be made against the Provider under this Exhibit, give notice to the Provider of such claim or the commencement of such proceeding. Any delay in providing such notice to the Provider will not relieve the Provider of any liability that it may have to an Indemnitee, except to the extent that the Provider is materially prejudiced by the delay.

(b) Commencement of Proceeding. If any proceeding is brought against an Indemnitee and it gives notice to the Provider of the commencement of such proceeding, the Provider will be entitled to participate in such proceeding and, subject to Section (3)(c) below, to the extent that it wishes and can demonstrate its financial capability to assume and diligently pursue such defense and the resolution thereof, to assume the defense of such proceeding with counsel of its choice reasonably satisfactory to the Indemnitee. Following a proper assumption of defense by a Provider, as long as the Provider diligently conducts such defense, it will not be liable for any subsequent fees of legal counsel or other expenses incurred by the Indemnitee in connection with the defense of such proceeding. If the Provider assumes the defense of a proceeding:

- (i) No compromise or settlement of such claims may be effected by the Provider without the Indemnitee's written consent unless (I) there is no finding or admission of any violation of Applicable Law or any violation of the rights of any Person and no effect

on any other claims that may be made by or against the Indemnitee and (2) the sole relief provided is monetary damages that are paid in full by the Provider concurrently with the compromise or settlement; and

- (ii) If notice is given to a Provider of the commencement of any proceeding and the Provider does not within twenty (20) days, or such lesser period of time as required to meet any deadline for a response, properly exercise its election to assume the defense of such proceeding, the Indemnifying Person will be bound by any determination made in such proceeding or any compromise or settlement thereof.

(c) Right to Defend. Notwithstanding the foregoing, (A) if an Indemnitee determines in good faith that a proceeding may adversely affect it or any of its Affiliates other than as a result of monetary damages for which it would be entitled to indemnification under this Agreement; (B) if an Indemnitee in good faith concludes that there are defenses available to it that may be unavailable to, or inconsistent with or contrary to the interests of, the Provider, or (C) if the Provider does not, at the time of the assumption of the defense, acknowledge and agree that it will pay all indemnifiable damages relating to such claim (without regard to any and all limitations that would otherwise be applicable under this Exhibit), without any condition or limitation, the Indemnitee may, by notice to the Provider, retain the exclusive right to defend, compromise or settle such proceeding, but the Provider shall have the right to, at its sole cost and expense, observe the defense of such proceeding and shall have the right to contest indemnification with respect to any determination, compromise or settlement of such proceeding effected without its consent (which consent will not be unreasonably withheld, conditioned or delayed).

(d) Books, Records, and Other Requests. Except to the extent it would cause a waiver of a privilege, each Provider and Indemnitee will make available to the other and the other's representatives all of its, his or her books and records relating to a third-party proceeding, and will render to the other assistance as may be reasonably required to ensure the proper and adequate defense of such third-party proceeding.



Grant Agreement – 2026 RETAIN Funds

This agreement is made and entered into by and between the Minnesota Association of Workforce Boards (MAWB) and Career Solutions to utilize funding available from the Minnesota Department of Employment and Economic Development.

Scope of Work and Timeline

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

Timeline: This agreement will be in force from **February 19, 2026 – May 8, 2026.**

Budget and Reimbursement

Funding available: MAWB will reimburse Career Solutions up to \$36,049.95 for services provided through **May 8, 2026.**

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

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

Additional Terms

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

Signatures:

Cate Duin
Director, MAWB

JPB Commissioner

Career Solutions
Statements of Revenues and Expenditures
Current Fiscal Year to Date Periods Ended January 31, 2026 and Prior Fiscal Year

