

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

Thursday, May 14, 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) Bertram
- B. Local Workforce Development Board-Executive Committee (LWDB-Exec) Magelssen

2. Approval of the Agenda

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

3. Consent Agenda: JPB & LWDB-Exec

- A. 2025-2026 Client Waiver Overages – as of 05/07/2026 (Attachment 3.A.)
 - B. 2025-2026 MAWB Regional Planning Extension (Attachment 3.B.)
 - C. Disposal of Outdated Assets (Attachment 3.C.)
 - D. MN State/Alexandria Technical College Public Safety Track Contract for the CareerONE Program (Attachment 3.D.)
 - E. St. Cloud YMCA Contract for 2026 CareerONE Team Building Activities (Attachment 3.E.)
 - F. Big Ideas Road Show Mobile Classroom Contract for 2026 CareerONE Program (Attachment 3.F.)
 - G. Minnesota State Customized Training Contract for 2026 CareerONE Facilities/Site Agreement (Attachment 3.G.)
 - H. Minnesota State Customized Training Contract for Drive for 5 Welding Discovery Day (Attachment 3.H.)
 - I. The Village EAP Renewal Agreement (Attachment 3.I.)
 - J. 2026 LWDB Calendar Year Budget (Attachment 3.J.)
 - K. 2026 MAWB Summer Conference (Attachment 3.K.)
- Action: JPB & LWDB-Exec

4. Business Items/Updates

- A. Workforce Development Board Member Status (Handout) – **ACTION** Recommendation: LWDB-Exec / Action: JPB
 - DEED Update
- B. 2026-2028 Request for Proposal Updates (Handouts):
 - Managed IT Services – **ACTION** Action: JPB & LWDB-Exec
 - Individual & Financial Counseling for Client Services – **ACTION** Action: JPB & LWDB-Exec
- C. Compensation Analysis & Supporting Documents (Handouts) – **ACTION** Action: JPB & LWDB-Exec
- D. Performance Reviews Conducted in May/June:
 - Executive Director Performance Review: 360-Degree Approach
 - Schedule Review
- E. 03/2026 Board Financials (Attachment 4.E.) – **ACTION** Action: JPB & LWDB-Exec
- F. WIOA/DEED Subsequent Designation (Handout) – **ACTION** Action: JPB & LWDB-Exec

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

- G. Finance Manual ~ First Reading (Handouts)
 - Support Services Policy
 - Cost Allocation Policy
 - Classroom Training Limitations
- H. Employee Handbook Overview of Changes (Attachment 4.H.)
- I. Training Provider Complaint
- J. Summer Staff Appreciation

5. Other

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

Bertram
Magelssen

6. Adjourn

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

Period: 7/1/2025

to

6/30/2026

#	CLIENT WF1 ID#	PROGRAM NAME	DATE	DESCRIPTION	CODE *	\$ OVER LIMIT	BOARD APPROVAL DATE
15	101844420	WIOA Adult	Car Repair	Car Repair	05	\$500 over limit	

Agenda Cover Sheet: Disposal of Outdated Assets

Agenda Item:

Career Solutions has outdated equipment that no longer serves its purpose as well as office assets that the agency would like to dispose of. These assets include:

- 3 Laptops (Asset #'s: CS-000-311, 324, 335)
- Various Filing Cabinets

This would also include the disposal of mice, keyboards, surge protectors, power and data cords, miscellaneous accessories to be included with the machines.

Action Requested:

A motion to approve Career Solutions to dispose of the following office equipment listed above.



Contract Number: _____

P.O. Number: _____

CUSTOMIZED TRAINING INCOME CONTRACT

THIS CONTRACT, and amendments and supplements thereto, is between the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Alexandria Technical & Community College (hereinafter "Minnesota State"), and Career Solutions, located at 1542 Northway Drive, St. Cloud, MN 56303 (hereafter "Purchaser") agree as follows:

1. DUTIES OF MINNESOTA STATE. Minnesota State agrees to provide the following:

- a. Introduction to American Criminal Justice System class with specific review of the roles and responsibilities of the police, courts, corrections institutions, and the democratic foundations upon which the system is based. Students successfully completing this course will receive a 1-credit waiver if they enroll in our Intro to Criminal Justice course.
- b. June 29, 30, July 1, 2, 6, 7, 8, 2026
- c. Instructor: Greg Klinefelter (June 29-July 2) and Jim Felt (July 6-8). Should scheduling changes or unforeseen circumstances arise, Alexandria Technical & Community College reserves the right to assign an alternate qualified instructor to ensure continuity and successful delivery of the training. Any changes will be communicated promptly.
- d. Location: SCTCC Campus, 1540 Northway Drive, St. Cloud, MN 56303

2. DUTIES OF THE PURCHASER. The Purchaser agrees to provide:

NA

3. SITE OF INSTRUCTION/ ACTIVITY/ SERVICE: Alexandria Technical & Community College shall make all the arrangements, including any payment, for the location to be used for the Instruction/ Activity/ Service.

