Regional and Local Plans

7/1/2024 - 6/30/2027

RWDA: Southeast Minnesota Region 6 (Local Areas #8 and #18)
LWDA: Winona County #18

SECTION A: REGIONAL VISION, GOALS AND STRATEGIES

A.1.   Describe the regional workforce development area's vision for a skilled workforce.

Southeast Minnesota is uniquely represented by a variety of critical industry sectors. While healthcare remains our largest sector, many others represent a large percentage of the workforce in SEMN. Our vision is to develop and advance the workforce through being the **champion** for workers; the **convening agent** to bring workforce partners together to resolve workforce issues; the **change agent** to promote innovative and creative workforce system solutions; and the **accountability agent** to measure and manage the area's workforce development system. Our vision is also that each career seeker and employer in our region has the knowledge of and equitable access to opportunities and resources within the workforce system, and that through deep partnerships and successful workforce programming, we continue to elevate our impact and increase the economic vitality of our region.

A.2.   Describe the region's strategic alignment with the State's Vision, Goals and Strategies.

While developing our local and regional goals, we align with the state's vision, goals, and strategies by highlighting local successful strategies that address the state's plan, developing innovative ideas to expand our impact on the state's plan, and by coordinating efforts with state strategies. All three of the state plan goals are embedded in our work, and the state strategies align with local strategies. We also dive deeper by incorporating locally-driven strategies and priorities led by our Workforce Development Board and partnering industry stakeholders.

Through our WIOA planning process, we reached out to numerous stakeholders including our Workforce Development Board members, our Local Elected Officials board, private business, educational institutions, and partnering community-based organizations. We held multiple listening sessions, with over 100 attendees, collected survey responses on regional economic and workforce development needs, and collected survey responses from our customer base. All of this culminated in the development of regional goals and strategies that align with the statewide goals, and are outlined below:

GOAL STATEMENT: Enhance equitable employment and programming opportunities by cultivating inclusive workplace practices and workforce initiatives

Strategies:

- Promote hiring practices that emphasize diversity and inclusion
- Intensify and build intentional outreach efforts to diverse and underserved populations to help them explore career opportunities, gain required skills/certifications, and enter the workforce
- Help employers establish and implement hiring practices that prioritize diversity and inclusion (Inclusive Workforce Employer Designation)
- Help employers better accommodate employees with disabilities
- Help employers foster an environment of equity and belonging in the workplace
- Establish specialized support and promote resources tailored for bilingual professionals, including language support services, mentorship programs, and networking opportunities.
- Advocating for quality jobs in our region, utilizing the Good Jobs Principles outlined by the Departments of Commerce and Labor:

    - Recruitment and Hiring: Qualified applicants are actively recruited – especially those from underserved communities. Applicants are free from discrimination, including unequal treatment or application of selection criteria that are unrelated to job performance. Applicants are evaluated with relevant skills-based requirements. Unnecessary educational, credentials and experience requirements are minimized.
    - Benefits: Full-time and part-time workers are provided family-sustaining benefits that promote economic security and mobility. These include health insurance, a retirement plan, workers' compensation benefits, work-family benefits such as paid leave and caregiving supports, and others that may arise from engagement with workers. Workers are empowered and encouraged to use these benefits.
    - Diversity, Equity, Inclusion, and Accessibility (DEIA): All workers have equal opportunity. Workers are respected, empowered, and treated fairly. DEIA is a core value and practiced norm in the workplace. Individuals from underserved communities do not face systemic barriers in the workplace. Underserved communities are persons adversely affected by persistent poverty, discrimination, or inequality, including Black, Indigenous, people of color; LGBTQ+ individuals; women; immigrants; veterans; individuals with disabilities; individuals in rural communities; individuals without a college degree; individuals with or recovering from substance use disorder; and justice-involved individuals.
    - Empowerment and Representation: Workers can form and join unions. Workers can engage in protected, concerted activity without fear of retaliation. Workers contribute to decisions about their work, how it is performed, and organizational direction.

- Job Security and Working Conditions: Workers have a safe, healthy, and accessible workplace, built on input from workers and their representatives. Workers have job security without arbitrary or discriminatory discipline or dismissal. They have adequate hours and predictable schedules. The use of electronic monitoring, data, and algorithms is transparent, equitable, and carefully deployed with input from workers. Workers are free from harassment, discrimination, and retaliation at work. Workers are properly classified under applicable laws. Temporary or contractor labor solutions are minimized.
    - Organizational Culture: All workers belong, are valued, contribute meaningfully to the organization, and are engaged and respected especially by leadership.
    - Pay: All workers are paid a stable and predictable living wage before overtime, tips, and commissions. Workers' pay is fair, transparent, and equitable. Workers' wages increase with increased skills and experience.
    - Skills and Career Advancement: Workers have equitable opportunities and tools to progress to future good jobs within their organizations or outside them. Workers have transparent promotion or advancement opportunities. Workers have access to quality employer- or labor-management-provided training and education.

- Enhance programs like Pathways to Prosperity to ensure all individuals have access to employment and training programming.
- Provide a DEI specialist to help local organizations diversify staff recruitment and retention efforts.
- Identify new approaches for marketing and bridging the gap in services to BIPOC/immigrant populations, advancing awareness of employment opportunities outside of Rochester

> **GOAL STATEMENT: Strengthen collaboration and partnerships among employers, communities, and educational institutions to provide work-based learning opportunities, shared resources, and supportive services that cultivate a skilled workforce, aligning with employer needs.**

Strategies:

- Improving the awareness of available programs/services especially in smaller communities in the region and among smaller businesses, ensuring we keep a pulse on business needs and ease the navigation of resources/support

    - Increase outreach and engagement with small business employers and Chambers of Commerce
    - Establish community forums to raise awareness of services and take inventory of community needs

- Work toward better alignment of education with industry needs through targeted partnerships, curriculum advancements, and training/certifications for high-demand regional careers.

    - Collaborate in bringing together educators to identify needed curriculum changes

- Increase youth and young adults understanding of, exposure to, and preparation for regional occupations in demand by working in partnership with education

    - Support and/or facilitate comprehensive career exploration and work-based learning opportunities for youth and young adults
    - Provide resources and work-based learning experiences to help youth and young adults make informed decisions regarding training or education so that they may successfully enter the regional workforce.
    - Advance career pathways programs, career exploration events, and initiatives aimed at exposing youth and young adults to regional career opportunities.
    - Educate youth, school faculty and parents about regional opportunities that don't require a 4-year education and provide awareness of cost/benefit of education against projected income

- Increase collaboration across WDI, Winona Workforce Development Board, and Workforce Service partners to streamline services, work together on initiatives, fill gaps, and avoid duplication of services

    - Work with partners to identify and replicate what's working well in other counties, regions, and states

---

GOAL STATEMENT: Address workforce shortage challenges by expanding and enriching employer-led, sector-based career pathways training opportunities in key industry sectors.

Strategies:

- Develop and promote pathways for in-demand careers that include training, certification, licensure, and provide opportunities for work-based learning, on-the-job-training, and apprenticeships.

    - Promote and expand Apprenticeship opportunities for both businesses and career seekers
    - Provide promotion and training for childcare professions to help advance the childcare industry, collaborate to build locally-driven childcare solutions

- Increase the awareness and promotion of high-demand occupations in the region

    - Support employers in marketing job opportunities and developing attraction and retention strategies, and connection to workforce training programs

- Provide access to education, certification, licensure for high-demand careers in key industry sectors.

A.3. Describe best practices or area of strength of the region as it relates to the State's Vision, Goals and Strategies that should be considered for replication or scale across the state.

One area that Southeast Minnesota excels in is building, leading, convening partners, and providing training services through employer-led industry-sector partnerships. Our niche is truly Career Pathways training and coordination of opportunities under sector-specific programming. Our longest-standing and arguably most successful partnership is our Bridges to Healthcare partnership, which is one of the only true private-public partnerships in the region. We established this program in 2011, before Career Pathways was a buzzword in the workforce development industry. Through state funding, local funding, private business funding, and foundational grants, we have successfully provided training and support to thousands of individuals entering the healthcare sector. We have also provided a critical pipeline of workers into the largest demand industries in our region. We have expanded our offerings to now providing training in other high-demand careers, including manufacturing, transportation, trades, construction, technology, and entrepreneurship.

Statistics on Bridges2Healthcare Programming:

- 972 people have been enrolled
- 700+ industry recognized credentials earned so far
- 747 employed at 150+ area employers, including a variety of long-term care facilities
- Bridges to Careers measures a Return-on-Investment (ROI) of 135%, meaning for each dollar invested into the program, well over a dollar is returned to the local economy

A.4. Describe the strategy to work with the entities within your region to carry out the core programs to align resources available in the region to achieve the strategic vision and goals of the local area boards and the state.

A powerful example is the deep partnerships that we have developed with our educational institutions. We are housed on the main community college campuses in our region including Riverland Community College, Minnesota State College Southeast, and Rochester Community and Technical College and we have built programming together as one collective region. We also invite students to utilize our career services, and we are able to give a soft handoff to the colleges for trainings programs. College representatives are often part of our leadership planning meetings and staff meetings, and we represent WDI on a variety of their committees and work groups. We are also partnering as it relates to staffing, particularly where there is potential for braiding funding for various positions that serve a dual role with workforce and education.

We engage with businesses in our region to implement key programs through multiple avenues, both WDAs have multiple businesses actively represented in their board membership. Our Workforce Development Boards are at the center of developing the programming within these offerings, including leading industry conversations, gaining insights from industry partners, ensuring that we are aligning with economic and workforce needs, and offering resources, guidance, and private funding to support these initiatives. Our Workforce Development Boards ultimately ensure that we are aligning our programs and services with the needs of the economy and the needs of the employers in our region.

WDAs 8 and 18 collaborate to hold a Regional Workforce Forum each year, made successful by the partnerships and inputs mentioned above. The Workforce Development Forum explores ways to build, invigorate, and invest in workforce development and the Southeast Minnesota regional economy. This

regularly involves targeted outreach efforts to develop a wider range of employers, legislators, Regional WDB members, and other community leaders' participation. The Workforce Development Forum of Southeast Minnesota is a combined annual event with the Best Places to Work event.

Service Delivery is deeply connected with our Workforce Development Boards, and aligns with our regional goals, priorities, and strategies. We align resources and services across systems, funding streams, and organizations. Collaboration is at the root of all we do, and we can provide comprehensive and holistic wraparound services, along with vetted and rigorous training programs, due to partnerships and collaboration.

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

Please see above goal and statement strategies outlined in A.2.

A.6.   Describe how the region is working together to prepare the workforce for state and federal investments in the Bipartisan Infrastructure Law (BIL), the Creating Helpful Incentives to Produce Semiconductors (CHIPS) and Science Act, and the Inflation Reduction Act (IRA) (collectively referred to as Investing in America (IIA)).

Local workforce areas in Minnesota are partnering with the Department of Employment and Economic Development (DEED) to respond to industry and state needs as it relates to partnerships under these acts. The Minnesota Association of Workforce Boards, of which our local areas are members, has assisted in the development of statewide workforce plans to address the challenges and goals of these federal bills. In addition, we are partnering with the Minnesota Department of Labor and Industry (DOLI) to develop localized apprenticeship programs. Many of these bills require deep partnerships at the state agency level prior to developing programming at the local level. We are ready for implementation of several plans and initiatives once our state partners give us the green light.

The state is also using the sector partnership model in creating the workforce development plans for the various IIA funding opportunities. DEED has worked with local areas in the development of these plans, and we are following their lead. From the state plan:

The Minnesota CHIPS Workforce Partnership, for example, is using a sector strategies model to inform the manufacturing and construction workforce development work. This starts with conducting an occupational needs assessment, then building out three bodies of work based on that assessment for the most in demand occupational needs. Those three bodies of work focus on Talent Pipeline Development, Skills Development, and Workplace Development. Talent Pipeline Development will consist of career exploration and exposure activities, especially for those populations underrepresented in manufacturing and construction, while Skills Development will focus on creating or expanding education and training programs, including registered apprenticeship programs (RAPs) for the in-demand occupations that can be scaled to education system partners across 52 the state.

Finally, Workplace Development will be focused on the implementation of the Good Jobs Principles, ensuring that employers have the support and resources to not just attract but retain talent. This model is being replicated across other initiatives like Tech Hubs and other IIA funded initiatives.

SECTION B: REGIONAL OPERATIONS

B.1.   Provide a Strengths Weaknesses Opportunities Threats (SWOT) analysis of the regional workforce system.

STRENGTHS	WEAKNESSES
- Program Effectiveness and Continuation of Specific Programs - Collaboration and Partnership - Established network with dedicated connections and partners - Career Pathways and Exploration - Leveraging to try and address infrastructure threats - Strong ROI, improvement in participant hourly wages - Work Readiness and soft skills supports tools, both internal and from ABE partners - Commitment to DEI and PIP concepts and approaches	- Lack of ELL Supports - Lack of clarity on Entrepreneurial supports - Lack of investment in employer services - Lack of community awareness of services - Eligibility/enrollment process moving slowly - Lack of funding that can be used flexibly - Marketing challenging, media awareness - Accessibility to services or application - Lack of co-enrollment usage
OPPORTUNITIES	**THREATS**
- Increased Employer Engagement - Benchmarking - Alumni connections - Apprenticeships - More flexible grant funding from non-governmental sources that can be braided together - Increasing awareness of underemployed communities: BIPOC, Disability Community, Justice-Involved - Increasing flexibility and customer focus in government partners - New marketing approaches becoming more accessible - Earlier, enhanced outreach to Youth - Develop and streamline a wider variety of Career Pathways programs - Childcare - IT - Drone Piloting - CDL - Small Business/Entrepreneurship	- Workforce funding not being directed through workforce system, scattered throughout other grant programs - Continuing reductions in funding - Delays in funding disbursements - Infrastructure gaps: Childcare, Housing, Transportation - Documentation requirements exceeding federal requirements and becoming punitive to participants, especially Youth - Industry specific age barriers - Siloed partners doing duplicate efforts, not parallel or collaborative - Lack of capacity to advertise, connect with similar organizations

B.2.	Describe the selection process for the membership who will provide the leadership to oversee the development and coordination of the regional plan.

Leadership for our region consists of a Regional Board, made up of board members from each of the local Workforce Development Boards. This, along with our local Workforce Development Boards, oversee the development and coordination of the regional plan and its implementation. The Regional Board members are selected by their respective local Workforce Development Boards.

B.3.	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

Regional oversight will be provided through both the Regional Board, the local Workforce Development Boards, and the Career Pathways subcommittee, which is made up of all our workforce partnering organizations (on-site and off-site), One-Stop partners, and educational institutions. Each group will receive a quarterly update on the plan's progress and conduct discussions on progress, innovations, and outcomes.

B.4.	Describe how the approach used will ensure that partner engagement includes diverse representation, specifically among populations experiencing barriers to employment.

