



NORTHWEST PRIVATE INDUSTRY COUNCIL, INC. WORKFORCE COUNCIL



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Serving the Counties of: Kittson, Marshall, Norman, Pennington, Polk, Red Lake & Roseau

For Your Information:

Article III, Section 1:

Annual Meeting. The annual meeting of the Board of Directors shall be held at a time and place to be set by the Northwest Private Industry Council Board of Directors, for the election of NWPIC officers, and for the transaction of such other business as may properly come before the meeting. The meeting date shall be established prior to the start of the new Program Year beginning on 1 July.

The meeting date shall be within 90 days of the start of the new Program Year. (Program Year starts July 1st)

The date of the annual meeting shall not be changed within 10 days preceding the date of the annual meeting unless consented to in writing, or by resolution adopted at a meeting, by all of the members entitled to vote at the annual meeting. If the election of Officers shall not be held on the day designated herein for the annual meeting of the members, the Northwest Private Industry Council Board of Directors shall cause the election to be held at a special meeting of the members as soon thereafter as convenient.

AGENDA – Annual Meeting

Thursday, September 10, 2015

Tour – 3:30 p.m.

Dinner – 5:00 p.m.; Meeting – 5:45 p.m.

Marvin Windows & Doors Training Center, Warroad, MN

Members Present:

- Leo Olson
- Robert Evans
- Mike Moore
- Sue Johnson
- Ardell Larson
- Sally Erickson
- Tim Hagl
- Christine Anderson
- Catherine Johnson
- Dave Rock
- Amber Hawkins
- Kirsten Fuglseth
- Bonny Stechmann
- Randa Lundmark
- Mary Jo Larson

Agenda Items:

1. Introduction of Members and Guests (5 minutes)
2. Additions/Deletions to the Agenda (2 minutes)
3. Minutes of Previous Board Meeting (3 minutes) – See attached
4. Annual Report Review & Discussion of 2015 Policy Agenda and Work Plan (10 minutes) – Separate attachment
5. Presentation – Chet Bodin, Regional Labor Market Analyst (15 Minutes)
6. Presentation – Connie Ireland, Governor's Workforce Development Council (20 minutes)
7. Financial Status Report (10 minutes)
 - a. Approval of Brady Martz as Audit Firm; Same cost as last year
8. RFP Committee Recommendation (15 minutes)
9. Youth Issues (10 minutes)
 - a. Action on Elimination of Youth Council and creation of Standing Youth Committee
 - b. Proposed Youth Contract Modification
 - c. Proposed Policy Change to Work Experience wage
10. North Valley Career Expo Fund Transfer – (5 minutes)
11. Future Meeting Schedule Discussion (5 minutes)
12. Adjourn (expected time: 7:30 pm)

Note: If you are unable to attend this meeting, please contact Kiki Anderson at 218-683-8074 or kanderson@nwpic.net.

Proposed Upcoming Meeting Schedule

Thursday, October 1 – Executive Committee Meeting

Thursday, November 5 – Full WIB Meeting

** Would members be interested in holding meetings during the day, starting at 10am? The room we have been using at the college would be available until noon on Thursdays.*

Potential 2016 Dates

January 7, 2016 – Full WIB

February 4, 2016 – Committee Meetings

March 3, 2016 – Full WIB

April 7, 2016 – Committee Meetings

May 5, 2016 – Full WIB

June 2, 2016 – Committee Meetings

**NORTHWEST PRIVATE INDUSTRY COUNCIL
FULL WORKFORCE INVESTMENT BOARD MEETING
July 16, 2015**

Call to Order

The Northwest Private Industry Council Workforce Investment Board (WIB) meeting was called to order at 5:30 PM, by Chairperson Leo Olson at the TRF Campus of NCTC on Thursday, July 16, 2015.

Attendance

Northwest Private Industry Council WIB members present were Dave Rock, Bob Evans, Mary Larson, Kirsten Fuglseth, Sue Johnson, Ardell Larson, Tim Hagl, Bonny Stechmann, Catherine Johnson, and Leo Olson.

Guests included: Kristine Anderson, NWPIC Executive Director.

Minutes

The minutes of the June 18, 2015, meeting were reviewed and approved. A motion to approve these minutes was made by Bob Evans, with a second to this motion being made by Mary Jo Larson. Motion carried with all Board members in attendance approving the motion.

Board member Applications and Vacancies

Kristine informed the Board that the terms of four board members are up for renewal: Sue Johnson and Leo Olson are both willing to continue, however Melissa Green and Pam Heteen are not going to continue their service. Mary Jo Larson made a motion to recommend the renewal of terms for Leo and Sue. This motion was seconded by Catherine Johnson. Kristine explained that the open positions are all private business positions, with one at-large position, one from Norman County, and the final open spot from Marshall County. Discussion was had regarding possible candidates and it was suggested trying to contact someone from Polaris.