4. CONSIDERATION AND TERMS OF PAYMENT.

- a. **COST.** Cost of Instruction/ Activity/ Service (total): \$7,790.00
- b. Other Fees: N/A

Notwithstanding the thirty (30) day notice period established in paragraph 7, in the event that the Purchaser desires to cancel or reschedule the Instruction/ Activity/ Service due to low enrollment, Purchaser shall give at least 5 days' notice in writing to the authorized agent for

Minnesota State to cancel or reschedule. If the Instruction/ Activity/ Service is canceled as provided herein, Minnesota State shall be entitled to payment calculated according to paragraph 7. If the Instruction/ Activity/ Service is rescheduled as provided herein, payment shall be according to this paragraph 4.

TERMS OF PAYMENT. Minnesota State will send an invoice for the Instruction/ Activity/ Service performed. The PURCHASER will pay within (30) days of receiving the invoice. Please send payment to:
Alexandria Technical and Community College
1601 Jefferson St.
Alexandria, MN 56308
United States of America

5. **AUTHORIZED REPRESENTATIVES FOR THE PURPOSES OF THIS CONTRACT.**

All official notifications, including but not limited to, cancellation of this contract must be sent to the other party's authorized representative.

a. Authorized representative of Minnesota State for the purpose of administration of this contract is:

Name: Lynn Arnquist or their successor
Address: 1601 Jefferson Street, Alexandria, MN 56308
Telephone: 320.762.4511
E-Mail: lynn.arnquist@alextech.edu

b. The Purchaser's authorized representative for the purpose of administration of this contract is:

Name: Tammy Stark, Executive Director
Address: 1542 Northway Drive, St. Cloud, MN 56303
Telephone: 320-308-5320
E-Mail: tammy.stark@csjobs.org

6. **TERM OF CONTRACT.**

This contract is effective on May 7, 2026 or upon the date the final required signature is obtained by Minnesota State, whichever occurs later, and shall remain in effect until August 30, 2026 or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The Purchaser understands that no work should begin under this contract until all required signatures have been obtained.

7. **CANCELLATION.** This contract may be canceled by the Purchaser or Minnesota State at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such cancellation, Minnesota State shall be entitled to payment, determined on a pro-rated basis, for work or Instruction/Activity/Service satisfactorily performed to the date of cancellation.

8. **ASSIGNMENT.**

The Purchaser shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of Minnesota State.

9. **LIABILITY.**

The Purchaser shall indemnify, save, and hold Minnesota State, its representatives and employees harmless from any and all claims or causes of action, including all attorney's fees incurred by Minnesota State, arising from the performance of this contract by the Purchaser or Purchaser's agents or employees. This clause shall not be construed to bar any legal remedies the Purchaser may have for the failure of Minnesota State to fulfill its obligations pursuant to this contract.

10. **AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA").**

The PURCHASER agrees that in fulfilling the duties of this contract, the Purchaser is responsible for complying with the applicable provisions of the Americans with Disabilities Act, 42 U. S. C. 12101, et. seq. and regulations promulgated pursuant to it. Minnesota State IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

11. **GOVERNMENT DATA PRACTICES ACT.**

The requirements of Minnesota Statutes § 13.05, subd. 11 apply to this contract. The Purchaser and Minnesota State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by Minnesota State in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the PURCHASER in accordance with this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the Purchaser or Minnesota State.

In the event the Purchaser receives a request to release the data referred to in this clause, the Purchaser must immediately notify Minnesota State. Minnesota State will give the Purchaser instructions concerning the release of the data to the requesting party before the data is released.

12. **RIGHTS IN ORIGINAL MATERIALS.** Minnesota State shall own all rights, including all intellectual property rights, in all original materials, including any curriculum materials, inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentations, computer based training modules, electronically or magnetically recorded materials, and other work in whatever form, developed College/University and its employees individually or jointly with others or any subcontractors in the performance of its obligations under this contract.

13. **JURISDICTION AND VENUE.** This contract, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. **CLERICAL ERROR.** Notwithstanding Clauses “Assignment, Amendments, and Entire Agreement ” of this contract, Minnesota State reserves the right to unilaterally fix clerical errors, defined as misspellings, minor grammatical or typographical mistakes or omissions, that do not have a substantive impact on the terms of this contract without executing an amendment. Minnesota State will inform the Purchaser of clerical errors that have been fixed pursuant to this paragraph within a reasonable period of time.

15. **ENTIRE AGREEMENT.**

This contract represents the entire agreement between the parties and supersedes any previous discussions or agreements, either verbal or written that occurred between the parties. This contract may not be amended except by written agreement signed by the parties hereto. In the event of any conflict or inconsistency between this contract and any riders, exhibits, addenda, or other document incorporated herein, this contract shall govern.

