

**2010**

**Local Unified Plan  
UPDATE**

**For Minnesota's**

**INTEGRATED LOCAL  
WORKFORCE INVESTMENT SYSTEM**

**Program Year 2010**

**– Submitted by –  
Workforce Investment Board**

Name: \_\_\_\_\_

## Instructions

In accordance with WIA Law §118, this document provides directions to Minnesota's Local Workforce Investment Boards (WIBs) for preparing the *PY-2010 Local Unified Plan (LUP) UPDATE for an Integrated Workforce Investment System*. The PY-2010 LUP UPDATE covers the time period of July 1, 2010 to June 30, 2011. WIBs are required to submit an annual LUP to the Minnesota Department of Employment and Economic Development (DEED) in order for their Workforce Service Area (WSA) to receive funding under the Workforce Investment Act (WIA) and the State Dislocated Worker program.

The PY-2010 LUP UPDATE guidance is composed of three sections:

- **Section A: “Regional Strategies.”** DEED will use this section to benchmark the WIB's engagement in regional economic development strategies, as well as how the WIB conducts business beyond the narrow focus of WIA programs.
- **Section B: “Program Operations.”** This section collects information required by law in order for WIBs to receive their base funding.
- **Section C: “System Operations and Attachments.”** This section includes information needed to ensure that the local workforce delivery systems meets certain legal requirements as well as complies with agreements between DEED and Workforce Service Areas (WSAs). This section also asks for information needed to respond to requests from legislative leaders, local leaders, DEED's executive management, and other interested parties.

**Please note:** While a provision for 'no change from last year' was not provided as an option for responses, if there are truly no changes from last year for a particular response, feel free to 'cut and paste' your response from the PY-2009 LUP. Sections of your PY-2010 response may be used for other purposes and your local plans will be posted on the web as is, so any responses with 'no change from last year' may not provide appropriate information or confuse readers.

### 2010 LUP UPDATE Requirements

- **LUP UPDATE Due Date:** May 14, 2010 (1)
- **Deliverables:**
  1. Electronically submit, via e-mail, LUP UPDATE Sections A, B, and C, including all attachments to: [Kyle.Temme@state.mn.us](mailto:Kyle.Temme@state.mn.us) and;
  2. Mail one (1) hard copy of the Certification and Assurances which includes a signature page with original signatures to:

*Kyle Temme  
Minnesota Department of Employment and Economic Development  
Workforce Development Division – Location #036  
1<sup>st</sup> National Bank Building  
332 Minnesota Street – Suite E200  
St. Paul, MN 55101-1351*

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<sup>1</sup> If you cannot make the May 14, 2010 deadline, provide information on why an extension is needed and the duration of the requested extension to Maria Costilla at [Maria.Costilla@state.mn.us](mailto:Maria.Costilla@state.mn.us) or 651-259-7574. PY-2010 LUP UPDATE extension requests must be received by May 14, 2010 to be considered for approval.

## Planning Timetable Estimates

February 8, 2010:	Draft Update Guidelines Sent to Workforce Service Areas for review and comment.
February 16, 2010:	Deadline for receipt of comments.
February 19, 2010:	Issuance of final LUP Guidelines.
April, 2010:	WIA and Wagner-Peyser Allocations issued to States.
April, 2010:	WSA WIA Allocations issued (including forms for Budget, Participant Information, and Activity Summaries).
May 14, 2010:	2010 LUP UPDATES are due at DEED, along with submittal of original signature page. Beginning of Public Comment Period. Beginning of DEED review comment and clarification period.
June 14, 2010:	End of 30 Day Public Comment Period.
Week of June 14-18, 2010:	Approval of Local Plan Updates begins.
July 1, 2010:	Beginning of PY-2010.

### **List of Acronyms used:**

**ARRA** – American Recovery and Reinvestment Act of 2009  
**DW** – Dislocated Worker Program  
**DVOP** – Disabled Veterans Outreach Program  
**FSET** – Food Support Employment & Training Program  
**ISP** – Independent Service Provider  
**LUP** – Local Unified Plan  
**LVER** – Local Veterans Employment Representative  
**MFIP/TANF** – Minnesota Family Investment Program/ Temporary Assistance for Needy Families  
**MYP** – Minnesota Youth Program  
**RS** – Rehabilitation Services  
**SCSEP** – Senior Community Service Employment Program  
**SSB** – State Services for the Blind  
**WIA** – Workforce Investment Act  
**WIB** – Workforce Investment Board  
**WP** – Wagner-Peyser  
**WSA** – Workforce Service Area

## Section A: Regional Strategies

One of the state's strategies for 2007-2010 is to invest in WIBs who perform at a strategic level and who are leading or participating in innovative approaches to a wide range of regional challenges and opportunities. This section will be used to describe the WIB's engagement in regional development strategies, as well as how the WIB conducts business beyond the narrow focus of employment programs. DEED will use this information for guidance on allocating special grants and discretionary and incentive funds.

The response to questions A.-1. thru A.-4. must be limited to no more than 9 pages, not including attachments.

### 1. How does the WIB identify and analyze regional economies?

The WIB makes extensive use of labor market information as provided by the DEED Regional Labor Market Analyst for Northwestern Minnesota. The DEED Regional Labor Market Analyst attends most of the WIB meetings and keeps the WIB informed by providing them with the latest objective and reliable labor market information for the Northwest Workforce Service Area. This work continues to be instrumental in the WIB's selection of key industries and those occupations considered in highest demand. The WIB has spent a considerable amount of time and expenditures the past several years working with the Regional Analyst in developing, updating and distributing documents related to occupations in demand. This has led to the creation of a eight page supplement to the MnCareers publication entitled "High-Pay Careers in Demand in Northwest Minnesota". This is the fourth year that the WIB has printed this supplement in coordination with DEED and ISEEK. The supplement has received very positive feedback from employers, job seekers, school counselors, and from parents. There is a strong commitment by the WIB to continue to provide this information to high school counselors, high school students, parents and to all job seekers in Northwest Minnesota as long as it remains an effective tool. The 2010 Supplement is attached.

The work with the Regional Labor Market Analyst in this area has been supplemented by economic development professionals throughout the Workforce Service Area. Economic development professionals have been able to take this information and are able to relate to the WIB how this information relates to their local community. Economic Developers from the seven-county Workforce Service Area all indicate that the long term needs of business has always been skilled workers, workers in general and housing. This applies both to the retention of current businesses and to the recruitment of new business to the area. They also identified the need of retaining the businesses that we have and to assist with expansion of current businesses. In addition, they have indicated that the recruitment of a quality workforce is as important as the recruitment of new businesses because without a quality workforce, business will not thrive and survive in the Workforce Service Area. WIB Private Sector Employers have also been able to provide information on their local economies through what they experience with their business and in what they hear from other employers through participation in local and regional business organizations.

The DEED Business Services Specialist Initiative has also contributed to the analysis of the regional economy. The two Business Services Specialists serving the Northwest Workforce Service Area have worked in concert with the WIB and have kept the WIB informed of the most current needs of business, business trends, and incumbent workers through their contacts with targeted industries and various employer groups.

The Northwest WIB has been looking at a TARGET strategy for Northwest Minnesota. The purpose of TARGET is to increase and complement our collective understanding of the sectors that drive our local economy. From this shared understanding, we will identify opportunities and challenges facing those sectors in terms of economic and workforce development. The ultimate goal is to align regional stakeholder priorities and investments to support these sectors. Detailed economic profiles for each industry sector have been completed by the DEED Regional Labor Market Analyst for the WIB. These profiles give a layout of highly concentrated sectors, as well as sectors with high employment. The WIB will use these reports to direct the work of the Business Services Specialists within the Workforce Service Area. Business interview reports and sector reports should also assist regional stakeholders as they prioritize investments and programs. Stakeholders within the region may use these reports to further their workforce and economic development initiatives

How is this information used to identify the key industries and demand occupations within your WSA?

The “Occupations in Demand” method developed by the Northwest Workforce Investment Board and DEED’s Regional Labor Market Analyst was used to identify demand-driven occupations specific to the seven county Workforce Service Area. Because labor markets are defined by commuting areas and because the industry mix of the Northwest Workforce Service Area is unique, it was important to target this area. Local differences in the mix of industries and their workforce needs, as well as differences in the local supply of workers by occupation, must be taken into account to truly be driven by the demands of local businesses.

Demand occupations were selected based on the following LMI criteria: They are common to a growth industry in WSA 1, and all of the current labor market statistics indicate a potential shortage in the occupation group in WSA 1, or the occupation is projected to be high-growth, high-pay or high-demand, in the Northwest Workforce Service Area through 2012.

This selection criteria allows the current, local market conditions for an occupation group to differ from the long-term outlook in the wider Northwest Planning Area (including Rural Minnesota CEP, in addition, to the Northwest WSA) in order to hit the “sweet-spot” between mistakenly including occupations that are not in demand and mistakenly excluding occupations that are in demand. Some occupations will be in occupational groups with a negative or “NA” current demand score. This is a completely

reasonable depiction of reality. Specific occupations can be in demand even if they are in an occupation group that is not currently in demand. Current conditions may be temporary, for example, due to a recent local layoff at one establishment, due to temporary market conditions or due to market conditions that do not affect the growing industries that also employ the occupation. Also some occupations with below average projected growth will make the list based on current labor market conditions or based on the projected need for replacement openings. The recent recession affected manufacturing the hardest in Northwest Minnesota. Many employees working in occupations that were previously in demand were laid off. It is recognized that there will still be a need for these occupations once the economy recovers and that the need for these occupations may be greater than in the past.

