

2009

**Local Unified Plan
UPDATE**

For Minnesota's

**INTEGRATED LOCAL
WORKFORCE INVESTMENT SYSTEM**

Program Year 2009

**– Submitted by –
Workforce Investment Board**

Name: Northwest Workforce Service Area

Instructions

In accordance with WIA Law §118, this document provides directions to Minnesota's Local Workforce Investment Boards (WIBs) for preparing the *PY-2009 Local Unified Plan (LUP) UPDATE for an Integrated Workforce Investment System*. The PY-2009 LUP UPDATE covers the time period of July 1, 2009 to June 30, 2010. 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-2009 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-2008 LUP. Sections of your PY-2009 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.

2009 LUP UPDATE Requirements

- **LUP UPDATE Due Date:** May 15, 2009 (1)
- **Deliverables:**
 1. Electronically submit, via e-mail, LUP UPDATE Sections A, B, and C, including all attachments to: 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
1st National Bank Building
332 Minnesota Street – Suite E200
St. Paul, MN 55101-1351*

¹ If you cannot make the May 15, 2009 deadline, provide information on why an extension is needed and the duration of the requested extension to Peggie Hicks at Peggie.Hicks@state.mn.us or 651-259-7577. PY-2009 LUP UPDATE extension requests must be received by May 15, 2009 to be considered for approval.

Planning Timetable Estimates

February 4, 2009:	Draft Update Guidelines Sent to Workforce Service Areas for review and comment.
February 11, 2009:	Deadline for receipt of comments.
February 18, 2009:	Issuance of final LUP Guidelines.
April, 2009:	WIA and Wagner-Peyser Allocations issued to States.
April, 2009:	WSA WIA Allocations issued (including forms for Budget, Participant Information, and Activity Summaries).
May 15, 2009:	2009 LUP UPDATES are due at DEED, along with submittal of original signature page. Beginning of Public Comment Period.
June 15, 2009:	End of 30 Day Public Comment Period.
Week of June 15-19, 2009:	Approval of Local Plans.
July 1, 2009:	Beginning of PY-2009.

List of Acronyms used:

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 has been instrumental in the WIB’s selection of key industries and those occupations in highest demand. The WIB has spent a considerable amount of time and expenditures working with the Regional Analyst in developing, updating and distributing documents related to occupations in demand. This work led to the creation of “Exploring High-Demand, High-Pay Occupations in Northwest Minnesota” as an eight page supplement to MnCareers. The WIB has had this publication updated and printed for 2009. This is the third year for this document. There is a strong commitment by the WIB to provide this information to high school counselors, high school students, parents and to job seekers in general. The 2009 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. They also 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.

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.

The Northwest WIB is now beginning to look 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 WSA1, 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 of “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. Or 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.

This 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 occupation 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. In a separate attachment, based on your analysis of regional economies, please provide a list of the key industries in your WSA.
3. Provide the following information for each regional development initiative that the WIB is involved in:

- a) Identify and define the mission or objective of the initiative, including the timeframe for implementing the initiative.

Northwest Minnesota Regional Economic Alliance: The Northwest Minnesota Foundation was the recipient of a Minnesota FIRST Grant and the grant includes partners representing 12 counties in Economic Development Regions I and II. This initiative calls for the convening of a council representing the principal stakeholders in northwest Minnesota's economic future. The purpose of the council is to achieve a strategic, business-driven vision for the regional economy, a vision held in common by the area's top decision makers, and one with which they will align the plans for their respective communities and institutions. The first sessions under this initiative were held in September, 2008 and the intent is that the Regional Economic Alliance will become an on-going and self-sustaining regional effort.

Manufacturing First: The object of Manufacturing First is to change the public's perceptions about manufacturing and to develop an integrated workforce development strategy through industry focus, company specific needs, core manufacturing skills and work based learning experiences. The expected project results are to create a workforce development model using best practices, to change perceptions about manufacturing as an industry, to create more interaction between K-12, higher education and local businesses, and to train participants, teachers and manufacturing employees. Manufacturing First is a Minnesota Job Skills Partnership grant running from 26 February 2008 to 28 February 2011.