16. **OTHER PROVISIONS.**

None

The rest of this page intentionally left blank. Signature page to follow.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. PURCHASER:

The Purchaser certifies that the appropriate person(s) have executed the contract on behalf of Purchaser as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature and printed name)
Title
Date

By (authorized signature and printed name)
Title
Date

2. MINNESOTA STATE COLLEGES AND UNIVERSITIES

Alexandria Technical & Community College

By (authorized signature and printed name)
Title
Date

3. AS TO FORM AND EXECUTION:

By (authorized signature and printed name)
Title
Date

Career Solutions Provision of Team Building Activities by YMCA Agreement for 2026

THIS AGREEMENT is between **Career Solutions**, 1542 Northway Drive, St. Cloud, MN 56303 and **Saint Cloud Area Family YMCA (St. Cloud YMCA)**, 2001 Stockinger Dr., St. Cloud, MN 56303.

Whereas, Career Solutions has received Minnesota Youth Program (MYP) and local funding to provide CareerONE--an intensive summer program for youth, we are entering into this contract with Saint Cloud Area Family YMCA to provide team building activities onsite at the YMCA.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, the payment of monetary sums described in this Agreement, and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the parties agree as follows:

1. Duration and Termination:

- A. **Duration:** This Agreement shall be effective 22 June 2026 and expire at 11:59 p.m. on 7 August 2026 unless terminated earlier pursuant to this Section. This Agreement may only be modified or amended, in writing, signed by all parties.
- B. **Early Termination:** This Agreement may be terminated, with or without cause, prior to the above-written termination date by either party upon thirty (30) days' prior written notice to the other.
- C. **Effect of Expiration and Termination:** Unless otherwise noted herein, all contractual responsibilities, of either party, created by this Agreement are terminated upon the expiration or termination of this Agreement.

2. Services Provided by Saint Cloud Area Family YMCA. Saint Cloud Area Family YMCA hereby agrees to provide team building services for CareerONE Summer 2026 pursuant to the planned activities and services described in the proposal submitted. Appendix A outlines the sessions requested by Career Solutions and agreed upon by Saint Cloud Area Family YMCA. Appendix B is the proposal submitted by Saint Cloud Area Family YMCA. Appendix C provides an example of a schedule submitted by Saint Cloud Area Family YMCA.

- A. **Provision of Team Building Activities:** Sessions as outlined in Appendix A for the St. Cloud CareerONE which runs from June 22, 2026 - July 23, 2026
- B. **Provision of Team Building Activities on August 4, 2026, for 2-2 1/2 hours:** For the combined total of no more than 40 youth from the Paynesville, Melrose, and Sauk Centre CareerONE.
- C. **Provision of Personnel:** Saint Cloud Area Family YMCA will provide and supervise all personnel necessary for it to carry out this Agreement. Personnel costs are included in the terms of the agreement. The parties understand and agree that the personnel employed by Saint Cloud Area Family YMCA pursuant to this Agreement are not employees of Career Solutions for any purpose.

Saint Cloud Area Family YMCA shall indemnify and defend Career Solutions against all liability and loss in connection with, and shall assume full responsibility for, payment of all federal, state, and local taxes or contributions imposed or required under reemployment insurance, unemployment insurance, social security, and income tax laws, with respect to Saint Cloud Area Family YMCA employees, officers, contractors, or agents providing services pursuant to this Agreement. This obligation to indemnify survives the termination of this Agreement.

Saint Cloud Area Family YMCA, its officers, directors, employees and agents shall abide by all federal, state and local laws with respect to its employees, and will not discriminate against any employee, applicant for employment, student or member of the public because of race, creed, color, religion, sex, age, disability, marital status, status with regard to public assistance, familial status, sexual orientation, national origin, or other trait or characteristic on the basis of which discrimination is prohibited by applicable State or federal law.

If any personnel or employees of Saint Cloud Area Family YMCA necessary to its provision of the services under this Agreement are required by the United States government, the State of Minnesota, any political subdivision thereof or Career Solutions, to hold any license related to the services they provide under this Agreement, or to pass criminal background check, Saint Cloud Area Family YMCA shall verify and, to the extent allowed by law, inform Career Solutions that the personnel or employee holds the required license and/or has passed the criminal background check prior to the first date on which that employee provides any services under this Agreement.

D. Equipment and Materials: Saint Cloud Area Family YMCA shall provide all equipment and materials necessary for the performance of the above-described services.

3. Career Solutions Responsibilities: Career Solutions will provide the oversight and administration of CareerONE.

A. Program Administration and Oversight: Career Solutions will provide fiscal management and oversight of the CareerONE program; we will provide required reporting Minnesota Department of Employment and Economic Development.

B. Program Eligibility: Youth who participate in CareerONE must meet program eligibility requirements; Career Solutions will determine program eligibility.

C. Personnel: Team Leaders will accompany youth to the YMCA and assist in supervision of youth during the activities.

4. Payment for Services:

A. For the provision of the team building activities to be performed by the Saint Cloud Area Family YMCA described in this Agreement, Career Solutions hereby agrees to pay Saint Cloud Area Family YMCA the costs of providing those services, up to a total of \$18,154.00.

B. To receive payment, Saint Cloud Area Family YMCA must submit an invoice every two weeks for the previous two week's expenses. Invoices must include a descriptive billing.

Invoices are to be sent to the attention of the Career Solutions, Minnesota Workforce Center – St. Cloud, 1542 Northway Drive, St. Cloud, MN 56303.