The work with demand occupations led to the targeting of manufacturing and health care industries as the top priorities of the WIB. In addition, priority for training was given to those occupations that meet the high-demand, high-growth and high-pay criteria.

How is this information incorporated into your service delivery strategies?

The Workforce Investment Board's strategy in coordinating a systemic approach to developing a skilled regional workforce is to continue to know what we can do best and can contribute to the most. By concentrating on the workforce development activities we can do best and not trying to fill roles provided by other organizations, we position ourselves to partner with these other organizations rather than competing with them. The key continues to be the ability to communicate our vision and to partner with and to establish regional collaboratives with any agency or organization that can help to strengthen the local workforce.

The WIB receives regular presentations from the DEED Regional Labor Market Analyst which allows the WIB to stay current with labor market trends. This is combined with input from area economic development professionals, businesses and the DEED Business Services Specialists to provide a more thorough view of what is reality throughout the Northwest Workforce Service Area.

All program provider staff are trained and kept updated on occupations in demand, in particular those case managers who work with job seekers. This allows for the ability to inform consumers of current labor market information that assists them in pursuing employment to the best of their potential.

Those individuals who are pursuing training or placement in high-growth, high-demand and high-wage industries and occupations that are supported by the local labor market are the first persons selected for occupational skill training funding, once all priority of service conditions for veterans have been satisfied. Once veterans and persons pursuing training in high-growth and high-demand industries and occupations in demand within the local

labor market are selected, training for other occupations will be considered as funding permits. In addition, on-the-job training will only be contracted with businesses engaged in high-growth and high-wage industries utilizing the same selection process as for occupational skill training.

2. **(Revised Question)** In a separate attachment, based on your most recent analysis of regional economies, please provide a list of the key industries in your WSA.
3. **(Revised Question)** Provide the following information for each NEW (since PY-2009) regional development initiative that the WIB is involved in: If you are not involved in any new initiatives since PY-2009, you may answer “N/A”.
- a) Identify and define the mission or objective of the initiative, including the timeframe for implementing the initiative.

North Dakota/Minnesota Workforce Collaboration: This collaboration is made up of workforce development professionals from Northeast North Dakota and Northwest Minnesota. The group was first formed in July 2009 with four goals:

1. Understand who each of the workforce players are, what they do, and how they achieve their missions.
2. Understand existing challenges that limit the delivery of services.
3. To confirm the perceived consensus that better information exchanges and a more robust regional network can enhance workforce development and training services.
4. Develop future initiatives or activities that might positively affect delivery of workforce development and training services in the region.

The collaboration has made a commitment to meet on a regular basis in order to continue to build stronger social networks between the regions and to affect long-term and systemic changes in the delivery of regional workforce development services.

- b) Identify key players/partners and define their roles, including the role of the WIB.

The North Dakota/Minnesota Workforce Collaboration has been spearheaded by the Grand Forks Region Economic Development Corporation and Praxis Strategy Group, who have served as co-chairs for the quarterly meetings. No other roles have been defined in the collaborative at this time. Other North Dakota representatives include North Dakota Job Service, the North Dakota Department of Commerce and the University of North Dakota. Minnesota partners include the Northwest Minnesota Regional Development Commission, Northland Community and Technical College, Northwest Service Cooperative – Adult Basic Education, DEED and the Northwest Private Industry Council. The role of the WIB at this time has been limited to participation with the collaborative by one of the WIB

members and the NWPIC Executive Director.

c) Summarize the status of the initiative, including the WIB's level of involvement to date.

The North Dakota/Minnesota Workforce Collaboration recognizes that using more robust and more frequent collaboration and communication, we can improve the efficiency and quality of workforce services delivered to workers and employers. To accomplish this, it is important to promote a common agenda and strategy for regional workforce development without regard for political boundaries.

A number of key activities of the workforce development system have been identified including providing youth with good career information, skilling up underrepresented workers, incumbent worker training, attracting new talent and retaining current talent, attracting new immigrants and engaging and accommodate the aging workforce.

Overall, the workforce development system must reach all of the above groups to increase the quality and quantity of the workforce by responding to the regional targeted high wage or high demand employment needs, increasing short term (2 years or less) educational and training opportunities, and ensuring these offerings are affordable and accessible to the current workforce, producing potential employees needed by regional employers. The partners have already worked on many of the issues discussed and the next steps will involve discussion on how current initiatives can be enhanced through the initiative and how we can promote a common strategy to accomplish the goals of the collaborative.

The WIB will continue to be a partner in the North Dakota/Minnesota Workforce Collaboration through its designees as long as it is felt that the partnership has a positive impact on the coordination and delivery of workforce development initiatives.

**4. If applicable, Complete Attachment C, "Workforce Investment Board Subcommittee List".**

## Section B: Program Operations

This section collects information required by “WIA Law, Section §118: Local Plan” in order for WIBs to receive their base funding.

*WIA Law reference: (Section §118)*

**(a) IN GENERAL.** – *Each local board shall develop and submit to the Governor a comprehensive 5-year local plan (referred to this title as the “local plan”), in partnership with the appropriate chief elected official. The plan shall be consistent with the State plan.*

**(b) CONTENTS.** – *The local plan shall include –*

**(b)(1)** *an identification of –*

- (A) the workforce investment needs of businesses, job-seekers, and workers in the local area;*
- (B) the current and projected employment opportunities in the local area; and*
- (C) the job skills necessary to obtain such employment opportunities;*

The response to questions B.-1. thru B.-3. must be limited to no more than 5 pages.

1. Keeping the changing economy in mind, describe the workforce investment needs of your local:

a) Businesses.

The WIB utilizes the Business Services staff to take the lead in engaging business in an effort to identify the needs of business in the local area. The WIB Operations Committee is the venue for communication between WIB members, WIB staff and Business Services staff. The Business Services staff participates in the regular Operations Committee meetings and provides monthly written reports to the WIB. The WIB has requested that the Business Services staff keep them informed of specific business needs and of any particular trends that could be identified across industry sectors.

Even with a depressed economy, the most common need that employers have identified is the need for more trained employees. The vast majority of employers in Northwest Minnesota are still “cautiously optimistic” about the future even if their business has experienced layoffs the past eighteen months. They know that they will be creating new jobs and will see a positive growth in total employment once the recession recedes. They are requesting workers with good “soft skills” at entry level positions and indicate that they can train persons to perform at entry level positions. Job retention is still a major issue for some employers because of the lack of good “soft skills” by many of the job seekers. Because of the slow economy, employers are finding that employees are tending to stick with a job longer because there are no other options for them to go to. Jobs requiring certain levels of education or training, such as engineers, are much more difficult to fill and often need to be filled by recruiting outside of the local area. Many employers are taking advantage of the slowdown to train their current employees so they are better able to meet the challenges of the future. Northland Community and Technical College has been very responsive to the needs of the employers as the College recognizes the need for more short term training. An example of this has been the

establishment of a truck driving program driven by the needs of employers for trained and competent drivers. Northland put together a task force consisting of a number of employers hiring drivers, North Dakota Job Service, University of North Dakota Continuing Ed, DEED and the NWPIC. The result was the re-establishment of the truck driving program which had been eliminated several years ago. After one semester, students come out of training as licensed drivers ready to work and help employers meet their needs for trained drivers.

Unemployment, within the Northwest Workforce Service Area, has decreased from 9.7% in March 2009 to 8.7% in March 2010. In the last 60 days, in particular, employers have begun to call back laid off workers, have expanded work hours back to 40 hours per week or have begun new hiring. Digi-Key in Thief River Falls, for example, recently announced plans to add 400 new employees this year. As business begins to hire new employees, labor force shortages will again become a key issue in Northwest Minnesota.

The one sector of the economy that has done well the past year is the agriculture. Farmers had a successful year with good crops and good prices in 2009 and are optimistic about 2010 due to the early spring. As a result, agribusinesses have continued to do well even during the recession.

There are emerging concerns among employers that labor force shortages will hinder their ability to maintain and expand their operations in Northwest Minnesota in the future. They have recognized that changes in local labor force trends that have intersected to create the potential for a damaging labor force shortage. This includes a number of factors. Chief among them is the fact that there are simply less people in the younger age cohorts and the older “baby boomer” workforce is beginning to retire. This is compounded by the youth leaving the area to receive their post secondary education and not necessarily coming back to Northwest Minnesota. In addition, the large scale exodus of workers from farming the last thirty years and entering into other occupations within Northwest Minnesota has drawn to a close. There is a preponderance of employees aged 55 and older whose upcoming retirements will create some hardship for their employers as these are the employees who possess a great amount of knowledge and experience that is difficult to replace. Many of these employees are in a leadership capacity so this compounds their leaving even further.

b) Job-seekers.

Job seekers have had a difficult time this past year due to the economy. Many employers had laid-off employees or were not hiring and this had a trickle down effect throughout the area’s economy. In addition, many employees stayed with jobs that they were not happy with but didn’t want to give up the job because other jobs were so scarce.

Job seekers need and want good career planning information. They want to be provided with industry specific information about the qualifications

needed to secure high-demand, high-growth and high-wage jobs with area employers. Job seekers have also indicated the need for low cost, short term training that would allow them to enter the work place sooner or that would allow them to obtain better employment without spending two or more years in a formal training program. Many job seekers feel that they are in dead end jobs but find it difficult to move into something better because of their lack of experience or because of their lack of specific work skills. This has been exacerbated the past year due to the number of layoffs in the area which makes it extremely difficult to move to a better job unless one possesses specific skill sets needed for the desired position.

