



Regional and Local Plans

Minnesota's Workforce Development System under WIOA

Program Years 2016 & 2017

Submitted by

RWDA:

Southeast Minnesota Regional Development Area/6

LWDA:

Workforce Development, Inc. #8 SE MN

Department of Employment and Economic Development

1st National Bank Building | 332 Minnesota Street | Suite E200 | Saint Paul, MN 55101-1351

Phone: 651-259-7544 | 800-657-3858 | Fax: 651-215-3842 | TTY/TDD: 651-296-3900

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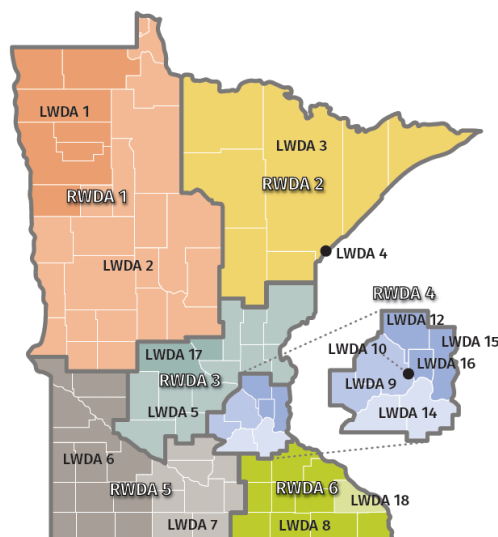
INTRODUCTION

The purposes of the WIOA are the following:

- (1) To increase, for individuals in the United States, particularly those individuals with barriers to employment, access to and opportunities for the employment, education, training and support services they need to succeed in the labor market.
- (2) To support the alignment of workforce investment, education and economic development systems in support of a comprehensive, accessible and high-quality workforce development system in the United States.
- (3) To improve the quality and labor market relevance of workforce investment, education and economic development efforts to provide America's workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide America's employers with the skilled workers the employers need to succeed in a global economy.
- (4) To promote improvement in the structure of and delivery of services through the United States workforce development system to better address the employment and skill needs of workers, jobseekers and employers.
- (5) To increase the prosperity of workers and employers in the United States, the economic growth of communities, regions and states and the global competitiveness of the United States.
- (6) For purposes of subtitle A and B of title I, to provide workforce investment activities, through statewide and local workforce development systems, that increase the employment, retention and earnings of participants, and increase attainment of recognized post-secondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers and enhance the productivity and competitiveness of the Nation.

Workforce Development Areas

Minnesota has designated six Regional Workforce Development Areas (RWDA) in the state that represent a combination of Local Areas, as defined in WIOA, and Economic Development Regions, as defined in other federal law. These Workforce Development Areas have been approved and adopted by the Governor and the chief local elected officials of the Local Areas.



Each Regional Workforce Development Area is responsible for submitting a Regional Plan, inclusive of the Local Plans of the Local Workforce Development Areas. The Regional and Local Plans will align with the strategic vision set by the Governor, address the regional needs of the workforce and business communities and comply with the planning requirements as determined by the State of Minnesota's Department of Employment and Economic Development and the U.S. Department of Labor and applicable federal and state statutes.

Minnesota's Vision for the Workforce Development System

Vision Statement:

A healthy economy, where all Minnesotans have or are on a path to meaningful employment and a family sustaining wage, and all employers are able to fill jobs in demand.

This vision statement was developed through Minnesota's participation in the National Governor's Association's Policy Academy on Career Pathway Models. Minnesota's effort engaged seven state agencies and has influenced workforce development thinking at the system level. It is fitting to continue to move forward with pursuing the implementation of WIOA under this inclusive effort.

Mission:

The creation of a Career Pathway System that aligns local, state and federal resources, policies and services to meet the workforce needs of business and industry and improves access to employment, education and training services for Minnesota's current and future workforce.

Rationale:

The economic conditions of the 21st century require a more responsive approach to meeting the needs of business and industry; and the growing diversity of the workforce population. As economies become more global, competition will continue to increase and pressures on the inputs of production, specifically the timing, availability and skill base of the workforce. Rediscovering the value proposition of the Workforce Development System is critical to responding to the 21st century economy.

A Career Pathway System approach will position the needs of a skilled workforce at the center of the system, recognizing the important role of a "dual customer" approach – businesses and workers. Businesses will lead sector strategies that address the most critical growth needs in occupations that support family sustaining wages. The diverse needs of workers will impact the design and delivery of employment and training programs and services to fulfill these employment needs and their career goals.

SECTION A: REGIONAL PLAN

REGIONAL LEADERSHIP APPROACH

The regional leadership approach describes how the local area boards within each regional workforce development area will define and coordinate the strategic priorities established by the Governor under WIOA.

1. Describe the selection process for the membership who will provide the leadership to oversee the development and coordination of the regional plan.

The Regional Oversight Committee is led by leaders at influential organizations from around the region, including Excel Energy, Mayo Clinic, Mississippi Welders Supply, PlastiCert, and Seven Rivers Intermodal Terminals, LLC. Counties are represented by the County Commissioner from Freeborn County, who is also the Chair of the Joint Powers Board for WSA #8. These officers from the two local delivery area WDBs, along with the two Executive Directors provide the leadership to oversee the development and coordination of the regional plan.

2. Describe how the selected organizations from the region will provide oversight to development and implementation of the regional plan. Complete **Attachment A – Regional Oversight Committee**.

The members of the Regional Oversight Committee have come together to determine regional priorities and action plans. The two Executive Directors (Randy Johnson and Mike Haney) have the responsibility of implementing the action plans throughout the region. The Regional Oversight Committee will continue to meet on a regular basis and receive updates on the progress being made.

3. Describe how the approach used will ensure that partner engagement includes diverse representation, specifically among populations experiencing barriers to employment.

The Regional Oversight Committee has identified three regional priorities: 1) Higher education and community career pathways; 2) Career planning efforts in K-12 schools; 3) Outreach and support services to special populations, including veterans, older workers, offenders, persons with disabilities and minorities.

The two Executive Directors have the ultimate responsibility of guiding the work around these regional priorities. Current partnerships are being expanded to ensure that we are leveraging resources and minimizing duplication of services.

4. Describe how performance negotiations will be managed among the local workforce development areas within the region.

Performance negotiations will be managed through the One-Stop Committees of the two Workforce Development Boards, who report to the Regional Oversight Committee. See the attached Regional Memorandum of Understanding, Attachment I.

5. Describe any additional goals being set by the regional leadership or individual local area boards.

See above (Q.3) for the goals set by the Regional Oversight Committee. Additional goals will be set as action plans are implemented at the local level.

6. Describe how the local area boards will direct system alignment within the region through shared policies and practices.

We rely on each of the local boards to direct the work that impacts their specific region. Shared policies and practices will be implemented by the two Executive Directors and local WDBs whenever it makes sense to do so. The Regional Oversight Committee will help guide these shared policies and practices while providing oversight to their implementation and outcomes.

7. Describe any cooperative service arrangements being planned for the region and how they will promote consistency within the regional workforce development area and with state policy.

A Memorandum of Understanding defines the formal partnership structure and operation of the Regional Oversight Committee.

A Regional Career Pathways Coordinator has been hired and will be identifying and developing both formal and informal cooperative service opportunities across the region. Any agreements will be reviewed by the Regional Oversight Committee.

REGIONAL STRATEGIC PLANNING

The strategic planning component of the Regional Plan addresses three elements: strategic analytics, strategic approach and strategic operations. The overarching theme is to engage regional stakeholders in the process of establishing the strategic plan and to ensure that decisions are data driven and that the data can be used to measure gains and identify needs for improvement.

Strategic Analytics: *The assessment of the regional workforce development area focuses on key conditions. These conditions are detailed in the following response needs.*

8. Describe the condition of the regional economy and cite the sources of data and analysis.

The Southeast Minnesota economy is projected to grow 6.4 percent from 2012 to 2022, a gain of 16,909 new jobs. In addition, the region is also expected to need 60,750 replacement openings to fill jobs left vacant by retirements and other career changers. The number of replacement openings is expected to dwarf the number of new jobs in every group except for healthcare practitioners, healthcare support, personal care and service, and construction and extraction occupations. The highest amount of demand will be found in healthcare practitioners and technical, office and administrative support, food preparation & serving related, sales and related, production, and transportation and material moving occupations.

Source: mn.gov/deed/data

See the following link for a complete economic summary of SE MN:

<http://mn.gov/deed/images/rp-southeast.pdf>

9. Describe the condition of the regional workforce and cite the sources of data and analysis.

In comparing average growth for the past 24 years, the Southeast Minnesota labor force is currently growing at approximately one-fourth of its previous rate. We are also experiencing slower population growth, with a smaller share of the percentage participating in the regional workforce.

Our annual projected population growth between 2015 – 2020 is approximately 3,250/year. Unfortunately, all of that growth is in the 65+ age range, with the age brackets of 0-19 and 20-64 in negative growth patterns during the same timeframe. Basically, SE MN is predicted to gain older workers, but lose younger workers for the next several years.

Another important change for the workforce of SE MN is increased diversity. From 2000 to 2013, several races, including Black or African American, Asian & Other Pacific Islander, Hispanic or Latino, and Two or More Races all showed at least double-digit percentage increases across the region. Unfortunately, many of these diverse populations struggle with higher than average unemployment, and lower than average educational attainment and labor force participation rates.

Source: “Our Labor Shortages are Here to Stay: Now What?” Steve Hine, LMI Office Research Director, October 29, 2015.

10. Describe the condition of the regional workforce development system and cite the sources of data and analysis (SWOT analysis).

The state of the workforce development system in SE MN is strong and well respected with consistently high performance outcomes. The essential elements of the Workforce Development System in the SE MN Region consists of :

- 43 public K-12 school districts, with 45 high schools and another 8 private high schools;
- 8 different Coordinators of Perkins Consortia for Career and Tech Ed;
- 10 different Adult Basic Ed Consortia Coordinators;
- 4 different two-year MNSCU institutions, with 7 different MNSCU campuses;
- The four-year MNSCU institution of Winona State, with a campus in Winona and Rochester;
- The University of Minnesota – Rochester downtown campus;
- A dozen+ private college providers with a physical presence in the area;
- 7 One-Stop Workforce Centers, in the communities of Albert Lea, Austin, Faribault, Owatonna, Red Wing, Rochester and Winona; and,
- 4 affiliate sites for delivery of WIOA and MFIP/DWP services in Kasson, Caledonia, Preston and Wabasha.

Despite the vast area that is covered by the SE MN region and the large number of partners and stakeholders, and unusual high degree of coordination and cooperation exists in the area – unlike that of any other region. When it has come time to adapt to the regional partnership and sectoral focus of WIOA, we have found that what has come natural to us is what others are just starting to work on. Given the rural nature of our setting, and the non-proliferation of resources, we have had to come together routinely as partners to solve our problems. Elected officials, both county and schools, have formed dozens of Joint Powers arrangements to tackle their issues. In the workforce development world, we have standing committees and taskforces that engage stakeholders throughout the region. As a result, a number of innovations have been developed that have been described as exemplary:

- Of the 7 One-stops in the area, 5 are co-located on the MNSCU campuses of Austin, Albert Lea, Owatonna, Rochester and Winona - with another scheduled to be added in Faribault in 2018. It should be noted that there currently only 8 of the 48 Workforce Centers so co-located, and most all are in SE MN – by design.
- Key to the infrastructure of our One-Stop Workforce Centers, which allows for the convenience of personal contact and a physical presence in all of our counties, is the fact that TANF and SNAP services are offered on site under contract with the counties.
- What is currently being described as Pathways to Prosperity was initiated in SE MN over 10 years ago – bringing the ABE, MNSCU and WFC partners together to offer integrated training and case management around a sectoral initiative. The pinnacle of this model is in Rochester, operating under the banner 'Bridges to Healthcare'.
- SE MN was used as the example in a national competitive technical assistance grant with the OCTAE unit of the Department of Ed, demonstrating the coordination between CTE at the secondary level, MNSCU, ABE and the

Workforce Centers.

- Our collaborative work with local employers and secondary education has developed a blossoming number of registered apprenticeships that have been written with manufacturing companies, and has garnered recognition by the State Chamber of Commerce as a best practice.
- Our Healthcare Committee of the Workforce Development Board routinely engages a large swath of healthcare providers and even garners the attention of legislators. This year, again, legislators listened to the needs of those providing long term care and will be offering legislation based upon the committee's work.
- The Workforce Development Board also helped develop and host a taskforce specifically designed to meet the needs of area businesses looking to engage the disabled population. The 'Maxability' group holds educational meetings and job fairs that are very well attended. Similar efforts are now under way to engage employer and stakeholders around the topics of Veteran's employment, and another for the minority communities.

The history of workforce services in SE MN is long, and the journey has taught us a number of important lessons. In the 1970's and early 80's the programs were delivered by State staff; the boards came to appreciate the responsiveness and flexibility that could be gained with local control. In the mid-80's and early 90's, the board used the opportunities afforded it to sub-contract 100% of its funds to education and local non-profits; once again, innovation and responsiveness were lagging and the administrative effort of maintain oversight was exorbitant. From the mid-90's to present, the Board has been essentially self-delivered; results have been great, but we sense that the world is getting evermore complex, and managing the complexities with shrinking resources is a challenge. Where we find ourselves now, with the advent of WIOA, is looking at a building a hybrid model over the next several years. We have the need to manage a consistent, ever-ready one-stop system for basic employment and training services for the average person in need, and also consider sub-contracting a small portion of the resources for value-added services to special populations and circumstances where the one-stop services are not adequate. The next challenge will be to bring about a comprehensive system of common measurements for all providers and educational partners and offer the transparent outcomes to the public, while building a culture of continuous improvement.

11. Describe the regional workforce development area's vision for a skilled workforce.

Our workforce vision is for every available person throughout the region to be fully employed in skilled careers that offer living wages and purpose.

Strategic Approach: *The core areas of the strategic design focus on priorities of the Governor and the system of service delivery.*

Area 1 – Sector Partnerships

12. Describe how the region will use the labor market information and conduct outreach to business and industry to select the targeted sectors for developing career pathways for occupations in demand that provide family sustaining wages. If sectors and occupations

have been already selected, describe them within this response. Complete **Attachment G – Local Workforce Development Area Key Industries in Regional Economy.**

The WDB of WSA #8 supports the seven principles of high performing industry partnerships, including:

- Develop and maintain employer leadership
- Produce excellent outcomes for individuals and employers
- Serve low-skill, low-wage individuals
- Promote career advancement
- Promote industry-recognized credentials
- Communicate key information to stakeholders
- Operate with knowledgeable staff

The WDB of WSA #8 has been built around key regional industry sectors and employer issues. Industry sector subcommittees include: Healthcare, Manufacturing, Services & Trades, and Emerging Technologies & Economic Development. Taskforce subcommittees (which focus on employer issues) include: Career Pathways, Emerging Workforce/Youth, Diversity and Outreach, and MaxAbility. These subcommittees are all employer led.

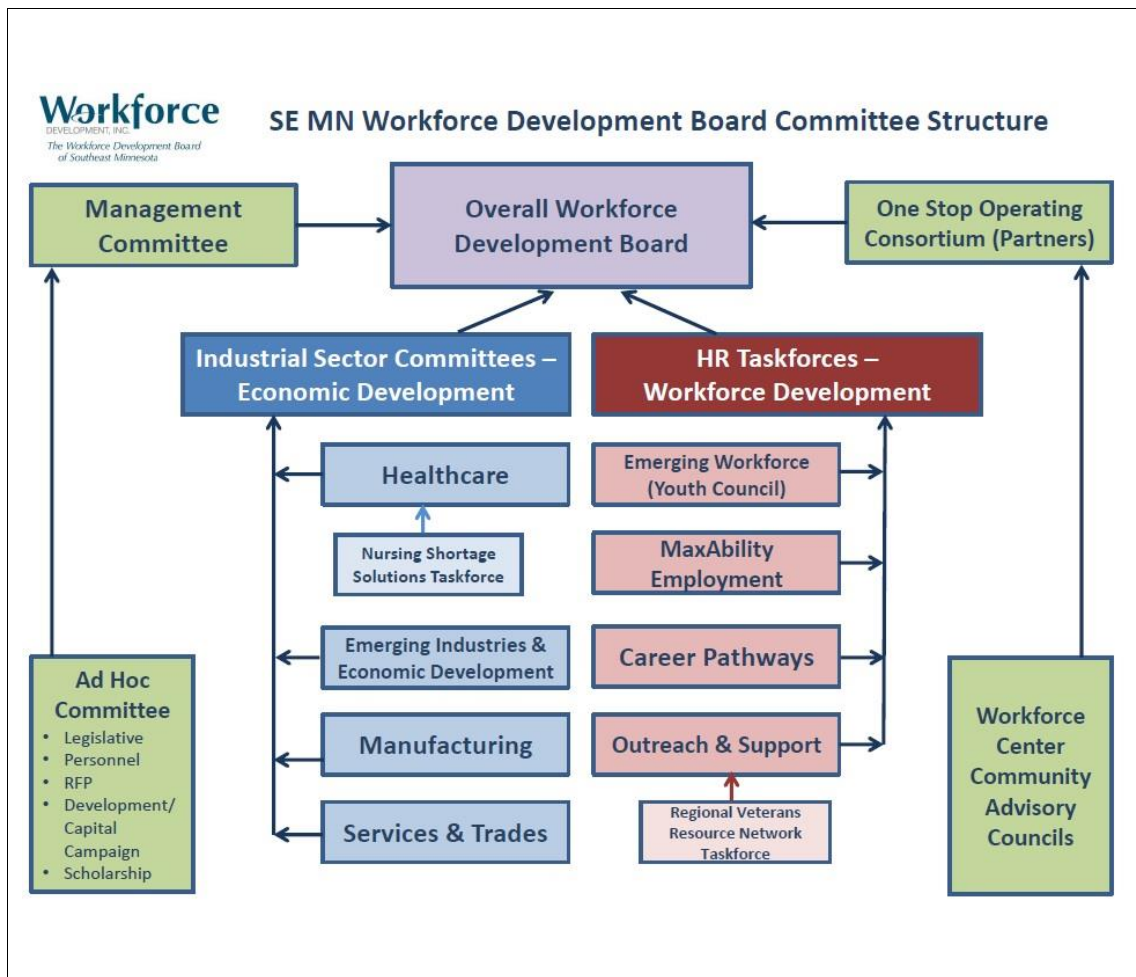
The mission of the SE MN WDB is to develop and advance the workforce of Southeast Minnesota. Our mission is at the heart of everything we do to impact positive outcomes for both job seekers and employers. We actively provide outreach to people from diverse populations and low-skilled (often hardest to serve) individuals, to ensure that they are able to utilize the myriad services available to them.

The Career Pathways subcommittee of WSA #8 focuses on convening partnerships as well as identifying and developing career pathway solutions for area in-demand occupations. Several of our staff members and area partners are now certified Career Pathways Leaders.

Regular communication with industry leaders (board members) ensures that we are assisting our customers to pursue industry-recognized credentials.

WDB staff regularly requests and analyzes current Labor Market Information (LMI) from our regional DEED LMI analyst. The WDBs gets monthly updates about the regional economy from staff “on the ground” as well as directly from board members. Regional Business Service Specialists and WDI Placement Specialists provide outreach to area businesses, and report information on economic activity at each WDB meeting. In addition to LMI, WDI staff uses Wanted Analytics and the State of Minnesota’s Career Profile tools to access the data needed to drive decision-making. This information and data is used as a foundation for planning and decision-making at all levels, to set priorities and direct activities, to align resources with the needs of our regional employers, and to give timely, relevant information to our job seekers.