- C. Unless there is a dispute with the invoice, Career Solutions will make payments within 15 days of receipt of the invoice. Career Solutions shall not be responsible for any interest, fee, penalty, or other charge related to any late or past due payment.
 - D. Unless otherwise noted herein, all contractual responsibilities, of either party, created by this Agreement are terminated upon the expiration or termination of this Agreement. Provided however, notwithstanding termination, Saint Cloud Area Family YMCA shall be entitled to compensation for services rendered through the effective date of termination.
5. **Independent Contractor:** Saint Cloud Area Family YMCA and Career Solutions agree that no employer-employee relationship shall arise from this Agreement, that this Agreement cannot be construed as creating such a relationship, or a joint venture, partnership or relationship other than an independent contractor relationship. The parties further agree that all Saint Cloud Area Family YMCA employees, officers, directors and agents involved in providing services under this Agreement shall at all times be independent contractors with the right to control the method of providing the services identified within this Agreement. The Parties understand and agree that this Agreement does not create any rights or obligations beyond those expressly contained herein.
6. **Data Privacy:** Saint Cloud Area Family YMCA hereby recognizes that during the course of performance of its duties under this Agreement, it may receive, acquire, have access to, or be exposed to “Government Data” as that term is used in the Governmental Data Practices Act, Minnesota Statutes Chapter 13 (“GDPA”). Saint Cloud Area Family YMCA hereby agrees that it must meet the requirements of the GDPA under Minnesota Statute 13.05, subdivision 6. Saint Cloud Area Family YMCA agrees that it will collect, distribute, publish, maintain and store any Government Data only in accordance with the provisions of the GDPA. Saint Cloud Area Family YMCA’s obligation under this paragraph survives the termination of this Agreement.
7. **Insurance:** Saint Cloud Area Family YMCA agrees to maintain general liability insurance, workers’ compensation insurance as required by law, unemployment insurance to the extent required by law, and comprehensive insurance coverage on any motor vehicle used in the rendering of services under this Agreement. CMJTS agrees to provide evidence of liability insurance coverage in the minimum amount of \$1,500,000. The insurance must be maintained for the entire term of the contract. Saint Cloud Area Family YMCA will name Career Solutions as an additional insured on all such policies and, upon request, provide Career Solutions proof of such insurance.
8. **Indemnification:**
- A. Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney’s fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of performance under this agreement.
 - B. Each party’s duty to indemnify as set out in this paragraph includes, but is not limited to, any injury or alleged injury resulting from any actual or alleged violation of the United States Constitution, Minnesota Constitution, Section 1983 of the Civil Rights Act (“Section 1983”), the Minnesota Human Rights Act (“MHRA”), the GDPA, and any other Federal, State, and/or local laws

and/or regulations related to or affecting each party's respective actions under this contract, or individual's under the party's control or supervision pursuant to this Agreement.

C. Nothing in this Agreement shall affect or otherwise constitute a waiver of the limits on the liability of any governmental entity provided by Minnesota Statutes Chapter 466 (Tort Liability, Political Subdivisions) or other applicable law.

D. Nothing in this Agreement shall constitute a waiver of the statutory limits on liability set forth in Minnesota Statutes Chapter 466 or a waiver of any available immunities or defenses. Nothing herein shall be construed to provide insurance coverage or indemnification to an officer, employee, or volunteer of any Party for any act or omission for which the officer, employee, or volunteer is guilty of malfeasance in office, willful neglect of duty or bad faith.

E. Upon timely written notice from a party entitled to indemnification, the other party shall defend the party entitled to indemnification in any such action or proceeding within the purview of this Paragraph with respect to the indemnified claim. Notwithstanding any other provision of this Agreement, neither party shall settle nor compromise any claim against the other its consent, but such consent shall not unreasonably withheld. Where there is a colorable claim for joint liability, each party shall provide its own defense.

9. **Choice of Law, Choice of Venue, and Severability:** This Agreement shall be governed by the laws of the State of Minnesota. The parties agree that all actions or proceedings arising in connection with this Agreement shall be tried and litigated exclusively in the State and Federal courts located in the County of Stearns, State of Minnesota. If any portion of this Agreement is found to be unenforceable, unconscionable, invalid or illegal, or is in any other way vacated, all other portions of this Agreement shall remain in full force and effect.
10. **Compliance with State and Federal Laws:** The parties agree that all services provided pursuant to this Agreement shall be provided in conformance with all applicable State and federal laws and that each party will comply with all such laws including but not limited to the Office of Management and Budget (OMB) Code of Federal Regulations (CFR) Uniform Administrative Requirements Chapter II Part 200 and Part 2900.
11. **Non-Assignment:** Neither party may assign any rights nor delegate any duties hereunder without the express written prior written consent of the other.
12. **Responsibility for Costs:** With the exception of the costs expressly assumed by the parties pursuant to this Agreement, each party shall be responsible for its own costs, expenses, and any attorneys' fees associated with this Agreement and any related matters, including enforcement of this Agreement.
13. **Enforcement:** Failure to insist on compliance with any term, covenant, or condition contained in this Agreement shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power contained in this Agreement at any time be deemed a waiver or relinquishment of any right or power at any other time.
14. **Voluntary Agreement:** All parties have voluntarily signed this Agreement. No party has been threatened, coerced, intimidated, or otherwise forced to sign this agreement by any other Party,

any officer, employee, agent, representative, or attorney of any other party, or any other person or entity acting on behalf of any other party.