Each local Workforce Development Board partners with a variety of community-based organizations and employers, each representing various subsets of the population. We are intentional in our outreach efforts to ensure that all worker and employer voices are heard, and we work particularly hard at ensuring those voices from targeted populations are included in our planning and implementation of services. Each board also reaches out to employers that are owned, managed or employ diversified individuals and helps create opportunities for those finding employment challenging.

The SE MN WDB has established equity-based subcommittees and several initiatives to focus attention on the equity issues across our region. Examples of these taskforce subcommittees include: Employment Equity, the Previously Incarcerated Taskforce, MaxAbility (which focuses on persons with disabilities), a veteran's network such as Salute Southern MN, and Emerging Workforce (targeting at-risk youth). At the Winona WDB, board members are active in several initiatives, including the Winona Development Achievement Center, Human Rights Commission, Winona Chamber of Commerce Synergy Academy (High School Youth Program), Project FINE, Occupational Rehabilitation Center, and Beyond the Yellow Ribbon.

Southeast Minnesota, including the SEMN Workforce Development Board and the Winona Workforce Development Board, implemented the Inclusive Workforce Employer Designation (I/WE) and continues to support successful program cohorts. It was established by the Regional Workforce Alliance of Northwest Minnesota and is now being replicated across the state. This designation also has the support of our state organization, DEED. The designation serves to support and recognize employers who:

- Express a commitment to inclusive workplace in their stated values, mission, or policies.
- Assess how diversity, equity and inclusion influence their work and culture.

- Provide diversity, equity and inclusion education for staff and leadership.
- Allocate resources to support and sustain an inclusive and equitable workplace.

The I/WE designation process is designed to help employers no matter where they are at in this journey, and it may take several months to earn designation. They have support throughout this process via our Employment & Equity Taskforce. In SE MN, we are focused on bringing diverse voices to the table in the continuous improvement and implementation of the I/WE Designation. Workforce Development, Inc., with our Workforce Board, is spearheading this effort by leading an Employment & Equity Taskforce which has representation from several area organizations and businesses. Our taskforce incorporates members from Workforce Development, Inc., the Department of Employment and Economic Development of Minnesota, Rochester Area Chamber of Commerce – Hospitality First, and Riverland Community College. The University of Minnesota extension team has also partnered with the I/WE Designation to ensure we are offering a truly impactful Inclusive Workforce Employer Designation process. The three regions implementing the I/WE Designation (so far) are now utilizing the same rubric scoring tool to bring validity to the final determination to designate. Candidates have full transparency to this rubric throughout the process to understand exactly what they need to do to earn designation.

Our pilot cohort began in the summer 2021 with 7 employers participating, and another cohort was launched in the summer of 2022 with 13 businesses participating. We launched our third cohort in July 2023, bringing 11 more employers into this work! Since conception, three businesses have earned their designation; Zumbro Valley Health Center, McNeilus Truck and Manufacturing, and the City of Rochester are all designated as Inclusive Workforce Employers to date.

Employers report not knowing where to start in this work and valuing the support of a cohort to engage with it. We find that they share many of the same hurdles or questions in this journey, and if they are trying to make an improvement, it's likely a fellow employer has encountered the situation and may have ideas. We are all learning together, and with the decision-makers at the table for the learning, this program asks for impactful changes to be made at the workplace. The Inclusive Workforce Employer Designation program is one of the only of its kind in that it meets employers where they are at, serves all industry sectors, and ends with a designation showcasing to potential partners and job applicants that the employer engages in impactful work to continuously improve their culture with an inclusive and welcoming environment at top-of-mind.

The Employment and Equity taskforce has researched best practice models from around the country that highlight key regional businesses and their best practices in addressing equity. Through this program we also host training events and resources for ensuring continuous improvement in providing equitable and inclusive employment opportunities for our region. The WDAs also provided Equity Logic training to all staff as with all professional development opportunities staff from either WDB are always welcome to attend. The next phase of this project is to further organize our cohort model and provide even further support to enhance each employer's experience. Because this program has been around for almost a decade in other areas, we are also revisiting the language we are using, and plan to incorporate more research and language around Belonging and Accessibility, along with research surrounding the Social Contract between employers and employees.

The other way we are ensuring that voices from all populations are being heard is through ongoing customer surveys. For our local and regional plan, we also administered a customer to gain input and feedback from our diverse customer base. The number one priority that surfaced was increasing our ability to serve more, do more of what we are doing, and share more about how we are doing it so more individuals can access services.

When asked "What should we do in the next 1-2 years to make our services better?" several similar responses emerged:

- "Let more people in the community know about services"
- "Increase assistance"
- "More resources"
- "Tell more people that workforce is there"
- "Keep the programs and resources flowing"

B.5.   Describe how the local area boards will direct system alignment within the region through shared policies and practices.

LWA #8 and #18 will hold joint and regional meetings to review system alignment and outcomes, as well as our MOU and the deliverables within. Because of our close partnership and collaboration, many of our processes and procedures are both similar and collaborative. We also have staff members that work across local area boundaries, co-funded through both local areas funds, and hold us accountable to collaboration and system alignment.

Our local workforce areas are governed and operated differently with varying funding streams and fiscal oversight, however at an implementation level we strive to have seamless service delivery. In fact, many participants that are served in any of our 11 locations aren't fully aware of the actual programs, funding streams, or organization they are tied to, and this is intentional. Each will use best practices and approved policies to ensure that our operations are in alignment with State and Federal laws, rules and regulations. Furthermore, we share all our policies with one another and often utilize similar language or even identical policies for both local areas.

B.6.   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.

We currently have a Memorandum of Understanding (MOU) in place that guides our region on our collaborative work. We also receive regional planning dollars from DEED to implement regional efforts in alignment with our state and regional plans. With these funds, we are required to develop a regional work plan and report on progress with how we've utilized this support in our region

PROJECT GOAL: To develop and advance the workforce of SEMN using regional activities in partnership with the SEMN Workforce Development Board and Winona Workforce Development Board			
STRATEGIES *(activities, steps to achieve goal):*	**EXPECTED MEASURABLE OUTCOMES**	**START DATE**	**END DATE**

Expand and replicate sector-based initiatives, including Career Pathways Training opportunities in key industry sectors:
    –   Construction/Trades
    –   Manufacturing/CDL
    –   Healthcare
	Construction/Trades- expand this project to include diverse employers and training providers throughout the region.
	
	Manufacturing/CDL- Continue to implement successful regional manufacturing pathways program while and further develop regional Pathway Programs.
	
	Healthcare- expand the current model that serves Olmsted, Mower, Freeborn, Steele, and Rice to also serve Wabasha, Winona, Goodhue, and Houston counties.
		10/1/23	9/30/24

Research regional needs for additional Career pathways training and sector-based initiatives, expanding into:
    –   IT
    –   Agriculture
    –   Entrepreneurship
    –   Built Environment
	Utilize existing IT needs assessment to develop regional plan for IT training through the use of SkillsBuild program, and the regional Tech Forward program.
	
	Partner with Rochester Chamber, Winona Chamber, and RW Ignite entrepreneurship to assess regional needs, develop entrepreneurship pathways that incorporate all partners involved, to include securing continued funding for navigators.
	
	Expand partnership with U of M Extension and MSC-Southeast to explore Agricultural pathways, Agricultural Support pathways and develop training opportunities for Career Seekers.
	
	Expand partnerships with regional partners to provide outreach, support, opportunities, and education to BIPOC women for pathways in the Built Environment.
		10/1/23	9/30/24

Expand Employer Outreach Services	Utilize regional plan to include emphasis on more Employer Outreach Activities. Continued development and review of Employer Outreach Action Plans for each county.	10/1/23	9/30/24

Continue to target training and services to the under-represented populations in our region-helping them to access the career pathways opportunities that lead to economic success.	Expand targeted outreach efforts to underserved populations including but not limited to: BIPOC individuals, BIPOC women, individuals with disabilities, previously incarcerated and currently incarcerated, English language learners, New American, and at-risk youth, and young adults. Continued use of focused outreach specialists is needed to expand our visibility in the community and partnership from community organizations.	10/1/23	9/30/24
Convene employers, legislators, Regional WDB members, and other community leaders for an annual Workforce Forum round workforce issues and solutions.	The Regional Workforce Forum will be held each year. Expand targeted outreach efforts to develop a wider range of employers, legislator, Regional WDB members, and other community leaders' participation.	10/1/23	9/30/24
Quality Jobs Initiative: Engage regional employers in the Best Places to Work Recognition. Recognition of the region's Best Places to Work at Spring Event with shared best practices.	Best Places to Work co-hosted event with Winona and Southeast Workforce Development Board's. Employers are highlighted and honored at each year's event sharing employment and retention best practices.	10/1/23	9/30/24
Continue to implement and expand the Inclusive Workplace Employer Program.	We are currently serving five businesses through our first cohort, 13 in our second cohort, 10 businesses in our third- expand this opportunity for up to 20 businesses throughout 2023- 2024.	10/1/23	9/30/24

Our region also has a few co-sponsored grant-funded programs, as well as direct appropriations through the Rural Career Counseling (RC3) funding and the Regional Planning funding. Our grant-funded programs often include shared administrative expenses and are often administered through WDI due to our non-profit status and capacity. RC3 and Regional Planning are also administered through WDI, but programming, responsibilities, and resources are shared as a regional collaboration. We currently house shared positions through the RC3 appropriation and the co-sponsored grant programs.

Both local areas are interested in furthering our discussion and collaboration on other shared services, particularly support services, transportation, and childcare. We continue to meet and discuss ways that we can deepen our partnership and increase our impact regionally. The Regional Oversight Committee will assist us in identifying priorities to address as a region as it relates specifically to regional coordination.

SECTION C: PROGRAM AND SERVICE DELIVERY

C.1.   Describe the condition of the regional economy (cite the sources of data and analysis);

The WDBs of WDAs #8 and #18 have been built around key regional industry sectors and employer and industry needs. An overview of the region including an outline of key industry pathways can be found here: economic development region (EDR) 10 - Southeast (mn.gov)

Key Highlights from Region 6 analysis:

- Southeast Minnesota is the second largest of the 13 economic development regions (EDR's) in the state, accounting for 9.1% of the state's population.
- The population growth from 2010 to 2022 was 5.2%, barely slower than the statewide rise of 7.8%
- Olmsted County is centrally located and is also the largest county by population, accounting for 31.5% of the regional population, and was the 6th fastest growing county in the state.
- EDR 10 continues to have a higher percentage of older adults and younger adults than the state average, with a smaller percentage of working adults as a result.
- The region is not as diverse as other parts of the state, but that is changing quickly. Every minority race is increasing, including the African American population growing by 67% from 2011 to 2021, and the number of two or more races growing by a staggering 168% over the same timeframe. Both rates of growth far outpace the state average.
- EDR 10 is home to a growing number of New Americans, with 6.8% of the population being foreign-born residents. From 2010 to 2021 the immigrant population in Region 10 grew by 34.2%, notably higher than the state average of 30.6%
- While the size of the regional labor force has fluctuated and overall growth in number of people in the workforce is expected to gradually continue, the rate of job creation currently outpaces the rate of workforce growth, leaving the lowest ratio of unemployed jobseekers to vacancies in the state at 0.3

    - In the 2nd quarter of 2022, Southeast reported 19,304 job vacancies, the second highest number ever recorded.

- The median hourly wage for the region was $23.44 in 2023, the second highest median wage level of the 13 EDA's. This wage is often skewed by Olmsted County however, and the average wage range varies widely across the region.
- The occupational groups with the largest number of openings included: Food Preparation and Serving (4,822), Sales and Related (2,248), Transportation and Material Moving (1,752), Production (1,593), Healthcare Practitioners & Technical (1,328), and Healthcare Support (1,139). This was during the second quarter of 2022, although the landscape is similar today.
- Healthcare and Social Assistance establishments account for 27.2% of the total jobs in the region but did see a slight decline of 1.2% from 2019 to 2022.
- Manufacturing is the next largest sector with 15% of the region's jobs, Food Manufacturing remaining the largest subsector.

- In Southeast Minnesota alone, Agriculture is a $2.8 Billion industry generated by 11,478 farms. Most of the region's 11 counties rank in the top half for Agriculture productivity, 3 of them ranking in the top 20.

C.2. Describe the sectors or occupations of focus for region, including:

a. How the region will use the labor market information and conduct outreach to business and industry to select the targeted sectors for developing sector partnerships for occupations in demand that provide family sustaining wages. If sectors and occupations have already been selected, describe them within this response.

Based upon multiple sources of input from DEED economic data analysis (see above), input from educational and business partners, and in-depth strategic planning sessions and surveys with board members several industries have been identified as key industry sectors for Region 6, including: Healthcare, Manufacturing, Services & Trades, Information Technology, Agriculture, and Transportation. Industry-led sector partnerships in the form of Career Pathways Programming have been developed for many of these industry sectors. Along with these, Childcare and Entrepreneurship are newer focus areas identified to develop additional programming. Ongoing, structured conversations with educational and other community partners will be utilized to identify any future need to adjust industry focus efforts moving forward.

b. Alignment to the five sectors of focus in Drive for 5, including which local area in the region is focused on each or any of the Drive for 5 sectors. Complete Attachment G – Local Workforce Development Area Key Industries in Regional Economy.

Each of the sectors involved in the Drive for 5 initiative are represented in at least one of the Regional Key Industry sectors. The Drive for 5 sectors of Trades, Manufacturing, and Technology are directly represented above but the Caring Professions is covered by a combination of the region's focus on Healthcare and Childcare, with the Education sector also being covered by the regional Childcare focus. While the WDBs of WDAs 8 and 18 collaborate very closely on efforts to support all these industry sectors, WDA 8 focuses slightly more on the Caring Professions and Technology sectors. We rely on each local board to direct the work that impacts their specific local area; however, we collaborate closely on several initiatives as a region. Shared training, policies, and procedures are implemented by the two Executive Directors and local WDBs whenever it makes sense to do so. Our regional work group is comprised of staff members from each local area, and we are working through several 2-year goals to address the needs of the region at large.

c. The make-up of the sector partnerships will be determined and the expertise and resources they bring to the partnership.

Sector partnerships are and will continue to be built through in-depth analysis of industry challenges and supports, leveraging the pre-existing networks honed by WDA 8 and 18 over the course of 40+ years with businesses, educational partners, and other community support

partners. These crucial connections will be used to inform both the initial conversations as well as which entities are vital to be engaged in sector-specific projects moving forward. The strength of regional partnerships and collaborations has been assessed and identified as a significant strength in multiple strategic board conversations and surveys throughout 2023 and early 2024.

d. The demographic makeup of the labor force in those sectors as compared to the regional labor force, and how the region will work to close any identified gaps.

The racial demographic makeup of the sectors we are focused on are listed below with the best data that we have available. Efforts are ongoing to increase accessibility for all individuals to our programming and emphasis on outreach to underserved and under-represented communities in these sectors.