Description	Year To Date				Prior Year	FY26 Year
	01/31/26				Actual	Ending
	Actual	Budget	Budget Diff	Budget % Var	01/31/25	Original
					Actual	Fiscal Budget
Revenues over Expenditures						
Revenues						
Contributions	\$ 2,500	\$ -	\$ 2,500	0%	\$ -	\$ -
Grant Revenues	\$ 1,816,953	\$ 2,163,802	\$ (346,850)	-16%	\$ 2,118,277	\$ 3,709,375
Program Service Revenue	\$ -	\$ 22,461	\$ (22,461)	0%	\$ 38,763	\$ 38,505
Investment Income	\$ 3,255	\$ -	\$ 3,255	0%	\$ 3,352	\$ -
Other Revenue	\$ 10,816	\$ -	\$ 10,816	0%	\$ 36,627	\$ -
Total Revenues	\$ 1,833,523	\$ 2,186,263	\$ (352,740)	-16%	\$ 2,197,018	\$ 3,747,880
Expenditures						
Direct	\$ 560,287	\$ 692,683	\$ (132,395)	-19%	\$ 703,887	\$ 1,187,456
Personnel	\$ 1,122,044	\$ 1,189,635	\$ (67,591)	-6%	\$ 1,263,529	\$ 2,039,375
Occupancy - Rent / Lease Expense	\$ 49,626	\$ 38,632	\$ 10,995	28%	\$ 42,652	\$ 66,226
Professional Fees	\$ 92,643	\$ 75,367	\$ 17,276	23%	\$ 93,475	\$ 129,200
General and Administrative Expenses						
Advertising, Marketing & Website	\$ 9,454	\$ 8,925	\$ 529	6%	\$ 10,010	\$ 15,300
Conferences, Conventions, and Meetings	\$ 5,799	\$ 4,958	\$ 840	17%	\$ 5,902	\$ 8,500
Depreciation	\$ -	\$ 42,583	\$ (42,583)	-100%	\$ -	\$ 73,000
Dues, Subscriptions & Memberships	\$ 11,336	\$ 5,250	\$ 6,086	116%	\$ 10,797	\$ 9,000
Furniture, Computer, & Equipment	\$ 4,304	\$ 8,750	\$ (4,446)	-51%	\$ 19,034	\$ 15,000
Bank Fees & Service Charges	\$ 781	\$ 438	\$ 344	79%	\$ 203	\$ 750
Insurance	\$ 10,555	\$ 10,208	\$ 346	3%	\$ 10,647	\$ 17,500
Miscellaneous	\$ 936	\$ 467	\$ 469	101%	\$ 568	\$ 800
Office, Janitorial, & Other Supplies	\$ 10,880	\$ 9,333	\$ 1,547	17%	\$ 10,631	\$ 16,000
Printing, Publications & Copier	\$ 3,474	\$ 3,208	\$ 265	8%	\$ 3,299	\$ 5,500
Postage and Delivery	\$ 198	\$ 438	\$ (240)	-55%	\$ 545	\$ 750
Telephone	\$ 14,957	\$ 8,167	\$ 6,790	83%	\$ 8,246	\$ 14,000
Staff Travel	\$ 1,305	\$ 4,083	\$ (2,779)	-68%	\$ 3,669	\$ 7,000
Staff Training	\$ 4,238	\$ 8,750	\$ (4,512)	-52%	\$ 22,587	\$ 15,000
Total General and Administrative Expenses	\$ 78,216	\$ 115,558	\$ (37,342)	-32%	\$ 106,138	\$ 198,100
Total Expenditures	\$ 1,902,817	\$ 2,111,875	\$ (209,058)	-10%	\$ 2,209,680	\$ 3,620,357
Total Revenues over Expenditures	\$ (69,294)	\$ 74,388	\$ (143,682)	-193%	\$ (12,663)	\$ 127,523

Career Solutions
Statements of Financial Position
As of January 31, 2026 and Prior Fiscal Year

	Year To Date 01/31/26	Year Ending 06/30/25
	Current Year Balance	Prior Year
Assets		
Current Assets		
Cash and Cash Equivalents		
Checking Account	42,876.25	(115,021.98)
Reserve Account	40,147.33	40,067.44
Certificate of Deposit	0.00	83,848.97
Falcon N. Bank - IntraFi - ICS - Career Solutions	217,134.06	278,370.47
Total Cash and Cash Equivalents	300,157.64	287,264.90
Accounts Receivable		
Accounts Receivable	269,248.91	196,579.41
Grants Receivable - State	0.00	95,269.73
Grants Receivable - Federal	0.00	64,805.25
Total Accounts Receivable	269,248.91	356,654.39
Total Current Assets	569,406.55	643,919.29
Other Assets		
Deposits & Other Assets		
Prepaid Insurance	11,962.57	7,989.21
Prepaid Insurance - Health, Dental & Vision	20,762.68	12,050.64
Prepaid Bus Passes	50.00	50.00
PrePaid Gas Cards	8,200.00	4,042.32
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	329,281.10	313,133.02
Total Other Assets	329,281.10	313,133.02
Total Assets	898,687.65	957,052.31
Liabilities and Net Assets		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable - Vendors	35,743.84	26,993.66
Accounts Payable - Other	41,468.24	22,573.79
Divity Credit Card - CS	8,477.85	6,947.97
Total Accounts Payable	85,689.93	56,515.42
Accrued Payroll		
Accrued Wages, Taxes, Fringe Benefits & Fees	100,036.90	105,459.68
PTO Payable	122,423.18	135,179.36
Net Pension Liability	995,356.00	995,356.00
Total Accrued Payroll	1,217,816.08	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	1,703,778.84	1,692,849.64
Total Liabilities	1,703,778.84	1,692,849.64
Net Assets	(805,091.19)	(735,797.33)
Total Liabilities and Net Assets	898,687.65	957,052.31