Request to Issue Request for Proposals for Program Delivery.

Kristine reviewed the history of program service delivery by the NWPIC. From 1983 until 2012, the delivery of program services for Adult and Dislocated Worker services was contracted to the DEED Job Service, while Youth programs (younger youth and later older youth) have been delivered by Inter-County Community Council. In June 2013, the Board made the decision to bring the programs in-house and cease contracting with DEED for program services.

Kristine also reviewed the staffing changes that have occurred during this time. Former Executive Director Amanda Grzadzielewski was hired in December 2011 and was employed through August 2014. Kristine started in September 2015. In terms of Program manager position, Suzan Gagner held this role from January 2003 through February 2015 (although prior to bringing the programs in-house, Suzan was an Administrative Assistant). Terry Erickson was hired as Program Manager in May 2015. There have been two Job Counselor positions, but there has been turn-over in this role as well. Sharon Escue was employed from March 2013 through July 2015 (she was also employed for a year earlier through a special project). Marissa Lund worked from April 2013 through February 2014; Brianna Efta worked from April 2014 through August 2014, when she was hired by Vocational Rehabilitation. And Dustin Doyle worked part-time as an outreach specialist from May 2014 through August 2014, and since September 2014 has worked as a job counselor. Kristine explained that former director had

expressed that future sustainability was a concern and that options regarding shrinking or acquiring additional contracts should be considered.

Kristine also reviewed the comparison of other Workforce Service Areas in the state and their program service delivery models. The following chart was presented and discussed:

Local Partner	Share of State allocation	Service Provider Type
Winona County	0.8 %	State – DEED & WDI *
City of Duluth	1.5 %	City, State, Non-Profit *
NW PIC	1.9 %	Non-profit
SW PIC	3.3 %	Non-profit *
Washington County	3.6 %	County *
Stearns/Benton	3.8 %	County *
South Central	4.7 %	State & Non-Profit *
RMCEP	9.8 %	Non-profit *
<i>* Provider also has county MFIP contracts</i>		

Kristine explained that our lack of additional funding and our new staff create concerns about providing high-quality customer service. While overall performance measures are being met, the number of clients served remains low.

Kristine felt that with Sharon's recent resignation to accept a job near family in South Dakota, it was a good time for the Board to consider issuing a Request for Proposals for Program Services to see what other providers are out there to assist in providing services.

Kristine reviewed key functions of the Workforce Board under the new federal WIOA law include: conducting analyses of regional conditions; leading efforts to engage employers; developing and implementation of career pathways; identification and promotion of proven and promising practices; establishment of standing committees to more effectively accomplish the work of local boards, improving technology to facilitate connections for all partners; promoting consumer choice; enhancing coordination with education providers; and assessment of the physical and programmatic accessibility of one-stop centers annually in accordance with nondiscrimination provisions and ADA.

Kristine also reviewed financial projections associated with contracting out for client services. It is anticipated that a portion of our allocated grants would be retained to allow for Kristine and a second staff member to perform business services work. (Pink Handout) Kristine also reviewed the Funds Available Report dated 6-30-2015. (Green Handout)

Kristine recommended that the Board issue a request for Proposals for Program Services starting October 1, 2015, through June 30, 2016. It also came to the staff's attention that the timeline for fiscal and client tracking services is due and that it makes sense to issue an RFP for these services at the same time. Copies of the two separate proposed RFPs and newspaper ad were distributed. Kristine stated that based on preliminary discussions that she expects that three organizations would submit proposals: DEED, Inter-County Community Council, and Rural Minnesota Concentrated Employment Program.

Sue Johnson made a motion to issue the RFP as presented, with the exception that the Due date would be changed to August 17, 2015. The motion was seconded by Bob Evans. Bonny Stechmann and Catherine Johnson abstained from voting as they represent organizations who are expected to respond to an RFP. Motion carried with all other Board members in attendance approving the motion.

Discussion was had regarding committee members for the RFP Review committee. It was decided that the Review Committee would consist of Leo Olson, Christine Anderson, Tim Hagl, Mike Moore, Amber Hawkins, and Kristine Anderson. The RFP Review Committee will meet on September 3, 2015, and make a recommendation at the annual meeting on September 10, 2105. This meeting will be held in Warroad, Minnesota at the Marvin Windows and Doors Training facility.

Adjourn

A motion to adjourn the Northwest Private Industry Full Board meeting was made by Mary Jo Larson, and seconded by Bob Evans. The meeting was adjourned by Chairperson Leo Olson.

Respectfully submitted,
Kristine Anderson
Executive Director