CAREER SOLUTIONS WORKFORCE DEVELOPMENT BOARD
PROGRAM COMMITTEE MEETING AGENDA

Monday, November 9, 2026, at 3:30pm

Virtual Meeting: Zoom details are listed within your calendar invite or you may receive them by contacting Kari Court 320.380.4938.

1. **Call the Meeting to Order & Introductions** — Matthews

2. **Approve the Agenda** — ACTION: Matthews

3. **Approve the Consent Agenda** — ACTION: Matthews
   A. 09/14/2026 Program Committee Minutes (Attachment 3.A.)
   B. Program Committee Application from Celestine Stang, Adult Basic Education (Attachment 3.B.)
   C. 2027 Meeting Calendar (Attachment 3.C.)

4. **Local Workforce Strategies and Initiatives Presentation** – Della Ludwig, Workforce Strategy Consultant, Department of Employment & Economic Development (DEED) — Ludwig

5. **Committee Work** — Stark
   A. CareerForce Blog: https://careerforce.mn.gov/careerforce-blog/careerone-helps-teens-build-skills-and-confidence-future-success
   B. 2025-2025 Financial Audit Presentation: 12/10/2026
   C. Grant Updates
   D. Upcoming Events or Recap:
      i. Open House – 09/08/2026
      ii. Free Maintenance Training – 09/23/2026
      iii. EPIC – 10/23/2026
      iv. Annual Meeting/Celebration – 11/12/2026

6. **Other** — Matthews
   A. From the Floor/Announcements
   B. Next Meeting: January 11, 2027, at 3:30pm

7. **Adjourn**

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

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

CAREER SOLUTIONS LOCAL WORKFORCE DEVELOPMENT BOARD PROGRAM COMMITTEE MEETING MINUTES

Date	Monday, September 14, 2026, at 3:30pm
Location:	Virtually (via Zoom)
Attendance:	Ken Matthews, Ken Huling, Ann Kennedy, Danelle Montury, Lynn Seagraves, Brandon Schauer, & Neil Vig.
Staff:	Tammy Stark and Kari Court.
Absent:	Tanya Adair & Amy Trombley
Guest:	Tammy Smith

Call the meeting to order – Matthews called the meeting to order at 3:31pm. Introduction made.

Approval of the Agenda

Motion:

Results:	Approved the Program Committee agenda.
Mover:	Kennedy
Seconder:	Huling
Ayes:	Matthews, Huling, Kennedy, Montury, Seagraves, Schauer, & Vig.
Nayes:	NA

Consent Agenda Items:

- 03/09/2026 Program Committee Minutes
- 05/11/2026 Program Committee Minutes
- Accept the Program Committee Resignation from Danelle Montury

Approval of the Consent Agenda

Motion:

Results:	Approved the consent agenda.
Mover:	Schauer
Seconder:	Huling
Ayes:	Matthews, Huling, Kennedy, Montury, Seagraves, Schauer, & Vig.
Nayes:	NA

Thank you to Danelle for her time on our committee!

Presentation from Tri-CAP – Tammy Smith, Workforce Development Manager for Tri-CAP

- Tammy Smith presented on three workforce development programs she oversees at Tri-CAP. They include SNAP Employment and Training, Minnesota Family Resiliency Partnership (Rebuilding Lives), and Child Care Access.

- She explained that SNAP Employment & Training Program helps people on SNAP but not on the MFIP program to gain skills to work themselves off assistance. Services include case management, life skills classes, clothing and tools required for the job, and referrals to other services and referrals within our community.
- Rebuilding Lives is an employment program for individuals who were primary care takers for their home and/or children and loss income due to divorce, separation, the death or disability of a spouse or partner, or loss of public assistance. Their objective is to help individuals prepare for competitive job market. Assistance can include costs related to education, employment, and household stability.
- The last program Smith presented on was Childcare Access. This is offered in various counties and it's for those who are experiencing homelessness. Children must be 12 years of age or under or 13-14 with special needs along with some other eligibility factors.
- Smith touched on a few other programs such as Energy Assistance, Weatherization/Home Repair Programs, and a Drive Program.
- The committee thanked Smith for her presentation!