2026 LEGISLATIVE PRIORITY **PRIORITIZE SUPPORT FOR THE DISLOCATED WORKER PROGRAM**

MAWB advocates for prioritizing support for State Dislocated Worker Program funding out of the Workforce Development Fund to ensure consistent service delivery as layoffs increase.

Why?: Layoffs have been increasing over the last year. As a result, we expect to see increased demand for the Dislocated Worker Program. At a time when our state faces challenges of increased layoffs, demographic change, and worker shortages, Minnesotans need this core, foundational workforce program to meet demand, match-make between workers and businesses, and be ready to scale to meet changing dynamics.

Action: MAWB advocates for prioritizing funding from the Workforce Development Fund (WDF) to ensure the core function of State Dislocated Worker Program is met annually.

Over time, the amount of WDF that funds the State Dislocated Worker Program has eroded, with a significant decrease (~50% decrease) in funding in this biennium's budget. Based on appropriations last year, we expect another ~50% decrease in funding for this fiscal year. MAWB advocates for funding to align with historic levels for the State Dislocated Worker Program prior to erosion.

The State DW program is a core workforce system program, providing safety net services to all Minnesotans affected by layoffs. This program serves employers, laid off workers, and the communities they live in from small towns to the Twin Cities. We are Minnesota's proven workforce infrastructure and, through the State DW program, we are ready to support thousands of workers, businesses, and communities in every part of the state.

Every public dollar invested in workforce services returns real results: jobs, wages, and local economic impact. Our system is ready to put those dollars to work!

WHY DOES THE STATE DISLOCATED WORKER PROGRAM MATTER?

Support for Employers

- Prevent layoffs through upskilling and incumbent worker services
- Support for their employees when the difficult decision to make layoffs needs to be made

