

**NORTHWEST PRIVATE INDUSTRY COUNCIL
FULL WORKFORCE INVESTMENT BOARD MEETING
15 April 2010**

Call to Order

The Northwest Private Industry Council Workforce Investment Board meeting was called to order by Vice-Chairperson Leo Olson at the Best Western in Thief River Falls on Thursday, 15 April, 2010 at 5:30 P.M.

Attendance

NWPIC members present were Kirsten Fuglseth, Pam Hetteen, Dixie Holen, Ginnie Kiviaho, Colette Kujava, MaryJo Larson, Joyce Magner, Bob Melby, and Leo Olson.

Guests present included Stephen Larson, DEED Regional Administrator, Amanda Grzadzielewski, NWPIC Assistant Director, Rodger L. Coauette, NWPIC Executive Director and Suzan Gagner, NWPIC Administrative Assistant.

Minutes

The minutes of the 18 March 2010 meeting were read and approved. Motion to approve minutes by Robert Melby, second by MaryJo Larson. Motion carried.

Introduction of Amanda Grzadzielewski, NWPIC Assistant Director

Rodger requested each Council member introduce themselves to Amanda followed by a brief introduction from Amanda to the Council members about her workforce experience.

Stephen Larson: DEED Regional Administrator

Stephen noted that one third of the manufacturing jobs lost due to the recession have been gained back in Minnesota. It is estimated that by the end of 2012 or the beginning of 2013, that this region will be back to prior employment levels. Stephen met with Leon Heath earlier this morning to discuss the creation of a white paper addressing a regional agreement specifically stating workforce development needs in Northwest Minnesota. Murray Turner, Pine to Prairie Executive Director, will also be included in this collaboration, to address the educational needs of secondary youth. The Governor's Workforce Development Council (GWDC) has been awarded \$6 million for Minnesota's State Energy Sector Partnership. This grant will be awarded to five regions of the State of Minnesota and Stephen will co-lead these project forums. Three broad sectors will be addressed, energy building, energy efficiency and renewable energy industries.

Committee Reports

There were no NWPIC Committee meetings since the last NWPIC Full Council meeting.

Program Year 2010 Allocations

Rodger noted that the Program Year 2010 allocations have been received for the WIA programs. The Adult and Youth allocations are a little larger than last year, with the Dislocated Worker allocation being approximately \$10,000 less. At this point we have no idea what the State Dislocated Worker allocation will be. The State Dislocated Worker program is currently out of funding due to the large demand. If there is any problem with funding, Rodger noted, it is the loss of the American Recovery and Reinvestment Act (ARRA) funding and until we are notified as to how to “roll over” participants from program to program this may be problematic. The ARRA programs did not have any performance standards, with the exception of work readiness skills, so exiting participants that are not actively engaged will not cause any performance issues.

Roseau Update

Jeri and Rodger recently interviewed five candidates for the position in the Roseau Office that is funded by both DEED and the NWPIC. Tom Street, previously employed by Rural Minnesota Concentrated Employment Programs (CEP) will begin 3 May, 2010. Stephen commented that Tom is one of the best customer resources in terms of knowledge, Minnesota Works and resume writing. He asked Rodger if Tom was a clear choice, to which Rodger replied that all five of the individuals interviewed were more than capable, but Tom’s workforce development expertise and the fact that he was a Team Leader at the Wadena WorkForce Center was clearly an advantage. Pam mentioned that she spoke with Jennifer Killmer this morning and Jennifer stated that the interview room was not as conducive to client meetings as the previous location. Stephen asked for clarification as to who Jennifer was, Rodger replied that Jennifer was hired under the additional ARRA funding and her position runs through September 2010. Stephen asked if there were privacy concerns, and if the additional interview room was not acceptable.

Minneapolis Indian Center Request

Included in each Council member packet was a letter requesting the Northwest Private Industry Council and the Minneapolis American Indian Center (MAIC) enter into a formal agreement on coordination of employment and training services to be provided to American Indians, Alaskan Natives and Hawaiian Natives in the Northwest area. Rodger noted that after speaking to Theresa Cox, the Executive Director of the Minnesota American Indian Center, approximately one-hundred twenty students of their enrolled participants are attending Northland Community and Technical College. In addition, Rodger stated that Theresa would like to attend a Workforce Investment Board meeting, most likely in May or June of 2010. Rodger recommends that a Memorandum of Understanding be entered into between the Northwest Private Industry Council and the Minneapolis Indian Center. Motion to approve Rodger moving forward with this Memorandum of Understanding by MaryJo Larson, second by Robert Melby. Motion carried. Rodger also noted that prior to finalization he will again present this item to the NWPIC Full Council.

September WIB Meeting Host Community

Last year the NWPIC Workforce Investment Board approved an annual meeting hosted in a council member's community, similar to the one held in Roseau last September. Rodger asked Council member's to contact NWPIC staff if they were interested in holding this meeting in their local community. There was no further discussion on this topic.

Program Year 2010 Meeting Calendar

The Program Year Meeting Calendar included in each Council member's packet was for PY 2009. The correct meeting calendar will be included in next month's Council member packet information and will be discussed at the May 2010 meeting.

2010 Planning Process

The Youth Plan has been submitted, with Rodger, Betty, NWPIC and ICCC staff contributing. The Adult Plan has been started, with Amanda working on the budget portion. Both the Adult and the Dislocated Worker Plan are due 15 May, 2010. Rodger will keep the Council informed as these items progress.

Informational Items

- a. Operational Reports

Other

Included in each Council member's packet were copies of success stories about both the Workforce Investment Act (WIA) Youth Program and the American Recovery and Reinvestment Act (ARRA) Youth Program. Stephen asked if the letter from Justin's Grandparents was solicited. It was noted how extremely important the summer youth programs are and the life-long effects they have on youth.

Stephen pointed out the NWPIC Funds Available report and stated that he is currently working with two Workforce Service Areas on communicating with their Workforce Investment Boards, especially regarding transparency. It is extremely important for each Workforce Investment Board to know what and where their budgets are. He also noted that DEED Financial Auditors were asked who the two best Workforce Investment Boards in the state, as far as transparency and accountability, are, to which the Auditors replied Rural Minnesota Concentrated Employment Programs and the Northwest Private Industry Council. Rodger stated that the NWPIC Funds Available report was developed by the NWPIC Operations Committee. He also noted that both the NWPIC Operations Committee and the NWPIC Legislative/Marketing Committees have not met for quite some time, but will begin meeting on a more consistent basis.

Future Meetings

The next NWPIC Full Council meeting is scheduled for Thursday, 20 May 2010 at 5:30 PM at the Best Western in Thief River Falls.

Adjourn

The NWPIC Full Council meeting was adjourned by Vice-Chairperson Leo Olson at 7:00 P.M.

Respectfully submitted,

Suzan Gagner
NWPIC Administrative Assistant