Transportation issues remain a major barrier to many job seekers. The distance and cost for job seekers to transport themselves long distances are additional challenges to worker recruitment and retention. This is compounded by the limited availability of public transportation in Northwest Minnesota, although there have been some inroads made to provide public transportation in the Crookston and Thief River Falls area for those persons commuting each day for employment. The demand for public transportation is high when gas prices are high but as soon as gas prices decline people prefer driving their own vehicle. Finding adequate day-care and the cost of day-care is another item mentioned by job seekers as a real concern especially for those persons living in rural areas or small communities. Finding day-care for children less than a year old is extremely difficult in all parts of the region.

Job seekers are also looking for jobs that provide them with benefits, especially health care benefits. Many small employers or employers providing low wage employment do not offer health care assistance. This has become ever more important due to the increasing health care costs throughout the nation. To what extent the new health care legislation will impact both employers and employees is not clear and probably won't be until this legislation is fully implemented.

#### c) Workers.

There is a huge need for incumbent worker training to grow the work skills of the worker on the job. This really relates to defined career laddering within businesses that provide a worker with the opportunity to advance to other positions within a firm as the workers skill level and experience grow. This is especially true for the small businesses that may lack the resources to provide a great deal of incumbent worker training. The large employers all have a training cadre and the resources to provide contract training to their employees.

Workers are also more aware of job stability than they were in the past due to the downturn of the national and local economy. They are very concerned about potential layoffs and the loss, not only of their employment, but the loss of benefits, especially healthcare. Workers are tending to stay on the job longer rather than retiring into an uncertain economy.

2. Describe the current and projected employment opportunities in your local area.

Health care and manufacturing still represent the fields that have the greatest projected employment opportunities within Northwest Minnesota. They have been targeted as the two most important high-growth, high-demand and high-wage industries within the WSA by the WIB. The current opportunities still remain good within the health care industry but employment opportunities within the manufacturing industry vary from manufacturer to manufacturer due to the economy. Many of the manufacturers are beginning to recall employees and most of them are now doing some hiring. In addition, Digi-Key has announced the filling of 400 new positions by the end of the year which will have a dramatic effect on the employment situation in Thief River Falls and in its commuting distance. Most employment opportunities at this time are in the service industry or seasonal outdoor jobs.

3. Describe the job skills necessary to obtain such employment opportunities.

The attached 2010 MnCareers Supplement provides more information on the type of educational background needed to obtain such employment opportunities. The job skills range from learning on the job to having a professional degree.

*Law reference:*

**(b)(2)** a description of the one-stop delivery system to be established or designated in the local area, including –

(A) a description of how the local board will ensure the continuous improvement of eligible providers of services through the system and ensure that such providers meet the employment needs of local employers and participants;

(B) a copy of each memorandum of understanding described in section 121(c) (between the local board and each of the one-stop partners) concerning the operation of the one-stop delivery system in the local area;

The response to questions B.-4. thru B.-7. must be limited to no more than 1 page per question.

4. How does the WIB ensure the continuous improvement of its providers of WIA Title I-B?

The continuous development of WorkForce Center staff through training becomes even more important with decreased staff size. A well trained staff will play a major role in the attainment of established performance standards and will be more effective in meeting the needs of its individual customers. The WIB looks at a program provider's willingness to provide staff training when selecting program providers and encourages the WIA Title 1-B provider through the RFP and contracting process to make a strong commitment to staff training. The WIB contracts with DEED to provide services to WIA Adults, WIA Dislocated Workers and to State Dislocated Workers. Individual DEED staff capacity building needs will continue to be determined through the individual performance review process, through the development of an individual staff training plan and through individual surveys of need. The WIB will work with DEED to identify program staff training needs and will work with DEED to ensure that

the staff training needs are met through local resources whenever possible.

5. List the continuous improvement activities in which your local providers participated in PY 2008-2009. (i.e., Demand Driven Training, Microeconomics of Competitiveness Training, Sector Academies, Resource Area Advisory Team, etc.)

During the past program year the local provider staff has received training on such diverse subjects as the use of labor market information, demand driven training, occupations in demand training, and best practices training. In addition, staff have attended DEED sponsored Counselor Training, DEED Adult, Dislocated Worker, and Youth Roundtables the past year. Quarterly staff meetings are held with program provider staff. These sessions provide the opportunity for local training on issues either identified by the WIB staff or requested by provider staff. During the past year local training has covered such areas as State WIA policy, local WIA policy, training on Workforce One and occupations in demand training. The hiring of several new staff with ARRA funds increased the need for a training plan to bring the new employees up to speed as quickly as possible. This training was completed by both local DEED and WIB staff working jointly to meet the training needs of the individuals involved.

6. Provide a list of planned continuous improvement activities for PY 2010 in which your local providers will participate.

Budgets always drive the amount and kinds of continuous improvement activities. Fortunately, Program Year 2010 offers the kind of budget that will support continuous improvement activities. There is always a real need to maximize the opportunities for continuous improvement while at the same time being as cost effective as possible. Training opportunities outside the WSA will be individually evaluated based on the training agenda, potential benefit to staff and cost. Since most training opportunities are in the Twin Cities or other distant locations travel and lodging cost can become significant. The WIB will continue to support training that can be done locally and will continue to encourage staff to attend the DEED Roundtables and other quality statewide training or conferences. The use of webinars has increased significantly this past year. The WIB encourages this type of training as the training is very cost effective and doesn't require travel.

While there is a need to monitor the cost of training and continuous improvement, the WIB also recognizes the need to deliver continuous improvement activities to the local program providers. Several areas for continuous improvement development have been identified.

1. The WIB will continue to provide training on occupations in demand and to provide updates as appropriate in this area to program provider staff.
2. The need for more cross training of DEED contract staff still remains of primary importance due to the decreased number of staff within the WSA and to the changing roles of various staff. There has been a significant improvement in this area during the past year. WIB staff will

assist in providing program provider staff with training revolving around this issue in the delivery of WIA services.

3. The WIB is currently in the process of reviewing and rewriting, as appropriate, the NWPIC Policy and Procedures manual. Program Provider staff were invited to participate in this process and training will be provided by the WIB to all contract staff upon the completion of the updated manual.
4. The WIB Operations Committee will look at bringing in professional trainers to develop contract staff as areas for continued development are identified.

Both DEED and Inter-County Community Council have individual training plans for each of their staff. Local management is also cognizant of the high cost of travel and the time commitment to training outside the area because of our location from the Twin Cities metro area where most of the staff training and conferences take place. As a result, management will continue to look to more webinars, video conferences and training on DVD's for staff as a means of reducing training costs and, in particular, the time commitment to training by reducing travel time.

7. How has the WIB's role changed to ensure that the local workforce system meets the needs of employers and participants?

The WIB plays an oversight role of the local workforce development system to ensure that the needs of employers, job seekers and participants are being met. This is accomplished in a number of ways and allows the WIB to make changes in processes it controls to better provide for the needs of all parties. Each member of the WIB is expected to serve as the board's liaison with their local community and with the group that they represent. The interchange of information this generates should be going in both directions. In addition, many of the WIB members sit on other boards, committees and community groups where they hear about the challenges that employers, job seekers and workers face today. The WIB members are able to bring this feedback to a WIB meeting for discussion by the larger group.

The WIB relies on the WorkForce Center Customer Satisfaction surveys to monitor employer and job seeker customer satisfaction. The Northwest WSA compares very favorably with the rest of the State and the overall satisfaction with local services is higher than the state average in all categories. In addition, the Northwest WSA has always received positive reviews with the MWCA Mystery Shopper visits.

The Northwest WIB contracts with DEED and Inter-County Community Council to provide program services. Because of that fact, the WIB relies on the program provider staff as they are in contact with participants to bring to the attention of the WIB any participant needs that are identified so the WIB staff can work with program provider staff to fill these needs if possible.

The WIB, in particular, relies on the Business Service Specialists to keep the WIB informed of business needs and current trends related to business retention, business expansion, worker recruitment, occupations in greatest demand and other business needs so the WIB can address these needs as appropriate.

8. Refer to *Section C* of this document for MOU requirement.

*Law reference:*

**(b)(3)** a description of the local levels of performance negotiated with the Governor and chief elected official pursuant to section 136(c), to be used to measure the performance of the local area and to be used by the local board for measuring the performance of the local fiscal agent (where appropriate), eligible providers, and the one-stop delivery system, in the local area;

9. **(PENDING – TBD)** Refer to **Attachment A**, “Performance Standards” for state and local figures.
10. What percentage of the participants will be in training (not pre-vocational services) programs that lead to targeted high-growth and high-wage industries, demand driven occupations, and/or career laddering occupations as identified in Section A? (Note: There is a recommended state benchmark level of 60 percent.)

“Exploring High-Demand, High-Pay occupations in Northwest Minnesota” is an eight page supplement to MnCareers that was developed for the Northwest WIB by DEED Labor Information staff. This document is provided to all participants at application to assist them with their career exploration. The policy of the Northwest WIB has been that training for high-growth and high-wage occupations be given a priority over training for occupations that do not meet the high-growth, high-demand and high-wage criteria. Greater funding is provided to participants in high-growth and high-demand training than to participants in other training. A survey of those participants in training during program year 2009 indicates that approximately 90 per cent of the participants are being trained for occupations that are listed as high-growth and high-wage industries in the MnCareers supplement. The WSA will continue to give priority for training in the high-growth and high-wage occupations as long as the area employers continue to support this effort and as long as they hire the participants who complete the desired training. While it might not be possible to maintain a 90 percent training rate in the targeted occupations, the Northwest WSA will definitely exceed the recommended state benchmark level of 60 percent.