Community Partnership: The Community Partnership was formed in 2007 to address workforce issues as identified by employers in the Thief River Falls area, including Arctic Cat, Digi-Key, Central Boiler, and others who indicated that their ability to continue expanding or even operate in Northwest Minnesota may depend on the availability of workers, especially skilled workers. A number of "community summits" were held in Thief River Falls to identify and to address emerging issues related to job growth opportunities in Northwest Minnesota. The "community summits" helped to identify an emerging concept of "community" as something larger than a single community and this partnership builds on that collaboration. The partnership is based on the belief that we need a new understanding of our local economy and the relationships between regional job centers and surrounding towns. The partnership has identified three key goals. They are housing development, labor force development and labor force marketing. Housing development would serve to increase the amount of housing and the number of available building sites in the area and decrease the obstacles to locating securing housing. Labor force development would build systems which help local workers, schools and employers create career paths which identify local job opportunities and help workers obtain the necessary skills to secure the opportunities. Labor force marketing would establish a marketing approach to attract workers from outside the local area to job and career path opportunities in Northwest Minnesota. This is an on-going initiative with no specific time frames.

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

Northwest Minnesota Regional Economic Alliance: Fourteen partners have committed to take part in this initiative and to serve on the council to develop the regional vision. They include; the Northwest Minnesota Foundation, Border State Bank, Agassiz Energy, Central Boiler, Inc., First Care Medical Services, White Earth Reservation Tribal Council, University of Minnesota Crookston, Northland Community and Technical College, Bemidji State University and Northwest Technical College, Pine to Prairie Cooperative Center, Northwest Regional Development Commission, Headwaters Regional Development Commission, Rural Minnesota CEP and the Northwest Private Industry Council.

Manufacturing First: Partners in Manufacturing First include ANI Pharmaceuticals, Inc., Polaris Industries, Marvin Windows & Doors, Bemidji State University, Pine Technical College, Badger Public Schools, Baudette Public Schools, Greenbush/Middle River Public Schools, Roseau Public Schools, Warroad Public Schools and the Northwest Private Industry Council/WIB. This is an Incumbent Worker project funded through a Minnesota Jobs Skills Partnership grant with the Northwest Private Industry Council/WIB serving as the administrative entity for the grant. Four hundred incumbent workers from ANI, Polaris and Marvin's will receive training under this grant with Pine Technical College being the lead academic institution in this project. Bemidji State University will participate in curriculum development through the Center of Excellence for Manufacturing. The High Schools are providing paid employee/instructions as training participants so teachers may become familiar with examples of manufacturing careers that they can bring into their classrooms. In addition, the high schools will provide students who will participate in job shadowing and internships so they can see the opportunities manufacturing careers can provide.

Community Partnership: The nine communities in the Community Partnership are Grygla, Middle River, Newfolden, Oklee, Plummer, Red Lake Falls, St. Hilaire, Thief River Falls, and Warren. The partnership was created through a memorandum of understanding which outlines financial commitments and program objectives for the participating communities. The Northwest Regional Development Commission and the City of Thief River Falls have provided basic staff support to the Community Partnership. In addition to the cities, participants in the Community Partnership include Northland Community and Technical College, DEED, SBDC, the Ingenuity Frontier, area high schools and employers such as Artic Cat, Central Boilers, Inc., Digi-Key and Homark.

The Northwest Private Industry Council/WIB Executive Director is an ex-officio member of the Board of Directors for the Community Partnership and has been involved in the Community Partnership work groups. The Economic Development representative on the WIB serves as staff support for the Community Partnership and Private Sector WIB members from Pennington

and Red Lake Counties have been active in the project as well. The WIB has also contributed non-WIA dollars to the Community Partnership.

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

Northwest Minnesota Regional Economic Alliance: The Northwest Minnesota Regional Economic Alliance (REA) has held two retreats and several meetings since September 2008. A purpose statement and the core values of the group were established during the retreats and the follow-up meetings. The purpose statement of the REA reads, "The Regional Economic Alliance is an influential group of Northwest Minnesota leaders representing diverse interest and working together for the region's economic success". The core values selected by the REA are collaboration, excellence in education, highly talented workforce, spirit of entrepreneurship, innovation in business products and processes, economic opportunity for all residents and the protection and promotion of Northwest Minnesota's unique assets.

Four specific task forces have been identified and work groups have been established on Collaboration, Education, Workforce and Infrastructure. Each of the task force work groups have identified proposed initiatives and are currently in the process of developing a work plan that includes quarterly benchmarks for strategy development and implementation, tasks to be accomplished to meet benchmarks and role and responsibilities in accomplishing task. In addition, each group is looking beyond the current membership to determine who else needs to be part of each task force and to invite them to participate in this process.