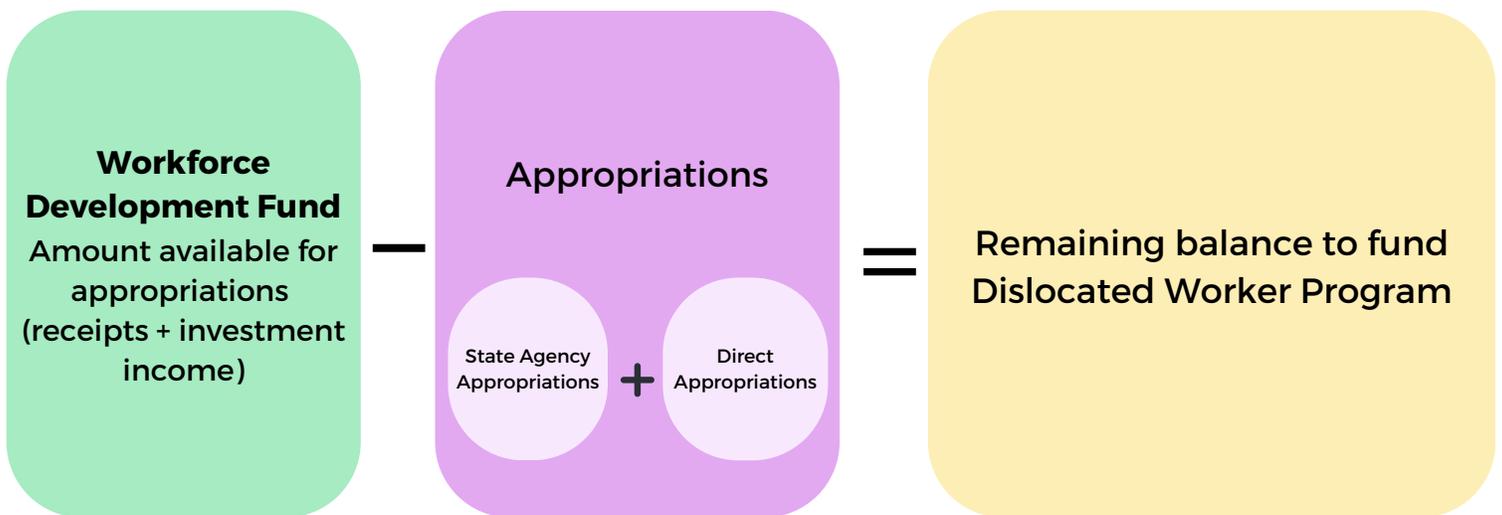
Support for Laid Off Workers

- Career planning, job search, training, and support services for Minnesotans during those difficult days after being laid off
- By working with a workforce coach, participants get data-driven support on making their next career choice based on MN's labor market

Support for Communities

- Stabilizes families
- Decreases need for public assistance
- Keeps local economy stable
- Helps provide reskilling to get more workers to industries with labor shortages

HOW STATE DISLOCATED WORKER PROGRAM FUNDING LEVELS ARE DETERMINED:



Any unspent funding goes to Workforce Development Fund Reserves
Accessible by MJSP Board to make transfers to meet State Dislocated Worker need based on requests.



Scan for the list of Local Workforce Boards and contact information.

Cate Duin
MAWB Executive Director
cduin@mncounties.org
(651)789-4323

MAWB-MN.ORG

2026 WIOA Funds for Regional Plan Implementation Budget Plan

Thank you for your efforts in implementing the MAWB Regional Planning Grant! This grant, funded by WIOA set-aside funds from DEED, is dedicated to supporting the implementation of regional plans across Minnesota. Based on insights from MAWB’s most recent monitoring of this grant, we have updated the budget plan form to better align with the activities outlined in the grant contract. Specifically, we’ve added a description column to capture detailed information about each activity. In this column, please describe the activity & its goals, how it is responsive to your region, and any other specific details about the program. There is also a column to indicate the expected measurable outcomes of each of the activities.

*We understand that no region will implement every activity listed in the form, so any activities that are not applicable to you can simply be left blank. If your region is undertaking activities not covered by the listed categories, please include them in the “Other” rows at the bottom of the form. * Finally, remember to total each column at the bottom of the form and each row at the far right. Thank you again for your partnership and dedication to this important work.

Local Area(s): 5 & 17	Contact Name(s): Dina Wuornos, Tammy Stark
Region: 3	Email: dwuornos@cmjts.org ; tammy.stark@csjobs.org
Allocation: \$40,281.00	Submission Date: 2/25/2026

Category	Description of Activity - What is the activity? - What are the goals? - Why is it responsive to your particular region?	Expected Measurable Outcomes	[A] Quarters 1&2: 4/1/2026 - 9/31/2026	[B] Quarters 3&4: 10/1/2026 - 3/31/2027	[C] Quarter 5: 4/1/2027 - 6/30/2027	Total [A+B+C]
Regional Workforce Alliance quarterly meetings	The R3LPB will meet as needed to review the plan for set-aside funding initiatives and the Regional plan initiatives. Depending on the agenda, this meeting may be in person or virtual. Topics covered include the following: • Interagency coordination – additional attendees are invited to the	“No Wrong Door” Approach: - Achieve a 90% satisfaction rate on customer service surveys regarding the referral process within one year.	Career Solutions Staffing: \$3,009	Career Solutions Staffing: \$7,000 Part of staffing	Career Solutions Staffing: \$3,000 Part of staffing	CS Staffing: \$13,009