15. **Complete Understanding:** This Agreement contains the entire understanding between the parties. No representations were made or relied upon by either party, other than those expressly set forth herein. The validity, interpretation, and performance of this Agreement shall be controlled by and construed under the laws of the State of Minnesota.

By signing below, each party specifically acknowledges that it has read this Agreement, that it has had an opportunity to review this Agreement with legal counsel, that it understands this Agreement, and that it agrees to be legally bound by all terms of this Agreement.

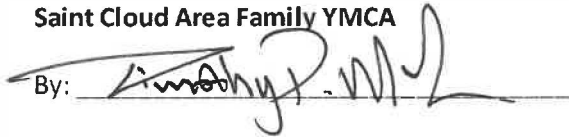
IN WITNESS WHEREOF, the parties to this Agreement have affixed their signatures on the dates written below:

CAREER SOLUTIONS

By: _____
Jeff Bertram, Chair
Career Solutions Joint Powers Board

Date: _____

Saint Cloud Area Family YMCA

By:  _____

Date: 5/5/2024

Appendices

Appendix A

- Stearns-Benton Employment & Training Council: Requested Sessions

Appendix B

- Saint Cloud Area Family YMCA Proposal

Appendix C

- Sample Schedule Submitted by Saint Cloud Area Family YMCA Proposal

The Village Family Service Center Employee Assistance Program Employee Assistance Program Agreement (Full-Service)

This Employee Assistance Program (“EAP”) Agreement (“Agreement”) is made by and between **The Village Family Service Center** (“Provider”) and **Career Solutions** (“Employer”).

The Provider is engaged in offering an EAP to Employer’s covered persons as herein defined, and the Employer desires to participate in the EAP.

In consideration of the premises and the mutual covenants and understanding set forth herein, the parties hereby agree as follows:

I. **Definitions.**

- a. **“Covered Persons”** means individuals eligible to receive agreed upon services. These individuals include: all part- and full-time employees of the Employer.
- b. **“Household Member”** may be a spouse, child, parent, partner, stepchild, child outside of the home going to school, or an individual not related but living in the home.
- c. **“Session”** means each individual appointment provided by Provider to Covered Persons.
- d. **“Client”** means Covered Person or Household Member.

II. **Services.** Provider agrees to provide the following agreed upon services:

- a. **Covered Services.** Provider will provide short-term and non-diagnostic counseling and services for a wide range of personal and work-related issues. Allotted sessions may be applied towards
 - i. Non-diagnostic mental health counseling
 - ii. Financial counseling
 - iii. Legal counseling/consultation
 - iv. Wellness/education services
 - v. Chemical dependency assessments/education
- b. **Formal Referrals.** Provider agrees to assist in providing Client formal referrals for the services below.
 - i. Formal Referrals for the following services if requested by the Employer:
 1. Job Performance Issues;
 2. Violation of Companies’ Drug Free Workplace Policy; and
 3. Employees falling under Department of Transportation regulations. Provider will locate and provide referrals to Substance Abuse Professional(s) that meets the requirements of federal regulations.
- c. **Training and Consulting Services**
 - i. Tailored Training - Provider will provide two (2) hours of employee or management training and/or crisis management services to meet the needs of the Employer. Training will be completed either via web-based services or on-site. Out-of-pocket expenses for on-site training will be the responsibility of the Employer. Additional training hours may be purchased upon request at a reduced EAP rate to Employer.
 - ii. Consulting - Provider’s consulting services are available at a reduced EAP rate to Employer.

- d. **Helpline** – A toll-free Supervisor helpline is available during normal business hours (8:00 a.m to 5:00 p.m. CST) to assist Employer’s managers/supervisors with difficult employee situations.
- e. **Orientation** – Provider will provide one (1) session per year to Employer to facilitate employee understanding of the EAP program, it’s use, and services offered. Orientation sessions may be via recording, virtual, or in-person
- f. **Promotional Materials**
 - i. Orientation – Provider will provide Employer with electronic orientation materials for dissemination to employees as deemed necessary by the Employer.
 - ii. Newsletter – Provider will provide Employer with an electronic monthly employee newsletter and quarterly supervisor newsletter for dissemination as deemed necessary. Past copies are available via accessing the Providers website.
- g. **Reporting** - Provider will provide at a minimum an annual statistical report on program utilization in alignment with the effective date of agreement. Additional reports will be provided upon client request.

III. **Sessions.** Agreement provides eight (8) sessions per concern per Covered Persons, per year.

IV. **Other Referrals.** Provider may assist in referring Client for any long-term or specialized services that are beyond the scope of this Agreement. Employer understands that these services are not covered by this Agreement but may be covered by standard health insurance otherwise offered by Employer.