All of the Career Counselors within the SE MN WDB must have Global Career Development Facilitator (GCDF) training. All Career Counselors are required to have at least a Bachelor’s degree; many of our Career Counselors have Master’s degrees. All of our intake specialists have achieved State-sponsored training and certifications. Our extremely knowledgeable staff is dedicated to serving both our job seeking and employer customers.



13. Describe how the make-up of the sector partnerships will be determined and the expertise and resources they bring to the partnership.

Industry Sector Subcommittees are made up of industry leaders from around the region as well as WDB staff who are experts in that industry. Subcommittee members bring a wealth of industry expertise, knowledge and resources to the table.

14. Describe how the partnership(s) will work toward developing and implementing a career pathway sector strategy during the two years of this plan. If sectors and occupations have not been selected, address the process for these decisions within this response.

The Career Pathways Subcommittee and all of the Industry Sector Subcommittees of the WDB of WSA #8 will continue to identify and develop career pathways solutions for area in-demand occupations during the two years of this plan. One example of this work is the spin-off of an LPN taskforce from the Healthcare Sector Subcommittee. The shortage of LPNs was identified as a regional issue, and an initial workgroup formed to identify possible solutions. The initial workgroup has expanded and taken regional LPN recruitment and nursing career pathway strategies as their primary focus in order to meet this regional need.

Area 2 – Stakeholder Engagement

15. Describe the process for identifying the characteristics, size and scope of populations not fully benefiting from the economic recovery, experiencing factors such as high unemployment, lack of credentialed skills and other barriers to employment.

Analysis of our currently enrolled customers helps us understand the characteristics and demographics of area populations who are not fully benefitting from the economic recovery. Our customer population, unfortunately, faces barriers of high unemployment or underemployment, lack of credentialed skills and many others.

One important recent change for the workforce of SE MN is increased diversity. From 2000 to 2013, several races, including Black or African American, Asian & Other Pacific Islander, Hispanic or Latino, and Two or More Races all showed at least double-digit percentage increases across the region. Unfortunately, many of these diverse populations struggle with higher than average unemployment, and lower than average educational attainment and labor force participation rates.

Source: “Our Labor Shortages are Here to Stay: Now What?” Steve Hine, LMI Office Research Director, October 29, 2015.

Our partnerships with County government, other service providers for diverse populations, corrections, and other community organizations provide us with additional data and information on the size and scope of other populations in need of assistance or services.

The WDB Taskforce Subcommittee members are another source of valuable information about population changes and arising needs.

16. Describe who will be included in the broad stakeholder engagement to address a targeted number of socio-economic issues faced by diverse populations.

The WDB, Sector and Taskforce members and community partners serve as the conveners to bring appropriate partners together around specific issues. Community partners such as the Diversity Council, the Minnesota Council on Latino Affairs, the Council for Minnesotans of African Heritage, and other agencies serving diverse populations are engaged and able to provide information and guide solutions. Stakeholder engagement will be determined by the socio-economic issues themselves so that we can ensure the right people are around the table for each issue.

Outreach specialists provide targeted connections to several diverse populations across our region, including the Somali, Karen, and Latino populations. These staff people help identify the changing and often unique needs faced by these diverse populations, and help educate the rest of our staff on the best ways to serve these customers.

17. Describe how this engagement will impact the development and implementation of the selected sector strategies during the first two years of this plan.

Our current partner engagement, whether from the WDB membership or community partners, is driving the development and implementation of our sector strategies and has been for some time. This work will continue for the next two years.

Area 3 – Employment & Training Program Design

18. Based on the regional/local assessment of workforce development system services, describe how strategies will be created to pursue a more responsive alignment of employment and training services, based on career pathway thinking.

The long-time partnership between WSA 8 and 18 has already led to closer alignment of employment and training services across the region. The leadership is already focused on career pathways. As mentioned earlier, several of our staff members have earned Career Pathway Leadership Certifications.

One of our Outreach Specialists is currently teaching a “Skills to Succeed” workshop for diverse populations, to help them get and retain employment. Career Pathways education is a central component of that workshop. That model is being replicated for additional diverse populations across our region.

In addition, the existing board structure lends itself to continued career pathway development focused on the demand industries across the region. With those systems in place, it becomes very easy to identify gaps where career pathway development can make a difference for both job seekers and employers.

19. Describe how the entities responsible for participating in this process will be selected, including their expected roles and responsibilities.

The WDB of WSA #8 currently has staff identified as specific industry specialists for the key regional industries of Manufacturing, Construction and Healthcare. In addition, several staff have taken additional steps to become Career Coaches for key industries. These experts in the field, along with the WDB and community partners, help align our work based on regional workforce demands.

20. Describe how the outcomes will be determined in terms of employment and training services modeling career pathway thinking by the end of the two year plan.

All of our Career Counselors include career pathway identification within the development of individualized employment plans for our customers.

One example of a process measure which has been proven to alter outcomes is our use of pre-employment Academies. The Pre-Employment Healthcare Academy provides an entrance into the Healthcare field as well as direction and guidance toward clear career pathways.

Academy outcomes are measured by individual’s program enrollment as well as advancement on the career pathway. A high percentage of Healthcare Academy enrollment includes people from diverse backgrounds.

We will continually check our list of Targeted/Hot Jobs with the actual incidence of participant training. Where we have no people being trained for the jobs in demand, we will analyze whether the training exists, if it is accessible, and whether there is any recruitment or awareness of the training. Should classroom training not be available, nor required for the job, we would promote On the Job Training for those careers. We will map and connect our Targeted Jobs List with the Perkins consortia and their programs of study at the Career and Tech. Ed. level to ensure the pipeline

of talent is connected to relevant, living wage jobs in demand.

SECTION B: LOCAL PLAN

Strategic Operations: *The core elements of strategic operations focuses on operating policies and procedures related to the one-stop system and physical locations of service delivery.*

1. Describe how local area boards will work with each other, core title providers and available data to designate at least one WorkForce Center per local workforce development area and make recommendations on recognizing affiliate and standalone partner sites.

Local Workforce Development Boards will continue to designate WorkForce Centers, affiliate offices and standalone partner sites within each region, based on the criteria set forth. Locally, the core title providers are all represented on the One-Stop Committee and the WDB.

2. Describe the strategies to ensure proper connectivity and coordination among the **physical sites** within the local workforce development area.

Monthly in-person manager meetings help ensure coordination and shared information among the physical sites of our workforce development area. A recent technology upgrade allows us to utilize web conferencing among the WorkForce Centers and standalone sites. Technology tools such as electronic messaging and even email and cell phones allow us immediate access to the information we need and provide the ability to connect with staff throughout the WDA.

3. Describe the strategies to ensure proper connectivity and coordination among the **service providers** within the local workforce development area.

Monthly meetings of the One-Stop Committee provide in-person communication and coordination among the WDA core title providers. In addition, many area service providers serve as ad hoc WDA and/or Subcommittee members. Co-location on college campuses for many of our offices provides another level of connection and coordination. Staff outreach and collaboration happens on a daily basis to ensure that our customers have access to all available resources.

4. Describe other strategies that will be used to maximize services and access to services, such as non-traditional hours or using partner facilities.

We meet customer needs by utilizing partner facilities in several locations on a very regular basis. Public libraries, Adult Basic Education offices, and colleges are all regular meeting places for our staff and customers. In addition, staff is able to meet

customers “where they are”, including off-site and outside of the scope of regular business hours.

5. Describe the strategic approaches to ensure all elements of Career Services are available at service locations or online, including services for youth and individuals with barriers to employment or service access.

The WDB ensures the availability of all of the documented Career Services at our service locations (or online). Each program has a Coordinator who is responsible for the program budget, making sure the program requirements are met, and the appropriate career services are available across all service locations. Program Coordinators report monthly to the WDB Management Committee.

6. Describe strategies that will be used to leverage technology for services and ensure compliance with accessibility standards.

We are beginning the process of updating our website so that it will be mobile-friendly and easily accessed from any platform. We rely on DEED’s guidance for compliance evaluation and assessments. In addition, our Vocational Rehab partners provide local assistance with accessibility compliance.

7. Describe how supportive services, such as transportation and other needs, will be coordinated to better serve individuals with specific barriers to training, education and employment.

Supportive services are provided to all of our enrolled customers as necessary to support their employment and training plan. Need is documented and discussed prior to distribution. Barriers are assessed prior to enrollment so that we can determine any support service needs as well as make any necessary referrals. Transportation assistance in the form of a Youth Van is available to help youth get to work sites and return home.

8. Describe how local area boards will ensure state policies on infrastructure funding requirements are adhered to and the process for addressing any discrepancies or disagreements.

Once the state policies on infrastructure funding requirements are received, local policy letters are created which mirror those requirements. Local policy letters are brought before the WDB for any discussion and approval, thereby eliminating any discrepancies and resolving any potential disagreements before approval.

Program Coordinators share local policy letters with staff and provide training on the requirements and expectations. Local policy letters are also available on our Intranet so that staff always has electronic access to them.

9. Describe how local area boards, who contract out for provider services, will ensure that providers fully participate in infrastructure funding requirements and the alignment of service delivery within the local workforce development area.

WDB members are involved in any Request for Proposal (RFP) opportunities. Infrastructure funding requirements and alignment of service delivery are included as

criteria within the RFPs. Potential funding recipients are evaluated by WDB members and their proposals are measured against the criteria set forth in the RFP.

10. Describe how the Memorandum of Understanding will be developed and used to ensure commitment of resources from service providers and required partners.

The Memorandum of Understanding for the Regional Oversight Committee details the membership, voting rights, meeting schedule and location, and yearly regional goals.

The Memorandum of Understanding for the Southeast Minnesota WorkForce Center System (One-Stop Operating Consortium) identifies the partners and details their roles and responsibilities, identifies the services to be provided throughout the WorkForce Center system, outlines the service funding and cost allocation methodology, defines the referral system between WorkForce Center partners, and includes a dispute and resolution process.

11. A. Describe the local area board's strategic vision and how it aligns with the designated state priorities under WIOA.

Our local strategic vision includes many of the same components as the designated state WIOA priorities such as a focus on diversity, preparing youth, providing services for people with barriers to employment, meeting the skilled workforce needs of employers, and career pathways.

The structure and membership of the WDB and its subcommittees is a direct reflection of the state and local priorities. Our sector subcommittees are based on key regional industries: Manufacturing, Healthcare, Services & Trades, and Emerging Industries. These subcommittees include business leaders from across the region, and allow us to listen to, and meet the needs of, business and industry.

The taskforce subcommittees are also based on regional workforce issues: Diversity and Outreach, MaxAbility, Career Pathways, and Emerging Workforce. Taskforce members are dedicated to providing employer-led solutions to these challenges.

- B. Describe the local area board's goals for preparing an educated and skilled workforce, including youth and individuals with barriers to employment.

We begin by identifying our customers' needs; both the needs of employers and the needs of our job seeking customers. Once those needs have been identified, we begin the work of providing training or other resources to help meet those needs.

- C. Describe how these goals relate to the performance accountability measures based on the primary indicators in order to support regional economic growth and economic self-sufficiency.

The primary indicators of our performance accountability measures, including placement, wage gain and training completion/certification, are directly related to our ability meet the needs of both the job seeker and area employers. If we are NOT meeting these accountability standards, we are failing both our job seeker and employer customers. When we achieve our accountability measures, we are directly impacting regional economic growth and self-sufficiency on the part of our employer

and job seeking customers.

- D. Describe the strategy to work with the entities that carry out the core programs to align resources available to the local workforce development area, to achieve the strategic vision and goals of the local area board.

As the primary service provider, our local WDB guides the alignment of available resources in direct response to our strategic vision and goals. For example: the WDB sets aside funding to be used for scholarships which target our regional Demand Occupations. This allows us to be strategic in directing resources to targeted occupations.

12. Describe how the local workforce development system will work with entities carrying out core programs to align and support services with programs of study authorized under Carl D. Perkins Career and Technical Education Act.

As the primary service provider, our Youth Counselors work directly with local school districts across the region. Leaders in Career and Technical Education are part of our Career Pathways taskforce, where they provide guidance and current information on opportunities for partnership.

13. A. Describe how the local area board, working with the entities carrying out core programs, will expand access to employment opportunities for eligible individuals, particularly eligible individuals with barriers to employment.

Over the past three years, the MaxAbility subcommittee of the WDB has focused on expanding opportunities for eligible individuals with barriers to employment. Examples include: holding job fairs specifically for persons with disabilities, providing Americans with Disabilities Act (ADA) training for employers, creating awareness on the benefits of hiring persons with disabilities and advocating for that population in general.

In addition, the WDB has hired staff to provide strategic and intentional outreach to populations of people with barriers to employment based on language and culture.

Career Counselors working with all programs including youth, dislocated workers, public assistance recipients, etc. provide outreach and assistance on a daily basis, helping individuals with a variety of barriers to employment.

- B. Describe how the local area board, working with the entities carrying out core programs, will expand access to supportive services for eligible individuals, particularly eligible individuals with barriers to employment.

We provide access to supportive services for all eligible customers as funding allows. Unfortunately, expanded access to supportive services requires increased funding.

- C. Describe how the local area board will facilitate the development of career pathways, co-enrollments (as appropriate) and activities that lead to industry recognized post-secondary credentials that are portable and stackable.

The Career Pathways subcommittee of the WDB is focused on the following goals:

identifying and developing financially sustainable, aligned career pathways systems for youth and adults; increasing the number of skilled workers with credentials that are of value to the area labor market, reducing duplication of services, and strengthening partnerships.

14. A. Describe how the local area board will facilitate engagement of employers, including small employers, and employers in in-demand industry sectors and occupations, in workforce development programs.

As stated earlier, the organization of the WDB subcommittees into Industry Sectors and workforce support Taskforces is a primary source of employer engagement in workforce development programs. The sector subcommittees focus on the local demand industries, and employers of all sizes are represented.

Placement Specialists and Industry Specialist staff provide additional opportunities to engage with employers on a daily basis. Targeted job fairs, with employers from a specific industry, are held regularly throughout the region. Industry Specialists in the areas of Healthcare, Manufacturing and Construction connect with employers on specific topics including Career Pathways, OJT's, Pre-Employment Academies, and more.

- B. Describe how the local area board will support a local workforce development system that meets the needs of businesses in the local workforce development area.

As mentioned in 14A, local Industry Specialists lead the sector subcommittees for their specific industries. In addition, they report back to the WDB on a bi-monthly basis. Sector or industry-specific grant information is shared and discussed at the Sector meetings, and moved forward for WDB approval as appropriate.

The WDB has a special subcommittee for Economic Development and Emerging Industries. This subcommittee consists of area Economic Development authorities and local employers who discuss and coordinate common workforce activities and strategies.

- C. Describe how the local area board will better coordinate programs and services with regional economic development providers.

Regional economic development providers serve as WDB members and advisors. In addition, the local Industry Specialists and other staff and board members work in partnership on regional economic development activities. We plan to continue and expand these relationships and partnerships going forward.

- D. Describe how the local area board will strengthen linkages between the one-stop delivery system and unemployment insurance programs by offering services to laid-off workers and possible lay-off preventative services for businesses, such as incumbent worker training that up-skills the workers and meets the needs of employers (can include but not be limited to, on-the-job training, apprenticeships, etc.).

Incumbent worker training is always available as funding allows. We regularly use OJTs, apprenticeships, and youth work experiences as methods of up-skilling workers. As part of the SE MN Together initiative, one of our goals is to make our region the premier Apprenticeship Destination for the upper Midwest. We anticipate

expanding our use of Apprenticeships to continue to meet the needs of employers and address the well-documented labor shortage.

Transitional jobs, also referred to as adult work experiences, will be explored and implemented as funding allows.

15. Describe how the local area board will coordinate workforce investment activities with economic development activities, including the promotion of entrepreneurial skills training and microenterprise services.

The Director of the Small Business Development Center in Rochester serves on the WDB. Co-location with that center also lends itself to increased partnership and referrals for our customers interested in entrepreneurial training and services.

16. A. Describe how the local area board will ensure continuous improvement of eligible providers of services through the system.

Currently, the local WDB has the authority to ensure continuous improvement of ourselves as the local service provider, as well as the service providers we partner with via an RFP process. In the future, we expect that all local service providers will be held to WIOA standards and WDB oversight.

Our own continuous improvement is measured in a variety of ways, including performance standards, required Global Career Development Facilitation training for our Career Counselors, customer satisfaction, and our own internal merit measures.

- B. Describe how the local area board will ensure that eligible providers meet the employment needs of local employers, workers and job seekers.

The structure of the WDB and partnership/collaboration between board members and staff ensures that we are meeting the needs of local employers, workers and job seekers.

For additional service providers, the WDB ensures that any RFP set forth includes detailed expectations for the scope of the project, target audience, and outcomes. These clear definitions help us ensure that employment needs are being met.

- C. Describe how the local area board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means.

We use any and all available technologies, including phone, email, social media, web tools and others, to provide services in all areas. A partnership with PC's for People allowed us to provide 200+ computers to WorkForce Center customers in 2015, increasing the use of technology within our region. We are doing another donation event in April, 2016.

More importantly, our staff is enabled to go where our customers are. Staff often meets with customers in public libraries, schools, county buildings, and other remote locations to provide services.

- D. Describe how entities within the one-stop delivery system will comply with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990, regarding the physical and programmatic accessibility of facilities, programs and services, technology and materials for individuals with disabilities including providing staff training and support for addressing the needs of individuals with disabilities.

The WDB relies on DEED's guidance for compliance evaluation and assessments to comply with any applicable provisions of the Americans with Disabilities Act. In addition, our Vocational Rehab partners provide local assistance with accessibility compliance.

Over the past three years, the MaxAbility subcommittee of the WDB has focused on expanding opportunities for eligible individuals with barriers to employment. Examples include: holding job fairs specifically for persons with disabilities, providing Americans with Disabilities Act (ADA) training for employers and staff, creating awareness on the benefits of hiring persons with disabilities and advocating for that population in general.

- E. Describe the roles and resource contributions of the one-stop partners.

As defined in the MOU, There are three levels of partner agencies:

Core Partners: These partners house/provide a staffing presence at each Workforce Center and share in the operation and maintenance of the Centers. Core partners participate in the cost of shared WorkForce Center functions and operations. The Core partners make up the policy setting body for the Center, and services offered.

Resident Partners: These are Partners that may rent space and may provide a staff presence at some but not represented at all of the centers. These partners may bring a specific service to WorkForce Center customers, but do not contribute to the management of the centers, beyond a fixed amount of rent that is negotiated with the WorkForce Center Manager.

External Partners: Partner's who do not house at the WorkForce Centers, but provide services to a group of customers using the Centers.

WorkForce Center partners include:

CORE PARTNERS

Department of Employment and Economic Development (DEED) -Job Service
 Department of Employment and Economic Development (DEED) -Vocational Rehabilitation
 Department of Employment and Economic Development (DEED) -State Services for the Blind
 WorkForce Development, Incorporated (WDI)

RESIDENT PARTNERS

Community Action Program Services
 County Human Services
 MET – Motivation Education and Training

Experience Works

EXTERNAL PARTNERS

Minnesota State College and Universities
 Housing Redevelopment Authority
 Adult Basic Education

Specific roles and resource contributions are also defined in the MOU, which is included as Attachment H.

17. Describe and assess the type and availability of adult and dislocated worker employment and training activities in the local workforce development area.