	<p>meetings as appropriate to ensure coordination,</p> <ul style="list-style-type: none"> • Efficiency and coordination of workforce and programs <p>– develop additional partnerships to share best practices and potential grant collaboration,</p> <ul style="list-style-type: none"> • “No wrong door” approach – continue to establish a seamless referral for all programs and services with CareerForce – and have warm handoffs, • Stakeholder engagement – collaborate on targeted outreach events (sharing booths), • Data sharing and analysis – customer service surveys are reviewed, and improvements are made, • On-going employer engagement as a Region – HR groups, employer IWT promotion, and regional employer education events • Draft and approve the RFP for the One-Stop Operator using the sole source procurement process • Create and share summaries of the activities that occur quarterly 	<ul style="list-style-type: none"> - Reduce the average referral time for services by 25% within 12 months. <p>Stakeholder Engagement:</p> <ul style="list-style-type: none"> - Host or participate in at least four joint outreach events per year with documented attendance. - Gather feedback from participants to achieve a 75% positive response regarding collaboration efforts in outreach. <p>Quarterly summaries of activities will be compiled and distributed.</p> <p>As meetings occur, minutes will be taken and outcomes shared (e.g., One-stop operator RFP and selection)</p>				
Regional Plan Implementation	<p>Continue working on the tasks identified and outlined in the regional plan. To achieve its goals, Region 3 is taking several steps:</p>	<p>Information Distribution for Job Seekers:</p> <ul style="list-style-type: none"> - Distribute career information to 80% of 				

	<ul style="list-style-type: none"> • Including investing in employer-driven regional workforce education and training systems, • Producing and distributing timely, easy-to-read information for job seekers, • Engaging with businesses to address challenges in recruiting and developing a diverse, skilled workforce, • Assisting businesses with upskilling and retention of employees, • Making career paths visible to all, • Providing seamless program resources, and • Creating skilled workers with family-sustaining incomes. <p>This is staff time spent collaborating with employers to understand their training needs. We work with relevant training vendors to develop tailored training programs that meet these needs. This process often involves Incumbent Worker Training Grants or promotion of DEED grants, whichever is most suitable for the employer.</p> <p>The career pathway infographics for the state are updated annually to reflect the most recent data and trends. This update will enhance clarity and accessibility for individuals exploring their career options. Additionally, the development of comprehensive employer career roadmaps highlights job opportunities within</p>	<p>target job seeker demographics</p> <p>Business Engagement:</p> <ul style="list-style-type: none"> - Increase the number of businesses engaged in workforce development programs by 20% over the next year. <p>Employee Upskilling and Retention:</p> <ul style="list-style-type: none"> - Achieve an employee retention rate of at least 80% for participants in upskilling programs within one year following completion. - Implement surveys measuring employee satisfaction post-training, aiming for an 85% satisfaction rate. <p>Fourteen career pathway infographics will be updated and shared with local schools and employers.</p>				
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	<p>organizations and details the potential for advancement and professional growth. These roadmaps will serve as valuable tools for job seekers, showcasing entry-level positions and the skills and experience required to advance within each company. By providing this detailed information, we aim to empower individuals to make informed career choices and promote a more dynamic workforce.</p>	<p>They will be available for download on websites.</p> <p>Five employers will develop comprehensive career roadmaps.</p>				<p>CMJTS staffing total: \$15,017</p>
<p>Promote Good Jobs Principles</p>	<p>Business Service staff share these principles during one-on-one consultations with employers.</p> <p>Good Jobs Principles are included in the promotion of Incumbent worker/talent development funds. When sharing the funding opportunity with employers, they must demonstrate in their applications that the training results in increased employee skills, along with any wage gains and/or promotions. These outcomes align with the good jobs principles, which include offering family-sustaining wages and benefits.</p> <p>Collaboration with all of DEEDs Business Services Staff—these are part of discussions with the team. This group meets bi-monthly to discuss projects and initiatives.</p>	<p>Conduct bi-monthly meetings with DEED Business Services teams to enhance collaboration, with a target of achieving at least one actionable outcome per meeting.</p> <p>Complete 100 one-on-one consultations with businesses, aiming for a 90% satisfaction rate from participants regarding the resources and information shared, including good jobs principles.</p>	<p>CMJTS Staffing: \$3,005</p>	<p>CMJTS Staffing: \$9,005</p>	<p>CMJTS Staffing: \$3,007</p>	