The majority of the participants are being trained in the health care field, which along with manufacturing, ranks as one of the top two high-growth, high-demand and high-wage occupations within the Northwest WSA. The 2010 supplement is attached.

*Law reference:*

**(b)(4)** a description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area;

11. No response will be needed at this time. Forms required for Budget, Participant Information, and Activity Summaries for WIA Title I-B Adult and Dislocated Worker, and State Dislocated Worker programs will be forwarded when the final allocations are released. The applicable approved grant application and budgets will be attached to the Notice of Grant Action (NGA) (formerly known as Notice of Funds Available (NFA)), which then becomes part of the separate process for Master Agreements with DEED.

Law reference:

**(b)(5)** a description of how the local board will coordinate workforce investment activities carried out in the local area with statewide rapid response activities, as appropriate;

The response to questions B.-12. thru B.-15. must be limited to no more than 2 pages.

- 12.A. **(New Question)** How does the local WSA inform the State Rapid Response team within 24 hours about a actual or potential dislocation event when there is possibility of a mass layoff (50 or more dislocations)?

The WSA notifies the State Rapid Response team by phone or email as soon as possible after the WSA becomes aware of a layoff or potential layoff. The WSA usually receives notification from the employer or learns of the layoff through the media. The WSA provides the State Rapid Response team with as much information as possible about the layoff including the name and location of the business, the number of potential layoffs, the local WSA's ability to serve these workers under formula funding, copies of press releases, newspaper articles or any other information the WSA is able to provide to the State Rapid Response team. After the initial exchange concerning any layoff, the WSA will assist the State Rapid Response team in gathering any other information that is requested. It is important to keep the lines of communication open between the State and the locals.

- B. **(New Question)** How does the local WSA cooperate with the State Rapid Response team in securing information when there is a possibility of a mass layoff??

The NWPIC Executive Director has been designated as the rapid response liaison within the Northwest WSA. As such, that designee will work with the State Rapid Response office to coordinate any activities, in the local area, to effectively serve those workers affected by a mass layoff.

13. **(New Question)** How does the local WSA cooperate with the State Trade Act staff where the layoff involves a company that DOL Trade certified?

The local WSA will cooperate with the State Trade Act staff in much the same way as it deals with the State Rapid Response team. The key is to communicate as much information to the State Trade Act staff as they need or as they request concerning a layoff that involves a company that DOL certified for the Trade Act.

14. How will your local area work with DEED in calling in and conducting orientation sessions to people who are permanently unemployed?

The Northwest Private Industry Council/WIB has only three staff and does not deliver any program services. The Northwest Private Industry Council/WIB

contracts with DEED for the delivery of the WIA Adult and WIA Dislocated Worker programs and for the delivery of the State Dislocated Worker program in the Northwest Workforce Service. DEED staff who conduct the orientation sessions coordinate their activities with the DEED contract staff who work on the WSA contracts.

DEED Staff that are assigned to WSA contracted programs are responsible for the delivery of all WIA core, intensive and training activities. They provide such activities as participant recruitment, intake, assessment, referrals to other community organizations, job search/job seeking skills training, job matching, job placement, employer recruitment, orientation, workshops, work experience, on-the-job training and classroom training. These functions are coordinated with other functions of the WorkForce Center by DEED staff on a daily basis. The DEED partner is also the provider for MFIP and FSET services within the Northwest WSA so these activities can also be coordinated with other services of the WorkForce Center

**15.** Who is the WIB's rapid response liaison for mass layoffs?

Name: Rodger L. Coauette  
 Title: NWPIC Executive Director  
 Phone: 218-281-6020  
 TTY: 218-281-6020  
 E-mail: [rcoauette@nwpic.net](mailto:rcoauette@nwpic.net)

*Law reference:*

**(b)(6)** a description and assessment of the type and availability of youth activities in the local area, including an identification of successful providers of such activities;

**16.** Youth planning is a separate process and is not required with this submittal process.

*Law reference:*

**(b)(7)** a description of the process used by the local board, consistent with subsection (c), to provide an opportunity for public comment, including comment by representatives of businesses and comment by representatives of labor organizations, and input into the development of the local plan, prior to submission of the plan;

*The response to question B.-17. must be limited to no more than 1 page.*

**17.** Provide a description of the process used by the local board to provide an opportunity for public comment, including comment/input by representatives of business and labor organizations, prior to submission of the plan.

The WIB utilizes the NWPIC website and newspaper advertising to solicit public comment on the annual plan. Ads are placed in the official county newspaper in each of the seven counties within the service area. Since many of the official newspapers are in small communities, the NWPIC also advertises in other larger communities within the county. The current print media list now consists of eleven newspapers within the seven county Workforce Service Area serving the communities of Ada, Crookston, East

Grand Forks, Hallock, Karlstad, Red Lake Falls, Roseau, Stephen, Thief River Falls, Warren and Warroad.

The plan is posted on the NWPIC/WIB website at [www.nwpic.net](http://www.nwpic.net) for review. The newspaper ads direct interested parties to the website for review of the plan or to contact the NWPIC office to obtain a printed copy of the plan if they do not have access to a computer. The website directs how interested parties should contact the NWPIC with their comments and input in reference to the plan. Any comments or input from the public are incorporated into the plan as appropriate by the WIB Operations Committee.

*Law reference:*

**(b)(8)** *an identification of the entity responsible for the disbursement of grant funds described in section 117(d)(3)(B)(i)(III), as determined by the chief elected official or the Governor under section 117(d)(3)(B)(9);*

- 18. (Revised)** In previous years, questions regarding responsibility for the disbursement of grant funds, and signature authority for local plans and WIA Master Agreements were asked. These questions have now become a part of the separate process for the Master Agreements with DEED, and will be addressed in that submittal.

*Law reference:*

**(b)(9)** *a description of the competitive process to be used to award the grants and contracts in the local area for activities carried out under this subtitle;*

*The response to question B.-19. must be limited to no more than 2 pages.*

- 19.** Describe the competitive process to be used for awarding the grants and contracts in your local area for WIA activities.

The Northwest WIB utilizes the Request for Proposal (RFP) process to select contractors within the Northwest WSA. The WSA currently uses RFP's to solicit potential program operators to provide accounting services, audit services, WIA Adult services, WIA and State Dislocated Worker Services, and for WIA Older and Younger Youth services.

Respondents to any RFP issued by the Northwest WSA are notified in a number of ways about the proposed RFP. The RFP is posted on the NWPIC website at [www.NWPIC.net](http://www.NWPIC.net), is advertised in local newspapers and the NWPIC retains a list of current entities that have expressed interest in being a respondent to future RFP's. Ads are placed in the official county newspaper in each of the seven counties within the service area. Since many of the official newspapers are in small communities, the NWPIC also advertises in other larger communities within the county. The current list encompasses eleven newspapers. Interested parties are normally given 30 days from the posting of the ad to provide notification of intent to apply and request of the RFP packet. An additional 30 days is given to the

respondents for the completion and submittal of the RFP packet.

The WIB Operations Committee is responsible for the RFP process. The Operations Committee determines the content of the RFP package and determines the evaluation process. The Operations Committee reviews and ranks all RFP submittals. This process normally takes approximately 30 days but may be longer if the Committee needs to call in the respondents to provide more information than what was provided by the written proposal. The proposals are evaluated on the nature of the organization applying, the coordination of services they will provide, fiscal accountability, reporting ability, prior experience, the proposed delivery of activities and services, how they will coordinate with employers and organized labor, client selection process, their assessment process, and how they will measure program outcomes. The Operations Committee makes a recommendation to the WIB on the selection of a respondent to contract with for specific services as outlined in the RFP.

The WIB reviews the recommendations of the Operations Committee and selects a respondent as a program provider based on this process. Contracts are awarded to the selected respondents for a one year period with the option of two additional one year periods at the discretion of the WIB.

The Northwest WIB issued RFP's for all programs in early 2009 and selected program providers for Program Year 2009 utilizing the process described above. For Program Year 2010, the Northwest Private Industry Council/WIB will contract with DEED to provide services under WIA Adult, WIA Dislocated Worker and State Dislocated Worker. Inter-County Community Council will provide accounting services and services for the WIA Youth programs. Drees, Risky & Vallager, Inc. has been selected to perform the NWPIC/WIB Annual Audit.

The WIB Operations Committee will review all program providers during the program year and will decide if the option to award current program operators an additional year or if the RFP process should be reissued for Program Year 2011.

## Section C: System Operations and Attachments

Law reference:

**(b)(10)** such other information as the Governor may require.

In this section, WIBs must provide information needed to ensure that the local workforce delivery system meets certain legal requirements as well as complies with agreements between DEED and WSAs. This section also asks for information needed to respond to requests from legislative leaders, local leaders, DEED’s executive management, and other interested parties.

1. List contact information for the designated Workforce Center Site Manager(s) in each of your WorkForce Center (WFC) locations (*Highlight, copy and paste additional contact information fields as needed for each WFC.*)

WFC Location: Crookston  
Name: Carolyn Toupin  
Title: Workforce Development Field Operations Manager 4  
Phone: 218-281-6020  
TTY: 218-281-6020  
E-mail: [Carolyn.toupin@state.mn.us](mailto:Carolyn.toupin@state.mn.us)

WFC Location: Thief River Falls  
Name: Lauretta panek  
Title: Workforce Development Field Operations Manager 2  
Phone: 218-681-0909  
TTY: 218-681-0909  
E-mail: [Lauretta.panek@state.mn.us](mailto:Lauretta.panek@state.mn.us)

2. List contact information for one Americans with Disabilities Act (ADA) coordinator for all partner programs in your local area.