Minnesota	White Alone	Black or African American Alone	American Indian or Alaska Native Alone	Asian Alone	Native Hawaiian or Other Pacific Islander Alone	Two or More Race Groups	SE MN	White Alone	Black or African American Alone	American Indian or Alaska Native Alone	Asian Alone	Native Hawaiian or Other Pacific Islander Alone	Two or More Race Groups
All NAICS	**84.2**	**7.0%**	**1.0%**	**5.7%**	**0.1%**	**2.1%**		**89.9%**	**3.9%**	**0.5%**	**4.1%**	**0.1%**	**1.5%**
Agriculture, Forestry, Fishing and Hunting	91.2%	3.6%	1.0%	2.5%	0.3%	1.4%		88.2%	5.9%	0.8%	3.7%	N/A	1.4%
Construct.	94.0	2.1%	0.8%	1.4%	0.1%	1.5%		98.9%	N/A	N/A	N/A	N/A	1.1%
MFG.	82.6%	5.5%	0.7%	9.4%	0.2%	1.6%		87.5%	4.9%	0.5%	5.8%	N/A	1.2%
Transport. and Warehouse	83.3%	10.7%	0.8%	3.0%	0.1%	2.1%		94.1%	3.3%	N/A	1.3%	N/A	1.4%
Professional, Scientific, and Technical Services	86.9%	3.0%	0.3%	7.9%	0.1%	1.7%		92.6%	1.7%	0.2%	4.1%	N/A	1.4%
Health Care and Social Assistance	76.4%	13.9%	0.8%	6.5%	0.1%	2.1%		87.9%	4.6%	0.3%	5.7%	N/A	1.5%

From all industries/sectors, 89.9% of SE MN's workers are White, while 10.1% are of a different race.

Industry of Employment by Gender, 2022				
Industry	**SE MN**		**Minnesota**	
	Male	**Female**	**Male**	**Female**
All NAICS	48.0%	52.0%	49.3%	50.7%
Agriculture, Forestry, Fishing and Hunting	66.4%	33.6%	69.1%	30.9%
Construction	86.3%	13.7%	84.3%	15.7%
Manufacturing	71.2%	28.8%	69.5%	30.5%
Transportation and Warehousing	76.0%	24.0%	74.3%	25.7%
Professional, Scientific, and Technical Services	42.1%	57.9%	51.6%	48.4%
Health Care and Social Assistance	28.2%	70.4%	23.8%	76.2%
Source: Quarterly Workforce Indicators				

SE MN has higher female participation than males in Professional, Scientific, & Technical Services, and Health Care & Social Assistance sectors.

As 6 of the 7 identified Key Regional Sectors involve some kind of degree or specialized certification (CDL for example), the current Career Pathways programs focused on supporting the entry of historically disadvantaged communities into professional and post-secondary education will continue to be used and expanded whenever possible. Programs to support upskilling of existing workers, such as the Incumbent Worker training Program, will be further utilized to help the workforce's skillsets grow despite consistently low unemployment rates.

The Regional Inclusive Workforce Employer Designation Program (I/WE) enables employers to prepare themselves to become more inclusive and welcoming in response to the rapidly growing shift in populations diversity. This will be done in tandem with increased Youth Program outreach and coaching to build stronger bridges between local youth and employers to help more of the younger population find higher wages and local employment. Increasing the availability of effective English Language Learner programs through educational and industry partnerships will aid the growing foreign-born population in filling the numerous open positions with family-sustaining wages.

C.3.   How the local board will make opportunities in these areas known to customers, including employers and job seekers, and how the local board will create, modify or expand responsive workforce development programs and initiatives.

WDAs 8 and 18 will engage in intentional marketing and outreach collaboration across the region with the all of our workforce partners, partnering employers, county services, K-12 and post-secondary institutions, and community-based organizations. We cross-promote and implement work-based learning opportunities. The Workforce Development Areas and the WDB's work closely with the community, city, and county-based Economic Development Organizations. We have board representation from Economic Development, and we also represent Workforce

Development on their boards and committees. Chamber partnerships will also be leveraged to further enhance employer outreach to enhance awareness of mutually beneficial programs. Relationships with Community Support partners targeted towards BIPOC and immigrant populations will be further leveraged to enhance outreach to target populations as appropriate. Recent meetings started for Regional Career Pathways Planning will be moved into an ongoing Regional Career Collaborative format to ensure that conversations with key partners regularly continue and offer the ability not just to identify emerging workforce trends in the area but also develop agile multi-agency marketing responses as needed.

Our region has intensified our approach and focus on outreach, mostly over the past five years. These efforts have paid off. We have been able to increase co-enrollments, awareness of and access to programming, and have become better known partners in our communities. In WDA 8 we have increased our co-enrollment percentage from 10% to 20% in the past decade. We have also doubled the number of outreach staff deployed to reach our communities, build relationships, and provide education and awareness on opportunities available.

C.4.   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.
Through the Regional Career Collaborative's ongoing conversation, the network of partners will have a regular venue to not only identify and discuss opportunities to improve or realign employment and training services, but also assemble the key members situationally needed to implement the adjustments as efficiently and effectively as possible. This Collaborative replaces unintentional competition in parallel efforts with strategically merged work and resources in pursuit of a common goal to improve the region's workforce environment.

Below is a draft charter for our newly updated Regional Career Collaborative:

SEMN Regional Career Pathways Collaborative

PURPOSE:

- Bring together workforce development organizations, educational partners, community-based organizational partners, and employer partners to:

  - Network and build relationships
  - Share resources and programming opportunities
  - Collaborate on workforce development initiatives
  - Share workforce challenges and develop solutions
  - Discuss braided funding streams and partner on new grant opportunities
  - Elevate our impact as a workforce system

- Review Federal and State workforce priorities to:

  - Align resources and programming

- Ensure compliance with workforce goals and priorities
- Develop locally driven innovative solutions to workforce challenges

- Review Existing Career Pathways opportunities and develop new partnerships to:

  - Build capacity
  - Assess effectiveness and impact
  - Address ongoing and changing workforce needs
  - Continually expand successful career pathways models

- To meet quarterly during 2024

C.5. Describe how the entities responsible for participating in this process will be selected, including their expected roles and responsibilities.

The entities engaged in targeted improvement plans or new projects will be strategically selected based upon their individualized specialties applicable to the effort in question at the time of the related Regional Career Collaborative and Board conversations. Furthermore, the organizational partner's leadership involved in those meetings will be responsible for identifying their internal staff that will be directly involved in new or altered collaborative program development. When needed Memoranda of Understanding (MOUs) will be drafted between the involved organizations outlining each partner's role and responsibility in greater clarity.

Multiple cooperative service arrangements exist across SE MN, and several MOUs have been created. Each Career Pathways training program and each individual funding stream, totaling over 80 for the region, have a multitude of partners. Core partnering organizations for our region include the One-Stop Consortium partners, area employers, a variety of Community Based Non-Profit Organizations, Chambers of Commerce, Union Trades Organizations, Economic Development Organizations, K12 schools and Post-Secondary institutions, individual city and county organizations and government offices, and a variety of consortiums and collaborations such as the Southeast Minnesota Together and other groups that represent collective interests of the region. Each of these cooperative service arrangements allows for regional strategies focused on shared information and resources, grant management, staff and customer training.

C.6. Describe how outcomes will be determined in terms of employment and training services.

While many of the 80+ programs and funding streams frequently come with their own mandated outcome metrics, whenever possible metrics that flexibly fit multiple programs will be compared to gauge overall successes throughout the Region.

Customer program metrics include but are not limited to: program completion, credential attainment, change in wage at exit, percentage of successful exits to unsubsidized employment, customer survey results, and percentage of exits to employment in targeted field.
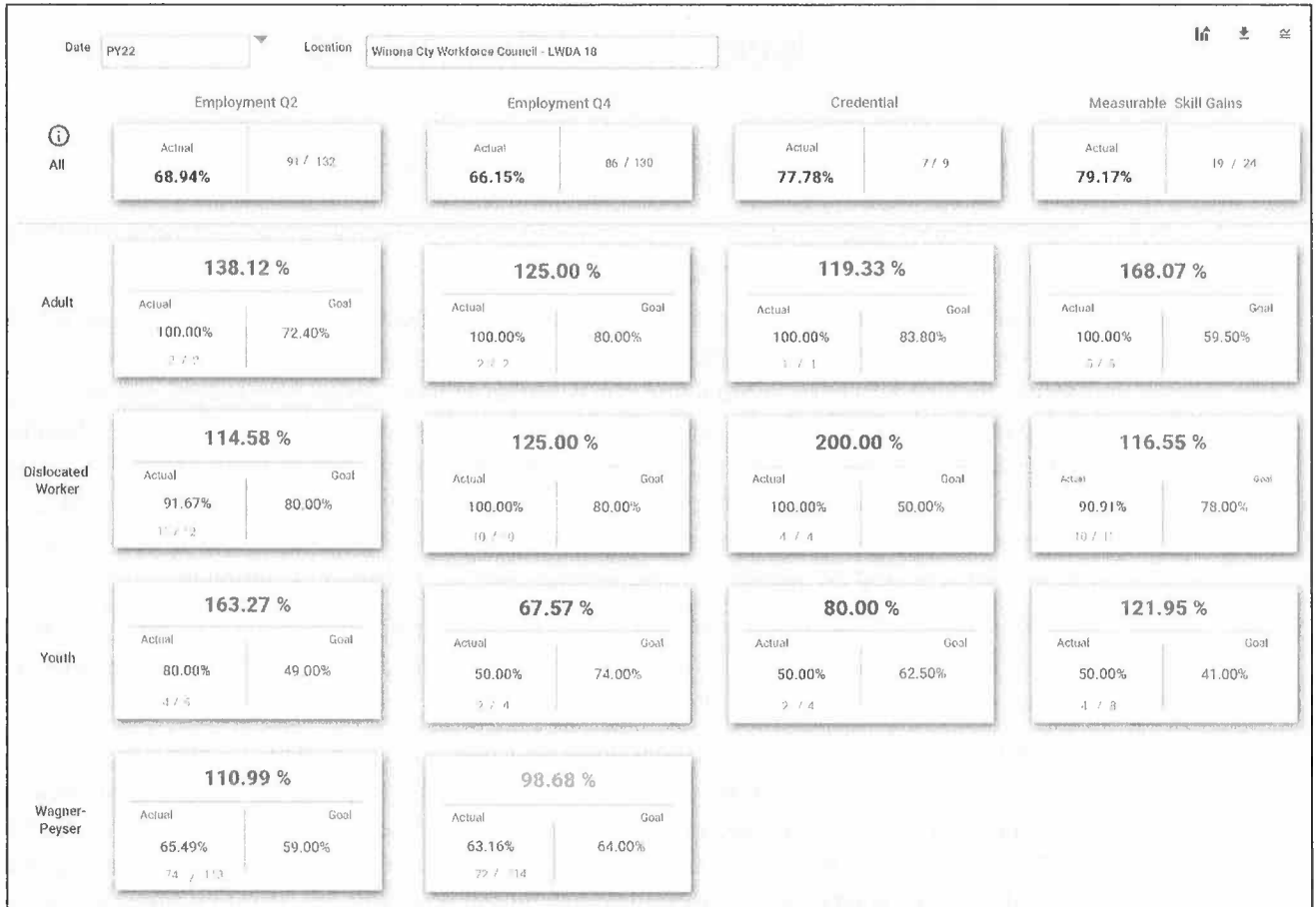
Marketing and outreach metrics include but are not limited to: social media engagement, participant demographic data related to targeted populations, program registration rates, co-enrollment percentages, and employer survey results.

C.7. During the past program year, below are the outcomes for both the Winona and Southeast Minnesota WIOA measurements:

Southeast MN – LWDA 8 WIOA Measurements

Date PY22	Location	SE Workforce Development Inc. (WDI) - LWDA 08	

	Employment Q2	Employment Q4	Credential	Measurable Skill Gains
All	Actual **65.49%** — 759 / 1159	Actual **72.07%** — 694 / 963	Actual **77.12%** — 118 / 153	Actual **76.28%** — 238 / 312
Adult	**114.66 %** — Actual 84.85% / Goal 74.00% — 29 / 35	**86.96 %** — Actual 68.00% / Goal 78.20% — 17 / 25	**119.30 %** — Actual 89.47% / Goal 75.00% — 17 / 19	**113.55 %** — Actual 73.81% / Goal 65.00% — 62 / 84
Dislocated Worker	**94.67 %** — Actual 75.74% / Goal 80.00% — 128 / 169	**102.63 %** — Actual 82.72% / Goal 80.60% — 134 / 162	**95.58 %** — Actual 72.16% / Goal 75.50% — 70 / 97	**130.43 %** — Actual 75.65% / Goal 58.00% — 87 / 115
Youth	**122.25 %** — Actual 83.13% / Goal 68.00% — 69 / 83	**128.21 %** — Actual 88.46% / Goal 69.00% — 46 / 52	**152.33 %** — Actual 83.78% / Goal 55.00% — 31 / 37	**171.33 %** — Actual 78.81% / Goal 46.00% — 93 / 118
Wagner-Peyser	**109.54 %** — Actual 64.63% / Goal 59.00% — 509 / 792	**103.92 %** — Actual 66.51% / Goal 64.00% — 417 / 627		

Winona County, MN – LWDA 18 WIOA Measurements

Date: PY22 Location: Winona Cty Workforce Council - LWDA 18

	Employment Q2	Employment Q4	Credential	Measurable Skill Gains
All	Actual **68.94%** — 91 / 132	Actual **66.15%** — 86 / 130	Actual **77.78%** — 7 / 9	Actual **79.17%** — 19 / 24
Adult	**138.12 %** Actual 100.00% / Goal 72.40% 2 / 2	**125.00 %** Actual 100.00% / Goal 80.00% 2 / 2	**119.33 %** Actual 100.00% / Goal 83.80% 1 / 1	**168.07 %** Actual 100.00% / Goal 59.50% 5 / 5
Dislocated Worker	**114.58 %** Actual 91.67% / Goal 80.00% 11 / 12	**125.00 %** Actual 100.00% / Goal 80.00% 10 / 10	**200.00 %** Actual 100.00% / Goal 50.00% 4 / 4	**116.55 %** Actual 90.91% / Goal 78.00% 10 / 11
Youth	**163.27 %** Actual 80.00% / Goal 49.00% 4 / 5	**67.57 %** Actual 50.00% / Goal 74.00% 2 / 4	**80.00 %** Actual 50.00% / Goal 62.50% 2 / 4	**121.95 %** Actual 50.00% / Goal 41.00% 4 / 8
Wagner-Peyser	**110.99 %** Actual 65.49% / Goal 59.00% 74 / 113	**98.68 %** Actual 63.16% / Goal 64.00% 72 / 114		

Winona - Local Plan - WDA 18

SECTION A: LOCAL BOARDS VISION, GOALS AND STRATEGIES

A.1. Describe the local area board's strategic vision for preparing a skilled workforce and how it aligns with the State's Vision, Goals and Strategies.