Committee Work

- **Local and Regional Plans** – The Local and Regional Plans have been updated with community partners, removed language about the pandemic, etc. but no drastic changes. This has been posted on our website for a 30-day comment period. After that period has concluded, we will submit these plans to the Governors Workforce Development Board by October 1st.
- **DEED Performance Negotiations** – Every two years, we go through negotiations with DEED regarding our performance measures/score card. Stark explained the process for negotiations.
- **2025-2025 Financial Audit Update** – Financial auditors were onsite the 1st week of September, and things are going well so far. Two new things this year – they are focusing more on the revenue side as well as the completion of an IT Questionnaire. We anticipate the auditors will present to the board in December.
- **Employer Action Toolkit** – This was included in your agenda packet as a resource option for employers.
- **2026 CareerONE Video & Magazine Highlight** – Stark provided a presentation recapping the 2026 CareerONE Program to committee members. Career Solutions served 212 youth in the CareerONE Program this year, 200 of them completed the program. We offered several tracks which included healthcare, construction, manufacturing, public safety, etc. Shown below is our video showcasing the program and CMMA featured the CareerONE Program on page #38.
    - Link: https://youtu.be/trBStABONjc
    - CMMA Magazine (Page 38): https://online.fliphtml5.com/slrxz/CMMA-Tom-Magazine-2026-final/#p=39

- **Grant Updates:**
    - **Drive for 5 Program:** We are offering welding training in partnership with SCTCC through the Drive for 5 Program. We have 12 spots to fill and have an additional 10 on the waiting list. Unless we receive additional funding, then we are unable to support those on the waiting list at this time. This is our 3rd cohort in this grant and will look at reapplying the in the future.
    - **Maintenance Technical Training:** This program is offered through the Pathways to Prosperity Grant. There are two information sessions scheduled and the training will start in October.
- **Upcoming Events or Recap:**
    - **Open House: 09/08/2026** – 64 attendees with 8 employers.
    - **Annual Meeting/Celebration: 11/12/2026** – All are welcome to attend our Annual Celebration scheduled November 12th.

Other

- **Executive Director Updates** – N/A.
- **From the Floor** – N/A.

Adjourn – Matthews adjourned the Program Committee meeting at 4:14pm.

Application for Nomination to the Career Solutions Local Workforce Development Board – Program Committee

Name: Celestine Stang **Title:** Supervisor of Adult Education

Business/Agency Name: St. Cloud District 742

Business/Agency Address: 800 7th St. South
Street Address/Box Number

Waite Park (City) MN (State) 56387 (Zip) Stearns (County)

Business Phone: 320-370-8225 **Fax:** X **E-Mail:** celestine.stang@isd742.org

Description of Business: School District. Adult Ed Supervise Central MN Consortium

Home Address: [redacted]

Home Phone: [redacted]

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

CONSTITUENCY

Private Sector: (Check One)
- _____ Large Business (500+ Employees)
- _____ Small Business (Under 500)
- _____ Minority Business

Public Interest Group: (Check One)
- _____ Economic Development
- _____ Community-Based Organizations
- _____ Organized Labor
- _____ Post-Secondary Education
- X Secondary Education
- _____ Public Assistance Agencies
- _____ Vocational Rehabilitation Agency

Targeted Industries :
(Check One)
- _____ Health Services (Health Care & Social Assistance)
- X Business Services (Admin. Support Services)
- _____ Engineering & Management Services (Professional, Scientific & Technical Services)
- _____ Manufacturing (including Printing & Publishing)
- _____ Wholesale Trade
- _____ Transportation & Material Moving

Targeted Occupations :
(Check One)
- _____ Healthcare Practitioners and Technical Occupations
- _____ Computer and Mathematical Occupations
- _____ Architecture and Engineering Occupations
- _____ Legal Occupations
- _____ Business & Financial Operations Occupations
- X Management Occupations
- X Other Educational Administration

Qualifications:
Please list any information which you feel would be helpful in determining your qualification for this position.
I serve as the Supervisor for our Adult Education programs for Central MN. We align adult skill development with regional workforce needs + partner with local businesses,
(Add pages if needed)

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

Applicant:

Signature _____ Date 10/2/26

Nominating Agency Representative:
I nominate the above candidate for Career Solutions Workforce Development membership.

Signature _____ Date _____

Agency _____ Title _____

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

DEFINITIONS:

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

Large Business: 500 employees or more.
Small Business: Under 500 employees.
Minority Business: A business operated by a person or persons from racial minority group.

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

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

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

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

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

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

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

Return to: Tammy Biery, Executive Director
Career Solutions
Partner of CareerForce St. Cloud
1542 Northway Drive (Door 2)
St. Cloud, MN 56303
(320) 308-5702
(320) 308-1717 (Fax)

CAREER SOLUTIONS 2027 MEETING CALENDAR

Career Solutions Meeting Schedule for: Joint Powers Board (JPB), Local Workforce Development Board (LWDB) / Executive Committee (Exec.), Youth Council, Program Committee, and Memorandum of Understanding (MOU) Meetings

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

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