



# NORTHWEST PRIVATE INDUSTRY COUNCIL, INC. WORKFORCE INVESTMENT BOARD

**9:00 a.m. - Thursday, January 7, 2016**

**Room 735 – Northland College, Thief River Falls, MN**

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

**Members Present:**

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

## AGENDA

		<u>Action</u>		<u>Handout</u>
9:00 a.m.	<b>I. Introduction of Members and Guests</b>	Inform/None		
9:10 a.m.	<b>II. Additions/Deletions to the Agenda</b> Review Minutes of Previous Board Meeting	Motion		❖
9:15 a.m.	<b>III. Financial Status Report</b>	Motion		❖
	i. Audit Presentation by Brady Martz	Motion		❖
	ii. Annual Charities Renewal Resolution	Motion		❖
9:40 a.m.	<b>IV. Adult and Dislocated Worker Program Update</b>	Motion		❖
	i. Update on Sub-Contracting with ICC			
	ii. Program Narrative Report			
9:45 a.m.	<b>V. Youth Programs</b>	Motion		❖
	i. Program Narrative Report			
	ii. Youth RFP Update			
10:00 a.m.	<b>VI. Executive Director Evaluation Report</b> (Leo Olson)	Motion		❖
10:15 a.m.	<b>VII. Committee Meeting Schedule</b>	Inform		❖
	i. Bylaw Revision			
	ii. Regional Planning			
	iii. Youth Committee			
10:30 a.m.	<b>IX. Adjourn</b>	Motion		

**Reminder that all meeting materials are posted in an online dropbox at:  
[www.tinyurl.com/nwpic-wib](http://www.tinyurl.com/nwpic-wib)**

**NORTHWEST PRIVATE INDUSTRY COUNCIL  
FULL WORKFORCE INVESTMENT BOARD MEETING  
November 5, 2015**

**Call to Order**

The Northwest Private Industry Council Workforce Investment Board (WIB) meeting was called to order at 9:02 AM, by Chairperson Leo Olson at the TRF Campus of NCTC on Thursday, November 5, 2015.

**Attendance**

Northwest Private Industry Council WIB members present were: Leo Olson, Robert Evans, Mike Moore, Sue Johnson, Ardell Larson, Tim Hagl, Christine Anderson, Catherine Johnson, Kirsten Fuglseth, Bonny Stechmann, and Randa Lundmark.

Guests included: Carey Castle, Northland College; Kristine Anderson, NWPIC Executive Director.

**Minutes**

The minutes of the September 10, 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 Mike Moore. Motion carried with all Board members in attendance approving the motion.

**Financial Report**

Kristine discussed the financial report chart. She stated that in coming months she expects changes based on percentage of grant spent as compared to time remaining in grant period/cycle. Explained that the negative numbers do not reflect a deficit, but an overspend in certain cost categories that will be offset by the other cost categories. Also explained that the TANF youth grant was returned due to difficulties in recruiting eligible candidates for the program (despite strong efforts by Jenny Person at ICCC in reaching out to county social services. This is a DHS grant that runs April to December.

Kristine also reviewed the proposed cost category adjustments. Explained that the adjustments are to reduce the Training cost category to approximately 30%, which would allow additional dollars for staffing. Recommended this transfer to allow for additional contracting dollars with ICCC going forward to ensure staff is trained and to allow program to build capacity to do the program work. Also recommend a transfer of \$70,376 from WIOA Dislocated Worker Program to the WIOA Adult program. Dislocated workers will still be served by the State Dislocated worker program. The numbers of dislocated workers in our area are lower as compared to those served by our Adult population.

Bob Evans made a motion to transfer \$70,376 from the PY15 Federal WIOA Dislocated Worker grant to the WIOA Adult program, as well as the cost category adjustments as noted in the handout. Ardell Larson seconded the motion. Motion carried with all Board members in attendance approving the motion.

Sue Johnson made a motion to accept the financial report as presented. Bob Evans seconded the motion. Motion carried with all Board members in attendance approving the motion.