The Winona Workforce Development Board ensures the availability of all the documented Career Services at our service location(s) or online. Each program (Dislocated Worker, Adult and Youth/Young Adult) has a coordinator who is responsible for the project budget, making sure the program requirements are met, and the appropriate career services are available. The strategic approaches used are determining eligibility to receive assistance under WIOA, outreach, intake and orientation to the information and other services, initial assessment of skill levels, aptitudes, abilities, and supportive service needs (childcare and transportation and referral to other services as appropriate) and job search and placement assistance and career counseling.

A.2. Describe the local area board's goals for preparing an educated and skilled workforce, including youth, individuals with barriers to employment, and individuals underrepresented in the local labor force.

In collaboration with WDI we provide training for career pathways to area workers in manufacturing, machining, welding, and health care. In addition, we are adding some technology training for potential local workers as new skill training. These opportunities are offered for free to individuals who qualify. Staff are familiar with resources in the area and communicate with clients regarding needs and barriers. Communication and soft hand-offs are used to ensure clients connect to the necessary support services.

A.3. Describe how these goals relate to the performance accountability measures based on the primary indicators to support regional economic growth and economic self-sufficiency.

These goals were set with the input from DEED Workforce analysis and local business input. Therefore, the ability to track workforce candidates and training comes from local businesses and how they are finding suitable candidates and employees.

A.4. Describe the strategy to work with the entities within your local workforce development area that carry out the core programs to align resources available to the local area to achieve the strategic vision and goals of the local area board and the state.

Partners are invited to attend workforce development board meetings and provide updates, discuss needs, and share successes. In addition, service providers in the workforce development area communicate regularly through local meetings and regular communication.

A.5.   Describe a best practice or area of strength of the local area as it relates to the State's Vision, Goals and Strategies that should be considered for replication or scale across the state.

Through Board member input, we found there was a need for technological training for potential workers. Many potential workers did not have their own computer and did not have the skills to be able to apply for jobs, complete employee onboarding, and respond to potential employers. In response to this issue, we have set up a training program to provide the equipment and skills needed to complete these tasks.

A.6.   Describe the sectors or occupations of focus for the local area board, including:

a.   How those sectors compare to the sectors of focus within your workforce region;

Our top sectors of focus are the manufacturing and construction sectors. We are working toward increasing the number of workers trained to do skilled positions in healthcare and technology including semiconductors and other electronics fields.

b.   The demographic makeup of the labor force in those sectors as compared to the local labor force, and how the local area will work to close any identified gaps;

The Winona area has many manufacturing businesses. Our population is ageing out, and we need to draw in a younger workforce and train them with the skills needed. We work collaboratively with Minnesota State College SE on training of entry level skills that are needed for many of our clients to fill entry level jobs. Communication between staff, Board and businesses provides that information needed to find programs to fill their needs. We will be conducting a local area business survey to determine the worker needs and then plan accordingly to assist with their needs.

c.   How the local board will make opportunities in these areas known to customers, including employers and job seekers, and how the local board will create, modify or expand responsive workforce development programs and initiatives.

This is an area that we are looking for ways to expand as funds are not available for us to spend on advertising what we have and do. Currently we do most of our work through email and board member participation. We try to distribute what we have to offer face-to-face or telephone contact. We are looking to expand, but again we do not have a budget to reach employers and potential employees through other more expansive advertising methods.

A.7.   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.

Our board is made up of area businesses that provide input to us as to the needs of the County. Our members work together with the director or establish goals and direction for the Winona CareerForce to fill the needs of the area. Each board meeting allows member input on what they see and need so that we have a valid source of data to discuss. We have used a short survey given

to businesses both on and not on the LWA Board to gather additional information on the County's needs. From this information that is gathered we plan for grant applications and future goals and direction.

SE Minnesota hosted several different listening sessions in early 2024, inviting private business, partnering organizations, and board members. At these listening sessions, we collected feedback and input from over 100 partners. We also sent out a survey to these same groups of individuals and collected responses regarding our local and regional goals and strategies. This information, combined with a customer survey, was used in developing this plan. In addition, the plan has been posted for public comment on the Winona County website, Workforce Development Inc. website, and has been sent out to all the partners involved in the process. We sent the draft to the state and asked them to post it on their website.

A.8.   Describe how the local area is working to prepare the workforce for state and federal investments in the Bipartisan Infrastructure Law (BIL), the Creating Helpful Incentives to Produce Semiconductors (CHIPS) and Science Act, and the Inflation Reduction Act (IRA) (collectively referred to as Investing in America (IIA)).

Our workforce area is partnering with the Department of Employment and Economic Development (DEED) to respond to industry and state needs as it relates to partnerships under these acts. The Minnesota Association of Workforce Boards, of which we are a member, has assisted in the development of statewide workforce plans to address the challenges and goals of these federal bills. In addition, we are partnering with the Minnesota Department of Labor and Industry (DOLI) to develop localized apprenticeship programs. Many of these bills require deep partnerships at the state agency level prior to developing programming at the local level, something we are working on. We are ready for a new grant for technology training to fulfill our partners' requests.

Winona County is also a partner in the Equity in the Built Environment Project, which is building a Built Environment ecosystem to provide equitable employment opportunities into a variety of careers, focusing on BIPOC women. Other partners include the City of Winona, Minnesota State College SE, and construction-based unions and businesses.

SECTION B: PROGRAM OPERATIONS

CareerForce Operations – Connection to Services

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

The local Workforce Development Board will continue to designate a CareerForce Center and make recommendations on recognizing affiliate and standalone partner sites. Currently WDA 18 operates at one comprehensive location in Winona. There is also a CareerForce Corner at the Winona Library. Local core partners also utilize our comprehensive location. Core partners work together closely to develop, implement, and evaluate all aspects of workforce programming in the area. WDA 18 also works closely with WDA 8 since they are in the same region and economic area.

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

WDA 18 just has one physical site in Winona. Bi-weekly meetings are held with the staff involved with the various programming to ensure regular communication is maintained. Area partners are also invited to the meeting monthly to further continued communication and to make sure that pertinent information is shared. Program Coordinators provide information on new programming, updates on existing programming, and brainstorm ideas for addressing challenges, whether it be locally or on statewide priorities. With just one site, regular communication can be had daily. Co-enrollment is also key with many of our programs, and clients can easily be referred. We can maximize resources for that individual and ensure accessibility to all programming is available to them. Co-location on a college campus provides another level of connection and coordination. Additionally, Adult Basic Education providers and Hiawatha Valley Education District offices are also co-located on the same campus.

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

We have monthly meetings in which area partners are invited to share information and discuss new initiatives and challenges. Also, at our monthly Winona Workforce Devlopment Board Meetings many partners are in attendance sharing info and updating Board Members and constituents of pertinent information.

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

Staff meets customers "where they are", including off-site and at partner locations. The public library and schools are regular meeting places for our staff and customers. In addition, we have made all of our services able to be completely virtual and we can use technology to meet with our clients. Individuals can reach us virtually as well as in-person, which allows maximum flexibility for career seekers to access services. Outreach coordination has been a major focus for our work over the last few years. As the workforce shortage has ever increased, and our in-person foot traffic has decreased, we've adjusted our models of service to allow for even more flexibility, creativity, and accessibility. Outreach, particularly to underserved populations, is critical to our region's needs. One example of how we have shifted our service model is through RESEA calls. We proactively call individuals on unemployment to tell them about our services and refer them over to various programs that will benefit them. We also are reaching out to SNAP clients with time limited benefits to proactively tell them about our services and offerings.

B.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 Career Services at our comprehensive service location or through virtual means. In Winona, there is a Youth Program coordinator who ensures all youth programming is being offered and services are provided. There is also an Adult and Dislocated Worker coordinator to run those programs and provide services. Vocational Rehab is co-located in the office to provide services for individuals with disabilities. Customers can access all services virtually or in-person.

The WDB and regional supervisor reviews offerings and services to ensure all WIOA elements of Career Services are being offered. Being an office that is completely state staffed, allows programs to seamlessly be referred and can partner together to offer services to individuals. In addition to Adult, Dislocated Worker, and Youth programming, staff provide labor exchange information, job search assistance, referrals and coordination of services, access to labor market information, assistance for individuals filing for unemployment, and career counseling.

B.6. 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.

Ensuring that all participants can access information from our staff and offices is a top priority. Our staff use a variety of communication methods to interact with customers, based on the customer's preference. Options include in-person, phone, email and virtual methods, such as MS Teams, Zoom and Webex. We can also mail paper copies as needed. WF1 Connect allows us to send text messages and to sign documents electronically. Both www.minnesotaworks.net and www.careerforcemn.com are great sources of information that can be utilized at the customers convenience. Virtual workshops are also provided, in addition to being able to access pre-recorded training on job search resources. The variety of service delivery methods our customers experience has increased greatly since the challenges of the pandemic.

Working frequently with individuals who have families, work odd shifts, or who have transportation challenges has taught us that flexibility is key. Through technology, we have seen an increase in the number of individuals able to access our services and an appreciation for the flexibility that remote communication provides. No longer do our customers have to bring their children into the office amid winter or during the pandemic to sign paperwork or have a meeting. Our college partners have also increased their virtual presence and we have been able to support our customers in virtual coursework.

We rely on DEED's guidance for compliance evaluation and assessments. In addition, our Vocational Rehab partners provide local assistance with accessibility compliance. We work closely with the Office of Diversity & Equal Opportunity within DEED to ensure ADA accessibility in our office. We know many of our customers have current technology available to them, but many do not. The Career Lab in our office helps fill that technology need by providing not only access, but assistance in using the technology. Staff help customers access information while providing instruction on the use of the computers and increasing computer literacy. There are also several technology-based accommodations we can use by working closely with our VRS partners.

B.7. 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 WIOA and programs carried out by one-stop partners.

We utilize Workforce One (WF1) as our case management system, and universal customers are tracked through Cybrarian data. WF1 is a technology-enabled intake and case management system for all our programs.

B.8. 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 enrolled customers as needed to support their employment and training plan. Need is documented and discussed prior to distribution. Barriers are assessed throughout enrollment so we can determine any support service needs and make any necessary referrals. Transportation assistance, clothing for work, car repairs, supplies for work, educational supplies, and emergency assistance are all examples of support services we offer. We have a support service policy approved through the Workforce Development Board, that outlines the types of supports available and guidelines on the disbursement requirements.

Our CareerForce staff are also closely connected with the various community organizations and programs that provide support services. The workforce system would not be able to adequately respond to all of the supports needed to address barriers to employment; partnership and resource-sharing is critical to our work. We often serve as a resource agency, pulling together partners from the non-profit community to collectively address the needs and barriers of our individuals.

CareerForce Operations - Accessibility

B.9. Describe strategies that will be used to leverage technology for services and ensure compliance with accessibility standards.

Technology is used to provide services to our customers in a variety of ways. Traditional means such as phone and email are used, but now we also use technology-based platforms such as MS Teams and Zoom to reach out to our customers. Our staff are also given the ability to go where our customers are, often meeting with them in public libraries, schools, coffee shops, county buildings, and other locations to provide services. Covid-19 has given us the opportunity to expand these offerings and opportunities, building a more advanced, workable, and equitable process for reaching customers. Individuals who were previously unable to access services due to transportation, work schedules, childcare, or other barriers are now able to access our services when and how convenient it is for them.

We have received a great deal of positive feedback from our customers as it relates to our changing business practices and expansion of virtual offerings. We have seen a huge shift in the power dynamic as well; individuals used to be required to come into our offices to access services and sit across someone in an office. Because of our new way of doing business, we can truly meet customers where they are at, despite challenges such as childcare and transportation, and can level the playing field as it relates to connecting on a deeper level with individuals.

We work closely with the Office of Diversity & Equal Opportunity within DEED to ensure ADA accessibility in our office. We know many of our customers have current technology available to them, but many do not. The Career Lab in our office helps fill that technology need by providing not only access, but assistance in using the technology. Staff help customers access information while providing instruction on the use of the computers and increasing computer literacy.

B.10. Describe the replicated cooperative agreements (as defined in section 107(d)(11) of WIOA) 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 One-Stop MOU (Attachment I).

B.11. Describe how entities within the one-stop delivery system will comply with section 188 of WIOA, 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.

DEED meets its ongoing obligation not to discriminate based on disability by developing system-wide policy and procedure initiatives that comply with Section 188 of WIOA. These policies include physical and programmatic accessibility of facilities, programs, services, technology, and materials to serve the needs of customers with disabilities. The Office of Diversity and Equal Opportunity does a review to make sure the location meets the accessibility criteria to be certified as a CareerForce location.

Annual monitoring addresses meeting these requirements. Staff participate in trainings through DEED annually. The facility where the office is located is a state education institution and must meet ADA requirements. 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.

CareerForce Operations – EEO Compliance

B.12. 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.13. The local workforce development area is aware of and conducts annually a physical and program accessibility review.

Yes

B.14. Does the local workforce development area have in place an agreed upon WIOA Discrimination complaint process per the regulations?

Yes

B.15. Does the local workforce development area have in place an agreed upon WIOA   Program
Complaint Policy per the regulations?

Yes

B.16. Does the local workforce development area have in place a language access policy and
plan? Describe your local workforce development areas language access policy. If you do not have a
policy in place, use the following link as a guide in creating your policy Language Access
Assessment and Planning Tool for Federally Conducted and Federally Assisted Programs (lep.gov).
This link on pages 9-15 includes sample assessments, questions and information on: 1)
Understanding how LEP individuals interact with your agency; 2) Identification and assessment of
LEP Communities; 3) Providing language assistance services; 4) Training of staff on policies and
procedures; 5) Providing notice of language assistance services. Should you have questions
pertaining to your LWDAs language access policy contact the Office of Diversity and Equal
Opportunity at DEED.ODEO@state.mn.us

Yes

Our CareerForce location has an account with Language Line Translation Services. This allows us
access to translation services via phone or video remote in 290+ languages. Much of the content on
CareerForceMN.com is translated into Somali and Spanish and many print materials can be
provided in multiple languages. A CareerForce policy is also in place for providing ASL interpreters.

B.17. Describe the affirmative outreach strategies your local workforce development area will employ to
recruit participants that are representative of the populations in your region. (You may also attach
an outreach or engagement plan if one exists for your LWDA).

Affirmative outreach strategies for local workforce development areas are critical for ensuring
equitable access to opportunities across diverse populations. We forge partnerships with
community organizations, non-profits, schools, and local government agencies representing diverse
populations. We have developed communication materials, including flyers, brochures, and
website content, that resonate with different cultural and linguistic backgrounds and we can
translate materials into relevant languages spoken in the region to ensure inclusivity.

CareerForce Partners

B.18. Describe the roles and resource contributions of the one-stop partners.