V. **Delivery.** Provider services will be offered via out-patient sessions at all Provider sites or telehealth services during standard operating hours.

VI. **Term.** The term of this Agreement shall be for one (1) [], two (2) [], or three (3) [X] years, commencing on April 27, 2026 to April 26, 2029 (“Term”). Either party may terminate this Agreement upon providing a written notice ninety (90) days prior to the end of the selected Term (Notice Period). If the Employer terminates this Agreement outside the Notice Period, Employer agrees to pay Provider the Monthly Fee [Annual Fee/12] * each month outside the Notice Period with a minimum amount of 3 months times (x) the [monthly fee].

VII. **Fee.** Fee for agreed upon services is based on the number of Covered Persons. The annual fee per Covered Persons is \$ 33.00, with a minimum annual fee of \$2,000.00. Provider will invoice the Employer on an annual basis in accordance with the effective date of agreement. Payment is due within 30 days of invoice date. Counseling services may be subject to suspension if payment is not received within said 30 days. Provider reserves the right to adjust the fee on an annual basis.

- a. Annual Fee - # of Covered Persons 1-60, minimum of \$2,000.00
- b. Out-of-pocket expenses for travel, lodging, meals, supplies etc. related to non-agreement services such as consulting, training, and/or crisis management services will be billed to Employer as incurred.

- VIII. **Employer Duties.** The Employer agrees to provide the following:
- a. Endorse the Providers EAP program and incorporate into existing personnel policies and procedures.
 - b. Provide space in the workplace and consistently promote EAP services to encourage program use.
 - c. Ensure employees receive information materials, newsletters and EAP program updates as provided by Provider.
 - d. Designate one or more employee contacts to serve as liaison with Provider.
 - e. Provide an opportunity for all management, supervisory personnel, and employees to participate in orientations and training.
 - f. **Provide up-to-date COVERED PERSONS count on an annual basis 30-days prior to end of each twelve (12) month period in the Term. COVERED PERSONS count not received on a timely basis will automatically be increased by 10%. Covered Persons count only required if Employer has more than fifty (60) Covered Persons.**

IX. **Post-Employment.** Services remain available to Clients for ninety (90) days following Covered Person's separation from employment with Employer.

X. **Other.**

- a. **Confidentiality/Privacy** – Provider has implemented and is in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its amendments.
- b. **Affiliates** – Provider does not provide counseling services through its employees outside North Dakota and Minnesota. PROVIDER contracts with licensed and insured affiliate Providers located throughout the United States. Employer hereby consents to the use of Affiliates to provide counseling services to employees outside of these markets. Service areas are subject to change without notice to the Employer and PROVIDER is under no obligation to expand to states outside its current service area.
- c. **Modification** – This Agreement may be modified in writing at any time by the mutual consent of the parties.
- d. **Insurance** – Provider shall maintain throughout the term of this contract, professional liability and such other insurance as shall be sufficient to insure its obligations under this contract and shall provide evidence of that insurance to the Employer upon request.
- e. **Indemnification** – Each party shall indemnify and hold the other party harmless from and against any and all losses, claims, liability, damages, expenses or other obligations (including, without limitation, reasonable attorney's fees" incurred by the other party and their respective officers, directors, employees, and other agents arising out of (a) the party's negligence or intentional misconduct or omissions; or (b) party's breach of this agreement.
- f. **General** – Neither party may assign this Agreement without the other party's prior written consent. This Agreement is governed by the laws of the State of North Dakota. If any provision of this Agreement is held invalid or unenforceable by any court or competent jurisdiction, the other provisions of this Agreement will remain in full force and effect. Any provision of this Agreement held invalid or unenforceable only in part or degree will remain in full force and effect to the extent not held invalid or unenforceable. This Agreement contains the entire agreement and understanding of the parties concerning the subject matter of this Agreement.

- g. Notices** – All notices, requests, demands and other communications required or permitted under this Agreement shall be in writing and shall be deemed to have been duly given, made and received only when personally delivered as documented by a courier’s receipt; or upon actual receipt of registered or certified mail, postage prepaid, return receipt requested; or by facsimile upon actual receipt, addressed as set forth below (or at such other addresses as may be stated in notices similarly given):

If to Employer: **Career Solutions**
1542 Northway Drive
St. Cloud, MN 56303
Attn: Kari Court
320.380.4938
Kari.Court@csjobs.org

If to Provider **The Village Family Service Center**
2701 12th Ave S
Fargo, ND 58106
701.451.4900
Contractrenewal@thevillagefamily.org

The Village Family Service Center

Career Solutions

By: _____

By: _____

Name: _____

Name: _____

Its: ____President/CEO ____

Its: _____

Date: _____

Date: _____



1542 Northway Drive
 St. Cloud, MN 56303
 320.308.5320

<https://CareerSolutionsJobs.org>

JPB & LWDB-Exec Meeting – 05/14/2026
 Attachment 3.J.

In accordance with 20 CFR 679.370, Local Workforce Development Boards are required to develop a budget for the activities of the Local Board with the approval of the Chief Local Elected Official and consistent with the Local Plan and duties of the Local Workforce Development Board.