Adult and dislocated worker employment and training activities in the local WDA include the following:

Universal Services

All job seekers will have access to a core set of services at each WorkForce Center. Universal services available include:

- Access to the equipment and materials in Center Resource Rooms;
- Access to employer hiring and skill requirements;
- Access to employer job leads;
- Access to a menu of services and consultation with staff for an initial assessment to determine potential eligibility for "eligibility specific" and "career" services;
- Access to information on certified training programs designed to provide information to make career and labor market decisions;
- Access to Creative Job Search Skills;
- Access to Career Services and other "eligibility based" services through a process of referral to the appropriate internal or external partner.

All job providers/employers will have access to a core set of Universal Services at each WorkForce Center including:

- Customized labor exchange that includes assistance with listing job openings, describing job requirements and screening job seekers;
- Employer resources and seminars;
- Employer required testing;
- Information on American's with Disabilities Act;
- Local, statewide and national labor market information.

Career Services

Eligible job seekers will have access to career services at each WorkForce Center. Career services available will include:

- Comprehensive Testing and Assessment
- UI Profiling for Labor Market Viability
- Career Decision Making Skills and Career Counseling
- Vocational Rehabilitation Counseling
- Case Management
- Training Assistance

- Supportive Services
- Specialized Job Development
- Soft Skills and Retention Services

18. Describe and assess the type and availability of youth workforce investment activities in the local workforce development area, including youth with disabilities, which description and assessment shall include an identification of successful models of such youth workforce development activities.

The Universal and Career Services noted above are not exclusive to adults; these services are also available to youth, including youth with disabilities.

19. Describe how the local area board will coordinate education and workforce investment activities carried out under this title with relevant secondary and post-secondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services.

As the primary service provider, our Career Counselors work directly with local school districts and post-secondary institutions across the region. Leaders in secondary and post-secondary education are part of our Career Pathways taskforce, where they provide guidance and current information on opportunities for partnership, enhance services and help avoid duplication of services.

20. Describe how the local area board will coordinate education and workforce investment activities carried out under this title with public transportation and other appropriate supportive services.

The WDB has an internal policy letter that addresses all support services, including public and other transportation.

21. Describe the plans and strategies for, and assurances concerning, maximizing coordination of service provided by the state employment service under Wagner-Peyser Act, and services provided in the local workforce development area through the one-stop delivery system, to improve service delivery and avoid duplication of services.

As stated earlier, monthly meetings of the One-Stop Committee provide in-person communication and coordination among the WDA core title providers, including Wagner-Peyser, to help improve service delivery and avoid duplication of services.

Details are clearly defined in the "Services to be Offered Through the WorkForce Center System" section of the MOU, Attachment H.

22. Describe how the local area board will coordinate workforce investment activities carried out under this title in the local workforce development area with the provision of adult education and literacy activities under title II, including a description of how the local area board will carry out, consistent with subparagraphs (A) and (B)(i) of section 107(d)(11) and section 232, the review of local applications submitted under title II.

As stated earlier, monthly meetings of the One-Stop Committee provide in-person communication and coordination among the WDA core title providers, including the broadest array of education representatives, to help improve service delivery and avoid duplication of services.

Details are clearly defined in the "Services to be Offered Through the WorkForce Center

System” section of the MOU, Attachment H.

The Career Pathways subcommittee of WSA #8 focuses on convening partnerships as well as identifying and developing career pathway solutions for area in-demand occupations.

A Regional Career Pathways Coordinator has been hired and will be identifying and developing cooperative service opportunities across the region. Any agreements will be reviewed by the Regional Oversight Committee.

23. Describe the replicated cooperative agreements (as defined in section 107(d)(11)) between the local area board or other local entities described in section 101(a)(11)(B) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)(B)) and the local office of a designated state agency or designated state unit administering programs carried out under title I of such Act (29 U.S.C. 720 et seq.) (other than section 112 or part C of that title (29 U.S.C. 732, 741) and subject to section 121(f)) in accordance with section 101(a)(11) of such Act (29 U.S.C. 721(a)(11)) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.

Details are clearly defined in the “Services to be Offered Through the WorkForce Center System” section of the MOU, Attachment H.

24. Describe and identify the entity responsible for the disbursement of grant funds described in section 107(d)(12)(B)(i).

The WDB is responsible for the disbursement of grant funds. The WDB also delivers the programs, in accordance with the duties assigned to them by the Joint Powers Board of Local Elected Officials via a Memorandum of Agreement. (See Attachment J.)

25. Describe the competitive process to be used to award the sub-grants and contracts in the local workforce development area for activities carried out under this title.

The WDB ensures that any RFP set forth includes detailed expectations for the scope of the project, target audience, and outcomes. As a grantor, the WDB provides support, guidance, and oversight for RFP projects throughout the life of each project.

26. Describe how the local levels of performance negotiated with the Governor and chief elected official will be used to measure the performance of the local workforce development area and to be used by the local area board for measuring the performance of the local fiscal agent, eligible providers under subtitle B and the One-stop delivery system.

The WDB follows and adheres to the local levels of performance as set forth by the Governor. In addition, we utilize an annual fiscal audit to ensure that we are following appropriate accounting/fiscal guidelines and policies.

27. Describe the actions the local area board will take toward becoming or remaining a high-performing board, consistent with the factors developed by the state board.

The SE MN WDB is a high-performing board with engaged members, and will continue that level of performance. Allowing board members to provide their expertise in areas that are especially relevant to them via the Sector subcommittees and workforce support taskforces leads to high engagement levels and high performance.

28. Describe how training services under chapter 3 of subtitle B will be provided in accordance with section 134(c)(3)(G), including, if contracts for training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts under that chapter and how the local area board will ensure informed customer choice in the selection of training programs, regardless of how the training services are to be provided.

As the service provider, the WDB does not utilize individual training accounts. Our Career Counselors help customers investigate training options and make informed decisions. We utilize a Targeted Training list, which is updated bi-annually, to provide information to our customers about demand occupations across the region. (See Attachment G)

29. Describe the process used by the local area board to provide opportunity for public comment, including comment by representatives from businesses and comment by representatives of labor organizations; and input into the development of the local plan, prior to submission of the plan.

The local plan will be posted on our internet website (www.workforcedevelopmentinc.org) for thirty days prior to submission. The WDB reviews and approves the initial draft of the plan, with opportunity for input and comment from all WDB members, prior to posting.

30. Describe how the one-stop centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under this Act and programs carried out by one-stop partners.

The WDB and One-Stop Committee is interested in transitioning to an integrated, technology-enabled intake and case management system, but is waiting for guidance from DEED before undertaking this initiative.

SECTION C: PROGRAM OPERATIONS

1. A. How does the local workforce development area ensure staff comply with the policies and procedures for Rapid Response as communicated on DEED's website?

Our Dislocated Worker/Rapid Response Coordinator is responsible for ensuring that staff comply with the policies and procedures for Rapid Response. Our Dislocated Worker Coordinator works provides regular policy updates and communicates new information to staff directly. This person also works closely with Area Managers to address any questions that arise regarding Dislocated Worker policies/procedures or Rapid Response.

- B. How does the local workforce development area inform the state Rapid Response team within 24 hours about an actual or potential dislocation event when there is possibility of a mass layoff (50 or more dislocations)?

The notification to DEED staff of an impending layoff in WDA #8 may be done in several ways. In many cases the WDA#8's Dislocated Worker Program Coordinator is given a "heads up" by local WDA staff about a layoff or impending layoff. The Dislocated Worker Program Coordinator will immediately pass that information on to the Rapid Response Team (RRT). This notification to the RRT is done via email, or by phone. In addition to the notification, the Program Coordinator will pass along to the RRT any local company contacts or news articles about the layoff that may be available. DEED will then contact the business and inform them of the possible services available to them and their workers.

In the event that there is not competition for the project, WDI staff will be involved with orientation meetings with the Rapid Response Team and the local Business Service Specialists. The WDA's role at these meetings would be to give an overview of program services, the locations where these services are available and a timeline of when things may begin to happen. The Planning & Selection Committee (PSC) is utilized to provide input to the WDA about the workforce, submit any TAA applications and serve as a communication tool between the WSA and the workers. PSC meetings are held prior to the grant submittal to provide input for the grant; the PSC continues to meet after grant funding to assure the project is proceeding as expected.

WDI will conduct orientations and skill/interest assessments on-site, if allowed, immediately following provider selections. Career Counselors will also meet with employees on-site and on-the-clock, if allowed, to review assessments and develop plans.

Informational postings are placed throughout the plant to keep employees "up to speed" on happenings. Once the layoffs begin, a project newsletter is developed to keep workers informed and involved.

Special age-related seminars and job search classes are held to assist workers addressing age-related issues in obtaining meaningful employment. Age and length of tenure sometimes results in people needing to update basic skills, such as computer literacy.

Those interested in starting their own businesses will be enrolled in short-term business management classes, which will help them develop a business plan and

determine the plan's viability.

Literacy assessments are available for those with English language issues. Those needing English language assistance will be assisted with workplace literacy to help them find meaningful employment.

- C. Describe how the local area board will coordinate workforce investment activities carried out in the local workforce development area with statewide rapid response activities.

The SE MN WDB has a Dislocated Worker Program Coordinator, who serves as our Rapid Response Liaison. This person cooperates with the State RRT to secure and share information anytime there is a possibility of a mass layoff.

- D. Complete **Attachment B – Local Workforce Development Area Contacts**.

2. A. How does the local workforce development area inform the state Trade Act staff of companies that are potentially TAA certifiable?

The SE MN WDB typically notifies the State TAA staff of an impending layoff via email. Included in the email would be any public announcement of the layoff, the type of work done by the business, and information regarding whether the plant was closing, if the jobs were being lost due to foreign competition, or if the jobs are being moved elsewhere, particularly if the jobs are being moved out of the country.

Any local contact information available to the WDB would also be included in the email to the State TAA staff, to assist in putting together the information necessary for the TAA petition on behalf of the workers.

- B. How does the local workforce development area cooperate with the state Trade Act staff where the layoff involves a company that the DOL trade-certified?

The SE MN WDB uses its' Dislocated Worker Program Coordinator/Rapid Response Liaison to coordinate service with Trade Act staff and other Dislocated Worker staff in the region. This person is involved with any/all layoffs within the WSA. Our Dislocated Worker Program Coordinator works with local-office Dislocated Worker counselors and State TAA staff to set up informational meetings at WSA WorkForce Centers for TAA-certified eligible participants. The Dislocated Worker Program Coordinator and local staff also provide TAA with all local company contacts related to layoffs in which they are involved.

- C. Is the local workforce development area willing to participate in TAA Counselor Training and TAA Participant Training when a trade-certification occurs?

Yes X

3. A. The local workforce development area has developed and implemented local Supportive Service policies that are consistently applied for all participants.

Yes X

- B. Describe the steps taken to ensure consistent compliance with the policy.

On-going file reviews are conducted to ensure consistent compliance with local policies. Training is provided as needed.

SECTION D: SYSTEM OPERATIONS AND ATTACHMENTS

1. The local workforce development area has processes in place to assure non-duplicative services, and avoid duplicate administrative costs.

Yes

2. The local workforce development area is aware of and staff participate in the Reception and Resource Area Certification Program (RRACP) to better serve all customers?

Yes

3. A. The local workforce development area and their partners are aware of the responsibilities of the Equal Opportunity Officer, including attending DEED sponsored EO Training?

Yes

- B. Complete **Attachment B – Local Workforce Development Area Contacts**.

- C. The local workforce development area is aware and conducts annually a physical and program accessibility review?

Yes

4. Does the local workforce development area have in place an agreed upon WIOA Discrimination complaint process per the regulations?

Yes

5. A. Does the local workforce development area have in place an agreed upon WIOA Program Complaint Policy per the regulations?

Yes

- B. Complete **Attachment B – Local Workforce Development Area Contacts**.

6. How do you identify current or former Military Service Members coming into your WorkForce Center?

WorkForce Center staff provide multiple opportunities to identify Veterans. Receptionists greet all customers, and complete a brief series of oral questions to determine the best way to meet each customer's needs. One of those questions is "Are you a veteran?" Career Counselors also ask each of their customers if they are a veteran, and the application for services asks customers to confirm whether or not they are a veteran.

Often, veterans identify themselves immediately as Veterans and ask to meet with the local Veterans' Representative. Since most of the offices are not regularly staffed by a

Veterans Representative, contact information is provided and the veteran is referred to a WDI Career Counselor for more immediate assistance.

7. How do you inform current or former Military Service Members coming into your WorkForce Center about “Veteran Priority of Service?”

Once a veteran has been identified by our staff, they are immediately informed of their priority of service status. In addition, signage at our front desks indicates that veterans receive priority of service.

(See attached Veterans & Eligible Persons Intake Process, Attachment K)

8. If your WorkForce Center has a presence on the Internet (outside of your local DEED WorkForce Center site) how do you promote Public Law 107-288, “Veterans Priority of Service” to veterans on that website?

Our website home page indicates that veterans receive priority of service at all of our offices.

9. How do you identify current or former Military Service Members with “significant barriers to employment?”

We utilize an assessment with **all** of our customers to help determine any barriers to employment. This includes any current or former Military Service Members.

10. When a current or former Military Service Member with a significant barrier to employment is identified, how do you refer them to an appropriate intensive service provider when there is no Disabled Veteran Outreach Program (DVOP) specialist in your WorkForce Centers?

Once the barrier is identified, our staff (the intensive service provider in this area) makes any referrals necessary or appropriate to other service providers/resources.

11. How are DVOP and/or Local Veterans Employment Representatives (LVER) staff integrated into the overall service delivery strategy in your WorkForce Centers?

When DVOP and LVER staff are available, they work closely with the WorkForce Center staff. WDI and WFC staff make referrals to the DVOP and LVER staff as necessary.

12. Are all WIOA-funded partners complying with the guidance provided in the TEGL regarding Selective Service?

Yes X

13. What is your strategy to ensure that job-ready job seekers enrolled in your programs (including non-program universal customers) are registering in MinnesotaWorks.net and are making their resumes viewable to employers?

WDA staff has been trained on the use of Minnesotaworks.net and regularly hold resume-writing classes within the WorkForce Centers and WDI offices. Customer Service Specialists encourage all job seekers (including non-program Universal

Customers) to register with Minnesotaworks.net, and assist these job seekers with writing and posting their resumes.

We encourage all of our job seekers to develop professional resumes with the help of the Career Counselor, and assist them in posting their resumes to Minnesotaworks.net, as well as other web-based job-search tools.

14. **Conflict of Interest and Integrity:** Local area boards must make decisions in keeping with several laws and regulations. Indicate below that your local area board is aware of DOL Training and Employment Guidance Letter 35-10 and Minnesota OGM 08-01 and its relevant federal laws and regulations.

Yes _____

15. The local workforce development area's conflict of interest policies are in compliance with the above two references?

Yes _____

16. A. The local workforce development area is aware of the referenced statute on Government Records.

Yes _____

- B. The local workforce development area is aware of the requirement to retain documentation for six years.

Yes _____

- C. Complete **Attachment B – Local Workforce Development Area Contacts**.

17. **Handling and Protection of Personally Identifiable Information:** The local workforce development area is complying with the guidance provided in TEGL 39-11.

Yes _____

18. **Human Trafficking:** The local workforce development area is aware of TEGL 09-12 and will follow the procedures for working with trafficked persons.

Yes _____

19. **Gender Identification:** The local workforce development area is aware of TEGL 37-14 and will follow the procedures for developing a similar policy including key terminology, and have in place regarding working with customers who may be lesbian, gay, bisexual and transgender. Local workforce development areas will also participate in any related training.

Yes _____

20. **Uniform Guidance:** The local workforce development area is aware of TEGL 15-14 regarding Uniform Guidance.

Yes _____

21. A. Briefly describe the local area board's policy and timetable for filling vacancies, replacing/reappointing individuals whose terms have come to an end. Include in your description any plans to fill the terms that will be expiring as of June 30, 2016.

The terms of office for SE MN WDB members shall be fixed at three years from the time of election, but staggered for continuity. Upon expiration of the term, a successor shall be selected in the manner prescribed by the Memorandum of Agreement between the corporation and the Workforce Development Joint Powers Board of County Governments. The secretary or executive director of the Corporation shall be responsible for notifying the Joint Powers Board when Council members' terms expire. All members shall serve until their successors are selected and seated.

- B. Is your local area board currently in compliance with WIOA?

Yes No

If No, what steps will be taken to bring your local area board into compliance by June 30, 2016?

- C. Complete **Attachment C – Local Area Board Membership List.**
- D. Complete **Attachment D – Local Area Board Committee List.**
22. Complete remaining portions of **Attachment B – Local Workforce Development Area Contacts.**
23. If applicable, complete **Attachment E - Local Workforce Development Area Sub-Grantee List.**
24. If applicable, complete **Attachment F - Local Workforce Development Area Non-WFC Program Service Delivery Location List.**

ASSURANCES AND CERTIFICATIONS

ASSURANCES

As a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Investment Act of 1998 (WIA) and the Workforce Innovation and Opportunity Act and any other DEED/Workforce Development Employment and Training funds, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions and other assurances of the following laws:

- **Accessibility** - [Section 508 of the Rehabilitation Act of 1973, as amended](#) - Requires that federally funded program providers make their electronic information and technology accessible to people with disabilities;
- **ACORN** – [Funds may not be provided](#) to the Association of Community Organizations for Reform Now, or any of its affiliates, subsidiaries, allied organizations or successors;
- **Audits** – [2 CFR 200.501](#) and [Single Audit Act Amendments of 1996](#) - organization-wide or program-specific audits shall be performed;
- **Buy American**- Buy American Act – award may not be expended unless the funds comply with [USC 41, Section 8301-8303](#);
- **Data Sharing** – [MN Access to Government Data](#), [MN Duties of Responsible Authority](#); [MN Access to Information](#); [MN Administrative Rules Data Practices](#); [DEED Policy – Data Practices](#);
- **Disability** - that there will be compliance with the [Architectural Barriers Act of 1968](#), [Sections 503 and 504 of the Rehabilitation Act of 1973](#), as amended, and the [Americans with Disabilities Act of 1990](#);
- **Drug-Free Workplace** – [Drug-Free Workplace Act of 1988](#) – requires all organizations to maintain a drug-free workplace;
- **Equipment** – [2 CFR 200. 313](#), [200.439](#) – must receive prior approval for the purchase of any equipment with a per unit acquisition cost of \$5,000 or more, and a useful life of more than one year;
- **Fire Safety** – [15 USC 2225a](#) – ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act ([Public Law 101-391](#));
- **Fraud/Abuse** - that the provider has policies on fraud and abuse and will contact DEED for potential fraud and abuse issues; [20 CFR 667.630](#); [DEED Policy – Fraud Prevention and Abuse](#);
- **Health Benefits** – [Public Law 113-235, Division G, Sections 506 and 507](#) – ensure use of funds for health benefits coverage complies with the [Consolidated and Further Continuing Appropriations Act, 2015](#);
- **Insurance** - that insurance coverage be provided for injuries suffered by participants in work-related activities where Minnesota's workers' compensation law is not applicable as required under Regulations [20 CFR 667.274](#);
- **Insurance** – [Flood Disaster Protection Act of 1973](#) – provides that no Federal financial assistance to acquire, modernize or construct property may be provided in identified flood-prone communities in the United States, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of the identification;
- **Limited English** - [Executive Order 13166](#) - Improving access to services for persons with limited English proficiency;
- **Nondiscrimination** - [Section 188 of the Workforce Innovation and Opportunity Act](#) (WIOA) - Requires applying nondiscrimination provisions in the administration of programs and activities for all eligible individuals, including individuals with disabilities;

