



NORTHWEST PRIVATE
INDUSTRY COUNCIL, INC.
WORKFORCE INVESTMENT BOARD

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

Date: June 15, 2015
To: NWPIC Workforce Investment Board Members/Local Elected Officials
From: Leo Olson, NWPIC Chairperson
Re: Agenda for Upcoming Workforce Investment Board Meeting

There will be a meeting of the NWPIC Workforce Investment Board on **Thursday, June 17, 2015** at 5:30 PM at NCTC, TRF Campus, Room #735. Since the meeting will be quite short, we will not have dinner at this meeting. Please notify Kristine by e-mail at kanderson@nwpic.net or by phone at 218-681-0909 by **June 17rd** if you are unable to attend this meeting.

AGENDA

1. Call to Order & Introductions
2. Minutes of May 7, 2015 Meeting – attached (5 minutes)
3. Guest Presentation: Vanessa Anderson – Edward Jones – Retirement Plans (10 minutes)
4. Senior Community Service Employment Program Provider Application (10 minutes)
5. Committee Reports – none
 - a. Executive/Personnel Committee
 - b. Operations – schedule upcoming meeting time/date?
6. Program Updates – (10 Minutes)
 - a. WIA Adult/WIA DW/State DW
 - b. Youth Programs -
7. Financial/Funds Available Report – attached (5 minutes)
8. WIOA Transition – (5 minutes)
 - a. MWCA Fall Meeting in Duluth – August 4 – 5
 - b. Suggested Dates and Places for Regional Planning with RMCEP/State
9. Adjourn

**NORTHWEST PRIVATE INDUSTRY COUNCIL
FULL WORKFORCE INVESTMENT BOARD MEETING
May 7, 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, May 7, 2015.

Attendance

Northwest Private Industry Council WIB members present were Leo Olson, Mike Moore, Tim Hagl, Pam Hetteen, Catherine Johnson, Rhanda Ludmark, Sue Johnson, Bonnie Stechman, Ardell Larson, Amber Hawkins, and Sally Erickson.

Guests included: Carey Castle, Northland College; Julie Sacs, DEED Regional Manager; Terry Erickson, NWPIC Program Manager, and Kristine Anderson, NWPIC Executive Director.

Introductions – Introductions were made that included each attendee's name and the area that they represent.

Minutes

The minutes of the March 5, 2015, meeting were reviewed and approved. A motion to approve these minutes was made by Pam Hetteen, with a second to this motion being made by Ardell Larson. Motion carried with all Board members in attendance approving the motion. It was later noted that Sally Erickson was present at the March meeting but this was not reflected in the official minutes.

Committee Reports

Executive / Personnel Committee – The Executive / Personnel Committee met on April 9, 2015. Kristine presented the team with preliminary budget numbers as well as an update on WIOA transition items. The idea of a board retreat was brought up for future discussion with the full board. No action was taken at the meeting as it was informational.

Program Updates

Kristine introduced Terry Erickson as the new program manager. She started her new role on May 4, 2015. Terry gave a brief overview of her background, which includes accounting and career counseling at UND.

Kristine reviewed the program reports and also gave a brief legislative update. At the time of the meeting, the legislature still had about ten days left in the regular session, so no final budget numbers or policy updates were available.

Kristine noted that she is looking into options for updating the NWPIC website. Ardell and Pam had suggestions for additional local businesses to contact about getting a price. The one quote received so far was from a firm in West Fargo was approximately \$4,000.

Financial Report

Kristine directed Board members to the attached program reports. Preliminary budget report was reviewed and discussed. No final approval was requested, but several items were discussed for consideration at future meetings, including:

