

**NORTHEAST MINNESOTA OFFICE OF JOB TRAINING
LOCAL ELECTED OFFICIAL BOARD**

Thursday, July 11, 2019
Virginia Workforce Center
1:00-3:00 p.m.

Chair Adee called a regularly scheduled meeting (via conference call) of the Elected Official Board to order at 1:07 p.m. with the following in attendance:

Tom Proulx Dave Mills Kevin Adee Don Niemi

Excused: Burl Ives and Paul McDonald

Staff: Michelle Ufford, Randy Lampton, Renee' Marconett

Motion made by Mills, supported by Niemi to approve the July 11, 2019 agenda as written, with no additions or revisions; motion carried unanimously.

Motion made by Mills, supported by Niemi to approve the March 14, 2019 minutes as written, with no additions or revisions; motion carried unanimously.

PY'19 Funding Allocations

Ufford reviewed the PY'19 funding allocation handout. There is a 3.3% increase in WIOA Adult funding, and a decrease in WIOA and MN Dislocated Worker funding. WIOA Youth and Rural Career Counseling funding will remain the same, with a very slight decrease in MFIP funding. Both state-level and local-level allocations are based on a complicated formula of several factors including 'areas of substantial unemployment' (contiguous census tracts with unemployment of 6.5% or more) and persons defined as disadvantaged adults (or youth for that allocation). State Dislocated Worker allocations are based on what is remaining in the state Workforce Development Fund after direct appropriations. The Workforce Development Fund is funded through a tax on employers levied at a rate of 0.1% annually on all taxable wages and is the reason why Minnesota has a State Dislocated Worker program.

Staffing Updates

The office has had one senior Career Counselor retire in July and another counselor is planning to retire in September 2019. A new youth/MFIP counselor has been hired for the Cloquet office, due to a staff member leaving. Even though we have staff retiring, Ufford reported funding allocations are still in good shape without any issues.

Montana Institute Conference/IASC Project Update

Last fall Ufford met with the Blandin Foundation to discuss a project to work with the Deer River schools in providing students with the opportunity to understand their own career interests and experience the breadth of local career opportunities to help form their own career goals, along with providing employers an avenue to help develop their future workforce and showcase their industry. A \$10,000 initial planning grant was received to start working with the Montana Institute to identify and understand the framework of different ways of mentoring and leadership. The board approved Ufford

and Thor Bergland from our Grand Rapids office to attend a five day conference in June at the Montana Institute, with the goal of obtaining information to work on a project that will serve as a model in other areas. The Deer River Superintendent also attended the conference. The Itasca Area School Collaborative (IASC) has asked the Blandin Foundation for additional funds (over a five year period) to expand their career pathways work. The Northeast Minnesota Office of Job Training was listed as the primary partner, but Ufford now has some concerns on how these two initiatives will work together. The original goal was to focus on hiring an individual from the Grand Rapids area to develop database, do employer outreach, and develop training and orientation materials for employers and students. It is very unclear at this time how the project will roll out. Once their boards meet, we will have a better understanding where we stand with this project. Ufford is hoping to pilot this project in another county if nothing transpires with Deer River and IASC.

Updated Joint Powers Agreement

The Northeast Minnesota Office of Job Training Joint Powers Agreement needs to be updated to reflect changes in terminology stemming from the change in federal law from the Workforce Investment Act (WIA) to the Workforce Innovation and Opportunity Act (WIOA). There are no other content or material changes to the document. Commissioners will bring the agreement back to their county board for review and signatures.

Program lead positions

Ufford proposed adding two to three Program Lead positions for Youth, MFIP and Adult/Dislocated Worker. Existing staff would move into these positions and be designated experts responsible for identifying best practices, organizing program-specific staff meetings, developing program procedure manuals, and engagement with relevant state-level groups as needed. These individuals would not be supervisors and will still carry a caseload. Interested staff will apply and be interviewed. We will start with assigning a program lead for the Youth and MFIP programs. Once it is determined how these positions are working out, the Adult/Dislocated Worker program lead may be added in six to eight months. **Motion made by Mills, supported by Niemi, to move forward with assigning Program Lead positions for Youth and MFIP programs; motion carried unanimously.**

Motion made by Niemi, supported by Proulx to adjourn at 2:15 p.m.; motion carried unanimously.