<p>Sector strategies in partnerships with the Governors Workforce Development Board</p>	<p>Local CMMA involvement, assistance, and promotion of a tour of manufacturing and manufacturing magazine contributions during manufacturing month.</p> <p>Manufacturing is an industry identified in the regional plan and both local plans. It is also one of the state-identified drives for five industries. Maintaining strong manufacturing is vital to the regional health and vitality of central MN. Collaboration with manufacturers on tours and career exploration events helps establish a pipeline of future workers.</p> <p>Collaboration with Construct Tomorrow and promotion to schools. Raising awareness among youth in the region about construction careers and apprenticeship programs will provide them with valuable information when making career choices. By informing them about nearby opportunities, we hope to encourage them to stay local. It's important to note that rural youth are among the region's largest exports.</p>	<p>Two Construct Tomorrow events occur annually in the region, attracting 800 youth.</p> <p>There is active participation with CMMA to draft articles for the magazine, promote tours, and engage 8 local schools in participation.</p>				<p>Total of CS and CMJTS staffing: \$28,026</p>
<p>Regional Inclusivity Efforts</p>	<p>Update the Employer Strategy Guide</p> <ul style="list-style-type: none"> - Review and revise sections of the Employer Strategy Guide to reflect current best practices and trends in workforce management. - Incorporate data and research findings to support recommendations and strategies outlined in the guide. 	<p>Updated Strategy Guide Accessibility: Ensure the updated employer strategy guide is available for download on at least three major websites by 10/2026</p>				

	<p>Create Age and Caregiver-related resources - including guides and toolkits, aimed at helping employers understand and implement inclusive policies for employees across different age groups and caregivers.</p> <ul style="list-style-type: none"> - Include practical examples and case studies of organizations successfully implementing age-diverse and family-friendly policies. 	<p>Resource Development: Create and upload a minimum of three new resources to the website within the year, targeting key employer needs.</p>				
<p>Industries in Demand events and/or connections to Drive for Five</p>	<p>Continue to host career exploration days for high-demand industries: Discovery Days, such as CDL, Welding, Manufacturing, Healthcare, Construction, and Maintenance Technician.</p> <p>Continue developing Employer Career Pathway graphics and create additional informational tools for employers, including hiring tips and updated work-based learning guides.</p> <p>Support the staff in fulfilling needs related to the Drive for Five grants, particularly with employer connections for employment after training completion.</p>	<p>CS # numbers of exploration days by type</p> <p>2 CDL 2 Welding 3 Manufacturing 1 Construction 2 Maintenance Technician</p> <p>EPIC career Exploration event (50 employers, 4,500 youth)</p> <p>IGNITE Career Exploration event (35 employers, 1,500 youth)</p>				
<p>Events and Employer outreach</p>	<p>Employer summit- topics and presenters yet to be determined based on employer feedback</p> <p><u>WACOSA project</u>: Providing Career Trek to WACOSA individuals. Partnering on a project</p>	<p>Summit to be held in October 2026 or March 2027</p> <p>20 Individuals participate in Career</p>	<p>CS: 0 CMJTS:0</p>	<p>CS: \$1,000 CMJTS: \$1,000</p>	<p>CS:0 CMJTS:0</p>	<p>CS: \$1,000</p> <p>CMJTS: \$1,000</p>

	<p>with WACOSA to provide career exploration Discovery Days for job seekers who have disabilities. The participating employers who hire these workers benefit from increased reliability, retention, workplace morale, and access to an underutilized talent pool.</p> <p><u>Spring Reverse Job Fair:</u> Hosting a Reverse Job Fair in May for employers to attend, which will help employers with increased job candidate engagement, networking opportunities, access to diverse talent, quality interactions with candidates, and time & resources efficiency.</p> <p><u>MN RETAIN presentation/s:</u> Hosting RETAIN presentation/s this spring for our local HR professionals - to help them retain valuable employees facing illness or injury, reduce staff turnover & training costs, and reduce lost time and expense. Local RETAIN resources will also be compiled and shared with employers.</p>	<p>Trek and attend discovery days</p> <p>8 employers participate, and 15 job seekers</p> <p>3 presentations held – 30 employers receive information</p>				<p>Total: \$2,000</p>
<p>Leadership Development – Training, professional development, and technical assistance</p>	<p>Staff will be surveyed to determine training needs.</p> <p>Training on working with clients with mental health challenges.</p>	<p>Survey will be completed by 5/30/2026 to determine training needs.</p> <p>All CS staff members will receive training to develop skills for working with clients who</p>	<p>CS: \$500</p>	<p>CS: \$1,000</p>	<p>CS: \$500</p>	<p>CS: \$2,000</p>