Core Partners:

These partners house/provide staffing or virtual presence and share in the operation and
maintenance of the location via the IFA. Core partners participate in the cost of shared CareerForce
location functions and operations. The Core partners make up the policy setting body for the
location, and services offered.

CareerForce Core partners include:

- 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) - Veteran Services

Other partners include:

- Winona County Human/Community Services
- Adult Basic Education
- Department of Employment and Economic Development (DEED) -Unemployment Insurance
- Department of Employment and Economic Development (DEED) -Trade Adjustment Assistance
- Department of Employment and Economic Development (DEED) -State Services for the Blind
- Minnesota State College Southeast
- Motivational Education and Training – Senior Community Service Employment Program

B.19. 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 via an RFP process. Report-outs at board meetings along with financial reports provide the board with information to ensure targets are being met and support changes as necessary/appropriate to make improvements. Performance metrics for each program are shared with the WDB. Regular program monitoring visit results will also provide areas for improvement.

B.20. Describe the local workforce development area's processes to assure non-duplicative services and avoid duplicate administrative costs.

The WDB maintains efficient communication and collaboration channels among partner organizations to prevent duplication of services. Data management systems are utilized to track participant progress and identify service overlaps or gaps. Resource allocation is optimized through centralized procurement and streamlined administrative processes, minimizing redundant costs. Continuous monitoring and evaluation ensure effectiveness and prompt adjustments to service delivery models as needed, ensuring efficient use of resources while meeting community needs.

B.21. Describe how the Memorandum of Understanding will be or has been developed and used to ensure commitment of resources from service providers and required partners.

The Memorandum of Understanding is developed following state guidance and utilizing best practices. The MOU includes commitment of resources from service providers and required partners as a component of the infrastructure funding agreement which accompanies the MOU. The MOU identifies the partners and details their roles and responsibilities, identifies the services to be provided throughout the CareerForce system, outlines the service funding and cost allocation methodology, and defines the referral system between required partners.

B.22.   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.

Annual review of the infrastructure funding requirements and agreement will be held by the board.
Discrepancies or disagreements will be addressed as outlined in the MOU and through open
communication and negotiation.

B.23.   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 134(c)(3)(G) of WIOA.

This is a requirement within the overarching MOU and sub-agreement award. Communication with
partners both on and off site will also ensure participation in infrastructure funding requirements
and alignment of service.

B.24.   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 section 107(d)(16) WIOA.

An RFP process to award sub-grants and contracts takes place following WIOA regulations every 3
years for One Stop Operator services. No additional sub-grants or contracts are in place or needed
at this time.

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

B.25.   Describe and identify the entity responsible for the disbursal of grant funds described in section
         107(d)(12)(B)(i)(III) of WIOA.

The WDB, in coordination with Winona County, is responsible for the disbursal of grant funds.

Levels of Performance

B.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. of WIOA and the One-stop delivery system.

Report-outs at board meetings along with financial reports provide the board with information to
ensure targets are being met and support changes as necessary/appropriate to make
improvements. We also use WIOA performance measures to track progress in programs.
Workforce One is used to track our individuals in programs with case management and outcomes
and can easily track progress on a regular basis.

B.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 local board's clear communication occurs through email with current board members and at board meetings. The vision of the board is listed on all documents coming from and going to the local workforce development board. The board regularly discusses needs and partnership opportunities. The executive director is responsible for follow-up and reporting back to the local board. Monthly meetings include report outs from CareerForce staff.

Local Workforce Board Governance

B.28. 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, 2024.

As outlined in our by-laws:

The Winona County Board of Commissioners shall appoint members to the Board from individuals nominated or recommended as follows:

a. Private Sector members: The Nominating Committee will solicit and review all nominations for Board membership. The list of nominees will then be forwarded to the County Commissioners for selection and approval. Education representation may be nominated by County educational agencies or institutions.

b. The remaining members of the Board shall be representatives of organized labor, rehabilitation agencies, community-based organizations, economic development agencies, and the public employment service and shall be selected from individuals recommended by such organizations or agencies.

Tenure:

- The term of membership for all Board members shall be up to three, 3-year terms and shall commence on July 1 of the year appointed. At the expiration of each 3-year term, members who express interest in continued board membership will have their names reviewed by the nominating committee. Names recommended by the nominating committee and moved forward by majority vote of the WDB will be submitted to the Winona County Board of Commissioners for appointment. At the expiration of three, 3-year terms, individuals may apply for membership again after a 1-year hiatus from the board. Exceptions may be made where defined board seats require specific representation per WIOA requirements.
- Members appointed to fill a vacancy shall serve until the normal expiration of the term for the vacant seat.
- Any member who no longer continues to be a representative of the group from which s/he was originally selected shall immediately resign unless approved by the process noted above to serve in a new board capacity.

B.29. Is your local area board currently in compliance with WIOA?

Yes

If No, what steps will be taken to bring your local area board into compliance by June 30, 2024?

B.30.   Please include in Attachment B the composition of your board, including the sectors represented on the board, and to the extent practicable, the demographic makeup of your board.

SECTION C: PROGRAM AND SERVICE DELIVERY

Local Area Board Program and Service Delivery

C.1.   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.

Partnering with Wagner-Peyser staff, utilizing MNWorks.net, CareerForceMN.com, and co-located partners like Vocational Rehabilitation Services and MFIP will provide the best opportunity to engage eligible individuals with structural barriers to employment and connect them with employers and high demand careers through education or direct job placement.

Many of our programs and services are tailored for under-represented populations in the workforce and outreach efforts continue to evolve and expand. Through a variety of community partnerships, we are able to receive referrals for services for individuals with barriers to employment. Career Counselors working with all programs including youth, dislocated workers, public assistance recipients, etc. provide outreach and assistance daily, helping individuals with various barriers.

The opportunity to serve individuals connected to the MFIP (Minnesota Family Investment Program) program also expands our network and outreach to targeted populations, particularly those with multiple barriers to employment.

C.2.   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.

Supportive services policies have been developed by the Workforce Development Board to provide resources to eligible individuals with structural barriers to employment. Utilizing support services funding provides a stable source of funding, however, utilizing partner resources when appropriate is prioritized when available in order to stretch support services funding to reach the maximum number of clients. We provide access to supportive services for all eligible customers as funding allows. Detailed information on these are outlined in the attached Support Services policy.

C.3.   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.

Winona partners with WDI on a Southeast Regional collaboration on career pathways. The RC3 Coordinator focuses on IT, healthcare, agriculture, and entrepreneurship career pathways. Career pathways are a series of structured and connected educational programs and support services that enable students, often while they are working, to advance over time to better jobs, careers, and higher levels of education and training. These programs offer a clear sequence or pathway of education coursework and/or training credentials aligned with employer-validated work readiness standards and competencies. While career pathways are important for individual career seekers, they are important for employers, as well. Career pathway systems transform the role of employers from customers to partners, co-leaders, and co-investors in the development of the workforce. Employers have a high stake in the development of career pathways that lead to increases in their pipeline of qualified workers.

Clients work with Career Counselors to assist in narrowing down their choices regarding which career paths to follow. They work together to find appropriate educational paths to follow and/or good fits with local employers. They also identify what, if any, barriers stand in the way of clients finishing their education or maintaining employment and addressing those barriers one by one. For instance, a client may take classes that lead to an industry-recognized certificate. At that point, the client can decide to continue with additional classes to reach the next educational level or may seek employment. That option is available all along the career pathway, always with the goal of securing careers that are in demand and pay a living wage.

Many of the area training providers offer easily stackable credentials. The training programs are structured so that the student can get a credential from a short-term training or move on to advance their training further and build on that certification to gain a higher-level credential.

Co-enrollment is also a key strategy used with many of our programs. Career Counselors will work to co-enroll or to refer participants to other programs whenever possible. This allows the individual to access a full range of services and have support from multiple programs.

Here are a couple examples of the career pathway programs:

Pathways to Prosperity: Accelerated Welding Academy – 40 hours of training in six weeks.

Classes are held at one of the Minnesota State Colleges Southeast – Red Wing or Winona and include:

- 10 hours of classroom training
- Math for Welders, Weld Symbols, and Safety
- 30 hours of hands-on welding
- GMAW MIG Welding
- Intro to Oxyfuel Cutting
- Intro to SMAW (Stick)
- Intro to Plasma Cutting
- Northstar Digital Literacy Computer Training

Pathways to Prosperity: Accelerated CNC Machine Tool - 60 hours of training in eight weeks.

Classes are held at one of the Minnesota State Colleges Southeast – Red Wing or Winona and include:

- 20 hours of classroom

- Safety, Blueprint Reading, Precision Measuring and Gauging
- 40 hours of hands-on CNC/ Machining
- Basic CNC Setup, Operation and Troubleshooting
- Downloading and Running Programs
- Loading Tools and Monitoring Speed
- Operating CNC Machine Tools for Success
- Construction-Focused Trainings that lead into the Trades

C.4. Describe and assess the type and availability of adult and dislocated worker employment and training activities in the local workforce development area.

We offer a comprehensive array of employment and training activities to support both adult and dislocated workers in their career advancement and skill development journeys. Career seekers have access to essential services, including fax machines, copy machines, printers, and computers for online applications. In addition, we provide career counseling and assessment services to help individuals explore career pathways, identify strengths, and refine their interests.

Participants enrolled in adult or dislocated worker programs benefit from a wide range of services aimed at facilitating their employment journey. These services include personalized career counseling, individualized plan development, and job search strategies. Moreover, specialized programs, such as CLIMB training for dislocated workers interested in entrepreneurship, offer tailored support to individuals with unique career goals. Training services are also offered to participants based on need. Career planning and assessments are provided prior to training, and training must be justified. Training services could take the form of classroom training, credentialed training, on-the-job training, and incumbent worker training. Support services can also be provided to adult and dislocated worker participants based on policy and by individual need.

C.5. 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.

CareerForce Winona serves as the One Stop Operator providing Youth programming. Partnership with local school district career programs targeted to youth with disabilities and/or Individual Education Plans provide opportunities to serve youth with disabilities. The youth services coordinator works closely with educators at the local school districts to identify and engage qualifying students and to build work experience opportunities. These work experience opportunities allow the students to get school credit while also receiving a paycheck. Furthermore, the program integrates additional activities including work assessments and job readiness.

When youth are enrolled in a program, we start by assessing the young person's interests and barriers. Once we understand their needs, we create a plan designed to overcome employment obstacles and obtain the skills necessary to become employed in living-wage work. The activities included in the employment plan are varied based on each person's unique needs.

Experiential learning has more significant impacts on students with disabilities who may otherwise disengage with their classroom work. The more we incorporate hands-on learning that leads

directly to employment, the better the student's outcomes. Summer and year-round opportunities are available to give youth real work experiences while developing the skills necessary to find sustainable employment and self-sufficiency.

Vocational Rehabilitation Services, in collaboration with local educational agencies, provide statewide access to Pre-Employment Transition Services for all students with disabilities between 14 through 21. Pre-Employment Transition Services are intended to prepare students for life after high school by planning for postsecondary education or training, employment, and independent living. Services are individualized and can include activities in 5 areas including: job exploration and counseling, work-based learning experiences, counseling on opportunities for enrollment in postsecondary education programs, workplace readiness training, and Instruction in self-advocacy.

C.6.   Describe how training services under chapter 3 of subtitle B of WIOA will be provided in accordance with section 134(c)(3)(G) of WIOA, 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.

Individual Training Accounts are used for program participants in training. See attached detailed policy for specifications. ITAs are provided in a manner that maximizes informed consumer consent in selecting an eligible training service provider. Career Counselors assist the participant in investigating training options and make informed decisions through an individualized approach.

C.7.   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 a state-staffed office, there is a seamless process and no duplication of services. Open communication is maintained, and relationships are built around both helping employers with what they need as well as job seekers. Utilizing MNWorks.net with employers and job seekers also assures maximizing coordination of services.

Interagency Coordination

C.8.   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.

Long standing partnerships with Carl D. Perkins Career and Technical Education Act staff, programing, and resources provide opportunity for continuing communication and collaboration. Utilizing labor market data to inform career pathways development, collaboration to enroll and engage clients/participants, and local employer collaboration are keys to align the workforce development system with Carl D. Perkins Career and Technical Education in the workforce development area.

C.9.   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.

Secondary education and post-secondary education staff serve on the Workforce Development
Board and bring forth needs and issues as they arise. Report outs and agenda discussion items
ensure strategy coordination, service enhancement, and avoid duplication of services.

Our program staff work closely with area school districts and post-secondary institutions to stay
current on initiatives and opportunities for partnership. Vocational Rehabilitation Services, in
collaboration with local educational agencies, provide statewide access to Pre-Employment
Transition Services for all students with disabilities between 14 through 21. Pre-Employment
Transition Services are intended to prepare students for life after high school by planning for
postsecondary education or training, employment, and independent living. Services are
individualized and can include activities in 5 areas including: job exploration counseling, work-
based learning experiences, counseling on opportunities for enrollment in postsecondary education
programs, workplace readiness training, and instruction in self-advocacy.

Through open communication and partnerships, we work together with our education partners to
maximize programming, avoid duplication, and to utilize our funding and resources to best serve
the needs of the region.

C.10.   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.

Staff and board members share developments and needs at regular meetings. In addition, service
providers collaborate with support services across the workforce development area and are
knowledgeable of resources and client needs ensuring coordination. Our local Support Services
policy details what and how support services can be provided. We also coordinate with schools and
other community resources to not have duplication.

C.11.   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 of WIOA, and the review of
              local applications submitted under title II of WIOA.

Collaboration will include client referrals, administration of TABE/CASAS test shared with career
counselors to meet eligibility requirements and baselines for education, assistance with computer
literacy for clients, English language learner resources, career readiness (pre-employment) with
careerforcemn.com, presentations to learners in GED classes and information.

We currently have board representation from Community Education/Adult Basic Education on the
WDB. Local ABE partnership is essential to our work. We co-enroll, refer to and receive referrals

from, and develop programming together throughout our area. We are also partnering with Winona ABE on an Adult Career Pathways grant to assist with digital literacy needs in the area.

Employer & Economic Development Engagement

C.12. Describe how the local area board will ensure that eligible providers meet the employment needs of local employers, workers and job seekers.

Ensuring eligible providers meet the employment needs of local employers, workers, and job seekers takes place through regular report outs at board meetings, presentations on programs, open communication on successes, challenges, and needs to elicit board insights, and strong relationships with area businesses. Staff maintain communication with area businesses and trends in the labor market, as well as keeping a pulse on what job seekers are looking for and need help with.

C.13. 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.

Invitations are made to small employers and in-demand industry sector representatives to participate on the Workforce Development Board. In addition, staff network and communicate with community employers through various organizations such as Rotary and the local Chamber.

C.14. 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. 102(b)(4)(ii).

Ensuring representation on the Workforce Development Board of in-demand employment sectors through business representation will support a local workforce development system that meets the needs of businesses in the area. In addition, referrals and developing relationships between local businesses and staff ensure needs are being met.