The budget below represents the Career Solutions Workforce Development Board cost to accomplish the duties of the local board under this section of the WIOA (listed below).

2026 Calendar Year Annual Budget – Workforce Development Board Activities

Line Items & Description	Budget
Staffing – based on meeting preparation time and time spent supporting the committees and full board (salary & fringe)	\$17,107.49
Zoom License – for virtual meeting platform	\$135.92
Per Diem – <i>(if requested by board member)</i>	\$1,250
Refreshments – estimated at \$20 per month (12 meetings/yr)	\$240
Space – meeting room space at a sq. ft. rate of \$18.02 (10% of room use of 990 sq. ft)	\$1,783.98
Travel – non-LWDB meeting travel, including out of state	\$2,000
Miscellaneous – meeting supplies and other costs (5% estimate)	\$1,106.99
TOTAL WORKFORCE DEVELOPMENT BOARD BUDGET	\$23,246.72

The approval signature is provided by the Chief Local Elected Official.

 Jeff Bertram,
 Career Solutions Joint Powers Board Chair

 Date

 Jill Magelssen,
 Career Solutions Workforce Development Board Chair

 Date

Individuals with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

Minnesota Association of Workforce Boards (MAWB) 2026 Annual Summer Conference

Estimate of Budgeted Expense:

2026 MAWB Conference is scheduled August 12 – 14, 2026 at the Inn on Lake Superior.

Conference Registration for 3 staff and 3 board members to attend is: **\$1,500.00** (\$250 each)

Mileage: **\$1,000.00** (Staff driving together and board members drive separately: 300+/- miles roundtrip)

Lodging: Career Solutions Staff: (\$250 x 3 staff x 2 nights) **\$1,750.00**
Board Members: (\$250 x 3 board members x 2 nights) **\$1,750.00**

Est. meals, parking, etc. Approx.: **\$1,750.00**

Total Estimate: \$7,750 + taxes

Funds will be deducted from the Staff Travel Expense budget.

Action Requested:

Request the boards to approve the 2026 MAWB Summer Conference Meeting and use the funds from the Staff Travel Expense budget.

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

Description	Year To Date 03/31/26				Prior Year Actual 03/31/26	FY26 Year Ending Original
	Actual	Budget	Budget Diff	Budget % Var	Actual	Fiscal Budget
Revenues over Expenditures						
Revenues						
Contributions	\$ 2,755	\$ -	\$ 2,755	0%	\$ -	\$ -
Grant Revenues	\$ 2,294,812	\$ 2,782,031	\$ (487,219)	-18%	\$ 2,637,401	\$ 3,709,375
Program Service Revenue	\$ -	\$ 28,879	\$ (28,879)	0%	\$ 38,763	\$ 38,505
Investment Income	\$ 3,703	\$ -	\$ 3,703	0%	\$ 3,738	\$ -
Other Revenue	\$ 19,552	\$ -	\$ 19,552	0%	\$ 44,896	\$ -
Total Revenues	\$ 2,320,823	\$ 2,810,910	\$ (490,087)	-17%	\$ 2,724,797	\$ 3,747,880
Expenditures						
Direct	\$ 677,848	\$ 890,592	\$ (212,744)	-24%	\$ 893,968	\$ 1,187,456
Personnel	\$ 1,450,097	\$ 1,529,531	\$ (79,434)	-5%	\$ 1,572,997	\$ 2,039,375
Occupancy - Rent / Lease Expense	\$ 66,731	\$ 89,250	\$ (22,519)	-25%	\$ 52,949	\$ 119,000
Professional Fees	\$ 115,388	\$ 96,900	\$ 18,488	19%	\$ 108,351	\$ 129,200
General and Administrative Expenses						
Advertising, Marketing & Website	\$ 12,939	\$ 11,475	\$ 1,464	13%	\$ 11,935	\$ 15,300
Conferences, Conventions, and Meetings	\$ 7,160	\$ 6,375	\$ 785	12%	\$ 6,212	\$ 8,500
Depreciation	\$ -	\$ 54,750	\$ (54,750)	-100%	\$ -	\$ 73,000
Dues, Subscriptions & Memberships	\$ 11,581	\$ 6,750	\$ 4,831	72%	\$ 11,045	\$ 9,000
Furniture, Computer, & Equipment	\$ 6,519	\$ 11,250	\$ (4,731)	-42%	\$ 19,625	\$ 15,000
Bank Fees & Service Charges	\$ 984	\$ 563	\$ 422	75%	\$ 404	\$ 750
Insurance	\$ 12,388	\$ 13,125	\$ (737)	-6%	\$ 12,982	\$ 17,500
Miscellaneous	\$ 960	\$ 600	\$ 360	60%	\$ 654	\$ 800
Office, Janitorial, & Other Supplies	\$ 14,798	\$ 12,000	\$ 2,798	23%	\$ 11,566	\$ 16,000
Printing, Publications & Copier	\$ 4,316	\$ 4,125	\$ 191	5%	\$ 4,155	\$ 5,500
Postage and Delivery	\$ 458	\$ 563	\$ (104)	-19%	\$ 615	\$ 750
Telephone	\$ 17,432	\$ 10,500	\$ 6,932	66%	\$ 10,275	\$ 14,000
Staff Travel	\$ 1,413	\$ 5,250	\$ (3,837)	-73%	\$ 4,470	\$ 7,000
Staff Training	\$ 5,145	\$ 11,250	\$ (6,105)	-54%	\$ 23,263	\$ 15,000
Total General and Administrative Expenses	\$ 96,094	\$ 148,575	\$ (52,481)	-35%	\$ 117,201	\$ 198,100
Total Expenditures	\$ 2,406,158	\$ 2,754,848	\$ (348,691)	-13%	\$ 2,745,467	\$ 3,673,131
Total Revenues over Expenditures	\$ (85,335)	\$ 56,062	\$ (141,397)	-252%	\$ (20,670)	\$ 74,749