- **Nondiscrimination** - [Section 188 of the Workforce Investment Act of 1998](#) (WIA) - Requires applying nondiscrimination provisions in the administration of programs and activities for all eligible individuals, including individuals with disabilities;
- **Nondiscrimination** - [Title VI of the Civil Rights Act of 1964, as amended](#) – Prohibits discrimination on the bases of race, color, and national origin under any program receiving federal financial assistance;
- **Nondiscrimination** - [Title VII of the Civil Rights Act of 1964, as amended](#) - Prohibits discrimination on the basis of race, color, religion, sex or national origin in employment;
- **Nondiscrimination** - [Title II of the Genetic Information Nondiscrimination Act of 2008](#) - Prohibits discrimination in employment on the basis of genetic information;
- **Nondiscrimination** - [Title V of the Older Americans Act of 1965](#) - Prohibits discrimination based on race, color, religion, sex, national original, age disability or political affiliation or beliefs in any program funded in part with Senior Community Services Employment Program funds;
- **Nondiscrimination** - [Title IX of the Education Amendments of 1972, as amended](#) - Requires applying nondiscrimination provisions, based on sex, in educational programs;
- **Nondiscrimination** - [Title I \(Employment\) Americans with Disabilities Act \(ADA\)](#) - Prohibits state and local governments, from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment;
- **Nondiscrimination** - [Title II \(State and Local Governments\) Americans with Disabilities Act \(ADA\)](#) - Prohibits qualified individuals with disabilities from discrimination in services, programs, and activities;
- **Nondiscrimination** - [Section 504 of the Rehabilitation Act of 1973, as amended](#) - Prohibits discrimination against qualified individuals with disabilities;
- **Nondiscrimination** - [Age Discrimination Act of 1975, as amended](#) - Prohibits discrimination on the basis of age;
- **Nondiscrimination** - [Title 29 CFR Part 31](#) Nondiscrimination in federally-assisted programs of the Department of Labor, effectuation of Title VI of the Civil Rights Act of 1964;
- **Nondiscrimination** - [Title 29 CFR Part 32](#) Nondiscrimination on the basis of disability in programs and activities receiving or benefiting from federal assistance;
- **Nondiscrimination** - [Title 29 CFR Part 33](#) Enforcement of nondiscrimination on the basis of disability in programs or activities conducted by the Department of Labor;
- **Nondiscrimination** - [Title 29 CFR Part 35](#) Nondiscrimination on the basis of age in programs or activities receiving federal financial assistance from the Department of Labor;
- **Nondiscrimination** - [Title 29 CFR Part 37](#) Implementation of the Nondiscrimination and Equal Opportunity provisions of the Workforce Investment Act of 1998;
- **Nondiscrimination** - [Title 29 CFR Part 38](#) Implementation of the Nondiscrimination and Equal Opportunity provisions of the Workforce Innovation and Opportunity Act;
- **Nondiscrimination** - [Executive Order 13160](#) Nondiscrimination on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, and status as a parent in federally conducted education and training Programs;
- **Nondiscrimination** - [Executive Order 13279](#) - Nondiscrimination against grant seeking organizations on the basis of religion in the administration or distribution of federal financial assistance under social service programs, including grants, contracts, and loans;
- **Nondiscrimination** - [The Minnesota Human Rights Act of 1973, Minnesota Statutes, Chapter 363A](#) - Prohibits discrimination in employment and providing public services on the basis of race, color, creed, religion, natural origin, sex, marital status (employment only), disability, status with regard to public assistance, sexual orientation, familial status

(employment only), citizenship, or age (employment only), and local human rights commission activity (employment only);

- **Nondiscrimination** - that collection and maintenance of data necessary to show compliance with the nondiscrimination provisions of WIA and [WIOA Section 188](#), as provided in the regulations implementing that section, will be completed;
- **Opportunity** – [Executive Order 12928](#) – encouraged to provide subcontracting/subgranting opportunities to Historically Black Colleges and Universities and other Minority Institutions and to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals;
- **Personally Identifiable Information (PII)** – [Training and Guidance Letter 39-11](#) – must recognize and safeguard PII except where disclosure is allowed by prior written approval of the Grant Officer or by court order;
- **Procurement** – Uniform Administrative Requirements – [2 CFR 200-317-36](#) – all procurement transactions to be conducted in a manner to provide, to the maximum extent practical, open and free competition;
- **Publicity** – no funds shall be used for publicity or propaganda purposes, preparation or distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress or any state/local legislature or legislative body, except in presentation to the Congress or any state/local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any state or local government. Nor shall grant funds be used to pay the salary or expenses of any recipient or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations regulation, administrative action, or Executive Order proposed or pending before the Congress, or any state government, state legislature or local legislature body other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a state, local or tribal government in policymaking and administrative processes within the executive branch of that government;
- **Salary/Bonus** – [Public Law 113-235, Division G, Title I, Section 105](#) – none of the funds appropriated under the heading “Employment and Training” shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of [Executive Level II](#). Further clarification can be found in [TEGL 5-06](#);
- **Seat Belts** - [Executive Order 13043](#) – Increasing Seat Belt Use in the United States;
- **Text Messaging** – [Executive Order 13513](#) – encouraged to adopt and enforce policies that ban text messaging while driving company-owned or –rented vehicles or GOV or while driving POV when on official Government business or when performing any work for or on behalf of the Government;
- **Trafficking of Persons** – [2 CFR 180](#) – OMB Guidelines to Agencies on Governmentwide Debarment and Suspension – may not engage in severe forms of trafficking, procure a commercial sex act or use forced labor in the performance;
- **Veteran Priority of Service** - [Public Law 107-288: Jobs for Veterans Act](#) - Priority of service for veterans (including veterans, eligible spouses, widows and widowers of service members) in qualified job training programs;
- **Veterans** - [Public Law 112-56: Vow to Hire Heroes Act of 2011](#) - Establishes guidelines for service providers who are providing employment, training, academic or rehabilitation services for military veterans;
- **Veterans** - that veterans will be afforded employment and training activities authorized in WIA and WIOA Section 134, and the activities authorized in Chapters 41 and 42 of Title 38 US code, and in compliance with the veterans' priority established in the Jobs for Veterans Act. ([38 USC 4215](#)), U.S. Department of Labor, [Training and Employment Guidance Letter 5-03](#) and Minnesota's Executive Order 06-02;

- **Voter Registration** - that the required voter registration procedures described in [Minnesota Statutes 201.162](#) are enacted without the use of federal funds;
- **Voter Registration** – [52 USC 20501 – 20511](#) – National Voter Registration Act of 1993.

CERTIFICATIONS

By signing and submitting this plan, the local area board is certifying on behalf of itself and the subgrantee, where applicable:

- A. That this **Regional and Local Workforce Development Area Plan** was prepared and is in accordance with all applicable titles of the WIOA Act of 2014, Title V of the Older Americans Act, applicable Minnesota state statutes and that it is consistent with Minnesota's current and future state plans;
- B. that it has provided at least a thirty day period for public comment and input into the development of plan by members of the local area board and the public (including persons with disabilities) and has provided information regarding the plan and the planning process, including the plan and supporting documentation, in alternative formats when requested and that any comments representing disagreement with the plan are included with the local plan forwarded to DEED (as the Governor's representative) Section 118(c); Section 108 (d)
- C. that the public (including individuals with disabilities) have access to all of the local area board's and its components' meetings and information regarding the local area board's and its components' activities;
- D. that fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds paid through the allotments funded through the contract/master agreement issued by DEED have been established;
- E. that it is, and will maintain a certifiable local area board;
- F. that it will comply with the confidentiality requirements of WIA Section 136 (f)(3) and WIOA Section 116 (i)(3)
- G. that the respective contract/master agreement and all assurances will be followed;
- H. that it will ensure that no funds covered under the contract/master agreement are used to assist, promote, or deter union organizing;
- I. that this plan was developed in consultation with the local area board;
- J. that it acknowledges the specific performance standards for each of its programs and will strive to meet them;
- K. that the local area board members will not act in a manner that would create a conflict of interest as identified in 20 CFR 667.200(a)(4), including voting on any matter regarding the provision of service by that member or the entity that s/he represents and any matter that would provide a financial benefit to that member or to his or her immediate family;
- L. that local area board and staff are aware of local WorkForce Center services, and are working with and referring to the WorkForce Center services as appropriate;
- M. that all staff are provided the opportunity to participate in appropriate staff training;
- N. that, if applicable, the local area board must maintain the currency of its information in the System Award Management until submission of the final financial report or receive the final payment, whichever is later;
- O. that sponsored (in whole or in part) conferences are charged to the grantee as appropriate and allowable; and
- P. that funds are not used for the purpose of defraying costs of a conference unless it is directly and programmatically related to the purpose of the award.
- Q. that the local area board and its sub-grantees must also adhere to the same certifications and assurances that DEED must assure.

SIGNATURE PAGE

Local Workforce Development
Area Name Workforce Development, Inc., WDA #8

Local Area Board Name Workforce Development, Inc., the Workforce
Development Board of SE MN

Name and Contact Information for the Local Area Board Chair:

Name Jeff Custer
Title President
Organization Excel Energy
Address 1 5309 West 70th Street
Address 2 _____
City, State, ZIP Code Edina, MN 55439
Phone 952.829.4540
E-mail Jeffrey.o.custer@xcelenergy.com

Name and Contact Information for the Chief Local Elected Official(s):


Name Dan Belshan
Title Joint Powers Board Chair
Organization Freeborn County Commissioner
Address 1 85486 157th Street
Address 2 _____
City, State, ZIP Code Glenville, MN 56036
Phone 507.448.3332
E-mail dbelshan@lakes.com

We, the undersigned, attest that this submittal is the Program Year 2016-2017 Local Plan for our Workforce Development Board and Local Workforce Development Area and hereby certify that this Local Plan has been prepared as required, and is in accordance with all applicable state and federal laws, rules and regulations.

Local Area Board Chair

Name Jeff Custer

Title Local Area Board Chair


Signature 

Date 5-12-16

Chief Local Elected Official

Name Dan Belshan

Title Joint Powers Board Chair

Signature 05/12/16


Date _____

REGIONAL OVERSIGHT COMMITTEE

Regional Workforce Development Area

Area #6

Local Workforce Development Area

WSAs 8 and 18

MEMBER	ORGANIZATION
Jeff Custer	Excel Energy
Guy Finne	Mayo Clinic
Dan Belshan	Freeborn County Commissioner
Randy Johnson	WDI Executive Director
Don Peterson	Mississippi Welders Supply Co., Inc.
Craig Porter	PlastiCert, Inc.
Rich Mikrut	Seven Rivers Intermodal Terminals, LLC
Mike Haney	WDB Executive Director

LOCAL WORKFORCE DEVELOPMENT AREA CONTACTS

ROLE	Contact Name	Phone	Email	Reports to (name only)
Rapid Response Liaison for Mass Layoffs (see section C.2.D.)	Bill Hahn	507.529.2701	billhahn@workforcedevelopmentinc.org	Randy Johnson
Equal Opportunity Officer (see section D.3.B.)	Wanda Jensen	507.292.5166	wandajensen@workforcedevelopmentinc.org	Randy Johnson
Program Complaint Officer (see section D.5.B.)	Wanda Jensen	507.292.5166	wandajensen@workforcedevelopmentinc.org	Randy Johnson
Records Management/Records Retention Coordinator (see section D.16.C.)	Michelle Breamer	507.529.6100	michellebreamer@workforcedevelopmentinc.org	Wanda Jensen
ADA Coordinator (see section D.22.)	Wanda Jensen	507.292.5166	wandajensen@workforcedevelopmentinc.org	Randy Johnson
Data Practices Coordinator (see section D.22.)	John Schaber	507.292.5163	johnschaber@workforcedevelopmentinc.org	Wanda Jensen
English as Second Language (ESL) Coordinator (see section D.22.)	Jakki Trihey	507.529.2701	jakkitrihey@workforcedevelopmentinc.org	Randy Johnson

Official Name of WorkForce Center Austin

ROLE	Contact Name	Phone	Email	Reports to (name only)
Site Representative	Beth Goskesen	507.433.0557	bethgoskesen@workforcedevelopmentinc.org	Randy Johnson
Job Service Manager	Mike Haney	507.923.2829	Mike.haney@state.mn.us	
Vocational Rehabilitation Services Manager	Jodi Yanda	507.923.2853	Jodi.yanda@state.mn.us	
State Services for the Blind Manager				
Local Workforce Development Area Director	Randy Johnson	507.292.5189	rjohnson@wfdi.ws	
Adult Basic Education (ABE)	Stacy Edland			
Carl Perkins Post-Secondary Manager				

Official Name of WorkForce Center __Rochester

ROLE	Contact Name	Phone	Email	Reports to (name only)
Site Representative	Jinny Rietmann	507.292.5165	jinnynetmann@workforcedevelopmentinc.org	Randy Johnson
Job Service Manager	Mike Haney	507.923.2829	Mike.haney@state.mn.us	
Vocational Rehabilitation Services Manager	Jodi Yanda	507.923.2853	Jodi.yanda@state.mn.us	
State Services for the Blind Manager	Sharon Johnson	507.923.2820		
Local Workforce Development Area Director	Randy Johnson	507.292.5189	rjohnson@wfdi.ws	
Adult Basic Education (ABE)	Julie Nigon	507.328.4443	jnigon@rochester.k12.mn.us	
Carl Perkins Post-Secondary Manager	N/A			
Adult	Wanda Jensen	507.292.5166	wandajensen@workforcedevelopmentinc.org	Randy Johnson
Dislocated Worker	Bill Hahn	507.529.2712	billhahn@workforcedevelopmentinc.org	Randy Johnson
Youth	Jinny Rietmann	507.292.5165	jinnynetmann@workforcedevelopmentinc.org	Randy Johnson

Official Name of WorkForce Center __Albert Lea

ROLE	Contact Name	Phone	Email	Reports to (name only)
Site Representative	Beth Goskesen	507.433.0557	bethgoskesen@workforcedevelopmentinc.org	Randy Johnson
Job Service Manager	Mike Haney	507.923.2829	Mike.haney@state.mn.us	
Vocational Rehabilitation Services Manager	Jodi Yanda	507.923.2853	Jodi.yanda@state.mn.us	
State Services for the Blind Manager				

Local Workforce Development Area Director	Randy Johnson	507.292.5189	rjohnson@wfdi.ws	
Adult Basic Education (ABE)	Penny Jahnke	507.379.4866		
Carl Perkins Post-Secondary Manager				

Official Name of WorkForce Center __Owatonna

ROLE	Contact Name	Phone	Email	Reports to (name only)
Site Representative	Sonji Davis	507.431.2275	sonjidavis@workforcedevelopmentinc.org	Randy Johnson
Job Service Manager	Mike Haney	507.923.2829	Mike.haney@state.mn.us	
Vocational Rehabilitation Services Manager	Jodi Yanda	507.923.2853	Jodi.yanda@state.mn.us	
State Services for the Blind Manager				
Local Workforce Development Area Director	Randy Johnson	507.292.5189	rjohnson@wfdi.ws	
Adult Basic Education (ABE)	Deb McDermott-Johnson			
Carl Perkins Post-Secondary Manager				

Official Name of WorkForce Center __Faribault

ROLE	Contact Name	Phone	Email	Reports to (name only)
Site Representative	Sonji Davis	507.431.2275	sonjidavis@workforcedevelopmentinc.org	Randy Johnson
Job Service Manager	Mike Haney	507.923.2829	Mike.haney@state.mn.us	
Vocational Rehabilitation Services Manager	Jodi Yanda	507.923.2853	Jodi.yanda@state.mn.us	
State Services for the Blind Manager				

Local Workforce Development Area Director	Randy Johnson	507.292.5189	rjohnson@wfdi.ws	
Adult Basic Education (ABE)	Yesica Louis	507.333.6473	ylouis@faribault.k12.mn.us	
Carl Perkins Post-Secondary Manager				

Official Name of WorkForce Center __Red Wing

ROLE	Contact Name	Phone	Email	Reports to (name only)
Site Representative	Bill Hahn	507.529.2712	billhahn@workforcedevelopmentinc.org	Randy Johnson
Job Service Manager	Mike Haney	507.923.2829	Mike.haney@state.mn.us	
Vocational Rehabilitation Services Manager	Jodi Yanda	507.923.2853	Jodi.yanda@state.mn.us	
State Services for the Blind Manager				
Local Workforce Development Area Director	Randy Johnson	507.292.5189	rjohnson@wfdi.ws	
Adult Basic Education (ABE)	Jill Revard			
Carl Perkins Post-Secondary Manager				

LOCAL AREA BOARD MEMBERSHIP LIST

Regional Workforce Development Area

Southeast Minnesota Regional Development Area/6

Local Workforce Development Area

Workforce Development, Inc., WDA #8

MEMBER	POSITION / ORGANIZATION	TERM ENDS
PRIVATE SECTOR (must be majority)		
Jeff Custer (Chair)	MW Director, Design & Construction/ Xcel Energy	6/30/2017
Gordon Adamek	VP & General Manager/ Mercury Corporation	6/30/2018
Aaron Benike	President/Benike Construction	6/30/2018
Jason Sundberg	Market President/ United Prairie Bank	6/30/2018
Brandon Dansie	Director, Human Resources/ Viracon	6/30/2017
John Devlin	CEO/ Medical Innovations	6/30/2016
Shirley Drentlaw	Human Resource Manager/ Jennie-O Turkey Store	6/30/2017
Guy Finne	Human Resources Manager/ Mayo Clinic	6/30/2018
Cheryl Gustason	Administrator/ FieldCrest Care Center	6/30/2018
Holly Zuck	Management Recruiter/ Kwik Trip, Inc.	6/30/2018
Jean Larson	Senior Human Resources Manager/ The Bergquist Company	6/30/2017

Lonnie Otterson	Training Manager/ McNeilus Companies	6/30/2018
Kris Pierce	Plant Manager/ Alamco Wood Products, LLC	6/30/2018
Jim Root	VP Human Resources/ St. Elizabeth's Medical Center	6/30/2016
Diane Simon	Human Resources/Safety Manager/ Mrs. Gerry's Kitchen	6/30/2017
Amanda Todd	Human Resources Manager/ Spring Valley Senior Living	6/30/2016
Tami Walker	Manager, i Global Support Center / IBM	6/30/2018
Nikki Weber-Knutson	Human Resources Coordinator – Austin Plant/ Hormel Foods	6/30/2017
COMMUNITY-BASED ORGANIZATIONS & LABOR (15% Minimum)		
Roy Harley	Representative/ Lutheran Social Services	6/30/2016
Russell Hess	Political Coordinator/ Laborers District Council	6/30/2017
Nancy Hoffman	Employment & Training Coordinator/ Experience Works, Inc.	6/30/2016
Andy Toft	Training Coordinator – SC MN JATC/ IBEW Local #343	6/30/2018
Wayne Stenberg	Executive Director/ Semcac	6/30/2018
Marcia Ward	Representative / SE MN Multi-County Housing and Redevelopment Authority	6/30/2016
ECONOMIC DEVELOPMENT (Minimum 1)		
Michelle Pyfferoen	Dean – Academic Affairs/ Rochester Community and Technical College	6/30/2016

EDUCATION (Required ABE Representative)		
Adenuga Atewologun	President/ Riverland Community College	6/30/2017
John McDonald	Superintendent/ Kingsland Public School	6/30/2016
Julie Nigon	Adult & Family Literacy Manager, ABE/ Rochester Public Schools	6/30/2018
JOB SERVICE (Minimum 1)		
Mike Haney	Area Manager/ MN DEED, Job Service	6/30/2018
REHABILITATION (Minimum 1)		
Jodi Yanda	Rehabilitation Area Manager/Vocational Rehabilitation Services	6/30/2018
PUBLIC ASSISTANCE AGENCY (Minimum 1)		
Mark Shaw	Social Services Director/ Rice County	6/30/2016
LOCAL ELECTED OFFICIALS		
Dan Belshan	Commissioner/ Freeborn County	6/30/2017
Tim Gabrielson	Commissioner/ Mower County	6/30/2017