Utilizing labor market information, job vacancy rates, workforce participation data, and other relevant metrics, we also employ a data-driven approach to inform our decision-making process. This analysis allows us to identify trends, anticipate needs, and prioritize initiatives that will have the greatest impact on local businesses.

C.15. Describe how the local area board will better coordinate programs and services with local and regional economic development providers.

The Workforce Development Board will engage with local Economic Development groups to make them aware of state grant opportunities and the programing. We have current active representation on the WDB from Economic Development and Port Authority staff. We will continue to work closely with these entities and further develop these relationships.

C.16. 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.).

The local area board is dedicated to enhancing linkages between the one-stop delivery system and unemployment insurance programs to better support laid-off workers and offer lay-off preventative services for businesses. Through a multifaceted approach, we aim to address the needs of both job seekers and employers.

Currently, outreach to individuals on unemployment insurance is a targeted effort through our Job Service staff. Communication focuses on getting people back to work and providing job search resources. There is a direct connection with unemployment insurance clients to services available (Adult, DW, Youth). Referrals are directly provided to those services and unemployment recipients are enrolled in programs upon eligibility and interest.

Lay-off preventative services are provided for businesses in terms of incumbent worker training that up-skills the workers to meet employers' needs. Incumbent Worker training has been a focus in recent years and will continue to be so. On-the-job training is also provided to individuals who could benefit from that type of training. It has proved to be a great source for quickly upskilling workers and filling business needs, as well as getting individuals in a self-sustaining wage position.

As we strengthen our relationships with partners, our commitment remains firm in creating opportunities for education, job training, and job placement for unemployed and underemployed individuals. Through collaborative efforts and innovative approaches, we aim to cultivate a resilient workforce that not only meets the needs of businesses but also fosters economic growth and prosperity in our region.

C.17. 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.

Collaboration with our regions RC3 Coordinator on entrepreneurial initiatives and engagement and continuing communication with partners in the area who focus on entrepreneur skill building and resources. Also working to partner with area organizations who help promote entrepreneurial skills such as the Small Business Development Center and Red Wing Ignite. A primary creation of Red Wing Ignite is the E1 – Entrepreneurs First - collaborative. E1 is a network of resources and services for Entrepreneurs in SE MN. What started as six partner organizations has grown to 14 organizations that serve as the Entrepreneurial Hub for SE MN. A major partner is Launch MN, a program of DEED. The initial goal was to help entrepreneurs to not have to start from scratch but rather be quickly connected to other entrepreneurs who might be further along in their trajectory, especially if they happen to be in similar sectors. This involved identifying the different services needed by entrepreneurs and then finding entities who could provide those services. Examples include someone with whom to talk through their idea, financial resources, website and technology experts, legal, educational and training providers, small business development, economic development, and co-working spaces. Communication amongst the partners is critical to the success of the E1. They need to be familiar enough with one another and the services offered so

that if they happen to be the first resource with whom an entrepreneur speaks, partners can confidently make referrals to other E1 partners, as additional needs are unearthed. In speaking with a number of the E1 partners, strong and positive feelings came through around putting the needs of the entrepreneur first, making sure they knew what resources were available to them, and zero feelings of competition with one another even if they were offering similar services. The best "fit" for the entrepreneur is decided by the entrepreneur after all pertinent options have been shared with them.

Dislocated Worker Supports

C.18. How does the local workforce development area ensure staff comply with the policies and procedures for Rapid Response as communicated on DEED's website?

Ensuring staff compliance with the policies and procedures for Rapid Response is a top priority within the local workforce development area. Staff are trained on policies and procedures for Rapid Response and adhere to them. Staff can reach out to the centralized RR team to answer questions or request training. Staff receive WARN (Worker Adjustment and Retraining Notification) notices from businesses reporting closures or layoff events. Staff are also actively communicating with businesses to stay abreast of any layoffs or closures and listen to job seekers for any layoffs or downsizing in the area.

a. 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 local workforce development area ensures timely notification to the state Rapid Response team within 24 hours of an actual or potential dislocation event, particularly in cases of mass layoffs involving 50 or more dislocations. The local area will alert the Rapid Response team as soon as the area is aware of the possibility of a mass layoff.

Staff watch for potential mass layoffs by listening to inquiries from other businesses in the same industry, monitoring news articles, and pay attention to job seekers' comments on layoffs in the area.

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

Coordination between the local area board and statewide rapid response activities is essential to provide effective support for workers impacted by dislocation events. Communication and staying up to date with notifications as they arise is key. Due to the small geographic area that our services reach there are limited numbers of rapid response opportunities, but when there is a large layoff, it is very impactful to the community and dislocated worker services are crucial.

Rapid Response is notified of potential mass layoffs. Once the size of the layoff is determined then the process would begin depending on the size. Rapid Response determines the company's awareness of the dislocated worker program and evaluate

whether the layoffs are trade-affected. Based on these findings, Rapid Response schedules group informational sessions for employees, providing crucial information about unemployment insurance and the dislocated worker program. If surveys indicate that 50 or more employees are likely to choose to receive services, the Dislocated Worker program coordinator will apply for a Project Grant from Rapid Respond. If not, the affected dislocated workers will be served with Dislocated Worker formula funds.

The Dislocated Worker program coordinator will provide information sessions to impacted employees, outlining the services available to them and enrolling interested individuals. Through this coordinated approach, the local area board aligns its workforce investment activities with statewide rapid response efforts, ensuring a seamless and comprehensive response to dislocation events within the region.

C.19.   How does the local workforce development area inform the state Trade Act staff of companies that are potentially TAA certifiable?

The local workforce development area has established a structured process for informing the state Trade Adjustment Assistance (TAA) staff of companies that may be potentially TAA certifiable. This process is vital in ensuring that affected workers receive the necessary support and assistance following a potential layoff.

The process is similar to that with Rapid Response and works very closely with Rapid Response. If staff learn of a business that has a layoff that could be certifiable for TAA resources, they share information. Staff receive training and are aware of policies and procedures.

Staff watch for potential mass layoffs by listening to inquiries from other businesses in the same industry, monitoring news articles, and pay attention to job seekers comments on lay offs in the area. Dislocated Worker program coordinator notifies the state TAA staff via email of any potential TAA affected layoff. This includes details such as public announcements of the layoff, the name of the business, reasons for the layoffs (e.g., permanent closure or jobs lost to foreign competition), and any available local contact information. This proactive approach ensures that the TAA staff are promptly informed of the potential TAA certifiability of the affected company.

The information provided to the state TAA staff helps them evaluate the company's eligibility for TAA certification and facilitates the initiation of the TAA petition process on behalf of the impacted employees. By notifying the state TAA staff in a timely manner and providing comprehensive information, the local workforce development area ensures that affected workers have access to the benefits and assistance available through the TAA program.

a.   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?

When a layoff involves a company that has been trade-certified by the Department of Labor (DOL), the cooperation between the local workforce development area and the state Trade Act staff is crucial in providing support and resources to affected employees. Typically, the Dislocated Worker program coordinator is notified by a member of the Rapid

Response team when the layoff is designated as a Trade Adjustment Assistance (TAA) event.

In response, an informational session is scheduled, which involves TAA Representatives, Rapid Response members and the Dislocated Worker program coordinator. This session serves as an opportunity to equip employees with essential resources and information regarding unemployment insurance (UI), Dislocated Worker Program services, and the advantages of enrolling in the TAA program.

Employees are informed that enrollment in the Dislocated Worker Program is a prerequisite for TAA eligibility. Enrolled participants receive assessments, career counseling and develop individual employment plans that state their goals and specific needs. They also assist with the TAA application process and determine any education or training that will be pursued.

Through this collaborative approach, the local workforce development area and state Trade Act staff ensure that employees impacted by trade-certified layoffs receive comprehensive support and guidance to navigate their career transitions effectively.

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

C.20. The local workforce development area has developed and implemented local Supportive Service policies that are consistently applied for all participants.

Yes

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

Ensuring consistent compliance with our local Supportive Service policies is a priority for the local workforce development area, achieved through a series of structured steps and practices.

Program service providers must maintain documentation sufficient to satisfy this policy's requirements. At a minimum this includes:

1) Determination of participant's request for supportive services and/or training reimbursement items or goods in case notes in Workforce One, stating the reason services are necessary;
2) Case notes determining that program contractor(s) have attempted to use other resources before WIOA supportive services dollars are authorized;
3) Determination of program contractor's approval of participant requests in case notes in Workforce One;
4) Records of payments, including date of receipt, the amount of payment, check/voucher number, validated by the participant;

5) If applicable, bus ticket logs signed by the participant and the case manager;
6) Supporting documents such as payroll receipts, redeemed checks or vouchers paying for the goods or services, travel log;
7) In the case of daycare/eldercare services, documentation of other resources explored.

Verification is done to make sure only eligible individuals receive support services. Files are audited yearly to ensure supportive services are case noted in Workforce One and amounts spent in each program are balanced, as well as reviewing files at regular intervals throughout the participant's enrollment in the program. Through these efforts, the local workforce development area is committed to maintaining consistent compliance with supportive service policies, ensuring access to support services for all participants and facilitating their advancement toward high-demand, high-paying careers. The Supportive Services Policy is included in Attachment H.

Attachment H - Winona Support Service Policy

Services to Military Service Members and Spouses

C.21.	Are all WIOA-funded partners complying with the guidance provided in TEGL 10-09 regarding Priority of Service for Veterans and Eligible Spouses?

Yes

C.22.	How do you identify current or former Military Service Members coming into your CareerForce Center?

CareerForce staff provide multiple opportunities to identify current or former Military Service Members/Veterans. During the intake process clients are able to identify as military service members through written and/or verbal communication with staff. When enrolling in programs the application for services asks customers to confirm veteran status. Often, veterans identify themselves immediately as veterans. The Minnesota Veterans Questionnaire is given to Veterans to assist in identifying Veterans with significant barriers to employment. This questionnaire is also available online on the Veterans Resources landing page on the CareerForceMN.com website: https://www.careerforcemn.com/veterans as well as through paper copies at the front desk.

C.23.	How do you inform current or former Military Service Members coming into your CareerForce Center about "Veteran Priority of Service?"

Veteran Priority of Service is discussed during intake with those clients identifying as military service members. 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 desk indicates that veterans receive priority of service.

C.24. If your CareerForce Center has a presence on the Internet (outside of your local DEED CareerForce Center site) how do you promote Public Law 107-288, "Veterans Priority of Service" to veterans on that website?

Our website is only housed on the DEED CareerForce site.

C.25. How do you identify current or former Military Service Members with "significant barriers to employment?"

The Minnesota Veterans Questionnaire is given to Veterans to assist in identifying Veterans with significant barriers to employment. This questionnaire is also available online on the Veterans Resources landing page on the CareerForceMN.com website: https://www.careerforcemn.com/veterans as well as through paper copies at the front desk. We also use an assessment with all our customers enrolling in programs to help determine employment barriers. This includes any current or former Military Service Members.

C.26. 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 CareerForce Centers?

Once the barrier is identified, staff make any referrals necessary or appropriate to other service providers/resources. The Veteran's questionnaire would be completed and sent to appropriate Veteran staff. Referrals can also be made directly to area Veteran staff member.

C.27. How are DVOP and/or Local Veterans Employment Representatives (LVER) staff integrated into the overall service delivery strategy in your CareerForce Centers?

When DVOP and LVER staff are available, they work closely with the CareerForce staff. CF staff make referrals to the DVOP and LVER staff as necessary. They are invited to our monthly team meetings, our WDB meetings, and we partner with them for job fairs and events.

C.28. 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 refers customers to the virtual CareerForce classes on resume writing and interviewing. Staff encourage all job seekers (including non-program customers) to register with Minnesotaworks.net, and assists job seekers with writing and posting their resumes I services. We can provide that information and assistance virtually as well as when meeting customers in person. Strategies include conversations and check lists with program participants and it is required by unemployment insurance to be eligible for their benefits, is highly recommended by career counselors. In addition, clients need to set up a Minnesotaworks.net account in order to gain access to using the computers in the career lab.

C.29. Are all WIOA-funded partners complying with the guidance provided in TEGL 11-11, Change 1 and TEGL 11-11, Change 2 regarding Selective Service?

Yes

SECTION D: ASSURANCES AND CERTIFICATIONS

Training and Employment Guidance and State Law Compliance

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 and that the local workforce development area's conflict of interest policies are in compliance with DOL Training and Employment Guidance Letter (TEGL) 35-10 and Minnesota OGM 08-01 and its relevant federal laws and regulations, including being aware of the:

- A) referenced statute on Government Records
- B) requirement to retain documentation for six years.