- Managed IT contract with Marco: would provide support for technology related items, including backups, security and software updates, cloud storage and e-mail systems update. Current technology is based on very outdated POP email system. Amounts to approximately 1% of budget.
- Retirement Match for Employee Benefit: currently we do not offer any type of retirement benefit for employees. Kristine recommends adding this to our employee benefits as a way to stay competitive. She is looking into options and will present options to the Board in upcoming meetings, but budget includes an up to 3% match for retirement benefit for all employees.
- Elimination of Youth Council: Kristine asked the Board to consider the possibility of eliminating the Youth Council and instead move to a standing Youth Committee. This recommendation is made based on the following factors: (1) Our PY15 funding will be a decrease of approximately 50% from 2010 funding levels. Of the total funding of \$218,229, there is a 10% Administrative cap – or \$21,822. This amount needs to be able to cover all the Administrative costs for the Youth program –space costs, salary and fringe, travel, audit costs, insurance, etc -- AND the Youth Council expenses. Each meeting of the Youth Council has associated expenses of between \$800 and \$1,000. Quite frankly, there just isn't any room in that budget to allow meetings to continue as they have in the past with meal costs, per diems and mileage. (2) The new federal law - WIOA – no longer requires local areas to have a youth council. WIOA does, however, require a standing youth committee. Committee meetings would be held approximately four times a year, but would not include meals, mileage or per diem. The focus work of the youth council will also shift to service of Older Youth – as required by funding guidance that 75% of our program dollars (those left after the Administrative portion is deducted), must now be spent on Older Youth who are not connected to a school. This is completely different focus than what has happened in Youth employment programming in the past. In fact, in the past only 30% was directed toward the older population, while the focus was heavily on those youth at risk in high school. Kristine stated that she will seek input from the currently serving youth council members prior to the next full WIB meeting.

WIOA Transition

Kristine informed WIB members that there is a need for each local area to request designation from the Governor in order to continue with designation under the new federal law – the Workforce Innovation and Opportunity Act or (WIOA). Kristine explained that the process is unclear at this time and we are waiting for more instructions from DEED about how to proceed. Kristine recommended that the WIB pass a resolution formally requesting the designation. Ardell Larson made the motion and Sue Johnson seconded. All in attendance approved the motion.

Board Membership: Kristine explained that some changes in Board membership will have to be made in order to for our WIB to be compliant with WIOA. These changes are still unclear

and additional information will be provided as they become available. It was noted that four Board positions are up for renewal in July: Leo Olson, Sue Johnson, Melissa Green and Pamela Hetteen. Kristine will talk with those board members to see if they would like to continue serving.

Non-Profit Annual Report

Kristine explained that this is an annual requirement with the Minnesota Attorney General's Office. She read the resolution required and passed around the documents for review. A motion to submit and file the report was made by Catherine Johnson, and seconded by Mike Moore.

Adjourn

A motion to adjourn the Northwest Private Industry Full Board meeting was made by Pam Hetteen, and seconded by Amber Hawkins. The meeting was adjourned by Chairperson Leo Olson.

Respectfully submitted,
Kristine Anderson
Executive Director

NWPIC FUNDS AVAILABLE (5-31-15)

PROGRAM	BUDGET	NWPIC ADMIN BALANCE	NWPIC PROGRAM/STAFF BALANCE	OPERATOR PROGRAM BALANCE	WORK EXPERIENCE	TRAINING BALANCE	SUPPORT SERVICES	TOTAL BALANCE
PY14 WIA Youth (466)-	\$260,659	\$8,800.11	(\$223.07)	\$63,322.02	(\$2,794.72)	\$23,720.41	\$5,849.45	\$98,674.20
Inschool			(\$179.10)	\$38,901.55	(\$4,162.53)		\$1,528.13	\$36,088.05
Out of School			(\$43.97)	\$24,420.47	\$1,367.81	\$23,720.41	\$4,321.32	\$53,786.04
Youth Competitive Grant (495)	\$80,000	\$1,384.46	\$0.00	\$2,721.04		\$9,961.56	\$26.44	\$14,093.50
PY14 WIA Adult (235)	\$234,234	\$946.12	\$77,545.86	\$0.00		\$71,127.11	\$18,697.88	\$168,316.97
PY13 WIA DW (574)	\$122,007	\$0.00	(\$111.43)	\$0.00		\$5,372.49	\$142.11	\$5,403.17
PY14 WIA DW (575)	\$116,981	\$0.00	\$8,929.01	\$0.00		\$58,491.00	\$9,358.00	\$76,778.01
PY13 State DW (564)	\$196,006	\$0.00	\$21,456.40	\$0.00		\$7,221.27	\$2,308.65	\$30,986.32
PY 14 State DW (565)	\$220,279	\$3,059.53	\$64,320.67	\$0.00		\$110,140.00	\$17,624.00	\$195,144.20
North Valley Career Expo	\$12,406	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$20,430.74
Greater MNPIC (150)	\$16,744	\$12,004.55	\$0.00	\$0.00		\$0.00	\$0.00	\$12,004.55
CORP								\$31,304.55
Total Funds Available	\$1,259,316	\$26,195	\$171,694	\$129,365		\$309,754	\$59,856	\$743,010