		may be facing mental health challenges.				CMJTS: \$2,255
<p>Leadership Development – Training, professional development, and technical assistance</p> <p>Pillar 2</p> <p>\$115x8=\$920</p>	<p>NPSolutions: Project Management Fundamentals</p> <p>Learn to successfully manage projects with confidence and gain practical tools and techniques for formal project management in this full day session. This workshop is designed for people who are new to project management or have no formal training. You will walk away with new knowledge and useful templates to implement at your organization.</p> <p>In this workshop, you will:</p> <ul style="list-style-type: none"> • Define “project” and determine the best types of projects to use this process for • Develop a working definition of project management • Discover the project process groups: initiate, plan, execute, control, and close • Gain specific tools and techniques within the project process groups • Practice the project management processes with facilitator feedback • Identify available project management software applications • Apply project management processes to a project as a project manager or project team member with increased confidence 	<p>Adoption of standardized project communication templates.</p> <p>Strengthened cross-department collaboration and partner satisfaction.</p> <p>Greater consistency in external messaging.</p> <p>Train the trainer – attendees will bring back what they’ve learned and help their colleagues implement.</p>	CMJTS: \$920			Total leadership & Development training for staff: \$4,255

	<p>https://npsolutions.org/</p> <p>This opportunity establishes a shared framework for managing projects, staff will improve coordination across departments, enhance the use of shared tools such as SharePoint, and ensure that externally shared information reflects a unified, mission-aligned message.</p> <p>As a regional organization serving multiple counties and partners, CMJTS must manage complex initiatives across 11 counties. Formal project management training is responsive to this regional need by strengthening planning, accountability, and proactive communication across initiatives.</p>					
<p>Leadership Development – Training, professional development, and technical assistance</p> <p>Pillar 3</p> <p>\$115x5=\$575</p>	<p>NPSolutions: <i>Champions of Diversity: Advancing Accessible and Inclusive Services</i></p> <p>An introductory course to explore the impact of identity, cultural assumptions & biases, and how to increase inclusion, access and belonging in the workplace. The training moves beyond awareness and focuses on translating learning into operational improvements that enhance client access and experience. The training directly supports CMJTS’s commitment to accessible and inclusive services in the following ways:</p> <ul style="list-style-type: none"> • Participants examine real-world service scenarios to identify 	<p>Increased self-reported confidence in addressing cultural dynamics in service delivery.</p> <p>Identification of at least 2–3 actionable accessibility improvements by CMJTS staff within the next 12 months.</p> <p>Review and redesign of selected intake or communication</p>		<p>CMJTS: \$575</p>		

	<p>language barriers, location and transportation challenges, disability access needs, and technology gaps and digital literacy barriers. Attendees will practice developing targeted solutions for each barrier, aligning directly with the agency’s commitment to removing obstacles to participation.</p> <ul style="list-style-type: none"> • Advocating for Equity in Every Interaction: The workshop builds skills to recognize when policies may create unequal access, respond to clients with cultural humility, adjust service approaches to meet individual needs, and proactively advocate for clients facing systemic barriers. This reinforces the agency’s commitment to ensuring that every client interaction reflects equity and inclusion. <p>There are demonstrated disparities in access to services due to transportation, technology, childcare availability, language proficiency, and disability-related barriers especially in our rural areas. By equipping staff with practical tools to understand and address these realities, the training ensures services remain relevant, accessible, and equitable for the communities we serve.</p> <p>https://npsolutions.org/</p>	<p>processes within a defined timeframe – <i>in work with Pillar 6 group.</i></p> <p>Improved client satisfaction indicators related to feeling respected, understood, and welcomed.</p>				
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<p>Leadership Development – Training, professional development, and technical assistance</p> <p>Pillar 5</p> <p>\$95x8=\$760</p>	<p>MN Council of Nonprofits: Effective Survey Design training equips staff with practical strategies to strengthen client-centered service delivery. It focuses on dignity-based communication, reducing stigma in language and practice, improving service navigation, and building consistent feedback loops with clients through surveys and structured conversations.</p> <p>The goals of this training are to strengthen staff capacity to engage clients with respect, openness, and flexibility, while increasing awareness of how language, tone, and service processes impact client dignity. The training also aims to improve staff skills in adapting services to individual client contexts and to establish clear processes for collecting, documenting, and using client feedback to inform program improvements. Ultimately, it seeks to make services easier for clients to understand and navigate.</p> <p>In our area, we work with people from many different cultures and backgrounds. Many are facing financial challenges and may not be familiar with how agency systems work. Clients often deal with barriers like transportation issues, language differences, stigma, and complicated service processes. This training responds to those challenges by encouraging flexible ways of providing services, making programs easier to understand and access, and making sure</p>	<p>Reduction in client complaints related to communication or service navigation.</p> <p>Documented client feedback collected consistently across programs.</p> <p>At least one program improvement initiative per quarter based on documented client input.</p> <p>Staff self-assessments demonstrate increased confidence in delivering client-centered services.</p>			<p>CMJTS: \$760</p>	
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	client feedback helps improve our programs over time.					
Regional marketing efforts and outcomes	<p>Purchase promotional materials such as branded giveaways, informative brochures, and offer engaging activities that draw people in and encourage meaningful conversations.</p> <p>Allocate funds to cover the costs associated with hosting booths at community events. This includes expenses such as booth rental fees, setup supplies, and any necessary permits.</p>	<p>10 events will be attended for community engagement purposes – to connect with employers, job seekers, and community partners</p> <p>Track the number of people who visit the booth and engage with the promotional materials. (50 per event)</p> <p>Social media engagement: monitor the increase in social media followers and engagement after the event, aiming for a 10% increase in engagement.</p>	CS: \$1,000	CS: \$2,000	CS: \$0	CS: \$3,000
			CMJTS: \$1,000	CMJTS: \$2,000	CMJTS: \$0	CMJTS: \$3,000
Other:						
Total			\$9,434	\$23,580	\$7,267	\$40,281