Name: Rodger L. Coauette  
Title: NWPIC Executive Director  
Phone: 218-281-6020  
TTY: 218-281-6020  
E-mail: [rcoauette@nwpic.net](mailto:rcoauette@nwpic.net)  
Reports To: Dixie Holen, Northwest WIB Chairperson

3. List contact information for the local Equal Opportunity Officer.

Name: Rodger L. Coauette  
Title: NWPIC Executive Director  
Phone: 218-281-6020  
TTY: 218-281-6020  
E-mail: [rcoauette@nwpic.net](mailto:rcoauette@nwpic.net)  
Reports To: Dixie Holen, Northwest WIB Chairperson

4. List contact information for one English as a Second Language (ESL) coordinator for all partner programs in the local area.

Name: Kirsten Fugelseth  
 Title: Adult Education Program Coordinator  
 Phone: 218-681-0886  
 TTY: 218-681-0886  
 E-mail: [kfugelseth@nw-service.k12.mn.us](mailto:kfugelseth@nw-service.k12.mn.us)  
 Reports To: Lloyd Styrwoll, Director

5. List contact information for the local program complaint officer.

Name: Rodger L. Coauette  
 Title: NWPIC Executive Director  
 Phone: 218-281-6020  
 TTY: 218-281-6020  
 E-mail: [rcoauette@nwpic.net](mailto:rcoauette@nwpic.net)  
 Reports To: Dixie Holen, Northwest WIB Chairperson

Please list the programs this individual is responsible for taking complaints:

WIA Adult, WIA Dislocated Worker, State Dislocated Worker and WIA Youth
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If the individual is NOT the complaint officer for any of the core partner programs, please list the contact information for the complaint officer for each of the other programs.  
*(Highlight, copy and paste additional contact information fields as needed.)*

Program(s): Wagner-Peysner, Migrant Services, MFIP and FSET  
 Name: Carolyn Toupin  
 Title: Workforce Development Field Operations Manager 4  
 Phone: 218-281-6020  
 TTY: 218-281-6020  
 E-mail: [Carolyn.toupin@state.mn.us](mailto:Carolyn.toupin@state.mn.us)  
 Reports To: Jim Wrobleski, Workforce Development Director Accountability Office for ARRA

**Program(s): Rehabilitation Services**  
**Name: Tom Anderson**  
**Title: Rehabilitation Area Manager**  
**Phone: 218-281-6033**  
**TTY: 218-281-6033**  
**E-mail: Thomas.j.anderson@state.mn.us**  
**Reports to: Connie Giles, Director of VR/Workforce System Integration**

6. List contact information for the local WFC data practices coordinator.

Name: Rodger L. Coauette  
Title: NWPIC Executive Director  
Phone: 218-281-6020  
TTY: 218-281-6020  
E-mail: [rcoauette@nwpic.net](mailto:rcoauette@nwpic.net)  
Reports To: Dixie Holen, Northwest WIB Chairperson

7. **(Revised Question and New Attachment)**

Complete **Attachment D-1**, “Workforce Service Area Sub-Grantee List” and provide a current listing for each of the WSA Sub-Grantee names, services provided, funding source, city and state of Sub-Grantee, and whether the Sub-Grantee/Provider is located in a WorkForce Center (WFC).

Complete **Attachment D-2**, “Workforce Service Area Non-WFC Program Service Delivery Location List.” Provide a current listing of each non-WFC location where DEED-funded programs and services are delivered by WSAs..

8. Complete **Attachment B**, “Workforce Investment Board/ Council Membership List” and provide current contact information for the members of the local workforce investment board, **including any vacancies**, and the organizations that are represented on the board. Please indicate whether the business representatives come from “targeted high-growth / high wage” industries, and/or provide demand driven occupations, and/or provide career laddering occupations. (See either Minnesota Statute. §116L.666, Subdivision 3 or the Workforce Investment Act, Section §117 for required composition.)

A. **(New Question)** Briefly describe the WIB’s policy and time table for filling vacancies, replacing/reappointing individuals whose terms have come to an end. Please include in your description any plans to fill the terms that will be expiring as of 6-30-2010.

The WIB’s policy is to refill any vacancy as quickly as possible. The filling of WIB vacancies is really a three part process; recruitment, county review and appointment or reappointment of a candidate by the LEO.

Recruitment is the most difficult part of the process and depends a great deal on the constituency one is looking to fill. It is sometimes difficult to find the type of person you are seeking on short notice. The recruitment process involves utilization of County Boards of Commissions, WIB members, local elected officials, DEED Business Service Specialists and NWPIC staff to contact potential applicants. The time frame for this process can vary and can last for some time. Once applicants are found, their applications are forwarded to the County Board, of the county that the candidate resides in, for their review and comment. This process can take up to 60 days dependent on the time the application is submitted to the County, when the County Board of Commissioners meet, and how soon the County responds to the NWPIC. The candidate’s applications and the County comments are forwarded to the LEO Board for appointment. The Board of Directors of the NWRDC which serves as the LEO Board meets every month so this step rarely takes over 30 days.

The terms of several members will expire at the end of June 2010. All of the incumbents have indicated that they would like to continue to serve on the WIB and have been asked to apply for reappointment to the WIB. The process for reappointment is the same as the process outlined in the previous paragraph. Their applications will be submitted to the appropriate County Boards for review and to the LEO Board for appointment. The goal is to have the reappointments finalized by no later than the September WIB meeting, which is the first meeting of the program year.

9. Is there a revised joint powers agreement since last year's plan submittal? If yes, please submit it, along with signature pages, with this plan.

Yes \_\_\_\_\_ No   X   Not Applicable \_\_\_\_\_

10. Is there a revised Memoranda of Understanding, as described in the Workforce Investment Act, since last year's plan submittal? If yes, please submit it, along with signature pages, with this plan.

Yes \_\_\_\_\_ No   X   Not Applicable \_\_\_\_\_

**(Revised References)**

According to **DOL Training and Employment Guidance Letter (TEGL) 10-09**

( <http://wdr.doleta.gov/directives/attach/TEGL/TEGL10-09.pdf> ) program operators/service providers are required to provide Veterans Priority of Service in twenty (20) DOL-funded programs. These programs include WIA Adult and Dislocated Worker formula funded programs, Wagner-Peyser Employment services, Trade Act programs, National Emergency Grants, Senior Community Service Employment Programs (SCSEP), Migrant/Seasonal Farmworker Programs, H-1B Technical Skills Training Grants, Job Corps, WIA Demonstration Projects, Youth Opportunity Grants, WIA Youth Formula Grants, pilots, and Research and Development.

Additional reference:

Final rules (dated December 19, 2008) for Veterans Priority of Service as it relates to DOL programs: ( <http://www.thefederalregister.com/d.p/2008-12-19-E8-30166> )

**Veterans' Program Letter (VPL) 07-09** (dated November 10, 2009) Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in Whole or in Part by the U.S. DOL:

( [http://www.dol.gov/vets/VPLS/VPLs/VPL\\_07-09/VPL\\_07-09\\_& Attachments\\_A-D%20.pdf](http://www.dol.gov/vets/VPLS/VPLs/VPL_07-09/VPL_07-09_& Attachments_A-D%20.pdf) )

In addition, Governor Pawlenty's Executive Order 06-02

( <http://www.governor.state.mn.us/priorities/governorsorders/executiveorders/2006/february/PROD005612.html> ) requires state agencies and institutions of higher education to seek out and correct barriers to the employment and training of Veterans. Programs covered by this Executive Order include state-funded Dislocated Worker programs.

Considering the Public Law and Executive Order cited here, please answer the following questions pertaining to your local process and procedures that ensure that Veterans receive priority for service.

*The response to questions C.-11. thru C.-13. must be limited to no more than 3 pages.*

11. What is the process you use to identify Veterans coming into your WorkForce Center (WFC)?

The Northwest Workforce Investment Board has established local policy in reference to the Jobs for Veterans Act (Public Law 107-288). This policy has established that veterans shall have priority of service for all Department of Labor programs within the local WorkForce Center System.

All WorkForce Center staff and management, support and actively work toward providing priority of service to all veterans coming into the WorkForce Centers. All staff are trained to solicit for and to identify veterans using services at the WorkForce Center. All staff work to ensure that veterans are made aware of all services available to them, are encouraged to use these services and to ensure that the veterans receive preference or priority access to all appropriate services offered through the WorkForce Center.

All job seekers entering the WorkForce Centers are initially asked if they are a veteran by the receptionist or by the resource area staff. Upon a positive response, the veteran is provided with a questionnaire which provides staff with basic information about the veteran. All job seekers identified as veterans are referred to the DEED Veterans staff for follow-up. The Veterans staff works with the customer to ensure that the veteran is made aware of and utilizes the appropriate WorkForce Center services to overcome employment barriers leading to a successful job search.

12. What is the process you use to assess the needs of Veterans seeking service in your WFC, and how do you identify Veterans with a barrier to employment?

The Veterans staff works with the veteran to assess their needs and to ensure that the veteran is made aware of and utilizes the appropriate WorkForce Center services to overcome their employment barriers.

Once determination of possible barriers to employment is established or suspected, the Veterans staff completes an objective assessment of the Veteran. The Veterans staff then works one-on-one with the veteran to devise a specific Employment Development Plan developed to assist in overcoming any and all barriers the veteran may have in order to help the veteran gain appropriate employment.