Yes

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

Yes

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

Yes

Gender Identification: The local workforce development area is aware of TEGL 37-14 (and associated Attachments 1 and 2) 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

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

Yes

SIGNATURE PAGE

Local Workforce Development
Area Name   Winona County #18

Local Area Board Name   Winona County Workforce Development Board

Name and Contact Information for the Local Area Board Chair:

Name	Ann Riebel
Title	Winona Public School District Community Education Director
Organization	ABE/ Comm Education
Address 1	901 Gilmore Ave
Address 2	
City, State, ZIP Code	Winona MN 55987
Phone	507-494-0900
E-mail	ann.riebel@winona.k12.mn.us

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

Name	Greg Olson
Title	Winona County Commissioner
Organization	Winona County
Address 1	202 West Third Street
Address 2	
City, State, ZIP Code	Winona MN 55987
Phone	507-457-6350
E-mail	golson@hbci.com

We, the undersigned, attest that this submittal is the 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   **Local Elected Official**

Name   Ann Riebel   Name   Greg Olson

Title   #18 Local Area Board Chair   Title   Winona County Commissioner

Signature   Signature

Date   5/14/24   Date   5 19.24

Attachment A

REGIONAL OVERSIGHT COMMITTEE

**Regional Workforce
Development Area**   Regional Workforce Development Area 6

**Local Workforce Development
Area**   Local Workforce Development Area 18

MEMBER (Name, Title)	ORGANIZATION	LWDA	COMMITTEE ROLE
Jinny Rietmann, Executive Director	SEMN Workforce Development Board	8	Executive Director
Jim Kingsley, President	SEMN Workforce Development Board	8	Board Member
Phil Sayles, Vice President	SEMN Workforce Development Board	8	Board Member
Mitch Lentz, Local Elected Official, Vice Chair	SEMN Joint Powers Board	8	Board Member
Kevin Cardille, Executive Director	Winona County Workforce Development Board	18	Executive Director
Robin Hoeg – Health Industry	Winona Health	18	Board Member
Julie Siebenaler – ABE and Comm. Ed.	St. Charles Comm. Ed. & ABE	18	Board Member
Carol Ehlinger	Benedictine Center – Winona	18	Board Member

Attachment B

Winona - LOCAL WORKFORCE DEVELOPMENT AREA CONTACTS

ROLE	Contact Name	Phone	Email	Reports to (name only)
Rapid Response Liaison for Mass Layoffs	John Mohs	651-259-0815	John.mohs@state.mn.us	Jason Wadell
Equal Opportunity Officer	Kevin Cardille	507-205-6057	Winonawdb@gmail.com	Workforce board
Program Complaint Officer	Kevin Cardille	507-205-6057	Winonawdb@gmail.com	Workforce board
Records Management/Records Retention Coordinator	Kevin Cardille	507-205-6057	Winonawdb@gmail.com	Workforce board
ADA Coordinator	Kevin Cardille	507-205-6057	Winonawdb@gmail.com	Karen Lilledahl
Data Practices Coordinator	Kevin Cardille	507-205-6057	Winonawdb@gmail.com	Workforce board
Language Access Coordinator	Kevin Cardille	507-205-6057	Winonawdb@gmail.com	Workforce board

CareerForce Center in: Winona County

ROLE	Contact Name	Phone	Email	Reports to (name only)
Site Representative	Autumn Herber	507-205-6057	Autumn.herber@state.mn.us	Art Larsen
Job Service Manager	Autumn Herber	507-205-6057	Autumn.herber@state.mn.us	Art Larsen
Vocational Rehabilitation Services Manager	Alisha Otteson	507-910-3401	Alisha.otteson@state.mn.us	Lisa Hatz

State Services for the Blind Manager	Lindsey Hanson	651-539-2340	Lindsey.hanson@state.mn.us	Natasha Jerde
Local Workforce Development Area Director	Kevin Cardille	507-951-5654	Winonawdb@gmail.com	Ann Riebel
Adult Basic Education (ABE)	Julie Siebenaler	--	jsiebenaler@schs.k12.mn.us	--
Carl Perkins Post-Secondary Manager	Brian Cashman	--	Bcashman@gched.k12.mn.us	--
Adult Services	Autumn Herber	507-205-6057	Autumn.herber@state.mn.us	Art Larsen
Dislocated Worker	Autumn Herber	507-205-6057	Autumn.herber@state.mn.us	Art Larsen
Youth	Rick Pospichal	507-205-6058	rick.pospichal@state.mn.us	Autumn Herber

Attachment C

Winona - LOCAL AREA BOARD MEMBERSHIP LIST

Regional Workforce Development Area	Winona County Workforce Development Board
Local Workforce Development Area	LWDA #18

MEMBER	**POSITION/ORGANZIATION**	**TERM ENDS**
Representatives Of Business in Local Workforce Development Area	Robin Hoeg – Winona Health	July 2027
Labor & Community-Based Organizations	Jeremy Thomson – Plumbers/Pipefitters Union	July 2027
Education & Training	Jake Griggs- MN State College SE	July 2027
Government	Lucy McMartin – Economic Development	July 2026

Full Board member list:

MEMBER	POSITION/ORGANZIATION	TERM ENDS
Winona Farm Bureau	Glen Groth	June 2024
Fastenal	Josh Hansen	June 2027
Platicomp/Avient - HR	Kathy Gerry	June 2026
Peerless Industrial Group	Katie Erickson - HR	June 2027
WinCraft - Fanatics	Annie Ruppert - SR HR Mgr	June 2026
Winona Health	Robin Hoeg -C. Op. Offc	June 2027
Riverside Integrated Solutions Inc. Lw	Sarah Huerta	June 2027
Behrens Mfct. LLC	Jennifer Williamson - HR	June 2026
Technical Die-Casting	Kathy Koehler - HR	June 2026
Benchmark Electronics	Tim Vodak	June 2024
St. Anne of Win - Ex Dir.	Carol Ehlinger	June 2027
Labor Union	Eugene Grover - Business rep	June 2024
IBEW-NECA	Michael Bambrick - Apprt	June 2027
Labor Plumbers and Pipefitters	Jeremy Thompson - Plumb/Pipefit	June 2027
Vet Empl Rep Sothrn MN	Josh Hessler	June 2026
Express Employment Professionals	Mike Dieter	June 2025
St.Charles Comm. Ed. and ABE	Julie Siebenaler	June 2027
MN State College SE	Jake Griggs	June 2027
Admissions Representative	Nicole Linscheid	June 2026
WAPS - Comm Ed Director and ABE	Ann Riebel	June 2027
Pres. MN State SE	Marsha Danielson	June 2026
Dir. Economic Development	Lucy McMartin	June 2027
Winona Area Chamber of Commerce	Christie Ransom	June 2026
Winona Co. - Human Serv - MFIP	Anne Mueller	June 2027
Habitat for Humanity	Brittany Hennessy	June 2027
Project Fine Ex. Dir	Fatima Said	June 2027
SEMCAC Ex. Dir.	Jennifer Hengel	June 2027

CONTACT INFORMATION

NAME	ADDRESS/PHONE/EMAIL
Chair	Ann Riebel changing 4/3/24
Vice Chair	Glen Groth changing 4/3/24
Secretary	To be filled 4/3/24

Attachment D

Winona - LOCAL AREA BOARD SUBCOMMITTEE LIST

Regional Workforce Development Area	Region #6 Workforce Development Board
Local Workforce Development Area	LWA's #18 and #8

Committee Name	Objective/Purpose
Regional Board Subcommittee	To review and plan our common goals and shared efforts for Southeast Minnesota workforce needs. We work together for grant writing and training opportunities that are shared between our LWA's.
Executive Committee	Members plan for LWA needs and processes to achieve those needs as needed. Primarily when grant opportunities arise.

Attachment E

Winona - LOCAL WORKFORCE DEVELOPMENT AREA SUB-GRANTEE LIST

Regional Workforce Development Area	Region #6
Local Workforce Development Area	WDB #18

Name of Sub-Grantee	Services Provided	Funding Source	Sub-Grantee located in which CFC?	If not in CFC, provide Address, City, State, ZIP Code
DEED	WIOA Adult, Dislocated Worker, Youth	State / Federal	Winona	
LAWB #18	Director	State / Federal	Winona	

Attachment F

Winona - LOCAL WORKFORCE DEVELOPMENT AREA NON-CFC PROGRAM SERVICE DELIVERY LOCATION LIST

Regional Workforce Development Area	Region #6 - Southeast
Local Workforce Development Area	WDB #18 - Winona

Name and Location (City)	**Program Service Delivered**
Winona CareerForce Center, Winona MN	There is a strong referral system in place for all partners and agencies within WDA 18. In Winona County, services are primarily delivered in the Winona CareerForce location.

Attachment G

Winona - LOCAL WORKFORCE DEVELOPMENT AREA KEY INDUSTRIES IN REGIONAL ECONOMY

Based on your most recent analysis of regional economies, provide a list of the key industries in your regional economy.

Manufacturing

Health Care Industry

Construction

Agriculture

Higher Education

Service Industry

Retail Sales

Shipping/Transportation

WINONA COUNTY

WORKFORCE DEVELOPMENT BOARD

SUPPORTIVE SERVICES POLICY
2017 002

Approved 9.2.20
Revised & Approved 5.4.22

The Workforce Innovation & Opportunity Act (WIOA) CFR §663.800 requires local workforce investment boards to develop a policy regarding supportive services for youth, adults and dislocated workers. The regulations include services such as transportation, childcare, dependent care and needs-related payments.

Based on individual assessment and availability of funds and in accordance with DEED policies, supportive services may be awarded to eligible active program participants. Supportive service awards are intended to enable an individual to participate in workforce-funded programs and activities to secure and retain employment.

Eligible adult program participants include individuals who are receiving some form of public assistance or have incomes at or below the self-sufficiency standards for the Winona County Workforce Development Board. Eligible dislocated worker program participants are individuals determined eligible for WIOA or state enrollment under the dislocated worker provisions. Eligible youth program participants are active within the program and express need for such services.   Supportive services are provided on the basis of need and eligibility, as determined by the Title I program contractor(s).

SUPPORTIVE SERVICES FOR ADULTS/DISLOCATED WORKERS & YOUTH
All support services must be approved in advance of expenditure by CareerForce staff. The total maximum supportive services amount per adult/dislocated/youth program participant is $1000 annually. Annually is defined as 365 days from when they request and are awarded the supportive service(s).

Employment counselors must coordinate with community resources to provide linkages to community services in the local area to ensure that any services that are available, are

used before program funds. Program resources may not be used unless no other available resource can be found.

Supportive services provided to a program participant or program participant support individual (parent/caregiver/etc) may include but are not limited to:
   A. Transportation
      - Transportation costs can also include bus, taxi/cab, and parking passes.
         - Program participant identifies no other transportation options.
         - Receipt for parking pass costs must be submitted to case manager for approval and recording in file.
      - Gas voucher or gas card may be authorized and utilized; when applicable and appropriate, the amount reimbursed must be based on actual mileage.
         - Documentation of mileage reimbursement through use of technology/apps (such as GoogleMaps or Gas Buddies) must be included participant file of anyone that received transportation support services
         - Proof of up to date insurance card is required for transportation support services or gas vouchers.
   B. Clothing & Tools (as required and necessary for job)
   C. Health Care Screen or Physical (as required for job)
   D. Books, fees, supplies for post secondary students
      - Covered support service costs may include books, fees, and supplies for post-secondary students that are not directly related to the training service (such as study materials, supplemental learning materials, etc.) – *note that books, fees and supplies required for a participant's training should be paid for using training services funding.* Can also include self-study materials if the client is not taking a course or enrolling in a program, but needs self-study materials to prepare for the licensure test and will obtain a license if they pass the test.
   E. Technology-Staff will ensure and document need as outlined below and in DEED policy
         - The computer is required.
         - The customer does not otherwise have access to a required computer.
         - The price is reasonable.
   F. License Fee (i.e. CDL, certification fees, GED fees, clearances, stackable credential fees as required for job)
   G. Day Care (including elder care)
         - Limited term care is available based on funding and impact on program participation.

Supportive services may be provided to program participants based on specific need as determined allowable and appropriate by the program contractor(s). Participant case notes

must document the form of supportive services provided and the date of issuance. The program contractor(s) must maintain accurate documentation of all supportive services provided to participants.

ELIGIBILITY
Supportive services may only be provided to individuals who are:
1) Participating in programs with activities authorized under WIOA; and
2) Unable to obtain supportive services through other programs providing such services.

PAYMENT OF SUPPORTIVE SERVICES
Supportive service funding must be budgeted annually by the Title I program services contractor(s). Payments of supportive services will be managed through the Title I 3 program services contractor, and payments will be made directly to the provider of the supportive services. Reimbursement of expended funds to program participants is available with appropriate documentation.

DOCUMENTATION
Program service providers are required to maintain documentation sufficient to satisfy the requirements of this policy. At a minimum this includes:
1) Determination of participant's request for supportive services and/or training reimbursement items or goods in case notes in Workforce One, stating the reason services are necessary;
2) Case notes determining that program contractor(s) have attempted to use other resources before WIOA supportive services dollars are authorized;
3) Determination of program contractor's approval of participant requests in case notes in Workforce One;
4) Records of payments, including date of receipt, the amount of payment, check/voucher number, validated by the participant;
5) If applicable, bus ticket logs signed by the participant and the case manager;
6) Supporting documents such as payroll receipts, redeemed checks or vouchers paying for the goods or services, travel log;
7) In the case of daycare/eldercare services, documentation of other resources explored.

Program contractor(s) must establish internal controls that result in equitable treatment, maximize the allocations, and ensure coordination with, and referral of participants to, other community resources. **WDB or its administrative staff support entity has the authority to grant exceptions to participants on a case-by-case basis if additional supportive services allocation would significantly benefit the individual in job retention, wage progression, or training completion in order to achieve job retention or wage progression.**

Non-WIOA funded programs may have different support service guidelines than those listed above. In these instances, grant guidelines should be followed.

Priority must be given to enrolled eligible veterans and their spouses under the Jobs for Veterans Act. If program and service resources are limited, then the veteran or spouse is given priority.
NOTE: The veteran or spouse does not bump another program participant already receiving supportive services.

Attachment I
Winona - LOCAL WORKFORCE DEVELOPMENT AREA – MOU

Memorandum of Understanding

Local Workforce Development Area 18

One-Stop Service Delivery System

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 Southeast Minnesota as required under the Workforce Innovation and Opportunity Act of 2014 (WIOA).

Parties to this Agreement include:

Partners			
Partner Name	**Program**	**Program Authority**	**On-Site**
Minnesota Department of Employment and Economic Development	WIOA Adult and Dislocated Worker Programs	WIOA Title I B – Adult and Dislocated Worker Programs	YES
	WIOA Youth/Young Adult Programs YouthBuild	WIOA Title 1 B - Youth Programs	YES
Workforce Development Board (WDB) #18	MN Dislocated Worker Program	MN Statute 116L.17 – State Dislocated Worker Program	YES
	MN Young Adult Program	MN Statute 116L.56 - Minnesota Youth Program	YES
WinonaCounty Human/Community Services	Minnesota Family Investment Program (TANF)	Social Security Act – part of Title IV programs (TANF)	YES
Winona County Human/Community Services	SNAP Employment and Training Program	Food & Nutrition Act of 2008	NO
District 861 Adult Education and Literacy	Adult Education and Literacy	WIOA Title II – Adult Education and Literacy	YES
Minnesota Department of Employment and Economic Development	Wagner Peyser (Job Service)	WIOA Title III – Wagner Peyser Migrant and Seasonal Farmworker Programs (MSFW)	YES
	Veteran's Services	Chapter 41 Title 38; Jobs for Veterans	YES
	Unemployment Insurance (UI)	Unemployment Insurance programs authorized under state law	YES
	Trade Adjustment Assistance (TAA)	Trade Act, Title II Chapter 2	YES
	Rehabilitation Services	WIOA Title IV – Rehabilitation Act. Title 1, Vocational Rehabilitation Services	YES
	State Services for the Blind	WIOA Title IV – Rehabilitation Act. Title 1, Vocational Rehabilitation Services	NO
MN State Southeast,	Post-Secondary Vocational Education	Carl D. Perkins Career and Technical Education	YES

	Programs Career and Technical Education		
Motivational Education and Training (MET)	National Farmworker Jobs Program (NJFP)	National Farmworker Jobs Program	NO
	Senior Community Service Employment Program (SCSEP)	Older Americans Title V – Senior Community Service Employment Program	NO
SEMCAC	Community Services Block Grant	Community Services Block Grant – Employment and Training	NO
Winona County HRA	Housing	Department of Housing and Urban Development (HUD) – Employment and Training Programs	NO
Hiawatha Valley ABE	Second Chance Act Programs	Second Chance Act, Chapter 212	YES

Article I: One-Stop System Description

Area's One-Stop system consists Comprehensive CareerForce Winona:

Comprehensive CareerForce	Address
Winona	1250 Homer Rd, Winona, MN 55987
All required one-stop partner programs are accessible on site at the comprehensive Winona CareerForce Center per 20 CFR §678.305.	