The WIB Executive Director and a Private Sector WIB Member representing Marvin Windows and Door are members of the REA and have been active participants in all the meetings since the inception of the REA. Both parties sit on the Workforce Task Force. This taskforce has three initiatives; become a region of choice that attracts talent, enhance the skills of the region' underdeveloped workforce and provide ongoing development of the incumbent workforce. The activities of the REA are reported to the WIB at the monthly WIB meetings and the WIB discusses, as appropriate, the accomplishments of the REA.

Manufacturing First: The project has four general areas of work. The broadest is partnering with the local high schools. Contacts have been made with the schools and the curriculum being used at the companies to date has been shared. A draft Manufacturing Careers curriculum is nearly ready. This course is an overview of what is needed to be successful in a manufacturing environment.

The second area is directed towards each of the partnering companies. Curriculum has been developed for Polaris and is currently being used by their instructors for training. The focus has been on developing Problem Solving Skills in Recreational Vehicle and Metal Product Manufacturing. Production techniques such as root cause analysis and using quality tools

were created in modules that can be taught individually or integrated into other existing Polaris training courses.

ANI Pharmaceuticals has not been able to fully participate in the project as of yet. Although they are kept informed of the progress, they have been unable to stabilize their workforce enough to dedicated time to training. At some point they may step away from the project. They have stated that it is not because they don't believe in the need. They just may not have the capacity due to layoff, change in management and the continued impact of the economy.

Marvin's has been developing and participating in training on multiple topics. They have content in Wood Product Manufacturing, Manufacturing Metrology and Measurement, Manufacturing Process Control and Data Interpretation, and Work Applications and Lab Activities in various stages of progress. Management has been very pleased with the training and is talking about offering the class to more people than originally anticipated.

All three companies are suffering the effects of the economy. Layoffs have occurred at both ANI Pharmaceuticals and Polaris. Marvin's has not laid off employees, but they have cut back hours, taken some salary cuts and extended employee options for unpaid leave for the rest of the year. To date, however, the companies are meeting the project goals and some cases exceeding trainee numbers.

The WIB is the grant recipient and it's involvement with Manufacturing First does not reach beyond the administrative oversight of the project. The WIB reviews the result of this project on a quarterly basis.

Community Partnership: The Community Partnership has completed the initial work on housing through the creation of a housing website at www.housingnwminnesota.com and has now moved on to the second step identified by the Community Partnership, which is workforce development. The Labor Force Development Task Force has been meeting to explore a wide range of ways public and private sector organizations could address labor force needs in the Thief River Falls Areas. This group is now in the process of narrowing this set of information down to a set of specific recommendations which can be provided to the full Community Partnership group for consideration that would serve to provide additional assistance to Thief River Falls area employer's in helping to address their labor force issues. A list of possible labor force development components has been developed that considers a number of options including; education, career education, recruitment, employer interfaces to public institutions, and infrastructure and social enhancements.

The Northwest Private Industry Council/WIB Executive Director is an ex-officio member of the Board of Directors for the Community Partnership and has been involved in the Community Partnership work groups, the Economic Development representative on the WIB serves as staff support for the

Community Partnership and Private Sector WIB members from Pennington and Red Lake Counties have been active in the project as well. A report is provided to the WIB after each Community Partnership meeting for the WIB's discussion and feedback. The WIB also has contributed non-WIA dollars to the Community Partnership.

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 monthly Operation 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 optimistic about the future even if their business is experiencing layoffs. They know that they will be creating new jobs and will see a positive growth in total employment once the recession begins to recede. 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 a major issue for some employers because of the lack of good “soft skills” by many of the job seekers. 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.

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.

b) Job-seekers.

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 the 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 more difficult to move to a better job unless one possesses specific skills 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. Finding adequate day-care is another item mentioned by job seekers as a real concern especially for those persons living in rural areas or small communities.

Job seekers are also looking for jobs that provide them with benefits and in particular health care benefits. Many of the 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.

c) Workers.

There is a 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.

Workers are also more aware of job stability than they were a year ago due to the downturn of the national and local economy. They are very concerned

about potential layoff 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. While the recreational vehicle industry has experienced significant layoff a local bus manufacturer continues to grow. 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 2009 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 Adults, Dislocated Workers and Older Youth under WIA Title 1-B. 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 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 2007-2008. (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, Workforce One training and occupations in demand training.

6. Provide a list of planned continuous improvement activities for PY 2009 in which your local providers will participate.

Budgets always drive the amount and kinds of continuous improvement activities. Fortunately, Program Year 2009 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. 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.