13. What is your process for referral to appropriate program staff, or in the case of a Veteran with an employment barrier, to the local Veterans Employment Representative?

As indicated in question 11, all veterans are referred to the Veteran's staff for an assessment. The Northwest Workforce Service Area currently has one full-time LVER Senior and one full-time DVOP (Disabled Veterans Outreach) to service veterans within the seven counties. Both positions are located in the Thief River Falls WFC and serve the Crookston WFC on an itinerant basis or through scheduled appointments. This means that all WorkForce Center staff must be aware of the benefits and services that a veteran may obtain through the local WorkForce Center system. It is the responsibility of veteran's staff that veterans are referred to the appropriate WorkForce Center staff person to receive program specific services, such as WIA, that are identified to assist the veteran in overcoming employment barriers.

Veterans are given priority of service for all Department of Labor and State of Minnesota programs within the WSA. The DOL programs currently offered through the local WorkForce Center system are WIA Adult, WIA Dislocated Worker and WIA Youth formula funds, Wagner-Peyser Employment Services, Trade Act program, Senior Community Service Employment program, and the Migrant/Seasonal Farm Worker program. In addition, the State of Minnesota Dislocated Worker program is also offered through the local system.

The Northwest WSA has local policy and procedure in place in reference to the Jobs for Veterans Act. The Jobs For Veterans Act does not change the requirement that participants, including veterans, must be WIA Title 1-B eligible in order to receive services under WIA, but it does mean that eligible veterans will be served first.

## Staffing

Workforce Service Area: Northwest Workforce Service Area #1

A. Please provide the **TOTAL** number staff (*including ARRA staff where applicable*) for each WFC. Each partner is to complete the information. Please indicate your full-time and part-time equivalents\* as of April 1, 2010. Do not include vacancies.

A	B	C	D	E	F	G	H	I	J	K	L	M
WorkForce Center	WSA Suprvsr	WSA Staff	WP Suprvsr	WP Staff	RS Suprvsr	RS Staff	SSB Staff	LVER and/or DVOP	Non-Profit Staff	(Non-Profit) Name of Agency	Other Staff	(Other) Name of Agency
Crookston	1	2	1	6	1	5			1	Inter-County Community Council		
Thief River Falls			1	7		1.75		2				
**East Grand Forks				1								
**Roseau				3		1.75						

\*Full-time equivalent is a staff person who works more than 32 hours a week, receives benefits, etc. To separate out part-time from full-time, use the respective fraction of full-time. For instance, if one staff person works 40 hours a week and another works 20 hours a week part-time, the total would be 1.5 FTEs. **\*\*East Grand Forks and Roseau are DEED office locations but are not WorkForce Centers**

Column headings A – M corresponding definitions on the following page.



**Column A – WorkForce Center:** List each WFC in your WIB's local WSA.

**Column B – WSA Supervisors:** Please identify the number of WSA managers located in each WFC. Do not include vacancies. Identify how the manager splits their time between WFCs (i.e., if the majority of a manager's time is split between two WorkForce Centers, the table would indicate .50 for each of the two sites).

**Column C – WSA Staff:** Indicate number of WSA staff in the WFC. Do not include vacancies. If staff split their time between several sites, please indicate that in the table (i.e., .33 for each of three WFCs, etc). If staff are part-time, please indicate that also (i.e., .50, etc).

**Column D – Wagner-Peyser Supervisor:** Indicate the number of Wagner-Peyser manager(s) located in each WFC. Identify how the manager splits their time between WFCs (i.e., if the majority of a manager's time is split between two WFCs, the tables would indicate .50 for each WFC).

**Column E – Wagner-Peyser Staff:** Indicate number of Wagner-Peyser staff in the WFC. If staff split their time between several sites, please indicate that in the table (i.e., .33 for each of three WFCs, etc). If staff are part-time, please indicate that also (i.e., .50, etc).

**Column F – Rehabilitation Services Supervisor:** Indicate the number of Rehabilitation Services manager(s) located in each WFC. Identify how the manager splits their time between WFCs (i.e., if the majority of a manager's time is split between two WFCs, the tables would indicate .50 for each WFC).

**Column G – Rehabilitation Services Staff:** Indicate number of Rehabilitation Services staff in the WFC. If staff split their time between several sites, please indicate that in the table (i.e., .33 for each of three WFCs, etc). If staff are part-time, please indicate that also (i.e., .50, etc).

**Column H – State Services for the Blind Staff:** Indicate number of State Services for the Blind staff in the WFC. If staff split their time between several sites, please indicate that in the table (i.e., .33 for each of three WFCs, etc). If staff are part-time, please indicate that also (i.e., .50, etc).

**Columns I – Veterans (LVERs and/or DVOPs):** Indicate the number of LVERs and/or DVOPs located in each WFC. Identify how the LVER and/or DVOP splits their time between WFCs (i.e., if the majority of the manager's time is split between two WFCs, the tables would indicate .50 for each WFC).

**Columns J and K – Non-Profit Staff and Agency Name:** Identify the number of non-profit staff (who are not WSA staff) in the WFC. Include the name of their agency in Column J.

**Columns L and M – Other Staff and Agency Name:** Identify the number of full-time or part-time staff who are Field Audit, BCD Reps, non DEED, or non WSA in your WFC. List their agency in Column L.

## Certifications and Assurances

By signing and submitting this plan, the local workforce investment board is certifying on behalf of itself and the grant recipient, where applicable:

- A. That this *Program Year 2010 Local Unified Plan (LUP) UPDATE for an Integrated Workforce Investment System* was prepared and is in accordance with all applicable titles of the Workforce Investment Act of 1998 (WIA), Title V of the Older Americans Act, applicable Minnesota state statutes and that it is consistent with the Minnesota Unified State Plan;(2)
- B. that members of the local board and the public including representatives of business and labor organizations have been allowed at least a thirty day period for comment and that any comments representing disagreement with the plan are included with the local plan forwarded to DEED (as the Governor’s representative) by the local board and that available copies of a proposed local plan are made available to the public through such means as public hearings and local news media; (WIA, Section §118 (c))
- C. that the public (including individuals with disabilities) have access to all of the workforce investment board’s and its components’ meetings and information regarding the board’s and its components’ activities;
- D. that fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds paid through the allotments funded through the master agreement issued by DEED have been established;
- E. that veterans will be afforded employment and training activities authorized in WIA, Section §134, and the activities authorized in Chapters 41 and 42 of Title 38 US code, and in compliance with the veterans’ priority established in the Jobs for Veterans Act. (38 USC 4215.), U.S. Department of Labor, Training and Employment Guidance Letter 5-03, and Governor Tim Pawlenty’s Executive Order 6-02;
- F. that it is, and will maintain a certifiable local Workforce Investment Board (WIB) and it will maintain a certifiable local Youth Council;
- G. that it will comply with the confidentiality requirements of WIA, Section §136 (f)(3);
- H. that the master agreement and all assurances will be followed;
- I. that it will ensure that no funds covered under the master agreement are used to assist, promote, or deter union organizing;
- J. that collection and maintenance of data necessary to show compliance with the nondiscrimination provisions of WIA, Section §188, as provided in the regulations implementing that section, will be completed;
- K. that this plan was developed in consultation with local elected officials, the local business community, labor organizations and appropriate other agencies;
- L. that it acknowledges the specific performance standards for each of its programs and will strive to meet them;

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(2) The State Unified Plan is available on the DEED website <http://www.deed.state.mn.us/wia/unifiedplan/>.

## Certifications and Assurances

- M. that there will be compliance with the Architectural Barriers Act of 1968, Sections §503 and §504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990;(3)
- N. that WIB members will not act in a manner that would create a conflict of interest as identified in Regulations 20 CFR, Section §667.200(a)(4), including voting on any matter regarding the provision of service by that member or the entity that s/he represents and any matter that would provide a financial benefit to that member or to his or her immediate family;
- O. that Memoranda of Understanding and Cost Allocation Plans are in place and available upon request for each WorkForce Center within the WIB's local workforce service area;
- P. that the required voter registration procedures described in Minnesota Statutes §201.162 are enacted without the use of federal funds;
- Q. that insurance coverage be provided for injuries suffered by participants in work-related activities where Minnesota's workers' compensation law is not applicable as required under Regulations 20 CFR, Section §667.274;
- R. that the local policies on fraud and abuse adheres to DEED's Chapter 2.9 of WIA Title I-B and Related Activities Manual as required under Regulations 20 CFR, Section §667.630 (The local policy is to be in accordance with State requirements;(4))
- S. that it has provided an opportunity for public comment and input into the development of plan by persons with disabilities and has provided information regarding the plan and the planning process, including the plan and supporting documentation, in alternative formats when requested;
- T. that core services are integrated such that all WorkForce Center partners provide the same high level and quality of core services to job seeking customers;
- U. that all staff are provided the opportunity to participate in appropriate staff training;
- V. that an acceptable WIA program complaint procedure will be established and will be maintained;
- W. that an acceptable WIA discrimination complaint procedure will be established and will be maintained;
- X. that there is an agreement between the WIB and the 'unit of local government' (that represents the local elected official/s) that outlines what powers the unit of local government agrees to give the WIB on their behalf and how they are going to work together;

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(3) See WIA Title I-B Related Activities Manual at Chapter 5: Complaints and Grievances, Section 5.3: Discrimination Complaint Handling Procedures, [http://www.deed.state.mn.us/wpd/policy/titleIB/5.0\\_complaints/complaints5.3.htm](http://www.deed.state.mn.us/wpd/policy/titleIB/5.0_complaints/complaints5.3.htm)