B. Administrative Structure

1. State Workforce Agency: Minnesota Department of Employment & Economic Development, 332 Minnesota Street, Suite E200, St. Paul, MN 55101.

2. Administrative Entity: Minnesota Department of Employment & Economic Development, 332 Minnesota Street, Suite E200, St. Paul, MN 55101

3. Fiscal Agent: Winona County, 202 West 3rd St, Winona, MN 55987

4. Chief Elected Official: Commissioner Greg Olson

5. One-Stop Operator: Consortium: Minnesota Department of Employment & Economic Development, 332 Minnesota Street, Suite E200, St. Paul, MN 55101

Article II: Agreement Period

A. This MOU will be in effect from July 1, 2020, until June 30, 2023 .

B. A renewal of this MOU will be executed in order to remain compliant with WIOA Section 121(c). In the event that the renewal MOU will not be fully executed and effective on the

date this MOU expires, the appeal process described in Article X of this document must be initiated.

Article III: Partner Responsibilities

A. All parties to this MOU will assume the responsibilities identified below, unless otherwise specified in this Article.

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 Article IV of this MOU.

2. Participate in cost-sharing activities as described in Article VI of 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 a Comprehensive One-Stop Center (i.e. CareerForce

Center); and

b. Provide the services required under WIOA Section 121(e).

3. Remain as a party to this MOU throughout the Agreement period identified in Article II in order to participate in a One-Stop Center.

4. Participate in the operation of the One-Stop Centers in accordance with the terms of this MOU.

B. In addition to the minimum responsibilities required under WIOA as identified in Section A of this Article, 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 Center policies and procedures published on the DEED policy website.

Article IV: Programs, Services, Activities & Method of Referrals

All required one-stop partner programs are accessible on site at the comprehensive Winona CareerForce Center per 20 CFR §678.305 .

Partner Services: This identifies the services each required partner will provide and the method(s) of service delivery and referrals each partner will use.

Program Name: Adult and Dislocated Worker (WIOA Title IB)

Partner Name: MN Dept of Employment & Economic Development

Services Provided: Provide employment and training services to eligible customers to prepare for, enter & keep employment. WIOA Career Services and Training.

Service Delivery Method: Direct case management of individual customers available on site at CareerForce One Stop Location in the region and by appointment or remote access.

Method of Referral: Program staff will make direct contact with other program staff for referrals via telephone or written correspondence, sharing allowable information about the customer.

Program Name: Youth (WIOA Title IB)

Partner Name: MN Dept of Employment & Economic Development

Services Provided: Provide employment and training services to eligible young adults.

Service Delivery Method: Direct case management of individual customers available on site at CareerForce One Stop Location in the region and by appointment or remote access.

Method of Referral: Program staff will make direct contact with other program staff for referrals via telephone or written correspondence, sharing allowable information about the customer.

Program Name: Adult Basic Education (WIOA Title II)

Partner Name: District 861 Adult Basic Education

Services Provided: Provide instruction in basic literacy skills needed for employment, ESL, GED test preparation and basic computer skills. WIOA Core Services,

Service Delivery Method: Direct Digital Literacy Instructor coaches & instructs learners on-site at CareerForce Winona comprehensive one-stop. Referrals are made from CareerForce location to Winona ABE location.

Method of Referral: Program staff will make direct contact with other program staff for referrals via telephone or written correspondence, sharing allowable information about the customer.

Program Name: Job Service/Wagner Peyser Act (WIOA Title III)

Partner Name: Minnesota Dept of Employment & Economic Development

Services Provided: Provide labor exchange and employment services to business and unemployed customers.

Service Delivery Method: Direct access to Minnesota Works, Resource Rooms, work tests,Job search tools, workshops on site at CareerForce One Stop Location and by appointment or remote access.

Method of Referral: Program staff will make direct contact with other program staff for referrals via telephone or written correspondence, sharing allowable information about the customer.

Program Name: Vocational Rehabilitation Services (WIOA Title IV)

Partner Name: Minnesota Department of Employment & Economic Development Rehabilitation Services

Services Provided: Provide employment & training services to eligible customers to prepare for, enter & keep employment.

Service Delivery Method: Direct case management of individual customers available on site at CareerForce One Stop Locations and by appointment or remote access.

Method of Referral: Program staff will make direct contact with other program staff for referrals via telephone or written correspondence, sharing allowable information about the customer.

Program Name: Unemployment Insurance Programs

Partner Name: Minnesota Department of Employment & Economic Development

Services Provided: Reemployment assistance to laid-off customers

Service Delivery Method: Direct group workshops with individual follow-up services available on site at CareerForce One Stop Location and by appointment or remote access.

Method of Referral: Program staff will make direct contact with other program staff for referrals via telephone or written correspondence, sharing allowable information about the customer.

Program Name: Veterans

Partner Name: Minnesota DEED - Veteran's Services

Services Provided: Provide employment services and training for Veterans through priority of service referrals. WIOA Core Services.

Service Delivery Method: Direct case management of individual customers available on site at CareerForce One Stop Location and by appointment or remote access.

Method of Referral: Program staff will make direct contact with other program staff for referrals via telephone or written correspondence, sharing allowable information about the customer.

Program Name: Carl D. Perkins Career & Technical Education

Partner Name: Minnesota State College Southeast

Services Provided: Skill training, certificates, degrees and career pathways.

Service Delivery Method: Direct classroom instruction and online services available at college locations. Winona CareerForce location is located on the college campus.

Method of Referral: Program staff will make direct contact with other program staff for referrals via telephone or written correspondence, sharing allowable information about the customer.

Program Name: Senior Community Service Employment Program

Partner Name: Motivational Employment Training (MET)

Services Provided: Provides subsidized employment & training services for eligible seniors.

Service Delivery Method: Direct case management of individual customers available on site at CareerForce One Stop Location and by appointment or remote access.

Method of Referral: Program staff will make direct contact with other program staff for referrals via telephone or written correspondence, sharing allowable information about the customer.

Program Name: Trade Adjustment Assistance

Partner Name: MN Dept of Employment & Economic Development

Services Provided: Co-enrollment into Dislocated Worker program for all TAA eligible participants in the region or formerly employed in regional businesses.

Service Delivery Method: Direct case management of TAA and Dislocated Worker co-enrolled participants available on site at CareerForce One Stop Location and by appointment or remote access.

Method of Referral: Program staff will make direct contact with other program staff for referrals via telephone or written correspondence, sharing allowable information about the customer.

Program Name: Minnesota Youth Programs

Partner Name: MN Dept of Employment & Economic Development

Services Provided: Employment and training services for eligible youth

Service Delivery Method: Direct case management of individual customers available on site at CareerForce One Stop Location and by appointment or remote access.

Method of Referral: Program staff will make direct contact with other program staff for referrals via telephone or written correspondence, sharing allowable information about the customer.

Program Name: National Farmworker Jobs Program

Partner Name: Motivational Employment Training (MET)

Services Provided: Provides employment & training services for eligible participants in the National Farmworker Jobs Program.

Service Delivery Method: Direct case management of individual customers available on site at CareerForce One Stop Location and by appointment or remote access.

Method of Referral: Program staff will make direct contact with other program staff for referrals via telephone or written correspondence, sharing allowable information about the customer

----

D. Additional Partner Services: WIOA Section 121(b)(2)(B) describes the types of programs that may be included as "additional" programs in the One-Stop Delivery system. This section identifies the services each additional partner will provide and the method(s) of service delivery each partner will use.

Program Name: Temporary Assistance for Needy Families – Minnesota Family Investment Program (MFIP) and Diversionary Work Program (DWP)

Partner Name: Winona County Community Services

Services Provided: Provide employment & training services for eligible customers receiving cash assistance.

Service Delivery Method: Direct case management of individual customers available on site at CareerForce One Stop Location and by appointment or remote access.

Method of Referral: Program staff will make direct contact with other program staff for referrals via telephone or written correspondence, sharing allowable information about the customer.

Program Name: SNAP E&T

Partner Name: Winona County Community Services

Services Provided: Provide employment & training services for eligible customers receiving food support assistance.

Service Delivery Method: Direct case management of individual customers available on site at CareerForce One Stop Locationand by appointment or remote access.

Method of Referral: Program staff will make direct contact with other program staff for referrals via telephone or written correspondence, sharing allowable information about the customer.

Article V: Programmatic Accessibility

All partners agree to utilize methods to ensure that the needs of workers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the one-stop delivery system. Method descriptions include but are not limited to:

Technology – Accessible technology for those who are visually impaired in Career Labs; use of CareerForcemn.com to share program and activity information; e-mail blasts and communication of training, employment and Career Services to universal customers, registrants of the system and partners; communications on activities of the LWDB; and the use of other on-line resources and social media to promote the system.

Materials – Printed materials about services at partner locations and printed materials in multiple languages.

Article VI: Funding/Resource Sharing

Infrastructure Funding Agreements (IFAs) for the 5 Career Force Centers are attached to this MOU. These documents are serving as interim IFAs for the first six months of the time period of this MOU per part (c) of 20 CFR 678.715 .

A. One-Stop Funding/Resource Sharing Requirements:

1. WIOA section 121 (c) and 20 CFR 662.270 require that the funding arrangements for services and operating costs of the One-Stop Centers 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 Center 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.

B. One-Stop Operating Costs:

1. The shared One-Stop Center(s) operating costs, the projected cost amounts, and each party's method of funding its fair share of those costs are identified in the cost sharing agreements, which are attached to this MOU and hereby incorporated.

C. 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.

Article VII: Termination/Separation

A. MOU Termination: This MOU will remain in effect until the end date specified in Article II, Section A, unless:

1. All parties mutually agree to terminate this MOU.

2. WIOA regulations are repealed.

3. Local area designations are changed.

B. 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 sixty (60) days of the request to all remaining partners. The LWDB will amend this MOU per Article VIII if the termination request is granted. The termination of one or more partners' 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.

C. 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.

D. Partner Disqualification: An entity identified as a required partner at the time of execution of this MOU that subsequently loses funding or the authority to administer the federal or state 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 per Article VIII will be required. The entity may continue as an additional partner if mutually agreed by the LWDB, chief elected officials, and the remaining partners.

Article VIII: Amendment and Renewal

A. 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. A change in the One-Stop Operator or Fiscal Agent or a change in the physical location of a One-Stop center.

4. A change in the services, service delivery methods currently utilized, or referral methods.

5. A change in a cost sharing agreement.

6. If funding cuts by one or more programs are so substantial that One-Stop operations cannot continue as specified herein and a new MOU must be negotiated.

B. All parties agree that amendments need only be signed by authorized representatives of the LWDB, the Chief Elected Officials, and the affected partner(s). 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 Article and 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 fifteen (15) 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 thirty (30) 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.

C. This writing constitutes the entire agreement among the parties with respect to each party's role and responsibility in the Area's One-Stop 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.

D. 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.

E. The MOU will be reviewed, and if substantial changes have occurred, renewed, not less than once every 3-year period to ensure appropriate funding and delivery of services.

Article IX: Confidentiality

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

B. 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.

C. 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 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.

Article X: Impasse—Dispute Resolution

In the event that all reasonable attempts to resolve the impasse at the local level are unsuccessful, the following process must be followed:

1) The LWDB and partners must document the negotiations and efforts that have taken place in the MOU. The State Board, One-Stop partner programs, and the Governor may consult with the appropriate Federal agencies to address impasse situations related to issues other than infrastructure funding after attempting to address the impasse. Impasses related to infrastructure cost funding must be resolved using the State infrastructure cost funding mechanism described in 20 CFR 678.730.

2) The LWDB must report failure to execute an MOU with a required partner to the Governor, State Board, and the State agency responsible for administering the partner's program (20 CFR 361.510).

3) If necessary, the State Board will act as mediator to assist all parties to come to agreement on an MOU.

4) If after mediation an impasse still exists, the State Board will approve an MOU that will be binding to all parties included in the MOU.

Article XI: 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.

Article XII: General Provisions

The laws and regulations listed in this Article XII 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:

A. 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.

B. 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.

C. Drug-Free Workplace. Each party, its officers, employees, members, subrecipient(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 subrecipient(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.

D. 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.

Article XIII: 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).

Article XIV: 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 courier or electronic mail, all of which together will constitute one and the same agreement.

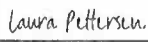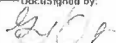# MEMORANDUM OF UNDERSTANDING
LOCAL AREA #18
ONE-STOP PARTNERS

Signature Page

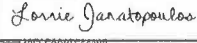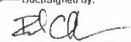*By signing below, all parties mutually agree to the terms prescribed herein.*

Core Partners

Workforce Development Board #18
Title I, WIOA Adult, Dislocated Worker, Youth, MYP

[DocuSigned by: Laura Pettersen]

Laura Pettersen, Executive Director	Date

[DocuSigned by: signature]

Greg Olson, County Commissioner (Local Elected Official)	Date

[DocuSigned by: Jim Vrchota]

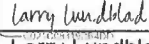|	
Jim Vrchota, Winona Workforce Development Board Chair	Date

Minnesota Department of Employment & Economic Development (DEED)
Title I, WIOA Adult, Dislocated Worker, Youth, MYP, TANF/MFIP, SNAP E&T, Wagner Peyser (Job Service), Unemployment Insurance, Rehabilitation Services, State Services for the Blind, Trade Adjustment Assistance (TAA)

[DocuSigned by: Lorrie Janatopoulos]

Lorrie Janatopoulos, (DEED) WIOA Title III Wagner-Peyser/Jobs for Veterans State Grants	Date

[DocuSigned by: signature]

Blake Chaffee, Unemployment Insurance	Date

[DocuSigned by: Marc Majors]

Marc Majors, Trade Adjustment Assistance	Date

[DocuSigned by: Dee Torgerson]

Dee Torgerson, WIOA Title IV Vocational Rehabilitation Services	Date

[DocuSigned by: Natasha Jerde]

Natasha Jerde, WIOA Title IV State Services for the Blind	Date

MN State College Southeast *(regional representative)*
Carl Perkins Career and Technical Education

[DocuSigned by: Larry Lundblad]

Dr. Larry Lundblad	Date
President, MN State College Southeast	

District 861

Title II Adult Education and Family Literacy

Ann. Rieble

Ann Rieble, Community Education Director   Date

Community/Human Services

TANF/MFIP

Naomi Morris

Naomi Morris, Public Assistance Financial Supervisor   Date

Community Action Agency

Community Services Block Grant

Doug Grout

Doug Grout, SEMCAC   Date

Motivational Employment and Training (MET)

Title V SCSEP, National Farmworker Jobs Program (NFJP)

Stacy Taylor

Stacey Taylor, Executive Director   Date

Housing & Urban Development

Linda Bedtka

Linda Bedtka, Winona County Housing & Redevelopment Authority   Date

---

Second Chance Act

Jill Rivard

Jill Rivard, Hiawatha Valley ABE   Date