CONTACT INFORMATION

NAME:	ADDRESS / PHONE / EMAIL
CHAIR: Jeff Custer	5309 West 70 th Street, Edina, MN 55439 952-829-4540 jeffrey.o.custer@xcelenergy.com
VICE CHAIR: Guy Finne	200 First Street SW, Rochester, MN 55905 507-538-0984 finne.guy@mayo.edu
SECRETARY: John Devlin	6256 34 th Avenue NW, Rochester, MN 55901 507-289-0761 johndevlin@miiq.com

LOCAL AREA BOARD SUBCOMMITTEE LIST

Regional Workforce Development Area	Southeast Minnesota Regional Development Area/6
Local Workforce Development Area	Workforce Development, Inc., WDA #8

<u>Name of Committee or Task Force</u>	<u>Objective / Purpose of Committee or Task Force</u>
All Committees	<p>Act as champion for industry employers and job seekers alike by</p> <ul style="list-style-type: none"> • promoting industry outreach and awareness • stimulating the development of necessary skills • aiding in the identification of career ladders for existing workers <p>Maximize media coverage that highlights issues and accomplishments in workforce development. Continue to invite community partner agencies – beyond WIB membership – to attend our sub-committee and taskforce meetings. Develop and deliver manufacturing, healthcare, and customer service academies with collaborative partners in the area. Provide a series of scholarships that promote education and placement in high demand, targeted occupations. Assist local employers and communities in providing targeted Job Fairs – in person, or virtual - throughout the region on a regular basis.</p> <p>Committee-specific tasks are highlighted below.</p>
Emerging Industries & Economic Development Sector	<ul style="list-style-type: none"> • Promote business retention strategies in the area. • Work with the MN Job Skills Partnership program and area MNSCU facilities to broker incumbent worker training to small businesses. • Seek federal H-1B VISA training funds to help foster incumbent worker training for key driver industries in our region. • Establish and coordinate a Regional “Internship Exchange” in order to better serve business and students while optimizing work experience options • Help bring about better coordination/communication with the various regional economic development agencies. • Establish and participate in a regional “agri-science” consortium to help promote STEM education and career awareness in agriculture • Establish an on-line access “Virtual One-Stop” system for convenience and expanded customer access to Workforce Center services. • Work with the Workforce Center partners to have employers interview jobseekers on-site, or to have exclusive agreements to take their applications on site. • Work with the DEED, the SBDC and other area economic development agencies to stimulate entrepreneurship activities within the region.
Healthcare Sector	<ul style="list-style-type: none"> • Track the number of WDI enrollees with a Healthcare related employment goal, regularly reporting on their training activities, employment outcomes, and the Return on their Investments. • Organize a year-round calendar for offering pre-vocational Healthcare Academies, and regularly track their enrollments, outcomes and Return on Investment.

	<ul style="list-style-type: none"> • Identify the occupations within the Healthcare field with the most imminent retirements, and then put together materials that will stimulate interest in these occupations with our emerging workforce. • Catalogue the Healthcare training programs offered in the SE MN region, noting their national accreditation, employer-recognized credentials, and make recommendation to the Workforce Investment Board for WIA/WIOA certification. • Regularly receive activity reports on Healthcare-related FastTRACK, MJSP, Foreign-Trained Healthcare Workers, and other competitive grants within the region, and make recommendations for modifications as they develop. • Make recommendations to the Workforce Investment Board as to whether they should support competitive employment and training grant applications that would target the Healthcare industry. • Provide input to the State's new "Pipeline" project, as to the universal Healthcare industry standards and curriculum for subsequent apprenticeships. • Catalogue the number of registered apprenticeships in the region's Healthcare industry, and work to develop/promote more work-based learning opportunities in the future. • Identify Career Pathways within the Healthcare Industry, map those pathways, and distribute this information to local schools and jobseekers. • Review and approve scholarship applications for the Healthcare Industry. • Promote the "Best Places to Work" program with other Healthcare providers in the region. • Promote the extension of the Foreign-Trained Healthcare Workers grant.
<p>Manufacturing Sector</p>	<ul style="list-style-type: none"> • Track the number of WDI enrollees with a Manufacturing related employment goal, regularly reporting on their training activities, employment outcomes, and the Return on their Investments. • Organize a year-round calendar for offering pre-vocational Manufacturing Academies, and regularly track their enrollments, outcomes and Return on Investment. • Identify the occupations within the Manufacturing field with the most imminent retirements, and then put together materials that will stimulate interest in these occupations with our emerging workforce. • Catalogue the Manufacturing training programs offered in the SE MN region, noting their national accreditation, employer-recognized credentials, and make recommendation to the Workforce Investment Board for WIA/WIOA certification. • Regularly receive activity reports on Manufacturing-related FastTRACK, MJSP, and other competitive grants within the region, and make recommendations for modifications as they develop. • Make recommendations to the Workforce Investment Board as to whether they should support competitive employment and training grant applications that would target the Manufacturing industry. • Provide input to the State's new "Pipeline" project, as to the universal Manufacturing industry standards and curriculum for subsequent apprenticeships. • Catalogue the number of registered apprenticeships in the region's Manufacturing industry, and work to develop/promote more work-based learning opportunities in the future. • Identify Career Pathways within the Manufacturing Industry, map those pathways, and distribute this information to local schools and jobseekers. • Review and approve scholarship applications for the Manufacturing Industry. • Promote the "Best Places to Work" program with other Manufacturers in the region.
<p>Service & Trades Sector</p>	<ul style="list-style-type: none"> • Track the number of WDI enrollees with a Service or Trades related employment goal, regularly reporting on their training activities, employment outcomes, and the Return on their Investments. • Organize a year-round calendar for offering Customer Service training, and regularly track their enrollments and outcomes. • Identify the occupations within the Service and Trades with the most imminent retirements, and then put together materials that will stimulate interest in these occupations with our emerging workforce • Catalogue the Service and Trades training programs offered in the SE MN region, noting their national accreditation, employer-recognized credentials, and make recommendation to the Workforce Investment Board for WIA/WIOA certification

	<ul style="list-style-type: none"> • Regularly receive activity reports on Service and Trades-related Pathways to Prosperity, MJSP, and other competitive grants within the region, and make recommendations for modifications as they develop • Make recommendations to the Workforce Investment Board as to whether they should support competitive employment and training grant applications that would target the Service or Trades industries • Provide input to the State’s new “Pipeline” project, as to the universal Trades industry standards and curriculum for subsequent apprenticeships • Catalogue the number of registered apprenticeships in the region’s Service and Trades industries, and work to develop/promote more work-based learning opportunities in the future • Identify Career Pathways within the Service and Trades Industries, map those pathways, and distribute this information to local schools and jobseekers • Review and approve scholarship applications for the Service or Trades Industries • Promote the “Best Places to Work” program with other Service or Trades-related employers in the region
Diversity & Outreach Taskforce	<ul style="list-style-type: none"> • Work with local businesses and funding sources to address succession planning challenges in the workforce • Continue in the role of the “international helpdesk” for the IBM voice-activated software product to teach workplace English to the foreign born • Continue to provide the cognitive skills classes for those persons going through the corrections program and in need of work • Provide retraining opportunities for returning veterans in our area • Establish coordination agreements with area libraries in order to better serve an expanded group of job seekers • Work to establish a social media protocol and a network of “virtual career counselors” to provide streamlined services & follow-up to an expanded group of job seekers
Emerging Workforce Taskforce	<ul style="list-style-type: none"> • Assist the K-12 schools with career awareness opportunities in our area, and put on in-services for their teachers and counselors regarding the skills gap • Ensure that out-of-school youth complete a level of education and that they are prepared to succeed in the workplace. • Ensure that all youth participants are taught basic workplace standards and expectations • Continue providing a robust Youth build program for out of school youth in need of an intensive vocational program. • Champion services to youth who are due to age out of foster care • Provide a series of youth scholarships that promote education and placement in high demand, targeted occupations. • Provide work experience training to working-age youth who are not yet in the workforce
MaxAbility	<ul style="list-style-type: none"> • Administer a special DOL “Youth with Disabilities Grant” to help disadvantaged youth gain employment-related skills and a career • Ensure that our WorkForce Centers and services are accessible and useable by people with disabilities • Develop a guide for all employment and training professionals that would identify service providers and resources for the disabled population throughout our region • Pull together reference materials that would identify examples of successful worksite accommodations for types of disabilities, including mild to moderate learning disabilities • Identify industries and employers that have been disability-friendly in the region, and work to expand their number. • Share best practices, and Human Resource policy materials
Career Pathways	<ul style="list-style-type: none"> • Establish the SE MN Career Pathways Committee in order to better coordinate educational offerings in the region. • Establish agreements between ABE and the MNSCU campuses in order to provide a more efficient use of resources and to build a process of stackable credentials for students • Regularly receive activity reports on Pathways to Prosperity, MJSP, and other competitive grants within the region, and make recommendations for modifications as they develop

LOCAL WORKFORCE DEVELOPMENT AREA SUB-GRANTEE LIST

Regional Workforce Development Area	Southeast Minnesota Regional Development Area/6
Local Workforce Development Area	Workforce Development, Inc., WDA #8

Name of Sub-Grantee	Services Provided	Funding Source	Sub-Grantee located in which WFC?	If not in WFC, provide Address, City, State, ZIP Code
Red Wing Youth Outreach	<ul style="list-style-type: none"> • Serve at least 50 youth in an Independent Living Skills Program 	WIOA Youth		410 Guernsey Lane, Red Wing, MN 55066
Rochester Alternative Learning Center	<ul style="list-style-type: none"> • Outreach to at least 100 students • Students who complete the program will earn an adult diploma and gain valuable employment experience through the RALC garden project and Growing Home compost project 	WIOA Youth		37 Woodlake Drive, Rochester, MN 55904
Tackling Obstacles and Raising College Hopes (TORCH)	<ul style="list-style-type: none"> • Serve 25 participants in Northfield • Improve the career and college readiness of youth who are low-income, students of color, and/or potential first-generation college attendees 	WIOA Youth		1400 Division St., Northfield, MN 55057

LOCAL WORKFORCE DEVELOPMENT AREA NON-WFC PROGRAM SERVICE DELIVERY LOCATION LIST

Regional Workforce Development Area	Southeast Minnesota Regional Development Area/6
Local Workforce Development Area	Workforce Development, Inc., WDA #8

Name and Location (City)	Program Service Delivered
Workforce Development, Inc. – Wabasha	MFIP, DW, Youth, Universal Customer Services
Workforce Development, Inc. – Caledonia	MFIP, DW, Youth, Universal Customer Services
Workforce Development, Inc. – Preston	MFIP, DW, Youth, Universal Customer Services
Workforce Development, Inc. – Kasson	MFIP, DW, Youth, Universal Customer Services

Attachment G

LOCAL WORKFORCE DEVELOPMENT AREA KEY INDUSTRIES IN REGIONAL ECONOMY

Description	Avg. Hourly Earnings	Education
ADMINISTRATIVE/BUSINESS SUPPORT SERVICES		
Computer and Information Analysts	\$69.02	4
General and Operations Managers	\$43.10	4
Financial Managers	\$46.93	4
Database and Systems Administrators and Network Architects	\$36.05	4
Training and Development Specialists	\$28.81	4
Accountants and Auditors	\$27.94	4
Buyers and Purchasing Agents	\$27.67	4
Market Research Analysts and Marketing Specialists	\$27.33	4
Cost Estimators	\$26.27	4
Human Resources Workers	\$26.65	4
Computer Support Specialists	\$23.37	3
Production, Planning, and Expediting Clerks	\$19.55	3
Bookkeeping, Accounting, and Auditing Clerks	\$21.46	2
Secretaries and Administrative Assistants	\$17.57	2
First-Line Supervisors of Office and Administrative Support Workers	\$24.11	2
First-Line Supervisors of Building and Grounds Cleaning and Maintenance Workers	\$18.20	2
Bill and Account Collectors	\$16.32	1
Office Clerks, General	\$13.11	1
Receptionists and Information Clerks	\$12.86	1
Security Guards and Gaming Surveillance Officers	\$12.52	1
Customer Service Representatives	\$14.79	1
HEALTHCARE		
Physicians and Surgeons	\$80.88	5
Veterinarians	\$40.40	5
Nurse Anesthetists	\$76.88	5
Pharmacists	\$61.70	5
Medical and Health Services Managers	\$51.83	5
Nurse Practitioners	\$44.95	5
Physician Assistants	\$44.84	4
Registered Nurses	\$34.17	4
Occupational/Physical Therapists	\$31.54	4
Clinical, Counseling, and School Psychologists	\$29.64	4
Dental Hygienists	\$30.46	3
Diagnostic Related Technologists and Technicians	\$30.14	3
Clinical Laboratory Technologists and Technicians	\$26.47	3
Licensed Practical and Licensed Vocational Nurses	\$20.05	3
Physical Therapist Assistants and Aides	\$19.11	3
Health Support Technicians (Pharmacy, Dietetic, Surgical, Ophthalmic)	\$19.09	3

Description	Avg. Hourly Earnings	Education
Medical Records and Health Information Technicians	\$19.08	3
Massage Therapists	\$19.04	3
Health Support (Phlebotomists, Pharmacy Aides, Medical Equip Preparers)	\$18.18	1
Opticians, Dispensing	\$16.48	1
Residential Advisors	\$16.98	1
Community and Social Service Specialists	\$16.77	2
Recreation and Fitness Workers	\$12.92	1
Certified Nursing Assistants	\$12.05	1
MANUFACTURING - PRODUCTION		
Industrial Engineers, all (Including Health and Safety)	\$35.85	4
Precision Instrument and Equipment Repairers	\$24.88	3
Industrial Machinery Installation, Repair, and Maintenance Workers	\$21.01	3
Industrial Forklift Operators	\$16.46	2
First-Line Supervisors of Mechanics, Installers, and Repairers	\$28.38	1
Bilingual First-Line Supervisors of Production Workers	\$26.63	1
Machinists	\$20.00	1
Computer Control Programmers and Operators	\$18.65	2
Maintenance and Repair Technicians	\$18.67	1
Inspectors, Testers, Sorters, Samplers, and Weighers	\$17.33	1
Welding, Soldering, and Brazing Workers	\$17.59	1
Printing Workers	\$17.32	1
Laborers and Material Movers, Hand	\$12.12	0
Production Workers, Helpers	\$14.77	0
SERVICE AND TRADES		
First-Line Supervisors of Construction Trades and Extraction Workers	\$23.57	4
Electricians	\$24.51	3
Carpenters	\$17.80	3
Construction Equipment Operators	\$22.68	2
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	\$22.08	2
Radio and Telecommunications Equipment Installers and Repairers	\$19.67	2
Pipelayers, Plumbers, Pipefitters, and Steamfitters	\$28.66	1
Line Installers and Repairers	\$27.43	1
Sheet Metal Workers	\$23.14	1
Cement Masons and Concrete Finishers	\$21.21	1
Roofers	\$16.57	1
Installation, Maintenance, and Repair Helpers	\$13.60	1
Construction Laborers	\$15.90	0
Painting Workers	\$15.45	0
Construction Trades, Helpers	\$12.98	0

Description	Avg. Hourly Earnings	Education
PERSONAL SERVICES		
Education Administrators	\$38.78	5
Postsecondary Teachers	\$33.06	5
Counselors	\$21.65	5
Social and Community Service Managers	\$31.68	4
Secondary School Teachers - Science, Technology, Engineering, Mathematics	\$26.58	4
Social Workers. Mental Health and Community	\$25.98	4
Elementary and Middle School Teachers	\$25.47	4
Self-Enrichment Education Teachers	\$16.54	4
Preschool and Kindergarten Teachers	\$16.37	4
Tutors	\$15.03	4
Teacher Assistants	\$12.04	3
Media and Communication Workers	\$20.16	2
SALES		
Marketing and Sales Managers	\$46.00	4
Sales Representatives, Wholesale and Manufacturing	\$27.71	4
Insurance Sales Agents/Claims Adjusters, Examiners	\$24.49	2
Sales Representatives, Services	\$25.64	1
First-Line Supervisors of Sales Workers	\$16.85	1
Counter and Rental Clerks and Parts Salespersons	\$12.87	1
TRANSPORTATION		
Bus and Truck Mechanics and Diesel Engine Specialists	\$20.35	3
Automotive Technicians and Repairers	\$16.29	3
First-Line Supervisors of Transportation and Vehicle Operators	\$24.61	1
Dispatchers	\$20.21	1
Driver/Sales Workers and Truck Drivers	\$17.41	1
Heavy Tractor-Trailer and Bus Drivers	\$15.17	1
Refuse and Recyclable Material Collectors	\$14.97	0
Shipping, Receiving, and Traffic Clerks	\$14.38	1

Attachment H

Memorandum of Understanding For Local Workforce Development Area #8 Southeast Minnesota WorkForce Center One-Stop Operations

Recitals:

The purpose of this Memorandum of Understanding (MOU) is to define the roles and responsibilities as mutually agreed by the parties for the operation of the One-Stop Service Delivery System in Local Workforce Development Area #8 as required under the Workforce Innovation and Opportunity Act (WIOA).

- A. WIOA Section 121(c) requires that each Local Workforce Development Board (LWDB), with the agreement of the Area's Chief Elected Officials (CEOs), enter into a memorandum of understanding with all the entities that will serve as partners in the One-Stop delivery system that operates in the Local Workforce Development Area.
- B. WIOA Section 121(b)(1) identifies the federal programs and requires that the services and activities under each of those programs must be made available through each local area's One-Stop Delivery System. The entities that receive the federal funds for each of these programs including sub grantees are required partners under WIOA Section 121(b)(1).
- D. WIOA Section 121(b)(2) prescribes how entities that provide programs other than those required under WIOA Section 121(b)(1)(B) may participate in a local area's One-Stop delivery system as "additional partners" and provide the services available under their programs through the One-Stop delivery system.
- E. WIOA Section 121 (a)(1) and 121(b)(1) requires that all entities that participate in the Area's One-Stop delivery system as One-Stop partners (Partners), whether required or additional, must be parties to this MOU and must abide by the terms prescribed herein and by all applicable federal, state, and local rules, plans, and policies.

PURPOSE:

The purpose of this Memorandum of Understanding (MOU) is to establish an agreement among participating partners involved in the WorkForce Center System in Southeast Minnesota, to define the services that will be available at each WorkForce Center, and define the roles and responsibilities of each partner in delivering services to job seeker and job provider customers in our area.

This Memorandum of Understanding is entered into between the Joint Powers Board, SE MN Workforce Development Board, Job Service, Rehabilitation Services, State Services for the Blind, Workforce Development, Inc., Community Action Program, County Human Services, Minnesota State Colleges and Universities (MNSCU), Experience Works, Adult Basic Education and Housing and Redevelopment Association (HRA).

This agreement coordinates the resources of a variety of State and Federal programs to prevent duplication and ensure the effective and efficient delivery of workforce services in our area. In addition, this agreement will establish joint processes and procedures that will enable partners to integrate the current service delivery system resulting in a seamless and comprehensive array of education, human service, job training, and other workforce development services in our area.

Parties to this document shall coordinate their efforts and provide the activities and services described, within the limits of governing legislation, rules and regulations.