(4) See Chapter 2.9 of WIA Title I-B Related Activities Manual at: [http://www.deed.state.mn.us/wpd/policy/titleIB/2.0\\_fiscal\\_mngmnt/fiscal\\_mngmnt2.9.htm](http://www.deed.state.mn.us/wpd/policy/titleIB/2.0_fiscal_mngmnt/fiscal_mngmnt2.9.htm)

## Certifications and Assurances

- Y. that (if applicable) if there is a joint powers board, that there is a joint powers agreement which outlines who is on the joint powers board and how the local units represented on it are going to work together;
- Z. that it will comply with the nondiscrimination provisions of WIA, Section §188 and it's implementing Regulations at 29 CFR, Part 37. Each grant applicant for financial assistance as defined in Regulations 29 CFR, Part 37.4 must include in the grant application the exact language as is in the following (29 CFR, Part 37.20):

### ASSURANCES

*As a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Investment Act of 1998 (WIA), the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:*

- *WIA, Section §188, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity;*
- *Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;*
- *Section §504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;*
- *The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and*
- *Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;*
- *The Minnesota Human Rights Act of 1973, Minnesota Statutes, Chapter 363A, which prohibits discrimination on the bases of race, color, creed, religion, natural origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, citizenship, or age;*
- *The Americans with Disabilities Act of 1990 (42 USC 12101), as amended, which prohibits discrimination on the basis of physical sensory, or mental disability or impairment, and the ADA Amendments Act of 2008 effective January 1, 2009;*
- *Each grant applicant and each training provider seeking eligibility must also ensure that they will provide programmatic and architectural accessibility for individuals with disabilities.*

*The grant applicant also assures that it will comply with Regulations 29 CFR, Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.*

## Certifications and Assurances

### Signature Page

Program Year 2010  
Local Unified Plan UPDATE for an Integrated Local Workforce Investment System

Workforce Service Area Name: Northwest Workforce Service Area, #1

Workforce Investment Board Name: Northwest Workforce Investment Board

Name and Contact Information for the WIB:

Rodger L. Coauette  
Northwest Private Industry Council  
1730 University Avenue  
Crookston, Minnesota 56716  
218-281-6020  
[rcoauette@nwpic.net](mailto:rcoauette@nwpic.net)

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

Leon Heath, Executive Director  
Northwest Regional Development Commission  
115 South Main  
Warren, Minnesota 56762  
[lheath@nwrdc.org](mailto:lheath@nwrdc.org)

We, the undersigned, attest that this submittal is the Program Year 2010 Local Unified Plan UPDATE for our WIB / WSA and hereby certify that this LUP UPDATE has been prepared as required, and is in accordance with all applicable state and federal laws, rules, and regulations.

#### For the Workforce Investment Board

Name: Dixie Holen

Title: Chairperson

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### For the Local Elected Officials

Name: Dr. Joe Bouvette

Title: Chairperson

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Performance Standards

The tables below indicate the local area’s target level of performance for the common measures for the core partner programs. **These are the minimum standards for which each locality will be held responsible.** Upon notification to DEED, local areas can set higher standards for which they will be held responsible.

<b>Statewide Performance Measures</b>  <b>Program Year 2010</b> July 1, 2010 to June 30, 2011	<b>Wagner-Peyser</b>	<b>Senior Community Service Employment Program (SCSEP)</b>	<b>Adult</b> (WIA Title I-B)	<b>Dislocated Worker</b> (WIA Title I-B and State)		
<b>Entered Employment Rate:</b> Of those not employed at registration: Number of adults who have entered employment by the end of the first quarter after the exit quarter <i>divided by</i> Number of adults who exit during the quarter.	TBD	TBD	State TBD	State TBD		
			WSA 1 to 18 TBD	WSA 1 to 18; ISPs TBD		
<b>Employment Retention Rate:</b> Of those employed in the first quarter after the exit quarter: Number of adults who are employed in the second and third quarter following the exit quarter <i>divided by</i> Number of adults who exit during the quarter.	TBD	TBD	State TBD	State TBD		
			WSA 1 to 18 TBD	WSA 1 to 18; ISPs TBD		
<b>Average Earnings:</b> Of those employed in the first, second, and third quarter after the exit quarter: Total post-program earnings (earnings in quarter 2 plus (+) quarter 3 after exit quarter) <i>divided by</i> Number of adults who exit during the quarter.	TBD	TBD	State TBD	State TBD		
			WSA 1	TBD	WSA 1	TBD
			WSA 2	TBD	WSA 2	TBD
			WSA 3	TBD	WSA 3	TBD
			WSA 4	TBD	WSA 4	TBD
			WSA 5	TBD	WSA 5	TBD
			WSA 6	TBD	WSA 6	TBD
			WSA 7	TBD	WSA 7	TBD
			WSA 8	TBD	WSA 8	TBD
			WSA 9	TBD	WSA 9	TBD
			WSA 10	TBD	WSA 10	TBD
			WSA 12	TBD	WSA 12	TBD
			WSA 14	TBD	WSA 14	TBD
			WSA 15	TBD	WSA 15	TBD
			WSA 16	TBD	WSA 16	TBD
			WSA 17	TBD	WSA 17	TBD
			WSA 18	TBD	WSA 18	TBD

# Performance Standards

(continued)

<b>Statewide Performance Measures</b> - continued -	<b>Wagner-Peyser</b>	<b>Senior Community Service Employment Program (SCSEP)</b>	<b>Adult</b> (WIA Title I-B)	<b>Dislocated Worker</b> (WIA Title I-B and State)
<b>Employment and Credential Rate:</b> Of adults who received training services: Number of adults who were employed in the first quarter after the exit quarter and received a credential by the end of the third quarter after the exit quarter <i>divided by</i> Number of adults who exit during the quarter.	N/A	N/A	State TBD	State TBD
<b>Hours of Community Service Employment:</b> Total number of hours of community serviced provided by SCSEP participants <i>divided by</i> Number of hours of community serviced funded by the grant, after adjusting for differences in minimum wage. Paid training hours are excluded from this measure.	N/A	TBD	WSA 1 to 18 TBD	WSA 1 to 18; ISPs TBD
<b>Number of Eligible Individuals Served:</b> Total number of adults served <i>divided by</i> Grantee's authorized number of positions, after adjusting for differences in minimum wage.	N/A	TBD	N/A	N/A
<b>Number of Most-in-Need Individuals Served:</b> Of those adult participants described in OAA-2006, Subsection §(a)(3)(B)(ii) or (b)(2) of Section §518. Counting the total number of the described characteristics for all adult participants <i>divided by</i> Number of adult participants served.	N/A	TBD	N/A	N/A

<b>Customer Satisfaction Standards Program Year – 2010</b>	<b>WIA Title I-B</b>	<b>SCSEP</b>
Participant:	TBD	TBD
Employer:	TBD	TBD
Host Agency	N/A	TBD

# Performance Standards

*(continued)*

<b>RS &amp; SSB Statewide Performance Measures – Federal Fiscal Year 2010</b> October 1, 2009 to September 30, 2010	<b>Rehabilitation Services</b>	<b>State Services for the Blind</b>
<b>Employment Outcomes:</b> <b>Performance Indicator 1.1 – Comparison of Employment Outcomes</b> The number of individuals exiting the VR program with an employment outcome during the current program year compared to the number of individuals exiting the VR program with an employment outcome during the preceding program year.	2,390	93
<b>Performance Indicator 1.2 – Entered Employment Rate</b> Of all of the individuals who exited the VR program after receiving services, the percentage of those who achieved an employment outcome.	58.8%	≥68.9%
<b>Performance Indicator 1.3 – Wage at Placement</b> Of all the individuals determined to have achieved an employment outcome, the percentage who exit the VR program in competitive, self-, or business enterprise program (BEP) employment with earnings equivalent to at least the minimum wage.	72.6%	≥35.4%
<b>Performance Indicator 1.4 – Wages at Placement for Those with Significant Disabilities</b> Of all individuals who exit the VR program in competitive, self-, or business enterprise program (BEP) employment with earnings equivalent to at least the minimum wage, the percentage who are individuals with significant disabilities.	72.6%	≥89%
<b>Performance Indicator 1.5 – Comparison of Wages of VR Placements as Compared to the Overall Wage Level</b> The average hourly earnings of all individuals who exit the VR program in competitive, self-, or business enterprise program (BEP) employment with earnings equivalent to at least the minimum wage as a ratio to the State's average hourly earnings for all individuals in the State who are employed.	.52 (Ratio)	≥.59 (Ratio)
<b>Performance Indicator 1.6 – Enhancement of Self-Sufficiency</b> Of all individuals who exit the VR program in competitive self-, or business enterprise program (BEP) employment with earnings equivalent to at least the minimum wage, the difference between the percentage who report their own income as the largest single source of economic support at the time they exit the VR program and the percentage who report their own income as the largest single source at the time they apply for VR services.	53.0 (Math Difference)	≥30.4 (Math Difference)
<b>Equal Access to Services:</b> <b>Performance Indicator 2.1</b> The service rate for all individuals with disabilities from minority backgrounds as a ratio to the service rate for all non-minority individuals with disabilities.	.80 (Ratio)	Not calculated if fewer than 100 individuals from minority backgrounds exit the program

NOTE: These percentages are national standards set by the Rehabilitation Services Administration. There is a formula for the general agency and a different formula for the agency serving the Blind to determine whether the standard was met.