## **Adult and Dislocated Worker Program Updates**

Kristine provided an update to the Board regarding her work in the past month to secure approval from DEED to allow the NWPIC to subcontract with ICCC for the Adult and Dislocated worker programs. There was a question of policy interpretation as to whether or not a DEED policy on Certified Dislocated Worker Program Providers was intended or should be interpreted to restrict local WIBs from contracting with providers not on the State's certified provider list. Kristine took the position that the policy did not restrict the local board's authority and met with Tom Norman and Jeremy Hanson Wills regarding the issue. The concern came up at the monthly statewide MWCA Operations Committee meeting and a motion was made to send a letter to the Department from the MWCA membership stating their support of the NWPIC interpretation and continuing to allow the decision and selection of program providers to the discretion of the local boards. Kristine stated that she talked with directors and program managers around the state on this issue and had been working on further strategies with Peggy Ann Anderholm from Marvin Windows and Doors (who has previously served on both the Governor's Workforce Development Council and the Minnesota Job Skills Partnership Board).

Approximately one week prior to the WIB meeting Kristine received written confirmation from Jeremy Hanson Wills allowing the NWPIC to move forward with contracting with ICCC. Bob Evans expressed his thanks to Kristine for her efforts on this issue. Kristine also stated that the contracts would be in development with a hopeful start date of November 23, 2015. Michael Moore made a motion to support and approve starting to contract with ICCC for November 23, 2015 through June 30, 2017. Seconded by Bob Evans. Motion carried with all Board members in attendance approving the motion. Catherine Johnson abstained from voting.

Kristine also reviewed the Program Narrative Reports from Dustin and noted that his exceptional client work, and up to date case work had been recognized by the DEED Dislocated Worker team following a DOL monitoring visit (that looked at other programs in the state, but which resulted in a statewide review of contacts with clients).

## **Youth Program Updates**

Kristine reviewed the youth program report from Jenny Person. Noted that they were doing well according to plan. Also referenced the Youth Program Monitoring Report from DEED. In this report, youth program officials recommend that the Board issue an RFP for youth services at the end of the year, for the start of program year 2016 in April. Kristine and Catherine commented that this was different than what they expected based on the visit because final WIOA regulations are not due to be published until sometime next Spring (at the earliest). However, based on the comments from the State, Kristine is recommending that the WIB issue an RFP for Youth program services. WIOA does allow for the sole source contracting for youth services if there are a lack of suitable program providers. Kristine said that she does not believe that either DEED or RMCEP will be responding to the Youth contract RFP. The benefits of issuing the RFP and should no other organization respond, there would be good evidence for sole source contracting. A copy of the proposed RFP was reviewed with a proposed deadline of an intent to apply as December 30, 2015.

Ardell Larson made a motion to issue the RFP as proposed. Seconded by Kirsten Fuglseth. Motion carried with all Board members in attendance approving the motion. Catherine Johnson abstained from voting.

### **NAWB Travel Proposal**

Kristine explained that she is not requesting to attend the national conference this year in Washington DC. With the uncertainty of when the final regulations will be published, the usefulness of the conference is questionable.

### **Committee Signup and Future Work**

Kristine informed WIB members that there is a need for work on revising our bylaws to meet WIOA changes and to participate in Regional Planning efforts.

Catherine Johnson, Leo Olson, Christine Anderson and Bob Evans agreed to participate on the bylaws Committee;

Sue Johnson, Catherine Johnson, Mike Moore, Kirsten Fuglseth, Bonny Stechmann agreed to participate on the Regional Planning Committee.

### **General Labor Market Discussion**

Prior to Chet's presentation a general discussion of labor market pressures and concerns was had.

### **Labor Market Information Presentation**

Regional Labor Market Analyst Chet Bodin. Chet reviewed highlights from the recently completed regional study.

### **Adjourn**

A motion to adjourn the Northwest Private Industry Full Board meeting was made by Mike Moore, and seconded by Bob Evans. The meeting was adjourned by Chairperson Leo Olson at 10:53 am.

Respectfully submitted,  
Kristine Anderson  
Executive Director