INTRODUCTION:

Under this Memorandum of Understanding, the participating partners agree to operate under the following principles in both external actions and internal behavior:

- A. Universal Eligibility - All job seekers, including those with special needs and barriers to employment, will have access to a core set of services at each WorkForce Center, designed to provide information to make career and labor market decisions. Training, and support services will be made available on-site.
- B. WorkForce Center System Approach - All job seekers may explore work preparation and career development services and have access to information on a range of employment, training, and adult occupational education programs.
- C. Individual Choice - Employers and job seekers will have access to a multitude of career, skill, employment, labor market and training information to obtain the services and skills they need.
- D. Greater State and Local Flexibility - With the integration of services through a WorkForce Center System, the State and local entities will have the flexibility to implement an innovative and comprehensive workforce development system.
- E. Greater Role for Elected Officials - State and local elected officials and WorkForce Center partners have the flexibility to tailor delivery systems to meet the particular needs of individual communities.
- F. Greater Accountability - State, localities and providers will be accountable for their performance. The design and management of the WorkForce Centers and the delivery of services must be responsive to meeting the needs of employers and job seekers.
 1. All participating partners will commit resources – people, time, knowledge, and money – toward the success of this effort and its outcomes. Each entity brings its organizational perspective, statutory authority, institutional relationships and existing roles to the development of this collaborative strategy.
 2. All participating partners agree to live by the following values:
 - Democratic methods of decision-making
 - Institutional accountability at all levels
 3. All participating partners agree that with the integration of services through a WorkForce Center System, local entities will have the flexibility to implement an innovative and comprehensive workforce development system and the flexibility to tailor delivery systems to meet the particular needs of individual consumers and localities.
 4. All participating partners agree to be accountable for delivering a set of services that are responsive to meeting the needs of the employers and job seekers and meeting

or exceeding established performance standards.

5. All participating partners agree to actively participate in Region-wide/State-wide planning efforts involving multiple disciplines. The outcome of these efforts will be to deliver a broad range of services that are responsive to meeting the needs of area residents and meeting or exceeding established performance standards.

Comprehensive Workforce Centers

WorkForce Center Name	Address
Albert Lea	2200 Riverland Drive, Albert Lea MN 56007
Austin	1600 8 th Avenue NW, Austin MN 55912
Faribault	201 Lyndale Ave South, Suite 1, Faribault MN 55021
Owatonna	965 Alexander Drive SW, Owatonna MN 55060
Red Wing	1606 West 3 rd Street, Red Wing MN 55066
Rochester	2070 College View Road E. , Rochester MN 55904

Administrative Structure:

1. State Workforce Agency: Minnesota Department of Employment and Economic Development, 332 Minnesota Street, Suite E200, St. Paul, MN 55101
2. Administrative Entity: Workforce Development, Inc. 2070 College View Road E. Rochester, MN 55904
3. Fiscal Agent: Workforce Development, Inc. 2070 College View Road E. Rochester, MN 55904
4. Chief Elected Officials: Joint Powers Board County Commissioners from each of the 10 counties of Southeast Minnesota
5. One Stop Operator: One Stop Operating Consortium of the SE MN Workforce Development Board

Area WorkForce Centers will ensure the following:

Universal Services

All job seekers will have access to a core set of services at each WorkForce Center. Universal services available include:

- Access to the equipment and materials in Center Resource Rooms;
- Access to employer hiring and skill requirements;
- Access to employer job leads;
- Access to a menu of services and consultation with staff for an initial assessment to determine potential eligibility for "eligibility specific" and "career" services;
- Access to information on certified training programs designed to provide information to make career and labor market decisions;
- Access to Creative Job Search Skills;
- Access to Career Services and other "eligibility based" services through a process of referral to the appropriate internal or external partner.

All job providers/employers will have access to a core set of Universal Services at each WorkForce Center including:

- Customized labor exchange that includes assistance with listing job openings, describing job requirements and screening job seekers;

- Employer resources and seminars;
- Employer required testing;
- Information on American's with Disabilities Act;
- Local, statewide and national labor market information.

Career Services

Eligible job seekers will have access to career services at each WorkForce Center. Career services available will include:

- Comprehensive Testing and Assessment
- UI Profiling for Labor Market Viability
- Career Decision Making Skills and Career Counseling
- Vocational Rehabilitation Counseling
- Case Management
- Training Assistance
- Supportive Services
- Specialized Job Development
- Soft Skills and Retention Services

Marketing

As funds permit, the Southeast Minnesota WorkForce Development Board will take the lead in marketing WorkForce Center services. Types of marketing techniques may include video, press releases, brochures, telemarketing, newsletters, social media, direct mailings, etc. It is understood that all partner agencies will continue to manage "agency specific" marketing to promote programs and activities that function outside of the WorkForce Center System or that are specific to the services they deliver. Agency specific marketing is funded by that agency.

Partner Agencies

There are three levels of partner agencies:

Core Partners: These partners house/provide a staffing presence at each Workforce Center and share in the operation and maintenance of the Centers. Core partners participate in the cost of shared WorkForce Center functions and operations. The Core partners make up the policy setting body for the Center, and services offered.

Partners: These are Partners that may rent space and may provide a staff presence at some but not represented at all of the centers. These partners may bring a specific service to WorkForce Center customers, but do not contribute to the management of the centers, beyond a fixed amount of rent that is negotiated with the WorkForce Center Manager. There are additional External Partners who do not house at the WorkForce Centers, but provide services to a group of customers using the Centers.

One-Stop Operating Consortium

One-Stop Operating Consortium: Will meet monthly to discuss policy issues relative to all WorkForce Centers. The Consortium will not deal with the day-to-day operational issues

affecting any one WorkForce Center, but rather will focus on policy issues that impact all centers. Members will include agencies signing this MOU. Individual WorkForce Centers will deal with the day-to-day operations at their center.

WorkForce Center Partners

CORE PARTNERS

Department of Employment and Economic Development (DEED): WIOA Title III

Wagner-Peyser Act: Job Service

Trade Adjustment Act (TAA), Title II, Chapter 2

Jobs for Veterans (Chapter 41 Title 38 USC)

Unemployment Insurance Programs authorized under MN law

Department of Employment and Economic Development (DEED): Rehabilitation Act Title I,

Vocational Rehabilitation Services (VRS)

State Services for the Blind (SSB)

WorkForce Development, Incorporated (WDI):

WIOA Title I, Adult and Dislocated Worker Programs

WIOA Title I, Youth Programs

WIOA Title I, YouthBuild

Minnesota Youth Programs

PARTNERS

Adult Education and Literacy Title II

Southeast Minnesota Community Action Agency (SEMCAC): Community Action Program Services

County Human Services: Social Security Act (part A) of Title IV:

Temporary Assistance for Needy Families (TANF)

Community Services Block Grant Employment & Training Programs

Motivation Education and Training (MET):

WIOA Title I, Migrant and Seasonal Farm Worker Programs

Experience Works: Older Americans Act Title V,

Senior Community Service Employment Program (SCSEP)

Minnesota State College and Universities and Carl D. Perkins Career & Technical Education

Department of Housing and Urban Development (HUD) Employment and Training Programs:

Southeastern Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA)

Job Corp, WIOA Title I

Native American Programs, WIOA Title I

Second Chance Act, Chapter 212

SERVICES TO BE OFFERED THROUGH THE WORKFORCE CENTER SYSTEM:

The column labeled "Responsible Entity" denotes the lead partner at each WorkForce Center. Specific target populations to be served by each partner are identified under Responsible Entity. In all cases, services involve input and participation from all core partners. Funding sources are also listed under Responsible Entity, when applicable.

SERVICES FOR JOB SEEKERS

SERVICE	DEFINITION	RESPONSIBLE ENTITY
<p>Resource Room and Minnesota Career Information Resources for all customers.</p>	<p>A collection of information, tools, and computer resources that facilitate a comprehensive job search. These tools include the accessibility tools needed to ensure that those with physical disabilities can use the resource rooms and access information.</p> <p>Information includes:</p> <ul style="list-style-type: none"> • descriptive information about careers including future outlooks for employment opportunities in each career and job category; • videos on typical job duties; • periodicals on recent developments in business; • types of employment enumerated by region, with wage and trend details organized and analyzed by labor market. • ISEEK to assist customers with career and training decisions; • Annual reports, reference books and employer-generated documents and videos to help jobseekers determine whether employer opportunities should be pursued; • Books and materials to prepare for successful interviewing and employment. • Content deemed appropriate at the local level. <p>Computer resources include: Internet access, Minnesota Works Job Bank, Resume writing software, and a variety of other resources.</p>	<p>The WorkForce Development Board will take the lead in outfitting resource areas. Partners will contribute to the costs, tools and resource materials as appropriate to their funding and applicable rules/regulations.</p> <p>Individual partners will be responsible for agency specific software, databases, equipment, and materials as well as for staff assistance that is specific to their area of expertise. For example, SSB and/or VRS for providing assistance to WorkForce Center staff on the use of equipment to aide accessibility.</p> <p>Multiple funding sources.</p>
<p>Service Consultation, Initial assessment and comprehensive referral</p>	<p>Front line staff provides exposure to the broad menu of services available. Customers may consult with staff to determine which services are most appropriate. These consultations will include providing access to information on education and training, the locations of such training, methods of instruction, schedules, application process and requirements. DEED's Career Profile Tool and ISEEK's "Consumer Report" will also provide qualitative information concerning the employment outcomes of specific courses, wages and successful completion rates. This information is also available at DEED's website Career Profile Tool.</p> <p>Front line staff will provide referral for eligibility determination to services that are deemed to be most appropriate. Additional</p>	<p>These services are available to universal customers as well as those who may later be identified as in need of fund specific services. Partner staffs that are resident at each Workforce Center may be involved. WIOA Title IB, State Dislocated Worker and Wagner Peyser funds serve as the primary funding sources, but multiple funding sources are possible.</p> <p>The State of Minnesota with local and Federal input provides certification information for ISEEK. This is funded externally by multiple state and federal resources. Training certification information is also available via DEED's Website.</p> <p>All WorkForce Center Core, Resident and External Partners will be involved in comprehensive referral. This is funded</p>

	referrals may be initiated following the initial referral.	according to partner funding requirements.
Eligibility Determination	Data gathering to identify individuals who can access eligibility-based services. Assist individuals in determining whether they are eligible to receive required services.	<p>All WorkForce Center Core, Resident and External Partners. The WorkForce One System is the Case Management System used for this purpose.</p> <p>Specific program eligibility responsibilities are as follows:</p> <p><u>Job Service</u>: Wagner Peyser</p> <p><u>RS and SSB</u>: Rehabilitation Services</p> <p><u>WDI and Experience Works</u>: All adult workers (based on county), WIOA Title 1B, Youth, MN Youth Program, MFIP, State Dislocated Worker.</p> <p><u>WDI and MET</u>: Migrant and Seasonal Farm Workers</p> <p><u>Department of Veterans Affairs (VA)</u>: Services to Veterans</p> <p>Multiple funding sources</p>
Job Skills and Hiring Requirements, Job Listings , identification of job opportunities and Screening and Referral to Jobs	<p>Universal customers will be able to obtain information on current job vacancies, including the required skills, knowledge, and abilities that are required by hiring sources. Information will be available on wages, hours benefits and location of work. All Job seekers will be able to access information on how to gain access to job openings such as hiring done through union halls or internal system listings, such as civil service exams. Job information will be available on a local, statewide, national and international basis.</p> <p>Screening and referral to jobs may include an interviewing appointment for a position for which the individual has been matched as suited to employer requirements. Self referral on appropriate orders is open to all job seekers and partners and is to be facilitated and encouraged.</p> <p>Job Service is responsible for suppressed orders and requested screening.</p> <p>Partners may initially target referrals to job listings obtained through their own individual job development, but should quickly move such orders into the universal posting system.</p>	<p>The Job Service will take the lead in this effort through Wagner Peyser. Other partners will coordinate their efforts with the job service, through a common employer data system and distribution of the Job Service Job orders.</p> <p>All WorkForce Center Core, Resident and External partners may engage in job identification to meet their specific program needs.</p> <p>Multiple funding sources</p>
.Job Search Skills	Involves the preparation of individuals or groups of individuals in preparing for	Job Service, where available, will provide Creative Job Search, a universal service

	<p>employment. Includes learning how to identify employment opportunities, how to market their skills and abilities, organizing a job search, interviewing, completing application forms and resumes.</p>	<p>that is available to all WorkForce Center Customers. “Program specific” Job Seeking/Job Search Skills courses are provided by all other partners who deliver career or other “eligibility based” services. These courses focus on the barrier issues that are addressed by the partner’s funding sources.</p> <p>Creative Job Search is funded by Wagner Peyser. Other job search courses are funded by their respective programs.</p>
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SERVICES FOR JOB PROVIDERS		
SERVICE	DEFINITION	RESPONSIBLE ENTITY
Employer Resources and Seminars	<p>A collection of information that is of interest to employers, including those concerning opportunities and requirements for business. Seminars may include information on the Americans with Disabilities Act, Workers' Compensation, Family Leave Act, Reemployment Insurance Tax, etc.</p>	<p>The Job Service JSEC's take the lead in providing these services. WDI, RS and SSB will provide Employer services that are specific to their area of expertise, if requested.</p> <p>JSEC's are funded by Wagner Peyser.</p> <p>WDI, SSB and RS fund services they provide.</p> <p>JSEC's also provide fee based seminars.</p>
Labor Exchange and Employer Testing	<p>Designed to meet employer preferences and needs. Services may include:</p> <ul style="list-style-type: none"> -Assistance with Describing Job Requirements -Listing Job Openings -Screening Jobseekers for Referral, including the administration of employer requested testing to identify preferred candidates. Such testing may include proficiency testing. 	<p>Job Service/WDI</p> <p>Funded by Wagner Peyser</p>
Americans with Disabilities Act (ADA) Compliance Information Training	<p>Training on the requirements of the ADA so that employers are able to understand and make provisions for compliance with this legislation. Training for individuals and groups.</p>	<p>RS/SSB</p> <p>Funded by Rehab/SSB funds</p>
Local, Statewide and National Labor Market Information	<p>Basic and specialized data on the types of employment available by geographic area. Wage and trend details are organized and analyzed by labor market experts. Services include aggregate, component, and customized analysis.</p> <p>Identification of skill shortage areas. Work with training providers who can fill the skill gap, based on experience and success. May pool multiple employer shortages or work with a single employer.</p>	<p>DEED Regional Analyst and South East WorkForce Development Board.</p> <p>Funded by WDB and externally by DEED.</p>

CAREER SERVICES

SERVICE	DEFINITION	RESPONSIBLE ENTITY
Comprehensive Testing and Assessment	Partners employ intensive tools to help eligible customers develop a plan of action to achieve their goals. Proficiency testing to establish skill levels, aptitude testing, preference testing, hands-on vocational exploration, temperament, personality and other testing available as needed.	<p><u>WDI</u>: WIOA Title IB, State DW, Welfare programs in selected counties and youth.</p> <p><u>RS or SSB</u> : For eligible persons with disabilities</p> <p><u>Job Service</u>: For Veterans/Universal population and for Welfare programs</p> <p><u>MET</u>: Migrant and Seasonal Farm Workers</p> <p>Funded by Multiple funding sources</p>
UI Profiling/Initial Assessment.	Analysis of an individual's skills, education and work history in context with their employment goals and the labor market conditions. Objective data concerning the likelihood of finding employment within targeted geographic areas and provided to Unemployment Insurance claimants likely to exhaust reemployment insurance.	<p>Job Service</p> <p>Funded by Unemployment Insurance.</p>
Career Decision Making Skills and Career Counseling	PC based career exploration and decision-making activities that focus on transferable skill analysis, labor market information and consumer choice; interests and aptitudes. Includes staff monitored use of resource room resources, self-service and workshops. Career Counseling includes guidance in interpreting and using available resources to make informed career choices. May include individual or group activities, such as separation grief groups for dislocated workers, and any other activity that would improve employability, other than occupational training.	<p><u>WDI</u>: WIOA Title IB, State DW, Welfare programs and youth.</p> <p><u>RS or SSB</u> : For eligible persons with disabilities.</p> <p><u>Job Service</u>: For Veterans/Universal population</p> <p><u>MET</u>: Migrant and Seasonal Farm Workers</p> <p>Funded by Multiple funding sources</p>
Case Management	<p>Long-term guidance and support through a process of finding and using a variety of services that will help an eligible customer achieve economic self sufficiency.</p> <p>Program unique case management will be coordinated and offered in compliance with the law as required.</p>	<p><u>WDI</u>: WIOA Title IB, State DW, Welfare programs in selected counties and youth.</p> <p><u>RS or SSB</u> : For eligible persons with disabilities.</p> <p><u>Job Service</u>: For Veterans/Universal population and for MFIP.</p> <p><u>MET</u>: Migrant and Seasonal Farm Workers</p> <p>Funded by Multiple funding sources</p>
Training Assistance	Identifying or providing financial assistance in payment of tuition, books and fees for institutional training. Reimbursement for on-the-job training or payment of work training at public or private non-profit agency. May include entrepreneurial training in the development of marketing, business and financial plans. May include incumbent worker	<p><u>WDI</u>: WIOA Title IB, Youth and MFIP. Assistance under WIOA and State Dislocated Worker involves those seeking long-term training. Prevocational training, customized training or OJT.</p> <p><u>RS or SSB</u>: Eligible persons with Disabilities.</p>

	training	<p><u>Job Service</u>: Assistance to Title IB and State Dislocated Workers.</p> <p><u>MET</u>: Migrant and Seasonal Farm Workers</p> <p>Multiple funding sources</p>
Classroom Training	<p>Basic skills to update and prepare for further training or complete high school or General Education Degree (GED). ESL Training.</p> <p>Occupational skills training.</p>	<p><u>Adult Basic Education Providers</u>: Provide ABE/GED and ESL.</p> <p><u>MNSCU</u>: Primary provider of occupational skills training.</p> <p><u>WDI</u>: WorkForce Center Classes</p> <p>Multiple funding sources are used to cover cost of occupation skills training tuition.</p>
Supportive Services	<p>Direct payments to eligible individuals. Referrals to alternate resources for those needs that cannot be met by one program and of those individuals who do not meet program eligibility. Support services can include transportation, childcare, clothing, testing fees, etc. Earned Income Tax Credit is a monthly reimbursement that is available to workers who are eligible for a tax credit.</p>	<p>All WorkForce Center Partners</p> <p>Multiple funding sources</p>
Specialized Job Development	<p>Includes identification of employer sites for on-the-job training, the design of adapted job duties to allow the employment of individuals with special needs, development of Work Experience opportunities, job coaching, work evaluation and similar specialized needs as required for Title I, Dislocated Worker, MFIP and Welfare to Work</p>	<p><u>Job Service</u>: Provides specialized job development under Wagner Peyser and State Dislocated Worker programs.</p> <p><u>WDI, RS, and SSB</u>: Provide these services for program specific eligible persons</p> <p>Multiple funding sources</p>
Soft Skills and Retention Services	<p>Counseling and supportive services to eliminate barriers targeted at allowing employed individuals to get and retain employment. May include special workshops or one-on-one sessions. May include fee-based services to local firms.</p>	<p><u>WDI</u>: Provides retention services under WIOA Title IB, youth, older workers, welfare reform programs and State Dislocated Worker Programs.</p> <p><u>WDI, RS, and SSB</u>: Provide these services for program specific eligible persons.</p> <p>Multiple funding sources</p>
Adult Basic Education Services (ABE)	<p>Determine eligibility for ABE services</p> <p>ABE services may include the following:</p> <ul style="list-style-type: none"> • Learner Assessments • Arrangement for supportive services during participation in ABE • Basic Skills • GED, Diploma • ESL • Family Literacy • Citizenship • Intensive Work English • Computer Literacy 	<p>All partners use the services of ABE. Partners determine eligibility and refer appropriate ABE/ESL customers to area ABE providers.</p> <p><u>WDI</u>: may refer for these services prior to participating in post-secondary training or prior to referring for job search assistance.</p> <p>Multiple funding sources.</p>

	<ul style="list-style-type: none"> College and Work Readiness 	
Department of Veterans Affairs (VA)	Skill identification, training opportunities, specialized job search, job placement, and supportive services are provided to help customers better prepare for successful employment.	VA will determine eligibility and provide listed services. They will refer to WFC Partners and provide joint services as appropriate.
Migrant and Seasonal Farm Worker Services	English language skills, training opportunities, specialized job search and job placement services are provided to help customers better prepare for successful employment.	<p>WFC Partners will refer customers as appropriate to MET and JS. Services are provided to program specific populations by all partners.</p> <p>MET will provide the listed services following referral, establish an individual plan of services and share information on customer progress on a timely basis with appropriate WFC partners.</p> <p>Multiple funding sources.</p>

CAREER SERVICES FOR JOB PROVIDERS		
SERVICE	DEFINITION	RESPONSIBLE ENTITY
Local Employer Workforce Development	Connection for employers to resources that can assist them in continuing, expanding or creating new businesses. Work with MNSCU to match training to the skill needs of employers to address workforce shortages.	<p>Workforce Development Board, JSEC and DEED.</p> <p>Funded by WDB, Wagner Peyser and DEED funding at the state level.</p>
Rapid Response to Layoffs of Employees	Assistance with planning for the orderly transition of employees who are in jeopardy of imminent layoff or have already received notice of layoff.	<p>WDI and State Level Rapid Response Team.</p> <p>Funded by State DW funds</p>
Work Opportunity Tax Credit (WOTC) and Welfare to Work Tax Credit	A review of available incentives for the hiring and/or training of employees. May include contracting for specific incentives as appropriate.	<p>Job Service, RS and SSB</p> <p>Multiple funding sources</p>

DURATION/TERMINATION/SEPARATION/AMENDMENT:

This Memorandum of Understanding will be in effect from July 1, 2016 until June 30, 2019. This document will be reviewed by the WorkForce Center System Partners on an annual basis.