2026 MAWB Regional Planning Grant Allocations

	Total	Total w/ Rounding
Northwest PIC	\$14,929.12	\$14,930.00
RMNCEP	\$29,186.46	\$29,186.00
Northeast	\$22,315.22	\$22,315.00
Duluth	\$15,195.75	\$15,196.00
CMJTS	\$21,272.42	\$21,272.00
Southwest MN	\$14,689.88	\$14,690.00
South Central	\$16,022.69	\$16,023.00
Southeast/WDI	\$19,684.81	\$19,685.00
Hennepin/Carver	\$24,033.36	\$24,033.00
Minneapolis	\$29,906.42	\$29,906.00
Anoka County	\$18,122.01	\$18,131.00
Dakota/Scott County	\$20,832.23	\$20,823.00
Ramsey County	\$23,974.08	\$23,974.00
Washington	\$15,207.60	\$15,208.00
Stearns/Benton	\$19,008.79	\$19,009.00
Winona County	\$13,119.24	\$13,119.00
TOTAL:	\$317,500.08	\$317,500.00

Region 1	\$44,116.00
Region 2	\$37,511.00
Region 3	\$40,281.00
Region 4	\$132,075.00
Region 5	\$30,713.00
Region 6	\$32,804.00
Leadership Development	\$15,000.00
Admin (MAWB/MVAC)	\$17,500.00
TOTAL	\$350,000.00

AGENDA COVER SHEET

CareerONE/CareerTWO Staff Rehire and New Staff for Summer 2026

Agenda Items:

Career Solutions would like to recall the CareerONE/CareerTWO summer employees listed below as they will be working for approximately 40 hours per week. These are approximate dates and tentative return durations below.

Quantity	Employees Last Name	Titles	Recall Date (Approx.)
1	Brown	Supervisor	*June 1-August 7, 2026
1	Hansen	Assistant Supervisor	*June 1-August 7, 2026
2	Schlangen & Primus	Team Float	*June 11- August 7, 2026
3	Barnack, Thelen, & Berrboldt	Team Leader	*June 11- August 7, 2026
2	VanLaanen & Braxton	Team Leader	**June 11- August 14, 2026
3	Dadieva, Krasilnikova, & Warzecha	Team Leader	June 11-July 24, 2026
10	TBD	Team Leader	June 11-July 24, 2026

(*) Seven CareerONE employees will work an additional two weeks to staff the CareerONE Program located in Sauk Centre, Melrose, and/or Paynesville. (**) Two additional staff will remain on for the CareerTWO Program which is three weeks long.

Financial Impact: Included in the budget.

Action Requested: Request approval to recall 18 CareerONE Team Leads, along with a Supervisor, Assistant Supervisor and 2 Team Floats to work the summer 2026 program.