# Workforce Investment Board/Council Membership List

## Program Year 2010

**WIB:** Northwest Workforce Investment Board

Date Submitted: 5/14/2010

**WSA:** Northwest WSA #1

 Please indicate any **vacant** positions or other constituency represented as well.

(To Add a row, highlight entire row, copy and paste. To delete a row, highlight entire row, and cut.)

<u>Name / Address / E-mail / Phone / Fax</u>	<u>Organization</u>	<u>Position</u>	<u>Business/ Industry Represented</u> (Private Sector Only)	Business Representation From Targeted Industry/ Occupation? (Yes / No)	<u>Term Start and Term End</u>
<b>A. Private Sector:</b>					
<b>(Chair):</b> Dixie Holen 310 Broadway NW PO Box 114 McIntosh, MN 56556 <a href="mailto:dholen@yahoo.com">dholen@yahoo.com</a> Phone: 218-563-2502 Fax: None	Holen Foods	Owner	Retail Trade	No	7-01-08 To 6-30-11
Robert Evans PO Box 100 Warroad, MN 56783 <a href="mailto:bobevans@marvin.com">bobevans@marvin.com</a> Phone: 218-386-4298 Fax: 218-386-2009	Marvin Windows and Doors	Vice President, Human Resources	Manufacturing	Yes	7-01-08 To 6-30-11
Pamela Hetteen 2863 County Road 2 Roseau, MN 56751 <a href="mailto:rhetteen@wiktel.com">rhetteen@wiktel.com</a> Phone: 218-463-7509 Fax: 218-463-3979	Pam's Pantry	Owner	Retail Trade	No	7-01-09 To 6-30-12
Virginia Kiviaho 178 North US Highway 59 NW Newfolden, MN 56738	Cakes by Tim	Owner	Retail Trade	No	7-01-07 To 6-30-10

<a href="mailto:timkiviahoi@wiktel.com">timkiviahoi@wiktel.com</a> Phone: 218-874-2001 Fax: None					
Colette Kujava 33242 190 <sup>th</sup> Avenue NW Newfolden, MN 56738 <a href="mailto:Colette@wiktel.com">Colette@wiktel.com</a> Phone: 218-436-5230 Fax: 218-436-528730	Wikstrom Telephone Company	Advertising Director	Telecommunications	Yes	7-01-09 To 6-30-12
Ardell Larson 249 South State Avenue Lake Bronson, MN 56734 <a href="mailto:kicknupcountry@wiktel.com">kicknupcountry@wiktel.com</a> Phone: 218-754-2861 Fax: 218-754-2862	Kick'n Up Kountry, Inc.	President	Retail Trade	No	7-01-09 To 6-30-12
Joyce Magner PO Box 73 Newfolden, MN 56738 <a href="mailto:jmag@wiktel.com">jmag@wiktel.com</a> Phone: 218-874-8125 Fax: 218-874-7051	Marshall County State Bank	Executive Vice-President	Financial Activities	Yes	7-01-08 To 6-30-11
Leo Olson PO Box 190 Oklee, MN 56742 <a href="mailto:cityofoklee@qvtel.com">cityofoklee@qvtel.com</a> Phone: 218-796-5656 Fax: None	Leo Olson Upholstery	Owner	Retail	No	7-01-09 To 6-30-12
Vacant	Norman County Private Sector Position			Yes / No	
Vacant	Pennington County Private Sector Position			Yes/No	
<b><u>B. Public Assistance Agency:</u></b>					
Mary Jo Larson Marshall County Social Service 208 East Colvin Warren, MN 56762 <a href="mailto:Maryjo.larson@co.marshall.mn.us">Maryjo.larson@co.marshall.mn.us</a> Phone: 218-745-5124	Marshall County Social Services	Assistant Director			7-01-08 To 6-30-10

Fax: None					
<b><u>C. Organized Labor:</u></b>					
Vacant	Have application ready to submit to Polk County for comment.				
Vacant	Waiting for an application from an interested candidate.				
<b><u>D. Rehabilitation Agency:</u></b>					
Thomas Anderson 26985 245 <sup>th</sup> Avenue SW Crookston, MN 56716 <a href="mailto:Thomas.j.anderson@state.mn.us">Thomas.j.anderson@state.mn.us</a> Phone: 218-281-6033 Fax: 218-281-6035	DEED Rehabilitation Services	Rehabilitation Area Manager			7-01-07 To 6-30-10
<b><u>E. Community-Based Organization:</u></b>					
Robert Melby PO Box 189 Oklee, MN 56742 <a href="mailto:Bmelby@intercountycc.org">Bmelby@intercountycc.org</a> Phone: 218-796-5144 Fax: 218-796-5175	Inter-County Community Council	Executive Director			7-01-07 To 6-30-10
<b><u>F. Economic Development Agency:</u></b>					
Michael Moore 405 Third Street East Thief River Falls, MN 56701 <a href="mailto:mmoore@citytrf.net">mmoore@citytrf.net</a> Phone: 218-681-2500 Fax: 218-681-6223	Thief River Falls Jobs Inc.	Director			7-01-07 To 6-30-10
<b><u>G. Public Employment Service:</u></b>					
Carolyn Toupin 1730 University Avenue Crookston, MN 56716 <a href="mailto:Carolyn.toupin@state.mn.us">Carolyn.toupin@state.mn.us</a> Phone: 218-281-6020	DEED Crookston Workforce Center	DEED Workforce Development Field Operations			7-01-07 To 6-30-10

Fax: 218-281-6025		Manager			
<b>H. Educational Agency:</b>					
<b>(Required ABE Representative):</b> Kirsten Fuglseth Northwest Service Coop 114 West First Street Thief River Falls, MN 56701 <a href="mailto:kfuglseth@nw-service.k12.mn.us">kfuglseth@nw-service.k12.mn.us</a> Phone: 218-681-0900 E-117 Fax: 218-681-0915	Adult Basic Education	Director			7-01-08 To 6-30-11
<b>I. Local Elected Official:</b> (Please list contact information even if CEO is not a member of the WIB.)					
Dr. Joe Bouvette PO Box 40 Hallock, MN 56728 <a href="mailto:dri@rural-access.com">dri@rural-access.com</a> Phone: 218-843-2277 Fax: None	Kittson County Board of Commissioners	LEO Chairperson			
<b>J. Other Category:</b>					
N/A					
<b>K. Youth Council Chairperson:</b> (Please list contact information even if YCC is not a member of the WIB.)					
Dixie Holen	WIB	Chairperson			

# Workforce Investment Board Subcommittee List

## Program Year 2010

**WIB:** Northwest

If applicable, provide a current list of the Board's committees and/or task forces along with a summary of the committee's objectives.

*(To Add a row, highlight entire row, copy and paste. To delete a row, highlight entire row, and cut.)*

<u>Name of Committee or Task Force</u>	<u>Objective / Purpose of Committee or Task Force</u>
Executive Committee	The Executive Committee sits to conduct WIB business during the months when the WIB is not scheduled to meet or when it is impractical or impossible to call the WIB together. The Executive Committee consists of the four elected officers of the WIB and the elected committee chairs from each of the standing committees.
Legislative/Marketing Committee	<p>The Legislative and Marketing Committees were combined during Program Year 2008. On the legislative side of the Committee the Committee's role is to develop local legislative priorities that support and enhance the local workforce development system and to share those priorities with local legislators. Committee members also follow-up with legislators on a continuous basis through personal contact, phone calls, e-mail and by letter to keep legislators aware of the local workforce development priorities and to solicit their support on developing issues.</p> <p>On the marketing side, the Committee is responsible for promoting the role of the NWPIC and the WorkForce Center System within the Workforce Service Area. This Committee develops a comprehensive marketing strategy to educate potential job seekers and area employers about available services and resources. This strategy includes the development of news releases, client success stories, general news articles on members and program services, brochures, group presentation, oversees content of the NWPIC website, and other means designed to increase the visibility of the local workforce development system.</p>
Operations Committee	The Operations Committee is responsible for providing WIB staff with oversight with the day to day activities of the NWPIC. The Operations Committee deals with such activities as developing local policy and procedure, establishing operating guidelines for WIB staff, participating in the development of the Local Annual Plan, establishing the criteria to be used in request for proposals for the selection of vendors and program operators, and developing the annual budget
Personnel Committee	The purpose of the Personnel Committee is to deal with personnel issues concerning NWPIC staff. The Personnel Committee includes only the four elected officers of the WIB.

Youth Council	The Youth Council operates separately from the WIB and is responsible for developing the youth portions of the Local Annual plan, for recommending eligible providers of youth activities to the WIB, for coordinating youth activities authorized under WIA within the WSA, for conducting oversight with respect to the eligible providers of youth activities and for other areas as determined to be appropriate to youth programming by the WIB.
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## Workforce Service Area Sub-Grantee List

### Program Year 2010

**WIB:** Northwest Date Submitted: 5/14/10  
**WSA:** Northwest WSA #1

*(To Add a row, highlight entire row, copy and paste. To delete a row, highlight entire row, and cut.)*

<u>Name of Sub-Grantee</u>	<u>Services Provided</u>	<u>Funding Source</u>	<u>City, State</u>	<u>Provider located in a WFC?</u>
DEED	All client services related to the delivery of the WIA Adult, WIA Dislocated Worker and the State Dislocated Worker Program.	WIA Title 1-B State of Minnesota Dislocated Worker	Crookston, Minnesota	Yes
Inter-County Community Council	All client services related to the delivery of the WIA Youth program.	WIA Title 1-B	Oklee, Minnesota Staff located in Crookston WFC	Yes
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No
				Yes / No