MOU Termination: This MOU will remain in effect until the end date specified in Section 4, unless:

1. All parties mutually agree to terminate this MOU.
2. Funding cuts by one or more federal programs are so substantial that One-Stop operations cannot continue as specified herein and a new MOU must be negotiated.

3. WIOA regulations are repealed.
4. Local area designations are changed.

Partner Separation: As stated in the Recitals, WIOA Section 121(c) mandates the execution of this MOU between the LWDB and partners. However, any single partner may request to terminate its participation as a party to this MOU. In such an event, the LWDB will provide written notice within thirty (30) days of the request to all remaining partners. The LWDB will amend this MOU if the termination request is granted. The termination of one or more partner's participation as a party will not result in a termination of this MOU unless the number or contribution of the terminating partner(s) is so substantial that it necessitates the negotiation of a new MOU.

Effect of Termination: Per WIOA Section 121 and 65 Fed. Reg. 49294, 49312, any partner that terminates its role as a party to this MOU is no longer eligible to participate as a partner in the One-Stop system and will not be permitted to serve on the LWDB as a One-Stop partner representative.

Partner Disqualification: An entity identified as a required partner at the time of execution of this MOU that subsequently loses federal funding or the authority to administer the federal program in the Area and therefore no longer qualifies as a required partner under WIOA Section 121 must send written notice of the change in status to the LWDB as soon as possible. LWDB will forward the notice to DEED. In such an event, a formal amendment to this MOU will be required. The entity may continue as an additional partner if mutually agreed by the LWDB, chief elected officials, and the remaining partners.

Amendment

This MOU may be amended upon mutual agreement of the parties that is not inconsistent with federal, state, or local laws, plans, or policies; or for one or more of the following reasons:

1. The addition or removal of a partner from this MOU.
2. Removal or addition of program responsibilities for any partner that administers more than one federal program.
3. An extension of the effective ending date per Article II, Section B.
4. A change in the One-Stop Operator or Fiscal Agent or a change in the physical location of a One-Stop center.
5. A change in the services, service delivery methods currently utilized, or referral methods.
6. A change in a cost sharing agreement.

All parties agree that amendments for the reasons listed above need only be signed by authorized representatives of the LWDB, the Chief Elected Officials, and the affected partner(s). Amendments for the reasons listed in all other Paragraphs of this section or for any changes that will affect the responsibilities of all parties, require the signatures of all parties. All amendments will involve the following process:

1. The party seeking an amendment will submit a written request to the LWDB that

includes:

- a. The requesting party's name.
 - b. The reason(s) for the amendment request.
 - c. Each Section of this MOU that will require revision.
 - d. The desired date for the amendment to be effective.
 - e. The signature of the requesting party's authorized representative.
2. If the request is approved, the LWDB will notify the remaining parties of the intent to amend and will provide each remaining party thirty (30) days from the date of the notice (unless another timeframe is specified in the notice) to review the anticipated changes and to submit a response to LWDB. Failure by a party to respond within the prescribed timeframe will be deemed that party's approval of the proposed changes.
 3. In the event that a remaining party has questions and/or concerns regarding the proposed amendment, the party must list its questions and/or concerns in writing and submit the list to LWDB within the specified timeframe.
 4. LWDB will review the listed questions/concerns and will issue a response within fifteen (15) days of receipt of the list. If LWDB deems it necessary, the listed questions/concerns will be sent to all other parties and/or a meeting with all parties will be scheduled to discuss the proposed changes and to achieve consensus on a final amendment draft.
 5. The final, approved amendment draft will be signed by authorized representatives of the affected partners, then submitted to LWDB for the final signature.
 6. LWDB will distribute copies of the fully executed amendment to all parties and to DEED upon execution.

This writing constitutes the entire agreement among the parties with respect to each party's role and responsibility in the Area's One-Stop service delivery system. All parties agree that any amendments to any applicable laws or regulations cited herein will result in the correlative modification of this MOU without necessitating a formal, written amendment.

All parties agree to communicate details of the amendment to their respective staff members whose responsibilities may be impacted by changes and further agree to ensure that their respective staff members are referencing or utilizing the most current version of the MOU and attachments in the performance of responsibilities under this MOU.

PARTNER RESPONSIBILITIES

- All parties to this MOU will assume the responsibilities identified below, unless otherwise specified.
1. Make the career services provided under the Partner's program available to individuals through the Area's One-Stop delivery system in accordance with this MOU.

2. Participate in cost-sharing activities as described in this MOU and use a portion of funds made available to each partner's program—to the extent not inconsistent with the federal law that authorizes each partner program—to:
 - a. Create and maintain the One-Stop delivery system; and
 - b. Provide the services required under WIOA Section 121(e).
 3. Remain as a party to this MOU throughout the Agreement period in order to participate as a One-Stop partner.
 4. Participate in the operation of the One-Stop system in accordance with the terms of this MOU.
- B. In addition to the minimum responsibilities required under WIOA , Partner responsibilities include:
1. Provide priority of service to veterans and covered spouses for any qualified job training program pursuant to the Jobs for Veterans Act as prescribed in 38 USC 4215.
 2. Compliance with WIOA and all federal, state, and local laws, rules, and policies applicable to parties in their respective roles under this MOU and as consistent with the rules that govern each partner's respective program. Each partner expressly agrees to notify LWDB of any changes to the rules governing its respective program that impact the partner's performance under this MOU.
 3. Each partner must ensure compliance with One-Stop policies/procedures published by DEED.

SERVICE FUNDING/COST ALLOCATION/RESOURCE SHARING METHODOLOGY

One-Stop Funding/Resource Sharing Requirements:

1. WIOA 121© and 20 CFR 662.270 require that the funding arrangements for services and operating costs of the One-Stop service delivery system must be described in this MOU.
2. The methodologies described herein must be allowable under each partner's respective program and under all applicable federal and state rules—including the Office of Management and Budget (OMB) Circulars applicable to each partner's type of organization. Per 66 Fed. Reg. 29638, this MOU must identify:
 - a. The shared One-Stop costs.
 - b. The methodologies that will be used to determine each party's proportionate "fair" share of those costs
 - c. The methodologies that will be used to allocate each party's fair share of costs across the cost categories.

- d. The method(s) each party will use to fund its fair share of costs, which may include cash contributions, contributions of staff time, equipment, and/or other resources, or in-kind contributions from a third party.

One-Stop Operating Costs:

1. The shared One-Stop operating costs, the projected cost amounts, and each party's method of funding its fair share of those costs are identified in the Space Allocation and Resource Sharing Agreements, which are attached to this MOU and hereby incorporated.
2. The costs for partners who reside at WorkForce Centers should be less than if these partners were to house independently. Core Partners must minimally provide one staff that can make services available as needed at each WorkForce Center.

Changes to cost sharing agreements:

1. All parties expressly understand and agree that the initial costs listed in the cost sharing agreements will be subject to change as actual costs are incurred and paid throughout the effective period of this MOU.
2. Updates to the cost sharing agreements will require an amendment to this MOU.
3. Any time a cost sharing agreement is modified, the LWDB must provide all parties with notice of the modification and a copy of the modified Agreement.

SYSTEMATIC REFERRAL PROCESS FOR WORKFORCE CENTER CUSTOMERS:

Pursuant to WIA Section 121(c)(2)(A)(iii), the parties agree that the referral of individuals between the One-Stop Operator(s) and the partners' for the services and activities described in Article IV will be performed using the following methods:

- Customers access services through one common reception area.
- Based on information collected from the client, direct referrals are made to the appropriate service staff.
- If specialized assistance is required by a WorkForce Center customer, that assistance will be provided by the Partner whose funding and service expertise is most appropriate to the needs of the customer. Example: Customers who come into the WorkForce Center and who happen to have a physical, visual or hearing disability will not be directed to SSB or RS unless the services they request necessitates the involvement of RS or SSB staff (i.e., they need assistance to operate specialized accessibility equipment)
- Semi-annual staff trainings keep WorkForce Center Partner staff updated and informed about the services offered by each WorkForce Center Partner.
- All partners housed at the WorkForce Centers share a common phone systems when cost efficient. All partners are connected via email. Core WorkForce Center partners either house at or provide a staff presence at the following locations: Rochester WorkForce Center, Austin WorkForce Center, Albert Lea WorkForce Center, Owatonna WorkForce Center, Red Wing WorkForce Center and Faribault WorkForce Center.

CONFIDENTIALITY

All parties expressly agree to abide by all applicable federal, state, and local laws regarding

confidential information.

Each party will ensure that the collection and use of any information, systems, or records that contain personal identifying data will be limited to purposes that support the programs and activities described in this MOU as part of the One-Stop service delivery system.

Each party will ensure that access to software systems and files under its control that contain personal identifying information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities provided as part of the One-Stop service delivery system and who must access the information to perform those responsibilities. Each party expressly agrees to take measures to ensure that no personal identifying information is accessible by unauthorized individuals.

DISPUTE/GRIEVANCE RESOLUTION

For purposes of this MOU and for One-Stop-related issues, each party expressly agrees to participate in good faith negotiations to reach a consensus in accordance with 20 CFR 662.310(b). However, should a dispute arise among any parties to this MOU in negotiations to amend or renew this MOU or in matters pertinent to local One-Stop operations or activities not addressed in this MOU, all parties agree to utilize the process cited below. Negotiations to resolve impasses that involve state-level partners must include the participation of the applicable state agency's director or designee. All parties agree to enlist the following process for the resolution of disputes:

1. Partners will attempt to resolve any conflicts in an informal manner. If issues cannot be resolved in this fashion, an issue paper will be jointly developed which outlines the conflict and each partner perspective. The Core Partners will be tasked with resolving the conflict.
2. Should the Core Partners be unable to resolve the conflict, it is understood that the authority would lie with the governing/management structure of the LWDB.
3. In the event that all reasonable attempts to resolve the impasse at the local level are unsuccessful, the LWDB will report the impasse to the Governor's Workforce Development Board, which will intervene with the parties to resolve the disputed issue(s).

LIMITATION OF LIABILITY

To the extent permitted by law, each party agrees to be responsible for any liability that directly relates to any and all of its own acts or omissions or the acts or omissions of its employees. In no event will any party be liable for any indirect or consequential damages caused by actions or omissions of another party or by the employees of another party.

GENERAL PROVISIONS

The laws and regulations listed are generally applicable to most publically-funded programs administered by DEED. The laws and regulations listed herein do not encompass all of the laws and regulations that govern the parties in their respective roles under this MOU. All parties expressly agree to comply with the federal laws and regulations listed below unless the laws and regulations that govern their particular program state otherwise:

Jobs for Veterans Act. As stated in Article III B 1, each party agrees to provide priority of

service to veterans and covered spouses for any qualified job training program pursuant to 38 USC 2813.

Americans with Disabilities. Each party, its officers, employees, members, and subcontractors hereby affirm current and ongoing compliance with all statutes and regulations pertaining to The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Drug-Free Workplace. Each party, its officers, employees, members, sub recipient(s) and/or any independent contractors (including all field staff) associated with this MOU agree to comply with 29 CFR 94 and all other applicable state and federal laws regarding a drug-free workplace and to make a good faith effort to maintain a drug-free workplace. Each party will make a good faith effort to ensure that none of each party's officers, employees, members, and sub recipient(s) will purchase, transfer, use, or possess illegal drugs or alcohol or abuse prescription drugs in any way while working or while on public property.

Ethics Laws. Each party certifies that by executing this MOU, it has reviewed, knows and understands the State of Minnesota's ethics and conflict of interest laws. Each party further agrees that it will not engage in any action(s) inconsistent with Minnesota Ethics laws.

PARTIAL INVALIDITY

This MOU will be governed, construed, and enforced in accordance with all applicable federal, state, and local laws. Should any portion of this MOU be found unenforceable by operation of statute or by administrative or judicial decision, it is the intention of the parties that the remaining portions of this MOU will not be affected as long as performance remains feasible with the absence of the illegal or unenforceable provision(s).

COUNTERPART

This agreement may be executed in one, or more than one counterpart and each executed counterpart will be considered an original, provided that the counterpart is delivered by facsimile, mail or electronic mail, all of which together will constitute one and the same agreement.

This Memorandum of Understanding (MOU) is entered into between the South East Minnesota WorkForce Development Board, and the following partner agencies:

CORE PARTNERS

Department of Employment and Economic Development (DEED): WIOA Title III
Wagner-Peyser Act: Job Service
Trade Adjustment Act (TAA), Title II, Chapter 2
Jobs for Veterans (Chapter 41 Title 38 USC)
Unemployment Insurance Programs authorized under MN law

Department of Employment and Economic Development (DEED): Rehabilitation Act Title I,
Vocational Rehabilitation Services (VRS)
State Services for the Blind (SSB)

WorkForce Development, Incorporated (WDI):

WIOA Title I, Adult and Dislocated Worker Programs
WIOA Title I, Youth Programs
WIOA Title I, Youth Build
Minnesota Youth Programs

PARTNERS

Adult Education and Literacy Title II
Southeast Minnesota Community Action Agency (SEMCAC): Community Action Program Services
County Human Services: Social Security Act (part A) of Title IV:
Temporary Assistance for Needy Families (TANF)
Community Services Block Grant Employment & Training Programs
Motivation Education and Training (MET):
WIOA Title I, Migrant and Seasonal Farm Worker Programs
Experience Works: Older Americans Act Title V,
Senior Community Service Employment Program (SCSEP)
Minnesota State College and Universities and Carl D. Perkins Career & Technical Education
Department of Housing and Urban Development (HUD) Employment and Training Programs:
Southeastern Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA)
Job Corp, WIOA Title I
Native American Programs, WIOA Title I
Second Chance Act, Chapter 212

CERTIFICATION:

By signing this agreement, all parties mutually agree to the terms prescribed herein.

Core Partners



Joint Powers Board
By Daniel Belshan, Chair

4-25-16

Date



SE MN Workforce Development Board
By Jeffrey Custer, Chair

Apr 13, 2016

Date



Job Service/TAA/Veterans Services
By Mike Haney, Area Manager

4-18-16

Date

Lindsey Hanson
State Services for the Blind
By Linsey Hanson, Regional Supervisor

4/13/16
Date

Jodi Yanda
Vocational Rehabilitation Services
By Jodi Yanda, Manager

Apr 13, 2016

Date

Randy Johnson
Workforce Development, Inc.
By Randy Johnson, Executive Director

4/13/16
Date

Partners

Wayne D. Stenberg
Community Action Program Services
By Wayne Stenberg, Executive Director, SEMCAC

Apr 13, 2016

Date

Mark Shaw
County Human Services
Community Services Block Grant
By Mark Shaw, Human Services Director, Rice County Social Services

4/13/16

Date

Nancy Hoffman
Experience Works
By Nancy Hoffman, Employment & Training Coordinator

4/13/16

Date

Adenuga O. Atewologun
Minnesota State Colleges and Universities and
Carl D. Perkins Career & Technical Education
By Dr. Adenuga Atewologun, President, Riverland Community College

04/22/2016

Date

Julie Nigon
Adult Basic Education
By Julie Nigon, Director Hawthorne Education

4/13/16

Date

Marcia Ward
Housing Redevelopment Authority
By Marcia Ward, SEMMCHRA

4/13/16

Date

William Johnson
Motivation Education and Training (MET)
Migrant and Seasonal Farm Worker Program
By Ariana Boelter

4/15/16

Date

Attachment H

Southeast Minnesota Regional Workforce Development Partnership Memorandum of Understanding

This Memorandum of Understanding (MOU), effective April 1, 2016 is entered into by the Southeast MN Workforce Development Board (WDA #8) and the Winona Workforce Development Board (WDA #18). Each of the Boards shall hereby be known as a "Party", or collectively as the "Parties."

I. PURPOSE

Whereas the Workforce Innovations and Opportunities Act of 2014 (WIOA) instructs local Workforce Development Boards to engage in a regional planning process for the purposes of: 1.) preparing a regional plan, 2.) establishing regional service strategies, 3.) developing sector strategies, 4.) collecting regional labor market data, 5.) pooling of administrative costs, where appropriate, 6.) coordinating support service policy, 7.) coordinating economic development services, and 8.) negotiating WIOA performance levels with the State; and,

Whereas the Department of Employment and Economic Development (DEED) of the State of Minnesota has defined the six regions within the State to include the 11 county area of Southeast Minnesota, connecting Workforce Development Areas #8 and #18;

Therefore, be it resolved, the officers of the SE MN Workforce Development Board (#8) and the Winona Workforce Development Board (#18) have come together to formally establish a regional WIOA partnership.

II. RULES OF ENGAGEMENT

The joint partnership will consist of three (3) officers of the Workforce Development Board, or the Local Elected Officials, of each party, as well as the Executive Director of each party, for a total voting membership of eight (8) members in the partnership. A quorum for any official vote will be four (4) members, and must include at least two (2) members from each party. Regular meetings will be held, with the location rotating between the parties. It shall be the responsibility of the meeting host party to issue the meeting notices, provide space and staff support, and issue the follow-up meeting minutes.

Once a year the parties will jointly host a regional event, and a report of regional workforce development activities and opportunities will be developed; this report will be shared with each of the parties, the Governor's Workforce Development Board, and members of the State Legislature

III. WORK PLAN

The Parties will combine resources and expertise to: 1.) identify critical career pathways in the region, 2.) support regional K-12 schools with information and services for career planning and vocational education, and 3.) identify collaborative opportunities for outreach and employment support of diverse populations, including veterans, older workers, offenders, women and minorities.