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 remains of primary importance due to the decreased number staffing within the WSA and to the changing roles of various staff. 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-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 business retention, business expansion, worker recruitment, occupation in greatest demand and other business needs so the WIB can deal with 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 does 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 2008 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 majority of the participants are being trained in health care which along with manufacturing rank as the top two high-growth, high-demand and high-wage occupations within the Northwest WSA. The 2009 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 Funds Available (NFA), which then becomes part of the Master Agreement 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.-14. must be limited to no more than 2 pages.

12. How does the WIB coordinate its workforce investment activities with the state’s Rapid Response office?

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 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 two staff and does not deliver any program services. The Northwest Private Industry Council/WIB contracts with DEED for the delivery of all WIA programs and for the delivery of the State Dislocated Worker in the Northwest Workforce Service Area with the exception of the Younger Youth program which is delivered by Inter-County Community Council in Oklee.

DEED Staff that are assigned to WIA 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.

14. 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: Rodger.coauette@state.mn.us

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;

15. 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.-16. must be limited to no more than 1 page.

16. 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 ten newspapers within the seven county Workforce Service Area.

The plan is posted on the NWPIC/WIB website at 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 disbursal 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);

17. Who is the entity responsible for the disbursal of grant funds?

Name: Northwest Private Industry Council
 Address: 1730 University Avenue, Crookston, MN 56716
 Phone: 218-281-6020
 TTY: 218-281-6020

18. Within the entity, who has authority to sign local plans, and who has authority to sign WIA Master Agreements?

Name: Rodger L. Coauette
 Title: NWPIC Executive Director
 Phone: 218-281-6020
 TTY: 218-281-6020
 E-mail: Rodger.coauette@state.mn.us

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 RFP's to select 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, 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 ten 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 period 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 2009, the Northwest Private Industry Council/WIB will contract with DEED to provide services under WIA Adult, WIA and State Dislocated Worker, and the WIA Older Youth program. Inter-County Community Council will provide accounting services and services for the WIA Younger Youth program. 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 2010.

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. (For Site Manager Position Description, please refer to: <http://www.deed.state.mn.us/wia/policy/title-one/sitemanager.htm>)
(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

WFC Location: Thief River Falls
Name: Lauretta Panek
Title: Workforce Development Field Operations Manager2
Phone: 218-681-0909
TTY: 218-681-0909
E-mail: 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: Rodger.coauette@state.mn.us
Reports To: Dixie Holen, Northwest WIB Chair

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: Rodger.coauette@state.mn.us
Reports To: Dixie Holen, Northwest WIB Chair

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
 Reports To: _____

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: Rodger.coauette@state.mn.us
 Reports To: Dixie Holen, Northwest WIB Chair

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

WIA Adult, WIA Dislocated Worker, State Dislocated Worker and WIA Youth

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
 Reports To: Jim Korkki, Director Adult Services

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: Rodger.coauette@state.mn.us
Reports To: Dixie Holen, Northwest WIB Chair

7. **(New Question)** Complete **Attachment D**, “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).
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.)
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 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.(2)
Yes _____ No Not Applicable _____

According to DOL Training and Employment Guidance Letter (TEGL) 5-03 (<http://wdr.doleta.gov/directives/attach/TEGL5-03.html>) 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>)*

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.

(2) For more information on Memoranda of Understanding (MOUs), including a MOU template, see: www.deed.state.mn.us/wia/mou.htm .

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 have been trained 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 DVOP (Disabled Veterans Outreach Program) for follow-up. The DVOP works with the veteran 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 DVOP 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 DVOP completes an objective assessment of the Veteran. The DVOP 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 only one full-time DVOP (Disabled Veterans Outreach) to service veterans within the entire seven county service area. The DVOP is located in the Thief River Falls WFC and serves 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 veteran's are referred to the appropriate WorkForce Center staff person to receive program specific services 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 with 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 for each WFC. Each partner is to complete the information. Please indicate your full-time and part-time equivalents* as of April 1, 2009. 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	1	1	7	1	5			1	Inter-County Community Council		
Thief River Falls			1	6.5		1.75		1				
East Grand Forks**				1								
Roseau**				2		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 2009 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;(3)
- 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;

(3) 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;(4)
- 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;(5))
- 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;

(4) 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

(5) 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

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;*
- *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 2009
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
Rodger.coauette@state.mn.us

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

Leon Heath, Executive Director
Northwest Regional Development Commission
115 South Main
Warren, Minnesota 56762
218-745-6733
lheath@nwrdc.org

We, the undersigned, attest that this submittal is the Program Year 2009 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: _____