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

	Year To Date 03/31/26	Year Ending 06/30/25
	Current Year Balance	Prior Year
Assets		
Current Assets		
Cash and Cash Equivalents		
Checking Account	68,997.08	(115,021.98)
Reserve Account	40,153.82	40,067.44
Certificate of Deposit	0.00	83,848.97
Falcon N. Bank - IntraFi - ICS - Career Solutions	322,894.94	278,370.47
Total Cash and Cash Equivalents	432,045.84	287,264.90
Accounts Receivable		
Accounts Receivable	124,647.97	196,579.41
Accounts Receivable - Other	340.00	0.00
Grants Receivable - State	0.00	95,269.73
Grants Receivable - Federal	0.00	64,805.25
Total Accounts Receivable	124,987.97	356,654.39
Total Current Assets	557,033.81	643,919.29
Other Assets		
Deposits & Other Assets		
Prepaid Insurance	9,849.59	7,989.21
Prepaid Insurance - Health, Dental & Vision	21,770.44	12,050.64
Prepaid Bus Passes	50.00	50.00
PrePaid Gas Cards	4,700.00	4,042.32
Deferred Outflows of Resources	63,504.00	63,504.00
Due To/From Other Grants	0.00	695.00
Right of Use Asset	306,026.00	306,026.00
Furniture & Fixtures	224,124.28	224,124.28
Accumulated Depreciation	(202,057.43)	(202,057.43)
Accumulated Depreciation - Right of Use Asset	(36,908.00)	(36,908.00)
Total Deposits & Other Assets	391,058.88	379,516.02
Total Other Assets	391,058.88	379,516.02
Total Assets	948,092.69	1,023,435.31
Liabilities and Net Assets		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable - Vendors	52,396.75	26,993.66
Accounts Payable - Other	30,083.16	22,573.79
Divvy Credit Card - CS	721.50	6,947.97
Total Accounts Payable	83,201.41	56,515.42
Accrued Payroll		
Accrued Wages, Taxes, Fringe Benefits & Fees	108,309.22	105,459.68
PTO Payable	115,702.47	135,179.36
Net Pension Liability	609,531.00	609,531.00
Total Accrued Payroll	833,542.69	850,170.04
Deferred Liabilities		
Deferred Inflows of	509,724.83	509,724.83
Total Deferred Liabilities	509,724.83	509,724.83
Other Current Liabilities		
Entity 100 due to Entity 200	0.00	66.35
Lease Liability-Due in One Year	54,691.00	54,691.00
Total Other Current Liabilities	54,691.00	54,757.35
Total Current Liabilities	1,481,159.93	1,471,167.64
Long Term Liabilities		
Long Term Debt & Other		
Lease Liability - Due in More than One Year	217,102.00	217,102.00
Total Long Term Debt & Other	217,102.00	217,102.00
Total Long Term Liabilities	217,102.00	217,102.00
Total Liabilities	1,698,261.93	1,688,269.64

Agenda Cover Sheet

Employee Handbook Revision's

Career Solutions has worked with Creative Planning to update our Employee Handbook. Here is a summary of changes proposed below and will email you the tracked changes soon. This will be brought forth to our attorney for review/changes and hopes to request board approval in June or July.

Summary of enhanced changes to the Employee Handbook include but not limited to:

- Updating Vision and Mission Statement along with Agency Goals
- Clearer Employee Status Definitions
- Stronger MN Government Data Practices Act Info
- Client Interaction & Professional Boundaries
- Additional language on Accommodations
- Updated Safety Policies
- Updated Benefit Programs Section
- Reduction to Vacation & Sick Accrual Limits
- Updated Acceptable Usage (Technology) Policy

Additional sections:

- General Expectations
- Employee and Client References
- Hiring Practices (i.e. Background Checks, Offer Letters & Job Duties)
- Schedule/Calendar Expectations
- Wellness Committee
- Staff Celebrations
- Individual Workspace Responsibilities
- Leave Programs (ESST, FMLA, MN PFML, etc.)
- Artificial Intelligence (AI) in the Workplace

Sections removed:

- Union Language
- Removed Specific Details on Benefit Programs (Group Insurance, Health Insurance, etc.)
- Leave Donation