To inventory the assets and identify the gaps that are preventing the region from developing the workforce of the future, and to suggest innovative solutions to meet the dynamic needs of our region, the SE MN Regional Workforce Development Partnership will combine State and federal funding to hire a Regional Career Counseling Coordinator. Workforce Development, Inc. has been identified as the agency to be the employer of record of this employee, and to provide space and administrative support.

Once a year the parties will jointly host a regional event, and a report of regional workforce development activities and opportunities will be developed; this report will be shared with each of the parties, the Governor's Workforce Development Board, and members of the State Legislature.

IV. REGIONAL IDENTITY

The Southeast Minnesota region is defined by 11 rural counties served by the Southeast Minnesota and Winona Workforce Development Boards. The counties include Dodge (pop. 20,364), Fillmore (pop. 20,834), Freeborn (pop. 30,613), Goodhue (pop. 46,435), Houston (pop. 18,773), Mower (pop. 39,116), Olmsted (pop. 151,436), Rice (pop. 65,400), Steele (pop. 36,755), Wabasha (pop. 21,239), and Winona (pop. 50,885). The total 11 county regional population is estimated to be some 501,850, with a total labor force of 282,050.

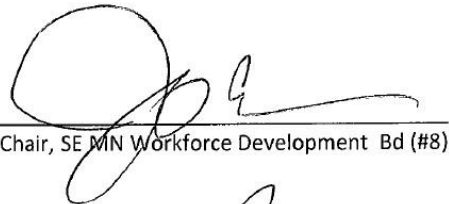
V. TERMS OF UNDERSTANDING:

The undersigned parties commit to fulfill the responsibilities of their organization during the life of this agreement. The term of this Memorandum of Understanding is for a period of fifty-four [51] months from the effective date of this agreement and may be extended upon written, mutual agreement. It shall be reviewed at least every six months to ensure that it is fulfilling its purpose and to make any necessary revisions. Any Party may terminate this Memorandum

of Understanding upon 30 days written notice to all other Parties without penalties or liabilities.

VI. SIGNATURES

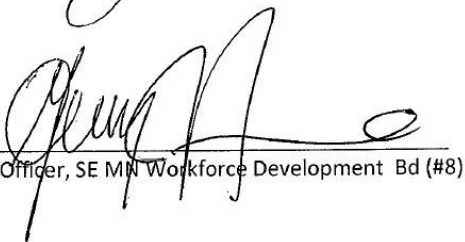
We, the undersigned, commit to fulfill the responsibilities of our respective organizations during the life of this agreement, effective this **1st day of April, 2016**:



Chair, SE MN Workforce Development Bd (#8)



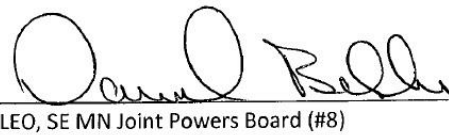
Chair, Winona Workforce Development Bd (#18)



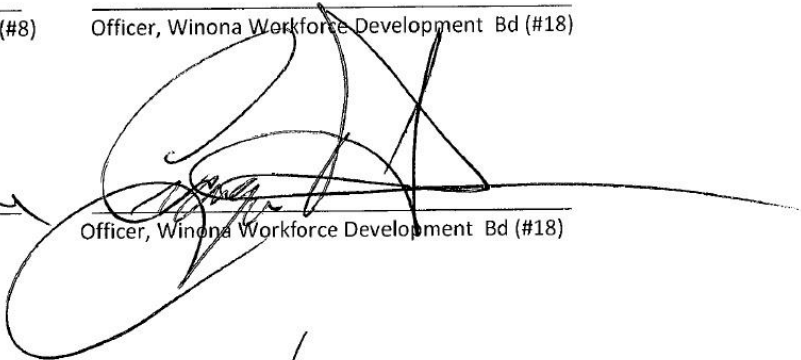
Officer, SE MN Workforce Development Bd (#8)



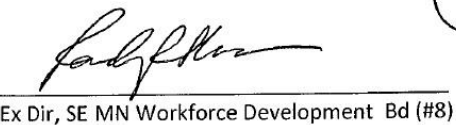
Officer, Winona Workforce Development Bd (#18)



LEO, SE MN Joint Powers Board (#8)



Officer, Winona Workforce Development Bd (#18)



Ex Dir, SE MN Workforce Development Bd (#8)



Ex Dir, Winona Workforce Development Bd (#18)

**MEMORANDUM OF AGREEMENT BETWEEN
THE SOUTHEASTERN MINNESOTA WORKFORCE DEVELOPMENT, INC. AND
THE COUNTIES OF DODGE, STEELE, MOWER, FREEBORN, RICE, GOODHUE, WABASHA,
OLMSTED, FILLMORE AND HOUSTON
KNOWN AS THE SOUTHEASTERN MINNESOTA WORKFORCE INVESTMENT JOINT POWERS
BOARD OF COUNTY GOVERNMENTS**

WHEREAS the Workforce Innovation and Opportunity Act (WIOA) of 2014, hereinafter referred to as "The Act" (Public Law 113-128) authorizes the expenditure of Federal funds for job training programs in locally designated Workforce Service Areas (WSAs); and

WHEREAS the ten counties of Dodge, Steele, Mower, Freeborn, Rice, Goodhue, Wabasha, Olmsted, Fillmore and Houston have entered into a joint powers arrangement and have been certified continuously since 1986 by the Governor of this state as Workforce Service Area 8 (WSA #8); and

WHEREAS the Joint Powers Board has, pursuant to the Act, established the Southeast Minnesota Private Industry Council (dba Workforce Development, Inc.) as a private non-profit corporation and hold IRS 501, C-3 tax exempt status; and

WHEREAS the Act requires an agreement between the Joint Powers Board and the Workforce Development, Inc. for the purposes of job training programs policy formulation covering, but not limited to, program planning, monitoring and evaluation activities; and

WHEREAS the Act requires the Joint Powers Board and the Workforce Development, Inc. to define the scope of their relationship.

THEREFORE, BE IT RESOLVED that this Agreement, pursuant to the Act, be made and entered into by the Southeastern Minnesota Workforce Investment Joint Powers Board on behalf of the ten (10) counties and the Southeastern Minnesota Workforce Development, Inc.

IT IS FURTHER RESOLVED that this Agreement fairly and fully describes the authorities and responsibilities of each partner.

- I. Authorities and Responsibilities of the Southeastern Minnesota Workforce Development, Inc., Inc.
 - A. The Workforce Development, Inc., pursuant to the Act, and in agreement with the Joint Powers Board, shall be the administrative entity for the Workforce Investment Act programs in Minnesota WSA #8;
 - B. The Workforce Development, Inc. shall hire, direct, and evaluate staff to fulfill its role as defined above, and to provide career services as allowed in the Act may contract with qualified agencies to deliver appropriate job training and placement services using the procurement procedures as outlined in SDA Policy Letter 49-91;
 - C. The Workforce Development, Inc. shall develop the WIOA Plan in compliance with the Act that delineates the requirements for participant eligibility determination, funds allocation, and fiscal management and other job training programs as become available for the eligible population;

- D. The Workforce Development, Inc. shall construct its own rules of operation, provide vendor services to the several counties and in agreement with the Joint Powers Board, develop an annual job training plan and budget for job training activities;
- E. The Workforce Development, Inc. shall collect data necessary for the WIOA program planning, monitoring, evaluating and reporting and shall report on its activities regularly to the Joint Powers Board.
 - 1. The Workforce Development, Inc. will provide monthly participant demographic and activity reports. These reports will include enrollment, termination and placement activities. They will also show activity by program component.
 - 2. Fiscal reports will include planned budgets, obligations and expenditures on a monthly basis. All expenditures will be reported by planned vs. actual.
 - 3. The minutes from all meetings are shared by both boards.
 - 4. All state and federal monitoring reports will be submitted to the Joint Powers Board for their review as they occur.
- F. The Workforce Development, Inc. shall develop and manage a system to hear and resolve grievances brought by participants, vendors and other interested parties as required by the Act.

II. Authorities and Responsibilities of the Workforce Investment Joint Powers Board of County Governments:

- A. The Joint Powers Board shall select business representatives to be seated as members of the Workforce Investment Board. These representatives of business shall be nominated in consultation with local, general business organizations. Local county boards of commissioners shall develop a list of businesses that reasonably represent the industrial and demographic composition of the business community. Additionally, the Joint Powers Board shall publicly seek nominations of individuals from educational agencies, organized labor groups, community based organizations, rehabilitation agencies, economic development agencies and the public employment service;
- B. Two representatives from the Joint Powers Board will sit on the Workforce Investment Board and shall be members of the Management Committee;
- C. The Joint Powers Board shall fill any vacancy in the membership of the Workforce Investment Board in the same manner as the original appointment;
- D. The Joint Powers Board shall retain oversight responsibilities concerning the WIOA services. It must approve all WIOA job training plans and budgets prior to submission to the Governor as described in the Act.
- E. The Joint Powers Board shall maintain the authority to do any or all of the following:
 - 1. Be grant recipient for all WIOA funds.
 - 2. Contract for various consultant services to monitor and evaluate the WIOA services pursuant to the Act.

3. Contract with a qualified vendor for fiscal services, which includes the receipt and disbursement of all funds related to the WIOA Act.
 4. Collect fiscal data necessary for the preparation of required and desired reports.
 5. Contract with vendors of services described in the WIOA plan prepared, submitted and approved by the Workforce Development, Inc.
 6. Procure and maintain fixed and non-fixed assets and other inventory necessary for program operators.
 7. Collect and deposit program income generated by WIOA service activities pursuant to the OMB Super Circular 2 CFR Chapter I, Chapter II, Part 200 [2013], and Part 2900 [2014].
- F. The Joint Powers Board shall receive from the Workforce Development, Inc. an annual audit of its funds and hold the Workforce Development, Inc. responsible for resolving any questions arising from said audit.

III. Authorities and Responsibilities Held Jointly by the Joint Powers Board and the Workforce Development, Inc.

- A. It is the joint authority and responsibility of the Joint Powers Board and the Workforce Development, Inc. to ensure effective service delivery that provides the most beneficial mix of program options to the eligible residents of the ten counties. It is further agreed that it is the shared responsibility and authority of the Joint Powers Board and the Workforce Development, Inc. to stimulate the active, effective participation of all sectors of the community in the provision of job training services.
- B. As the Act indicates that an equal partnership exists, any disputes between the entities in this Agreement shall be resolved by mutually satisfactory negotiation.
- C. The Workforce Development, Inc. and the Joint Powers Board shall reach concurrence on the major issues concerning and relating to the WIA programs in the following manner:
 1. The Officers of the Joint Powers Board shall, with the officers of the Workforce Investment Board, constitute the Executive Committee and must meet to negotiate and concur on major issues.
 2. This Executive Committee shall meet at the call of either the Joint Powers Board chair or the Workforce Investment Board chair, or shall meet annually.
 3. Such meetings shall be called to discuss and concur on any of the following issues:
 - a. The Memorandum of Agreement between the Joint Powers Board and the Workforce Development, Inc.;
 - b. The Cost Reimbursement Service Contract;
 - c. The WIOA Plan;


- d. Special job training programs;
- e. The Workforce Development, Inc. personnel compensation package;
- f. Development of the service delivery system for the WSA; or
- g. The selection of an executive director for the Workforce Development, Inc.

IV. Term of Agreement. The term of this Agreement shall be from the date of execution by the Joint Powers Board and the Workforce Investment Board through June 30, 2017. This Agreement may be amended by mutual agreement of both parties at any time during its term.

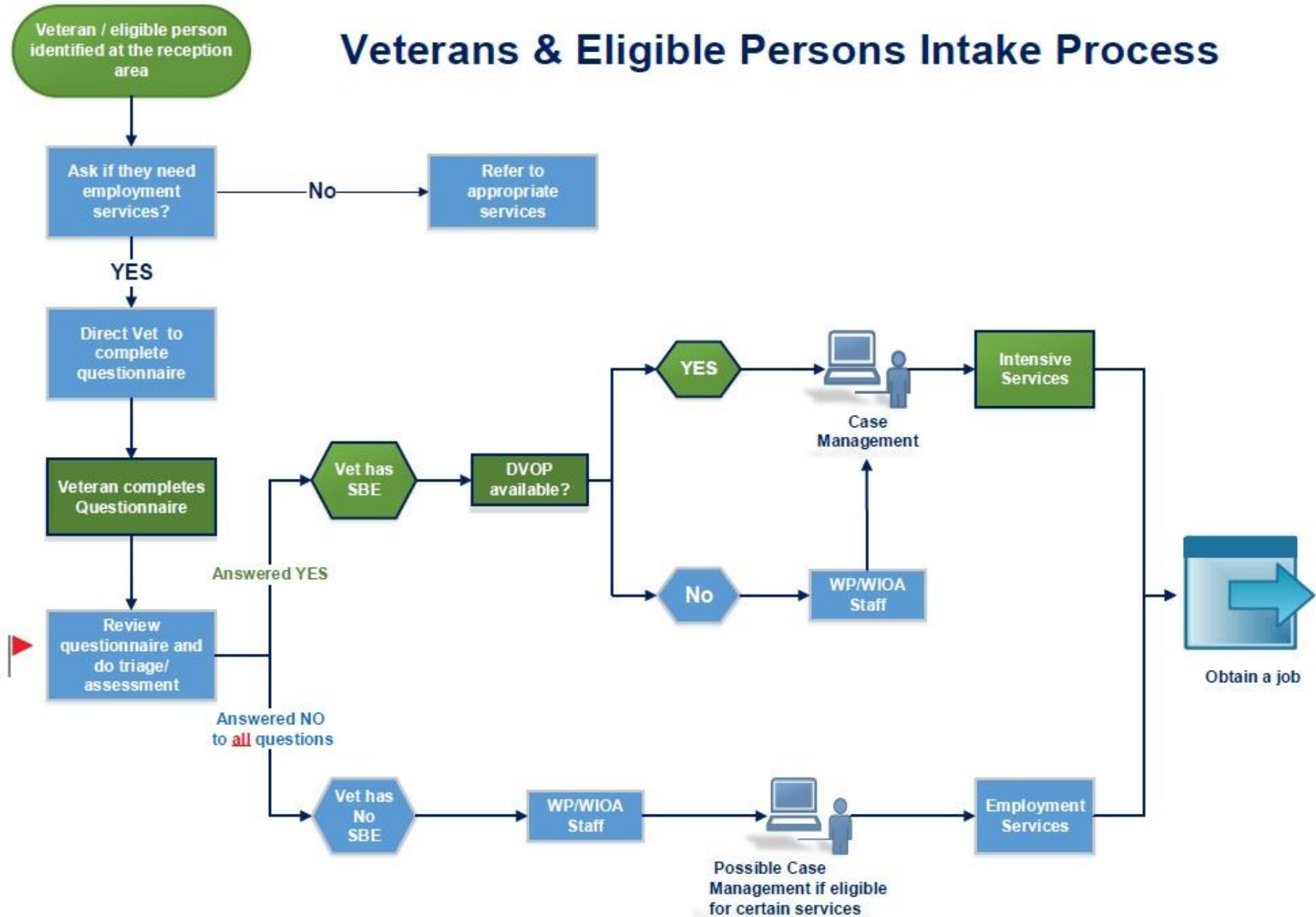
SOUTHEAST MINNESOTA WORKFORCE INVESTMENT JOINT POWERS BOARD OF COUNTY COMMISSIONERS

 this 12 day of May, 2016
Dan Belshan, Chairman

SOUTHEASTERN MINNESOTA WORKFORCE DEVELOPMENT, INC.

 this 12th day of May, 2016
Jeff Custer, Chairman

Veterans & Eligible Persons Intake Process



**Questions/Responses from the Local and Regional Plan Public Comment Forum,
May 5, 2016**

- What about non-profit sector growth? That should not be overlooked.

This question was generated following presentation of a ‘bubble chart’ describing the various industry sectors in the region and their growth projections. Inadvertently, the non-profit sector was not listed on the chart. The non-profit sector, indeed, is an essential element of our regional economy, and represents some of the most effective and efficient delivery of services; the health of the non-profit sector will be critical to the success of our region. Many of the challenges of the non-profit sector are the same as those faced by other industries – lack of a qualified applicant pool, heavy pressure on health insurance costs, and shrinking resources compared to infrastructure costs. Workforce Development, Inc. itself is a non-profit and participates in a non-profit network in the Rochester area to share best practices and learn how we can support one another.

- Rochester showed the weakest goods economy from 2004 – 2014 out of its peers. Why?

This question was generated following a presentation by the Minneapolis Federal Reserve that compared the Rochester MSA with those of Fargo, ND, Sioux Falls, SD, St. Cloud, MN, and LaCrosse, WI. The graphic showed that, as a percentage, Rochester has one of the lowest mixes of goods generating industries vs. service oriented companies; it also showed a worsening of that ratio from 2004 – 2014. The reasons posited were that there had been a slow erosion of some of the manufacturing/assembly jobs (notably IBM) during that time frame, but most significantly was the exponential growth of the Health Care industry (Mayo) during the same period. These two factors likely yielded the graphic results, however it should be noted that many of the assembly jobs lost paid less than the healthcare jobs that were netted. With that said, the cautionary tale is to continue to watch the economic diversity of the region, as the success we have had in the past was often said to be a result of having a very diverse and well-balanced economy. We need to be promoting industry growth in other sectors, in consort with the growth of health care.

- It seems our region needs faster population growth. What’s being done or can be done to attract more people to the area?

A number of charts were presented that showed the decline of the growth rate in the region, due to lower numbers of young people emerging, more people retiring and a lagging participation rate. All three of these elements must be considered in a strategy to grow our labor force numbers. We must: 1) work to make young people be aware of the employment and lifestyle opportunities in our region, 2) support those who are of retirement age to stay in the workforce longer, and 3) ensure that all people are

considered as candidates for employment, not just the traditional labor sources – which means we need to actively engage employers to help them understand how to reach out and employ veterans, the disabled, minorities, and women for all jobs. WDI is actively engaged with several regional initiatives - the Chamber's Journey-to-Growth campaign, SE MN Together, and 7 Rivers – that are looking to implement innovative outreach programs to other geographic regions in the U.S., and other cultures, in order to develop a larger talent pool. WDI, with its use of WIOA funds, will assist in developing Career Pathways and pre-vocational academies to ensure that all job-seekers have ready access to employment.

- How is the agriculture sector doing in our region?

Agriculture has several distinct elements to it: 1) farming, 2) agriculturally related food processing/manufacturing, and 3) support systems for farming and food processing. Traditional farming has seen a tremendous growth in revenue in the past 10 years compared to the previous 90 years, due to higher commodity prices, improved yields and expanded markets for their product. If the frame of reference is in just the last 10 years, one would see that farming has seen a peak in commodity prices just before the recession, and they have declined since – much of it recently connected to a decline in oil prices which effects the demand for ethanol, and a slight shift away from corn-based sweeteners and red meat. Food processing, on the other hand has been the stable and steadily growing element in agriculture. Ag support systems, however, has seen exponential growth in the past 10 years, due to technology innovations across the board – including computer driven machinery, GPS, drones, logistic supply and ordering processes, and genetic research. With the world's population steadily growing, and more mouths to feed, and modern industrial society demanding a growing variety of safe and healthy foods – coupled with the presence of world class, fortune 500 food suppliers in the region (including Hormel), the Ag sector in SE MN has one of the brightest futures of all. WDI supports an Ag sector liaison to stay connected to developments in the region, and to develop Career Pathway opportunities.